

Notice of Special Meeting



31 Burrowes Street, Darkan
Western Australia 6392
Telephone: (08) 97362222
Facsimile: (08) 97362212
shire@westarthur.wa.gov.au

Dear Elected Member

The next Special meeting of the Shire of West Arthur will be held on Wednesday 6th April in the Council Chambers commencing at 6.00pm.

Schedule

6.00pm Special Council Meeting

Vin Fordham Lamont
Chief Executive Officer

A handwritten signature in black ink, appearing to read "Vin Fordham Lamont", written over a circular stamp or seal.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of West Arthur for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of West Arthur disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of West Arthur during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of West Arthur. The Shire of West Arthur warns that anyone who has an application lodged with the Shire of West Arthur must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of West Arthur in respect of the application.

AGENDA

Shire of West Arthur
Special Council Meeting
6th April 2022

MISSION STATEMENT

To value and enhance our community lifestyle and environment through strong local leadership, community involvement and effective service delivery.

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of West Arthur.

Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of West Arthur Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of West Arthur Office and the Shire of West Arthur website within ten (10) working days after the Meeting.

Vin Fordham Lamont
Chief Executive Officer



SHIRE OF WEST ARTHUR - QUESTIONS FROM THE PUBLIC

Name: _____

Residential Address: _____

Phone Number: _____ Meeting Date: _____

Signature: _____

Council Agenda Item Number: _____

*If applicable-see below**

Name of Organisation Representing: _____

If applicable

QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. A total of 15 Minutes is allotted to Public Question Time at Council Meetings. If submitting questions to the Council, they are to relate to the Agenda Item tabled at that meeting.

Please Note: Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the questions(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.

Please see Notes on Public Question Time on Pages 4 and 5 above

* **Council Meetings:** Questions are to relate to a matter affecting the Shire of West Arthur.



APPLICATION FOR LEAVE OF ABSENCE

(Pursuant to Section 2.25 of the *Local Government Act 1995* (as amended))

- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
 - (a) if no meeting of the Council at which a quorum is present is actually held on that day;
or
 - (b) if the non-attendance occurs while –
 - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
 - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending;
or
 - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

I, _____ hereby apply for Leave of Absence from the West Arthur Shire Council from _____ to _____ for the purpose of _____

Signed: _____ Date: _____



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

- (1) I, _____ wish to
declare an interest in the following item to be considered by council at its meeting to be held on
- (2) _____
- (3) Agenda item _____
- (4) The type of interest I wish to declare is;
- Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
- Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
- Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.
- (5) The nature of my interest is
- _____
- _____
- _____
- (6) The extent of my interest is
- _____
- _____
- _____

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item is to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act).

DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY

Financial pursuant to Sections 5.60A of the Local Government Act 1995

5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
 - or
 - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



Shire of West Arthur

Notice of Ordinary Council Meetings

In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2022 to December 2022, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE		LOCATION	TIME
January 2022	No meetings Scheduled		
15 February 2022	Council Meeting	Council Chambers	7.00pm
15 March 2022	Council Meeting	Council Chambers	7.00pm
12 April 2022	Council Meeting	Council Chambers	7.00pm
17 May 2022	Council Meeting	Council Chambers	7.00pm
21 June 2022	Council Meeting	Council Chambers	7.00pm
26 July 2022	Council Meeting	Council Chambers	7.00pm
16 August 2022	Council Meeting	Council Chambers	7.00pm
20 September 2022	Council Meeting	Council Chambers	7.00pm
18 October 2022	Council Meeting	Council Chambers	7.00pm
15 November 2022	Council Meeting	Council Chambers	7.00pm
13 December 2022	Council Meeting	Council Chambers	7.00pm

SHIRE OF WEST ARTHUR

Agenda for the Special Meeting of Council to be held in the Council Chambers on Wednesday 6th April 2022 – commencing at 6.00pm.

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1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting open.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

COUNCILLOR'S: Cr Neil Morrell (Shire President)
 Cr Graeme Peirce (Deputy Shire President)
 Cr Neil Manuel
 Cr Adam Squires
 Cr Karen Harrington
 Cr Duncan South

STAFF: Vin Fordham Lamont (A/Chief Executive Officer)
 Darren Friend (A/Manager Corporate Services)

APOLOGIES: Cr Robyn Lubcke

LEAVE OF ABSENCE:

ABSENT:

MEMBERS OF THE PUBLIC:

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**4. PUBLIC QUESTION TIME****5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. DISCLOSURES OF INTEREST**

8. REPORTS OF OFFICERS

8.1 REVISED HUMAN RESOURCES POLICY

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	24 March 2022
Disclosure of Interest:	Nil
Attachments:	Policy G1.10 (a) – Human Resources
Previous Reference:	Council Briefing Session and Meeting – 15 March 2022

Summary:

Council is requested to adopt the revised Policy G1.10 (a) – Human Resources.

Background:

Staff have reviewed Policy G1.10 – Human Resources and Council is requested to adopt the revised policy.

Comment:

Council, as part of its March 2022 Briefing Session was shown some suggested changes and asked for its comments and input to its current Human Resources policy.

As part of the recent Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting of Council, it was recommended that a separate policy relating to Gratuities be adopted by Council. This has been undertaken and is shown as a separate item within this meeting agenda.

Major changes within the revised policy are:-

- 4.6 Senior Staff – The newly created position of Manager Corporate Services is included as a Senior Staff member.
- 4.7 Strategic Function/Organisation Structure – The listing of staff and FTE numbers is replaced by an Organisation Chart to simplify matters.
- 4.11 Housing – The last paragraph relating to Senior Staff is removed.
- 4.13 Superannuation Contributions – Updated to reflect the rise in the Superannuation Guarantee Contribution (SGC).
- 4.18 Gratuity Gifts and Payments – Now a separate policy.
- 4.21 CEO Contract – Matters Which May be Approved by the President – Deleted in accordance with the recommendation made by Consultant Moore Australia as part of its recent Financial and Risk management review.

Consultation:

Staff
Council

Statutory Environment:

Local Government Act 1995 (WA)
Workplace Relations Act 1996 (Cwth.)
Superannuation Guarantee (Administration) Act 1992 (Cwth.)
Race Discrimination Act 1975 (Cwth.)
Disability Discrimination Act 1992 (Cwth.)
Human Rights and Equal Opportunity Act 1986 (Cwth.)
Equal Opportunity for Women in the Workplace Act 1999 (Cwth.)
Age Discrimination Act 2004 (Cwth.)
Industrial Relations Act 1979 (WA)

Minimum Conditions of Employment Act 1993 (WA)
 Long Service Leave Act 1958 (WA)
 Workers Compensation and Injury Management Act 1981(WA)
 Industrial Training Act 1979 (WA)
 Occupation Safety and Health Act 1984 (WA)
 Equal Opportunity Act 1984 (WA)
 Migration Act 1958

Policy Implications:

Review of Policy G1.10 – Human Resources

Financial Implications:

There will be some minor future financial implications with the increase in the Superannuation Guarantee Contributions (SGC) however, this has been provided for in Council's Corporate Business and Long-Term Financial Plans.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental: Nil**
- **Economic: Nil**
- **Social: Nil**

Risk Implications:

Risk	Low
Risk Likelihood (based on history and with existing controls)	Low
Risk Impact / Consequence	Low
Risk Rating (Prior to Treatment or Control)	Low
Principal Risk Theme	Low
Risk Action Plan (Controls or Treatment Proposed)	Low

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:
Simple Majority

Recommendation:

That Council adopts the attached revised Policy G1.10 (a) – Human Resources in accordance with the provisions of the Local Government Act 1995.

Moved: _____

Seconded: _____

ATTACHMENT

Amended Human Resources Policy



Shire of West Arthur Council Policy – Human Resources

Policy Number	G1.10 Governance
Policy Title	Human Resources
Related Legislation	Local Government Act 1995 (WA) Workplace Relations Act 1996 (Cwth) Superannuation Guarantee (Administration) Act 1992 (Cwth) Race Discrimination Act 1975 (Cwth) Disability Discrimination Act 1992 (Cwth) Human Rights and Equal Opportunity Act 1986 (Cwth) Equal Opportunity for Women in the Workplace Act 1999 (Cwth) Age Discrimination Act 2004 (Cwth) Industrial Relations Act 1979 (WA) Minimum Conditions of Employment Act 1993 (WA) Long Service Leave Act 1958 (WA) Workers Compensation and Injury Management Act 1981(WA) Industrial Training Act 1979 (WA) Occupation Safety and Health Act 1984 (WA) Equal Opportunity Act 1984 (WA) Migration Act 1958
Strategic Outcome Supported	Outcome 5.2: accountable service delivery by Council and well trained, motivated, customer focused staff.
Adopted by Council	Adopted July 2009 Amended Dec 2009 Amended June 2010 ITEM 9.2.3 Amended July 2010 ITEM 9.1.4 Amended Dec 2010 ITEM 9.1.4 Amended Mar 2011 ITEM 9.1.7 Amended Apr 2012 ITEM 9.1.6 Amended Aug 2013 ITEM 9.1.3 Amended Nov 2014 ITEM 8.1.4 Amended June 2015 Item 8.1.3 Amended July 2016 Item 8.1.4 Amended September 2017 Item 8.1.4 Amended December 2018 Item 8.1.3
Review	SCM – 6 April 2022

1. Objective

- To maintain a competitive position in the labour marketplace.
- To define the organisational structure and mode of governance to be used in achieving strategic objectives.
- To provide a comfortable, safe, and attractive working environment for Shire of West Arthur personnel.
- To ensure equitable and uniform application of the provision of remuneration, benefits and assistance to Shire of West Arthur personnel.

2. Scope

The Shire of West Arthur will develop human resource guidelines and procedures that focus on the areas of recruitment, induction, performance management, performance appraisal, organisational development and occupational health and safety. The WALGA Employee Relations Human Resource Manual will be used as a guide in the preparation of these procedures.

To assist with the development and implementation of these guidelines and procedures the following policy statement provides direction and sanction in terms of the delivery of remuneration, benefits, and assistance to Shire personnel.

Definition of delegation to the Chief Executive Officer in terms of demarcation of senior staff, organisational structure, strategic development and mode of governance is also provided for in this policy.

3. Definitions

Senior Staff: Those employees or persons belonging to a class of employee designated to be senior employees by the local government. The CEO must inform the council of each proposal to employ or dismiss a senior employee. If the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed (Local Government Act, S5.37).

Works Staff: Includes operational staff engaged in the operation of plant, road maintenance, and maintenance of public facility grounds. It excludes those engaged only for cleaning and part time pool attendants.

4. Policy Statement

4.1 Conference and Training Expenses

Approval of employees' attendance at conferences, seminars and other training by the CEO shall be within budget provisions.

All reasonable travel and accommodation expenses will be provided for staff attending approved conference and training seminars subject to the following:

- a daily meal allowance of up to \$65 per day;
- a daily allowance of \$75 per day for staff choosing not to stay in hotel/motel accommodation;
- travel costs for private vehicle usage based on award. Use of Shire vehicles is preferred if available.

4.2 Tertiary/TAFE Qualifications and Licenses

Assistance will be provided to staff wishing to pursue qualifications or attain licences on the following basis:

- the course must be relevant to and assist in achieving the objectives and key responsibility areas of the position description; and
- assistance may be provided for recoup of fees, textbooks, and compulsory course requirements at the discretion of the CEO. Staff will be provided with time off for the duration of the examination and related travel time.

4.3 Uniform and Projective Clothing

The CEO will decide upon the scope and style of the corporate uniform for administration after consultation with staff. The Shire will pay full time employees 100% of the cost up to a maximum of \$450 per annum, on proof of purchase.

The CEO will decide upon the scope and style of the works uniform after consultation with staff. The Shire will provide boots and hats on an as required basis and the following on an annual basis:

- 3 x pants or shorts
- 3 x shirts
- 2 x jumpers
- 1 x jacket

The CEO will have discretion in relation to amounts available for part time and casual employees, depending on the number of hours worked and the likely length of employment.

4.4 Amalgamated with 4.3)

4.5 Relocation Expenses

Relocation expenses may be reimbursed to new staff as follows:

- being limited to removal expenses only;
- being supported by proof of expenditure;
- limit of \$3,500; and
- repayable in full if resignation occurs within 2 years of appointment.

4.6 Senior Staff

For the purpose of section 5.37 of the Local Government Act 1995, the positions of Works Manager and Manager Corporate Services are designated as Senior Staff positions.

4.7 Strategic Functions/Organisation Structure

The Shire’s organisational structure comprises the following:



Acting within this structure, the Chief Executive Officer shall establish positions to enable achievement of the strategic objectives of the Council as provided for in the Shire of West Arthur Corporate Business Plan – or any other strategic document as Council so decides subject to:

- resources to meet these objectives being provided by Council in its annual budget deliberations and strict compliance being observed with those budgets;
- the maintenance and observance of any long-term financial plans that Council may choose to adopt from time to time;
- the observance of policy and delegation constraints as adopted by the Council from time to time;
- the observance of all relevant statute, regulations, ordinances, and industrial awards; and
- the observance of advice received from the Shire's workplace relations advisers.

4.8 Use of Council Motor Vehicles

The private use of Shire motor vehicles is subject to users maintaining the vehicle in a clean and orderly manner and adherence at all times to insurance policy requirements. Misuse, abuse, or neglect of vehicles or non-compliance with insurance conditions may result in private use rights being withdrawn.

The extent of private use of motor vehicle for the Chief Executive Officer shall be negotiated with Council as part of contract negotiations. The Chief Executive Officer may negotiate the extent of private use for other staff including the Works Manager, , and Manager Corporate Services.

Where private use is permitted during periods of leave, staff are to provide for their own fuel.

4.9 Use of Council Mobile Phones

Shire mobile phones may be used for occasional personal purposes provided the use does not interfere with the employees' work obligations.

4.10 Service Pay End of Year Bonus

For all permanent staff, excluding Chief Executive Officer and Works Manager

After 3 yrs.	\$7 per week	\$364 per annum
After 5 yrs.	\$10 per week	\$520 per annum
After 10 yrs.	\$15 per week	\$780 per annum
After 15 yrs.	\$20 per week	\$1040 per annum

Pro-rata for part time employees.

4.11 Housing

Where Shire staff rent shire staff housing accommodation, the rental shall be 50% of the market rental as determined by Council annually.

Shire properties which are not designated as staff housing will not be subsidised i.e., community housing units.

A lesser rent on Shire housing or community housing units may be negotiated for short term or temporary staff in lieu of the Shire providing accommodation.

Rent may be paid as salary sacrifice (pre-tax), subject to Australian Taxation Office guidelines.

4.12 Over Award Payments

- a) Over award rates may be paid up to \$20,000 per annum to the base award salary of the road supervisor/leading hand, construction grader operator, builder, town/public areas coordinator and mechanic, subject to budget constraints, skills, performance and the pay of persons employed in similar positions in comparative local governments.
- b) Full-time permanent employees who do not rent Shire subsidised staff accommodation may be paid an allowance of \$ 60 per week. The CEO has discretion to pay part-time staff the housing allowance where staff average more than 30 hrs per week.
- c) Works staff not paid over award under 4.12 (a) may be paid an additional allowance of up to \$40 per week (full time equivalent).
- d) Full time and part time employees with less than twelve months continuous service and who are not senior staff and do not receive an over award rate in accordance with 4.12 a) shall be paid an additional 15% over award rate, which may be increased to 20% after six months satisfactory service, and an additional 25% over award rate for over twelve months service. Casual staff shall be paid 10% above the LGIA minimum rate.
- e) For employees employed under the LGIA, on the working day after New Year's Day holiday and Easter Tuesday each year an employee who is scheduled to work on those days or is on paid leave shall become entitled to a day's paid absence in lieu of each of the two holidays previously observed. The days in lieu are to be taken in the financial year when they fall due and at the convenience of the Shire.
- f) Short term staff employed to fill gaps in the workforce due to staff leave or the absence of any suitably employed staff may be paid at a higher negotiated rate within budget provisions i.e., project manager for a particular project, specialist plant operator.
- g) The CEO has sole discretion as to rates of pay in relation point f.

4.13 Superannuation Contributions

In accordance with Superannuation Guarantee Contribution requirements, currently 10%, rising to 12% over the next four years and 1.5% additional superannuation for employees who contribute a minimum of 5%.

4.14 Sponsorship of Overseas Employees

Employment of people through 457 Visa Business Sponsorship requires approval of Council. Conditions of employment will be considered at the time of consideration of request.

4.15 Remuneration Packaging

Arrangements may be made with permanent employees to allow employees to salary sacrifice payments. Examples of items which may be salary sacrificed include superannuation, motor vehicles, rent and lap top computers. In all cases the employee is to be responsible for meeting all costs including FBT payable as a result of the benefit.

It is up to the employee to seek appropriate financial advice. The Shire will not provide financial advice and will not accept responsibility for any liability incurred by the employee for such advice, or for the consequences of any salary packaging decisions made by them.

4.16 Emergency Services Leave

Leave for emergency services training or attendance at emergencies is permitted at the discretion of the Chief Executive Officer. Paid leave in excess of 38 hours per annum (pro rata for part time staff) per employee will only be considered if there is a significant local incident.

4.17 Plant and Equipment – Staff Use

After hours usage of plant and equipment by employees may be considered, subject to the following;

- usage will be permitted for the personal use of the employee only;
- only employees who are conversant with the operating capabilities of the particular equipment that they propose to use will be permitted to operate the equipment; and
- approval is subject to their agreement to accept full responsibility for any loss or damage caused by negligence to the equipment.

See Separate Policy

4.19 Flexible working hours – rostered days off

A rostered day off system or flexible working hours may be considered to which best suit the needs of the Shire whilst making the organisation an attractive place to work.

4.20 Recognition

Up to \$1,500 per annum may be expended for gifts and refreshments (i.e., beverages/sausage sizzle, gift vouchers for local businesses) in recognition of performance and commitment for employees (i.e., end of construction program.)

An annual provision shall be made by Council in relation to Christmas function/s with the value to be determined as part of the annual Budget process.

5. Associated Documents

Workforce Plan

8.2 GRATUITY PAYMENTS POLICY

File Reference:	2.30.1
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – A/Manager Corporate Services
Authorising Officer	Vin Fordham Lamont – Chief Executive Officer
Date:	24 March 2022
Disclosure of Interest:	Nil
Attachments:	Policy G1.10 (b) – Gratuity Payments
Previous Reference:	Council Briefing Session and Meeting – 15 March 2022

Summary:

Council is requested to adopt a separate policy relating to payments to staff in addition to their contract or award.

Background:

Council has previously included its gratuities and functions for departing staff as part of its overarching policy G1.10 – Human Resources.

As part of the recent Financial and Risk Management Review conducted by Moore Australia and adopted by Council at its March 2022 Ordinary Meeting of Council, it was recommended that a separate policy relating to Gratuities be adopted by Council.

Comment:

Council, as part of its March 2022 Briefing Session was shown some suggested changes to the entire Human Resources policy.

The section relating to Gratuities has been made into a separate policy as shown on the attachment to this item. As discussed, staff must have been employed by Council for a minimum of three (3) years to be eligible for a gratuity. The dollar values relating to gratuities and functions has also been reviewed with a level of consistency between a gift/gratuity and the value of any function held for departing staff.

Consultation:

Council

Statutory Environment:

Local Government Act 1995

Section 5.50 - Payments to employees in addition to contract or award

Policy Implications:

Review of Policy G1.10 – Human Resources

Adopt Separate Policy

Financial Implications:

There will be some minor future financial implications with the proposed increase in gratuity amounts relating to the various years of service with Council.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental: Nil**
- **Economic: Nil**
- **Social: Nil**

Risk Implications:

Risk	Low
Risk Likelihood (based on history and with existing controls)	Low
Risk Impact / Consequence	Low
Risk Rating (Prior to Treatment or Control)	Low
Principal Risk Theme	Low
Risk Action Plan (Controls or Treatment Proposed)	Low

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple Majority

Recommendation:

That Council adopts the attached Policy G1.10 (b) – Gratuity Payments in accordance with Section 5.50 of the Local Government Act 1995.

Moved: _____

Seconded: _____

ATTACHMENT

Gratuity Payments Policy

Policy Number	G1.10 (b) Governance
Policy Title	Gratuity Payments
Related Legislation	Local Government Act 1995 (WA) – Section 5.50
Strategic Outcome Supported	Outcome 5.2: accountable service delivery by Council and well trained, motivated, customer focused staff.
Adopted by Council	Adopted SCM – 6 April 2022
Review	

Pursuant to the provision of s5.50 of the Local Government Act 1995, the following guidelines shall apply with respect to payment of gratuities to staff who are leaving the organisation.

The Shire will provide a gift to the value stipulated in the table below to all departing permanent employees who have served a continuous period of employment with the organisation.

A gratuity gift will not be provided to an employee who has been dismissed by the local government for any reason other than redundancy. A gratuity gift will not be provided to a casual or other non-permanent employee.

Staff who have been employed on a permanent basis for a minimum of three (3) years are eligible for a gift as per the table below.

Prescribed Amounts for Gratuity Payments

Number of Years' Service	Value of Gratuity Gift
Continuous service greater than 3 years and up to 5 years	A gift, or contribution towards a gift, to the value of \$100
Continuous service greater than 5 years and up to 10 years	A gift, or contribution towards a gift, to the value of \$200
10 to a maximum of 15 Years Continuous Service	A gift, or contribution towards a gift, to the value of \$300
15 to a maximum of 20 Years Continuous Service	A gift, or contribution towards a gift, to the value of \$500
Above 20 Years' Service	A gift, or contribution towards a gift, to the value of \$750

Light refreshments and drinks for a function up to the value set out in the following table may be provided, where appropriate.

Number of Years' Service	Value of Refreshments and Drinks
Continuous service greater than 3 years and up to 5 years	\$100
Continuous service greater than 5 years and up to 10 years	\$200
10 to a maximum of 15 Years Continuous Service	\$300
15 to a maximum of 20 Years Continuous Service	\$500
Above 20 Years' Continuous Service	\$750

8.3 APPOINTMENT OF MANAGER CORPORATE SERVICES
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File Reference:	2.15.3
Location:	N/A
Applicant:	N/A
Author:	Darren Friend – Acting Manager Corporate Services
Authorising Officer	Vin Fordham Lamont - Chief Executive Officer
Date:	6 April 2022
Disclosure of Interest:	The author has worked previously with the proposed Manager
Attachments:	Nil
Previous Reference:	Nil

Summary:

At its February 2022 Ordinary meeting Council resolved:

That Council:

1. by absolute majority, approve the creation of a new full-time Manager Corporate Services role to replace the part-time Manager Financial Operations role; and
2. authorise the use of one of the chalets at the Shire caravan park by the person filling the new role.

CARRIED: 7/0

Following the recruitment process and in accordance with Section 5.37 of the Local Government Act 1995 Council is requested to consider endorsing the appointment of a permanent employee to the position of Manager Corporate Services.

Background:

See above.

Comment:

The newly created position was advertised on-line on Friday 11 March and closed on Monday 28 March 2022. Only four applications were received of which one was considered suitable for interview. This took place on 5 April 2022. As the applicant is deemed suitable for the role and in order to commence employment with the Shire of West Arthur in an expedient manner, Council is requested to endorse the appointment of Rajinder Sunner to the role of Manager Corporate Services and delegate to the Chief Executive Officer to negotiate a contract with the successful applicant, within the parameters set as part of the advertised package.

Consultation:

Shire President – Neil Morrell
 CEO – Vin Fordham Lamont
 Manager Financial Reporting – Melinda King

Statutory Environment:

Local Government Act 1995
 S5.37 – Senior Employees

Policy Implications:

G1.10 Human Resources Policy

Financial Implications:

As previously reported to Council, the new full-time role will be replacing a part-time role, and that the new role is more senior than the previous one, there will be a cost involved with the change in structure. This was addressed as part of the recent Budget Review process.

Strategic Implications:

Community Strategic Plan Towards 2031

Leadership and Management – inspirational, dynamic, transparent

Outcome 5.2 Shire staff are well trained, motivated and customer focused

Risk Implications:

Risk	N/A
Risk Likelihood (based on history and with existing controls)	5
Risk Impact / Consequence	4
Risk Rating (Prior to Treatment or Control)	20
Principal Risk Theme	Compliance Failures
Risk Action Plan (Controls or Treatment Proposed)	Invest in adequate human resources.

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council:

1. accepts the Chief Executive Officer's recommendation to engage Rajinder Sunner as the Manager Corporate Services; and
2. delegates authority to the CEO to negotiate a contract of employment with Mr Sunner within the parameters set in the attached advertised package.

Moved: _____

Seconded: _____

CARRIED BY ABSOLUTE MAJORITY:**ATTACHMENT**

MCS Applicant Information



SHIRE of WEST ARTHUR

APPLICATION PACKAGE

FOR THE POSITION OF

MANAGER CORPORATE SERVICES

↳ Applications for this position must be received by
4pm Monday 28 March 2022

Position Advertisement

The Shire of West Arthur is seeking applicants for the newly created position of Manager Corporate Services. The position will support the Chief Executive Officer and will in effect be the Office Manager at the Shire of West Arthur.

The role will encompass the oversight of all accounting, governance and compliance functions across the Shire of West Arthur. Specific duties include insurance renewal, review and preparation of insurance claims, debt recovery, policy review and preparation, human resource management, including implementation of training for staff and other duties required to ensure the smooth day to day operations of the Shire's administration office. The position will be classified as Negotiated under the Local Government Industry Award.

To be considered for this role, applicants must address the selection criteria in the application package available from the shire website: www.westarthur.wa.gov.au

Applications marked "Private and Confidential – Manager Corporate Services" should be forwarded to Shire of West Arthur, 31 Burrowes Street Darkan WA 6392, or by email; mcs@westarthur.wa.gov.au by no later than 4.00pm Monday 28 March 2022. For more information on the position please contact Acting MCS Darren Friend or CEO Vin Fordham Lamont on (08) 9736 2222.

The Shire of West Arthur is an equal opportunities employer and welcomes applications from all suitably qualified persons.

Employment Application Package

GENERAL CONDITIONS OF EMPLOYMENT MANAGER CORPORATE SERVICES

Thank you for your interest in this position with the Shire of West Arthur.

These guidelines are to assist you in preparing a written application. Also enclosed is a copy of the position description.

General Information

Prior to any offer of employment, the successful applicant will be required to produce a police clearance. A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record you will be given the opportunity to discuss the matter fully before a final decision is made.

Preparing Your Application

Applicants are required to separately address the selection criteria. Applications should include a brief cover letter, resume/CV and information about previous employment, experience and education/training that relate to this position, including duties and achievements, and at least two recent relevant referees. Along with the name of your referee, please include the relationship to you (e.g., Supervisor), company name and daytime telephone numbers.

Applications can be delivered to Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392 or lodged electronically to mcs@westarthur.wa.gov.au

Applications close Monday 28 March 2022.

Short listing of applications for interview will take place as soon as practicable after the closing date.

Probationary Period

A standard probationary period of three to six (3 to 6) months applies to this position. The probation period may also be extended if necessary.

Salary Package

The level applicable for this position will be negotiated in accordance with the provisions of the Local Government Industry Award (LGIA 2010) depending on experience, knowledge and qualifications. A 3-to-5-year contract applies to the role, subject to negotiation

	Minimum	Maximum
Salary	\$100,000	\$110,000
SGC Superannuation – 10%	\$10,000	\$11,000
Superannuation – Additional 1.5%	\$1,500	\$1,650
Housing Allowance	\$5,000	\$5,000
Motor Vehicle Allowance	\$7,500	\$7,500
Uniform	\$500	\$500
Associated FBT	\$7,000	\$7,000
Professional Development	\$1,000	\$1,000
Mobile Phone	\$1,000	\$1,000
Utilities	\$3,000	\$3,000
Total Package	\$136,500	\$147,650

Conditions of employment are in accordance with the Local Government Industry Award 2010 (LGIA 2010) including four weeks annual leave per annum and relevant personal leave.

Superannuation

Superannuation of 10.0% in accordance with the statutory Superannuation Guarantee Contribution shall apply. Salary sacrificing is available. The Shire pays an additional 1.5% superannuation subject to employees contributing 5%.

Hours

The hours for this position are generally Monday to Friday 8am to 4.30pm with 30 minutes for lunch. One rostered day off is accrued every four weeks.

Given the Senior Officer status applicable to this role, additional hours will apply subject to workload, meeting attendance, etc.

Uniform

An annual uniform allowance applies to this position for the purchase of the local government corporate wardrobe.

Housing

A staff house at subsidised rental may be available if required. Alternatively, the Shire provides a rental subsidy of \$60 per week for employees working in excess of 30 hours per week.

Employment Medical

The successful applicant will be required to provide a medical declaration and may be required to undertake a medical examination prior to an offer of employment.

Police Clearance

Provision of a National Police Clearance not more than three months old will be required by the person chosen as the preferred applicant.

Supporting Documents

Originals of supporting documents must be made available on request (e.g., National Police Clearance, Motor Vehicle Licence/s and Qualifications where applicable).

Relocation Expenses

Relocation expenses may be negotiated with the successful applicant if required.

Study Assistance

Employees who have enrolled for education relevant to their position may have a portion of enrolment fees paid upon successfully completing each nominated subject.

Location Amenities

The Shire is well serviced with various recreation and amenities including supermarket, primary school, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, café and sporting facilities.

Further information is available from the Shire's web site or the Shire Office.

POSITION DESCRIPTION

1. TITLE: **MANAGER CORPORATE SERVICES**
2. LEVEL: Contract
3. DEPARTMENT/SECTION: Corporate Services
4. POSITION OBJECTIVES:
 - 4.1 Financial

Ensure statutory compliance with legislation, effective management and control of Council's resources. Provide advice and direction to Council for sound financial planning, budgeting and financial resources generation and allocation.
 - 4.2 Administration

Ensure day to day operations and special projects are undertaken and completed within the specified timeframes and in an efficient and effective manner.
 - 4.3 Staff

Manage human resources related issues in the Administration Office utilising contemporary human resources management principles and maintain a continuing staff development process in accordance with Council's guidelines.
 - 4.4 Public Relations

Undertake, initiate and manage communications processes with Council's customers, the general public and, where appropriate, the media in a manner which enhances the Council's public image and standing in the community.
 - 4.5 New Initiatives

Initiate or advise Council on any new project or a revision of existing procedures/operations that will improve the organisation or enhance the Town.
 - 4.6 Integrated Planning and Reporting

Coordination of Council's suite of Integrated Planning and Reporting. This includes but is not limited to the Strategic Plan, Corporate Business Plan, Long-Term Financial Plan, Workforce Plan and other associated plans that support and underpin these plans.
 - 4.7 Corporate Planning

Be a key player in working to achieve Council's goals and objectives and be proactive in inspiring Council's vision for the future of West Arthur amongst Council's staff.

5. REQUIREMENTS OF THE POSITION:

5.1 Skills

- 5.1.1 Developed Local Government accounting skills.
- 5.1.2 Developed computer skills.
- 5.1.3 Well developed time management and organisational skills.
- 5.1.4 Well developed written and verbal communication skills.
- 5.1.5 Well developed public relations and interpersonal skills, including negotiation and conflict resolution skills.
- 5.1.6 Well developed ability to read, interpret and apply legislation.
- 5.1.7 Well developed ability to understand, interpret and communicate financial data and reports.

5.2 Knowledge

- 5.2.1 A clear understanding of Local Government accounting practices and requirements.
- 5.2.2 Working knowledge of computer-based information systems.
- 5.2.3 Sound knowledge of Western Australian land valuation processes.
- 5.2.4 Sound knowledge of property rating procedures and rates recovery processes.
- 5.2.5 A clear understanding of the workings of Local Government and its role in the public sector and in the community generally.
- 5.2.6 An understanding of pricing principles and options for public sector service provision.
- 5.2.7 A sound knowledge of Local Government Community Services activity.
- 5.2.8 Developed understanding of human resources management principles and their practical application in the workplace.
- 5.2.9 An understanding of the significance of Integrated Planning and Reporting (IPR) in the Local Government sector and its practical application.

5.3 Experience

- 5.3.1 Previous experience at a senior level within a corporate environment.
- 5.3.2 Previous experience in an environment of diverse service provision.
- 5.3.3 Experience in the management of computer based accounting and financial management systems.
- 5.3.4 Experience in a team based working environment.
- 5.3.5 Previous experience in human resources management and staff development programs.

5.4 Qualifications and/or Training

5.4.1 A tertiary qualification in management, commerce, public administration, Local Government management or accounting.

5.4.2 Hold a current "C" class Driver's Licence.

6. KEY DUTIES/RESPONSIBILITIES:

6.1 Finance

6.1.1 Assist the CEO and other senior officers to prepare and consolidate an overall financial budget consistent with the Local Government Accounting Regulations.

6.1.2 Oversee the accurate recording of all financial transactions and report to Council by comparison of actual results with budget and analysis variations.

6.1.3 Provide statutory financial reports as required in accordance with the Local Government Act, Financial Management Regulations and Australian Accounting Standards.

6.1.4 Ensure that financial operations and records of the Council comply with the provisions of the Local Government Act, Financial Management Regulations and Australian Accounting Standards.

6.1.5 Arrange for the raising of loan monies from various approved lending sources.

6.1.6 Make short term investments of surplus funds with recognised lending authorities in accordance with Council policy.

6.1.7 Oversee the maintenance of proper records of Council's fixed assets and valuable and portable items and the conduct of physical inventories of assets and stores at least annually.

6.1.8 Oversee all rating procedures, including the preparation and dispatch of rate notices, collection of rates, payments by instalments and levying of penalties on unpaid rates.

6.1.9 Be responsible for the preparation of reports and information required by other statutory bodies on financial matters.

6.1.10 Arrange for the audit of Council's financial accounts and grants and subsidy claims where applicable.

6.1.11 Oversee the lodgement of claims for subsidies and grants as required.

6.1.12 Be responsible for the preparation of statistical returns of a financial nature as required, including the Grants Commission return.

6.1.13 Attend Committee and Council meetings as required.

6.1.14 Keep the CEO fully informed on the current state of activities in the Section under the Manager's control and highlight any areas likely to unfavourably affect Council's operations.

- 6.1.15 Establish and oversee the maintenance of effective systems of data entry to Council's computer-based management information system.
- 6.1.16 Be responsible for the negotiation of adequate insurance cover provided for Council property and plant and equipment, together with Workers' Compensation and other insurance policies as required.

6.2 Administration

- 6.2.1 Develop and maintain a procedures manual for all procedures under the control of the Manager.
- 6.2.2 Be fully aware of the work undertaken by each staff member in the section and ensure that efficient and effective work methods are used.
- 6.2.3 Assume overall management responsibility for the preparation of all agendas and minutes produced by the various Committees of the Council.
- 6.2.4 Ensure that all legislation relevant to the areas under the Manager's control are understood and adhered to.
- 6.2.5 Ensure that a customer focus approach is adopted by staff.
- 6.2.6 Prepare general correspondence on matters pertaining to this area of responsibility, ensuring all correspondence is answered promptly and courteously.
- 6.2.7 Act as Deputy Returning Officer and assist in the administration of elections and carry out those tasks as directed by the Returning Officer.
- 6.2.8 Keep abreast of developments in municipal administration and management generally.
- 6.2.9 Identify areas where Council can improve its service delivery.
- 6.2.10 Act as CEO when required to do so.
- 6.2.11 Any other duties as directed by the CEO.
- 6.2.12 Direct staff in policy and provide guidance to these Officers and their relevant sections.
- 6.2.13 Oversee functions of the Corporate Services area in accordance with policies, budget and Council directives.

7. ORGANISATIONAL RELATIONSHIPS:

- 7.1 Responsible to: Chief Executive Officer.
- 7.2 Supervision of: Manager Financial Reporting, Finance Officers,
Administrative/Counter staff.

8. INTERNAL & EXTERNAL LIAISON:

- 8.1 Internal CEO
Works Manager
Other staff, both in the office and at other locations
Shire President and Councillors
- 8.2 External: Customers and the general public
Government Departments
Other Local Governments
Information Technology Suppliers and Support Personnel
Debtors/Creditors
Council's Bankers

9. EXTENT OF AUTHORITY:

Freedom to act within established practices with ability to exercise skill, judgement and initiative in problem solving, etc.

10. SELECTION CRITERIA:

- 10.1 Essential
- 10.1.1 Commitment to development and maintenance of a team environment and a willingness to contribute to improved procedures and practices throughout the organisation.
- 10.1.2 Developed computer skills.
- 10.1.3 Tertiary qualifications in management, commerce, public administration, Local Government accountancy or other related fields.
- 10.1.4 Developed practical accounting skills.
- 10.1.5 Developed time management and organisational skills.
- 10.1.6 Developed interpersonal skills.
- 10.1.7 Demonstrated ability to read, understand and interpret legislation, regulations, financial data and reports.
- 10.1.8 Sound knowledge of land valuations, property rating and rates recovery procedures.
- 10.1.9 An understanding of Local Government Financial management and reporting requirements.
- 10.1.10 Developed understanding and practical experience in the application of human resources management principles.
- 10.1.11 Exposure to forward planning principles and practices.

10.2 Desirable

- 10.2.1 Previous Local Government experience in a financial management / Corporate Services environment.
- 10.2.2 A commitment to continuing professional development.

Present Occupant: _____ **Date Approved** _____

Prepared by: _____ **Date Issued:** _____

Supervisor: _____

Approved by: _____ **No. of Sheets:** _____

Reviewed: _____ **Date:** _____

9. **MATTERS BEHIND CLOSED DOORS**

10. **CLOSURE OF MEETING**

The Presiding Member to declare the meeting closed.