

# **SHIRE OF DONNYBROOK-BALINGUP**

## **ADMINISTRATION POLICIES**

Reviewed – May 2016

*Policies 2.2, 2.5, 2.7, 2.9, 2.12, 2.15, 2.28, and 2.29 have been removed from this register and included in the Human Resources Manual.*

# ADMINISTRATION POLICIES

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## Administration Policy

### 2.1 Hiring of Council Hall Equipment or Other Property

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#### Objective

The objective of this policy is to outline the terms of hire of the Council Hall equipment and other property.

#### Policy

This policy applies to equipment in the Donnybrook and Balingup Halls and the Donnybrook Recreation Centre.

#### a) Crockery and Cutlery

Crockery and Cutlery is available for hire only within the hall it has been assigned to, at the ruling rate of hire charge. It may not be transferred from one Council facility to another and is not available for hire outside of a Council facility.

Quantities required for hire to be booked through the Shire Office at least three (3) days prior to the required date. After use, all crockery and cutlery to be washed and stacked in the hall kitchen, where the caretaker will check all items. Any breakages to be paid for by the hirer.

#### b) Hall Chairs

The interchange of chairs between Council Buildings is permitted at no charge provided chairs are picked up and returned to the lending Hall within one day of the event, or sooner if the hall is booked for a Function.

<b>Adopted:</b>	1 January 1993
<b>Last Amended:</b>	25 May 2016
<b>Last Reviewed:</b>	22 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.6 Hiring of Council Halls

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Users of any Council Controlled Building or facility are required to pay a bond, refundable upon clearance by authorised Council staff, provided that the building is left in a clean and hygienic condition and that all crockery and cutlery is clean and appropriately stored. Where alcohol is to be served the bond will be a minimum of \$300.

The hall caretaker will check all items on return and report any missing items to the Shire Office. Replacement cost to be paid by the hirer for missing items.

#### **Waiver of Charges Policy**

- a) Hirers of all hall and recreational facilities are to be advised at the time of hiring that Council does not reduce or waive fees.
- b) Council authorised functions are not be levied for hire charges, i.e. bushfire brigade meetings, public meetings, civic functions or meetings initiated to improve community/social issues e.g. Apple Festival.
- c) In extreme financial or special circumstances the CEO has delegated authority under Delegation Number 2.1 to waive or reduce hall hire fees. Bond will remain payable in advance.

<b>Adopted:</b>	1 January 1993
<b>Last Amended:</b>	27 April 2011
<b>Last Reviewed:</b>	22 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.8 Placement of Items for Sale or Display on Footpaths

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#### Objective

To enhance the function, appearance and character of the South West Highway in Donnybrook and Balingup as retail and townsite outlets and to encourage such services to be presented in a manner which will add colour, life and interest to both towns.

#### Provisions

- (a) Applications for outdoor display must be accompanied by plans, drawn to scale, which will clearly indicate the location of the display and their relationship to adjoining buildings, kerb line, and existing street furniture such as lampshades, signs, rubbish bins, landscaping and seating.
- (b) Outdoor displays will only be approved where they are directly associated with an adjacent business.
  - (a) In granting approval, Council may require all objects located within the footpath to be readily removable and/or they may only operate at certain specified times.

#### Donnybrook Townsite South West Highway Footpath

All objects placed within the footpath must not obstruct pedestrian movement. A minimum clear footpath width of 2m must be maintained in all cases and Council may require greater width in some locations. The area on display will be limited to two metres for each shop frontage. The object displayed must be as near as possible to the building line.

#### Balingup Townsite South West Highway footpath

All objects placed within the footpath must not obstruct pedestrian movement. A clear footpath must be maintained in all cases and Council will use discretionary powers on each application.

In addition, at either site:

- (a) The area on display will be limited to two metres for each shop frontage. No object shall be located in such a way as to obstruct access from the

footpath to kerbside car parking. Ample allowance must be made for the doors of vehicles parked at the kerb to swing open.

- (b) Objects placed on the footpath must not obstruct sight lines for either vehicles or pedestrian, both at road junctions and vehicle access crossovers.
- (c) (Prior to approval an applicant will need to demonstrate to Council that use of the footpath for outdoor display of goods will be attractively integrated and enhance the character of the immediate locality.
- (d) An applicant will be required to maintain a minimum \$2 million appropriate public liability insurance covering any activity or objects located within a public place and indemnify Council against claim.

<b>Adopted:</b>	1 January 1993
<b>Last Amended:</b>	7 April 2008
<b>Last Reviewed:</b>	22 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.10 Records Management

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#### Objective

To define the principles of the Shire of Donnybrook-Balingup's records management function and to document an orderly and efficient approach to the proper management of records. The 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 purposes of the Local Government Act 1995 and any other written law (s.5.41(h)).

Records are recognised as an important information resource in the Shire of Donnybrook-Balingup, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Organisation. Due to legislative requirement, the Shire of Donnybrook-Balingup is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

The policy applies to all external and internal records, which are handled, received or generated by the Shire of Donnybrook-Balingup, regardless of their physical format or media type.

#### Policy Statement

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.

- (a) All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records, and in accordance with their security classification.
- (b) 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.
- (c) Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases,

FOI applications, assets, tenders photographs, forms, vital records, files and contracts.

- (d) All contractual arrangements are to ensure the Shire's ownership of significant records.
- (e) Any records/files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible.
- (f) Only approved record formats are to be used in effecting the Shire's business.
- (g) All records within record keeping series maintained by the Shire of Donnybrook-Balingup are to be disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records.
- (h) Records are not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing approved business.

## **Roles and Responsibilities**

### Councillors

In relation to the record keeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council by the Local Government.

### 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 provisions of Section 5.41(h) of the Local Government Act 1995.

### 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 2000
- 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 Donnybrook/Balingup by virtue of their possession, not to the individuals who create such records during their time as a public officer or elected member at the Shire of Donnybrook/Balingup. Officers or elected members who acquire or created 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:

- (a) anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work or photograph;
- (d) anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (f) 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 enquiries.

### Significant Records

Significant records contain information which is of administrative, legal, fiscal, 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 Note: 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 document 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

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.

### Records Disposal

Disposal is by way of depositing records in the State Archives, managing the records as designated 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.

<b>Adopted:</b>	28 January 2004
<b>Last Amended:</b>	26 May 2010
<b>Last Reviewed:</b>	22 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration/Records



## Administration Policy

### 2.11 Naming of Un-named Roads

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#### Objective

1. To formalise and provide a consistent process of naming un-named roads in the Shire.
2. To expedite the approval process for recommending road names to the Geographic Names Committee for approval.

#### Policy

1. Council will retain a Register of Names which will be referred to when a name needs to be allocated to a road.
2. Members of the community are invited to submit names for consideration for inclusion in the register.
3. Council's preference is to recognise pioneer settlement and people who have substantially contributed to the development of the area when naming roads, however the following sources will also be considered:
  - (a) Aboriginal – feature or descriptive;
  - (b) Locational or descriptive name;
  - (c) Early property name;
  - (d) Flora or fauna association.

<b>Adopted:</b>	28 July 2004
<b>Last Amended:</b>	26 May 2010
<b>Last Reviewed:</b>	22 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Town Planning



## Administration Policy

### 2.14 Community Consultation

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#### Objectives

A community consultation policy seeks to build a two-way communication process between the Shire of Donnybrook-Balingup and the community. It also ensures that effective public participation is offered to appropriate stakeholders on Shire of Donnybrook-Balingup projects and programs. Community consultation will enable the Shire of Donnybrook-Balingup to establish a strong relationship with the community and obtain the best possible results for the shire and the community.

#### Key Terms

Program – long term initiative (across financial years) that includes several elements or localities and has broad aims and objectives.

Project – one off initiative usually completed within one financial year, having specific objectives and focusing on a single element or locality.

Stakeholders – individuals or groups who are likely to be significantly affected either physically or financially or with interest in the project or program e.g. Adjacent residents, ethnic groups, absent owners, community groups, sporting clubs.

#### Policy

- Consultation and participation shall be an integral part of all Shire of Donnybrook-Balingup programs and projects. Community participation shall be specifically planned within the development and implementation schedule of the given program or project.
- Emphasis will be on advising stakeholders of projects that are to be undertaken, as well as inviting participation and/or comment, when appropriate. Staff will use discretion when public participation and/or comment is sought, unless directed by council.
- Care will be taken to ensure that the shire is not implying that individual groups have veto.
- A co-ordinated approach across the organization will apply through the use of the consultation pro-forma.

## Key Principles of Consultation

- All relevant stakeholders must be identified.
- Non-resident landowners must be included.
- Staff will decide on the best method of consultation eg. participation, comment or advice.
- Consultation process will allow stakeholders adequate time to respond to issues.
- Consultation process will occur as early as possible.
- Where a decision is made by council that is contrary to formally and directly expressed views of the community, the minutes should contain the reasons for the contradictory decision.

## Procedure

### Types of Communication

There are three types of consultation:

1. Participation
2. Comment
3. Advice

#### 1. *Participation:*

May be appropriate for large projects affecting a wide range of people from the community eg. Construction of new facilities, park construction, major traffic treatments, major building projects, planning and/or building policies.

Participation can take the form of:

- Focus group
- Workshop
- Committee
- Public Meeting
- Public Forum

#### *Comment:*

May be appropriate for medium scale projects such as upgrading of facilities, new facilities in parks, park improvements, transport strategies, minor traffic treatments, parking schemes, street lighting and footpaths.

Comment can take the form of:

- Submissions
- Surveys/Questionnaires
- Media
- Telephone Hotline
- Interviews

*Advising stakeholders and the community generally:*

May be appropriate for issues relating to compliance issues for planning and building service, administrative issues such as local laws, property, electoral enrolments, nomination of candidates for council, footpath construction, council decisions on major projects, management issues such as principal activities plan.

Advising stakeholders can take the form of:

- Media
- Local newspapers
- Council publications
- Newsletter/direct mail
- Posters/flyers
- Information displays
- Public briefing sessions

Staff will decide the most appropriate method of participation and submit to the CEO for approval. Sufficient time should be allocated to allow stakeholders adequate time to respond to the issues.

Staff will also decide on whether consultation will involve, in addition to stakeholders, elected members, the CEO or representative, appropriate government representatives, experts, facilitators, consultants or submissions from the wider community.

Access

‘To ensure all members of the community can have their say –

- surveys will be available in a variety of formats (hard copy, large print) if required and responses will be accepted in different formats (email, fax, hand-written, voice recording etc.),
- staff will offer assistance, on request, to people with reading or writing difficulties to formulate and lodge submissions, and
- submissions from third party representatives will be accepted on behalf of any persons including those with disability and from parents or guardians on behalf of children and young people.”

**Guidelines for communicating with stakeholders**

See form attached.

**When participation will occur**

Choose time and days appropriate for the target group. Attention should be paid to the requirements of parents with young children, elderly, disabled and those whose first language is not English.

## **Where participation will occur**

Every effort will be made to ensure that people with disabilities are not barred from participating in the consultation. Attention to factors such as venue, (including physical access, parking, lighting and sound) and if necessary provision of information in accessible format should be arranged.

<b>Adopted:</b>	13 July 2005
<b>Last Amended:</b>	23 July 2014
<b>Last Reviewed:</b>	22 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration

**Method of Consultation**

**Whom to Consult**

Project Description	Participation	Comment	Advise	Residents	Shire wide	Elected Members	Absent owners	User Groups	Surrounding businesses
Construction of new facilities	X	X	X						
Strategic Planning	X	X	X						
Park Construction	X	X	X						
Major traffic projects	X	X	X						
Major Building Projects	X	X	X						
Planning/Building Policies		X	X						
Upgrading of facilities		X	X						
New parks facilities		X	X						
Park improvements		X	X						
Transport Strategies		X	X						
Parking Schemes		X	X						
Streetlighting		X	X						
Footpaths		X	X						
Administrative issues			X						
Local laws			X						
Electoral Enrolments			X						
Nomination of candidates			X						
Minor footpath repairs			X						
Council decisions			X						
Management issues			X						

Project Description

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Define stakeholders

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Proposed commencement of project	
Date to commence consultation	
Type of consultation	
Details of any participation meeting (e.g. convenor/venue/time)	
Last date for comments	
Date to council	
Advise of commencement of works	

Outcome of consultation

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Responsible officer

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*Policy 2.17 Support for the Arts was revoked on 25 May 2016.*



## Administration Policy

### 2.18 Volunteers

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The Shire of Donnybrook-Balingup values the contribution and enthusiasm of the community and recognises its responsibility to provide an environment where volunteers, working on Shire projects, are not exposed to hazards.

This Volunteer Policy endeavours to minimise the risk and potential of accident or injury to voluntary workers through the implementation of some basic control measures, being;

1. Council will maintain a register of Shire volunteers to ensure:
  - (a) That individuals are covered under the Shire's personal accident insurance policy during their time of work, and
  - (b) That any injuries to a third party, resulting from work carried out by volunteers working on Shire projects, are covered by the Shire's public liability insurance provided that they have complied with responsibilities described in the Volunteers Policy.
2. Council will provide a brief induction for volunteers when they begin their voluntary tasks to advise of any safe working and emergency procedures and identify any hidden hazards. This induction may be given by a volunteer who has been suitably trained and is authorised to provide such training.

Volunteers are expected to adhere to any such procedures and to keep an attendance record of the date, duration and location of works.

3. Where possible reasonable adjustments will be made to either a process, practice or environment to enable a volunteer with disability to engage in voluntary activity in a way that is safe and minimises the impact of their disability.

#### **Process**

Shire insurance only provides cover for volunteers working on Council approved projects. Appendix 1 describes the process and forms to be used to manage one-off activities (e.g. events) and projects over an extended period.

#### **Volunteer Induction**

To minimise the risk and potential of accident and/or injury to voluntary workers, volunteers are required to undertake a short induction session before commencing any works. A copy of the "Safety and Health Induction for Volunteers" is at Appendix 2.

### **General Conditions (applicable to all volunteers)**

A copy of the Volunteers Policy will be given to all volunteers as part of the induction process. In addition to specific conditions contained within the induction, all volunteers are to be made aware of the following requirements;

#### Building Maintenance

Prior written approval from the Shire is required for any building maintenance work to be undertaken by volunteers. The Shire will advise the volunteers :

- (a) If the work requires a licensed operator (eg electrical work, plumbing, asbestos removal) or requiring special skills (eg tree lopping, scaffolding, roof maintenance or replacement, working at heights, chemical spraying). Work that requires a licensed operator is not to be undertaken by a volunteer.
- (b) Excavation work, to ensure that underground cables and services are not disrupted.
- (c) Hazards particular to a building (presence of asbestos, lead based paint, any power outlets where a portable residual current device is required).

#### Personal Protective Equipment

Volunteers are required to wear suitable clothing when performing maintenance work such as enclosed footwear, and sun protection if working outdoors. Personal Protective Equipment is to be supplied by the Project Manager and/or the individual volunteers.

#### Supervision of Children

Children should be closely supervised, and it may not be appropriate for children to be present at volunteer activities where hazards are not easily controlled.

#### Working Alone

Volunteers should consider their personal safety when working alone. If possible they should advise a friend or partner of their location, and approximate time of return. Alternatively, volunteers can contact the Shire office during regular business hours, to advise of the location of their voluntary work, and approximate finishing time. The volunteer should then contact the Shire when they have finished their activities. If the volunteer has not contacted the Shire within 30 mins of their expected completion time, the Shire will attempt to contact the volunteer by phone, or will travel to their last known location to ensure the volunteer's safety.

#### First Aid/Record of Injury

Project Managers are responsible for ensuring that suitable First Aid resources are available.

*Volunteers are required to advise the Shire (Manager Finance & Administration), by telephone or in person, of any incidents resulting in personal injury or property damage, as soon as it is practicable.*

## **Documentation**

### Volunteer Register

The volunteer is required to provide the following information for inclusion on the Volunteer Register (Appendix 1-1 or 1-3) in order for Council to affect personal accident insurance coverage:

- (a) Name
- (b) Address
- (c) Age (range)
- (d) Health/illness constraints
- (e) Duties
- (f) Next of Kin contact in case of emergency

Volunteers between the ages of 16 and 90 are covered under Council's personal accident insurance policy, however Council will endeavour to seek approval from Local Government Insurance Services for insurance cover for volunteers outside of this age group. Should the request be denied, voluntary workers outside of the approved age group will not be permitted to undertake work.

### Induction

A "Safety & Health Induction for Volunteers" (Appendix 2) is to be completed for all volunteers. Training is to be supplied by either a member of Shire staff or a suitably trained volunteer.

### Attendance Records

Volunteers are required to log their attendance by completing Appendix 1-2. This record is to be submitted to the Shire on quarterly (end of March, June, September and December).

## **Periodic Review**

The following review process will be undertaken by the Community Economic Development Officer quarterly (at the end of March, June, September and December):

- (a) Contact all Managers with responsibility for volunteers, and obtain updated Volunteer Registers.
- (b) Ensure that Safety & Health Induction check-sheets have been completed for all new volunteers.

(c) Update list of volunteers approved to conduct training.

<b>Adopted:</b>	22 February 2006
<b>Last Amended:</b>	25 May 2016
<b>Last Reviewed:</b>	22 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Community Development



## Administration Policy

### 2.21 Regional Price Preference

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#### Objective

1. To support local and regional business and industry by providing price preference to regional suppliers tendering for contracts with Council.
2. To ensure that when purchasing goods and services, Council achieves the best possible outcome for the amount of money spent, whilst where possible give preference to local suppliers.

#### Policy

Where possible and within reasonable limits set out herein, the Shire of Donnybrook-Balingup will support local businesses through the application of this Regional Price Preference Policy.

#### Local Preference

A preference may be given to a local/regional tender by assessing the tender from the supplier as if the price bids were reduced as outlined. The application of a price preference **MUST** be clearly outlined as to whether it will be applied or not prior to the tender process commencing.

A Local Tender – shall be deemed to be a tenderer whose business is located within the boundary of the Shire of Donnybrook-Balingup or Boyup Brook.

- 1 When the supplier is located within the Shire of Donnybrook-Balingup:
  - (a) Where the total 'net cost' of the lowest submitted tender is between \$5,000 and \$25,000 *10% shall be applied to the 'net cost', up to a maximum of \$1,000. If tender relates to Building Services (Construction) 5% will apply.*
  - (b) Where the total 'net cost' of the lowest submitted tender is between \$25,001 and \$50,000 5% shall be applied to the 'net cost'.
  - (c) Where the total 'net cost' of the lowest submitted tender is greater than \$50,001 5% shall be applied to the 'net cost', up to a maximum of \$10,000.
- 2 When the supplier is located within the Shire of Boyup–Brook, 2.5% shall be applied in all cases.

## Local/Regional Content

Although goods or services that form part of a tender submitted by a local/regional tenderer may be:-

- (a) Wholly supplied from regional sources; or
- (b) Partly supplied from regional sources, and partly supplied from non-regional sources;

Only those goods or services identified in the tender as being from local/regional sources may be included in the discounted calculations that form part of the assessments of a tender when a regional price preference policy is in operation.

A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this part if that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted.

Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local government is to decide which of the tenders it determines would be most advantageous to the local government to accept.

<b>Adopted:</b>	9 August 2006
<b>Last Amended:</b>	27 May 2016
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Manager Finance & Administration

*Policy 2.22 – Youth Grants was revoked on 25 May 2016.*

*Policy 2.23 – Donnybrook Amphitheatre was revoked on 25 May 2016.*



## Administration Policy

### 2.24 Community Events Boards

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#### 2.24.1 Objective

To provide consistent and controlled locations on Shire land where signage can be placed to advertise upcoming community events.

#### Background

At the Ordinary Council meeting 21 December 2005 it was resolved that a structure that could display four (4) signs (1200 x 600) on each side of the structure be built on the corner of Marmion Street and South Western Highway. The intent is to limit the uncontrolled display of advertising signage on Shire owned or controlled land. A second structure was installed at the northern end of town in 2014.

The Southern Events Board is located at the corner of Marmion Street and South Western Highway. The Northern Events Board is located at the southern end of town and on South Western Highway at the northern end of town. Both are visible to traffic travelling north and south on the highway.

#### 2.24.2 Usage and Content

- a) Advertising can be used to promote community activities within the Shire of Donnybrook-Balingup.
- b) Four panels are available on each side of each board. To be seen by traffic travelling both north and south, applicants can provide one or two signs per board.
- c) Political, commercial and non-community event advertising (e.g. shopping specials, real estate etc.) are not permitted.
- d) Events such as private parties, weddings etc. are not permitted.
- e) Final decision of permissible content will be made by the Chief Executive Officer.
- f) The Chief Executive Officer reserves the right to request changes to the sign content and/or colour.
- g) It is the responsibility of the applicant to install signs on the exact date requested, depending on other signage already in place. It is the responsibility of the applicant to remove signs on the date agreed.

- h) If insufficient space is available, the Chief Executive Officer will decide which events shall be advertised; based on event size and/or relevance to the wider community.
- i) Council will not be responsible for any damage that may occur to the applicant's sign while attached to either of the events boards.
- j) Events promoter/coordinator/applicant will be responsible for all aspects of the sign, design, cost, preparation and/or manufacturing.
- k) Generally in the Donnybrook townsite, event advertising will only be allowed on the specified signboards. The Chief Executive Officer may at his discretion allow advertising at other sites.
- l) A first in, first booked application process will apply.
- m) There is no cost to place a sign on the Community Events Boards other than manufacturing costs which is the event handler's responsibility.

### 2.24.3 Application Process

Item	Description	Due
1.	Application form (Appendix 1) to be completed and submitted to Council.	<b>2 months</b> prior to event
2.	Application processed and will be approved, approved with conditions or rejected.	Shire reply within <b>5 working days</b>
3.	If approved, Event Promoter is permitted to install sign/s.	Prior to event on the agreed date
4.	Event Promoter to remove sign/s immediately after event.	Remove sign within <b>2 days</b>

<b>Adopted:</b>	27 September 2006
<b>Last Amended:</b>	27 May 2016
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Community Development



## SHIRE OF DONNYBROOK-BALINGUP COMMUNITY EVENTS BOARDS APPLICATION

Details of Event:

Organisation			
Name			
Postal Address			
Phone number		Fax No	
Email			
Event Name			
Event Date			
Southern Sign <input type="checkbox"/>	Northern Sign <input type="checkbox"/>	Both Signs <input type="checkbox"/>	
Date Sign/s to be erected			
Date Sign/s to be removed			

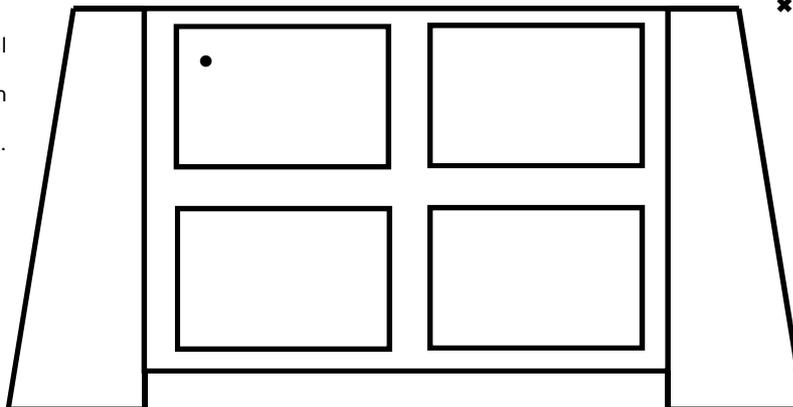
**Declaration:**

I confirm that the signs I shall supply and install will be: (Please tick applicable box/s)

- 1200 x 700cm (1 panel)  
  1200 x 1350cm (2 panels)  
  Other ✕

There are 4 panels per side, please mark the ones you wish to use:

- Two signs the same will be required. One for each side of the notice board. Will be visible to north and south traffic.



- ✕ Larger signs or arrangements may be possible. Contact Works & Services on 9780 4209 before submitting application

**Please Note: Signs are attached by 4 wing nuts located at the corner of each individual panel.**

I have attached a photograph or sketch of a board that clearly shows its content.

I understand that the Shire of Donnybrook-Balingup can remove the sign/s at any time without notice.

<input type="checkbox"/> I confirm that this event complies with clause 2.24.2 Usage and Content of the community events board policy.		
<input type="checkbox"/> The signage will be <b>removed</b> within <b>2 days</b> after completion of the event		
Applicant's Signature:		Date:
<b>Office Use Only</b>		
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Approved with conditions	Officers Signature	Conditions/Reason
	Date	

Policy 2.25 – *Enterprise Risk Management* was removed from the Policy register on August 27 2014, and replaced by Policy 2.45 – *Organisational Risk Management*.

Policy 2.25 – *Purchasing and Tender Policy* was rescinded on 8 February 2017 and replaced by Policy 2.48 – *Purchasing, Tendering and Buy Local Policy*.



## Administration Policy

### 2.30 Playing Fields and Amenities – General Use

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#### OBJECTIVES

To control the use of playing fields and amenities in the Shire of Donnybrook-Balingup under the Local Government Act.

#### POLICY STATEMENT

Council will approve the use of playing fields and amenities subject to compliance with the conditions set down by the Chief Executive Officer.

1. Conditions of hire to be determined by the Chief Executive Officer.
2. Hire fees and fines to be paid in accordance with Councils adopted Fees & Charges.
3. Authorised special events must comply with all conditions as detailed in the special event approval.
4. Long term use to be regulated by Lease Agreements as determined by the Chief Executive Officer.

#### SUPPORTING PROCEDURES & DOCUMENTS

The following procedures are also to be made available to sporting groups to assist in the management of Council facilities:

- Sports Grounds Allocations – Seasonal Use.
- Advertising on Sporting Grounds.
- Floodlights on Council Reserves by Sporting Organisations.
- Sports Club Ground Management.

The following documents are also to be made available to sporting groups to assist in the management of Council facilities:

- Match Day Ground Inspection sheet.
- General Facility Inspection sheet.

<b>Adopted:</b>	28 May 2008
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.31 Cemeteries Flower & Ornament

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This policy applies to the Donnybrook, Balingup and Upper Preston Cemeteries.

#### Objective

1. Provide clear direction and a consistent approach to the placing of floral and other tributes.
2. Provide a safe, clean and tidy environment for all visitors.
3. Reduce the amount time spent maintaining the cemetery collecting refuse.
4. Reduce the environmental impact on the surrounding bush land.

#### 2. GENERAL CEMETERY GUIDELINES

1. Flowers can be placed on or around a grave, as long as they do not encroach on any neighbouring graves or walkways.
2. Floral tributes, both fresh and artificial, or other items that do encroach on any neighbouring graves or walkway will be removed without notice.
3. Fresh or artificial flowers should be housed in non-glass or non-breakable containers. Visitors are encouraged to remove such items when they become weathered, withered or broken. Loose Glass items such as glass jars detract from the general appearance of the cemetery as well as pose a significant safety issue and are not permitted and will be removed.
4. All refuse removed from graves should be placed in the bins provided within the cemetery.
5. The planting of flowers and plants near or on a grave and unsecured pot plants is prohibited.
6. The picking of flowers and plants within the cemetery is prohibited.
7. Markers of any kind outlining a gravesite or rocks, pebbles or pavers placed without prior approval of Council will be removed.
8. Council staff will remove vases, glass receptacles and any other item that they consider a safety issue.

#### 3. BUSH MEMORIAL SECTION INCLUDING NICHE WALL – Donnybrook Cemetery

To maintain the integrity of the natural bush setting and surrounds of this area floral tributes, fresh or plastic; glass jars or vases, or other receptacles;

ornaments; photo frames; toys; windmills etc are **not** permitted within this section of the cemetery.

This will help to ensure that this natural bush memorial section and the surrounding bushland is kept free of refuse and protect the native flora and fauna in the area.

In the case of memorials bearing the Australian Commonwealth Military Force Badge, with the permission of the CEO, a pencil vase may be incorporated into the Bush Memorial plinth to accommodate a single artificial poppy at Anzac Day and Remembrance Day. The poppy may remain in place for a maximum of five days over each remembrance period before being removed by the deceased's family.

<b>Adopted:</b>	26 August 2009
<b>Last Amended:</b>	27 May 2015
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Governance



## Administration Policy

### 2.32 Use of the Shire of Donnybrook-Balingup Common Seal

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This policy applies to the affixing of the Shire of Donnybrook-Balingup Common Seal.

#### 1. OBJECTIVES

The objective of this policy is to provide protocols for the affixation of the Shires Commons Seal in Accordance with sections 9.49a and 9.49b of the *Local Government Act 1995* and amendments.

#### 2. GUIDELINES

##### 2.1 Signatories to the Common Seal

- a. The Shire President and the Chief Executive Officer are authorised to affix and sign all documents to be executed under a Common Seal;
- b. In the absence of Shire President and/or the Chief Executive Officer, as the case may be, the Deputy President and the Acting Chief Executive Officer are authorised to affix the Common Seal.

##### 2.2 Documents requiring affixation of the Common Seal

- a. Documents relating to land matters, but not limited to – finalised documents pertaining to the sale of Council owned land, lodgement of caveats, memorials, leases, transfers, deeds, licences, covenants, easements and withdrawal of instruments;
- b. Legal Agreements;
- c. A Town Planning Scheme and any Town Planning Scheme Amendments;
- d. Local Laws;
- e. Service Agreements;

- f. New Funding or Contracts of Agreement between Council and State or Commonwealth Governments;
- g. Documents of a ceremonial nature, where the affixing of the Common Seal is for posterity and not a legal requirement;
- h. Any document stating that the Common Seal of the Shire is to be affixed.

### **2.3 Procedures for the secure use of the common seal**

- a. The Chief Executive Officer is responsible for the security and proper use of the Common Seal.
- b. The Common Seal is not to be affixed to any document except as authorised by Council.
- c. The Common Seal is to be affixed to a document in the presence of –
  - i) the Shire President or in the absence of the President the Deputy President; and
  - ii) the Chief Executive Officer or the Acting Chief Executive officer.

each of whom is to sign the document to attest that the Common Seal was so affixed.

- d. Details of all transactions where the Common Seal has been affixed must be recorded in a register kept by the Chief Executive Officer. The register is to record –
  - i) the date on which the Common Seal was affixed;
  - ii) the nature of the document; and
  - iii) the parties to any agreement to which the Common Seal was affixed.
- e. A report listing the documents to which the Common Seal has been affixed will be provided in the next Council Information Bulletin.

## 2.4. Method of affixing the Common Seal

The wording to accompany the application of the Common Seal should be as follows –

*“Dated this (date) day of (month) (year)*

*The Common Seal of the )  
Shire of Donnybrook-Balingup )  
was affixed by authority of a resolution )  
of the Council in the presence of- )*



\_\_\_\_\_  
*Shire President*

\_\_\_\_\_  
*Chief Executive Officer*

## 2.5 General Document Signing

Authority is provided to the Chief Executive Officer or the person acting in the position of Chief Executive Officer to sign documents that do not require the affixing of the Common Seal.

This is a general authorisation for good governance and authorisation will normally be covered under delegated authority.

A report listing documents signed under this authority will be provided in the next Council Information Bulletin.

<b>Adopted:</b>	27 January 2010
<b>Last Amended:</b>	23 May 2012
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Executive



## Administration Policy

### 2.33 Vehicle Use - CEO

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As a part of the CEO Contract of Employment a motor vehicle is provided for unlimited private use under the following conditions.

#### **Objective**

To establish the rules that applies to the private use of the motor vehicle by the Chief Executive Officer.

#### **Policy**

As part of his Employment Contract the Chief Executive Officer is provided with a motor vehicle for the private use of the Officer, additional to business use which includes access by other employees. The terms and conditions in relation to private use of the vehicle are as follows –

1. The vehicle is available to the CEO at all times during the term of the contract including annual and long service leave, and also during “other leave” (only up to 4 weeks duration unless with Councils specific approval) as set out in accordance with the award.
2. The officer is responsible to comply with all laws and regulations pertaining to the use and operation of motor vehicles.
3. Council is responsible for all repairs and maintenance of the vehicle, including periods of leave.
4. The officer is responsible for ensuring the vehicle is in a roadworthy condition and will liaise with Council’s mechanic to ensure the vehicle is regularly serviced. The employee will carry out usual daily safety checks on the vehicle.
5. The officer is responsible for washing and cleaning of the vehicle, keeping the vehicle in a clean and tidy state as expected of an officer of Council having the privilege of the use of a Council vehicle.
6. All fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Officers responsibility. (The intent of the “weekend” condition is for fill-ups on long private weekend trips are to be the Officers cost). A record of fuel consumed and paid for private use by the officer should be maintained and provided to Council’s Accountant in April of each year for FBT purposes.

7. The custodian of the vehicle is required to maintain a log book detailing all business kilometres travelled by themselves and must ensure the log book records detail both private use and business use of the vehicle by other employees. When the vehicle is used by other employees for private use a declaration form must be completed and provided to the Accountant. The custodian is required to present the log book to Council's Accountant at the beginning of each calendar month for FBT and record keeping purposes.
8. Prior Council approval in writing is required before the vehicle is taken outside the state.
9. The vehicle is to be available for the use by other employees of Council during normal working hours, such use is to be authorised by the custodian of the vehicle prior to use and will not be approved unless the other employee has an immediate need for the vehicle. Limited private use by other employees and Councillors will be permitted to facilitate attendance at authorised conferences and meetings (e.g. vehicle taken home overnight prior to, or after, the event).

<b>Adopted:</b>	26 May 2010
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.34 Private Motor Vehicle Use - Managers

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As part of their contract of employment a motor vehicle is provided for unlimited private use by managers under the following conditions:

#### **Objective**

To establish the rules that applies to the private use of the motor vehicles by managers.

#### **Policy**

This policy applies to all managers as appointed from time to time, who report directly to the Chief Executive Officer.

Where a motor vehicle is provided for a manager and the salary package negotiated includes the private use of a motor vehicle, the following conditions apply:

1. The vehicle is available to the manager at all times during the period of employment with the exception of long service leave and extended sick leave where the sick leave is longer than 5 days.
2. The officer is responsible to comply with all laws and regulations pertaining to the use and operation of motor vehicles.
3. Council is responsible for all repairs and maintenance of the vehicle, including periods of leave.
4. The officer is responsible for ensuring the vehicle is in a roadworthy condition and will liaise with Council's mechanic to ensure the vehicle is regularly serviced. The employee will carry out usual daily safety checks on the vehicle.
5. The officer is responsible for washing and cleaning of the vehicle, keeping the vehicle in a clean and tidy state as expected of an officer of Council having the privilege of the use of a Council vehicle.
6. All fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Officers responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips are to be the Officers cost). A record of fuel consumed and paid for private use by the officer should be maintained and provided to Council's Accountant in April of each year for FBT purposes.

7. The custodian of the vehicle is required to maintain a log book detailing all business kilometres travelled by themselves and must ensure the log book records detail both private use and business use of the vehicle by other employees. When the vehicle is used by other employees for private use a declaration form must be completed and provided to the Accountant. The custodian is required to present the log book to Council's Accountant at the beginning of each calendar month for FBT and record keeping purposes.
8. The officer must gain approval of the Chief Executive Officer prior to the vehicle being used outside of the state or north of Albany Highway.
9. The vehicle is to be available for the use by other employees of Council during normal working hours, such use is to be authorised by the custodian of the vehicle prior to use and will not be approved unless the officer has an immediate need for the vehicle. Limited private use by other employees and Councillors will be permitted to facilitate attendance at authorised conferences and meetings (e.g. vehicle taken home overnight prior to, or after, the event).
10. The officer is to ensure that at all times the driver of the vehicle is known and identified and the officer takes full responsibility for any road traffic infringements when the driver cannot be identified as being responsible for any infringement relating to the vehicle.
11. The vehicle to be driven only by the officer, other Council employees or Council members unless with specific prior approval of the Chief Executive Officer. The officer's partner may drive the vehicle after work hours subject to the approval of the Officer and limited to occasions when the officer is too fatigued to drive.

<b>Adopted:</b>	26 May 2010
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.35 Use of Pool Vehicles

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Council may purchase a vehicle to be designated as the pool vehicle, notwithstanding other vehicles owned by the Shire and in the care of other officers are also available for use by Council staff on Council business.

#### **Objective**

To establish the rules that applies to the use of the pool vehicle.

#### **Policy**

In the circumstances where the Shire purchases a vehicle for use as a pool vehicle the following conditions are to apply:

1. The Chief Executive Officer shall assign the vehicle to an officer of Council to care for the vehicle after hours and impose conditions of use (The Caretaker).
2. The caretaker is responsible to comply with all laws and regulations pertaining to the use and operation of motor vehicles.
3. The caretaker of the vehicle shall be responsible for keeping the vehicle in a clean and tidy state.
4. The caretaker is responsible for ensuring the vehicle is in a roadworthy condition and will liaise with Council's mechanic to ensure the vehicle is regularly serviced. The employee will carry out usual daily safety checks on the vehicle.
5. The caretaker is granted occasional private use of the vehicle, inclusive of commuting rights to work from their usual place of residence on the following conditions:
  - a) A maximum of 5,000km per year applies to private use exclusive of commuting.
  - b) The caretaker is responsible for fuel costs where fuel is required during private use. A record of fuel consumed and paid for private use by the officer should be maintained and provided to Council's Accountant in April each year for FBT purposes.
6. The custodian of the vehicle is required to maintain a log book detailing all business kilometres travelled by themselves and must ensure the log book records detail both private use and business use of the vehicle by other employees. When the vehicle is used by other employees for private use a declaration form must be

completed and provided to the Accountant. The custodian is required to present the log book to Council's Accountant at the beginning of each calendar month for FBT and record keeping purposes.

7. The pool vehicle is not available to the caretaker during leave of any nature, inclusive of annual leave, sick leave, long service leave and other leave as prescribed in the Local Government Officers (WA) Award, inclusive of Workers Compensation; where that leave is of a duration of a period greater than 24 hours, in such circumstances the vehicle will be handed over to the Chief Executive Officer for continued use by the Shire employees and/or Councillors.
8. Where the caretaker is on leave for any reason for a duration greater than 24 hours the Chief Executive Officer shall assign the vehicle to another officer. This policy shall also apply to that other officer.
9. Unless on approved business use the vehicle must not be taken beyond the boundaries of any local authority adjoining the Shire of Donnybrook-Balingup or the City of Bunbury. The CEO may approve private use beyond these boundaries either for a specific occasion or through employment condition negotiations.
10. During normal working hours the pool vehicle is to be available for employees of Council and elected members for Council business use.
11. Where a dispute arises with respect to use of the vehicle the Chief Executive Officer is to intervene, the Chief Executive Officers decision, including removing the vehicle from the caretakers care and assigning a new caretaker; is final.
12. The Chief Executive Officer is to assign the pool car to a caretaker, in writing, such advice to include a copy of this policy.
13. The vehicle to be driven only by the officer, other Council employees or Council members unless with specific prior approval of the Chief Executive Officer. The officer's partner may drive the vehicle after work hours subject to the approval of the Officer and limited to occasions when the officer is too fatigued to drive.

<b>Adopted:</b>	26 May 2010
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	26 April 2015
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.36 Close Circuit Television (CCTV)

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#### Objective

To provide guidance for the operation of CCTV operated and controlled by the Shire of Donnybrook-Balingup –

- within, on or around Shire buildings;
- installed in public spaces; and
- future acquisition and implementation of CCTV within the Shire.

#### Policy

1. This policy applies to The Shire of Donnybrook-Balingup owned, leased and operated CCTV systems only.
2. Reducing crime and improving safety are key priorities for the Shire. The Shire of Donnybrook-Balingup is committed to 'working in partnership to progress Crime reduction and community safety within the Shire' (Community Safety and Crime Prevention Plan).
3. This Policy deals with the installation of CCTVs as a strategic element of the Shire's commitment to safety and crime reduction.

#### Guidelines and Policy Procedures for Use of Closed Circuit Television (CCTV)

##### 1. Principles

The Shire of Donnybrook-Balingup recognises best practice in administering operation of all Shire owned operated, leased CCTV systems.

All CCTV systems and future acquisition of CCTV will comply and meet minimum standards as prescribed in:

- *State CCTV Strategy*

- *ANZPAA Police Recommendations for CCTV Systems, including variations under the State CCTV Strategy*
- *Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice.*
- *Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines.*

The CCTV system will attain an appropriate balance between the personal privacy of individuals utilising Shire infrastructure or public spaces with the objective of recording incidents of alleged criminal or unwanted behaviour.

The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

## 2. Code of Practice

### **Signage**

Prominent and appropriate signage will be permanently displayed in the general location of camera coverage to notify employees, council members and members of public of the presence of CCTV cameras.

### **Access to CCTV equipment**

All CCTV equipment will be located within secure areas and not accessible to unauthorised persons.

### **Recording and Storage of information**

Recording of video images or still photographs will only occur if the Chief Executive Officer is of the opinion that an offence against a Statute Law is being or is likely to be committed. At no time shall the CCTV system be used with the intent to examine individuals going about their lawful business.

Any person requesting a video recording shall apply to the WA Police Service and give reasons for such requests.

At no time shall any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without the prior approval of the Chief Executive Officer.

### **Liaison with WA Police**

Members of the WA Police may request the cooperation of the Shire of Donnybrook-Balingup and usage of CCTV systems.

All requests made by the WA Police or any other law enforcement agency should be referred to the Chief Executive Officer.

### **Privacy principles**

CCTV usage in the Shire will be guided by confidentiality and privacy provisions in Western Australian law included within the:

- *Freedom of Information Act 1992*
- *Surveillance Devices Act 1998*
- *Telecommunications (Interception) Western Australia Act 1996*

### **Complaints**

All complaints will be investigated and reviewed and where requested, complainants will be notified of the results of the investigation, in accordance with Council's Customer Service Charter.

### **Responsibility**

The Chief Executive Officer is responsible for the management of the Shire's CCTV system, including maintenance of the CCTV system and protection of privacy interests of individual members, the Shire of Donnybrook-Balingup council members, staff and members of public from invasive monitoring.

The Chief Executive Officer will ensure that all employees involved in recording, observation and capture of images are informed, through training or through other means, of their responsibility to act in an ethical and lawful manner as per the relevant legislation.

If evidence is provided that an individual or individuals are using the system inappropriately, the Shire will take appropriate action to cease or minimise reoccurrence. Inappropriate use of the CCTV system will be considered a breach of the Shire's Code of Conduct and will be dealt with accordingly.

<b>Adopted:</b>	26 May 2010
<b>Last Amended:</b>	25 May 2016
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.37 Community Service Leave

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#### Objective

To recognise that employees are able to access leave for the purposes of community service, defence reserve leave and jury duty leave, and provide guidelines to facilitate access to such leave.

#### Policy

An employee has an entitlement to be absent from employment for the purposes of engaging in an eligible community service activity. Under the *Fair Work Act 2009*, an eligible community service activity is defined as follows:

- Jury Service (including attendance for the purpose of jury selection) that is required by or under a law of the Commonwealth or of a State or Territory; or
- Carry out a voluntary emergency management activity;

The following Community Service Policy includes provisions for employees to access leave under the following conditions:

- Voluntary Emergency Management Activities;
- Jury Service/ Duty; and
- Defence Reserve Leave

#### Procedure

##### **COMMUNITY SERVICE LEAVE**

Community Service Leave refers to leave associated with an employee who is absent from work for purposes of engaging in a **voluntary emergency management activity**.

1. An employee who engages in a voluntary emergency management activity is entitled to be absent from employment for a period (including reasonable travel and rest time) to engage in that activity, in the form of Community Service Leave.
2. Access to Community Service Leave for the purposes of voluntary emergency management activity will be in the form of unpaid leave.
3. Employees accessing Community Service Leave must notify their supervisor as soon as practicable of the period, or expected period of absence. Employees must also provide evidence supporting their application for (unpaid) Community Service Leave.

## **JURY SERVICE LEAVE**

1. Employees who are selected for jury duty must advise their supervisor as soon as possible of the dates, and submit the relevant documentation to Payroll.
2. As required under West Australian Law, the Shire of Donnybrook-Balingup will continue to pay the employee their usual wages while the employee attends jury duty/service.
3. The employee must produce the relevant claim/reimbursement forms and attendance certificates (including dates of leave) and provide to payroll for processing.
4. Payroll will apply to the WA Sherriff's Office, for reimbursement of the cost of the employee's wages while on jury duty/service.

## **DEFENCE RESERVE LEAVE**

It is recognised that the Australian Defence Reserves continues to be an important part of our national defence strategy and that employer support is essential to their continued effectiveness. This Policy applies to all employees who are Reservists and undertake training and/or military service with the Australian Defence Forces.

1. Employees applying for Defence Reservist Leave are required to provide evidence from the Defence Force of the extent of the leave requirements.
2. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Shire of Donnybrook-Balingup. Generally this should be three months prior to the period of leave required.
3. Leave for Reservists is typically 4 weeks (20 working days or 27 calendar days) leave each year although an additional 2 weeks leave to allow for a Reservists' attendance at recruit/initial employment training will be granted where required. This leave is in addition to any annual leave entitlements, but is not accumulative and cannot be carried over to the following year.
4. An employee must elect to use annual leave entitlement to cover a proposed Defence Reservist Leave period, however employees electing not to use annual or long service leave credits for defence service and/or military service shall be granted leave without pay.
5. On application to the Chief Executive Officer, paid leave, in the form of 'top up pay' (see 6), may be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training caps, or equivalent continuous duty. Where granted, such paid leave will apply to a specific period or periods of leave only, and will not be considered an ongoing arrangement.
6. While the Shire of Donnybrook-Balingup agrees to make payment for Defence Reservist Leave it will be paid on the basis of the difference between the employee's normal weekly salary (calculated on the same basis as annual leave provisions) and

the remuneration received from the Armed Services – ‘top up pay’. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Shire of Donnybrook-Balingup. Superannuation contributions will be based on the employee’s normal weekly salary.

7. “Continuous full-time defence service” (excluding any time taken on annual or long service leave), will not count for annual leave or sick leave, as the employee’s contract is temporarily suspended. These entitlements will accrue with the relevant Defence Force during the period of service. For periods of defence service other than continuous full-time defence service, employees’ entitlements will continue to accrue.
8. Full time military service will count as service for long service leave purposes.
9. Unpaid leave will be treated as leave without pay.
10. An employee’s contract is suspended whilst undertaking continuous fulltime defence service. In order to preserve employment entitlements, an employee must apply to resume duty as soon as reasonably practicable and not more than 30 days after the completion of the period of military service.
11. Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
12. The Shire of Donnybrook-Balingup will keep Reservist employees who are undertaking peacetime training or development informed of critical developments in the workplace, e.g. salary related matters (enterprise or workplace agreement negotiations).

## **1. Legislation**

The *Defence Reserve Service (Protection) Act 2001* (the Act) provides that:

- “*Defence Service*” means service in a part of the Reserves and includes training.
- Reserve service may be continuous full-time defence service or other defence service (eg short periods of defence reserve service which may include training), and must not prejudicially affect employees’ entitlements or other conditions of employment.
- The Act does not invoke any obligation on the Shire of Donnybrook-Balingup to pay the reservists’ remuneration in respect of the civilian employment whilst absent on defence service or to provide make-up pay in circumstances where the Defence Force pay is lower than employees’ public sector pay.
- Any entitlements relating to Reserve service (including training) and/or military service contained in industrial awards or agreements will continue to apply, subject to them satisfying the provisions of the Act.
- There is no scope for the Shire of Donnybrook-Balingup to ask employees to limit the number of training courses per year or to take less reserve service leave as this is in breach of the Act. Section 17 of the Act draws no distinction between essential

and non-essential training or service and specifically contemplates a reservist “volunteer(ing)” for service or training.

- There is no discretion under the Act for the Shire of Donnybrook-Balingup to refuse requests for reserve service or training leave, irrespective of inconvenience to the Shire of Donnybrook-Balingup or the non-essential nature of the leave. The Shire of Donnybrook-Balingup is only entitled to verify that the leave request relates to the actual reserve service or training.

## **2. Local Government Support Payment Scheme**

- 2.1 In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the new Reserve legislation has been the introduction of the Local Government Support Payment (ESP). This payment is available to the Shire of Donnybrook-Balingup when a Reservist is released for more than 2 weeks per year.
- 2.2 The Scheme involves payment of an amount equivalent to the Average Weekly full-time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics, and is in recognition of the costs and/or disruption to the Shire of Donnybrook-Balingup caused as a consequence of releasing a Reservist for a period of continuous Defence service
- 2.3 Service that is considered under the Local Government Support Payment is:
- Ordinary Reserve Services, and
  - Voluntary continuous full-time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) or their delegates have designated the service as protected service.
- 2.4 Under the Scheme the Shire of Donnybrook-Balingup is eligible to receive the ESP once a Reservist has completed 14 days continuous Reserve service in any financial year. The qualifying period can be undertaken as a single period or as multiple periods of continuous Defence service, as long as each period of continuous Defence service is a minimum of five consecutive days.
- 2.5 Further details of the operations of the Australian Defence Force Reserves Local Government Support Payment (ESP) Scheme can be obtained from the Defence Reserve Support Local Government on 1800 803 485 or their website [www.defence.gov.au/reserves](http://www.defence.gov.au/reserves),

### **Responsibility**

The Chief Executive Officer is required to approve Defence Reservist Leave and ensure that appropriate documentation is supplied by the employee.

<b>Adopted:</b>	23 June 2010
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Human Resources



## Administration Policy

### 2.38 Infrastructure Asset Management Policy

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#### 1 Objective

To set guidelines for implementing consistent asset management processes throughout the Donnybrook-Balingup Shire and to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the organisation by training, development and resourcing.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified, and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

#### 2 Scope

This policy applies to all Council activities.

#### 3 Policy

##### 3.1 Background

3.1.1 Council is committed to resourcing and implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

- 3.1.2 Council owns and uses non-current assets to support its core business of delivery of service to the community.
- 3.1.3 Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.
- 3.1.4 Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.
- 3.1.5 A strategic approach to asset management will ensure that the Council resources and delivers the most appropriate level of service through its assets. This will provide positive impact on;
  - Members of the public and staff;
  - Council's financial position;
  - The ability of Council to deliver the agreed level of service and infrastructure;
  - The political environment in which Council operates; and
  - The legal liabilities of Council.

## **3.2 Principles**

- 3.2.1 A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- 3.2.2 All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- 3.2.3 Asset management principles will be integrated within existing planning and operational processes.
- 3.2.4 Asset Management Plans will be developed for the major service and asset categories:
  - Transport (including):
    - Roads (Pavement , Subgrade, Surface Structure)
    - Kerb & Surface Water Channel
    - Footpaths & Cycleways
    - Drainage (Culverts & Pits
    - Bridges
  - Property (including):
    - Buildings
    - Freehold Land
    - Furniture & Equipment

- Recreation (including):
  - Parks & Gardens
  - Playground Equipment
  - Recreation Facilities
- Plant & Equipment
  - Heavy
  - Light
  - Equipment
- Waste Management
  - Landfill sites
  - Transfer stations

The plans will be informed by community consultation and financial planning and reporting.

- 3.2.5 An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- 3.2.6 Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will be priority considerations for full funding in the annual budget estimates.
- 3.2.7 Service levels agreed through the budget process and defined in adopted Asset Management Plans will be priority considerations for full funding in the annual budget estimates.
- 3.2.8 Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- 3.2.9 Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- 3.2.10 Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- 3.2.11 Future service levels will be determined in consultation with the community.
- 3.2.12 Training in asset and financial management will be provided for councillors and relevant staff.

#### **4.0 Legislation**

- Local Government Act 1995.
- Regulations under the Act.

#### **5.0 Related Documents**

- Asset Management Strategy and associated Asset Management Plans.

#### **6.0 Responsibility**

- Council is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets. Council will also determine the level of service for each asset class.
- The Chief Executive Officer (CEO) has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.
- The Asset Management Team (AMT) consisting of the CEO, Manager of Finance and Administration (MFA), Manager of Works & Services (MWS), Manager of Development and Environmental Services (MDES) is responsible for ensuring that Council's Asset Management Strategy is achieved and that Asset Management Plans are prepared and maintained in line with Council's Policy on Asset Management
- Manager Finance and Administration (MFA) is responsible for resource allocation associated with achieving Council's Asset Management Strategy. The MFA reports to the CEO in relation to Asset Management resource allocation.
- Manager Development and Environmental Services (MDES) is responsible for supporting and facilitation of the AMT and ensuring that resources are commissioned to assist the AM Working Group achieve its objectives. The MDES reports to the CEO on all matters relating to Asset Management.
- All Managers are responsible for ensuring that the resources under their control are appropriately allocated to resource asset management and in particular the Asset Management Team. All Managers report to the CEO on all matters relating to Asset Management under their area of control.

## **7.0 Consultation**

The Shire of Donnybrook-Balingup will engage the community and key stakeholders to assist in determining the levels of service outcomes for infrastructure and assets.

## **8.0 Review Date**

This policy will be reviewed annually in line with normal Council Policy review.

<b>Adopted:</b>	26 May 2010
<b>Last Amended:</b>	27 May 2016
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.39 Maintenance of Leased Halls

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#### Objective

To clarify the responsibilities of Council and Lessees in regards to Council-owned halls.

#### Policy

Council is responsible for maintaining the overall structural integrity of the hall. This includes major items such as the walls, floors, and roof of the building.

Individual hall committees are responsible for the preventative maintenance of the hall. Council allocates resources in its annual budget to assist with the cost of preventative and general maintenance. Preventative and general maintenance includes such works as, but not necessarily limited to the following: painting, repairs of damage caused by the everyday use of the building, cleaning and pumping of effluent from the septic systems, electricity, fees and charges etc.

Individual hall committees shall be responsible for structural damage if the damage occurred through the omission of preventative maintenance.

It is recommended that items of major capital expenditure will be directed to Council in the annual Budget.

<b>Adopted:</b>	27 September 2000
<b>Last Amended:</b>	26 May 2010
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Development & Environmental Services



## Administration Policy

### 2.40 Use of Emergency Generator for Community Events

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This policy applies to the use of the Council-owned emergency generator for community events. The generator was funded by Emergency Management Australia specifically for use in bushfires and other emergencies. As such, the generator must be available for emergency use at all times.

#### Objective

To establish the rules that apply to the loan of the generator for community events.

#### Policy

14. The generator may be loaned for community events as a back-up unit only. Event organisers should secure their own generator and must not rely on the Council-owned emergency generator as a primary power source.
15. If the generator is loaned to an event, Council may at any time in the lead up to, or during the event, move the generator from that event for use in an emergency.
16. Council cannot guarantee the availability of the generator as a back-up unit for events.
17. If the generator is loaned to an event the following procedures must be observed:
  - The generator is to be picked up and returned to the Shire Depot in Cherrydale Way, Donnybrook between the hours of 7am to 3pm Monday to Thursday.
  - Installation of the generator must be undertaken by a suitably qualified electrical contractor and comply with *AS/NSW 3002:2008 Electrical Installations – Shows and carnivals*.
  - The electrical contractor is to certify electrical installations by completing and submitting to the Shire a 'Form 5' from the *Health (Public Buildings) Regulations 1992*.
  - A 4.5kg dry chemical powder fire extinguisher is to be located adjacent to the generator.
  - The generator is to be used only by appropriately inducted personnel.

- Clear access must be provided at all times so that Council staff may remove the unit should the need arise.
- Every attempt is to be made to ensure the safety and security of the generator.
- The generator is to be used only in the event of failure of the event's primary power source.
- Any fuel used must be replaced before the unit is returned.

<b>Adopted:</b>	23 January 2013
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration



## Administration Policy

### 2.41 Governance of Accommodation Bonds

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#### Objective

On 1 October 2011, clearer and stronger arrangements were introduced to protect residents' savings held in the form of accommodation bonds and entry contributions to residential aged care facilities through amendments to the *Aged Care Act 1997* and the *User Rights Principles 1997*.

These arrangements included limiting the use of accommodation bonds to specific permitted uses that reflect the intended purposes for accommodation bonds – to provide a source of capital for investment in aged care infrastructure.

This policy aims to ensure that the Shire of Donnybrook-Balingup meets the requirements of the *Aged Care Act 1997* (the Act) and the *User Rights Principles 1997* (the Principles) in managing aged care accommodation bonds.

The Act sets out the purposes for which aged care accommodation bonds can be used. The *Aged Care Amendment Bill 2011* was introduced as part of the National Health Reform and places greater restrictions on the use of accommodation bonds. The specific requirements are set out in a Governance Standard issued by the Department of Health and Ageing, which took effect on 1 February 2012.

To comply with the Governance Standard, approved providers that hold accommodation bonds are required to implement and maintain a documented governance system for managing accommodation bonds.

This policy sets out the Shire of Donnybrook-Balingup's governance and prudential system for accommodation bonds. It should be read in conjunction with the Act and Principles.

#### Policy

#### Definitions

- **Approved Provider** is the Shire of Donnybrook-Balingup.
- **Authorised Deposit-taking Institution (ADI)** refers to a body corporate granted an authority to carry on a banking business in Australia under subsection 9 (3) of the Banking Act 1959 (Commonwealth).

- **Bond** means an accommodation bond or entry contribution charged to residents who enter the Shire of Donnybrook-Balingup's residential aged care facility known as **Tuia Lodge**.

### ***Liquidity Standard***

- The Shire of Donnybrook-Balingup has implemented and maintains a liquidity management strategy, pursuant to the requirements of the Act and Principles, to ensure sufficient funds are available for the refund of all bond balances that fall due.
- The liquidity management strategy is a written policy document adopted by the Council of the Shire of Donnybrook-Balingup – refer policy number 3.6. All Council policies are subject to an annual review by the Council.

### ***Records Standard***

- The Shire of Donnybrook-Balingup maintains a bond register pursuant to the requirements of the Act and Principles.
- The bond register incorporates all requirements listed in the Principles, including resident details, bond receipts, deduction and refund details.

### ***Governance Standard***

- The Shire of Donnybrook-Balingup has implemented and maintains a governance system that ensures bonds are only used as permitted and that refunds occur within the timeframes required by the Act.
- The system is hereby documented in writing and will be kept up to date. Documentation covers all requirements of the Act and Principles.
- The following events would result in a review of this governance system policy;
  - Changes to key personnel
  - Change to corporate structure
  - Acquisition or divestment of aged care services
  - Awareness the governance system no longer complies with the requirements of the Governance Standard.
- The Shire of Donnybrook-Balingup will ensure that bond balances are only used for purposes permitted under the Act and that all uses are reported to Council.  
Permitted uses include:
  - Expenditure to acquire land on which are, or to be built, premises needed for providing residential or flexible care;
  - Expenditure to acquire, erect, extend or significantly alter premises used or proposed to be used for providing residential care or flexible care; and

- Expenditure to acquire or install furniture, fittings or equipment for premises used or proposed to be used for providing residential care or flexible care, when those premises are initially erected or following an extension, a significant alteration or a significant refurbishment.
- The total of bond balances will be reconciled monthly between the Shire of Donnybrook-Balingup financial records and the investment statements of the financial institution(s) with which funds are invested. The reconciliations will be under the responsibility of the Finance and Administration section of the Shire of Donnybrook-Balingup.
- The Council of the Shire of Donnybrook-Balingup is provided with a monthly financial report which details all investments, including accommodation bonds, held by the Council.
- The Manager of Finance and Administration will be responsible for the administration of bond retention amounts, interest and bond refunds, pursuant to the requirements of the Act and Principles, in conjunction with the Manager of Tuia Lodge.
- The Manager of Tuia Lodge will be responsible for the accuracy and compliance of the Bond Register pursuant to the requirements of the Act and Principles.
- The Manager of Tuia Lodge will administer arrangements associated with bond terms, agreements and payments, pursuant to the requirements of the Act and Principles, in conjunction with the Manager Finance and Administration.
- It is the policy of the Shire of Donnybrook-Balingup to ensure that all deductions from accommodation bonds are agreed in writing with residents, or their representatives, on entry or as their circumstances change, in accordance with the Aged Care Act 1997 and User Rights Principles 1997.
- It is the policy of the Shire of Donnybrook-Balingup to comply with the 14 day accommodation bond timeframe as contained in the Aged Care Act 1997 and User Rights Principles 1997.
- It is the policy of the Shire of Donnybrook-Balingup to maintain, at all times appropriate delegated authorities to ensure effective delivery of services while ensuring compliance with the legislation contained within the Aged Care Act 1997 and User Rights Principles 1997.
- Responsibilities and delegations relating to accommodation bonds are schedules in Table A attached.

### ***Investment Management Strategy***

- The total of bond balances held by the Shire of Donnybrook-Balingup, net of contributions used, will be invested independently of other Shire of Donnybrook-Balingup investments.

- Investments will be undertaken in accordance with the Shire of Donnybrook-Balingup's Investments Policy number 3.4 and will be restricted to investment in ADI's for all bond balances. The Investment Policy of the Shire of Donnybrook-Balingup provides a framework for the investing of Council funds at the most favourable rate of interest available at the time whilst having due consideration of risk and security for that investment type and ensuring that liquidity and legislative requirements are being met.
- Investment delegations are covered in the delegations and sub-delegations framework of the Shire of Donnybrook-Balingup and must also be observed.

### ***Disclosure Standard***

- Disclosure requirements of the Principles will be met fully within the timeframes specified and this will include prescribed information being provided to care recipients (or their representatives):
  - By 31 October each year; or
  - Within seven (7) days of requests being made under the Principles.
- The Shire of Donnybrook-Balingup will complete an Annual Prudential Compliance Statement pursuant to the requirements of the Act and Principles. The statement will be supported by an independent audit of its contents by the appointed auditor of the Shire of Donnybrook-Balingup.
- Any event of non-compliance with the Aged Care Act 1997 or User Rights Principles 1997 will be identified during the audit of the Annual Prudential Compliance Return and will be reported to the Chief Executive Officer of the Shire of Donnybrook-Balingup. Appropriate action will be taken by these personnel to ensure there is no further non-compliance with the Act and Principles.

### ***Responsible Personnel Training***

- It is the policy of the Shire of Donnybrook-Balingup to support responsible personnel in the delivery of their roles with respect to the management of Accommodation bonds through the provision of training in Governance and Financial management including the requirements of the Aged Care Act 1997 and the User Rights Principles 1997.

**TABLE A**

<b>Responsibilities</b>	<b>Purpose</b>	<b>Position</b>
Negotiation of Accommodation Bonds	Entering into negotiation with new residents or their representatives	Manager Tuia Lodge

Signing of Residents Agreements	Signing of Resident's Agreements on behalf of Shire of Donnybrook-Balingup	Manager Tuia Lodge
Permitted Uses	Determining how bonds are used	Approved Provider – Shire of Donnybrook-Balingup
Bond Refunds	Calculating and processing bond refunds	Manager Finance and Administration Shire Accountant
Authorising expenditure	Refunding Bond balances	Chief Executive Officer Manager Finance and Administration
	Checking bond refunds	Shire Accountant
	Checking bond authorisations	Manager Finance and Administration
	Capital expenditure	Council staff as delegated
	Checking expenditure costing	Shire Accountant
	Checking authorisations	Manager Finance and Administration
Bond Register	Maintenance of Accommodation Bond Register	Manager Tuia Lodge
	Annual Review	Manager Finance and Administration Shire Accountant
	Annual Certification	Shire of Donnybrook-Balingup
Monthly Retention Amounts	Calculation of monthly retention amounts	Shire Accountant Manager Finance and Administration
Interest	Calculation of interest	Shire Accountant Manager Finance and Administration
Information	Responding to requests for information	Manager Tuia Lodge Shire Accountant Manager Finance and Administration
Delegations	Review of sub-delegation framework	Chief Executive Officer

<b>Responsibilities</b>	<b>Purpose</b>	<b>Position</b>
<i>Continued</i>		
Reconciliations	Regular reconciliations of total bond balances to General ledger and ADI statements	Shire Accountant Manager Finance and Administration
Approved Provider of Care	Council's delegate under the Aged Care Act 1997	Shire of Donnybrook-Balingup

<p>Key Personnel (under delegated authority of the Approved Provider)</p>		<ul style="list-style-type: none"> <li>a) Members of Council;</li> <li>b) The Chief Executive Officer (by delegated authority of Council);</li> <li>c) The Manager Tuia Lodge The Manager Finance and Administration (by delegated authority of the Chief Executive Officer) and</li> <li>d) The Shire Accountant (by delegated authority of the Chief Executive Officer)</li> </ul>
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<p><b>Adopted:</b> <b>Last Amended:</b> <b>Last Reviewed:</b> <b>Next Review Date:</b> <b>Responsible Department:</b></p>	<p>22 May, 2013 27 May 2016 26 April 2016 2017 Finance &amp; Administration</p>
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Administration Policy

**2.42 Integrated Workforce Planning and Management Policy**

**Objective**

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*, Section 5.56(2).

**Definition of Workforce Planning**

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.

**Principles – Framework – Process**

The Shire considers workforce planning to be an essential management function in its operations. The Shire recognises that the achievement of all goals and objectives are reliant on the appropriate capacity, skills and knowledge of the workforce.

Council is committed to resourcing workforce requirements through its integrated planning processes as outlined in the diagram right. 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

The Shire will ensure the Workforce Plan addresses current and future best practice human resource management practices that include:

- Effective and efficient recruitment and retention;
- Role and responsibility definition and appropriate performance management;

**Elements of the Integrated Planning Framework**



- Support and encouragement for staff to perform;
- Staff training and development;
- Legislative compliance'
- Staff health and wellbeing (OSH); and
- 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 Executive team will collect and monitor relevant workforce data and statistics.
- The relevant organisational planning and performance monitoring personnel will research any 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.

<b>Adopted:</b>	26 June 2013
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Executive



## Administration Policy

### 2.43 Community Consultation/Engagement Policy

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#### **Purpose**

This policy sets out the governing principles for community engagement and consultation that underpin the Integrated Planning and Reporting framework to ensure the strategic direction of the organisation is within keeping with community values and aspirations.

#### **Objective**

The objective of this policy is to provide guidance to Councillors and Officers in planning, implementing and reviewing community engagement and consultation for key projects, strategic planning and policy development. This will ensure informed decision making, transparency, timely and effective communication with key stakeholders and the general community.

#### **Policy**

- Council is committed to providing leadership and a strong commitment to information sharing, consultation and active participation of the community in contributing to the decision making process.
- Council acknowledges the right of the community to access information, provide feedback, be consulted and actively participate in strategic planning or in key projects of service development.
- Council will clearly communicate the purpose of the engagement process; the steps involved and will allow sufficient time for effective involvement.
- Council's engagements will be clear and transparent to allow the community access to information and an understanding by the stakeholders of the processes and resources involved.
- Consultation will be undertaken as early as possible in the planning process to allow for the scope of consultation to be widened and to improve the outcomes.
- Information provided by Council during planning, project and key service development will be objective, complete and accessible. All those involved in a consultation process will have equal treatment when exercising their rights of access to information and participation.

- Council will ensure adequate financial, human and technical resources are available to make a consultation initiative effective. The allocation of resources will be considered in relation to broader budgetary restraints and the implications to existing priorities. Council will support its officers in consultation initiatives.
- Consultation on specific planning, project and key service development will be coordinated across Council to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of “consultation fatigue” within the community.
- Council will be accountable for the use made of input from a consultation process. Council will ensure consultation processes are open, transparent and amendable to external scrutiny and review.
- Council will actively and openly evaluate its consultation processes and practices in planning, project and key service development. The results of evaluation will directly impact upon future consultation initiatives.

## Outcomes

Measures of success of consultation/engagement will include assessments of whether:

- The interests of all parties have been served;
- Expectations concerning the process have been met;
- Consensus, consent and commitment have emerged;
- The process has encouraged generation of the best options;
- Objective criteria have been used to assess the different options under consideration;
- Understanding has been enhanced;
- Relationships between Council and the community and within the community have been enhanced;
- The decision resulting from the consultation has been stable and enduring.

## Responsibility

Responsibility for the implementation of this policy rests with the Council, CEO and staff of the Shire.

<b>Adopted:</b>	26 June 2013
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Executive



## Administration Policy

### 2.44 Occupational Safety and Health

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#### **Purpose**

The purpose of this policy is to provide the guiding document for the Shire of Donnybrook-Balingup to meet its statutory obligations in Occupational Safety and Health.

#### **Objective**

The objective of this policy is to ensure that continuous improvement is achieved relating to occupational safety and health to ensure as far as is practicable, a working environment is maintained in which employees and visitors are not exposed to foreseeable hazards.

#### **Scope**

This Policy applies to all Employees, Contractors and Visitors to Shire workplaces.

#### **Policy**

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

The Shire of Donnybrook-Balingup acknowledges a duty to achieve their objectives by:

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

Employees have a duty of co-operation in the attainment of these objectives by:

- Working with care for their own safety and that of other employees, contractors and members of the public who may be affected by their acts or omissions.
- Reporting conditions which appear to be unsafe to their supervisor.
- Co-operating in the fulfilment of the obligations placed on their employer.

- Assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.

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

<b>Adopted:</b>	12 February 2014
<b>Last Amended:</b>	27 May 2016
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Executive



## Administration Policy

### 2.45 Organisational Risk Management

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#### **Purpose**

The Shire of Donnybrook-Balingup Organisational Risk Management Policy documents the Shire's commitment to and objectives around managing risks that may impact the Shire from achieving its strategies, goals or objectives.

#### **Policy**

It is the policy of the Shire of Donnybrook-Balingup to achieve best practice in the management of all risks that threaten to affect the Shire, its customers, people, assets, functions, objectives, operations or members of the community.

Risk management shall, wherever possible, form part of all activities and functions of the Shire, including adopted policies and procedures.

The Executive Management Team will determine and communicate the Organisational Risk Management Policy, objectives and procedures, as well as guide and monitor implementation, practice and performance throughout the Shire of Donnybrook-Balingup.

Every employee within the Shire is recognised as having a role in risk management for awareness and application of the risk management process, particularly in risk identification, and shall be encouraged to participate in the process.

Specialist consultants or staff may be engaged at times to advise and assist with risk management, or management of specific categories of risk.

#### **Definitions** (from AS/NZS ISO 31000:20009)

*Risk* - Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected, positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

*Risk Management* - Coordinated activities to direct and control an organisation with regard to risk.

*Risk Management Process* - Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

### **Risk Management Objectives**

- To ensure Risk Management is adopted and integrated throughout the Shire of Donnybrook-Balingup as a management practice.
- To ensure all employees are aware of the need to manage risk and encourage a culture of participation in the Risk Management Process.
- To protect the Shire of Donnybrook-Balingup from adverse incidents, to reduce its exposure to loss and to mitigate and control loss should it occur.
- To ensure the ongoing capacity of the Shire of Donnybrook-Balingup to fulfil its vision, perform its key functions, meet its objectives and serve its customers.
- To aid effective governance and adherence to relevant legislation and Australian or International Standards.
- To reduce the costs of risk to the Shire of Donnybrook-Balingup.

### **Risk Tolerance**

The Shire has defined its risk tolerance through the development and adoption of the Shire's Risk Assessment and Acceptance Criteria (also called the Risk Matrix) of which is included as part of this Policy. A procedure for use of the Risk Matrix has also been developed to guide its use and application.

All organisational risks to be reported at an organisational level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making of staff, Management and Council.

### **Roles, Responsibilities & Accountabilities**

All Shire employees have a responsibility for managing risk relevant to their duties in accordance with the Shire's Risk Management Process and are accountable for their actions.

The Executive Management Team is responsible for developing, implementing, communicating and monitoring the Shire's Risk Management Process, including this Policy and associated procedures, to ensure it is effective, practical and relevant to the Shire.

Risk management awareness and training will be provided to all staff. Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

## Monitor & Review

The Shire of Donnybrook-Balingup will implement a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This Policy will be reviewed annually by the Shire's Executive Management team and relevant staff. The Shire's Risk Management Process including systems and procedures will be reviewed every two years in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, and the results of the review presented to the Councils' Audit Committee.

<b>Adopted:</b>	27 August 2014
<b>Last Amended:</b>	25 May 2016
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Development & Environmental Services

## EXISTING CONTROLS RATING

LEVEL	RATING	FORESEEABLE	DESCRIPTION
E	Excellent	Doing more than what is reasonable under the circumstances	Controls are fully in place, are being well addressed / complied with, are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested
A	Adequate	Doing what is reasonable under the circumstances	Controls are in place, are being addressed / complied with and are subject to periodic review and testing
I	Inadequate	Not doing some or all things reasonable under the circumstances	Controls do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time

## MEASURES OF CONSEQUENCE

LEVEL	RATING	HEALTH & SAFETY	FINANCIAL	SERVICE INTERRUPTION	COMPLIANCE	REPUTATION	PROPERTY	ENVIRONMENT
1	Insignificant	Negligible injuries	Less than \$2,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, localised low impact on community trust, low profile or no media item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
2	Minor	First aid injuries	\$2,000 - \$20,000 Or < 5% variance in cost of project	Temporary interruption to an activity – backlog cleared with existing resources	Some temporary non compliances	Substantiated, localised impact on community trust or low media item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
3	Moderate	Medical type injuries	\$20,001 - \$100,000 Or > 5% variance in cost of project	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
4	Major	Lost time injury	\$100,001 - \$1M	Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
5	Catastrophic	Fatality, permanent disability	More than \$1M	Indeterminate prolonged interruption of Service Unit core service deliverables	Non-compliance results in criminal charges or significant damages or penalties	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

## MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year
4	<b>Likely</b>	The event will probably occur in most circumstances	At least once per year
3	<b>Possible</b>	The event may occur at some time	At least once in 3 years
2	<b>Unlikely</b>	The event could occur at some time	At least once in 10 years
1	<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years

## RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	<b>MODERATE (5)</b>	<b>HIGH (10)</b>	<b>HIGH (15)</b>	<b>EXTREME (20)</b>	<b>EXTREME (25)</b>
Likely	4	<b>LOW (4)</b>	<b>MODERATE (8)</b>	<b>HIGH (12)</b>	<b>HIGH (16)</b>	<b>EXTREME (20)</b>
Possible	3	<b>LOW (3)</b>	<b>MODERATE (6)</b>	<b>MODERATE (9)</b>	<b>HIGH (12)</b>	<b>HIGH (15)</b>
Unlikely	2	<b>LOW (2)</b>	<b>LOW (4)</b>	<b>MODERATE (6)</b>	<b>MODERATE (8)</b>	<b>HIGH (10)</b>
Rare	1	<b>LOW (1)</b>	<b>LOW (2)</b>	<b>LOW (3)</b>	<b>LOW (4)</b>	<b>MODERATE (5)</b>

## RISK ACCEPTANCE CRITERIA

RISK RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
<b>LOW</b>	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
<b>MODERATE</b>	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
<b>HIGH</b>	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
<b>EXTREME</b>	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council



## Administration Policy

### 2.46 Buildings Insurance

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#### **Objective:**

The purpose of this policy is to outline certain requirements for insuring Shire buildings. It applies to all Shire-owned buildings and/or improvements located in the Shire of Donnybrook-Balingup. It also prescribes other related insurance matters.

#### **Policy:**

1. Council has determined that a strategic approach is required with regards to the relationship between levels and type of building insurance to ensure that the best value for money is obtained for each building covered. When determining the appropriate type of insurance to be applied to a particular building, certain information pertaining to this building needs to be obtained so that staff can properly insure a building. Buildings, where practicable, should be assessed on the basis of their Service Level Hierarchy (SLH), which is based on an asset management assessment. To this end staff will work towards using SLH as a determinant of the type of insurance being used, albeit it is recognised that insurance forms such as Indemnity, Demolition Only and No Insurance will still rarely be used. A later report from the CEO is to recommend suitable changes to this policy in this regard. In the interim Staff are to use replacement insurance only for all Shire owned buildings.
2. A Certified Practising Valuer (CPV) is to provide suitable insurance valuations at least every three years for all Shire-owned buildings (usually timed to coincide with asset revaluations). These values will then form the basis of each building's insurance cover and will be indexed each financial year by the Perth Consumer Price Index (CPI) until such time as an updated insurance valuation is provided.
3. With the exception of leased buildings, the Shire will not insure buildings valued at under \$5,000, unless the CEO considers it necessary, due to special circumstances, to take out a separate policy of insurance in respect to a particular building. The Shire believes its existing Building Reserve sufficiently provides for the insurance needs of such buildings.
4. All leased buildings and improvements are to be insured for replacement/reinstatement value. Subject to the provisions of the lease agreement, lessees are required to reimburse the Shire to the full extent of the cost of insurance for leased buildings. Third party contents held within

leased buildings are not ordinarily the responsibility of the Shire to insure. The CEO is to exercise discretion to differentiate between commercial and not-for-profit organisations.

5. The CEO is to exercise discretion when faced with insuring infrastructure other than buildings. For example it is recognised that bridges will be insured on the basis of replacement costs, whereas skate parks are not critical infrastructure, and do not face a large risk of total destruction. To insure for full replacement cost may not be judicious. Therefore judgments at times will be made with certain non-building infrastructure albeit Indemnity value is to be the minimum insurance level to otherwise apply.
6. Council confirms that it approves “new for old” insurance for plant and equipment items less than two years old (light plant & equipment) and less than one years old (heavy plant & equipment, with indemnity insurance to apply for such assets older than two or one year respectively at the commencement of a new insurance year.” (N.B. Such does include fire control equipment and is part of the standard LGIS policy wording).

<b>Adopted:</b>	22 April 2015
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	26 April 2016
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Finance & Administration.



## Administration Policy

### 2.47 Community Grants Funding Scheme Policy

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#### Objective

The Shire of Donnybrook Balingup Community Funding Scheme aims to build sustainable local communities, enhance the social wellbeing and development of the Shire of Donnybrook Balingup community.

Submissions are encouraged from individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that address identified community needs.

#### Policy

##### 1 Eligibility

To be eligible for funding, applicants must satisfy the eligibility criteria set out in the relevant Funding Category Guidelines, and must:

- Offer a project or activity within the Shire of Donnybrook Balingup's local government boundary, or if the applicant is an individual, they must be a resident of the Shire,
- Have completed and acquitted any project, activity or event for which Shire of Donnybrook Balingup funding was previously received,
- Have no outstanding debts to the Shire of Donnybrook Balingup,
- Undertake the project, activity or event for the benefit of the wider community; and
- Submit an application in accordance with the requirements outlined in the relevant Funding Category Guidelines on the prescribed Application Form.

Applicants are eligible for a maximum of one grant per Funding Category per financial year, however it should be noted that the Shire has a limited budget and will endeavour to distribute funds equitably throughout the community.

The Shire of Donnybrook Balingup Community Funding Scheme does not provide funding for:

- Projects that duplicate existing Shire of Donnybrook Balingup services and programs,

- Activities that are already covered by existing service agreements with the Shire of Donnybrook Balingup,
- Projects with a primarily a political or religious purpose only,

## **2 Assessment of Applications:**

Applications will be assessed according to the following priorities of the Shire of Donnybrook Balingup Community Funding Scheme:

### *Build Capacity, Partnerships and Leverage Resources*

- Increase the human and organisational capacity of recipients or the community,
- Maximise in-kind, cash donations and volunteer time from community, business and / or other funding bodies,
- Facilitate ways in which recipients can give back to the community,
- Encourage community participation and capacity building; and
- Demonstrate an effect that will have an impact beyond the funding period.

### *Demonstrate Accountability for the Expenditure of Public Funds*

- Adopt a risk-management based approach,
- Clearly defined aims, objectives and outcomes that are measurable,
- Be well-planned and achievable within clear and detailed timelines,
- Provide evidence to establish that funds and in-kind support provided by the Shire of Donnybrook Balingup will be used for their intended purpose;
- Seek to maximise value for money,
- Recognise the Shire of Donnybrook Balingup's Contribution, and
- Enhance the image of the Shire of Donnybrook Balingup.

## **3 Community Grants – Major**

Up to \$2,000 – Total annual budget allocation - \$7,500.

- These grants are available to not-for-profit organisations and community organisations and groups. Unincorporated organisations must be supported by an auspicing organisation (an incorporated organisation willing to act as an 'umbrella' organisation).
- Applications can be made once a year as a part of the Shire's annual Community Grant round which usually opens in February each year and closes no later than the end April each year. Applications are assessed against the criteria outlined in these Guidelines by the Shire Community Grants and Awards Committee. The Committees recommendations are submitted to

Council for consideration as part of the annual Shire budget process.

- We support various types of projects and activities that improve the wellbeing of the community.

#### **4 Community Grants – Minor**

Up to \$500 – Total annual budget allocation - \$3,000.

- These grants are available to not-for-profit organisations and community organisations and groups. Unincorporated organisations must be supported by an auspicing organisation (an incorporated organisation willing to act as an ‘umbrella’ organisation).
- 
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these Guidelines.
- 
- We support various types of projects and activities that improve the wellbeing of the community.

#### **5 Event Sponsorship - Major**

Up to \$2,000 – Total annual budget allocation \$7,500

- Applicants must be based in the Shire of Donnybrook Balingup, or be conducting the event or activity for the benefit of the Shire of Donnybrook Balingup. This funding is open to not-for-profit and commercial organisations.
- Applications can be made once a year as part of the Shire’s annual Community Grant round which opens in March each year and closes no later than the end April each year. Applications are assessed against the criteria outlined in these Guidelines by the Shire Community Grants and Awards Committee. The Committees recommendations are submitted to Council for consideration as part of the annual Shire budget process.
- The Shire of Donnybrook Balingup sponsors events that help to celebrate our diverse community.

#### **6 Event Sponsorship - Minor**

Up to \$500 – Total annual budget allocation \$3,000

- These grants are available to not-for-profit organisations and community organisations and groups. Unincorporated organisations must be supported by an auspicing organisation.

- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these Guidelines.
- The Shire of Donnybrook Balingup sponsors events that help to celebrate our diverse community.

## 7 **Cash Donations – Minor**

Up to \$200 – Total annual budget allocation - \$2,000

- Applicants must be Shire of Donnybrook Balingup residents.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these Guidelines.
- Shire of Donnybrook Balingup Cash Donations aim to support individual endeavour in sport, community development, culture, and the arts, where the individual has been selected to represent the State or Country at a State, National or International level. There are three levels of Cash Donations, depending on the level of competition:

International	Up to \$200 per applicant per year
National	Up to \$150 per applicant per year
State	Up to \$100 per applicant per year

## 8 **Non Cash Donations / Waiver of Fees**

Up to \$500 – Total annual budget allocation - \$2,000.

- Applicants must be based in the Shire of Donnybrook Balingup, or be conducting the event or activity for the benefit of the Shire of Donnybrook Balingup. This funding is open to individuals, not-for-profit and commercial organisations.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these guidelines.
- Shire of Donnybrook Balingup Non-Cash Donations/Waiver of Fees aim to contribute to the viability of community projects and events. Applicants may apply for a maximum of \$500 in any one financial year. Donations may, for example, include a waiver of

the cost of Shire venue hire or the provision of Shire rubbish bins at an event.

**9 Kidsport (Department for Sport and Recreation Funded) - Minor**  
Up to \$200 – total budget allocation \$10,000.

- Applicant must be aged 5-18 years,
- Applicant must have a Health Care Card or Pension Concession Card or be referred by a recognised referral agent,
- Applicants' primary place of residence must be in the Shire of Donnybrook Balingup.
- Funding will cover the cost of fees to join the nominated sport or recreation club (this may include other related compulsory costs as identified by the club).
- Maximum of up to \$200 per child per calendar year,
- No retrospective fees will be paid,
- No limit to number of applications per family as long as the criteria is met.

**10 Recurrent Funding**

Total annual budget allocation - \$67,500

- Applicants whose primary purpose is to service the people living with the Shire of Donnybrook Balingup.
- Applications can be made once a year no later than the end of April. Applications are submitted to Council for consideration as part of the annual Shire budget process.
- The Shire of Donnybrook Balingup supports projects and organisations that help build capacity within the community.

Further information is provided in the *Community Grant Funding Scheme Information Kit & Application Forms*.

<b>Adopted:</b>	27 April 2016
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	
<b>Next Review Date:</b>	2017
<b>Responsible Department:</b>	Community Development



## Administration Policy

### 2.48 Purchasing, Tendering and Buy Local Policy

#### POLICY STATEMENT

The Shire of Donnybrook-Balingup (the “**Shire**”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**Act**”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”) Procurement processes and practices to be complied with are defined within this Policy and the Shire’s prescribed procurement procedures.

#### POLICY CONTENT

##### 1. OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

##### 2. ETHICS & INTEGRITY

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire

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

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

### **3. VALUE FOR MONEY**

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

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

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;

- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

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

#### **4. SUSTAINABLE PROCUREMENT**

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

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

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

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

#### **5. PURCHASING REQUIREMENTS**

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.3 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 5.4 of this Policy, is not deemed to be suitable.

### 5.1. Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST);
- The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

### 5.2. Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

### 5.3. Purchasing Thresholds

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

Purchase Value Threshold	Purchasing Requirement
Up to \$2,000	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, purchase directly from a supplier using a Purchase Order.</p>

<p>Over \$2,000 and up to \$5,000</p>	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, seek at least one (1) written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or</li> <li>• from the open market.</li> </ul>
<p>Over \$5,000 and up to \$20,000</p>	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, seek at least two (2) written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or</li> <li>• from the open market.</li> </ul>
<p>Over \$20,000 and up to \$40,000</p>	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, seek at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</li> <li>• from the open market.</li> </ul>

<p>Over \$40,000 and up to \$150,000</p>	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, seek at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</li> <li>• from the open market.</li> </ul> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required.</p>
<p>Over \$150,000</p>	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 5.4 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

#### 5.4. Tender Exemptions

Public tenders are not required under the Local Government (Functions and General) Regulations 1996, Regulation 11(2) when:

- the supply of goods or services is to be obtained from expenditure authorised in an emergency as defined in section 6.8(1)(c) of the Local Government Act 1995; or
- goods or services are obtained through the WALGA Preferred Supplier Program (eQuotes). If procuring through the WALGA Preferred Supplier Program, the over \$40,000 and up to \$150,000 purchasing requirement is to be complied with; or

- within the last 6 months:
  - (a) The local government has publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
  - (b) The local government has sought expressions of interest but no person was listed as an acceptable tenderer;
    - the contract is to be entered into by auction which has expressly been authorised by Council; or
    - the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA and the contract is worth \$250,000 or less; or
    - the goods or services are to be supplied by an Australian Disability Enterprise; or
    - the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
    - the provision of goods or services is provided under warranty or relates to specific manufacturer repairs; or
    - when any of the other exclusions under Regulation 11 apply.
    - It is also not necessary to invite public submissions if the term of the original contract is being renewed or extended where:
      - (a) the original contract was entered into after a public submission period
      - (b) the invitation to tender included the option for a renewal or extension
      - (c) the original contract contained an option to renew or extend; and
      - (d) the supplier's tender included a requirement for such an option.

### **5.5. Inviting Tenders Under the Tender Threshold**

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire's tendering procedures must be followed in full.

### **5.6. Sole Source of Supply (Monopoly Suppliers)**

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into. Written confirmation must be kept on file for later audit.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

### **5.7. Anti-Avoidance**

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

### **5.8. Emergency Purchases**

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

### **5.9. Tender Criteria**

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

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

Requests with a total estimated (Ex GST) price of:

- Over \$40,000 and up to \$150,000, the evaluation panel must contain a minimum of 2 members; and
- Over \$150,000, the evaluation panel must contain a minimum of 3 members.

### **5.10. Advertising Tenders**

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

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

The notice must include;

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

### **5.11. Issuing Tender Documentation**

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

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

### **5.12. Tender Deadline**

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

### **5.13. Opening of Tenders**

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

If tenders are received by email, a separate email inbox is created and no tenders are opened until the application period has closed.

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

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

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

#### **5.14. No Tenders Received**

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

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations over \$40,000 and up to \$150,000;
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

#### **5.15. Tender Evaluation**

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

#### **5.16. Addendum to Tender**

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

#### **5.17. Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen but before Council and tenderer have entered into a Contract, a minor variation may be made by Council, provided:

- The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- The variation is a renewal or extension of the original term of the contract (in accordance with Regulation 11(2)(j)).

#### **5.18. Notification of Outcome**

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

- The name of the successful tenderer;
- The total value of consideration of the winning offer.

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

## **6. RECORDS MANAGEMENT**

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

## **7. BUY LOCAL POLICY**

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

## **8. PURCHASING FROM DISABILITY ENTERPRISES**

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on [www.ade.org.au](http://www.ade.org.au). This is contingent on the demonstration of value for money.

## **9. PURCHASING FROM ABORIGINAL BUSINESSES**

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on [www.abdwa.com.au](http://www.abdwa.com.au), where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

## **10. PANELS OF PRE-QUALIFIED SUPPLIERS**

### **10.1. Policy Objectives**

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

### **10.2. Establishing a Panel**

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria for deciding which applications will be accepted for placement onto the panel must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least two (2) suppliers to each panel or panel category, on the basis that best value for money is demonstrated. Where less than two (2) suppliers are to be appointed to the panel or panel category, the panel or panel category may not be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

### **10.3. Distributing Work Amongst Panel Members**

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 10.4; and/or
- Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; and/or
- Purchase goods and services on a rotational basis from each pre-qualified supplier and endeavour to provide an even amount of work amongst pre-qualified suppliers.

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; and/or
- service requests that are not possible to obtain a fixed price may be rotated between pre-qualified supplier(s) to obtain the most advantageous result for the Shire which may take into account the existing familiarity with a suppliers previous work on a specific Council asset; and/or
- should the list of panel members be exhausted with no panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not on the panel to provide the goods/services in line with the purchasing thresholds as listed in section 5.3.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

#### **10.4. Purchasing from the Panel**

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

#### **10.5. Recordkeeping**

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept. For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

<b>Adopted:</b>	8 February 2017
<b>Last Amended:</b>	
<b>Last Reviewed:</b>	
<b>Next Review Date:</b>	2018
<b>Responsible Department:</b>	Finance & Administration

## **ADDENDUM**

### **Managing Unreasonable Complaint Behaviour**

At the Ordinary Council Meeting of 23 May 2013, it was resolved:

**That, the Council notes that, the Ombudsman of Western Australia's "*Managing Unreasonable Complaint Conduct: Practice Manual*" will be used as an administrative procedure for dealing with unreasonable complaint behaviour.**

Copies of the [Managing Unreasonable Complaint Conduct: Guidelines](#) and [Practice Manual](#) are available from the Ombudsman of Western Australia website ([www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au)).