



Council Policy Manual 2017

Division 8 - Staff

The policies in this division are taken from Council Policy Manual 2017 and require review



Date 23 June 2022

Version 1.0



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8.1.4 Relocation Expenses

- a) The Shire will, subject to the requirements of the relevant employee either:
 - i. Reimburse relocation expenses of staff appointed on the following basis:
 - ▶ After twelve (12) months service 50% of the relocation costs.
 - ▶ After two (2) years of service the balance of relocation costs or:-
- b) If the employee seeks to have the relocation costs paid up front by the Shire to avoid financial hardship then the employee shall agree in writing to:-
 - i. If leaving the employment of the Shire prior to completion of twelve (12) months service – the full amount of the relocation costs.
 - ii. If leaving the employment of the Shire prior to the completion of two (2) years service 50% of the total relocation costs.
 - iii. If leaving the employment of the Shire after 2 years service no refund shall be applicable.

NOTE: The Shire of Victoria Plains reserves the right to make alternative arrangements for contracted employees.

8.1.5 Interview Expenses

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

- a) If the applicant is traveling by car, an amount equal to the kilometres from the current place of residence of the applicant to the place of interview and return at the rate applicable under the Local Government Officers (WA) Award to a maximum of \$800.
- b) If air travel is appropriate and available an amount equal to a single economy return class airfare from the current place of residence of the applicant to Perth.

If any other form of travel is appropriate the actual costs to and from the place of residence of the applicant to the place of interview

8.1.15 Sexual Harassment Policy

- a) The Shire strongly supports the concept that every employee, Councillor and member of the public employed or engaged in business with the Shire, has a right to do so in an environment which is free from sexual harassment and the Shire is committed to providing such an environment.
- b) The Shire considers sexual harassment to be an unacceptable form of behaviour, which will not be tolerated and recognises that sexual harassment is unlawful
- c) Sexual harassment is any conduct of a sexual nature and/or sexist nature (whether physical, verbal or non verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee Councillor or member of the general public.
 - i. Deliberate and unnecessary physical conduct such as patting, pinching, fondling, kissing, brushing against, touching;
 - ii. Subtle or explicit demands for sexual activities or molestation;
 - iii. Intrusive enquiries into a person's private life;
 - iv. Uninvited and unwelcome jokes that have a sexual and/or sexist undertone;
 - v. Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive



material.

- d) The Shire recognises that sexual 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 sexual harassment in the workplace including training of the workforce and specific training for officers identified to deal with complaints. Appropriate discipline will be taken against any individual found to be engaging in such conduct.
- e) Any complaints of sexual harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.
- f) Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without prior consent of both parties.
- g) An employee whose health or work performance has been proven to be affected by sexual harassment will not have their employment status or conditions disadvantaged in any way.
- h) A Complaint/Grievance Procedure contained within the Shires Induction Manual should be strictly adhered to.

8.1.18 Paid Leave for Voluntary Service

- a) All staff who are bona fide members of volunteer emergency service groups, such as Fire Brigade, State Emergency Services, Ambulance etc who are required for emergency service to those groups during working hours shall be released and paid for time absent by the Shire up to the total of ordinary time usually worked during that day or the period of the emergency but will not include time in excess of ordinary working hours, weekend or public holidays.
- b) For the purpose of this policy ordinary time shall be the time ordinarily worked on the days the employee may be absent including any standard overtime arrangements

8.1.20 Conference and Seminar Attendance

- a) Requests for authority for senior staff to attend Conferences and Seminars outside of that classified as Staff Training shall wherever practicable be brought before Council for consideration.
- b) Council shall, by resolution, authorise the attendance of staff as considered appropriate.
- c) Contracted staff attendance at Conferences and Seminars will be as per their individual employment contracts.
- d) Where authority is granted under this clause for the attendance of Senior Staff or staff contracts include authorisation for attendance under certain contracts conditions, all reasonable expenses relating to accommodation, nomination, meals and other reasonable expenses incurred will be met by the Shire subject to presentation of documented evidence for the expense.
- e) Where it is considered appropriate for a staff member to be accompanied by another person when attending any function where attendance has been authorised by Council, the Shire will meet the expenses applicable to that person with approval of full Council.

Amended & Adopted 16/04/14

Note: Policy 8.1.20 Conference and Seminar Attendance is at odds with Policy 8.1.25, Policy 8.1.21 the Continuing Professional Development Policy applicable to the CEO, the CEO's contract and the CEO's authority regarding being responsible for all staff. Those sections in conflict must not be applied.



8.1.21 Staff Training – Costs applicable

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

- a) The relevance of the training to the staff member,
- b) The cost of the training,
- c) Budget allocation for training provided,
- d) Obligations of performance appraisals completed,
- e) Any other relevant factors

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

Amended & Adopted 16/04/14

8.1.23 Gratuities and Redundancy Payments

Gratuities

A gratuity may be paid to an employee at the sole discretion of the Shire upon the employee's retirement or the employee's beneficiaries following the employee's death.

The gratuity may be paid in accordance with the following conditions:

- a) After a minimum of ten years service
- b) An amount maximum equivalent to one months salary at the level of salary applicable to the employee at the date of retirement for each year of service.
- c) The Shire may, in special circumstances at their discretion, determine that benefits additional to those prescribed in this Policy may be paid however details of those additional benefits and/or payments shall be published in accordance with Section 5.50 (2) of the *Local Government Act 1995*.

Redundancies

- a) In respect to redundancies resulting from internal restructuring, external restructuring e.g. amalgamations, boundary changes etc:
 - i. Negotiations and Payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award or if Schedule 2.1 Clause 11 (4) of the Local Government Act applies in accordance with that Section.
- b) In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of 2 years salary at the time of completion of negotiations.

Gifts

- a) The Shire may present a gift to an employee whose service with the Shire is finalising.
- b) The value of the gift shall not exceed \$1,500.
- c) Council may determine that a gift of greater value is to be made, however in those circumstances the Council shall publish the intent in accordance with Section 5.50 (2) of the *Local Government Act 1995*;
- d) A gift can include a gift of money, a gift which is non-monetary but of value, a gift in kind, the payment of



an inadequate financial consideration or the receipt of a discount, financial or other contribution to travel, the provision of a service for no consideration or a firm promise or agreement to give a gift at some future time.

General

- a) No severance or redundancy payments shall be less than payments or benefits provided for in accordance with:
- i. Any Federal or State Award or industrial agreement application to the employee.
 - ii. Any applicable provisions with the employee contract or employment.
 - iii. Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal.
 - iv. Where the Council so agrees, any recommendation made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.



8.1.24 Fitness for Work

The use of drugs or alcohol can have adverse effects upon the workplace, the safety of others, the integrity of the Shire, the well being of employees and their families and the ability of the Shires duty of care to provide a safe workplace.

The Shire is responsible for the safety of ALL employees in the workplace, therefore it is expected that employees will be free of the effects of illicit drugs and alcohol while undertaking the duties of their positions. It is expected that employees will present themselves for work in a fit state so that assigned duties and work activities can be performed, without impairment caused by the use of or after effects of alcohol, illicit drugs, non-prescriptive or prescriptive medication or any other substance.

Any employees use of illicit drugs, unlawful manufacture, purchase, offers to purchase or sell, transfer, distribute, consume or be in possession of illicit drugs in the workplace is strictly prohibited by the Shire.

The Shire reserves the right to conduct searches for drugs including but not limiting searches of desks, vehicles, packages which are on Shire property or a Shire facility.

Any drugs found as a result of such a search will be confiscated and the occupant or user of the object found will be subject to disciplinary action up to and including termination and will be reported to the Police.

The Shire also reserves the right to (testing). The OHS Act 1984 Section 19 states:

Employers are to ensure the health, safety and welfare at work of their employees and visitors.

The OHS Act 1984 Section 20 also imposes the following obligation on employees:

Employees are to take reasonable care of the health and safety of others and to cooperate with employers to comply with occupational health and safety requirements.

Objective

To provide a work environment in which the safety and optimum performance of staff is not adversely affected by the use of alcohol or other drugs.

To assist any employee to overcome any form of abuse of either drugs or alcohol.

Interpretation

Employee - for the purposes of this policy where the word employee is used it shall be taken to mean but not be limited to the following:

- a) Staff directly employed by the Shire.
- b) Contractors / sub-contractors and any of their employees whilst engaged on work with the Shire.
- c) Shire consultants or their employees whilst on Shire work.
- d) Agents whilst acting on behalf of the Shire.

Intent of Policy

To prescribe a set of conditions of employment that if complied with will ensure that no employee or other person is put at risk by an employee acting under the influence of alcohol or other drugs whether prescribed or not.

Ensure that people who are dependent upon alcohol or other drugs, whether prescribed or not, are not discriminated against for having to take prescribed medication or for seeking assistance to overcome a dependency, and that any advice, requests for assistance or subsequent support be provided with confidentiality maintained.

To support the Shire of Victoria Plains responsibility for and commitment towards ensuring a safe and healthy workplace by outlining expectations and requirements for creating and maintaining such an environment.



Confidentiality

Confidentiality is fundamental in any discussion with an employee in relation to health matters and the use or misuse of alcohol and drugs. In order to protect the privacy of individuals the practices to be followed are listed below:

- a) Conversations relating to work performance, conduct or the use or misuse of alcohol or other drugs must be conducted in private.
- b) All information regarding an employee's health status, counselling or treatment must be treated as confidential.
- c) Employees may wish their manager to liaise with their counsellor or physician. In this case, employees must give their permission in writing for information to be disclosed. The only information that may be disclosed in such circumstances is work-related, in order to support effective management of work performance or conduct and the reintegration of the employee into the workplace.

References

- a) Occupational Health and Safety Act 1984
- b) Occupational Health and Safety Regulations 1996
- c) AS 4308 – 2001 – Procedures for the collection, detection and quantitation of drug abuse in urine
- d) Poisons Act 1964
- e) WorkSafe Guidance notes

Work Sponsored Functions – Alcohol Consumption

There may be occasions where alcohol may be included as part of an approved work function or other recognised work event whether on Shire premises or not. It is expected that whilst attending such functions, employees will continue to behave in a sensible and responsible manner with due care for their own and other people's safety and well being.

Failure to behave in a sensible and responsible manner with due care, or failure to follow any directions from management with regard to consumption of alcohol may result in disciplinary action.

Employees if consuming alcohol at such a function are expected to comply with the legal drink/driving limitations or make alternate arrangements to travel home.

At such functions the Shire will ensure that:

- a) adequate food, low and non-alcoholic drinks are available
- b) time limits will be set for the function
- c) a 'responsible person' (not drinking alcohol) will be appointed for each function

Roles and Responsibilities

It is the responsibility of Managers and Supervisors to identify any concerns with an individual's immediate ability to perform their job and to take appropriate steps as required. It is the Managers and Supervisors responsibility to modify the employee's duties or define alternate duties when advised of prescriptive medication which may cause impairment to activities undertaken in the employee's current job.

It is the employee's responsibility to advise their Manager or Supervisor if they are taking any prescribed drug or medication which may affect their ability to perform their work. The employees should consult with their physician or pharmacist to determine if the medication may cause impairment to the performance of the activities undertaken in their job.

Employees are not to present themselves for work if they have consumed alcohol or other drugs (other than prescribed medication) which will affect their ability to work safely.



Assistance and Rehabilitation

The Shire recognises that substance dependency can exist and be successfully treated therefore the Shire also encourages employees to assume ownership of gaining control of such dependencies.

Employees who voluntarily request assistance will be treated with respect and confidentiality. Full participation in appropriate treatment programs is expected. (Rehabilitation or employee assistance programs for drug and alcohol issues are used because of concerns about job safety and not to identify symptoms of alcoholism or drug abuse.)

For its part in meeting the objectives of this policy, the Shire will provide appropriate education, information, counselling and instruction necessary to have employees understand the risks associated with the use and abuse of alcohol and other drugs at work. The Shire will also facilitate rehabilitation programs where appropriate.

Identifying the Impairment

In determining 'reasonable cause' for suspecting if an employee is intoxicated or if their ability to work is impaired by reason of intoxication, the following criteria (observed behaviours) can be used:

- a) Smell of alcohol or drugs on breath
- b) Glassy eyes
- c) Slurred speech
- d) Face abnormally flushed
- e) Unusually loud or argumentative
- f) Unsteady gait or unusual body movements
- g) Deterioration of job performance
- h) Discarded drug evidence in workplace or plant

If an employee arrives at the workplace and there is reasonable cause to suspect that the employee may be under the influence of alcohol or drugs, the Supervisor or Manager must be advised immediately and the Supervisor/Manager is to immediately remove the person from the work environment pending further investigation.

Approaching an Employee

The following procedure will apply if an employee is suspected by their Supervisor or Manager of being under the influence of alcohol or drugs at any stage of the work day (including on commencement or after any break) or is displaying behaviours which indicate they have an impairment to perform their duties safely.

1. Fitness for Work

The Shire of Victoria Plains recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the direct employee, other employees or members of the public. This procedure outlines guidelines and expectations of the Shire of Victoria Plains to control the incidence of risk of injury or accident as a result of an employee being unfit for work. Employees found to be under the influence of/or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences will result in instant dismissal. Third offences will also result in instant dismissal.

1.1 Alcohol

Being under the influence of alcohol will not be permitted whilst working on the premises or property of the Shire of Victoria Plains.

Employees will be given the opportunity to self test for alcohol prior to commencement of work to determine their fitness for work.



If an employee refuses a breath or blood alcohol test then instant dismissal may follow. If the employee is over the legal limit to drive, alternative transport will be required.

Employees who commence work whilst under the influence of alcohol including, working under the adverse effects of alcohol, will be stood down from their duties and taken for an alcohol test. If an alcohol level is deemed to be 0.05 and over, employees will be sent home without pay for the remainder of the day. As the employee will be over the legal limit to drive, alternative transport will be required.

If the blood alcohol level is under 0.05, employees will be prohibited to operate Shire machinery, plant or equipment until an alcohol content of 0 is reached. Sedentary duties will be offered until then.

All persons in charge of Shire vehicles may be breathalysed prior to operating a vehicle to assure compliance with the provisions of the *Road Traffic Act 1974*.

The unauthorised possession or consumption of alcohol at the workplace will result in disciplinary action in accordance with section 5 of this policy.

2. Drugs and Prescription Medication

2.1. Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire of Victoria Plains. Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Victoria Plains property or premise will result in disciplinary action and possibly instant dismissal.

If suspected of the above, an employee must undergo a drug screen paid by the Shire of Victoria Plains.

Refusal to undertake a drug screen may result in instant dismissal.

If the drug screen proves positive results on the first offence, the employee will receive a written warning.

If an employee is found to give a positive result on the second offence, they will receive a second written warning. On the second offence, the employee must agree to be submitted for consequent drug testing every fortnight or at random for a two month period. The employee will be instantly dismissed if a subsequent test is undertaken with a positive result.

Any third offence will also result in instant dismissal.

2.2 Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication that they are taking that may affect their ability to perform. It is also a requirement of employees to advise their supervisor of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day. This information is to be recorded on their personnel file for reference in the event of an emergency. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (i.e. penicillin.)

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturers' recommendations.

Failure to follow these requirements will result in disciplinary action, or instant dismissal.

All information provided by the employee will be dealt with in a strictly confidential but sensitive manner in order to achieve a suitable outcome for both parties.



3. Fatigue

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- a) Lack of sleep
- b) Voluntary Work
- c) External work commitments
- d) Medical Issues

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Victoria Plains policy to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the Shire of Victoria Plains.

Depending on the circumstances, the Shire of Victoria Plains may agree to come to a compromise with the employee to ensure there is equilibrium between regular hours worked at the Shire, sleep / rest and additional hours worked elsewhere (including paid and voluntary work). If this agreement is reneged by the employee, disciplinary action will result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee will be stood down from work without pay for the remainder of the day.

4. Employee Assistance Programme (EAP)

The Shire of Victoria Plains understands employees may be experiencing difficulties external to work that may influence their behaviour and health whilst at work. To assist with the recovery of the employee, the Shire of Victoria Plains has in place a confidential employee assistance program. For the purpose of this procedure, this program may be offered to first offence employees otherwise this program will be offered on the second affirmed screening. The Shire of Victoria Plains will offer a total of 3 counselling sessions, if further sessions are required; approval is to be deemed by the CEO.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence.

Employees who have not failed to meet the guidelines of this procedure and feel an EAP would benefit them due to personal circumstances may utilise these services on ratification of the CEO. Such employees do not contravene the guidelines of this procedure if they volunteer for the EAP service.

5. Disciplinary Action

The Shire of Victoria Plains understands if this policy or procedure is in anyway contravened by an employee the following will result.

5.1 General Guidelines

Any employee who tests positive to an alcohol breath screen or urine screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work through subsequent testing. Any person who is found to be significantly fatigued will also be stood down from work without pay until such time as they have proven they are fit for work.



5.2 First Offence

- a) The employee will be immediately suspended from duty without pay if found unfit to work.
- b) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- c) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- d) The employee will be counselled by their supervisor that will focus on:
 - i. The unacceptability of the employee's behaviour.
 - ii. The risk that such behaviour creates for the safety of the individual and other employees or members of the public.
 - iii. The employee's responsibility to demonstrate that the problem is being effectively addressed.
 - iv. That any future breach of the policy will result in second offence or instant dismissal.
- e) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and can not be made mandatory. However, refusal to accept counselling will result in instant dismissal on second offence. The Shire of Victoria Plains will insist that the employee provide satisfactory evidence that the effect of work performance and / or safety has been addressed before they are permitted to return to work.

5.3 Second Offence

- a) The employee will be immediately suspended from duty without pay if found unfit for work.
- b) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- c) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- d) The employee will be counselled by their supervisor that will focus on:
 - i. The unacceptability of the employee's behaviour.
 - ii. The risk that such behaviour creates for the safety of the individual and other employees or members of the public.
 - iii. The employee's responsibility to demonstrate that the problem is being effectively addressed.
 - iv. That any future breach of the policy will result in second offence or instant dismissal.
- f) Counselling will be offered if counselling was not used in the first offence.
- g) The employee will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.

The employee will be submitted fortnightly for alcohol and / or drug screening for the period of two months paid by the Shire of Victoria Plains. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

5.4 Third Offence

- h) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- i) The employee will be immediately dismissed from duty without notice.

5.5 Instant Dismissal

The following are guidelines to circumstances that will result in dismissal without notice:

- j) Any attempt to falsify the drug and alcohol screen.



- k) Cultivating, selling or supplying drugs and / or other substances.
- l) Unauthorised consumption of illicit drugs or alcohol whilst on the work site orduring the working period.
- m) Unlawful behaviour.

Amended & Adopted 16/04/14

Note: Policy 8.1.24 Fitness For Work is ultra viries to the statutory requirements regarding The Employee Code of Conduct, the Shire's Occupational Safety and Health Manual, including the current standards regarding drug and alcohol testing and current industrial relations law and practices. It must not be used.



8.1.25 Staff Conference, Seminar and Training Policy

INTRODUCTION

As part of the ongoing professional development and training of employees, they are encouraged to attend relevant seminars, conferences and training courses to network with other local government staff and keep up to date with accepted practices and delivery of services relevant to the local government industry. The policy endeavours to gain the maximum value from the annual budget allocation for training and conferences, whilst still ensuring that employees are adequately reimbursed for out-of-pocket expenses.

OBJECTIVE

To encourage and assist employees in their professional development in attending relevant conferences, seminars and training courses.

POLICY STATEMENT

1. Conference, Training and Seminar Authorisation

Requests by the Chief Executive Officer, Corporate Services Manager and the Works and Services Manager (Senior Staff) to attend Conferences and Seminars shall be brought before Council for consideration.

Council shall, by resolution, authorise the attendance of staff as considered appropriate. Contracted staff attendance at Conferences and Seminars will be as per their individual employment contracts however this does not negate the requirement for Council approval prior to conference, training or seminar.

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

Where it is considered appropriate for a staff member to be accompanied by another person when attending any conference or seminar (within Western Australia) where attendance has been authorised by Council, the Shire will meet the expenses applicable in relation to (shared) accommodation and meals only. Expenses in relation to partner's tours, sporting events and other such activities, shall be the responsibility of the staff member.

Where an employee is accompanied by their partner to a conference outside Western Australia, all costs for or incurred by the accompanying person, including travel, meals, registration and/or participation in any conference program, are to be borne by the employee and not by the Shire. Accompanying person's registration or accompanying person's program fees will be paid by the Shire at the time of registration with the employee reimbursing the Shire when requested.

Where other staff request authority to attend staff training, approval is to be granted by the Chief Executive Officer, upon receipt of a completed "request to attend staff development training/conference/seminar form", having regard to the following:

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



2. Conference and Training Expenses

The following shall apply to ALL employees authorised under this policy to attend conferences.

All bookings for seminars, conferences, training and accommodation will be made by the Executive Assistant.

2.1 Registration

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

2.2 Accommodation

The Shire will pay reasonable double room or twin share accommodation costs for employees including the night before and/or after the conference where this is necessary because of travel and/or conference timetables which make it impossible to arrive at or return home in normal working hours. Where available, accommodation shall be normally booked at the venue.

2.3 Travel

- a) All reasonable travel costs for employees to and from the conference location and venue will be met by the Shire. Where required, travel will be provided by air and will be at economy rates.
- b) Where travel by motor vehicle is used it should be undertaken by utilising the Shire's Community Vehicle, or by private vehicle subject to prior approval of the Chief Executive Officer. Employees using private vehicles in accordance with this policy may claim a mileage reimbursement at the rate contained in the Local Government Industry Award 2010 applicable at the date of travel.
- c) Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, seminars or training, will be reimbursed by the Shire upon presentation of all receipts together with a completed reimbursement form.
- d) The Shire will normally pay registration fees and accommodation costs in advance
- e) The Shire will generally not meet the cost of meals or refreshments for other persons (with the exception of the staff members partner – with prior Council approval).

1.2 Report to Council – Conferences and Seminars ONLY

All employees (including Senior Staff) shall present to Council within 6 weeks of attending a Conference or Seminar, a detailed report on subjects covered within the Conference/Seminar and how it can be applied or benefit the Shire of Victoria Plains.

POLICY APPLICATION

This Policy applies to all employees of the Shire of Victoria Plains

Note: Policy 8.1.25 Staff Conference, Seminar and Training Policy is at odds with Policy 8.1.20, Policy 8.1.21 the Continuing Professional Development Policy applicable to the CEO, the CEO's contract and the CEO's authority regarding being responsible for all staff. Those sections in conflict must not be applied.



8.2.4 Electricity Accounts

All electricity connections for Shire Housing shall be maintained in the name of the Shire to allow for continuation of service. Where applicable funds from Tenants will be by payroll deduction and authorised by the tenant at the time of occupancy.

8.2.6 Housing Bonds and Tenancy Agreements

All staff occupying Shire housing shall be required to provide a bond equal to four weeks rental or if no rental is charged an amount equal to four weeks rent calculated at \$150 per week, i.e. \$600. In the event of payment of the bond creating financial hardship for the Tenant, arrangements may be made for payroll deduction over a period of time.

All Staff occupying Shire housing shall complete a signed Tenancy Agreement outlining clearly the arrangements of the tenancy and the obligations of the Tenant and the Owner.

Note: The CEO has delegation regarding these matters and the CEO's contract also governs the CEO's arrangements

8.2.7 Rental Charges

Charges for rental for Shire properties will be negotiated individually for tenants with anormal rental being valued at the area's current market value per week for all housing when valued for salary packaging.

Note: The CEO has delegation regarding these matters and the CEO's contract also governs the CEO's arrangements

8.3 Shire Motor Vehicles

8.3.1 Staff Private Usage of Shire Motor Vehicles

8.3.1.1 Statement of Intent

A policy to outline the conditions under which a vehicle is used by employees of the shire and the obligations of employees who have been provided with a vehicle, other than contracted senior employees whose private use of shire vehicles is identified in their individual contract of employment.

8.3.1.2 Responsibility for Expenses

If the Shire provides an employee with a motor vehicle, the employee is entitled to use it for work-related purposes. Personal use (that is, non work-related use) of the vehicle is not permitted, with the exception that direct travel between the employee's home and the employee's place of work is permitted. The Shire will pay all taxes, insurance premiums, running costs, maintenance and repair expenses associated with the running of the vehicle.

Unless negotiated at the time of employment personal use outside of direct travel to and from the place of work is not permitted without the prior permission of the CEO and must be paid for at the rate of \$0.50 per kilometre or any other amount as may be determined from time to time to recover all operating costs of the vehicle excluding depreciation.

8.3.1.3 Ownership of Vehicle

At all times, the vehicle remains the property of the Shire.

8.3.1.4 Maintaining Vehicles

An employee who is provided with a vehicle must:

- a) Take good care of the vehicle.
- b) Ensure that it is properly and responsibly maintained and serviced particularly in accordance with warranty requirements.
- c) Ensure that the provisions of any insurance policy relating to the vehicle are observed.
- d) Not allow the vehicle to be driven by anyone other than the employee. Written permission must be obtained from the CEO for any other person to use the vehicle.
- e) Not fit any accessories to the vehicle without prior written approval from the CEO.
- f) Pay all parking and traffic infringement penalties relating to use of the vehicle.
- g) Ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on.
- h) Ensure that the vehicle is available for use by other employees when required.
- i) Drive and use the vehicle only for the purpose for which it is intended;
- j) Ensure that the vehicle is properly garaged when not in use.
- k) Immediately report any accidents involving the vehicle to their immediate supervisor and when required by law, to the police.
- l) Immediately inform their immediate supervisor of any damage to the vehicle.
- m) Keep the vehicle clean and in good order.



8.3.1.5 Use of the Vehicle While on Leave

While on authorised leave, the vehicle must not be used by the employee. If directed to do so by the shire, the employee must return the vehicle to the Shires premises prior to the commencement of the leave.

8.3.1.6 Safety

The employee's obligations with respect to safely using Shires vehicle are:

- a) To ensure that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'use by' date are replaced after that date.
- b) To not drive the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use.
- c) To obey all relevant road rules. If an employee is involved in any accident as a result of medication use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

8.3.1.7 Licence

Employees must maintain a current drivers' licence. An employee must notify their supervisor immediately if their licence is suspended or cancelled. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence will end the employment.

8.3.1.8 Return and Inspection of Vehicle

Employees must return the vehicle when the employment is terminated, or at any other time as the Shire may direct. The Shire considers the provision of a motor vehicle as a significant privilege. Accordingly, the Shire reserves the right to withdraw use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment. Additionally, the Shire may inspect the motor vehicle at any time and install a GPS tracking device in the vehicle at any time without notice.

8.3.1.9 Breach of Policy

A breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

Amended & Adopted 19/11/14

8.4 Calingiri Community Gym

8.4.1 Use of Calingiri Community Gym by Staff and Elected Members

That all staff and elected members of the Shire of Victoria Plains are offered free non-transferable membership to the Community Gym in Calingiri and that their spouses and other family members are eligible for family membership at the discounted rate as if the staff or elected member was a fully paid up gym member.



8.4.2 Staff - Mobile Phone Policy

OBJECTIVE

The purpose of this policy is to provide guidance and to govern the usage of mobile phones by employees of the Shire of Victoria Plains.

Mobile Phones provided by the Shire are to be used primarily for the conduct of Shire related business and employees issued a mobile phone will assume personal responsibility for their appropriate use.

All mobile Phone handsets, SIM cards, accessories and service numbers are Shire property and must be used in accordance with this policy, employment contracts, agreements, applicable legislation and the Shire's Code of Conduct.

The issuance of mobile phones to employees is at the discretion of the Chief Executive Officer.

Mobile phones are provided to employees as a work tool and will be allocated where there is a requirement for a mobile telephone service:

- 1) Is of an essential nature in the conduct of Shire business;
- 2) Is for safety reasons; and
- 3) Meets justifiable business criteria.

EMPLOYEE RESPONSIBILITIES

The following guidelines have been prepared to assist employees with the acquiring, use and care of a Shire issued mobile phone:

- Purchasing, ordering and supply of mobile handsets and services will only be made with the **prior approval of the CEO only.**
- Employees must use issued mobile phones in accordance with manufacturer's instructions. Any faults or damage should be reported to the Chief Executive Officer/Executive Assistant as soon as possible, so repairs or replacement can be arranged.
- Employees must observe all statutory requirements relating to mobile Phone usage whilst driving a motor vehicle.
- In the event that an issued mobile phone is noticed as lost or stolen, the respective phone service provider and the Executive Assistant shall be contacted immediately to have the account closed and/or services stopped.

Employees who are careless or negligent in the use of an issued mobile phone may incur the cost of repairs, replacement of the phone, or reimbursement to the Shire for any insurance excess.

- Any work related images or recordings taken on the issued mobile phone are corporate records and employees using these functions should ensure images are downloaded for the Shire's records.
- Employees must return any issued mobile phone, together with any Shire purchased accessories (eg: phone covers, chargers etc), on resignation or termination of employment.
- Reasonable personal use is permitted. Excessive personal use will result in the employee being billed for usage in the first instance. Ongoing excessive use will result in disciplinary action being taken against the employee.

Example



Acceptable Calls	Not Acceptable
Short calls in the managing of private business and work eg: calling child care centre on way home from work, advising of delay etc	<ul style="list-style-type: none"> • Lengthy calls • Weekend calls • Overseas and Interstate calls <i>(with the exception of work calls)</i>

- **All charges** relating to personal international calls and SMS messages are to be reimbursed by the employee. The Senior Finance Officer will issue an invoice to the employee upon receipt of any invoices which contain charges for international calls or SMS messages (whether or not these charges are covered within any plans).

BREACHES

The Shire may withdraw the use of an issued mobile phone at any time if the Chief Executive Officer determines that:

- the basis for issuing the phone is no longer relevant,
- there are health and safety concerns around the use of the phone, or
- where the Chief Executive Officer reasonably determines that there has been misuse of the mobile phone.

Adopted 15/03/2017