

## 2. COUNCIL STAFF

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| <b>POLICY NUMBER</b>  | - <b>2.1</b>   |
| <b>POLICY SUBJECT</b> | - <b>2.1 Use of Council Vehicles by Council Officers/Authorised Person</b> |
| <b>ADOPTED</b>        | - 5 September 2000 (CMRef 27632)   |
| <b>REVIEWED</b>       | - 15 January 2008 (CMRef 29330)  |
| <b>REVIEWED</b>       | - 19 February 2013 (CMRef 31058)   |

To provide for the use of Council Vehicles by staff within the following guidelines and conditions, and subject to their employment contracts.

1. Employees to whom vehicles are allotted may not use them for private purposes, including weekends and annual leave periods unless specified in their employment contracts.
2. The vehicle may be driven by the following persons:
  - a. an authorised officer of the Council;
  - b. outside of normal working hours by the spouse or partner of the employee allocated the use of the vehicle;
  - c. the holder of an appropriate current driver's licence when accompanied by an authorised officer.
  - d. other such persons as are authorised by the CEO.
3. Such vehicles are to be brought to the workplace on working days (except those days an officer concerned is on paid leave), and used for normal organisational duties. The vehicle is to be available for use by other Council staff during normal working hours and on occasions, may be required outside normal working hours.
4. All employees to whom vehicles are allotted are responsible for their care, including interior and exterior cleaning.
5. No modifications are to be made to the vehicle without the approval of the CEO.
6. At the discretion of Council, an authorised person or officer convicted of drink, drugs, careless, dangerous or reckless driving following an accident in a Council vehicle must pay the cost of associated repairs.

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| <b>POLICY NUMBER</b>  | - <b>2.3</b>                                 |
| <b>POLICY SUBJECT</b> | - <b>2.3 Staff Telephones and Allowances</b> |
| ADOPTED               | - 5 September 2000 (CMRef 27632)             |
| REVIEWED              | - 15 January 2008 (CMRef 29330)              |
| REVIEWED              | - 19 February 2013 (CMRef 31058)             |
| REVIEWED              | - 17 June 2014 (CMRef 81388)                 |

To provide guidelines in relation to telephones installed in staff and private residences and to standardise and assist in providing a fair and equitable arrangement to reimburse Council Officers who are required to handle Shire calls and emergencies after hours as follows:

1. CEO  
As per contractual agreement for both residence phone and mobile
2. Deputy CEO  
As per negotiated terms of employment
3. Manager of Corporate Services  
As per negotiated terms of employment
4. Manager of Engineering Services  
As per negotiated terms of employment
5. Manager of Development Services  
As per negotiated terms of employment
6. Shire Ranger  
Council to pay annual rental and 25% of all calls

Council will not be liable for ISD telephone calls unless arrangements pertaining to the nature of the call are first endorsed by the CEO. The CEO is granted authority to approve reimbursement of ISD telephone calls where of a business nature and adjust telephone allowances where the Guidelines are not being adhered to.

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| <b>POLICY NUMBER</b>  | - <b>2.5</b>   |
| <b>POLICY SUBJECT</b> | - <b>2.5 Study Leave and Expenses - Applications</b> |
| ADOPTED               | - 5 September 2000 (CMRef27632)                      |
| REVIEWED              | - 15 January 2008 (CMRef29330)                       |
| REVIEWED              | - 19 February 2013 (CMRef 31058)                     |
| REVIEWED              | - 21 August 2018 (CMRef 82233)                       |

To encourage higher education attainment by employees, relative to their duties, in order to achieve greater efficiency in Council operations and enhance promotional opportunities of the employees. Approval of applications for Study Leave will be at the discretion of the CEO in accordance with Council's budget.

Council generally supports Study Leave of up to 3 hours per week being granted to employees who are undertaking studies relevant to their duties, provided that such time is made up and does not interfere with Council operations significantly, excepting in the case of employees classified as "Trainee", "Cadet" or "Apprentice" where additional Study Leave may be granted by the CEO.

The CEO may approve the reimbursement of the following expenses in respect to studies directly applicable to their duties subject to the successful completion of the relevant units of study (subject to negotiation) -

1. Enrolment fees
2. Costs in respect to books and materials up to a value of \$200.00 per annum total, with the books to become the property of the Council at the completion of the subject.

Costs associated with senior employees Study Leave and expenses to form part of Salary Renewal negotiations with Council on an annual basis.

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| <b>POLICY NUMBER</b>  | - <b>2.6</b>   |
| <b>POLICY SUBJECT</b> | - <b>2.6 Conferences, Seminars and Training Courses - General Staff Attendance</b> |
| ADOPTED               | - 5 September 2000 (CMRef 27632)   |
| REVIEWED              | - 15 January 2008 (CMRef 29330)  |
| REVIEWED              | - 18 January 2011 (CMRef 30531)  |
| REVIEWED              | - 19 February 2013 (CMRef 31058)   |

The CEO is authorised to approve staff attendance at conferences, seminars and training courses based on advice from the relevant Executive Manager.

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

1. To achieve uniform practice throughout the organisation;
2. To reduce matters placed on agendas for Council consideration;
3. To maximise training opportunities and therefore productivity and efficiency of staff; and
4. Minimise delay in accepting training opportunities.

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

1. accommodation in the hotel or venue at which the conference/ seminar/course is held, or other nearby venue;
2. economy class airfare if necessary; and
3. reasonable meal costs and out of pocket expenses.

## **1.0 Introduction**

Attendance at conferences/seminars/courses is considered to be a component of the ongoing education and training of Staff.

## **2.0 Attendance at Conferences, Seminars and Training Courses**

2.1 During the budget preparation process, the CEO shall determine an allocation of funds sought for conferences/seminars/courses in the ensuing year.

2.2 Consideration will be given to:

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

- 2.3 Such approval to attend is only to be granted if the relevant budget provides sufficient funds and the conference/seminar/course is of particular relevance to Council's operations.
- 2.4 When special funding is required which is not included in the adopted budget, the application must be submitted to Council for determination.
- 2.5 In respect of employees attending approved conferences/ seminars/courses at the CEO's direction, the following expenses will be met by Council:
- a) Registration fees;
  - b) Accommodation and reasonable meal costs;
  - c) Minor expenses such as taxis, telephone calls and laundry etc; and
  - d) Travelling expenses.

Alcohol, Mini Bars and In House Movies will not be paid by Council

Note 1) If participant chooses to stay with relatives or friends, prior approval from the CEO is required and a daily rate of \$75.00 (inclusive of accommodation and meals) will be paid. A claim form must be submitted to claim this allowance.

Note 2) Council will allow employees to travel to the course in work time i.e. if the course is to be held in Perth, the employee can depart Merredin at 2pm on the day prior to the course. The same principle would apply for any other destinations.

Travelling home from course is in participants own time - no overtime paid.

Council may provide a vehicle for travel, however the vehicle must be returned to Merredin on the same day, unless alternative arrangements are made with the CEO.

If any employee wishes to utilise their own vehicle in preference to a Council vehicle then Council will provide fuel only for the vehicle for travel to and from the course. No vehicle allowance or a kilometre rate will be paid.

- 2.6 A written Report on the attendance at each conference/seminar/course shall be prepared and submitted to the appropriate Executive Manager if requested.

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| <b>POLICY NUMBER</b>  | - <b>2.7</b>  |
| <b>POLICY SUBJECT</b> | - <b>2.7 Attendance of Executive Officers at Council/Committee Meetings</b> |
| ADOPTED               | - 5 September 2000 (CMRef 27632)  |
| REVIEWED              | - 15 January 2008 (CMRef 29330)   |
| REVIEWED              | - 16 November 2010 (CMRef 30474)  |
| REVIEWED              | - 19 February 2013 (CMRef 31058)  |

Senior Executive Officers shall attend Council meetings when their section of the Agenda is being considered, or as otherwise required, other than when external circumstances prevent such attendance. Each Senior Executive Officer shall attend Committee meetings appropriate to his/her responsibilities, other than when external circumstances prevent such attendance.

Other officers shall attend Council and/or Committee meetings at the request of the Committee chairperson in consultation with the CEO and their respective Manager.

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| <b>POLICY NUMBER</b>  | - <b>2.8</b>                     |
| <b>POLICY SUBJECT</b> | - <b>2.8 Uniforms - Staff</b>    |
| ADOPTED               | - 5 September 2000 (CMRef 27632) |
| REVIEWED              | - 15 January 2008 (CMRef 29330)  |
| REVIEWED              | - 19 February 2013 (CMRef 31058) |
| REVIEWED              | - 18 November 2014 (CMRef 81470) |
| REVIEWED              | - 19 January 2016 (CMRef 81717)  |

### **Policy Statement**

The type of clothing and standard of dress for the Shire of Merredin's employees varies according to roles and safety requirements. This policy provides parameters regarding appropriate types of clothing, standards of dress and related matters.

### **Commitment**

The Shire of Merredin is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. This policy aims to fulfil such a commitment by providing clarity in relation to personal clothing and hygiene standards.

### **Payments made under this Policy**

Council will pay up to a maximum of \$400 per financial year to employees towards the cost of an approved corporate uniform for permanent employees.

The cost of any uniforms purchased above the \$400 limit will be borne by the employee.

### **Compulsory Uniform/Protective Clothing**

The Shire of Merredin may require employees to wear a uniform. The following applies in relation to compulsory wearing of Shire of Merredin uniforms:

1. The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required uniform when presenting for duty shall be sent home to change and may not receive payment for the time they are not at work.
2. Uniforms shall be replaced if it is determined by an appropriate officer that they are no longer suitable for use due to ordinary wear and tear.
3. If an employee's uniform is damaged the employee may be entitled to a replacement uniform or an additional one-off allowance. An employee may not be entitled to a replacement uniform or an additional one-off allowance if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform.

### **Additional Requirements Relating to Protective Clothing**

An employee may be instructed to wear protective clothing by an appropriate officer. Employees will be issued with protective clothing by the Shire of Merredin. An employee must not modify, alter or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

### **Wearing of Uniform out of Hours**

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform they are recognised as representing the Shire of Merredin. Employees must adhere to the Shire of Merredin's Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

An employee must refrain from consuming alcohol whilst wearing a Shire of Merredin uniform unless alcohol consumption has been sanctioned by an appropriate officer. Employees who consume alcohol or act in an inappropriate manner whilst wearing a uniform may face disciplinary action.

### **Acceptable Standards of Dress**

Employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is smart business dress.

Smart business dress for work may include, tailored trousers, tailored skirts, collared business shirts, tailored shorts, tailored jackets, dresses, blouses, smart/business shoes, socks, appropriate underwear, belts and ties.

Smart business dress for work does not include; low cut or sheer tops, tops that expose the midriff, shorts that expose the buttocks, thongs, bare feet, singlets, faded jeans, frayed jeans, board shorts or other items of clothing deemed unsuitable by an appropriate officer.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

1. Clothing worn to comply with cultural or religious practices;
2. Tattoos or body piercings; and
3. Jewellery.

In relation to appropriate footwear and clothing, staff will have regard for the possible hazards within the workplace (i.e. accidentally spilling boiling water, dropping heavy items etc) and take steps to minimise the risk of injury. When out of the office, staff will wear footwear and clothing appropriate to the task being conducted (i.e. water or housing/building inspections, loading and unloading vehicles etc) which may be different to the footwear and clothing worn within the office environment. Appropriate footwear is that which provides protection from potential injury.

### **Casual Dress Days**

On "casual dress" days, "smart casual" is the minimum required standard. Within the Shire Administration Office it is generally accepted that Friday will be "casual dress" day. The Shire



of Merredin polo shirt is the preferred uniform which can be worn with appropriate smart business dress jeans, skirts, pants or shorts.

Further guidance is available from the respective line manager.

### **Unacceptable Standards of Dress**

The following items are unacceptable at the Local Government:

1. Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory.
2. Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoo's which may be considered racist, sexist or derogatory.

### **Tax Deductibility**

The Shire of Merredin's uniform has been entered on the Register of Approved Occupations clothing, meaning the expenditure incurred by a paid employee in relation to their uniform can be claimed as a tax deduction.

### **Personal Hygiene**

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.

All matters relating to personal hygiene will be handled sympathetically and discreetly.

### **Consequences of Breaching This Policy**

This policy constitutes a lawful instruction to all of the organisation's people and breaches may lead to disciplinary action or termination by the Shire of Merredin. People who breach the policy may also be personally liable for their actions.

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| <b>POLICY NUMBER</b>  | - <b>2.9</b>  |
| <b>POLICY SUBJECT</b> | - <b>2.9 ROSTERED DAY OFF AND FLEXIBLE WORKING ARRANGEMENTS</b>   |
| <b>ATTACHMENTS</b>    | - <b>ATTACHMENT A: EMPLOYEE REQUEST FOR FLEXIBLE WORKING ARRANGEMENTS TEMPLATE</b><br><b>ATTACHMENT B: FLEXIBLE WORKING ARRANGEMENTS GUIDANCE</b> |
| <b>ADOPTED</b>        | - 5 September 2000 (CMRef 27632)  |
| <b>REVIEWED</b>       | - 15 January 2008 (CMRef 29330)   |
| <b>REVIEWED</b>       | - 19 February 2013 (CMRef 31058)  |
| <b>REVIEWED</b>       | - 19 January 2021 (CMRef 82674)   |

### 1.OBJECTIVES

The objective of this policy is to define the hours of work and to provide for flexible working hours, including rostered day off procedures for administrative staff.

### 2.STATEMENT

This policy applies to all staff, excluding executive managers and those covered by the Engineering Services Outside Workforce Enterprise Bargaining Agreement. The policy is intended to inform all employees of their rights and responsibilities when accruing and taking rostered days off and to establish consistent standards across all Departments of Council. Merredin Shire Council is committed to providing flexibility in the workplace that considers the work requirements of the Council and the individual/family circumstances of the employees. The provision of rostered days off and flexible working arrangements contributes to this commitment and may assist employees to achieve greater work/life balance.

### 3.NINETEEN DAY MONTHS (RDO)

- a. Nineteen-day month RDO's are available to full time permanent administrative employees.
- b. The standard hours for office-based employees are 8.00am to 5.00pm, Monday to Friday, with a one-hour lunch break. Hours may be varied by agreement or by directive, in some sections (e.g Library, Customer First) to cater for customer service requirements.
- c. The nineteen-day month RDO's are dependent upon the approval of the Chief Executive Officer and can be approved where working hours are feasible and non-detrimental to the operations of Council.
- d. Where a nineteen-day month RDO is approved, employees will be offered the opportunity to nominate a preferred day within the month in accordance with their family/non-working needs and the needs of the business unit/department.
- e. Notification of the approved nominated day is to be recorded with the Human Resources section for payroll processing requirements.

- f. This designated day may be changed through agreement with the employee's Manager under circumstances where required by the operational needs or as response to family/non work unforeseen circumstances.
- g. Employees who work a nineteen-day month will work 8.0 hours per day.
- h. Employees are expected to consider reasonable requests to accrue their RDO, where operational/business demands dictate. A maximum of 3 RDO's shall be accrued at any one time, to accommodate the 3 days from Christmas/New Year period.
- i. Sick leave is paid at 8.0 hours per day, to allow for RDO's to be retained during the period of this leave.
- j. The paying out of RDO balances will only be allowable in cases of termination of employment. Payment will be made only for hours accumulated.

### **3.1. Accruing Rostered Days Off**

- a. RDO's are calculated for administrative employees working 40 hours per week and being paid for 38 hours (7.6 hours per day). The extra 2.0 hours accrued each week goes towards employees' RDO accruals.
- b. Employees will accrue adequate time to take one RDO per month and 3 RDO's between the Christmas and New Year period with a small surplus of hours being generated. These additional hours are required to be taken on application and be subject to the normal leave approval provisions.
- c. Where an employee does not have enough RDO hours accrued for the three-day Christmas and the New Year period, annual leave or leave without pay may be taken.
- d. Employees required to work over the Christmas/New Year break, whether directed or nominated, will be given the option to take the 3 RDO's at a mutually agreed time prior to the end of February.
- e. Employees working a nineteen day month can only accrue a maximum of 3 days (24 hours) towards RDOs.
- f. Employees employed on a part time basis will need to make arrangements with their Manager on the preferred option for accruing the required hours for the Christmas/New Year period. These arrangements are to be reported to Human Resources for payroll processing.

### **4. NINE DAY FORTNIGHTS**

- a. Nine-day fortnight RDO's are available to full time permanent administrative employees.
- b. The standard hours for employees are between 6am to 5pm Monday to Friday, with the option of a half hour lunch break. Start and finish times to be determined by the specific requirements of the job.
- c. Nine-day fortnight RDO's shall be taken as they are due and may only be accrued or altered in exceptional circumstances, specifically approved by the CEO.
- d. An Accrued Leave form is to be completed and forwarded to the Payroll Officer when the RDO is not taken.
- e. Accrued leave resulting from the deferral of nine-day fortnight RDO is to be taken within the following 4 weeks unless the relevant Manager authorises otherwise.
- f. Teams or work groups are encouraged to review the arrangement of their working hours to maximise efficiency and service provision while at the same time meeting the

needs of the employees involved. Proposals should be initially discussed with the relevant Manager, prior to approval being granted by relevant Director.

## **5. TAKING OF ROSTERED DAYS OFF OR TIME BANK**

- a. Where the approved nominated preferred RDO day within the month is taken, no leave application is required.
- b. Where the nominated preferred RDO day is to be changed, prior approval of the Manager is required. An approved Rostered Day Off Adjustment form is to be submitted to Human Resources for payroll processing prior to the nominated RDO falling due.
- c. RDO's should be taken in full days. Managers may however consider and approve RDO absences in half days or hours, at their discretion. Notification to be provided to the Human Resources section for payroll processing.
- d. Time Bank/Time in Lieu is to be taken at a time mutually agreed upon by the individual employee and their Manager in consideration of the operational/business requirements of that business unit.
- e. An approved Application for Leave is to be submitted to the Human Resources section for payroll processing prior to Time Bank being taken.

## **6. FLEXIBLE START AND FINISH TIMES**

- a. Employees may request flexible start and finish times in accordance with the Local Government (State) Award, to be approved by their Manager. Approval shall not be withheld unreasonably, provided it meets the need of the operational requirements of the business unit/department.
- b. Variation to start and finish times shall be restricted to 'ordinary hours' of the Local Government (State) Award in order that no overtime cost shall be incurred by the Council.
- c. While acknowledging that it is beneficial for both employees and Council to provide some flexibility in staff attendance, the Local Government (State) Award sets out the provision for providing flexibility, the following shall apply: -
  - Flexible staffing arrangement should not result in any denial of services.
  - There should be no additional costs incurred as a direct result of flexible staffing arrangements.
  - There should be equity of treatment for all eligible employees within a function or role within a department.
- d. Infrequent/unplanned changes made to start/finish times are to be maintained by the Manager. For longer periods of change (outside of 2 consecutive payroll weeks) or a permanent change to start/finish times are to be approved by the department Manager and reported to Human Resources.
- e. The Chief Executive Officer may vary the conditions of this policy in accordance with relevant awards, dependent on individual circumstances.

## **7. FLEXIBLE WORKING ARRANGEMENTS/TIME IN LIEU (TIME BANK)**

- a. Flexible working arrangements are individual work arrangements that are organised through mutual agreement between individual employees and their Manager in consideration of the operational/business requirements of the business unit/department.

- b. The agreement and approval of working arrangements is to be given by the Chief Executive Officer, in writing before the working arrangement commences.
- c. If no prior written approval is obtained hours will not be accrued.
- d. Notification of approved hours to be worked to be supplied to Human Resources for payroll processing requirements. Claims for accrued hours must be made within 30 days of working extra time.

See Procedures for Variable Work Arrangements (5.5.58) and Overtime (5.5.17).

## **8. ASSOCIATED LEGISLATION**

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation:

- Local Government (State) Award; and
- Fair Work Act 2009.

## **VARIATION**

Council reserves the right to review, vary or revoke this policy which will be reviewed periodically to ensure it is relevant and appropriate.

## Attachment A

### Employee request for flexible working arrangements template

Template to submit your request to your employer.

This template has been colour coded to assist you to complete it accurately. You simply need to replace the red < > writing with what applies to your employer and situation.

Explanatory information is shown in blue italics to assist you and should be deleted once you have finished the letter.

Before filling out this letter, you are advised to read the Flexible Working Arrangements guidance.

<Date>

#### Private and confidential

Employee details:

<Your name>

<Contact details>

<Job title>

Dear <insert Chief Executive Officers name>

Request for flexible working arrangements

I would like to request under section 65 of the Fair Work Act 2009 (the Act) to work a flexible work arrangement that is different to my current working arrangement.

I am making this request

<to help me care for a child who is under school age/school age>

<because I am a carer (within the meaning of the Carer Recognition Act 2010)>

<because I am 55 or older>

<because I have a disability>

<because I am experiencing violence from a member of my family>

<to help me to provide care or support to a member of my immediate family or a member of my household who is experiencing violence from their family>.

*Include whichever of the above statements applies to you and delete the other options.*

I can confirm that I have worked continuously as an employee of this business for the last 12 months and am employed on a <full time basis/part time basis/casual basis on a regular and systemic basis>.

*Include whichever of the above employment statuses applies to you and delete the other options.*

I would like to start working <include a paragraph to describe the working pattern you would like to have in the future including the days/hours/times you would like to work>.

These changes will assist me because <insert reasons>.

I would like this working arrangement to start from <insert date>.

I believe that the effect on the business and my colleagues can be accommodated by <identify ways the work can be performed, how your proposal may help the business or how you are committed to working hard to make the arrangements work well>.

I would appreciate your response to this request, in accordance with the Act, within 21 days of today's date.

I am happy to discuss this matter at a time that is convenient. I am willing to discuss possible alternatives to the arrangements I have outlined and I am also willing to work with you to make sure that this arrangement works effectively for both the business and me. Please contact <me/my representative> on <insert contact details>.

Yours sincerely,  
<Insert name>

## Attachment B

### Flexible working arrangements Guidance

Some employees who have worked for the same employer for at least 12 months can request flexible working arrangements, such as changes to hours, patterns or locations of work.

There are rules about how to make the request and how employers should respond.

Employees covered by an award also have some extra rights when asking for flexible working arrangements.

Read more about requests for flexible working arrangements below.

#### What are flexible working arrangements?

Examples of flexible working arrangements include changes to:

- hours of work (eg. changes to start and finish times);
- patterns of work (eg. split shifts or job sharing); and
- locations of work (eg. working from home).

#### Who can request flexible working arrangements?

Employees (other than a casual employee) who have worked with the same employer for at least 12 months can request flexible working arrangements if they:

- are the parent, or have responsibility for the care, of a child who is school aged or younger;
- are a carer (under the Carer Recognition Act 2010);
- have a disability;
- are 55 or older;
- are experiencing family or domestic violence; or
- provide care or support to a member of their household or immediate family who requires care and support because of family or domestic violence.

Examples: Eligibility for flexible working arrangements

Greg wants to start work at 10am instead of 9am so he can take his son to pre-school. He can request flexible working arrangements to help him care for his son.

Shirley is 60 years old and wants to finish early on Wednesdays so she can volunteer at her local hospital. She can request flexible working arrangements because she is over 55 years old.

#### Casual employees

Casual employees can make a request if:

- they've been working for the same employer regularly and systematically for at least 12 months; and
- there's a reasonable expectation of continuing work with the employer on a regular and systematic basis.

#### How do employees request flexible working arrangements?

Requests for flexible working arrangements have to:

- be in writing;



- explain what changes are being asked for; and
- explain the reasons for the requested change.

### **What should employers do with a request?**

Employers covered by an award must first discuss the request with their employee to try to reach an agreement about changes to the employee's working conditions, taking into consideration:

- the needs of the employee;
- consequences for the employee if changes in working arrangements aren't made; and
- any reasonable business grounds for refusing the employee's request.

All employers who receive a request must provide a written response within 21 days which outlines whether the request is approved or refused.

Employers can only refuse a request on reasonable business grounds. If a request is refused the written response must include the reasons for the refusal.

Awards contain specific information on what needs to be included in the written response if the request is refused or if a different change in working arrangements is agreed. Use our 3 step form to help you Find your Award.

Learn more about responding to requests with our free Workplace flexibility online course.

### **What are reasonable business grounds?**

Reasonable business grounds can include:

- the requested arrangements are too costly;
- other employees' working arrangements can't be changed to accommodate the request;
- it's impractical to change other employees' working arrangements or hire new employees to accommodate the request; or
- the request would result in a significant loss of productivity or have a significant negative impact on customer service.

### **Do state and territory laws still apply?**

If a state or territory law provides an employee with a better entitlement to flexible working arrangements this will continue to apply.

Source reference: Fair Work Act 2009 s.65-66

### **Think a mistake might have been made?**

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our Help resolving workplace issues section for practical advice on:

- figuring out if a mistake has been made;
- talking to your employer or employee about fixing it; and
- getting help from us if you can't resolve it.

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|-----------------------|-------------------------------------|
| <b>POLICY NUMBER</b>  | - <b>2.10</b>                       |
| <b>POLICY SUBJECT</b> | - <b>2.10 Council Staff Housing</b> |
| ADOPTED               | - 5 September 2000 (CMRef 27632)    |
| REVIEWED              | - 15 January 2008 (CMRef 29330)     |
| REVIEWED              | - 21 May 2011 (CMRef 30625)         |
| REVIEWED              | - 19 February 2013 (CMRef 31058)    |

### **Policy**

The Shire of Merredin provides accommodation to employees based on the following principles and guidelines.

### **Principles**

- The requirements of the *Residential Tenancy Act 1987* are met;
- Council shall acquire and maintain housing stock to meet staff allocations;
- All housing allocations are approved and managed by the CEO;
- Council shall only provide housing while the person is employed by the Council;
- Council shall provide housing during these periods of absence - Annual Leave, Sick Leave, Bereavement Leave, Long Service Leave, Leave Without Pay;
- Council shall not provide housing during extended periods of leave unless approved by the CEO;
- Employees shall only use the housing for that purpose;
- Council reserves the right to transfer the staff member to alternative housing if required to meet operational needs.

### **Guidelines**

#### **Eligibility**

- Housing is allocated to designated positions within the workforce and shall be determined predominantly on a hierarchical basis or positions that have traditionally been difficult to attract interest (Refer to list below);
- In exceptional circumstances the CEO may take into account personal requirements of the employee and/or the significance of the position for the ongoing operations of the organisation;
- The employee or their partner do not own a residence in Merredin Shire;
- Where an employee is entitled to a Council house but has alternate housing arrangements, Council will pay an annual Housing Allowance based on market rent value.

#### **Charges**

- Four (4) week rent in advance is payable as a Bond;
- Staff occupying Council housing shall pay by payroll deduction a fortnightly rental which is equivalent to 50% of the market rental value of which is to be reviewed by Council in line with the annual budget preparation.

- The employee is responsible for all utility costs unless an alternate arrangement has been made with the CEO.

## **Responsibilities**

### *Shire*

- Will conduct annual inspections of Council housing to determine the budget allocation for the housing maintenance program;
- Shall give a minimum of 24 hours notice to the occupant if entry to the accommodation is needed for any maintenance or repair work, except where emergency repairs are required to prevent further property damage;
- Shall ensure any necessary maintenance or repairs to the accommodation are carried out expediently when they are the result of normal wear and tear and not misuse.

### *Employee*

- Shall allow entry to the accommodation by the Council for inspection and maintenance;
- Shall ensure the accommodation and yard are kept in a clean, safe and tidy state;
- Shall ensure the accommodation is left clean and tidy at the end of occupancy;
- Shall not sub-let the accommodation to another person or organisation.

## **Purpose**

To attract and retain qualified and experienced staff.

To provide clarity and consistency on the eligibility and conditions for use of Council owned housing by Shire employees.

## **Scope**

This Policy applies to Shire of Merredin employees

|                       |  |
|-----------------------|--|
| <b>POLICY NUMBER</b>  | - <b>2.11</b>                              |
| <b>POLICY SUBJECT</b> | - <b>2.11 Superannuation Contributions</b> |
| ADOPTED               | - 5 September 2000 (CMRef 27632)           |
| REVIEWED              | - 15 January 2008 (CMRef 29330)            |
| REVIEWED              | - 17 March 2009 (CMRef 29914)              |
| REVIEWED              | - 21 December 2010 (CMRef 30523)           |
| REVIEWED              | - 19 February 2013 (CMRef 31058)           |
| REVIEWED              | - 16 July 2013 (CMRef 31174)               |
| REVIEWED              | - 17 April 2018 (CMRef 82163)              |

The policy aims to provide Council staff with a long term incentive and to comply with the statutory superannuation guidelines. In addition to the Superannuation Guarantee Contribution, Council will provide percentage for percentage funding to employees up to a maximum of 5%.

A 3% increase in superannuation contributions by Council to all staff who are members of an existing superannuation scheme and who has been employed for longer than 12 months effective from the first pay period commencing in July 2009.

The exception to this is employees transferring from another local government.

All staff who become members of a contributory superannuation scheme become entitled to a 3% increase in superannuation contribution by Council once they have completed a further 12 months service, and make a voluntary matching contribution of at least 3%.

All staff members who become members of a contributory superannuation scheme become entitled to a further 1% annual increase in superannuation contributions by Council once they have completed 12 months service up to a maximum of 5%, subject to a matching contribution by the employee.

Council will permit employees to salary sacrifice superannuation contributions. Council does not take responsibility for employees who salary sacrifice and exceed the allowable cap limit as set down by the Australian Taxation Office.

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| <b>POLICY NUMBER</b>  | - <b>2.12</b>                      |
| <b>POLICY SUBJECT</b> | - <b>2.12 Re-Location Expenses</b> |
| ADOPTED               | - 5 June 2007 (CMRef 29006)        |
| REVIEWED              | - 18 January 2011 (CMRef 30532)    |
| REVIEWED              | - 19 February 2013 (CMRef 31058)   |

To offer an incentive as part of the overall package to attract quality staff to the Shire, Council will provide re-location expenses to staff who have been appointed to come and work with the Shire of Merredin. The objectives of this Policy are to:

- Provide controlled financial assistance to eligible employees for costs associated with relocation; and
- Provide Senior Staff and relocating employees with information on eligibility requirements and guidelines for claiming on relocation expenses.

### Policy Scope

This policy applies to all employees subject to approval by the CEO.

### Guidelines

1. The conditions of the financial assistance must be set out in the eligible Employee's Letter of Offer and as such approved by the CEO;
2. Claimable expenses apply only to packing, freight and insurance of household goods when supported by receipts;
3. The employee must obtain a minimum of two quotations for relocation expenses and preferably use the least expensive;
4. Council will pay up to a maximum of \$5,000.00 removal expenses;
5. 50% of the costs are refunded into the employee's nominated bank account within 14 days of the employee's commencement date upon the production of a suitable receipt;
6. The balance of the removal expenses are to be refunded upon the completion of 12 months satisfactory service to be evaluated by the CEO.; and
7. An agreement to repay the relocation expense assistance payment, if the employee leaves Council within the first year of employment, must be included in and form a condition of employment as outlined in the employee's Letter of Offer on the following basis:

If the employee voluntarily leaves the Shire within:

- |  |      |
|--|------|
| • The first three (3) months of employment   | 100% |
| • The first six (6) months of employment     | 75%  |
| • The first nine (9) months of employment    | 50%  |
| • The first twelve (12) months of employment | 25%  |

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| <b>POLICY NUMBER</b>  | - <b>2.13</b>  |
| <b>POLICY SUBJECT</b> | - <b>2.13 Shire Administration Centre – Security</b> |
| ADOPTED               | - 5 September 2000 (CMRef 27632)                     |
| REVIEWED              | - 15 January 2008 (CMRef 29330)                      |
| REVIEWED              | - 16 September 2008 (CMRef 29700)                    |
| REVIEWED              | - 19 February 2013 (CMRef 31058)                     |

To have a standard procedure in place for Council and Staff to maximise security precautions to the Shire Administration Centre Council's policy in relation to Administration Centre security shall be:

**Shire Administration Centre**

1. Senior Staff to be issued with a key and other as required at the discretion of the CEO.

**Administration Wing**

1. All staff to have four digit pin numbers to security scan system.
2. General Office Area (i.e. behind front counter) to be locked to the general public.

**Chamber Wing**

1. Available to Councillors at all times with a staff member at all times being responsible for opening and locking the Centre.

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|-----------------------|---------------------------------------|
| <b>POLICY NUMBER</b>  | - <b>2.15</b>                         |
| <b>POLICY SUBJECT</b> | - <b>2.15 Defence Reservist Leave</b> |
| ADOPTED               | - 15 January 2008 (CMRef 29330)       |
| REVIEWED              | - 19 February 2013 (CMRef 31058)      |
| REVIEWED              | - 16 June 2015 (CMRef 81583)          |

### **Shire of Merredin Support for Australian Defence Force Reserves**

The Shire of Merredin is committed to supporting employees who are members of the Australian Defence Force (ADF) Reserves. The following ADF Reserve Service Leave Policy offers recognition through special leave conditions and applies to all employees who have formally advised the Shire of Merredin that they are members of the ADF Reserves.

The Shire of Merredin recognises that service in the ADF Reserves involves a significant commitment of an employee's personal time. The annual commitment of an individual Reservist varies significantly depending on their specialisation, experience and skills. Consequently, this may affect the frequency and duration of service they undertake and the amount of notice provided.

### **Responsibilities and actions for the Shire of Merredin**

- Ensure that all relevant Managers and Supervisors familiarise themselves with the Shire of Merredin ADF Reserve Service Leave Policy (this document) and where necessary, the provisions under the *Defence Reserve Service (Protection) Act 2001*.
  - Provide the employee with up to 14 days of ADF Reserve service leave on top-up pay. Top-up pay is the difference between ADF pay and the employee's civilian pay.
  - Provide an additional 14 days leave on top-up pay in the first year of ADF Reserve service to allow the employee to complete his or her common induction training requirements.
  - For other periods of ADF Reserve service in excess to the ADF Reserve leave provided by the Shire of Merredin, employees may elect to take:
    - leave without pay;
    - annual leave;
    - long service leave;
    - other forms of accrued leave entitlements; or
    - a combination of the above to cover the required period of absence.
3. Following a 12 month qualifying period, part time employees may be entitled to paid ADF Reserve service leave on a pro rata basis, determined on an individual basis.
  4. ADF Reserve service leave is based on a financial year and is in addition to any other forms of accrued leave (e.g. Annual Leave, Long Service Leave etc).
  5. ADF Reserve service leave is not cumulative and can not be carried over to the following year.

6. Up to six weeks of ADF Reserve service leave per year is to be treated as unbroken service for the purpose of calculating accrued leave (e.g. Annual Leave, Long Service Leave, Sick Leave, etc). The six weeks can be made up of a single block or a number of occasions.
7. The Shire of Merredin may contact the ADF Unit point of contact provided by the employee to discuss possible alternative options when the absence of an employee will cause a significant and serious impact on the Shire of Merredin's operational requirements.
8. The Shire of Merredin may be eligible to claim Employer Support Payments (ESP). Claim forms and postal details are available on the Defence Reserves Support website: <http://www.defencereservessupport.gov.au/for-employers.aspx>
9. When additional information, assistance or guidance is required, the Shire of Merredin will contact the Defence Reserves Support State Manager on 1800-803-485 or visit <http://www.defencereservessupport.gov.au>

### **Responsibilities and actions for eligible employees**

- Read and familiarise themselves with the ADF Reserve Service Leave Policy set out in this document.
- Notify the Shire of Merredin of their ADF Reserve status when they first become an employee or when they first become a Reservist if they are already employed.
- Provide the Shire of Merredin with relevant information about the supportive initiatives available to them including assistance with accessing the Defence Reserve Support website.
- Inform the Shire of Merredin at the beginning of each working year, of their anticipated ADF Reserve service commitments for the next 6-12 months, even when specific dates are unknown. Once specific dates become available, the employee should notify the Shire of Merredin at the earliest practicable opportunity.
- Provide the Shire of Merredin with written ADF notification before and after the requirement to provide ADF Reserve service. The written notification is to be included with the leave application.
- Attempt to resolve ADF Reserve service related issues at the lowest appropriate level, e.g. immediate supervisor prior to contacting the Office of Reserve Service Protection. When an internal resolution is unsuccessful, the employee should utilise any internal grievance or dispute resolution process. The employee should also provide the Shire of Merredin with the details of an appropriate ADF Reserve Unit point of contact.
- Assist the Shire of Merredin to complete the necessary ADF ESP Scheme documentation when assistance is requested. Forms are available from <http://www.defencereservessupport.gov.au>.

### **Relevant Documents and References**

10. The documents and reference used to compile and support these policy guidelines are:  
State & Federal Awards (Local Government Industry Award 2010)  
Enterprise Bargaining Agreement (Shire of Merredin Enterprise Agreement 2012)  
Defence Reserve Leave Policies and Guidelines at [www.defencereservessupport.gov.au](http://www.defencereservessupport.gov.au)  
*Defence Act 1903*  
*Defence Reserve Service (Protection) Act 2001* [www.comlaw.gov.au](http://www.comlaw.gov.au)



Employer Support Payment Scheme Guidelines [www.defencereservessupport.gov.au](http://www.defencereservessupport.gov.au)

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|-----------------------|---|
| <b>POLICY NUMBER</b>  | - <b>2.16</b>                             |
| <b>POLICY SUBJECT</b> | - <b>2.16 Child(ren) in the Workplace</b> |
| ADOPTED               | - 21 April 2009 (CMRef 29937)             |
| REVIEWED              | - 20 July 2010 (CMRef 30361)              |
| REVIEWED              | - 19 February 2013 (CMRef 31058)          |
| REVIEWED (UNAMENDED)  | - 19 June 2018 (CMRef 82198)              |

**Policy** Shire of Merredin employees are not permitted to have their children in the workplace unless prior authorisation has been granted by their relevant Manager or the CEO.

**Purpose** To ensure that the workplace is not unreasonably inconvenienced by child(ren)'s presence.

To provide employees and Managers with the necessary guidelines to either seek permission or the authority to decline requests for child(ren) in the workplace.

**Scope** This Policy applies to all Shire of Merredin employees, volunteers, and contractors.

#### Guidelines

##### **1. Shire Employees**

- 1.1 Employees who wish to bring children into the workplace during normal working hours are to direct the request in advance or on arrival to the immediate Manager.
- 1.2 Employees must ensure that colleagues and people are not unreasonably inconvenienced by the child(ren)'s presence.

##### **2. Managers**

- 2.1 When considering an employee's request to bring a child(ren) into the workplace, the Manager should consider both the employee's needs and the needs of co-workers and people. Factors to consider may include:
  1. the age of the child;
  2. the length of time involved;
  3. the frequency of attendance;
  4. the environment, safety and health issues; and
  5. the degree of interference with other employees and people.
- 2.2 In the event of a child(ren) becoming disruptive, the Manager has a responsibility to request the employee to remove the child(ren) from the workplace for the comfort and safety of colleagues and people.

- 2.3 For information on occupational safety and health responsibilities, staff should refer to the Shire's Occupational Safety and Health Section for guidance and assistance.

RECOMMENDED FOR RECISSION

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|-----------------------|---|
| <b>POLICY NUMBER</b>  | - <b>2.20</b>   |
| <b>POLICY SUBJECT</b> | - <b>2.20 Fitness for Work</b> (previously Drugs & Alcohol) |
| <b>ADOPTED</b>        | - 18 November 2014 (CMRef 81470)                            |
| <b>REVIEWED</b>       | - 20 December 2016 (CMRef 81888)                            |

**The objectives of this policy is to:**

- Afford a clear understanding of the Council's position in relation to 'Unfit for Work', primarily in relation to the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol in the workplace or being in any other way impaired for work through substances or fatigue.
- Ensure the Shire meets its duty of care under the *Occupational Safety and Health Act 1984* to, where practicable, reduce hazards in the workplace.
- Impress upon all employees their responsibility to establish and maintain a safe working environment by attending to their duties in a 'Fit for Work' state in the interest of themselves and the safety and wellbeing of other employees.
- Prescribe the circumstances where an employee is deemed 'Unfit for Work' and detail the remedial measures to be taken to achieve the required duty of care across the organisation.
- Establish a structured approach that for the most part is fair and equitable in dealing with employees who attend work in an 'Unfit for Work' state.

For the purpose of this procedure, being "under the influence of alcohol and / or other drugs" the following definitions and interpretations shall apply:

**Definitions:**

**Impaired Work Performance** – means sudden or gradual deterioration of a person's ability to function appropriately at work.

**Unfit for Work** – means being impaired for work and therefore unable to perform duties in a safe manner.

**Use** – means eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.

**Misuse** – means inappropriate use of a substance on the Shire premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.

**Alcohol** – means any beverage containing alcohol.

**Drugs** – means Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, methadone, Benzodiazepines, Alcohol and other narcotics, prescription drugs and non-prescription drugs.

**Substance** – means any drug that may have adverse effects causing impaired work performance.

**Fatigue** – means the inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and / or other substances (including, "hangovers" and/or "come downs").

**Fit for Work** – means not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.

**Employee** – means a person employed by the Shire in a permanent, part-time or casual role.

**Contractor** – means a person engaged by the Shire (includes sub-contractor personnel) to perform works through the issue of a purchase order.

### **THE SHIRE OF MERREDIN'S COMMITMENT**

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

### **THE INDIVIDUAL'S RESPONSIBILITY**

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions. Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

### **REPORTING REQUIREMENTS**

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

### **DRUG USE ON THE PREMISES**

Employees who buy, take, or sell drugs on a Shire of Merredin workplace may be found to have engaged in serious misconduct. Such behaviour will result in disciplinary action up to and including dismissal. Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager or another member of the Executive Management and disclose any side effects that the medication/drugs may cause.

### **CONSUMPTION OF ALCOHOL ON THE PREMISES**

Except in situations where the Shire of Merredin holds a function on the premises and alcohol is provided employees must not consume alcohol in the workplace.

On occasions where alcohol may be included as part of a work function or other recognised work event, Managers shall ensure that sufficient non-alcoholic alternatives are also provided such as soft drinks, water, tea and coffee.

Where management has approved the consumption of alcohol at a Shire function or event, employees must apply a duty of care for their own and other people's safety and wellbeing.

Failure to follow directions by management with regard to the consumption of alcohol at a Shire function or event may result in disciplinary action being taken by the Shire.

Employees must arrange their own transport in relation to Shire function or event as the Shire does not accept responsibility and will not be liable for employees during travel to and from the function or event.

### **APPLICATION**

If the Shire of Merredin has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue. Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

An employee suspected to be under the influence of drugs and/or alcohol, the Shire may pursue any or all of the following actions:

1. Direct an employee to attend a medical practitioner and submit to a medical assessment to determine compliance with this policy.
2. Require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Merredin.
3. Employees and contractors who commence work whilst under the influence of alcohol will be stood down from their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test the employee will be immediately suspended without pay. Refusal to attend a medical assessment constitutes a breach of this policy and will result in disciplinary action being taken against the employee up to and including the termination of employment.

### **ALCOHOL**

Breath testing for alcohol shall be set at zero tolerance for all staff.

Employees and contractors testing positive for alcohol will be given the option to stand down from work without pay, and remain on the premises and re-tested within a prescribed amount of time as determined by the relevant manager/supervisor.

If the breathalyser test is confirmed positive the employee or contractor will be sent home without pay for the remainder of the day. Further, if the blood alcohol level is recorded at 0.05mg% or over transport will be arranged by the Shire for the employee to return home.

### **DRUGS AND PRESCRIPTION MEDICATION**

- Illicit drugs and other substances are strictly prohibited by the Shire.
- 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 Shire property or workplace will result in disciplinary action and possibly instant dismissal. If suspected of the above, an employee must undergo a drug screen paid for by the Shire. A contractor under the same circumstances will be asked to immediately leave the premises and the matter will be raised with their employer.

- If the drug screen proves positive results on the first offence, the employee will receive a written warning – First Offence of this Policy.
- If an employee is found to give a positive result on the second offence, they will receive a second written warning – refer **Second Offence** of this Policy.
- Any third offence will also result in instant dismissal - refer to **Third Offence** of this Policy.

### **PRESCRIPTION AND OTHER MEDICATION**

- It is an employee's and contractor's responsibility to inform the relevant supervisor of any medication they are taking. This includes information 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 the employee's personnel file or contractor worksheet for reference in the event of an emergency.
- It is necessary for the supervisor to record any known allergic reactions to any medication an employee may have (i.e. penicillin).
- All prescription drugs and other medication must be used in accordance with medical advice.
- Any non-prescription drugs or other medication must be used in accordance with the manufacturer's recommendations.
- Failure to follow these requirements will result in disciplinary action.

### **FATIGUE**

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work to reduce the risk of injury or harm to themselves, personnel or members of the public.

- this procedure directly reflects, but is not limited to, the implications of fatigue through the following external triggers:
  - Lack of sleep
  - Voluntary Work
  - External work commitments
- It is an employees' responsibility to report to the relevant supervisor any other work or voluntary commitments outside of their employment with the Shire that may adversely affect their role.
- Depending on the circumstances, the Shire may compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire weighted sleep / rest and additional hours worked elsewhere (including paid and voluntary work).
- If this agreement is broken by the employee, disciplinary action may result.
- If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen may be imposed at the direction of the Supervisor. If positive, disciplinary action may be taken.
- In circumstances where the employee or contractor is unfit to remain at work in the opinion of the supervisor/manager, the employee will be stood down from work without pay for the remainder of the day.

### **DISCIPLINARY ACTION – EMPLOYEES**

Should an employee contravene this Policy in anyway the following procedure is to apply with discretion afforded to the CEO to deviate from this approach as deemed necessary and where considered appropriate (refer to explanatory notes):

**First Offence:**

- The employee will be immediately suspended from duty without pay if found unfit to work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counselled by their supervisor that will focus on;
  - The unacceptability of the employee's behaviour;
  - The risk that such behaviour creates for the safety of the individual and other employees or members of the public;
  - The employee's responsibility to demonstrate that the problem is being effectively addressed;
- The employee will not be permitted to return to work until they have been re-tested and produced a negative test.

**Second Offence:**

- The employee will be immediately suspended from duty without pay if found 'unfit for work'.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counselled by their supervisor that will focus on;
  - The unacceptability of the employee's behaviour;
  - The risk that such behaviour creates for the safety of the individual and other employees or members of the public
  - The employee's responsibility to demonstrate that the problem is being effectively addressed;
- The employee will not be permitted to return to work until they have been tested again and proved negative.
- The employee will be submitted to fortnight or random alcohol and / or drug screening for the period of two months paid for by the Shire. If the employee refuses to comply with the testing or the results confirm positive on a consistent basis, instant dismissal will be exercised by the CEO.

**Third Offence:**

- The employee will be immediately suspended from duty without pay if found 'unfit for work'.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- If not accepted by the CEO, the employment will be terminated without notice.

**Instant Dismissal:**

- Notwithstanding the disciplinary action above the following circumstances may also apply to dismissal without notice:
- Any attempt to falsify the drug and alcohol screening;

- Cultivating, selling or supplying drugs and / or other substances;
- Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period;
- Any other unlawful behaviour.

**Other:**

- If an employee is sent home without pay, it is a requirement of the supervisors to:
- Contact the employee's next of kin to arrange pick up.
- If next of kin is unable to be contacted or unable to take employee home, an alternative arrange must be made to ensure the employee is delivered home safely.

**DISCIPLINARY ACTION – CONTRACTOR**

Should a contractor be found to have breached this Policy the Shire may seek to review the contractual arrangements and if necessary (as determined by the CEO) move to cancel the purchase order and terminate the working arrangement without any form of compensation.

**DRUG/ALCOHOL TREATMENT PROGRAMS**

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire of Merredin will provide assistance to the employee by:

- Allowing an employee to access any accrued personal or annual leave while they are undergoing treatment; and
- Taking steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

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

**PRE-EMPLOYMENT MEDICAL TESTS**

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

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

**EDUCATION, TRAINING & AWARENESS**

The Shire of Merredin will provide education and training to all employees at the workplace about the effects of alcohol and other drugs and their risks to safety and health.

Line managers will be given training so that they may identify situations where an employee is potentially misusing alcohol or drugs.



Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get appropriate help. Contacts at outside agencies where help can be obtained will be made readily available to all employees.

***Explanatory Notes:***

*Notwithstanding this Policy incorporates a procedure for disciplinary action to address matters where an employee is deemed 'unfit for work', the Council acknowledges the CEO may, at his or her discretion, accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the Shire pursuant Section 5.41 of the Local Government Act 1995.*

RECOMMENDED FOR RECISSION

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|-----------------------|---------------------------------------|
| <b>POLICY NUMBER</b>  | - <b>2.24</b>                         |
| <b>POLICY SUBJECT</b> | - <b>2.24 Annual Leave Management</b> |
| <b>ADOPTED</b>        | - 18 August 2015 (CMRef 81623)        |

### **Policy Statement**

The purpose of this policy is to provide a consistent application of the annual leave provisions in the Local Government Industry Award and any relevant registered agreements by:

- Facilitating consistency throughout the Shire of Merredin in administering the annual leave provisions for employees.
- Providing teams with information to effectively manage the annual leave entitlements of employees.
- Encouraging employees to take annual leave by reinforcing the positive benefits of taking annual leave when it becomes due.
- Encouraging employees to endeavour to utilise their annual leave entitlement when they become due to minimise the accrual of annual leave and to reduce the financial liabilities of the Shire of Merredin.

### **Policy Objectives**

To ensure employees are familiar with the process for accessing their annual leave provisions when they accrue according to the provisions in the Local Government Industry Award, registered agreements or contracts.

### **Procedure**

This policy applies to all employees who are employed on a full time or part time basis, but does not apply to employees employed on a casual basis.

- Employees shall be entitled to annual leave consistent with the provisions of the Award, registered agreements or contracts.
- Teams shall manage the taking of annual leave and maintain an annual leave roster ensuring that adequate coverage of functions is maintained.
- The Shire of Merredin will endeavour to approve annual leave applications to meet the convenience of the employee, however the needs of the Shire must also be considered.
- Annual leave application forms should be signed by the applicant and signed by the responsible Executive Manager. All annual leave application forms need to be forwarded to payroll for action.

### **Leave Rosters**

- Executive Managers are required to develop and maintain annual leave rosters that identifies proposed relief/coverage arrangements for all employees within their area of responsibility.
- Where relief is required, this is to be negotiated with the CEO and if necessary recruitment is commenced.
- To encourage effective workforce planning teams must monitor the annual leave roster to ensure that sufficient employees are available to cope with peak workload

periods. It is therefore essential that teams regularly refer to the current operational and business plans to determine those peak periods.

### ***Approvals and Obligations***

- Annual leave applications forms are required to be completed and then submitted for approval to the relevant Executive Manager.
- Annual leave applications forms are required to be submitted four weeks prior commencing annual leave, pending approval.
- Annual leave applications will be considered in the context of needs of the employee operational requirements and the team annual leave roster (in particular if there are multiple employees seeking annual leave).
- Executive Managers must consider how the duties and responsibilities of the position will be delivered in the absence of the employee on annual leave.
- After approval, annual leave forms are forwarded to payroll for processing.
- It is the obligation of individual employees, in conjunction with the Executive Manager, to determine whether there is a need to communicate their impending absence to other employees.
- As a general rule Executive Managers should advise all employees of their absence and what acting arrangements, if any, have been effected.
- Where an agreement cannot be reached between the Executive Manager and the employee regarding an annual leave application, it shall be dealt with in accordance with the dispute resolution procedure contained with the applicable Award.
- Where an agreement cannot be reached after the dispute resolution procedure has been followed, the provisions outlined in the Local Government Industry Award will apply.

### ***Leave at Peak Period of Demand***

It is recognised that there are particular periods of the year in which employees prefer to take annual leave and consequently there may be situations where annual leave applications have been received from multiple employees for a specific period, such as Christmas or Easter.

The Shire of Merredin shall endeavour to not unreasonably refuse a request for annual leave but situations may arise where relief for coverage is not possible.

Where the Shire of Merredin is of the belief that there may be a peak period where multiple annual leave applications may be received, the employees shall be notified that all annual leave applications for a specific period must be received three months prior to the peak period to endeavour coverage for absent employees. The three month annual leave application deadline will also create fairness for selection if coverage is needed and not be based solely on the policy of “first in best dressed”.

The Shire of Merredin shall avoid approving any annual leave applications for peak periods until all employees have been requested to submit their annual leave intentions, unless where an employee has requested that annual leave be approved in advance in order to accommodate travel or family commitments.

The matters that need to be taken into account for selecting which employees shall take annual leave when multiple applications are received include:

- The individual employees amount of accrued annual leave.
- The last time the employee was granted annual leave and how long was the annual leave period.
- The employee's length of service.
- The needs of the employees to take annual leave at that time of year.
- When the annual leave application was received.
- Which employee's were granted annual leave in that specific peak period in the previous year.
- An employee's responsibilities to their family situation.
- An employee's commitments regarding pre-booked expenses for an annual leave period such as air flights and accommodation.
- Whether or not the Shire of Merredin is able to refuse such annual leave under the Local Government Industry Award.

Where coverage is not possible to accommodate all annual leave applications, it shall be the responsibility of the Executive Manager to consult with the employees regarding the situation and allow discussion to enable employees to resolve the situation through conciliation. There may be a situation where some employees are happy to accommodate others annual leave applications, but it is preferable that employees attempt to resolve the situation without any type of arbitration by the Shire of Merredin.

Where an employee has been refused annual leave or not selected before another employee's annual leave application, the matter shall be dealt with in accordance with the Grievances, Investigations and Resolution Procedure.

### **Variation to Policy**

This policy may be varied from time to time at the discretion of CEO.

All employees will be notified by the normal correspondence method of any variation to this policy.

All employees are to read this policy prior to applying for annual leave.

### **Related Documents**

- Grievances, Investigations and Resolution Policy and Procedures
- Discrimination, Harassment & Bullying Policy

|                       |   |
|-----------------------|---|
| <b>POLICY NUMBER</b>  | - <b>2.25</b>   |
| <b>POLICY SUBJECT</b> | - <b>2.25 Grievances, Investigations and Resolution</b> |
| <b>ADOPTED</b>        | - 18 August 2015 (CMRef 81625)                          |

### **Policy Statement**

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Merredin in any capacity.

### **Roles**

*Complainant:* An employee who raises a complaint about a matter regarding the workplace.

*Respondent:* An employee who is alleged to have acted in a manner which caused the Complainant to raise a complaint.

*Support Person:* A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

*Witness:* A person (including an employee) who is requested by the Shire of Merredin to assist the process by providing relevant information regarding the complaint.

### **What to do if you have a Complaint?**

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Shire of Merredin’s policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Executive Manager or the CEO directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their Executive Manager. If the Executive Manager is the Respondent in the matter or if the employee feels uncomfortable approaching their Executive Manager, the Complainant should approach the CEO.

The employee who receives the complaint must contact the CEO and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

### **Key Principles in the Complaint Resolution Process**

The following principles are necessary for the fair investigation and resolution of a complaint:

- **Confidential** – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Merredin may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint;
- **Impartial (fair/unbiased)** – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;
- **Sensitive** – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;
- **Timely** – The Shire of Merredin aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;
- **Documented** – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;
- **Natural Justice** – The principles of natural justice provide that:
  - a Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
  - a Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
  - anyone involved in the investigation should be unbiased and declare any conflict of interest;
  - decisions must be based on objective considerations and substantiated facts; and
  - the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.
- **Procedural Fairness** – The principles of procedural fairness provide that:
  - the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
  - the Respondent is entitled to receive verbal or written communication from the Shire of Merredin of the potential consequences of given forms of conduct, as applicable to the situation;
  - the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
  - any mitigating circumstances presented to the Shire of Merredin through the grievance process are investigated and considered;
  - the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
  - any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
  - all interviews of witnesses are conducted separately and confidentially.

### Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may commence a formal or

informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with the CEO, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

### **Vexatious or Malicious Complaints**

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

### **Victimisation of Complainant**

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Merredin for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

### **Victimisation of Respondent**

A Respondent must not be victimised by the Complainant or any other employee of the Shire of Merredin. Anyone responsible for victimising a Respondent may be subject to disciplinary action, including but not limited to, termination of employment.

### **Variation to This Policy**

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

### **Related Corporate Documents**

- Grievances, Investigations and Resolution Procedures
- Discrimination, Harassment, & Bullying Policy
- Code of Conduct
- EEO Management Plan

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|-----------------------|-----------------------------------|
| <b>POLICY NUMBER</b>  | - <b>2.26</b>                     |
| <b>POLICY SUBJECT</b> | - <b>2.26 Disciplinary Policy</b> |
| <b>ADOPTED</b>        | - 18 August 2015 (CMRef 81624)    |

### **Policy Statement**

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

### **Application**

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

### **Commitment**

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

### **Authority to take Disciplinary Action**

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

### **When the Disciplinary Policy Applies**

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

- breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- poor performance such as frequently attending for work late or producing a poor quality of work; or
- inappropriate behaviour such as theft, violating the Discrimination, Harassment and Bullying Policy, or wilfully disobeying a lawful instruction.

### **General Disciplinary Principles**

The following principles will apply to any disciplinary action taken:

- **Nature of allegation and investigation:** Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may follow, in accordance with the *Grievances, Investigations & Resolution Policy and Procedure*;
- **Right to a support person:** Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support;
- **Confidential:** All parties must keep matters related to a disciplinary process confidential; and



- **Fair and impartial:** The Shire of Merredin strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

### Serious Misconduct

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

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

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

### Other Disciplinary Action

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

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

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

### **Principles to be Applied**

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

### **Investigation Procedures for Alleged Misconduct**

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

### **Reporting Obligations**

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

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

### **Variation to this Policy**

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

### **Related Corporate Documents**

- Grievances, Investigations, and Resolutions Policy
- Grievances, Investigations, and Resolutions Procedure
- Code of Conduct

|                       |                                     |
|-----------------------|-------------------------------------|
| <b>POLICY NUMBER</b>  | - <b>2.27</b>                       |
| <b>POLICY SUBJECT</b> | - <b>2.27 Attendance Management</b> |
| <b>ADOPTED</b>        | - 19 September 2017 (CMRef 82028)   |

### **POLICY STATEMENT**

The Shire of Merredin is committed to providing a high level of service to the Merredin community. All employees must work as a team in order to attain this goal.

Quality of service is affected by employee attendance. Employees are expected to report to work and be punctual in reporting to work and returning from breaks.

It is acknowledged that employees may be absent from work due to illness or injury. The Shire of Merredin is committed to informing employees about the proper use of sick leave, ensuring that employees fulfill their work commitments and promoting a healthy workplace not jeopardised by frequent or unnecessary absences.

### **POLICY OBJECTIVES**

This policy establishes ways of optimising work attendance, balancing fairness to the employee and maintaining work efficiency. The policy has been developed in accordance with the following goals:

- To contribute to a high level of service delivery by having employees attend work unless sick or injured;
- To implement measures that minimise absences;
- To resolve attendance problems in a positive manner; and
- To provide management support and training on attendance matters.

### **APPLICATION**

This policy applies to all employees employed by the Shire of Merredin.

Employees are responsible for:

- Reporting to work on a timely basis;
- Attending to personal obligations outside working hours, where practical;
- Reporting all absences according to procedures outlined in this policy;
- Applying for sick/personal leave benefits in accordance with existing policies;
- Advising their physician of the availability of modified alternate work duties.

### **Review Policy**

Each employee will receive a copy of the Attendance Policy. The policy will be reviewed with each employee by their manager/supervisor.

### **Sick/Personal Leave**

Employees may be granted sick/personal leave when an illness or injury has impaired them to the point where they are unable to perform their duties, provided there is medical evidence

to support a claim (where requested) and provided the employee has sufficient accumulation of sick/personal leave.

### **Absence Verification**

The CEO may request verification of absences from work as required.

### **Reporting Procedure**

When an employee is not able to attend work, the employee must call their immediate supervisor. Notification should be provided as soon as possible. In extenuating circumstances, someone other than the employee can make the contact.

To be eligible for sick/personal leave benefits, an employee must inform their immediate supervisor of the following, and failure to follow these procedures may cause an absence to be recorded as a leave without pay.

- Type of leave (sickness, workplace injury, family illness);
- Estimated return to work date; and
- Whether or not the employee plans to see a doctor.

The supervisor must document the date and time of the call, expected date of return to work, whether or not the employee plans to see a doctor, and the type of leave.

A failure to follow reporting procedures may result in the denial of benefits and disciplinary action. Employees who attempt to claim, or have claimed, a benefit to which they are not entitled, may be denied benefits and/or may be subject to disciplinary action, up to, and including, termination.

### **Attendance Review Standard**

Three incidents of absence from work in a six-month period will result in the review of an employee's record by the manager. If the manager reasonably believes that regular attendance is being compromised, the manager will convene a formal attendance interview with the employee.

### **Formal Attendance Interview**

Following consultation with the relevant Executive Manager, a formal interview is conducted by the manager with an employee whose absences lead the manager to reasonably believe that regular attendance is compromised.

Follow-up interviews should be scheduled as appropriate, following the first interview. Steps to follow when conducting the attendance interview:

- The employee will be allowed to explain the circumstances of the attendance issue;
- The manager will ask if there is a medical reason for the employee's absence from work;
- Following every interview, a summary letter must be sent to the employee and the CEO outlining the matters agreed upon.

### **Consequences of Breaching this policy**

The policy constitutes a lawful instruction to all of the organisation's employees, and breaches may lead to disciplinary action, referral to appropriate external authority where applicable or termination by the Shire of Merredin.

### **Variation to this Policy**

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

### **Relevant Corporate Documents**

- Policy 2.18 - Sick / Personal Leave
- Policy 2.20 - Fitness for Work
- Policy 2.26 - Disciplinary Policy
- Code of Conduct
- Grievances, Investigations, and Resolutions Policy & Grievances, Investigations, and Resolutions Procedure

**Explanatory Notes:** *Notwithstanding this Policy incorporates a procedure for disciplinary action to address matters where an employee continues to breach this policy, the Council acknowledges the CEO may, at his or her discretion, accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the Shire pursuant to Section 5.41 of the Local Government Act 1995.*

|                       |   |
|-----------------------|---|
| <b>POLICY NUMBER</b>  | - <b>7.7</b>  |
| <b>POLICY SUBJECT</b> | - <b>7.7 Provision of Vehicles to Council Employees</b> |
| ADOPTED               | - 5 September 2000 (CMRef 27632)                        |
| REVIEWED              | - 16 September 2008 (CMRef 29697)                       |
| REVIEWED              | - 19 February 2013 (CMRef 31058)                        |
| REVIEWED              | 17 June 2014 (CMRef 81388)                              |

**Policy Statement:** Council shall provide the stipulated maximum standard of vehicles to its employees as part of contracts and negotiated salary packages as detailed in the guidelines below.

**Objectives:** The provision of vehicles for Council to attract quality staff as well as for staff to attend call outs and travelling requirements to attend meetings and conferences.

**Guidelines:**

**CEO**

Standard - Executive Sedan (eg. Caprice or similar)  
Subject to Contract negotiations

**Deputy CEO**

Standard - Ford Territory/Holden Captiva or similar

**Executive Manager Engineering Services**

Standard - Ford Territory/Holden Captiva or similar

**Executive Manager Development Services**

Standard - Ford Territory/Holden Captiva or similar

**Executive Manager of Corporate Services**

Standard - Ford Territory/Holden Captiva or similar