



Shire of Yilgarn

Council Staff Policy Manual

Contents

1.1	Occupational Health and Safety	3
1.2	Employee Benefits	5
1.3	Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service	9
1.4	Acting Chief Executive Officer Appointment and Senior Employees	10
1.5	Awards – Salaries and Wages Representation.....	11
1.6	Harassment in the Workplace.....	12
1.7	Smoke Free.....	15
1.8	Equal Employment Opportunity	16
1.9	Media Policy	17
1.10	Use of Local Government Equipment.....	21
1.11	Motor Vehicle Use	22
1.12	Council Staff Christmas Function.....	27
1.13	Duty of Confidentiality.....	28
1.14	Emergency Services Leave	29
1.15	Drug and Alcohol Testing	31
1.16	Employee Training and Development.....	35
1.18	Electronic Information and Security	39
1.18	Employee IPad Policy.....	42
1.19	Grievances, Investigations & Resolutions.....	45
1.20	Disciplinary Policy	52

Document Owner **Chief Executive Officer**

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1.1 Work Health and Safety

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

The Shire of Yilgarn provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

The Shire of Yilgarn recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

OBJECTIVES:

This Work Health and Safety Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

Our aim is to prevent all occupational injuries and illness and our Shire acknowledges a duty to achieve the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps work health and safety representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding work health and safety at the workplace.
- Assisting the work health and safety Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Yilgarn will implement and maintain an ongoing work health and safety program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all hazards, injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in consultation with the OSH committee and in accordance with the Shire of Yilgarn's commitment to continuous improvement in safety management.

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

1.2 Employee Benefits

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

As part of Council's ongoing staff attraction and retention strategy, it is beneficial to provide reasonable entitlements/benefits to permanent full-time and part-time employees.

SERVICE PAY:

Less than two years	Nil
Two to four years	\$20 per week
Four to seven years	\$30 per week
Seven years and over	\$40 per week

This allowance is to be granted to all permanent Shire employees however, those who are employed on a permanent part-time basis, the service pay will be applied on a pro-rata basis.

The provision of Service Pay does not apply to Council's Executive Management Team. The Service Pay Policy is to be reviewed annually during Council's Budget deliberations.

HOUSING INCENTIVE PAYMENTS:

Housing Incentive Payments be granted to all Shire Employees not residing in accommodation provided by Council at the rate of \$60.00 per week. Housing Incentive Payments provided to employees engaged on a permanent part-time basis will be applied on a pro-rata basis.

Council will provide a subsidised rent for Council housing with both rental subsidies and incentives subjected to an annual review by Council.

SUPERANNUATION CONTRIBUTIONS:

a) Superannuation Ceiling

The Shire of Yilgarn is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation. This component is known as the Superannuation Guarantee Levy (SGL). The percentage payment may be adjusted by legislation from time to time.

b) Salary Sacrifice and Voluntary Contributions

All full time or part time employees shall have the option via salary sacrifice (pre-tax amount) or voluntary contributions (post-tax amount), as allowed under any specified salary sacrifice options and the Australian Taxation Office guidelines, to deduct a nominated percentage or amount of their ordinary time earnings (with a minimum being 1%) to the employee's nominated superannuation fund. There is no obligation on the Shire of Yilgarn to match employee contributions other than in accordance with the following table:

Staff Contribution	Matching Council Contribution
minimum 1%	7.5%*

- Employee can determine percentage up to 7.5%.

PURCHASE OF IT EQUIPMENT:

The Shire supports permanent staff in their purchase of a Notebook PC, Handheld PC or Mobile Telephone through salary sacrifice in accordance with Australian Tax Office requirements. The employee is required to enter into a salary sacrifice agreement prior to purchase and is responsible for any additional fringe benefits applicable. Salary cannot be sacrificed to purchase desktop Personal Computers or peripherals such as monitors, scanners, etc.

REMOVAL/RELOCATION EXPENSES:

That Council, in an effort to encourage quality staff to the Shire, contributes to removal/relocation expenses up to a maximum of \$5,000.00 as determined by the Chief Executive Officer. Reimbursement of the removal/relocation expenses will be as follows: -

- 50% of the cost being repaid to the employee after 6 months of service.
- The balance to be repaid following 12 months service.

In respect to prospective employees that will be negotiating a Contract with the Shire, Council reserves the right to negotiate individually with the prospective employee regarding removal/relocation expenses. Nothing in this policy shall prevent an employee negotiating to salary sacrifice relocation costs over and above \$5,000.

STAFF TRAINING:

The Shire recognises the need for attention to and investment in staff training and development and authorises the allocation in each year's budget an adequate amount of funds towards staff training and development (refer to Policy 7.18 – Employee Training and Development).

RETIREMENT SEMINARS:

Within 24 months of an employee approaching retirement, application may be made to the employees' appropriate Manager for the employee to attend a seminar on retirement planning at shared cost.

Council's contribution may be to a maximum of \$500.00.

OFFICE UNIFORM:

To maintain Council's corporate image administration staff are encouraged to wear a uniform. To support the wearing of uniforms Council will contribute up to \$400.00 per permanent full-time employee per year. Any additional uniform cost is to be incurred by the employee. For employees who are employed on a permanent part-time basis, the office uniform allowance will be supplied on a pro-rata basis.

CHRISTMAS OFFICE SHUTDOWN:

Council normally closes the Council Offices from 12 noon the last working day prior to the Christmas Day holiday until normal office hours on the day following the New Year public holiday. During this period, office staff are required to take accrued rostered days off or annual leave.

Office staff required to work during that period in order to respond to an emergency are to be granted the equivalent hours of ordinary time paid leave by agreement at another time.

WATER – STAFF HOUSING:

To encourage occupiers of Council housing to maintain attractive landscaping, Council will pay the cost of water usage provided that over watering and/or wastage does not occur. Under the discretion of the CEO, excessive water consumption bills may be re-couped / reimbursed by the Lessee.

Any infringement notices received from Water Corporation relating to water usage/days on rented properties are the responsibility of the Lessee.

CHILD CARE ALLOWANCE:

Council Child Care Allowance helps permanent employees of the Shire of Yilgarn with the cost of child care. This allowance is to be granted to all permanent Shire employees however, those who are employed on a permanent part-time basis, the allowance will be applied on a pro-rata basis.

- Payments
 - In the case where a Centrelink rebate is offered, Council will cover 50 per cent of out-of-pocket child care expenses, after the 50% Child Care Rebate has

been removed and any other subsidies that the employee receives for Child Care. In the case, where no Centrelink rebate is offered, Council will cover 50% of out-of-pocket child care expenses.

- The Child Care Allowance is capped at \$3,000 per financial year, per family. In the event that both parents are employed by the Shire of Yilgarn the allowance can be claimed by one employee only.

- Eligibility
 - The employee must be a permanent employee who has been employed with the Shire of Yilgarn for a minimum of three months (probation period).
 - The employee must be using approved / registered Child Care providers, which includes; Long Day Care, Family Day Care, Outside Schools Hours Care, Occasional Day Care and Home Day Care
 - The employee must have worked for the Shire of Yilgarn during the period.

SAFETY REPRESENTATIVE ALLOWANCE:

Permanent employees who have been elected as a Safety Representative for the Shire of Yilgarn will be entitled to receive a fortnightly allowance of \$40.00; however, those who are employed on a permanent part-time basis, the allowance will be applied on a pro-rata basis.

This allowance remains in place while the employee is an elected Safety & Health Representative, upon resignation as Safety & Health Representative, this allowance will cease.

1.3 Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing.

POLICY STATEMENT:

Gratuity Payments

Council does not favour gratuity payments on termination of employment but reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the Local Government Act 1995.

Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.

1.4 Acting Chief Executive Officer Appointment and Senior Employees

LAST REVIEW DATE: ADOPTED MAY 2022

DUE FOR REVISION: SEPTEMBER 2023

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- Executive Manager Corporate Services
- Executive Manager Infrastructure
- Executive Manager Regulatory Services

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:-

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Executive Manager Corporate Services is automatically appointed as Acting CEO, on that Officer's salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration.

1.5 Awards – Salaries and Wages Representation

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

That the Western Australian Local Government Association (WALGA) Workplace Relations Services represents the Shire before the WA industrial Commission in matters relating to claims by the Unions for alterations to existing wages or salary awards, and wage or salary schedules contained within the Shire Enterprise Agreement.

1.6 Harassment in the Workplace

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

The Shire has a responsibility under the provisions of the WA Equal Opportunity Act 1984 and Commonwealth legislation to provide an environment which is free from discrimination and harassment for all employees and members of the public.

OBJECTIVE:

The Equal Opportunity 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.

The Shire will not tolerate discrimination or harassment under any circumstances. This behaviour is unlawful and Shire will take disciplinary action against any employee who breaches this Policy.

POLICY STATEMENT:

The Shire is committed to and acknowledges that it has a responsibility to take all reasonable steps to provide Equal Opportunity within the workplace and to prevent and manage workplace or work related harassment and sexual harassment within the workplace.

It is expected that everyone in the Shire workplace, irrespective of job type or level, will contribute in a positive and productive way to promote Equal Opportunity and prevent workplace or work related harassment within the workplace.

Everyone in our workplace is responsible and accountable for his or her own actions and behaviour at work and at work related functions such as conferences, Christmas or workplace functions and business trips.

The Shire recognises that all harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action which ensures the absence of all harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct. Anyone making false or vexatious complaints will also be disciplined.

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

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

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

The Shire offers employees the opportunity to access personal or workplace incident counselling as per the Employee Assistance Program.

Equal Opportunity:

Equal Opportunity actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, colour, age, language, ethnicity, disability, religion, political convictions or sexual orientation.

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

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

All offers of employment within this Council are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

Discrimination:

Discrimination is treating a person less favourably than another person, in the same or similar circumstances, on one or more of the grounds in any one of the areas covered by the Act.

Indirect discrimination is applying an apparently neutral rule that has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

Harassment:

Harassment is any form of behaviour, offensive action or remark that is unwelcome, which offends and humiliates, on the grounds of gender, marital status, pregnancy, race, colour, age, language, ethnicity, disability, religion, political convictions or sexual orientation.

Sexual Harassment;

Sexual harassment is unlawful and any conduct of a sexual and/or sexist nature (whether physical, verbal or nonverbal) which is unwelcome and unsolicited, and rejection of which may disadvantage a person in their employment or their life in general. Behaviour that has a sexual component that is unwelcome and unreciprocated may include:

1. Unwelcome verbal comments of a sexual nature;
2. Unwanted and deliberate physical contact such as patting, pinching, fondling, kissing, brushing against, touching;
3. Gratuitous display of sexually explicit written or audio material;
4. Transmission or display of offensive email, images and screen savers;
5. Uninvited and unwelcome jokes that have a sexual and/or sexist undertone;
6. Offensive gestures or actions of a sexual nature;
7. Display within the workplace of sexually offensive material;
8. Persistent unwanted attention, following or stalking behaviour;
9. Subtle or explicit demands for, or offer of, sexual favours or molestation;
10. Intrusive enquiries into a person's private life.

Sexual harassment is not behaviour that is based on mutual attraction, friendship and respect where the interaction is consensual, welcomed and is reciprocated.

Bullying;

Bullying is against the law, and is repeated unreasonable behaviour directed toward a person or group of persons that creates a risk to health and safety. If the behaviour is repeated and unreasonable and victimizes, humiliates, undermines, intimidates, offends, degrades or threatens, then it is bullying. There is no stereotype for a bully – job type, status and gender are all irrelevant. Bullies can be supervisors, managers, contractors, visitors or other employees.

Examples of Workplace Bullying, include, but are not limited to:

1. Abusive, insulting or offensive language;
2. Behaviour or language that frightens, humiliates, belittles or degrades;
3. Teasing and constant practical joking;
4. Physical assaults or threats;
5. Consistently overloading a person with work;
6. Ignoring or isolating a person;
7. Consistently setting unachievable timelines or targets;
8. Unfair treatment in relation to accessing workplace entitlements;
9. Constant intrusive surveillance;
10. Spreading misinformation and rumours;
11. Petty or demeaning work rules;
12. Unfair and excessive criticism; and
13. Sabotage of work, work equipment or personal effects.

1.7 Smoke Free

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

Council recognises that passive smoking is hazardous to health and that non-smokers should be protected from the inhalation of tobacco smoke.

OBJECTIVES:

To comply with appropriate legislation and provide a safe and healthy workplace.

POLICY:

Smoking is not allowed within all internal or enclosed work areas in accordance with the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 including all offices and buildings and Shire vehicles which are regularly occupied by employees.

Smoking is also strictly prohibited:

- in those areas or workplaces which are signposted with prohibitive signs;
- where there is a high fire risk; and
- within 5 metres from an entrance to any Shire building.

1.8 Equal Employment Opportunity

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

The WA Equal Opportunity Act 1984 requires all local government authorities to prepare and implement an Equal Opportunity Management Plan in order to achieve the objects of the Act.

OBJECTIVE:

To set out procedures through which the Shire achieves compliance with Equal Opportunity Legislation.

GOAL:

The equal employment opportunity goals of the Shire of Yilgarn 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.

POLICY:

The Shire recognises its legal obligations under the Equal Opportunity Act 1984, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, impairment, age, religious or political convictions, family responsibilities and family status or gender history and sexual orientation, as follows:

1. All employment training will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements of such training.
2. All promotional policies and opportunities will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such promotion.
3. All offers of employment will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements of engagement.
4. The Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, age, language, ethnicity, political or religious convictions, marital status, impairment or other unwarranted comment.

1.9 Media Policy

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

PURPOSE:

To provide a framework for Councillors, staff, delegates and advisers to:

- Ensure all communication with the media is consistent, balanced, well- informed, timely, professional and appropriate.
- Clearly indicate Council's authorised spokespersons.
- Improve communication with customers and enhance Council's public image.
- Limit the possibility of miscommunication and to maximise the effectiveness of staff by ensuring comments to the media relating to Council are made only through authorised people.

INTRODUCTION:

Council recognises that a well-run, competent, ethical and reputable organisation is the best way to promote a favourable image and that any public relations program is only as good as the organisation behind it.

Council will take advantage of interest from the media to further its reputation and inform the public about Council's activities. Council will also distribute information to the media to communicate information about Council's activities and decisions. In dealing with the media, Councillors and Council officers must be careful to communicate accurate information.

Council welcomes enquiries from the media. All media representatives are to be treated in the same manner as any other customer of Council. That is, Council will attend to media requests promptly and with courtesy, honesty and respect. Council believes that a good relationship based on trust, familiarity and confidence is important between Council and the media.

DEALING WITH MEDIA ENQUIRIES:

The Shire President and Chief Executive Officer are Council's official spokespersons on all matters. The Chief Executive or Shire President may nominate other staff or Councillors to act as spokespeople for the Council in relation to particular issues.

Journalists may on occasions contact a senior officer or staff member directly. No staff member, other than those authorised above are to handle an enquiry from the media without prior approval from one of the above.

Information given to the media of a controversial, legal or ethical nature requires the approval of the Shire President and/or the Chief Executive Officer.

All staff are required to pass on important information to the Chief Executive Officer which could be used as the basis for a press release or internal communication. The Chief Executive Officer will decide if the information warrants a media release and/or photo or other treatment.

Information that Council officers wish to communicate to the media is to be sent to the Chief Executive Officer for editing, photographic support and policy proofing before it is publicly issued.

SPEAKING TO THE MEDIA:

Councillors and Council staff are encouraged to co-operate at all times with media outlets subject to the guidelines provided in this policy and to be proactive, as opposed to reactive, in their use of the media.

Every Councillor has a right to express a private opinion on any issue, whether or not that opinion reflects Council's official position but Councillors must carefully identify the role in which they speak.

All media enquiries to staff should be directed to the Chief Executive Officer.

Council staff must not speak to the media about matters related to Council unless authorised to do so by the Chief Executive Officer or Shire President.

Council employees and Councillors may not provide any comment or information to the media with the intention of contesting or undermining Council policy or casting Council, Councillors or Council staff in a negative light.

Council employees may speak to the media or write Letters to the Editor as private individuals with the following restrictions:

- They do not comment on Council business or policy;
- They are not identified as Council employees;
- Their comments are not perceived as representing official Council position or policy.

From time to time it may be necessary for a Letter to the Editor to be written as an official Council communication to inform the community about a particular matter. Such letters must be issued through the Shire President or Chief Executive Officer.

In the event of an industrial dispute (or an incident likely to lead to an industrial dispute), statements on behalf of Council employees should be issued via the relevant union.

When appropriate a Councillor or a member of Council staff should become the sole spokesperson on a specific issue, event or initiative within their operational portfolio to ensure consistency of message.

Councillors and Council staff should treat all media outlets equally and should avoid giving one outlet preferential treatment. Media releases should be distributed to all media outlets at the same time.

When a media organisation or representative requests information on a specific topic, the response must be provided exclusively to that organisation or representative. When there are requests from multiple organisations, the Chief Executive Officer will determine the method of response.

Councillors and Council staff should avoid providing information “off the record” during media interviews. It is best to assume that everything said to any media representative may appear in a news story.

Contractors or service providers employed by Council must refer all media enquiries relating to Council to the Chief Executive Officer.

All new employees are to be given Council’s Media Policy as a part of the induction process.

INTERNET AND WEB PAGE COMMUNICATIONS:

The internet is a powerful tool for communicating to a broad audience in number of electronic forms. Council has a web page which provides a modern face for the organisation and the role of the Chief executive Office is to ensure that the information is current and relevant.

The web page is both a business communication tool as well as a community information source and therefore the method and manner of communication should be appropriate to the audience and the context.

The web is used to provide public notices, Council minutes, job advertisements, services directory, tourism information and travel guides. Council may also make available pages for community events where the source of the information is not a Council minute or document.

The Chief Executive Officer must ensure that information on the web page is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

COMMUNITY NEWSLETTER:

Council through the Community Resource Centre supports the production and sale of a community newsletter the purpose of which is to provide the community with a forum for communications and stories about local people and events.

Whilst Council, through management of the Community Resource Centre has indirect editorial control over the production of the newsletter it is important that the publication maintains a level of independence appropriate for a community newsletter.

The Community Resource Centre Coordinator is responsible for layout and content of the newsletter and must ensure that the information contained within the newsletter is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

The newsletter should carry a disclaimer in the following terms:

“Disclaimer: The Shire supports the production of this community newsletter the content of which will include articles or comments from advertisers and contributors. The Shire does not

accept responsibility for the content or accuracy of any of the information supplied by advertisers or contributors.”

EMERGENCY COMMUNICATION:

Council recognises that ill-considered and uninformed comments can cause dire consequences and have legal implications in the event of an emergency, disaster, crisis or other sensitive issue.

In the event of an emergency in the Council area involving serious injury to and/or death of residents, the Shire President/Councillors or Council staff, or involving significant damage to Council assets or private property, or involving significant law enforcement activity on Council property, the following procedures will apply to all:

- The Chief Executive Officer and/or Shire President must be notified immediately of details of the incident.
- Details of the incident must not be discussed with any media representatives by any staff unless approved in advance by the Chief Executive Officer and/or Shire President.
- Requests by the media to film, photograph or interview Council staff or council assets involved in the emergency situation must be referred to the Chief Executive Officer and/or Shire President.

1.10 Use of Local Government Equipment

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

1. There should be no private use of Local Government's equipment by employees in any circumstances except with the approval of the Chief Executive Officer.
2. All Local Government equipment should be marked clearly to identify it as belonging to the Shire.

1.11 Motor Vehicle Use

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

Council has motor vehicles available for use by employees in order to meet the operational needs of the Council. Council is also prepared to provide opportunities for employees to salary package private use of such motor vehicles as part of an employment package.

This document outlines the conditions applicable to the use of a Council provided vehicle to employees.

CONDITIONS OF VEHICLE USE:

Employees using Council vehicles are required to comply with the following requirements:

- The vehicles must be used strictly in accordance with laws of Australia and Australian States and Territories. Any fines or charges imposed on a vehicle will be the responsibility of the driver at the time of the incident.
- Drivers must remain within the legal limits for alcohol and not under the influence of drugs when driving a Council vehicle.
- Smoking is not permitted in Council vehicles.
- When requested, the employee must complete an accurate vehicle log book.
- Council vehicles must be made available, if required, by Councillors or Officers, for the conduct of Council business.

ACCIDENT EMERGENCY DAMAGE:

- If the vehicle is stolen or damaged in an accident, employees are required to report and comply with the directions of emergency services, police and render assistance as necessary. As soon as is practicable any accident, theft or damage should be reported to the CEO or his delegate and an insurance Claim Form prepared. Claim forms can be obtained from and lodged with the Executive Manager Corporate Services as soon as possible so she can decide whether a claim is to be submitted.
- If the vehicle is damaged due to an accident or is otherwise unavailable for private use the CEO may authorise the cost of alternative transport or a replacement hire car on such terms and conditions as he determines are appropriate in the circumstances. In any case the employee is entitled to, as a minimum, a refund of any vehicle charge where such unavailability extends beyond five working days.

- Unless otherwise provided the Council will be responsible for the standard excess of the insurance policy for all employees and in the case of private use vehicles, approved non-employees. Where the driver of the vehicle is not a Council employee or their partner and the claim is subject to an age excess for insurance purposes, any additional excess over and above that applicable to the employee as the regular driver is the responsibility of the employee.

VEHICLE OPERATING COSTS & MAINTENANCE:

- Drivers are responsible to ensure that the vehicle is kept clean, both inside and out, that the oil, water and tyre pressure are within normal range and that the vehicle is regularly serviced.
- Council shall pay all expenses relating to the maintenance and running of the vehicle including registration, maintenance, repairs, tyres, petrol and oil. Employees may be required to pay a contribution or part of this cost in accordance with the type of use permitted or their employment contract.
- Drivers must report any operational problems or any maintenance requirements to their supervisor as soon as possible after the problem is noticed and must not drive the vehicle if unsafe or if it is likely to cause damage to the vehicle.
- Council may provide a credit card or fuel card for the purchase of fuel. These Cards must only be used by the nominated Council officer in accordance with the directions of the CEO.

OFFICER RESPONSIBLE FOR DAMAGE IN CERTAIN CIRCUMSTANCES:

- Notwithstanding anything herein contained to the contrary, the Officer will be liable for any damage to the vehicle caused by the negligent act or omission of the Officer or his/her spouse, children, agents, servants, passengers, invitees or persons authorised by him/her.
- This includes intentional damage, knowingly driving the vehicle in an unsafe manner or condition or without having carried out routine servicing and checking of oil, tyre pressure and water levels.

TERMINATION/VARIATION TO CONDITIONS OF USE:

- The agreement for use of a Council vehicle shall terminate on the termination of the employment of the Officer with the Council, from whatever cause the termination arises.
- The CEO may at any time call upon the employee to return the vehicle to the possession of the Council for the purposes of replacement of the vehicle and in such event the Officer shall return the vehicle and shall accept the substituted vehicle in place thereof and the provision of this policy shall apply to the substituted motor vehicle.

- Employees may terminate their private use of a Council vehicle at any time with four weeks written notice.
- The Council or the employee may by written notice, seek to vary the conditions of use or the method of calculation of private use contribution with three months' notice.
- Upon termination of the private use agreement the vehicle shall be returned in good order and condition by the Officer to the premises at which the Office of the Council is situated at the time or to any such other place as the CEO directs.
- Permission to use vehicles can be withdrawn at any time if any of the above conditions are not complied with. A driver in breach of the alcohol and non-prescribed drugs rules is not to resume driving a Council vehicle until specifically authorised to do so in writing by their Department Manager or CEO.
- It is very important to realise that if an employee is required to be able to drive vehicles as part of his/her employment, and they lose the appropriate licence to drive, his or her service may be terminated at the discretion of the CEO.

TYPES OF VEHICLE USE:

- **Business Use**
 - Where a vehicle is not available for private or commuter use out of operational hours it must be secured in the Council depot or other suitable location as determined by the Chief Executive Officer (CEO) or his delegate.
 - Where provided, Council signage and identification must not be removed or covered under any circumstances.
 - These vehicles must only be driven by an authorised and licensed Council employee.
- **Commuter Use**
 - Any employee who is allowed commuter use of the vehicle is permitted to drive that vehicle for business use and:
 - For travel between their home and their work.
 - Travel that is incidental to travel in the course of duties of employment, and
 - Non work-related use that is minor, infrequent and irregular and has the approval of their Department Head. (For example, occasional use of the vehicle to remove domestic rubbish.)
- **Private Use (Restricted)**
 - Conditions same as for commuter use except that the vehicle can be driven by the employee for private purposes within the Shire. No other person is to drive the vehicle, other than in an emergency, without specific approval of the CEO. The vehicle is also not permitted to be driven outside of the Shire Boundary without the written approval of the Chief Executive Officer.

- Private Use (Unrestricted)
 - The vehicle is available for use by the employee and may be driven by their spouse / partner outside of working hours for private use.
 - Other immediate family members, who have an unrestricted license, may drive the vehicle outside of working hours whilst the employee or their spouse/partner is a passenger in the vehicle.
 - No other person is to drive the vehicle, other than in an emergency, without specific approval of the Chief Executive Officer.
 - The vehicle must be available for Council use during normal business hours except when the employee is on approved leave.
 - The vehicle is not permitted to be taken North of the 26th parallel, or interstate, without the written approval of the CEO or Shire President (in the case of the CEO).

REPLACEMENT POLICY:

All vehicles to be changed over on a business case basis.

- Drivers are asked to report vehicles nearing 30,000 km or 40,000 km to their Supervisor.
- Vehicle changeovers are to be coordinated so that purchasing advantage can be gained.

VEHICLE STANDARD AND ACCESSORIES:

The vehicle standard for the CEO and Senior Staff who have private use should be a large family sedan or station wagon generally of a standard of accessories and comfort equivalent to an executive class vehicle. Currently, Council's Executive Motor Vehicle Fleet, consists of the following vehicles: -

- YL1 Chief Executive Officer Vehicle (Executive type vehicle)
- YL50 Executive Manager Corporate Services Vehicle (Executive type vehicle)
- YL150 Executive Manager Infrastructure Vehicle (Executive type Diesel 4 Wheel Drive, 4 door utility/sedan)
- YL252 Executive Manager Regulatory Services Vehicle (Executive type vehicle)

The vehicle standard for the other staff who have private use will primarily depend upon the business requirements of the Council. Therefore, whilst the final purchase decision is that of the CEO, who may also take into account the private use needs and preferences of the staff when purchasing such vehicles.

For employees who have commuter use, the standard of vehicle will generally be a crew cab utility or commercial type vehicle.

Where for operational reasons, the vehicle provided is of a better standard than that specified for the position; the employee shall not be required to suffer any additional cost.

EMPLOYEE CONTRIBUTIONS TO OPERATING COSTS:

Commuter or Business Use:

- No contribution.

Private use (restricted):

- The employee is required to pay for fuel used on travel outside of the Shire area when such use has been approved. Evidence of fuel purchases is required.

Private use (unrestricted):

- As per Vehicle Value Assessments for 2018 as supplied by WALGA Employee Relations

For Managers and Executive Managers:

- Executive Manager Corporate Services \$15,000
- Executive Manager Infrastructure \$16,000
- Executive Manager Regulatory Services \$16,000

per annum from total remuneration package and the employee is required to pay for fuel used on private travel North of the 26th parallel, or interstate when such use has been approved. Evidence of fuel purchases is required.

1.12 Council Staff Christmas Function

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.

1.13 Duty of Confidentiality

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

Confidentiality is of paramount importance. Maintaining confidentiality in the workplace is important for building and maintaining trust, and for ensuring an open and honest communication between customers, clients and employees.

OBJECTIVES:

This Policy is governed by the laws of the State of Western Australia.

POLICY:

The Employee agrees with the Local Government that he or she must;

- a) not at any time during or after the expiration or sooner determination of the term of their employment, divulge or reveal to any person Confidential Information which may come to the Employee's knowledge in performing his or her obligations within the organisation, except as far as:
 - i. may be necessary or required in connection with the proper performance of the Employee's obligations and duties to the Local Government; or
 - ii. the Local Government may from time to time in writing direct or authorise the Employee to divulge or reveal;
- b) take or cause to be taken all reasonable precautions as may be necessary or desirable to maintain the secrecy and confidentiality and to prevent disclosure of other release of any Confidential Information to a person other than as may be approved from time to time in writing by the Local Government; and
- c) unless otherwise instructed in writing by the Local Government, at any time when, pursuant to the relevant authorisation of the Local Government, the Employee is disclosing any Confidential Information to any person, advise the person the Confidential Information is of a confidential, private and secret nature.

1.14 Emergency Services Leave

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

The Shire recognises and supports the participation of employees in volunteer emergency organisations such as the State Emergency Service, Volunteer Bush Fire Brigade and St John Ambulance as a positive and vital role to the community.

OBJECTIVE:

To provide members of recognised emergency service bodies who are employed by the Shire with access to a reasonable amount of additional leave for the purpose of performing the functions when required.

POLICY STATEMENT:

Paid leave of up to 38 hours per calendar year will be granted to employees who are members of an approved volunteer emergency service organisation (such as SES or Volunteer Bush Fire Brigade and St John Ambulance) for the purpose of participating in training or service within the Shire of Yilgarn, 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.

For incidents that are not classified as priority one, leave is to be approved by the employee's line Manager.

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 to the Shire where possible, and have the leave approved by the Chief Executive Officer.

Employees granted paid leave under this Policy shall 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 to participate in a volunteer emergency service organisation under this policy must provide certification that they have become members of a recognised

volunteer service organisation. This certification will be placed on the employee's personnel file and recorded electronically within payroll records.

RESPONSIBILITY:

The Chief Executive Officer is required to approve Emergency Service Leave and Managers to ensure that appropriate documentation is supplied by the employee.

VARIATION TO POLICY:

- This policy may be varied or cancelled at the discretion of Chief Executive Officer.
- All employees will be notified by the normal correspondence method of any variation or Cancellation to this policy.
- All employees are required to read this policy prior to applying for leave.

1.15 Drug and Alcohol Testing

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.

OBJECTIVE;

The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.

POLICY:

The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.

In general, intoxication is the temporary loss of control, due to alcohol or drug abuse, over psychological or physical faculties.

The Chief Executive Officer may waive this requirement where circumstances warrant (for example, during a social event). However, even in circumstances where approval has been given, Council staff may not operate vehicles or equipment on Council property contrary to law.

Employee's are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

Nothing in this policy prevents a Manager or Supervisor who has justifiable cause to doubt an employee's fitness for duty, to advise the Chief Executive Officer (or appropriate Senior Officer) and have the employee removed from the workplace and initiate any reasonable action considered necessary.

PROCEDURE:

Testing individuals for presence of drugs or alcohol

Council is aware that drug testing in the workplace raises issues of privacy, and therefore should be carried out with sensitivity to the employees involved.

Council and employees have agreed to the introduction of random testing for the presence of drugs or alcohol in the workplace. Such testing shall normally relate to entire workgroups or crews and not individuals unless certain justifiable circumstances exist including:

- Where an employee's impairment by drugs or alcohol poses a substantial and demonstrable safety risk to the employee or to other people.
- Where there is reasonable cause to believe that the employee to be tested may be impaired by drugs or alcohol.
- Where the type of drug test to be used can identify the presence of a drug or alcohol at concentrations which may cause impairment.
- Where there has been a lost time injury or serious incident in the workplace
- Where the employee has, within the past six months failed a test, so as to ensure that substance misuse has been eliminated.

Procedure for Dealing with Drug and Alcohol Use Alcohol Use:

Council has testing equipment that is to be used to detect Breath Alcohol Concentration (BrAC) and may in the future have equipment to detect illicit drugs.

Procedure for BrAC Testing:

- Only an authorised person trained to use the equipment and approved to do so by the Chief Executive Officer shall perform testing.
- The testing unit must be checked prior to use to ensure that it is within its calibration limit or time period.
- The person conducting the test must test themselves first and the reading must be zero and confirmed by another person. This test shall be repeated in the presence of the person being tested if they desire it.
- Where an employee records a positive BrAC (Above 0.00%) they must be retested after 20 minutes. The person shall remain in the area of the testing officer and may not smoke, eat or drink anything other than a glass of water to remove any residual mouth alcohol.
- A supervisor or other responsible person should witness the second BrAC test.
- The appropriate forms should be used to record a positive test result and any other information relative to the test.

Disciplinary Action following misuse of alcohol Range zero to less than 0.02%

Where an individual, after the 20 minute break, records a BrAC greater than zero and up to and including 0.02% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

For the first offence of a positive recording between zero and 0.02% the employee will be given a verbal warning by their supervisor.

Any subsequent positive test will result in formal disciplinary action being taken and a letter of warning issued.

Range 0.02% to 0.10%

Where an individual, after the 20 minute break, records a BrAC greater than 0.02% and up to and including 0.10% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

A formal written warning will be issued.

Range greater than 0.10%.

A positive result greater than 0.10% will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Three Strike Rule:

Any employee that is issued with two written warnings and fails any subsequent test within a six month period will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Drug Use:

If a supervisor believes that an employee may be affected by drugs he may request that the employee be directed to undertake a test to determine the presence of drugs by way of saliva or urine sample. Such testing is to be conducted at Council's expense by an authorised person trained to undertake such test.

Urine testing will be conducted in accordance with Australian/New Zealand Standard AS/NZS 4308:2008. Saliva testing will be conducted in accordance with Australian Standard 4760-2006.

A first positive saliva/urine test shall result in the employee being stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave. A verbal warning will be issued by their supervisor.

Where a second saliva/urine test is positive within any six month period the employee will be stood down and requested to undergo a urine or blood test at Council's expense. A formal written disciplinary warning will be issued.

Refusal to undergo the test will result in further disciplinary action including possible termination of employment. Time off is to be taken as annual/unpaid leave. A positive blood or urine test shall then be recorded when the test return a result equal to or above the cut off levels shown:

SUBSTANCE	CUT OFF LIMIT micrograms per litre
Amphetamines	300
Cannabis metabolites	50
Opiates	300
Barbiturates	200
Benzodiazepines	200
Cocaine metabolites	300
Methadone	300

Three strike Rule:

Any employee that is issued with two written warnings and fails any subsequent test within a six-month period will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Return to Work

An employee who returns a positive test result and is sent home, is not permitted to return to the workplace, until such time as a test indicating compliant levels, undertaken by a qualified person, is provided.

Responsibilities

Directors, Managers and Supervisors are responsible for ensuring compliance with this procedure.

It is the employee's responsibility to comply with the procedures and advise their Supervisor if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance.

The employee should also find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

1.16 Employee Training and Development

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

Council and employees are committed to the achievement of the goals and objectives outlined in the Strategic Community Plan. This will be achieved through a continuous improvement approach driven by key organisational development strategies aimed at ensuring that the Shire meets current and future skill requirements, retains corporate knowledge and builds upon workforce capability and capacity.

OBJECTIVE:

The objective of this Policy is to:

- Build capability and skill levels of staff
- Achieve legislative and service delivery requirements of the Shire
- Acknowledge performance excellence
- Support the attraction and retention of employees
- Provide relevant professional and personal development opportunities
- Foster career pathways within the Shire

Management and employees are committed to identifying opportunities for structured and informal training and development programs across the organisation. These opportunities are available to people of all ages and employment status (full time, part time, casual, other i.e. employment by 457 VISA).

Identification of Training Needs:

The Executive Manager Corporate Services (EMCS) will assist senior managers in interpreting and identifying training needs in terms of Council objectives and policies. No allocation of resource to training/development will take place unless there are clearly defined aims and objectives which contribute to the overall purpose and goals of the Shire.

Implementation:

In order to co-ordinate training within the Shire, it will be necessary for each senior officer of the Shire to:

- Assess the training needs within his/her section and the most appropriate methods of satisfying those needs.
- Agree the relative priorities and resources required.
- Prepare a plan of training to meet the needs, priorities and available resources.

- Ensure that the training plan is implemented effectively.
- Ensure that occupational health and safety, legislative and compliance training is current.
- Ensure a post-training evaluation is undertaken to determine its effectiveness and possible ways to improve the training.

Training may be used to introduce new concepts of management methods and techniques relevant to the Shire's operations i.e. new policy (Integrated Planning and Reporting).

Development of all Employees:

To ensure that the Shire has appropriate levels of skills, experience and competencies to provide services, all employees at the Shire are required to undergo learning and development activities. This may include:

1. Appropriate national industry competencies
2. Re-fresher courses or renewal of tickets/licences
3. Conferences and/or seminars
4. Job shadowing
5. Mentoring and coaching
6. Traineeships, apprenticeships, cadetships
7. Work experience; and
8. Other structured workplace learning activities

Performance Review:

- Both management and employees are required to use the Shire's Performance Review process to assist with the development of an Individual Training Plan (ITP) for each employee.
- The EMCS is committed by 30th June annually to ensure the HR system for tracking the learning and development requirements for Shire employees is updated. The tracking system is designed to capture the competencies that have been attained to date plus the future requirements to achieve full competency in the employee's current role.
- It is the line manager's or supervisor's responsibility to ensure that an employee's performance review has been completed and the ITP is compiled and acted on within the timeframes set.
- To facilitate learning and development, the Shire will allocate as a minimum, an annual training budget of 2.0% of the Shire's annual wages and salary budget however this does not result in every employee receiving 2.0 % of their individual salary for training costs.
- The relevant line supervisor will recommend training and development activities for their team(s) in line with service delivery requirements, legislative and technical skill requirements.

Skill Development for Potential Employees:

Where the Shire has not been able to attract potential employees with appropriate skills, but has received expressions of interest from existing Shire employees with some relevant skills, the Shire may engage those potential employees on their current level salary range depending upon their experience in the workforce. On satisfactory completion of competency levels and probation, the employees will move to the salary scale appropriate to the position.

Education & Study Assistance:

Council will reimburse full cost of courses and/or unit/s completed within each Semester for structured training programs including Tertiary and Vocational education and Training. If the employee requests that payment is made by Council prior to course completion (at the discretion of the CEO), the employee must acknowledge that any costs incurred by Council whereby an employee has not successfully passed the unit, will have to be fully reimbursed by the employee. The arrangement for payment by the employee will be a deduction from their payroll to ensure Council will receive all monies owed to them.

Where an employee resigns within 12 months of completing tertiary or vocational education training of which the Shire has reimbursed the employee for, the Shire will then be fully reimbursed by the employee for the cost of the last semester / unit training.

Study Leave:

The CEO is given absolute discretion in allowing study leave for employees with a maximum study leave allocation of 2 days (15.2 hours) per year per employee. Study Leave can also be utilised by employees undertaking examinations arising from an approved course of study. Alternatively, if examinations are undertaken during working hours, time off can be managed through a flexible hour's arrangement with the department manager.

Due to the nature of employment and type of training (i.e. block training) required for Apprenticeships and Traineeships, study and/or examination leave is not applicable.

Internal Promotion or Position Evaluation:

The successful completion of any approved course shall not entitle an employee to a higher classification or position grading. Advancement will be made in accordance with the Award, Contract of Employment, individual performance results and/or other policies.

Staff Attendance at Conferences, Seminars, Lectures and Courses:

The Shire supports staff attendance at conferences, seminars, lectures and courses if relevant to the employees position, as a means of training and development for the benefit of the Shire, the employee and the local government generally.

- Provision for attendance at seminars, conferences and courses shall be included in the draft budget following identification of particular training needs.
- Where budgetary allocation has been approved, the department manager or supervisor shall authorise conference attendance.
- In cases where specific budgetary allocation has not been made, or where attendance requires travel outside of Western Australia the matter shall be referred to the CEO for consideration.
- All requests from the CEO to attend conferences / seminars etc are to be approved by the President and included in the CEO's ITP.
- Briefing and debriefing of each officer attending training and development activities shall be the responsibility of the appropriate manager or supervisor.
- Employee records will be updated by the manager / supervisor to include new skills or experience.
- A copy of conference and course papers will be retained in the Shire's library or reference material.
- Travel arrangements, accommodation and meal reimbursements will be organised in accordance with the relevant business operating procedure.

Flexible Learning:

The Shire is committed to utilising flexible learning options i.e. leveraging technology (example: webinars and Pod Streaming), and supporting local delivery of training and development programs. This is to ensure that employees have easy access to training, are not required to travel long distances and reduce service delivery interruptions.

1.18 Electronic Information and Security

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

INTRODUCTION:

Shire IT information and assets are critical to Council's business, and must therefore be protected from loss, modification, tampering and/or misuse.

This Policy outlines the Shire of Yilgarn's position regarding the use of the software, internet (World Wide Web) and electronic mail in the workplace. Its purpose is to protect both the Shire and employees from action unintended or otherwise that may result from inappropriate use of the internet, software and electronic mail.

OBJECTIVE:

1. To make all employees aware of the Shire electronic information & security policy.
2. To ensure that the Shire's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of the Shire.
3. To ensure that users are aware that electronic mail from the Shire is comparable to a letter printed on Shire letterhead and therefore is subject to the same legal implications under the Freedom of Information Act 1992.

POLICY:

The internet and electronic mail are corporate business tools provided to employees. The purpose of such tools is to assist in research, training and communication as well as provide better access to information. This includes acting in a professional manner when using such tools.

Inappropriate use of this technology including access by unauthorised employees is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. This includes accessing material considered objectionable or restricted under the Western Australian Censorship Act 1996 (e.g. indecent material). Other inappropriate access includes derogatory or radically intolerant web sites or material.

Computer Software

The use of unlicensed software, or software piracy, is illegal and can result in the Shire being the subject of litigation, fines and public exposure. Council will not allow actions by its employees, councillors or contractors to put its reputation at risk.

Council uses computer software under licence, which may not be reproduced or copied in any way. A valid licence must be acquired for all software that is installed on any Council owned and operated IT equipment.

Software is to be used only in accordance with applicable licence arrangements and/or related documentation including making, acquiring or using unauthorised copies of any computer software.

Installed software and computers are subject to audit at any time. Any form of computer game is banned. Virus infections must be immediately reported to Shire IT.

Council retains the right to discipline as appropriate under the circumstances, any employee who fails to comply with the abovementioned requirements and employees will be subject to relevant copyright law.

Electronic Communication

Staff are NOT permitted to access the Internet or electronic mail for their personal use on Shire time; this includes Facebook or any other social media. However, at times, Supervisors may give a directive to research information for the Shire. When using the Internet, staff will be mainly accessing information from the World Wide Web. Unfortunately, the Internet also allows access to undesirable and inappropriate material. Whilst the Shire places a filter on a majority of inappropriate sites, Council wish to ensure that the staff use the Internet in an appropriate manner.

Employees and Councillors using Council's computing facilities are bound by the terms of the Shire IT Policies as varied from time to time. This includes, but is not limited to, offensive or derogatory comments, lewd jokes, pornography, unlawful discrimination or vilification, sexual harassment and privacy violations, or any other material that may offend others. All electronic material produced and/or stored on Council's computer systems remain the property of the Shire. Any misconduct may result in termination of employment.

Where employees receive electronic mail that is inappropriate, it is their obligation to immediately delete its contents and any attachments. They must then advise the sender of its inappropriateness and instruct them not to send such messages again.

Protecting Computer Workstations and Data

Every employee, councillor and contractor has a responsibility for safeguarding Council computer facilities and information.

- Work stations and laptops are to be secured, using physical locks as appropriate, at the end of each day or shift.
- Employees, councillors and contractors with portable computers are responsible for their security at all times.

- A computer access password is the primary key to computer security. The password uniquely identifies you, and allows you access to Council information and computer services.

Users must not disclose their passwords. Confidentiality of passwords, and logon information, is essential and must not be shared with anyone else. This is subject to random audit. A breach of this procedure may result in disciplinary proceedings.

Network Etiquette

All users of electronic data exchange facilities are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Compliance with the Shire's standards and regulations for employee conduct.
- Not engaging in activities which are prohibited under State, Commonwealth or Local Government Law.
- Compliance with the Shire's established procedures for checking software for computer viruses.
- Not using the network in such a way that disrupts the use of the network for other users. This applies to vandalism and harassment.

Protecting Classified Information

The primary requirement for protected Shire confidential information is that access to it may only be given to people who have Shire related business requirement for the information.

- If you receive another Company's classified data from the Internet in error, you are to comply with that Company's instructions for protecting their data.
- Any questions concerning protection of Council information should be discussed with the Chief Executive Officer.

Application and Conduct

Users are responsible for ensuring that their use of the internet and electronic mail is appropriate and consistent with ethical conduct under this policy and in accordance with the Council's Code of Code.

The Shire may monitor usage of its internet and electronic mail facilities. There can be no expectation of personal privacy in the use of the Shire's internet and electronic mail facilities.

In the situation where the Shire is satisfied that there has been a breach of this policy, the following action may be taken:

- Warning and/or
- Suspension of access privileges; or
- Termination; and/or
- Prosecution

1.18 Employee Electronic Tablet Policy

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

OBJECTIVE:

To provide guidelines for access to and usage of tablet electronic devices.

1. Privately Owned Electronic Tablets

- 1.1 Staff who own and operate their own personal electronic tablets will be provided with the appropriate applications required to view the Council's Minutes and Agendas and other Council related documents.
- 1.2 At the CEO's discretion an employee may be provided with a pre-paid download capacity for a period of 12 months. The specific amount of download capacity assigned to an electronic tablet will be advised to the employee at the time the electronic tablet is recharged. Where the employee exceeds the download capacity provided via the prepaid service, the Employee shall be liable for full cost of any additional download amount.
- 1.3 The Chief Executive Officer may on a case-by-case basis, approve a salary sacrifice arrangement for Management staff that would otherwise be issued with an electronic tablet as a "tool of trade".
- 1.4 Employees who use their own Private electronic tablet for Council and private use are encouraged to have this device included under their own private property insurance.

2. Council Issued Electronic Tablets

- 2.1 Electronic tablets are provided for learning, business and information needs of employees of the Shire of Yilgarn and is the preferred mechanism for delivery of the Council's Minutes and Agenda and other Council related documents.
- 2.2 Acceptable Usage
 - The electronic tablet is provided primarily for use with respect to employees, in performing their duties as Officers of the Shire.
 - Upon issue, the electronic tablet will be loaded with applicable business related applications.
 - The electronic tablet will be supplied with a prepaid sim card which will be charged with an annual data package. If the annual data package is used within the twelve months it is the responsibility of the employee to "recharge" the electronic tablet.

2.3 Conditions of Use

- Employees are required to ensure electronic tablets are maintained in an operative condition.
- Employees issued with an electronic tablet are expected to exercise the same care in respect of the security and upkeep of the electronic tablet as if it were the employee's own property. In particular, it is the employee's responsibility to ensure their allocated electronic tablet is securely locked away at night, whether at work or at home. Similar care must be taken when leaving the electronic tablet in a meeting room or any off-site venue and whilst travelling. Electronic tablets must not be left unattended in motor vehicles at any time.
- Lending of the electronic tablet is strictly prohibited.
- The electronic tablet is to remain with the designated person and not swapped with other employees/Councillors.
- Passwords to access the electronic tablet and various applications are provided by the Administration team on issue of each electronic tablet and are to remain as set by the Administration team.
- "Find My electronic tablet" Location Services are to remain on at all times.
- All lost or stolen electronic tablets should be reported as soon as practicable.
- An electronic tablets must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

2.4 User requirements

- If a user suspects that unauthorised access to Council data has taken place via an electronic tablet device, the user must report the incident as soon as practicable.
- Devices must not be "jail broken", that is, the removing of limitations imposed by the manufacturer, or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
- Users must not load pirated software or illegal content onto their devices.
- Devices must be kept up to date with manufacturer or network provider patches. As a minimum, users should check for patches weekly and apply at least once a month.
- Council reserves the right to monitor the data usage on the devices.
- The Council reserves the right to cap or change the data plan to comply with Council's data requirements.

2.5 Training and Reporting of Issues/Faults

- Employees are to seek training, report any issues or faults with the electronic tablets or make any enquiries directly to the EMCS.

2.6 Leave / Termination

- Where extended leave (in excess of three months) is taken the electronic tablet and all accessories are to be returned to the Administration Office. Examples include, but are not limited to, Long Service Leave and Maternity Leave.
- Where employees resign from the Shire of Yilgarn employment, the electronic tablet and all accessories are to be returned to the Administration Office prior to the last day of service with Council.

1.19 Grievances, Investigations & Resolutions

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

OBJECTIVE:

The Shire of Yilgarn encourages and promotes a positive work environment and strong employee relations. To support this, the Shire of Yilgarn expects employees to present and resolve issues and grievances in a spirit of cooperation and fairness. To assist in the resolution of issues and grievances arising in the workplace, it is the Shire of Yilgarn's goal wherever possible, to facilitate early intervention as issues arise, and provide employees with the opportunity to address and resolve work-related problems or employment issues internally. Workplace issues and grievances that are not addressed have the potential to grow into major problems that may cause tension, low morale and reduced productivity. Unresolved or poorly handled grievances may also lead to legal action.

In keeping with the Shire of Yilgarn's commitment to building a strong and committed workforce, the objective of this procedure is to detail the processes to be followed for resolving staff issues and grievances so that work-related concerns and problems are managed in a fair, equitable and timely way, consistent with applicable laws and regulations.

SCOPE AND RESPONSIBILITIES:

This procedure applies to issues and grievances that arise from any type of work-related issue including, but not limited to harassment, bullying and discrimination. This procedure does not limit the right of any employee to seek other forms of assistance for the resolution of the grievance however; the expectation is that in the first instance, resolution is sought following the Shire of Yilgarn's practice set out here. Should the grievance be formally referred to an external agency, the internal processes of the Shire of Yilgarn may be suspended pending the outcome of the external review.

This procedure applies to any person involved in the Shire of Yilgarn, including all employees, contractors and volunteers. The responsibilities of all employees, contractors and volunteers include:

- **Employees:** All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire of Yilgarn's HR Policies and Guidelines and builds on a positive workplace culture. All employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace. They will report the details according to the guidelines and procedures set out in this procedure.

- Responsibility of the Manager/Supervisor: Issues and grievance resolution is an integral part of the duties for managers and supervisors. Their responsibilities include:
 - Identifying, preventing, responding to and resolving problems in the workplace; and
 - Ensuring staff understand the process for resolving workplace issues and grievances
 - Providing timely and confidential information to staff including:
- Available and suitable options
- Trying to resolve the issue at the local level through an informal procedures
- Advice on further action if a local resolution is not achieved
 - Follow up and monitoring when issues have been resolved
 - Ensuring the parties are not victimised
- **The Complainant:** Is required to participate in the process in good faith and take prompt action in notifying of an issue or grievance.
- **The Respondent:** Is required to participate in the process in good faith.
- **The Work Health and Safety Representative:** Assist the Manager in investigating issues and grievances that relate to occupational safety and health matters

TERMINOLOGY:

- **Issue:** An issue may result from any concern or complaint about any work-related problem or employment issue that someone perceives to be unfair, discriminatory, unsafe or unjustified. The source of the issue may be a supervisor, another employee or group of employees, a contractor or a volunteer. Issues resolution takes place informally and at a local level.
- **Grievance:** The term grievance refers to a formal complaint and must be made in accordance with this Procedure. A grievance must be made in writing, given to the immediate manager or CEO and come directly from an employee who has an honest belief, based on reasonable grounds that:
 - An administrative decision adversely affects them; or
 - The behaviour of an employee, whether by action or inaction, constitutes inappropriate workplace behaviour, as set out in the in Workplace Behaviour Policy

The grievance must be in writing and be lodged within 12 months of the decision or alleged misconduct occurring. The written letter must specify the following:

- What attempts the employee has made to resolve the grievance informally and locally
- The grounds on which the employee believes they have been adversely affected
- The grounds on which the decision/behaviour is unfair and unreasonable
- The action which the employee believes would resolve the grievance

An employee may not lodge a grievance:

- If the employee has not made reasonable endeavours to resolve the matter informally and locally. The exception to this is where the investigating officer is satisfied that local resolution is not reasonable or appropriate
- About an act or omission that is subject to another grievance procedure
- Investigating Officer: An employee or external person nominated by the Chief Executive Officer or Manager of the Shire of Yilgarn to resolve a grievance concerning allegations of workplace behaviour that may be in breach of this procedure and/or the Act and other Commonwealth legislation concerning discrimination, harassment or Work Health and Safety.
- Complainant: The employee(s) lodging a complaint.
- Respondent: The employee(s) against which the complaint is made.
- In good faith: Any person involved in the resolution of an issue or grievance is to act as a 'reasonable person', with sincere belief and motive, free from malice.

PRINCIPLES OF THE MANAGING ISSUES & GRIEVANCES PROCEDURE:

Grievances should be treated seriously, sensitively and the process for addressing them should follow the principles set out below.

Timeliness	<p>Concerns should be raised as early as possible after the incident relating to the issue or grievance that has occurred.</p> <p>On receipt of a formal complaint, the receiving manager/CEO must respond within two working days to commence investigation proceedings.</p> <p>Grievances and complaints are to be dealt with in as short a timeframe as possible without compromising the effectiveness of process and rights of those involved. It is recommended that 21 days is a sufficient amount of time in most circumstances to resolve an issue or grievance.</p>
Honesty	<p>Individuals lodging grievances or complaints and those who may be the subject of a grievance or complaint are to participate in the resolution process in good faith.</p>
Confidentiality	<p>Maintaining confidentiality of the process by not discussing the matter with anyone who is not a party to the grievance or the resolution process. Only the people with a genuine role to play in helping to resolve an issue or grievance should know its details or discuss them. Anyone found to have engaged in gossip or innuendo about an issue or complaint is at risk of disciplinary action from the Shire of Yilgarn and possibly legal action under the laws of defamation.</p> <p>The Shire of Yilgarn considers confidentiality one of the most important aspects of dealing with issues and grievances. However, in some circumstances information may not be able to be kept confidential, such as where physical threats are involved or the law otherwise requires it.</p>

Respectful	<p>Complainants, respondents and witnesses are not to be intimidated or victimised for having lodged a grievance or complaint or for having provided information to a person authorised to investigate or resolve the matter.</p> <p>An employee who is found to have acted in a malicious or vindictive way by lodging a grievance or complaint that is without foundation may be subject to disciplinary action.</p>
Procedural fairness	<p>Procedural Fairness applies in any context in which a decision may adversely affect an individual. In the case of misconduct or poor performance, it requires employers to:</p> <ul style="list-style-type: none"> • Conduct an investigation into the allegations • Allow the employee to have reasonable representation if requested • Provide the employee with the opportunity to respond to the allegations • Ensure that the decision-maker has the benefit of considering all the relevant details that form the basis of the allegation or decision; and • Ensure that the decision maker is free from bias
Fair and impartial	<p>All parties involved will have the opportunity to tell their side of the story. No assumptions will be made and, to the extent possible, no action will be taken until all relevant information has been collected and considered.</p>
Supportive	<p>No action will be taken against anyone making or helping someone to raise an issue or a genuine complaint. The Shire of Yilgarn will take all reasonable steps to support anyone raising an issue or making a complaint, and to ensure that they are not victimised.</p>

COMPLAINT PROCEDURE:

Options for the resolution of issues include:

Self-Resolution	<p><u>Wherever possible this should be the first course of action taken in addressing an issue.</u></p> <p>The complainant may prefer to resolve the issue themselves by arranging a meeting with the persons concerned and speaking with them about it. If this option is selected, the complainant should be offered support and coaching as well as being advised on any other options that may be available in case the self-resolution is unsuccessful.</p>
Mediation	<p>This is where a third party meets with the people involved to assist them in each understanding the issues and then reaching a resolution that everyone agrees to. Mediation is conducted face to face with all persons in the room together. The manager may provide mediation support during the informal process if they seek support and advice from the HR advisor.</p>

Conciliation	This involves meeting with the persons involved individually and then together to reach an agreeable resolution. This is used when either party is reluctant to meet face to face or mediation has not worked. A suitable person with an understanding of the process should be used in this situation.
Support	It is important that all persons involved in the resolution of an issue be offered support by way of counselling, mentoring and coaching. At any stage an employee has the right to have a support person included in the meetings. The role of the support person is to observe quietly, they are not to be involved in any discussions. At any stage an employee has the right to seek advice and council from the Equal Opportunity Commission in relation to complaints of discrimination and harassment, and WorkSafe for complaints of bullying.

INFORMAL ISSUES RESOLUTION:

Wherever possible, grievances should be resolved through an informal process of discussion and cooperation within the organisation in a way that minimises the potential for detriment to on-going work relationships.

It is important that a person accused of inappropriate behaviour is provided with the opportunity to understand what they have done and the effect of it, and provided with the opportunity to change their behaviour.

Process to be followed by a Complainant when raising an issue:

Step 1: Identify the issue

The complainant is to determine the nature of their issue by:

1. Clarifying the issue(s) to be raised in the grievance or complaint. Does it concern the behaviour of an individual or a group of people, or is it about a decision or action that is considered to be discriminatory or constituting harassment?
2. Document the details of the issue including instance(s) to be raised, dates, parties involved, location, names of witnesses etc.
3. Consider the options for addressing the issue
4. Clarifying the outcome sought as a consequence of raising the grievance or complaint (e.g. for the complained of behaviour to stop, for the decision that is considered discriminatory to be reviewed)

Step 2: Meet with your Manager/HR Advisor

1. Meet with your immediate manager, or if this person is not appropriate, the next level of management up; alternatively speak with the HR advisor

2. Discuss your concerns and seek their help to plan your approach to addressing the issue
3. It is encouraged that the complainant meet with the person they have a problem with, to discuss it and find a suitable resolution. It is recognised that this is not always an easy thing to do so options such those listed above could be considered

Step 3: Meet with the respondent

1. Should the complainant decide to approach the person(s) privately and tell them of a concern they should let the person know that they would like to speak to them and arrange a suitable time and location
2. It is suggested that the complainant plan their conversation by writing the details of the issue so they can provide clear and accurate information to the respondent
3. The behaviour of concern should be described and an explanation of why it is a problem and that the person needs to stop or modify their behaviour
4. If it is about a decision that the complainant feels is discriminatory, the grounds of concern should be explained to the person who made the decision
5. Arrange a time to follow up to discuss progress in resolving the issue, allowing a suitable timeframe for change to take place

Step 4: Failure to resolve the issue

1. Should the complainant find that the informal approach has not resolved the issue sufficiently the complainant is to lodge a formal grievance with their Manager or CEO. From this, the issue will become a formal grievance and the grievance resolution process will be applied.
2. The Grievance Record Form is to be used for lodging a formal complaint

FORMAL GRIEVANCE RESOLUTION:

1. On receipt of a written complaint, the receiving Manager or CEO is to initiate a formal investigation into the allegations
2. An independent investigator is to be appointed. This can be an employee trained in the process who is separate from the people involved in the grievance. However an external investigator may be the most appropriate person to complete the investigation.
3. The investigating officer will inform all persons involved that a formal complaint has been made and what they can expect from the process.
4. The investigator will conduct interviews, seek witness statements and examine all the evidence to ascertain what occurred
5. The investigator will present a report to the CEO detailing the outcomes and recommendations for action in addressing the grievance
6. The CEO will determine what course of action to take and undertake this
7. All interviews will be recorded and a record of the investigation will be kept on the personnel file of involved parties

Substantiated complaints

If a grievance accusation is substantiated the Shire of Yilgarn will take appropriate action.

If an employee is found to have breached the Workplace Behaviour policy, disciplinary action may include:

- Being formally performance managed
- Formal counselling
- Compulsory training in relation to unacceptable behaviour
- Other disciplinary action, which may include termination of employment. Feedback on the outcome of the investigation will be provided to all involved, where appropriate, taking into consideration the Shire of Yilgarn's commitment to maintaining privacy and confidentiality.

The Shire of Yilgarn seeks to promote that all employees are protected and appropriate action is taken whenever issues or complaints are reported.

REFERENCE DOCUMENTS

- Work Health and Safety Act 2020
- Work Health and Safety Regulations 2023
- Code of Practice Violence, Aggression & Bullying at Work: WorkSafe WA Commission (2006).
- Guidance Notes: Dealing with Bullying at work – A Guide for Workers. WorkSafe WA Commission (2008).

1.20 Disciplinary Policy

LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023

POLICY STATEMENT:

The Shire of Yilgarn may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

APPLICATION:

This policy applies to all employees who work at the Shire of Yilgarn, including contractors, volunteers and any person performing work for or with the Shire of Yilgarn in any capacity.

COMMITMENT:

The Shire of Yilgarn is committed to providing the best possible services and ensuring its employees perform and conduct themselves in accordance with the Shire of Yilgarn's policies, procedures and guidelines (Policies). Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

AUTHORITY TO TAKE DISCIPLINARY ACTION:

Disciplinary action may only be taken when authorised by the Executive Manager. The Executive Manager may only approve disciplinary action after consultation with the CEO.

When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of the Shire of Yilgarn policies and procedures including, but not limited to:

- Breaches of the Code of Conduct such as failing to disclose a conflict of interest; or
- Accepting a prohibited gift; or
- Poor performance such as frequently attending for work late or producing a poor quality of work; or
- Inappropriate behaviour such as theft, violating the Harassment Within the Workplace Policy; or
- Wilfully disobeying a lawful instruction.

General Disciplinary Principles

The following principles will apply to any disciplinary action taken:

- Nature of allegation and investigation: before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may follow, in accordance with the Grievances, Investigations & Resolution Policy and Procedure;
- Right to a support person: where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support;
- Confidential: All parties must keep matters related to a disciplinary process confidential; and
- Fair and impartial: the Shire of Yilgarn strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

Serious Misconduct

Serious misconduct pursuant to the Fair Work Regulations 2009 includes, but is not limited to:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to the health or safety of a person; or the reputation, viability or profitability of the Shire of Yilgarn's organisation;
- the employee, in the course of the employee's employment, engaging in:
 - theft; or
 - fraud; or
 - assault;
- the employee being intoxicated at work; or
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire of Yilgarn's Policies, the employee could be disciplined as follows:

- Verbal warning - Where an employee engages in an act or omission which is inconsistent with the Policies, the Executive Management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file;

- Written warning - If the employee engages in a more serious act or omission, or acts in a manner which is inconsistent with the Policies, the Executive Management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.; and
- Termination of employment with notice - In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Yilgarn has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire of Yilgarn's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

Principles to be Applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Yilgarn's Grievances, Investigations, and Resolutions Policy and Procedure.

Investigation Procedures for Alleged Misconduct

Investigations into alleged misconduct should follow the processes detailed in the Shire of Yilgarn's Grievances, Investigations, and Resolutions Policy and Procedure.

Reporting Obligations

If an officer or employee of the Shire of Yilgarn has reporting obligations pursuant to the Corruption and Crime Commission Act 2003 (WA) and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the Public Interest Disclosure Act 2003 (WA).

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.

Employee Declaration

I have **read, understand and agree** to abide by the terms and conditions of **all** the policies contained **within the Shire of Yilgarn Staff Policy Manual as adopted on the 15th September 2023.**

Signed: _____ Date: _____

Name (please print in block letters): _____

Witnessed: _____ Date: _____

Name (please print in block letters): _____

Please return this signed & witnessed page only to Human Resources.



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