

ADMINISTRATION POLICIES

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Policy Type:	Administration
Date Adopted:	

Policy No:	1
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	1. EMPLOYEES
Objective:	<p>All employees of the Shire of Wagin are required to familiarise themselves with the conditions relating to their employment and entitlements to ensure fair and equitable working conditions.</p> <p><u>Policy Objective</u> To provide employees and management with a clear understanding of their responsibilities in the employment of new employees and their entitlements.</p> <p>STAFF APPOINTMENTS</p> <ul style="list-style-type: none"> • Appointment of Chief Executive Officer The Chief Executive Officer is to be appointed by Council. • Appointment of Senior Staff As per Section 5.37 (2) of the Local Government Act employee appointments to the senior positions of Deputy Chief Executive Officer, Manager of Finance, Manager of Works and Principal Health Building Officer are to be the responsibility of the Chief Executive Officer, but Council may accept or reject the Chief Executive Officer's recommendation. It will be normal practice for Councillors to assist the Chief Executive Officer in the interview process. • Appointment to all other Positions Appointments to all positions are to be the responsibility of the Chief Executive Officer, who is also empowered to employ casual labour if and when necessary. <p>PERFORMANCE ASSESSMENTS</p> <p>Chief Executive Officer A performance assessment will be taken on the anniversary date. This assessment will be conducted by the CEO Review Committee. The Finance and General Purposes Committee have delegated Authority to adjust salaries.</p>

Senior Staff

A performance Assessment will be taken on the anniversary date. This assessment will be conducted by the Chief Executive Officer.

Other Office Staff

A performance assessment will be taken on the anniversary date of their appointment or as otherwise directed by the respective Managers.

PRE-EMPLOYMENT REQUIREMENTS

- All employees who are required to operate plant as part of their employment are required to produce their driver's license on an annual basis, at the office for photocopying.
- All new employees are to undergo a medical, at Council expense, prior to commencement of work. The Doctor selected by the employee to be ratified by the Chief Executive Officer.
- All new employees are required to provide a Police Clearance Certificate to the Chief Executive Officer prior to the appointment to a position with the Shire of Wagin being confirmed.

WORKING HOURS AND LEAVE**Office Hours – Administration Staff**

The working hours of Office Staff will be from 8.15am to 5.00pm with 45 minutes for lunch with one rostered day off every four working weeks or 8.00am to 5.00pm with 30 minutes for lunch with one rostered day off each fortnight (nine day fortnight) .A maximum of three rostered days off may be accumulated at any time without prior approval (in writing) of the Chief Executive Officer.

Rostered Days Off – Outside Workers

As far as practicable rostered days off should be taken as they fall due. No more than 5 three days may be accumulated without prior arrangements being made and the employee should either take the leave in excess of five days as it falls due or if it is not practicable to do so then payment at ordinary times rates will be made.

Annual Leave

As far as practicable and within the provisions of relevant Awards, employees should take their annual leave entitlement within the year that it falls due. Applications for Annual Leave shall be approved by the Chief Executive Officer or the Deputy Chief Executive Officer. In the case of the Chief Executive Officer Annual Leave shall be approved by the Shire President. Council is to appoint an Acting Chief Executive Officer whilst the incumbent is on leave of 5 days or more.

Long Service Leave

Long Service Leave is to be taken in accordance with provisions of the Local Government (Long Service Leave) Regulations, at the earliest practical date which is mutually convenient. Long Service Leave will be approved by the Chief Executive Officer. Council shall approve the Chief Executive Officer's Long Service Leave and appoint an Acting Chief Executive Officer.

Public Holidays

The two paid days of absence granted in lieu of the Easter Tuesday and day after New Year's Day are to be taken as such:

- a) One day to be taken during the Christmas – New Year holiday period; and
- b) One day to be taken in a mutually agreed time in the year.

ALLOWANCES AND REMUNERATION

Superannuation

Employees of the Shire of Wagin who are employed on a permanent basis may make application to the Chief Executive Officer to join the voluntary contribution section of the Local Government Superannuation Plan after satisfactorily completing any probationary period set as part of the terms of their employment. Council will contribute up to 1 per cent of the employee's salary to this scheme in addition to any contributions to satisfy Superannuation Guarantee Legislation obligations.

Uniform Allowance

\$400.00 per annum will be paid to those members of the office staff who wish to wear uniforms at work, (for the year in arrears – the year before). For any new employees to Local Government, Council to meet the initial purchases up to a maximum of \$500.

Provision of Council Vehicle for Private Use

Upon appointment the;

Chief Executive Officer has full private use of a Council vehicle.

Deputy Chief Executive Officer has full private use of a Council vehicle including periods of annual leave.

Manager of Works has full use of a Council vehicle for private purposes including periods of annual leave.

Council will pay all FBT cost incurred for providing private use to officers within this policy.

No vehicle may be used whilst on long service leave unless otherwise approved by Council.

Staff - Relocation Expenses

CEO shall use discretion assist to Officers in relocation expenses

Staff Licences

Council shall pay for the annual renewal of a motor driver's license for all outside (MEU) staff and the annual firearms license for all authorised officers of the Dog Act 1976 as amended.

STAFF TRAINING

The Chief Executive Officer and the Deputy Chief Executive Officer is empowered to send employees on work related courses, seminars and conferences to the extent of the provisions made in the budget.

SEVERANCE AND REDUNDANCY

SEVERANCE PAY

Purpose

The purpose of this policy is to set down the maximum severance payable to terminating employees for the purpose of section 5.50 (1) of the Local Government Act (the "Act"). Note however these severance payments may be exceeded in accordance with clause 7 at the discretion of Council.

Terminating Employees

A terminating employee is entitled to severance pay and benefits in accordance with:-

- a) Any federal or state award or industrial agreement applicable to that employee;
- b) Any application provisions within the employee's contract of employment;
- c) Any applicable award or order made by a federal or state employee tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;
- d) Where Council so agrees, any recommendation made by a federal or state Industrial Commissioner arising from the circumstances of that employee being specifically brought before that Commissioner.

Dismissed Employees

Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation.

Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers may include:

- the strength of the respective cases in any litigation;
- the cost of legal advocacy and support;
- the cost of witnesses;
- the cost of travel and accommodation in running the case;
- the cost of having staff tied up in the preparation and hearing of the case; and
- the disruption to operations.

Redundancy

All redundancy pay-outs will be paid in accordance with regulations outlined in the Local Government Officers Interim Award 2011 and the Municipal Employees Union Interim Award 2011.

Other Settlement

Council may decide to settle in a situation where an employee, due to illness or impairment is unable to perform his/her job and there has been mutual agreement that employment must end.

Matters to be taken into consideration by Council in determining the extent of any financial offers may include:

- the length of service;
- the conscientiousness of the employee over the past employment;
- the value of the employee's service having regard to position(s) held and the regard given by council to the employee's contribution;
- the length of time to retirement;
- the personal circumstances of the employee including family responsibility, future employment prospects and alternative sources of income; and
- possible exposure to litigation if the employee was dismissed having regard to obligations of Council under the State Equal Opportunity Act, the Commonwealth Disability Discrimination Act and the Commonwealth Workplace Relations Act.

Weeks Pay

The term "weeks pay" means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefits normally provided for the employee's position (such as a vehicle in the case of a senior position, the normal superannuation provided to all employees etc).

Outside Staff

That the Chief Executive Officer has the authority to pay additional over award amounts of up to 20% based on suitable skills experience and productivity to employees under the Municipal Employees Union Interim award.

That Council pay 10% over award payment to all employees under Municipal Employee's Union Interim award.

Inside Staff

That Council pay 5% over award payment to all permanent employees under the Local Government Officers Interim award.

Loyalty Allowance

That Council pay loyalty allowance to all permanent non-managerial staff as follows;

0 – 1 Years	\$0
1 – 3 Years	\$10 per week
3 – 5 Years	\$20 per week
5+ Years	\$30 per week

The above be paid as an over award payment.

Special Circumstances

Nothing in this Policy prevents Council from determining that in special circumstances, terminating employees may be paid additional monies or provided additional benefits where justified. If Council so determines, details of the severance pay and benefits shall be published in accordance with section 5.50 (2) of the Act.

Policy Type:	Administration
Date Adopted:	

Policy No:	2
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY	
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Title:	2. CIRCUS SITE - SPORTSGROUND
Objective:	“All visiting circuses are to be offered the area between the Trotting Track and Ballagin Street, the area north of the Wesfarmers shed or the centre of the old trotting training track and not the main grassed oval for the siting of their circuses.”

Policy Type:	Administration
Date Adopted:	

Policy No:	3
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	3. WAGIN COMMUNITY BUS CHARTER
Objective:	<p>i) The Wagin Community Bus shall be managed by a Committee derived of a representative from the following organisations;</p> <p style="text-align: center;">Wagin Lions Club Wagin Rotary Club Wagin Action Group Wagin Care and Share Wagin Shire Council</p> <p>and any other representative that Council may appoint from time to time.</p> <p>ii) The role of the Committee is to manage the Wagin Community Bus on behalf of Council and the Wagin Community.</p> <p>iii) The Committee will make recommendations to the Council with respect to the total management and operation of the Community Bus.</p> <p>iv) Any fees for the use of the Community Bus must be endorsed by Council and included in Council's list of fees and charges.</p> <p>v) Council will maintain income and expense operational accounts for the Community Bus and a specific Reserve Account to which profits from the operation of the Community Bus will be transferred or from which losses incurred from operations will be reimbursed.</p> <p>vi) The purpose of the Community Bus Reserve account will be for the maintenance, upgrade and changeover of the Wagin Community Bus.</p> <p>vii) The Shire of Wagin will be responsible for the vehicle license and insurance costs of the Wagin Community Bus and to provide financial and secretarial services to the Committee as its contribution to the Community Bus Service. All other costs will be covered by the Community Bus Service.</p> <p>viii) The effect of the operation of the Wagin Community Bus (except for license and insurance costs) is expected to be cost neutral.</p>

Policy Type:	Administration
Date Adopted:	

Policy No:	4
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY	
Title:	4. WAGIN FIRE TENDER
Objective:	Council will, as an annual donation to the Wagin Volunteer Fire and Rescue Service, pay the license and third party insurance for the brigades own fire tender. Such costs not being covered by the Emergency Services Levy.

Policy Type:	Administration
Date Adopted:	

Policy No:	5
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	5. SHIRE OF WAGIN FIREARMS
Objective:	<p>The objective of this policy is to provide the guidelines for the use of Council's Corporate Firearm so that suitable controls are in place to ensure security of the weapon and legitimate use of same.</p> <p>THE POLICY</p> <p>Firearm Usage Council provides its Corporate Firearm for the use by authorised personnel in the carrying out of legitimate Council business. This would include the destruction of animals or other purposes as required under the Dog Act, Local Government Act or other legislation.</p> <p>The firearm is only to be utilised by Council's Authorised Officer/s under the Dog Act as detailed in Council's Delegations Register. The Council firearm is not to be utilised for private purposes.</p>

Policy Type:	Administration
Date Adopted:	

Policy No:	6
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
Yes/No

Delegation No.

ADOPTED POLICY	
Title:	6. USE OF SHIRE LOGO
Objective:	<p>The objective of this policy is to establish guidelines for the use of the Shire Logo so as to ensure it is used in an appropriate manner.</p> <p>THE POLICY</p> <p>That local community groups be permitted to use the Shire of Wagin Logo provided it is used in its original design and colour and for the promotion of Wagin.</p>

Policy Type:	Administration
Date Adopted:	

Policy No:	7
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	7. OCCUPATIONAL SAFETY AND HEALTH
Objective:	<p>Policy The Shire of Wagin recognises its duty to ensure the safety and health of its employees, contractors, volunteers and visitors and in meeting this duty will comply with the requirements of the Occupational Safety and Health Act 1984 and any other legislation and supporting documents that apply to its operations.</p> <p>It is our policy objective to</p> <ul style="list-style-type: none"> • Provide and maintain a workplace and systems of work, so far as is practicable, that employees, contractors, volunteers and visitors are not exposed to hazards. • Ensure that all employees are provided with information, instruction, training and supervision appropriate to the scope of work being undertaken. • Consult with employees on any issues that may affect their safety and health at work. • Continuously review the Shire of Wagin Safety management systems. <p>All Managers and Supervisors are responsible to ensure, within their respective level of control, the safety and health of employees, contractors, volunteers and visitors to the workplace.</p> <p>Employees are required to take all reasonable care to ensure their own safety and that of other persons. They are also required to comply with all instruction and directions established to provide a safe and healthy workplace.</p>

Policy Type:	Administration
Date Adopted:	

Policy No:	8
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	8. ELECTED MEMBER AND EMPLOYEE LOYALTY SERVICE RECOGNITION
Objective:	<p>Purpose The purpose of this policy is to recognise Loyal Service by Elected Members and Employees of the Shire of Wagin.</p> <p>Objective The objective of this policy is to determine the level of recognition that an Elected Member or Employee will receive based on the number of completed years of service given to the Shire of Wagin.</p> <p>Completed Years of Service do not need to be performed consecutively, but a calculated total of each block of service with the Shire of Wagin to determine the level of recognition.</p> <p>Recipients of a Loyalty Service award will be classified into three separate categories comprising of Gold (30 years), Silver (20 years), and Bronze (10 Years).</p> <p>For the purpose of determining the award classification the cut off date each year will be the 1st November which will occur after the October Local Government Election process and allow enough time to prepare all certificates prior to the annual Christmas function.</p> <p>Policy That the Shire of Wagin recognises the Loyal Service of Elected Members and Employees by awarding each recipient that qualifies, either a Gold, Silver, or Bronze framed certificate of Loyal Service at the Shire’s Annual Christmas function.</p> <p>The Shire President and Chief Executive Officer are delegated authority to carry out the provisions of this policy on behalf of Council, and that a suitable budget allocation be made each year to cover the cost of preparing each certificate and framing.</p>

Policy Type:	Administration
Date Adopted:	24 May 2011

Policy No:	9
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	9. ELECTED MEMBERS RECORDS MANAGEMENT
Objective:	<p><i>To define the principles of the Shire of Wagin' records management function and to document an orderly and efficient approach to the proper management of records. This policy incorporates applicable legislative requirements into standard Shire practices and enumerates basic records management requirements. This helps the CEO ensure that records and documents of the local government are properly kept for the purpose of the Local Government Act 1995 and any other written law (s.5.41(h)).</i></p> <p><i>Records are recognised as an important resource in the Shire of Wagin, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Organisation. Due to legislative requirements, the Shire of Wagin is obliged to maintain a records management system, and to dispose of those records only through an approved scheme.</i></p> <p><i>The policy applies to all external and internal records, which are handled, received or generated by the Shire of Wagin, regardless of their physical format or media type.</i></p>
Policy Statement	<p>The Shire's records are a corporate asset. Complete and accurate records of all business decisions and transactions are to be recorded and registered in the Shire's records management system both in respect to their content and context. They are to be managed in a cost-effective manner in accordance with records management and record keeping legislative requirements.</p> <ul style="list-style-type: none"> • All records are to be managed according to whether they are <i>significant</i> or <i>ephemeral</i> records, <i>vital</i> or <i>non-vital</i> records, and in accordance with their security classification • All communications in the form of records, whether paper or electronic, and whether internal or external, are to be captured within the appropriate aspect of the record keeping system • Registers are to be maintained of all records series and special categories,

including but not limited to, registers of police, databases, FOI applications, assets, tenders photographs, forms, vital records, files and contracts

- All contractual arrangements are to ensure the Shire's ownership of *significant* records
- Any records / files in the possession of individual staff and Elected members are to be registered to them and, dependent upon security classification, kept accessible.
- Only approved record formats are to be used in effecting the Shire's business
- All records with record keeping series maintained by the Shire of Wagin are to be disposed of in accordance with the State Records Office's *General Disposal Schedule for Local Government Records*

All records are not to be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule or in the custody of an officer or elected member performing approved business

Roles and Responsibilities

Chief Executive Officer

The CEO is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provision of Section 5.11(h) of the Local Government Act 1995.

Elected Members

Elected members must create and keep records of communications or transactions, which convey information relating to local government business or functions. These records should be forwarded on a regular basis to the local government administration for capture into the official recordkeeping system.

Executive Officers

Executive Officers are to ensure their staff are familiar with, and adhere to the Records Management Policy and any associated procedures endorsed by the CEO.

Staff

Staff are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; and, protected and disposed of in accordance with the State Records Office's *General Disposal Schedule for Local Government Records*.

Statutory Obligations

In addition to the requirements of the State Records Act 2000, the relevant aspects of the following statutes should also be considered in managing Shire records:

- Evidence Act 1906
- Limitation Act 1935
- Freedom of Information 1992
- Local Government Act 1995
- Financial Administration & Audit Act 1985
- Criminal Code 1913 (Section 85)
- Electronic Transactions Act 200
- Privacy Act 1988

Custodianship

The Shire's records are a government-owned asset. The records created during the course of business belong to the Shire of Wagin by virtue of their possession, and not the individuals who created such records during their time as a public officer or elected member at the Shire of Wagin. Officers or Elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Shire.

Definitions

A Record

A record as defined in the State Records Act 2000 means any record of information however recorded and includes:

- Anything on which there is writing or Braille,
- A map, plan, diagram or graph,
- A drawing, pictorial or graphic work or photograph,
- Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them,
- Anything from which images, sounds or writings can be reproduced with or without the aid of anything else, and
- Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Records in the public sector are referred to as:

Government Records (or Public Records)

Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies, or between public officers and members of the community (both private and business).

Records may be categorised as:

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquires.

Significant Records

Significant records contain information which is of administrative, legal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Important Notice:

Distinguishing between significant and ephemeral records is a matter of judgement and the above definitions can only act as a guide. Reference to "records" in this guideline should be read as relating to significant public records unless otherwise stated.

Vital Records

Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire, and are absolutely essential for the Shire's reconstruction in the event of a disaster.

Non-Records

	<p>Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.</p>
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Records Disposal

Disposal is by way of depositing records in the State Archives, managing the records as designated State Archives at the Council, or by destruction in accordance with *General Disposal Schedule for Local Government Records*.

Policy Type:	Administration
Date Adopted:	21 December 2012

Policy No:	10
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	10. GRIEVANCE
Objective:	<p>The Shire of Wagin must effectively manage employee grievances, to ensure that if established and maintains a harmonious, secure and productive workplace. In doing so it must comply with relevant Government legislation and guidelines that govern the conduct of employees in the workplace.</p> <p>The purpose of this policy is to provide a framework that ensures appropriate processes are undertaken by the Shire of Wagin to investigate all reported grievances and comply with the Standard as specified in the Public Sector Standards in Human Resource Management.</p> <p>This policy applies to all employees of the Shire of Wagin.</p> <p>This policy relates to the process used by the Shire of Wagin to manage an employee's grievance.</p> <p>A grievance is an issue raised by an employee that concerns another person or persons or an action or inaction that has negatively effected their employment. It is a matter that affects the complainant for which they are seeking a resolution.</p> <p>When a grievance is brought to the attention of the Shire of Wagin, a genuine attempt will be made to resolve or redress it. The grievance process will be managed in a manner that is fair and will take into consideration the material facts and circumstances that prevailed at the time of the grievance.</p> <p>All grievance processes and decisions will be undertaken in a manner that is fair and equitable and complies with the Grievance Resolution Standard. Processes and will be subject to the provision of the <i>Public Sector Management (Breaches of Public Sector Standards) Regulations 2005</i>.</p>

<p>Policy Statement</p>	<p>The procedures and methodologies for undertaking grievance processes are outlined in the Shire of Wagin’s Grievance Management Procedures.</p> <p>Authority <i>This policy is issued by the Chief Executive Officer upon endorsement by Council.</i></p> <p>References This policy operates in accordance with the following legislation framework.</p> <p>Legislation</p> <table border="1" data-bbox="331 555 1449 808"> <tr> <td colspan="2" style="text-align: right;">Available at:</td> </tr> <tr> <td>Public Sector Management Act 1994</td> <td>www.slp.wa.gov.au</td> </tr> <tr> <td>WA Public Sector Standards in Human Resource Management</td> <td>http://intranet/hr/employee_services.htm</td> </tr> <tr> <td>Equal Opportunity Act 1984</td> <td>www.slp.wa.gov.au</td> </tr> <tr> <td>WA Public Sector Code of Ethics</td> <td>http://intranet/hr/employee_services.htm</td> </tr> </table>		Available at:		Public Sector Management Act 1994	www.slp.wa.gov.au	WA Public Sector Standards in Human Resource Management	http://intranet/hr/employee_services.htm	Equal Opportunity Act 1984	www.slp.wa.gov.au	WA Public Sector Code of Ethics	http://intranet/hr/employee_services.htm
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Public Sector Management Act 1994	www.slp.wa.gov.au											
WA Public Sector Standards in Human Resource Management	http://intranet/hr/employee_services.htm											
Equal Opportunity Act 1984	www.slp.wa.gov.au											
WA Public Sector Code of Ethics	http://intranet/hr/employee_services.htm											
	<p>Appendix A The grievance management checklist contains some of the key actions associated with managing an employee grievance.</p> <p>The checklist is applicable throughout all stages of the grievance resolution process and should be regularly referred to including prior to commencement, during and the completion of the grievance resolution process.</p> <p>Documentation Good documentation of the grievance issues is central to the grievance resolution process to provide a comprehensive perspective of the complaint and how it was dealt with, should the matter be subject to further review or litigation.</p>											
	Describe how information will be kept confidential and how long it will be stored in accordance with the Shire’s Record Keeping Plan.	<input type="checkbox"/>										
	Provide clear guidance on the extent of the documentation that will be recorded in the process	<input type="checkbox"/>										
	How parties were informed of their rights and responsibilities?	<input type="checkbox"/>										
	How issues were identified and examined?	<input type="checkbox"/>										
	Pathways used to resolve issues i.e. what issues were referred to and resolved under other processes, such as an industrial process?	<input type="checkbox"/>										
	Key actions undertaken during the process, including discussions with parties.	<input type="checkbox"/>										
	Decisions made as part of the process.	<input type="checkbox"/>										
	The basis on which the final decision is made>	<input type="checkbox"/>										
	The parties have been informed of their rights and responsibilities in the grievance resolution process.											
	Both the parties (complainant and respondent) have been provided with copies of the Shire’s grievance policy and procedure.	<input type="checkbox"/>										

	The parties have been advised that they may request the presence of a support person for any meetings.	<input type="checkbox"/>
	The parties have had the opportunity to have the Shire's policy and procedures explained to them by a Grievance Officer.	<input type="checkbox"/>
	The parties have had a opportunity to ask questions and clarify any issues relevant to the grievance with a Grievance Officer.	<input type="checkbox"/>
	The Grievance Officer has clarified the grievance issues with the person who made the grievance.	<input type="checkbox"/>
	Where the grievance relates to the alleged actions/behaviour of an individual or individuals, those people have been informed of the full details of the grievance and given an opportunity to respond.	<input type="checkbox"/>
	The Shire informed the parties' of the timelines it intends to follow to keep the parties informed of their rights and responsibilities.	<input type="checkbox"/>
	Delays in the process have been /will be explained to the parties.	<input type="checkbox"/>
	The Shire has recorded and retained documentation in the appropriate confidential file.	<input type="checkbox"/>
	The Shire has informed the parties of the actions being undertaken to address the issues raised in the grievance.	<input type="checkbox"/>
	Further action required by the parties has been/will be identified and conveyed to the parties.	<input type="checkbox"/>
	Strategies are in place to ensure appropriate confidentiality will be maintained.	<input type="checkbox"/>
	The process is based on a proper consideration of the facts and circumstances prevailing at the time of the grievance.	
	The grievance issues have been clarified with the person who lodged the grievance and ideally agreement reached in the issues to be covered.	<input type="checkbox"/>
	If using external consultants ensure they have copies of all relevant documents, including the Shire's policies and procedures, the grievance resolution standard and the scope of the grievance.	<input type="checkbox"/>
	The Shire's has considered and identified if a grievance could be linked to a suspected breach of discipline prior to commencing a review of the prevailing facts and circumstances of a grievance.	<input type="checkbox"/>
	If a suspected breach of discipline has been identified by the Shire the two processes of grievance and discipline have been kept separate.	<input type="checkbox"/>
	The Shire's Grievance Officer records main issues raised in the employee grievance management processes.	<input type="checkbox"/>
	All the grievance issues have been documented. For example, in memorandums, letters to the parties, the final report.	<input type="checkbox"/>
	The person who conducts the consideration of the facts and circumstances is: <ul style="list-style-type: none"> • Impartial • Is not a party to the grievance • Does not have a conflict of interest with any of the parties 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The decision takes into account all of the facts and circumstances, i.e. covers all issues raised.	<input type="checkbox"/>
	The Shire has communicated to the parties the independent process for considering all the issues raised in the grievance.	<input type="checkbox"/>
	Prior to making any conclusions, findings or recommended actions the Shire has given the parties the opportunity to comment on the process for identifying and considering all of the issues raised in the grievance and the opportunity to respond to the conclusion, findings and recommended actions.	<input type="checkbox"/>
	Decisions are impartial, transparent and capable of review.	

	The investigation report has been quality checked to ensure that all areas of the grievance have been properly considered and addressed before a final decision is made.	<input type="checkbox"/>
	The person who makes the decision on behalf of the agency is: <ul style="list-style-type: none"> • Impartial • Is not a party to the grievance • Dose not have a conflict of interest with any of the parties 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The process used to address the grievance has been adequately documented and it: <ul style="list-style-type: none"> • Clearly and concisely described the grounds upon which the final decision was made. 	<input type="checkbox"/>
	The investigation report has been quality checked to ensure that all areas of the grievance have been properly considered and addressed.	<input type="checkbox"/>
	The Shire has provided enough information to the parties to enable them to understand how the decision was made.	<input type="checkbox"/>
	The parties have been notified in writing of their right to lodge a breach of standard claim against the Grievance Resolution Standard, once a final decision has been made and the grievance process is complete.	<input type="checkbox"/>
Additional considerations		
	The importance of maintaining confidentially and the implications of not doing so has been conveyed to the parties.	<input type="checkbox"/>
	The parties have been provided with the opportunity and support to resolve the employee grievance informally, prior to escalating the issue to a formal grievance.	<input type="checkbox"/>
	Mediation and/or conciliation have been considered as a means of resolving the workplace issue.	<input type="checkbox"/>
	If using external consultants to mediate/conciliate/investigate a grievance, their experience and approach to grievance management has been checked to ensure they are consistent with the Shire if Wagin’s philosophy and approach.	<input type="checkbox"/>
	Grievance Officers and/or staff dealing with grievances are able to provide information to the parties about alternative avenues to raise issues (e.g. industrial Relations Commission, Equal Opportunity Commission, Corruption and Crime Commission and Public Interest Disclosures).	<input type="checkbox"/>
	<p>Appendix B</p> <p style="text-align: center;">GRIEVANCE MANAGEMENT PROCEDURE</p> <p>1. Definitions</p> <p>Grievance A grievance is an issue raised by an employee that concerns another person or persons or an action or inaction that has negatively affected their employment or wellbeing. It is a matter that affects the complainant for which they are seeking resolution.</p> <p>An issue raised could be any real perceived ground for complaint including received bullying; racial or sexual harassment; discrimination on the grounds of disability, race, religious belief, political viewpoint, sex, marital status or pregnancy sexual orientation, gender identity, age; or any other unfair or improper treatment.</p>	

Procedural Fairness

Procedural fairness is concerned with the procedures used by a decision maker, rather than the actual outcome reached. Procedural fairness requires a fair and proper procedure to be used in making the decision. The requirements of procedural fairness include opportunity to be heard, absence of bias and expeditious handling of complaints.

Mediation

Mediation is a process of negotiation which aims to resolve conflicts or complaints through the use of a third party that will bring the parties to the grievance together, and assist them to reach an agreement.

Conciliation

Conciliation is a process whereby a third party negotiated with each party individually to facilitate and acceptable outcome.

2. Informal Procedures

1. The complainant should first consider addressing the issue with the person(s) considered responsible with the aim to resolve or redress the matter at that level, before informing the Shire of Wagin about a grievance. A line manager may assist with this process.
2. If the matter is unable to be resolved at that level, then an informal grievance may be lodged with the Shire of Wagin Grievance Officer. The Grievance Officer will document the grievance and/or support the complainant to do so, including the process of resolution thus far undertaken.
3. Collaboratively, a course of action to resolve the matter may be developed. Usually a conciliatory approach will be applied where information is taken between the relevant parties until a reasonable resolution can be agreed. Depending upon the circumstances, mediation may be the preferred option in order to reach a resolution.

3. Formal Procedures

1. If the more informal approach is deemed inappropriate or has proven unsuccessful, a formal grievance management process may be enacted. A formal grievance requires the matter to be reported to the Grievance Officer. If it is not reported in written form, the Grievance Officer will be required to make a record of the grievance and have the complainant agree and sign the document, before the matter can proceed further.
2. The respondent(s) will be provided with the written grievance and will be required to respond to the matter to the Grievance Officer. The Grievance Officer responsible for the process will consider the matter and conduct an appropriate investigation to determine the material facts and circumstances of the matter. A report, including findings and conclusions will be provided to the Chief Executive Officer, who will review the findings, conclusions and recommendations contained in the report.

Note: An employee involved in a grievance management process shall have the right to a support person at any stage of that process. This includes the complainant, respondent(s) and witnesses. A support person could be, but is not limited to, an employee association representative, colleague or friend.

3. At the conclusion of a formal grievance management process, parties will be advised about any decision/outcomes relevant to them and informed of their right to appeal within the framework of the Public Sector Standards.

4. Confidentiality

At all times the highest confidentiality must be maintained in resolving a grievance or dispute.

Any documentation concerning the grievance or dispute shall be held on a "Grievance/Dispute Resolution" confidential file maintained by the Chief Executive Officer.

5. Retention and Disposal of Documentation

Records of grievance lodged by employees, including those related to discrimination and harassment will be retained for seven (7) years after action completed.

6. Roles and Responsibilities

Complainant

Complainants are effectively the person who bears the grievance.

Complainants are responsible for:

- Ensuring they are aware the Grievance Management Policy and Procedures.
- Using this procedure with probity. Grievances, which are found to be knowingly vexatious, frivolous or malicious, may be subject to disciplinary action.
- Seeking to resolve the grievance informally in the first instance.
- Making the Shire of Wagin clearly aware of their grievance and providing sufficient information to enable assessment if the matter cannot be resolved informally.
- Maintaining appropriate confidentiality throughout the grievance management process.

Grievance Officer

A suitably trained and appointed staff member whose role is to provide information and support to either the complainant or the respondent in a grievance.

The Grievance Officer is responsible for:

- Providing support and advice to a person or persons who have identified an issue of concern in the workplace.
- Ensuring that the complainant is aware of the Grievance Management Policy and Procedures.
- Providing support to line managers.
- If required, acting as a support person for a complainant or a respondent, if the matter progresses through the grievance process. Handling informal grievances sensitively and confidentially, ensuring standards of fairness, objectivity and consistency in treatment of all staff in all cases.
- Recording appropriate and relevant information.
- Facilitating a resolution to a grievance where possible.
- Conciliation and/or mediation to achieve a resolution of an informal grievance.

- Providing support to line managers.
- Handling informal grievances sensitively and confidentially, ensuring standards of fairness, objectivity and consistency in treatment of all staff in all cases.
- Recording appropriate and relevant information.

Respondent

The person who the complainant cites as the person responsible for their grievance.

The Respondent is responsible for:

- Ensuring that they involve themselves in the process in a timely and appropriate manner.
- Maintaining appropriate confidentiality throughout the process.

Support Person

A person of the Complainant or Respondent's choice that they have asked to provide support throughout the process.

The Support Person is responsible for:

- At request, providing support to either the Complainant or Respondent throughout the grievance process.
- The support person may assist by taking notes and by discussing the issues with the employee outside of the meetings.
- The support person cannot advocate on behalf of the employee, or offer their views or opinions during any mediation meetings.
- Maintaining appropriate confidentiality throughout the process.

Witness to matters raised in a grievance

A person that has witnessed matters raised in the grievance process.

- If required, participating in the investigation process conducted by or on behalf of the Shire of Wagin.
- Maintaining appropriate confidentiality throughout the process.
- Reviewing the findings, conclusions and recommendations of a formal grievance presented by the Grievance Officer.
- Maintaining appropriate confidentiality throughout the process.

References

The Grievance Management Procedures have been aligned with the following legislation framework.

Available at:

Public Sector Management Act 1994 www.slp.wa.gov.au

WA Public Sector Standards in Human

Resource Management http://intranet/hr/employee_services.htm

Equal Opportunity Act 1984 www.slp.wa.gov.au

WA Public Sector Code of Ethics http://intranet/hr/employee_services.htm

Policy Type:	Administration
Date Adopted:	24 May 2011

Policy No:	11
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY	
Title:	11. RELEASE OF STAFF TO ASSIST EMERGENCY SERVICES
Objective:	Council supports and recognises the need of volunteers as members of the emergency services within the Shire and adopts as policy the following:
Policy Statement	<p>The release of staff, who are trained volunteers to assist the emergency services of which they are members in, an emergency situation only when approval from a manager is given.</p> <p>The emergency services are those defined under LEMC (Local Emergency Management Committee) and are:</p> <ul style="list-style-type: none"> • WA Fire and Rescue • St John Ambulance • Bushfire Brigades • State Emergency Services <p>Australian Red Cross</p>

Policy Type:	Administration
Date Adopted:	28 February 2012 19 July 2018

Policy No:	12
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 Occupational Safety and Health Act 1984 2. Occupational Safety and Health Regulation 1996, and 2005 amendments 3. ISO 31000 Risk Management – Principles and Guidelines

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	12. FITNESS FOR WORK AND DRUG AND ALCOHOL TESTING
Objective:	<p>The Shire of Wagin is committed to providing a safe, healthy and productive workplace for all. An employee’s fitness for work may be adversely affected by the effects of fatigue, stress, injury/illness, alcohol or drugs. These factors may cause impairment or deficiencies in the employee’s work performance and can be a contributing factor in workplace accidents or incidents.</p> <p>The Shire of Wagin will not tolerate Employees attending work under the influence or in possession of alcohol or drugs and will take action where this occurs.</p> <p>This Policy aims to:</p> <ul style="list-style-type: none"> • Provide a safe work environment and a safe system of work for employees, contractors and visitors. • Minimise the risk of injury to employees, contractors or visitors in the workplace. • Minimise the risk of damage to the employer’s property or that of its customers. • Minimise risk of disruption to operations and productivity as a result of illness, injury or damage to property caused by consumption of drugs or alcohol. • Provide a framework for dealing with the issue of fitness for work. <p><u>SCOPE:</u></p> <p>This policy applies to: All employees & contractors performing work at the Shire of Wagin workplaces or where work is performed (eg a customer’s premises).</p>

Policy Statement

All employees engaged by the Shire of Wagin are required to be “fit for work” at all times. Any employee who the Shire of Wagin reasonably considers is unfit for work will not be permitted to commence or continue work and will be required to leave the premises.

The Shire of Wagin will take reasonable steps to ensure employees are in a fit state to work safely and to minimise risks to both themselves and others in the workplace

This policy is part of a broader Health and Wellbeing Program provided by the Shire of Wagin to its employees.

The situations in which the Shire of Wagin may reasonably consider that an employee is unfit for work include, but are not limited to:

1. Exhibiting a physical, mental or emotional state that potentially compromises a safe work environment.
2. Presenting for work with a level of alcohol and/or drugs (prescription or otherwise) in their system which is in excess of the cut off prescribed in this policy or in excess of that allowed by law.
 - a. Employees need to have a Blood Alcohol Concentration (BAC) level of 0.00 whilst in the workplace. The employee will not be permitted to commence or continue work and will be required to leave the premises - Or at the direct Manager – Supervisors discretion, if under 0.005 may be given non- hazardous tasks e.g. sweeping the yard, until a BAC Reading of 0.000 is returned.
 - b. Employees are prohibited from having any other illegal drugs detected in their system; eg Cannabis, methamphetamines (“speed” or “Ice”) or MDMA (“Ecstasy”) or any other illicit drug.
 - c. Employees are prohibited from attending the workplace whilst taking prescription drugs at excessive levels or where adversely affected by prescription drugs.

DEFINITIONS:

Alcohol: Alcohol means ethyl alcohol or ethanol. Blood Alcohol Content (BAC)

Drug: Any substance that may result in psychological or behavioural changes that cause impaired work performance. In this context, the term ‘substance’ includes, but is not limited to, alcohol, intoxicating products, Prescription Drugs, Non-Prescription Drugs, legal and illegal/illicit Drugs, whether naturally occurring or synthetic.

Duty of Care: A responsibility owed to another person because of a relationship between the two people.

Fit for work: Refers to an individual’s functional capacity (physically, mentally and behaviourally) to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

Illicit or illegal Drugs: Illegal / Illicit Drugs includes all drugs identified as such by AS/NZS 4308 2008 or drugs which have been synthetically designed to be outside the detection limits of AS/NZS 4308 2008 and are not considered Prescription Drugs or Non- Prescription Drugs.

Impairment: The alteration of an individual's normal physical and/or mental function which results in diminished ability to safely undertake tasks at the normal level of concentration and performance.

Non Negative Result: A result equal to or above the cut off level or target used in initial On Site Testing e.g. Blood Alcohol Content (BAC) level above 0.000

Non-prescription Drugs Or Over the Counter(OTC) Non Prescription Drugs include medications and other substances, both naturally occurring and synthetic, as sold legally over the counter, by a registered medical practitioner (ie pharmacist) without a physician's prescription.

Prescription Drugs: Prescription Drugs includes medications and other substances, both naturally occurring and synthetic, that cannot be legally purchased without a prescription from a registered medical practitioner.

RESPONSIBILITIES:

- The Shire of Wagin has a duty of care to provide a safe workplace to its employees, as per safety and health legislation and common law.
- The employer/direct manager is responsible for making the decision as to whether an employee is fit for work and removing any impaired employee from possible harm.
- The employer and direct manager are responsible for ensuring the privacy of any drug/alcohol suspected incidents.
- All employees have a corresponding duty of care to take reasonable care so as not to expose themselves or their fellow employees to unnecessary risks. This duty extends to notifying their immediate supervisor if they reasonably suspect that another employee may be a risk because they are unfit to work.

The employee is responsible for advising of any drug use (including prescription or over the counter drugs), adhering to this policy and following directions with regard to drug/alcohol testing procedures as outlined

PROCEDURES:

ASSESSMENT FOR FITNESS FOR WORK

An employee's fitness for work may be assessed by any or all of the following methods:

Pre-Employment Testing

Prior to appointment of certain positions, a Pre-Employment Medical Assessment may be required. This may include a Drug and Alcohol Test and will be performed at the cost of the employer. Should a positive test be returned, appointment may not proceed.

Random / Blanket Testing

The Shire of Wagin and all its employees and contractors engaged acknowledge that the employer will conduct random or blanket testing of employees for alcohol and drugs in order to maintain a safe and healthy working environment for all.

Testing methods will be in accordance with ASNZS4309:2008 for testing drugs of abuse: and will be conducted by an independent and approved

tester in accordance with relevant Australian Standards.

Reasonable Cause testing

Workers may be directed to attend drug and/or alcohol testing where there are reasonable grounds to believe the employee's fitness for work may be impaired by drugs and/or alcohol, or there is a work-related incident.

Reasonable Cause Test should be taken as soon as is practicable after an incident or reasonable grounds are identified. These include but are not limited to the following:

- a) Reasonable suspicion of impairment
- b) Vehicle accidents
- c) Property damage
- d) Reportable near misses

The testing for any drug will be via any available, valid and reliable National Association of Testing Authorities (NATA) approved drug testing centre e.g. PathWest Katanning or Narrogin.

See reasonable cause – schedule A

SUSPECTED IMPAIRMENT OF EMPLOYEES:

1. Where the Shire of Wagin has a reasonable suspicion that an employee may be impaired by the use of drugs or alcohol / of this policy (see below for further information), the employee will not be permitted to commence or resume work until they have undergone testing and the test indicates that they are not under the influence of drugs or alcohol and not in breach of this policy.
2. An employee directed by the Shire of Wagin to undertake an alcohol and/or drug test, must comply with the direction. Any refusal to comply with a direction to undertake testing will be treated as a breach of this policy and will be considered a Non Negative Result. The employee will be suspended immediately without pay and not allowed to return to work (pending disciplinary action) until the refusing Employee supplies a clear D&A result from an independent testing lab (at the Employees own expense) Disciplinary action may result in such action such as dismissal.
3. The Shire of Wagin is responsible for ensuring that an employee who is suspected of breaching this policy is provided with transport to and from the testing location (if required) and/or is provided with appropriate assistance to return home safely where necessary.
4. Where an employee is directed to undertake an alcohol and or/drug test the Shire of Wagin will meet the costs of the initial test regardless of the test results.
5. The devices used for testing for Blood Alcohol Concentration (BAC) should be a Breathalyser Unit in accordance with operational training in Unit of Competency HLTPAT005
6. An employee who vexatiously reports another employee for breaching this policy (for example; without reasonable grounds or for personal gain) may be subject to disciplinary action.
7. The Shire of Wagin is committed to ensuring confidentiality and privacy of employee's personal information. Accordingly access to information that is retained on an employee's

personnel file regarding breaches of this policy and individual test results is strictly controlled and will be restricted to the employee's department manager and senior management of the Shire of Wagin only.

NON NEGATIVE ALCOHOL TEST - (BAC above 0.000), UNFIT FOR WORK:

8. In the event that a breathalyser Blood Alcohol Concentration (BAC) test result indicates a test result higher than 0.000% :
 - 8.1. Then a second "confirmatory" breathalyser (BAC) test will be undertaken after 20 minutes. The donor will be instructed not to eat, drink or smoke and must be supervised for this period.
 - 8.2. The second (BAC) test is final and must be witnessed by an authorised company representative. (See Request – reasonable cause alcohol and drug testing)
 - 8.3. The donor, tester and official witness must print their names and sign the request form. The employee will not be permitted to commence or continue work and will be required to leave the premises - or at the direct Manager – Supervisors discretion, if under 0.005 may be given non-hazardous tasks e.g. sweeping the yard, until a BAC Reading of 0.000 is returned.
 - 8.4. In the instance of a Non Negative Alcohol test (above 0.000), the employee will receive a written warning and be advised that this is a serious offence and will be subject to further investigation and disciplinary action, including potential for dismissal.

NON NEGATIVE DRUG TEST - UNFIT FOR WORK:

9. In the event that the employee returns a "Non - Negative" drug test result to AS/NZS 4308:2008 for testing drugs of abuse:
 - 9.1. The Employee will be immediately stood down without pay and required to leave the premises.
 - 9.2. The Employee must present to an authorized testing center such as PathWest in Narrogin or Katanning within the subsequent 24 hours and be tested to AS/NZS 4308:2008 for testing drugs of abuse:
 - 9.3. Any refusal to comply with the direction to undertake further confirmatory testing at an authorized testing center within the 24 hours from the initial test will be treated as a breach of this policy. Disciplinary action will result such as dismissal.
 - 9.4. The company will pay for the initial confirmatory testing at an authorized testing center.
 - 9.5. Subsequent testing will be at the Employee's own expense.
 - 9.6. The Employee will not be reinstated until the employee provides a clear test result from an authorized testing center (pending on disciplinary

action)

- 9.7. In the instance of a Non Negative Drug test result confirmation from an authorized testing center, the employee will receive a written warning and be advised that this is a serious offence and will be subject to further investigation and disciplinary action, including potential for dismissal.
- 9.8. All details and documentation related to the test and circumstances will be retained on the employee's personal file with confidentiality maintained.
- 9.9. The employee will be required to undergo training/education and counselling regarding the effects of alcohol and/or drugs on their health and at the workplace (pending on disciplinary action).
- 9.10. In the instance that the confirmatory test results from the authorized testing center come back clear then the employee will be reinstated and fully reimbursed for the time off work during this process.
10. Breaches of this policy and its procedures will be regarded as a serious matter by the Shire of Wagin and will be subject to further Investigation and disciplinary action, which may include termination of employment.
11. Any time off work as a consequence of a breach of this policy will be treated as unpaid leave.

RANDOM / BLANKET FITNESS FOR WORK TESTING:

Drugs to be screened for are: Alcohol, cannabis, opiates, methamphetamines or any other illicit drugs or prescription and over the counter drugs.

Unacceptable levels will be as per AS/NZS 4308:2008

Employees will be chosen for random or blanket testing at the Employers discretion several times per year. Testing will be as per this policy and/or relevant EBA document.

Testing will be carried out by an impartial person trained to administer the chosen test e.g. urine - BAC. The tester will be tested prior to each random set of staff testing.

If the tester is impaired, another suitable person agreed with the employees and the employer will be chosen (Breathalyser testing only).

Test results will be kept confidential and will be dealt with on an individual basis with each employee at the time the confirmed impairment is discovered.

Consequences for impairment will be:

- Removal from the workplace (until proven fit for duty, at the employee's expense)
- Discussion with the employee (with representation) to determine reasons for impairment.
- Written Warning, Education, Counselling Sessions, Disciplinary Action.

If an employee tests positive for impairment on multiple occasions, the

employee may be referred for medical / EAP assistance; and will receive Disciplinary Action, including the possibility of termination.

POSSESSION OF DRUGS OR ALCOHOL AT THE WORKPLACE:

1. An employee is not to attend work whilst impaired by any illicit drugs. Any employee must not exceed the drug levels as specified by the AS/NZS 4308:2008.
2. Employees who are taking any over the counter or prescription medication are required to consult with their medical practitioner or pharmacist about possible side effects of prescription drugs and the impact on their ability to work safely prior to use.
3. Where there are side effects of prescription medication that may affect an employee's fitness for work, the employee is required to advise their immediate supervisor of the potential effect on workplace performance. The supervisor will then take any necessary action to access and minimise any identified risk to employee's safety.
4. An employee must not have any alcohol or other drugs in his or her possession on the work premises or consume alcohol or drugs (prescription or otherwise) whilst on the premises without the knowledge and permission of their immediate supervisor, unless it is a prescribed or over the counter drug and the employee has established with their medical practitioner or pharmacist that the drug does not work in such a way that it may not impair their fitness for work.
 - 4.1. Any employee who has illicit/illegal drugs in their possession will be asked to leave the premises immediately and their employment may be in jeopardy (including summary dismissal).
5. Where there is reasonable cause to suspect that the employee or contractor is in possession of or affected by drugs or alcohol the Shire of Wagin may instigate a search of the employee's workplace and this includes lockers or other personal spaces within the workplace. The employee may also be asked to make bags, vehicles or other personal property at the workplace at that time available for inspection to ascertain the presence of drugs or alcohol. Failure to do so may be viewed as evasive behaviour and will be the subject of further discussion with the employee and may lead to Disciplinary Action, including the possibility of termination.

CHEATING – SAMPLE SUBSTITUTION OR DILUTION:

1. An employee found, to have, or having attempted to, dilute or substitute a sample will be asked to leave the workplace immediately. The incident will be reported directly to the Chief Executive Officer and he or she will give the employee the opportunity to "show cause" why their employment with the Shire of Wagin should not be immediately terminated. The Shire of Wagin views this practice to be a serious offence in trying to create the illusion that the employee is unaffected by the substance. Without reasonable cause being shown by the employee the CEO will terminate the employee effective

immediately.

2. Employees unable to provide a urine sample at a random testing time will be required to wait (supervised) for an hour to give the opportunity to provide a sample. If still unable to provide a urine sample, the employee will be required to attend testing within 24 hours at an authorized testing center of the Shires choice and at the Shires cost.
 - 2.1. Any refusal to comply with the direction to undertake testing at an authorized testing center of the Shires choice within the 24 hours from the initial documented request (Use Request for Reasonable Cause Alcohol and Drug Test Page: 11) will be treated as a breach of this policy. Disciplinary action will result such as dismissal.

WORKPLACE FUNCTIONS:

The Shire of Wagin, while not responsible for the private lives of our employees, carry the primary responsibility for safety at work through creating and maintaining a safe working environment. The impact of unsafe behaviour potentially caused by alcohol consumption at workplace functions are emphasised in the creation and communication of this policy.

The Shire of Wagin, at times, makes alcohol available to staff over the age of 18 at work functions, after work hours. The employer will minimise risks of that consumption causing harm to others by ensuring non-alcoholic and low-alcohol beverages are readily available. Food will also be offered.

Prior to attending a workplace function, employees will be reminded that the responsibility to limit the amount of alcohol to safe levels of consumption at a workplace function is the responsibility of the employee.

Driving over the legal blood alcohol limit or under the influence of illicit drugs is illegal and is not condoned by the Shire of Wagin.

Prior Planning – Employee: If there is any potential that alcohol consumption at a workplace function may result in an employee driving over the legal blood alcohol limit then employees are encouraged to organise alternative transport prior to any workplace function where alcohol is available, to minimise the risk of them driving under the influence of alcohol.

Prior Planning – Employer: In the event an employee becomes intoxicated at the Shire of Wagin workplace function, or if the Shire of Wagin believes that there is the potential for employees to drive under the influence of alcohol after a workplace function, the Shire of Wagin must ensure that they get home safely by following normal procedures for managing intoxicated workers e.g. taxi, bus, “Skipper”.

SELF-REFERRAL:

Where an employee believes that he or she has a problem with drug or alcohol use they are encouraged to discuss the matter with their direct Supervisor – line Manager and or the Chief Executive Officer. The employee will be supported in such instance with initial counselling (3 visits), time off work to attend drug and alcohol rehabilitation and an ongoing rehabilitation contract where regular discussions with managers and ongoing testing will be a feature in an environment of absolute confidentiality

MULTIPLE DRUG/ALCOHOL OFFENCES:

Where an employee has breached this policy on more than one occasion, the employee will be removed from the workplace, pending further investigations.

The employee will be advised that their employment may be in jeopardy which may include termination of employment.

If a dependency issue is apparent, they will be referred to appropriate medical assistance or counselling service and any Employee Assistance Program offered by the employer (see Employee Assistance Program (EAP)).

EMPLOYEE EDUCATION:

An education program will run in conjunction with this policy ensuring that employees understand the effects of drugs and alcohol in the workplace in order to make an informed choice about their actions and behaviour.

Employees will be given education material re the effects of different drugs and the potential consequences in the workplace at their Induction. Annual refreshers will be conducted to reinforce the knowledge.

SIGNS OF IMPAIRMENT:

Impairment can be caused by a range of factors, including alcohol and other drug use. The focus at the workplace should be on occupational safety and health management rather than more general concerns about personal health.

It should not be assumed that any observed impairment is caused by alcohol and/or other drug use. Other impairment factors may include fatigue, medical conditions, chemicals, heat, noise and symptoms of work-related stress.

Some work-specific signs that an employee may be impaired by drugs, alcohol or other factors are:

- Repeated accidents, near misses or mistakes
- Altered, uncharacteristic behaviour in the workplace or with colleagues
- Aggressive behaviour or defensive attitude,
- Poor concentration, impaired memory, inattention or carelessness in work duties

Where the ability to work safely is impaired, the employer and employees should respond in a respectful manner based on the information available.

If an employee suspects that a person is impaired in the workplace, they should immediately advise a supervisor or direct line Manager.

Any action taken by the director/supervisor toward any person with a suspected impairment should be brief, firm, calm, clear and confidential.

[Refer to Appendix A - Fitness for Work – Policy - Procedure Flowchart](#)

Employee Assistance Program (EAP):

The Shire of Wagin understands employees may be experiencing difficulties external to work that may influence their behaviour and health whilst at work. To assist with the recovery of the employee, the shire has in place a confidential employee assistance program. For the purpose of this procedure, this program may be offered to first offence employees through ratification of the CEO or Manager of Finance & Corporate Services. Otherwise this

program will be offered on the second affirmed screening. The shire will offer a total of 3 counselling sessions, if further sessions are required, approval is to be deemed by the CEO or Manager of Finance & Corporate Services.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence.

Employees who feel an EAP would benefit them due to personal circumstances may utilise these services on ratification of the CEO or Manager of Finance & Corporate Services. Such employees do not contravene the guidelines of this procedure if they volunteer for the EAP service

Disciplinary Action:

If this procedure is in anyway contravened by an employee the following will result.

General Guidelines:

Any employee who tests positive to an alcohol breath screen or urine 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 will also be stood down from work without pay until such time as they have proven they are fit for work.

FIRST OFFENCE

- (i) **BAC Reading of over 0.000** - The employee will be immediately suspended from duty without pay if found unfit to work - or at the direct Manager – Supervisors discretion, if under 0.005 may be given non-hazardous tasks e.g. sweeping the yard, until a BAC Reading of 0.000 is returned.
- (ii) **Drugs** - The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iii) **Alcohol and Drugs** - The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iv) The employee will be counselled by their supervisor that will focus on;
 - a. The unacceptability of the employee's behaviour
 - b. The risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - c. The employee's responsibility to demonstrate that the problem is being effectively addressed;
 - d. That any future breach of the policy will result in second offence or instant dismissal.

The employee will be formally offered the opportunity to contact a professional counsellor.

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

Second Offence- Alcohol and Drugs:

- (i) The employee will be immediately suspended from duty without pay if found unfit for work.
 - (ii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
 - (iii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
 - (iv) The employee will be counselled by their supervisor that will focus on;
 - a. the unacceptability of the employee's behaviour
 - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
 - d. that any future breach of the policy will result in instant dismissal.
- (vii) Counselling will be offered, refer to *First Offence (v)*, if counselling was not used in the first offence.
- (vi) The employee will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.
- (viii) The employee will be submitted [fortnightly or randomly] for alcohol and / or drug screening for the period of [two months] paid by the Shire of Wagin. If tests

Third Offence:

confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

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

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
- (iii) Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.
- (iv) Unlawful behaviour.

Other:

If an employee is found to be heavily intoxicated, above the legal limit to drive, or extremely fatigued and they are to be sent home without pay, it is a requirement of the supervisors to:

- a) Contact the employee's next of kin to arrange pick up.
- b) If next of kin is unable to be contacted or unable to take employee home, the direct line Supervisor – Manager is to arrange for alternative transport)
- c) The employee is to be advised that their vehicle must be collected that day.

RELEVANT LEGISLATION/DOCUMENTS:

Occupational Safety and

Health Act 1984

Occupational Safety and

Health Regulations 1996

AS 3547-1997: Breath alcohol testing devices for personal use

AS/NZS 4308:2008; Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine

AS 4760-2006: Procedures for specimen collection and the detection and quantitation of drugs in oral fluid

REFERENCES:

Guidance Note Alcohol and Other Drugs At The Workplace 2008

WA Government, Alcohol Think Again - Fitness-for-work-

alcohol-policy-development WA Government, Alcohol

Think Again - Fitness-for-work-alcohol-policy-inclusion

Workplace Health and Safety Queensland, Department of Justice and Attorney- General Framework for alcohol and drug management in the workplace

Source:

<https://www.commerce.wa.gov.au/worksafe/alcohol-and-drugs-frequently-asked-questions>

REASONABLE CAUSE – SCHEDULE A

When determining “reasonable cause” physical symptoms and/or unusual or out of character observable or reported behaviours must be considered.

Examples of physical symptoms or behaviours include, but are not limited to:

- Excessive lateness
- Absences often on Monday or Friday or in conjunction with holidays
- Increased health problems or complaints about health
- Emotional signs – outbursts, anger or aggression
- Changes in personality
- Changes in alertness – clothing, hair, personal hygiene
- Less energy
- Involvement in various minor accidents
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour

- dizziness
- slurred speech
- hangovers
- violent behaviours
- impaired motor skills
- bloodshot eyes
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- Intense anxiety or panic attacks
- Impairments in learning and memory, perception and judgement
- Irritability
- Depression
- Odour of alcohol or drugs

Reasonable grounds testing may also take place where the Shire of Wagin learns, from a credible source, that the employee/contractor is at risk of impairment of drugs and/or alcohol, or where the employee/contractor is observed (whether by the Shire of Wagin or a credible source) using, possessing, distributing or consuming drugs or alcohol during work time or during any breaks, whether on or off the Shire of Wagin premises or worksites.

REQUEST – REASONABLE CAUSE ALCOHOL AND DRUG TESTING

Employee name:.....**Date:**

Supervisor:

Supervisor's reasons for reasonable cause:

.....
.....
.....
.....
.....

Employee/Contractor comments:

.....
.....
.....
.....

DETERMINING REASONABLE CAUSE

Yes No

Do you believe that there is a risk to the safety and health of this person or others?

Are you satisfied that it is reasonably possible that the risk is a result of the possible use of drugs or alcohol?

DO NOT proceed with reasonable cause testing unless the answer to both of these questions is YES. Reasonable Cause established Yes/No at (time)..... Date

Action Taken:

.....
.....
.....
.....

Supervisors Signature.....**Time:****Date**

CEO's Signature**Time:** **Date**

SAFETY SENSITIVE ROLES AND POSITIONS – SCHEDULE B

The following is a non-exhaustive list of the types of positions and roles that are classed as safety sensitive positions or roles and which are subject to random testing under this policy.

- Any employee or contractor who uses a motor vehicle or heavy machinery such as trucks or heavy mobile plant in the course of their employment or engagement, High risk licence activities e.g. Forklift operation;
- Any employee or contractor who is working within the confines of a warehouse or depot facility;
- Any employee or contractor working in a marked HAZCHEM area or has cause to work with dangerous chemicals or materials;
- Any employee or contractor working at heights or in confined spaces;
- Any employee or contractor operating machinery or power tools;
- Any employee or contractor working in trenches or excavations;
- Any employee or contractor working in water or boats;

- Any employee or contractor working with dangerous animals;
- Any employee or contractor working at high risk sites, for example, active construction or road maintenance sites or regular visits to such sites;
- Any employee or contractor who works in a supervisory role;

HEALTH REHABILITATION CONTRACT – SCHEDULE C

The Shire of Wagin – Health Rehabilitation Contract.

EMPLOYEE NAME:

.....

I,..... acknowledge that I have been entered into the Shire of Wagin Health Rehabilitation Plan and that my continued employment with the Shire of Wagin is subject to the following:

I am committed to full participation in the Plan with the service provider(s) specified by the Shire of Wagin.

I understand that I may be required to contribute to part or all of the cost of the plan.

I authorise the service provider(s) to release the following information to the Shire of Wagin:

- Whether I have kept my appointments;
- Whether the service provider(s) has recommended a course of treatment;
- Whether I am following that course of treatment;
- Whether a return to work is appropriate and within what timeframe; and
- Whether I have completed the required course of treatment.

I understand that the Shire of Wagin may disclose this information as a proof of action where it is appropriate to defend the employee or the Shire of Wagin with regard to the employee's rehabilitation.

I agree to take this course of treatment outside of work hours or use leave entitlements - if required and approved, to participate during work hours. I agree to take up to 6 drug and alcohol tests in the 12 months following treatment and agree to the release of the results to my employer.

I accept that I may be suspended from my duties with or without pay or allocated alternative duties while I participate in the programme.

I accept that, if I do not attend or complete the required course of treatment, or if I refuse to take any of the 6 subsequent tests referred to above or if during those tests or any other future tests I return a positive drug or alcohol test, the consequence may be dismissal without notice.

I accept the terms of this contract, which I acknowledge may be in addition or vary the terms of my current employment agreement.

EMPLOYEE.....Date.....

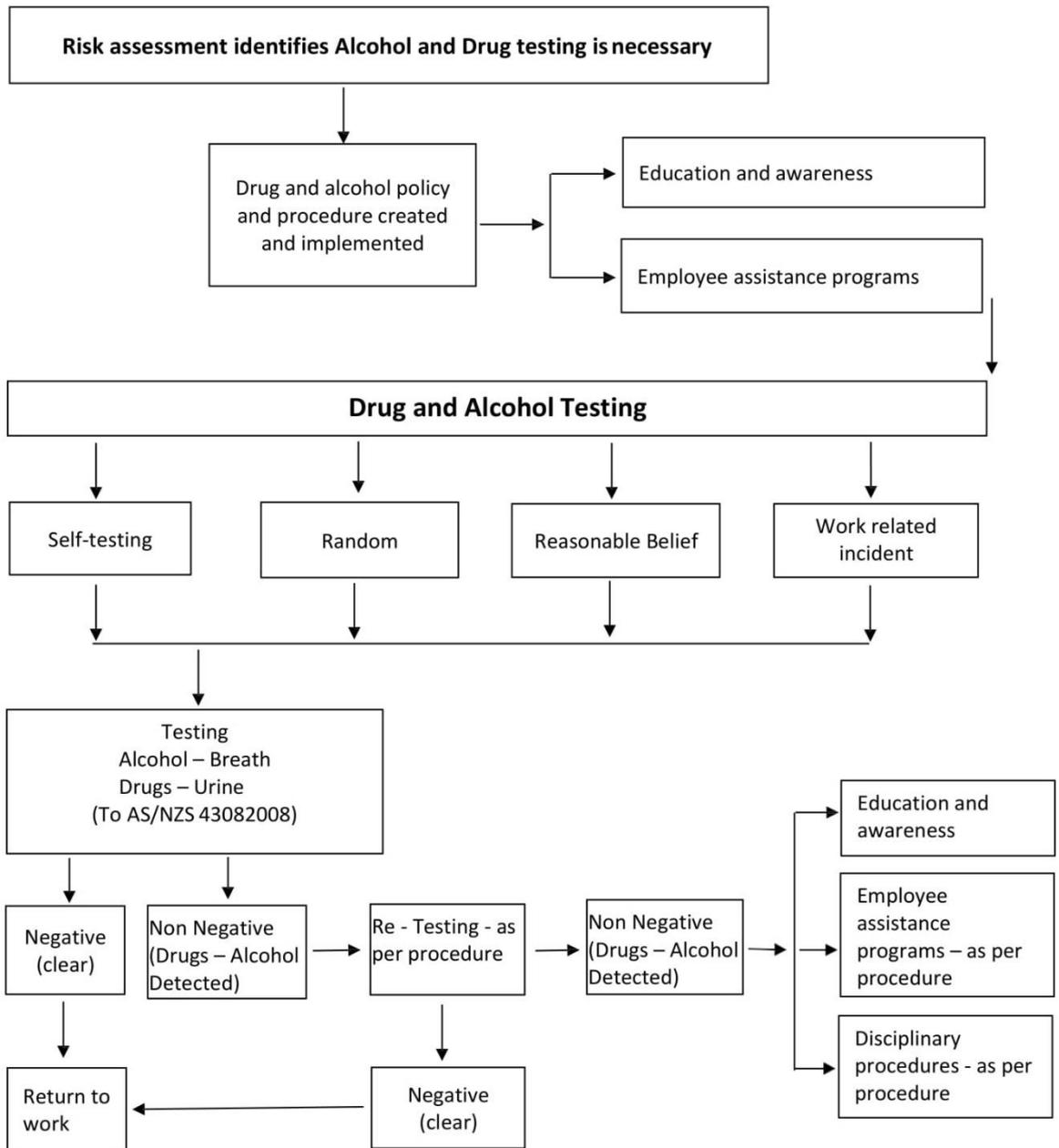
EMPLOYER.....Date.....

Appendix 1 – Fitness for Work – Policy - Procedure Flowchart

Developed in consultation with workers, Health and Safety Committees and Health and Safety Representatives, (where these exist).

Policy Aim - to prevent drug and alcohol-related incidents and foster safe behaviours at work.

Objective -to prevent or minimise the potential for alcohol and drugs to contribute to work-



related injury

Note: the policy needs to be assessed and evaluated on an ongoing basis

+ Note: Flowchart template adapted from Workplace Health and Safety Queensland, Department of Justice and Attorney- General Framework for alcohol and drug management in the workplace

Policy Type:	Administration
Date Adopted:	27 th May 2014

Policy No:	13
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	13. CUSTOMER AGGRESSIVE BEHAVIOUR
Objective:	<p><u>Policy Objective</u></p> <p>To provide advice on managing the risks of client aggression in the workplace.</p> <p>THE POLICY The intention of this policy is to ensure that the Shire of Wagin meets its obligations and duty of care to successfully manage risks associated with customer aggression within the workplace and ensure a safe and healthy work environment.</p> <p>This policy defines ‘customer aggressive behaviour’ as hostile unacceptable behaviour, directed at employees by the public. This behaviour may occur inside or outside of the workplace.</p> <p>As Customer Service employees have significant face to face interaction with customers, aggressive behaviour may put the health and safety of employees at risk.</p> <p>IDENTIFYING THE HAZARD Employees deal with a wide variety of clients every day. Some of these clients may be aggressive due to:</p> <ul style="list-style-type: none"> • Lack of understanding of procedures • The influence of alcohol or other drugs • Feeling aggrieved • Being easily aroused to aggression • Mental instability <p>Customer aggression is recognised by the display of hostile behaviour towards staff by;</p> <ul style="list-style-type: none"> • Threatening or offensive behaviour • Verbal abuse of with a personal or general nature by means of innuendo, raised voice, obscenities and racist or sexist comments • Unwelcome gestures <p>Customer aggression is generally unprovoked, sudden and unexpected and can therefore</p>

be difficult to identify any warning signs before an incident occurs. However awareness and monitoring of the factors that can trigger customer aggression may identify potential aggressive behaviour and guide actions to prevent such behaviour, or to stop it escalating. Some factors that may trigger customer aggression include:

- Factors related specifically to the information being sought that the client sees as unnecessary or offensive
- Poor work organisation or work practices that might result in long waiting times, conflicting advice, confusion over information, errors or delays
- Adverse decisions
- Inadequate knowledge and / or skills of staff in providing effective customer service

ASSESSMENT OF THE RISK

A risk assessment will determine the likelihood and potential consequences of customer aggression within the workplace and needs to consider the nature of the work and when it is undertaken (during or out of normal business hours), the work environment, customer profile (such as previous incidences of aggression and any other relevant issues identified).

Likelihood

Identify the likelihood of client aggression in a workplace by:

- Observing workplace interaction between staff and customers
- Consider the nature of work and the possibility it may prompt customer aggression
- Previous incidents
- Collect information from Staff, Managers and OHS Officer on their perception of the scope and severity of the customers aggression.

Potential Consequences

The potential consequences of client aggression may include physical or psychological injuries and or damage to property.

Apart from the more obvious physical injuries and property damage, staff may experience psychological reaction to an aggressive incident and the extent of the reaction and potential consequences may depend on the affect on staff through previous experience, skill level, personality factors and health at the time of incident.

CONTROL THE RISK

Once risk is identified and assessed, manager and supervisors should consider three aspects of control;

- Prevention
- Incident management; and
- Post – incident management

Prevention

As priority managers and supervisors should use preventative strategies to minimise the risk of exposure to customer aggression with developed workplace procedures for dealing with incidents.

Incident Management

The Shire of Wagin deems preserving the health and safety of employees and other is, at all times, the main aim in managing aggressive behaviour.

Employees can discontinue service to abusive and potentially aggressive clients when all available information is provided and prolonging contact is likely to have no constructive outcome and / or the client is becoming extremely hostile.

Standard Operating Procedures

Standard Operating Procedures developed to manage customer aggression incidents include:

Low Level – Customer displays mild aggression

- Use communication and interpersonal skills to attempt to defuse the situation.
- Display empathy by clarifying their needs and acknowledging their feeling and concerns.
- Restate requirements and rational and explain options.
- Apologise if a mistake has been made and take appropriate remedial action.

Medium Level – Escalation of low level behaviour or displays a moderate level of aggression

- Request assistance from other more experienced employees or manager. Seek to continue the discussion in a safe environment away from other customers with help from experienced senior staff or managers.
- Continue appropriate communication and interpersonal skills.

High Level – Continued escalation or displays high level of aggression and refuse to leave and / or takes physical action against persons or property.

- Call manager and direct the customer to stop behaviour and if behaviour continues call Police.
- Ensure staff and other clients are safe at all times (move them away from the area).
- Identify a suitable exit route and clear it.
- Identify property and equipment vulnerable to be damaged or used as a weapon.

Strategies Outside of the Work Environment

If an employee or their family face aggressive or abusive behaviour outside normal working hours such as stalking, threats and / or harassment as a result of their employment duties they should report the incident as soon as possible. The report may be made to the employee's manager, police or both as appropriate.

Incident Reporting

All incidents must be reported according to the Incident / Accident Reporting procedures outlined in the OHS Induction Manual. This means submitting an Incident / Accident Form, and notifying the employees Manager, OHS Officer, and if necessary Police.

The incident must also be investigated so appropriate control strategies are applied to reduce the risk of further incidents.

MONITOR AND REVIEW

To monitor and review client aggression, consider the following approaches;

- Review preventative measures to determine if they are having the desired effect;
- Monitor any changes in performance, behaviour or mood of employees that have been involved in an incident to identify any delayed negative reactions
- Review incident management procedures and incidence trends to identify areas for improvement; and
 - Investigate actual incidences to determine causes of incidences and to implement control measures to reduce risks.

Policy Type:	Administration
Date Adopted:	24 June 2014

Policy No:	14
Date Last Reviewed:	Minute #3910, November 2018

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 2. Equal Opportunity Act 1984

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	14. EQUAL OPPORTUNITY IN EMPLOYMENT
Objective:	<p>To ensure Shire of Wagin workplaces are free from unlawful discrimination, free from harassment and provide equal employment opportunity to diverse groups.</p> <ol style="list-style-type: none"> 1. The Shire will actively promote Equal Employment Opportunity (EEO) and Diversity within a comprehensive Staff Equity and Diversity Framework, which recognises the value a diverse and multi-talented workforce can bring to the delivery of organisational outcomes. 2. The EEO goals of the Shire 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. 3. All employees will receive fair and equitable treatment in the workplace. 4. Employment decisions will be based on skills, talents and business needs. 5. The Shire will not tolerate any form of discrimination or harassment within its workplace. 6. The Shire is committed to ensuring that any complaint made under this policy is investigated thoroughly and the appropriate actions are taken. Should the complaint be found to be justified, after having regard to the seriousness of the offense and the expectation of the complainant, will be dealt with in a serious manner.

Policy Type:	Administration
Date Adopted:	Dec 2014 Minute #2629

Policy No:	15
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act (1995) – Regulation S5.56(2) 2. DLG WA Integrated Planning and Reporting 2011

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	15. INTERGRATED WORKFORCE PLANNING AND MANAGEMENT POLICY
Objective	<i>To demonstrate that the Shire is committed to ensuring that strategic, operational and legislative objectives are met by effective workforce planning and resourcing to demonstrate compliance with the Integrated Planning requirements of the Local Government Act (1995) Regulation S5.56(2.)</i>
Policy Statement	<p>Workforce planning is a continuous process of shaping the workforce to ensure it is capable of delivering organisational objectives into the future. It provides the framework for assessing the demand and supply of the workforce and aims to have the right people in the right place at the right time to affect the delivery of organisational goals, resourced through effective long term financial and business plans.</p> <p>Principles – Framework - Process</p> <p>The Shire considers workforce planning to be an essential management function in its operations. They recognise that the achievement of all goals and objectives are reliant on the appropriate capacity, skills, knowledge of the workforce.</p> <p>Council is committed to resourcing workforce requirements through its integrated planning processes. Council also recognises that the responsibility for managing people lies with the person who has the executive responsibility for the objectives of the service/activity/function of their division.</p> <p>The Shire will ensure the Workforce Plan addresses current and future best practice human resource management practices that include:</p> <ul style="list-style-type: none"> • effective and efficient recruitment and retention • Role and responsibility definition and appropriate performance management, • support and encouragement for staff to perform

- staff training and development;
- legislative compliance;
- staff health and wellbeing (OSH)
- Flexibility in employment and work practices to meet organisational and employee needs.

Responsibilities

- Executive, managers and supervisors have the responsibility and accountability for ensuring that all staff are managed appropriately within their own work areas.
- In each of these areas, current and future demand and supply should be assessed as part of the annual and strategic planning cycles.
- All managers will ensure effective setting of KPIs and performance criteria for their staff that will meet relevant organisational objectives.
- Staff appraisals will incorporate training and development plans to ensure the current and future skills and knowledge needs are met wherever practicable, with gaps and omissions reported to the CEO or other designated officer for inclusion in the Workforce Planning process.
- The corporate services team will collect and monitor relevant workforce data and statistics.
- The relevant organisational planning and performance monitoring personnel will research and relevant workforce data, demographics and trends as part of the integrated planning cycle.
- All Elected Members and officers involved in organisational, operational or project planning will ensure that workforce implications are considered and included in all strategic or operational plans.

Monitor and Review

The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure human resource supply and demand management is appropriately implemented and sustained across the organisation and there is ongoing identification of issues and trends.

Workforce planning key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored by the Shire's Executive and Council as appropriate and reported as required, being mindful of human resource management confidentiality requirements.

Policy Type:	Administration
Date Adopted:	Dec 2014 Minute #2629

Policy No:	16
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1 Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	16. RECRUITMENT AND SELECTION OF EMPLOYEES
Objective	<i>To ensure a consistent, fair and equitable recruitment and selection process is followed and enable selection of the best candidates for vacant positions at the Shire.</i>
Policy Statement	<p>INTRODUCTION: Council and employees are committed to the achievement of the goals and objectives outlined in the Strategic Community Plan and the Corporate Plan that need to be resourced through the Integrated Workforce Plan.</p> <p>This will be achieved through a continuous improvement approach driven by key organisational development strategies aimed at ensuring that the Shire engages right people at the right time for the right job with appropriate remuneration to support the delivery of its services to the community.</p> <p>SCOPE: This Policy applies to all staff involved in the recruitment and selection process at the Shire.</p> <p>POLICY: The Shire recognises that its strategic goals and the upholding of its values are dependent on the recruitment and selection of a skilled and committed workforce.</p> <p>The Shire is committed to the principles, values and recommendations outlined in the Equal Opportunity Act WA 1984 and Reference Guide, supported by its own EEO and family friendly policies.</p> <p>The Shire is committed to establishing a robust recruitment and selection process in order to attract and retain suitable applicants through consistent and ethical selection and decision-making processes.</p>

Employee Recruitment and Selection Specific Objectives

- To ensure that the Shire employs people in a timely manner with relevant skills and knowledge
- To support the delivery of good quality, efficient and effective services to the Shire or to the community.

All staff involved into the recruitment and selection process will ensure that employees are recruited and selected for employment vacancies in accordance with the procedure outlined further in the Shire procedures.

Responsibilities:

Management/Supervisory staff must:

- ensure all recruitment and selection procedures comply with the Equal Employment Opportunity, and any other legal requirements which apply to the recruitment and selection process
- maintain confidentiality throughout the process
- aim to attract sufficient applications from potential candidates for appointment with the skills, qualities, abilities, experience and competencies deemed as being necessary to the job
- develop and maintain procedures which will assist in ensuring the appointment of the most suitable candidate
- ensure that recruitment procedures are clear, valid and consistently applied by all staff involved in recruitment and that they provide for fair and equitable treatment for potential candidates
- ensure all selection decisions are based on clear criteria and identified competencies to meet requirements of the job
- ensure that all staff involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met
- ensure all appointments on made on merit and the decision making process is appropriately documented.

Human Resources Manager or Responsible Senior Manager

The delegated Manager or Officer must support the recruitment and selection plans, systems and processes and ensure all policy requirements are met. Following completion of each particular recruitment and selection process, He / She must ensure the recruitment and selection process is documented and recorded in accordance with the Shire's Records management policies and procedures.

Monitor and Review

To ensure effectiveness of the process all the outcomes need to be reviewed and monitored by relevant manager/supervisor throughout the entire process. All the relevant records must be kept on file for any future references.

Policy Type:	Council
Date Adopted:	Dec 2014 Minute #2629

Policy No:	17
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	17. SOCIAL MEDIA
Objective	<i>To give staff a guidance on acceptable Social Media behaviour and its purposes within the organisation.</i>
Policy Statement	<p>This policy applies to all employees and Councillors of Shire of Wagin. Other than what is set out in the “Social Media for personal purposes” section of this policy, this policy does not apply to employees or Councillors personal use of Social Media.</p> <p>Shire of Wagin embraces social media as an important tool for stakeholder engagement. Shire of Wagin encourages its employees and Councillors to use social media in a personal capacity as a way to reach out and develop their personal and professional networks. The shire only will ever have one profile per social media source at any one time and only with permission from the CEO and/or Council as to which social media is preferred and acceptable.</p> <p>Shire of Wagin employees and Councillors must take care to clarify whom they are representing when using social media. They must take responsibility for the accuracy and appropriateness of what they say in any social media communications which reference Shire of Wagin or the shire’s related activities, or from which communications of the shire could reasonably be identified.</p> <p>Social Media for business purposes Employees must have approval from a member of the management team or the Social Media Officer before you are permitted to communicate (“post”) on social media sites on behalf of the shire.</p> <p>Social media usage may be monitored at any given time without notice. Any employee or Councillor of the Shire of Wagin identified as breaching this policy will be subject to appropriate action. For employees, this may result in termination of employment.</p>

Information posted on social media on behalf of the Shire of Wagin must:

- Be factually correct and accurate and complies with Council policies
- Not constitute legal advice or fall outside your area of knowledge or expertise
- Not be obscene, defamatory, threatening, harassing, discriminatory or hateful towards another person or entity including the Shire of Wagin and its employees or Councillors, suppliers, contractors and other Councils.
- Not be confidential or commercially sensitive to the Shire of Wagin, employees, Councillors, suppliers, contractors and other Councils
- Not contain content that is another person's personal information without their express written consent
- Not breach applicable legislation including laws relating to copyright, privacy, financial disclosure, discrimination/equal opportunity and defamation
- Be respectful of all individuals and communities with whom/which you interact online
- Be polite and respectful of others opinions

Permitted posts relating to the Shire of Wagin's activities via social media channels will generally be:

- Part of a marketing strategy
- Communication targeting specific stakeholder groups
- Part of an approved approach to communicating information regarding the Shire of Wagin and the community to the wider community via updates on Facebook, Linked In, Twitter and the Council's website.

Social Media for Personal Purposes

Shire of Wagin acknowledges that, general, activities carried on outside of your employment or Council responsibilities are your own affair. However, activities that impact on or affect your performance, the performance of others or Shire of Wagin's business interests or reputation or those of its customers or stakeholders are a proper focus for the Shire of Wagin's policy. Accordingly, in your personal use of social media you must follow these guidelines:

- You must not refer to the Shire of Wagin or its employees, Councillors or stakeholders in a derogatory or negative manner
- You must not create an unauthorised profile or page on social media posing as the Shire of Wagin. Profiles or pages for the shire will only be created by the Social Media Officer or Management and administration rights will only be given to the Social Media Officer and Management.
- If you cite the Shire of Wagin in your employment or professional profiles you must ensure that the information is accurate and up to date
- You must not 'tag' or identify as relating to the Shire of Wagin, any images or videos taken at Shire of Wagin events and social occasions, without prior written approval from the management team. This will include, for example, photographs of events sponsored by the Shire of Wagin in which the logo is visible.
- If you have a personal blog and wish to post content referring to the Shire of Wagin or from which the shire could reasonably be identified, you must ensure you have written approval before posting.
- You must not represent any social media posts as being views of the Shire of Wagin without consent from the management team

- | | |
|--|--|
| | <ul style="list-style-type: none">• You must not engage in conduct online that is likely to bring the Shire of Wagin into disrepute or otherwise damage its interests or reputation• You must not engage in conduct that would breach any policy of the Shire of Wagin including but not limited to policies proscribing discrimination, harassment and bullying• Using social media platforms for personal purposes during work hours must be kept to a very low minimum. |
|--|--|

Policy Type:	Administration
Date Adopted:	26 May 2015

Policy No:	18
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 2. Local Government Financial Management Regulations 1996 3. Department of Local Government Integrated Planning and Reporting Framework and Guidelines

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	18. ASSET MANAGEMENT
Objective:	The Policy provides clear direction in the provision and management of all Council's assets. It seeks to ensure that assets support Council's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for present and future stakeholders
Policy Statement:	<p>POLICY</p> <p>The Shire will provide and manage assets that support the delivery of services in line with its Strategic Vision (Strategic Community Plan). Through a commitment to continuous improvement in its organisational asset management, the Shire will develop and implement a Vision, a Strategy and Management Plans.</p> <p>The Shire will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner. Asset management decisions will consider other key Shire policies and priority will be given to existing assets and services over new ones.</p>
Scope:	<p>SCOPE</p> <p>The Shire considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:</p> <ul style="list-style-type: none"> Property Recreation Transport Plant, Vehicles and Equipment Information Technology Waste <p>This Policy applies to all assets which are required to be managed by the Shire, where their components have a useful life of more than one year and a replacement cost is greater than</p>

\$3,000.

Framework:

FRAMEWORK

The Shire's Asset Management Vision shall be achieved through the implementation of an integrated planning and reporting framework. As a minimum:

The Asset Management Strategy shall define the Shire's asset management Vision, Objectives, Outcomes, Enablers, Performance Monitoring and Implementation Plan.

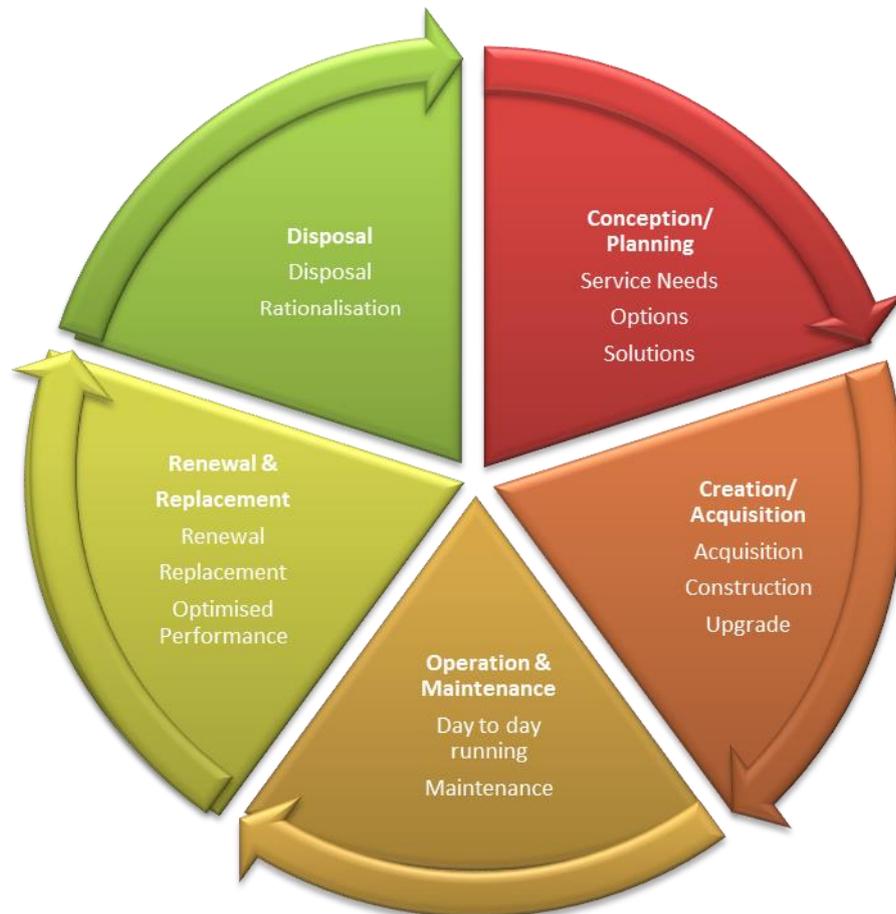
The Asset Management Plans shall be driven by community informed service levels, future demand, long term sustainability and risk management.

DEFINITIONS

The Asset Life Cycle (Whole of Life)

For clarity, the following describes the Shire's definition of its Assets' Lifecycles.

Lifecycle asset management involves the decisions made at each stage of an asset's life, from conception to disposal. The decisions made at one stage may affect the asset's performance and cost in others.



Levels of Service (Service Levels)

The Shire defines Levels of Service to be statements describing the outputs of objectives an organisation or activity intends to deliver to customers (stakeholders).

In order to implement this Policy, the Shire commits to the following principles:

- systematic and appropriate asset management practices be implemented including a continuous improvement approach to asset management;
- impacts on the Strategic Community Plan's social, economic, environmental and civic leadership objectives be considered in asset management and asset operational processes;
- asset management plans be informed by community consultation, financial planning and workforce planning;
- asset renewals included in adopted asset management plans and long term financial plans be considered in forming the annual budget estimates;
- service levels be identified for all major asset classes in consultation with the community;
- asset renewal plans be prioritised based on level of service and ability of the current assets to provide the desired level of service;
- an asset inspection program be developed to ensure agreed service levels are maintained and to ensure assets are managed, valued and depreciated in accordance with appropriate asset management practices and applicable Australian Accounting Standards;
- life cycle costs be considered in decisions relating to new services and assets as well as upgrading of existing services and assets;
- major assets be regularly reviewed to assess their ongoing relevance and contribution to community need;
- assets may be rationalised where the level of service requirement falls to a sufficiently low level; and
- training in asset and financial management be offered for elected members and relevant staff.

REVIEW DATE

This Policy will be next reviewed on or before June 2020.

Policy Type:	Administration
Date Adopted:	20 November 2018

Policy No:	19
Date Last Reviewed:	New Minute #3907 20 November 2018

Legal (Parent):
1. s6.8(1)(c) <i>Local Government Act 1995</i>
2. <i>Emergency Management Act 2005</i>

Legal (Subsidiary):

Delegation of Authority Applicable

Delegation No.

ADOPTED POLICY

Title:	19. EMERGENCY MANAGEMENT
Objective:	<p>To minimise the impact of disruptive and disaster events through an ongoing commitment to emergency Prevention, Preparedness, Response and Recovery.</p> <p>In achieving this, the Shire will:</p> <ul style="list-style-type: none"> • promote risk, emergency management and business continuity principles throughout the organisation and community to enhance disaster resilience; • support community and neighbouring local governments following disaster events to aid local and regional recovery (where practicable); • ensure that the Natural, Built, Social and Economic environments are considered when aiding community recovery; • provide an effective after-hours response to emergencies within the Shire's normal service delivery area; • effectively communicate and report on disruptive/disaster events and impacts; • provide ongoing commitment to emergency and business continuity preparations, training and exercising to build and maintain individual and organisational confidence and capacity; • prevent or minimise the impact of events capable of disrupting business operations; and; • promote a smooth and rapid restoration of normal business functions following a disaster.

<p>Policy Statement:</p>	<p>In support of the above objectives, the Shire will:</p> <ul style="list-style-type: none"> ○ develop and review sectional emergency preparedness checklists; ○ develop and review business continuity plans; ○ ensure compliance with approved emergency communications and reporting procedures; and ○ develop a mutual aid agreement with adjoining Councils, referred to as an Emergency Management Memorandum of Understanding (EMMOU). <p>The EMMOU broadly defines the mechanism for requesting, providing and recovering the costs associated with the provision of emergency aid to or from a neighbouring council</p> <p>The Shire acknowledges that whilst not all events can be predicted, some of the likely impacts can be predetermine, e.g. power outage.</p> <p>By preparing and planning for such events, the Shire can respond and recover more effectively minimising the impacts to the Shire and its community.</p> <p>The Shire acknowledges that before, during or after an emergency, decisions may be made to reduce some Shire services, in order to focus on those that maybe more beneficial to a community in need.</p> <p>Roles and Responsibilities</p> <p>This policy applies to all Shire employees, in order to demonstrate that emergency management is a shared responsibility between Shire staff, emergency services and the community.</p>
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Policy Type:	Administration
Date Adopted:	20 November 2018

Policy No:	20
Date Last Reviewed:	New Minute #3909, 20 November 2018

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable

Delegation No.

ADOPTED POLICY

Title:	20. EMPLOYEE HOUSING POLICY
Objective:	<p><u>Policy Objective</u></p> <p>To provide clear parameters in relation to the Shire of Wagin’s employee housing.</p> <p>Introduction: This policy introduces a set of allowances and conditions for staff. The allowances and conditions of the Shire of Wagin Housing Policy are reviewed annually.</p> <p>A Housing budget exists for the ongoing maintenance and repairs, renovation, rates and insurances associated with the staff housing portfolio.</p> <p>The houses owned by the Shire of Wagin are for the purposes of staff housing vary in size and are used to maximise their ability to house the mix of staff, single or married, in each location.</p> <p>Staff members should also be aware that from time to time due to unforeseen circumstances they might be required to move into alternate accommodation if there are changes to the number and composition of full time staff. Though this is an inconvenience that shall be avoided if at all possible, staff shall relocate to housing allocated to them</p> <p>Council are to regularly renew the numbers and types of staff housing it has as to the appropriateness, age and location with the view of renewing older homes in line with Councils Strategic Plan</p> <p>The locations, which apply to the Shire of Wagin Housing Scheme have been categorised into three (2) groups. The eligibility and conditions for Housing vary between these groups.</p> <p>Group 1 Executive Housing – 2 Executive Houses</p>

Group 2
Other Staff Housing – 5 Other Houses

The CEO has the discretion to utilize staff housing for other staff members or private rent should a house become vacant or is not required from time to time on a time limit basis

a. RESPONSIBILITIES

The following are the specific responsibilities for both the Shire of Wagin (Council) and the Employee (Tenant) during the period of occupancy.

Bonds

A security Bond equivalent to four weeks rent is to be paid by tenants. Tenants may choose to pay the bonds either in full or via Payroll Deductions over and up to four consecutive pay periods.

Bond monies shall be held in a trust account by Council for the duration of the lease. It shall be returned to the tenant in full or part depending on the state of repair and cleanliness of the accommodation upon final inspection. If the accommodation requires cleaning and /or maintenance deemed to be the tenant's responsibility, then an appropriate amount shall be deducted from the bond to cover all associated expenses. Inspections shall be conducted by an independent professional and appointed by the CEO. The report is to be tabled at the Asset Management Committee for Budget consideration.

Lease Agreements

All tenants must sign a Shire of Wagin Tenancy Agreement. In signing it, the tenant acknowledges they have read and understood their eligibility for housing and are aware of their specific responsibilities of the tenancy.

Termination of Lease by tenant

The tenant must refer to the Checklist for Vacating a Property and ensure all items are attended to prior to vacating the premise upon vacating the premises. The completed checklist must be presented to the independent professional appointed by the CEO.

Insurance

Insurance coverage for buildings and contents owned by the Shire is the responsibility of the Council. The insurance of personal possessions is the Tenant's responsibility.

Maintenance issues

Is the responsibility of the Tenant to report any maintenance issues to Council as soon as a problem is identified. This must be done in writing and handed in at the Wagin Administration Office.

Grounds and Gardens

The Tenant is responsible for maintaining the premises, outbuildings and grounds including regular watering of gardens. Where the tenant does not perform these duties, the tenant will be responsible for all costs associated with any repairs or replacements caused by careless use or neglect.

Pets

Tenants who reside in Council managed housing shall seek prior approval regarding the keeping of pets. All costs related to pets are the responsibility of the owner.

At the termination of the lease, the Tenant is required to have the carpeted areas of the

house shampooed and the house sprayed internally for fleas and ticks by a reputable pest control company. The tenant is required to provide documentation to verify the work has been carried out.

Smoking

Council supplied housing are smoke free environments and no smoking indoors shall be permitted at any time. Where smoke odours or stains are evident during the course of house inspections and if additional costs are incurred in removing such orders and stains, such costs shall be the responsibility of the tenant.

Water

Water charges will be paid by Council, a maximum of \$500 per annum, with the condition that the Tenant waters all lawn and garden areas.

Rates

Shire Rates, Water Rates and Land Tax are the responsibility of Council.

Telephones

The tenant is responsible for any fees incurred for connection or reconnection of the telephone. Tenants are responsible for all accounts in relation to this service (unless otherwise negotiated). Accounts are to be held in the tenant's name.

Internet Connections

Connection, disconnection and ongoing costs associated with the internet service are the responsibility of the tenant (unless otherwise negotiated).

Electricity

The tenant is responsible for any fees incurred for the connection of the electricity supply and are to contact the Electricity Supply Company prior to moving in to transfer the account into their name.

Tenants are responsible for the payment of all accounts related to electricity supply.

Replacing Light Globes and Batteries

Tenants are responsible for replacing light globes and smoke detector batteries annually.

Gas

Gas bottles are supplied and listed as part of the inventory where applicable. The Tenants are to arrange and meet all costs associated with refilling gas bottles (including cost of gas and transportation). Council is responsible for the annual rental of all gas bottles. Gas bottles are not to be removed from Council owned properties without prior consent (unless otherwise negotiated).

Air-conditioning

Tenants are to ensure air-conditioning filters are cleaned regularly. Council will service evaporative air-conditioning units annually at Councils cost. It is the responsibility of the tenant to advise Council staff of any maintenance needs as soon as possible.

Pest Treatment

Treatment and inspection for white ants and other pests is carried out annually. Council will respond to additional reports of termite activity, however during the intervening periods, it is the responsibility of tenants to take whatever action deemed necessary to address incidences of other pest activity including such things as cockroaches, rodents and ants etc.

The tenant must keep all vegetation away from the sides of the house and must not store goods against the external walls of the house.

Garbage bins

Garbage bins are provided by Council's Waste Collection Agency, any loss or damage to garbage bins should be reported to the Shire of Wagin.

House inspections

All residences should be inspected at least once a year by the independent professional. Inspections will also be made when changes in occupancy occur. The tenant will be given at least seven (7) days' notice of Council's intention to inspect the premises.

b. ELIGIBILITY FOR HOUSING

Factors Affecting Eligibility

Council provides subsidised housing for Council employees as part of employment packages and for strategic use as determined by the CEO.

Rents are to be reviewed annually by the CEO and reported to Council as a confidential item.

Priority for occupancy is;

- Staff with housing as part of their employment package
- Full time employees
- Other Shire employees as determined by the CEO
- Short term use by contractors to The Shire

Unoccupied dwellings can be offered on the short-term rental market at full commercial rates.

Bonds of four weeks rent are to be paid by other than CEO, DCEO, Manager of Works, Environmental Health Officer/Building Surveyor, Manager of Finance and Swimming Pool Manager.

Upon termination of employment occupants of housing must pay a commercial rate of rent and vacate within 21 days of termination.

c. RELEVANT FORMS

The following forms can be located at the rear of this document

1. Check list for Vacating property
2. Shire of Wagin Tenancy Agreement

Policy Type:	Administration
Date Adopted:	24 March 2020 Minute # 4221

Policy No:	21
Date Last Reviewed:	

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY	
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Title:	21. CONTINUING PROFESSIONAL DEVELOPMENT – ELECTED MEMBERS
Objective:	To ensure that Elected Members of the Shire of Wagin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.
Policy Statement:	<p>Policy Statement</p> <p>The Shire of Wagin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.</p> <p>Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:</p> <ul style="list-style-type: none"> a) Understanding Local Government; b) Conflicts of Interest; c) Serving on Council; d) Meeting Procedures and Debating; and e) Understanding Financial Report and Budgets. <p>Council’s preferred provider for the training is WALGA (WA Local Government Association).</p>

All units and associated costs will be paid for by the Shire and must be completed as per the prescribed regulations. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Procedures

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Notewell: any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

Forms and Templates

Nil

Policy Type:	Administration
Date Adopted:	26 th May 2020

Policy No:	22
Date Last Reviewed:	

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 2. Local Government Administration Regs

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	22. TEMPORARY EMPLOYMENT OR APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (CEO)
Objective:	To provide clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (A/CEO) for the period of less than one year; and in periods of extended leave or absences appoint a person to perform the duties of the Chief Executive Officer.
Policy Statement:	<p>Policy Statement</p> <p>Section 5.36 of the <i>Local Government Act 1995</i> requires that local government is to employ a CEO and such other persons as the Council believes are necessary to enable the function of the local government and the functions of Council to be performed.</p> <p>Section 5.39 of the Act (amended in July 2019) requires the Shire to have a policy on the temporary employment of a CEO. On the basis, where a CEO is to be externally recruited for periods of less than one year, Council approval shall be required for the recruitment process and the appointment of any recommended candidate.</p> <p>In accordance with Section 5.36(2) & 5.37(1) of <i>the Local Government Act 1995</i>, all Senior Employees employed by the Shire are considered to be suitably qualified to act in the position of Chief Executive Officer and the Deputy Chief Executive Officer is designated as a Senior Employee for the purposes of the Act.</p>

Procedures

Appointment of Acting CEO for period of less than one year

Where an Acting CEO is to be externally recruited, Council approval shall be required for the recruitment process and the appointment of any recommended candidate as per Shire's Administration Policy #1.

Appointment of Senior Employee as Acting CEO, in the event of extended absences by current CEO

In the event of planned absences (e.g. Annual or Long Service Leave) of greater than 5 days an appointment of an Acting CEO is made through a Council Resolution.

In the event of unplanned absences (e.g. Sick or Personal Leave) of greater than 5 days, Council will be required to hold a Special Council Meeting where DCEO or other designated Senior Employee will be appointed by Council Resolution.

Appointment to the role of Acting CEO must be confirmed in writing and requires an absolute majority vote.

In all the circumstances outlined above any Senior Employee who is appointed Acting CEO will receive the same salary (cash component) as the CEO's current salary whilst acting in this position.

Forms and Templates

Nil

Policy Type:	Administration
Date Adopted:	26 th May 2020

Policy No:	23
Date Last Reviewed:	

Legal (Parent):
<ul style="list-style-type: none"> 3. Local Government Act 1995 4. Local Government Administration Regs

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	23. ATTENDANCE AT EVENTS POLICY
Objective:	<p>The Shire of Wagin is required under Section 5.90A of the <i>Local Government Act 1995</i> prepare and adopt an Attendance at Events Policy. This policy addresses the attendance of Council members, CEO and Senior Managers at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.</p> <p>The purpose of the policy is to provide transparency about the attendance at events and to provide guidance when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge.</p> <p>Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.</p> <p>Receipt of the gift will still be required under the gift register provisions.</p>
Policy Statement:	<p>Policy Statement</p> <p>This policy applies to Elected Members, the Chief Executive Officer and all Senior Employees of the Shire of Wagin (the Shire) in their capacity as an Elected Member or Employee of the Shire.</p> <p>Elected Members, the Chief Executive Officer and Senior Managers occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in kind,</p>

or indeed it may be to a free / open invitation event for the community in general.

Under Section 5.90A of the *Local Government Act 1995* an event includes the following

- a) A concert;
- b) A conference;
- c) A function;
- d) A sporting or community event
- e) An occasion of a kind prescribed for the purposes of this definition.

PROVISION OF TICKETS TO EVENTS

1. INVITATIONS

1.1 All invitations or offers of tickets for an Elected Member, CEO or employee to attend an event should be in writing and addressed to the CEO.

1.2 Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

1.3 Whilst not required by the legislation the CEO will maintain a list of events and attendees authorised by the local government in advance of the event. See Annexure A – Pre-Approved Events

1.4 Attendance at any events not pre-approved in Annexure A will require approval by Council.

2. APPROVAL OF ATTENDANCE

2.1 In making a decision on attendance at an event, the council will consider:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the local government (within the district or out of the district),
- c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the local government,

- e) the benefit of local government representation at the event,
- f) the number of invitations / tickets received, and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

2.2 Decisions to attend non pre-approved events in accordance with this policy will be made by simple majority of Council. A register of these events shall be maintained by the CEO. See Annexure B – Register of Events Approved by Council

3. PAYMENTS IN RESPECT OF ATTENDANCE

3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determines attendance to be of public value.

3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Annexure A, the Council will determine whether it is in the best interests of the local government for an Elected Member, CEO or another Officer to attend on behalf of the Council.

3.3 If the Council determines that an Elected Member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

3.4 Where partners of an authorised local government representative attend an approved event, any tickets for that person will be paid by Council.

Forms and Templates

Annexure A – Pre-Approved Events List

Annexure B – Register of Events Approved By Council

Annexure A – Pre-Approved Events

The Shire approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Shire: -

- (a) Advocacy lobbying or Ministerial briefings (Elected Members, the Chief Executive Officer and Executive Management only);
- (b) Meetings of clubs or organisations within the Shire of Wagin;
- (c) Any free event held within the Shire of Wagin;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Wagin to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions;
- (k) Cultural events/festivals;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by the Wagin District High School;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Wagin;
- (p) Recognition of Service events
- (q) RSL events; and
- (r) Events run by the Wagin Agricultural Society.

Annexure B – Register of Events Approved by Council (by Simple Majority decision)

Event	Date of Event	Approved Attendee/s	Approved local government contribution to cost	Date of Council resolution

Policy Type:	Administration
Date Adopted:	New

Policy No:	24
Date Last Reviewed:	N/A

Legal (Parent):
<ul style="list-style-type: none"> 2. Local Government Act 1995 3. Local Government Administration Regs

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	24. WAGIN SHIRE ELECTRONIC ADVERTISING SIGN
Objective:	<p>This policy is to provide clear guidelines for the management of the Wagin Electronic Sign</p> <p>This document sets out:</p> <ul style="list-style-type: none"> • The purpose of the sign • Responsibility for the operation and upkeep of the sign • Define what is permissible to be displayed on the sign • The operational income and expenditure process
Policy Statement:	<p>1. Location of the sign</p> <p>The sign is located in the Town Square, Wagin</p> <p>2. Purpose of the sign</p> <p>The purpose of the sign is to:</p> <ul style="list-style-type: none"> • Maximise exposure of local and regional events • Provide communication between Wagin Shire and the community • Promotion of Wagin • Promote local organisations and events • Promote local businesses <p>3. Responsibility for the sign</p>

The Shire of Wagin will be responsible for the management, operation and upkeep of the sign.

The Shire of Wagin will make provision for the replacement of the sign.

4. What may be displayed

Messages permissible to be displayed on the sign, comprise:

Item	Duration (days)	Cost (per item)
Shire events and meetings	Unlimited	Free
Shire Community advice	Unlimited	Free
Shire facility opening and closing	Unlimited	Free
Woolorama and Community events which are primarily <i>not for profit</i> or where the proceeds are returned directly to the Wagin community	Up to 28	Free
Local sporting events (irregular and unscheduled events only)	Up to 14	Free
Regional events outside of shire	Up to 7	\$500
Regional significant events held in the Shire of Wagin (Commercial)	Up to 14	\$250
<p>**Local Business: <i>15 Minutes per business per day of advertising time: Permissible items</i></p> <ol style="list-style-type: none"> 1. <i>Advertising of business name, contact details and services provided</i> 2. <i>Opening times</i> 3. <i>Promotion of events</i> 4. <i>Promotion of major sale items on a cost recovery basis</i> 		\$250 per annum
Church services	Up to 7	Free
Emergency warnings and advice	As required	Free
Local Roadworks and road closures	As required	Free

**It will be the responsibility of the business advertiser to organise all advertising material and any costs associated with providing this to the Shire in the correct format.

Messages that relate to the following will be disallowed:

- political parties
- religious groups
- messages that are deemed offensive

Final determination as to the suitability of a message and its duration is delegated to and at the discretion of the Wagin Shire CEO.

5. Operational Income and Expenditure

The Shire will be responsible for all expenditure associated with the operation of the Sign, other than business advertising costs.

All advertising income generated from the sign will go to offsetting all associated operating costs. Any surplus funds in-excess of meeting the annual operating costs will be transferred into the Electronic Sign Reserve. These funds will be held for the future replacement of the sign.