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Policy A.01

Senior Employees

Objective

To determine Senior employees which includes Director of Corporate Services and Director of Works & Services as required by section 5.37 of the Local Government Act 1995.

Statement

For the purposes of Section 5.37 of the Local Government Act 1995, the Council designates the position(s) of General Practitioner; Director of Corporate Services; and Director of Works & Services to be “senior employees”.

POLICY NO.	A.01
POLICY SUBJECT	Senior Employees
ADOPTION DATE	17 June 2004,
VARIATION DATE	21 December 2007, 15 September 2016, 20 September 2018,
LAST REVIEW DATE	18 June 2020

Policy A.02

Acting Chief Executive Officer – Authority to Act

Objective

To determine which officer will act as CEO when the Chief Executive Officer is absent.

Statement

It is Council policy that the Director of Works and Services act in the capacity of Chief Executive Officer at all times when the Chief Executive Officer is absent for a period in excess of 5 days.

In the event the Director of Works and Services is unable or unwilling to act as the Chief Executive Officer, the Director of Corporate Services act in the capacity of Chief Executive Officer when the Chief Executive Officer is absent for a period in excess of 5 days.

POLICY NO.	A.02
POLICY SUBJECT	Acting Chief Executive Officer – Authority to Act
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007, 25 August 2016
LAST REVIEW DATE	18 June 2020

Policy A.03 Superannuation

Objective

To determine the maximum contribution rates for basic superannuation.

Statement

The total superannuation component provided by the Shire is a maximum of 12% of an employee's salary.

POLICY NO	A.03
POLICY SUBJECT	Superannuation
ADOPTION DATE	17 June 2004
VARIATION DATE	22 December 2007
LAST REVIEW DATE	18 June 2020

Policy A.04

Bushfire Control – Operational Issues

Objective

To determine procedures and practices relating to bush fire control matters.

Statement

It is Council's policy that:-

A telephone is to be provided in the principal place of residence for both the Chief Bush Fire Control Officer and the Communications Officer. The telephone is to have a silent number and all costs of rental and calls made are to be paid by the Shire;

- an annual aerial firebreak inspection is to be undertaken, followed up with a ground inspection by the Ranger with the date of the inspection determined by the CEO in consultation with the Chief Bush Fire Control Officer;
- the Chief Bushfire Control Officer shall be reimbursed the same rate of reimbursement for use of a private vehicle as Councillors, to a maximum value of \$500 annually;
- a minimum of 10 drums of firefighting foam is to be maintained in stock, funded by the Shire, with the use of the foam being approved by the Chief Bush Fire Control Officer or his deputy;
- subject to approval by the Chief Executive Officer or the Manager of Works and Services, the Chief Bushfire Control Officer is empowered to utilise Shire owned plant and equipment for the purpose of suppressing Bushfires.
- The format of having a Fire Advisory Annual General meeting and Brigades Annual General meeting on the same date be replaced by having a Fire Advisory Annual General meeting in May. This meeting will be open to all Brigade members and will conduct all business of an Annual General meeting. Each Brigade will only be entitled to have two voting delegates at this meeting.
- The Shire is responsible for the maintenance of the Bush Fire Tower, Receiver/Transmitter, base sets operated by the Chief Fire Control Officer, Deputies and Fire Weather Officer. Repairs to any of these items are to be undertaken at Shire cost following an assessment by the Communications Officer. All other sets are to be maintained by the brigades or individual owners;
- Prosecutions and infringements for firebreak contraventions are to be instigated by the CEO or his delegated officer.
- No track chaining will be permitted during prohibited burning times and on harvest ban days.
- Where there is any conflict between this policy and the Bushfire Brigade Local Laws, the local law shall apply.
- Council shall make every endeavour to, where possible, keep all incidents under the control of local volunteers and staff.

POLICY NO.	A. 04
POLICY SUBJECT	Bushfire Control – Operational Issues
ADOPTION DATE	17 June 2004
VARIATION DATE	17 November 2016
REVIEW DATE	18 June 2020

Policy A.05

Shire Vehicles – Private Use

Policy

On the recommendation of the Chief Executive Officer, in consultation with the Shire President, the Local Government may provide private use of vehicles for employees and therefore the Local Government has adopted the following policies to outline the employee's responsibilities.

Objective

This policy is designed to provide clear guidelines for employees with respect to private use of Local Government vehicles.

Procedure

Private use of the Local Government vehicles is restricted to the State of Western Australia.

Designated Driver

Vehicles shall only be driven for private use by a driver who-

- Has been assigned the vehicle as part of their duties and/or conditions of employment;
- Holds an appropriate licence;
- Has private use of the vehicle in accordance with this policy; and
- Is responsible for the care and management of the vehicle

Authorised Drivers

The following persons holding an appropriate driving licence shall be authorised drivers of any Local Government vehicle available for private use:

Any Councillor or Employee other than the Designated Driver on Local Government business and acting with the prior knowledge of the CEO-

- Any other person authorised in writing by the CEO; or
- Any other person provided a Designated Driver is physically present in the vehicle.

Standard of Vehicles

It shall be by agreement between the Chief Executive Officer and the employee concerned, what type of vehicle is suitable for the employee's private use having regard to:

- The needs of the employee;
- What type of vehicle is more suitable to the work being performed during business hours by the employee;
- The operational costs associated with purchasing and maintaining the vehicle;
- Road and driving conditions or any other health or safety needs of the employee; and
- Individual physical requirements or needs of the employee/s.

Contribution by Drivers

On the recommendation of the Chief Executive Officer, in consultation with the Shire President, after having regard to the needs of the Local Government and associated costs, whether or not the employee is able to retain the use of the vehicle during periods of absence from work including paid or unpaid leave.

The designated driver will be responsible for operating costs during periods of authorised leave.

General Conditions

A vehicle used for private use must be made available for use for Local Government purposes during normal business hours, and for Councillors' use for Local Government purposes at any time by prior arrangement with the Chief Executive Officer.

Drivers and passengers are not permitted to smoke within a Local Government vehicle at any time and it is the responsibility of the driver to ensure that no occupant smokes whilst in the vehicle.

No animals to be allowed in the vehicle at any time.

No person is allowed to operate a motor vehicle whilst over the legal alcohol limit or whilst under the influence of drugs before, during or after normal working hours

The vehicle shall be operated in a reasonable manner in accordance with all relevant acts, regulations and Local Government policies. All drivers are financially responsible for any fines or infringements received during the operating of a vehicle during business hours or private use.

The Local Government shall be financially responsible for the maintenance of the vehicle but it is the responsibility of the driver to ensure that the vehicle has sufficient oil and water in between scheduled servicing.

Where the vehicle has been fitted with a first aid kit, it is the responsibility of the driver to ensure that the kit is adequately stocked at all times or replacement stock is ordered when used.

Drivers shall comply with the following conditions with respect to the vehicle in their care:

- Arrange for scheduled servicing when necessary in accordance with the warrant requirements;
- Clean and vacuum the vehicle as often as required;
- Drive it responsibly and legally, observing all rules and regulations;
- Secure it when parked in public places;
- Examine the vehicle prior to use for damage, operation of lights and signalling lights;
- Report all accidents immediately; and
- Avoid damage caused by unsealed roads.

The usage of the Local Government vehicles for private use is a privilege and not an automatic or established right.

Failure to comply with any of these conditions of this policy may result in the withdrawal of private use.

Variation to Policy

This policy may be varied or cancelled at any time at the discretion of Council.

All employees will be notified by the normal correspondence method of any variation to this policy.

It is the responsibility of all employees to read this policy prior to using Local Government vehicles.

Contracts of employment which are current when this policy was adopted on 19 October 2006 will take precedence for the term of the contract.

POLICY NO.	A.05
POLICY SUBJECT	Shire Vehicles – Private Use
ADOPTION DATE	17 June 2004
VARIATION DATE	19 October 2006
REVIEW DATE	18 June 2020

Policy A.06

Advertising – Statutory and General

Objective

To specify the procedures for the placement of advertising.

Statement

It is the policy of Council that Local Public Notice advertisements are to be placed in the Boyup Gazette.

Statewide Public Notice advertisements are to be placed in the West Australian Newspaper.

The Chief Executive Officer is empowered to approve Council advertisements being placed in other periodicals if considered appropriate.

POLICY NO.	A.06
POLICY SUBJECT	Advertising – Statutory and General
ADOPTION DATE	17 June 2004
REVIEW DATE	18 June 2020

Policy A.07

Shire Facilities Hire – Exempt Groups

Objective

To indicate those organisations that the Council will exempt from being charged hire fees without the need for a donation/sponsorship application.

Statement

Fees for the use of the facilities and equipment are to be charged in accordance with the fees adopted by the Council annually.

The Council will exempt Town Hall hire fees for-

- Anzac Day services
- Remembrance Day services
- Sandakan Memorial services
- community groups rehearsing in the Town Hall for one-off events (whether for fundraising purposes or not) on condition that they rehearse for no more than three (3) hours per session per week and a maximum of one (1) event per year.

The Council will exempt Flax Mill hire fees for-

- Lions Auctions held in the 'grain shed' (2 months' notice is required - booked accommodation in this area takes precedence over any auction).'

POLICY NO.	A.07
POLICY SUBJECT	Shire Facilities Hire – Exempt Groups
ADOPTION DATE	17 June 2004
LAST REVIEW DATE	18 June 2020

Policy A.08

Policy Manual – Maintenance of

Objective

To determine the manner in which the policy manual is to be maintained.

Statement

A Policy Manual be kept and updated annually.

It is the policy of the Boyup Brook Shire Council to maintain a manual recording of the various policies of the Council.

Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

The objectives of the Council's Policy Manual are to:

1. provide Council with a formal written record of all policy decisions;
2. provide the staff with precise guidelines in which to act in accordance with Council's wishes;
3. enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
4. enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
5. enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
6. enable stakeholders to obtain immediate advice on matters of Council Policy.

The Policy Manual will be maintained in a loose-leaf binder and updated as and when a policy is varied by the Council.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff.

Changes to Council Policy shall be made only by Council resolution.

POLICY NO.	A.08
POLICY SUBJECT	Policy Manual – Maintenance of
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
LAST REVIEW DATE	18 June 2020

Use of Common Seal and the Signatories for Contract Execution

Objective

To set out the procedures to be followed when there is a requirement to use the common seal.

Statement

The following applies to the use of the common seal and signatures when a document requires this method of completion: -

1. is to be used only when Council has previously authorised the action contained within the document being signed;
2. be affixed in the presence of the Shire President and Chief Executive Officer.

The document is to be completed in the following manner: -

The common seal of Shire of Boyup Brook was hereunto affixed and signed by the authority of a resolution of the Council in the presence of:

Shire President

Chief Executive Officer

POLICY NO.	A.09
POLICY SUBJECT	Use of Common Seal and the Signatories for Contract Execution
ADOPTION DATE	17 June 2004
VARIATION DATE	22 December 2007
LAST REVIEW DATE	18 June 2020

Policy A.10

Leave – Christmas Period

Objective

To determine the period for which the Administrative Office and Depot operations may be substantially closed during the festive period, in recognition of the disruption to efficient operations which occurs during the festive period.

Statement

The Administrative Office and Depot operations may be substantially closed at the discretion of the CEO for the period immediately prior to Christmas Day until after New Year's Day subject to:

- leave is to be deducted from accrued leave entitlements (with the exception of appropriate Award public holiday provisions);
- notice of the closure period being displayed at the Administration Office, in the Boyup Gazette and recorded on the telephone messaging system at least one month prior to the closure occurring.

The administration office shall be closed for a maximum of four (4) working days, excluding public holidays, over this period.

Shire depot staff shall have a maximum of eight (8) working days, excluding public holidays, off over this period. This is subject to a skeleton crew of at least two (2) staff members working for at least five (5) of the working days.

The EBA roster system still applies.

POLICY NO.	A.10
POLICY SUBJECT	Leave - Christmas Period
ADOPTION DATE	17 June 2004
LAST REVIEW DATE	18 June 2020

Policy A.11

Leave – Upper Blackwood Show

Preamble

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

2.7 Role of council

- (2) Without limiting subsection (1), the council is to-
- (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer (CEO) has substantial operational responsibility to ensure that human resource and finance matters are handled effectively and efficiently.

Objective

To determine the extent of leave permitted to be granted to staff to facilitate attendance at the annual Upper Blackwood Agricultural Show which is held on the first Tuesday in November each year.

Statement

In recognition of local significance of the annual Upper Blackwood Agricultural Show, employees may choose to take a Personal Day Off or a Rostered Day Off to attend the event.

The Shire office shall remain open to the public on the day of the event.

The Chief Executive Officer shall ensure that a minimum number of office staff is present.

POLICY NO.	A.11
POLICY SUBJECT	Leave – Upper Blackwood Show
ADOPTION DATE	17 June 2004
VARIATION DATE	17 November 2016
LAST REVIEW DATE	18 June 2020

Objective

To provide procedures for the compliance with Public Interest Disclosure legislation.

Statement

Support for Staff who make Public Interest Disclosures

The Shire of Boyup Brook does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Boyup Brook and its Councillors, employees and contractors.

The Shire of Boyup Brook is committed to the aims and objectives of the Public Interest Disclosure Act 2003. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made as to corrupt or other improper conduct.

The Shire of Boyup Brook will take all reasonable steps to provide protection to those who make such disclosures from any detrimental action in reprisal for making a public interest disclosure.

The Shire of Boyup Brook does not tolerate any of its Councillors, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

Purpose of this Policy

The internal procedures providing the manner in which the Shire of Boyup Brook will comply with its obligations that are based on the Office of the Public Interest Disclosure Act 2003 'Guidelines on Internal Procedures' published by the Public Sector Standards Commissioner. They provide for the manner in which:

- Disclosure of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer).
- The PID Officer shall investigate the information disclosed or cause that information to be investigated.
- The PID Officer may take action following the completion of the investigation.
- The PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.
- The confidentiality of the informant, and any person who maybe the subject of a public interest disclosure, shall be maintained.
- Records as to public interest disclosure shall be maintained and reporting obligations complied with.

Designation of Public Interest Disclosure (PID) Officer

The person from time to time holding or acting in the position of Chief Executive Officer is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of Boyup Brook.

The PID Officer is responsible for receiving disclosure of public interest information relating to matters falling within the sphere of the responsibility of the Shire of Boyup Brook.

POLICY NO.	A.12
POLICY SUBJECT	Public Interest Disclosure
ADOPTION DATE	17 June 2004
LAST REVIEW DATE	18 June 2020

Policy A.13

Record Keeping Policy

Objective

To ensure all formats of records are captured and controlled in accordance with relevant legislation, standards, principles and procedures. The outcome is accurate and accessible records with continuing administration, legal and historical value.

Statement

MEANS OF IMPLEMENTATION

The Records Management function will investigate, recommend and implement the most suitable and affordable technology to provide an efficient, modern and effective means of recording, accessing, storing, reporting and disposing of business information. Software should effectively manage all records of the Shire in all forms, provide for Electronic Document Management and Work flow and the seamless integration of information for enquiry purposes.

Its actions are intended to achieve the following:

- To improve the availability of, and access to, information across the Shire and provide reliable and efficient retrieval of records (both physical and electronic).
- To train staff in the creation, access and preservation of full and accurate business records.

To support these principles:

An integrated paper and electronic system which is based on a reducing level of paper records and an increasing level of electronic records.

A devolved level of responsibility to all staff to generate accurate and usable business records and to ensure they carry out necessary records management responsibilities in managing records they create.

Document management being carried out at every personal computer.

The concept of a single copy being enforced.

The concept of the single entry of data being applied.

Information being accessible to all staff, simultaneously and at all times (security considerations considered).

Information being readily available which shows the current status of outstanding correspondence and identifies what action is being taken and by whom.

The provision of automated and one off recording of electronic documents regardless of format.

Comprehensive reporting facilities being available to Management.

Strategies

1. STAFF OBLIGATIONS

- 1.1 Staff must make and create records to support accountability and corporate memory. Records provide evidence of business activities, Staff are required to comply with the following to keep full and accurate records.
- a) To create records which reflect the Shire's business activities.
 - b) To make records which would not otherwise be made, such as details of important meetings, telephone discussions, conferences and oral statements which document the reason, explanation or justification for their decisions. These should be properly prepared, typed or neatly handwritten and clearly identify the author, or recorded electronically when suitable facilities are available.
 - c) To keep records on official files, not in private record keeping systems.
 - d) To learn how and where records are kept within Shire.
 - e) Not to destroy records without authorisation.
 - f) To register documents created by officers using the register to records macro of IT Vision's Synergy Soft Electronic Document Management Systems.

2. REGISTRATION OF CORRESPONDENCE

All formats of incoming correspondence to Shire of Boyup Brook, which requires an action or is relevant information, is to be registered using Synergy Soft's Registry. The Records Management System should be capable of this function and be based on the concepts of a single copy and the single entry of data.

Any request for a service or a complaint regarding a provision of a service (where Shire is to provide an action) is to be registered into Synergy Soft's Customer Service Request module.

Ephemeral type records do not require registration on either system.

3. ACCESS TO COUNCIL RECORDS

- 3.1 The access conditions set out below shall be adhered to:
- a) Use of original records will be limited
 - b) If copies are made it will be stamped with copy to identify the correspondence.
 - c) Information of a confidential nature will have security levels applied to them to limit the access of staff
 - d) The Public will not be permitted access to the Corporate Information Management storage areas and staff work areas.
 - e) Original material must be viewed in a suitably defined area, and is not to be removed by the Public for any purpose. If a record has been copied onto another format (eg. microfilm/fiche, aperture card, photocopy, digital image etc.) the copy is to be issued in preference to the original record.
 - f) Some records may be restricted to protect the privacy of individuals or because they are fragile and require conservation.
- 3.2 In respect of staff personnel files, the following persons have access:

Chief Executive Officer, Manager of Finance, Manager of Works & Services and the Finance Officer (in the capacity of maintaining and retrieving the files),

- 3.3 No record of Boyup Brook Shire is to be removed or temporarily removed by any Staff Member without having first obtained the consent of the Records Officer or Chief Executive Officer (refer to procedures manual).

4. STORAGE AND SECURITY

All Boyup Brook Shire records are to be appropriately stored to ensure their future retrieval and use until they are archived. In doing so, the security, privacy and confidentiality of all records is to be protected.

- 4.1 All Shire records are to be maintained in appropriately secure storage. Paper-based records are to be housed in secure storage areas.
- 4.2 User access to shared electronic directories (folders) is to be controlled to prevent unauthorised creation, modification, or deletion of electronic files and/or directories (folders).
- 4.3 Unauthorised alteration, removal, distribution, duplication, or destruction of Shire records is prohibited.
- 4.4 Confidentiality of information must be adhered to at all times, and access to particularly sensitive material controlled and recorded.
- 4.5. Personnel files or commercial contracts are to be locked and not left in areas accessible to unauthorised personnel or persons.
- 4.7 All electronic records must be backed up systematically at appropriate intervals.
- 4.8 Measures are to be taken to prevent the loss of records in the event of a disaster including processes such as imaging, microfilming, off-site storage, fireproof containment and disaster planning.

5. ARCHIVE MANAGEMENT AND DISPOSAL

- 5.1 Shire will preserve records created or received by it in the course of its daily business and which are deemed to have permanent or semi-permanent value
- 5.2 Records no longer required for general use in the Shire, and regarded as having permanent value, will be transferred to secondary storage.
- 5.3 Records suitable for destruction should be destroyed rather than being retained indefinitely. Files no longer required should be deleted from indexing systems, however, an historical record of file index details is to be maintained permanently.
- 5.4 the Shire will endeavour to ensure that all records of permanent value are maintained in the best possible condition.
- 5.5 The Local Government Act, the State Records Act and the General Records Disposal Authority for Local Government Records are to be used for the retention and disposal of Shire records.
- 5.6 A disposal register is to be completed for each series of items to be destroyed.
- 5.7 Where records concerned are not covered by the approved disposal schedule or identified in the Act, the Records Officers shall exercise due caution, paying regard to the records disposal guidelines issued by the Department of Local Government.

6. PRESERVATION AND CONSERVATION

6.1 The Corporate Records and Archives Manager will ensure that Shire's records are preserved for posterity as required.

POLICY NO.	A.13
POLICY SUBJECT	Record Keeping Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	22 December 2007, 18 April 2019
LAST REVIEW DATE	18 June 2020

Objectives

To provide guidelines for the use of the Shire 's electronic mail (email) and establish procedures for the creation, retention, management and disposal of email.

Statement

1. The Shire's email system and the messages sent through it are part of the Shire's formal communication network. This means that Shire records now include information kept in electronic form.

Email messages must be kept as Shire records if they provide evidence of Shire business and activities, are needed for use by others or affect the work of others.

2. The email system is part of Shire 's computer network and all the information processes, transmitted or stored in the system is the property of the Shire.
3. Email messages which become Shire records must be retained in accordance with the approved retention periods listed in the General Retention and Disposal Schedule for Local Government (1994) published by the WA State Records Office.
4. Access to email is limited to Shire staff, or other authorised persons, who have been given a user identification and password.
5. Email is a business tool. Staff must make sure that all email messages are brief, concise and business related and are kept in the system only as long as required.
6. Email messages that are retained as Shire records are accessible to the public under Freedom on Information and Privacy legislation.
7. Email systems should not be assumed to be secure. Staff must be aware of the potential risks involved in sending confidential or sensitive information by email.

Procedures for the use of electronic mail

1. Email should be treated with the same significance as the signed letter. The password and the ability to send an email message has the same authority as signed correspondence.
2. Email must be accessed at least once a day by each employee with access to a networked personal computer. Any unwanted email should be deleted.
3. Staff can maintain their own email address book.
4. Personal or private information such as personal notes or invitations, staff appraisals or job applications should not be included in an email message because it could be read by, or misdirected to, unauthorised persons. Messages may also continue to exist long after the sender has deleted them. Deletion eliminates the message or file name from your computer directory but the information itself exists in the backup system until it has been overwritten.
5. A copy of all incoming and outgoing email messages will be received by the Records Officer and electronically registered. A copy of the email will be printed onto green paper and filed in the Central Records System.

6. Remember that email is admissible as evidence in court so use good judgment and think carefully about what is written.
7. Make sure to follow email etiquette. Keep the message polite and don't write in upper case as this is considered as 'shouting'. Only send information that is of value to the received and don't make messages High Priority unless they are truly urgent.
8. All discs loaded onto Shire equipment are to be virus scanned. No attachments should be opened or stored unless the employee can positively identify the sender.

POLICY NO.	A.14
POLICY SUBJECT	Email Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
LAST REVIEW DATE	18 June 2020

Boyup Brook Medical Service – Use of Consulting Rooms

Objective

To provide guidelines for the use of the consulting room by visiting health professionals.

Statement

The room has been provided for the purpose of encouraging the provision of health and medical services not currently available within the community or are only available through the public health system.

Private practitioners have a limited number of facilities that can be used for consulting purposes. This room at the medical centre will provide them with an option of being able to a modern and pleasant environment for both practitioner and patient alike.

The general conditions of use are: -

1. room hire subject to the approval of the GP
2. practitioners providing evidence of public liability insurance of not less than ten million dollars (\$10,000,000) for their activities prior to use of room.

Responsibilities of the Chief Executive Officer

The CEO will ensure that the use of the room is monitored via a register.

The CEO will ensure keys to the room will not be issued by staff without prior arrangement.

The CEO will ensure the room allocation register details each and every occasion that the key is obtained and returned.

POLICY NO.	A.15
POLICY SUBJECT	Boyup Brook Medical Service - Use of Consulting Rooms
ADOPTION DATE	16 November 2006
VARIATION DATE	21 December 2007, 18 July 2019
LAST REVIEW DATE	18 June 2020

Policy A.16

Occupational Safety & Health Policy

Objective

To formalise the Shire's obligation to provide and maintain, so far as is reasonably practical, a safe and healthy work environment for all shire employees, contractors, volunteers and visitors, as required by the *Occupational Safety and Health Act 1984, as amended*.

Statement

The Shire of Boyup Brook is committed to working together with all stakeholders to prevent accidents and personal injury by maintaining a high standard of job safety awareness. To facilitate this, Council will provide acceptable resources and finance to allow the objectives of this policy to be achieved.

As part of this process the Shire will establish realistic, measurable objectives and targets as part of the safety management system, which will ensure continued improvement.

The Chief Executive Officer is responsible for driving all safety and health strategies by promoting a safety culture that is based on:

- Safe work practices & systems of work
- Safe plant and machinery
- Identification, assessment & control of hazards
- Information, training and supervision
- Competent & knowledgeable sub-contractors
- Consultation on all matters affecting personal safety
- Monitoring and control of environmental factors in the workplace
- Implementation of wellness programs
- Provision of resources for first aid treatment
- Ensuring personal protective clothing and equipment is provided and worn where risks cannot be reasonably controlled

To assist in achieving these objectives, managers and supervisors are expected to support the policy by providing supervision and instruction to employees under their control and enforcing safe work procedures. All employees and contractors of the shire are expected to have a positive commitment and attitude towards safety in the workplace.

Employees, contractors and volunteers are expected to understand risk and take reasonable care of themselves and contribute to this process by utilising the mechanisms in place that allow them as individuals to provide input where changes are likely to affect their safety at work. They are also expected to be directly involved by reporting workplace hazards and where practical, take action to remove any identified risk.

This policy will take effect as of the date of adoption and will be reviewed as part of the safety review process conducted by the Shire's insurer to ensure currency and compliance with regulatory requirements.

POLICY NO.	A.16
POLICY SUBJECT	Occupational Safety & Health Policy
ADOPTION DATE	15 October 2009
VARIATION DATE	17 March 2011, 21 November 2013, 17 November 2016, 18 April 2019, 19 March 2020
LAST REVIEW DATE	18 June 2020

Policy A.17

Children in the Workplace

Purpose

To ensure the Council fulfils its duty of care under the Occupational Safety & Health Act 1984, with respect to children in the workplace by the provision of consistent guidelines that consider an individual's circumstances, and that of other employees in the workplace.

Objective

To promote a culture that supports the needs of carers with family responsibilities and acknowledge that as an employer they need to remain flexible in their approach by the provision of fair guidelines that consider each individual situation on presentation of the facts, in line with the written procedure.

Scope

This policy applies to:

- Councillors, workers, contractors and visitors who are performing work for or with the Shire in any capacity.

Statement

The Boyup Brook Shire is committed to promoting a culture which is supportive of the needs and aspirations of Councillors, employees, and contractors with family responsibilities. This includes the concept of flexible work practices, various types of leave, and the provision of rostered days off to assist employees balance work and family life.

Regardless of the reason children are in the workplace, Safety & Health legislation provides for their protection, therefore various factors need to be considered when a request to bring children into the workplace is made.

Generally, the circumstances fall into three categories:

- Brief visits (eg employee bringing grandchild, or the other minor into the workplace to be introduced to co-workers)
- Specific events (eg combined Christmas party) where family are invited
- In the event of an emergency.
- Children with an infectious disease must not be brought into the workplace and as an alternative, provision for leave is made within the terms of employment which include personal days, rostered days off, annual leave or unpaid leave.

Responsibility/Implementation

The Chief Executive Officer will ensure that:

- A process is available to allow requests to be made to the employees' line Manager who will assess the request based on the circumstances and factors listed in this policy. No reasonable request will be refused.
- Management has the right to revoke previously granted permission where it has become apparent that the level of supervision is not appropriate, or the behavior of the child is disruptive to others in the workplace.

Employees are responsible to supervise any child they have permission to bring into the workplace at all times and ensure compliance with workplace safety policy and procedures.

Review

This policy will be reviewed annually to ensure compliance and currency with legislation, and to consider amendments or inclusions raised by the Safety and Health Committee, the Chief Executive Officer or Council.

POLICY NO.	A.17
POLICY SUBJECT	Children in the workplace
ADOPTION DATE	16 February 2017
AMENDED	19 March 2020
LAST REVIEW DATE	18 June 2020

Policy A.18

Smoke Free Workplace

Purpose

To facilitate a smoke-free workplace for all employees, and ensure compliance with *the Tobacco Products Control Act 2006*, and associated legislation that prevents smoking in enclosed public places and workplaces, as well as protecting all employees from passive smoke.

Objectives

The Shire of Boyup Brook will;

- Clearly state where smoking is not permitted on workplace grounds
- Provide information and practical cessation support for workers who contemplate quitting
- Promote awareness of key health issues and the benefits of quitting smoking.
- Encourage workers to provide input into health and wellbeing activities.

Scope

This policy applies to all workers, contractors and visitors who are performing work for or with the Shire in any capacity.

Policy Statement

The Shire recognises that the choice to smoke is an individual's choice, however is committed to ensuring that people are not exposed to the hazards of environmental tobacco smoke in its workplace, which includes all buildings and vehicles.

Smoking is therefore not permitted within 5 metres of any entrance of any workplace, owned by the Shire, and is restricted to designated outdoor areas.

Smoking is only permitted during designated breaks and scheduled rest periods. Smoking is prohibited in all vehicles owned or leased by the Shire.

Signage will be erected and maintained at all sites and building entrances and in vehicles owned or leased to identify areas where smoking is and is not permitted.

Employees are not permitted to smoke when they are acting in an official capacity/or working off-site.

Workers should encourage and support colleagues who smoke to participate in a range of initiatives that are available to assist with the cessation of smoking, these include:

- various education tools and self-help materials.
- information resources, such as posters and flyers will be distributed that assist reduce cigarette consumption

- distribution of quit kits to employees who wish to quit smoking

Responsibility/Implementation

All Managers have a responsibility to:

- demonstrate commitment by complying with the policy
- enforce compliance with the smoke-free workplace policy.
- support employees who difficulty complying with the policy

Workers are also required to:

- comply with this policy by only smoking in designated areas.
- understand this policy and seek clarification from management where required.
- consider this policy while completing work-related duties and at any time while representing the Shire of Boyup Brook
- support fellow workers in their awareness of this policy and their effort to cease smoking
- support and contribute to the Shire of Boyup Brook’s aim of providing a safe, healthy and supportive environment for all workers.
- notify the employer of any matter that puts workers at risk of harm of passive cigarette smoke

Monitoring and review

This policy will be reviewed annually to ensure compliance and currency with legislation, and to consider amendments or inclusions raised by the Safety and Health Committee, Chief Executive Officer and Council.

POLICY NO.	A.18
POLICY SUBJECT	Smoke Free Workplace Policy
ADOPTION DATE	19 March 2020
LAST REVIEW DATE	18 June 2020

Policy A.19

Surveillance Cameras

Objective

To provide guidance for the operation of surveillance cameras operated and controlled by the Shire of Boyup Brook.
within, on or around Shire buildings;
installed in public spaces; and

Policy

1. This policy applies to The Shire of Boyup Brook owned, leased and operated surveillance cameras only.
2. Reducing crime and improving safety are key priorities for the Shire. The Shire of Boyup Brook is committed to 'working' in partnership to progress Crime reduction and community safety within the Shire' a Community Safety and Crime Prevention Plan is to be developed.
3. This Policy deals with the installation of surveillance cameras as a strategic element of the Shire's commitment to safety and crime reduction.

Guidelines and Policy Procedures for use of Surveillance Cameras

1. Principles

The Shire of Boyup Brook recognizes best practice in administering operation of all Shire owned operated, leased surveillance cameras.

All systems will comply and meet minimum standards as prescribed in:

Surveillance Devices Act 1998

Telecommunications (Interception) Western Australia Act 1996

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

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

2. Code of Practice

Signage

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

Access to surveillance cameras equipment

All surveillance camera equipment will be located within secure areas and not accessible to unauthorized persons.

Recording and Storage of information

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

Any person requesting a video recording shall apply in writing to the Chief Executive Officer or his delegated representative and give reasons for such requests.

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

Liaison with WA Police

Members of the WA Police may request the cooperation of the Shire of Boyup Brook and usage of surveillance cameras.

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

Privacy principles

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

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

Complaints

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

Responsibility

The Chief Executive Officer or his delegated representative is responsible for the management of the Shire's surveillance cameras, including maintenance of the devices and protection of privacy interests of individual members, the Shire of Boyup Brook council members, staff and members of public from invasive monitoring.

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

If evidence is provided that an individual or individuals are using the system inappropriately, the Shire will take appropriate action to cease or minimize reoccurrence. Inappropriate use of

the surveillance cameras will be considered a breach of the Shire's Code of Conduct and will be dealt with accordingly.

POLICY NO.	A.19
POLICY SUBJECT	Surveillance Cameras
ADOPTION DATE	21 February 2013
LAST REVIEW DATE	18 June 2020

Equal Employment Opportunity and Diversity Management Planning

Preamble

The responsibility for good governance and the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of resources under the control of the local government.

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

2.7 Role of council

(2) ... *the council is to –*

- (a) *oversee the allocation of the local government's ... resources; and*
- (b) *determine the local government's policies.*

With Council's role focused on the broader governance responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure employee relations matters are handled effectively and efficiently.

The State Equal Opportunity Act 1984, Criminal Code (Chapter XI) and Spent Convictions Act 1988 legislation and Commonwealth Human Rights and Equal Opportunity Commission Act 1986, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992, Age Discrimination Act 2004, Fair Work Act 2009, Gender Equality Act 2012, render workplace discrimination and harassment (and other circumstances) unlawful on the following grounds:

- Race or racial vilification
- Colour
- National or ethnic origin
- Gender
- Sexual orientation
- Mental status
- Religious or political conviction
- Physical and/or intellectual impairment
- Age
- Marital status
- Pregnancy and/or potential pregnancy
- Family responsibilities
- Disability
- Spent convictions
- Sexual History

Under the State Equal Opportunity Act 1984 (and its subsequent amendments), it is the responsibility of Local Government to prepare and implement an equal employment opportunity management plan in order to achieve the objects of the Act. The legislation prescribes (Part IX – Division 3) that each management plan includes certain provisions, which detail the following:

- Policies and programs to achieve the objects of the Act;
- The means of communicating these policies and programmes to employees;
- The means of collecting and recording appropriate information;
- The review of human resource practices within the Council (including recruitment techniques, selection criteria, training and staff development programmes, promotion

and transfer policies and patterns, and conditions of service) with a view to the identification to any discriminatory practices;

- Goals and targets against which the success of the management plan in achieving the objects of the Act can be assessed;
- A means of revising and amending the management plan; and
- The appointment of people within the Council to implement the provision of the management plan.

Objective

The purpose of this policy is to provide a strategic focus to maximise human resource potential and enhance productivity to meet core business goals. The specific objectives are:

- To maximise the potential of all councillors and staff in order that the Council can better meet its core business goals.
- To maintain satisfactory staff morale and commitment by fostering mutual trust in all matter's employment related.
- To ensure that all Council workplaces are free from all forms of unlawful discrimination and harassment.
- To ensure that all human resource policies and practices give all staff (or those seeking employment with the Council) a "fair go" and are afforded equal opportunity, procedural fairness and natural justice.
- To ensure staff have access to relevant training and development; and
- That the Council promotes a workplace culture that displays fair workplace practices and behaviours.

Statement

The Shire of Boyup Brook is committed to and promotes the principle of equal opportunity for all staff and those seeking employment with the Shire. The Council accepts that it has a responsibility to create an environment free from discrimination and harassment. In achieving this objective, the Shire will continue to develop policies, practices and guidelines consistent with the principles of equity, fair play and ethical conduct. Diversity management strategies demonstrate the Council's commitment to both the spirit and intent of anti-discrimination and equal opportunity.

In order to assure that the Equal Opportunity and Diversity Management Planning is effectively implemented, the following roles and responsibilities apply:

Council

- Sets overall policy directing Council in terms of diversity management.
- Compliance with legislative requirements relating to EEO and anti-discrimination legislation.
- Formation of community feedback mechanisms such as the Disability Access and Inclusion Plan.

Chief Executive Officer

- Ensures that Diversity Management and EEO policies and procedures are communicated, embedded and adhered to throughout the organisation.
- Ensures that EEO and diversity outcomes are included in business planning.
- Supports and signs the Equal Employment Opportunity Plan and ensures that relevant policies and achievements are communicated to all staff under CEO endorsement.
- Sets measurable EEO and diversity accountabilities for Directors and evaluates progress at regular executive meetings.

Review Plan

This policy is to be reviewed every four years, review by date September 2020.

POLICY NO.	A.20
POLICY SUBJECT	Equal Employment Opportunity and Diversity Management Planning
ADOPTION DATE	15 September 2016
LAST REVIEW DATE	18 June 2020

Policy A.21

Staff Establishment Levels

Preamble

Section 5.2 of the Local Government Act 1995, puts the onus on Council to ensure there is an appropriate structure in place for administering the local government, as follows:

5.2. Administration of local governments

The council of a local government is to ensure that there is an appropriate structure for administering the local government.

Rationale

To ensure that adequate resources are available to undertake the day-to-day tasks of the Shire in an efficient manner.

The proposed staff establishment policy aims to fulfil a number of functions as follows:

1. It will ensure a transparent approach to:
 - (a) structuring the organisation into a hierarchy appropriate for the day-to-day management of the business of the shire; and
 - (b) ancillary staff recruitment.
2. It will ensure that staffing levels are adequately funded through the budgetary process.

Policy

Responsibility of the Council

To ensure that adequate resources are available for the shire to undertake its day-to-day tasks.

Responsibility of the CEO

To ensure that the day-to-day tasks of the shire are undertaken in an efficient manner.

To report staff establishment levels to Council annually as part of the budgetary process.

To ensure proposed ancillary staff recruitments are reported to Council prior to the staff being engaged.

POLICY NO.	A.21
POLICY SUBJECT	Staff Establishment Levels
ADOPTION DATE	18 April 2019
LAST REVIEW DATE	18 June 2020

OBJECTIVES:

Ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality. Council is committed to ensuring recruitment and selection of prospective employees is in accordance with relevant employment legislation.

Council is committed to an effective and professional method of selecting employees that is consistent with its organisational values.

POLICY STATEMENT/S:

Council's aim is to attract, select, employ, and retain quality employees who will contribute to Council's culture and values.

All recruitment and selection will be made using merit, confidentiality, and equal employment principles. A fair, equitable, consistent, and transparent recruitment process will be undertaken to appoint all employees of the Shire.

Definitions

Recruitment refers to the process commencing with the decision to recruit an individual already employed by the Shire who may have the appropriate skillset and knowledge through to attracting and seeking a pool of applications e.g. by a way of advertisement.

Selection process involves choosing from the pool or available applicants resulting in the selection of an individual who is most likely to perform successfully in the job.

1. POLICY

1.1 Recruitment and Selection Principles

The following are the Shire's recruitment and selection principles:

- **Merit**

The Shire ensures the best applicant is appointed to a vacant position based on merit. The selection panel use several selection techniques to determine the best suited applicant for the role, comparing each applicant's skills, experience, and organisational fit. The selection panel will assess each applicant's suitability against Council's business requirements and the requirements of the vacant position.

- **Equal Employment Opportunity**

The Shire is an equal employment opportunity employer and is committed to ensuring all applicants are not discriminated against and are treated in a manner consistent with Council's Equal Employment Opportunity Policy.

- **Confidentiality**

Selection panel members must ensure all information gathered throughout the recruitment and selection process remains private and confidential. Selection panels are not to share

details regarding applicants, their assessments/scoring or any interview notes taken during the interview process.

The panel may disclose applicant details to the manager of the vacant position to aid in the decision making and approval process. The manager is also required to keep applicant and recruitment details confidential. The appointment of employees must be made based on the individual capacity of the person having regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

1.2 Advertising Practices

Council is committed to fostering a process of developing and promoting within the organisation, where possible to give employees every opportunity to advance and develop to their full potential. However, where it is assessed that the skill level or suitable candidate may not be available in the Shire's workforce, the position shall be advertised both internally and externally simultaneously.

1.3 Conflict of Interest

A conflict of interest may arise where a selection panel member has either a social or personal connection with an applicant and/or a perception may exist that the conflict of interest may impact the recruitment decision making process.

If a selection panel member believes a conflict of interest exists or may exist, the panel member must notify the other members of the selection panel immediately including informing them of their potential/perceived conflict. If a panel member is unsure if a potential/perceived conflict of interest exists, the panel member must discuss the individual situation with their supervisor and the Chief Executive Officer prior to commencing the recruitment process. If a potential/perceived conflict of interest has been raised, the panel member must not progress with the recruitment process until a decision has been made and they have been notified by the Chief Executive Officer.

1.4 Approval to Appoint

In accordance with the Local Government Act 2009, The Chief Executive Officer is the only person who can appoint local government employees.

2. RELATED DOCUMENTS AND LEGISLATION

- Anti-Discrimination Act 1991
- Age Discrimination Act 2004 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Information Privacy Act 2009
- Local Government Act 2009
- Local Government Regulation 2012
- Racial Discrimination Act 1975 (Commonwealth)
- Right to Information Act 2009
- Sex Discrimination Act 1984(Commonwealth)
- Workplace Gender Equality Act 2012 (Commonwealth)
- Code of Conduct
- Equal Employment Opportunity
- Industrial Instruments
- Recruitment and Selection Procedure

POLICY NO	A.22
POLICY SUBJECT	Recruitment and Selection
ADOPTION DATE	27 August 2020
REVIEW DATE	