



murchisonshire

Ancient land under brilliant skies

Ordinary Council Meeting

12 December 2020

Attachments



murchisonshire

Ancient land under brilliant skies

Ordinary Council Meeting

12 December 2020

Financial Attachments

SHIRE OF MURCHISON PAYMENT OF ACCOUNTS PRESENTED AT THE ORDINARY MEETING OF COUNCIL HELD ON Saturday, 12 December 2020			
The following schedule of accounts has been paid under delegation, by the Chief Executive Officer since the previous Council meeting. Trust were \$0.00, Reserve Bank account \$0.00,CSIRO Road Account \$0.00, Oasis Roadhouse -\$32.00, Municipal Short Term \$0.00, Murchison Community Trust Fund \$0.00, Murchison Community Fund Trust Term Deposit \$0.00, Municipal Cheques and direct payments totalling -\$1,364,969.30, Credit card payments totalling -\$3,269.66, making a Grand Payment total of -\$1,368,270.96 submitted to each member of the Council on 12/12/2020, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.			
Date	Description	Credit	Num
MUNICIPAL CASH AT BANK			
Opening Balance at 1 November 2020		-	354.96
02/11/2020	MONTHLY PLAN FEE	-20.00	301
02/11/2020	PAYMENT BY AUTHORITY TO ANZ BANK MERCHANT FEE	-297.79	301
03/11/2020	PAYMENT BY AUTHORITY TO CBA MERCHANT FEE 5353109692605327	-20.00	301
03/11/2020	PAYMENT BY AUTHORITY TO CBA MERCHANT FEE 5353109692602498	-20.24	301
06/11/2020	Them Earthmoving Pty Ltd. AGRN863 To supply of hired road construction plant with operators 8.10.2020 to 21.10.2020	-291314.95	EFT5238
06/11/2020	CHAMP Pty Ltd Lmsi Essentials (library management systems) 15/10/20 to 15/10/2021	-1138.50	EFT5239
06/11/2020	Murchison Oasis Roadhouse and Caravan Park. (Peter & Nicole Mahony) Fuel commission July & August 2020, October OCM catering, retainer 4.9.20-5.11.20, accommodation and meals for Midwest Turf (31.8.20), EHO (14-15.9.20), Champion Sheds (15.9.20), Ocean Air (24.6.20), Westrac (16.9.20), Fire Protector Services (5.10.20), Nurse for flu vaccinations (22.7.20), pest control (24.9.20 13.10.20).	-13251.09	EFT5240
06/11/2020	Champion Sheds and Steel Colourbond sheds - Deep Ocean & Pale Euclaptus	-14929.16	EFT5241
13/11/2020	Greenfield Technical Services AGRN863 SMU Flood Damage Supervision - Package 1. Site management/quality assurance of the Shires's Flood Damage Contractor 24/8/20 - 30/9/20	-24131.64	EFT5242
13/11/2020	Them Earthmoving Pty Ltd. Supply of equipment and labour for Extra Works 2020-21	-136661.25	EFT5243
16/11/2020	Foxtel Business Monthly subscription 1 Nov to 30 Nov 2020	-1500.00	EFT5244
16/11/2020	Pivotel 7 x 5 metre Vehicle Antennas for Satellite Phones	-2658.10	EFT5245
16/11/2020	Westnet Limited Hosting - Extra mailbox - user name: murchisonoasis@westnet.com.au, 14 Nov 2020 - 14 Nov 2021	-25.00	EFT5246
16/11/2020	Ivor Ivars Dumbris Bread x 12 from Aussie Pastries for Mt Narryer farewell.	-40.35	EFT5247
16/11/2020	activ8me Internet service 21/10/2020 - 20/11/2020	-1490.57	EFT5248
16/11/2020	Midwest Freight Freight service - weekly pickup & delivery October x 5	-9020.00	EFT5249
16/11/2020	Hosken Electrical Installation of submergable pump , repairs to Floodlight , caravan park pillar repairs ,Power points for newRemoval of redundant air/con and upgrade wiring and power points Rangehoods in kitchen , Roller shutters hardwired , Power points ,Disconnect old HW and reconnect new HW , upgrade of lights and switches in Lean too , upgrade of shed electrics,Repair ceiling fan switch , Fan and lights connected in new toilet , new power points in kitchen , repairs to circuit breaker , Connection of new sheds , power points , lights , subboard , connection to main switchboard, Connection of new sheds , power points , lights , subboard , connection to main switchboard, Safety check of all power points, test RCD fixed any problems, Safety check of all power points, test RCD fixed any problems, Safety check of all power points, test RCD fixed any problems, Padlock street lights repaired	-15790.50	EFT5250
16/11/2020	Great Southern Fuel Supplies Diesel for MU0 & MU1011	-326.16	EFT5251
16/11/2020	Perfect Computer Solutions Pty Ltd Labour x 2 - 1/10/20 fix RDP settings for RSM. 19/10/20 fix firewall settings on som-fs. 22/10/20 Update tax tables & copy to live for Admin, DCEO print locally, added local printer to database. 28/10/20 Install Cute PDF for print to PDF function. Install Greenshot for screenshots., Monthly fee for Daily Monitoring, management & resolution of disaster recovery options at site (October).	-425.00	EFT5252
16/11/2020	Shire of Perenjori Community Emergency Services Manager - shared costs July to September 2020	-3645.32	EFT5253
16/11/2020	Murchison Gas & Plumbing Supply and installation of new water services for laundry at 2 Office Rd	-500.50	EFT5254
16/11/2020	AGFIX Multitrades Various Repairs to 12A Kurara Way as per quote 6801	-5860.00	EFT5255
16/11/2020	Midwest Turf Supplies 20 X Fertiliser npk purple , 20 X Fertiliser npk green	-1689.60	EFT5256
16/11/2020	Garpen Pty Ltd GWP4DEL 11hp Elec start diesel engine in frame large fuel tank 4 high volume pumpS X 4 - fitted (as per quote 50843)"	-5000.00	EFT5257
16/11/2020	RNW Contracting & Landscape Supplies 1 Bulka Bag of Plasters Sand	-132.00	EFT5258
16/11/2020	Afagri Equipment Fuel Filter . Wiring Harness & freight, seal and O rings	-1884.19	EFT5259
16/11/2020	Australia Post Postal charges for October 2020	-3.17	EFT5260
16/11/2020	Canine Control Ranger services 21 & 22nd October 2020, Patrols of Murchison settlement and Pi Wadjari - 7 feral cats & 1 feral dog destroyed.	-2145.00	EFT5261
16/11/2020	Civic Legal Pty Ltd Legal fees in regard to Murchison Oasis Roadhouse - renewal of lease	-1270.50	EFT5262
16/11/2020	Midwest Lock & Safe Master Key Admin x 2 & Padlock x 1, Master key - Motel 1 x 3, Motel 2 x 1, Motel 3 x 4 & Padlock x 1, Sports Club Kitchen Master Key. Postage	-335.00	EFT5263

SHIRE OF MURCHISON			
PAYMENT OF ACCOUNTS PRESENTED AT THE ORDINARY MEETING OF COUNCIL HELD ON			
Saturday, 12 December 2020			
<p>The following schedule of accounts has been paid under delegation, by the Chief Executive Officer since the previous Council meeting. Trust were \$0.00, Reserve Bank account \$0.00,CSIRO Road Account \$0.00, Oasis Roadhouse -\$32.00, Municipal Short Term \$0.00, Murchison Community Trust Fund \$0.00, Murchison Community Fund Trust Term Deposit \$0.00, Municipal Cheques and direct payments totalling -\$1,364,969.30, Credit card payments totalling -\$3,269.66, making a Grand Payment total of -\$1,368,270.96 submitted to each member of the Council on 12/12/2020, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.</p>			
Date	Description	Credit	Num
16/11/2020	Truckline Geraldton ABC Relay valve , ABC Spring Brake Valve , manual order no 10223	-272.81	EFT5264
16/11/2020	Yuin Pastoral Construction of 5 Replacemant Grids during October and November	-78870.00	EFT5265
18/11/2020	Westpac Credit Card - As detailed below.	-3269.66	EFT5266
20/11/2020	Greenfield Technical Services Provision of Administrative and Engineering Supervision support for DRFA-WA AGRN863 Package 1 & 2	-55168.48	EFT5267
20/11/2020	Squires Resources Pty Ltd Cycle 8 Supply of Equipment and Labour for Flood Damage Repairs from 22.10.2020 to 4.11.2020	-348533.35	EFT5268
20/11/2020	Them Earthmoving Pty Ltd. AGRN 863 Supply of equipment & labour for flood damage 22.10.2020 to 28.10.2020. Muggon Road 7050013	-109551.75	EFT5269
20/11/2020	Telstra Phone charges - calls to 24 Oct 2020 & Services & equipment rental to 24 Nov 2020	-1366.99	EFT5270
30/11/2020	Marketforce Advertisement Geraldton Guardian 06/09/2020 Plant Operator	-321.22	EFT5271
30/11/2020	Protector Fire Services Service Fire Equipment , site service fee , parts and labour to all buildings in the settlement	-6686.74	EFT5272
30/11/2020	Atom Reference manual order no 10224 , Blade Reciprocating Steel x 3 , Cylinder MAPP Gas Propelyne , Blade Saw Circular , Refuelling Kit, Scaler/Chipper Chisel Air Needle , Strap Tie Down Ratchet x5	-2781.05	EFT5273
30/11/2020	Foulkes-Taylor Emma Reimbursement for Meat purchases from Queen IGA & Wholehogg. Farewell to McTaggart's Mt Narryer 10/10/20	-304.12	EFT5274
30/11/2020	activ8me Internet service 21/11/2020 to 20/12/2020	-1274.20	EFT5275
30/11/2020	Compac Sales Pty Ltd Monthly online service fees October and Windcave service fee for Sept 2020	-126.50	EFT5276
30/11/2020	Murchison Oasis Roadhouse and Caravan Park. (Peter & Nicole Mahony) Accomodation and/or meals for Hosken Electrical (12-20.11.20), Hybrid Systems (17-21.11.20), Oceanair (12-15.10.20), ML Communications (20.10.20), Westrac (8.10.20), catering November's council meeting, fuel commission September & October. retainer 16.11.20-12.11.20	-11065.70	EFT5277
30/11/2020	Greenfield Technical Services Supervision and management of the Shire's Extra Works 2020-21 programme carried out by contractors	-6992.15	EFT5278
30/11/2020	Perfect Computer Solutions Pty Ltd CEO HP laptop, mechanic PC & monitor, Synergy play account update, printer & PDF fixes	-4710.00	EFT5279
30/11/2020	Winc Australia Pty Ltd Meter charges black & white & colour to 20/10/20, nuts & lollies, paper plates, batteries, stationery, paper, office desk	-1765.76	EFT5280
30/11/2020	Instant Racking Steel Truck Box TBO620	-649.00	EFT5281
30/11/2020	Tatjana Erak Reimbursement Weber Q cover x 2 Stainless steel protectant, Jerry can x 2	-249.83	EFT5282
30/11/2020	William Herold 4 Donkeys shot on Curbur	-80.00	EFT5283
30/11/2020	Miles Glass & Flyscreens Replacement clear laminated glass with foam and angle for fitting	-203.50	EFT5284
30/11/2020	AGFIX Multitrades Extra works needed at 12A Kurara	-993.00	EFT5285
30/11/2020	Cutting Edges Equipment Parts Pty Ltd Grader blades x 100 & fittings	-8939.48	EFT5286
30/11/2020	Quality Builders Pty Ltd Refurbish main bathroom to CEO'S House	-24519.00	EFT5287
30/11/2020	Haines S 5 Dogs, 15 Donkeys & 4 Camels shot Manfred Station & Boolardy MRO October 2020	-880.00	EFT5288
30/11/2020	Patience Bulk Haulage 2 Loads of 20mm premix delivered to Murchison settlement as per quote Peter Howden	-11553.58	EFT5289
30/11/2020	Bunnings Pty Ltd 14 x Building angle for bowling green Adjustment	-352.95	EFT5290
30/11/2020	Carnarvon School of the Air Annual Donation for End of Year Student Awards 2020	-60.00	EFT5291
30/11/2020	Great Northern Rural Services Reticulation - supply and install reticulation for new houses, retic controller for Roadhouse, 2 pallets rapid set concrete, assorted parks retic	-30393.44	EFT5292
30/11/2020	Meekatharra School Of The Air Donation for 2020 Book Awards	-150.00	EFT5293
30/11/2020	Mitchell & Brown Dyson Stick Vacuum cleaner V7 Motorhead	-568.00	EFT5294
30/11/2020	ML Communications Electronic Hook switch adator for LIP 9000	-413.29	EFT5295
30/11/2020	Oiltech Wholesale 1,250 LT Diesel Depot @ \$1.1198, 14,229 LT Diesel Roadhouse @ \$1.1198, 11,024 LT Diesel Power house @ \$1.1198	-30622.69	EFT5296
30/11/2020	Public Libraries WA Inc Membership fees for 2020/21(Category 1)	-110.00	EFT5297
30/11/2020	Reece Pty Ltd Minehan Liquid Drain Solvent x 6 1 litre bottles , Minehan Liquid Drain Solvent x6 1 Litre bottles	-351.80	EFT5298
30/11/2020	Royal Flying Doctor Service RFDS Annual Budgeted Donation 2020	-3000.00	EFT5299

SHIRE OF MURCHISON			
PAYMENT OF ACCOUNTS PRESENTED AT THE ORDINARY MEETING OF COUNCIL HELD ON			
Saturday, 12 December 2020			
<p>The following schedule of accounts has been paid under delegation, by the Chief Executive Officer since the previous Council meeting. Trust were \$0.00, Reserve Bank account \$0.00,CSIRO Road Account \$0.00, Oasis Roadhouse -\$32.00, Municipal Short Term \$0.00, Murchison Community Trust Fund \$0.00, Murchison Community Fund Trust Term Deposit \$0.00, Municipal Cheques and direct payments totalling -\$1,364,969.30, Credit card payments totalling -\$3,269.66, making a Grand Payment total of -\$1,368,270.96 submitted to each member of the Council on 12/12/2020, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.</p>			
Date	Description	Credit	Num
30/11/2020	Moore Australia (WA) Pty Ltd Financial Management Regulations - interactive zoom webinar	-198.00	EFT5300
30/11/2020	Westrac 1000 hr Service on 150 Grader	-2604.36	EFT5301
30/11/2020	Department of Transport Special Plates Orders - 180MU Greydon Mead, 490MU Walladar Enterprises	-400.00	400286
10/11/2020	Payroll Direct Debit Of Net Pays	-37761.84	2055
24/11/2020	Payroll Direct Debit Of Net Pays	-38465.11	2076
24/11/2020	Payroll Direct Debit Of Net Pays	-2864.37	2077
Total of Payments		-	1,364,969.30
Total of Transfers			1,100,000.00
Total of Deposits			464,599.50
Closing Balance			199,275.24
Check to General Ledger Account			199,275.24
MUNICIPAL SHORT TERM INVESTMENT			
Opening Balance at 1 November 2020			501,642.45
Total of Payments			-
Total of Transfers			150,002.05
Total of Deposits			10.89
Closing Balance			651,655.39
Check to General Ledger Account			651,655.39
RESERVE BANK ACCOUNT			
Opening Balance at 1 July 2020			5,648,447.09
Total of Payments			-
Total of Transfers		-	750,002.05
Total of Deposits			-
Closing Balance			4,898,445.04
Check to General Ledger Account			4,898,445.04
MURCHISON OASIS ROADHOUSE			
Opening Balance at 1 November 2020			5,085.05
02/11/2020	PAYMENT BY AUTHORITY TO MURCHISON FUEL MERCH FEE 007081563	-22.00	6*145
30/11/2020	MONTHLY PLAN FEE	-10.00	6*145
Total of Payments		-	32.00
Total of Transfers			-
Total of Deposits			251.33
Closing Balance			5,304.38
Check to General Ledger Account			5,304.38

SHIRE OF MURCHISON PAYMENT OF ACCOUNTS PRESENTED AT THE ORDINARY MEETING OF COUNCIL HELD ON Saturday, 12 December 2020			
<p>The following schedule of accounts has been paid under delegation, by the Chief Executive Officer since the previous Council meeting. Trust were \$0.00, Reserve Bank account \$0.00,CSIRO Road Account \$0.00, Oasis Roadhouse -\$32.00, Municipal Short Term \$0.00, Murchison Community Trust Fund \$0.00, Murchison Community Fund Trust Term Deposit \$0.00, Municipal Cheques and direct payments totalling -\$1,364,969.30, Credit card payments totalling -\$3,269.66, making a Grand Payment total of -\$1,368,270.96 submitted to each member of the Council on 12/12/2020, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.</p>			
Date	Description	Credit	Num
CSIRO ROAD ACCOUNT			
Opening Balance at 1 November 2020		87,364.04	
Total of Payments		-	
Total of Deposits		3.70	
Closing Balance		87,367.74	
	Check to General Ledger Account	87,367.74	
TRUST CASH AT BANK			
Opening Balance at 1 November 2020		1,801.94	
Total of Payments		-	
Total of Deposits		-	
Closing Balance		1,801.94	
	Check to General Ledger Account	1,801.94	
Murchison Community Trust Fund Account			
Opening Balance at 1 November 2020		415,032.97	
Total of Payments		-	
Total of Transfers		-	
Total of Deposits		12.96	
Closing Balance		415,045.93	
	Check to General Ledger Account	415,045.93	
Murchison Community Fund Trust Term Deposit			
Opening Balance at 1 November 2020		-	
Total of Payments		-	
Total of Deposits		-	
Closing Balance		-	
	Check to General Ledger Account	-	
Total Payments		-	1,368,270.96

SHIRE OF MURCHISON			
PAYMENT OF ACCOUNTS PRESENTED AT THE ORDINARY MEETING OF COUNCIL HELD ON			
Saturday, 12 December 2020			
<p>The following schedule of accounts has been paid under delegation, by the Chief Executive Officer since the previous Council meeting. Trust were \$0.00, Reserve Bank account \$0.00,CSIRO Road Account \$0.00, Oasis Roadhouse -\$32.00, Municipal Short Term \$0.00, Murchison Community Trust Fund \$0.00, Murchison Community Fund Trust Term Deposit \$0.00, Municipal Cheques and direct payments totalling -\$1,364,969.30, Credit card payments totalling -\$3,269.66, making a Grand Payment total of -\$1,368,270.96 submitted to each member of the Council on 12/12/2020, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.</p>			
Date	Description	Credit	Num
CREDIT CARD TRANSACTIONS			
Opening Balance at 1 November 2020		-	
02/11/2020	Hoselink -Solar Garden Lights/Motion Sensor for Roadhouse	1265.44	HL1152092
18/11/2020	Woolworths -SMOHS bacon, milk, bread, water, hash browns, Soft drink, biscuits,, coffee, capsules, tea bags, batteries for remote	157.15	77169394
16/11/2020	Adobe - Adobe License for CPO	251.48	ADB134184021AU
20/11/2020	Liftrite - Forklift replacement seat	315.32	000074965
25/11/2020	Woolworths - Toilet Brush, Sandwich bags, Water	30.30	77597914
24/11/2020	Spotlight - Tablecloth Roll	22.00	010702162301
Total of Purchases		2,041.69	
Total of Payments made through Municipal account		-	3,269.66 EFT5266
Closing Balance		-	1,227.97

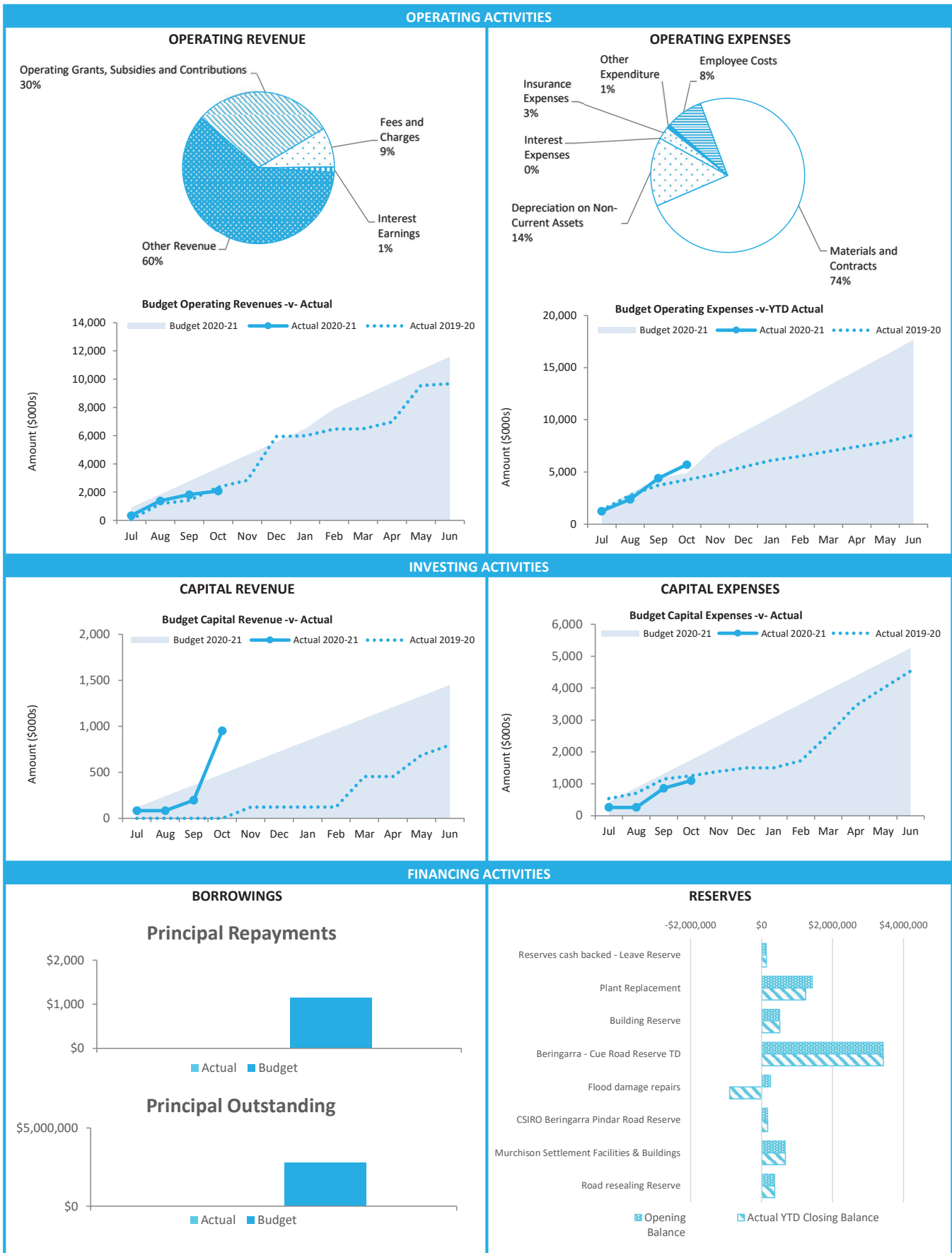
SHIRE OF MURCHISON

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 October 2020

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

TABLE OF CONTENTS

Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Cash and Financial Assets	10
Note 3 Receivables	11
Note 4 Other Current Assets	12
Note 5 Payables	13
Note 6 Rate Revenue	14
Note 7 Disposal of Assets	15
Note 8 Capital Acquisitions	16
Note 9 Borrowings	18
Note 10 Cash Reserves	19
Note 11 Other Current Liabilities	20
Note 12 Operating grants and contributions	21
Note 13 Non operating grants and contributions	22
Note 14 Explanation of Material Variances	23



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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2020

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.96 M	\$3.96 M	\$3.91 M	(\$0.05 M)
Closing	\$0.00 M	\$2.35 M	\$2.31 M	(\$0.04 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$2.09 M	25.7%
Restricted Cash	\$6.06 M	74.3%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.63 M	
30 to 90 Days		7.3%
Over 90 Days		0.1%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.19 M	6.6%
Trade Receivable	\$0.26 M	% Outstanding
30 to 90 Days		0.0%
Over 90 Days		77.3%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.84 M)	(\$1.43 M)	(\$2.79 M)	(\$1.36 M)

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$0.00 M	
YTD Budget	\$0.00 M	0.0%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.63 M	
YTD Budget	\$0.67 M	(5.7%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.18 M	
YTD Budget	\$0.08 M	110.8%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.80 M)	(\$1.28 M)	(\$0.15 M)	\$1.13 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.03 M	0.0%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.10 M	
Adopted Budget	\$5.25 M	20.9%

Refer to Note 8 - Capital Acquisition

Capital Grants		
	\$	% Received
YTD Actual	\$0.95 M	
Adopted Budget	\$1.42 M	67.0%

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.68 M	\$1.10 M	\$1.34 M	\$0.24 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.02 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$5.65 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2020

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES
GOVERNANCE

To provide the decision-making framework to facilitate allocation of scarce resources.

ACTIVITIES

Administration and operation of facilities and services to members of Council. Other costs that relate to the task of assisting elected members and electors on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision of various by-laws, fire prevention and animal control.

HEALTH

To provide an operational framework for environmental and community health.

Monitor health control standards within the community, provide support and assistance with airstrips to enable all residents access to the Royal Flying Doctor for regular and emergency health services.

EDUCATION AND WELFARE

To provide services to disadvantaged persons. The elderly, children and youth.

Support of education facilities within the Shire and of any external resources necessary to assist with the education programmes for all residents.

HOUSING

To provide and maintain staff housing.

Provision and maintenance of staff housing.

COMMUNITY AMENITIES

To provide services required by the community.

Maintain a refuse site for the settlement.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social well being of the community.

Provide a library and museum and operation thereof. Maintain recreation centre, sports field, parks, gardens and other recreational facilities.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, drainage works and traffic signs.
Maintenance of the settlement air-strip.

ECONOMIC SERVICES

To help promote the shire and its economic well being.

Building control, provision of power and water supplies. Supply and maintenance of television re-broadcasting installation. Provision of radio communication. Maintenance of caravan park. Vermin control and area promotion.

OTHER PROPERTY AND SERVICES

To monitor and control Shire's overheads operating accounts.

Private works operation, plant repair and operation costs.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,958,749	3,958,749	3,909,004	(49,745)	(1.26%)	
Revenue from operating activities							
Governance		12,500	4,164	3,142	(1,022)	(24.54%)	
General purpose funding - general rates	6	465,397	0	0	0	0.00%	
General purpose funding - other		1,874,884	624,944	427,580	(197,364)	(31.58%)	▼
Law, order and public safety		19,844	6,608	4,977	(1,631)	(24.68%)	
Housing		5,400	1,780	1,470	(310)	(17.42%)	
Recreation and culture		1,750	576	2,503	1,927	334.55%	
Transport		8,882,485	2,960,820	1,470,043	(1,490,777)	(50.35%)	▼
Economic services		242,000	80,664	172,448	91,784	113.79%	▲
Other property and services		94,544	31,512	8,533	(22,979)	(72.92%)	▼
		11,598,804	3,711,068	2,090,696	(1,620,372)		
Expenditure from operating activities							
Governance		(640,322)	(190,248)	(139,173)	51,075	26.85%	▲
General purpose funding		(40,322)	(13,436)	(7,191)	6,245	46.48%	
Law, order and public safety		(118,350)	(39,432)	(35,325)	4,107	10.42%	
Health		(53,840)	(17,932)	(5,674)	12,258	68.36%	▲
Housing		(24,000)	(30,100)	(59,149)	(29,049)	(96.51%)	▼
Community amenities		(119,152)	(39,780)	(21,180)	18,600	46.76%	▲
Recreation and culture		(343,676)	(114,444)	(118,785)	(4,341)	(3.79%)	
Transport		(15,382,909)	(5,329,972)	(4,992,906)	337,066	6.32%	
Economic services		(974,521)	(307,660)	(215,669)	91,991	29.90%	▲
Other property and services		0	0	(113,492)	(113,492)	0.00%	▼
		(17,697,092)	(6,083,004)	(5,708,544)	374,460		
Non-cash amounts excluded from operating activities	1(a)	3,261,358	942,028	825,732	(116,296)	(12.35%)	▼
Amount attributable to operating activities		(2,836,930)	(1,429,908)	(2,792,116)	(1,362,208)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,420,779	473,584	952,186	478,602	101.06%	▲
Proceeds from disposal of assets	7	30,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(5,254,558)	(1,751,443)	(1,098,820)	652,623	37.26%	▲
Amount attributable to investing activities		(3,803,779)	(1,277,859)	(146,634)	1,131,225		
Financing Activities							
Proceeds from new debentures	9	2,750,000	0	0	0	0.00%	
Transfer from reserves	10	1,113,884	1,113,884	1,351,555	237,671	21.34%	▲
Repayment of debentures	9	(1,138)	0	0	0	0.00%	
Transfer to reserves	10	(1,180,786)	(10,082)	(10,082)	0	0.00%	
Amount attributable to financing activities		2,681,960	1,103,802	1,341,473	237,671		
Closing funding surplus / (deficit)	1(c)	0	2,354,784	2,311,727			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 OCTOBER 2020

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,958,749	3,958,749	3,909,004	(49,745)	(1.26%)	
Revenue from operating activities							
Rates	6	465,397	0	0	0	0.00%	
Operating grants, subsidies and contributions	12	1,997,228	665,732	627,670	(38,062)	(5.72%)	
Fees and charges		251,750	83,904	176,862	92,958	110.79%	▲
Interest earnings		121,500	40,492	23,267	(17,225)	(42.54%)	▼
Other revenue		8,762,929	2,920,940	1,262,897	(1,658,043)	(56.76%)	▼
		11,598,804	3,711,068	2,090,696	(1,620,372)		
Expenditure from operating activities							
Employee costs		(1,310,475)	(313,296)	(447,408)	(134,112)	(42.81%)	▼
Materials and contracts		(12,841,441)	(4,750,116)	(4,240,976)	509,140	10.72%	▲
Depreciation on non-current assets		(3,227,546)	(942,028)	(825,732)	116,296	12.35%	▲
Interest expenses		(567)	0	(62)	(62)	0.00%	
Insurance expenses		(159,668)	(36,380)	(150,817)	(114,437)	(314.56%)	▼
Other expenditure		(123,583)	(41,184)	(43,549)	(2,365)	(5.74%)	
Loss on disposal of assets	7	(33,812)	0	0	0	0.00%	
		(17,697,092)	(6,083,004)	(5,708,544)	374,460		
Non-cash amounts excluded from operating activities	1(a)	3,261,358	942,028	825,732	(116,296)	(12.35%)	▼
Amount attributable to operating activities		(2,836,930)	(1,429,908)	(2,792,116)	(1,362,208)		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,420,779	473,584	952,186	478,602	101.06%	▲
Proceeds from disposal of assets	7	30,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(5,254,558)	(1,751,443)	(1,098,820)	652,623	37.26%	▲
Amount attributable to investing activities		(3,803,779)	(1,277,859)	(146,634)	1,131,225		
Financing Activities							
Proceeds from new debentures	9	2,750,000	0	0	0	0.00%	
Transfer from reserves	10	1,113,884	1,113,884	1,351,555	237,671	21.34%	▲
Repayment of debentures	9	(1,138)	0	0	0	0.00%	
Transfer to reserves	10	(1,180,786)	(10,082)	(10,082)	0	0.00%	
Amount attributable to financing activities		2,681,960	1,103,802	1,341,473	237,671		
Closing funding surplus / (deficit)	1(c)	0	2,354,784	2,311,727	(43,057)		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 14 for an explanation of the reasons for the variance.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2020**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 04 December 2020

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Add: Loss on asset disposals	7	33,812	0	0
Add: Depreciation on assets		3,227,546	942,028	825,732
Total non-cash items excluded from operating activities		3,261,358	942,028	825,732

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2020	This Time Last Year 31 October 2019	Year to Date 31 October 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(6,989,920)	(7,349,809)	(5,648,447)
Add: Borrowings	9	1,138	487,622	1,138
Add: Provisions - employee		78,668	78,668	78,668
Total adjustments to net current assets		(6,910,114)	(6,783,519)	(5,568,641)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	8,388,330	4,653,293	1,507,726
Financial assets at amortised cost	2	2,500,000	3,750,000	6,645,418
Rates receivables	3	206,328	53,055	192,651
Receivables	3	145,472	582,672	256,333
Other current assets	4	368,651	520,936	431,866

Less: Current liabilities

Payables	5	(709,857)	(233,804)	(1,073,820)
Borrowings	9	(1,138)	(487,622)	(1,138)
Provisions	11	(78,668)	(78,668)	(78,668)
Less: Total adjustments to net current assets	1(b)	(6,910,114)	(6,783,519)	(5,568,641)

Closing funding surplus / (deficit)

3,909,004 **1,976,343** **2,311,727**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
Municipal Cash at Bank	Cash and cash equivalents	(355)	0	(355)	0	Westpac	0.01	Nil
Muni Short Term Investment	Cash and cash equivalents	501,642	0	501,642	0	Westpac	0.05	Nil
Murchison Oasis Roadhouse (Fuel ATM)	Cash and cash equivalents	5,085	0	5,085	0	Westpac	Nil	Nil
CSIRO Road Account Bank	Cash and cash equivalents	87,364	0	87,364	0	Westpac	0.05	Nil
Trust Cash at Bank	Cash and cash equivalents	0	1,802	1,802	0	Westpac	Nil	Nil
Murchison Community Trust Fund	Cash and cash equivalents	0	415,033	415,033	0	Westpac	0.05	Nil
Murchison Community Fund Trust	Cash and cash equivalents	0	(5,874)	(5,874)	0	Westpac	1.33	Nil
Muni Cash - Term Deposits 6829	Cash and cash equivalents	500,000	0	500,000	0	Westpac	0.10	Nov-20
Muni Cash - Term Deposits 6810	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Westpac	0.90	Apr-21
Reserve Funds 6522	Cash and cash equivalents	0	3,029	3,029	0	Westpac	0.01	Nil
Reserve Funds 5661	Financial assets at amortised cost	0	500,000	500,000	0	Westpac	0.10	Dec-20
Reserve Funds 8161	Financial assets at amortised cost	0	3,395,418	3,395,418	0	Westpac	1.43	Nov-20
Reserve Funds 1458	Financial assets at amortised cost	0	750,000	750,000	0	Westpac	1.40	Nov-20
Reserve Funds 1720	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	0.95	Mar-21
Total		2,093,736	6,059,408	8,153,144	0			
Comprising								
Cash and cash equivalents		1,093,736	413,990	1,507,726	0			
Financial assets at amortised cost		1,000,000	5,645,418	6,645,418	0			
		2,093,736	6,059,408	8,153,144	0			

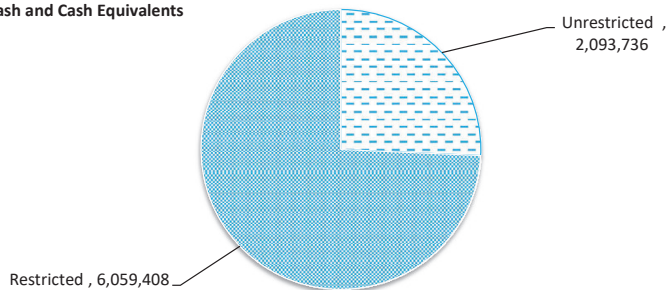
KEY INFORMATION

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

Cash and Cash Equivalents

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

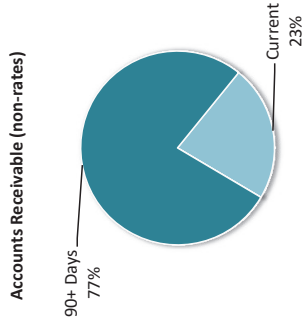
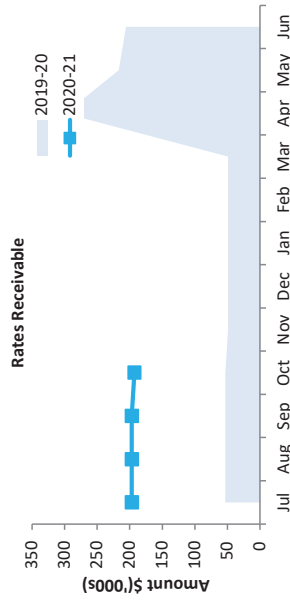
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2020	31 Oct 2020
	\$	\$
Opening arrears previous years	53,215	206,328
Rates, instalment charges and interest levied	465,397	0
Less - collections to date	(312,284)	(13,677)
Equals current outstanding	206,328	192,651
Net rates collectable	206,328	192,651
% Collected	60.2%	6.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	661	0	0	2,255	2,916
Percentage	0.0%	22.7%	0.0%	0.0%	77.3%	
Balance per trial balance						
Sundry receivable						2,916
GST receivable						253,417
Total receivables general outstanding						256,333
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 October 2020
Other current assets	\$	\$	\$	\$
Inventory				
Fuel, oil and materials on hand	(12,886)	320,693	(257,478)	50,329
Contract assets				
Contract assets	381,537	0	0	381,537
Total other current assets	368,651	320,693	(257,478)	431,866

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Contract assets

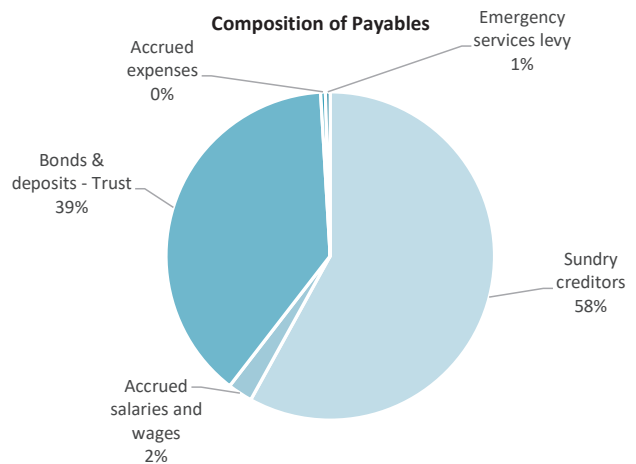
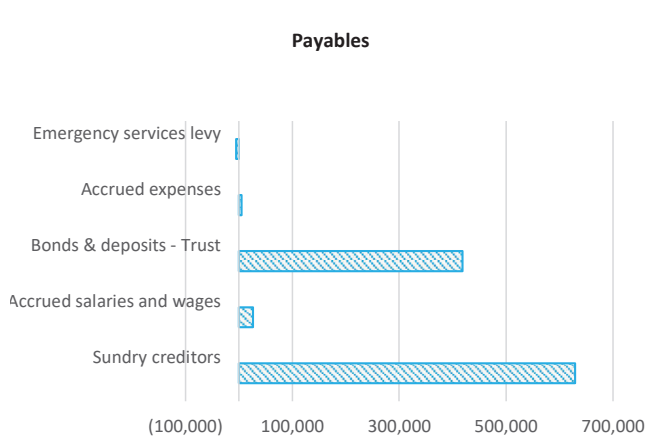
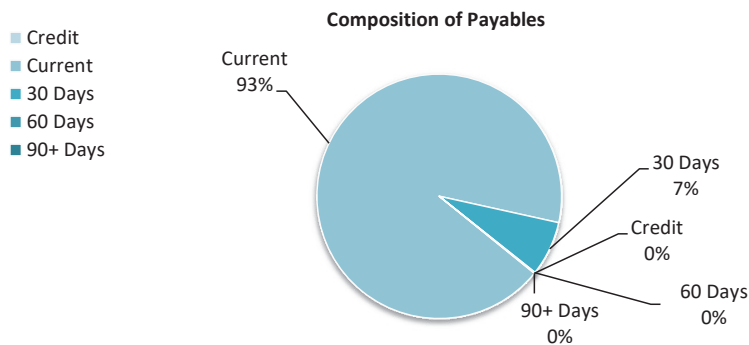
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	582,940	45,487	568	340	629,335
Percentage	0.0%	92.6%	7.2%	0.1%	0.1%	
Balance per trial balance						
Sundry creditors						629,335
Accrued salaries and wages						26,360
Bonds & deposits - Trust						418,344
Accrued expenses						4,942
Emergency services levy						(5,161)
Total payables general outstanding						1,073,820

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



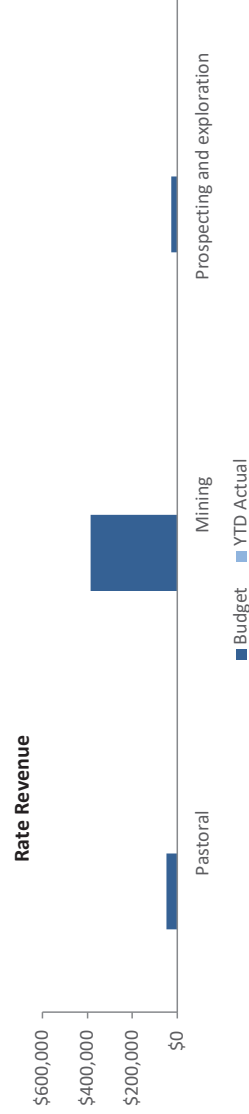
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

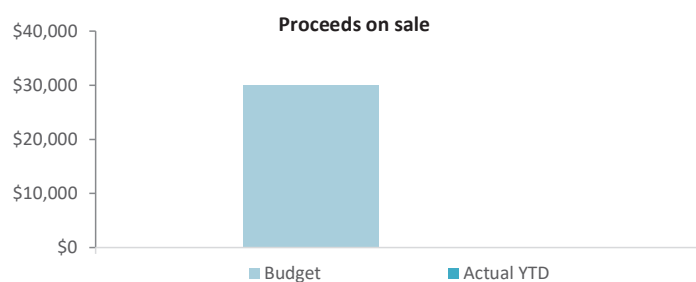
General rate revenue	RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget				YTD Actual						
					Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue			
Unimproved value															
Pastoral		0.032950	23	1,459,657	48,096	0	0	48,096	0	0	0	0	0	0	0
Mining		0.279400	11	1,375,054	384,190	1,380	0	385,570	0	0	0	0	0	0	0
Prospecting and exploration		0.080150	25	321,413	25,761	0	0	25,761	0	0	0	0	0	0	0
Sub-Total			59	3,156,124	458,047	1,380	0	459,427	0	0	0	0	0	0	0
Minimum payment		Minimum \$													
Unimproved value															
Pastoral		320	6	13,263	1,920	0	0	1,920	0	0	0	0	0	0	0
Prospecting and exploration		450	9	37,212	4,050	0	0	4,050	0	0	0	0	0	0	0
Sub-total			15	50,475	5,970	0	0	5,970	0	0	0	0	0	0	0
Total general rates								465,397							0

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	P033 - Genset Maintenance 13KVA	1,186	0	0	(1,186)	0	0	0	0
	P064 - Isuzu FRR500 5-Tonne Truck MU140	43,504	22,000	0	(21,504)	0	0	0	0
	P16075 Kubota Tractor B2301	19,122	8,000	0	(11,122)	0	0	0	0
		63,812	30,000	0	(33,812)	0	0	0	0



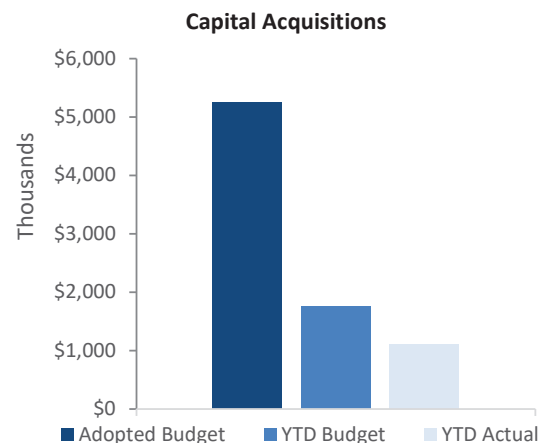
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings & Improvements	2,278,528	759,493	411,318	(348,175)
Other Buildings & Improvements	169,000	56,328	0	(56,328)
Furniture & Equipment	71,000	23,662	14,091	(9,571)
Plant & Equipment - Major	403,500	134,500	158,441	23,941
Roads	2,332,530	777,460	514,970	(262,490)
Payments for Capital Acquisitions	5,254,558	1,751,443	1,098,820	(652,623)
Total Capital Acquisitions	5,254,558	1,751,443	1,098,820	(652,623)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,420,779	473,584	952,186	478,602
Borrowings	2,750,000	0	0	0
Other (disposals & C/Fwd)	30,000	0	0	0
Cash backed reserves				
Plant Replacement	207,000	207,000	200,000	(7,000)
Building Reserve	31,000	0	0	0
Beringarra - Cue Road Reserve TD	325,884	0	0	0
Flood damage repairs	150,000	150,000	1,151,555	1,001,555
Murchison Settlement Facilities & Buildings	400,000	0	0	0
Contribution - operations	(60,105)	920,859	(1,204,921)	(2,125,780)
Capital funding total	5,254,558	1,751,443	1,098,820	(652,623)

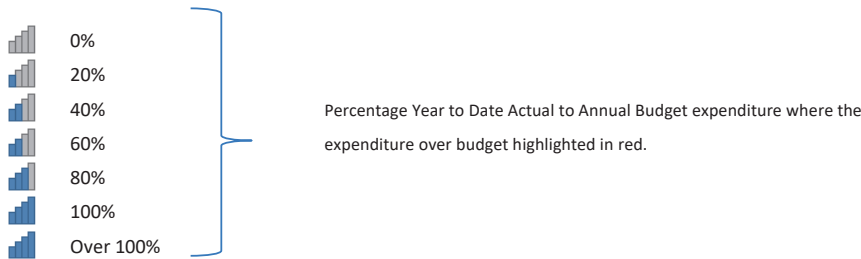
SIGNIFICANT ACCOUNTING POLICIES

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



Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted		Year to Date Actual	Variance (Under)/Over	
		Current Budget	Year to Date Budget			
Capital Expenditure						
Buildings & Improvements						
	09134	Cap-Ex - Buildings & Improvements - Staff Housing	772,528	257,496	376,992	119,496
	14515	Cap Ex - Purchase Buildings & Improvements - Administr	5,000	1,664	1,567	(97)
	11607	CapEx - Purchase Buildings & Improvements - Other Cult	776,000	258,667	18,985	(239,682)
	12109	Cap-Ex - Purchase Buildings & Imp - Roads, Bridges, Dep	725,000	241,667	13,774	(227,893)
	Buildings & Improvements Total		2,278,528	759,493	411,318	(348,175)
Other Buildings & Improvements						
	10770	Cap-Ex - Other Buildings & Imp - Other Community Amei	30,000	10,000	0	(10,000)
	12670	Cap-Ex - Other Buildings & Improvements - Airport	9,000	3,000	0	(3,000)
	13617	Cap-Ex - Other Buildings & Improvements - Other Econo	130,000	43,328	0	(43,328)
	Other Buildings & Improvements Total		169,000	56,328	0	(56,328)
Furniture & Equipment						
	14561	Cap-Ex - Purchase Furn & Equipment - Admin	20,000	6,664	14,091	7,427
	04116	Cap-Ex- Purchase Furniture & Equipment	16,014	5,338	0	(5,338)
	13610	Cap-Ex - Purchase Furniture & Equipment - Other Econo	34,986	11,660	0	(11,660)
	Furniture & Equipment Total		71,000	23,662	14,091	(9,571)
Plant & Equipment - Major						
	12302	Cap-Ex - Purchase Major Plant & Equipment - Road Plant	227,000	75,667	0	(75,667)
	13616	Cap-Ex - Purchase Major Plant - Other Economic Service	24,000	8,000	148,405	140,405
	13652	New kVA Generator	150,000	50,000	0	(50,000)
	05104	Cap-Ex - Purchase Plant Fire Prevention	2,500	833	0	(833)
	12313	Cap-Ex - Purchase Major Plant - New Works Caravan	0	0	10,035	10,035
	Plant & Equipment - Major Total		403,500	134,500	158,441	23,941
Roads						
	12101	Cap-Ex - Roads Construction	1,203,102	401,020	51,526	(349,493)
	12103	Cap-Ex - MRWA Project Construction	517,515	172,488	414,486	241,998
	12104	Cap-Ex - Roads to Recovery Construction	286,029	95,332	48,958	(46,375)
	12180	Cap-Ex - Roads Construction - Road Contributions	325,884	108,620	0	(108,620)
	Roads Total		2,332,530	777,460	514,970	(262,489)
	Grand Total		5,254,558	1,751,443	1,098,820	(652,623)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	Principal 1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
Transport		\$	\$	\$	\$	\$	\$	\$	\$	\$	
Purchase of road plant	1	17,315	0	0	0	0	1,138	17,315	16,177	62	567
Economic services											
COVID-19 General	0	0	0	2,000,000	0	0	0	0	2,000,000	0	0
COVID-19 Solar Power	0	0	0	750,000	0	0	0	0	750,000	0	0
Total		17,315	0	2,750,000	0	1,138	17,315	2,766,177	62	567	
Current borrowings		1,138					1,138	1,138			
Non-current borrowings		16,177					16,177	16,177			
		<u>17,315</u>					<u>17,315</u>	<u>17,315</u>			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Reserves cash backed - Leave Reserve	\$ 138,380	1,980	482	2,170	0	0	0	\$ 142,530	\$ 138,862
Plant Replacement	1,433,553	20,509	4,408	600,000	0	(207,000)	(200,000)	1,847,062	1,237,961
Building Reserve	512,797	7,336	1,786	0	0	(31,000)	0	489,133	514,583
Beringarra - Cue Road Reserve TD	3,430,426	49,077	0	0	0	(325,884)	0	3,153,619	3,430,426
Flood damage repairs	255,503	3,655	466	0	0	(150,000)	(1,151,555)	109,158	(895,586)
CSIRO Beringarra Pindar Road Reserve	175,053	2,504	609	0	0	0	0	177,557	175,662
Murchison Settlement Facilities & Buildings	669,208	9,574	2,331	0	0	(400,000)	0	278,782	671,539
Road resealing Reserve	375,000	5,365	0	478,616	0	0	0	858,981	375,000
	6,989,920	100,000	10,082	1,080,786	0	(1,113,884)	(1,351,555)	7,056,822	5,648,447

15.2.1 - December 2020

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 October 2020
		\$	\$	\$	\$
Provisions					
Annual leave		51,656	0	0	51,656
Long service leave		27,012	0	0	27,012
Total Provisions		78,668	0	0	78,668
Total other current assets		78,668	0	0	78,668
Amounts shown above include GST (where applicable)					

KEY INFORMATION**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
Grants Commission Grant Received - General	1,357,977	452,656	404,313
Grants Commission Grant Received- Roads	394,907	131,632	0
Law, order, public safety			
Income Relating to Fire Prevention	19,344	6,444	4,977
Transport			
Grant - MRWA Direct	225,000	75,000	218,380
	1,997,228	665,732	627,670

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$
Non-operating grants and subsidies			
Recreation and culture			
Other Recreation & Sport Capital Grants	40,000	13,332	0
Transport			
Grant - MRWA Specific	213,333	71,108	85,333
Grant - Roads to Recovery	565,000	188,332	565,630
Grant - MRWA Blackspot	602,446	200,812	0
Grant - Local Roads & Community Infrastructure	0	0	301,223
	1,420,779	473,584	952,186

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**NOTE 14
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - other	(197,364)	(31.58%)	▼	
Transport	(1,490,777)	(50.35%)	▼	
Economic services	91,784	113.79%	▲	
Other property and services	(22,979)	(72.92%)	▼	
Expenditure from operating activities				
Governance	51,075	26.85%	▲	
Health	12,258	68.36%	▲	
Housing	(29,049)	(96.51%)	▼	
Community amenities	18,600	46.76%	▲	
Economic services	91,991	29.90%	▲	
Other property and services	(113,492)	0.00%	▼	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	478,602	101.06%	▲	
Payments for property, plant and equipment and infrastructure	652,623	37.26%	▲	
Financing activities				
Transfer from reserves	237,671	21.34%	▲	

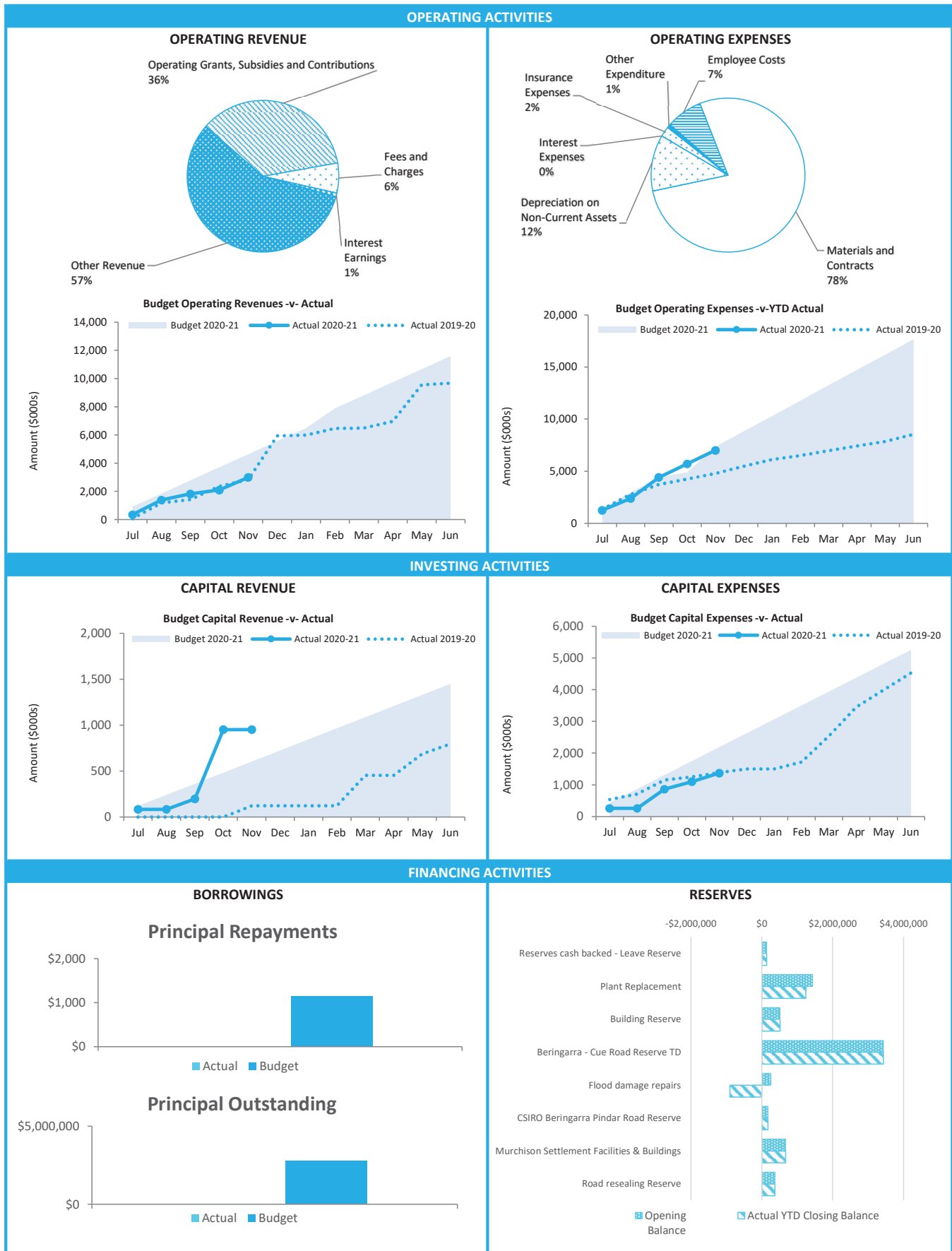
SHIRE OF MURCHISON

MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
For the period ending 30 November 2020

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

TABLE OF CONTENTS

Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Cash and Financial Assets	10
Note 3 Receivables	11
Note 4 Other Current Assets	12
Note 5 Payables	13
Note 6 Rate Revenue	14
Note 7 Disposal of Assets	15
Note 8 Capital Acquisitions	16
Note 9 Borrowings	18
Note 10 Cash Reserves	19
Note 11 Other Current Liabilities	20
Note 12 Operating grants and contributions	21
Note 13 Non operating grants and contributions	22
Note 14 Explanation of Material Variances	23



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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2020

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.96 M	\$3.96 M	\$3.91 M	(\$0.05 M)
Closing	\$0.00 M	\$1.71 M	\$1.65 M	(\$0.06 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$7.25 M	% of total
Unrestricted Cash	\$1.94 M	26.8%
Restricted Cash	\$5.31 M	73.2%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$1.80 M	% Outstanding
Trade Payables	\$1.00 M	
30 to 90 Days		0.0%
Over 90 Days		0.0%

Refer to Note 5 - Payables

Receivables		
	\$1.17 M	% Collected
Rates Receivable	\$0.19 M	6.6%
Trade Receivable	\$1.17 M	% Outstanding
30 to 90 Days		0.0%
Over 90 Days		0.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.84 M)	(\$1.76 M)	(\$3.19 M)	(\$1.43 M)

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
YTD Actual	\$0.00 M	
YTD Budget	\$0.00 M	0.0%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	YTD Actual	% Variance
YTD Actual	\$1.07 M	
YTD Budget	\$0.83 M	28.9%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
YTD Actual	\$0.19 M	
YTD Budget	\$0.10 M	82.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.80 M)	(\$1.60 M)	(\$0.42 M)	\$1.18 M

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.03 M	0.0%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
YTD Actual	\$1.37 M	
Adopted Budget	\$5.25 M	26.1%

Refer to Note 8 - Capital Acquisition

Capital Grants		
	YTD Actual	% Received
YTD Actual	\$0.95 M	
Adopted Budget	\$1.42 M	67.0%

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.68 M	\$1.10 M	\$1.34 M	\$0.24 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.02 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$5.65 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2020

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES
GOVERNANCE

To provide the decision-making framework to facilitate allocation of scarce resources.

ACTIVITIES

Administration and operation of facilities and services to members of Council. Other costs that relate to the task of assisting elected members and electors on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision of various by-laws, fire prevention and animal control.

HEALTH

To provide an operational framework for environmental and community health.

Monitor health control standards within the community, provide support and assistance with airstrips to enable all residents access to the Royal Flying Doctor for regular and emergency health services.

EDUCATION AND WELFARE

To provide services to disadvantaged persons. The elderly, children and youth.

Support of education facilities within the Shire and of any external resources necessary to assist with the education programmes for all residents.

HOUSING

To provide and maintain staff housing.

Provision and maintenance of staff housing.

COMMUNITY AMENITIES

To provide services required by the community.

Maintain a refuse site for the settlement.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social well being of the community.

Provide a library and museum and operation thereof. Maintain recreation centre, sports field, parks, gardens and other recreational facilities.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, drainage works and traffic signs.
 Maintenance of the settlement air-strip.

ECONOMIC SERVICES

To help promote the shire and its economic well being.

Building control, provision of power and water supplies. Supply and maintenance of television re-broadcasting installation. Provision of radio communication. Maintenance of caravan park. Vermin control and area promotion.

OTHER PROPERTY AND SERVICES

To monitor and control Shire's overheads operating accounts.

Private works operation, plant repair and operation costs.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,958,749	3,958,749	3,909,004	(49,745)	(1.26%)	
Revenue from operating activities							
Governance		12,500	5,205	6,607	1,402	26.94%	
General purpose funding - general rates	6	465,397	0	0	0	0.00%	
General purpose funding - other		1,874,884	781,180	872,396	91,216	11.68%	▲
Law, order and public safety		19,844	8,260	4,977	(3,283)	(39.75%)	
Housing		5,400	2,225	1,815	(410)	(18.43%)	
Recreation and culture		1,750	720	2,503	1,783	247.64%	
Transport		8,882,485	3,701,025	1,912,226	(1,788,799)	(48.33%)	▼
Economic services		242,000	100,830	186,516	85,686	84.98%	▲
Other property and services		94,544	39,390	8,534	(30,856)	(78.33%)	▼
		11,598,804	4,638,835	2,995,574	(1,643,261)		
Expenditure from operating activities							
Governance		(640,322)	(237,810)	(182,943)	54,867	23.07%	▲
General purpose funding		(40,322)	(16,795)	(7,191)	9,604	57.18%	
Law, order and public safety		(118,350)	(49,290)	(35,325)	13,965	28.33%	▲
Health		(53,840)	(22,415)	(8,674)	13,741	61.30%	▲
Housing		(24,000)	(10,000)	(73,613)	(63,613)	(636.13%)	▼
Community amenities		(119,152)	(49,725)	(32,117)	17,608	35.41%	▲
Recreation and culture		(343,676)	(143,055)	(124,021)	19,034	13.31%	▲
Transport		(15,382,909)	(6,662,465)	(6,324,954)	337,511	5.07%	
Economic services		(974,521)	(384,575)	(231,574)	153,001	39.78%	▲
Other property and services		0	0	12,713	12,713	0.00%	▲
		(17,697,092)	(7,576,130)	(7,007,699)	568,431		
Non-cash amounts excluded from operating activities	1(a)	3,261,358	1,177,535	825,732	(351,803)	(29.88%)	▼
Amount attributable to operating activities		(2,836,930)	(1,759,760)	(3,186,393)	(1,426,633)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,420,779	591,980	952,186	360,206	60.85%	▲
Proceeds from disposal of assets	7	30,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(5,254,558)	(2,189,305)	(1,370,043)	819,262	37.42%	▲
Amount attributable to investing activities		(3,803,779)	(1,597,325)	(417,857)	1,179,468		
Financing Activities							
Proceeds from new debentures	9	2,750,000	0	0	0	0.00%	
Transfer from reserves	10	1,113,884	1,113,884	1,351,555	237,671	21.34%	▲
Repayment of debentures	9	(1,138)	0	0	0	0.00%	
Transfer to reserves	10	(1,180,786)	(10,082)	(10,082)	0	0.00%	
Amount attributable to financing activities		2,681,960	1,103,802	1,341,473	237,671		
Closing funding surplus / (deficit)	1(c)	0	1,705,466	1,646,227			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 NOVEMBER 2020

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,958,749	3,958,749	3,909,004	(49,745)	(1.26%)	
Revenue from operating activities							
Rates	6	465,397	0	0	0	0.00%	
Operating grants, subsidies and contributions	12	1,997,228	832,165	1,072,414	240,249	28.87%	▲
Fees and charges		251,750	104,880	191,124	86,244	82.23%	▲
Interest earnings		121,500	50,615	23,340	(27,275)	(53.89%)	▼
Other revenue		8,762,929	3,651,175	1,708,696	(1,942,479)	(53.20%)	▼
		11,598,804	4,638,835	2,995,574	(1,643,261)		
Expenditure from operating activities							
Employee costs		(1,310,475)	(385,905)	(536,115)	(150,210)	(38.92%)	▼
Materials and contracts		(12,841,441)	(5,922,330)	(5,442,359)	479,971	8.10%	
Depreciation on non-current assets		(3,227,546)	(1,177,535)	(825,732)	351,803	29.88%	▲
Interest expenses		(567)	0	(62)	(62)	0.00%	
Insurance expenses		(159,668)	(38,880)	(150,817)	(111,937)	(287.90%)	▼
Other expenditure		(123,583)	(51,480)	(52,614)	(1,134)	(2.20%)	
Loss on disposal of assets	7	(33,812)	0	0	0	0.00%	
		(17,697,092)	(7,576,130)	(7,007,699)	568,431		
Non-cash amounts excluded from operating activities	1(a)	3,261,358	1,177,535	825,732	(351,803)	(29.88%)	▼
Amount attributable to operating activities		(2,836,930)	(1,759,760)	(3,186,393)	(1,426,633)		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,420,779	591,980	952,186	360,206	60.85%	▲
Proceeds from disposal of assets	7	30,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(5,254,558)	(2,189,305)	(1,370,043)	819,262	37.42%	▲
Amount attributable to investing activities		(3,803,779)	(1,597,325)	(417,857)	1,179,468		
Financing Activities							
Proceeds from new debentures	9	2,750,000	0	0	0	0.00%	
Transfer from reserves	10	1,113,884	1,113,884	1,351,555	237,671	21.34%	▲
Repayment of debentures	9	(1,138)	0	0	0	0.00%	
Transfer to reserves	10	(1,180,786)	(10,082)	(10,082)	0	0.00%	
Amount attributable to financing activities		2,681,960	1,103,802	1,341,473	237,671		
Closing funding surplus / (deficit)	1(c)	0	1,705,466	1,646,227	(59,239)		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 14 for an explanation of the reasons for the variance.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 December 2020

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash items excluded from operating activities				
Adjustments to operating activities				
Add: Loss on asset disposals	7	33,812	0	0
Add: Depreciation on assets		3,227,546	1,177,535	825,732
Total non-cash items excluded from operating activities		3,261,358	1,177,535	825,732

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2020	This Time Last Year 30 November 2019	Year to Date 30 November 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(6,989,920)	(7,349,854)	(5,648,447)
Add: Borrowings	9	1,138	257,071	1,138
Add: Provisions - employee		78,668	78,668	78,668
Total adjustments to net current assets		(6,910,114)	(7,014,115)	(5,568,641)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	8,388,330	1,077,618	4,753,021
Financial assets at amortised cost	2	2,500,000	7,287,548	2,500,000
Rates receivables	3	206,328	49,172	192,651
Receivables	3	145,472	619,129	1,167,105
Other current assets	4	368,651	601,600	480,851
Less: Current liabilities				
Payables	5	(709,857)	(356,691)	(1,798,954)
Borrowings	9	(1,138)	(257,071)	(1,138)
Provisions	11	(78,668)	(78,668)	(78,668)
Less: Total adjustments to net current assets	1(b)	(6,910,114)	(7,014,115)	(5,568,641)
Closing funding surplus / (deficit)		3,909,004	1,928,522	1,646,227

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	Cash \$				
Cash on hand								
Municipal Cash at Bank	Cash and cash equivalents	199,275	0	199,275	0	Westpac	0.01	Nil
Muni Short Term Investment	Cash and cash equivalents	651,655	0	651,655	0	Westpac	0.05	Nil
Murchison Oasis Roadhouse (Fuel ATM)	Cash and cash equivalents	5,304	0	5,304	0	Westpac	Nil	Nil
CSIRO Road Account Bank	Cash and cash equivalents	87,368	0	87,368	0	Westpac	0.05	Nil
Trust Cash at Bank	Cash and cash equivalents	0	1,802	1,802	0	Westpac	Nil	Nil
Murchison Community Trust Fund	Cash and cash equivalents	0	415,046	415,046	0	Westpac	0.05	Nil
Murchison Community Fund Trust	Cash and cash equivalents	0	(5,874)	(5,874)	0	Westpac	1.33	Nil
Muni Cash - Term Deposits 6810	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Westpac	0.90	Apr-21
Reserve Funds	Cash and cash equivalents	0	3,394,524	3,394,524	0	Westpac	N/A	N/A
Reserve Funds 6522	Cash and cash equivalents	0	3,921	3,921	0	Westpac	0.01	Nil
Reserve Funds 1720	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	0.95	Mar-21
Reserve Funds 5661	Financial assets at amortised cost	0	500,000	500,000	0	Westpac	0.10	Dec-20
Total		1,943,602	5,309,419	7,253,021	0			
Comprising								
Cash and cash equivalents		943,602	3,809,419	4,753,021	0			
Financial assets at amortised cost		1,000,000	1,500,000	2,500,000	0			
		1,943,602	5,309,419	7,253,021	0			

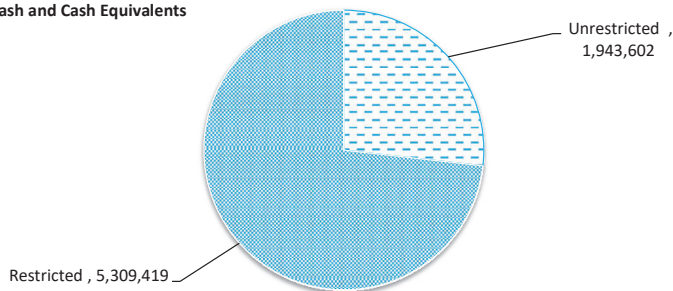
KEY INFORMATION

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

Cash and Cash Equivalents

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

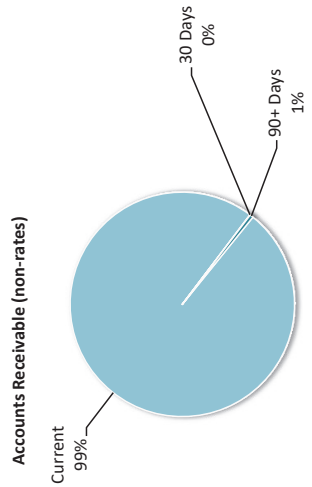
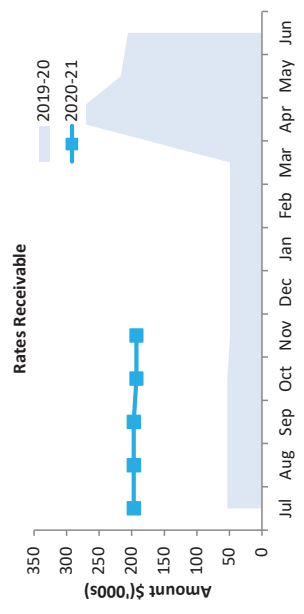
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2020	30 Nov 2020
Opening arrears previous years	\$ 53,215	\$ 206,328
Rates, instalment charges and interest levied	465,397	0
Less - collections to date	(312,284)	(13,677)
Equals current outstanding	206,328	192,651
Net rates collectable	206,328	192,651
% Collected	60.2%	6.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	\$ 0	\$ 442,416	\$ 0	\$ 0	\$ 2,255	\$ 444,771
Percentage	0.0%	99.5%	100	0.0%	0.5%	
Balance per trial balance						
Sundry receivable						444,771
GST receivable						722,334
Total receivables general outstanding						1,167,105
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 30 November 2020
Other current assets	\$	\$	\$	\$
Inventory				
Fuel, oil and materials on hand	(12,886)	433,205	(321,005)	99,314
Contract assets				
Contract assets	381,537	0	0	381,537
Total other current assets	368,651	433,205	(321,005)	480,851

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

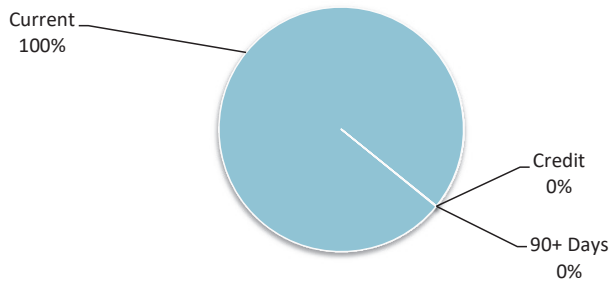
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(362)	1,001,328	0	0	359	1,001,325
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						1,001,325
Accrued salaries and wages						26,360
ATO liabilities						354,063
Bonds & deposits - Trust						418,357
Accrued expenses						4,942
Emergency services levy						(6,093)
Total payables general outstanding						1,798,954

Amounts shown above include GST (where applicable)

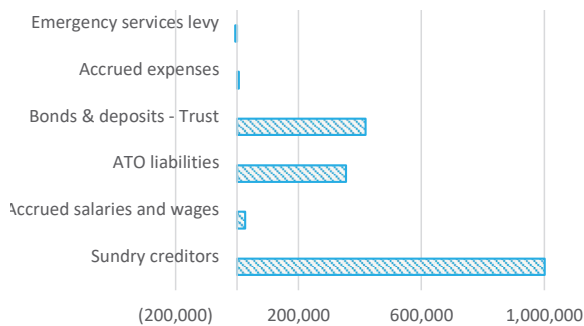
KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

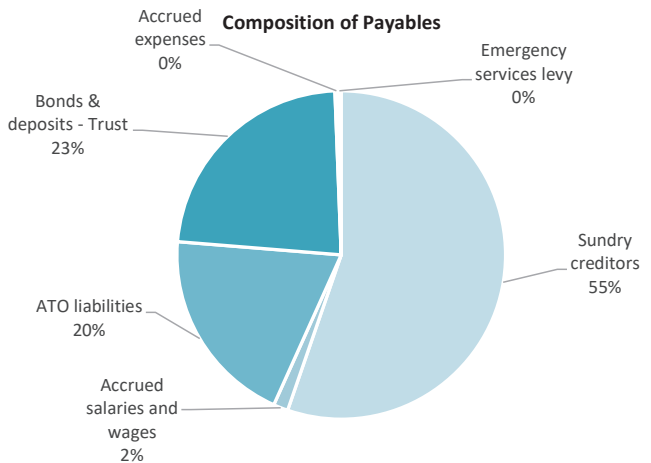
Composition of Payables



Payables



Composition of Payables



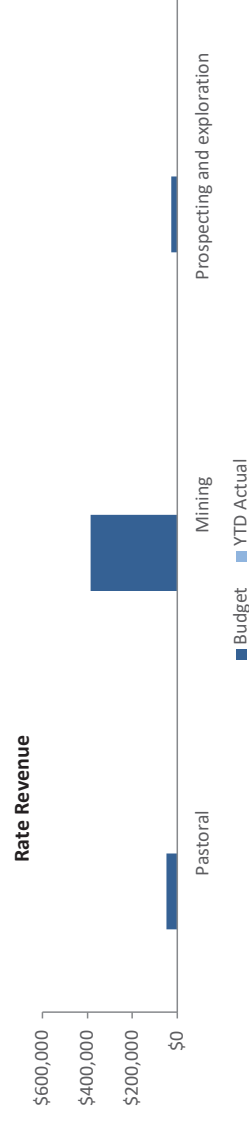
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget				YTD Actual						
					Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue			
Unimproved value															
Pastoral		0.032950	23	1,459,657	48,096	0	0	48,096	0	0	0	0	0	0	0
Mining		0.279400	11	1,375,054	384,190	1,380	0	385,570	0	0	0	0	0	0	0
Prospecting and exploration		0.080150	25	321,413	25,761	0	0	25,761	0	0	0	0	0	0	0
Sub-Total			59	3,156,124	458,047	1,380	0	459,427	0	0	0	0	0	0	0
Minimum payment		Minimum \$													
Unimproved value															
Pastoral		320	6	13,263	1,920	0	0	1,920	0	0	0	0	0	0	0
Prospecting and exploration		450	9	37,212	4,050	0	0	4,050	0	0	0	0	0	0	0
Sub-total			15	50,475	5,970	0	0	5,970	0	0	0	0	0	0	0
Total general rates								465,397							0

KEY INFORMATION

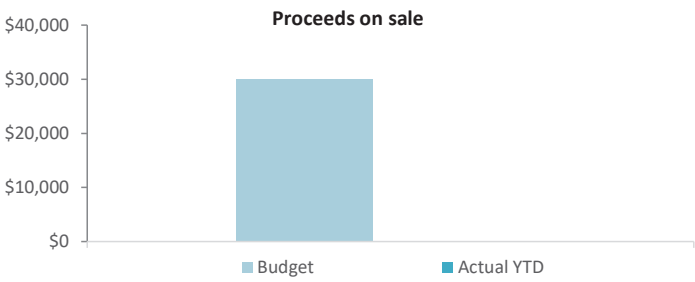
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



15.3.1 - December 2020
OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
P033	Genset Maintenance 13KVA	1,186	0	0	(1,186)	0	0	0	0
P064	Isuzu FRR500 5-Tonne Truck MU140	43,504	22,000	0	(21,504)	0	0	0	0
P16075	Kubota Tractor B2301	19,122	8,000	0	(11,122)	0	0	0	0
		63,812	30,000	0	(33,812)	0	0	0	0



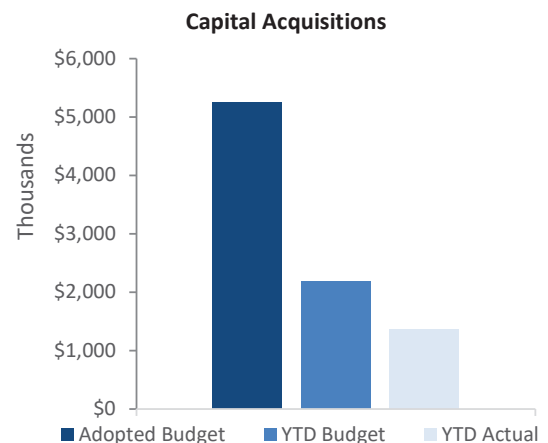
INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2020

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings & Improvements	2,278,528	949,366	461,488	(487,878)
Other Buildings & Improvements	169,000	70,410	0	(70,410)
Furniture & Equipment	71,000	29,578	14,626	(14,952)
Plant & Equipment - Major	403,500	168,125	163,504	(4,621)
Roads	2,332,530	971,826	730,425	(241,401)
Payments for Capital Acquisitions	5,254,558	2,189,305	1,370,043	(819,262)
Total Capital Acquisitions	5,254,558	2,189,305	1,370,043	(819,262)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,420,779	591,980	952,186	360,206
Borrowings	2,750,000	0	0	0
Other (disposals & C/Fwd)	30,000	0	0	0
Cash backed reserves				
Plant Replacement	207,000	207,000	200,000	(7,000)
Building Reserve	31,000		0	0
Beringarra - Cue Road Reserve TD	325,884		0	0
Flood damage repairs	150,000	150,000	1,151,555	1,001,555
Murchison Settlement Facilities & Buildings	400,000		0	0
Contribution - operations	(60,105)	1,240,325	(933,698)	(2,174,023)
Capital funding total	5,254,558	2,189,305	1,370,043	(819,262)

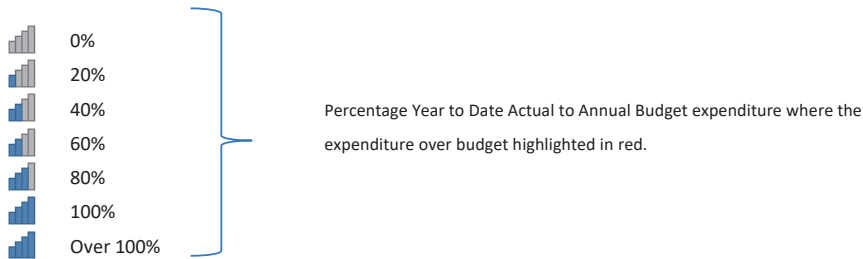
SIGNIFICANT ACCOUNTING POLICIES

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



Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted		Year to Date Actual	Variance (Under)/Over	
		Current Budget	Year to Date Budget			
Capital Expenditure						
Buildings & Improvements						
	09134	Cap-Ex - Buildings & Improvements - Staff Housing	772,528	321,870	422,019	100,149
	14515	Cap Ex - Purchase Buildings & Improvements - Administr	5,000	2,080	6,710	4,630
	11607	CapEx - Purchase Buildings & Improvements - Other Cult	776,000	323,333	18,985	(304,348)
	12109	Cap-Ex - Purchase Buildings & Imp - Roads, Bridges, Dep	725,000	302,083	13,774	(288,309)
		Buildings & Improvements Total	2,278,528	949,367	461,488	(487,879)
Other Buildings & Improvements						
	10770	Cap-Ex - Other Buildings & Imp - Other Community Amei	30,000	12,500	0	(12,500)
	12670	Cap-Ex - Other Buildings & Improvements - Airport	9,000	3,750	0	(3,750)
	13617	Cap-Ex - Other Buildings & Improvements - Other Econo	130,000	54,160	0	(54,160)
		Other Buildings & Improvements Total	169,000	70,410	0	(70,410)
Furniture & Equipment						
	14561	Cap-Ex - Purchase Furn & Equipment - Admin	20,000	8,330	14,626	6,296
	04116	Cap-Ex- Purchase Furniture & Equipment	16,014	6,673	0	(6,673)
	13610	Cap-Ex - Purchase Furniture & Equipment - Other Econo	34,986	14,575	0	(14,575)
		Furniture & Equipment Total	71,000	29,578	14,626	(14,951)
Plant & Equipment - Major						
	12302	Cap-Ex - Purchase Major Plant & Equipment - Road Plant	227,000	94,583	0	(94,583)
	13616	Cap-Ex - Purchase Major Plant - Other Economic Service	24,000	10,000	153,469	143,469
	13652	New kVA Generator	150,000	62,500	0	(62,500)
	05104	Cap-Ex - Purchase Plant Fire Prevention	2,500	1,042	0	(1,042)
	12313	Cap-Ex - Purchase Major Plant - New Works Caravan	0	0	10,035	10,035
		Plant & Equipment - Major Total	403,500	168,125	163,504	(4,621)
Roads						
	12101	Cap-Ex - Roads Construction	1,203,102	501,276	125,789	(375,487)
	12103	Cap-Ex - MRWA Project Construction	517,515	215,610	555,679	340,069
	12104	Cap-Ex - Roads to Recovery Construction	286,029	119,165	48,958	(70,208)
	12180	Cap-Ex - Roads Construction - Road Contributions	325,884	135,775	0	(135,775)
		Roads Total	2,332,530	971,826	730,425	(241,401)
		Grand Total	5,254,558	2,189,305	1,370,043	(819,262)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	Principal 1 July 2020		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Transport											
Purchase of road plant	1	17,315	0	0	1,138	0	0	17,315	16,177	62	567
Economic services											
COVID-19 General	0	0	0	0	2,000,000	0	0	0	2,000,000	0	0
COVID-19 Solar Power	0	0	0	0	750,000	0	0	0	750,000	0	0
Total		17,315	0	0	2,750,000	0	1,138	17,315	2,766,177	62	567
Current borrowings		1,138						1,138			
Non-current borrowings		16,177						16,177			
		<u>17,315</u>						<u>17,315</u>			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Reserves cash backed - Leave Reserve	\$ 138,380	1,980	482	\$ 2,170	0	\$ 0	0	\$ 142,530	138,862
Plant Replacement	1,433,553	20,509	4,408	600,000	0	(207,000)	(200,000)	1,847,062	1,237,961
Building Reserve	512,797	7,336	1,786	0	0	(31,000)	0	489,133	514,583
Beringarra - Cue Road Reserve TD	3,430,426	49,077	0	0	0	(325,884)	0	3,153,619	3,430,426
Flood damage repairs	255,503	3,655	466	0	0	(150,000)	(1,151,555)	109,158	(895,586)
CSIRO Beringarra Pindar Road Reserve	175,053	2,504	609	0	0	0	0	177,557	175,662
Murchison Settlement Facilities & Buildings	669,208	9,574	2,331	0	0	(400,000)	0	278,782	671,539
Road resealing Reserve	375,000	5,365	0	478,616	0	0	0	858,981	375,000
	6,989,920	100,000	10,082	1,080,786	0	(1,113,884)	(1,351,555)	7,056,822	5,648,447

15.3.1 - December 2020

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 November 2020
		\$	\$	\$	\$
Provisions					
Annual leave		51,656	0	0	51,656
Long service leave		27,012	0	0	27,012
Total Provisions		78,668	0	0	78,668
Total other current assets		78,668	0	0	78,668
Amounts shown above include GST (where applicable)					

KEY INFORMATION**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
Grants Commission Grant Received - General	1,357,977	565,820	647,908
Grants Commission Grant Received- Roads	394,907	164,540	201,148
Law, order, public safety			
Income Relating to Fire Prevention	19,344	8,055	4,977
Transport			
Grant - MRWA Direct	225,000	93,750	218,381
	1,997,228	832,165	1,072,414

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$
Non-operating grants and subsidies			
Recreation and culture			
Other Recreation & Sport Capital Grants	40,000	16,665	0
Transport			
Grant - MRWA Specific	213,333	88,885	85,333
Grant - Roads to Recovery	565,000	235,415	565,630
Grant - MRWA Blackspot	602,446	251,015	0
Grant - Local Roads & Community Infrastructure	0	0	301,223
	1,420,779	591,980	952,186

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**NOTE 14
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - other	91,216	11.68%	▲	
Transport	(1,788,799)	(48.33%)	▼	
Economic services	85,686	84.98%	▲	
Other property and services	(30,856)	(78.33%)	▼	
Expenditure from operating activities				
Governance	54,867	23.07%	▲	
Law, order and public safety	13,965	28.33%	▲	
Health	13,741	61.30%	▲	
Housing	(63,613)	(636.13%)	▼	
Community amenities	17,608	35.41%	▲	
Recreation and culture	19,034	13.31%	▲	
Economic services	153,001	39.78%	▲	
Other property and services	12,713	0.00%	▲	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	360,206	60.85%	▲	
Payments for property, plant and equipment and infrastructure	819,262	37.42%	▲	
Financing activities				
Transfer from reserves	237,671	21.34%	▲	



Shire of Murchison Microgrid Feasibility Report

Friday, 23 October 2020

EXECUTIVE SUMMARY

Hybrid Systems Pty Ltd (HS) is pleased to provide this Microgrid Feasibility Report to the Shire of Murchison (SoM), WA. The experience HS has accumulated throughout previous and current delivery of projects including (battery energy storage system) BESS units, stand-alone power systems and microgrids to Tier 1 Government Utilities underpins the positioning of the company with all disciplines managed internally including but not limited to design, engineering, manufacturing, construction and operation.

HS is excited to support SoM in designing and implementing an affordable and functional microgrid that delivers reliable electricity to the settlement, while maximising renewable energy as much as currently practicable.

The Murchison Settlement's isolated power system currently includes a centralised generation and power distribution network, owned and operated by the Shire of Murchison. This is supplied by the Shire's two diesel generator sets (150kVA main genset and a 110kVA back-up genset). The back-up genset is due for replacement, and as a result (previously) plans are in place to replace both generators with 2 x 220kVA Cummins diesel gensets.

Implementing hybrid systems technology (notably a BESS and controls) can provide the several off-grid microgrid applications, for example:

- Peak shifting;
- Solar smoothing;
- Frequency support;
- Power quality response; and
- Hydrocarbons off.

This Feasibility Report provides an assessment of the following two microgrid system options:

- Option 1: 149kWp (100kWac) Centralised Solar PV (ground-mount east-west array) with a 200kVA / 182.6kWh Battery System for solar smoothing, evening/morning peak lopping and daytime diesel-off, integrated with the new efficient diesel generators and control system.
- Option 2: 248kW (200kWac) Centralised Solar PV (ground-mount east-west array) with 200kVA / 365.2kWh Battery System for additional diesel-off/reduction and further evening/morning peak lopping, integrated with the new efficient diesel generators and control system.

To consider an adequately functional microgrid, to provide full reliable generation capacity during planned and unplanned outages of a generator, a battery system is required to ensure that the solar can supply the load safely without diesel.

It was estimated, based on gathered information and stated assumptions, using a non-binding indicative capital cost and high-level lifecycle cost analysis, that Option 1 is the most suitably sized system with lowest capital price, while importantly achieving similar payback period to the larger Option 2. The expandability of Option 1 to increase to the Option 2 size in the future is another reason this system is a preferred option. It is important to state, if SoM wish to, and have the financial backing to consider, that the larger Option 2, then HS fully support this higher renewable energy fraction microgrid system. This larger option would gain financial interest if offered in a lease agreement that HS is in a strong position to offer.

HYBRID SYSTEMS

With decades of combined experience in renewable and remote power generation Hybrid Systems has an enviable team of experts capable of delivering complete projects from design, on-site installation, commissioning and ongoing operations and maintenance. This expertise has allowed HS to develop our modular Hybrid Integrated Power System (HIPS) platform, a versatile, scalable, and well tested remote SPS and Micro-Grid platform with configurations capable of meeting any renewable or hybrid power generation need.

HS applies a modular, preassembled approach to execution strategy to minimise site time as far as reasonably possible. Main components are engineered to support offsite manufacturing, pre-assembly and FAT testing to ensure specification compliance and functionality of the system prior to dispatch, thus reducing site related costs and time.

The Hybrid Systems project delivery team has experience working to multiple Tier 1 network utility standards, Health and Safety, Environmental, Quality and Risk Management requirements. Furthermore, HS is certified to the following accreditations which ensures that the level of detail and safety of projects is met and if not exceeds that of many of its competitors:

- ISO 9001:2015 – Quality Management Systems
- ISO 14001:2015 – Safety Management Systems
- AS/NZS 4801:2001 – Environmental Management Systems

As a part of Hybrid Systems' growth strategy, the business was acquired by Pacific Energy Ltd who is owned by QIC, a large Queensland based investment company established by the Queensland government. The purpose of this acquisition was to facilitate the financial capability and capacity of HS to service significant projects in the industry. A fundamental aspect of the acquisition was for the directors and management team to remain in place and continue to fluidly grow the business based upon learnings made in previous projects.

Under HS' new ownership structure there is a focus on owning and operating energy infrastructure assets. HS is very keen to work with SoM to develop a commercial structure that suits both parties and provides a low cost of energy.

We look forward to discussing this report's findings and progressing toward selecting the right solution for the Shire of Murchison.

Contents

1. INTRODUCTION	5
1.1 BACKGROUND.....	5
1.2 DELIVERABLES.....	6
2. MICROGRID FEASIBILITY.....	7
2.1 METHODOLOGY	7
2.1.1 Existing Power System Information.....	7
2.1.2 Solar Resource	7
2.1.3 Site Load Assessment	7
2.1.4 Future Loads	9
2.2 CONCEPT DESIGN & SIZING.....	10
2.2.1 Modelling Assumptions and Inputs	11
2.2.2 Modelled Functionalities.....	12
2.2.3 Option 1	13
2.2.4 Option 2	15
2.3 TECHNO-ECONOMIC ASSESSMENT RESULTS	16
2.4 NEXT STEP.....	18

1. Introduction

Hybrid Systems Pty Ltd (HS) is pleased to provide this feasibility study and proposal to the Shire of Murchison to transition the Settlement power system from diesel only operation to a combination of centralised renewable energy, storage and diesel, with the ability to run diesel-off.

1.1 Background

Situated approximately 200 kilometres north of Mullewa, on the Carnarvon Mullewa Road, Murchison Settlement is the location of the Shire office, the Sports Club, the museum and the Oasis Roadhouse and Caravan Park.



Figure 1: Site Location

The Murchison Settlement isolated power system currently includes a centralised generation and power distribution network, owned and operated by the Shire of Murchison. This is supplied by the Shire's two diesel generator sets (150kVA main genset and a 110kVA back-up genset). The back-up genset is due for replacement, and as a result (previously) plans are in place to replace both generators with 2 x 220kVA Cummins diesel gensets.

It is HS' understanding that SoM's preference is to transition away from its total reliance on diesel to power its settlement. This can be achieved by increasing renewable energy penetration - integrating a hybrid energy solution. Savings in operating costs will be met, along with a reduced impact to the environment from its energy production.

1.2 Deliverables

This Feasibility Report is part of a package.

Feasibility Report:

- Design / Sizing Assessment
- EPC & Serving Estimate +/-10%
- Estimated Renewable Fraction
- Estimated Payback

The following section:

Microgrid Proposal – Scope of Works & Specification:

- Scope:
 - Inclusions
 - Exclusions
- Design and Sizing
- Technical Specification:
 - Solar PV
 - Battery
 - Functional Control and monitoring
 - Balance of Plant
- Timeline
- Service Agreement requirements
- EPC & Service Agreement Indicative Price
- Lease (Including Service) Indicative Price

Design Drawings (x4):

- Single Line Diagram
- Communications Diagram
- Layout & General Arrangement (x2)

2. Microgrid Feasibility

2.1 Methodology

Hybrid Systems (HS) has evaluated the available SoM power information in order to design, specify and provide budget pricing for to establish two optimal Hybrid Power System options for installation adjacent to the existing power station (indicated in red below) to be connected within the existing microgrid. The objective of the project being to minimise the use of the diesel fuel while providing firm and reliable generation to the microgrid with an allowance for load growth.

2.1.1 Existing Power System Information

The Murchison Settlement isolated power system is currently supplied by the Shire's two diesel generator sets (150kVA main genset and a 110kVA back-up genset). The back-up genset is due for replacement, that resulted in 2 x 220kVA Cummins diesel generators proposed to replace the current system. Those more efficient generators are expected to reduce servicing intervals and costs, yet, as a whole, fuel and servicing costs will still be a factor going forward unless the Shire takes advantage of the high amount of solar resource available.

Diesel fuel price:

- \$1.39/L (2019-20) average
- \$1.07/L (2020) average

Generator servicing intervals and prices during the 2019-2020 financial year and the first 2 months of this financial year (2020-2021). It was noted by the Shire that the higher than expected servicing hours were attributed to servicing and maintaining the existing gen sets which suffer a number of outages that would not apply in the new installation.

The more recent 2020-2021 annualised average cost for servicing and maintaining (adding 75% on cost) came to \$1.65 per generator run hour. Worth noting, HS decided to be conservative and apply the same rate to the new generators. The savings will occur by the microgrid's resultant reduced generator run time. Further savings would occur due to the required servicing per generator run hour predictably reduced from the new generators integrated with the solar and BESS (not captured in this report).

2.1.2 Solar Resource

Solar irradiance for the site was gathered via the PVsyst software model. The PVsyst report was based on Option 1 solar capacity and scaled up within HS' energy model for the larger option. Please see attached report '[SoM 149kWp, 100kWac, EW PVsyst Report](#)'.

Murchison Settlement receives high solar irradiance on average throughout the year. An expected reduced solar resource during the winter period. For a 149KWp solar PV system with 100kW inverter, it is expected to generate approximately 270 MWh per year.

2.1.3 Site Load Assessment

HS received the following electricity load data:

- [XC1701296-01.xlsx](#) – 25th November to 15th December 2019
- [SoM_6-9-2020.xlsx](#) – 12th July to 6th September 2020

The load data is not sufficient to complete a recent full year electricity demand profile, nevertheless it is sufficient to interpret seasonal trends, and together with experienced assumptions interpolated an annual load profile.

It is understood that the Shire of Murchison has had two new homes added to the settlement. Currently the settlement's maximum electricity load is expected to be 100kW, with estimated annual

power consumption having moved up to over 425 MWh per year (equating to an average load just shy of 50kW).

HS received load data for the periods 25th November – 15th December 2019 and 12th July – 6th September 2020. The data contains 30 second electricity load values for each of the three phase, and total 3-phase.

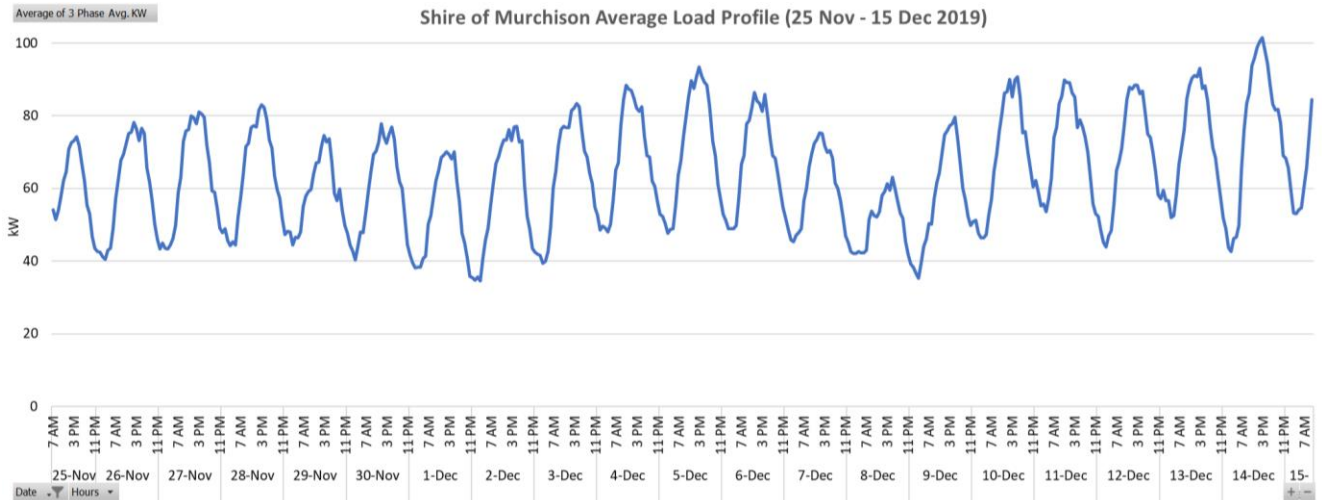


Figure 2: SoM Nov/Dec 2019 Electricity Load

Figure 2 and 3 show a Summer daily load that sees an average peak of ~80kW occurring in the afternoon, with an average low of ~45kW.

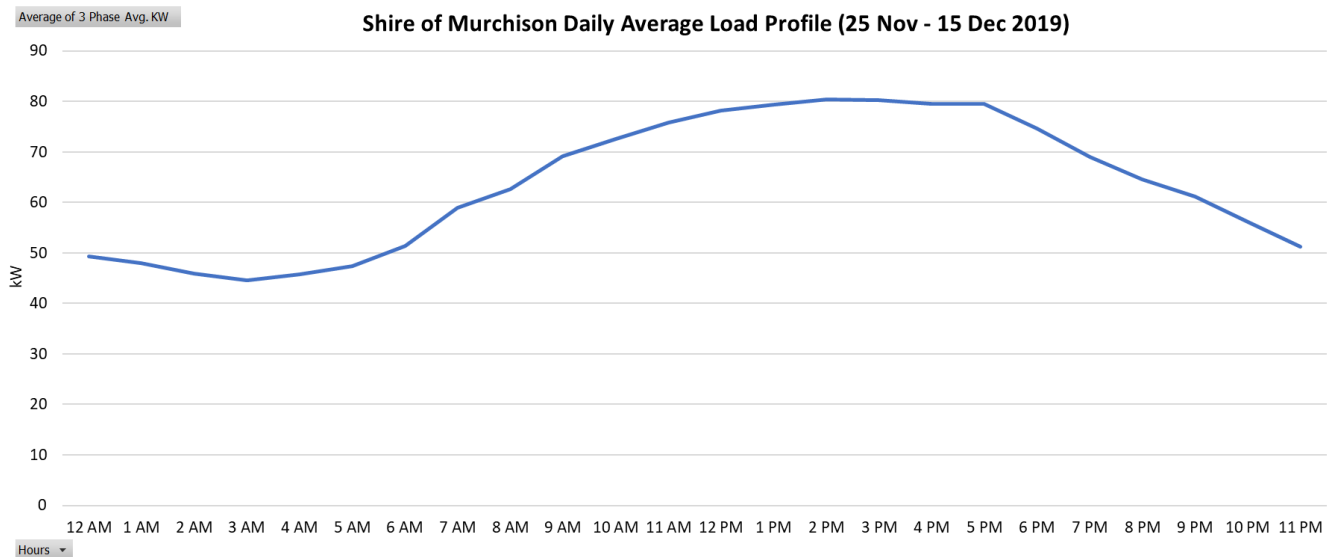


Figure 3: SoM Nov/Dec 2019 Average Daily Electricity Load

Figure 4 and 5 show a Winter daily load average peak at ~46kW occurring in the morning and late afternoon, with an average low of ~35kW.

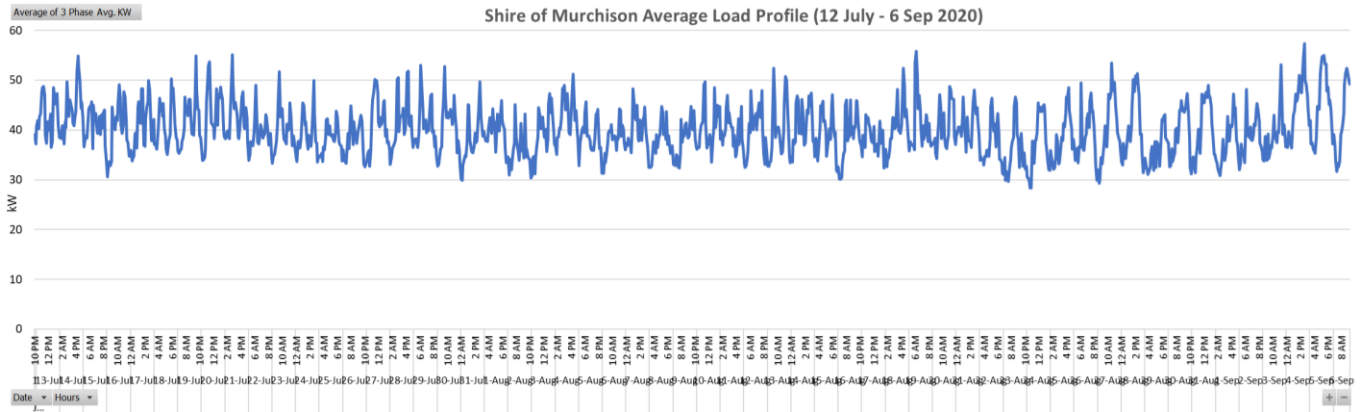


Figure 4: SoM July/Sep 2020 Electricity Load

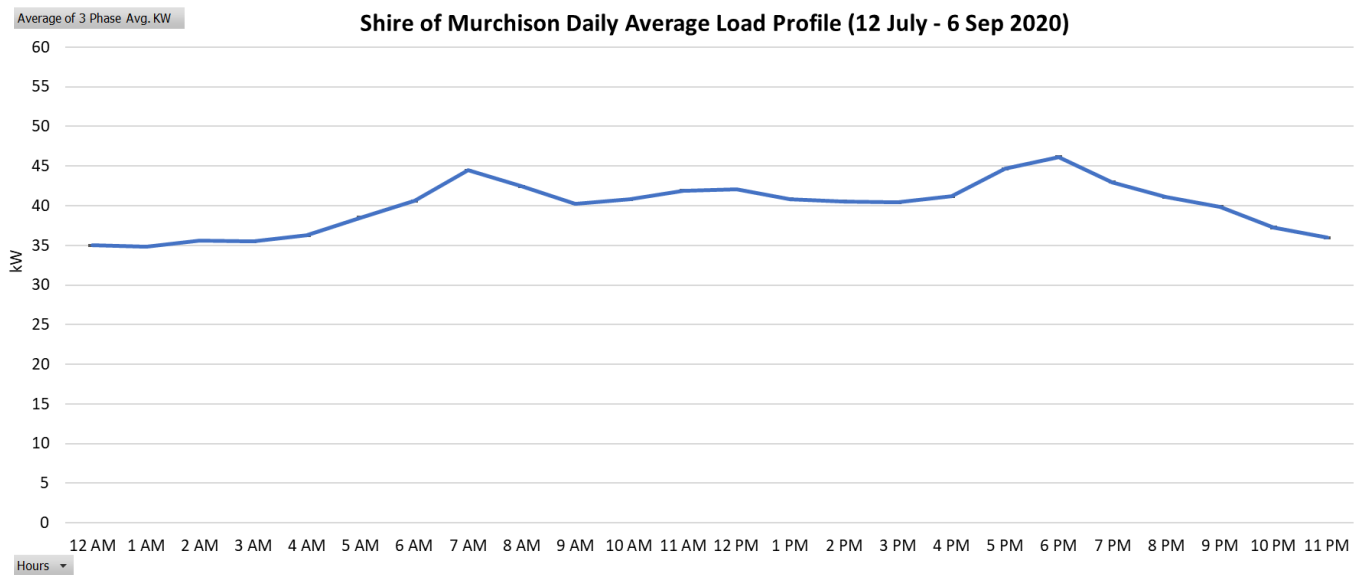


Figure 5: SoM July/Sep 2020 Average Daily Electricity Load

2.1.4 Future Loads

HS received the following information from the SoM regarding future electrical loads:

- Existing Houses:
 - SoM installing reverse cycle air-conditioning into a 2-bedroom, 6-bedroom house and 1-bedroom house
 - Planned reverse cycle into four 1-bedroom houses (plus an extra bedroom for each) and one 3-bedroom house
- New Houses:

Two new 4-bedroom houses with reverse cycle air conditioning
- Other Existing Buildings:
 - Reverse cycle air conditioning to existing roadhouse (replacing evaporative air conditioning unit) and an extension to the meals area
 - Refurbishment of an existing shed with one reverse cycle air conditioning and power points with kitchen appliances
 - Reverse cycle air conditioning to Museum
- Planned Works:

- One new Ablution block with male female toilets showers and a laundry to Caravan Park
- One 16.7 m pool
- One small splash pad
- Extension to Sports Centre
- New ensuites to Caravan Park
- One new Art Gallery / Museum airconditioned building
- Underground power and lighting to replace solar lights to air strip (~32A draw)
- Pumps for two new water bores.

Taking the above future load increases into account, it was determined (and agreed) that applying a 25% increase to the interpolated annual load profile was conservatively realistic. While noting that the proposed microgrid will be expandable as the load grows further.

This sees the hourly maximum load increase to ~127kW and the annual average load increase to ~62kW. The annual energy demand is expected to increase to 540 MWh per year. Figure 6 displays the annual monthly average load profile assumed increase.

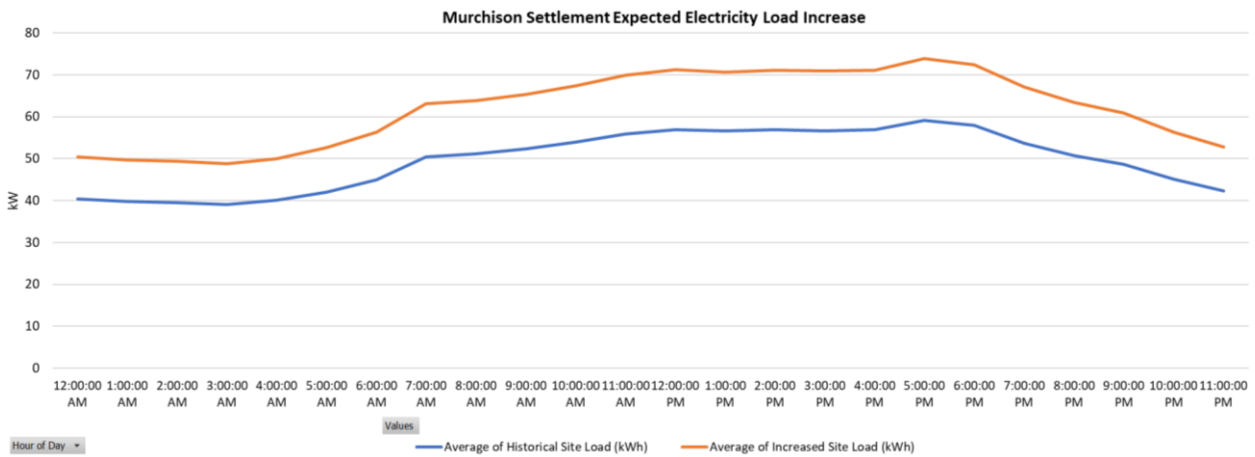


Figure 6: Murchison Settlement Annual Average Load Profile

The sizing in the section below is modelled on the assumed future load profile values.

2.2 Concept Design & Sizing

Creating an off-grid Microgrid involves integrating distributed energy resources (DER) and energy storage, coupled with advanced controls to deliver the desired functionality and monitoring capability to ensure energy demand is met, efficiently delivered, and able to be refined for optimal performance. There is no centralised grid to rely on.

Experience and studies have demonstrated that operating a remote area or islanded off-grid microgrid, that are dominated by renewable sources, will reduce the levelized cost of electricity production over the life the project.

HS evaluated the feasibility of a remote off-grid microgrid for the Shire of Murchison settlement by modelling the energy profile demand with combinations of solar PV, battery energy storage and integrated (planned) new diesel generators.

Having assessed the limited generator interval data including peak time of day demand and annual projected energy consumption (including the proposed new dwellings and equipment), HS modelled a number of microgrid system capacities and solar PV array orientations integrated with an appropriately

sized BESS to arrive at the following two microgrid sizes to be considered, using the assumption and inputs noted in section 2.2.1.

The table below summaries the high-level sizing and benefits:

Modelled Indicative Options		
Description	Option 1	Option 2
Solar PV	149 kWp	248 kWp
Solar Inverter	100 kW	200 kW
BESS	182.6 kWh	365.2 kWh
BESS Inverter	200 kW	200 kW
Generator (kVA) (provided by others)	2 x 220 kVA	2 x 220kVA
Total Diesel Savings w/Solar & BESS	68,269 L/yr	96,723 L/yr
Total Savings	\$76,500 /yr	\$108,955 /yr
Indicative Capital Cost (excluding generators)	\$593,500	\$822,000
Simple Payback Period	7.76 yrs	7.54 yrs
Renewable Energy Fraction	45%	65%

The estimated less than 8-year payback (based on inputs and assumptions listed) for either option presents favourable benefits.

The East-West orientation of the solar PV array layout was considered appropriate for the SoM site and its intended functionality of the microgrid. The figure below depicts how an East-West array can increase the utilised PV produced and extend generation further at the shoulders of the mornings/evenings. This will ideally result in more diesel displacement at times of greater need.

East-west orientation - better suitable for maximizing energy usage for self-consumption:

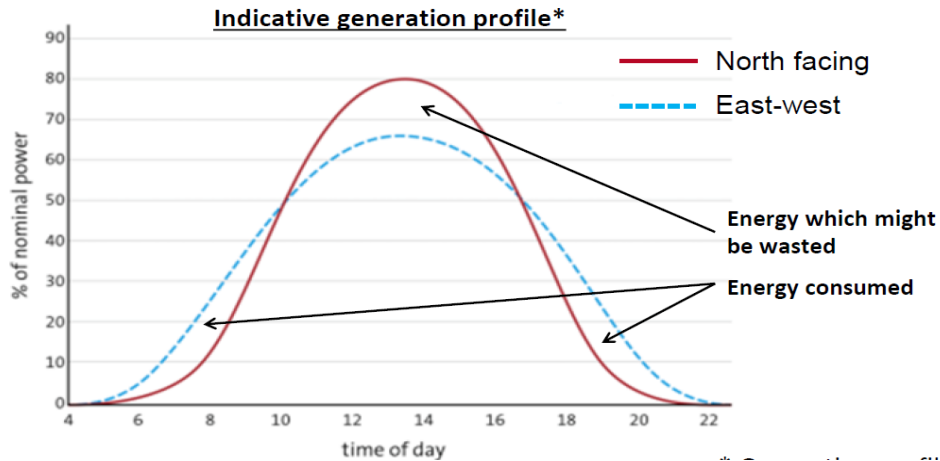


Figure 7: Solar PV Array Orientation Comparison

The land available at the Murchison Settlement to fit either option’s solar PV array is not believed to be a constraint. TA 149kWp solar array, east west facing for example would require approximately ~1,000 square metres (allowing room for inverters and sufficient row spacing). Further investigation will be present, together with a solar PV general arrangement / layout drawing in the following proposal.

2.2.1 Modelling Assumptions and Inputs

Technical:

- Solar PV power generation data from PVsyst report (attached)

- East-West PV array orientation, with 8° tilt
- Solar Inverter efficiency: 95%
- BESS roundtrip efficiency: 80%
- Year 1 degradation
- BESS discharge from 6am (to limit overnight discharge)
- BESS discharge stops at 10pm
- BESS Max SoC: 100%
- BESS Min SoC: 20%
- BESS Columb Rate: 1.2C
- Generator size (primary, for modelling purposes): 160kWe
- Site load interpolated from received 25th November to 15th December 2019 and 12th July to 6th September 2020 data
- Site load increase: 25%
- Diesel fuel use (kWe/L): 3.55 (based on 100% load)

Financial:

- Diesel fuel price: \$1.07/L
- Annual generator servicing and materials cost: \$1.65/run hr
- Solar variable cost: \$1.5/W
- HIPS BESS enclosure fixed cost: \$260,000
- Batteries variable cost: \$0.44/W
- BESS Inverter variable cost: \$0.15/W

2.2.2 Modelled Functionalities

The functionality of the microgrid was evaluated, an importantly concluded that purely energy shifting, i.e. offering a large BESS to supply the load overnight, required a large solar farm to produce the excess solar for battery charging, to achieve 100% renewable energy penetration was un-economical (at current time). Albeit this would be a recommended goal for the future.

For now, the technical assurance and economics point toward a hybrid energy system that can achieve diesel-off during times of high irradiance, with potential for reduced generator reliance during peak periods (morning and evening). Importantly, a system that can reliably provide solar during the daytime load even during cloud events, where the battery picks up the load for a defined time until ether solar is increases or the generator can come online to assist. This is where the control philosophy and advanced technology integration comes into play. This is the real benefit of a microgrid of this nature. Reduced diesel fuel use is achieved, resulting in predicted reduced operation and maintenance costs.

The solar PV is to be the primary energy source during the day light hours, offsetting the diesel generators. And reducing fossil fuels and associated costs.

When solar is not available or sufficient the battery is next priority to discharge if above the minimum SOC. During a set period during night-time the battery will not be charged/dischARGE, as the solar and battery are not sized for high penetration renewable fraction.

The Battery Energy Storage System (BESS) temporarily stores energy in the battery. It also performs various load support functions including solar smoothing, frequency, voltage, and reactive power control.

The model used for this report does not allow for the opportunity for the diesel generator to charge up the battery if it is deemed viable. By running the generator harder / more efficiently for a period it will supply the load and charge the battery. HS chose not to model this for this microgrid feasibility study as the desired functionality and suitability of the system is better served to charge the BESS via excess solar generation and limit the discharge during the night-time (and ultimately charge) as this would blur the renewable energy penetration and resultant total savings and simple payback period estimate. The proposed recommended microgrid will have the functionality to charge the BESS via either generator or solar, with the HS control system remotely refined during operation to reach optimal performance.

2.2.3 Option 1

A 149kWp (100kWac) Centralised Solar PV (ground-mount east-west array) with 200kVA / 182.6kWh Lithium Ion Battery System for solar smoothing, daytime diesel-off capability, and late afternoon/evening peak load support, integrated with new efficient diesel generators and control system.

Modelling this sized microgrid, using the assumptions and inputs noted in section 2.2.1, the system will achieve an estimated annual average renewable energy penetration of 45% and displacing approximately 68,269L of diesel (in year 1).

This profile shows how on average the solar and BESS covers the daytime site load and displaces a portion of the diesel generators during the peak evening loads. What is not displayed is how the solar smoothing function allows the load to be met (without diesel generator) during cloud event. This solar smoothing scenario is important to explain. It will require the batteries depth of discharge (DoD) and state of charge (SoC) to be set specific (and flexible) limits to ensure that there is enough energy in the BESS to comfortably respond to the cloud event (for example), and hold up the load (in place of the solar and generator) until the solar is sufficient. In order to achieve the multiple functions, including peak lopping/diesel displacement in the evening, the battery will require fine tuning and site specific / seasonal specific algorithms to optimally perform, while maximising reliability and renewable fraction where possible.

The projected (option 1) microgrid generation energy profile is presented in Figure 8. The profile displays the annual daily average load values of:

- BESS load served (kWh)
- BESS charging load (kWh)
- Generator load with Solar and BESS (kW)
- Assumed (increased) site load (kW)
- Solar served (kW)
- Solar output (kW)

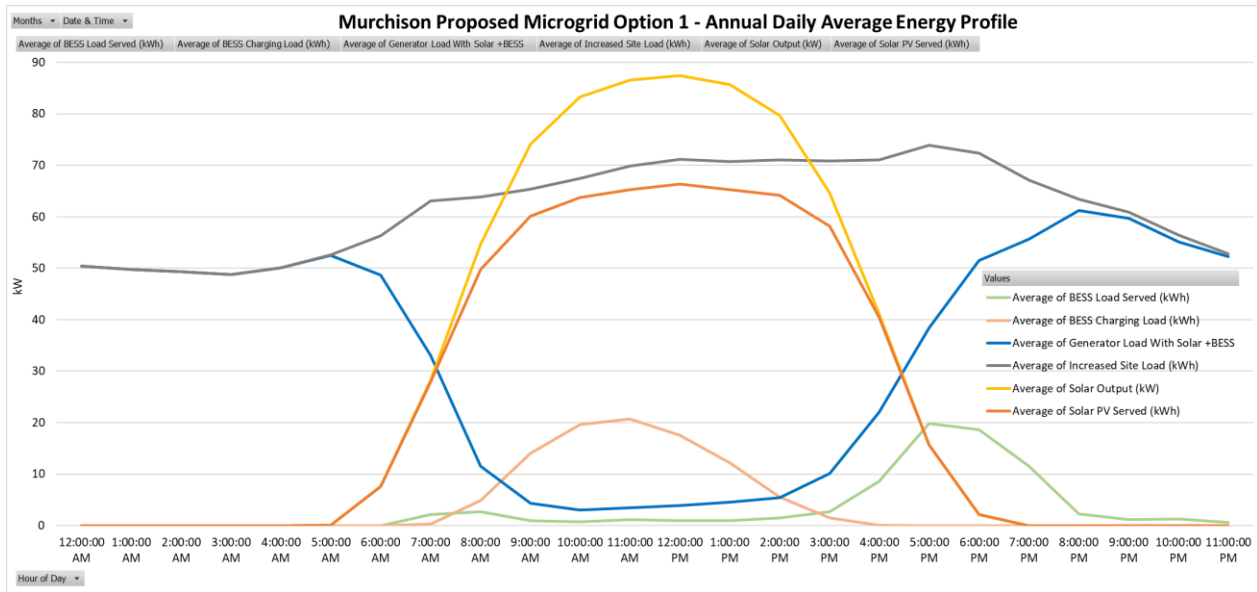


Figure 8: Option 1 – Annual Daily Average Energy Profile

By looking at the Summer daily average energy profile (Figure 9) HS shows how this sized microgrid is likely to perform (on average) during the sunnier months, yet with much higher loads. Due to these greater site loads during the daytime, minimal average excess solar is available to charge back up the BESS. The BESS therefore performs primarily for solar smoothing during these periods. However, due to the Summer increased solar in the morning and early evening, together with the east west orientated array, an estimated 46% renewable energy penetration is still achieved. Results in an estimated summer daily average of 247L of diesel fuel saved.

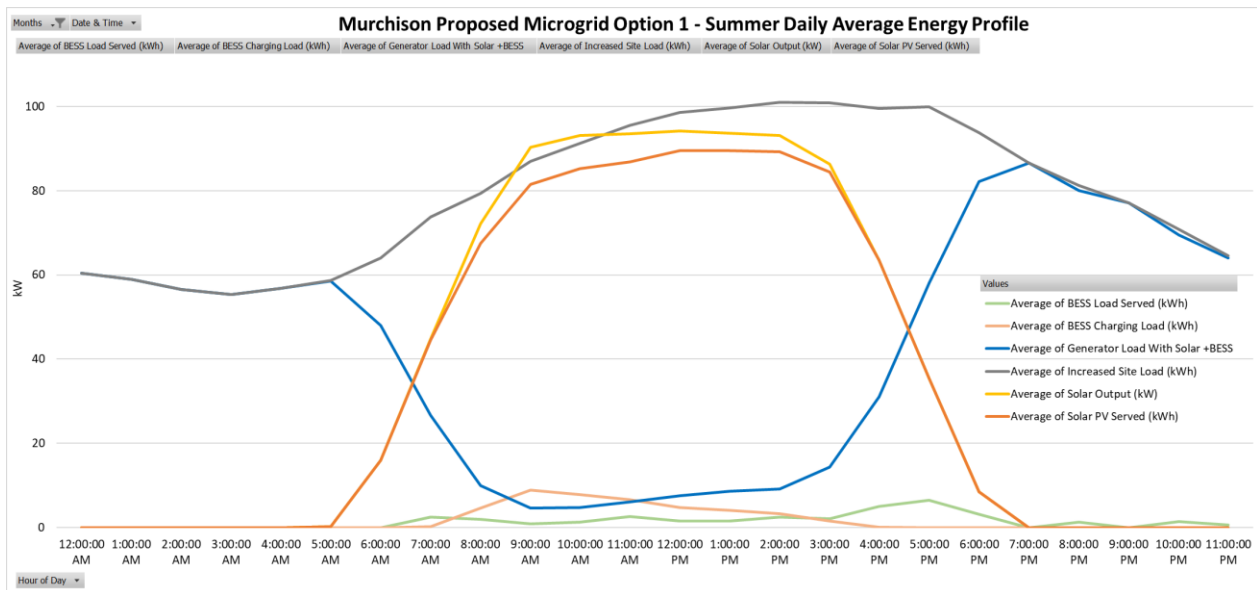


Figure 9: Option 1 – Summer Daily Average Energy Profile

Displayed in Figure 10 below, the Winter daily average energy profile (Figure 9) for option 1 microgrid is estimated to perform solar smoothing functions, and when possible the BESS to provide peak load support/diesel displacement in the early evening (and to a lesser extend the morning). This is achieved by the lower site loads (and change in demand profile) in the winter months allowing for sufficient excess solar to charge back up the battery (even with the reduced winter solar output). An estimated 41% renewable energy penetration is achieved, on average during winter, resulting in an estimated daily average of 137L of diesel fuel saved.

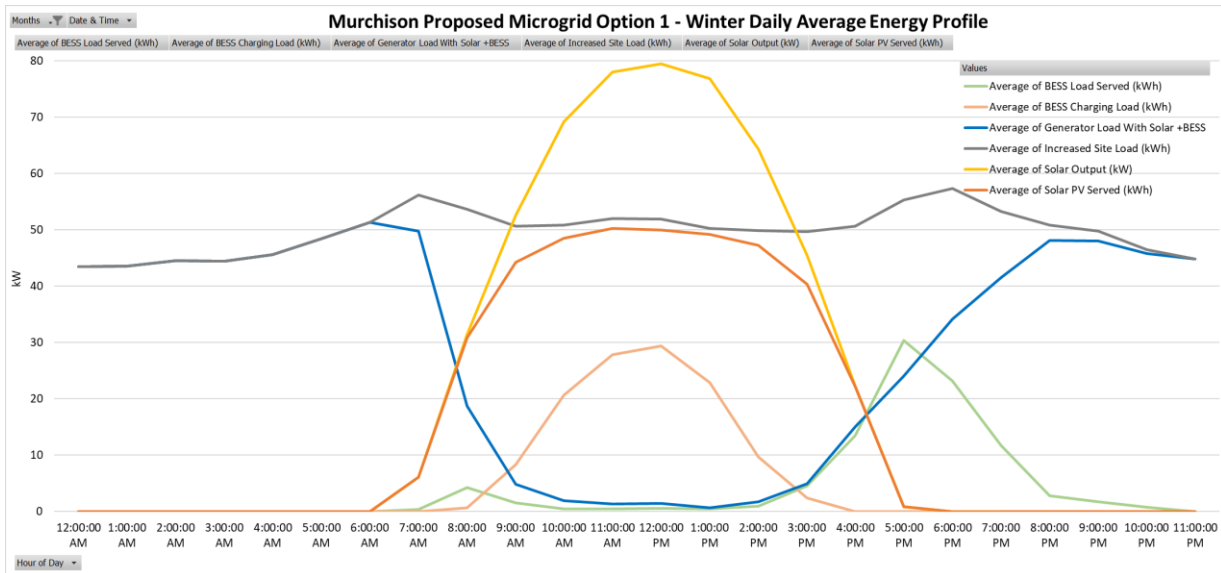


Figure 10: Option 1 – Winter Daily Average Energy Profile

2.2.4 Option 2

A 248kWp (200kWac) Centralised Solar PV (ground-mount east-west array) with 200kVA / 365.2kWh BESS for additional diesel-off/reduction capability, solar smoothing and evening/morning peak lopping, integrated with new efficient diesel generators and control system.

This profile shown in Figure 11 graphically demonstrates how on average the (option 2) solar and BESS covers the daytime site load, achieving diesel-off. This larger sized system displaces, on average, the majority of the peak evening demand portion via the BESS. The oversized solar PV capacity allows the larger battery to store and discharge the excess solar during peak load periods, while maintaining an appropriate state of charge during the day to enable solar smoothing capability or catch a generator if required. This solar smoothing function (not depicted in the daily average graphs) allows the load to be met (without the diesel generator required) during a significant cloud event.

Using the assumptions and inputs noted in section 2.2.1, the option 2 system will achieve an estimated annual average renewable energy penetration of 65% and displacing approximately 96,723L of diesel (in year 1).

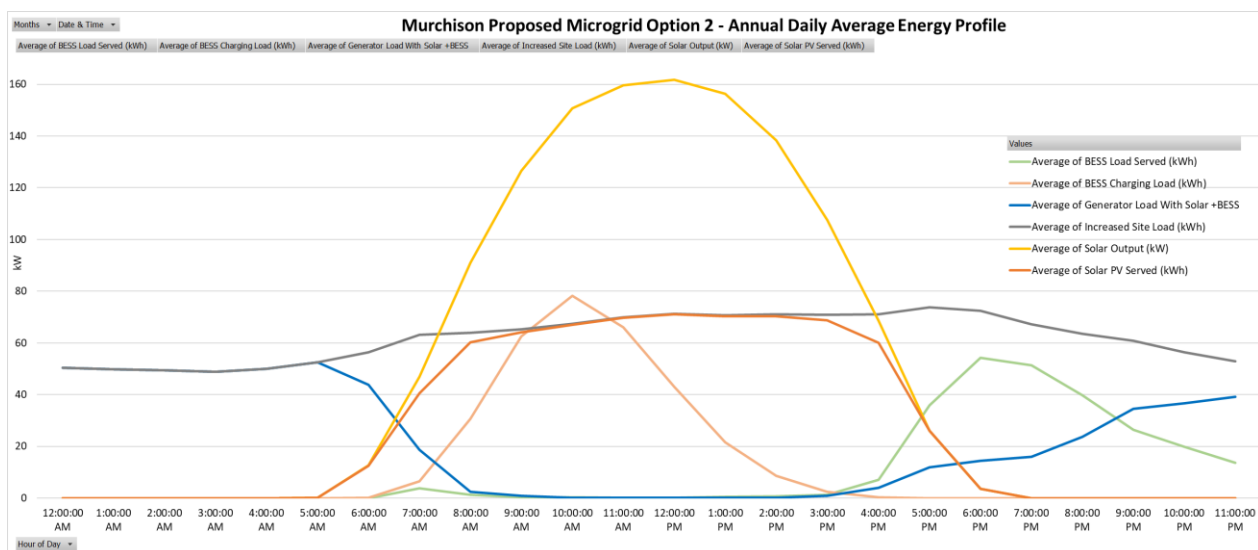


Figure 11: Option 2 – Annual Daily Average Energy Profile

The Option 2 Summer daily average energy profile shown in Figure 12 displays how the larger solar and BESS perform (on average) during the sunnier months and higher site loads.



A significant amount of excess solar is generated during the day enabling the BESS to maintain or regain charge. The larger battery is able to then discharge sufficient energy during the evening to displace further diesel use, without preventing capacity for solar smoothing. An estimated 67% renewable energy penetration is achieved during summer, with an estimated summer daily average of 359L of diesel fuel saved (of a potential 538L).

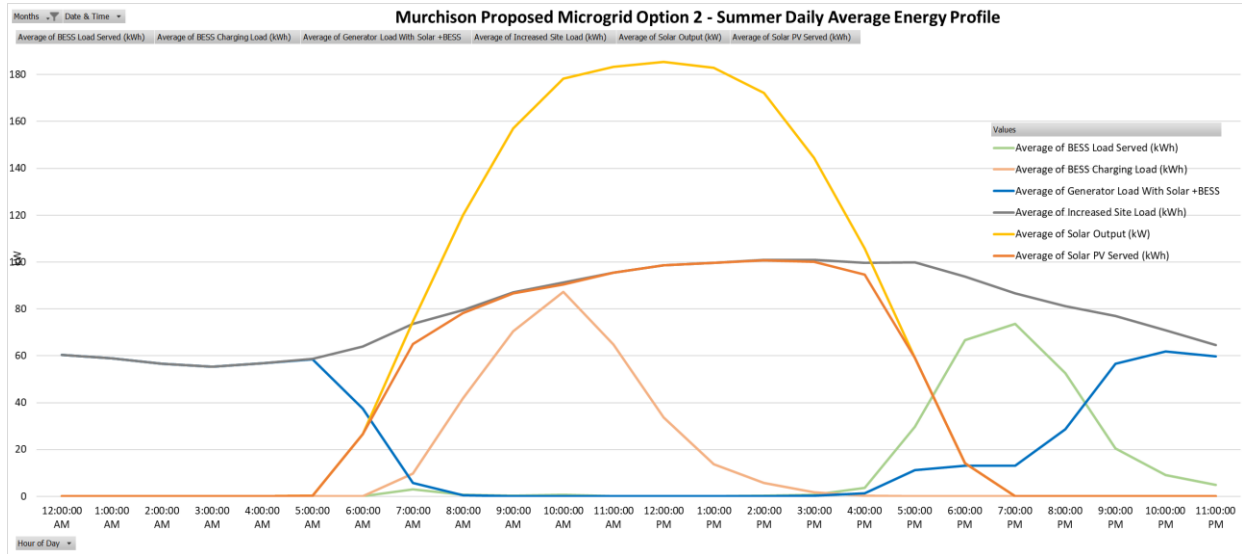


Figure 12: Option 2 – Summer Daily Average Energy Profile

Figure 13 below, the Winter daily average energy profile for option 2 is estimated to perform solar smoothing functions, and when possible the BESS to provides further peak load support/diesel displacement in the early evening. Due to the lower site load, and available excess solar, the battery can (on top of being available for solar smoothing) provide further diesel displacement in the evening up until 10pm (as per the limits set for modelling purposes). This sized system is estimated to achieve 58% renewable energy penetration on average during winter, resulting in an estimated daily average of 194L of diesel fuel saved (of potential 337L).

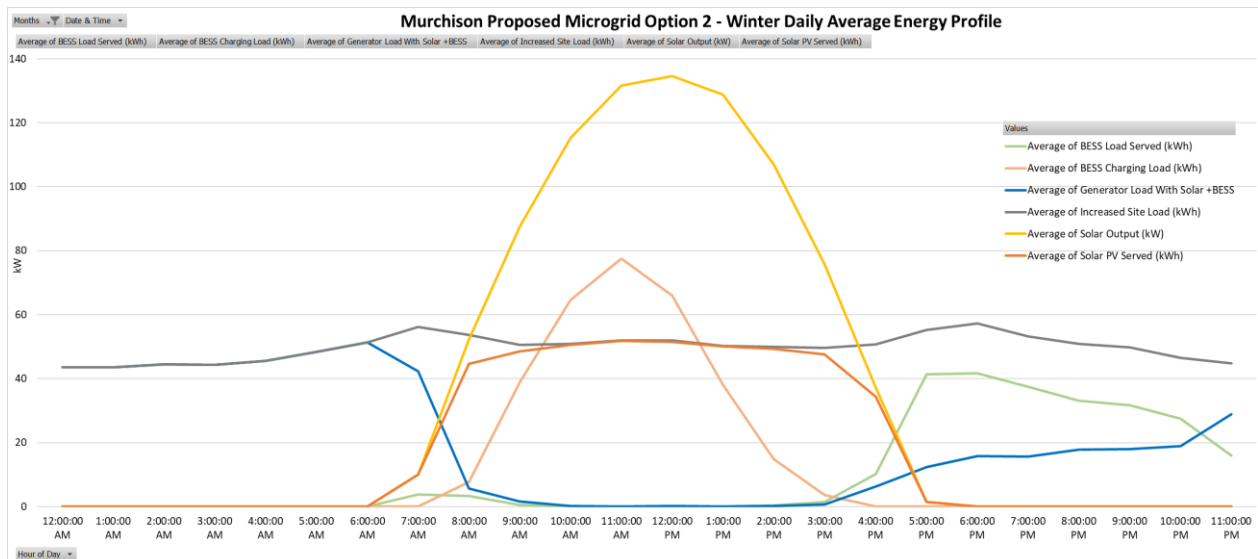


Figure 13: Option 2 – Winter Daily Average Energy Profile

2.3 Techno-Economic Assessment Results

HS’ modelled indicative results for each microgrid option is presented in the table below for comparison:



Modelled Indicative Results		
Description	Option 1	Option 2
Total Customer Load	543,436 kWh/yr	543,436 kWh/yr
Total Solar Available	290,103 kWh/yr	482,856 kWh/yr
Total Solar (with Battery) Served	214,104 kWh/yr	249,742 kWh/yr
Total Battery Discharged	28,250 kWh/yr	93,626 kWh/yr
Total Generator Energy w/Solar & BESS	301,082 kWh/yr	200,068 kWh/yr
Estimated Diesel Run Hours w/Solar & BESS	6,753 h/yr	5,570 h/yr
Total Diesel Consumption w/Solar & BESS	84,812 L/yr	56,357 L/yr
Total Diesel Savings w/Solar & BESS	68,269 L/yr	96,723 L/yr
BAU Fuel & Servicing Cost	\$178,547 /yr	\$178,547 /yr
New Fuel & Servicing Cost	\$102,048 /yr	\$69,592 /yr
Diesel Fuel Savings	\$73,197 /yr	\$103,705 /yr
Diesel Service Savings	\$3,303 /yr	\$5,250 /yr
Total Savings	\$76,500 /yr	\$108,955 /yr
PV Capital Cost	\$223,500	\$372,000
BESS Capital Cost	\$370,000	\$450,000
Total Indicative Capital Cost	\$593,500	\$822,000
Simple Payback Period	7.76 yrs	7.54 yrs
Renewable Energy Fraction	45%	65%

The modelling and assessment undertaken by Hybrid Systems, referencing the assumptions stated, aimed to present two clear microgrid options that both stack up to be technically and financially feasible for their intended application at the Shire of Murchison's settlement. Sizing was based on real equipment and their limitations. Microgrid related financials are indicative and based on industry experience and previous similar project, and site-based financials are gathered from received information from SoM.

The above results presented create an argument for either option, given they achieve a similar estimated simple payback period, and both significantly reduce diesel generator associated costs while achieving diesel-off at time of high solar irradiance. However, Option 1, with the lesser total indicative capital cost of approximately \$593,500 ex GST (to be refined in the proposed solution below), estimated simple payback of less than 8 years, and an estimated renewable penetration of ~45% is the recommended system to consider.

Option 1, with its smaller solar PV and Battery capacity, presents an opportunity to expand this to the Option 2 size in future, and take the more conservative approach initially or until the site customer load reaches the levels assumed/predicted. Even then, based in the 25% increased site load, a microgrid of this size and capability results in an attractive return on investment, and increase to the settlement's power reliability and functionality, while reducing greenhouse emissions by almost 50%.

A further reduction in solar capital costs may be possible if the solar PV is installed in separate stages, to benefit from the STC rebate for a system up to 100kWp. This could potentially result in a \$50,000 capital saving, reducing pack back closer to ~7 years. This would need to be investigated and only done if legally possible and agreed upon.

2.4 Next Step

HS is currently working on the recommended Microgrid Proposal that follows this Feasibility Report. The proposal will cover the following deliverables:

Microgrid Scope of Works & Specification:

- Design and Sizing
- Scope:
 - Inclusions
 - Exclusions
- Technical Specification:
 - Solar PV
 - Battery
 - Functional Control and monitoring
 - Balance of Plant
- Timeline
- Service Agreement requirements

Design Drawings:

- Single Line Diagram
- Communications Diagram
- Layout & General Arrangement (x2)

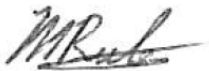
Indicative Pricing:

- EPC & Service Agreement Price
- Lease (Including Service) Price

HS looks forward to discussing this feasibility report's options and to complete the package's proposal / scope of works.

Yours sincerely,

Matt Rule



Hybrid Systems Pty Ltd

Business Development Manager



murchisonshire

Ancient land under brilliant skies

DRAFT

Policy and Procedures Manual

Council Meeting 12 December 2020

Introduction

Amongst other things the *Local Government Act 1995* empowers Council in the determination of policy under section 2.7 Role of Council - "(2)(b) determine the local government's policies."

In simple terms policy provides what can be done, management practices provide how it is done and delegation provides who can do it.

Council Policies provide guidance for future decisions and behaviour and the achievement of rational outcomes. Council policies show the approach that the Council intends to be taken in a particular issue and in the process:

- ~ Support consistency and equity in decision making,
- ~ Facilitate prompt responses to customer requirements; and
- ~ Promote operational efficiency.

This policy and procedures manual was created on 12 December 2020 and followed on from a previous 2005 Policy Manual as updated on 25 November 2020

Council Policies and Procedures

Council policies set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic, external focus and align with the mission, vision and strategic direction of the Shire.

Council Policies are developed to further the achievement of the Shires strategic goals or contribute to outcomes relating to mandatory obligations. They are defined courses of action related to particular circumstances which guide staff in what is permissible when dealing with related matters.

The structure of the Policy manual will align Council policies within the framework of Councils Community Strategic Plan as a means to deliver the Shires Vision of

Working together to preserve the unique character of the Shire, supporting diverse and sustainable lifestyle and economic opportunities

Each policy, procedure or other type of document related is segmented into the following specific areas that broadly describe our operations

- Governance
- Councillors
- Human Resources
- Financial Management
- Community Economic and Recreation
- Works
- Building Planning and Health
- Fire Management
- Roadhouse and Caravan Park

Each is also specifically linked to our Community Strategic Plan under the following four well-being priorities.

- Economic
- Environmental
- Social
- Civic Leadership

Table of Contents

1	Governance	
1.1	Sustainable Decisions	5
1.2	Public Question Time	7
1.3	Committees and Working Groups	9
1.4	Council Administration	11
1.5	Code of Conduct	14
1.6	Legal	21
1.7	Freeman of the Shire	24
1.8	Australian Citizenship Receptions	25
1.9	Records Management	26
1.10	Risk Management	28
2	Councillors	
2.1	Councillor Requirements	55
2.2	Councillor Expenses	57
3	Human Resources	
3.1	Staff Matters	59
3.2	Staff Housing	63
3.3	Staff Health and Safety	65
3.4	Grievances Investigations and Resolution	67
3.5	Performance Management	70
3.6	Equal Opportunity	73
3.7	Sexual Harassment	74
3.8	Drugs and Alcohol	76
4	Financial Management	
4.1	Finance Operations	81
4.2	Donations and Grants	83
4.3	Purchasing	84
4.4	Regional Price Preference	93
4.5	Financial Hardship	95
4.6	Asset Management	98
4.7	Fraud Control	103

5 Community Economic and Recreation

5.1	Community Use of Facilities	108
5.2	Roadhouse Operations	110
5.3	Roadhouse Fuel	111
5.4	Museum	112
5.5	Community Garden	114
5.6	Community Paddock	115

6 Works

6.1	Roads	116
6.2	Private Works	119
6.3	Fire	121

7 Building Planning and Health

7.1	Building Planning and Health	126
-----	------------------------------	-----



Policy

12 December 2020

1.1 Sustainable Decisions

Well-being

Social

Overview

The purpose of this policy is to establish an understanding of the four dimensions of well-being (*Economic, Environmental, Social and Civic Leadership*) when developing and making sustainable decisions as part of Council's Strategic Community Plan.

Objectives

To keep at front of mind a consideration of all four the four dimensions of the Shires well-being when making decisions and determining policies

Details

Definition and Vision

The Shire recognises that development can compromise the ability of future generations to meet their needs. Sustainability is the ability of our Economic, Environmental, Social and Civic Leadership systems to maintain their health and resilience in perpetuity.

The Shires Strategic Community Plan is committed to the vision of

“Working together to preserve the unique character of the Shire, supporting diverse and sustainable lifestyle and economic opportunities”.

Well-being Objectives

This vision is to be achieved through actions that attempt to meet the following objectives:

Economic

To develop the regions economic potential to encourage families and businesses to stay in the area.

Environmental

To improve the sustainability of land use and improve the condition of the environment

Social

To develop, coordinate, provide and support services and facilities which enhance the quality of community life in the Shire by:

- ~ Supporting and assisting in coordinating projects and events as required.
- ~ Providing information on services (funding opportunities, Grant processes etc.).
- ~ Supporting community groups.
- ~ Supporting and maintaining social infrastructure (i.e. Parks, Gardens, Cemetery) and support those groups who use them.

Civic Leadership

To provide good governance to the Murchison Shire through

- ~ Regional collaboration where possible;
- ~ Detailed and professional administration;
- ~ High levels of accountability;
- ~ Compliance with statutory requirements;
- ~ High-quality forward planning, particularly for assets and finances;
- ~ Openness and transparency and enhanced consultation and public participation;
- ~ Provision of quality customer services, good financial management and pursuit of excellence in professional administration and communication.

Decision Questions

When each policy is developed, or decision made it is expected that implicit questions will be asked as whether or how each of the above aspects of the community's well-being will be affected.

To demonstrate this the key well-being themes are referenced in each policy document

Previous

Nil



1.2 Public Question Time

Well-being

Civic Leadership

Objectives

To ensure that available time is used efficiently and effectively and that members of the public are given a fair and equal opportunity to participate in Public Question Time.

Details

Managing Public Question Time

Council is to manage Public Question Time at ordinary meetings of Council and prescribed meetings in a proper and efficient manner according to statutory provisions and the Shire of Murchison Public Question Time Procedures as adopted and amended from time to time

Public Question Time Procedures

Prior to the Meeting

- 1 All questions are to be sent to the CEO at least 48 hours prior to a Murchison Shire Council ordinary meeting or prescribed meeting, on the approved form.
- 2 A register will be provided at least 30 minutes prior to the meeting for members of the public to register their names.

During the Meeting

- 1 Questions will be taken in the order of registration.
- 2 If a member of the public is in chambers at the time of public question time and if the presiding person allows, a question may be asked without notice.
- 3 A member of the Public who raises a question during question time must –
 - (a) first state his or her name;
 - (b) direct the question to the presiding member;
 - (c) ask the question briefly and concisely, without preamble
 - (d) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment;
- 4 If any question being asked by any member of the public is deemed inappropriate, then the presiding person may interject and ask the person to rephrase their question, or the presiding member may rule the question as inappropriate, in which case the question will not be considered. An inappropriate question is one:

- 5 If a question is asked that has been asked at a previous meeting and a response has been provided, then the presiding person should advise the questioner accordingly and refer him or her to the minutes of the meeting at which the response was provided;
- 6 The presiding person will answer the question, nominate who will answer the question or take the question on notice if more time is required to research the question in order to provide an appropriate answer.
- 7 Once a question has been answered there will be no debate deriving from any question.
- 8 Public question time will be 15 minutes total time before moving on to the main council agenda, unless the presiding person allows an extension of question time.
- 9 Any person asking questions to council has a limit of 5 minutes in which to ask their questions, unless the presiding person allows an extension of time.
- 10 Once public question time is over and the council meeting resumes, no member of the public may interject at any time.
- 11 The public is admitted to Council meetings on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the Council shall take place. In the event of any such interruption, the President may use discretion and without a vote of the Council, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the meeting. (Standing Orders 5.1.1).
- 12 Any person, not being a member of Council who interrupts the orderly conduct of the Council who does not withdraw immediately upon being called by the presiding person to withdraw from the meeting, may, by order of the President, be removed from the meeting. (Standing Orders 5.1.2)

Following the Meeting

- 1 Minutes of the meeting are to contain a summary of each question asked and the response given.
- 2 Questions taken on notice should be researched and a written response provided to the questioner in a timely manner, assuming they have provided a name and contact details.
- 3 Response to questions taken on notice must be included in the minutes of the following meeting.

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

1.3 Committees and Working Groups

Well-being

Civic Leadership

Objectives

To provide formal opportunities for individual persons to assist Council in performance of its functions and to widen the scope of input in doing so through the establishment and operation of appropriate operating structures for Committees and Working Groups.

Details

Formal Committees

Operation

S5.8 of the *Local Government Act 1995* provides the opportunity establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

When establishing a Formal Committee Council shall first establish the Committee is the best option or form of assistance and whether other less formal means are more applicable.

When establishing and from time to time reviewing the operation of a Committee, appropriate terms of reference are required to be established. Matters to be considered for inclusion in the relevant Terms of Reference include but are not limited to the following:

- ~ Role, functions and objectives
- ~ Powers and any Delegated Authority if applicable
- ~ Duties and responsibilities.
- ~ Membership, meeting requirements and reporting functions

Without in any way limiting the number of Formal Committees that may be established the following are recognised:

- ~ Audit Committee
- ~ Community Fund Management Committee

Payments and Reimbursements

The *Local Government Act 1995* provides two different classifications of expenses that can be reimbursed to members. They are those that “shall” be paid and those that “may” be paid.

Council will reimburse expenses as set out in Council's Councillor Expenses Policy to members of committees who are not elected members or employees of the Murchison Shire.

Working Groups

Operation

Council may from time to time establish a less formal form of structured consultation and decision making through the establishment of Working Groups.

Any Working Group so established has the role to assist the Chief Executive Officer in a consultative manner in the performance of his or her duties. The Working Group has no formal powers to act but can make recommendations and provide assistance that may

- ~ be included as background information in relevant council meeting agenda items as presented by the Chief Executive Officer
- ~ be used to assist the Chief Executive Officer in making a decision through action through his or hers delegated authority.

When establishing a Working Group, the form of structure should be tailor made to suit the specific circumstances. Regular ongoing Working Groups should have formal Terms of Reference established whilst others with specific short-term objectives may be less formal in nature.

Matters to be considered for inclusion in the relevant Terms of Reference include but are not limited to the groups purpose, membership, scope, structure and meeting expectations.

Without in any way limiting the number of Working Groups that may be established the following regular ongoing Working Groups are recognised:

- ~ Community Development Working Group
- ~ Economic Development Working Group
- ~ Plant Working Group
- ~ Settlement Drinking Water Working Group
- ~ Settlement Power Supply Working Group
- ~ Wild Dog Control Working Group

Payments and Reimbursements

The *Local Government Act 1995* provides two different classifications of expenses that can be reimbursed to members. They are those that "shall" be paid and those that "may" be paid.

Council may at its absolute discretion reimburse expenses as set out in Council's Councillor Expenses Policy to members of working groups who are not elected members or employees of the Shire of Murchison.

Previous

2005 Policy Manual - 25 November 2020 Update



1.4 Council Administration

Well-being

Civic Leadership

Objectives

To assist the administration of the Shire through guidance in relation to various operational aspects of administration and public relations.

Details

Administrative

Instrument of Delegation

When powers and duties are delegated by the Council to a committee in accordance with the requirements of the Local Government Act an instrument of delegation be executed by the President and Chief Executive Officer.

When powers and duties are delegated by the Council to the Chief Executive Officer the instrument of delegation shall be signed by the President and the Deputy President.

Local Laws

The Council shall make, publicise and review its Local laws according to the guidelines below.

- 1 That Local Law making powers be used sparingly and after applying the following tests:-
 - ~ Can Council achieve the objectives without making a law,
 - ~ Has Council the will and resources to enforce the law,
 - ~ Will practical benefits result from the law.
- 2 That Local Laws be worded as simply as possible.
- 3 That where Local laws are site specific e.g. laws relating to a town hall, a copy of the laws be posted at the site concerned or an abbreviated version of same stating:-

Offences and penalties.

That a full copy of the law can be inspected at the Shire Office.

That where regulation or licensing of an activity, premise or animal is required the opportunity be taken to issue a leaflet advising of the Local Law.

That the President consider making the exercise of legislative powers by the Local Government a component of the President's annual report as a means of identifying distinct problems and steps Council has taken to combat them.

Signs for Election Advertising

Candidates for Federal, State and Local Government Elections are not permitted to display election signs in the Shire of Murchison on land under Councils care and control.

Explosive Licenses

The Chief Executive Officer is authorised to issue approvals for the use of explosives within the district without reference to Council.

Public Relations

Council Logo

The Council Logo may be used on letterheads, envelopes and other Council material as and when it is considered appropriate by the Chief Executive Officer.

Use by shire community groups is approved subject to:-

- ~ The group being a non-profit organisation based within the Shire of Murchison,
- ~ Subject to written application to the Chief Executive Officer,
- ~ The removal of the word "Shire" from the logo.

Council Well Wishes

Council Well Wishes are aimed to recognise personal events in the lives of previous Murchison Residence, staff members, councillors, past councillors, close affiliates of Council or their families or any other person who has made a contribution to the development of the Shire.

Council staff are to arrange flowers, cards or small gifts and insert suitable notices in the paper to recognise personal events in the lives of previous Murchison Residence, staff members, councillors, past councillors, close affiliates of Council or their families or any other person as requested by the Shire President. In the event the Shire President is not available to make the request the Deputy President has delegated authority to do so.

In making the decision due regard is to be had for things as length of service (staff or Councillors), time spent in the Murchison Region and community involvement etc.

Communications

All discussions with media and any media *releases are only to be undertaken by persons authorised under the Local Government Act 1995.*

If a Councillor or member of staff is approached by the press to answer questions or make a comment on Council business, that, unless specifically authorised by the President or Chief Executive Officer, that member of the press be referred to the authorised spokespersons of the Council for response.

Council staff are to keep ratepayers informed of Council activities via a range of sources including the regular publication of Council's Murchison Monologue Newsletter.

Councils Community email contact list shall be managed under the authority of by the Chief Executive Officer.

Council Buildings

Short Term Accommodation

Depending on the circumstances and availability Council properties may be made available and provided by council for short time accommodation. Permission to stay at the residence must be obtained from the Chief Executive Officer.

Council Chamber

The Council Chambers shall not be used as a venue for meetings for other groups unless approved by the President as exempt from this provision or unless specifically authorised by the President. In the absence of suitable meeting venues for staff meetings, or public meetings with staff, staff are entitled to use the Council Chambers with approval of the Chief Executive Officer.

Previous

2005 Policy Manual - 25 November 2020 Update



Code

12 December 2020

1.5 Code of Conduct

Well-being

Civic Leadership

Overview

The Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

Objectives

The Code is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in:-

- (a) Better decision making by Local Governments;
- (b) Greater community participation in the decisions and affairs of Local Governments;
- (c) Greater accountability of Local Governments to their communities; and
- (d) More efficient and effective Local Government.

The Code provides a guide and a basis of expectations for elected members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

Details

1 General

Role of Elected Member

A Councillors primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillors public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- ~ Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;

- ~ Achieving sound financial management and accountability in relation to the Local Government's finances;
- ~ Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- ~ Working with other Governments and organizations to achieve benefits for the community at both a local and regional level;
- ~ Having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

Role of Staff Members

The primary role of members of staff is to support the collective decision of the Council in achieving the role of Councillors as previously stated through the direction of the Chief Executive Officer.

A staff member's secondary role is to be aware of the statutory requirements of the Local Government Act and Regulations, and to provide timely and proper advice and assistance to the Councillors in the performance of their duties.

The following specific behaviour is expected of Council staff.

- ~ While on duty staff will give their best attention to the Local Government business to ensure that the work is carried out efficiently, economically, and effectively.
- ~ Staff are expected to conform to neat dress standards, and are encouraged to use corporate clothing as provided by the Council.
- ~ Communication with the community should be friendly, polite, accurate and professional, and reflect the status of the Council.

Role of The Chair

A chairperson is required to remain Fair, Firm and Focussed.

Above all else however, the role of the chair is to be impartial. The person chairing the meeting has a different role to that of the participants. They are not involved so much in the content of the meeting as they are in the process of the meeting.

The chair must ensure:

- ~ That the processes are followed in accordance with adopted standing orders;
- ~ That everyone present receives an equal chance to address the meeting according to the rules;
- ~ That the discussion is conducted fairly and without bias and according to the processes of the Shire
- ~ That a quorum is present at all times
- ~ That minutes are taken accurately;
- ~ That motions are made clearly and accurately before voting;
- ~ That the principles of free speech and natural justice are upheld at all times;
- ~ That guests or visitors are made to feel welcome and understand their rights or roles.

2 Conflict and Disclosure of Interest

Members and Staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

Members and Staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).

Members and Staff who exercise a recruitment or other discretionary function will make disclosure before dealing with close friends or relatives and will disqualify themselves from dealing with those persons.

Staff will refrain from partisan political activities, which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

Financial Interest

Members and Staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

Disclosure of Interest

In addition to disclosure of financial interests, members and staff, including persons under a contract for services, when attending a Council or Committee meeting; or giving advice to a Council or Committee meeting are required to disclose any interest they have in a matter to be discussed at that meeting that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.

Where an interest must be disclosed under the above, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given and is to be recorded in the minutes of the meeting.

Disclosure of Interest Affecting Impartiality

For the purpose of requiring disclosure an interest affecting impartiality is defined in the Regulations as:-

An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.

Impact

In the disclosure of impartiality interest the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest effecting impartiality the members involvement in the meeting continues as if no interest existed.

What to disclose

Employees or elected members may use the following declaration when considered necessary to disclose an interest affecting impartiality.

"With regard to (the relevant matter) I disclose that I have an association with the applicant (disclose nature of association) or person seeking a decision. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote (or advise) accordingly".

3 Personal Benefit

Use of Confidential Information

Members of staff will not use confidential information to gain improper advantage for themselves or for any other person or body in ways which are inconsistent with their obligations to act impartially or to improperly cause harm or detriment to any person or organisation.

Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

Improper or Undue Influence

Members and Staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Gifts and Bribery

Members and Staff are not to accept a gift, other than a gift of or below \$200 from a person who is undertaking, or is likely to undertake business:-

- ~ That requires a person to obtain any authorisation from the Local Government;
- ~ By way of contract between the person and the Local Government; or
- ~ By way of providing any service to the Local Government.

Members and Staff who accept a gift of or below \$200 from a person referred to in (a) above are to record in a register of token gifts:

- ~ The names of the persons who gave and received the gift;
- ~ The date of receipt of the gift; and
- ~ A description, and estimated value of the gift;

Unless the gift is a token gift given by way of hospitality, being of or below \$75 in value and belonging to the following class of things:

- ~ Gifts of an insignificant nature, for example, pens, diaries, coasters etc;
- ~ Minor items of apparel eg ties, hats, T shirts etc;
- ~ Minor items of a promotional nature eg mugs, golf balls etc;
- ~ Food and refreshments;
- ~ Attendance or participation at sporting, cultural or recreational events;
- ~ Gifts of a seasonal or personal nature.

This clause does not apply to gifts received from a relative (as defined in Section 5.74(i) of *the Local Government Act 1995*) or an electoral gift (to which other disclosure conditions apply)

4 Conduct of Members and Staff

Personal Behaviour

Councillors and staff will:

- ~ Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- ~ Perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- ~ Act in good faith (ie honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- ~ Make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- ~ Always act in accordance with their obligation of fidelity to the Local Government.
- ~ Members will represent and promote the interests of the Local Government while recognising their special duty to their own constituents.

Honesty and Integrity

Members and staff will:

- ~ Observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards;
- ~ Bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer;
- ~ Be frank and honest in their official dealing with each other.

Performance Duties

While on duty, staff will give their whole time and attention to the Local Governments business and ensure that their work is carried out efficiently, economically and effectively and that their standard of work reflects favourably both on them and on the Local Government;

Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

Compliance with Lawful Orders

Members and staff will comply with any lawful order given by any person having authority to make or give such an order with any doubts to the proprietary of any such order being taken up with the supervisor of the person who gave the order and if resolution cannot be achieved, with the Chief Executive Officer.

Members and Staff will give effect to the lawful orders or policies of the Local Government whether or not they agree with or approve of them.

Administrative and Management Practices

Members and staff will ensure compliance with property and reasonable administrative practices and conduct and professional and responsible management practices.

Communications and Public Relations

All aspects of communication by members and staff (including verbal, written or personal) involving Local Governments activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

As a representative of the community members and staff rs need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Members should acknowledge that:

- ~ As a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- ~ Information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- ~ Information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- ~ Information concernment adopted policies, procedures and decisions of the Council is conveyed accurately.

Relationships between Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position members need to:

- ~ Accept that their role is a leadership, not a management or administrative one;
- ~ Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- ~ Refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

Appointments to Committees

As part of their representative role Members are often asked to represent the Council or external organisations. It is important that Members:

- ~ Clearly understand the basis of their appointment; and
- ~ Provide regular reports on the activities of the organisation.

5 Dealing with Council Property

Use of Local Government Resources

Members and Staff will:

- ~ Be scrupulously honest in their use of the Local Government resources and shall not
- ~ Misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- ~ Use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- ~ Not use the Local Government resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

Travelling and Sustenance Expenses

Members and Staff will only claim or accept travelling or sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with the Local Government policy and the provision of the Local Government Act.

Access to Information

- ~ Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.
- ~ Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

Transition

This code is effectively a transitional document pending the introduction of a Model Code of Conduct that is being prepared in accordance with the Local Government Legislation Amendment Act 2019

Previous

2005 Policy Manual - 25 November 2020 Update



1.6 Legal

Well-being

Civic Leadership

Objectives

- ~ To provide guidance to the Chief Executive Officer, Councillors and Staff in the expected approach in relation to obtaining advice in relation to legal matters and valuations
- ~ To outline the scope of Council assistance for Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions.

Details

Legal Advice

The Chief Executive Officer is authorised to obtain from Councils Solicitors, such legal advice and opinion as is deemed by the Chief Executive Officer to be necessary to enable to proper legal administration of Councils business.

Legal Proceedings and Prosecutions

No action shall be taken to institute legal proceedings or prosecution unless by specific resolution of Council or by specific delegation.

NOTE: For the purpose of paragraph (1) the issue of a modified penalty under a local law or Regulation or where uniform guidelines are already in place shall not be deemed to be legal proceedings.

Where in the opinion of the relevant officer it will not be in the interest of the Council to include the names and personal details of persons who are subject to recommendation for prosecution such details may be omitted other than necessary to describe the place and nature of the offence.

Valuation of Property

The Chief Executive Officer is required to obtain from the Valuer Generals Office or a sworn valuer duly appointed by notice in the Government Gazette, the value of any land or property being the subject of a report or submission to Council involving negotiations for the purchase or sale thereof for Local Government Purposes.

Legal Representation Costs Indemnification

Introduction

This Policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Local Government may assist the individual in meeting reasonable expenses and any liabilities in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

General Principles

- (a) The Local Government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith.
- (b) The Local Government may provide such assistance in the following types of legal proceedings-
 - i. proceedings brought by members and employees to enable them to carry out their Local Government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour),
 - ii. (proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieved another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions), and
 - iii. Statutory or other inquiries of members or employees is justified.
- (c) The Local Government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms leveled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- (d) The legal services the subject of assistance under this policy will usually be provided by the Local Government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Local Government.

Applications for Financial Assistance

- (a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- (b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- (c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer.
- (d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest provisions of the Local Government Act 1995.
- (e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the Chief Executive Officer in writing under Section 5.42 of the Local Government Act.
- (f) Where it is the Chief Executive Officer who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

- (a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the Local Government.
- (b) Assistance will be withdrawn where the Council determines, upon legal advice that a person acted unreasonably, illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- (c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Local Government may take action to recover any such moneys in a court of competent jurisdiction.

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

1.7 Freeman of the Shire

Well-being

Civic Leadership

Overview

The Murchison Shire's "Freeman of the Shire" Award is recognised as the highest honour that Council can confer on one of its citizens. As such Council will only confer the Award following considered assessment of the following criteria

Details

Guidelines for Appointment

- ~ The award of Freeman is intended to recognise outstanding Community Service over a significant period of time and in a diversity of activities within the Shire of Murchison
- ~ The award would not usually be presented for excellence of service in only one activity
- ~ The award of Freeman is to be seen as independent of any other award.
- ~ The award is to be recognised as the highest honour that the Local Community, through its Council can confer on one of its citizens. The award will therefore be conferred sparingly and should only be conferred where there is a great assurance of public approval.

Previous

2005 Policy Manual - 25 November 2020 Update



Protocols

12 December 2020

1.8 Australian Citizenships Receptions

Well-being

Civic Leadership

Overview

In its capacity under the *Australian Citizenship Act 2007* Murchison Shire is authorised to hold Citizenship Ceremonies in accordance with the *Australian Citizenship Ceremonies Code*. This protocol outlines requirements particular to the Murchison Shire.

Arrangements

Arrangements for the presentation of Australian Citizenship Certificates shall be at the discretion of the Shire President.

Dress Code

The attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion.

Those receiving Australian Citizenships shall also dress appropriately in keeping with the significance of the occasion by adhering to the dress code of Smart casual, national/cultural dress welcomed

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

1.9 Records Management

Well-being

Civic Leadership

Overview

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. Council has also adopted a record keeping plan.

Requirements

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

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

Ownership of any record received or created by elected members, staff, contractors and consultants, acting on behalf of the Shire of Murchison in the course of their work, resides with the Council and not the individual.

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

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

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

Record Keeping

A separate Record Keeping Plan will be required

Previous

2005 Policy Manual - 25 November 2020 Update



Policy Procedures and Framework

12 December 2020

1.10 Risk Management

Well-being

Civic Leadership

Statement

As per the attached Risk Management Governance Framework.

Objectives

As per the attached Risk Management Governance Framework.

Details

As per the attached Risk Management Governance Framework.

Previous

2005 Policy Manual - 25 November 2020 Update



Risk Management Governance Framework

- Risk Management Policy
- Risk Management Procedures

Last Updated: November 2014

Version: 1.00

Shire of Murchison

Prepared by: LGIS Risk Management

Table of Contents

Introduction	1
Risk Management Policy	2
Purpose	2
Policy	2
Definitions (from AS/NZS ISO 31000:2009)	2
Risk:	2
Risk Management:	2
Risk Management Process:	2
Risk Management Objectives	3
Risk Appetite	3
Roles, Responsibilities & Accountabilities	3
Monitor & Review	3
Risk Management Procedures	4
Governance	4
Framework Review	4
Operating Model	4
Governance Structure	5
Roles & Responsibilities	6
Document Structure (Framework)	7
Risk & Control Management	8
Risk & Control Assessment	8
Communication & Consultation	10
Reporting Requirements	11
Coverage & Frequency	11
Key Indicators	12
Identification	12
Validity of Source	12
Tolerances	12
Monitor & Review	12
Risk Acceptance	13
Annual Assurance Plan	13
Appendix A – Risk Assessment and Acceptance Criteria	14
Appendix B – Risk Profile Template	17
Appendix C – Risk Theme Definitions	18

Introduction

The Policy and Procedures form the Risk Management Framework for the Shire of Murchison (the “Shire”). It sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

Further information or guidance on risk management procedures is available from LGIS Risk Management.

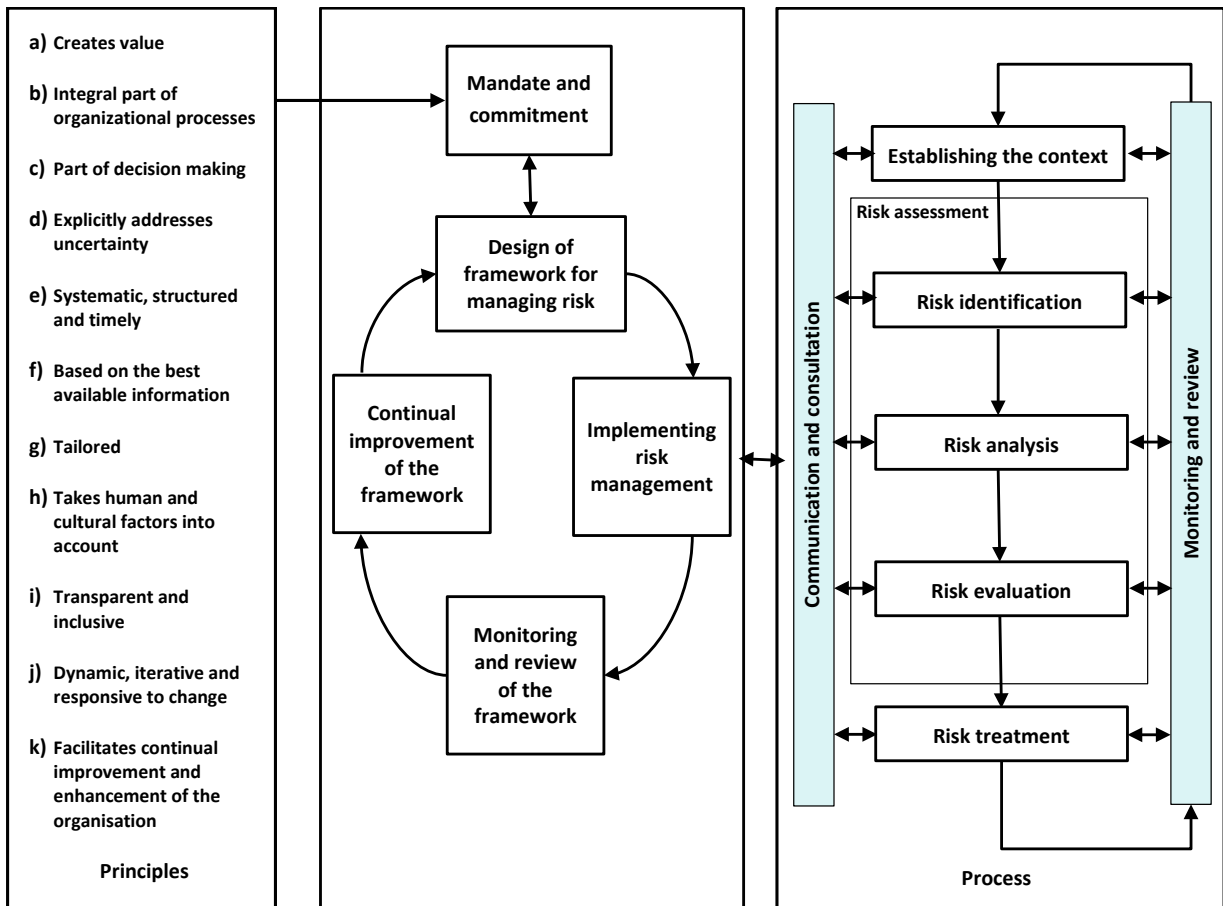


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

Risk Management Policy

Shire Requirement

Insert policy administration details/requirements where applicable e.g. Policy name, Implementation date, Revision date, Policy owner and delegations, Referenced legislation and standards.

Purpose

The Shire of Murchison (the “Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

Policy

It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

The CEO will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

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

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

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

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

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

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

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed every two – four years.

Signed:

Chief Executive Officer

Date: ____/____/____

Risk Management Procedures

Governance

Appropriate governance of risk management within the Shire of Murchison (the “Shire”) provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every four years.

Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire are considered ‘1st Line’. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decisioning of risk matters.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Risk Framework Owner (RFO) - CEO acts as the primary ‘2nd Line’. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire’s risk reporting for the CEO & Management Team and the Audit Committee.

Third Line of Defence

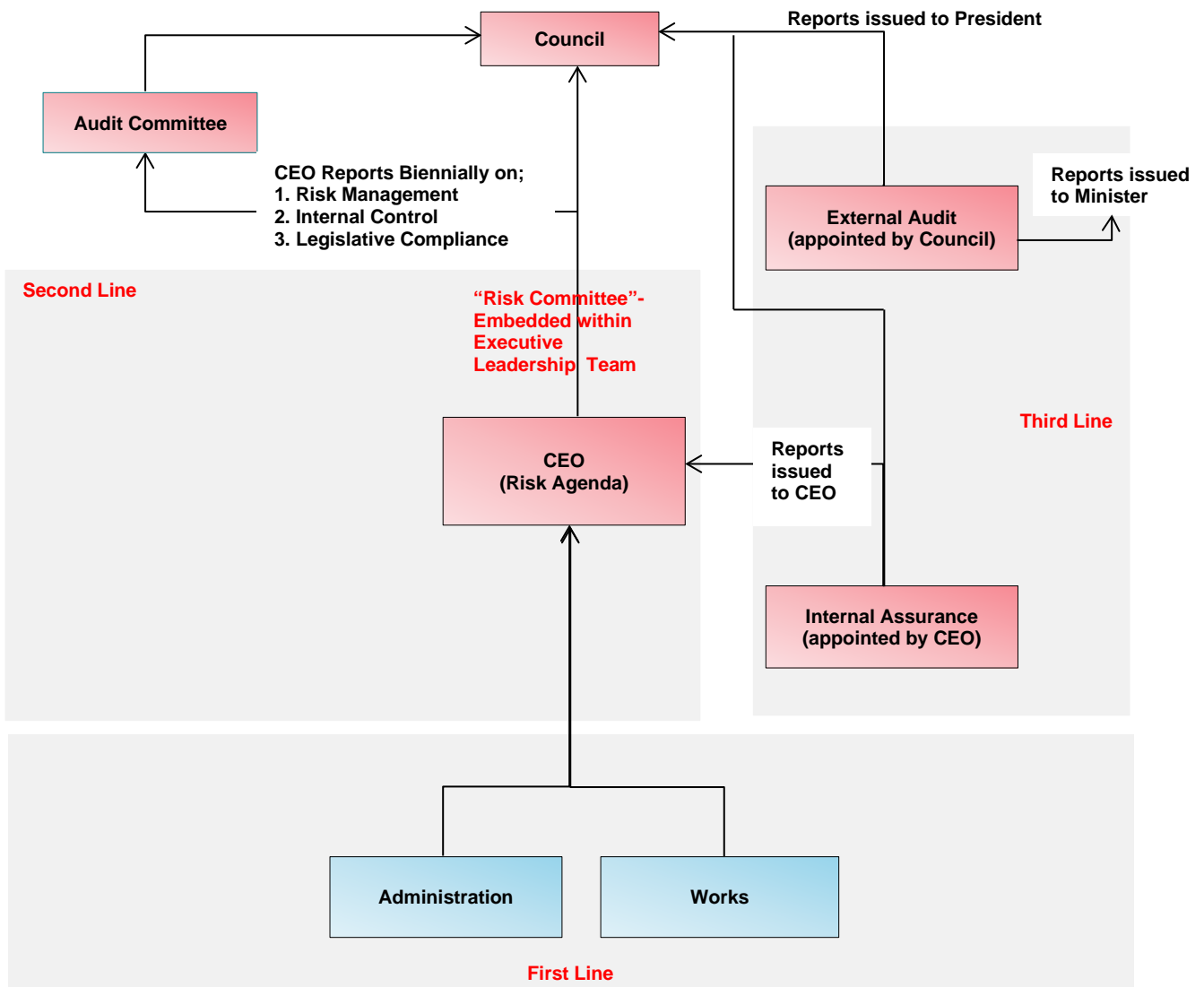
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Assurance – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.

External Audit – Appointed by the Council on the recommendation of the Audit Committee to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

Audit Committee

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.

CEO / Works Supervisor

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at Shire Level.

Risk Framework Owner - CEO

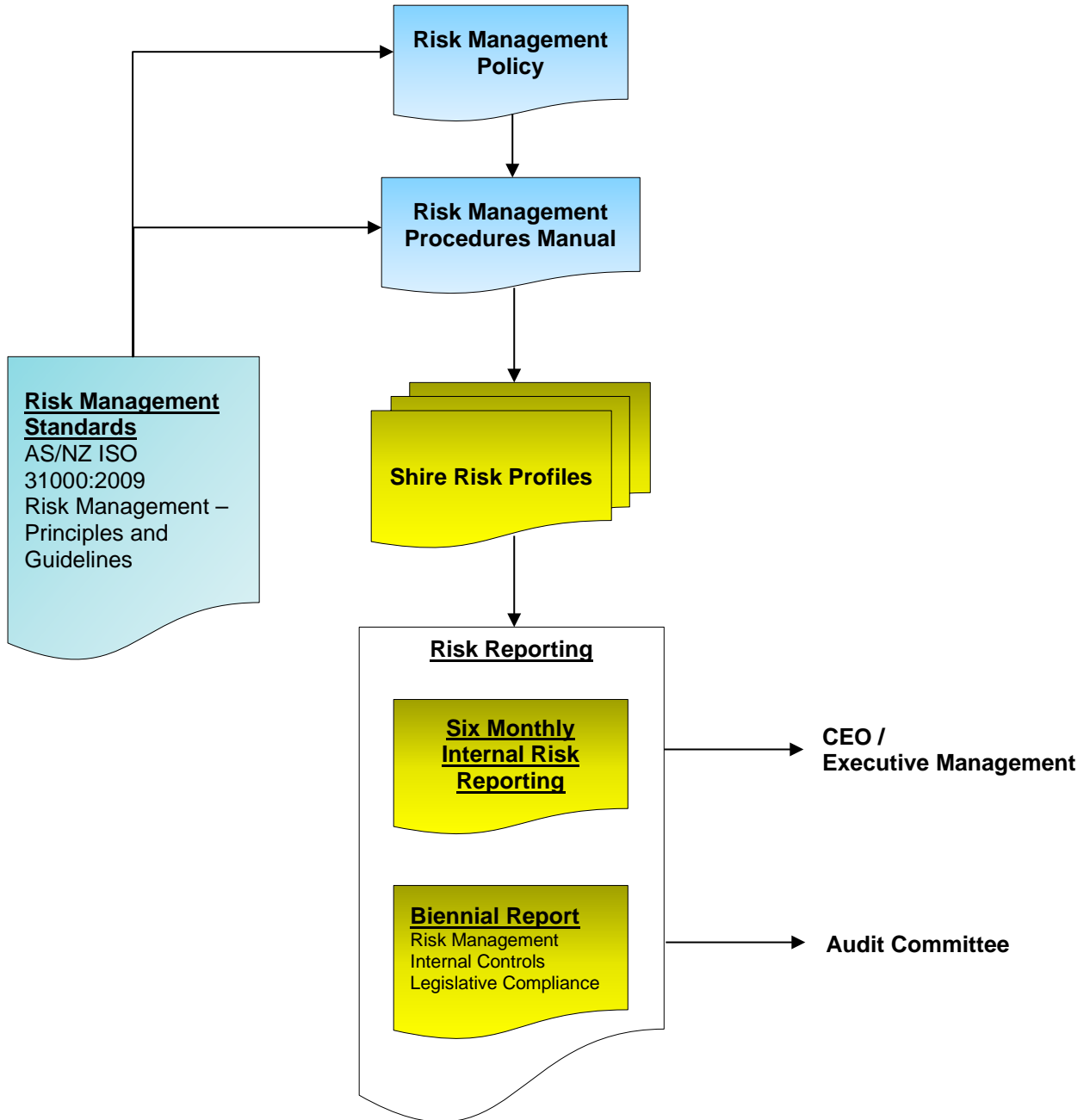
- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.
 - Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



Risk & Control Management

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

The Risk Framework Owner (RFO) is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a six monthly basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

Risk & Control Assessment

To ensure alignment with ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context

The Shire's Risk Management Procedures provides the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the Risk Framework Owner (RFO) and CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

Strategic Context

The Shire's external environment and high level direction. Inputs to establishing the strategic risk assessment context may include;

- Organisations Vision / Mission
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

Project Context

Project Risk has two main components:

- **Risk in Projects** refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems) which may prevent the Shire from meeting its objectives
- **Project Risk** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

Risk Identification

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How may this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating?

Risk Analysis

To analyse the risks the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and those risks that are acceptable are then subject to the monitor and review process.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.

Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the Risk Framework Owner (RFO) is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

Monitoring & Review

The Shire is to review all Risk Profiles at least on a six monthly basis or if triggered by one of the following;

- changes to context,
- a treatment is implemented,
- an incident occurs or due to audit/regulator findings.

The Risk Framework Owner (RFO) is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Management Team will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating
- Risks with Consequence Rating of Catastrophic
- Risks with Likelihood Rating of Almost Certain

The design and focus of Risk Summary report will be determined from time to time on the direction of the CEO & Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

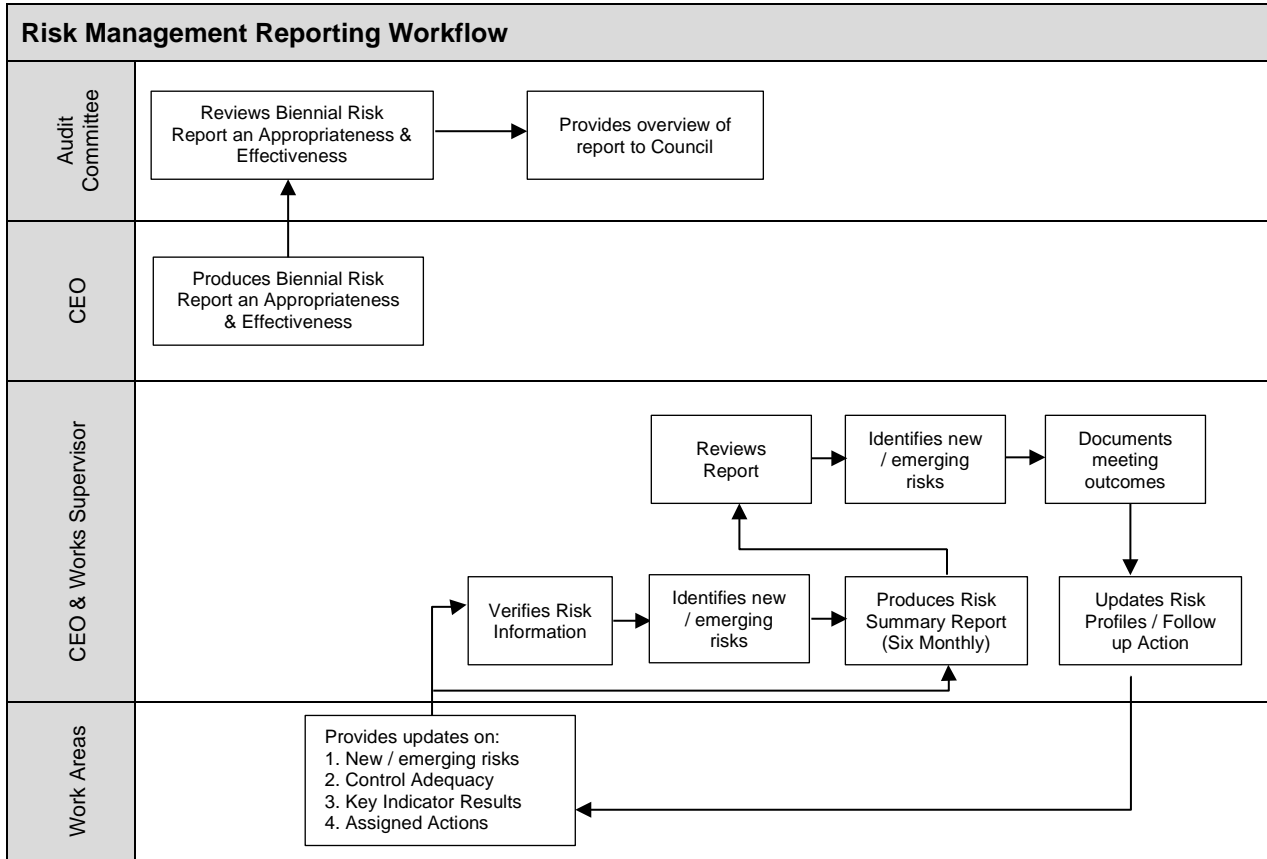
Risk management awareness and training will be provided to all staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the Risk Framework Owner (RFO).
- Work through assigned actions and provide relevant updates to the Risk Framework Owner (RFO).
- Risks / Issues reported to the CEO are reflective of the current risk and control environment.

The Risk Framework Owner (RFO) is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a six monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Six Monthly Risk Reporting– Contains an overview of the Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Key Indicators

Key Indicators (KI's) may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of KIs:

- Identification
- Validity of Source
- Tolerances
- Monitor & Review

Identification

The following represent the minimum standards when identifying appropriate KI's key risks and controls:

- The risk description and casual factors are fully understood
- The KI is fully relevant to the risk or control
- Predictive KI's are adopted wherever possible
- KI's provide adequate coverage over monitoring key risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the KI data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping KI's can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the KI, the data is required to be revalidated to ensure reporting of the KI against a consistent baseline.

Tolerances

Tolerances are set based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the KI must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the KI must be escalated to the CEO & Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review

All active KI's are updated as per their stated frequency of the data source.

When monitoring and reviewing KI's, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the KI is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (eg. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Management Team)

Annual Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the Risk Framework Owner (RFO) that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- Existing control adequacy ratings across the Shire's Risk Profiles.
- Consider control coverage across a range of risk themes (where commonality exists).
- Building profiles around material controls to assist in design and operating effectiveness reviews.
- Consideration to significant incidents.
- Nature of operations
- Additional or existing 2nd line assurance information / reviews (eg. HR, Financial Services, IT)
- Frequency of monitoring / checks being performed
- Review and development of Key Indicators
- Timetable for assurance activities
- Reporting requirements

Whilst this document and subsequent actions are owned by the Risk Framework Owner (RFO), input and consultation will be sought from individual Directorates.

Appendix A – Risk Assessment and Acceptance Criteria

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$250,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$250,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Staff
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Staff
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	CEO
EXTREME	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

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	<ol style="list-style-type: none"> Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	<ol style="list-style-type: none"> Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.



Appendix B – Risk Profile Template

Risk Theme	Date		
<p><u>This Risk Theme is defined as;</u> <i>Definition of Theme</i></p>			
<p><u>Potential causes include;</u> <i>List of potential causes</i></p>			
Key Controls	Type	Date	Shire Rating
<i>List of Key Controls</i>			
Overall Control Ratings:			
Risk Ratings			Shire Rating
Consequence:			
Likelihood:			
Overall Risk Ratings:			
Key Indicators	Tolerance	Date	Overall Shire Result
<i>List of Key Indicators</i>			
<p><u>Comments</u> <i>Rationale for all above ratings</i></p>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>List current issues / actions / treatments</i>			

Appendix C – Risk Theme Definitions

Misconduct

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays, or Inaccurate Advice / Information.

External theft & fraud (inc. Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Business & community disruption

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Errors, omissions, delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Failure of IT &/or Communications Systems and Infrastructure

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

Failure to fulfil statutory, regulatory or compliance requirements

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Providing inaccurate advice / information (Combined with Errors, Omissions and Delays)

Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff, however it does not include instances relating Breach of Authority.

Inadequate project / change Management

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

Inadequate Document Management Processes

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Inadequate safety and security practices

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment.

Inadequate engagement practices

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Inadequate asset sustainability practices

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Inadequate Supplier / Contract Management

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

Ineffective employment practices

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S)
- Discrimination, Harassment & Bullying in the workplace
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place
- Induction issues
- Terminations (including any tribunal issues)
- Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiencies.

Ineffective management of facilities / venues / events

Failure to effectively manage the day to day operations of facilities and / or venues. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Inadequate environmental management.

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

This page has been left intentionally blank



Report/Proposal Disclaimer

Every effort has been taken by LGIS to ensure that the commentary and recommendations contained in this communication are appropriate for consideration and implementation by the recipient. Any recommendation, advice and information contained within this report given in good faith and is based on sources believed to be reliable and accurate at the time of preparation and publication of this report. LGIS and their respective officers, employees and agents do not accept legal liability or responsibility for the content of the recommendations, advice and information; nor does LGIS accept responsibility for any consequential loss or damage arising from its application, use and reliance. A change in circumstances occurring after initial inspection, assessment, analysis, consultation, preparation or production of this report by LGIS and its respective officers, employees and agents may impact upon the accuracy and relevance of the recommendation, advice and information contained therein. Any recommendation, advice or information does not constitute legal or financial advice. Please consult your advisors before acting on any recommendation, advice or information within this report.

Proprietary Nature of Report or Proposal

This report or proposal is prepared for the sole and exclusive use of the party or organisation ('the recipient') to which it is addressed. Therefore, this document is considered proprietary to LGIS and may not be made available to anyone other than the recipient or person(s) within the recipient's organisation who are designated to assess, evaluate or implement the content of this report or proposal. LGIS publications may be made available to other persons or organisations only with permission of LGIS.

© Copyright

All rights reserved. No part of this document may be reproduced or transmitted in any form by any means, electronic or mechanical, including photocopying and recording, or by an information storage or retrieval system, except as may be permitted, in writing, by LGIS.



Echelon Australia Pty Ltd trading as LGIS Risk Management
ABN 96 085 720 056

Level 3
170 Railway Parade
WEST LEEDERVILLE WA 6007
Tel 08 9483 8888
Fax 08 9483 8898

CONTACTS

James Sheridan
Manager Organisational Risk Services
Tel 08 9483 8885
Mob 0409 185 420
james.sheridan@jlta.com.au



2.1 Councillor Requirements

Well-being

Civic Leadership

Objectives

- ~ To provide guidance to Councillors in how they should conduct themselves in various additional aspects to the role not included in Councils Code of Conduct
- ~ To outline the requirements for formal Council recognition of a Councillors service as an elected member.

Details

Councillors Role

Questions - Notice

To allow staff to adequately research queries, Councillors should give twenty-four hours clear notice of questions which require research and to which they require answers at a particular meeting.

Standing Orders

Councillors shall have regard to "Standing Orders" applicable to Council meetings and the adopted "Code of Conduct" in their behaviour at Council meetings.

Title of Councillor or President

No Councillor is to use their title to in any way imply Councils support, approval, opposition or any other opinion or point of view.

Council Representatives

All Council representatives wherever possible shall be serving members of Council.

Upon ceasing to be a member of Council the representative shall immediately cease to be a member of the relevant committee unless specifically requested to continue as a Council representative.

Media Releases and discussions with media

All discussions with media and any media releases are only to be undertaken by persons authorised under the Local Government Act 1995.

If a Councillor or member of staff is approached by the press to answer questions or make a comment on Council business, that, unless specifically authorised by the President or Chief Executive Officer, that member of the press be referred to the authorised spokespersons of the Council for response.

Nothing in this policy shall prevent a Councillor expressing his/her personal opinion to the media. However, as general principle, Councillors having dealings with the media when approached by it to make a statement or private comment on a matter of Council business, should have regard to any resolutions of the Council affecting the matter in question.

Individual Councillors, with the authority of the President, are authorised to make press releases or act as spokesperson on behalf of Council.

Councillors Induction Material

All Councillors are to be issued with a Councillors Handbook and other information relevant to the position at induction. On retirement all information received is to be returned to the Chief Executive Officer.

Recognition of Councillors

Upon Retirement

Council will recognise the service of Councillors upon their retirement from Council in the following way:

- ~ Service less than five years in office, Certificate of Service, Council Plaque and a gift up to the value of \$150.
- ~ Service greater than 5 years and up to 12 years in office, Certificate of Service, Council Plaque and a gift to the value of \$300.
- ~ The presentation to occur at the first available Council or community function.
- ~ Service in excess of 12 years in office, Certificate of Service, Council Plaque and gift to a maximum value of \$700.
- ~ The presentation will occur at a special celebratory functions with the recipient entitled to invite up to 6 guests.

Notwithstanding points above, Council may, at their discretion, by resolution, present a member with a gift greater than that contained in the policy, if Council is of the opinion that such action is warranted having regard to the member's service to the community and/or Council. In the event that a retiring Councillor has performed an extensive range of functions on behalf of the municipality which are beyond that normally associated with a Councillor's day to day duties, the Council may, at its discretion, by resolution nominate the Councillor for any awards (where applicable) associated with:-

- ~ Queen's Birthday Honours
- ~ Australia Day honours
- ~ Local Government Association Honours

In the event that a retiring Councillor has performed exceptional service on behalf of the Shire which is significantly beyond that normally associated with a Council's day to day duties, the Council may, at its discretion, by resolution, grant the title of "Honorary Freeman of the Municipality".

Previous

2005 Policy Manual - 25 November 2020 Update



2.2 Councillors Expenses

Well-being

Civic Leadership

Objectives

To provide guidelines and procedures in relation the payment of Councillors expenses.

Details

Members Meeting Expenses

Councillors shall be paid for travel, meeting expenses and communication allowance at a rate set by Council annually. Travel Payments will be paid in arrears on an as required basis but are not to remain outstanding for more than six months. Meeting attendances will be made on a quarterly basis, usually in October, January, April, and July of each year. Councillors are required to complete a travel claim form to receive refunds

Conference, Seminar and Training Course Attendance

Prior to any Councillor attending a conference the matter is to be discussed at the Council meeting prior to the conference and a motion put and carried supporting which councillors are to attend the conference and in what capacity.

There will be no restriction on the number of elected members attending Local Government Convention. The number and the names of the elected members however, will be determined annually by Council. Council will ensure adequate funds are allocated in its annual budget to cover delegate expenses each year.

The Shire President will have automatic rights to attend Local Government Convention each year.

When attending a conference, where the CEO is attending the same one, an attempt should be made to travel to and from the conference with the CEO in Council's vehicle. If this is not possible or the CEO is not attending, then the Councillor will be entitled to claim travel at the rate set under Members Meeting Expenses.

When attending a conference in the capacity of a councillor, Council agree to pay the following charges where applicable:

Accommodation

On an as required basis and is dependant of the distance required to travel. For example a three day conference in Perth commencing on Friday morning and finishing late on a Sunday afternoon council

would agree to pay for accommodation on the Thursday, Friday, Saturday and Sunday evenings as an allowance needs to be made to travel between Perth and Murchison.

A half day conference in Geraldton between 10.00am and 3.00pm it would be fair to suggest that travel to and from Geraldton would be possible in the same day and accommodation would not be required in this instance.

If any doubt exists regarding the need for council to provide for accommodation for any councillor or staff member the final determination shall be at the discretion of the CEO.

Parking

Council will meet all valet parking charges while attending a conference where applicable.

Meals General

Council will meet meal charges while attending a conference for the person attending the meeting or conference only

Any Councillor or staff member attending an approved conference or training program requiring overnight accommodation that elects to stay with relatives or friends (ie; not in motel/hotel accommodation), be paid an amount as set out for the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission.

Meals Local Government Week

Council will meet meal charges for the councillor or staff member attending Local Government Week AND meal charges for their spouse or partner who may also be attending this conference. Any additional meal charges for friends, family and children etc are to be paid for in full by the Councillor or staff member prior to checkout.

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

3.1 Staff Matters

Well-being

Civic Leadership

Objectives

To ensure staff are engaged and managed in a manner appropriate to the local environment and remote location in which the Murchison Shire operates through appropriate employment arrangements.

Details

Senior Staff

In accordance with Section 5.37(1) of the *Local Government Act 1995* Senior Employee shall be the Chief Executive Officer.

Recruitment

Relocation Expenses

Each case will be individually assessed by the Chief Executive Officer and an arrangement between the Chief Executive Officer and the employee arranged and confirmed in writing with the total value of the contribution towards relocation costs not exceeding \$1,000.

Note Council reserves the right to make alternative arrangements for contracted employees.

Interview Expenses

Council will reimburse travel costs for applicants attending interviews subject to prior agreement with candidates and on the following basis:-

- ~ If the applicant is traveling by car, the vehicle to be fueled at the Murchison Roadhouse and charged to the Shire.
- ~ If air travel is appropriate and available an amount equal to a single economy return class airfare from the current place of residence of the applicant to Perth.
- ~ If any other form of travel is appropriate the actual costs to and from the place of residence of the applicant to the place of interview.

Employment Matters

Long Service Leave

The Chief Executive Officer may authorise the taking of long service leave by employees is not more than three consecutive periods subject to the leave being taken in full by a period of two (2) years from the due date of leave falling due.

As a general rule however, leave is to be taken as soon as practicable after it falls due.

Annual Leave

Annual Leave is to be taken in the year in which it becomes due unless approval is granted by the Chief Executive Officer for deferral.

As a general rule, employees shall not be permitted to accrue more than eight (8) weeks annual leave.

Rostered Days Off

Where employees are accruing Rostered Days Off they shall be taken at a time suitable to the Supervising Officer and the Staff Member as soon as practicable after they fall due.

Conditions of Employment

Apart from contract staff, all staff are employed under an individual contract governed by the relevant award.

A staff performance appraisal and review of conditions of employment shall be carried out at least annually or at other times associated with changes in a person's job and person specification. Any applicable changes to conditions shall apply from either the anniversary date or at the date of change in a person's job and person specification.

Council Superannuation Co-contribution

Council will contribute the statutory Superannuation Guarantee amount to a fund of the employee's choice and will match any voluntary contribution by the employee up to a maximum of 5% of their gross wage or salary. Variation to this policy shall be considered during review of conditions of employment

Staff - Other Employment

Approval for staff to engage in remunerated positions outside of normal working hours is subject to there being no conflict of duties and approval by the Chief Executive Officer.

Medical Examinations

All permanent employees are required to agree to a medical examination by a Medical Practitioner whose appointment, which will be paid for by the Shire of Murchison. Results will be confidential to the immediate Supervisor and the Chief Executive Officer. A copy will be retained in the employee's personal file.

Probationary Period

All positions within the Shires permanent workforce will be subject to a probationary period of six (6) months.

Paid Leave for Voluntary Service

All staff who are bona fide members of volunteer emergency service groups, such as Fire Brigade, State Emergency Services, Ambulance etc who are required for emergency service to those groups

during working hours shall be released and paid for time absent by Council up to the total of ordinary time usually worked during that day or the period of the emergency but will not include time in excess of ordinary working hours, weekend or public holidays.

For the purpose of this policy ordinary time shall be the time ordinarily worked on the days the employee may be absent including any standard overtime arrangements.

Uniforms/Protective Clothing

Works Staff

To be issued with one (1) winter issue of clothing per year. The issue shall consist of five pairs of trousers and five hi visibility cotton drill long sleeve shirts.

All other necessary safety and protective gear is to be supplied as needed e.g. boots, safety glasses, vests, hats, water bottles, sun screen etc. Windcheaters and jackets will be provided every two (2) years or (4) years respectively. Fair wear and tear replacement of all items will be made.

Office Staff

Office Staff will be issued with their choice of corporate uniforms as follows:-

On completion of a probationary period – subsidy to the value of \$250 per person.

Subsequent Issues - \$500 per year.

Permanent Part-time staff shall be subsidized on a pro-rata basis applicable to the amount of hours worked. Casual staff shall not be subsidized.

As part of the Shires customer service focus, employees are required to wear the corporate uniforms at all times and to provide an image suitable to the Shire.

Smoking in the Workplace

To protect the health of work colleagues the council has a smoking policy that limits smoking in enclosed areas such as vehicles, buildings and workshops when other persons who do not smoke are present. Smoking is prohibited where explosives and flammables are stored, handled or disposed of.

Staff Training

Conference and Seminar Attendance

Requests for authority for the Chief Executive Officer to attend Conferences and Seminars outside of that classified as Staff Training shall wherever practicable be brought before Council for consideration.

Council shall by resolution authorise the attendance of these Conferences and Seminars as considered appropriate.

Where authority is granted under this clause for the attendance of Staff or staff contracts include authorisation for attendance under certain contracts conditions, all reasonable expenses relating to accommodation, nomination, meals and other reasonable expenses incurred will be met by Council subject to presentation of documented evidence for the expense.

Where it is considered appropriate for a staff member to be accompanied by another person when attending any function where attendance has been authorised by Council, Council will meet the expenses applicable to that person with approval of full Council.

Staff Training - Costs applicable

Where staff request authority to attend staff training approval may be granted by the Chief Executive Officer having regard to the following:-

- The relevance of the training to the staff member,
- The cost of the training,
- Budget allocation for training provided,
- Obligations of performance appraisals completed,
- Any other relevant factors

Where training is approved Council will pay all reasonable expenses relating to costs of the training, accommodation, travel, meals and other reasonable expenses incurred subject to presentation of documentary evidence of the expense.

Whilst Council accepts its obligations to train its staff to satisfactory levels to enhance their performance it shall be incumbent on the staff to recognize that training provides personal rewards and they should accept that overtime will not be paid for out of hours training attendance and travel and every effort shall be made to reduce costs associated with training in all areas of expense if possible.

Plant & Equipment

Use of Equipment by Employees

Plant Equipment is not to be made available for use by employees for works on Council properties without the written consent of the Chief Executive Officer. Minor items such as lawn mowers, edger's, cement mixers etc may be used with approval of the Chief Executive Officer subject to the use being to maintain Council properties.

Smoking in Council Plant and Vehicles

To protect the health of work colleagues the council has a smoking policy that limits smoking in enclosed areas such as vehicles, buildings and workshops when other persons who do not smoke are present. Smoking is prohibited where explosives and flammables are stored, handled or disposed of.

Previous

2005 Policy Manual - 25 November 2020 Update



3.2 Staff Housing

Well-being

Civic Leadership

Objectives

To ensure staff are engaged and managed in a manner appropriate to the local environment and remote location in which the Murchison Shire operates through the provision of appropriate staff housing.

Details

Availability Conditions of Tenancy

Staff Housing will be provided for all members of council staff. The allocation shall be at the sole discretion of the Chief Executive Officer.

Standards

Council Housing will be built to service and maintained to a standard to meet Council's existing and where applicable Council's future needs. Recognition of the remote location and need to attract and retain staff are key aspects that will determine the overall quality of this accommodation. Provision for contractors and consultants will also come into the assessment.

From time to time the Chief Executive Officer will prepare update reports to Council outlining the overall standards required.

Maintenance and Renovations

The opportunity will be given for staff occupying Council housing to provide a list of needs associated with housing during and will be responded to within the normal budget processes.

From time to time major renovations may be required. Council will work with respective tenants in an endeavour to minimise any disruption.

Electricity Accounts

All electricity is to be provided to council employees and employee's families within the Murchison settlement at no charge. Staff is to be made aware of the importance of using power wisely upon commencement.

Housing Bonds and Tenancy Agreements

All staff occupying Council housing shall be required to provide a bond of \$500.00 (five hundred dollars). In the event of payment of the bond creating financial hardship for the Tenant, arrangements may be made for payroll deduction at an amount not less than \$50.00 per fortnight.

Rental Charges

Council will provide housing to employees free of rental charge.

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

3.3 Staff Health and Safety

Well-being

Civic Leadership

Objectives

To provide a safe and healthy environment for all staff or contract staff employed or engaged by Council.

Details

Staff Safety and Health

This policy recognises that the safety and health of all employees within the Shire of Murchison is the responsibility of Council management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards:

- ~ Providing and maintaining safe plant and systems of work;
- ~ Making and monitoring arrangements for the safe use, handling, storage, disposal and transport of plant and substances;
- ~ Maintaining the workplace in a safe and healthy condition;
- ~ Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

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

The safety and health duties of management at all levels will be detailed and council procedures for training and back-up support should be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

Duties

Recognising the potential risks associated with hazards that may be present, this Council will take very practicable steps to provide and maintain a safe and healthy work environment for all employees.

Management

Is responsible for the effective implementation of the Council safety and health policy;

- ~ Must observe, implement and fulfill its responsibilities under the Acts and Regulations which apply to Local Government;
- ~ Must ensure that the agreed procedures for regular consultation between management and those who designated and elected safety and health responsibilities are followed;
- ~ Must make regular assessments of safety and health performance and resources in co-operation with those with designated and elected safety and health functions;
- ~ Must ensure that all specific policies operating within the Council e.g. fire and evacuation, purchasing, training, first aid and systems of work, are periodically revised and consistent with Council safety and health objectives;
- ~ Must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Council;
- ~ Must be informed of incidents and accidents occurring on Council premises or to Council employees so that safety and health performance can be accurately gauged.

Employees

- ~ Have a duty to take the care of which they are capable for their own safety and health and of others affected by their actions at work;
- ~ Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health functions;
- ~ Must not willfully interfere with or misuse items or facilities provided in the interests of safety, health and welfare of Council employees;
- ~ Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their elected safety and health representatives.

This policy will be regularly reviewed in the light of legislation and Council changes. Management seeks co-operation from all employees in realizing our safety and health objectives and creating a safe work environment. All employees will be advised, in writing, or agreed changes and arrangements for their implementation.

Previous

2005 Policy Manual - 25 November 2020 Update



3.4 Grievances Investigation and Resolution

Well-being

Civic Leadership

Policy Statement

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the **Shire of Murchison** in any capacity.

Details

Roles

<i>Complainant</i>	A employee who raises a complaint about a matter regarding the workplace.
<i>Respondent</i>	An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.
<i>Support Person</i>	A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.
<i>Witness</i>	A person (including an employee) who is requested by the Local Government to assist the process by providing relevant information regarding the complaint

What to do if you have a Complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Local Government’s policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager or the CEO directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their manager, the Complainant should approach the CEO.

The employee who receives the complaint must contact the CEO and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

Confidential

Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The **Shire of Murchison** may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint;

Impartial (fair/unbiased)

Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;

Sensitive

The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;

Timely

The **Shire of Murchison** aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;

Documented

All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;

Natural Justice

The principles of natural justice provide that:

- ~ A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
- ~ A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
- ~ anyone involved in the investigation should be unbiased and declare any conflict of interest;
- ~ decisions must be based on objective considerations and substantiated facts; and
- ~ the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

Procedural Fairness

The principles of procedural fairness provide that:

- ~ the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- ~ A Respondent is entitled to receive verbal or written communication from the **Shire of Murchison** of the potential consequences of given forms of conduct, as applicable to the situation;
- ~ The Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- ~ Any mitigating circumstances presented to the **Shire of Murchison** through the grievance process are investigated and considered;

- ~ the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- ~ any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- ~ All interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with CEO, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the **Shire of Murchison** for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the **Shire of Murchison's** employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

Code of Conduct

Previous

2005 Policy Manual - 25 November 2020 Update



3.5 Performance Management

Well-being

Civic Leadership

Objectives

To provide Council's management, supervisors and staff with a fair process to manage situations where unsatisfactory performance is identified.

Details

Scope

This policy applies to all employees at the **Shire of Murchison**, where unsatisfactory performance is identified.

This policy applies outside of the annual performance review process and can be introduced at any time when unsatisfactory performance is identified.

Definitions

Key Performance Indicators The parties acknowledge key performance indicators as a means of measuring what has been achieved and the need for any further improvements.

Performance Management Performance management is a cyclical process that aims to: achieve a shared understanding of organisational and job goals; and demonstrate how clear objectives and standards of behaviour enable the achievement of such goals.

This policy has been designed to ensure that supervisors and employees are supported by a clear framework for identifying, managing and documenting instances of unsatisfactory performance, in a manner that is consistent with the principles of natural justice and procedural fairness.

Identification of Unsatisfactory Performance

In considering whether an employee's performance is unsatisfactory, supervisors should ensure the expectations of performance are reasonable and are consistent with the:

- ~ Position Description for the role;
- ~ employee's key performance indicators;

- ~ requirements of the relevant classification under the **Local Government Industry Award 2010**; and
- ~ **Shire of Murchison's** required standards.

Responsibilities

It is agreed that as part of any performance management process, the responsibilities of those involved will be as outlined below:

Employee

- ~ Actively participate in the performance management process.
- ~ Meet the performance expectations outlined by the **Shire of Murchison**.
- ~ Report immediately to the line manager any circumstances that may impact on the employee's ability to meet the performance expectations.
- ~ Contribute to the development of the Performance Improvement Plan and actively participate in the review meetings.

Line Manager/Supervisor

- ~ Actively participate in the performance management process.
- ~ Conduct regular review meetings for the duration of the performance management process.
- ~ Document progress in a Performance Improvement Plan.
- ~ Provide honest, constructive, timely feedback and reasonable support on an ongoing basis.
- ~ Identify and provide reasonable support to the employee to achieve the performance expectations.
- ~ Ensure the process identified in this document is adhered to in accordance with the principles of natural justice.
- ~ Address any issues that arise through this process with the relevant employee.

Employee Relations Consultant

Provide support and guidance on the policy.

Process

It is the responsibility of line managers to provide continual feedback on an employee's performance and any unsatisfactory performance. This should be done so informally on a continual basis. Should the informal process not sufficiently address the unsatisfactory performance the following process will apply:

- 1 Where unsatisfactory performance is identified, the line manager will identify and document what specific performance is unsatisfactory. The line manager will then discuss the unsatisfactory performance with the CEO to determine whether it warrants formal action.
- 2 The line manager will invite the employee to a meeting to outline the specific performance concerns and give the employee an opportunity to respond. If the employee can provide an explanation or reasonable mitigating circumstances for the unsatisfactory performance, this may end the performance management process. If not, the process will continue.
- 3 The line manager will confirm in writing to the employee that they are under formal performance management.
- 4 The line manager will meet again with the employee to determine a written Performance Improvement Plan. The Plan will provide an opportunity for the employee to address their unsatisfactory performance and allow the parties to plan how to bring the performance of the employee up to the required level. In creating the Plan, consideration should be given to what support mechanisms are required for the employee to improve their performance to the required level. Examples of support mechanisms include, but are not limited to:
 - (a) coaching and mentoring;
 - (b) attendance at a training course or workshop; or

- (c) an arrangement for time off work and/or the provision of the details of the Employee Assistance Provider where the employee advises that personal events/issues are affecting their performance.
- 5 The line manager will establish reasonable timeframes, which generally would not exceed six months from the date of the performance management commences, for the employee to achieve the required levels of performance.
 - 6 The line manager and employee will meet on a regular basis to review the Performance Improvement Plan and assess if the employee is meeting the required performance standards.
 - 7 At the expiration of the timeframes set by the line manager, a review meeting will be held with the employee to assess whether the employee has achieved the required levels of performance.
 - 8 If the employee has achieved the required levels of performance, the performance management process will cease.
 - 9 If the performance of the employee is still unsatisfactory, then disciplinary action may be taken. This disciplinary action may include termination of employment.
 - 10 At any stage of the performance management process, should the actions or unsatisfactory performance of the employee be considered sufficiently serious, disciplinary action may be taken without completing the entire Performance Improvement Plan.

Disciplinary Action

At any stage of the performance management process, disciplinary action may be taken.

Confidentiality

The parties to the performance management process will:

- ~ maintain confidentiality throughout the performance management process; and
- ~ keep documentation produced during the performance and unsatisfactory performance process secure as part of official **Shire of Murchison** records.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the **Shire of Murchison**'s employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

Previous

2005 Policy Manual - 25 November 2020 Update



Statement

12 December 2020

3.6 Equal Opportunity

Well-being

Civic Leadership

Objectives

To outline Council's commitments to Equal Opportunity.

Details

Equal Opportunity Policy Statement

The Shire of Murchison recognizes its legal obligations under the Equal Opportunity Act 1984 and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

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

All promotional policies and opportunities with this Council will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirement for such promotion.

All offers of employment within the Council will be directed towards providing equal opportunity to all employees providing their relevant experience, skills and ability meet the minimum requirements for such engagement.

This Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Previous

2005 Policy Manual - 25 November 2020 Update



Statement

12 December 2020

3.7 Sexual Harassment

Well-being

Civic Leadership

Objectives

To outline Councils commitment for an environment which is free from sexual harassment.

Statement

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

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

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

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

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

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

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

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

Previous

2005 Policy Manual - 25 November 2020 Update



3.8 Drugs and Alcohol

Well-being

Civic Leadership

Introduction

The Occupational Safety & Health Act 1984 places the responsibility for safety and health in the workplace on all parties. A range of factors, both at the workplace and in people's personal lives, impact on their ability to work safely. The use of alcohol and/or other drugs may be one of them. In some cases, their use may lead to increased risks in the workplace, including injury, damage to plant & equipment, or worse, to loss of life.

Objective

The elimination of hazards and risks in the workplace that could arise from the use of alcohol and other drugs.

Statutory Context

Occupational Safety & Health Act 1984; Misuse of Drugs Act 1981; Road Traffic Act 1974; Workers Compensation and Injury Management Act 1981

Details

The Shire of Murchison's Commitment

The ***Shire of Murchison*** has a general 'duty of care' under the Occupational Safety and Health Act 1984 which includes:

- ~ Providing a workplace and safe system of work so employees are not exposed to hazards;
- ~ Providing employees with information, instruction, training and supervision to enable them to work in a safe manner;
- ~ Consulting and cooperating with employees and safety and health representatives in matters related to safety and health at work.

Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

The ***Shire of Murchison*** is committed to protecting its employees from the risks associated with drug and alcohol use in the workplace.

For the purposes of this policy, the term “employee/s” shall extend to cover contractors, volunteers and any person performing work for or with the **Shire of Murchison** in any capacity.

The Individual’s Responsibility

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, will face disciplinary action which may result in termination of employment.

Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

Drug Use on the Premises

The buying, taking, or selling of illegal drugs on **Shire of Murchison** premises is regarded as serious misconduct. Such behaviour will result in the employee being subject to the Disciplinary Procedure in Relation to Drug & Alcohol Use.

Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager or Human Resources and disclose any side effects that these medication/drugs may cause. In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the **Shire of Murchison** may request further information from the medical practitioner about the effects and proper usage of the prescription or pharmacy drugs being taken. The **Shire of Murchison** may direct the employee to stand down from their duties on full pay until it can be established that they are fit to undertake their duties.

Consumption of Alcohol on the Premises

Except in situations where the **Shire of Murchison** holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace during working hours.

Managers’ Responsibilities - Consumption of Alcohol at Work Sponsored Functions

Team managers shall:

- ~ encourage their people to make alternative arrangements for transport to and from work prior to the function;
- ~ ensure that the following is made available - low alcohol beer, soft drinks, water, tea, coffee and food;
- ~ if the manager believes a person may be over the blood alcohol concentration 0.05 limit, assist the person with safe transport home (including contacting a family member); and
- ~ if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions will be required to attend a medical assessment which includes drug and alcohol testing.

Individuals who refuse to take the test or who do not satisfy the requirements of the test will not be offered employment.

Threshold Levels for Alcohol & Drugs

A 0.00mg/ml blood alcohol level is expected of employees presenting for work at the Shire of Murchison. The threshold for drugs is in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine, with 'not detected' being the standard required.

Self-Testing

An employee may self-test for blood alcohol concentration (BAC). A breathalyser is available in the workplace for this purpose. An employee who identifies that she or he has a BAC over 0.00 mg/ml can voluntarily take personal leave or unpaid leave. An employee will have this opportunity twice only and if a third self-test shows a BAC over 0.00 mg/ml, then they will be disciplined in accordance with the **Shire of Murchison** Disciplinary Procedure Relating to Drug & Alcohol Use (attached).

The advantage to self-testing is that the employee has two chances to take responsibility for their own fitness for work without ending up with a breach

Identification of Impairment & Testing

If the **Shire of Murchison** has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee is showing signs of poor coordination, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the **Shire of Murchison** suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- ~ direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties. (Due to the remote location of the workplace, this may require that assistance is given to the employee to attend the medical practitioner);
- ~ direct the employee to undergo on-the-spot drug and alcohol testing administered by a suitably qualified external party;
- ~ direct the employee to use the breathalyser in the presence of their Supervisor;
- ~ direct the employee to go home. The employee can take personal or unpaid leave in this instance.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, or refuses to use the breathalyser, then the employee will be immediately suspended from duty without pay. Refusal to follow these directions constitutes a breach of this policy and will be regarded as a First Breach (refer attached Disciplinary Procedure).

An employee who returns a positive test for alcohol or drugs will be in breach of this policy. The following steps are to be taken:

- ~ The employee so tested and the supervisor will be informed of the result;
- ~ A disciplinary discussion will take place in accordance with the Disciplinary Procedure of the **Shire of Murchison**.

Education, Training & Awareness

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to approach their Supervisor or the CEO so that they can be assisted to get the appropriate help.

The **Shire of Murchison** engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee.

- ~ The Local Government will allow an employee to access any accrued personal or annual leave while they are undergoing treatment, and
- ~ The Local Government will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management will review the full circumstances and agree on a course of action to be taken. This may include re-deployment to suitable alternative employment, or possible termination from employment if the treatment program has not been successful and the employee is unable to safely carry out the requirements of their role.

Consequences of Breaching this Policy

An employee engaged by the **Shire of Murchison** who breaches the provisions of this policy will be subject to the Disciplinary Procedure in Relation to Drug & Alcohol Use.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Confidentiality

All issues pertaining to these matters shall be kept strictly confidential.

Related Corporate Documents

Disciplinary Procedure in Relation to Alcohol and Drug Use (attached)

Disciplinary Procedure in Relation to Alcohol & Drug Use

The following procedure will apply to any employee who tests positive to an alcohol or drug screening or has a BAC of more than 0.00 mg/ml on their third self-test:

First Breach:

- (i) The employee will be immediately suspended from duty without pay, for a minimum of one day.
- (ii) The employee will not be permitted to return to work until they have provided a satisfactory drug and alcohol test. This test will be at the expense of the employee.
- (iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iv) The employee will be counselled by their supervisor that will focus on;
 - (a) the risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - (b) the employee's responsibility to demonstrate that the problem is being effectively addressed;
 - (c) that any future breach of the policy will result in instant dismissal.
 - (d) A first and final written warning will be given.
- (v) The employee will be formally offered the opportunity to contact the **Shire of Murchison's** Employee Assistance Provider who provide free counselling or, alternatively, their own professional counsellor at their own expense.
- (vi) The employee will be submitted [fortnightly or randomly] for alcohol and / or drug screening for the period of [two months] paid for by the Shire of Murchison. If any test confirms positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

Second Breach:

- (i) The employee will be immediately terminated without notice.

Instant Termination:

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

- (i) Any attempt to falsify the drug and alcohol screen
- (ii) Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.
- (iii) Unlawful behaviour.

Previous

2005 Policy Manual - 25 November 2020 Update



4.1 Finance Operations

Well-being

Civic Leadership

Objectives

To institute appropriate administrative arrangements for the overall financial management of the Shire.

Details

Reserve Accounts

All of Council's Financial Reserves are operated in accordance with *the Local Government (Financial Management) Regulations 1996*, which amongst other things requires Council to identify the reserve with clear purpose, report on the financial activities of each reserve through Annual Financial Report and also publicly advertise any intention to change or modified the purpose of any reserve. Council makes regular transfers of funds as part of its budget process.

Within the current operating environment current specific policy considerations under include the following

Staff Leave Reserve

A Staff leave Reserve shall be maintained. The purpose of the account is to pay Staff Leave entitlements to Councils current employees and for claims of past employees (Long service leave only) who have transferred to other Councils with the to hold sufficient funds in the account to meet Councils Annual and Long Service Leave Liability at any given time.

Plant Reserve

A Plant Reserve Account shall be maintained. Monies held in the account are to be used to assist in funding the replacement or major repair of plant items.

Interest on Reserve Accounts

Interest earned on reserve funds shall be applied to the reserve from where the interest was earned.

Operation of Bank Account

- (a) Two signatories, authorised with the bank, are to sign off on all payments, whether the payment is electronic or by cheque;
- (b) The exception to this is payments made with the CEO Credit Card. Credit Card payments are to be accompanied by supporting source documentation, details are to be revealed in the monthly payment list to Council and the President is to sign off on the reconciliation each month;
- (c) Changes to bank accounts (except Term Deposits held at the same bank that holds the Shire's Municipal Fuds) are to be authorised by the Chief Executive Officer and the President.
- (d) For example, opening or closing bank accounts; adding new signatories; changing the number of signatories on a bank account.
- (e) The CEO and DCEO may manage the Shire's investments by way of Term Deposit held at the same bank that holds the Shire's Municipal Fuds. This includes the opening and closing of term deposit accounts.

Unpaid Rates – Procedure for Collection

The following procedure shall apply for the collection of unpaid rates:

- ~ Final notices to be issued within six (6) month of the expiration of the discount period.
- ~ Advice of legal action to be taken for recovery will be forwarded to outstanding debtors for rates once rates have been outstanding for more than 12 months.
- ~ Legal action to be commenced following the imposition of penalties for outstanding rates.

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

4.2 Donations and Grants

Well-being

Civic Leadership

Objectives

To provide guidance to the Community on Councils potential financial support by way of Donations Grants or Self-Supporting Loans.

Details

Donations and Grants

Council will include an amount in the budget each year for the purpose of donation to relevant charities or appeals and other bodies. Each application shall be presented to Council for consideration during budget deliberations and preference will be given to local organisations that are operating within the Shire of Murchison.

- ~ Donations of \$100 or less may be made at the discretion of the Chief Executive Officer.
- ~ Donations of \$500 or less may be made at the joint discretion of the Chief Executive Officer and Shire President.
- ~ Applications for donations of over \$500 which have not been included in the budget will be presented to Council for consideration

Self-Supporting Loans

Council may at its discretion, agree to raise self-supporting loans on behalf of Incorporation Local Organisations. Such agreement will be subject to a range of considerations as determine on an individual case by case basis. This may require the applicant to include meeting

- ~ costs relevant to the raising of the loan with the exception of administrative charges.
- ~ any costs involved in preparing agreements, lease or other documents required.

Prior to Council granting approval the applicant will be required to provide suitable details of current and future financial viability.

Previous

2005 Policy Manual - 25 November 2020 Update



4.3 Purchasing

Well-being

Civic Leadership

1 Purchasing

The Shire of Murchison is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire's strategic and operational objectives.

This policy complies with the *Local Government (Functions and General) Regulations 1996 (The Regulations)*.

1.1 Objectives

The Shire's purchasing activities will achieve:

- ~ The attainment of best value for money;
- ~ Sustainable benefits, such as environmental, social, local economic and locational factors including the remote nature of the Shire in relation to potential suppliers being considered in the overall value for money assessment;
- ~ Consistent, efficient and accountable processes and decision-making;
- ~ Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- ~ Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- ~ Compliance with *the Local Government Act 1995, Local Government (Functions and General) Regulations 1996*, as well as any relevant legislation, Codes of Practice, Standards and the Shire/Town/City's Policies and procedures;
- ~ Risks identified and managed within the Shire's Risk Management framework;
- ~ Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;
- ~ Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

1.2 Ethics & Integrity

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

1.3 Value for Money

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative and locational factors including the remote nature of the Shire in

relation to potential suppliers to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

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

1.3.1 Assessing Value for Money

Assessment of value for money will consider:

- ~ All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, 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. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, 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 the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance and where applicable performance history);
- ~ The element of competition by obtaining a sufficient number of competitive quotations wherever practicable and in context of the remote nature of the Shire in relation to potential suppliers consistent with this Policy;
- ~ The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- ~ The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- ~ Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

1.4 Purchasing Thresholds and Practices

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

1.4.1 Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- ~ Exclusive of Goods and Services Tax (GST); and
- ~ Where a contract is in place or proposed, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR
- ~ Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a one (1) year period. Where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12) the period may be extended to a maximum of 5 years.

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

1.4.2 Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

1.4.3 Table of Purchasing Thresholds and Practices

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

Purchase Value Threshold (excl GST)	Purchasing Practice Required
Up to \$5,000	<ol style="list-style-type: none"> 1 Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire, OR 2 Purchase from a WALGA Preferred Supplier Arrangement; OR 3 Seek at least one (1) verbal or written quotation from a suitable supplier; OR 4 Purchase from a Panel of Pre-Qualified Suppliers relevant to the required purchasing category. <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.</p> <p>An official purchase order should be raised for all such purchases, unless a credit card has been used to pay for the goods and services.</p>
From \$5,001 and up to \$20,000	<ol style="list-style-type: none"> 1 Seek at least (2) verbal or written quotations from a WALGA Preferred Supplier Arrangement; OR 2 Seek at least two (2) verbal or written quotations from a suitable supplier; OR 3 Purchase from a Panel of Pre-Qualified Suppliers relevant to the required purchasing category. <p>The rationale for the procurement decision and price benchmarking activities undertaken for each procurement transaction should be documented and recorded in accordance with the Shire Records Management Policy.</p> <p>An official purchase order should be raised for all such purchases, unless a credit card has been used to pay for the goods and services.</p>
From \$20,001 and up to \$50,000	<ol style="list-style-type: none"> 1 Seek at least (2) verbal or written quotations from a WALGA Preferred Supplier Arrangement; OR 2 Seek at least two (2) written quotation from a suitable supplier; OR 3 Purchase from a Panel of Pre-Qualified Suppliers relevant to the required purchasing category. <p>The rationale for the procurement decision and price benchmarking activities undertaken for each procurement transaction should be documented and recorded in accordance with the Shire Records Management Policy.</p> <p>An official purchase order should be raised for all such purchases, unless a credit card has been used to pay for the goods and services.</p>
\$50,001 and up to \$150,000	<ol style="list-style-type: none"> 1 Seek at least two (2) written quotations from a WALGA Preferred Supplier Arrangement; OR 2 Seek at least three (3) written quotations from a suitable supplier OR 3 Seek at least two (2) written quotations from a Panel of Pre-Qualified Suppliers relevant to the required purchasing category. <p>The purchasing decision is to be based upon assessment of the supplier’s response to:</p> <ul style="list-style-type: none"> ~ a brief outline of the specified requirement for the goods; services or works required; and ~ value for money criteria, not necessarily the lowest quote. <p>The procurement decision is to be represented using a Brief Evaluation Report.</p> <p>An official purchase order or contract should be raised for all such purchases.</p>
Over \$150,000	<ol style="list-style-type: none"> 1 Seek at least three (3) written quotations from a WALGA Preferred Supplier Arrangement and / or and / or another tender exempt arrangement; OR 2 Seek at least three (3) written quotations from a Panel of Pre-Qualified Suppliers relevant to the required purchasing category; OR

Purchase Value Threshold (excl GST)	Purchasing Practice Required
	<p>3 Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements.</p> <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> ~ a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and ~ pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>An official purchase order or contract should be raised for all such purchases.</p>
Emergency Purchases (Within Budget)	Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting.
Emergency Purchases (Not Included in Budget)	<p>Only applicable where, authorised in advance by the President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>
WALGA Services (excluding Preferred Supplier Program)	For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Recording is to be in accordance with the threshold levels outlined above. Confirmed via Purchase Order or Contract/Agreement.
Insurance Services	<p>LGIS Services are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining insurance services from LGIS is not a procurement activity and is not subject to this Policy.</p> <p>The Council may however resolve to seek quotations from other insurance suppliers and this activity will be subject to the above listed Purchase Value Thresholds.</p>

1.4.4 Exemptions

An exemption from the requirement to publicly invite tenders may apply when the purchase is:

- ~ obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
- ~ from a pre-qualified supplier under a Panel established by the Shire;
- ~ from a Regional Local Government or another Local Government;
- ~ acquired from a person/organisation registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less (exc GST) and represents value for money;
- ~ acquired from an Australian Disability Enterprise and represents value for money;
- ~ the purchase is authorised under action by Council under delegated authority;
- ~ within 6 months of no tender being accepted;
- ~ where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- ~ the purchase is covered by any of the other exclusions under Regulation 11 of the *Regulations*.

1.4.5 Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$150,000 threshold.

This decision will be made after considering:

- ~ Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- ~ Any value for money benefits, timeliness, risks; and
- ~ Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

1.4.6 Other Procurement Processes

1.4.6.1 Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- ~ Unable to be sufficiently scoped or specified;
- ~ Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- ~ Subject to a creative element; or
- ~ To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

1.4.6.2 Request for Proposal

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

1.4.7 Emergency Purchases

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

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

1.4.8 Sole Source of Supply

A sole source of supply arrangement may only be approved where the:

- ~ Purchasing value is estimated to be over \$5,000; and
- ~ purchasing requirement has been documented in a detailed specification; and

- ~ specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- ~ market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.
- ~ A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

1.4.9 Anti-Avoidance

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

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

2 Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that *demonstrate* sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1. Local Economic Benefit

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- ~ where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- ~ consider the local economic factors including the remote nature of the Shire in relation to potential purchasers;
- ~ 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 local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy or meeting the ongoing needs of the Shire. These criteria will relate to local economic benefits that result from Tender processes.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

3 Panels of Pre-qualified Suppliers

3.1. Objectives

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- ~ 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 a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2. Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3. *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 will prescribe one of the following as to whether the Shire intends to:

- ~ obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- ~ purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- ~ develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will 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; or
- ~ work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited 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 pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

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.

3.4. *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 Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes (or other nominated electronic quotation facility).

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

4 **Purchasing Policy Non-Compliance**

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- ~ an opportunity for additional training to be provided;
- ~ a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;
- ~ misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

5 Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire/Town/City's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

6 Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

4.4 Regional Price Preference

Well-being

Social

Objective

To promote local business partnerships within the Shire of Murchison by giving preferential consideration to regional suppliers in the procurement of goods and/or services.

Details

Definitions

In this policy the following words have the following meanings:

- 1 For the purpose of this Policy, the “Region” is specified as the geographical area which comprises the whole of the Shire of Murchison.
- 2 A supplier of goods or services who submits a tender is regarded as being a regional tenderer if —
 - (a) that supplier has been operating a business continuously out of premises in the region for at least 6 months; or
 - (b) some or all of the goods or services are to be supplied from regional sources.

Although goods or services that form a part of a tender submitted by a tenderer (who is a regional tenderer by virtue of definition 2(b)) 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 regional sources may be included in the discounted calculations that form a part of the assessments of a tender when a regional price preference policy is in operation.

Policy Application

The Price Preference Policy will apply to all tenders and quotations invited by the Shire of Murchison for the supply of goods and services and construction (building) services, unless Council resolves that this Policy does not apply to a particular tender or quotation.

Levels of Preference to be Applied Under This Policy

A preference will be given to a regional tenderer by assessing the tender submission as if the price bids were as prescribed below:

- (a) Goods and services reduced by 10%, up to a maximum price reduction of \$50,000
- (b) Construction (building) services, reduced by 5%, up to a maximum price reduction of \$50,000;
or
- (c) Goods and or services (including construction (building) services) up to 10% - where the contract is for goods or services, up to a maximum price reduction of \$500,000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Competitive Purchasing

Whilst price is a consideration in the provision of goods and/or services it is only one aspect of the tender evaluation process. Value for money principles, as described section 4 of the Shire of Murchison Purchasing Policy will be employed by assessing the price component in conjunction with the tender selection criteria and requirements.

The tender that is determined to be both cost effective and advantageous to the Shire of Murchison will be the most likely to be accepted.

For the purchase of goods and/or services outside of the tender process, consideration should be given to Council's desire to purchase from local suppliers, where possible. The decision to purchase from a local supplier is to be left to the responsible officer's judgement, ensuring that the Shire's policies and guidelines are observed.

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

4.5 Financial Hardship

Well-being

Civic Leadership

Objectives

To put as process in place a means to support persons who from time to time face financial hardship

Details

General Financial Hardship

This space intentionally left blank

COVID-19 Financial Hardship

1 Specific Objective

To put as process in place a means to support persons who from time to time face financial hardship during the COVID-19 Period where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

2 Background

This policy arose from the need to give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic.

3 Application

This policy applies to outstanding rates and service charges as at the date of adoption of this policy; and for rates and service charges levied by Council

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* (Act) and *Local Government (Financial Management) Regulations 1996* will apply.

4 Guidelines

4.1 Payment difficulties, hardship and vulnerability

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. Council recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

4.2 Anticipated Financial Hardship

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

4.3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4.4 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Council of any change in circumstance that jeopardises the agreed payment schedule.

4.5 Interest Charges

COVID-19 Period

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the *Local Government (COVID-19 Response) Ministerial Order 2020* remains effective

In the case of severe financial hardship, Council may consider writing off interest applicable to the Emergency Services Levy and/or interest previously accrued on rates and service charge debts.

4.6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

4.7 Debt Recovery

COVID-19 Period

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

4.8 Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

4.9 Communication and Confidentiality

We will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (ie verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

4.6 Asset Management

Well-being

Civic Leadership

Overview

This policy covers all service delivery of the Shire and relates specifically to the management of infrastructure assets under the care, control and responsibility of the Shire that are used to deliver services or the infrastructure management regime of third parties where the Shire facilitates service delivery by a third party.

Service delivery may be via the provision of Shire owned Infrastructure Assets, in which case assets are to be optimally managed to support financially sustainable service delivery outcomes for the lowest whole of life cost.

Alternatively service delivery may be via third party, in which case the Shire has a role in ensuring third party Infrastructure Assets are optimally provided and managed to achieve financially sustainable service delivery outcomes without the need to draw on Shire resources.

The policy also assists the Shire in compliance with the provisions of the State Government's Integrated Planning and Reporting Framework by having an integrated approach to Planning for the Future.

Objectives

The objective of this policy is to ensure that the Shire of Murchison has sufficient structure, systems, processes, resources and organisational commitment in place to deliver service outcomes on a financially sustainable basis.

Details

Scope and Limitations

This policy covers all service delivery of the Shire and relates specifically to the management of infrastructure assets under the care, control and responsibility of the Shire that are used to deliver services or the infrastructure management regime of third parties where the Shire facilitates service delivery by a third party. This may include but is not limited to:

- ~ Government Agencies;
- ~ Private Enterprise; and
- ~ Contractors.

Background

The community relies on the Shire to deliver services. The Shire has finite resources and limited income streams that can be targeted to fund service delivery. The Shire must ensure that service delivery is well targeted and aligns with the Community's aspirations identified via the development of the Strategic Community Plan.

To ensure that scarce resources are optimally allocated, it is important informed decisions are made when considering the acquisition, ongoing ownership, management and disposal of infrastructure assets. The Shire also needs to continuously consider whether it needs to provide and / or own assets in order to deliver services or whether it can simply facilitate the provision of the service by a third party, i.e. non asset ownership service delivery.

To assist with making informed decisions in relation to this issue, the Shire will put in place the following:

- ~ A Strategic Asset Management Framework that is consistent with National Standards in Asset Management and Long Term Financial Planning (Nationally Consistent Approach);
- ~ Maintain a contemporary Asset Management Policy that is regularly reviewed (this Policy);
- ~ Develop, maintain and regularly review an Asset Management Improvement Strategy that clearly articulates a sustainable path for continuous improvement and identifies resources to implement via the budget process;
- ~ Develop, maintain and regularly review Asset Management Plans that cover all key Infrastructure Asset Classes;
- ~ Asset Management Plans will document the Council adopted level of service that applies to Infrastructure Assets which will be derived from Service Level Plans and the community engagement processes used to develop the Strategic Community Plan; and
- ~ Ensure processes are in place to train Councillors and Officers in key aspects of asset management and long term financial planning.

Guiding Statement

Key Commitments

Prior to making a decision to either:

- ~ Deliver a new service;
- ~ Vary the current level of service (up or down); or
- ~ Cease the delivery of a service;

The following key commitments are to be adhered to:

- ~ The need for the service will be reviewed;
- ~ The service must align with the Strategic Community Plan and fit within the Corporate Business Plan (A Capital evaluation process is to be developed and utilised to assess this);
- ~ Options for the Shire to facilitate delivery of the service by a third party are to be identified and considered;
- ~ If the service is needed and a third party cannot deliver the service, infrastructure assets that are required to deliver the service will be identified along with:
 - o The whole of life cost of delivering the service; and
 - o The whole of life planning, maintenance, operation, renewal and disposal cost of the asset required to support the service delivery.
- ~ The service delivery and asset whole of life costs must fit within the 10 Year Long Term

Financial Plan;

- ~ Options to renew infrastructure assets before acquiring a new infrastructure asset are to be considered;
- ~ Options to rationalise assets will be considered; and
- ~ The CEO will be responsible for the development of the systems and processes to comply with the above key commitments.

Linkage to Integrated Planning and Reporting Framework (IPR)

The Shire has a corporate business plan linking to long term financial planning that integrates asset management and specific Council plans with the IPR Framework.

Linkage to Other Council Policy

Nil.

Responsibility and Reporting

Council

Council is responsible for approving (including amendments to) the following documents:

- ~ Asset Management Policy (AM Policy);
- ~ Asset Management Improvement Strategy (AM Improvement Strategy); and
- ~ Asset Management Plans (AM Plans).

Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also to determine the Level of Service for each asset class.

Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for ensuring that systems are in place to develop, maintain and regularly review Council's AM Policy, AM Improvement Strategy and AM Plans. The CEO reports to Council on all matters relating to Asset Management.

The CEO is also responsible for monitoring the implementation of Asset Management across the organisation. The CEO will ensure that strategies are put in place to remove barriers to the successful implementation of Asset Management.

Furthermore, the CEO is responsible for ensuring that Council's AM Improvement Strategy is achieved and that AM plans are prepared and maintained in line with Council's Policy on Asset Management. Where aspects of Council's AM Policy, AM Improvement Strategy or AM Plans are not being achieved or adhered to, the CEO is responsible for taking corrective action.

The CEO is responsible for resource allocation (from Council approved resources) associated with achieving Council's Asset Management Improvement Strategy.

Policy Definitions

<i>“Asset”</i>	means a physical item that is owned or controlled by the Shire and provides or contributes to the provision of services to the community (in this context, excluding financial, intellectual and intangible assets).
<i>“Asset Management”</i>	means the process applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet the priorities of the Corporate Business Plan for service delivery.
<i>“Asset Management Plan”</i>	means a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.
<i>“Council”</i>	means the elected council (comprising Councillors) of the Shire of Murchison.
<i>“Infrastructure Assets”</i>	are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Buildings, Airports, Parks & Gardens and Sporting Facilities and Other Improvements.
<i>“Level of Service”</i>	means the combination of Function, Design and Presentation of an asset. The higher the Level of Service, the greater the cost to deliver the service. The aim of Asset Management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.
<i>“Life Cycle”</i>	means the cycle of activities that an asset goes through while it retains an identity as a particular asset.
<i>“Whole of Life Cost(s)”</i>	means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
<i>“Maintenance”</i>	means regular ongoing day-to-day work necessary to keep an asset operating and to achieve its optimum life expectancy.
<i>“Operations”</i>	means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting etc.
<i>“New”</i>	means creation of a new asset to meet additional service level requirements.
<i>“Resources”</i>	means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).
<i>“Renewal”</i>	means restores, rehabilitates, replaces existing asset to its original capacity. This may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.
<i>“Risk”</i>	means the probability and consequences of an event that could impact on the Shire’s ability to meet its Corporate Objectives.
<i>“Shire”</i>	means the collective Shire of Murchison organisation. The Chief Executive Officer of the Shire is responsible for ensuring the Shire’s obligations and commitments are met.
<i>“Stakeholders”</i>	are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.
<i>“Upgrade”</i>	means enhances an existing asset to provide higher level of service.

Outcomes

Adherence to this policy will ensure that the Shire will continue to deliver (or facilitate the delivery) of financially sustainable services aligned with the aspirations of the community.

Compliance

Statutory Compliance

Local Government (Administration) Regulations 1996

Industry Compliance

Western Australian Asset Management Improvement Program (WAAMI)

National Asset Management and Financial Planning Assessment Framework (NAMAF)

Organisational Compliance

Integrated Planning Strategy

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

4.7 Fraud Control

Well-being

Civic Leadership

Objectives

The purpose of this policy is to demonstrate and communicate the Council's commitment to the prevention, deterrence, detection and investigation of all forms of fraud and to establish guidelines for the writing off of debts and waiving of fees and charges.

Details

Fraud Control

As fraud constitutes a significant risk to any organisation, it is appropriate that a culture of ethical conduct be developed to recognise and avoid fraud and to deal appropriately with any cases of fraud.

Fraud can lead to financial loss, bad publicity for the Shire and loss of public confidence in the way that public money and other resources are being used. It is therefore important that the Shire has robust systems and procedures in place to ensure that the risk of impropriety is minimised, as far as possible, that there is a process in place to enable fraud to be adequately reported and that where instances of fraud do occur, there is a prompt and effective response to them.

Fraud

Fraud is defined as “wrongful or criminal deception intended to result in financial or personal gain”. Fraud is a deliberate act by an individual or group of individuals and is therefore always intentional and dishonest.

Internal Fraud refers to fraudulent acts undertaken by Councillors and employees. Examples of such fraud would include: falsification of expenses and wages claims, theft of cash and alteration of records to conceal the deficiency, falsification of invoices for payment, failure to account for monies collected, falsification of timesheets and time cards, dealing inappropriately with benefits claims of friends or relatives.

It is also worth noting that there may, in some instances, be potential for those in positions of trust within the Shire to perpetrate frauds against third parties. The Shire has the responsibility for the integrity of staff employed in such positions of trust.

External Fraud is defined as fraud committed against the Shire by persons outside of the organisation. Examples include false statements in applications for Shire programs and applications for grants or false invoices for goods or services.

Fraud and other similar irregularities includes, but is not limited to:

- ~ Forgery or alteration of cheques, invoices, computer records and other documents;
- ~ Any misappropriation of funds, securities, supplies or any other asset;
- ~ Any irregularity in the handling or reporting of money transactions;
- ~ Misappropriation of furniture, fixtures and equipment;
- ~ Seeking or accepting anything of material value from vendors, consultants or contractors doing business with the Shire;
- ~ Unauthorised use or misuse of Shire property, equipment, materials or records;
- ~ Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Council owned software;
- ~ Any claim for reimbursement of expenses that are not made for the exclusive benefit of Shire;
- ~ The intentional distortion of financial statements or other records by persons internal or external to the organisation which is carried out to conceal the misappropriation of assets or otherwise for gain;
- ~ Providing false or misleading information related to financial interests and disclosure statements;
- ~ Any similar or related irregularity.

Roles and Responsibilities

Councillors

Councillors have a duty to ensure that Shire assets are safeguarded from fraud and abuse and to ensure that Council's powers, duties and responsibilities are exercised in an open, fair and proper manner to the highest standards of probity.

These issues need to be borne in mind when considering reports, making decisions and scrutinising Council's activities.

Councillors should endorse and support all policies and measures taken to prevent, deter, detect and resolve instances, or suspected instances, of fraud throughout the Shire.

Chief Executive Officer

The Chief Executive Officer has primary responsibility for the proper management of the Shire's resources and the development and implementation of systems and practices to minimise the risk of fraud.

The Chief Executive Officer, under the Corruption, Crime and Misconduct Act 2003 must notify the Corruption and Crime Commission or the Public Sector commission if misconduct is suspected.

Deputy Chief Executive Officer and Works Supervisor

The Deputy Chief Executive Officer and Works Supervisor are responsible for implementing fraud control initiatives and in particular:

- ~ Provide leadership, guidance, training and support to employees in preventing fraud and corruption;
- ~ Identify high fraud risk areas;
- ~ Participate in fraud and corruption risk assessment reviews which are presented to the Audit Committee to assess and provide assurance that the entity has appropriate processes and systems in place;
- ~ Monitor the continued operation of controls;
- ~ Conducting or coordinating investigations into allegations of fraud;

- ~ Complying with legislation and Shire policies and practices;
- ~ Ensuring staff understand their responsibilities through adequate communication, supervision, written procedures and job descriptions;
- ~ Responding positively to matters raised and advice given by internal and external audit.

Management need to be vigilant in guarding against fraud, be aware of any circumstances which may indicate that there may be a problem and report any such suspicions to the Chief Executive Officer or Deputy Chief Executive Officer for an independent investigation or advice.

In carrying out their responsibilities, all managers (and staff) should be conscious of the fact that they are spending public money collected through rates and taxes. This provides an extra responsibility not only to spend it economically and effectively but also fairly.

Staff

Staff are responsible for acting with honesty and integrity in all council activities and must:

- ~ Not use their position with the Council to gain personal advantage or to confer undue advantage, or disadvantage, on any other person or entity.
- ~ Safeguard Council assets against theft, waste or improper use.
- ~ Understand what behaviour constitutes fraud and / or corruption.
- ~ Familiarise themselves with and adhere to Council's policies and procedures.

Staff have a duty to make management aware of any concerns they have about the conduct of the Shire's affairs or the use of Shire assets and resources. Any matters raised by them should be taken seriously and properly investigated. Staff who suspect that fraud has occurred should advise their Line Supervisor, Manager or Director as soon as possible.

Internal Audit

Internal Audit has an important role in assisting management in the prevention and detection of fraud by:

- ~ Independently reviewing systems, procedures and controls to ensure that there are adequate safeguards to prevent, deter and detect fraud with particular attention being paid to the review of contracts and computer systems where there is potentially a significant risk;
- ~ Through specific audits and testing of systems, identifying areas of concern;
- ~ Responding to requests for advice from managers on controls to put in systems;
- ~ Independently investigating suspected frauds and irregularities and reporting conclusions to the Audit Committee, management and, where necessary, the Police;
- ~ Producing, and advising on the production, of rules, regulations and policies which deter fraud.

It is acknowledged that given limited staff numbers that this action may present some challenges

External Audit

External Auditors certify that the Shire's accounts represent a true and fair view of the Shire's financial position. In reaching this conclusion, they must satisfy themselves that control systems are sound and that measures are being taken to minimise the chances of fraud.

Induction Process

The elements of fraud and the responsibility of all staff to not participate in and report fraudulent activity will form part of Council's induction process.

Development of Fraud Control Plan

Council shall examine its exposure to fraud biennially and shall develop a fraud control plan which will be implemented over the following years.

Response to Allegations and Concerns

Allegations and concerns about fraudulent or corrupt activity may come from different sources e.g.

- ~ Members of the public, sometimes anonymously
- ~ Other local authorities
- ~ Councillors
- ~ Council managers or staff
- ~ Internal or external audit reviews

Allegations and concerns about fraudulent activity can be reported to the Chief Executive Officer, Directors, Managers and Line Supervisors and those persons making and/or raising allegations and concerns must be either willing to put this in writing and/or have supported evidence to avoid those persons who maliciously and knowingly create a false allegation.

Wherever these concerns come from they must be treated seriously and confidentiality will be respected as far as possible. A thorough investigation will be made of all concerns but the level of resources applied to this will be dependent on the nature of the concern e.g. sums or resources involved, sensitivity of the area, source of concern, evidence provided or available, risk inherent in that area.

For cases of internal fraud, investigations should be closely managed and documented in accordance with Shire procedures.

At all times confidentiality must be maintained and information disclosed only to those who need to know it, in order not to prejudice any disciplinary or criminal action.

Actions to be taken when Fraud is Uncovered or Suspected

Investigations into suspected fraudulent activity will be comprehensive and will be based on the principles of independence, objectivity and the rules of natural justice.

Investigations will be conducted by an appropriately skilled and experienced person who is independent of the area in which the alleged fraudulent conduct occurred.

Where there is sufficient evidence of fraud, or there is strong suspicion but internal investigations are unable to obtain further evidence required, the Police should be involved where it is considered in the "Council or public interest".

Determination of the "Council or public interest" will include factors such as the sums or resources involved, the strength of the evidence obtained or available, the potential cost to the Council of pursuing the matter, the sensitivity of the area concerned. Referral to the Police will be the normal course of action unless there is a strong case not to do so.

Where involvement of the Police is not appropriate, the strongest action possible should be taken. This may involve disciplinary action including dismissal and the recovery of any sums of money or resources misappropriated.

At the conclusion of any fraud investigation, systems and procedures will be reviewed and any remedial actions implemented, whether or not there was sufficient evidence to prove any wrongdoing.

Any remedial actions identified from this process shall be recorded in the Shire's Risk Register and allocated to the relevant manager through his/her Risk Plan.

Monitoring of remedial actions will be undertaken by the Shire's Internal Auditors on an annual basis.

A fraud, integrity and conduct register will be maintained by the Deputy Chief Executive Officer

Training

Training will be given to all staff in the principles of fraud, the reporting of fraud and the process involved in investigating suspected fraud.

Insurance

The Shire shall maintain a fidelity guarantee insurance policy that provides insurance against the risk of loss arising from internal fraudulent conduct.

Previous

Nil



Policy

12 December 2020

5.1 Community Use of Facilities

Well-being

Social

Overview

Murchison Shire is responsible for managing a small array of community buildings located in the Murchison Settlement. This Policy provides guidance to staff and the community in relation to various aspects of community use.

Objectives

To efficiently and effectively manage the use of Councils community buildings and facilities in an appropriate manner.

Details

Murchison Sports Club

General Use

- (a) The contract of usage is through the Shire of Murchison and is subject to the approval from the Chief Executive Officer.
- (b) If liquor is being made available at a function in the hall the hirer must present the relevant licence required and obtain written approval from the Chief Executive Officer for the consumption of liquor.
- (c) When different users use different parts of the hall at the same time, co-operation in the use of the kitchen is required.
- (d) Hirers are required to have the hall vacated and locked within two hour of the conclusion of the function.
- (e) The meeting room and kitchen are available to the visiting health services as required.

Occasional Accommodation

This space intentionally left blank

Sports Club Public Toilets

On the understanding that the toilets at the north of the Murchison Sports Club will be available for public use Council will accept responsibility for the costs of maintenance and cleanliness of this facility.

Roadhouse Public Toilets

On the understanding that the toilets at the north of the Roadhouse will be available for public use Council will accept responsibility for the costs of maintenance and supply of cleaning material and toilet tissue. The proprietors of the Roadhouse are responsible for the daily cleaning of this building or more frequently if required to ensure it is kept at a high standard of cleanliness.

Smoking in Council Buildings

Smoking is not permitted in confined spaces within Council Buildings with the exception of staff housing.

Consumption of Liquor

Application is to be made in writing for approval to consume liquor in Council buildings (with the exception of staff housing) and approval shall be at the discretion of the Chief Executive Officer. Where a Council building is managed by a local community organisation the application will be subject to approval of that Committee for determination.

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

5.2 Roadhouse Operations

Well-being

Economic

Objectives

Intentionally left blank

Details

Intentionally left blank

Previous

Nil



Policy

12 December 2020

5.3 Roadhouse Fuel

Well-being

Economic

Objectives

As a not for profit organisation in a remote area Council, in owning and operating fuel facilities at the Murchison Oasis Roadhouse is committed to balancing the desires to make a commercial return with the need to provide local benefit when determining the price of fuel sold at the roadhouse.

Council aims to operate these facilities at neither a profit nor loss over the medium to long term.

Application

Applies to the retail price for fuel sold at the Murchison Oasis Roadhouse

Details

Council will set the price of fuel facilities sold at the Murchison Oasis Roadhouse so that the price of fuel is set at a level on a % basis above the highest of the purchase price (including freight) of newly delivered ULP or diesel so that the Policy Objectives are met.

This will be achieved through periodic reviews of operating and capital costs of the facilities with the % variation then reviewed and adjusted.

Previous

2005 Policy Manual - 25 November 2020 Update



5.4 Museum

Well-being

Social and Economic

Objectives

To assist the Museum Committee to manage, maintain and operate the Museum and Museum Cottage in a sustainable manner.

Details

Museum

The Museum is an integral and essential part of representing and preserving the stories, heritage and history of the Shire, its people and its industry and is a key attraction for visitors and tourists. It serves to educate and inform the public about life, past and present, in the Murchison Shire. It is a repository for donated items of historical value to Murchison.

The following guidelines are relevant with respect to Council's actions associated with the Museum Cottage:

- 1 The Museum building, whilst recognising that it is owned by the Museum Committee, continues to be treated as a Council asset and be included on the Shire's asset base.
- 2 Council continue to meet all operational costs including building insurance, maintenance and utilities etc and adds cleaning between tenants.
- 3 Museum Committee to be primarily responsible for fit out of the building; such décor etc to befit the heritage character of the building.
- 4 Capital works, as identified by the Museum Committee, to be funded by Council; noting that some works could potentially be assisted through external grant funding.
- 5 The Museum Committee will manage the recruitment, timetabling and tasks of volunteer caretakers for the Museum.
- 6 When there are no volunteer caretakers, the general day to day management shall be undertaken by Council staff in consultation with the Museum Committee.
- 7 An appropriate level of funding shall be allocated through the normal budget process.

Museum Cottage

The primary purpose of the Museum Cottage is as an integral and essential part of supporting the operation of the Museum but also, from time to time, has an important support role associated with Council's general operations.

The following guidelines are relevant with respect to Council's actions associated with the Museum Cottage:

- 1 The Museum Cottage building, whilst recognising that it is owned by the Museum Committee, continues to be treated as a Council asset and be included on the Shire's asset base.
- 2 Council continue to meet all operational costs including building insurance, maintenance and utilities etc and adds cleaning between tenants.
- 3 Museum Committee to be primarily responsible for fit out of the building; such décor etc to befit the heritage character of the building.
- 4 Capital works, as identified by the Museum Committee, to be funded by Council; noting that some could be potentially be assisted through external grant funding.
- 5 In recognition of these contributions that, in consultation with the Museum Committee, Council be able to use the cottage to accommodate staff and the occasional contractor staff or other persons on an as required basis; noting that the current volunteer museum caretaker arrangement has precedence.
- 6 When there are no volunteer caretakers in tenancy, the general day to day management shall be undertaken by Council staff in consultation with the Museum Committee.
- 7 An appropriate level of funding shall be allocated through the normal budget process.

Previous

Museum Cottage - Council Resolution 28 November 2019



Policy

5.5 Community Garden

Well-being

Social

Objectives

Intentionally left blank

Details

Intentionally left blank

Previous

Nil



Policy

5.6 Community Paddock

Well-being

Social

Objectives

Intentionally left blank

Details

Intentionally left blank

Previous

Nil



6.1 Roads

Well-being

Economic and Environmental

Objectives

Murchison Shire is responsible for managing a large road network within the Shire and recognises that it needs to ensure a safe road network that is sustainably managed from a financial, environmental and cultural perspective.

Details

Technical Responsibility

Technical responsibility for road design, construction and maintenance rests with the Chief Executive Officer and Works Manager.

Use of Heavy Vehicle Combinations on Local Roads

The Chief Executive Officer is authorised by Council to consider and approve requests from operators:

- (a) to add or amend a road on a Restricted Access Vehicle Network, or
- (b) or a Restricted Local Access Period Permit,

on the condition that the application has been made in the prescribed manner to Main Roads Heavy Vehicle Services, in the first instance.

The CEO is to give due consideration to the condition of the road and other assets, such as grids and culverts, prior to forwarding approval to HVS, especially if the application is for a Restricted Local Access Period Permit, where Route Assessment Guidelines are not met.

The following conditions are to be included in all approvals:

- 1 Permit holders are to comply with Main Roads WA Operating Conditions for restricted vehicle access including mass, width and length limits, and configurations;
- 2 In the event that road closures are activated due to bad weather or for any other reason, all vehicle movements on the subject roads will cease until the road closures are lifted by the Shire of Murchison;
- 3 CA07 – All operators must carry the written approval from the LG authority permitting use of the road;
- 4 The following speed limits will generally apply
 - Unsealed open road 80 km / hour
 - Built up areas 50 km / hour or 10 km below the designated speed limit whichever is the lesser

Stock Grids

- 1 Where a pastoral fence adjoining a stock grid is not stock proof and has remained in a poor state of repair (or has been removed) for a period of 12 months or more, the CEO may commence the process to remove the grid;
- 2 The process is that the CEO will notify the lessee/landowner of Council's intention to remove the grid, allowing the lessee/landowner 30 days to respond. If the lessee/landowner objects, then the objection is to be referred to Council at the meeting immediately following receipt of the objection;
- 3 After consideration of the objection, if council decides that the grid is to be removed, then it can be removed by suitable contractors or by the Shire crew as soon as practical;
- 4 If a grid has been removed and the lessee/landowner later wishes to have a new grid installed, then the new grid should be at least 7.4 metres wide and should only be installed once fences have been fully rebuilt or a new fence constructed
- 5 This policy does not prevent agreement with any lessee/landowner to remove a grid at any time where advice has been received from the lessee/landowner in writing that the grid is no longer required. Council reserves the right to request a financial contribution from the applicant should they request a grid in a new location.
- 6 Boundary grids will be maintained.

Gravel Supply Agreements

Where gravel is negotiated with land holders from pastoral property either a written or verbal agreement is to be entered into with the landholder as required. The agreement is to clearly identify estimated area required and the amount of gravel to be extracted.

If the proposed pit requires clearing, then a clearing permit is to be obtained from the Department of Environment Regulation prior to extraction of the gravel. The landholders' permission will be required for the application to progress.

Once a clearing permit has been obtained extraction shall be undertaken in accordance with any approved conditions and operational practices

Once the pit is depleted gravel pits are to be levelled and reinstated by council staff at the end of their useful life as determined by the Works Manager or Chief Executive Officer in accordance with any approved conditions and operational practices:

Note: Council reserves the right to enforce its rights to extract gravel by legal means if arrangements cannot be made with landholders.

Roads Hierarchy

Council has an adopted and from time to time will amend a Road Hierarchy for all of roads throughout the Shire of Murchison. This hierarchy is used as a means of defining the function of the road, categorising its importance, prioritising works, determining asset management strategies as well as maintenance levels throughout the Shire. The Road hierarchy will be consistent with Main Roads WA road classification system.

Road Drainage Principles and Practices

On a situation by situation basis, roads need to be constructed and maintained within in accordance with established road design standards.

In doing so the environmental impacts associated with drainage of land and roads need to be recognised and considered such that where possible road construction and maintenance activities need to be undertaken in a practical and appropriate manner so as to

- ~ cater for variable rainfall frequencies and intensities events
- ~ minimise water velocities
- ~ minimise scouring not just to the road but also surrounding land
- ~ minimise or prevent rain shadow effects on one side of the road through as far as practicable natural distribution of floodwaters
- ~ minimise or prevent ponding adjacent to the road formation
- ~ avoid the road becoming an effective channel for floodwaters
- ~ avoid if at all possible, interfering with the natural water flow

It is recognised that not all situations will be identical with different techniques applied in flat terrain compared to undulating breakaway country and in large and small catchments but in many instances a road design and practices can be adapted to suit the above aims and principles without compromising road safety.

Examples of potential solutions could include but are not limited to the following

- ~ use of bunds and drains
- ~ lengthening floodways
- ~ constructing the road level at the level of the natural stream
- ~ installing low flow culverts that drain the water catchment after the flood peak has passed where road is required to be built up
- ~ where the road has become an effective channel for floodwaters distribute flows at regular intervals back into the surrounding land rather than within the road reserve

These principles also apply in situations where Council chooses to undertake works when Bunding Old Roads

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

6.2 Private Works

Well-being

Economic

Objectives

To provide clarity on requirements for Council Staff and the community when undertaking Private Works.

Policy Details

Restrictions on use of Plant for Private Works

Council will refrain from hiring out small equipment such as small petrol Generators Welders, Jackhammers, Concrete mixer, Chainsaws, Whipper Snippers etc.

Council's plant shall not be used for any purpose either the Chief Executive Officer or the Works Foreman believe is potentially dangerous or not the intended use of the particular machine.

Council plant shall be available for private works hire subject to the operation of the machine being by Council operators.

Aircraft Landing Strips

Grading of aircraft landing strips will be carried out as required by the Maintenance Crew or upon request from the landowner or manager to the Chief Executive Officer. Grading of the Landing Strip will be carried out at no cost and all requests for grading must be directed to and be approved by the Chief Executive Officer prior to commencement of the works when the machinery is in the vicinity.

Private Works for Non-Profit Community and Sporting Groups

Council plant will be made available for non-profit community and sporting groups when such a usage does not interfere with Council programs and subject to approval by the Chief Executive Officer under the following conditions: -

- ~ Council machines are only to be operated by suitably experienced council employees.

Maintenance of Station Shearing Sheds Roads

Grading of Station access roads from the nearest Council road to the nominated station shearing shed or cattle yard will be carried out as required by the Maintenance Crew while the machines are in the vicinity and upon request from the landowner or manager to the Chief Executive Officer. Grading of the shearing shed or cattle yard access roads will be carried out at no cost and all requests for grading

must be directed to and approved by the Chief Executive Officer prior to commencement of the works when the machinery is in the vicinity.

Previous

2005 Policy Manual - 25 November 2020 Update



6.3 Fire

Well-being

Civic Leadership

Objectives

- ~ To minimise and mitigate the impact on Fires within the Murchison Shire as part of Council's legislative Fire Control responsibilities
- ~ To outline the types of operational support mechanisms that Council will provide to assist Voluntary Firefighters.

Details

Fire Organisations

Establishment of Bushfire Brigades

Council shall establish and maintain Bushfire Brigades in accordance with the Bush Fire Act in order to provide adequate protection of those areas of the Municipality within the Bushfire district.

Bushfire Advisory Committee

Council will form a Bushfire Advisory Committee to administer Council's policies on matters relating to bushfire prevention, control and extinguishment as provided for by the Bush Fires Act.

The Committee shall have powers to advise Council by providing recommendations in respect to the powers above. The Bushfire Advisory Committee shall consist of:-

- ~ The Chief Bushfire Control Officer (who shall be chairman of the Committee),
- ~ The Deputy Chief Bushfire Control Officers (who shall be Deputy Chairman of the committee)
- ~ one representative from each of the four Bushfire Brigades of the Shire of Murchison,
- ~ A Councillor as a shire representative and,
- ~ The Chief Executive Officer or their nominee who shall act as the administration/secretary to the committee.

The Annual General Meeting of the Bushfire Advisory Committee will be held at the completion of the Ordinary Council Annual General Meeting where all appointments will be confirmed and Station plant inventory checked and updated.

A quorum for meetings shall comprise one more than half of the designated Committee. Minutes of the Bushfire Advisory Committee meetings shall be presented to the next meeting of the Council held after

the Bushfire Advisory Committee Meeting. Meetings will be held in the first week of September and March in each year.

Bushfire Control Officers

A Bushfire Control Officer is a person who is appointed to that position by the Council, usually the Chief Executive Officer. Such appointment is to be advertised at least once in a newspaper circulating in the district. They are voluntary officers who give their time in furthering the aims of fire prevention and control within the Shire of Murchison.

Bushfire control Officers have powers as prescribed by the Bush Fires Act 1954 and are not liable for any damage, loss or injury caused as a result of the exercise in good faith of their powers.

Outline of Duties:-

- ~ Attend Bush Fire Advisory Committee Meetings and participate in the formulation of Control Policies as required.
- ~ Inspect firebreaks and ensure standards set are met by the various landholders in the relevant Brigade area.
- ~ Issue permits as required for the burning of bush.
- ~ Issue permits for other fires such as clover burning permits and ensure any special conditions are met. Delete as we should never have the need and the above should cover
- ~ Issue permits for protective burning during prohibited burning times and ensure special conditions are met and permits endorsed as required. delete
- ~ Prevent bushfires and protect life and property in the outbreak of fire.
- ~ Take steps for legal action against any person committing an offence under the Act by report to the Chief Executive Officer of the Council. We could delete this as this role is covered by the Ranger who has the delegated authority.

Clearing Fires

It is the responsibility of the person lighting a clearing fire to ensure that adequate equipment is available for the protection of their property and neighbouring property. Shire Fire Units should remain at their normal station and must be well maintained and ready for use at short notice. I would delete this.

Protected Burning Fires – Suspension of Requirements

The suspension of the need for permits during the restricted burning times does not alter the requirement of advice to neighbours of intention to burn.

Hazard Reduction Operations

All hazard reduction operations undertaken by Bushfire Brigades shall be authorised by the Shire of Murchison.

Use of Shire Plant and Equipment

The Chief Executive Officer/CBFCO or the Works Manager are authorised upon request by an authorised Bushfire Control Officer in charge of a fire, to call out and authorise the use of Shire Plant and Equipment other than plant used exclusively for firefighting or local control. If authorised the operators of that equipment have discretion as to the extent of that use with particular regard to safety and machine capabilities. The use of Shire Plant and Equipment outside of the district for firefighting purposes is subject to the conditions of the preceding paragraph.

Infringement Notices and Legal Action

Only persons authorised by the Shire of Murchison are authorised to take legal action against offenders under the Bush Fires Act.

Fire Reports

Bushfire Control Officers who have been in control of a fire outbreak shall submit fire reports on the forms provided by the Shire within 48 hours of the fire being controlled to the Chief Executive Officer.

The report shall include recommendations relating to investigation and or prosecution.

Restricted Burning Times

The Restricted Burning Times within the Shire of Murchison are:-

1 October to 30 April

Burning is prohibited on days of VERY HIGH or Above Fire Danger. Permits are required during the restricted burning period. A permit can be gained from the Shire Office. A permit is invalid on days of very high or above. fire danger

Variations to ~~the prohibited and~~ restricted burning times can only be authorised by the Chief Bushfire Control Officer and the Shire President. Such variations are to be advertised.

Advise of Intention to Burn

Any person intending to carry out a large burn which may be seen from either a neighbour or a passing vehicle should contact the Chief Bush Fire Control Officer / Chief Executive Officer to advise of the details and reason for the burn. Will also be noted on the Permit if conducted during the restricted burning times

Fire Control Point

The Control Point established by a Bushfire Control Officer in charge of a fire is to be identified wherever possible by means of amber flashing lights.

Insurance

The Shire of Murchison will obtain and keep current relevant insurance policies for fire fighters and equipment pursuant to the Bush Fires Act 1954.

Fire Channel

Channel 7 on the UHF CB two-way radios shall be the Shire of Murchison fire channel. Fire Control Officers only are authorised to change the channel when required for fire control purposes this must be transmitted to all persons on the fire ground.

Fire Fighting Vehicles and Equipment

Provision of Vehicles and Equipment

The Shire of Murchison shall provide and maintain fire Too minimise and mitigate the impact on Fires within the Murchison Shire as part of Councils legislative Fire Control responsibilities fighting appliances and equipment pursuant to its powers under the Bush Fires Act 1954 and budgetary allowances.

Housing of Fire Fighting Vehicles

Shire firefighting appliances will be stationed at the Murchison Settlement. No appliance shall have its location changed from one station to another without the specific authorisation of the Chief Executive Officer of the Shire or the CBFCO and any request for change must be submitted in writing clearly stating the reason for the change. The Chief Executive Officer/CBFCO will either approve or decline the request in writing to the applicant.

Maintenance of Vehicles and Equipment

Maintenance and repair of all Shire owned appliances and equipment will be the responsibility of the Works Foreman or the CESM. All repairs and maintenance will be carried out either under his direct supervision or with his knowledge and consent. All replacement parts or equipment will be purchased on official Shire Order forms. Ensure that Brigade appliances are checked on a regular basis and maintained. Ensure that the battery, tyres, water, oil and fuel are checked regularly.

Drivers of Shire Firefighting Vehicles

The driver of any shire firefighting appliance must hold a current licence of the class appropriate for the appliance being driven and be either:-

- ~ A Council employee, CESM,
- ~ A registered member of a Bushfire Brigade, or
- ~ Any person authorised by the CBFCO or a Fire Control Officer to do so.

The driver is responsible to observe the provisions of the Road Traffic Code, in particular those rules applying to emergency vehicles.

Use of Firefighting Vehicles and Appliances

Shire firefighting appliances and vehicles shall only be used for firefighting and Shire purposes only.

Tools and Equipment

Standard equipment for Shire firefighting appliances shall be as per the appliance storage list.

Communications

An efficient two-way radio network will be established for firefighting communications. Any vehicle used for firefighting purposes (either council or privately owned) must have a fully functional UHF two-way radio fitted.

Training of Fire Fighters

Recognition of Training

Council recognises:-

- ~ That fire fighters must be properly trained to perform their tasks in a safe and efficient manner,
- ~ That responsibilities differ at various levels in the fire organisation and accordingly the level of skills required varies also, and
- ~ That a basic level of skill is required for all fire fighters.

Training Programmes

Council will encourage officers and members of Brigades to participate in the training programs offered by the relevant authorities.

Insurance

Council will ensure that appropriate insurance policies/relevant extensions are held to cover volunteers whilst training or attending incidents.

Minimum Training Requirements

Council expects its Bushfire Officers and Brigade Members to be trained at a level consistent with rank and role within the bushfire organisation. Training minimum standards for fire fighters are Modules 1

to 3 of the current firefighter's course. Were the volunteers have the time it is recommended that modules 4 to 7 are completed. It is recommended that all FCO complete the FCO & sector commanders' courses.

Safety and Health of Volunteer Firefighters

Safety and Health

Council recognises the extremely valuable contribution to the community by bushfire volunteers. It is the policy of Council to ensure that bushfire volunteers are provided with safe working equipment, the safest works system practical and to minimise the frequency of accidents and injury. Council recognises that both the Shire and Bushfire volunteers have a responsibility for safety and health. Council acknowledges that the occupational risks relevant in fire fighting and emergency duties undertaken by bushfire volunteers are significant and the possibility of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible, however it is the intention of Council to develop and implement safety and training policies to minimise the occurrence of injury to bushfire volunteers, both on the fire ground and in the performance of all other duties.

Council responsibilities:-

All practical efforts will be made to:-

- ~ Instruct bushfire volunteers in safe working practices,
- ~ Ensure that brigade equipment is in safe working order,
- ~ Provide & Encourage the use of proper protective clothing and equipment appropriate to the task,
- ~ Ensure that volunteers have ready access to first aid facilities,
- ~ Investigate accidents and possible safety and health risks and take appropriate remedial action,
- ~ Provide a mechanism for joint shire/DFES/Volunteer consultation on safety matters, and
- ~ Review the effectiveness of bushfire volunteer training, safety and health policies as necessary.

Volunteer Responsibilities:

- ~ To maintain a reasonable standard of physical fitness,
- ~ To acquaint themselves with safe working procedures,
- ~ To identify safety and health hazards and report these for remedial action,
- ~ To observe safe working practises and avoid unnecessary risks, and to accept responsibility for their own safety,
- ~ To ensure that at all times they dress appropriately for firefighting and make proper use of personal protective equipment wherever necessary or required to do so.
- ~ Will follow Shire & DFES SOPs & SAPs

Safety Clothing and Footwear

The Chief Bushfire Control Officer will not allow volunteers who they believe are not suitably clothed to assist with the fighting of a fire. Volunteers must have a long sleeve shirt and trousers (Fire Fighting Uniform if available) enclosed footwear (boots) and a hat.

Previous

2005 Policy Manual - 25 November 2020 Update



Policy

12 December 2020

7.1 Building Planning and Health

Well-being

Economic and Environmental

Objectives

To ensure compliance with relevant Building Planning and Health Acts and Regulations within the Shire

Details

Building

Building Controls

The Shire of Murchison has no current obligation to issue building permits for any building work undertaken within the Shire. In the interest of due diligence, the Shire will require certification in relation to compliance with the National Construction Code (NCC) for any buildings that the Shire itself contracts the construction of.

Where a new building would normally require the issuing of a Certificate of Design Compliance (CDC) pursuant to the NCC, the Building Act and the Building Regulations, the Shire will require the submission of the same by a suitably qualified person (Building Surveyor) for all construction within the Murchison Settlement. Copies of CDC's for all Council Projects are to be retained on site at the Shire Administration Centre, Murchison Settlement

Where any owner or occupier wishes to lodge a CDC for any construction undertaken within the Shire but outside of the Murchison Settlement, a copy will be retained on the Shire records free of charge. Proponents of any construction project within the Shire are to be advised of this Council Policy with respect to Building Controls and that fees such as the Building and Construction Industry Training Fund (BCITF) may still require payment. All enquiries and payments to the BCITF and/or the Building Commission should be directed to those authorities

Planning

Planning Controls

The Murchison Shire currently has no adopted Town Planning Scheme.

Planning information and advice can be obtained from the Shire Office.

Health

Health Matters

Intentionally left blank

Parties, Concerts and Large Public Events

Prior to consideration of any application for large or unusual events proposed to be held in the Shire, Council may require that public submissions be invited on the proposal and that organizers of the event be available to hold a public briefing meeting for the community. Events are to be assessed and approved in accordance with the Health Act 1911 and the Health (Public Buildings) Regulations 1992.

Previous

2005 Policy Manual - 25 November 2020 Update



Western Australia

SHIRE OF MURCHISON

POLICY MANUAL

Adopted by Council on 21st October 2005
Updated 25th November 2020

TABLE OF CONTENTS

DIVISION 1 – ADMINISTRATION	6
1.1 Council Meetings	6
1.2 Committees.....	6
1.3 Committee Functions.....	6
1.4 Committee Payments	6
1.5 Agendas	6
1.6 Minutes.....	6
1.7 Freeman of the Shire.....	6
1.8 Local Preference Policy.....	6
1.9 Media Releases.....	6
1.10 Records Management.....	7
1.10 Managing Public Question Time.....	7
DIVISION 2 – WORKS AND PLANT	9
2.1 Roads and Reserves for Roads.....	9
2.1.1 Use of Heavy Vehicle Combinations on Local Roads.....	9
2.1.2 Traffic Signs.....	9
2.1.3 Stock Grids.....	9
2.2 Works and Plant.....	10
2.2.1 Plant Repairs.....	10
2.2.2 Use of Equipment by Employees	10
2.2.3 Garaging of Council Plant.....	10
2.2.4 Fire Extinguishers on Council Plant.....	10
2.2.5 Used Grader Blades.....	10
2.2.6 Smoking in Council Plant and Vehicles	10
2.2.7 Vehicle Replacement Programme	10
2.3 Private Works	11
2.3.1 Restrictions on use of plant for private works	11
2.3.2 Aircraft Landing Strips	11
2.3.3 Private Works for Non Profit Community and Sporting Groups	11
2.3.4 Maintenance of Station Shearing Shed Roads.....	11
2.4 Works General	11
2.4.1 Gravel Supply Agreements.....	11
2.4.2 Sale of Surplus Materials.....	12
2.4.3 Council Road Hierarchy	12
2.4.4 Bund Construction.....	12
DIVISION 3 – BUILDING CONTROLS	14
3.1 Building Control.....	14
DIVISION 4 – HEALTH	15
4.1 Health Controls.....	15
4.1.1 Parties, Concerts and Large Public Events.....	15
DIVISION 5 – PLANNING	16
DIVISION 6 – FINANCE	17
6.1 Budgets and Rating.....	17
6.1.1 Budget Preparation.....	17
6.1.2 Budget Submissions	17
6.1.3 Budget Adherence	17
6.1.4 Unpaid Rates – Procedure for Collection.....	17
6.1.5 Discount on Rates	17

6.2	Investments and Borrowing.....	17
6.2.1	Investment of Surplus Funds.....	17
6.2.2	Borrowings	17
6.2.3	Self-Supporting Loans	17
6.3	Reserve Accounts.....	18
6.3.1	Staff Leave Reserve	18
6.3.2	Plant Reserve.....	18
6.3.3	Interest on Reserve Accounts.....	18
6.4	Financial Reporting.....	18
6.4.1	Responsible Employee.....	18
6.5	General	18
6.5.1	Operation of Bank Account	18
6.5.2	Donations and Grants	18
6.5.3	Purchase of Property, Plant and Equipment.....	19
6.5.4	Purchase of Capital Items.....	19
6.6	Fuel Price	19
	DIVISION 7 – LEGAL	21
7.1	Legal Advice	21
7.2	Legal Proceedings and Prosecutions.....	21
7.3	Valuation of Property.....	21
7.4	Legal Representation Costs Indemnification.....	21
	DIVISION 8 – STAFF	24
8.1	Staff Matters	24
8.1.1	Senior Staff	24
8.1.2	Appointment of Staff.....	24
8.1.3	New Positions	24
8.1.4	Relocation Expenses	24
8.1.5	Interview Expenses	24
8.1.6	Long Service Leave	24
8.1.7	Annual Leave.....	24
8.1.8	Rostered Days Off.....	24
8.1.9	Conditions of Employment	25
8.1.10	Superannuation.....	25
8.1.11	Staff – Other Employment.....	25
8.1.12	Uniforms/Protective Clothing.....	25
8.1.13	Equal Opportunity Policy Statement	26
8.1.14	Sexual Harassment Policy	26
8.1.15	Medical Examinations	27
8.1.16	Probationary Period.....	27
8.1.17	Paid Leave for Voluntary Service	27
8.1.18	Smoking in the Workplace.....	27
8.1.19	Conference and Seminar Attendance.....	27
8.1.20	Staff Training – Costs applicable.....	28
8.1.21	Staff Safety and Health Policy.....	28
8.1.22	Drug and Alcohol Policy	29
8.2	Staff Housing.....	29
8.2.1	Standards.....	29
8.2.2	Conditions of Tenancy - Staff Housing – Availability	30
8.2.3	Electricity Accounts	30
8.2.4	Maintenance of Staff Housing.....	30
8.2.5	Housing Bonds and Tenancy Agreements	30

8.2.6	Rental Charges	30
DIVISION 9 – MEMBERS		32
9.1	Councillors Expenses	32
9.1.1	Members Meeting Expenses	32
9.1.2	Conference, Seminar and Training Course Attendance.....	32
9.1.3	Accommodation	32
9.1.4	Parking	32
9.1.5	Meals General.....	33
9.1.6	Meals Local Government Week.....	33
9.2	Meetings of Council.....	33
9.2.1	Questions - Notice	33
9.2.2	Motions to be written	33
9.2.3	Council Meetings	33
9.3	Members - Other	33
9.3.1	Title of Councilor or President.....	33
9.3.2	Councilors Induction Material.....	33
9.3.3	Council Representatives.....	33
9.3.4	Council Chamber.....	34
9.3.5	Executive Function Tests.....	34
9.3.6	Instrument of Delegation.....	34
9.3.7	Local Laws	34
DIVISION 10 – FIRE CONTROL.....		36
10.1	Fire Organisations.....	36
10.1.1	Establishment of Bushfire Brigades.....	36
10.1.2	Bushfire Advisory Committee.....	36
10.1.3	Bushfire Control Officers	36
10.1.4	Clearing Fires	37
10.1.5	Protected Burning Fires – Suspension of Requirements	37
10.1.6	Hazard Reduction Operations	37
10.1.7	Use of Shire Plant and Equipment.....	37
10.1.8	Infringement Notices and Legal Action.....	37
10.1.9	Fire Reports	37
10.1.10	Prohibited and Restricted Burning Times	37
10.1.11	Advise of Intention to Burn	37
10.1.12	Fire Control Point.....	38
10.1.13	Insurance.....	38
10.1.14	Fire Channel.....	38
10.2	Fire fighting Vehicles and Equipment.....	38
10.2.1	Provision of Vehicles and Equipment.....	38
10.2.2	Housing of Fire Fighting Vehicles	38
10.2.3	Maintenance of Vehicles and Equipment	38
10.2.4	Drivers of Shire Fire fighting Vehicles	38
10.2.5	Use of Fire fighting Vehicles and Appliances.....	38
10.2.6	Tools and Equipment.....	38
10.2.7	Communications	39
10.3	Training of Fire fighters	39
10.3.1	Recognition of Training.....	39
10.3.2	Training Programmes	39
10.3.3	Insurance.....	39
10.3.4	Minimum Training Requirements	39
10.4	Safety and Health for Volunteer Fire fighters	39

10.4.1	Safety and Health	39
10.4.2	Safety Clothing and Footwear.....	40
DIVISION 11 – GENERAL.....		42
11.1	Elections.....	42
11.1.1	Signs for Election Advertising	42
11.2	Australian Citizenship Receptions.....	42
11.3	Permits and Licenses	42
11.3.1	Explosive Licenses.....	42
11.4	Council Crest.....	42
11.5	Council Property	42
11.5.1	Short Term Accommodation	42
11.5.2	Murchison Sports Club	43
11.5.3	Sports Club Public Toilets	43
11.5.4	Roadhouse Public Toilets	43
11.5.5	Smoking in Council Buildings.....	43
11.5.6	Consumption of Liquor	43
11.6	Council Well Wishes / Public Notices	43
DIVISION 12 - CODE OF CONDUCT.....		45
PREAMBLE		45
ROLE OF ELECTED MEMBER		45
ROLE OF STAFF MEMBERS.....		46
ROLE OF THE CHAIR		46
CONFLICT AND DISCLOSURE OF INTEREST.....		46
PERSONAL BENEFIT		48
CONDUCT OF MEMBERS AND STAFF		49
DEALING WITH COUNCIL PROPERTY		50
GRATUITIES AND REDUNDANCY PAYMENTS.....		51
DIVISION 13 – OTHER POLICIES NOT INCLUDED IN MANUAL.....		53
Purchasing Policy.....		53
Asset Management		53
Risk Management		53
Grievances Investigations and Resolution.....		53
Performance Management		53
COVID-19 Financial Hardship.....		53

DIVISION 1 – ADMINISTRATION

1.1 Council Meetings

Rescinded 25th November 2020; Item Number 17.3

1.2 Committees

Council shall operate the following core committees.

Plant Committee – 2 Councillors plus Chief Executive Officer and Works Manager.

Housing Committee – 2 Councillors plus Chief Executive Officer.

Audit Committee – 7 Councillors plus the Chief Executive Officer.

1.3 Committee Functions

Rescinded 25th November 2020; Item Number 17.3

1.4 Committee Payments

Council will reimburse expenses as set out in Policy 8.1 Councillor Expenses to members of committees who are not elected members or employees of the Shire of Murchison.

Adopted 19th February 2010; Item Number 13-1.4

1.5 Agendas

Rescinded 25th November 2020; Item Number 17.3

1.6 Minutes

Rescinded 25th November 2020; Item Number 17.3

1.7 Freeman of the Shire

Guidelines for Appointment

The award of Freeman is intended to recognise outstanding Community Service over a significant period of time and in a diversity of activities within the Shire of Murchison.

The award would not usually be presented for excellence of service in only one activity.

The award of Freeman is to be seen as independent of any other award.

The award is to be recognised as the highest honor that the Local Community, through its Council can confer on one of its citizens. The award will therefore be conferred sparingly and should only be conferred where there is a great assurance of public approval.

1.8 Local Preference Policy

Substituted by Regional Price Preference as a separate document

15th May 2015 Buy Local – Regional Price Preference Policy V1; Item No 17.1

15th April 2016 Buy Local – Regional Price Preference Policy V2; Item No 17.2

1.9 Media Releases

The Shire President and the Chief Executive Officer are authorised to make media releases or act as spokesperson for the Shire of Murchison.

Councillors and Staff other than the Chief Executive Officer are permitted to make media releases or act as spokespersons for the Shire of Murchison only with the approval of the President or Chief Executive Officer.

Council staff are to keep ratepayers informed of Council activities via the Murchison Monologue which is to be produced by Council at least every six weeks.

1.10 Records Management

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

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

Ownership of any record received or created by elected members, staff, contractors and consultants, acting on behalf of the Shire of Murchison in the course of their work, resides with the Council and not the individual.

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

Access to the Shire of Murchison’s records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Murchison’s records by the general public will be in accordance with the Freedom of Information Act 1992. Access to the Shire of Murchison’s records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

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

Amended 19thth December 2013; Item Number 18.4

1.10 Managing Public Question Time

Council is to manage Public Question Time at ordinary meetings of Council and prescribed meetings in a proper and efficient manner according to statutory provisions and the Shire of Murchison Public Question Time Procedures as adopted and amended from time to time

Adopted 19thth June 2015; Item Number 18.4

Amended Procedures Adopted

Adopted 20thth November 2015; Item Number 21.1

DIVISION 2 – WORKS AND PLANT

2.1 Roads and Reserves for Roads

2.1.1 Use of Heavy Vehicle Combinations on Local Roads

The Chief Executive Officer is authorised by Council to consider and approve requests from operators:

- a) to add or amend a road on a Restricted Access Vehicle Network, or
- b) for a Restricted Local Access Period Permit,

on the condition that the application has been made in the prescribed manner to Main Roads Heavy Vehicle Services, in the first instance.

The CEO is to give due consideration to the condition of the road and other assets, such as grids and culverts, prior to forwarding approval to HVS, especially if the application is for a Restricted Local Access Period Permit, where Route Assessment Guidelines are not met.

The following conditions are to be included in all approvals:

- 1 Permit holders are to comply with Main Roads WA Operating Conditions for restricted vehicle access including mass, width and length limits, and configurations;
- 2 In the event that road closures are activated due to bad weather or for any other reason, all vehicle movements on the subject roads will cease until the road closures are lifted by the Shire of Murchison;
- 3 CA07 – All operators must carry the written approval from the LG authority permitting use of the road;
- 4 The following speed limits will generally apply
Unsealed open road 80 km / hour
Built up areas 50 km / hour or 10 km below the designated speed limit whichever is the lesser

Amended 21 October 2016; Item Number 18.3

2.1.2 Traffic Signs

Rescinded 25th November 2020; Item Number 17.3

2.1.3 Stock Grids

- 1 Where a pastoral fence adjoining a stock grid is not stock proof and has remained in a poor state of repair (or has been removed) for a period of 12 months or more, the CEO may commence the process to remove the grid;
- 2 The process is that the CEO will notify the lessee/landowner of Council's intention to remove the grid, allowing the lessee/landowner 30 days to respond. If the lessee/landowner objects, then the objection is to be referred to Council at the meeting immediately following receipt of the objection;
- 3 After consideration of the objection, if council decides that the grid is to be removed, then it can be removed by suitable contractors or by the Shire crew as soon as practical;
- 4 If a grid has been removed and the lessee/landowner later wishes to have a new grid installed, then the new grid should be at least 7.4 metres wide and should only be installed once fences have been fully rebuilt or a new fence constructed
- 5 This policy does not prevent agreement with any lessee/landowner to remove a grid at any time where advice has been received from the lessee/landowner in writing that the grid is no longer required. Council reserves the right to request a financial contribution from the applicant should they request a grid in a new location.
6. Boundary grids will be maintained.

Adopted 22 June 2017; Item Number 18.3

2.2 Works and Plant

2.2.1 Plant Repairs

When practicable minor repairs to Council plant are to be carried out by Local tradesmen in the shire.

Rescinded 25th November 2020; Item Number 17.3

2.2.2 Use of Equipment by Employees

Plant and Equipment is not to be made available for use by employees for works on Council properties without the written consent of the Chief Executive Officer. Minor items such as lawn mowers, edgers, cement mixers etc may be used with approval of the Chief Executive Officer subject to the use being to maintain Council properties.

2.2.3 Garaging of Council Plant

Rescinded 25th November 2020; Item Number 17.3

2.2.4 Fire Extinguishers on Council Plant

Rescinded 25th November 2020; Item Number 17.3

2.2.5 Used Grader Blades

Rescinded 25th November 2020; Item Number 17.3

2.2.6 Smoking in Council Plant and Vehicles

To protect the health of work colleagues the council has a smoking policy that limits smoking in enclosed areas such as vehicles, buildings and workshops when other persons who do not smoke are present. Smoking is prohibited where explosives and flammables are stored, handled or disposed of.

2.2.7 Vehicle Replacement Programme

Rescinded 25th November 2020; Item Number 17.3

2.3 Private Works

2.3.1 Restrictions on use of plant for private works

Council will refrain from hiring out small equipment such as small petrol Generators Welders, Jackhammers, Concrete mixer, Chainsaws, Whipper Snippers etc.

Council's plant shall not be used for any purpose either the Chief Executive Officer or the Works Foreman believe is potentially dangerous or not the intended use of the particular machine.

Council plant shall be available for private works hire subject to the operation of the machine being by Council operators. Private works must not exceed \$5,000 at any given time. Once private works costs reach an amount of \$5,000 (five thousand dollars) immediate payment of this amount is required in full by cash, Cheque or EFT prior to continuing with the works.

2.3.2 Aircraft Landing Strips

Grading of aircraft landing strips will be carried out as required by the Maintenance Crew or upon request from the landowner or manager to the Chief Executive Officer. Grading of the Landing Strip will be carried out at no cost and all requests for grading must be directed to and approved by the Chief Executive Officer prior to commencement of the works when the machinery is in the vicinity.

Amended 17th February 2006; Item Number 0506.67

2.3.3 Private Works for Non Profit Community and Sporting Groups

Council plant will be made available for non profit community and sporting groups when such a usage does not interfere with Council programs and subject to approval by the Chief Executive Officer under the following conditions:-

Council machines are only to be operated by suitably experienced council employees.

2.3.4 Maintenance of Station Shearing Shed Roads

Grading of Station access roads from the nearest Council road to the nominated station shearing shed or cattle yard will be carried out as required by the Maintenance Crew while the machines are in the vicinity and upon request from the landowner or manager to the Chief Executive Officer. Grading of the shearing shed or cattle yard access roads will be carried out at no cost and all requests for grading must be directed to and approved by the Chief Executive Officer prior to commencement of the works when the machinery is in the vicinity.

Amended 17th February 2006; Item Number 0506.67

2.4 Works General

2.4.1 Gravel Supply Agreements

Where gravel use is negotiated with land holders from pastoral property either a written or verbal agreement is to be entered into with the landholder as required. The agreement is to clearly identify estimated area required and the amount of gravel to be extracted. Gravel pits are to be leveled and reinstated by council staff at the end of their useful life as determined by the Works Foreman or Chief Executive Officer.

NOTE: Council reserves the right to enforce its rights to extract gravel by legal means if arrangements cannot be made with landholders.

2.4.2 Sale of Surplus Materials

Rescinded 25th November 2020; Item Number 17.3

2.4.3 Council Road Hierarchy

Council has an adopted Road Hierarchy for all roads throughout the Shire of Murchison. This hierarchy is to be used as a means of prioritizing every roads throughout the Shire as well as set a predetermined level of maintenance for each road category. The Road Hierarchy was adopted by council on 21st October 2005.

2.4.4 Bund Construction

*Adopted 15th April 2016; Item Number 17.3
Rescinded 25th November 2020; Item Number 17.3*

DIVISION 3 – BUILDING CONTROLS

3.1 Building Control

The Shire of Murchison has no current obligation to issue building permits for any building work undertaken within the Shire. In the interest of due diligence, the Shire will require certification in relation to compliance with the National Construction Code (NCC) for any buildings that the Shire itself contracts the construction of.

Where a new building would normally require the issuing of a Certificate of Design Compliance (CDC) pursuant to the NCC, the Building Act and the Building Regulations, the Shire will require the submission of the same by a suitably qualified person (Building Surveyor) for all construction within the Murchison Settlement. Copies of CDC's for all Council Projects are to be retained on site at the Shire Administration Centre, Murchison Settlement

Where any owner or occupier wishes to lodge a CDC for any construction undertaken within the Shire but outside of the Murchison Settlement, a copy will be retained on the Shire records free of charge. Proponents of any construction project within the Shire are to be advised of this Council Policy with respect to Building Controls and that fees such as the Building and Construction Industry Training Fund (BCITF) may still require payment. All enquiries and payments to the BCITF and/or the Building Commission should be directed to those authorities

Policy Repealed and Replaced 19th August 2016 replaced; Item Number 18.2

DIVISION 4 – HEALTH

4.1 Health Controls

~~4.1.1 Delegations to Councils Health Surveyor~~

~~The Chief Executive Officer delegates the authority and power to the Environmental Health Officer to:~~

- ~~→ Issue certificates of approval relating to the maximum number of people permitted in a public building.~~
- ~~→ To issue any notice or direction pursuant to the Health Act when it is considered that the urgency of the issue involved requires immediate action.~~

Deleted 16th December 2016; Item Number 18.1

4.1.1 Parties, Concerts and Large Public Events

Prior to consideration of any application for large or unusual events proposed to be held in the Shire, Council may require that public submissions be invited on the proposal and that organizers of the event be available to hold a public briefing meeting for the community. Events are to be assessed and approved in accordance with the Health Act 1911 and the Health (Public Buildings) Regulations 1992.

Adopted as a replacement for 4.1.1 Delegations to Councils Health Surveyor 16th December 2016; Item Number 18.1

DIVISION 5 – PLANNING

The Murchison Shire currently has no adopted Town Planning Scheme.

Planning information and advice can be obtained from the Shire Office.

DIVISION 6 – FINANCE

6.1 Budgets and Rating

6.1.1 Budget Preparation

Rescinded 25th November 2020; Item Number 17.3

6.1.2 Budget Submissions

All organisations and individuals that have made submissions for consideration by Council in its budget deliberations shall be advised of the outcome of the submission as soon as practicable after adoption of the budget.

Rescinded 25th November 2020; Item Number 17.3

6.1.3 Budget Adherence

Adherence to the budget following adoption is the responsibility of staff. Any items exceeding budget or considered that are outside budget allocations must be approved by full Council.

Rescinded 25th November 2020; Item Number 17.3

6.1.4 Unpaid Rates – Procedure for Collection

The following procedure shall apply for the collection of unpaid rates:

- Final notices to be issued within six (6) month of the expiration of the discount period.
- Advice of legal action to be taken for recovery will be forwarded to outstanding debtors for rates once rates have been outstanding for more than 12 months.
- Legal action to be commenced following the imposition of penalties for outstanding rates.

6.1.5 Discount on Rates

Rescinded 25th November 2020; Item Number 17.3

6.2 Investments and Borrowing

6.2.1 Investment of Surplus Funds

Rescinded 25th November 2020; Item Number 17.3

6.2.2 Borrowings

When a decision has been made to borrow funds for a Council activity either in budget deliberation or by a decision of the Council the Chief Executive Officer shall obtain quotes from the banking industry and The Treasury sources and recommend to Council the acceptance of the most suitable quote.

6.2.3 Self-Supporting Loans

Council may at its discretion, agree to raise self-supporting loans on behalf of Incorporation Local Organisations. Such agreement will be subject to:

- The applicant meeting all costs relevant to the raising of the loan with the exception of administrative charges.
- The applicant meeting any costs involved in preparing agreements, lease or other documents required.
- Prior to Council granting approval the applicant will be required to provide suitable details of current and future financial viability.

6.3 Reserve Accounts

6.3.1 Staff Leave Reserve

A Staff leave Reserve shall be maintained. The purpose of the account is to pay Staff Leave entitlements to Councils current employees and for claims of past employees (Long service leave only) who have transferred to other Councils. The account shall be maintained by budget transfer allocations as approved by Council with the aim of the account to hold sufficient funds to meet Councils Annual and Long Service Leave Liability at any given time.

6.3.2 Plant Reserve

A Plant Reserve Account shall be maintained. Monies held in the account are to be used to assist in funding the replacement or major repair of plant items. The account will be maintained by transfer of funds from budget allocations as approved by Council.

6.3.3 Interest on Reserve Accounts

Interest earned on reserve funds shall be applied to the reserve from where the interest was earned.

6.4 Financial Reporting

6.4.1 Responsible Employee

Rescinded 25th November 2020; Item Number 17.3

6.5 General

6.5.1 Operation of Bank Account

- a) Two signatories, authorised with the bank, are to sign off on all payments, whether the payment is electronic or by cheque;
- b) The exception to this is payments made with the CEO Credit Card. Credit Card payments are to be accompanied by supporting source documentation, details are to be revealed in the monthly payment list to Council and the President is to sign off on the reconciliation each month;
- c) Changes to bank accounts (except Term Deposits held at the same bank that holds the Shire's Municipal Funds) are to be authorised by the Chief Executive Officer and the President.
For example, opening or closing bank accounts; adding new signatories; changing the number of signatories on a bank account.
- d) The CEO and DCEO may manage the Shire's investments by way of Term Deposit held at the same bank that holds the Shire's Municipal Funds. This includes the opening and closing of term deposit accounts.

5.5.1 Amended 16th December 2016; Item Number 18.2

5.5.1 Amended 15th September 2018; Item Number 18.4

6.5.2 Donations and Grants

Council will include an amount in the budget each year for the purpose of donation to relevant charities or appeals and other bodies. Each application shall be presented to Council for consideration during budget deliberations and preference will be given to local organisations that are operating within the Shire of Murchison.

Donations of \$100 or less may be made at the discretion of the Chief Executive Officer.

Donations of \$500 or less may be made at the joint discretion of the Chief Executive Officer and Shire President.

Applications for donations of over \$500 which have not been included in the budget will be presented to Council for consideration

5.3 Amended 24th May 2018; Item Number 18.2

6.5.3 Purchase of Property, Plant and Equipment

Rescinded 25th November 2020; Item Number 17.3

6.5.4 Purchase of Capital Items

*Adopted 17th July 2012; Item No 18.4
Rescinded 25th November 2020; Item Number 17.3*

6.6 Fuel Price

That in relation to the operating of fuel facilities at the Murchison Oasis Roadhouse that Council's policy is to aim to operate these facilities at neither a profit nor loss over the medium to long term.

*Adopted 7th December 2012; Item No 10.3
Amended 24th October 2019; Item No 19.5*

DIVISION 7 – LEGAL

7.1 Legal Advice

The Chief Executive Officer is authorised to obtain from Councils Solicitors, such legal advice and opinion as is deemed by the Chief Executive Officer to be necessary to enable to proper legal administration of Councils business.

7.2 Legal Proceedings and Prosecutions

- 1) No action shall be taken to institute legal proceedings or prosecution unless by specific resolution of Council or by specific delegation.

NOTE: For the purpose of paragraph (1) the issue of a modified penalty under a local law or Regulation or where uniform guidelines are already in place shall not be deemed to be legal proceedings.

- 2) Where in the opinion of the relevant officer it will not be in the interest of the Council to include the names and personal details of persons who are subject to recommendation for prosecution such details may be omitted other than necessary to describe the place and nature of the offence.

7.3 Valuation of Property

The Chief Executive Officer is directed to obtain from the Valuer Generals Office or a sworn valuer duly appointed by notice in the Government Gazette, the value of any land or property being the subject of a report or submission to Council involving negotiations for the purchase or sale thereof for Local Government Purposes. Provided always that costs are included in the budget provisions.

7.4 Legal Representation Costs Indemnification

1) Introduction

This Policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Local Government may assist the individual in meeting reasonable expenses and any liabilities in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

2) General Principles

- a) The Local Government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith.
- b) The Local Government may provide such assistance in the following types of legal proceedings-
 - (i) proceedings brought by members and employees to enable them to carry out their Local Government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour),
 - (ii) (proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieved another person (eg refusing a development application) or where the conduct of a member or employee in

- carrying out his or her functions is considered detrimental to the person (eg defending defamation actions), and
- (iii) Statutory or other inquiries of members or employees is justified.
- c) The Local Government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms leveled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
 - d) The legal services the subject of assistance under this policy will usually be provided by the Local Government’s solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Local Government.
- 3) *Applications for Financial Assistance*
- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
 - b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
 - c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer.
 - d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest provisions of the Local Government Act 1995.
 - e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the Chief Executive Officer in writing under Section 5.42 of the Local Government Act.
 - f) Where it is the Chief Executive Officer who is seeking urgent financial support for legal services the Council shall deal with the application.
- 4) *Repayment of Assistance*
- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the Local Government.
 - b) Assistance will be withdrawn where the Council determines, upon legal advice that a person acted unreasonably, illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
 - c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Local Government may take action to recover any such moneys in a court of competent jurisdiction.

DIVISION 8 – STAFF

8.1 Staff Matters

8.1.1 Senior Staff

In accordance with Section 5.37 (1) of the Local Government Act Senior Employee shall be the Chief Executive Officer.

8.1.2 Appointment of Staff

Rescinded 25th November 2020; Item Number 17.3

8.1.3 New Positions

Rescinded 25th November 2020; Item Number 17.3

8.1.4 Relocation Expenses

Each case will be individually assessed by the Chief Executive Officer and an arrangement between the Chief Executive Officer and the employee arranged and confirmed in writing with the total value of the contribution towards relocation costs not exceeding \$1,000.

NOTE Council reserves the right to make alternative arrangements for contracted employees.

8.1.5 Interview Expenses

Council will reimburse travel costs for applicants attending interviews subject to prior agreement with candidates and on the following basis:-

- ▶ If the applicant is traveling by car, the vehicle to be fueled at the Murchison Roadhouse and charged to the Shire.
- ▶ If air travel is appropriate and available an amount equal to a single economy return class airfare from the current place of residence of the applicant to Perth.
- ▶ If any other form of travel is appropriate the actual costs to and from the place of residence of the applicant to the place of interview.

8.1.6 Long Service Leave

- a) The Chief Executive Officer may authorise the taking of long service leave by employees is not more than three consecutive periods subject to the leave being taken in full by a period of two (2) years from the due date of leave falling due.
- b) Employees are required to take Long Service Leave within a period of not more than twelve (12) months from the due date unless formal approval is provided by Council to defer leave for a longer period.

As a general rule however leave is to be taken as soon as practicable after it falls due.

8.1.7 Annual Leave

Annual Leave is to be taken in the year in which it becomes due unless approval is granted by the Chief Executive Officer for deferral.

As a general rule, employees shall not be permitted to accrue more than eight (8) weeks annual leave.

8.1.8 Rostered Days Off

Where employees are accruing Rostered Days Off they shall be taken at a time suitable to the Supervising Officer and the Staff Member as soon as practicable after they fall due.

No employee is entitled to accrue more than five (5) rostered days off at any one time.

8.1.9 Conditions of Employment

All Works Crew employees are employed under an Australian Workplace Agreement which must be entered into prior to the commencement of employment. This workplace agreement is not negotiable from employee to employee however will be reviewed in April of each year.

A performance appraisal and review of conditions of employment shall be carried out in April of each year and any applicable changes to conditions shall apply from the 1st of July of that year for all staff except those employed under contract arrangements whereas the applicable date shall be determined by the contract arrangements.

8.1.10 Superannuation

Council contribution to staff Superannuation including the Superannuation Guarantee (9%) shall be at a total of 14% of salary. The voluntary contribution shall be subject to a minimum contribution of 5% by the employee (permanent staff only). Variation to this policy shall be considered during review of conditions of employment.

Casual staff are not eligible for any additional Council Superannuation contributions and therefore only the compulsory Superannuation Guarantee 9% will be paid.

Amended 18th April 2008; Item Number 0708.90

8.1.11 Staff – Other Employment

Approval for staff to engage in remunerated positions outside of normal working hours is subject to there being no conflict of duties and approval by the Chief Executive Officer.

8.1.12 Uniforms/Protective Clothing

Works Staff

To be issued with one (1) winter issue of clothing per year. The issue shall consist of two pairs of trousers and three hi visibility cotton drill long sleeve shirts.

All other necessary safety and protective gear is to be supplied as needed e.g. boots, safety glasses, vests, hats, water bottles, sun screen etc. Windcheaters and jackets will be provided every two (2) years or (4) years respectively. Fair wear and tear replacement of all items will be made.

Office Staff

Office Staff will be issued with their choice of uniforms from the Dowd Corporate Wardrobe as follows:-

On completion of a probationary period – subsidy to the value of \$250 per person.
Subsequent Issues - \$250 per year.

Permanent Part-time staff shall be subsidized on a pro-rata basis applicable to the amount of hours worked. Casual staff shall not be subsidized.

As part of the Shires customer service focus, employees are required to wear the corporate uniforms at all times and to provide an image suitable to the Shire.

8.1.13 Equal Opportunity Policy Statement

- 1) The Shire of Murchison recognizes its legal obligations under the Equal Opportunity Act 1984 and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.
- 2) All employment training with the Council will be directed towards providing equal opportunity to all employees providing their relevant experience, skills and ability to meet the minimum requirements for such training.
- 3) All promotional policies and opportunities with this Council will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirement for such promotion.
- 4) All offers of employment within the Council will be directed towards providing equal opportunity to all employees providing their relevant experience, skills and ability meet the minimum requirements for such engagement.
- 5) This Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a persons race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.
- 6) The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

8.1.14 Sexual Harassment Policy

- 1) Council strongly supports the concept that every employee, Councillor and member of the public employed or engaged in business with the Council, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.
- 2) Council considers sexual harassment to be an unacceptable form of behaviour, which will not be tolerated and recognizes that sexual harassment is unlawful.
- 3) Sexual harassment is any conduct of a sexual nature and/or sexist nature (whether physical, verbal or non verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee Councillor or member of the general public.
 - ◆ Deliberate and unnecessary physical conduct such as patting, pinching, fondling, kissing, brushing against, touching;
 - ◆ Subtle or explicit demands for sexual activities or molestation;
 - ◆ Intrusive enquiries into a persons private life;
 - ◆ Uninvited and unwelcome jokes that have a sexual and/or sexist undertone;
 - ◆ Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.

- 4) Council recognizes that sexual harassment can undermine health, performance and self esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of sexual harassment in the workplace including training of the workforce and specific training for officers identified to deal with complaints. Appropriate discipline will be taken against any individual found to be engaging in such conduct.
- 5) Any complaints of sexual harassment made against another person associated with the Council will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.
- 6) Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without prior consent of both parties.
- 7) An employee whose health or work performance has been proven to be affected by sexual harassment will not have their employment status or conditions disadvantaged in any way.

8.1.15 Medical Examinations

All permanent employees are required to agree to a medical examination by a Medical Practitioner whose appointment, which will be paid for by the Shire of Murchison. Results will be confidential to the immediate Supervisor and the Chief Executive Officer. A copy will be retained in the employee's personal file.

8.1.16 Probationary Period

All positions within the Shires permanent workforce will be subject to a probationary period of six (6) months.

8.1.17 Paid Leave for Voluntary Service

- 1) All staff who are bona fide members of volunteer emergency service groups, such as Fire Brigade, State Emergency Services, Ambulance etc who are required for emergency service to those groups during working hours shall be released and paid for time absent by Council up to the total of ordinary time usually worked during that day or the period of the emergency but will not include time in excess of ordinary working hours, weekend or public holidays.
- 2) For the purpose of this policy ordinary time shall be the time ordinarily worked on the days the employee may be absent including any standard overtime arrangements.

8.1.18 Smoking in the Workplace

To protect the health of work colleagues the council has a smoking policy that limits smoking in enclosed areas such as vehicles, buildings and workshops when other persons who do not smoke are present. Smoking is prohibited where explosives and flammables are stored, handled or disposed of.

8.1.19 Conference and Seminar Attendance

- Requests for authority for the Chief Executive Officer to attend Conferences and Seminars outside of that classified as Staff Training shall wherever practicable be brought before Council for consideration.

- Council shall by resolution authorise the attendance of these Conferences and Seminars as considered appropriate.
- Where authority is granted under this clause for the attendance of Staff or staff contracts include authorisation for attendance under certain contracts conditions, all reasonable expenses relating to accommodation, nomination, meals and other reasonable expenses incurred will be met by Council subject to presentation of documented evidence for the expense.
- Where it is considered appropriate for a staff member to be accompanied by another person when attending any function where attendance has been authorised by Council, Council will meet the expenses applicable to that person with approval of full Council.

8.1.20 Staff Training – Costs applicable

Where staff request authority to attend staff training approval may be granted by the Chief Executive Officer having regard to the following:-

- ▶ The relevance of the training to the staff member,
- ▶ The cost of the training,
- ▶ Budget allocation for training provided,
- ▶ Obligations of performance appraisals completed,
- ▶ Any other relevant factors

Where training is approved Council will pay all reasonable expenses relating to costs of the training, accommodation, travel, meals and other reasonable expenses incurred subject to presentation of documentary evidence of the expense.

Whilst Council accepts its obligations to train its staff to satisfactory levels to enhance their performance it shall be incumbent on the staff to recognize that training provides personal rewards and they should accept that overtime will not be paid for out of hours training attendance and travel and every effort shall be made to reduce costs associated with training in all areas of expense if possible.

8.1.21 Staff Safety and Health Policy

This policy recognises that the safety and health of all employees within the Shire of Murchison is the responsibility of Council management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards:

- ▶ Providing and maintaining safe plant and systems of work;
- ▶ Making and monitoring arrangements for the safe use, handling, storage, disposal and transport of plant and substances;
- ▶ Maintaining the workplace in a safe and healthy condition;
- ▶ Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

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

The safety and health duties of management at all levels will be detailed and council procedures for training and back-up support should be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

Duties

Recognising the potential risks associated with hazards that may be present, this Council will take very practicable steps to provide and maintain a safe and healthy work environment for all employees.

Management

- ▶ Is responsible for the effective implementation of the Council safety and health policy;
- ▶ Must observe, implement and fulfill its responsibilities under the Acts and Regulations which apply to Local Government;
- ▶ Must ensure that the agreed procedures for regular consultation between management and those who designated and elected safety and health responsibilities are followed;
- ▶ Must make regular assessments of safety and health performance and resources in co-operation with those with designated and elected safety and health functions;
- ▶ Must ensure that all specific policies operating within the Council e.g. fire and evacuation, purchasing, training, first aid and systems of work, are periodically revised and consistent with Council safety and health objectives;
- ▶ Must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Council;
- ▶ Must be informed of incidents and accidents occurring on Council premises or to Council employees so that safety and health performance can be accurately gauged.

Employees

- ▶ Have a duty to take the care of which they are capable for their own safety and health and of others affected by their actions at work;
- ▶ Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health functions;
- ▶ Must not willfully interfere with or misuse items or facilities provided in the interests of safety, health and welfare of Council employees;
- ▶ Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their elected safety and health representatives.

This policy will be regularly reviewed in the light of legislation and Council changes. Management seeks co-operation from all employees in realizing our safety and health objectives and creating a safe work environment. All employees will be advised, in writing, or agreed changes and arrangements for their implementation.

8.1.22 Drug and Alcohol Policy

Separate Document

Adopted 18th November 2016; Item Number 18.4

8.2 Staff Housing**8.2.1 Standards**

Council Housing should be upgraded or built to meet the following minimum specifications:-

- ▶ All windows to be aluminum fitted with locking system.
- ▶ Fences to be 1.0m high and fully surround the property.
- ▶ Single vehicle carport.
- ▶ Ceiling fans
- ▶ Ducted Evaporative Air-conditioning.
- ▶ Wood fuel tile fire.
- ▶ External Television aerial.

- ▶ Curtain rods to be provided to facilitate installation of curtains by tenants.
- ▶ Security screen doors to be provided to external access doors.

8.2.2 Conditions of Tenancy - Staff Housing – Availability

Staff Housing will be provided for all members of council staff.

8.2.3 Electricity Accounts

All electricity is to be provided to council employees and employee's families within the Murchison settlement at no charge. Staff is to be made aware of the importance of using power wisely upon commencement.

8.2.4 Maintenance of Staff Housing

The opportunity will be given for staff occupying Council housing to provide a list of needs associated with housing during March of each year with the Councils Building Committee. During March / April an inspection of Council buildings including housing will be completed and a schedule of works including estimated costs will be provided for budget consideration.

A contingency amount for maintenance of \$1,500 per house will be allowed in the budget for items of an urgent nature, which may arise eg. replacement of water heating, during a budget period.

8.2.5 Housing Bonds and Tenancy Agreements

All staff occupying Council housing shall be required to provide a bond of \$500.00 (five hundred dollars). In the event of payment of the bond creating financial hardship for the Tenant, arrangements may be made for payroll deduction at an amount not less than \$50.00 per fortnight.

8.2.6 Rental Charges

Charges for rental for Council properties will as per the adopted schedule of fees and charges for that financial year.

DIVISION 9 – MEMBERS

9.1 Councillors Expenses

9.1.1 Members Meeting Expenses

Councillors shall be paid for travel, meeting expenses and communication allowance at a rate set by Council annually. Travel Payments will be paid in arrears on an as required basis but are not to remain outstanding for more than six months. Meeting attendances will be made on a quarterly basis, usually in October, January, April, and July of each year. Councillors are required to complete a travel claim form to receive refunds

8.1.1 Amended 24th May 2018; Item Number 18.2

9.1.2 Conference, Seminar and Training Course Attendance

Prior to any Councillor attending a conference the matter is to be discussed at the Council meeting prior to the conference and a motion put and carried supporting which councillors are to attend the conference and in what capacity.

There will be no restriction on the number of elected members attending Local Government Convention. The number and the names of the elected members however, will be determined annually by Council. Council will ensure adequate funds are allocated in its annual budget to cover delegate expenses each year.

The Shire President will have automatic rights to attend Local Government Convention each year.

When attending a conference, where the CEO is attending the same one, an attempt should be made to travel to and from the conference with the CEO in Council's vehicle. If this is not possible or the CEO is not attending, then the Councillor will be entitled to claim travel at the rate set under Section 8.1.1 – Members Meeting Expenses.

When attending a conference in the capacity of a councillor, Council agree to pay the following charges where applicable:

8.1.2 Amended 24th May 2018; Item Number 18.2

9.1.3 Accommodation

On an as required basis and is dependant of the distance required to travel. For example a three day conference in Perth commencing on Friday morning and finishing late on a Sunday afternoon council would agree to pay for accommodation on the Thursday, Friday, Saturday and Sunday evenings as an allowance needs to be made to travel between Perth and Murchison.

A half day conference in Geraldton between 10.00am and 3.00pm it would be fair to suggest that travel to and from Geraldton would be possible in the same day and accommodation would not be required in this instance.

If any doubt exists regarding the need for council to provide for accommodation for any councillor or staff member the final determination shall be at the discretion of the CEO.

9.1.4 Parking

Council will meet all valet parking charges while attending a conference where applicable.

9.1.5 Meals General

Council will meet meal charges while attending a conference for the person attending the meeting or conference only

Any Councillor or staff member attending an approved conference or training program requiring overnight accommodation that elects to stay with relatives or friends (ie; not in motel/hotel accommodation), be paid an amount as set out for the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission.

8.1.5 Amended 24th May 2018; Item Number 18.2

9.1.6 Meals Local Government Week

Council will meet meal charges for the councillor or staff member attending Local Government Week AND meal charges for their spouse or partner who may also be attending this conference. Any additional meal charges for friends, family and children etc are to be paid for in full by the Councillor or staff member prior to checkout.

Amended 20th October 2006; Item Number 0607.54

9.2 Meetings of Council**9.2.1 Questions - Notice**

To allow staff to adequately research queries, Councillors should give twenty four hours clear notice of questions which require research and to which they require answers at a particular meeting.

9.2.2 Motions to be written

Rescinded 25th November 2020; Item Number 17.3

9.2.3 Council Meetings

Councillors shall have regard to “Standing Orders” applicable to Council meetings and the adopted “Code of Conduct” in their behaviour at Council meetings.

9.3 Members - Other**9.3.1 Title of Councilor or President**

No Councillor is to use their title to in any way imply Councils support, approval, opposition or any other opinion or point of view.

9.3.2 Councilors Induction Material

All Councillors are to be issued with a Councillors Handbook and other information relevant to the position at induction. On retirement all information received is to be returned to the Chief Executive Officer.

9.3.3 Council Representatives

All Council representatives wherever possible shall be serving members of Council.

Upon ceasing to be a member of Council the representative shall immediately cease to be a member of the relevant committee unless specifically requested to continue as a Council representative.

Council representatives representing Council on committees shall at all times represent Council position not their personal position on an issue.

9.3.4 Council Chamber

The Council Chambers shall not be used as a venue for meetings for other groups unless approved by the President as exempt from this provision or unless specifically authorised by the President. In the absence of suitable meeting venues for staff meetings, or public meetings with staff, staff are entitled to use the Council Chambers with approval of the Chief Executive Officer.

9.3.5 Executive Function Tests

Rescinded 25th November 2020; Item Number 17.3

9.3.6 Instrument of Delegation

When powers and duties are delegated by the Council to a committee in accordance with the requirements of the Local Government Act an instrument of delegation be executed by the President and Chief Executive Officer.

When powers and duties are delegated by the Council to the Chief Executive Officer the instrument of delegation shall be signed by the President and the Deputy President.

9.3.7 Local Laws

The Council shall make, publicise and review its Local laws according to the guidelines below.

That Local Law making powers be used sparingly and after applying the following tests:-

- Can Council achieve the objectives without making a law,
- Has Council the will and resources to enforce the law,
- Will practical benefits result from the law.

That Local Laws be worded as simply as possible.

That where Local laws are site specific e.g. laws relating to a town hall, a copy of the laws be posted at the site concerned or an abbreviated version of same stating:-

Offences and penalties.

That a full copy of the law can be inspected at the Shire Office.

That where regulation or licensing of an activity, premise or animal is required the opportunity be taken to issue a leaflet advising of the Local Law.

That the President consider making the exercise of legislative powers by the Local Government a component of the President's annual report as a means of identifying distinct problems and steps Council has taken to combat them.

DIVISION 10 – FIRE CONTROL

10.1 Fire Organisations

10.1.1 Establishment of Bushfire Brigades

Council shall establish and maintain Bushfire Brigades in accordance with the Bush Fire Act in order to provide adequate protection of those areas of the Municipality within the Bushfire district.

10.1.2 Bushfire Advisory Committee

Council will form a Bushfire Advisory Committee to administer Council's policies on matters relating to bushfire prevention, control and extinguishment as provided for by the Bush Fires Act.

The Committee shall have powers to advise Council by providing recommendations in respect to the powers above. The Bushfire Advisory Committee shall consist of:-

- ▶ The Chief Bushfire Control Officer (who shall be chairman of the Committee),
- ▶ The Deputy Chief Bushfire Control Officer (who shall be Deputy Chairman of the committee)
- ▶ Two representatives from each of the Bushfire Brigades of the Shire of Murchison,
- ▶ A Councillor as a shire representative and,
- ▶ The Chief Executive Officer or their nominee who shall act as the administration/secretary to the committee.

The Annual General Meeting of the Bushfire Advisory Committee will be held at the completion of the Ordinary Council Annual General Meeting where all appointments will be confirmed and Station plant inventory checked and updated.

A quorum for meetings shall comprise one more than half of the designated Committee. Minutes of the Bushfire Advisory Committee meetings shall be presented to the next meeting of the Council held after the Bushfire Advisory Committee Meeting. Meetings will be held in the first week of September and March in each year.

10.1.3 Bushfire Control Officers

A Bushfire Control Officer is a person who has been appointed to that position by the Council, usually the Chief Executive Officer. Such appointment is to be advertised at least once in a newspaper circulating in the district. They are voluntary officers who give their time in furthering the aims of fire prevention and control within the Shire of Murchison.

Bushfire control Officers have powers as prescribed by the Bush Fires Act and are not liable for any damage, loss or injury caused as a result of the exercise in good faith of their powers.

Outline of Duties:-

- a) Attend Bush Fire Advisory Committee Meetings and participate in the formulation of Control Policies as required.
- b) Inspect firebreaks and ensure standards set are met by the various landholders in the relevant Brigade area.
- c) Issue permits as required for the burning of bush.
- d) Issue permits for other fires such as clover burning permits and ensure any special conditions are met.
- e) Issue permits for protective burning during prohibited burning times and ensure special conditions are met and permits endorsed as required.
- f) Prevent bushfires and protect life and property in the outbreak of fire.

- g) Take steps for legal action against any person committing an offence under the Act by report to the Chief Executive Officer of the Council.

10.1.4 Clearing Fires

It is the responsibility of the person lighting a clearing fire to ensure that adequate equipment is available for the protection of their property and neighbouring property. Shire Fire Units should remain at their normal station and must be well maintained and ready for use at short notice.

10.1.5 Protected Burning Fires – Suspension of Requirements

The suspension of the need for permits during the restricted burning times does not alter the requirement of advice to neighbours of intention to burn.

10.1.6 Hazard Reduction Operations

All hazard reduction operations undertaken by Bushfire Brigades shall be authorised by the Shire of Murchison.

10.1.7 Use of Shire Plant and Equipment

The Shire President, Deputy Shire President, Chief Executive Officer or the Works Forman are authorised upon request by an authorised Bushfire Control Officer in charge of a fire, to call out and authorise the use of Shire Plant and Equipment other than plant used exclusively for fire fighting or local control. If authorised the operators of that equipment have discretion as to the extent of that use with particular regard to safety and machine capabilities. The use of Shire Plant and Equipment outside of the district for fire fighting purposes is subject to the conditions of the preceding paragraph.

10.1.8 Infringement Notices and Legal Action

Only persons authorised by the Shire of Murchison are authorised to take legal action against offenders under the Bush Fires Act.

10.1.9 Fire Reports

Bushfire Control Officers who have been in control of a fire outbreak shall submit fire reports on the forms provided by the Shire within 48 hours of the fire being controlled to the Chief Executive Officer.

The report shall include recommendations relating to investigation and or prosecution.

10.1.10 Prohibited and Restricted Burning Times

The Restricted Burning Times within the Shire of Murchison are:-

- ▶ 19th September to 31st October, and
- ▶ 1st March to 29th March.

The Prohibited Burning Times within the Shire of Murchison are:-

- ▶ 1st November to 28th February

Variations to the prohibited and restricted burning times can only be authorised by the Chief Bushfire Control Officer and the Shire President. Such variations are to be advertised.

10.1.11 Advise of Intention to Burn

Any person intending to carry out a large burn which may be seen from either a neighbour or a passing vehicle should contact the Chief Bush Fire Control Officer / Chief Executive Officer to advise of the details and reason for the burn.

10.1.12 Fire Control Point

The Control Point established by a Bushfire Control Officer in charge of a fire is to be identified wherever possible by means of amber flashing lights.

10.1.13 Insurance

The Shire of Murchison will obtain and keep current relevant insurance policies for fire fighters and equipment pursuant to the Bush Fires Act.

10.1.14 Fire Channel

Channel 7 on the UHF CB two-way radios shall be the Shire of Murchison fire channel. Fire Control Officers only are authorised to change the channel when required for fire control purposes.

10.2 Fire fighting Vehicles and Equipment**10.2.1 Provision of Vehicles and Equipment**

The Shire of Murchison shall provide and maintain fire fighting appliances and equipment pursuant to its powers under the Bush Fires Act and budgetary allowances.

10.2.2 Housing of Fire Fighting Vehicles

Shire fire fighting appliances will be stationed at the Murchison Settlement. No appliance shall have its location changed from one station to another without the specific authorisation of the Chief Executive Officer of the Shire and any request for change must be submitted in writing clearly stating the reason for the change. The Chief Executive Officer will either approve or decline the request in writing to the applicant.

10.2.3 Maintenance of Vehicles and Equipment

Maintenance and repair of all Shire owned appliances and equipment will be the responsibility of the Works Foreman. All repairs and maintenance will be carried out either under his direct supervision or with his knowledge and consent. All replacement parts or equipment will be purchased on official Shire Order forms.

Ensure that Brigade appliances are checked on a regular basis and maintained.

Ensure that the battery, tyres, water, oil and fuel are checked regularly.

10.2.4 Drivers of Shire Fire fighting Vehicles

The driver of any shire fire fighting appliance must hold a current licence of the class appropriate for the appliance being driven and be either:-

- a) A Council employee,
- b) A registered member of a Bushfire Brigade, or
- c) Any person authorised by the Bushfire Advisory Committee or a Fire Control Officer to do so.

The driver is responsible to observe the provisions of the Road Traffic Code, in particular those rules applying to emergency vehicles.

10.2.5 Use of Fire fighting Vehicles and Appliances

Shire fire fighting appliances and vehicles shall only be used for fire fighting and Shire purposes only.

10.2.6 Tools and Equipment

Standard equipment for Shire fire fighting appliances shall be two rake hoes and two shovels.

10.2.7 Communications

An efficient two-way radio network will be established for fire fighting communications. Any vehicle used for fire fighting purposes (either council or privately owned) must have a fully functional UHF two way radio fitted.

10.3 Training of Fire fighters**10.3.1 Recognition of Training**

Council recognises:-

- ▶ That fire fighters must be properly trained to perform their tasks in a safe and efficient manner,
- ▶ That responsibilities differ at various levels in the fire organisation and accordingly the level of skills required varies also, and
- ▶ That a basic level of skill is required for all fire fighters.

10.3.2 Training Programmes

Council will encourage officers and members of Brigades to participate in the training programs offered by the relevant authorities.

10.3.3 Insurance

Council will ensure that appropriate insurance policies/relevant extensions are held to cover volunteers whilst training.

10.3.4 Minimum Training Requirements

Council expects its Bushfire Officers and Brigade Members to be trained at a level consistent with rank and role within the bushfire organisation. Training minimum standards for fire fighters are Modules 1 to 5 of the current fire fighters course.

10.4 Safety and Health for Volunteer Fire fighters**10.4.1 Safety and Health**

Council recognises the extremely valuable contribution to the community by bushfire volunteers. It is the policy of Council to ensure that bushfire volunteers are provided with safe working equipment, the safest works system practical and to minimise the frequency of accidents and injury. Council recognises that both the Shire and Bushfire volunteers have a responsibility for safety and health. Council acknowledges that the occupational risks relevant in fire fighting and emergency duties undertaken by bushfire volunteers are significant and the possibility of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible, however it is the intention of Council to develop and implement safety and training policies to minimise the occurrence of injury to bushfire volunteers, both on the fire ground and in the performance of all other duties.

Council responsibilities:-

All practical efforts will be made to:-

- ▶ Instruct bushfire volunteers in safe working practices,
- ▶ Ensure that brigade equipment is in safe working order,
- ▶ Encourage the use of proper protective clothing and equipment appropriate to the task,
- ▶ Ensure that volunteers have ready access to first aid facilities,
- ▶ Investigate accidents and possible safety and health risks and take appropriate remedial action,

- ▶ Provide a mechanism for joint shire/Bush Fire Board/Volunteer consultation on safety matters, and
- ▶ Review the effectiveness of bushfire volunteer training, safety and health policies as necessary.

Volunteer Responsibilities:

- ▶ To maintain a reasonable standard of physical fitness,
- ▶ To acquaint themselves with safe working procedures,
- ▶ To identify safety and health hazards and report these for remedial action,
- ▶ To observe safe working practises and avoid unnecessary risks, and to accept responsibility for their own safety,
- ▶ To ensure that at all times they dress appropriately for fire fighting and make proper use of personal protective equipment wherever necessary or required to do so.

10.4.2 Safety Clothing and Footwear

The Chief Bushfire control Officer will not allow volunteers who they believe are not suitably clothed to assist with the fighting of a fire. Volunteers must have a long sleeve shirt and trousers (Fire Fighting Uniform if available) enclosed footwear (boots) and a hat.

DIVISION 11 – GENERAL

11.1 Elections**11.1.1 Signs for Election Advertising**

Candidates for Federal, State and Local Government Elections are not permitted to display election signs in the Shire of Murchison.

11.2 Australian Citizenship Receptions

Arrangements for the presentation of Australian Citizenship Certificates shall be at the discretion of the Shire President.

11.3 Permits and Licenses**11.3.1 Explosive Licenses**

The Chief Executive Officer is authorised to issue approvals for the use of explosives within the district without reference to Council.

11.4 Council Crest

The Council Crest may be used on letterheads, envelopes and other Council material as and when it is considered appropriate by the Chief Executive Officer.

Use by shire community groups is approved subject to:-

- The group being a non profit organisation based within the Shire of Murchison,
- Subject to written application to the Chief Executive Officer,
- The removal of the word “Shire” from the logo.

11.5 Council Property**11.5.1 Short Term Accommodation**

The Council property at 4A is provided by council for short time accommodation. Permission to stay at the residence must be obtained from the Chief Executive Officer.

The unit is to be equipped with the following

- Washing Machine
- Colour TV
- 1 x fold out sofa
- 1 x double bed
- Kitchen table and four chairs
- Microwave Oven
- A suitable number of knives, forks, spoons, plates, bowls etc
- Pots, Pans and cooking utensils.
- Electric Kettle
- Mugs and Glasses
- Sheets, Pillows and blankets
- Fridge and Freezer
- Gas Stove
- Suitable cleaning items such as mop, buckets, broom etc

11.5.2 Murchison Sports Club

- a) The contract of usage is through the Shire of Murchison and is subject to the approval from the Chief Executive Officer.
- b) If liquor is being made available at a function in the hall the hirer must present the relevant licence required and obtain written approval from the Chief Executive Officer for the consumption of liquor.
- c) When different users use different parts of the hall at the same time, co-operation in the use of the kitchen is required.
- d) Hirers are required to have the hall vacated and locked within two hour of the conclusion of the function.
- e) The meeting room and kitchen are available to the Geraldton Aboriginal Medical Service on the First Monday of every month and the Royal Flying Doctor service as required.

11.5.3 Sports Club Public Toilets

On the understanding that the toilets at the north of the Murchison Sports Club will be available for public use Council will accept responsibility for the costs of maintenance and cleanliness of this facility.

11.5.4 Roadhouse Public Toilets

On the understanding that the toilets at the north of the Roadhouse will be available for public use Council will accept responsibility for the costs of maintenance and supply of cleaning material and toilet tissue. The proprietors of the Roadhouse are responsible for the daily cleaning of this building or more frequently if required to ensure it is kept at a high standard of cleanliness.

11.5.5 Smoking in Council Buildings

Smoking is not permitted in confined spaces within Council Buildings with the exception of staff housing.

11.5.6 Consumption of Liquor

Application is to be made in writing for approval to consume liquor in Council buildings (with the exception of staff housing) and approval shall be at the discretion of the Chief Executive Officer. Where a Council building is managed by a local community organisation the application will be subject to approval of that Committee for determination.

11.6 Council Well Wishes / Public Notices

Council staff are to arrange flowers, cards or small gifts and insert suitable notices in the paper to recognise personal events in the lives of previous Murchison Residence, staff members, councillors, past councillors, close affiliates of Council or their families or any other person as requested by the Shire President. In the event the Shire President is not available to make the request the Deputy President has delegated authority to do so.

In making the decision due regard is to be had for things as length of service (staff or Councillors), time spent in the Murchison Region and community involvement etc.

Adopted 20th October 2006; Item Number 0607.53

DIVISION 12 - CODE OF CONDUCT

*Note Code of Conduct Amended 16th May 2008; Item Number 0708.134
Each Member was provided then with an updated version which was amended to reflect recent amendments to the
Local Government Act 1995 and Regulations
This replaced Division 12 – Code of Conduct as shown below*

PREAMBLE

The Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in:-

- a) Better decision making by Local Governments;
- b) Greater community participation in the decisions and affairs of Local Governments;
- c) Greater accountability of Local Governments to their communities; and
- d) More efficient and effective Local Government.

The Code provides a guide and a basis of expectations for elected members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

ROLE OF ELECTED MEMBER

A Councillors primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillors public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- Achieving sound financial management and accountability in relation to the Local Government's finances;
- Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- Working with other Governments and organizations to achieve benefits for the community at both a local and regional level;
- Having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

ROLE OF STAFF MEMBERS

The primary role of members of staff is to support the collective decision of the Council in achieving the role of Councillors as previously stated through the direction of the Chief Executive Officer.

A staff member's secondary role is to be aware of the statutory requirements of the Local Government Act and Regulations, and to provide timely and proper advice and assistance to the Councillors in the performance of their duties.

The following specific behaviour is expected of Council staff.

- While on duty staff will give their best attention to the Local Government business to ensure that the work is carried out efficiently, economically, and effectively.
- Staff are expected to conform to neat dress standards, and are encouraged to use corporate clothing as provided by the Council.
- Communication with the community should be friendly, polite, accurate and professional, and reflect the status of the Council.

ROLE OF THE CHAIR

A chairperson is required to remain Fair, Firm and Focussed.

Above all else however, the role of the chair is to be impartial. The person chairing the meeting has a different role to that of the participants. They are not involved so much in the content of the meeting as they are in the process of the meeting.

The chair must ensure:

- That the processes are followed in accordance with adopted standing orders;
- That everyone present receives an equal chance to address the meeting according to the rules;
- That the discussion is conducted fairly and without bias and according to the processes of the Shire;
- That a quorum is present at all times;
- That minutes are taken accurately;
- That motions are made clearly and accurately before voting;
- That the principles of free speech and natural justice are upheld at all times;
- That guests or visitors are made to feel welcome and understand their rights or roles.

CONFLICT AND DISCLOSURE OF INTEREST

1.1 Conflict of Interest

- a) Members and Staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- c) Members and Staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).

- d) Members and Staff who exercise a recruitment or other discretionary function will make disclosure before dealing with close friends or relatives and will disqualify themselves from dealing with those persons.
- e) Staff will refrain from partisan political activities, which could cast doubt on their neutrality and impartiality in acting in their professional capacity.
- f) An individuals rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions can not be a basis for discrimination and this is supported by anti-discriminatory legislation.

1.2 Financial Interest

Members and Staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

1.3 Disclosure of Interest

- a) In addition to disclosure of financial interests members and staff, including persons under a contract for services:
 - Attending a Council or Committee meeting; or
 - Giving advice to a Council or Committee meeting.are required to disclose any interest they have in a matter to be discussed at that meeting that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.
- b) Where an interest must be disclosed under (a) above, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given and is to be recorded in the minutes of the meeting.

1.4 Disclosure of Interest Affecting Impartiality

For the purpose of requiring disclosure an interest affecting impartiality is defined in the Regulations as:-

- a) An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.

Impact

In the disclosure of impartiality interest the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest effecting impartiality the members involvement in the meeting continues as if no interest existed.

What to disclose

Employees or elected members may use the following declaration when considered necessary to disclose an interest affecting impartiality.

“With regard to (the relevant matter) I disclose that I have an association with the applicant (disclose nature of association) or person seeking a decision. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote (or advise) accordingly”.

PERSONAL BENEFIT

2.1 Use of Confidential Information

Members of staff will not use confidential information to gain improper advantage for themselves or for any other person or body in ways which are inconsistent with their obligations to act impartially or to improperly cause harm or detriment to any person or organisation.

2.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

2.3 i) Improper or Undue Influence

- a) Members and Staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

2.4 i) Gifts and Bribery

- a) Members and Staff are not to accept a gift, other than a gift of or below \$200 from a person who is undertaking, or is likely to undertake business:-
- That requires a person to obtain any authorisation from the Local Government;
 - By way of contract between the person and the Local Government; or
 - By way of providing any service to the Local Government.
- b) Members and Staff who accept a gift of or below \$200 from a person referred to in (a) above are to record in a register of token gifts:
- The names of the persons who gave and received the gift;
 - The date of receipt of the gift; and
 - A description, and estimated value of the gift;

unless the gift is a token gift given by way of hospitality, being of or below \$75 in value and belonging to the following class of things:

- Gifts of an insignificant nature, for example, pens, diaries, coasters etc;
 - Minor items of apparel eg ties, hats, T shirts etc;
 - Minor items of a promotional nature eg mugs, golf balls etc;
 - Food and refreshments;
 - Attendance or participation at sporting, cultural or recreational events;
 - Gifts of a seasonal or personal nature.
- c) This clause does not apply to gifts received from a relative (as defined in Section 5.74(i) of the Local Government Act) or an electoral gift (to which other disclosure conditions apply)

CONDUCT OF MEMBERS AND STAFF

The effective management of the Councils affairs depends on mutual respect and co-operation between Councillors and Staff.

3.1 Personal Behaviour

Councillors and staff will:

- Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- Perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- Act in good faith (ie honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- Make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- Always act in accordance with their obligation of fidelity to the Local Government.

Members will represent and promote the interests of the Local Government while recognising their special duty to their own constituents.

3.2 Honesty and Integrity

Members and staff will:

- Observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards;
- Bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer;
- Be frank and honest in their official dealing with each other.

3.3 Performance Duties

- While on duty, staff will give their whole time and attention to the Local Governments business and ensure that their work is carried out efficiently, economically and effectively and that their standard of work reflects favourably both on them and on the Local Government;
- Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

3.4 Compliance with Lawful Orders

- a) Members and staff will comply with any lawful order given by any person having authority to make or give such an order with any doubts to the proprietary of any such order being taken up with the supervisor of the person who gave the order and if resolution cannot be achieved, with the Chief Executive Officer.
- b) Members and Staff will give effect to the lawful orders or policies of the Local Government whether or not they agree with or approve of them.

3.5 Administrative and Management Practices

Members and staff will ensure compliance with property and reasonable administrative practices and conduct and professional and responsible management practices.

3.6 Communications and Public Relations

All aspects of communication by staff (including verbal, written or personal) involving Local Governments activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

As a representative of the community Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Members should acknowledge that:

- ~ As a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- ~ Information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- ~ Information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- ~ Information concernment adopted policies, procedures and decisions of the Council is conveyed accurately.

3.7 Relationships between Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position members need to:

- Accept that their role is a leadership, not a management or administrative one;
- Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- Refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

3.8 Appointments to Committees

As part of their representative role Members are often asked to represent the Council or external organisations. It is important that Members:

Clearly understand the basis of their appointment; and
Provide regular reports on the activities of the organisation.

DEALING WITH COUNCIL PROPERTY**4.1 Use of Local Government Resources**

Members and Staff will:

- a) be scrupulously honest in their use of the Local Government resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- c) not use the Local Government resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless

properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

4.2 Travelling and Sustenance Expenses

Members and Staff will only claim or accept travelling or sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with the Local Government policy and the provision of the Local Government Act.

4.3 Access to Information

- i) Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.
- ii) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

GRATUITIES AND REDUNDANCY PAYMENTS

5.1 Gratuities

A gratuity may be paid to an employee at the sole discretion of the Council upon the employee's retirement or the employee's beneficiaries following the employee's death.

The gratuity may be paid in accordance with the following conditions:-

- i) After a minimum of ten years service;
- ii) An amount maximum equivalent to one months salary at the level of salary applicable to the employee at the date of retirement for each year of service;
- iii) The Council may, in special circumstances at their discretion determine that benefits additional to those prescribed in this Policy may be paid however details of those additional benefits and/or payments shall be published in accordance with Section 5.50 (2) of the Local Government Act 1995.

5.2 Redundancies

- i) In respect to redundancies resulting from internal restructuring, external restructuring e.g. amalgamations, boundary changes etc;
- ii) Negotiations and Payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award or if Schedule 2.1 Clause 11 (4) of the Local Government Act applies in accordance with that Section;
- iii) In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of 2 years salary at the time of completion of negotiations.

5.3 Gifts

- i) A Council may present a gift to an employee whose service with the Council is finalising;
- ii) The value of the gift shall not exceed \$1,500;
- iii) The Council may determine that a gift of greater value is to be made, however in those circumstances the Council shall publish the intent in accordance with Section 5.50 (2) of the Local Government Act 1995;
- iv) A gift can include a gift of money, a gift which is non-monetary but of value, a gift in kind, the payment of an inadequate financial consideration or the receipt of a discount, financial or other contribution to travel, the provision of a service for no consideration or a firm promise or agreement to give a gift at some future time.

5.4 General

- i) No severance or redundancy payments shall be less than payments or benefits provided for in accordance with;
 - a) Any Federal or State Award or industrial agreement application to the employee
 - b) Any applicable provisions with the employee contract or employment
 - c) Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal.
 - d) Where the Council so agrees, any recommendation made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.

DIVISION 13 – OTHER POLICIES NOT INCLUDED IN MANUAL

Purchasing Policy

Separate Document

Adopted 25th October 2011 V1; Item No 22.1.321011

Revised 15th March 2015 V2; Item No 17.1

Revised 20th May 2016 V3; Item No 18.2

Revised 22nd February 2017 V4; Item No 18.4

Revised 27th February 2020 V5; Item No 18.5

Asset Management

Separate Document

Adopted 21st June 2013; Item Number 17.2

Risk Management

Separate Document

Adopted 18th December 2014; Item Number 15.1

Grievances Investigations and Resolution

Separate Document

Adopted 28th June 2018; Item Number 18.1

Performance Management

Separate Document

Adopted 28th June 2018; Item Number 18.1

COVID-19 Financial Hardship

Separate Document

Adopted 26th August 2020; Item Number 18.1