

PART 2 - EMPLOYEES

2.1 EQUAL OPPORTUNITY

Objective:	To maintain a workforce where all employees are treated equally.		
Date of adoption:	13th October 2008	Minute No.	120209
Date of amendment:	19th May 2016		
Date of last review:	19th May 2016		
Legislative References:	<i>Equal Opportunity Act 1984</i> <i>Disability Services Act 1993</i>		
Internal References:	Shire of Broomehill-Tambellup Disability Access & Inclusion Plan (DAIP) Shire of Broomehill-Tambellup Equal Employment Opportunity Management Plan		

Policy:

This Shire recognises its legal obligations under the *Equal Opportunity Act 1984* and *Disability Services Act 1993* and will actively promote equal employment opportunity and diversity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, and religious or political convictions. This policy applies to all elected members, employees and contractors to the Shire.

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

All promotional policies and opportunities with this Shire will be directed towards providing equal opportunity to prospective employees and engaging a diverse workforce provided their relevant experience, skills and ability meet the minimum requirements for engagement.

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

The equal employment opportunity and diversity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability. Ideally, our objective is for our workforce to reflect a diverse demographic that includes a broad range of age groups, abilities and cultural backgrounds while meeting the skill requirements of the organisation. The Shire recognises the value of differences in staff profiles as well as similarities; strives to adopt an inclusive approach and appreciates that a diverse workforce may adapt more readily to the changing expectations and needs of the community.

The CEO is responsible for developing and implementing procedures, practices or guidelines to deal with harassment, perceived harassment or discrimination.

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2.2 OCCUPATIONAL SAFETY AND HEALTH

Objective:	To provide a safe and healthy work environment for all employees, contractors, visitors and volunteers.	
Date of adoption:	13th October 2008	Minute No. 081008
Date of amendment:	17th August 2017	
Date of last review:	17th August 2017	
Legislative References:	<i>Occupational Safety and Health Act 1984</i> <i>Occupational Safety and Health Regulations 1996</i>	
Internal References:	Employee Code of Conduct Policy 2.6: Fitness for Work Policy Policy 2.8: Harassment, Bullying and Discrimination Policy Shire of Broomehill-Tambellup Employee Handbook Shire of Broomehill-Tambellup Employee Induction Manual Worksafe Guidelines Safety Data Sheets (SDS)	

Policy Statement:

Council is committed to providing a safe and healthy work environment for all employees, contractors, visitors and volunteers.

The Shire encourages a consultative process to improve safety within the workplace and will provide the time and resources required to prevent or minimise the risk of illness, injury, harm or damage to the Shire's employees and property and to continuously improve occupational safety and health standards within the workplace.

Safety is considered a shared responsibility and the Shire will strive to ensure the compliance and integrity of this policy is maintained.

The employer acknowledges a duty of care to:

- Provide and maintain a safe working environment;
- Provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively;
- Investigate all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace;
- Comply with **AS/NZS 4801-2001 Occupational Health and Safety Management Systems** audit requirements;
- Comply with the *Occupational Safety and Health Act 1984*, and the *Occupational Safety and Health Regulations 1996*, **relevant Australian Standards including AS/NZS ISO 31000, 2009 and relevant Approved Codes of Practice**; and
- Engage and consult stakeholders and representatives in matters regarding occupational safety and health in the workplace.

Employees have a duty of care to:

- Work with care for their own safety and that of other employees, contractors, visitors and volunteers who may be affected by their acts or omissions;

- Report hazards, accidents, incidents and near misses to their Line Manager;
- Co-operate positively in the fulfillment of the obligations placed on their employer; and
- Assist in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

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

Shire President

Chief Executive Officer

Date: -----

Date: -----

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2.3 CORPORATE UNIFORM AND APPROPRIATE DRESS

Objective:	To establish a professional dress standard for its staff that is in keeping with customer and corporate expectations, and legislative requirements.	
Date of adoption:	13th October 2008	Minute No. 081008
Date of amendment:	16th June 2016	
Date of last review:	16th June 2016	
Legislative References:	<i>Occupational Safety and Health Act 1984</i>	
Internal References:	Employee Code of Conduct Employee Handbook Employee Induction Manual	

Policy statement:

Council recognises the importance of corporate identity and dress appropriate to the work and conditions, and legislative requirements of the *Occupational Safety and Health Act 1984*, and encourages Shire employees to wear the local government industry uniform.

Administration staff

To support a corporate dress standard, the cost of the approved uniform will be subsidised to a maximum as determined as part of the annual budget process.

New employees, after successfully completing their three month probationary period, are entitled to purchase uniforms from Councils preferred supplier within the provision determined in the Annual Budget.

Works staff

Personal protective clothing as described below will be purchased by Council from its preferred supplier as determined annually following adoption of the budget.

In accordance with s.19 (1)d of the *Occupational Safety and Health Act 1984*, new works employees will be provided with a high visibility vest, a wide brim hat, one pair of safety sunglasses and one pair of boots with protective caps on commencement of duties with the Shire.

Following completion of the compulsory three month probationary period, new employees will be entitled to receive 5 high visibility shirts, 2 high visibility jumpers and 3 pairs of trousers.

The annual top up allocation to works employees will consist of 3 pairs of trousers, 3 high visibility jumpers, 3 high visibility shirts and a pair of boots with protective caps.

High visibility jackets and vests may be available at the discretion of the Chief Executive Officer and subject to budget allocation.

2.4 GRATUITY AND REDUNDANCY PAYMENTS

Objective:	To recognise an employee's length of service and contribution by payment on retirement or voluntary redundancy of an amount over and above the employee's legal entitlement.	
Date of adoption:	13th October 2008	Minute No. 081008
Date of amendment:	16th June 2016	
Date of last review:	16th June 2016	
Legislative References:	<i>Local Government Act 1995 s5.50</i> <i>Local Government (Administration) Regulations (regulation 19A)</i>	
Internal References:	Employee Code of Conduct	

Purpose

To describe the circumstances in which gratuity and redundancy payments may be made to staff.

Policy

1. Gratuities

Council will consider the payment of a gratuity to any employee of ten years or more standing who is leaving the service of the Shire for retirement purposes.

In considering this matter, Council will give particular regard to:

- a) the employee's history and length of employment with the Shire
- b) the employee's sick leave record,
- c) performance review reports from the previous three years; and
- d) the employee's personal contribution to the progress of the Shire's objectives and community wellbeing.

Council, after taking into account the above criteria, may agree to the awarding of the following gratuity:

- a payment up to the maximum permitted by the *Local Government Act 1995* section 5.50, and *Local Government (Administration) Regulations* (regulation 19A).

Employees leaving to take up another position elsewhere will not be eligible for a gratuity payment but may, at the discretion of the CEO, be eligible for a gift up to the value of \$100 for every year of service.

2. Voluntary Redundancies

In the event of council seeking applications for voluntary redundancy from specific staff or classes of staff, council will have regard to the following when determining a redundancy package:

- a) the employee's history and length of employment with the Shire
- b) the employee's sick leave record,
- c) performance review reports from the previous three years; and
- d) the employee's personal contribution to the progress of the Shire's objectives and community wellbeing.

Council, after taking into account the above criteria, may agree to the awarding of the following redundancy payment, in addition to the employment Award or Agreement conditions:

- a payment up to the maximum permitted by the *Local Government Act 1995* section 5.50, and *Local Government (Administration) Regulations* (regulation 19A).

Draft

2.5 STAFF BENEFITS

Objective: To provide for consistency of employment conditions for all staff.

Date of adoption: 13th October 2008 **Minute No.** 081008

Date of amendment: 19th May 2016

Date of last review: 19th May 2016

Legislative References:

~~Shire of Broomehill Tambellup~~ Housing and Land Strategy

Internal References: Policy 2.11: Employee Superannuation

Employee Code of Conduct

Policy statement:

Council recognises that to attract employees the Shire must have employment conditions which are fair and provide incentive and opportunity. To achieve this, Council will:

Housing:

Provide quality housing as per Council's Housing and Land Strategy as follows:

Section 6: Housing Replacement Strategies ~~4 and 5~~:

4. Strategy

It is recommended that the base preferred specification for future staff housing construction, other than executive housing, be:

- 3 bedroom, 2 bathroom, 2 living areas
- Built in robes to bedrooms
- Covered outdoor area and 2 car carport and shed
- Solar hot water system

5. Strategy

It is recommended that the base preferred specification for future executive staff housing construction be:

- Four Bedroom, 2 bathroom and a study
- Two car fully enclosed garage
- Two living areas, dining room, outdoor/alfresco area
- All bedrooms to have built in or walk in robes
- Sufficient linen/storage or at least large cupboard areas
- Solar hot water system
- Fully paved and landscaped outdoor areas
- Reverse cycle air conditioning

Housing rentals will be subsidised and include window treatments, reticulated lawn and garden areas and provision of a rainwater tank.

Telephones

The Shire will provide financial assistance to employees who require a telephone connection to their private residence for Shire purposes and will reimburse any employee for telephone charges incurred undertaking Shire business.

Superannuation

Council offers up to an extra 5% of an employee's fortnightly wage to a complying superannuation fund (in addition to the legislated requirement and conditional on the employee making a matching contribution) – see Council Policy 2.11 – Employee Superannuation.

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2.6 FITNESS FOR WORK POLICY

Objective:	To provide a safe working environment and duty of care for employees under the <i>Occupational Safety & Health Act 1984</i> .	
Date of adoption:	22nd June 2010	Minute No. 100616
Date of amendment:	15th December 2017	
Date of last review:	15th December 2017	
Legislative References:	<i>Occupational Safety & Health Act 1984</i> <i>ISO 31000 Risk Management – Principals and Guidelines</i>	
Internal References:	Employee Code of Conduct Policy 2.10: Code of Conduct for Employees	

Policy Statement:

The Shire is committed to safety as the major priority for all of its operations. The goal is to perform work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where employees and contractors recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for them to obtain assistance to avoid such misuse.

The purpose of this policy is to ensure that all staff are fit for work by:

- Implementing a fair and proactive alcohol and other drugs screening program
- Ensuring staff understand that they are responsible for reporting any instances where they believe that they are unfit for work to prevent incidents

This will contribute to the safety and health of all employees and contractors of the Shire of Broomehill Tambellup.

The Shire of Broomehill-Tambellup's Commitment

The Shire of Broomehill-Tambellup is committed to providing the safest possible workplace for its employees and to achieve the highest standards of safety and health, all employees are encouraged and expected to be free of alcohol and/or other drugs in excess of specified standards whilst at work. The underlying principles of the Shire of Broomehill-Tambellup are fairness and transparency and providing a safe workplace that promotes and protects the well-being of all employees within the Shire of Broomehill-Tambellup.

The Shire of Broomehill-Tambellup and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Broomehill-Tambellup in any capacity.

The Individual's Responsibility

Under the *Occupational Safety and Health Act 1984* (~~the OSH Act~~), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption at work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

All employees are expected to comply with the Shire of Broomehill-Tambellup's Code of Conduct at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

Reporting Requirements

Under the *Occupational Safety and Health Act 1984*, Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs, as this presents a hazard in the workplace.

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Prescribed and Over the Counter Medications

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

It is expected when being prescribed medication that workers indicate to the medical professional what the nature of their work is so the medical practitioner may have opportunity to prescribe the most appropriate medication to reduce impact on safety performance.

The categories of drugs and substances prohibited by the Shire of Broomehill Tambellup are outlined as per the Australian Standard AS 4308 for drugs of abuse.

Permitted Blood Concentrations

Alcohol: BAC (Blood Alcohol Content) for any person engaged in work must be 0.0mg/L
Drugs: as per the Australian Standard for illicit drugs AS4308.

Drug Use on the Premises

Employees who buy, take, or sell drugs on Shire of Broomehill-Tambellup premises may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal and may be referred to the relevant authorities.

Consumption of Alcohol on the Premises

Except in situations where the Shire of Broomehill-Tambellup holds a function on the premises and alcohol is provided, employees must not bring in and/or consume/or sell alcohol in the workplace.

Routine Shire endorsed activities are, but not limited to, council meeting attendance, Christmas parties, leaving and work anniversary parties, project conclusions, and routine social club functions/meetings.

Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee.

- The Shire of Broomehill-Tambellup will allow an employee to access any accrued personal or annual leave while they are undergoing treatment and;
- The Shire of Broomehill-Tambellup will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

Responsibilities

The Shire of Broomehill-Tambellup considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects his/her health and safety, and/or others in the workplace, the Shire of Broomehill-Tambellup is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire of Broomehill-Tambellup may also manage the issue by:

- Providing appropriate education and training to employees;

- Providing professional counselling and support where needed.

Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions

Team managers shall:

- Encourage their people to make alternative arrangements for transport to and from work prior to the function;
- Ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;
- If the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- If the manager has to leave the function early, appoint a delegate to oversee the rest of the function.
- Ensure cessation of all physical and computer based work;
- Ensure cessation of all use of equipment and machinery (including plant and mobile plant);
- Ensure cessation of dealing with enquiries and advisory functions to the members of the public

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Identification of Impairment & Testing

If the Shire of Broomehill-Tambellup has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out as a result of all incidents (including, but not limited to near miss, injury, property damage, and personal altercations). Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection. If the Shire of Broomehill-Tambellup suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- Direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- Direct an employee undergo drug and alcohol testing administered by a representative of the Shire of Broomehill Tambellup. (The Shire of Broomehill

Tambellup person conducting the testing must be appropriately trained/qualified); A non-negative oral drug test result, administered by a trained Shire Representative may result in a referral to an independent NATA (National Association of Testing Authorities) accredited laboratory nominated by the Shire for a urine test confirmation.

- Require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Broomehill-Tambellup.
- Direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine. Other testing may be used if urine samples are unattainable.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire of Broomehill-Tambellup may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire of Broomehill-Tambellup may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Broomehill-Tambellup.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

Education, Training & Awareness

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

The Shire of Broomehill-Tambellup engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

Consequences of Breaching this Policy

An employee engaged by the Shire of Broomehill-Tambellup who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

Variation to this Policy

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

Related Corporate Documents

- ~~Code of Conduct~~

REFERENCES

- ~~Occupational Safety and Health Act 1984~~
- ~~ISO 31000 Risk management – Principles and Guidelines~~

2.7 ELECTRONIC MAIL POLICY

Objective:	To provide consistency for all staff in keeping of electronic mail records.	
Date of adoption:	22nd June 2010	Minute No. 100616
Date of amendment:	19th July 2012	
Date of last review:	19th May 2016	
Legislative References:	Occupational Safety & Health Act 1984	
Internal References:	Policy 2.8: Harassment, Bullying and Discrimination Policy Policy 2.10: Code of Conduct for Employees Management Practice 2.4: Internet and Email Access Employee Code of Conduct	

Electronic mail (e-mail) has become an important means of communication around the world. It offers an effective form of transmission that combines the informal, instantaneous and direct person to person contact of a conversation or telephone call with the permanence and non-intrusive nature of a letter or minute. E-mail can travel the world in seconds and a message can be distributed to individuals or larger groups with equal ease. It has the advantage that it is easy to use and is more economical than both paper and telecommunications.

E-mail is the preferred means of exchanging standard administrative and technical information and other informal correspondence. It should not be used for formal documents recording significant decisions or approvals or which otherwise warrant becoming part of the permanent record. Email should not be a substitute for other communication methods such as telephone, facsimile, or face to face meetings that would be more effective. E-mail should be viewed as merely another means of communication. Classified or in-confidence information should only be transmitted by e-mail where the entire network, from sender to receiver, has the necessary security classification. Messages to external addressees which would be sent via the Internet or other unsecured networks should be UNCLASSIFIED only.

E-mail should not be used for sending messages that are abusive, obscene, libellous and insulting or in bad taste. It is inappropriate for e-mail to be used for personal messages or for the creation and/or the distribution of jokes, cartoons, discriminatory or other inappropriate material including pornography and will be addressed according to Council's Harassment, Bullying and Discrimination policy.

Staff must be individually responsible for e-mails that they create and/or receive and will be held accountable for messages issued in their name. All Managers should ensure that e-mail facilities and services in their work areas are used suitably and in accordance with this policy.

The Chief Executive Officer and Manager Corporate Services are responsible for policy associated with e-mail, inherent to the Shire of Broomehill-Tambellup local area network. Responsibilities include:

- a. the usefulness and maintenance of e-mail within the Council and with satellite centres and external addressees;

- b. ensuring that any new e-mail system is compatible with local government standards; and
- c. providing any necessary training and support for all email users.

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2.8 HARASSMENT, BULLYING AND DISCRIMINATION POLICY

Objective:	To provide a best practice approach to prevent harassment, bullying and discrimination in the workplace.		
Date of adoption:	22nd June 2010	Minute No.	100616
Date of amendment:	19th May 2016		
Date of last review:	19th May 2016		
Legislative References:	<i>Occupational Safety & Health Act 1984</i> <i>State Equal Opportunity Act (1984)</i> <i>Equal Employment Opportunity Act</i> <i>Workers Compensation and Injury Management Act 1981</i>		
Internal References:	Policy 2.8: Harassment, Bullying and Discrimination Policy Policy 2.10: Code of Conduct for Employees Employee Code of Conduct		

Introduction

The Shire of Broomehill-Tambellup recognises that everybody has the right to be treated with respect and dignity at work. The purpose of this Policy is to:

1. Eliminate harassment (including bullying, sexual, racial vilification and victimisation) and discrimination;
2. Ensure all staff, clients and visitors are aware of their roles and responsibilities to ensure the Shire provides a safe and inclusive workplace;
3. Encourage prompt resolution of complaints confidentially and effectively; and
4. Ensure that the Shire complies with its legal responsibilities in accordance with legislation.

Scope

This Policy applies to all staff, clients and visitors to the Shire of Broomehill-Tambellup.

Process

The Shire is required under legislation to develop and implement programs designed to remove harassment, bullying and discrimination from the workplace.

Policy

The Shire of Broomehill-Tambellup considers workplace harassment, bullying and discrimination as unacceptable; it will not be tolerated under any circumstances.

Any reports of this matter are to be treated seriously and investigated promptly, confidentially and impartially. The Shire encourages Staff to report incidents early to prevent an escalation of the situation and to facilitate a positive resolution.

Managers and supervisors must ensure that employees or witnesses, who make complaints, are not victimised.

Where a person is found to have harassed or bullied another person, following a formal complaint, they may face disciplinary steps under the grievance procedures.

DEFINITIONS

1. Bullying

Is unwelcome and offensive behaviour that intimidates, humiliates and/or undermines a person or group. Bullying, which is a form of workplace harassment, generally involves a persistent pattern of behaviour over a period of time and may include verbal abuse, physical assault, unjustified criticism, sarcasm, insults, spreading false or malicious rumours about someone, isolating or ignoring a person, putting people under unnecessary pressure with overwork or impossible deadlines, and sabotaging someone's work or their ability to do their job by not providing them with vital information and resources.

2. Confidentiality

Refers to information kept in trust and only those people directly involved in the concern or who are involved in resolving a complaint will be provided with information about a complaint. There may be a need to disclose confidential information in circumstances where a matter is considered to involve a criminal action or a breach of the Shire's duty of care and in such cases the information will be divulged only to those who need to know.

3. Discrimination

Is treating someone unfairly or unequally simply because they belong to a group or category of people. Equal opportunity legislation prohibits discrimination on the grounds of sex, marital status, pregnancy, family responsibility, family status, race, religious or political convictions, gender history, impairment, age or sexual orientation. Victimisation is also treated as an unlawful act.

4. Duty of Care

The Shire has a legal obligation to provide staff, clients and visitors with a safe workplace, which is free from harassment and discrimination. Complaints may, therefore, need to be referred, in cases involving staff, to the CEO.

5. Harassment

Unacceptable conduct that consists of unwelcome and uninvited comments or actions that intimidate, offend, humiliate or embarrass a person or a group of persons. Equal opportunity legislation prohibits harassment on the grounds of sex, race and/or disability.

6. Natural Justice

Refers to a process that is fair to all parties and free of bias. The principles include the right for an affected person to be heard before any decision which has the potential to affect them is made, the right to be informed of allegations made, the right of response, the right to representation and consistency regarding the Shire's approach to such issues.

7. Racial Harassment

Occurs when a person is threatened, abused, insulted or taunted in relation to their race or by association, descent or nationality, colour, language or ethnic origin, or a racial

characteristic. It may include derogatory remarks about people from particular countries or races, disparaging remarks about someone's accent or manner of speaking, mockery of skin colour or appearance, or displays of material prejudicial to a particular race and racial jokes.

8. Racial Vilification

Involves the incitement of racial hatred or harassment by statements or public acts.

9. Sexual Harassment

Is any verbal or physical sexual conduct that is unwelcome and uninvited that humiliates, intimidates or offends and that, in the circumstances, a reasonable person would have anticipated the conduct would have such an effect. It may include kissing, embracing, patting, pinching, touching, leering or gestures, questions about a person's private or sexual life, requests for sexual favours, smutty jokes, phone calls, emails, facsimiles or messages, offensive noises or displays of sexually graphic or suggestive material.

10. Victimisation

Includes any unfavourable treatment of a person as a result of their involvement in a complaint. Unfavourable treatment could include: adverse changes to the work environment, denial of access to resources, work opportunities or training, refusing to provide information, ignoring the person, dismissal or refusing to renew a contract of employment.

11. Principles

- Harassment, bullying, discrimination and victimisation should not be confused with legitimate comment and advice regarding standards of work, workplace behaviour or feedback on work or performance given appropriately by managers or supervisors.
- In dealing with complaints, the rights of all individuals should be respected and confidentiality maintained.
- Both the person making the complaint and the person against whom the complaint is made will receive information, support and assistance in accordance with the principles of natural justice.
- Victimisation is unacceptable and will not be tolerated. No person making a complaint, or assisting in the investigation of a complaint, is to be victimised. Victimisation of people making complaints will be treated as seriously as the original behaviour giving rise to the complaint.
- All staff, clients and visitors are expected to participate in the complaint resolution process in good faith.
- All complainants have the right to have their complaint heard in an external forum.

12. Peer Support

Advice and support to complainants, respondents, managers and supervisors on conciliation of complaints; may include internal investigations.

Support and advice

The Shire of Broomehill-Tambellup recognises that the experiences of being harassed, bullied or being accused of bullying are highly stressful and emotional. We are committed to ensuring that our staff have access to free, confidential counselling with LGIS.

Staff wishing to access this counselling should contact LGIS directly on 9483 8888. LGIS is located at Level 3, 170 Railway Parade, West Leederville.

RELATIONSHIP TO LEGISLATION AND OTHER POLICIES:

Under the *Occupational Safety and Health Act (1984)*, the Shire has a responsibility to ensure the safety and health of all employees.

Under the *State Equal Opportunity Act (1984)* and the *Equal Employment Opportunity Act* an employer is required to ensure that people are not discriminated against on a range of grounds. The employer is also responsible to ensure that the workplace is free of sexual harassment. The *Workers Compensation and Injury Management Act 1981* provides for employees injured at work.

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2.9 EMERGENCY SERVICE LEAVE

Objective: To provide employees who participate in volunteer emergency service organisations access to leave for the purpose of active service or training with the emergency service organisation.

Date of adoption: 15th September 2011 **Minute No.** 110909

Date of amendment:

Date of last review: 16th June 2016

Legislative References:

Internal References:

Policy Statement:

Council recognises that the participation of employees in volunteer emergency service organisations is a positive and vital role in the community.

To support employees who are members of an approved volunteer emergency organisation (such as St John Ambulance, State Emergency Service, Volunteer Bush Fire Brigade or Volunteer Fire and Emergency Service), paid leave of up to 38 hours per calendar year will be granted for the purpose of participating in training or active service of the volunteer emergency organisation, at the discretion of the Chief Executive Officer.

This leave will be in addition to annual leave entitlements.

Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.

Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid leave will be treated as leave without pay.

Employees requiring access to Emergency Service Leave are to provide reasonable notification where possible, and have the leave approved by the Chief Executive Officer or Manager of Works. Employees granted leave under this Policy will be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.

Employees seeking leave under this Policy must provide certification that they have become members of a recognised volunteer emergency service organisation.

2.10 CODE OF CONDUCT FOR EMPLOYEES

Objective: Provides the Shire of Broomehill-Tambellup employees with guidelines for acceptable professional conduct.

Date of adoption: 15th December 2011 **Minute No.** 111211

Date of amendment: 19th May 2016

Date of last review: 19th May 2016

Legislative References: *Local Government Act 1995*
Equal Opportunity Act 1984
Local Government (Functions and General) Regulations 1996
Workplace Relations Act 1996
Corruption and Crime Commission Act 2003
Public Interest Disclosure Act 2003

Internal References: Employee Code of Conduct
~~Shire of Broomehill-Tambellup~~ Employee Induction Manual
~~Shire of Broomehill-Tambellup~~ Workplace Agreement
Operations Employees Enterprise Agreement 2019
Administration Employees Enterprise Agreement 2019
Policy 1.1: Records Management
Policy 1.23: Public Relations – Press Releases
Policy 2.1: Equal Opportunity ~~in the Workplace~~
Policy 2.6: Fitness for Work
Policy 2.7: Electronic Mail
Policy 3.1: Purchasing Policy

1. PREAMBLE

The Code of Conduct (Code) provides employees with consistent guidelines for an acceptable standard of professional conduct. The Code addresses ethical responsibility and encourages greater transparency and accountability.

Shire employees are subject to the statutory provisions of the *Local Government Act 1995* and associated Regulations and are committed to conducting themselves in a manner that supports both the Code and their statutory obligations.

2. SHIRE OF BROOMEHILL-TAMBELLUP

Employees must commit to the Shire's values when carrying out their respective duties.

RESPECT

We will value and acknowledge everyone's contribution by:

- ❖ working co-operatively with our colleagues, community and stakeholders; and
- ❖ respecting the individual, and their roles, while working and living in the Shire.

EXCELLENCE

We will:

- ❖ commit to providing excellent customer service with a 'can do' approach. It is our 'can do' attitude that is built into our actions and behaviours and allows us to be responsive to our changing environment.

ACCOUNTABILITY

We will take responsibility for our actions and behaviour by:

- ❖ being ethical and acting with integrity;
- ❖ providing open and transparent decision making; and
- ❖ providing good governance that addresses legislative and organisational compliance.

LEADERSHIP

We will provide clear direction and inspire people to reach their full potential by:

- ❖ leading by example, with a professional pride in our Shire;
- ❖ setting the Shire's direction by providing guidance and helping people be the best they can be.

3. ROLES AND RELATIONSHIPS AT THE SHIRE OF BROOMEHILL-TAMBELLUP

The relationship between Council and the employees is unique and it is important that employees understand the roles and relationships that exist within the Shire, in order to achieve good governance.

3.1 Role of Council

The Role of Council is prescribed in the *Local Government Act 1995* and it provides that Council:

- a) directs and controls the local government's affairs;
- b) is responsible for the performance of the Shire's functions;
- c) oversees the allocation of the Shire's finances and resources; and
- d) determines the Shire's policies.

3.2 Role of Councillors

The primary role of a councillor is to represent the interests of the community and the future direction of the Shire.

The *Local Government Act 1995 (Act)* sets out the role of a councillor as:

- a) representing the interests of electors, ratepayers and residents of the Shire;
- b) providing leadership and guidance to the community in the district;
- c) facilitating communication between the community and council; and

- d) participating in the Shire's decision-making processes at council and committee meetings; and
- e) performing such other functions as are given to a councillor by this Act or any other written law.

3.3 Role of Employees

The role of employees is determined by the functions of the Chief Executive Officer (CEO) which are prescribed in the *Local Government Act 1995*. The CEO's functions are to:

- a) advise the Council in relation to the functions of a local government under the Act and other written laws;
- b) ensure that advice and information is available to the Council so that informed decisions can be made;
- c) cause council decisions to be implemented;
- d) manage the day to day operations of the Shire;
- e) liaise with the President on the Shire's affairs and the performance of its functions;
- f) speak on behalf of the Shire if the President agrees;
- g) be responsible for the employment, management supervision, direction and dismissal of other employees;
- h) ensure that records and documents of the local government are properly kept;
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

3.4 Relationship between Councillors and Employees

The Shire is a corporate entity made up of Councillors and employees working together in the interests of the community they serve. To be effective, Councillors and employees should work as a team where Councillors and employees have a mutual respect for and co-operate with each other to jointly and collaboratively achieve the Shire's goals and vision. To achieve that position, Councillors need to observe their statutory obligations which include, but are not limited to, the following:

- ❖ accept that their role is a leadership, not a management or administrative one;
- ❖ acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- ❖ refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility; and
- ❖ likewise, staff are to respect the Councillors and the role that they have and refrain from criticising in a way that casts aspersions on their competence and credibility.

4. RESPECTING EACH OTHER

The Shire of Broomehill-Tambellup is committed to maintaining a supportive work environment in which all employees are able to carry out their employment in an environment which promotes job satisfaction and allows them to reach their full potential.

To this end, employees are expected to conduct themselves in a manner that promotes a workplace culture that is respectful, free of harassment, intimidation, bias and discrimination of any kind.

This is achieved by abiding by the Shire's policy relating to Equal Employment Opportunity, which has been developed to comply with the *Equal Opportunity Act 1984*.

Relevant Documents

Policy 2.1 - Equal Opportunity in the Workplace

4.1 Drug and alcohol use

Substance abuse is not tolerated at the Shire of Broomehill-Tambellup. Drug and/or alcohol abuse can have a devastating effect on a person's health and safety. Employees who are under the influence of alcohol or drugs while at work can endanger not only themselves, but others.

The Council permits responsible drinking at approved functions and events. However, the Council strictly prohibits the use, possession, purchase, sale or distribution of any illegal drug or controlled substance while performing Council business.

Relevant Documents

Employee Induction Manual

5. CONFLICT AND DISCLOSURE OF INTEREST

5.1 Conflict of Interests

A conflict of interest arises in a situation where there is an actual (or perceived) private or personal interest in a matter sufficient to influence objectivity when exercising official duties or responsibilities.

Employees should be impartial when performing all aspects of their duties and responsibilities. Employees must ensure that they avoid any conflict or resolve any incompatibility that may arise with their own personal interests. Where any conflict arises between personal interests and the interests of the Shire, such conflict must be resolved in favour of the public interest.

Any employee who has a material personal interest in an issue they are dealing with must promptly advise his/her supervisor in writing of the interest. Any future dealings on the matter, by the employee concerned, shall only be in accordance with their supervisor's direction.

Conflicts affecting financial and impartiality interests are the subject of strict statutory controls and penalties. Certain categories of employees – in particular those delegated authority – are required to lodge annual or primary returns. In addition, the Council has discretion, in the interests of openness and accountability, to require other categories of employees to lodge annual or primary returns.

Employees who are engaged in other paid employment or contract work, in addition to their employment at the Shire of Broomehill-Tambellup, should ensure this work is in no direct or indirect conflict of interest with Shire business. It is also important to consider whether the additional work might negatively affect their work performance at the Shire. If in doubt about any potential conflict of interest, contact your supervisor.

5.2 Disclosure of Interest (affecting impartiality)

Employees are required to disclose any interest where it could, or could reasonably be perceived to, adversely influence their objectivity in exercising official duties for the Shire. An interest could arise from kinship, friendship or membership of an association.

Where an employee has an interest in any matter to be discussed at a council or committee meeting at which they will be present, they must disclose the nature of the interest either in written notice to the CEO before the meeting or immediately before the matter is discussed at the meeting.

Alternatively, if the employee has given, or intends to give, advice in respect of any matter to be discussed at a council meeting or council endorsed committee meeting at which they will not be present, they must disclose the nature of any interest they may have in writing to the CEO before the meeting or at the time the advice is given.

The written notice that is given to the CEO is then passed onto the person presiding over the meeting who, immediately before the matter to which the disclosure relates is discussed, brings the notice and its contents to the attention of the persons present.

If an employee fails to disclose an interest because they did not know the matter in which he or she had an interest would be discussed at the meeting, they are to do so as soon as possible after becoming aware of the discussion of the matter at the meeting.

6. USE OF INFORMATION

Openness in the provision and dissemination of information is standard practice at the Shire.

However, certain information may be confidential or sensitive and, therefore, not appropriate for a wider audience. Where confidentiality is necessary to protect the privacy or rights of individuals or organisations, information must not be released to anyone other than the person who is entitled to receive it or needs access to it for the proper discharge of their functions.

If an employee has access to a confidential file, they must ensure that it is properly secured at all times and that it is accessible only to those that have the appropriate authorisation.

Furthermore, employees must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who may use it in such a way.

7. INTELLECTUAL PROPERTY

Intellectual property deals with the ownership of creative rights such as copyright, design, patents and trademarks. As a general rule, if any particular work is created by an employee in the course of their employment, it is the property of the Shire; that is, the Shire is the owner of the intellectual property concerned.

8. PUBLIC COMMENT

From time to time an employee may be approached by the media for comment about Shire activities. No employee, other than those authorised by the Chief Executive Officer, has approval to respond to any enquiry from the media without directing it, in the first instance, to the CEO.

This includes providing “on” or “off” the record comments to the media on matters pertaining to the Shire and its Council.

9. GIFTS

There may be circumstances when an employee is offered a ‘gift’ from a person external to the organisation. While an employee should avoid accepting any gift, reward or benefit, if there is a perception that the purpose is to influence them in relation to the performance of their work at the Shire, there are clear provisions in legislation that allow the acceptance of what is referred to as ‘notifiable gifts’.

Before accepting any gift, it is important that employees are aware of the following requirements. In understanding the obligations of employees, it is important to differentiate between ‘prohibited gifts’ and notifiable gifts. For the purpose of understanding the following definitions, a *local government discretion* means anything that cannot be undertaken without an authorisation of the Shire of Broomehill-Tambellup or by way of commercial dealing with the Shire of Broomehill-Tambellup. The following clauses ‘Prohibited Gift’ and ‘Notifiable Gift’ apply to any employee.

Prohibited Gift

A ‘prohibited gift’ is a gift worth \$300 or more, where local government discretion is involved (see immediately below). In addition, where two or more gifts are given to an employee, by the same person within a six month period and their total worth is \$300 or more, this is also classified as a prohibited gift.

Employees are not, under any circumstances, permitted to accept a prohibited gift from a person who:

- ❖ is undertaking or seeking to undertake an activity involving a local government discretion; or
- ❖ it is reasonable to believe is intending to undertake an activity involving a local government discretion.

Notifiable Gift

A 'Notifiable Gift' is a gift worth between \$50 and \$300. In addition, where two or more gifts are given to an employee, by the same person within a six month period and their total worth is between \$50 and \$300, this is also classified as a notifiable gift.

An employee is permitted to accept a 'notifiable gift' from a person who:

- ❖ is undertaking or seeking to undertake an activity involving a local government discretion; or
- ❖ it is reasonable to believe is intending to undertake an activity involving a local government discretion,

provided that they notify the CEO within ten (10) days of accepting the gift, of the acceptance.

In notifying the CEO in writing, the employee must provide the following information:

- a) the name of the person who gave the gift;
- b) the date on which the gift was accepted;
- c) a description, and estimated value, of the gift;
- d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- e) if the gift is one of two or more gifts received from the same person within a six month period and within the prescribed amount of \$50 and \$300, then a description, estimated value and date of acceptance of each gift is required.

This information is collated on a 'Register of Notifiable Gifts' which the CEO is to maintain.

If the gift has a value of \$50 or less it is considered to be exempt for the purposes of this section. As a consequence, you do not have to report such a gift.

Exempt gifts may include:

- ❖ trinket gifts of an insignificant nature i.e. pens, key-rings, diaries etc.
- ❖ minor items of apparel i.e. ties, hats, t-shirts etc.
- ❖ minor items of a promotional nature, i.e. mugs etc.
- ❖ provision of food and refreshments;
- ❖ goods and materials obtained at the attendance of courses.

An employee who is defined as a 'Relevant Person'

(a *relevant person* being a designated employee as defined under s.5.74 of the Local Government Act 1995 i.e.; the Chief Executive Officer; employees with delegated power and duties under Part 5, Division 4 of the *Local Government Act 1995*; employees who are

members of committees comprising elected members and employees; and other employees as nominated by the local government to be a designated employee).

Relevant persons are required to have *notifiable* gifts with a value of >\$200 and <\$300 also disclosed on their local government's website register (in addition to the local government's 'Register of Notifiable Gifts').

Gifts worth >\$200 to *relevant persons*, where there is no local government discretion or perception of same (non-notifiable), and contributions to travel worth >\$200, are required to be disclosed on the local government's website register as well as on their annual return.

For contributions to travel, the disclosure must include the same information as for gifts as well as a description and date of the travel, and be disclosed to the CEO within 10 days of receipt.

Exclusions include: where the donor is a relative; the gift is via a will; or is a contribution to travel and where, in the instance of a contribution to travel, the gift is: from Commonwealth, State or Local Government funds; the donor is a relative; during the ordinary course of occupation unrelated to duties as an employee; or from a political party where the employee is a member and travelling for political activity or to represent the party.

10. MAINTAINING BOOKS AND RECORDS

Minimum record keeping requirements are prescribed. Accurate and complete record keeping is a core aspect of the Shire's corporate professionalism and is everyone's responsibility.

To meet this standard, it is essential to maintain detailed records to accurately reflect decision-making processes, financial transactions, contractual and other legal commitments.

11. PROTECTING THE SHIRE'S ASSETS

It is in everyone's best interests to ensure that the Shire of Broomehill-Tambellup's resources are used effectively and economically.

When using Shire's assets, employees will:

- ❖ be scrupulously honest in their use and shall not misuse them or permit their misuse by another person;
- ❖ use them effectively and economically in the course of their duties; and
- ❖ not use them for private purposes (other than as part of a contract of employment), unless properly authorised and approved.

11.1 Computer and other communications resources

Generally, the use of the Shire's computer or communications resources by employees is restricted to employment related purposes. However, limited personal use of these facilities is also permitted, provided it does not interfere with the performance of the employee's duties and responsibilities and does not involve illegal or unethical behaviour.

Employees must take all due care to maintain the security and privacy of these resources.



11.2 Contractual and other commitments

Signing a contract or entering into a commitment on behalf of the Shire, is a serious matter. Employees should not enter into any agreement or commitment unless you are authorised to do so.

A full understanding of the nature and extent of the commitment should be made in all arrangements or transactions which have legal consequences.

11.3 Tendering and contracts

The Council is committed to ‘best value for money’ when procuring goods and services through any competitive process involving the calling of expressions of interest, public tenders and quotations. Employees engaged in procurement should ensure they obtain value for money and are accountable for their actions.

The Local Government (Functions and General) Regulations 1996 and Shire policy provide strict guidelines in this regard. Similarly, the *Local Government Act 1995* provides a clear statement of requirements concerning the sale of Shire assets and procedures to be followed.

12. PERFORMANCE OF DUTIES AND COMPLIANCE WITH LAWFUL ORDERS

Employees have a responsibility to ensure that they carry out their work efficiently, economically and effectively, and to a standard that reflects favourably both on the Council and its staff.

Employees must comply with any lawful order given to them by a fellow employee who has the authority to make or give such an order. Should an employee have any doubts as to the propriety of any such order being given, the matter should be taken up with their Supervisor/Manager or the person who gave the order. If resolution cannot be reached then the employee shall follow the grievance procedures outlined in the Council’s Employee Induction Manual.

Likewise, employees will ensure compliance with the Council’s lawful policies and procedures.

13. USING THE CODE

All employees must abide by the Council’s Code of Conduct and display professional conduct at all times.

Many of the matters covered by this Code are also the subject of Council policy statements or legislation. Relevant policies and legislation have been identified in specific sections of this Code for ease of reference. Policies can be found in the Council’s Policy Manual. In the course of undertaking their duties at the Shire of Broomehill-Tambellup, employees should make themselves aware of all relevant policies and legislation.

In some cases, breaches of the Code have disciplinary consequences – some of which are serious and warrant dismissal. Such breaches of the Code will be managed in accordance with the *Workplace Relations Act 1996*, Shire of Broomehill-Tambellup **Employee Enterprise Agreements** and other relevant legislation, including the *Corruption and Crime Commission Act 2003*, where appropriate. In addition, provisions of an employee’s contract of employment (whether expressed in a written contract, an industrial award or another document) are relevant.

If an employee knows of a situation or incident that they feel may violate this Code, they are obliged to report it in accordance with the following procedures. These matters will always be treated in an objective, professional and confidential manner.

14. MAKING A COMPLAINT

The Shire takes any alleged breaches of the Code seriously and would encourage any person who has reason to believe that an employee of the Shire has committed a breach of this Code to make a complaint in accordance with Council procedures.

14.1 Corruption and Crime Commission Act 2003

The Corruption and Crime Commission Act 2003 provides that matters of misconduct and/or corruption may be reported to the Corruption and Crime Commission.

Employees should be aware that where a breach is considered ‘misconduct’ in accordance with s.4 of the *Corruption and Crime Commission Act 2003*, the CEO is required to notify the Corruption and Crime Commission, which has powers to act on misconduct allegations.

14.2 Public Interest Disclosure Act 2003

Employees should be aware of the *Public Interest Disclosure Act 2003*, which provides people who make disclosures of public interest information with certain immunities, protections and remedies and imposes certain responsibilities.

Anyone making a disclosure under the *Public Interest Disclosure Act 2003* will not incur any civil or criminal liability for doing so and will not be liable for any disciplinary action under a written law.

15. FURTHER INFORMATION

Employees with any queries regarding the Code should direct their queries to the CEO.

Draft

2.11 EMPLOYEE SUPERANNUATION

Objective: To provide an employee benefit through additional contributions to superannuation.

Date of adoption: 17th March 2016 **Minute No. 160307**

Date of amendment:

Date of last review:

Legislative References: *Superannuation Industry (Supervision) Act 1993*

Internal References: Policy 2.5: Staff Benefits
Employee Code of Conduct

Objective

Council is committed to recruiting and retaining appropriately skilled and qualified employees in order to deliver the full range of services required of the local government.

Employee benefits, including additional superannuation contributions, can assist in both recruitment and retention of staff.

Policy

Council will contribute up to 5% of an employee's fortnightly wage to a complying superannuation fund (in accordance with the *Superannuation Industry (Supervision) Act 1993*) of the employee's choice. This is conditional on:

- a matching contribution being made by the employee; or
- an individual employment agreement that may state otherwise.

All employees will receive the compulsory superannuation contribution as per Superannuation Guarantee legislation.

2.12 CONFERENCES, SEMINARS AND TRAINING COURSES – GENERAL STAFF ATTENDANCE

Objective:	To provide guidelines surrounding employees attendance at conferences, seminars and training courses.		
Date of adoption:	18th April 2019	Minute No.	190409
Date of amendment:			
Date of last review:			
Legislative References:	Superannuation Industry (Supervision) Act 1993		
Internal References:	Employee Code of Conduct		

Objective

The Chief Executive Officer has authority to approve staff attendance at conferences, seminars and training courses based on advice from the relevant Manager.

All approvals and funding of expenses shall be as per the following guidelines –

- a) To achieve uniform practice throughout the organisation;
- b) To reduce matters placed on agendas for Council consideration;
- c) To maximise training opportunities and therefore productivity and efficiency of staff;
- d) Minimising delay in accepting training opportunities.

Standards associated with the attendance of staff at conferences/seminars/courses –

- a) Accommodation in the hotel or venue at which the conference/seminar/course is held, or other nearby venue;
- b) Economy class airfare if necessary;
- c) Reasonable meal costs and out of pocket expenses.

Background

Attendance at conferences, seminars and training courses is considered to be a component of the ongoing education and training of staff, which results in a more efficient service to Council and the community. Such forums provide a means by which information and knowledge can be obtained from other organisations and bodies.

In some cases there is a mutual benefit to both the employer and employee in attending conferences and training courses and as such the conditions of attendance may be negotiated between the employee and the CEO.

Attendance at Conferences, Seminars and Training Courses

During the budget preparation process, the Chief Executive Officer shall determine an allocation of funds sought for conferences, seminars and training courses in the ensuing year.

Consideration will be given to –

- a) The cost of each known conference, seminar and training course plus a contingency allowance for unforeseen events;
- b) The duration of the event and expected period of absence;
- c) The benefit expected to be derived from attendance at such an event.

Approval to attend is only to be granted if the relevant budget provides sufficient funds and the conference, seminar or training course is of particular relevance to Councils operations.

When special funding is required, which is not included in the adopted budget for the financial year, the application must be submitted to Council with a report prepared by the Chief Executive Officer on the application.

In respect of employees attending approved conferences, seminars and training courses at Councils discretion, the following expenses will be met by Council –

- a) Registration fees;
- b) Accommodation and reasonable meal costs, excluding alcohol;
- c) Minor expenses such as taxi's, parking, telephone calls and laundry etc.;
- d) Travelling expenses.

Accommodation

- a) Should an employee require accommodation, then this will be available at a specified venue at Councils expense. Extras such as mini-bars, in house movies and telephone calls will be the employee's responsibility except if calls are work related. A register of these calls must be kept to claim reimbursement.
- b) If an employee chooses to stay with relatives or friends, there shall be no payment for accommodation.
- c) Officers may request upgraded accommodation to cater for personal taste or other family members. Council will only be responsible for reimbursement of the cost of standard accommodation, additional charges will be the Officer's responsibility.

Meals

- a) Breakfast – maximum up to \$20 per day on production of receipts.
- b) Lunch is normally provided by the course, however if not provided, Council will pay up to a maximum of \$20 per day on production of receipts.
- c) Evening meal – maximum up to \$40 per day, excluding alcohol, on production of receipts.

Travelling

- a) Council will allow employees to travel to the course in work hours ie: if the course is to be held in Perth the employee can depart the Broomehill or Tambellup office at 2pm on the day prior to the course in order to arrive at the employees approximate normal finishing time. The same principal would apply for any other destinations.
- b) In acknowledging the dual benefit of attending a conference or training, in most cases it is expected that travelling home from a course will be in the employees own time and no overtime will be paid.
- c) Council will provide a vehicle for travel, however the vehicle must be returned to the Tambellup Depot on the same day, unless prior arrangements are made with the Chief Executive Officer.
- d) If any employee wishes to utilise their own vehicle in preference to a Council vehicle, then fuel only for the vehicle for travel to and from the course will be reimbursed. No vehicle allowance or kilometre rate will be paid.

An informative written report on the attendance at each conference/seminar shall be prepared and submitted to the Chief Executive Officer or appropriate Manager if requested.

Draft

2.13 MOTOR VEHICLES

Objective:	To establish parameters for provision of motor vehicles to senior employees, general guidelines for use of Shire vehicles and facilitation for private use of vehicles, where applicable.	
Date of adoption:	17th October 2019	Minute No. 191007
Date of amendment:		
Date of last review:		
Legislative References:		
Internal References:	Employee Code of Conduct	

Policy statement:

To provide guidance for allocation of motor vehicles to employees, used in a manner comparable to Shires with similar sized operations and responsibilities.

Policy:

It is the policy of the Shire of Broomehill-Tambellup to provide motor vehicles to employees appointed to the following positions –

- Chief Executive Officer
- Manager Finance and Administration
- Manager of Works

The type of vehicle supplied will be determined by the Chief Executive Officer, and within the provisions of the Annual Budget and Plant Replacement Program. The private use of vehicles for the above-mentioned positions will apply as part of their individual salary package or contract.

Other Employees

Private use of any vehicle by all other employees must be approved by the Chief Executive Officer or Manager of Works, prior to any use. Continued requests must be referred to the Chief Executive Officer.

General Conditions of Use

1. Smoking is strictly prohibited within Shire vehicles at all times;
2. Motor vehicles may also be provided for permanent, acting or temporary officers when specific terms and conditions may be offered and agreed;
3. Spouses or partners are permitted to drive these motor vehicles provided that this does not disrupt the Shires business for which that vehicle is allocated, in any way;
4. Other dependents or persons are not expected to be driving these vehicles unless there is a specific need related to Shire business or in an emergency situation or where the CEO has granted specific approval;
5. Staff and elected members are to meet the costs of any parking or traffic infringements incurred whilst driving Shire vehicles;
6. All vehicles are regarded as pool vehicles for general use by Shire employees for work related purposes during office hours; and

7. Shire provided motor vehicles shall not be used for approved secondary employment or in the conduct of private commercial business unless express written approval of the CEO is given.

Novated Leases

Salary packaging a vehicle using a novated lease is an arrangement where the employer allows an employee to include the purchase cost of a vehicle (via a novated lease) and its running costs within the employee's salary.

Employees who are allocated a Shire vehicle as part of their remuneration package, may choose to 'cash out' the vehicle component of their package and receive a vehicle allowance in lieu of a car benefit. The option to do this is only available when the employee seeks to enter into a Novated Lease arrangement.

When a Novated Lease is taken by an employee, their employment contract shall contain the following clause –

A vehicle allowance of \$____ per annum (taxable) is provided in lieu of the provision of a motor vehicle. Allowances may be utilised to purchase a vehicle through a novated lease in accordance with the following –

- 1. The vehicle must be utilised by the employee for work purposes and that employee is not able to utilise 'pool' vehicles for work or private purposes;*
- 2. The vehicle may be hired by the employer for other employee or Councillor work requirements at the discretion of the owner of the vehicle and, if so hired, may be charged at the prevailing rate provided for in the Local Government Industry Award 2010;*
- 3. In the event of damage incurred by the hirer in part 2 (above), the Shire will meet the cost of any damage or insurance excess to a maximum of \$500.*

Any arrangement under this policy is to be included in the employee's Contract of Employment.

Other Employees

Employees who are not allocated a Shire vehicle as part of their remuneration package can enter into a Novated Lease arrangement at the discretion of the CEO, provided there is no cost to the Shire of Broomehill-Tambellup. These employees are not entitled to receive a vehicle allowance.

SHIRE OF BROOMEHILL-TAMBELLUP CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022
QUARTERLY REPORT FINANCIAL YEAR 2020-2021

OUR KEY RESULT AREAS and OBJECTIVES (extract from Strategic Community Plan)		OUR ACTIONS (extract from Corporate Business Plan) Note, these should be broad activities required to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier			ACTION DELIVERY TIMELINE			ON TRACK				OCTOBER - DECEMBER 2020 ACTION UPDATE COMMENTS	
					FY 20/21	FY 21/22	→	ON TRACK	MONITOR	HOLD	COMPLETED		
1. OUR PEOPLE													
1.1	Our community is safe, connected, harmonious and inclusive	A1.1.1.1	Utilise a range of media to promote Shire and community events and activities	✓	✓	✓							Topics, website, Facebook, flyers, noticeboards utilised to circulate information to the community.
		A1.1.1.2	Review Disability Access and Inclusion Plan and improve outcomes	✓	✓	✓							Review of DAIP is complete. Application to CRSFF for accessibility upgrade at the Broomehill Recreational Complex was unsuccessful. To be funded as part of the Drought Communities Program project.
		A1.1.2.1	Liaise with organisations and agencies (including CRC, schools, support agencies) for delivery of youth activities and programs in Broomehill and Tambellup	✓	✓	✓							Support and promotion of CRC activities. Assistance and in kind support for funding application to DLGSC Active Regional Communities Program. South Coast NRM Strong & Proud Program continued til the end of Semester 2 2020, and was well attended. The program is supported by a steering committee consisting of Shire, Police, school, DLGSC and community representation. The program will recommence in Term 1 2021. Baldjamaar Foundation program continued at The Zone through Term 4.
		A1.1.2.2	Liaise with and support neighbouring Councils in developing youth activities and programs	✓	✓	✓							Promotion of neighbouring Shire youth events on Facebook
		A1.1.3.1	Liaise with and continue to support volunteer emergency services (including Bushfire Brigades, St John Ambulance, Tambellup Volunteer Fire & Emergency Service)	✓	✓	✓							Council delegate & admin support for Bushfire Advisory Committee Admin support to CEMM and also Chief Bush Fire Control Officer between Christmas/New Year during CEMM leave Council Policy 2.9 - Emergency Service Leave Completion, fit out, hand over and official opening of new Broomehill Fire Station Standard Operating Procedures for Bush Fire Brigades reviewed November 2020.
		A1.1.3.2	Coordinate the activities and resources of the Local Emergency Management Committee	✓	✓	✓							Shire President attended the regional Bush Fire exercise held in Katanning in October 2020. Staff attended quarterly regional emergency management forums in Narrogin and Cranbrook. LEMC meeting held December 2020. Local Roads & Community Infrastructure Program Round 2 - Council endorsement of Incident Control Centre proposal.
		A1.1.3.3	Provide community education on risks as identified by the Local Emergency Management Committee and mitigation strategies	✓	✓	✓							Promotion of DFES campaign 'My Bushfire Plan', animal welfare in emergencies (DPIRD), harvest ban notifications, brigade contact and fire season information to Facebook, website, Topics.
		1.2	Our community has services and facilities that meet our needs and expectations	A1.2.1.1	Identify requirements and advocate to improve local service provision	✓	✓	✓					
A1.2.1.2	Support agency delivery of services and activities			✓	✓	✓						Ongoing liaison with agencies - inc WA Country Health Service, Relationships WA, Aboriginal Health, Mental Health, Police, CRC, Palmerston, Wanslea, Baldjamaar Foundation, Albany Youth Support Association to ensure appropriate service delivery.	
A1.2.2.1	Identify requirements and implement/advocate to improve local service provision			✓	✓	✓							Trainee Youth Worker resigned in October 2020. WAPOL Community Crime Prevention funding has been extended to 31 December 2021 to allow for the appointment of a part time youth worker, to work alongside agencies delivering programs and to also deliver programs. It is anticipated the the appointment will be made early 2021.
A1.2.2.2	Support and facilitate upgrade of youth facilities			✓	✓	✓							Drought Communities Program projects include construction of nature playground in Holland Park, upgrade of Tambellup Railway Station to be utilised as Youth Centre.
A1.2.3.1	Liaise with service providers and advocate for infrastructure upgrades where required			✓	✓	✓							Mobile telecommunications survey delivered during November/December 2020. 81 responses received. Survey results will be provided to GSDC for collation across the region and follow up.
A1.2.3.2	Support external funding applications for communications infrastructure			✓	✓	✓							Nil this quarter

SHIRE OF BROOMEHILL-TAMBELLUP CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022
QUARTERLY REPORT FINANCIAL YEAR 2020-2021

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				FY 20/21	FY 21/22	→	MONITOR	HOLD		COMPLETED
1.3	Our community provides opportunities to enhance local employment	A1.3.1.1	Investigate and initiate Shire Mechanical apprenticeship					ON TRACK		Action deleted - July 2020 CBP review
		A1.3.1.2	Investigate and initiate traineeship program – works/admin	✓		✓		MONITOR		Nil this quarter
		A1.3.2.1	Partner with the Tambellup CRC and others to develop and implement programs across shire	✓	✓	✓		HOLD	CRC business trainee is working at the Shire one day per week	
1.4	Organisations in our community demonstrate strong leadership and commitment	A1.4.1.1	Support and encourage community groups to plan and deliver events, programs and services	✓	✓	✓		COMPLETED	In kind support (materials) for Police Station mural Contribution of \$200 to Broomehill Central Bush Fire Brigade for Honour Board Contribution to Broomehill Primary School book prize and swimming lesson bus hire ongoing support to Broomehill Cricket Club/Broomehill Recreational Complex for construction of players pavilion Assistance and in kind contribution to Tambellup CRC funding application - Active Regional Communities	
		A1.4.1.2	Maintain facilities and infrastructure utilised by community groups	✓	✓	✓		COMPLETED	Sporting facilities, parks, community buildings maintained	
1.5	Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community	A1.5.1.1	Promote and coordinate participation in Councillor training opportunities for Elected Members	✓	✓	✓		COMPLETED	Training promoted as opportunities arise.	
		A1.5.1.2	Review and communicate Council's Customer Service Charter	✓				MONITOR	Review completed. Customer Service Charter is on Shire's website for public information.	
		A1.5.1.3	Demonstrate a high standard of legislative compliance and effective internal controls	✓	✓	✓		COMPLETED	Audit completed, awaiting auditors report. Standard Operating Procedures for Bush Fire Brigades reviewed November 2020. Elected Member Training module included on Shire website.	
		A1.5.1.4	Demonstrate sound financial planning and management	✓	✓	✓		COMPLETED	Monthly financials presented to Council.	
		A1.5.1.5	Ensure transparency of Council decision making through effective communication with residents	✓	✓	✓		COMPLETED	Agendas and minutes of all meetings available for public perusal - hard copy and on the Shire's website. Summary of Council decisions from meetings and other relevant information published in Topics. Website and Facebook used to convey time-sensitive information and seek public feedback. Topics and flyers are also utilised to seek feedback	
		A1.5.1.6	Effectively manage organisational risk	✓	✓	✓		MONITOR	Monitoring completion of Broomehill key worker housing.	
		A1.5.2.1	Conduct biennial Community Perceptions Survey	✓		✓		MONITOR	2020-2021 activity	
		A1.5.2.2	Promote engagement opportunities widely, and utilise a range of engagement methods to increase and encourage participation	✓	✓	✓		COMPLETED	Feedback methods are promoted monthly in Topics.	
		A1.5.2.3	Collaborate with regional partners and other organisations on matters of importance to the community	✓	✓	✓		COMPLETED	Ongoing participation in Southern Link VROC, lead organisation in Great Southern Housing Initiative. Collaboration with Tambellup Interagency working group, Early Years Initiative working group. CEO is WALGA Zone representative on District Emergency Management Committee. Represented on regional committees including Recreation Advisory Group, Regional Roads Group, Great Southern Treasures. In relation to COVID-19 response: regional CEOs, GSDC, Chambers of Commerce are monitoring ongoing impact on small business in the region. DEMC meets monthly to monitor the situation in the region in relation to state, national and international situation,	
		A1.5.3.1	Identify and prioritise staff training needs annually	✓	✓	✓		COMPLETED	Staff reviews completed October 2020, training needs identified for scheduling.	
		A1.5.3.2	Conduct biennial staff satisfaction survey		✓	✓		COMPLETED	Completed March 2020. Analysis to inform Workforce Plan review.	
		A1.5.3.3	Ensure ongoing implementation and commitment to continual improvement in workplace health and safety	✓	✓	✓		COMPLETED	OSH committee meets bimonthly. Monthly administration and toolbox meetings. Staff attended the LGIS Risk Forum which covered a range of risk-related topics. Team leaders and selected staff completed the LGIS Operational Leadership Program.	
A1.5.3.4	Maintain quality staff housing	✓	✓	✓		MONITOR	Maintenance program completed as per annual inspection checklist/budget provision and as required. New staff housing in Tambellup completed, Broomehill houses in progress.			

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				FY 20/21	FY 21/22	→	MONITOR	HOLD	
							COMPLETED		
2. OUR ECONOMY									
2.1	Our community provides a unique tourism and visitor experience	A2.1.1.1	Review information signage across the Shire	✓				Ongoing	
		A2.1.1.2	Promote the towns and Shire through tourism media where appropriate	✓	✓	✓		Caravan and Camping magazine feature published October 2020. Ongoing inclusion on Great Southern Treasures website, promotions.	
		A2.1.2.1	Provide in kind support and venues to local organisations that deliver whole of community events	✓	✓	✓		Broomehill Primary School, Tambellup Primary School - Hall Hire waived for end of year events (Council policy)	
		A2.1.3.1	Investigate provision of short stay accommodation at Broomehill Caravan Park	✓				Broomehill Caravan Park cabins completed and handed over December 2020. Furniture and soft fitout to be completed.	
		A2.1.3.2	Investigate establishment of a Caravan Park in Tambellup	✓	✓			Ongoing liaison with proposed purchaser of Lot 19 Taylor St for development as caravan park	
		A2.1.4.1	Continue to support Great Southern Treasures/regional tourism organisations	✓	✓	✓		Budget provision for 2020-2021/22 Great Southern Treasures contribution Shire is providing in kind financial management to Great Southern Treasures Council delegates nominated to Great Southern Treasures committee CEO is working with the GST committee to determine an effective operating structure Budget provision for implementation of GSCORE trails projects in Broomehill and Tambellup (subject to GSCORE funding)	
		A2.1.4.2	Participate in regional tourism events where appropriate	✓	✓	✓		Nil this quarter	
2.2	A stable population base is important to the sustainability of our community	A2.2.1.1	Develop key worker housing in Broomehill and Tambellup	✓				Great Southern Housing Initiative - Broomehill key worker houses to be progressed. Tambellup houses complete, leased to GROH, all tenanted.	
		A2.2.1.2	Develop independent living units in Broomehill					Great Southern Housing Initiative - Holland Court units are complete, landscaping, reticulation and paving to individual units is to be completed. Some minor building issues to be resolved with builder prior to tenanting.	
		A2.2.2.1	Participate in regional marketing events and initiatives	✓	✓	✓		Promotion of wildflower drive trails in the Shire during October,	
		A2.2.3.1	Review and implement Housing and Land Strategy	✓	✓	✓		Three Council properties to be sold - Lavarock St is on the market, waiting for completion of Broomehill key worker housing to relocate staff and place East Terrace and Henry St on the market.	
		A2.2.4.1	Continue financial and in kind support of A Smart Start Great Southern and local schools	✓	✓	✓		Broomehill Primary School - contribution to end of year book prize and transport to swimming lessons. Halls for both school end of year events. A Smart Start Great Southern - ongoing provision of HR and financial management (in kind), annual budget contribution.	
		A2.2.4.2	Advocate to WA Country Health Services to maintain/increase levels of service available at Tambellup Health Centre	✓	✓	✓		Statistics unavailable	
2.3	Our Shire actively supports existing local business and encourages new business ventures	A2.3.1.1	Advocate for the identification and release of light industrial land in the Shire	✓	✓	✓		Nil this quarter	
		A2.3.1.2	Continue to support the Tambellup Business Centre	✓	✓	✓		Council delegate appointed to Tambellup Business Centre Management Committee	
		A2.3.2.1	Expand support for local business by the application of Buy Local and Regional Price Preference principles within Council's Purchasing Policy	✓	✓	✓		Opportunities are explored to increase local content in day to day purchasing and capital works projects. Drought Communities Program projects will provide opportunities for local business participation.	
		A2.3.2.2	Ensure the Local Planning Scheme and Local Planning Strategy enable expansion of businesses	✓	✓	✓		Support for new daycare business to be established in Tambellup.	
		A2.3.3.1	Liaise with local and regional stakeholders, service providers and advocate for infrastructure upgrades where required	✓	✓	✓		Mobile telecommunications survey - results provided to GSDC for regional follow up.	

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		FY 20/21	FY 21/22	→	MONITOR	
					HOLD	
					COMPLETED	

3. OUR PLACES							
3.1	The history, heritage and culture of our communities is reflected in attractive townscapes	A3.1.1.1	Consolidate existing tourism based plans for Broomehill and implement	✓	P		Drought Communities Program funding element - implementation of historical interpretation in townsites. 2020-2021 action
		A3.1.1.2	Explore options for the development of a Holland Track Interpretive Centre	✓	✓		Drought Communities Program funding element - implementation of historical interpretation in townsites. 2020-2021 action
		A3.1.1.3	Collaborate with and provide support to local history groups	✓	✓	✓	Provision of venues for heritage group collections and operations.
		A3.1.1.4	Review Tambellup Heritage Trail information signage	✓	P		Regional Trails Master Plan element. 2020-2021 action
		A3.1.2.1	Continue implementation of townscaping program in Broomehill and Tambellup	✓	P		Drought Communities Program funding element - implementation of historical interpretation in townsites. 2020-2021 action
		A3.1.2.2	Develop and implement a maintenance program for public areas, cemeteries	✓	✓	✓	Budget provision for ongoing maintenance, requirements monitored and actioned.
3.2	Our community and Council are environmentally aware and engaged	A3.2.1.1	Investigate implementation of a three-bin waste system	✓	P		Nil this quarter
		A3.2.1.2	Investigate alternative locations for landfill sites	✓	✓	✓	Nil this quarter
		A3.2.1.3	Continue to support the Drum Muster program in Broomehill and Tambellup	✓	✓	✓	Collection completed October 2020 by Tambellup P & C. 26 participants, 3798 containers collected with 36 containers rejected.
		A3.2.2.1	Explore and implement energy and water saving initiatives to all Shire properties	✓	✓	✓	Under surface reticulation installed at Holland Court units due to low water pressure
		A3.2.2.2	Explore and initiate community education programs eg Waterwise, recycling	✓	✓	✓	Nil this quarter
		A3.2.3.1	Undertake weed control on road reserves in the Shire	✓	✓	✓	Road spraying program completed for 2020
		A3.2.3.2	Manage vegetation in agricultural corridors	✓	✓	✓	Roadside vegetation pruning program continuing
3.3	Our transport networks are safe and efficient	A3.3.1.1	Maintain 10 year Roads Program	✓	✓	✓	2020-2021 roads construction program commenced. Approval of Local Roads & Community Infrastructure Round 1 projects, Council endorsement of Round 2 projects.
		A3.3.1.2	Continue to work collaboratively with regional stakeholders to secure external funding for road improvements	✓	✓	✓	Funding for Regional Roads Group, Roads to Recovery and Blackspot 2020-2021 projects confirmed. Ongoing liaison with Regional Roads Group.
		A3.3.1.3	Collaborate with key stakeholders to enable appropriate RAV rating changes	✓	✓	✓	Ongoing consultation with stakeholders
		A3.3.1.4	Develop and implement a Footpath Program for both towns	✓	✓	✓	Budget provision for footpath maintenance and/or replacement. Approval of Local Roads & Community Infrastructure Round 1 projects including footpath from Broomehill Caravan Park - Post Office, Council endorsement of Round 2 projects including parking at Broomehill Primary School, Broomehill Fire Station.
3.4	Our Council facilities and infrastructure are managed sustainably to meet current and future needs	A3.4.1.1	Develop and implement sustainable levels of service for all Council facilities and public spaces	✓	✓	✓	Strategic Resource Plan 2019-2039 endorsed by Council April 2019. 2 year desktop review scheduled - April 2021
		A3.4.1.2	Review and implement the Asset Management Strategy	✓	✓	✓	Strategic Resource Plan 2019-2039 endorsed by Council April 2019. 2 year desktop review scheduled - April 2021
		A3.4.1.3	Continue to implement the Housing and Land Strategy to lower the average age of Council housing	✓	✓	✓	Great Southern Housing Initiative will provide new housing, older housing stock to be sold.



Ancillary Dwellings Fact Sheet



What is an ancillary dwelling?

An ancillary dwelling is a small, self-contained dwelling located on the same lot as another single house. It can be attached to the main house, integrated with the main house, or a separate building to the main house.

Commonly known as a “granny flats,” ancillary dwellings usually have some facilities, such as a small kitchen and bathroom, that allow occupants to live in them independently from the main house. Another option is the “Fonzie flat,” which is a small self-contained dwelling above a garage. Because they are small, ancillary dwellings are usually occupied by a single person or a couple.

What can an ancillary dwelling be used for?

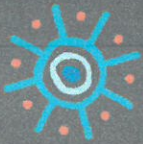
Until recently, planning regulations only permitted a direct family member of the main home to occupy an ancillary dwelling. However recent changes to State Planning Policy 3.1 (SPP 3.1) Residential Design Codes have made it possible to rent ancillary dwellings to non-family members. Ancillary dwellings can now be used to provide housing opportunities for private tenants, carers or unrelated seniors and students.

SPP 3.1 limits ancillary dwellings to a maximum floor area of 70m², although this may differ across local councils. While there are no specific restrictions on how many people can live in an ancillary dwelling, because of their size they are usually only suitable for single people, couples, or a small family.

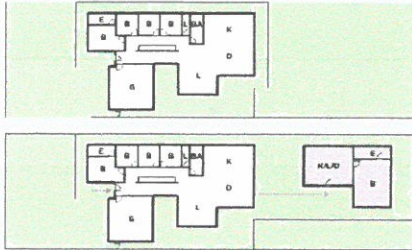
Only one ancillary dwelling can be built on each lot. Building an ancillary dwelling does not allow you to subdivide your lot, unless it is already allowed under the local planning scheme.

Be aware that the change to occupancy requirements does not automatically apply to existing ancillary dwellings or granny flats. A new approval from the council is usually required before they can be occupied by a non-family member.





What are the different types of ancillary dwelling?



Separate dwelling

You can build a separate dwelling on your lot that is completely detached from the main home.



Convert an existing home

You can convert part of your existing home into an ancillary dwelling by separating one part of the house.



Extend your existing home

You can extend your current home by building an addition such as an extra room or, in the example provided, adding a second storey above a garage.

Further Information

Before you decide to build, add or rent an ancillary dwelling, you should seek advice to make sure it is the right decision for you.

Planning Requirements

You need to understand the planning regulations that apply to ancillary dwellings in your local area. The Residential Design Codes set out the key planning regulations for ancillary dwellings, including minimum lot sizes, maximum floor area, and parking requirements.

These may vary slightly in different locations so you should contact the planning department of your local council to find out which requirements apply. The council can also provide information on other things you should consider such as additional garbage bins, or how adding an ancillary dwelling may affect your council rates.

Building Requirements

A new ancillary dwelling will need building approval to ensure that it meets the safety (structural and fire), health, amenity and sustainability requirements of the Building Code of Australia (BCA).

The Building Commission of WA provides information on the BCA and the steps you need to take to get the plans for your ancillary dwelling certified. You should also talk to the building approvals department at your local council to understand their processes, the things you should be aware of, and the information that they require to approve the building plans.





Rates

When you talk to your council, also check if an ancillary dwelling will have any effect your rates charges. Your rates are calculated based on the rental value of your property, which is determined by the Office of the Valuer General. You will need to be aware of any additional charges ahead of time so that you can budget for them and factor these ongoing costs into your decision.

Servicing

You may need to install new meters or sub-meters for electricity, gas or water, depending on how you plan to rent the ancillary dwelling. You should contact relevant gas and electricity distributors and the Water Corporation to understand the different options available, and which one suits you best. You are also likely to need a licensed electrician or plumber to install any new services.

Financial Advice

Building or buying an ancillary dwelling is a significant commitment and you need to understand the financial implications before making any decision. You should seek professional advice to understand how the costs and income will affect you – for example, you need to understand how rental income and costs may affect your tax (including capital gains), your mortgage, or your eligibility for government benefits like the aged pension. If you are sharing the cost of the new dwelling with someone else, including family, seek advice on how to protect your investment if disagreements arise in the future. You may also need to review your home insurance policy.

Landlord and Tenant Advice

If you are planning to rent your ancillary dwelling, it is important that you know which tenancy laws will apply, as these will determine the rights and responsibilities of both the landlord and the tenant.

In Western Australia, a person renting an ancillary dwelling is likely to be considered as a tenant under the *Residential Tenancies Act 1987*, although in some cases they may be classified as a lodger, in which case common law applies. You should visit the Department of Commerce website or contact their call centre for more detailed information that will help you understand these requirements.

Whether you are a landlord or a tenant, you need to understand the rental arrangement being entered into, and understand what the implications are for you. Some of the questions both landlords and tenants should think about include:

- Which parts of the property will be for the exclusive use of the tenant?
- Are there are any shared facilities like laundries, bathrooms, yards, driveways? What are the arrangements for sharing them?
- Will rent include the cost of utilities like water and power, or will they be billed separately? How will utility costs be calculated?
- How can a tenancy be ended and how much notice is required?
- How will the building and/or contents be insured?

Both landlords and tenants also need to consider the day-to-day practicalities of renting an ancillary dwelling. You will be living on the same property and in most cases will be sharing some areas or facilities (e.g. backyard, driveway, laundry, bins) with another person who you may not know. Think carefully - it is not the same as a traditional rental arrangement where landlords and tenants live in separate locations.





Planning and Building Requirements

Western Australian Planning Commission

Web www.planning.wa.gov.au/
Phone 08 6551 9000

Building Commission Of Wa

Web www.buildingcommission.wa.gov.au/
Phone 1300 489 099

Local Government

Web www.dlgc.wa.gov.au (for contact details of your Council)
Phone 6551 8700

Water Corporation

Web www.watercorporation.com.au/
Phone 13 13 95

Electricity

Synergy

Web www.synergy.net.au
Phone 13 13 53

Horizon power

Web www.horizonpower.com.au/
Phone 1800 267 926

Gas

Alinta Energy

Web www.alintaenergy.com.au
Phone 13 13 58

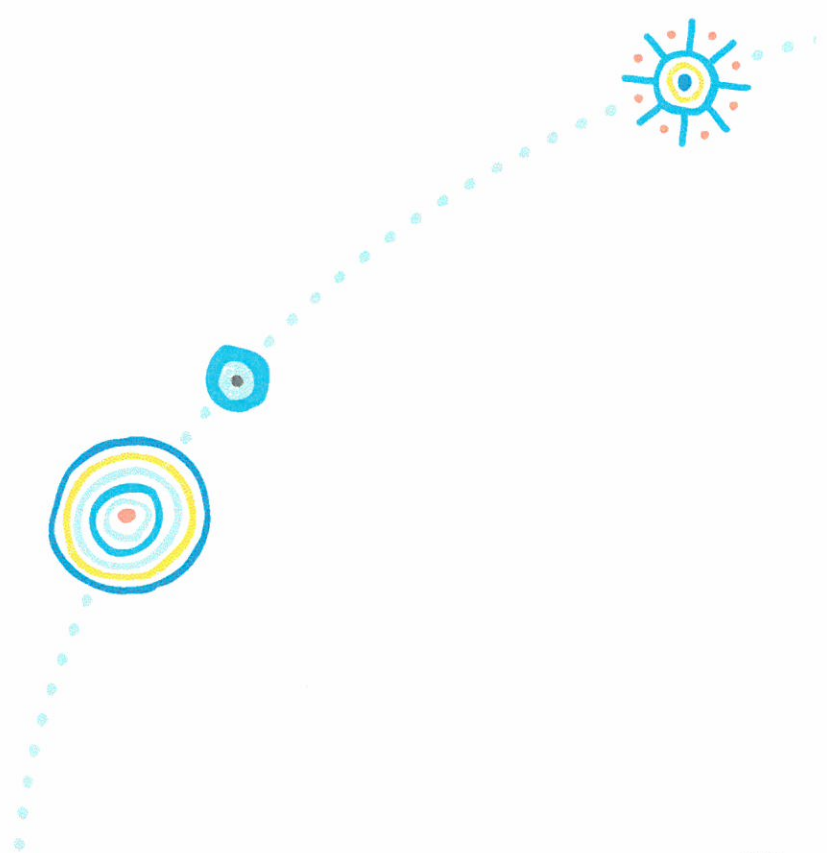
Kleenheat Gas

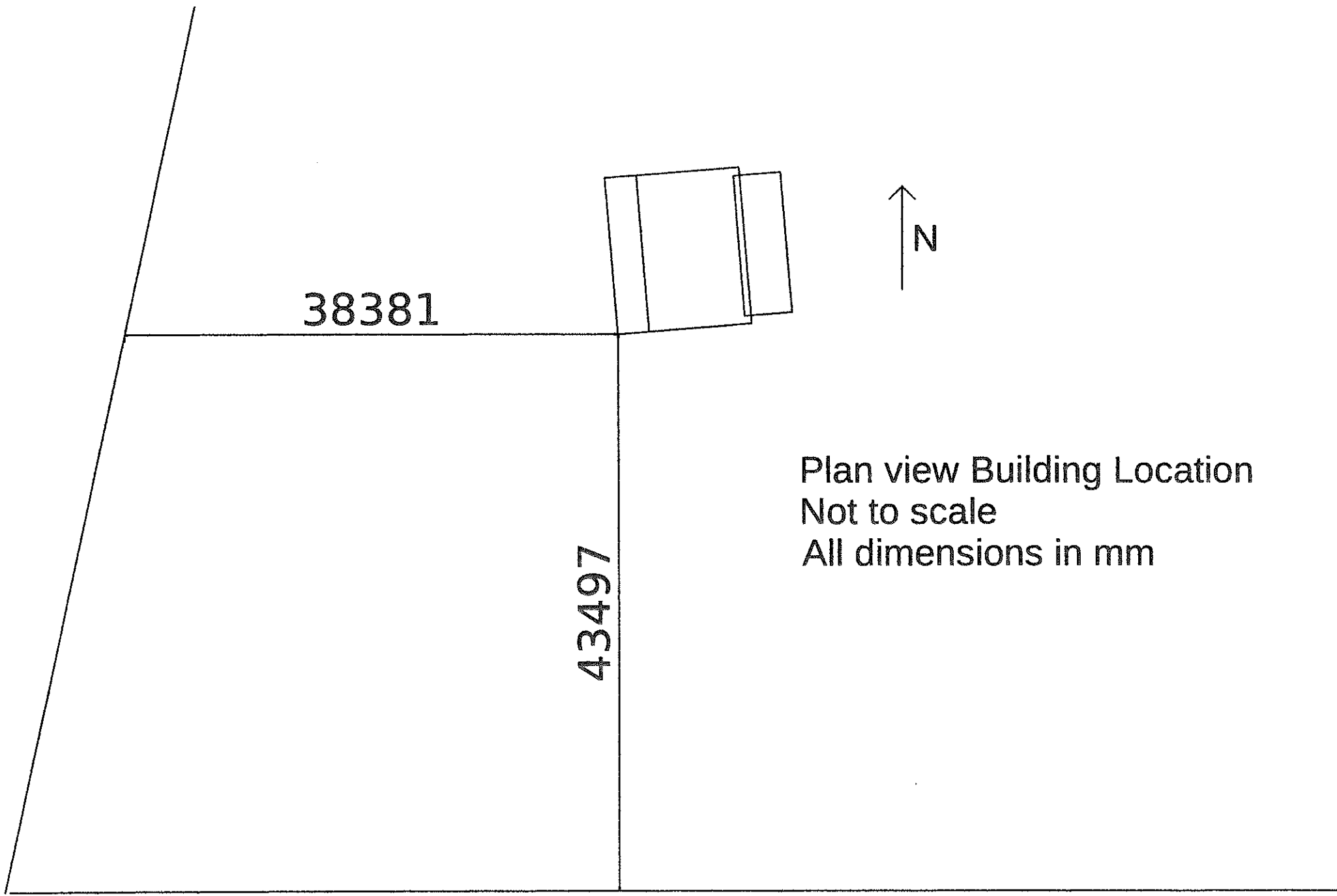
Web www.kleenheat.com.au
Phone 13 21 80

Landlords and Tenants Information

Department Of Commerce

Web www.commerce.wa.gov.au/ConsumerProtection/
Phone Consumer Protection Advice Line 1300 30 40 54



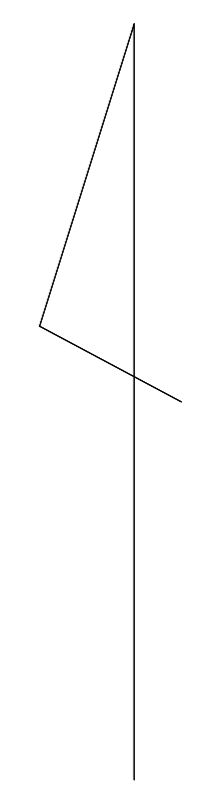
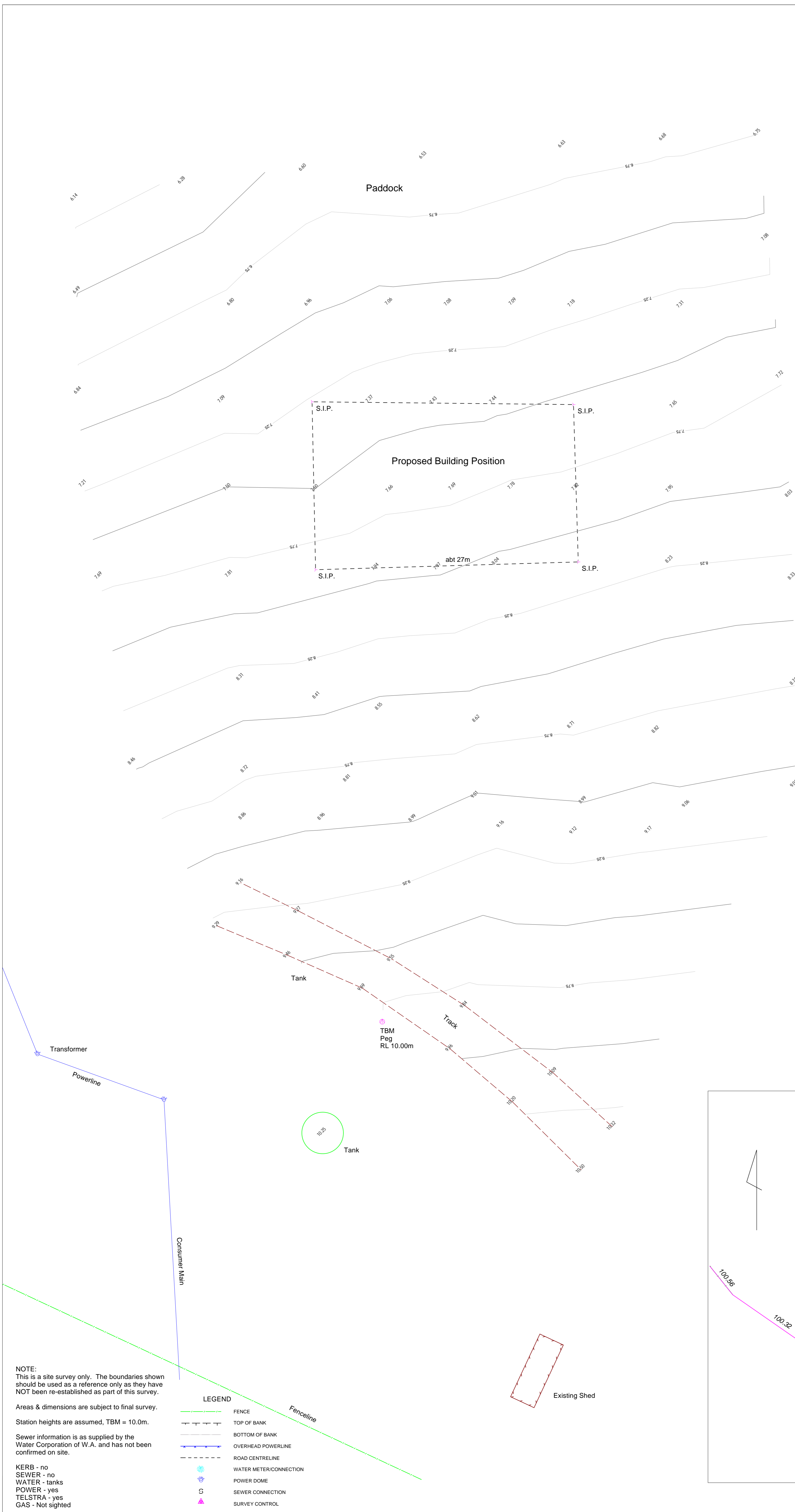


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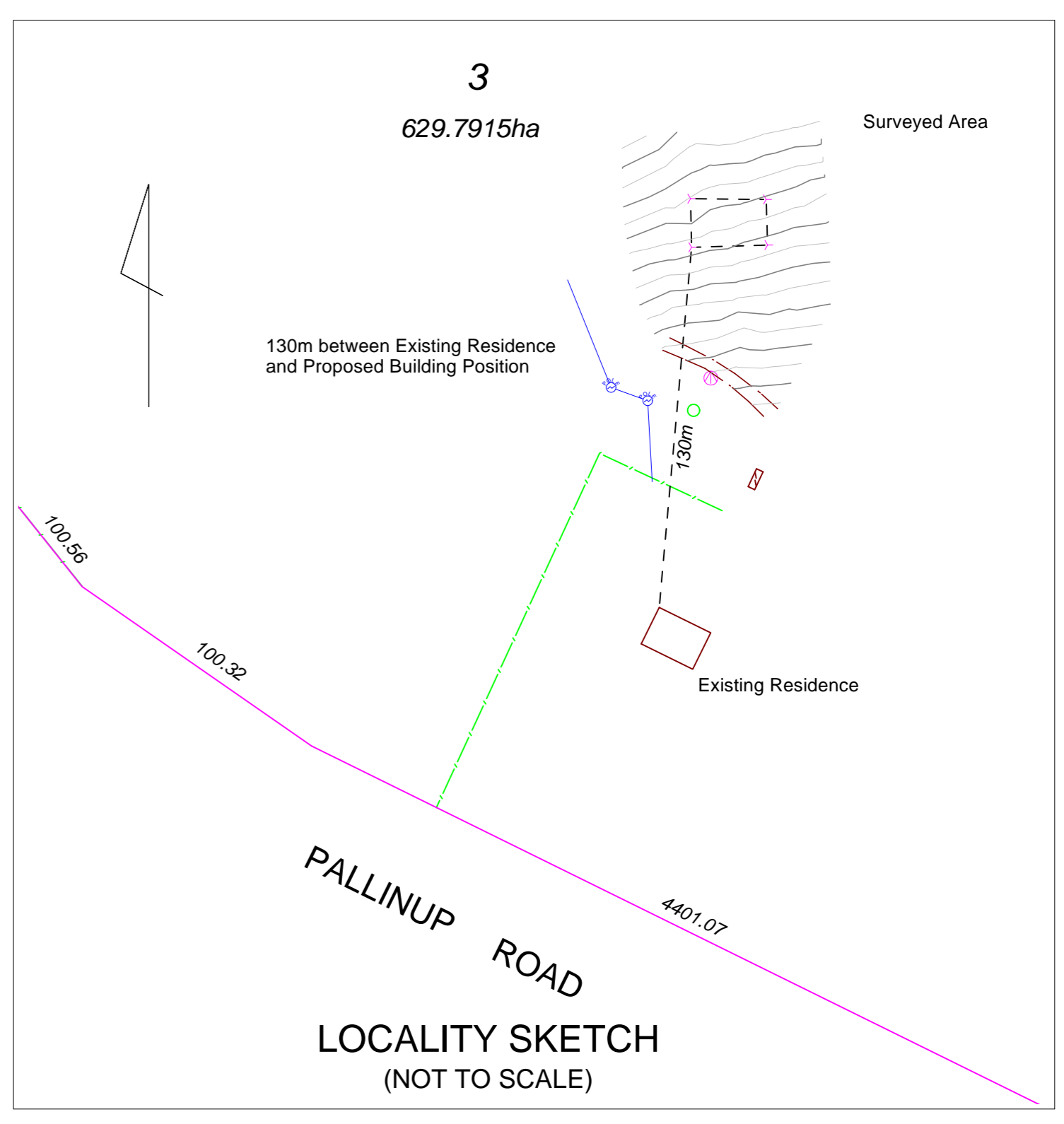
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Plan view Building Location
Not to scale
All dimensions in mm



3
629.7915ha



NOTE:
This is a site survey only. The boundaries shown should be used as a reference only as they have NOT been re-established as part of this survey.

Areas & dimensions are subject to final survey.
Station heights are assumed, TBM = 10.0m.

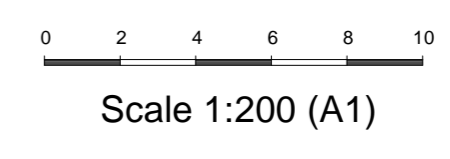
Sewer information is as supplied by the Water Corporation of W.A. and has not been confirmed on site.

KERB - no
SEWER - no
WATER - tanks
POWER - yes
TELSTRA - yes
GAS - Not sighted

LEGEND

- FENCE
- TOP OF BANK
- BOTTOM OF BANK
- OVERHEAD POWERLINE
- ROAD CENTRELINE
- WATER METER/CONNECTION
- POWER DOME
- SEWER CONNECTION
- SURVEY CONTROL

CLIENT : POCOCK BUILDING COMPANY (KEMPIN)		LOT 3 (H503) PALLINUP ROAD, BROOMHILL EAST	
PLAN: Plan 20230	C/T Vol/Fol: 2027/631	AUTHORITY: SHIRE OF BROOMHILL - TAMBELLUP	SHEET 1 OF 1
SCALE: 1:200 (A1)	MAP REF: LANDGATE	JOB NUMBER: G568	SHEET SIZE A1
		SURVEY DATE: 15/12/2020	



JOHN KINNAR & ASSOCIATES
Consulting Surveyors
45 COLLIE STREET
PO BOX 293
ALBANY WA 6331
PHONE (08) 9842 1353 FAX (08) 9842 1570
JKAR REF: g568 - Drawing01

Plant Maintenance Report - February 2021

Reg No.	Description	Current Kms/Hr	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Ford Ranger Ute			2019	2019	1 yr / 15,000km	
1TA	Ford Ranger Ute	7520	30,000	2020	2020	1 yr / 30,000 kms	New ute, fitted accessories
BH00	Ford Ranger D-Cab	412	15,000	2020	2020	1 yr / 30,000 kms	New ute, fitted accessories
BH000	Ford Everest Trend		2000	2020	2020	1yr / 25,000 km	
BH001	CAT Vibe Roller	1,791	2,000	2019	2019	8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	37,622	45,000	2016	2016	7 yrs / 250,000km	
BH003	Ford Ranger D-Cab	8,811	15,000	2020	2020	1 yr / 30,000 km	
BH004	CAT 12M Grader	2,320	2,500	2017	2018	8 yrs / 8,000 hrs	Checked reversing camera
BH005	Cat Multi tyre Roller	1,197	1,500	2018	2018	8 yrs / 8000 hrs	Fixed door latch
BH006	CAT 140 Grader		500	2012	2012	8 yrs / 8,000 hrs	New grader
BH007	Toro Mower	1096	1200	2016	2016	5 yrs / 5,000 hrs	
BH009	Izusu 150 Truck	10,000	20,000	2019	2019	1 yr / 30,000 km	Serviced @ 10000 km.
BH012	Isuzu Fire Truck		Jan-41				Fixed exhaust pipe leak
BH013	Cat 444F Backhoe	2,886	3,000	2013	2013	10 yrs / 8,000 hrs	
BH014	Ford Ranger Space Cab	500	15,000	2018	2018	1 yr / 30,000 km	New ute, fitted accessories and toolbox
BHT0	Kenworth Truck	128,471	130,000	2016	2017	5 yrs / 250,000 km	Fixed coolant leak, replaced all batteries, replaced tyres & replaced brake booster
BHT84	Toro Groundmaster 3500D Mower	1,287	1,200	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	1,393	1,500	2017	2017	8 yrs / 8,000hrs	
BHT125	Mack Curser 8 Wheel Tipper	215,262	215,000	2013	2013	5 yrs / 250,000 km	Serviced wheel hub & replaced all seals and brake shoe
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	60073		2015	2015		
TA001	Ford Ranger Ute	2,396	30,000	2020	2020	1 yr / 30,000 kms	
TA005	Ford Ranger Ute	16,001	30,000	2020	2020	1 yr / 30,000 kms	
TA017	Isuzu Tipper	41,876	45,000	2019	2019	5 yrs / 200,000 km	Fitted new CB radio & fitted vice mount
TA052	Ford Ranger D-Cab	9,358	15,000	2020	2020	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	156,104	170,000	2007	2010	8 yrs / 8,000 hrs	
TA18	12M Grader	4,305	4,500	2016	2016	7 yrs / 8,000 hrs	Adjusted valve clearance
TA281	930K Loader	5,754	6,000	2014	2014	8 yrs / 8,000 hrs	
TA386	Isuzu Tipper	18,864	20,000	2019	2019	5 yrs / 200,000 km	
TA2251	3 Axle Float Trailer				2009		Serviced small engine
TA417	John Deere Gator		250	2019	2019		
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer			2012	2012		
1TMR367	Tandem Axle Dolly						
BKTBR	Skid Steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			

Reg No.	Description	Current Kms/Hr	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
BH2085	Trailer for pump at town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BHT 1626	Papas Tandem Fuel Trailer						Set up new fuel trailer fitted grease pump and retractable hoses
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
BHT 151	Reel Mower	59	500	2020	2020		
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
	Bucket Broom						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
	Trencher Attachment						
	TA Pressure Washer						
	Polesaw						
	Honda Pump						
	Chainsaw						
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
1TOI 298	Sign Trailer			2015			
BHT1636	Side Tip Trailer			2017	2017		
TORO 5910	BH Golf Club Mower	4373	4500	2016	2017		Serviced @ 4300 hrs.
	BH Honda Push Mower			2017	2017		
PFL	Fork Lift	1,400	1,500				
GENSET							
STIHL	Blower						
	BH Pressure Washer						
	Truck Hoist						
	Oil Dispenser						