

Shire of Collie Policy Manual – Corporate Services Policies

Corporate Services Policies

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1. Council

1.1 CS1.1 Photograph of Shire President and Councillors

1. That it be the Policy of Council for photos of the Shire President to be hung in the Council Chambers foyer.
2. That at the first meeting of every new Council at which there is full attendance a photograph be taken of the Full Council and that photograph be prominently displayed in the Council Chambers and on the Council website.

Policy adoption and review

Council meeting held: **5 May 2015**

Adopted by Minute No: **6727**

Date to be reviewed: **May 2019**

1.2 CS1.2 Use of Council Chambers

1. The Council has absolute discretion over all uses and applications for usage of the Council Chambers.
2. In recognising administrative requirements for allocating usage of the Council Chambers, the Council, by virtue of this Policy, authorises the Chief Executive Officer (or his nominee) to approve applications for use of the Council Chambers and all or any conditions which might attach to such approvals.
3. The Council Chambers shall only be used for community based purposes.
4. Any uses approved from time to time by resolution of the Council shall be deemed to be uses for community based purposes.
5. Under no circumstances shall the Council Chambers be used for commercial or for profit purposes irrespective of whether the applicants are community based organisations or commercial entities.
6. In considering applications for use of the Council Chambers, any proposed meetings or functions of the Council or Council employees shall take precedence. The Council or the Chief Executive Officer (or his nominee) may however negotiate alternative arrangements to the mutual satisfaction of all parties.
7. All meetings or functions held in the Council Chambers shall ensure that community standards relating to decency, propriety and accountability are maintained at all times.
8. The Chief Executive Officer (or his nominee) is not bound to allocate use of the Council Chambers upon receipt of any application but where an application is refused the applicant will be advised in writing of the refusal and the reasons therefore. The refusal can be appealed by the applicant to the Council.

Policy adoption and review

Council meeting held: **5 May 2015**

Adopted by Minute No: **6727**

Date to be reviewed: **May 2019**

1.3 CS1.3 Election of Shire President & Deputy Shire President

That when the elections of the Shire President and Deputy Shire President are undertaken, speeches of nomination and acceptance may be made and that the Chief Executive Officer or whoever acts as Returning Officer draws to the attention of the Councillor nominating and the Councillor accepting nomination the opportunity for each to state their reasons of nominations or acceptance.

Refer to Schedule 2.3 of the Local Government Act 1995

Policy adoption and review

Council meeting held: **5 May 2015**

Adopted by Minute No: **6727**

Date to be reviewed: **May 2019**

1.4 CS1.4 Delegates Moving Motions at Association Conferences

That where practical the position of the Council as it relates to items for decision at the WA Local Government Association (WALGA) Annual General Meeting shall be determined prior, providing nominated voting delegates with guidance on the Council position, not withstanding;

A. In the event new information is obtained / provided subsequent to the position of Council being determined the voting delegate may alter the position of the Council, providing that this be reported back to the Council at the next meeting of the Full Council following the Annual General Meeting of WALGA;

B. In the event the Council is unable to provide direction on all or some matters the delegate must vote giving consideration to the Councils Strategic, or any other plan.

Policy adoption and review

Council meeting held: **5 May 2015**

Adopted by Minute No: **6727**

Date to be reviewed: **May 2019**

1.5 CS1.5 Special Meeting for Swearing in Councillors

Council adopts a Policy that the first Ordinary Meeting of Council immediately after Annual Elections be classed as a "Special Meeting" for the purpose of swearing-in newly elected Councillors and selection of Committees and Delegates with no other business being listed on the Agenda.

Following the above procedures, Council hosts a light supper for Councillors and supporters (by invitation).

Explanation

The first meeting that newly elected Councillors attend should not be inundated with ordinary business. The occasion of the swearing-in should be acknowledged as an important part of the newly elected Councillors first dealing and the format proposed would lift the image and overall importance of the occasion.

Policy adoption and review

Council meeting held: **5 May 2015**

Adopted by Minute No: **6727**

Date to be reviewed: **May 2019**

1.6 CS1.6 Well wishes from Council

It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of Council or their families or at the discretion of the CEO.

In so doing, assistance with the procedure is to be encouraged from staff and Councillors. Due regard is to be had always to the nature of the gift and such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

Policy adoption and review

Council meeting held: **5 May 2015**

Adopted by Minute No: **6727**

Date to be reviewed: **May 2019**

1.7 CS1.7 Communication

Policy Intent:

The intent of this policy is to provide a framework for communications between Council and stakeholders by:

- 1. Providing regular and consistent communication on Council's projects and activities to all stakeholders**
- 2. Creating a positive and professional image for the Shire of Collie through open, transparent communication and increased awareness of Council's projects and activities**
- 3. Fostering meaningful community consultation processes in Council's activities**
- 4. Continuing a strong customer service focus within the Shire of Collie**
- 5. Effectively managing negative issues**
- 6. Ensuring that internal communication is a key factor in all communication**
- 7. Ensuring that people with disability have access to Council's public documents and information**

Policy Document:

Council is committed to:

Keeping stakeholders informed (informing), and

Obtaining feedback from stakeholders (consulting).

Communication with stakeholders will take place at times and intervals appropriate to the situation.

1.0 How to Inform Stakeholders:

Council will use a variety of mechanisms to inform stakeholders, including but not limited to:

- Media Outlets
 - Collie Mail Newspaper
 - Bunbury Mail Newspaper
 - West Australian Newspaper
 - South West Times Newspaper
 - Collie Community Radio
 - Regional radio stations
 - ABC Regional Radio
- Shire of Collie Website
- Social media
- Messages on Hold
- Direct Mailouts
- Press Releases (both electronically and through third parties)
- Full Council Agendas and Minutes

2.0 How to Consult with Stakeholders

Involving the community enables people to understand issues and have a sense of ownership in projects.

Consultation mechanisms shall include Council's Biennial Community Survey and may also include but will not be limited to:

- Community surveys;
- Customer feedback and complaints procedure;
- Public forums and meetings;
- Access to the Shire President, Councillors and staff;
- Letters to landholders affected by Council projects or applications for planning approval;
- Interaction via Council's website and social media.

In recognition of the importance of strategic surveying Council will always predetermine the required surveying parameters and aim to achieve the following:

+/-5% sampling precision or error (minimum)

95% confidence level (minimum)

Population to be stratified if deemed necessary

Simple random sample to be applied (recognising that in very limited occasions the need may arise to conduct a census of the population).

For surveying of a general nature, where possible the sampling precision and confidence level will be determined and highlighted in any reporting. However, Council also recognises the (limited) value of surveying the public generally in an attempt to gather indicative general information.

3.0 Process for Determining Method of Communication for Specific Projects,

Programs or Activities

At the commencement of a project, program or activity each department will identify those that are likely to require significant consultation, involvement, collaboration or empowerment.

Where it is identified that consultation, involvement, collaboration or empowerment is required, the relevant manager will then develop a communication strategy with reference to the Shire of Collie Public Communication Matrix and a template that will provide consistency in delivery of messaging, taking into consideration:

- Outcomes, goals or objectives desired by the Shire from the process;
- Target participants;
- Communication method/s to be used to achieve the desired outcome;
- Necessary timeframes to undertake the communication;
- Methods of advising stakeholders of the outcomes of the process;
- Costs associated with the consultation.

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A press release approved by the CEO and the Shire President will be issued advising Council's impending public consultation, outlining its timeframes, aims and objectives.

A review of the consultation is to be undertaken by staff in accordance with the developed desired outcomes, signed off by the CEO, and presented to Council.

The outcomes of the consultation are to be included in the relevant media as soon as practicable after being considered by Council.

4.0 Corporate Identity

The corporate image must express Council's approach to business, its culture and its values. Council needs to present a consistent and uniform visual image to ensure that its values, as outlined in the [Customer Service Charter](#), are most effectively portrayed.

Visual symbols include the wearing of uniforms and name badges by staff, correct use of Council's logo and corporate colours, specification of Council's Vision, and the use of consistent layouts in all publications and promotional material.

5.0 Accessibility

All communications should be available and be identified as being available in alternative formats upon request.

Staff and volunteers with the Shire of Collie will be offered regular training in the etiquette of dealing with people with disabilities.

The Shire of Collie website will meet the AA standard of the international WC3 Web Accessibility Initiative.

All printed information will follow simple guidelines to ensure that it has a maximum readability without affecting design or aesthetics.

Further information is available on Council's website.

6.0 Managing Negative Issues

Occasionally an unforeseen issue arises that generates negative comment, behaviour and responses. The following steps may assist in managing negative issues:

- Ensure that the Shire President, as the authorised spokesperson for the Shire, is well briefed on the issue and available to talk to the media;
- Provide a timely and efficient flow of information to key stakeholders, including employees and Councillors.;
- Be accessible and familiar with media needs and deadlines;
- Monitor media coverage and correspondence.

7.0 Employee Relations

Council's elected members and employees are its most effective public relations ambassadors. Effective internal communication encourages a participatory approach to change management, increases morale and encourages more effective communication between employees across department and management levels.

Strategies to ensure adequate communication to employees may include:

- Regular Executive Management meetings;
- Staff newsletters;
- Access to Council documents including policies and procedures and minutes in each department and on Council's website;
- Key messages posted on staff noticeboards and sent via group emails;
- Staff functions;
- Staff recognition through long service awards, employee of the month etc

8.0 Social Media

'Social Media' is the term commonly given to websites and online tools that allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests. The following guidelines are provided to assist employees in the use of various social media tools:

- All employees are ambassadors for the Shire of Collie. They should be professional in communications and always disclose their position as a representative of the Shire;
- Respect privacy and avoid posting any information that would violate the privacy of others. Employees are responsible for the protection of their own online privacy;
- Employees should ensure they understand the user guidelines, etiquette and culture of the social media tool/s they are using;
- Employees should only use sites/tools to support them in their employed position. Use of social media should not interfere with work commitments, colleagues or customers;
- Disclaimers should be used when expressing personal opinions so that they are clearly distinguishable from the facts;
- Employees should only post on topics in which they have expertise or direct personal experience, or if they have been authorised to do so;
- Ensure that any information posted online is consistent with information being provided elsewhere by the Shire, and be politely responsive to public views and comment;
- Wherever possible, content posted to Shire of Collie social media sites should contain links directing users back to the Shire's official website for in-depth

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information, forms, documents or online services necessary to conduct business with the Shire;

- Avoid using the Shire of Collie's name to endorse products, opinions or causes unless official endorsement already exists;
- The web is not anonymous. Assume that everything posted can be traced back to the Shire, if not individuals.

9.0 Indicators of Success

The following measures may be used as indicators of the success of the policy:

- Community satisfaction with the level of consultation and communication as expressed in the Shire's Biennial Survey;
- Increasing number of hits on the Shire's website, Facebook social media likes and comments.

Policy adoption and review

Council meeting held: **2 October 2018**

Adopted by Minute No: **7941**

Date to be reviewed: **September 2021**

1.8 CS1.8 Councillors – Recognition of Long Service

The Council will formally acknowledge the long service of its Councillors after serving 3 terms or a minimum of 12 years. This shall be done by way of presentation of a certificate by the Shire President at the annual Councillor Christmas Function (or other function which is deemed appropriate).

The House Committee to monitor and bring to Council's attention the Councillors achieving this milestone.

Policy adoption and review

Council meeting held: **5 May 2015**

Adopted by Minute No: **6727**

Date to be reviewed: **May 2019**

1.9 CS1.9 Councillors – Civic Receptions/Functions

The Council on occasions will hold Civic Receptions/Functions. The venue for the Civic Receptions/Functions will be the Collie Shire Council Chambers unless this venue is deemed unsuitable for the Reception/Function. The Civic Receptions/Functions will be co-ordinated by the House Advisory Committee.

In considering any request for a Civic Reception/Function, the House Advisory Committee will have due regard to the availability of funds within Council's Entertainment/Refreshments Budget.

Some examples for holding a Civic Reception/Function could be but not limited to:

- A visiting dignitary
- A long serving community member retiring from service to the community
- Long service of distinction to the town of Collie
- Other occasions to mark specific milestones of residents in the town of Collie

The Shire of Collie will recognise, with a Civic Reception/Function, significant events, milestones or contributions to the Shire by individuals, groups or organisations.

The individual, group or organisation being recognised, should have either promoted a positive image of the Shire of Collie or contributed over a period of time to the welfare, wellbeing or social amenity of the people of the Shire of Collie.

The individual, group or organisation will be consulted about the date/timing of the Civic Reception/Function.

The individual, group or organisation will be asked to provide a suggested list of invitees for the Civic Reception/Function, at least four (4) weeks prior to the event unless there are extra-ordinary circumstances limiting this time requirement, to allow invitations to be issued and responses received in advance of the suggested date.

The Shire of Collie may make a presentation of a gift, plaque or certificate to the individual, group or organisation to mark the occasion.

Policy adoption and review

Council meeting held: **25 March 2014**

Adopted by Minute No: **6353**

Date to be reviewed: **March 2019**

2. Administration

2.1 CS2.1 Acting Chief Executive Officer

That when the Chief Executive Officer is on leave, an Executive Manager shall be appointed as Acting Chief Executive Officer at the discretion of the Shire President. This policy will only apply when the Chief Executive Officer is on leave for a period of 5 working days or more, except in the case of an emergency when the Shire President shall exercise his/her discretionary powers

Policy adoption and review

Council meeting held: **8 December 2015**

Adopted by Minute No: **6928**

Date to be reviewed: **December 2019**

2.2 CS2.2 Severance Pay

(Section 5.50 Local Government Act 1995)

Purpose of Policy:

The purpose of this Policy is to set down amounts of severance payable to terminating employees for the purpose of Section 5.50(1) of the Local Government Act 1995 (“the Act”).

Policy:

That Council recognises the contribution of employees whom have worked for the Council and make a presentation of a suitable gift up to and including the value specified in accordance with the following number of completed years of continuous service;

less than 5 years	\$50
5 ≤ years < 7	\$150
7 ≤ years < 10	\$250
10 ≤ years < 15	\$350
15 ≤ years < 20	\$500
20 years or more	\$750; or any other amount in accordance with the Local Government Act (ref 2.1) at the discretion and by an Absolute Majority Resolution of the Council.

The Shire of Collie further acknowledges section 5.50 of the Local Government Act 1995 and Section 19A of the Local Government (Administration) Regulations 1996, which allows for such a gratuity payment to be made within the following limitations;

The value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with a local government finishes after 1 January 2010 is not to exceed in total;

- If the person accepts voluntary severance by resigning as an employee, the value of the person’s final annual remuneration; or
- In all other cases, \$5 000

Definitions

“Final annual remuneration” in respect of a person, means the value of the annual remuneration paid, or payable, to the person by the local government which employed that person immediately before the person’s employment with the local government finished.

Policy adoption and review

Council meeting held: **8 December 2015**
Adopted by Minute No: **6928**
Date to be reviewed: **December 2019**

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2.3 CS2.3A Motor Vehicle Usage & Replacement

Purpose of Policy:

To provide Council employees with guidelines with respect to the purchase and use of Council light vehicles.

1. GENERAL POLICY

- The use of Council owned motor vehicles is extended to designated Council staff as a benefit to the employee, under the terms of this policy.
- Failure of the employee to act in accordance with provisions of this policy may, at the discretion of the CEO and Council result in the removal of private use benefits afforded the staff member.
- It is the responsibility of staff to ensure that he/she is at all times fully aware of the contents of this policy.

- a) The driver of the Council vehicle must be the holder of a current WA drivers licence.
- b) The employee responsible for the vehicle shall ensure that:
 - the vehicle is maintained in a clean condition (inside & out) at the employee's own expense.
 - all manufacturer servicing is carried out.
 - in the event of an accident or damage occurring that their direct supervisor is advised immediately and all necessary insurance claims are completed promptly.
- c) The vehicle shall not be used to carry on or assist in carrying on a business or any other forms of employment.
- d) The officer responsible for the vehicle shall ensure that the vehicle is at all times kept in as safe and secure place as is possible.
- e) All vehicles will be assigned fuel cards and/or toggles to be utilised for the purposes of purchasing/obtaining fuel for the Council owned vehicle only.
- f) The Chief Executive Officer shall assign vehicles to various positions within the organisation, using the guidelines in Sections 2-4 of this Policy.
- g) The value of vehicles assigned to each position is to be guided by budget considerations, individual contracts or letters of appointment, and the Local Government Vehicle Package Values as updated from time to time.

Determined Salary Package Value	Motor Vehicle Cost [up to, Incl GST]	Category of Use		
		Unrestricted Private Use	Restricted Private Use	Commuter Use
\$14,500	\$59,000	X		
\$13,500	\$52,000	X		

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\$11,000	\$39,000	X	X	
\$9,000	\$33,000		X	
\$6,000	As determined by the CEO, on the basis of specific work requirements.			X

2. OFFICERS GRANTED UNRESTRICTED PRIVATE USE

The General Policy of this Motor Vehicle Policy applies to this section.

- a) All vehicle running costs will be the responsibility of the Collie Shire Council notwithstanding that the officer shall pay any fuel expenses incurred whilst on periods of leave [refer 2c].
- b) The Chief Executive Officer is entitled to the use of a fuel card and/or toggle whilst on periods of leave.
- c) Whilst the officer is on periods of annual or long service leave, fuel cards shall NOT be used by the officer between 2400hours on the last working day prior to taking leave and 1700hours on the day preceding a return to work.
- d) The officer is granted full and unconditional private use of the vehicle within the state of Western Australia. Approval outside of Western Australia will only be permitted through written consent of the Council and any fuel and servicing costs incurred outside the state of WA will be the Officer's expense
- e) Private use of the vehicle is extended to the designated Council officer and to their spouse/partner.

3. OFFICERS GRANTED RESTRICTED PRIVATE USE

The General Policy of this Motor Vehicle Policy applies to this section.

- a) The Officer is granted private use of the vehicle within a 250 km radius of the Collie CBD. . During periods of annual or long service leave, the Officer may be required to leave the vehicle at the Shire Offices or Depot for departmental use at the discretion of the Executive Manager.
- b) If the Officer is permitted to retain the vehicle for use during a period of annual or long service leave, then fuel cards and/or toggles shall NOT be used by the Officer between 2400hours on the last working day prior to taking leave and 1700hours on the day preceding a return to work.
- c) All vehicle running costs will be the responsibility of the Collie Shire Council notwithstanding that the Officer shall pay any fuel expenses incurred whilst on periods of leave [refer 3b].
- d) Private use of the vehicle is granted to the designated Council officer only. However, in extenuating circumstances the vehicle may be used for the sole purpose of rendering any unforeseen circumstance safe.

4. OFFICERS GRANTED COMMUTER USAGE

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- a) The officer may only use the vehicle between their Collie residence and the workplace, including stopping at incidental stops on the way to/from work. Weekend use is not permitted unless the staff member is requested to work.
 - b) The vehicle must remain within the Shire of Collie at all times, unless approved in writing by the CEO.
 - c) Officers granted commuting usage are only to obtain fuel from the Shire Depot.
 - d) During periods of annual or long service leave, the vehicle is to remain at the Shire Depot.
 - e) If an employee with commuting usage should relocate to an address not within the Shire of Collie, then the employee is no longer entitled to commuting usage of a motor vehicle.
5. All vehicles not assigned to an Officer are pool vehicles and are to remain at the Shire depot after hours unless other direction is given by the CEO or an Executive Manager. [eg. On call or emergency response].

6. VEHICLE ACQUISITION

When purchasing or leasing a motor vehicle for the use of Council and staff, the following guidelines shall be applied;

A. Budget allocation

All motor vehicles must be purchased or leased in accordance with budget provisions and Councils purchasing policies.

B. Vehicle carbon emission and pollution ratings

A minimum combined rating of 2.5 stars is required for all vehicle acquisitions in accordance with the Green Vehicle Guide (www.greenvehicleguide.gov.au).

C. Vehicle safety ratings

A minimum rating of 5 stars is required for all vehicle acquisitions in accordance with Australian New Car Assessment Program (ANCAP) (www.ancap.com.au)

D. Timeframes for the replacement of passenger vehicles

Changeover of light vehicles will be undertaken at an interval approved by the Chief Executive Officer based on cost / benefit assessment, however as a general indicator vehicles will be replaced within 4 years. Proposed replacements shall be incorporated into the Council annual budget.

E. Cost efficiency (including whole of life costs)

A whole of life cost (per kilometre) evaluation will be included in the decision making process when replacing any council owned light vehicles. This calculation will include factors such as;

- Cost of Capital
- Depreciation verified by industry standards (e.g. Red Book or similar)
- Cost of fuel, and
- Servicing, Insurance, Cost of Tyres etc.

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An evaluation of leasing options, either fleet or individual, against outright purchase will be undertaken periodically to compare the relative cost of each option.

If the leasing option is decided upon then a report be provided to Council.

F. Decision weighting

In making a purchase/replacement decision the following weighting is to be applied;

Cost (whole of life) / Opportunity	50%
Carbon Emission	12.5%
Pollution Rating	12.5%
Safety	25%

- Consideration of staff contractual obligations is to be given.
- A local quote should be included in the considerations, and the local price preference be applied in accordance with Council Purchasing Policy.

G. Colour

That new vehicles are light in colour - preferably white.

7. EFFECT

This policy is to come into effect from the date of adoption by Council.

Policy adoption and review

Council meeting held: **21 June 2016**

Adopted by Minute No: **7090**

Date to be reviewed: **December 2019**

- **This Policy is to be read in conjunction with the Councils Fleet Safety & Motor Vehicle Guidelines.**

CS2.3B Use of Council Vehicles

- **Policy CS2.3A applies to employees with vehicle entitlements employed prior to 23 October 2018.**
- **This Policy CS2.3B applies to employees with vehicle entitlements employed after 23 October 2018.**
- **These Policies and Procedures are to read in conjunction with the Councils Fleet Safety & Motor Vehicle Guidelines.**

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COUNCIL PROVIDED VEHICLES

The Council is charged with responsibility for providing a range of services to meet the needs and wants of the local community. To enable effective delivery of services and management of resources the Council provides a range of vehicles, plant and equipment.

1. Policy Objectives

To provide:

- Details of the terms and conditions for each category of vehicle use.
- Guidelines on the range of vehicles which Council will procure and offer to staff for commuting or private use.
- A way to maximise vehicle availability for business use.
- A way to minimise Fringe Benefit Tax (FBT) liabilities.
- An attractive employment benefit for staff.

2. Policy Responsibility

Managers shall be responsible to ensure this policy is complied with. The Human Resources Officer will be responsible for coordinating the implementation of the policy in collaboration with the Chief Executive Officer (CEO).

3. General

- Vehicles remain the property of the Council at all times.
- Vehicles shall be included in a car pool for use during business hours.
- All vehicles shall carry a log book which must be completed for a minimum of three (3) months per annum by all drivers of the vehicle.
- Vehicles are generally linked to a specified position, not the person holding the position.
- The nature and type of vehicle to be allocated to the position shall be based on business requirements as outlined in clause 10. As positions become vacant, a review will be carried out by the relevant Executive to determine the need for a vehicle allocation. That review shall be referred to Council for final determination. Vehicles will not be the subject of negotiations for the inclusion in Certified Agreements, State Workplace Agreements or Australian Workplace Agreements.
- The right to participate in the Vehicle Scheme may be suspended at any time at the discretion of the CEO, if the officer or nominee:
 - Is convicted of a serious driving offence.
 - Judged to have incurred excessive insurance claims.
 - Has not maintained the vehicle in a suitable manner.
 - Has breached any of the agreed vehicle policy conditions.
 - Fails to provide accurate FBT information as requested.
 - ⊖ Uses the vehicle to derive income from outside business-
 - Has acted in a manner deemed inappropriate by the CEO.

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4. Council's Responsibility

- Annual Registration, Insurance and FBT payments relevant to the vehicle.
- The vehicle will be replaced at intervals according to Council's Vehicle Replacement Policy.
- The Council may undertake an independent random audit or inspection of vehicles to ensure that the conditions of this policy are being met.
- The vehicle is fully serviced and maintained by the Council for 52 weeks of the year with the Council accepting all costs associated with running of the vehicle.
- A fuel card is to be provided and used when purchasing fuel and oil only.
- A payroll deduction will be made for private use of a vehicle, which may be reviewed from time to time by the CEO.

5. Private Use Contribution

The CEO will determine the contribution to be paid by staff with full private and limited private use entitlements and may review the contribution from time to time. All contributions to be deducted after tax will not be suspended due to staff being on leave unless specifically approved by the CEO. Refer to Table on Page 10 – Type of Vehicle Allocated

Contribution rates shall take into account the make and type of vehicle allocated and shall be annualised and paid fortnightly over 26 pay periods. The CEO will consider the number of private km's travelled.

6. Managers' Responsibilities

Managers shall be responsible for monitoring car pooling and utilisation of vehicles within their department. Swapping of vehicles should be initiated firstly within departments. If the target annual utilisation cannot be achieved, then swapping between departments should be initiated.

7. Employee Responsibilities

All persons driving a Council vehicle shall hold a current Western Australian Driver's Licence.

An officer assigned a council vehicle shall:

- Enter into an agreement to confirm the type of vehicle, type of use and contribution rate, if applicable, to the use of a Council vehicle by an officer.
- Sign their acceptance to Council's conditions of use of a council motor vehicle, which governs use, care and maintenance as detailed in this policy document.

7.1 Accident or Damage

In the event of an **accident or damage** to a vehicle it is the responsibility of the employee to:

- Report as soon as practicable to the Human Resources Officer/Manager and also any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.

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- Report any accident in a motor vehicle to the Police where required by law.
- Not accept or acknowledge any liability on behalf of the Council arising from an accident.
- Complete as soon as practical after the accident, the appropriate claim form and in consultation with the employee's supervisor, the incident report form (Copy Attached), and return them to the Payroll / Insurance Officer.

Employees or their nominated person found to be driving a Council vehicle under the influence of drugs or alcohol will be held personally responsible for any repairs or legal action resulting from any accident in which they are involved. Similar conditions shall apply to damage occurring as a result of inappropriate behaviour. Full costs relating to damage will be recovered from the employee. The employee would not normally be liable for any insurance excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.

7.2 Maintenance and Cleaning

General **maintenance** of the vehicle is the responsibility of the employee to whom the vehicle is assigned. This will include:

- Weekly check of oil, water and tyres.
- The vehicle is to be maintained in a clean and tidy condition at all times. Cleaning (internal and external) will be undertaken during the employee's own time.
- Additional features including advertising material, shall not be added to the vehicle unless it can be determined that these are required to undertake the functions of the person using the vehicle.
- The vehicle is to be made available for service maintenance and repairs as required. Mechanical defects are to be reported to the Fleet Coordinator as soon as practicable.
- All vehicles are designated as work places and shall be used in accordance with the Council's Occupational Safety and Health policies including the maintenance of a smoke free environment.

7.3 Appropriate Use

Vehicles shall be used in a manner that is consistent with the nature of work requirements. Employees shall be responsible for ensuring an allocated vehicle is used appropriately at all times. Vehicles other than 4 wheel drives should not be taken off road. Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

Reconditioning costs at change over may be recovered from staff if the vehicle is excessively damaged through negligence.

The CEO shall decide if excessive costs are required to be paid by the officer.

An employee whose licence has been suspended shall immediately advise their supervisor and arrange for the vehicle to be returned to the Council Depot. The employee will notify the Payroll of the situation and arrange to have any deduction of payments (if being made) discontinued until the suspension expires and / or private use rights are resumed.

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Excessive speeding or alcohol and drug offences while driving may result in Council withdrawing the use of a vehicle.

7.4 Fringe Benefit Tax Reporting

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Payroll / Insurance officer by the due date. These include:

- Log books of vehicle use are to be completed when requested.
- Annual returns giving details of:
 - any employee using the vehicle,
 - the start and finish dates/times of each period of use, and
 - details of the vehicle use when allocated to another person.

Employees allocated vehicles for commuting or limited private use are required to notify the Human Resources Coordinator of any changes to the allocation of the vehicle (e.g. during leave or staff rotation etc.). Failure to do so will result in the Council assuming the vehicle is still under the employees control and associated fringe benefits will be attributed to the employee.

7.5 Vehicle Utilisation

Council vehicles are to be rotated to maximise utilisation as determined by the CEO. Employees must accept that they may be allocated a different vehicle from time to time in order to increase that vehicles utilisation.

Employees superannuation surcharge and government benefits may be affected by their reportable FBT and employees allocated a vehicle are expected to actively take part in reducing the Council's FBT liabilities.

Employees are required to submit a log book of their business and non-business related travel for a period of 90 days during any FBT year (1st April - 31st March).

7.6 Other Responsibilities

It shall be the **responsibility** of the person to whom the vehicle has been allocated to ensure that:

- All drivers shall reveal any previous driving offences (not speeding or parking) up to 5 years previously, which may affect insurance cover.
- The person is familiar with the conditions of this policy and that all forms relating to the allocation of the vehicle (including nominee's information) are provided to the Council.
- To ensure that parking fines and traffic infringements are paid by the offending driver.
- The vehicle is housed in a secure and preferably off street location, and kept locked at all times when not in use.
- The vehicle will be available for Council business on a daily basis (excluding approved periods of leave). This will take precedence over private use.

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- When the vehicle is not required during annual leave it is to be garaged at the Council Depot unless approved by the CEO.
- Only authorised persons (employee or nominee) may drive a Council vehicle. In an emergency any person holding a WA Drivers Licence may drive the vehicle provided the employee is a passenger in the vehicle at the time the vehicle is being driven.
- Employees are to ensure that passengers and load limits are not exceeded at any time. Off road use is not permitted except where the vehicle is designed for such use.
- **No PETS** shall be allowed in council vehicles other than those used for the transport of animals.
- **No SMOKING** is permitted in council vehicles at any time.

8. Special Conditions

In addition to the general employee responsibilities as outlined, special conditions will apply to each category of use.

8.1 Full Private Use

- The CEO and Directors are permitted unlimited use of the vehicle throughout Australia but limited to a maximum mileage of 30,000km annually.
- Managers are limited to Western Australia unless authorised by the CEO. The Managers are also limited to a maximum mileage of 30,000km annually.
- Where the CEO, Directors and Managers exceed 30,000km annually they will be required to make an additional contribution of 50% of Australian Tax Office rate reimbursement.
- The CEO and Directors may authorise their spouse / partner or another person as a user of the vehicle. The nomination form will be completed by the employee and submitted to the Insurance / Payroll Officer who will maintain a central register.

8.2 The CEO and Directors have full access to their allocated vehicle during all periods of leave but cannot use the Councils fuel card whilst on leave. Limited Private Use

- Private use is limited to within a radius of 50km from the Council Offices or Depot.
- The vehicle will be made available during office hours as a pool vehicle.
- Employees will be required to make a fortnightly contribution, payable after tax as described in the schedule of fees.
- An employee with limited private use may nominate their spouse/partner as a user of the vehicle and complete the appropriate forms. The Insurance / Payroll Officer will maintain a register of authorised persons.
- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- Use during periods of leave, will not be permitted.

8.3 Commuting Use

- The vehicle is available for commuting use within the Shire of Collie to and from the employee's place of work and home in recognition of work requirements. Employees will not use Council vehicles for private use such as taking family to and from work / school etc., and shall not include any substantial deviation or substantial interruption of the journey without the expressed approval by the CEO.

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- Diversion to attend a course of study or professional development outside normal business hours is to be authorised by the Manager and taken as part of the journey to or from work.
- In the event of a change of duties or change to the nature of work for which the employee is employed, or change of place or residence the Council reserves the right to withdraw the provision of a vehicle.
- The vehicle will be available during office hours as a pool vehicle and will be returned to the pool during periods of long service leave, annual leave and sick leave.

9. Car Pooling Priorities

All allocated vehicles shall be available for other staff to use. Priority for allocation within the pool shall be:

- 1) General Staff vehicles.
- 2) Managers' vehicles.
- 3) Directors' vehicles.

10. Type of Vehicle Allocated

The Council's fleet mix consists of a variety of makes and models of vehicles. Unless otherwise determined by the CEO the following vehicle types will apply to the identified positions.

Position	Use	Type of Vehicle	Employment Value in HR Package *	Weekly contributions post tax
CEO	Full Private Use	Premium Saloon or Station Wagon fitted with a tow bar or 4x4 Station Wagon	\$29,000	NIL
Directors	Full Private Use	Executive Saloon or soft road 4x4 station wagon or sedan	\$21,000	\$140
Managers	Full Private Use	4 Cylinder Saloon or other specified vehicle as required by the position.	\$18,500	\$120
Staff	Limited Private Use	4 Cylinder Automatic Sedan or other specified vehicle as required by the position.	\$16,500	\$105

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Staff	Commuting Use	4 Cylinder Automatic Sedan or other specified vehicle as required by the position OR 4 Cylinder Automatic Diesel Crew Cab Utility 4x4 - bull bar, tow bar, cruise control (Toyota Yaris - VW Polo - Hyundai I20 Ford Ranger, VW Amarok, Toyota HiLux - Isuzu D-Max)	\$13,000	\$85
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Accessories:

- No optional extras are to be included on vehicles.
- Work related accessories maybe fitted at the discretion of CEO.

** The values attributed to vehicles in the employment package are calculated using the following data*

- *The cost to lease an equivalent vehicle over a term of 60 months and 150,000km the lease cost is inclusive of all maintenance and tyres*
- *The cost of fuel based on the average fuel consumption of this type of vehicle and a fuel price of \$1.50c per litre*
- *Insurance cost at 1.1% of the cost of the vehicle*
- *Registration at 1.5% of the cost of the vehicle*

The total value of the vehicle entitlement will be included in the employee's total remuneration package. The employees have a choice of using the vehicle provided by Council or converting their vehicle entitlement to cash and providing their own vehicle by way of Novated Lease Chattel Mortgage, or other means subject to approval by the CEO.

Where the employee elects to provide their own vehicle:

- It will be of a similar make / model like that usually provided by the Council; and
- It will be used by the employee for all business purposes.
- They will not have access to Council provided pool vehicles.

10.1 Employers Responsibility

- Ensure employees understand their responsibilities to ensure vehicles are legal, safe and well-maintained.
- Check vehicle documents in advance of first use of vehicle for business purposes and at least annually thereafter.
- Carry out periodic visual inspections of employees' own vehicles used for work, follow monitoring, authorisation and reporting procedures to help manage transport usage.

10.2 Employees responsibility -if using their own vehicles for Council business to:

- Every 12 months on the renewal date, present the vehicle's insurance policy (with the employer noted on the policy and policy for business use of the car) and service / maintenance schedule for inspection in advance of first driving for work and thereafter on request by the employer.
- Every 6 months as a minimum present evidence that the vehicle has been serviced and safety inspected by a suitably qualified person (mechanic)
- Present their driving licence for inspection in advance of first driving for work and thereafter on request by the employer.

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- Notify employer of any sanctions imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle defects.
- Co-operate with monitoring, authorisation and reporting procedures.

10.3 Minimum Vehicle Standards

As a minimum, any employee-owned vehicle used for business purposes should meet the following standards:

- Vehicle to be of a standard normally used in LG business i.e. no exotic vehicles, sports cars, custom cars.

10.4 Insurance of Private Vehicle

The vehicle entitlement will only be paid where the employee holds an insurance policy that covers bodily injury to or death of third parties, bodily injury to or death of any passenger; and damage to the property of third parties, and permits the use of the car either in connection with the business, or the business of the employing department or agency. The employers name must be noted on the insurance policy as an interested party. When first using their car on official business, employees must declare in writing that they know and understand the ownership and insurance requirements.

It is the responsibility of the employer to:

- Verify the insurance status of their employees, via either the original insurance document or a cover note. Any material changes to the employee's insurance provision shall be notified to the employer.
- Employee is to provide a declaration accepting that they are paid a vehicle allowance for providing their own vehicle for business purpose. In doing so they accept that all costs relating to the vehicle including but not limited to, fuel, maintenance, tyres, insurance, accidents, insurance excess etc are for their own account. The employee must also accept as a policy that they will not have use of a Council vehicle during work hours unless in exceptional circumstances and authorised by the CEO.

11. Review Period

This policy will be reviewed by the Council two years from the date of adoption.

Policy adoption and review

Council meeting held: **23 October 2018**

Adopted by Minute No: **7963**

Date to be reviewed: **October 2020**

2.4 CS2.4 Equal Opportunity – deleted.

Refer relevant legislation.

Deleted

Council meeting held: **8 December 2015**
By Minute No: **6928**
Date to be reviewed: **N/A**

2.5 CS2.5 Health & Safety – deleted.

Refer relevant legislation and OSH policy manual.

Deleted

Council meeting held: **8 December 2015**
By Minute No: **6928**
Date to be reviewed: **N/A**

2.6 CS2.6 Smoking – deleted.

Refer OSH Policy 7.20.

Deleted

Council meeting held: **8 December 2015**
By Minute No: **6928**
Date to be reviewed: **N/A**

2.7 CS2.7 Tenders, Quotations & Price Preference Policy

Policy Objective

1. To provide probity and accountability for the purchasing of goods and services by ensuring compliance with the *Local Government Act 1995* and Part 4 of the *Local Government (Functions & General) Regulations 1996 (as amended)*.
2. To deliver value for money using a best practice approach to purchasing whereby the Councils overarching strategic objectives are considered during the purchasing of goods and services.
3. To promote the Shire of Collie's strategic objectives;
 - Community
 - Natural environment
 - Built environment
 - Economy
 - Business
4. To ensure consistency for all purchasing activities across all operation areas.

Policy:

1. General

The Chief Executive Officer (CEO) will put in place competent procedures and practices and ensure that appropriately qualified and trained officers and suitable resources are provided to support these procedures and practices.

The CEO will ensure that compliance with legislative requirement is maintained and that procedures and practices implemented are capable of withstanding scrutiny and provide appropriate transparency of the Shire's purchasing activities.

Value for Money

The Shire of Collie has adopted a value for money approach, which allows the best possible purchasing outcome to be achieved, in the context of the Council supporting local economic development where possible.

When considering what constitutes value for money, compliance with specification is the most important criterion, particularly taking into account user requirements, quality standards, sustainability and service requirements and timeframes for delivery.

The next most important criterion is the total cost of the purchasing. Price needs to be considered together with;

- whole-of-life-cycle costs for goods (where applicable)
- whole-of-contract-life cycle costs for services; and
- statutory charges

This whole of life approach should also include transaction costs associated with acquisition, delivery, distribution, stock holding, consumables usage, deployment, maintenance, quality assurance and disposal.

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The level of effort expended to achieve value for money should always be reflective of the value and nature of the purchasing and the level of associated risk.

2. Sustainable Purchasing – Managing Social and Environmental Impacts

The Shire recognises that the procurement of goods and services that have less environmental and social impacts than competing products and services is aligned to its sustainability objectives. The Shire will endeavour to lead by example and set a high benchmark for both socially and environmentally sustainable procurement practices. Considering the environmental and social impacts in goods and services procurement will contribute towards:

- managing risk to the broader environment and local community from the purchase of goods and services;
- fostering both the development of, and a viable market for, products and processes that have positive environmental and social impact;
- undertaking procurement in a manner that is consistent with the principles of sustainability; and
- providing an example to business, industry and the community in promoting the use of low environmental and social impact goods and services.

Where appropriate, the Shire will endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise negative environmental and social impact. This advantage will be commensurate with the nature of the purchasing and balanced against the Council's value for money outcomes in accordance with its sustainability objectives.

3. Open and Effective Competition

The Shire applies open and effective competition for the purchasing goods and services in accordance with the following monetary thresholds for quotations and public tenders:

Monetary Threshold (excluding GST)	Purchasing Method Required
	The guidance provided below is a minimum requirement. A purchasing method from a higher monetary threshold may be used as required by the Chief Executive Officer.
Up to \$4,999	Minimum one verbal quotation required. . Officers are to use professional judgment and discretion to determine if prices or rates through verbal quotation supported by written documentation for amounts above \$500 are value for money.
\$5,000 to \$19,999	Written quotations to be sought from three (3) suppliers where possible, with evidence of quotations sought and received
\$20,000 to \$49,999	Written quotations to be sought through an advertisement on the website from three (3) suppliers where possible, with evidence of quotations sought and received.
\$50,000 to \$99,999	Formal Requests for Quotation to be advertised through local public notice; quotes to be received from a minimum of three (3) suppliers where

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	possible with evidence of quotations sought and received.
\$100,000 and greater	Formal requests for Public Tender to be issued, in accordance with the Local Government Act requirements.
In extraordinary circumstances the CEO is authorised to approve expenditure up to \$50,000, where the circumstance precludes the attaining of three written quotes. This expenditure is to be reported to Council at the first opportunity.	

4. Integrity, Ethics and Probity

All officers and employees of the Shire of Collie must observe the highest standards of integrity, ethics and probity in undertaking procurement activity and act in an honest and professional manner that does not compromise the standing of the Shire of Collie.

5. Records Management

Records including enquiry and response, quotations records and evaluation documentation associated with the purchasing of goods and services must be created and retained in accordance with the Shire of Collie Record Keeping Plan and policies.

6. Local Price Preference

A local price preference shall be given to suppliers located within the Shire of Collie;

Where the total 'net cost' of the lowest submitted quotation is less than \$99,999 -
10% - shall be applied to the 'net cost'

In the case of tenders
10% - shall be applied to the 'net cost', up to a maximum of \$50,000.

7. Authorisation of Requisitions and Orders

The CEO is authorised to approve purchase orders for the purchasing of goods and services and may, at his or her discretion, authorise officers to approve requisitions and orders for goods and services, together with set expenditure limits and other conditions as deemed necessary for each officer.

Purchase orders are to be raised and approved prior to any commitment to purchase on behalf of the Shire and for all purchases of goods and services except where the Shire has determined that exemptions apply. Purchase orders must include details of the goods or services to be purchased, delivery information, estimated, contracted or quoted prices, references to contracts or successful quotations, and any other information relevant to that purchasing activity.

8. Local Suppliers

The CEO will cause for expressions of interest on the Shire internet page, Collie Mail and other mediums considered appropriate at least once per year and from time to time as needed to identify local suppliers of goods and services, including but not limited to, the following;

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- Electrical
- Plumbing
- Civil works (including earthmoving)
- Building maintenance and construction
- Office supplies
- PPE and clothing

Where possible the CEO will cause for quotations to be received from local suppliers.

9. Public Tender

When tenders are opened there must be at least two employees of the local government present, or one local government employee and at least one person authorised by the Chief Executive Officer. The participants are able to be present at the opening of tenders and this is to be included in the tender advertisement.

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

A contract cannot be varied once a local government has entered into a contract for the supply of goods or services unless:

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

Policy adoption and review

Council meeting held: **7 March 2017**

Adopted by Minute No: **7342**

Date to be reviewed: **February 2020**

2.8 CS2.8 Passenger Vehicle Replacement - deleted

Deleted – see CS2.3

Council meeting held: **20 August 2013**

By Minute No: **6162**

Date to be reviewed: **N/A**

3. Finance

3.1 CS3.1 Self Supporting Loans

Policy Objectives

1. To assist not-for-profit clubs and community organisations to upgrade facilities on land owned or vested in the Shire of Collie that benefit the Collie community.
2. To provide security for Council over the loan in the event of the not-for profit club or community organisation ceasing or defaulting.

Policy Definitions

Deed of Agreement

To include:

- Date of Deed
- The obligation of the community organisation to meet the repayments
- Details of security of the Loan
- If the community organisation should default in meeting its obligations the facility will default to Council.
- Repayment Schedule

Incorporated community groups or sporting clubs

Policy Statement

Clubs/Associations seeking Council assistance to raise a loan on its behalf shall apply in writing for a self-supporting loan to be considered by Council, encompassing:

- Certificate of incorporation;
- Be based and operate within the Shire of Collie;
- Provide a statement demonstrating the inability to secure financial support through alternative funding sources;
- Provide plans, specifications and statutory approvals (if available) together with detailed costings; Provide a copy of the last 3 years professionally reviewed financial statements and current year's budget, demonstrating the organisation's ability to repay the loan;
- Provide a business plan that sets out the purpose, objectives and benefits to their members and the Collie community of the proposed use of funds;
- Provide an overview of the organisations objectives and current membership levels;
- Agree to enter into a Deed of Agreement for the period of the loan repayments;
- Provide a copy of the minutes of a legally constituted meeting of the organisation showing the formal resolution agreeing to the raising of the loan;
- Provide security to the level that Council considers appropriate. Alternatively, the organisation may provide between 2 and 20 Guarantors to ensure that the loan is repaid. In the event of the organisation defaulting on its loan repayments the guarantors will become jointly and severally liable for the repayment of the loan. Agree to insure and keep insured premises where the premises are security over the repayment of the loan.

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Self-supporting loans will generally be limited to a maximum of \$150,000 for any one applicant, including existing self-supporting loans between the Shire and the applicant. Council may, with proper justification, vary this limit. **Roles and Responsibilities**

Council

- Self-funding loan requests not previously approved and included in Council's annual budget, will need to be advertised in accordance with the requirements of the Local Government Act 1995, to allow for written submissions to be made, these submissions will be presented to Council, so that a decision to approve or disapprove a self-supporting loan request can be made.

Organisation applying for the self-supporting loan

- Provide documentation to Council as defined in the Policy Statement, supporting the application.
- The loan borrower will supply to Council on an annual basis a set of the professionally reviewed financial statements within four (4) months of the close of the financial year, as well as a copy of the budget for the current year, Council may at any time during the period of the loan request that the loan borrower to provide current financial statements and budgets.

Legislation and Standards

- *Local Government Act 1995 s6.20 and s6.21*
- *Local Government (Financial Management) Regulations 1996*

Policy adoption and review

Council meeting held: **7 March 2017**

Adopted by Minute No: **7342**

Date to be reviewed: **February 2020**

3.2 CS3.2 Conference & Training

Policy Objective:

To Establish clear guidelines for Elected members and staff attendance at conference and training courses for professional development.

Policy Definition:

“Conference”- A conference is defined as a training course, conference or skills development program related to and/or approved by the Local Government.

Policy Statement:

Policy acknowledges the obligations on Staff and Elected members to be properly informed on all matters pertaining to Council. Council encourages Staff and Elected members to attend training courses and conferences for professional development, which may be of benefit to the individual staff and Elected members and Council as a whole.

This Policy establishes to:

- Provide clear guidelines on Staff and Elected members attendance to any training courses and/or conferences;
- Ensure that appropriate processes are followed for all associated expenditure; and
- Ensure that all Staff and Elected members attendance at any training courses and/or conferences comply with the Local Government Principles as contained with the *Local Government Act 1995*.

Elected Members

1. Elected Members may be nominated and authorised to attend conferences by a direct resolution of the Council, passed at a Council meeting.
2. Council shall authorise an elected member to attend a conference or training if it is considered to be beneficial to the Council and in line with the annual budget provisions.
3. Upon returning from a conference or training the elected member is required to provide a brief oral or written report to Council on the merits of attendance.
4. A copy of the aforementioned acquittal shall be placed in the Councillors information booklet.
5. The CEO shall cause for a register of all conference and training acquittals to be kept for future reference.
6. The following shall apply to elected members who are authorised to attend conferences or training under this policy:
 - 6.1 Registration:
The Council will pay all normal registration costs for elected members (or any other delegate) which are charged by the organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of Council.

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6.2 Accommodation:
Council will pay reasonable accommodation costs for Councillors including the night before and/or after the conference where this is necessary because of training and/or conference timetables.

6.3 Travel:
Council will be responsible for the payment of all reasonable costs associated with the travel to/from authorised conferences and/or training.

6.3.1 Travel by motor vehicle:-

Elected members shall be provided with a Council vehicle to attend conferences and training where this is practical and appropriate. In the event that a Council vehicle is unavailable the Councillor shall be reimbursed for the cost of a hire car or the use of a vehicle in accordance with the kilometre rate as specified by the Australian Taxation Office.

6.3.2 Travel by other means:-

Where it is deemed inappropriate to attend a conference or training by motor vehicle an alternative mode of transport shall be arranged, i.e. airplane, train, bus. Where one of the alternative methods of transport is utilised it shall be done based on the economy class. In the case where an elected member is either disabled or is willing to pay the costs associated with upgrading the status of travel Council shall approve the upgrade by an advance resolution.

6.4 Out of pocket expenses:
Council recognises that elected members attending conferences and/or training may be required to make related purchases and payments during the course of the conference or training.

In respect of this Council will make payment for reasonable day to day expenses. This payment shall be made to elected member on presenting the appropriate receipts or invoices satisfying the requirements of a tax invoice.

6.5 Out of State Conferences and/or Training:
Council must resolve by a special majority (as specified in the Local Government Act) to authorise for an elected member to attend conferences and/or training outside of Western Australia.

An elected member who has been authorised to attend an interstate or international conference is required to book a return flight at the earliest possible time and endeavor to achieve the most cost effective outcome. In the event that the elected member wishes to extend their stay they may do so notwithstanding that Council shall not pay for any expenses incurred after the conference and/or training has ceased. The elected member shall pay for all his/her expenses in the first instance; that is Council will not pay costs initially for the elected member to reimburse at a later date.

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- 6.6 Where the elected member has been authorised to attend a conference and/or training and another person accompanies the elected member the following shall apply:

The “accompanying person” shall be solely responsible for paying all travel, breakfast & meals not associated with registration and/or participation in any conference programs. Council may make the initial payment to the conference and/or training provider, which shall be reimbursed to Council within 7 days of the payment being made.

Staff Members

1. Staff members may be authorised to attend conference and/or training if it:-
 - 1.1 is in accordance with annual budget provisions,
 - 1.2 has been authorised by a Senior Manager,
 - 1.3 is within the state of Western Australia or authorized by the Council if outside Western Australia (as per Clause 2.5)

2. The following shall apply to staff members who are authorised to attend conferences or training under this policy:

2.1 Registration:

The Council will pay all normal registration costs for staff members that are charged by the organisers, including those relating to official luncheons, dinners and tours/inspections and which are relevant to the interests of Council.

2.2 Accommodation:

Council will pay reasonable accommodation costs for employees including the night before and/or after the conference, where this is necessary because of training and/or conference timetables.

2.3 Travel:

Council will be responsible for the payment of all reasonable costs associated with the travel to/from authorised conferences and/or training.

2.3.1 Travel by motor vehicle:-

Staff members shall be provided with a Council vehicle to attend conferences and/or training where this is practical and appropriate. In the event that a Council vehicle is unavailable the staff member shall be reimbursed for the cost of a hire car or the use of a vehicle in accordance with the kilometre rate as specified by the Australian Taxation Office.

2.3.2 Travel by other means:-

Where it is deemed inappropriate to attend a conference and/or training by motor vehicle an alternative mode of transport shall be arranged, i.e. Aeroplane, train, bus. Where one of the alternative methods of transport is utilised it shall be done based on the economy class. In the case where a staff member is either disabled or is willing to pay the costs associated with upgrading the status of travel Council shall approve the upgrade by an advance resolution.

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- 2.4 Out of pocket expenses:
Council recognises that staff members attending conferences and/or training may be required to make related purchases and payments during the course of the conference or training.

In respect of this Council will make payment for reasonable day to day expenses. This payment shall be made to staff members on presenting the appropriate receipts or invoices satisfying the requirements of a tax invoice.

Any exceptional amounts claimed shall be paid upon a resolution of Council.

- 2.5 Out of State Conferences and/or Training:
Council must resolve by a special majority (as defined in the Local Government Act) to authorise for a staff member to attend conferences and/or training outside of Western Australia.

A staff member who has been authorised to attend an interstate or international conference is required to book a return flight at the earliest possible time and endeavor to achieve the most cost effective outcome. In the event that the staff member wishes to extend their stay they may do so notwithstanding that Council shall not pay for any expenses incurred after the conference and/or training has ceased. The staff member shall pay for all his/her expenses in the first instance, that is Council will not pay costs initially for the staff member to reimburse at a later date.

- 2.6 Where the staff member has been authorised to attend a conference and/or training and another person accompanies the staff member the following shall apply:

The “accompanying person” shall be solely responsible for paying all travel, breakfast & meals not associated with registration and/or participation in any conference programs. Council may make the initial payment to the conference and/or training provider, which shall be reimbursed, by the employee to Council, within 7 days of the payment being made.

Policy adoption and review

Council meeting held: **7 March 2017**

Adopted by Minute No: **7342**

Date to be reviewed: **February 2020**

3.3 CS3.3 240 Litre Rubbish Bin Replacement - deleted

Under Council's three bin program residents do not own bins.

Policy adoption and review

Council meeting held: **7 March 2017**

Adopted by Minute No: **7342**

Date to be reviewed: **N/A**

3.4 CS3.4 Annual Depreciation - deleted

Depreciation policy is part of Accounting policies described under Australian Accounting Standard board 116: Property, Plant and Equipment

Policy adoption and review

Council meeting held: **7 March 2017**

Adopted by Minute No: **7342**

Date to be reviewed: **N/A**

3.5 S3.5 Contributions to External Groups - revoked

Contributions to external groups are to be referred to the annual budget considerations process.

Policy adoption and review

Council meeting held: **18 June 2019**

Adopted by Minute No: **8159**

Date to be reviewed: **N/A**

3.6 CS3.6 Email and Internet Policy

Policy Objective

To provide guidelines for the proper usage of Email and internet facilities.

Policy

All e-mails sent or received via the Shire’s e-mail system are the property of the Collie Shire Council and may be monitored by Shire of Collie management.

- Up to date anti-virus software should be installed on work-stations and functioning continuously. Email from unknown sources should be monitored carefully and not opened if is suspected to contain a virus.
- The downloading of music, games, ring tones, movies or any copyright material which has been unlawfully obtained is prohibited.
- Employees shall ensure that their Wallpapers settings and screen savers are not of an offensive nature.
- No employee may send or distribute e-mail containing expletives, offensive material or pornography.
- No employee shall utilise the e-mail or Internet facilities to conduct a private business.
- Any Council employee receiving a questionable e-mail should delete it immediately.
- No employee will make any comment on Shire business at any social networking site or media site unless authorized by the Council Management.
- Staff wishing to use the internet for private purposes are to do so outside the normal hours of business, so long as the materials being accessed are not of an illegal or offensive nature.

Consequences

Any employee of the Shire of Collie found to be acting in contravention of this policy will face disciplinary action. Employees who continue to disregard the above policy may face dismissal if the offence is considered to be of a serious nature.

Note that any offence associated with pornography, discrimination, sexual harassment, insulting or offensive behavior will be automatically classified as being of a serious nature.

Policy adoption and review

Council meeting held: **7 March 2017**
Adopted by Minute No: **7342**
Date to be reviewed: **February 2020**

3.7 CS3.7 Payment of Creditors

Policy Objective

This policy aims to set out the procedure for payment of Creditors.

Policy

In accordance with clause 12 of the WA Local Government Financial Management Regulations (1996) the Council may delegate the authority to the Chief Executive Officer to authorise payments from both the municipal, trust and reserve funds in accordance with the Annual Budget provisions. The CEO shall cause for section 13 of the WA Financial Management Regulations (1996) to be adhered to with a list of accounts for approval to be presented to the Council each month

1.0 Procedure for ordering and authorisation of goods and services

- 1.1 An Official Shire of Collie Purchase Order must be written and signed by the appropriate employee **prior to any** goods or services being purchased. Notwithstanding that in some instances the issuing of an order is not practical, the Finance Manager shall cause for a list of all goods and services not requiring an order to be attached to this policy and circulated to signing officers. The *authorised officer* is responsible for ensuring that the expense being incurred is in accordance with the Councils Annual Budget provisions and that the order clearly identifies the appropriate item to charge the expenditure to.
- 1.2 Upon receipt of the goods or service the authorising officer shall cause for the order to be passed to finance staff, at which time the liability will be raised. The order shall then be held until the appropriate Tax Invoice is received.
- 1.3 For the purposes of this policy the following employees are *authorised officers*:- Chief Executive Officer (CEO), Director of Development Services (DDS), Director of Corporate Services (DCS), Director of Technical Services (DTS), Finance Manager, Manager of Information Services, CEO Personal Assistant, Roche Park Manager, Swimming Pool Manager, Building Service Manager, Building Service Maintenance officer, Super Towns Project Manager, Storeman (or in his absence the Acting Procurement Officer, Operations Manager, Parks and Gardens Supervisor, Mechanic, Senior Ranger or Community Emergency Services Officer).

2.0 Payment of Accounts by cheque – Municipal & Trust Funds

Council staff shall settle accounts due and payable once a week. Notwithstanding that staff are authorised to make a special payment at any time where an incentive to pay prior to a date is offered (either a penalty or discount) or due to contract requirements.

- 2.1 Prior to payments being made two of the authorized signatories shall sight a list of accounts for payment (specified in Financial Management Regulation 13 "List of Accounts") and authorise their discharge, with the exception being given to wages and salaries that shall be authorised by the Finance Manager.
- 2.2 Each cheque paid shall be supported by sufficient documentation, including an official Council Purchase Order (where one is required)

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or in the absence of an order, details relating to why the expense has been incurred. An Invoice satisfying the requirements of a "Tax Invoice" must also form part of the supporting documentation.

- 2.3 Two signatures are required on each Council cheque and they shall comprise of either the CEO, DCS or DDS and Finance Manager. The Finance Manager shall be required to sign all cheques along with either the CEO, DCS or the DDS. In the absence of the Finance Manager the CEO, DCS and or the DDS may provide the two signatures.

3.0 Sundry Creditors payment in Electronic Form – Municipal Funds

- 3.1 Where a payment is to be made electronically it shall be made utilising the Council's online banking facility. In such cases the Finance Manager, CEO, DCS, DDS or Assistant Accountant shall each be assigned a personal identification number, this number shall act as the signature to authorise the payment of an amount(s). The personal identification number and bank token are the responsibility of the above mentioned employee and shall not be distributed to other employees for their use.
- 3.2 Where a direct debit is made from the Council's municipal fund the Finance Manager shall include these payments as part of the list of payments that is presented to the Council each month.

4.0 Payment from Council Petty Cash Advance

- 4.1 Payments from the Council's petty cash advance shall be made only upon the receipt of appropriate evidence that an employee of the Council has incurred an employment related cost. In the event that the funds are required in advance of a purchase being made the employee shall sign the appropriate form detailing the funds supplied. Upon purchasing the goods that employee shall present an invoice along with any funds not required to the officer in charge of the petty cash advance. The Finance Manager shall designate the officer in charge of the Petty Cash Advance. A receipt must support any items purchased by staff for which Council is liable for reimbursement.

5.0 List of Accounts Paid

A list of all accounts paid in the month prior shall be presented to the Council. The list shall comprise of details as prescribed in the WA Financial Management Regulations (1996)

6.0 Councillor & Staff Reimbursements

Staff or Councillors incurring a work related expense warranting reimbursement shall produce an invoice, or receipt, satisfying the requirements of a "Tax Invoice". This will ensure that the Council is in a position to claim back input tax credits.

7.0 Credit Terms

Standard payment terms for all creditors will be 30 days from the invoice date

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Policy adoption and review

Council meeting held: **7 March 2017**

Adopted by Minute No: **7342**

Date to be reviewed: **February 2020**

3.8 CS3.8 Investment Policy

POLICY OBJECTIVE

To provide guidelines with respect to the investment of surplus funds which ensure that returns on funds invested are maximised within levels of acceptable risk and in accordance with relevant legislation

POLICY STATEMENT

1. Investment Objectives

- To take a conservative approach to investments, but with a focus to add value through prudent investment of funds.
- To achieve a high level of security for the overall portfolio by using recognised rating criteria.
- To maintain an adequate level of diversification as detailed in Section 6D of this policy.
- To have ready access to funds for day to day requirements, without penalty.

2. Statutory Compliance

All investments are to be made in accordance with:

- Local Government Act 1995 - Section 6.14
- The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act 1997.
- Australian Accounting Standards

3. Approved Institutions

Investments shall be made with institutions which meet this policy's guidelines on diversification and credit risk.

4. Authorised Investments

Authorised Investments shall include but not necessarily be limited to:

- Fixed and floating rate interest bearing deposits / securities issued by Authorised. Deposit taking Institutions (ADIs) as authorised by the Australian Prudential and Regulatory Authority (APRA), including Fixed and Floating Rate securities;
- State / Commonwealth Government Bonds;
- Specific securities approved by Council.

5. Risk Profile

When exercising the power of investment the following are to be given consideration:

- The purpose of the investment, and its needs together with the circumstances.
- The nature of and the risk associated with the different investments.
- The need to maintain the real value of capital and income.

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- The risk of capital loss or income loss.
- The likely income return and the timing of that return.
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment.
- The aggregate value of the investment.
- The likelihood of inflation affecting the value of the proposed investment.
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment.

6. Investment Guidelines

The Shire of Collie's investments must at all times be maintained within the investment parameters detailed in this policy, specifically those stated in Sections 4, 5 and 6 (A), 6 (B), 6 (C), and 6 (D). Reporting arrangements to confirm compliance are required on a monthly basis.

A. Council's Direct Investments

Not less than three (3) verbal quotations shall be obtained from authorised institutions preferably with a presence within the Shire of Collie whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above.

B. Investments placed by the Shire of Collie must be appropriately documented at the time of placement.

C. A maximum term to maturity for all individual investments of one (1) year will apply.

D. General Policy Guidelines

(i) Diversification/Credit risk

The amount invested with any one financial institution or managed fund should not exceed the following percentages of average annual funds invested. When placing investments, consideration should be given to the relationship between credit rating and interest rate.

Long Term Rating (Standard & Poors)	Short Term Rating (Standard & Poors)	Maximum of total portfolio
AAA to AA-	A1+	100%
A+ to A-	A1	75%
BBB+ to BBB-	A2	50%

(ii) Credit Ratings

If any of the funds / securities are down graded such that they no longer fall within the Shire of Collie's investment policy guidelines, they will be divested as soon as is practicable.

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The short term (0-365 days) rating (as defined by Standard and Poors Australian Ratings) is:

A1+	Extremely strong degree of safety regarding timely payment
A1	A strong degree of safety for timely payment
A2	A satisfactory capacity for timely payment

The long term rating is:

AA	An extremely strong capacity to repay.
AA+ to AA- A	very strong capacity to repay.
A+ to A A	strong capacity to repay.
BBB+ to BBB-	An adequate capacity to repay.

E. Community Benefit Factor

When comparing investment products, preference will be given to institutions that provide a higher level of benefit to the local community. If investment products offer the same rate of investment then the institution that provides the greater benefit to the Collie Community shall be awarded the investment.

7. Reporting

- Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.
- Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.
- A monthly report shall be submitted to Council with details of the investment portfolio.

Policy adoption and review

Council meeting held:	7 March 2017
Adopted by Minute No:	7342
Date to be reviewed:	February 2020

3.9 CS3.9 Capitalisation of Road Works

Policy Objective

To define Shire of Collie’s policy on the accounting requirement for the capitalisation of road works.

Scope

This policy applies to new or additional expenditure to road works.

Policy

Road Works Projects undertaken by Shire of Collie shall be capitalised if they meet the criteria established in the Australian Accounting Standards for a non-current asset. To assist staff, Road Works Projects that are valued under \$10,000 are not considered as sufficient material to warrant capitalisation and as a general rule these projects should be expensed in the year the works are undertaken.

Relevant Legislations

AASB 116: Property, Plant and Equipment

Policy adoption and review

Council meeting held: **7 March 2017**
Adopted by Minute No: **7342**
Date to be reviewed: **February 2020**

3.10 CS3.10 Long Service Leave Accruals

Policy Objective

To define Shire of Collie’s policy on the Accrual of Long Service Leave at the year end.

Policy

Long Service Leave will be valued in accordance with AASB 119 “Employee Benefits” and accrued at the following rates dependent on the years of continuous service within Local Government.

0 – 3 years	-	no liability
3 – 5 years	-	25% of liability
5 – 7 years	-	70% liability
7 + years	-	100% liability

Relevant Legislations

AASB 119: Employee Benefits

Policy adoption and review

Council meeting held: **7 March 2017**
Adopted by Minute No: **7342**
Date to be reviewed: **February 2020**

3.11 CS3.11 Leave Entitlement Reserve

Policy Objective

To define the Shire's position in relation to Leave entitlement reserve maintenance.

Policy

The Shire of Collie has a liability for leave entitlements for its staff at the year end. It is necessary to determine and maintain a reserve to be kept for the purpose of funding employee leave entitlement. The reserve shall be kept at a level that in the opinion of the Chief Executive Officer and Finance Manager is sufficient to cover any leave entitlements that can reasonably be expected to be taken in the next 12 months.

Relevant Legislation

Local Government Act 1995 S6.11 Reserve Accounts

Policy adoption and review

Council meeting held: **7 March 2017**
Adopted by Minute No: **7342**
Date to be reviewed: **February 2020**

3.12 CS3.12 Borrowing Policy

Policy Objective This policy aims to set out the circumstances in which the Council may consider borrowings to fund the acquisition, renewal or construction of specified assets and to provide guidance as to the appropriate terms of any such borrowing.

Policy The Council recognises that loan borrowings for capital works are an important funding source for Local Government and that the full cost of infrastructure should not be borne by present day ratepayers, but be contributed to by future ratepayers who will also benefit.

The Council will restrict all borrowings to expenditure on identified capital projects that are considered by Council to be of the highest priority, and which cannot be funded from revenue or reserve funds, as identified by the adopted budget.

PRINCIPLES:

The following principles will apply in regards to the use of borrowings as a funding source and are in addition to legislative requirements of the WA Local Government Act (1995) and the Financial Management Regulations (1996).

- a) In no circumstances will Council borrow funds for operating expenditure or recurrent capital expenditure (e.g. Councils reseal program)
- b) Borrowings will only be used where the project is considered by the Council to be beneficial to the majority of ratepayers.
- c) The term of the loan should not exceed the expected life of the asset being funded.
- d) Borrowings will only be considered for projects within identified strategic objectives of the Council.
- e) Borrowings will not be considered as a funding source if the funding will increase the Councils Debt Service Ratio (principal plus interest costs divided by available operating revenue) to more than 10%.
- f) Borrowings will not be considered as a funding source if the funding will increase the Council's Gross Debt to Revenue Ratio (total outstanding debt divided by total revenue) to more than 60%.
- g) The Council may, in some circumstances elect to repay outstanding debt early with the use of untied surplus funds (refer End of Year Surplus Policy).
- h) As a guide, the following borrowing terms may be applied:

Borrowing amount	Term
Less than \$250,000	5 years
\$250,000 - \$750,000	10 years
Over \$750,000	15 years

- i) Quotations from not less than three (3) financial institutions will be sought

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when Council resolves to borrow funds. In assessing the quotes, the Council will give consideration to the ability to repay the debt early and the financial opportunity this represents.

DEFINITIONS:

The Debt Service Ratio expresses the Council's debt servicing costs (principal plus interest) as a percentage of operating revenue and is a measure of the Council's capacity to repay its loans based on its current revenue streams. A 10% limit will ensure a minimal impact on other Council funded services.

The Gross Debt to Revenue Ratio reflects the Council's total debt commitments against its total revenue and a measure of 60% or more would indicate that the Council is over committed in terms of its capacity to repay outstanding debt.

Relevant Legislations:

Local Government Act 1995 S6.20 Power to Borrow

Local Government Act 1995 S6.21 Restrictions on borrowings

Local Government Act 1995 S6.24 Application of money

Policy adoption and review

Council meeting held: **7 March 2017**
Adopted by Minute No: **7342**
Date to be reviewed: **February 2020**

3.13 CS3.13 End of Year Surplus Policy

Policy Objective This policy aims to establish parameters for the use of untied surplus funds at the end of each financial year as identified through the Annual Budget adoption process.

Policy

As part of the Annual Budget process the Shire of Collie must calculate its end of year financial position, or surplus / deficit as a starting point for the following year's budget.

Included in this calculation are projects which have not been completed in the previous financial year and in most cases, these items are carried forward for expenditure in the following financial year. However, budget savings which have been achieved which cannot be readily identified at the end of the financial year are known as an "untied surplus".

The Council recognises that the allocation of untied surpluses is an important aspect in discharging its financial management responsibilities. The Council recognises that untied surpluses will not be used to offset the future annual operating costs of the Council.

PRINCIPLES:

The use of any identified untied surplus at the end of a financial year will be limited to one (or more) of the following transactions, in order of preference:

1. Transferred to a Reserve Account to be nominated by the Council;
2. Allocated to a "one-off" capital project nominated by the Council;
3. Retirement of debt (where possible);

Policy adoption and review

Council meeting held: **7 March 2017**
Adopted by Minute No: **7342**
Date to be reviewed: **February 2020**

3.14 CS3.14 Sporting Scholarships

A. PURPOSE OF POLICY

To financially assist by way of covering out of pocket expenses, local sporting individuals who have been selected in a Western Australian State or Australian National representative team.

B. SCOPE OF POLICY

a. Definitions

A 'local' sporting individual is a resident of the Shire of Collie, or a person who has left Collie for study/work or sporting reasons but whose families still reside in Collie. Persons who have been absent from the Shire of Collie for a continuous period of six (6) years or more shall cease to be considered to be a resident of the Shire of Collie.

A 'state' team is a team that originates as a composite of players from within Western Australia under the auspices of a recognized state sporting organisation and which participates in a competition whether that competition is at home, interstate or overseas. This shall be deemed to include a WA Country State Team.

A 'national' team is a team that originates as a composite of players from within Australia under the auspices of a recognized national sporting organisations and which participates in a competition whether that competitions is in Australia or overseas. This shall be deemed to include a Australian Country Team.

b. Specific Inclusions / Exclusions

Sporting individuals of any age may apply for this scholarship if they meet policy criteria.

In cases of exceptional circumstances (such as left Collie at an age earlier than normal age for specific sporting training) Council may continue to grant a scholarship beyond the six year limit specified above.

Local sport teams will not be eligible to receive sponsorship from Council to undertake sporting tours.

C. POLICY DETAIL

- i) Assistance will be provided as a sporting scholarship of \$250.
- ii) A single application must be made where three or more residents are selected to participate in the same team and must be accompanied by the requirements of Section C (iv) for team members named in the application. The maximum able to be granted to the group is \$500.
- iii) The assistance provided to any individual or group of team members within a calendar year will be no more than \$250 for any individual or \$500 for any group of team members.
- iv) All applications must be accompanied by a statement or authorization from the relevant state or national sporting organisation confirming team selection.
- v) Applicants may re-apply in subsequent years should their selection be on-going.

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- vi) Applications cannot be made retrospectively for past team selections.
- vii) Nothing in this policy is to be construed as to infer that there is an automatic right of any individual to receive financial assistance.
- viii) Council does not require any acknowledgement for its contribution.
- ix) Council acknowledges that the funds are freely given with no accountability attached to the recipient.

- x) Applications must be submitted on the 'Application for Sporting Scholarships' form.

Policy adoption and review

Council meeting held: **18 June 2019**

Adopted by Minute No: **8159**

Date to be reviewed: **June 2022**

3.15 CS3.15 Guidelines for funding requests for Council projects

Purpose of Policy:

To ensure that grant funding opportunities available to the Council through Government agencies and other sources are maximised.

Policy Details:

The Council, through the Chief Executive Officer, will endeavour to maximise external funding for infrastructure projects being undertaken by Council. In order to maximise these opportunities the following guidelines are provided;

1. Identification of projects

Projects for which funding is sought must be identified in one of the following documents (directly or by reference);

- 1.1 Annual Budget
- 1.2 Long term financial plan
- 1.3 Collie Growth Plan
- 1.4 Shire of Collie Strategic Plan
- 1.5 Council minutes of the year as a direct resolution of Council

2. Prioritisation of projects

Priority will be given to projects which Council has made a financial commitment through its budgeting process, or by any other means

3. Timing of applications/submission

Funding Rounds

Council acknowledges that at various time throughout the year various Government and Non Government Agencies will provide opportunities to seek funding through formal funding processes. The Chief Executive Officer will make application to these grant funding programs as and when they become available and advise Council of the submissions through the fortnightly Elected Member update after submissions have been lodged.

Council generated submission

In November of each year the Chief Executive Officer will correspond with appropriate State and Federal Members in regards to priority projects for the next year's State & Federal Budgets as appropriate.

The Local Member for Collie-Preston will be cc'd into all general submissions made to State Government.

In an Election Year the Chief Executive Officer and/or Shire President will liaise with candidates seeking election in State and Federal seats within which Collie sits outlining the Council priorities in accordance with the framework established in section 1

Policy adoption and review

Council meeting held: **13 November 2012**
Minute Number: **5919**
Date to be reviewed: **November 2017**

3.16 CS3.16 Rating Policy

Policy Statement:

The Council has committed to developing a rating policy based on the principals of transparency, equity, timeliness and comparability through its Strategic Planning Process.

In adopting this plan, the Council has committed to continue to advocate that industry covered by State Agreement Acts contribute to our rate base equitably.

Policy Objectives:

This policy sets a formal Council position in regards to rating issues and will align with the Councils Strategic Plan Objectives. More specifically the Policy will guide the Community and staff in relation to the following rating issues;

1. Define the process for the changing of rating valuation methods from Unimproved valued land (UV) to Gross Rental Valued land (GRV).
2. Define the framework in relation to the use of differential rates
3. Identify internal and external factors that the Council will consider when levying rates
4. Establish the Council's position in regards to the phasing in of significant increases in rates which arise as a result of valuation changes.
5. Set a framework for the granting of a rates concession to charitable organisations.
6. Establish the Council's position in regards to pensioner concessions on rubbish and recycling charges.
7. Establish a consistent formula to be used when quoting rates increases to the media and in Council publications.
8. How often land use assessment should be undertaken and treating the rating of new subdivisions.
9. To define the Council's rates collection process

Relevant Legislation:

WA Local Government Act (1995) – “the act”

WA Local Government (Financial Management) Regulations (1996)

Valuation of Land Act (1978)

Rates and Charges (Rebates and Deferments) Act (1992)

1.0 Valuation Methods

As per section 6.28 (2) of the act, the key consideration in determining the correct rating category to be applied to rateable land is the assessment of predominant land use of the particular property.

As per the act, a property will be classed as Unimproved Valuation (UV) for rating purposes where the land is predominantly used for rural purposes and classed as Gross Rental Valuation (GRV) where it is predominantly used for non-rural purposes.

Under section 6.28 of the *Local Government Act 1995* the Minister for Local Government is responsible for determining the method of valuation of land to be used by the Local

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Government. All changes from UV to GRV should be presented to full Council for adoption before being forwarded to the Department of Local Government for consideration as per the Local Government Operational Guidelines Changing Methods of Valuation of Land (appendix 1). Council will consider the circumstances of each case on a fair and equitable basis with a view to applying consistency across its rating role.

2.0 Differential Rates:

Under section 6.33 of the Act the Council can impose a differential system of rating. This system of rating is generally intended to alter the amount of rates payable by particular land uses in correlation with the consumption of Council resources.

The Council may wish to apply a different rate in the dollar to certain groups of properties which are defined under section 6.33 of the act. Section 6.33 reads as follows:

6.33. Differential general rates

A local government may impose differential general rates according to any, or a combination, of the following characteristics —

- (a) the purpose for which the land is zoned, whether or not- under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or
- (b) a purpose for which the land is held or used as determined by the local government; or
- (c) whether or not the land is vacant land; or
- (d) any other characteristic or combination of characteristics prescribed

Differential rating may be used to encourage certain land use, for example, a lower rate for commercial land may be used to encourage commercial development in the Shire. It may also be used to average out the percentage rate increase across the Shire's different rate categories that may be caused during the Valuer General's revaluations, this helps to ensure equity and fairness to all rate payers within the Shire.

3.0 Factors that the Council will consider when levying rates

When levying rates, the Council will give consideration to the following factors.

- Level of Funding required to be raised to pay for operational and capital expenses.
- Setting the level of minimum rates raised as close as possible to the maximum 50% of total rates raised by minimum rates in each rating category. Refer Appendix note A.
- The most recently available (and forecast) Consumer Price Index (CPI) and Local Government Cost Index Figures (LGCI) for Perth.
- Total Rates Revenue as part of General Revenue. Council will endeavour to ensure that rates revenue generated will exceed 40% of the total operating revenue in any particular year. Meeting this requirement will reduce the reliance on government grants to fund operational expenditure.

4.0 Valuation Changes that give rise to significant interim rate or annual rating charges.

Phasing in of valuations

The completion of a new dwelling, building or industrial development midyear may give rise to a rateable valuation which the Council is entitled to levy as an interim rate based on that years adopted rating parameters. This may also be the case where the Council has successfully applied to the Minister for Local Government to change the method of valuation of a particular property, and the change in value to the property has been effected midyear.

Council may decide to phase the valuation under 6.31 and schedule 6.1 (2) of the act to minimise the financial impact on the ratepayer if it is considered necessary.

5.0 Rates Exemptions

The Council will consider applications for a rates exemption made to it under either of the following categories. Applications must be in writing and must identify the owner of the property and include a summary of activities conducted at the premises to enable the Council to make a decision.

Charitable Rating Status

The Council has the option to grant charitable rating status under section 6.26 (g) of the Act which provides a rate exemption to those land owners. The Council will consider granting this status to those organisations which meet the following criteria;

- Land must be owned or operated by a not for profit organisation and;
- Land is used exclusively for charitable purposes

The Council has granted this status to the following organisation:

Assessment 987 – Ngalang Boodja Group

Rates Concessions

Under section 6.47 of the Act, the Council can resolve to waive a rate or service charge where it believes that the organisation is a not for profit organisation and it can be demonstrated that it is providing benefit to the community, or providing a valuable community service. A full (or partial) rates concession has previously been granted to the following organisations.

Assessment	Organisation	Concession	
3977	RSL Collie	100%	
3990	Country Women’s Association	100%	
4337, 5321,	Riverview Residences (Steere St and Pendleton Street)	100%	
4779	North Collie Hall Management Group	100%	
995	Energy West Hall	100%	
150	Collie Pioneer Day Lodge	100%	
5043	Collie Italian Club	100%	
4813	Red Cross Shop	100%	

6.0 Pensioner concessions

The Council will grant a 50% concession to eligible pensioners in regards to the recycling levy.

Eligible pensioners and seniors are entitled to claim rebates on their rates in accordance

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with the Rates and Charges (Rebates and Deferments) Act (1992).

Calculation of Rates movements from year to year

For the purposes of the budget process, the following formula will be used when quoting rates increases in media releases and draft and final budget documents in a particular year.

$$\text{Rate Increase (\%)} = \frac{(\text{Total Budgeted Rates} - \text{Budgeted Interim and Back Rates})}{\text{Total Rates Raised in Previous Year}} \times 100$$

A median \$ rate increase will also be included in the media release.

7.0 Reviews of Land Use and the Treatment of New Subdivisions

Review of Land Use

Land usage will be reviewed as required and any major changes to usage will be considered to attain whether or not the methodology for rating purposes is relevant to the usage of the property. Staff may also identify individual situations during the year where the current rating method is not appropriate and will report these to Council as soon as practicable.

Treatment of New Sub-Divisions

New sub-divisions for residential purposes will be rated GRV, any other subdivisions will be assessed on a case by case basis and rated accordingly.

8.0 Rates Collection Policy

The following process is to be followed for the recovery of outstanding rates and service charges. Unless otherwise arranged, legal proceedings will continue until payment of the rates and services charges is received in full.

1. Issue Final Notices

A Final Notice is to be issued 14 days after the due date, to those persons who have made either no payment, or insufficient payment to cover the first instalment. The Final Notice is to specify that the ratepayer/s have seven (7) days to pay in full or to enter into a special repayment arrangement. Final Notices are not to be issued to eligible persons registered to receive the pensioner rebate under the Rates and Charges (Rebates and Deferments) Act 1992 as such persons have until 30 June in the year of rating to make payment, without incurring any late payment penalties.

2. Notice of Intention to Issue General Procedure Claim (Letter of Demand)

A Notice of Intention to issue General Procedure Claim is to be issued within 28 days from the date of the final notice to those persons who did not respond appropriately to the Final Notice.

a. The Notice of Intention to issue General Procedure Claim is to specify that the ratepayer/s have fourteen (14) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in a summons being issued without further notice.

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- b. Ratepayers are required to either pay the full amount on the General Procedure Claim or pay by instalments. If they choose to pay by instalments, they must sign the Admission of Claim on the reverse of the General Procedure Claim and enter the amount they agree to pay in each instalment. Such instalments are subject to acceptance by the Chief Executive Officer or an officer delegated by the Chief Executive Office.
 - c. If the Admission of Claim is not returned after fourteen (14) days of the issue of a General Procedure Claim, a letter is to be sent requesting the ratepayer/s complete the Admission of Claim and return it to the Shire within seven (7) days. If, after the further period of seven (7) days, the Admission of Claim is not returned to the Shire, a Property Sale and Seizure Order is to be issued.
 - d. If the repayment arrangement, as agreed on the Admission of Claim, is not honoured, a letter is to be sent advising that the repayment is overdue and advising that if payment is not received by the agreed date, a Property Sale and Seizure Order will be issued.
3. If the ratepayer/s has not responded to the General Procedure Claim, a Property Sale and Seizure Order is to be issued fourteen (14) days after the date of issue of the General Procedure Claim.
 4. The Property Sale and Seizure Order is a goods order in the first instance and if the Property Sale and Seizure Order is returned Nulla Bona (no goods), then a land warrant is to be issued. Where a Property Sale and Seizure Order involves land where the owner resides, the approval of Council is to be obtained before the land Warrant is lodged.
 5. Subdivision 6 of the WA Local Government Act (1995)
If any rates and charges which are due to Council in respect of any rateable land have been unpaid for at least 3 years, Council may enact sections 6.63-6.75 of the act which involves taking possession of the land with a view to either selling the land, leasing the land or reverting the land to the crown. The approval of Council is to be obtained before this course of action is undertaken.

Policy adoption and review

Council meeting held:	7 March 2017
Adopted by Minute No:	7342
Date to be reviewed:	February 2020

3.17 CS3.17 Review of Fees and Charges

Policy objective

To ensure that Council reviews its annual fees and charges based on the principles of transparency, equity, timeliness and comparability.

Policy

1. Timeliness - The Council will review its Schedule of Fees and Charges as part of its Annual Budget Process between April – June each year in readiness for the coming financial year. The Council also reserves the right to review any fee or charge at any time during the financial year where a fee or charge needs to be imposed or requires amending.
2. Transparency – where a significant change is being considered to a particular fee or charge which affects a sporting or community group within the Shire, the Council will inform the affected group of the change and provide the group an opportunity to comment on the financial impacts of the impending change.
3. Equity and Comparability – the Shire of Collie wishes to ensure that Shire of Collie resources which are provided to all sporting and community groups are fair and equitable. In reviewing any fee or charge, the Council will consider the following factors;
 - a. Current and future year CPI figures
 - b. Statutory requirements
 - c. Where the fee relates to a service or program, the cost to provide that service or program
 - d. Any feedback received from the effected parties (refer 2 above).
 - e. The level of Council support which is currently provided through other means.
 - f. What other Council's levy for similar services of facilities.
 - g. Level of economic benefit that the activity generates for the Collie region.

Policy adoption and review

Council meeting held: **7 March 2017**
Adopted by Minute No: **7342**
Date to be reviewed: **February 2020**

3.18 CS3.18 Community Small Grants Fund

1. Policy Objectives / Intent:

The intent of this policy is to ensure that the Shire of Collie Community Small Grants Fund is administered in an open, transparent and equitable way.

2. Grant Guidelines:

- 2.1. Applications must fulfill the following criteria:
- 2.1.1. The application is for up to \$5,000 at the discretion of Council; and
 - 2.1.2. The project will be undertaken within the Shire of Collie and funds expended in Collie (wherever possible); and
 - 2.1.3. The project will deliver economic benefit and / or social and community well-being benefit to the community; and
 - 2.1.4. The project aligns with the current Shire of Collie Strategic Community Plan.
 - 2.1.5. Unless otherwise agreed, the applicant will need to be an incorporated not-for-profit organisation or be auspiced by an incorporated not-for-profit organisation to administer the applicant's funds and provide accountability for the grant.
 - 2.1.6. Organisations will not be funded for more than one project in any one financial year.
 - 2.1.7. Council staff will assess the application using the following criteria:
 - Economic weighting 10%
[estimate of local spend to be provided]
 - Social/community well-being weighting 50%
- Grant application forms are to include guided questions to assist applicants and for ease of comparability when applications are assessed.
- Strategic Plan Alignment weighting 40%

Grant applicants will not be required to explicitly identify alignment with the Shire of Collie Strategic Plan. The Officer's Report and Council deliberations will assess the extent to which the application aligns with the Plan which will be evidenced by the responses within the application.

3. Application and Distribution of Grants:

- 3.1. The community small grants to be offered in two rounds with funds to be split evenly between the two rounds at the discretion of Council.
- 3.2. The annual budget to include an allocation for Project Support (minor works relating to an event).
- 3.3. First round: offered in October/November
- 3.4. Second round: offered in February/March.
- 3.5. Applicants to be invited to address Council in support of their applications should they wish to do so.

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4. Other

4.1 The Shire of Collie is to be acknowledged for its support of the event or project.

4.2 The grant acquittal is to be submitted within 6 weeks of the completion of the event/project. Applicants who fail to submit a grant acquittal will not be eligible for future rounds of community grants.

Policy adoption and review

Adopted at Council meeting held: **18 June 2019**

Adopted by Minute No: **8159**

Date to be reviewed: **June 2022**

3.19 CS 3.19 Credit Card

Purpose

The purpose of the Credit Card Policy is to provide guidelines for the use of the Shire of Collie Corporate Credit Card.

Credit cards are a required method of payment for certain transactions, they can be a more efficient purchasing method than formal methods in some circumstances, can reduce administration costs, and the need to carry large amounts of cash.

Legislation

The use of Corporate Credit Card is not specifically mentioned in the *Local Government Act 1995*. However the impacts of the use and control of corporate credit cards are related to the following sections of the *Local Government Act 1995*;

1. Section 2.7(2)(a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the local government policies.
2. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government.

Local Government (Financial Management) Regulation 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

Financial Institution

The Shire's Corporate Credit card is to be issued by the financial institution with which municipal transactions are made.

Policy

1. The Corporate Credit Card is to be issued to the Chief Executive Officer;
2. The Corporate Credit Card may only be used for purchasing goods and services on behalf of the Shire of Collie which are authorised in the current budget and comply with Council's Purchasing Policy;
3. A purchase order is to be generated for all purchases;
4. Personal expenditure is prohibited;
5. The Corporate Credit Card is not be used for cash withdrawals;
6. The Corporate Credit Card is to generally be kept in the Shire of Collie safe and only accessed at the direction of the Chief Executive Officer or the Finance Manager, who may grant permission for the card to be used for a purchase;
7. For all purchases a tax invoice/receipt is required, and must contain details of the purchase including the supplier's ABN, the amount, whether GST applies and a brief description of the goods and services purchased. The tax invoice/receipt must be submitted to the Finance Manager.

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8. The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card; and
9. Where the Corporate Credit Card issued by the financial institution includes reward schemes, these will be accumulated in the name of the Shire of Collie. The Chief Executive Officer, at their discretion will decide how these rewards are utilised and could include offering these to charitable institutions, or sporting clubs. Under no circumstances is the reward scheme to be used for a Staff member's/Councillor's private benefit.

Policy adoption and review

Council meeting held: **8 December 2015**
Adopted by Minute No: **6928**
Date to be reviewed: **December 2019**

3.20 CS3.20 Petty Cash

Purpose

The purpose of the Petty Cash policy is to provide guidelines for the use and regulation of petty cash funds. Petty cash may be used for miscellaneous and business related expenditure of low value, where payment through the accounts payable system is not justified or appropriate.

Policy

The Petty Cash Policy applies to all employees of the Shire.

1. The Petty Cash float amount and procedures are to be set by the Finance Manager for all Shire locations.
2. Council will operate a petty cash system throughout the organisation for expense reimbursement only.
3. Cash advances are not permitted.
4. A limit of \$100, including GST shall apply for each transaction.
5. Approval of reimbursements shall be in accordance with Council's delegated authority.
6. An audit of petty cash floats will be undertaken at least annually.
7. The Petty Cash float will be kept in a secure location at all times.
8. Responsible officers who administer petty cash are to ensure they are aware of their responsibilities for safeguarding petty cash and the petty cash procedures.

Policy adoption and review

Council meeting held: **8 December 2015**

Adopted by Minute No: **6928**

Date to be reviewed: **December 2019**

3.21 CS3.21 Disposal of Shire of Collie Property

Purpose

The purpose of the Disposal of the Shire of Collie Property policy is to clarify the circumstances and method property is to be disposed.

Policy

1. Definition

Section 3.58 (1) of the Local Government Act 1995 defines

'dispose' includes to sell, lease, or otherwise dispose of, whether absolutely or not;

'property' includes the whole or any part of the interest of a local government in property but does not include money.

2. Disposal of land

The disposal of "land" includes the sale, lease or assignment of all or any part of the land.

Shire of Collie owned land is to be disposed in accordance to Section 3.58 (2) of the Local Government Act 1995 is either by public auction, public tender or local public notice of the intention to dispose (including details and consideration of submission thereon).

Regulation 30 (2) of the Local Government (Functions and General) Regulations details exemptions to Section 3.58 (2) of the Local Government Act 1995.

Notwithstanding the provisions of the Act or the Regulations, any disposal of Shire of Collie land is subject to valuation carried out by a qualified valuer and/or the Valuer General Office and be brought to Council for consideration.

Council's Local Price Preference does not apply to any disposal of Land.

3. Disposal of other good & property (including abandoned vehicle)

As per item 2 of this policy, disposal of any other owned good or property of Shire of Collie is to be disposed in accordance to Section 3.58 (2) of the Local Government Act 1995 is either by public auction, public tender or local public notice of the intention to dispose (including details and consideration of submission thereon).

Under Regulation 30 (3) of the Local Government (Functions and General) Regulations, an exemption applies where property to be disposed of:

(a) its market value is less than \$20 000; or

(b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

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3.1 Disposal of property that is exempted under Regulation 30 (3) of the Local Government (Functions and General) Regulations shall be carried out in accordance with the following schedule (***excluding trade ins***)

Estimated Value of Property	Method of Disposal
\$5,001 - \$ 75,000 or less per item	With prior approval of Council, To the highest bidder at public auction; or To the most acceptable tender, whether or not it is the highest tender through the public tender process; or To an external party at market value.
\$0– \$5,000 per item	At the discretion of the Chief Executive Officer but reported as part of delegations. Property may be disposed of by public auction, donated to group or scraped.

3.2 The disposal of property by way of trade in plant, equipment and vehicles will be considered in conjunction with the purchase of replacement property. Refer tenders, quotations and price preference policy (CS2.7).

3.3 Record keeping of property disposed under this policy

- a) Shire of Collie Asset Disposal form
- b) A register to be kept of all bids received and purchases made including a register of any property donated to local service organisation

Policy adoption and review

Council meeting held: **11 December 2018**

Adopted by Minute No: **7995**

Date to be reviewed: **December 2021**

3.22 CS3.22 Rates Payment Plan

Purpose

The purpose of the Rates Payment Plan policy is to assist Ratepayers to spread the cost of their annual rates over weekly, fortnightly or monthly equal direct debit instalments.

Payment Plan Policy Guidelines

1 General

- 1.1 The payment plan is limited to payment via direct debit only from a nominated bank account.
- 1.2 All payment plans entered into by a ratepayer will be for a total amount to cover the following:
 - 1.2.1 Annual Shire rates, Emergency Services Levy and other service charges set out in the rates notice
 - 1.2.2 Interest on unpaid rates
 - 1.2.3 Direct debit administration fees as per the Shire's fees and charges schedule
- 1.3 When a payment plan is entered into the Ratepayer will be advised of the instalment amount that will be required to cover items listed in section 1.2 of this policy so that the amount is completely repaid by 30 June of the relevant rating year. The estimated interest will vary depending on the frequency of the payment.
- 1.4 The Shire will advise the Ratepayer in writing to change the instalment amount during the year to cover any:
 - 1.4.1 Increase or decrease in rates
 - 1.4.2 Change in the interest rates
 - 1.4.3 Additional cost or charges payable by the Ratepayer to the Shire
- 1.5 The Ratepayer must notify the Shire in writing of any changes that will have direct impact to the payment plan including but not limited to changes to bank details, frequency of payment.
- 1.6 Unless advised otherwise at commencement (at which time a copy of this Policy will be provided) a payment plan will continue until the Ratepayer informs the Shire in writing that the plan is to cease.
- 1.7 While the Ratepayer is on a current payment plan as detailed in this policy, the Shire will not take any legal action against the property.

2 Payment plan

- 2.1 The Ratepayer can choose the frequency of the payment either on a weekly, fortnightly or monthly basis.
- 2.2 The Ratepayer will be able to choose the starting date of the first instalment and specify whether they would like the instalment amount to continue upon full payment of items listed in 1.2 of this policy.

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- 2.3 In order for the payment plan to take place, a direct debit authorisation form will need to be completed.
- 2.4 Changes to the payment plan will only be accepted if the amended instalment amount will cover the items listed in section 1.2 of this policy by 30 June in the relevant rating year.
- 2.5 Any rejection of a direct debit payment incurs a fee as set out in the Shire's fees and charges and is payable by the Ratepayer.
- 2.6 The direct debit payment will cease after 3 consecutive rejections or 5 rejections in total within the rating (financial) year. The Shire will then pursue the debt through its debt collection processes.

3 Implementation

- 3.1 The policy will be implemented as soon as is practicable after the adoption of the policy by Council.
- 3.2 Ratepayers entering a direct debit payment plan will be provided with a copy of this policy. The correspondence will include:
 - 3.2.1 A copy of this policy;
 - 3.2.2 A direct debit authorisation form; and
 - 3.2.3 An instalment amount required to cover the current outstanding amount for the property plus items listed in section 1.2 of this policy.
- 3.3 Ratepayers with an existing direct debit authorisation will be notified in writing of the adoption of this policy. The correspondence will include:
 - 3.3.1 A copy of this policy;
 - 3.3.2 A direct debit authorisation form; and
 - 3.3.3 A new instalment amount required to cover the current outstanding amount for the property plus items listed in section 1.2 of this policy for financial year 2019/20 to be paid in full by 30 June 2021.

Policy adoption and review

Council meeting held:	18 June 2019
Adopted by Minute No:	8159
Date to be reviewed:	June 2022

4. General

4.1 CS4.1 Recognition of Returned Service People and ANZAC day ceremonies

Purpose

To ensure that Council recognises the contribution made by Collie people who have served Australia during war times, and acknowledges the groups that continue to honour these service people.

Policy

That the Shire President and/or the Chief Executive Officer, or their nominees, represent the Council by the laying of a Council provided wreath at ceremonies recognising returned service persons.

That the Council recognises at an appropriate event the tour group of students, parents and teachers who participate in the biennial ANZAC tour organised by the Collie SHS.

Policy adoption and review

Council meeting held: **1 August 2017**

Adopted by Minute No: **7503**

Date to be reviewed: **July 2020**

4.2 CS4.2 Removal & Erection of Banners in CBD - deleted

Revoked – superseded by DS4.10 Management of Banner Poles policy.

Policy adoption and review

Council meeting held: **12 September 2017**

Adopted by Minute No: **7547**

Date to be reviewed: **N/A**

4.3 CS4.3 CCTV

1. Provision of CCTV

The Shire of Collie provides a CCTV system to:

- a. Improve the safety of residents and visitors
- b. Provide a deterrent to offences against person or property
- c. Assist in the investigation of offences and the identification of offenders

2. Purpose of Policy

Provide guidelines for the operation of Council's CCTV system.

3. Definitions

3.1 Authorised officer

Means the Chief Executive Officer of the Shire of Collie, the Executive Manager of Corporate Services of the Shire of Collie.

3.2 Authorised staff

Means any staff member of the Shire of Collie or a Council appointed contractor who has been given approval by a Shire of Collie authorised officer to undertake activities relevant to this policy.

3.3 Situation of concern

Means a situation, which may lead to a breach of law, a situation where it appears that a person may be in physical distress or a situation likely to cause a public disturbance.

4. Management Procedure

4.1 Ownership and control

4.1.1 The CCTV system is owned by and is the sole property of the Shire of Collie

4.1.2 The Shire of Collie Chief Executive Officer has control over the system at all times. This control may be delegated to the Executive Manager of Corporate Services and / or to a third party who Council may engage under contract to manage and maintain the system.

4.2 Management and Maintenance

Council may contract out the management and maintenance of the CCTV system under a management agreement that is consistent with the terms of this policy.

4.3 CCTV Staff

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- 4.3.1 All staff having any duties pertaining to the CCTV system, whether of the Shire or a contractor, must be duly authorised by a Shire of Collie authorising officer.
- 4.3.2 All authorised staff must have a police clearance certificate.
- 4.3.3 All authorised staff must follow the procedures contained in this policy at all times.

4.4 Access to CCTV

- 4.4.1 Only authorised officers and duly authorised staff are permitted to have access to the CCTV system.
- 4.4.2 Other visitors viewing the CCTV must be authorised by a Shire of Collie authorised officer.
- 4.4.3 Public may have access to certain CCTV cameras, at the discretion of an authorised officer for the purpose of gaining a panoramic view of sites. On such an occasion the cameras will be operated to ensure that the public do not have access to images of individuals and / or groups going about their lawful and normal daily business.

4.5 Surveillance

- 4.5.1 Surveillance of an individual or groups will only take place if there is a reasonable belief that a situation of concern either is taking place or is likely to take place.
- 4.5.2 Members of the public going about their lawful business will not be the subject of undue or illegal surveillance.

4.6 Recording of Video Images and Still Photographs

- 4.6.1 Recording of video images and still photographs must be authorised by a Shire of Collie authorised officer.
- 4.6.2 Copying of video images or still photographs may occur if the Shire of Collie Authorised Officer is of the opinion that an offence against law is being or is likely to be committed.
- 4.6.3 At no time will copying of video images or still photographs be undertaken of the public going about their lawful business
- 4.6.4 The CCTV system will not be used to provide surveillance of individuals or groups engaging in rallies, protests or other political behaviour unless there is a well-founded belief that an offence against law is likely to or is taking place.
- 4.6.5 All information recorded, collected and collated by means of the CCTV system remains the sole property of the Shire of Collie.
- 4.6.6 Any incident recorded on video or still photograph taken must be recorded in a register kept for that purpose including date, time and category of incident.
- 4.6.7 All video recordings and still photographs must be kept in secured storage approved by the Shire of Collie Authorising Officer.
- 4.6.8 All original video recordings will be erased and still photographs shredded after twenty eight (28) days after the date of the recording unless a request is made in writing for it to be held.
- 4.6.9 All written requests for access to original video recordings must be filed at the Shire of Collie.
- 4.6.10 Authorised Officers may view any tape on a random basis.

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4.7 Viewing of Videotapes

- 4.7.1 WA Police Service officers, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident may request to view a videotape of that incident.
- 4.7.2 Such a request must specify the subject, date, time and location of the incident, which the person wishes to view.
- 4.7.3 Such requests must be made in writing and lodged with the Chief Executive Officer.
- 4.7.4 Requests to view videotape will be responded to within three working days.
- 4.7.5 Council may determine to charge a fee for the viewing of a videotape.

4.8 Copying of Videotapes and Still Photographs

- 4.8.1 The Chief Executive Officer or the Executive Manager of Corporate Services may authorise the copying of original videotapes where a recorded incident is the subject of legal proceedings.
- 4.8.2 Copying of original videotapes is to be made by the Shire of Collie or someone authorised on its behalf.
- 4.8.3 Any video copied must be marked “copy” and certified as such.
- 4.8.4 Were the Council supplies a copy of videotape or still photograph or any other material it will be in accordance with Section 570B of the Criminal code.
- 4.8.5 Certified copies will only be released to the parties named above when permission to do so have been received from an Authorised Officer of the Shire of Collie and on the completion of the appropriate documentation.
- 4.8.6 Council may determine to charge a fee for the provision of a copy of a videotape or still photograph.

4.9 Release of Original Videotapes or Still Photographs

- 4.9.1 Original video recordings and still photographs must not be released to any person or organisation unless requested under s.711 of the WA Criminal Code, by Court summons or by other legal instrument.
- 4.9.2 Original or copied video recordings or still photographs will not be released to any media organisation, journalist or other individual or group without the written approval of the Chief Executive Officer of the Shire of Collie.

4.10 Joint Operations with WA Police

- 4.10.1 Members of the WA Police Service may request the cooperation of the Shire of Collie for the purpose of covert surveillance of WA Police Service operations.
- 4.10.2 Such requests must be made in writing by the WA Police Service officer responsible for coordinating the operation.
- 4.10.3 The request must detail the times and general purpose for which surveillance support is requested.
- 4.10.4 The Shire of Collie may decline to provide cooperation.
- 4.10.5 An Authorised Officer may withdraw cooperation at any time during the operation.

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4.10.6 The Shire of Collie will register the CCTV system on the WA Police Blue Iris database, a register of WA based CCTV systems established for the purpose of mapping the locations of CCTV systems that can be used by police investigators.

4.10.7 A member of the WA Police Service may be permitted to operate the CCTV system.

4.11 Record Keeping

4.11.1 The Shire of Collie Corporate Services Department will record all telephone calls, requests for police assistance, videotaping and still photography in a daily register kept for that purpose.

4.11.2 The daily register will be kept in a secure location and will not be altered or have pages removed at any time.

5. Complaints

Complaints received regarding the CCTV system will be managed in accordance with the Shire of Collie Customer Service Charter 2009.

Policy adoption and review

Council meeting held: **14 September 2010**

Adopted by Minute No: **5143**

Date to be reviewed: **December 2015**

4.4 CS4.4 Risk Management Governance Framework

This Policy is located under Corporate Drive – Risk Management

Policy adoption and review

Council meeting held: **11 November 2014**

Adopted by Minute No: **6565**

Date to be reviewed: **November 2016**

4.5 CS4.5 Eligibility for Municipal Awards Policy

1. Policy Objective:

The intent of this policy is to provide guidelines for the conferring or revoking of municipal awards presented by the Shire of Collie.

2. Guidelines for Awards:

2.1 The conferring of the Australia Day Awards is to be guided by the selection criteria established by the Australia Day Panel and as amended from time to time by Council resolution.

2.2 The conferring of the Sportsperson of the Year Awards is to be guided by the selection criteria established by the Sportsperson of the Year Panel and as amended from time to time by Council resolution.

2.3 The rationale and selection criteria for the establishment of any other Shire of Collie municipal award is to be referred to the Policy Review Committee for consideration and recommendation to Council.

3. Revoking of Awards:

3.1 The Shire of Collie reserves the right to revoke any municipal award presented by Council including any awards made prior to the adoption of this policy.

3.2 In the event of Council becoming aware of a municipal award recipient being convicted of an indictable offence or simple offence where the penalty for such offence may attract a term of imprisonment and a fine the award may be revoked.

3.3 In all circumstances an Officer's Report is to be presented to Council to examine the grounds for the revocation of an award and make a decision in Committee.

3.4 The recipient of the municipal award is to be notified in writing of the Council decision and their name is to be removed from all listings of award recipients, including Shire of Collie honour boards.

Policy adoption and review

Adopted at Council meeting held: **28 May 2018**

Adopted by Minute No: **7807**

Date to be reviewed: **May 2021**

5. Information Services

5.1 CS5.1 Duty of Care for Children at Collie Public Library

Purpose of Policy

The following procedures and policies are written to provide guidelines to:

- Staff of the Collie Public Library
- Parents and Guardians of children using the Collie Public Library
- Visiting Artists/Performers working with children in the Collie Public Library

Visiting Artists/Performers

The following Duty of Care measures are to be observed:

- All school groups must be accompanied by an adult representative of the school (adhering to relevant Department of Education guidelines) who is to remain with the group at all times.
- In the event of specific programs and activities to which the Collie Public Library invites children to attend the library outside of school hours, a member of the library staff will remain with the children at all times until the end of the activity.

All adults invited by the Collie Public Library to work with children will be required to show a valid Working With Children Card.

Unaccompanied Children in the Library

The Collie Public Library is committed to serving children; however staff cannot supervise **children while carrying out work responsibilities**, neither is the library a licensed child-minding facility. Patrons are therefore expected to take responsibility for children they bring or send to the library.

School aged children (aged 6 – 16) without a parent, guardian or school leave slip, will not be allowed in the library during school hours.

All staff members working at the Collie Public Library are required to have a valid Working With Children Card as cover against the event of finding themselves alone with a child.

Library staff will carry out periodic checks to ensure equipment, furniture and resource utilized by children are child-safe.

Privacy of Children in the Library

The staff of Collie Public Library may from time to time wish to identify children for publicity purposes i.e. publishing photos in the local newspaper.

Before collecting, using or disclosing personal information from a child for publication purposes, members of staff must obtain verifiable parental consent from the child's parent/guardian.

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Policy adoption and review

Council meeting held: **18 June 2019**

Adopted by Minute No: **8151**

Date to be reviewed: **June 2022**

5.2 CS5.2 Internet use In Collie Public Library

A. Purpose of Policy

To ensure that public Internet and computer access is fairly accessible to everyone in the community.

B. Policy Details

- ◆ At busy times, access will be limited to no more than one hour per session. The Information Services Manager may exercise discretion regarding this usage.
- ◆ Computer access for general browsing will be free. Printing of documents and use of websites that require a personal user name and password (e.g. email, social networking) will attract a charge. Fees and charges will be reviewed annually by Council.
- ◆ Patrons may use their own laptops and tablets in the library. Wi-fi will be available with fees and charges applying as above.
- ◆ The Collie Public Library takes no responsibility for technical problems beyond its control which may result in loss of computer time.
- ◆ Patrons must not modify library hardware or software in any way.
- ◆ The Collie Public Library has no control over the information on the Internet and assumes no responsibility for the accuracy, currency or quality of material obtained via the Internet.
- ◆ The Collie Public Library supports ALIA's Freedom to Read Statement and therefore does not act as a censor.
- ◆ Supervision of children up to the age of sixteen accessing the internet is the responsibility of parents or guardians. (Refer to Duty of Care Policy for further information regarding children in the library.)
- ◆ Patrons must respect laws of copyright and licensing agreements and use library computers for legal purposes only.
- ◆ Staff assistance is available as time permits and may be limited to basic procedures.
- ◆ Food or drink is not to be consumed at the public computer workstations.
- ◆ Data may be saved to removable disks or other storage devices, but the library does not check for viruses and makes no assurances about the integrity of the data.
- ◆ The Library respects users' rights to privacy but will comply with law enforcement agencies that issue warrants to inspect its electronic systems and logs.
- ◆ The viewing of inappropriate content is strictly prohibited and a ban may be imposed upon users found to be viewing inappropriate content.

Policy adoption and review

Council meeting held: **18 June 2019**

Adopted by Minute No: **8159**

Date to be reviewed: **June 2022**

5.3 CS 5.3 Records Management

Policy Objectives / Intent:

To ensure the Shire of Collie manages all records in accordance with applicable legislation.

Policy Definitions:

a. *Responsible Officers*

A responsible officer is any person who creates or receives records as part of their duties for the Shire of Collie as defined within the State Records Act 2000. Responsible officers include elected members, committee members, staff, contractors and external organisations performing services on behalf of the Shire of Collie.

b. *Records*

A record is defined as meaning “any source of recorded information” and includes:

- (a) Anything on which there is text, figures, marks, symbols or tactile interpretations such as Braille having meaning;
- (b) A map, plan, diagram, graph; chart, drawing, pictorial, graphic design, or photograph;
- (c) Anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (d) Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.”

c. *Ephemeral Records*

An Ephemeral Record is recorded information with only short-term value as it contains little or no ongoing administrative, fiscal, legal, evidential or historical value. Examples are;

- (a) Working papers, background notes, reference materials or drafts used to prepare, complete or are included in a final document;
- (b) Copies of records already captured in other corporate information management systems;
- (c) Duplicates of external documents and publications;
- (d) Circulars, Newsletters etc. from external organisations; and
- (e) Advertising material from external organisations.

d. *Electronic Record Management System*

An Electronic Record Management System (ERMS) is a computer based program used for the capture, storage, viewing and administration of records.

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e. Personal Communications

Personal communications are private in nature, have nothing to do with the business of the Shire of Collie and are not subject to this policy. Examples include:

- Correspondence dealing with personal issues (e.g. doctor appointments, school meetings, servicing of private vehicles, etc); or
- Phone call messages regarding family members or issues.

f. Record Keeping Plan

The Recordkeeping Plan is an accurate reflection of the Shire of Collie recordkeeping program. It is supported by documentation regarding the Shire of Collie's recordkeeping system, disposal arrangements, policies, practices and processes. The Shire of Collie Recordkeeping Plan and supporting documentation constitute evidence of compliance to the State Records Act 2000 and that best practices have been implemented within the Shire of Collie.

g. General Disposal Authority for Local Government Records (GDALGR)

The General Disposal Authority for Local Government Records is the official and current authority for the retention and disposal of State and Local Government records held by the Shire of Collie and is approved for use by the State Records Commission of Western Australia.

Policy Statement

The Shire of Collie is committed to making and keeping full and accurate records of the business transactions and activities of the Shire of Collie. Records created by or received by employees, elected members, committee members, contractors and external organisations performing services on behalf of the Shire of Collie irrespective of format, are to be managed in accordance with the State Records Act 2000 and the Shire of Collie Recordkeeping Policy and Procedures.

All employees, elected members, committee members, contractors and external organisations performing services on behalf of the Shire of Collie will ensure that full and accurate records are created to provide evidence of business transactions and decisions.

The Shire of Collie is responsible for the security and protection of all records in its custody. Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as required by law.

Access to Shire of Collie records by employees, elected members, committee members, contractors and external organisations performing services on behalf of the Shire of Collie will be in accordance with appropriate security and access controls. Access to the Shire of Collie records by the general public will be in accordance with the Freedom of Information Act 1992.

Disposal of the Shire of Collie records will be in accordance with an approved retention and disposal authority and following authorisation from the Shire of Collie CEO or other delegated authority.

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Roles and Responsibilities

h. Encompassing Responsibilities

All employees, elected members, committee members, contractors or external organisations performing services on behalf of the Shire of Collie will create and receive information relating to the activities they perform and are required to:

- Create records to document and support the Shire of Collie business activities.
- Ensure that records are captured and registered into the recordkeeping system.
- Ensure that records are secure at all times.

The Shire of Collie and its employees, elected members, committee members, contractors and external organisations performing services on behalf of the Shire of Collie must not:

- Hold records in informal or uncontrolled files that are not registered in the recordkeeping system.
- Delete, destroy or alter records without proper authority.
- Remove official records from the Shire of Collie without permission.
- Lose, damage or cause for records to be left unsecured.
- misuse or pass on records or information to unauthorised persons.

i. Chief Executive Officer

The Shire of Collie CEO or his/her delegated authority is to ensure that there is a system for the creation, maintenance and management of the Shire of Collie records that is compliant with State Government legislation and in particular the State Records Act 2000. The CEO will ensure that no record is disposed of except in accordance with an approved records retention and disposal authority. The Shire of Collie CEO or his/her delegate will ensure training is provided to all Responsible Officers to promote compliance with this policy and the State Records Act 2000.

j. Executive Officers

Executive Officers are to ensure that they and their staff members are familiar with and adhere to the Shire of Collie Records Management Policy, Records Keeping Plan and Keeping Plan Procedures.

k. Staff

Staff are to ensure they understand the Shire of Collie Record Management Policy and record keeping procedures.

Staff are responsible for the management of records that they create or directly receive using the Electronic Records Management System provided.

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l. Records Administration Staff

Records staff are to assist the CEO in the execution of this policy through the administration and/or development of tools, procedures and staff training in line with the objectives of this policy.

m. Elected and Committee Members

All Elected Members and Committee Members are to forward to the CEO all records created or received dealing with activities they perform as a Councillor or Committee Member. This information is to be entered into the electronic recordkeeping system.

Party political and personal records of elected members are exempt from this policy.

Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian State Government organisations include but not limited to are:

- Local Government Act 1995
- State Records Act 2000
- State Records (Consequential Provisions) Act 2000
- State Building Act 2011
- Criminal Code Compilation Act 1913
- Electronic Transactions Act 2003
- Evidence Act 1906
- Freedom of Information Act 1992
- Interpretation Act 1984
- State Records Commission: Principles and Standards
- Australian Standard on Records Management: AS ISO 15489

Policy adoption and review

Adopted at Council meeting held: **18 June 2019**

Adopted by Minute No: **8159**

Date to be reviewed: **June 2022**

6. Recreation – Swimming Pool

6.1 CS6.1 Swimming Pool Use – Outside Normal Working Hours.

That the use of the Collie Mine Workers Olympic Swimming Pool outside of the normal working hours may be permitted to individuals or organisations provided that the following conditions are met:

- The individual or organisation meets the requirements for use of the Pool as a Class 2 pool
- Certificates of Currency are provided and conditions of the Usage Agreement are met
- An Induction with the Pool Manager is undertaken prior to use.
- Payment of the amount indicated in the Council's adopted Schedule of Fees and Charges

Policy adoption and review

Council meeting held: **8 December 2015**

Adopted by Minute No: **6928**

Date to be reviewed: **December 2019**

6.2 CS6.2 Swimming Pool Use – During Working Hours

That the use of the Collie Mine Workers Olympic Swimming Pool during normal working hours for financial gain or reward may be permitted to individuals or organisations provided that the following conditions are met:

- a) In the first instance apply in writing to the Chief Executive Officer for permission to conduct private activities;
- b) All applicants must provide the Chief Executive Officer with a copy of certificates of currency for Public Liability Insurance and Professional Indemnity Insurance.
- c) The Chief Executive Officer reserves the right to grant or refuse applications based upon the perceived needs and numbers of applicants and the availability of the Collie Mineworkers Memorial Swimming Pool Facility
- d) Pay the amount as indicated in the Council’s adopted Schedule of Fees and Charges.

Policy adoption and review

Council meeting held: **8 December 2015**

Adopted by Minute No: **6928**

Date to be reviewed: **December 2019**

7. Museum

7.1 CS7.1 Museum Collection Policy

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1. MISSION STATEMENT

The mission of the Coalfields Museum is to enhance the appreciation and understanding of Collie's history and heritage among residents, visitors, business and civic leaders. The Coalfields Museum provides a platform towards this broad task through providing enriched educational experiences for the residents, visitors and business people of Collie.

The museum collection is a source of knowledge, ideas, stories and memories. It is developed and managed as a community resource to inspire, educate and inform the Collie community and visitors, and to contribute to the conservation of the history and heritage of Collie.

2. PURPOSE AND SCOPE OF THE COLLECTION POLICY

This policy is a public document that guides the development and management of the collection. It applies retrospectively to items already in the collection as well as those that may be collected in the future.

It outlines why, what, where, how and when the committee collects and accessions; and how and why items may be de-accessioned and disposed.

3. WHAT THE MUSEUM WILL COLLECT

3.1 Key Themes

The Coalfields Museum will collect materials that demonstrate a clear link to one or more of the following core collection areas:

- **Local industries and working lives:** This theme focuses on the specific industries that played a dominant role in building Collie's economy and generating employment for its residents.

Industry in this context covers the manufacture, production and distribution of goods. Early industries included agriculture and horticulture. As the centre of Western Australia's coal mining industry over the past 100+ years, Collie's role in this industry has national significance, while the affiliated timber, railway and power generation industries are also of importance. Collection items may include products associated with iconic Collie industries, uniforms and safety gear for workers, small machines from selected industries, and photographic and documentary records of working conditions in various fields.

- **The town of Collie and outlying settlements:** Materials relating to the factors that shaped the patterns of settlement in Collie and urban planning since European settlement. Collection items may cover maps, local government documents, photographs and materials relating to the planning and development of the town of Collie. This is considered pertinent since the museum is housed in the original Collie Roads Board building.
- **Domestic life:** Focusing primarily on the realities of domestic work experiences of Collie residents from all socio-economic strata during the late 19th and 20th centuries, with a specific focus on the diversity and unique characteristics of Collie's residents. The collection will focus on items associated with creating, maintaining, living in and working around houses and institutions in Collie.

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- **Cultural Influences:** Covering the history of multiculturalism in Collie with specific reference to indigenous and ethnic communities and their contributions to the town's economy and social life. The collection may cover objects relating to cuisine, festivals, religious beliefs, home-made products and items of sacred significance.
- **Military History:** Collie has a proud history of military service and this theme would focus on Collie people who served in Australia and overseas. The collection may include items such as medals, uniforms, books and photos.

Further historical themes for which appropriate items could also be incorporated into the collection in order to mount displays and exhibitions from time to time include:

- Persons: activities of and association with identifiable individuals, families and communal groups. The individuals and families will usually be closely linked with one or more of the other core and secondary themes;
- Transport: moving people and goods into, around and out of Collie;
- Education in Collie: both formal and non-formal;
- Creative endeavour: such as the Collie Brass Band and Collie Repertory Club;
- Religion: a celebration of the diversity of Collie through the faiths of its residents;
- Sport & Leisure: prominent sporting clubs in town; leading sports men and women; cinemas and dance halls;
- Commerce: locally-owned retail stores, real estate agents, credit unions and hotels;
- Accommodation: hotels and guest houses in Collie; the suburban house from the 1890s to the present; and
- Any other aspect relating to Collie as deemed appropriate.

3.2 Time Period

The collection will cover the period from early settlement to the present.

3.3 Geographic Area

The Shire of Collie and surrounds.

3.4 Access

The museum provides community access to the collection through exhibitions, access to collection information, response to public enquiries, interpretation of objects and other means.

4. HOW THE MUSEUM WILL COLLECT

4.1 Method of Acquisition

- The museum will primarily acquire objects that have significance to the history of Collie, and will help to interpret the core themes outlined above. The museum will review its priority themes as a focus for research, strategic collecting and documentation taking into consideration available resources, on an annual basis. Items of lesser significance, but with educational or interpretative value in 'telling stories' of relevance to Collie may also be acquired as props. They will be catalogued separately and can be used in hands-on situations.
- The capacity of the museum to properly store, document and manage items must be addressed in deciding if items should be accepted into the collection.

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- Objects and collections may be acquired as donations, bequests, purchases, transfer or commissions.
- No objects or collections will be acquired or accepted with conditions or restrictions on the way they might be used or displayed in the future. Should exceptional circumstances arise, the committee will make a recommendation for a decision by Council.
- When acquiring objects the museum will, wherever possible, record the owner's memories of the object.
- The museum will work in partnership with other libraries, galleries, archives, heritage and community organisations in the district, in developing collaborative approaches to historical research and the analysis, interpretation and documentation of collection items.
- The museum should require the donor or vendor of a proposed acquisition to provide a declaration regarding clear legal title to the item.
- The collection policy is a public document that is readily available in the museum for inspection by visitors and volunteers.

4.2 Acquisition Sub-Committee

- An acquisition sub-committee, consisting of the Chairperson of the Museum Advisory Committee and up to four committee members, will accept or decline acquisitions and determine de-accessioning requirements.
- All recommendations made by the committee will be documented and retained by the Museum.

4.3 Acquisition Criteria

Gifts come with obligations and unseen costs, particularly the requirements to manage, conserve, store and, as appropriate, display all items taken into the collection. Effective collections are built by being selective and firm about what comes into the collection.

The Committee will consider the following criteria before approving acquisition of an object:

- **Relevance**
The museum only collects objects that relate to the museum's purpose and key collecting areas.
- **Significance**
Priority is given to objects which are significant for their historic, aesthetic, scientific/research or social/spiritual value.
- **Provenance and Documentation**
Priority will be given to objects where the history of the object is known and associated documentation and support material can be provided.

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- **Condition, intactness, integrity**
The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.
- **Interpretive Potential**
Objects that tell a story that adds to the interpretation of museum themes will be prioritised.
- **Rarity**
Objects may be prioritised if they are rare examples of a particular kind of object.
- **Representativeness**
Objects may be prioritised if they are an excellent representative example of a particular kind of object
- **Duplications**
Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for deaccessioning.
- **Legal Requirements**
The museum only accepts objects where the donor/vendor has legal title to the object.

5. LEGAL / ETHICAL OBLIGATIONS

5.1 Aboriginal Artefacts

The Coalfields Museum abides by the Aboriginal Heritage Act 1972 in all its dealings with Aboriginal artefacts.

In accordance with Museums Australia Guidelines (ICOM Code of Ethics), requests from Aboriginal and Torres Strait Islander Communities for the return to them of cultural items held by the museum will be given serious consideration.

5.2 Prohibited Weapons

All museums are obligated by law to ensure prohibited weapons in their possession are stored and displayed securely. Prohibited weapons will not be collected at this time as the museum lacks the resources to meet the required legal obligations.

5.3 Firearms

Firearms will not be collected at this time as the museum lacks the resources to meet the required legal obligations.

6. COLLECTION CARE: DOCUMENTATION, CONSERVATION & STORAGE

6.1 Documentation & Record Keeping

The Museum will aim to maintain an effective documentation system. Donor forms, receipts, Museum Registers, and catalogue information will be kept at the Museum.

The Museum will follow the guidelines below when acquiring material:

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- Owner or agent offers the object to the Museum.
- A receipt is issued to the owner recording the object name, address of the owner and contact number and date. The same information is written on a tag and attached to the object. This records that the museum is holding the object and does not mean or imply the object has been accepted as part of the permanent collection.
- Notes on the history and associations of the object will be taken, for the Acquisition Sub-Committee to consider when assessing the object.
- The Acquisition Sub-Committee meets to assess the donation for inclusion in the Museum collection. Their decision is documented.
- Refused objects are returned to the owner with an explanatory letter. If the object is not claimed within 90 days it will become the property of the Museum and may be disposed of.
- If the object is accepted donors sign two copies of the Donor form, one for the museum and one to keep. A letter of thanks is sent to the donor.
- The object must be registered, numbered and catalogued. Where documentation relating to the significance of the object is available, an object file will be kept.
- The object and object number are listed under the name of the donor in the donor book/files.

6.2 Storage & Conservation

The Museum aims to achieve high standards of collection care and storage.

- Storage areas must remain clean, secure and sealed against the weather;
- Temperature and relative humidity should be kept as stable as possible;
- Access to storage areas is to be controlled;
- Ultra-violet light should be excluded from storage areas. When storage areas are not in use lights must be turned off;
- Archival quality storage materials should be used for all significant material;
- Storage areas must be regularly checked for pests and other problems;
- Objects are not to be stored on the floor;
- Untrained personnel should never attempt to clean, treat or restore museum objects.

7. DE-ACCESSIONING AND DISPOSAL PROCEDURES

7.1 Criteria for De-accessioning

An object can be de-accessioned from the Museum's collection if:

- It does not comply with the current collection policy of the museum

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- It is damaged beyond repair
- The conservation and storage costs for it are beyond the means of the museum
- It is a lesser quality duplicate of an object the museum already owns
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection
- A substantiated request for the return of the object to its original owner/donor is received. In this case the matter will be referred to Full Council for a decision.
- A request is received for the return of sacred material to Indigenous peoples.

7.2 De-accession Procedures

- The object identified for removal from the collection must come before the Acquisition Sub-Committee for consideration with close reference to the criteria stated above.
- After the initial review of the collection, the object identified for de-accession must be held for a twelve month “cooling off” period before it is finally disposed of.
- Staff, volunteers, committee members and their immediate families are prohibited from purchasing, or otherwise obtaining, a de-accessioned object without a formal declaration of interest at the decision-making stage.
- Any funds acquired from the sale of the de-accessioned item should be used for acquisitions or care of the collection.

7.3 Disposal Procedures

In priority order the object must be:

1. Returned to the donor or family. If after a thorough search this is impossible, the object should be:
2. Transferred or traded to another appropriate institution, in accordance with the Local Government Act 1995;
3. Sold, where appropriate, in accordance with the Local Government Act 1995;
4. Used as an educative/interpretive tool;
5. Destroyed or recycled if appropriate.

8. LOANS

8.1 Loan Procedures

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- Permanent and long-term loans from private individuals will not be accepted by the Museum unless in exceptional circumstances as determined by the committee.
- The Museum will lend and borrow material from other organisations and groups to help meet its purpose.
- The Museum holds separate forms for inward and outward loans.
- The maximum loan period is 12 months.

8.2 Inward Loans

- Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time.
- Inward loans shall be recorded in a separate Loans Register
- A representative of both the museum and the lender will be required to sign an agreed inward loan form. Each party will hold a copy of this agreement. This form will record conditions of the loan and the period of the loan.
- The Museum agrees to exercise the same care with respect to loans as it does for its own collection
- Loans shall remain in the possession of the Museum for the time specified on the form.
- The Museum can request to renew loans if required. Documentation recording renewal must be signed by a Museum Officer and the lender.

8.3 Outward Loans

- The Museum will lend objects to other museums and organisations holding collections. It will not lend to private collectors or individuals unless in exceptional circumstances as determined by the committee.
- Borrowers and a representative from the Museum will be required to sign two outward loan agreement forms. Each party will hold a copy of this agreement. This form will record condition of the loan and the period of the loan.
- The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the outward loan agreement.
- The borrower will provide a secure display and/or storage area.
- The maximum loan period is 12 months. Applications for extension of this period must be made prior to the loan expiry date.
- Objects cannot be treated or altered in any way without the written permission of the Museum.
- Loans will remain in the possession of the borrower until returned to the Museum.

9. ORAL HISTORY POLICY

- An Oral History Agreement is signed by the person interviewed, which clearly states the purpose and intended uses of the interviews and what copyright provisions apply.
- The museum abides by the Guidelines of Ethical Practice of the Oral History Association of Australia.

10. ACCESS

The Collection is accessible to the public through regular opening hours and by appointment. The collection records are accessible for research purposes by appointment. Images of selected collection items are accessible through various online means.

11. POLICY ADOPTION AND REVIEW

Council meeting held: **1 August 2017**

Adopted by Minute No.: **7503**

Date to be reviewed: **July 2020**

7.2 CS7.2 Coalfields Museum Conservation & Restoration Policy

1. Statement of Intent

This conservation policy aims to provide direction to the Coalfields Museum staff and volunteers for maintaining objects in a stable condition. It is also aimed at preserving evidence of the objects' active life contained in their construction, materials and fabric, so that museum users may gain an appreciation of the use and purpose of the displayed objects. Wherever possible, exploration of an object's 'story' needs to be undertaken to give the item relevance.

The policy will provide guidance for the care of objects and to prevent changes that may reduce the above values. Deterioration caused by past use of an object is part of the object's story and is different to deterioration caused by neglect once in the museum's care.

2. Mission Statement

The mission of the Coalfields Museum is to enhance the appreciation and understanding of Collie's history and heritage among residents, visitors, business and civic leaders. The Coalfields Museum provides a platform towards this broad task through providing enriched educational experiences for the residents, visitors and business people of Collie.

The museum collection is a source of knowledge, ideas, stories and memories. It is developed and managed as a community resource to inspire, educate and inform the Collie community and visitors, and to contribute to the conservation of the history and heritage of Collie.

3. Indoor Collection

The indoor collection shall be housed in as stable an environment as possible, excluded from direct light, dust and dirt. Pests shall be controlled as needs arise. Indoor collection items of particular concern include:

- Fabrics
- Documents
- Photographs
- Leather items (e.g. shoes, harnesses)

4. Outdoor Collection

Collection items which are housed outdoor will, as far as possible, be housed under cover. Priority is given to wooden exhibits, such as drays and farm implements containing wood. Machinery still in working order (e.g. trucks) shall be checked regularly for oil, air and water; the motor will be serviced, started and run on a regular basis to keep all parts lubricated.

Other outdoor collection items needing particular attention include:

- Wooden drays
- Stationary farm & mining implements liable to rusting.

Museum buildings are included in the outdoor collection. Collie Shire employees are to check on termite activities on a regular basis and treat as necessary. Museum volunteers shall monitor any damage occurring to buildings due to wear and tear or climatic events, report these to the Shire if applicable, and initiate repairs in accordance with the lease agreement.

5. Interactive Items

Robust items that lend themselves to interactivity should be placed in an area where people, especially children, can touch and feel them. Interactive items should be checked regularly and maintained in a safe state of repair.

6. Conservation Work

There are three levels of conservation entailing differing approaches to an object's preservation. Any conservation work shall be in accordance with guidelines set out by Collection Australia Network, reCollections: Caring about Collections Across Australia.

The three levels are:

6.1 Preventive Conservation

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All objects shall be provided with a safe and benign environment protecting them against the agents of decay whether in storage, on display or in transit.

Museum workers are to be provided with guidelines and procedures for the handling and moving of objects.

Museum workers are to be provided with guidelines and procedures for the cleaning of individual objects. (This is distinct from cleaning museum spaces and display and storage areas.)

Objects on display and in storage shall be routinely inspected at least once a year by museum staff and/or volunteers, for evidence of insects, mould and other damaging agents.

Temperature and humidity are to be controlled by air conditioners as much as possible.

6.2 Interventive Conservation

Any interventive conservation shall be done following the advice and guidelines of relevant local collectors or of an accredited conservator and/or WA Museum staff. This may include cleaning, rust proofing and insect control.

Interventive conservation shall be limited to stabilising objects and making them safe and does not include restoration.

It shall include the provision of safe storage or display conditions and appropriate support.

Documentary evidence of interventive conservation before, during and after is to be recorded as a part of every project.

6.3 Restoration

Restoration is to be considered with great care as it focusses on altering the condition of an object and may result in the loss of important information about an object's provenance. Restoration work will be undertaken only:

- In accordance with advice from a local collector with relevant knowledge; the committee may need to look further afield for advice in some cases.
- After the consideration of what will be lost by undertaking the work such as materials, workmanship, evidence of adaptations etc.
- After the work has been considered against the conservation needs of other objects.
- When adequate housing for the restored object can be provided to ensure that the work done will not rapidly deteriorate.
- If the allocation of funds for the restoration work are considered a higher priority than other conservation work that will be of greater benefit for a larger number of objects. (That is, it may be better to build a shed to better stabilise twenty objects than to fully restore one.)

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- If the project includes the provision of storage or display conditions and appropriate support.
- Documentary evidence of restoration work before, during and after is to be recorded as a part of every project.

Policy Adoption and Review

Council Meeting held: **29 May 2018**

Adopted by Minute No: **7807**

Date to be reviewed: **May 2021**