



BUNBURY HARVEY
REGIONAL COUNCIL
HARVESTING RESOURCES FROM YOUR WASTE

POLICY MANUAL

2020



POLICY MANUAL

Bunbury-Harvey Regional Council (BHRC) has adopted this Policy Manual which provides the Council and staff with guidelines over a range of issues. Policies provide the basis for determining requests and enable the community to be aware of the reasoning behind decisions.

This Policy Manual accurately reflects the current practices and procedures for the BHRC to ensure compliance with relevant legislative and administrative requirements.

For the community to receive the best value from their local government, the organisation must achieve an exemplary level of excellence. These documents aid in achieving this level of service.

Changes to this document can only be made by the document owner. The electronic copy on the internet is the controlled version. Printed copies are no longer controlled and should be verified for current version prior to use.

This manual will be reviewed within a two-year period.

Contents

ASSET MANAGEMENT	4
COMMUNITY ENGAGEMENT	6
CORPORATE REVENUE DEBT COLLECTION	9
EMPLOYEE WELLBEING	10
EQUAL EMPLOYMENT OPPORTUNITY	11
INTERNAL CONTROL	13
INVESTMENT	17
MOTOR VEHICLE MANAGEMENT	20
PERSONAL MOBILE PHONE USAGE	24
PURCHASING	26
RELATED PARTY DISCLOSURES	35
RISK MANAGEMENT	44
SECURITY SURVEILLANCE	46
SMOKING IN THE WORKPLACE	48
SUN PROTECTION	50

ASSET MANAGEMENT

INTRODUCTION

The purpose of the Asset Management Policy is to set guidelines for the implementation of consistent asset management processes for the Bunbury-Harvey Regional Council (BHRC).

This policy covers all of Council's assets and it defines the principles underpinning the responsible management of assets and applies to Councilors, the Chief Executive Officer (CEO), staffs and the community involved in the operations, maintenance, refurbishment, renewal, upgrading and development of Council's existing and new assets.

Asset Management is the systematic process of effectively planning for, maintaining, upgrading and operating assets. It combines engineering principles with sound business practice and economic rationale, while providing the tools to facilitate a more organised and flexible approach to making decisions necessary to achieve the public's expectations.

The BHRC is committed to providing a safe, efficient and reliable service to the community in the most cost-effective manner.

The benefit to both the council and community of improved asset management are:

- Strong governance and accountability of the delivery of efficient and effective services;
- More sustainable decisions through the appropriate consideration of all options and the recognition of long-term life cycle costs;
- Improved understanding of customer requirements and the alignment of the performance of assets to customer expectations;
- Effective risk management by applying a consistent framework to prioritise and manage risk; *and*
- Improved financial efficiency and providing for robust justification of projects, through appropriate recognition of all the costs of installing, operating and renewing the assets over their total life cycle.

OBJECTIVE

The principal objective of this Asset Management Policy is to ensure BHRC meets the required level of service, in the most cost-effective manner through the management of assets for present and future, using a *whole of life* management strategy.

These objectives will be achieved by:

- Maximizing the service potential of existing assets by ensuring they are appropriately used and maintained;
- Reducing the demand for new assets through demand management techniques and consideration of alternative service delivery options;
- Focusing attention on results by clearly assigning responsibility, accountability and reporting requirements in relation to asset management;
- Achieving greater value for money through project initiation and evaluation processes which considers life cycle costing and value management techniques;
- Eliminating unnecessary acquisition and holding of assets by ensuring management are aware of the full costs of holding and using assets; *and*

- Clearly established accountability and reporting requirements that are communicated and implemented.

POLICY DETAIL

Any new assets required to meet growth or as part of the replacement program will be acquired for Council. Acquiring these new assets will commit council to fund ongoing operations and maintenance costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operating and maintenance costs.

When approving the creation of new assets, the following points need to be considered:

- The new assets whole of life costs and benefits;
- Demonstration that the new asset fulfills priority community needs;
- The impact on charges; *and*
- That sufficient funding has been set aside for the future operation, maintenance and renewal of the new asset;

This policy addresses legislative requirements under the Local Government Act 1995 and subsequent regulations and is underpinned by the Asset Management Plan.

COMMUNITY ENGAGEMENT

INTRODUCTION

Community Engagement is the process through which the community and stakeholders are informed about and/or invited to contribute, through consultation or involvement, to proposals or policy changes relating to Bunbury-Harvey Regional Council (BHRC) services, strategic plans, issues and projects.

The BHRC Community Engagement Policy will ensure that the BHRC has the opportunity to consider the input of a wide range of community members and stakeholders before making decisions and ensure that Community members and stakeholders are given the opportunity to contribute to the planning and development process.

BHRC will:

- Establish a standard process for community consultation;
- Ensure that the process is implemented by BHRC staff and external consultants employed by the BHRC;
- Ensure that inclusive and efficient consultation is undertaken at all times; *and*
- Ensure that the community members and stakeholders are kept informed of decisions emanating from community consultation.

This Community Engagement Policy relates to activities undertaken by the BHRC apart from notifications in relation to statutory notifications. Where legislative requirements exist, which address specific information/consultation processes, the legislative requirements take precedence.

OBJECTIVE

To enable the community members and stakeholders to provide ongoing and in-depth input into planning and the development of solutions and resources that are best able to meet the community members and stakeholders needs. It also enables the community members, stakeholders and service users to have substantial input into the development of services empowering the community and providing ongoing dialogue with BHRC and the potential for higher quality and specialist input into BHRC's planning and decision making processes.

POLICY DETAIL

Our goal is to work on an ongoing basis with the community members and stakeholders to ensure that community ideas, concerns and aspirations are listened to and understood and that community members and stakeholders knowledge is harnessed for the benefit of all.

Community involvement techniques will vary depending on who is being involved and the nature and complexity of the issue. Available resources will also determine the type of techniques that can be utilised (i.e. Timeframe available, the funds available, the staffing resource capacity etc.).

A range of involvement techniques will be utilised to ensure inclusive participation levels. These may include:

- *Newspapers* - both local and state. Other publications can be considered dependent on the target group;
- *Newsletters*;

- *Radio* - both local and regional;
- *Email Notification* - to identified Stakeholders;
- *Flyers (Brochures / Reports)* - available in person from BHRC facilities or via mail upon request;
- *Posters*;
- *Public Meetings / Forums* - at various locations / localities, as appropriate;
- *Website* – www.bhrc.wa.gov.au and <http://www.watchyourwaste.wa.gov.au>, an up-to-date source of information on services, strategic plans, issues and projects; *and*
- *Social Media*.

BHRC will ensure that the community members and stakeholder are involved on issues which impact on and/or are of concern to the community members and stakeholders or to any group within the community in a timely manner to allow adequate community involvement to occur and be analysed in order to inform decision making processes.

Community members who are impacted will be invited to be involved. Stakeholders will vary according to the issue, but could include residents, businesses, volunteers, those who visit site, other service providers/agencies, community groups, other levels of government, peak bodies, etc. This also includes any party associated to residents, businesses, volunteers, those who visit site, other service providers/agencies, community groups, other levels of government, peak bodies, etc. that provide services to the BHRC or member councils.

LEVELS OF ENGAGEMENT

The level of Engagement undertaken should relate to the extent of community impact or interest associated with the proposed services, strategic plans, issues and projects.

Level 0 – No Engagement

No specific action is required when:

- No impact on the community members and stakeholders or locality is likely;
- Engagement is precluded under relevant legislation; *or*
- Engagement has previously occurred.

Level 1 – Inform

The BHRC will inform stakeholders where:

- Statutory requirements for notification exist; *or*
- Engagement has previously occurred and minor modifications to address previous concerns raised are proposed.

This level of Engagement will:

- Raise awareness about proposed services, strategic plans, issues and projects; *and*
- Build trust and confidence between the BHRC and the community;

Level 2 – Consult

The BHRC will consult where:

- Stakeholders are likely to be impacted by the proposed services, strategic plans, issues and projects;
or
- Statutory requirements for consultation exist.

In addition to Level 1 this level of Engagement will:

- Collect views, opinions and ideas; *and*
- Foster Stakeholders support.

Level 3 – Involve

The BHRC will involve stakeholders where:

- Stakeholders are likely to be majorly/detrimentally impacted by the proposed services, strategic plans, issues and projects; *or*
- Statutory requirements for involvement exist.

In addition to Levels 1 and 2 this level of consultation will:

- Encourage active participation;
- Foster stakeholder ownership; *and*
- General feedback will be summarised as part of the evaluation process.

Where written submissions are called for the submitter will receive acknowledgement of their submission and advice as to when all submissions will be considered. All submissions received will be summarized and when a decision has been made the submission summary will be made available directly to all submitters and via the previously detailed communication channels to the community.

CORPORATE REVENUE DEBT COLLECTION

INTRODUCTION

Bunbury-Harvey Regional Council (BHRC) will actively pursue all outstanding sundry debtors. All outstanding debts will be collected in accordance with the Local Government Act 1995 and associated regulations.

This policy applies to all Sundry Debtors with balances outstanding greater than seven (7) days after the due date.

OBJECTIVE

This Policy sets out a clear, equitable, accountable and transparent process that Council will follow for its debt management and collection practices. The Policy will also aim to ensure that all debts owed to Council are received by the due date or followed up within specified timeframes.

POLICY DETAILS

- All sundry debtors shall be issued with an invoice for services or goods rendered that shall be due and payable to the Council within thirty (30) days of issue.
- Accounts unpaid after the due date will be issued with a Reminder Letter requesting payment within seven (7) days from date of letter.
- A Final Demand letter will be issued for all outstanding debtors 37+ days overdue requesting immediate payment. Courtesy phone calls will be made at this stage to attempt to contact and arrange payment with debtor.
- Unless a payment arrangement has been agreed to all accounts overdue at 45 days will be referred to Council's Debt Collection Agency for immediate action.
- Interest of the maximum amount (11%) allowable under the *Local Government Act 1995*, apply after the thirty (30) day overdue account.

EMPLOYEE WELLBEING

INTRODUCTION

Bunbury Harvey Regional Council recognises the value of its employees and promoting employee work life balance.

OBJECTIVE

The purpose of this policy is to ensure that staffs have the opportunity to access health and wellbeing initiatives supported by the Bunbury Harvey Regional Council.

POLICY DETAIL

This policy supports the Employees 2019 Enterprise Agreement and includes but not limited to:

- Individual Flexibility;
- Leave Provisions including;
 - Public Holiday Leave;
 - Personal Leave including; Holidays in Lieu, Days in Lieu, Annual Leave, Bereavement and Compassionate Leave;
 - Family Violence Leave; *and*
 - Cultural Leave.
- Annual Flu Vaccinations;
- Annual Skin Checks;
- Ergonomic work station options; *and*
- Employee Assistance Program including:
 - Newsletters;
 - Counseling Service; *and*
 - Healthy Portal Access.

This policy will be reviewed in line with the Employee Enterprise Agreement.

EQUAL EMPLOYMENT OPPORTUNITY

INTRODUCTION

The Bunbury-Harvey Regional Council (BHRC) recognises its legal obligations under the Equal Opportunity Act 1984 and will actively promote equal employment opportunities based solely on merit.

BHRC is committed to having a diverse and inclusive workforce with a collection of skills, experiences and perspectives that is reflective of the community we live in.

OBJECTIVE

The objectives of the Equal Employment Opportunities are underpinned by the Equal Employment Opportunity (EEO) and Diversity Management Plan and the Disability Access and Inclusion Plan which aim to:

- ensure that we, as an organisation maintain a reputation for being equitable, fair and non-discriminatory in our employment practices;
- maximize the potential of our workforce by selecting candidates based solely on their skills and merit when being considered for employment and development opportunities’;
- embrace a workplace culture that promotes equality, fairness and diversity;
- investigate reasonable options towards a staffing profile that is reflective of our community demographic; and
- Meet our legal requirements under anti-discrimination legislation.

This policy is for all employees to ensure the fair and equitable treatment of all staff in the course of their employment with the BHRC.

POLICY DETAIL

Equal Employment Opportunity is a positive way of describing the absence of discrimination in employment practices. Therefore, all employees enjoy equal opportunities for employment, promotion and employee benefits without fear of discrimination.

Employment practices include:

- Recruitment and selection;
- Training;
- Job evaluation;
- Promotion or higher duties;
- Performance appraisal;
- Access to information;
- Conditions of employment; *and*
- Termination.

These practices will be conducted in accordance to the BHRC Enterprise Agreement and Fair Work practices. Decisions will be made without bias. Social and cultural backgrounds of all staff will be acknowledged and respected and any instances of discrimination will be promptly and effectively managed.

The combined effect of anti-discrimination laws means that you must not treat any employee or applicant unfairly or harass them because of:

- Age;
- Breastfeeding;
- Family responsibility;
- Family status;
- Fines enforcement registrar's website;
- Gender;
- Impairment;
- Marital status;
- Political conviction;
- Pregnancy;
- Race;
- Racial harassment;
- Religious conviction;
- Sex;
- Sexual harassment;
- Sexual orientation;
- assumed sexual orientation; *and*
- Spent conviction.

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

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

All offers of employment will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements of engagement.

The BHRC will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, age, language, ethnicity, political or religious convictions, sex, marital status, impairment or other unwarranted comment. The burden of proof over harassment lies with the perpetrator not the recipient.

This policy addresses legislative requirements under the Local Government Act 1995 and the Equal Opportunity Act 1984 and subsequent regulations.

INTERNAL CONTROL

INTRODUCTION

Internal control is a key factor in ensuring that the Council is effectively and efficiently managed and that its resources are not misused or misappropriated. These controls are integral to the effective risk management of activities and to ensure there are appropriate policies and procedures that promote the achievement of Council's goals and objectives.

Internal control is not limited to financial matters. An effective internal control environment will provide the means by which Council can successfully address and mitigate many risks. The internal control system should be defined in respect to the financial, information and technological, human resource, and legislative activities of Council.

In establishing and assessing internal control practices it is necessary to recognise that in practical terms a certain level of risk will exist. The purpose of internal control is to provide assurance that the internal risks faced by Council are minimised or contained to acceptable levels.

PURPOSE

Consistent with the objectives and requirements of the *Local Government Act 1995 and Local Government (Financial Management) Regulations 1996*, Council has a responsibility to ensure that its activities are conducted in an efficient, risk effective and transparent manner that is compliant with its policies and procedures.

This Policy describes the purpose and major factors to be considered in the development of an effective internal control framework. It provides a framework to assist in the development of policies, practices and procedures to collectively ensure that the financial and non-financial activities of Council are conducted in a proper manner.

This policy is intended to provide clear direction to all Council members, management and staff and external contractors to ensure that the Council is effectively managed and that its resources are not misused or misappropriated.

DEFINITIONS

Internal Control is broadly defined as a process supported by the Organisation's policies, procedures and practices which collectively provide a reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations;
- Reliability and accuracy of financial data; *and*
- Compliance with policies, procedures, legislation and regulations.

It recognises that a 'system' of internal control extends far beyond those matters which relate solely to the financial matters of the organisation.

KEY FOCUS AREAS

A comprehensive and appropriate system of internal control will include policies and procedures that provide a framework that ensures:

- Strategic Plan objectives are monitored and reported in an efficient and orderly manner;

- Reporting information is accurate and reliable to facilitate sound decision making;
- Policies and procedures are followed;
- Compliance with the relevant legislation and regulations applicable to Local Government;
- Assets are secured and protected from unauthorised use;
- Records are complete, accurate, secure and reliable; *and*
- Risks are identified, assessed and mitigated where possible.

Controls can be divided into 3 categories:

Preventative

Processes put in place to avoid undesirable events from occurring i.e.:

- Training programs;
- Contract conditions;
- Policies and Procedures;
- Security measures.

Detective

Processes put in place to detect and subsequently correct undesirable events that have already occurred i.e.:

- Audits;
- Reviews;
- Reconciliation.

Directive

Processes put in place to encourage a desirable event to occur i.e.:

- Business Continuity Plans;
- Disaster Recovery Plans;
- Insurance;
- Education and disciplinary actions.

This internal control framework is based on a pro-active risk management approach that includes regular review and identification of the risks that exist within Council's activities. Council will maintain an effective Risk Management Framework with internal controls included as an integral part of that framework. An appropriate internal control measure is applied to each key risk activity in order to reduce the inherent risk of that activity to an acceptable level.

An effective internal control environment focuses on the following key areas to provide an adequate level of assurance over Council's activities:

Organisational Culture

It is the responsibility of each Employee to comply with the Internal Control Policy, practices and procedures.

Elected Members and Employees will value and be aware of the importance of internal control practices and organisational structure through:

- The existence and compliance with the Codes of Conduct;

- Adherence to the Values documented in Council's Strategic Plan;
- Employees being appropriately trained to effectively perform their role;
- Defined use of information technology as detailed in the Internet, Email and Computer Use Policy; *and*
- Striving for best practice Human Resource management procedures and practices.

Control Activities

Policies and procedures that address business risks and provide detailed guidelines for carrying out activities include:

- Document controls;
- Reconciliations and verifications;
- Physical asset controls and regular revaluation;
- Financial accounting procedures including segregation of duties;
- Information technology controls;
- Budgeting and reporting procedures;
- Record and data security; *and*
- Risk assessments.

Monitoring Activities

Management systems and internal activities need to be monitored to assess the quality of their performance over time. This will include:

- Office of the Auditor General performing a review and monitoring role;
- An internal audit program that reviews and monitors Council's activities;
- A Risk Register that is monitored with risks having a rating of Catastrophic or Major being reviewed on a regular basis to ensure that relevant treatment plans are implemented and work effectively;
- Reviewing the adequacy and implementation of Council's Strategic Management Plans, including the LTFP (Long Term Financial Plan) and Annual Business Plan and Budget;
- Regular monitoring of the Strategic Plan objectives and activities to ensure desired outcomes are being achieved;
- Reviewing documents that are provided to the Community for accuracy and completeness, including Council policies, budget reviews, Annual Financial Statements and the Annual Report;
- Risk Management reviews undertaken annually by the Local Government Insurance Scheme;
- Completion of an annual Compliance Audit Return; *and*
- Reviewing, assessing and reporting on controls contained within the Better Practice Model – Internal Financial Controls.

OUTCOMES

The following measures can be used as indicators to determine if the operating internal control environment is functioning successfully:

- Equitable, efficient and effective use of resources (people, equipment and funds);

- Minimise discrepancies, anomalies and irregularities, or prompt detection and correction if they occur;
- Assets are used only for authorised purposes and are not subject to improper removal or sale;
- All financial and non-financial data, records, databases and other material are complete and accurate, protected from loss or damage and capable of being readily accessed to continue the smooth operation of Council's business; *and*
- The nature and impact of inherent and residual risks have been identified, assessed and contained to an acceptable level.

To ensure that Council is meeting its legislative requirements, BHRC will ensure that the relevant controls outlined in the WA Local Government Accounting Manual and *Local government (Financial Management) Regulations 1996* and are reviewed, assessed and reported on a regular basis via an annual financial system audit undertaken by an independent auditor. This will assist in verifying that Council's internal financial controls are operating efficiently and as required through the financial year.

ROLES & RESPONSIBILITIES

Council

The Elected Member body is responsible for the Internal Control Policy.

Office of the Auditor General (OAG)

The OAG provide independent review and advice to Council in relation to the organisation's approach to corporate governance matters including internal controls.

Chief Executive Officer (CEO)

The CEO is accountable to Council for the development and implementation of appropriate systems to achieve accountability and integrity, to provide support for the development and implementation of appropriate systems and to report to the council on internal control effectiveness.

The CEO is also responsible for the development of adequate internal controls and their implementation, evaluation and revision on an ongoing basis in respect to all of the functions of Council under their control to ensure as far as practicable that:

- Financial records and other relevant databases completely and accurately reflect the actual operational activities and the timely preparation of reports;
- Assets are safeguarded from unauthorised use or disposal; *and*
- Irregularities are prevented or detected and corrected if they occur.

The CEO is expected to promote a best practice approach in support of effective business practices and properly functioning controls.

Employees

Council employees are responsible for conducting their duties in accordance with internal control policies, procedures and practices of Council. They are also responsible for reporting to Management instances where they consider that internal control procedures are inadequate or are not being met.

INVESTMENT

INTRODUCTION

Council and staff have an obligation to ensure that funds are invested in a responsible manner. This Policy has been developed to ensure that Council conforms to its responsibilities under Section 6 of the *Local Government Act 1995*.

Notwithstanding the introduction of this Policy document, the general financial management obligations imposed on employees under the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards will be met at all times.

OBJECTIVE

This policy sets out the guidelines and principles that need to be followed by Bunbury-Harvey Regional Council (BHRC) officers when placing funds on investment with financial institutions.

BHRC needs to take advantage of the interest earning potential of its surplus funds while reducing its exposure to financial risk and ensuring sufficient funds are kept available to meet cash requirements.

BHRC funds need to be invested in accordance with its legislative and common law responsibilities.

This policy also sets out reporting requirements for BHRC's investment portfolio.

In these regulations, unless the contrary intention appears —

- AAS means the Australian Accounting Standards made and amended from time to time by the Australian Accounting Standards Board;
- Australian Accounting Standards Board means the body corporate of that name continued by the Australian Securities and Investments Commission Act 2001 (Commonwealth).

Effect of AAS:

- These regulations are in addition to and not in derogation of the requirements of the AAS.
- If a provision of the AAS is inconsistent with a provision of these regulations, the provision of these regulations prevails to the extent of the inconsistency;
- All words in the Act or these regulations that import revenue or expenditure are to be interpreted to permit compliance with the requirements of the AAS.

This policy applies to all officers involved in the investment of Council funds.

POLICY DETAIL

- Preservation of Capital

The primary objective of the BHRC's investments is to ensure the safety and security of the investment made in relation to the credit risk interest rate on offer.

- Liquidity of Funds

The investment of the BHRC's funds should ensure there is sufficient liquidity to meet the operational daily/weekly/monthly cash flow requirement as and when they fall due, without incurring additional cost to the BHRC.

- Return on Investment

The investment made should achieve a predetermined return on investment taking into account the market condition and risk profile.

- Delegation of Authority

Pursuant to Section 6.14 of the Local Government Act 1995 and Section 18 of the Trustees Act 1962 – Part III Investments, Council delegated its authority to the Chief Executive Officer to invest Council's funds in authorised investments being Term Deposits.

The Chief Executive Officer has the authority to on-delegate the day to day investment activities to the Manager Finance or other duly authorised Senior Finance Officer subject to regular reviews.

- Prudent Person Standard

Investment of BHRC funds will be managed with care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio at a level where the stated objectives of this policy are achieved and not for speculative purposes.

- Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper management of the BHRC's investment portfolio. Where there is a conflict of interest, it should be disclosed to the Chief Executive Officer as soon as possible.

- Approved Investments

Investment is approved for Australia's four (4) major banks: Commonwealth, ANZ, National, Westpac and the following three (3) additional banks, Bankwest, Bendigo Bank and Members Equity (ME Bank).

All investments must be denominated in Australian dollars. Without Council approval, investment of BHRC funds is limited to:-

- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- State/Commonwealth Government Bonds, Promissory Notes; *and*
- A fixed term of no more than twelve (12) months.

- Diversification of Risk

Investment approved for Australia's four (4) major banks: Commonwealth, ANZ, National and Westpac are not to exceed 75% of the total investment portfolio.

Investments approved for the following (3) additional banks, Bankwest, Bendigo Bank and Members Equity (ME Bank) are not to exceed 50% of the total investment portfolio.

Ethical investment options will be investigated and preference will be given to institutions that make meaningful contributions to the community, sustainability and have a good environmental track record.

- Reporting to Council

A monthly report shall be submitted to Council that records the nature of the investments and their returns. The report should also confirm that investment limits for particular instruments have been adhered to. Any breach of the investment limits should be notified to the CEO within 24 hours of the breach being detected. In addition the following need to be noted:

- A register of investments will be maintained together with an investment file containing all letters of advice from financial institutions.
- Interest revenue will be recognised as it is earned.
- Any variations to this policy are to be reported to the CEO within 60 days.

MOTOR VEHICLE MANAGEMENT

INTRODUCTION

Company vehicles are provided to support business activities only and are to be used only by licenced and authorised employees.

The primary use of Council vehicles is for the purpose of providing works, services and facilities to the community to achieve corporate and programmed objectives.

OBJECTIVE

The intent of this policy is to provide clear direction to all staff employed by Bunbury Harvey Regional Council (BHRC) undertaking activities that require them to use any motor vehicle owned by BHRC. This includes cars, light vehicles, trucks and heavy machinery.

It is the responsibility of all drivers to read and comply with this policy.

All BHRC employees shall observe the highest standards of ethics and integrity in undertaking activities and to act in an honest and professional manner that supports the standing of the BHRC in compliance with the BHRC's Code of Conduct Policy.

This policy specifically excludes the Chief Executive Officer recognizing that it is the practice of BHRC to have a separate contract agreement for the Chief Executive Officer.

POLICY DETAIL

Any vehicle deemed to be in an unsafe condition will not be used and shall have repairs carried out so that it is in a safe condition.

Drivers of any motor vehicles must have a current, unrestricted driver's licence or Certificate of Competency acceptable in Western Australia and valid for the vehicle for which they are required to operate.

An employee whose licence has been suspended shall advise their Supervisor and the Supervisor is to notify the CEO immediately. Alternate duties will be found if available and the vehicle will be returned.

Drivers will be held accountable for the condition of their vehicle, daily prestart inspections and its operation.

A Vehicle Register listing all vehicles will be maintained by BHRC.

General Information

Vehicles always remain the property of the BHRC.

No employee is to operate a motor vehicle whilst over the legal alcohol limit or whilst under the influence of drugs before, during or after normal working hours.

If an employee is convicted of driving a BHRC vehicle under the influence of alcohol or drugs, it is considered to be contravening this Policy.

An employee is deemed to have committed a serious driving offence if they:

- Incur excessive insurance claims;
- Incur excessive offences under the Road Traffic Act;

- Have not maintained the vehicle in a suitable manner;
- Have breached any of the agreed vehicle guideline or policy conditions;
- Use the vehicle to derive income from outside business; *and/or*
- Have acted in a manner deemed inappropriate by the CEO.

All vehicles are designated as work places and shall be used in accordance with BHRC's Quality Management Systems Policies including but not limited to, Smoking in the Workplace and Code of Conduct.

Council Responsibility

- Annual Registration, Insurance and FBT payments relevant to the vehicle shall be the responsibility of BHRC.
- The vehicle is serviced and maintained by BHRC with BHRC accepting all costs associated with running the vehicle.
- Where a vehicle is fitted with a first aid kit, it is the responsibility of the designated driver to notify Administration staff if it requires replacement stock which BHRC will order and accept all charges for;
- A fuel card is to be provided and used when purchasing fuel and oil only.
- BHRC may charge a fee for private use/commuter use of a vehicle, to be reviewed from time to time by the CEO.
- The vehicle will be replaced at intervals according to BHRC's Vehicle Replacement schedule.

Employees Responsibilities

All persons driving a BHRC vehicle shall hold a current Western Australian Driver's Licence or relevant Certificate of Competency valid for the vehicle which they are required to operate. A copy is to be provided to BHRC and placed onto the employees personnel file.

Employees shall be responsible for ensuring an allocated vehicle is operated in a responsible manner and in accordance with the law at all times. The designated driver of a BHRC vehicle will be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

It shall be the responsibility of the person to whom the vehicle has been allocated to ensure that:

- The person is familiar with the conditions of this policy and that all forms relating to the allocation of the vehicle are provided to the CEO;
- The vehicle is housed in a secure and or off street location, and kept locked at all times when not in use;
- The vehicle will be available for BHRC business on a daily basis (excluding approved periods of leave);
- Employees are to ensure that passengers and load limits are not exceeded at any time;
- No smoking is allowed in any BHRC vehicle; *and*
- No PETS shall be allowed in any vehicle.

An employee assigned a vehicle that may be used out of normal working hours shall:

- Provide the CEO with a signed Motor Vehicle Allocation form.

Detailing and repair costs at changeover may be recovered from staff if the vehicle is excessively damaged through negligence.

Travel beyond 200km from the BHRC Administration building or the Perth metropolitan area shall require the CEO's approval.

Maintenance and Cleaning

General maintenance of the vehicle is the responsibility of the employee to whom the vehicle is assigned. This will include:

- Regular check of oil, water and tyres;
- The vehicle is to be maintained in a clean and tidy condition (internal and external);
- The vehicle is available to be serviced as required; *and*
- Mechanical defects are to be reported to the supervisor, as soon as practicable.

Accident or Damage

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- Report immediately to their supervisor;
- Report all accidents in a motor vehicle to the Police where required by law;
- Not accept or acknowledge any liability on behalf of BHRC arising from an accident; *and*
- Complete as soon as practical after the accident, the appropriate claim form and in consultation with the employee's supervisor, the incident report form, and return them to the Workplace Safety Advisor.

Employees found to be driving a BHRC vehicle under the influence of drugs or alcohol will be held personally liable for all repairs or legal action resulting from any accident in which they are involved. Disciplinary action will also be taken against the employee and may lead to the termination of their employment. Similar conditions shall apply to damage occurring as a result of inappropriate behaviour. Full costs relating to damage will be recovered from the employee.

The employee would not normally be liable for any insurance excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.

Testing for Alcohol and other drugs (Post Accident/Incident)

If a person has been directly involved in an accident or incident, he/she may be requested to provide a sample for testing. Such samples should be taken as soon as practicable after the event.

Testing will be conducted by an independent, accredited agency selected by BHRC and in accordance with:

- *AS/NZS 4308: 2008 Procedures for Specimen Collection and Detection and Quantitation of Drugs of Use in Urine* or

BHRC will bear the cost for testing.

Infringements

BHRC will not be liable to pay any fines or costs incurred by the driver of a BHRC vehicle if that person infringes against Road Traffic Regulations, the Local Laws of any Local Government with respect to parking restrictions, or any other regulation that relates to the use of vehicles.

The obligation for payment of an infringement and costs resides with the person driving the vehicle at the time of the infringement.

Authorised Drivers (Private Use Vehicles Only)

In general, it is not permissible for any person other than the employee or nominated person(s) to drive the vehicle. However, where circumstances warrant, the employee may authorise a person other than a nominated person as a relief driver provided that they are accompanied by the employee.

In the case of employee with private use, nominated persons are permitted to drive the vehicle without the employee being present outside working hours. The nominated person is restricted to spouse or partner.

Where an employee has allowed persons to drive a vehicle other than those nominated and without written consent of the CEO, in the event of damage to the vehicle, all insurance excess will be payable by the employee.

Global Positioning System

Surveillance may be deployed within the workplace in order to protect the assets and equipment of BHRC and improve community and employee safety and to assist in planning and management of mobile plant and equipment.

BHRC will ensure that the use of workplace surveillance complies with the requirements of the relevant legislation including the Surveillance Device Act 1998 (WA).

Global Positioning System (GPS) devices may be utilised in vehicles or equipment where the operator is often required to work alone, where there is risks associated with the task being carried out by an employee or where BHRC has a need to monitor and protect that vehicle or equipment.

PERSONAL MOBILE PHONE USAGE

INTRODUCTION

Bunbury Harvey Regional Council (BHRC) recognises that in some circumstance's employees may need to make or receive personal telephone calls. The objective of this policy is to ensure that personal mobile phone usage is kept to a minimum.

General, non-urgent personal mobile phone usage is distracting and is not permitted during paid working time.

OBJECTIVE

The intent of this policy is to provide clear direction to staff, visitors and contractors undertaking activities for the Bunbury Harvey Regional Council in the use of personal mobile phones.

This policy also applies to the use of mobile phones while in a BHRC owned motor vehicle on private and public roads as covered by the Road Traffic Act.

POLICT DETAIL

Despite the benefits, personal mobile phones may cause problems in the workplace. Employees who use their mobile phone excessively may:

- Get distracted from their work;
- Disturb colleagues by speaking on their phones;
- Cause security issues from inappropriate use;
- Cause accidents when they illegally use their phones inside company vehicles.

Excessive use of personal mobile phones, or company landline phones for personal reasons, can interfere with an employee's productivity and be distracting for others. Employees should restrict their personal calls during work time by only using their mobile phones during scheduled breaks or lunch periods.

Employees are asked to ensure that family and relevant parties (for example, childcare facilities and schools), understand that BHRC has a mobile phone policy and should only contact an employee in an emergency during business hours.

BHRC will not be liable for the loss of, or damage to personal mobile phones brought into the workplace by employees.

BHRC management reserves the right to monitor an employee's mobile phone usage within the workplace at any time. Disciplinary action may be initiated by management if it is deemed that an employee's usage of personal mobile phones is inappropriate or impacting on an employee's performance in the workplace.

Whilst at work, BHRC employees may not use their personal mobile phones for:

- Nonemergency text and phone calls;
- Playing games;
- Online activities such as Facebook, Twitter etc.;
- Taking photos or recording confidential BHRC information;

- For downloading or uploading inappropriate, illegal or obscene material using a corporate internet connection.

Employees must not use a mobile phone while operating a motor vehicle unless an approved Hands-free kit has been installed.

Disciplinary Consequences

If an employee's phone usage is deemed inappropriate or excessive, disciplinary actions may be imposed.

If the employee usage causes a decline in productivity or interferes with BHRC operations that employee may be banned from using their mobile phone during working hours.

If an employee causes a security breach, violates our Code of Conduct Policy or causes an accident by the reckless use of a personal mobile phone, further disciplinary action may result in a Letter of Warning.

UPDATE

PURCHASING

INTRODUCTION

Bunbury-Harvey Regional Council (BHRC) is committed to delivering best practice in the procurement and purchasing of goods, services and works that align with the principles of transparency, integrity and good governance.

This policy complies with the Local Government (Functions and General) Regulations 1996 (The Regulations) and all purchases must also comply with the BHRC Procurement Policy which is available on request.

OBJECTIVE

The BHRC purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors, are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, as well as any relevant legislation, Codes of Practice, Standards and the BHRC' Policies and procedures;
- Records created and maintained to evidence purchasing activities in accordance with the *State Records Act* and the BHRC Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

POLICY DETAIL

The Chief Executive Officer is responsible for ensuring compliance with legislative requirements is maintained, that procedures implemented are capable of withstanding scrutiny and provide appropriate transparency of practices toward the procurement of goods and services.

Ethics & Integrity

The BHRC's Code of Conduct applies when undertaking purchasing activities and decision-making stating; "employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times."

The following principles, standards and behaviors' must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- all purchases of goods and services must have the required budget appropriation prior to purchase;

- full accountability must be taken for all procurement decisions and the efficient, effective and proper expenditure of monies based on achieving value for money;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all procurement practices must comply with legal, operational and ethical requirements consistent with relevant Government legislation, regulations and Council policies and procedures;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policy and audit requirements;
- any actual or perceived conflicts of interest are to be identified, declared and the officer removed from the respective procurement process;
- Appropriate processes for the receipt and management of supplier information must be maintained in accordance with legal requirements.

Authorisation of Requisitions and Orders

Authorisation to approve purchase requisitions and orders has been delegated to the Chief Executive Officer.

All purchases of goods or services other than those goods or services deemed an emergency or those outside of normal business hours are only to be purchased after the approval of an appropriate purchase requisition and the receipt of a relevant purchase order.

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted by the CEO without undertaking a quotation or tender process. Justification of this decision is required.

Purchasing Thresholds and Procedures

BHRC must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, the Procurement Policy and associated purchasing procedures in effect at the BHRC.

Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the BHRC's purchasing activities.

PURCHASE VALUE THRESHOLD (EX GST)	PURCHASING PRACTICE REQUIRED
Up to \$5,000 (ex GST)	Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the BHRC, or Seek at least one (1) verbal or written quotation from a suitable supplier. A quote must be sought from either: <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • The open market.

PURCHASE VALUE THRESHOLD (EX GST)	PURCHASING PRACTICE REQUIRED
	<p>If quotes are not being sought from a WALGA Preferred Supplier arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> • a WA Disability Enterprise; and / or • an Aboriginal Owned Business; and / or • A Local Supplier. <p>The rationale for the procurement decision should be documented and recorded in accordance with the BHRC Records Management Policy.</p>
<p>\$5,001 and up to \$50,000 (ex GST)</p>	<p>Seek at least three (3) written quotations from suitable suppliers.</p> <p>Quotations must be sought from:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • The open market. <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> • a WA Disability Enterprise; and / or • an Aboriginal Owned Business; and / or • A Local Supplier. <p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods, services or works required; and • Value for money criteria, not necessarily the lowest quote. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>\$50,001 and up to \$150,000 (ex GST)</p>	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Three (3) written quotations must be sought from:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • The open market.

PURCHASE VALUE THRESHOLD (EX GST)	PURCHASING PRACTICE REQUIRED
	<p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> • a WA Disability Enterprise; and / or • an Aboriginal Owned Business; and / or • A Local Supplier. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required; and • Pre-determined evaluation criteria that assess all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Over \$150,000 (ex GST)</p>	<p>BHRC is required to either:</p> <ul style="list-style-type: none"> • Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR • Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant BHRC Policy requirements. <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • Pre-determined evaluation criteria that assess all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Emergency Purchases (Within Budget)</p>	<p>Must be approved by the Chief Executive Officer under delegation and reported at the next available Council Meeting.</p>
<p>Emergency Purchases (Not Included in Budget)</p>	<p>Must be approved by the Chief Executive Officer under delegation and reported at the next available Council Meeting.</p> <p>The supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>
<p>WALGA Services (excluding Preferred Supplier Program)</p>	<p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Recording is to be in</p>

PURCHASE VALUE THRESHOLD (EX GST)	PURCHASING PRACTICE REQUIRED
	accordance with the threshold levels outlined above. Confirmed via Purchase Order or Contract/Agreement.
LGIS Services	For the purchasing of LGIS Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.

**Where this policy requires a certain number of quotations to be obtained, but it is not possible to obtain that number of quotations, then best endeavors' must be used to obtain as many quotes as possible.*

Exemptions

An exemption from the requirement to publicly invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement;
- from a Regional Local Government or another Local Government;
- acquired from a person/organisation registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less (ex GST) and represents value for money;
- acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is authorised under action by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- The purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, BHRC may consider publicly advertised Tenders in lieu of undertaking a Request for Quotation for purchases under the \$150,000 threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timelines and compliance requirements.

Emergency Purchases

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Sole Source of Supply

A sole source of supply arrangement may only be approved where the:

- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- Market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier; or
- The BHRC has good reason to believe that, because of the unique nature of the goods or services required it is unlikely that there is more than one potential supplier.

Anti-Avoidance

The BHRC will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding the purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Sustainable Procurement

The BHRC is committed to implementing sustainable procurement by providing a preference to suppliers that *demonstrate* sustainable business practices (social advancement, environmental protection and local economic benefits).

The BHRC will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focused (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focused (i.e. initiatives such as corporate philanthropy).

Sustainability considerations should be incorporated into every stage of the procurement process, including at the forward procurement planning and budget allocation stages

Sustainable procurement involves an organisation meeting a need for goods and services in a way that achieves value for money and generates benefits not only to the organisation, but also to society and the economy, while minimising damage to the environment.

Framework

The Sustainable Procurement framework is built around four broad principles of sustainable procurement. The framework recommends that these principles should underpin the development and implementation of sustainable procurement strategies, policies, guidelines and tools. Accordingly, these guidelines endeavour to reflect the following four key principles:

- adopt strategies to avoid unnecessary consumption and manage demand;
- in the context of whole of life value for money, select products and services which have lower environmental impacts across their life cycle compared with competing products and services;
- foster a viable Australia and New Zealand market for sustainable products and services by supporting businesses and industry groups that demonstrate innovation in sustainability; *and*
- support suppliers to government who are socially responsible and adopt ethical practices.

Sustainable procurement comprises three dimensions: social, environmental and economic sustainability and aims to reduce the adverse environmental, social and economic impacts of purchased products and services throughout their life.

Sustainable procurement looks beyond the up-front cost to make purchasing decisions based on the entire life cycle of the goods and services, considering associated costs, environmental and social risks and benefits, and broader social and environmental implications.

Further information can be found at Government of Western Australia, Department of Finance – Sustainable Procurement Practice Guidelines.

Purchasing from Environmentally Sustainable Businesses

The BHRC will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the BHRC's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed of; and
- Encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

Local Economic Benefit

The BHRC encourages the development of competitive local businesses within the Wellington Regional Group boundary. As much as practicable, the BHRC will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses
- consider indirect benefits that have flow on effects for local suppliers (i.e. servicing and support)
- ensure that procurement plans address local business capability and local content
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- Provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Wellington Regional Group, or substantially demonstrate a benefit or contribution to the local economy.

This criterion will relate to local economic benefits that result from this purchasing process.

Purchasing from Disability Enterprises

The Regulations' 11(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the BHRC's achievement of its strategic and operational objectives.

If the contract value exceeds \$50,000 (ex GST) a formal Request for Quotation will be issued.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted. BHRC must ensure that the offer truly represents value for money.

Purchasing from Aboriginal Businesses

Regulation 11(h) provides a tender exemption if the goods or services are supplied by a person registered on the Aboriginal Business Directory WA, where the consideration under contract is, or expected to be under \$250,000.

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less; *and*
- Best and sustainable value assessment demonstrates benefits for the BHRC's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

Where the BHRC makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), BHRC will need to be satisfied through alternate means that the offer truly represents value for money. If the contract value exceeds \$50,000 (ex GST) a formal Request for Quotation will be issued to the Aboriginal Business.

Tenders

The BHRC shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted. A Tender evaluation panel shall be established and include a mix of skills and experience relevant to the nature of the purchase.

For purchases with the expected value of over \$150,001 BHRC will call for Tenders as per procurement Policy and the tender will remain open for at least fourteen (14) days after the date the tender is advertised.

A Tender Register will be maintained using the BHRC Tender Register Template.

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the BHRC may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

If after the tender has been publicly advertised and a preferred tenderer has been chosen but before the BHRC and tenderer have entered into a Contract a minor variation may be made by the BHRC.

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

No tenders are to be removed from the tender box or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of at least two (2) employees of the BHRC or one (1) employee of the BHRC and at least one person authorised by the CEO to open tenders.

The details of all tenders received and opened shall be recorded in the Tenders Register.

Purchasing Policy Non-Compliance

Purchasing Activities are subject to financial and performance audits which review compliance with legislative requirements and compliance with the BHRC's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; *and/or*
- Misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the BHRC's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

Further Information

Further detailed information is available from:

- Department of Finance
- WALGA
- BHRC Procurement Policy
- BHRC Purchasing Procedures

RELATED PARTY DISCLOSURES

INTRODUCTION

Under the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*, all local governments in Western Australia must produce an Annual Financial Statement that complies with the Australian Accounting Standards.

The Australian Accounting Standards Board (AASB) has determined that from 1st July 2016 *AASB 124 Related Party Disclosures* will apply to government identities including local government.

Bunbury Harvey Regional Council (BHRC) is therefore required to disclose Related Party Relationships and Key Management Personnel (KMP) compensation in its Annual Financial Returns.

OBJECTIVE

The objective is to ensure that local government financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

The purpose of this policy is to define the parameters for Related Party Relationships and the level of disclosure and reporting required for BHRC to achieve compliance with the Australia Accounting Standards AASB 124 – Related Party Disclosures.

NOTE: AASB 124 is not designed to detect and report fraud or misconduct. It is more so to enhance transparency and accountability of council transactions. This view is reiterated in AASB's April 2017 Agenda Decision that the purpose of AASB 124 is not for assessing governance or probity issues.

This policy provides guidance on:

- The identification of related party relationships and transactions and ordinary citizens transactions;
- Management of related party transactions;
- Recording such transactions;
- Disclosure of the transaction in the BHRC Annual Financial Statements in accordance with AASB 124.

This policy will also address the four (4) different types of related parties that must be considered,

- Entities related to the BHRC;
- Key Management Personnel (KMP);
- Close family members of KMP;
- Entities that are controlled or jointly controlled by KMP and their close family members.

Definitions

Australian Accounting Standards Board, Related Party Disclosures Standard 124 definitions.

Act	<i>Local Government Act 1995</i>
Close members of the family of a KMP	<i>Those family members who may be expected to influence, or be influenced by, that person in their dealings with the council and include:</i> <ul style="list-style-type: none">• <i>That person's children and spouse or domestic partner</i>• <i>Children of that person's spouse or domestic partner</i>• <i>Dependents of that person or that person's spouse or domestic partner.</i>
Entity	<i>Can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.</i> <i>A local government (council) related entity is an entity 'controlled' or 'jointly controlled' by council or over which council has 'significant influence'.</i> <i>AASB definition of the following key words:</i> <ul style="list-style-type: none">• <i>'Significant influence' is defined as the power to participate in the financial and operating policy decisions of the entity but is not control or joint control over those policies.</i>• <i>'Joint control' is the contractually agreed sharing of control of an arrangement and exists only when a decision relating to the activity requires the unanimous consent of the parties sharing control.</i>
Key Management Personnel (KMP)	<i>Key Management Personnel (KMP) are defined in AASB 124 as "those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity".</i> <i>* KMP's for the BHRC are considered to include:</i> <ul style="list-style-type: none">• <i>Councilors (including the Chairperson)</i>• <i>Chief Executive Officer</i>• <i>Financial Advisor</i>
KMP Compensation	<i>All forms of consideration paid, payable, or provided in exchange for services provided, and may include:</i> <ul style="list-style-type: none">• <i>Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidized goods or services) for current employees;</i>• <i>Post-employment benefits such as pensions, other retirement benefits, postemployment life insurance and post-employment medical care;</i>• <i>Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation; and</i>• <i>Termination benefits</i>

Material (materiality)	<i>The assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.</i>
Ordinary Citizen Transaction	<i>A transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.</i>
Possible (Possibly) Close members of the family of a person	<p><i>Those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:</i></p> <ul style="list-style-type: none"> • <i>That person's brothers' and sisters'</i> • <i>Aunts', uncles', and cousins of that person's spouse or domestic partner</i> • <i>Dependents of those persons' or that person's spouse or domestic partner as stated above</i> • <i>That person's or that person's spouse or domestic partners', parents' and grandparents.</i>
Related Party	<p><i>A person or entity is a related party of BHRC if any of the following apply:</i></p> <ul style="list-style-type: none"> • <i>They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).</i> • <i>They are an associate or belong to a joint venture of which BHRC is part of.</i> • <i>They and BHRC are joint ventures of the same third party.</i> • <i>They are part of a joint venture of a third party and council is an associate of the third party.</i> • <i>They are a post-employment benefit plan for the benefit of employees of either BHRC or an entity related to BHRC.</i> • <i>They are controlled or jointly controlled by Close members of the family of a person.</i> • <i>They are identified as a close or possibly close member of the family of a person with significant influence over BHRC or a close or possibly close member of the family of a person who is a KMP of BHRC.</i> • <i>They, or any member of a group of which they are a part, provide KMP services to BHRC.</i> <p><i>* For the purposes of this Policy, related parties of BHRC are:</i></p> <ul style="list-style-type: none"> • <i>Entities related to Council</i> • <i>Key Management Personnel (KMP) of BHRC</i> • <i>Close family members of KMP</i> • <i>Possible close family members of KMP's</i> • <i>Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.</i>
Related Party Transaction	<p><i>A transfer of resources, services or obligations between BHRC and a related party, regardless of whether a price is charged.</i></p> <p><i>* Related party transactions that are not considered to be material do not need to be disclosed.</i></p>

Regulation	<i>Local Government Regulation 1996</i>
Significant (significance)	<i>Likely to influence the decisions that users of the BHRC's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the BHRC and related party outside a public service provider/ taxpayer relationship.</i>

POLICY DETAIL

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of BHRC through the presence of control, joint control or significant influence.

A related Party relationship could influence the normal business operations of BHRC. In some instances, BHRC may enter into transactions with a Related Party that unrelated parties would not. For example, goods are supplied to BHRC on terms that might not be offered to other customers. Also, transactions between Related Parties may not be made on the same terms as between unrelated parties.

The normal business operations of BHRC may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the BHRC with other parties. Alternatively, one party may refrain from trading with BHRC because of the significant influence of another—for example, a local supplier may be instructed by its parent not to engage in supplying goods to BHRC.

For these reasons, knowledge of BHRC's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of BHRC's operations by users of financial statements, including assessments of the risks and opportunities facing the BHRC.

Key Management Personnel (KMP)

All KMP are responsible for assessing and disclosing their own, their close family members and their related entities relationships with the BHRC. All related parties must be included in the Related Party Disclosure form.

Identification of Control or Joint Control

A person or entity is deemed to have control if they have:

- a) Power over the entity;
- b) Exposure, or rights, to variable returns from involvement with the entity;
- c) The ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Required Disclosures & Reporting

AASB 124 provides that BHRC must disclose the following financial information in its financial statements for each financial year period:

1. *Disclosure of any related party relationship* – BHRC must disclose in the annual financial statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.
2. *KMP Compensation Disclosures* - Key management personnel (KMP) compensation in total and for each of the following categories:
 - short-term employee benefits;
 - post-employment benefits;
 - other long-term benefits;
 - termination benefits.

Disclosed Information

For each category of related party transactions specified above, Council will disclose the following information in Council's General-Purpose Financial Statements:

- a) the nature of the related party relationship;
- b) the amount of the transactions;
- c) the amount of outstanding balances, including commitments, and;
 - I. their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement;
 - II. details of any guarantees given or received;
- d) provisions for doubtful debts related to the amount of outstanding balances;
- e) the expense recognised during the period in respect of bad or doubtful debts due from related parties.

Related Party Transactions Disclosures

Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;
- Leases;
- Quotations and/or tenders;
- Commitments;
- Settlements of liabilities on behalf of Council or by Council on behalf of the related party.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- Significance of transaction in terms of size;
- Whether the transaction was carried out on non-market terms;
- Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- Whether the transaction is disclosed to regulatory or supervisory authorities;
Whether the transaction has been reported to senior management; and
- Whether the transaction was subject to BHRC approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that Related Party Transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

Disclosed in Aggregate or Separate

For each related party category specified in Section *Required Disclosures & Reporting* Council will disclose information specified in Section *Disclosed Information* for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the Financial Statements of Council.

Confidential

The following information is classified as confidential and is not available for inspection by or disclosure to the public, including through a FOI application:

- a) information (including personal information) provided by a KMP in a related party disclosure;
- b) Personal information contained in a register of related party transactions.

When Consent is required

Except as specified in this Policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

Permitted Recipients

The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register of related party transactions for the purposes specified in Section *Permitted Purposes*:

- a) The CEO;
- b) an Auditor of Council;
- c) Chief Financial Advisor;

- d) Other Officers as delegated by the CEO.

Permitted Purposes

A person specified in Section *Permitted Recipients* may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of related party transactions for the following purposes:

- a) to assess and verify a notified related party transaction;
- b) to reconcile identified related party transactions against those notified in a related party disclosure or contained in a register of related party transactions;
- c) to comply with the disclosure requirements of AASB 124;
- d) To verify compliance with the disclosure requirements of AASB 124.

An individual may access their personal information provided by a KMP in a related party disclosure or contained in a register of related party transactions in accordance with Council's Code of Conduct

Identifying related party transaction with KMP and their close family members

The Chief Executive Officer is responsible for identifying Council subsidiaries, associates and joint ventures (incorporated and unincorporated) from the Related Entities Register, a document which is prepared to substantiate Note 19 of the Financial Statements "Interests in Other Entities".

Related Party Disclosures

A review of KMP's and their related parties will be completed every 6 months.

KMP must provide a related party disclosure in the form set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members to the CEO by no later than the following periods during a financial year (*specified notification period*):

- a) 30 days after the commencement of the application of this Policy;
- b) 30 days after a KMP commences their term or employment with Council;
- c) 30 November each year;
- d) 30 June each year.

Particular events, such as a change of Councilors, Chief Executive Officer or a corporate restructure, will also trigger a review of BHRC's related parties immediately following such an event.

Related Party Disclosure Form

At least 30 days before a specified notification period, the CEO will provide KMP with a Related Party Disclosure Form and a Privacy Collection Notice.

Suspected Related Party Transaction

If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a related party disclosure to the CEO for consideration and determination.

Other Notifications

The notification requirements are in addition to the notifications a KMP must make to comply with:

- a) for Councilors, the *Code of Conduct – Councilors*;
- b) for the General Manager and other Senior Executive Officers who are KMP, the *Code of Conduct – Staff*;
- c) The disclosure of interests in a written return pursuant to section 450A of the *Local Government Act 1993 and Local Government (General) Regulation 2005*.

Other Sources of Information

To ensure all related party transactions are captured and recorded, the Responsible Accounting Officer is responsible for reviewing, if required, other sources of information held by Council including, without limitation:

- a) a register of interests of a KMP and of persons related to the KMP;
- b) minutes of Council and committee meetings;
- c) Council's Contracts' Register.

Ordinary Citizen Transactions

A KMP is not required to notify in a related party disclosure and Council will not disclose in its Financial Statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature.

OCTs are not material transactions because of their nature, and therefore BHRC will exclude them from being recorded as a related party transaction. However, if the OCTs were to occur on terms and conditions that are different to those offered to the general public, then the transaction may become material and would require reporting. Some examples of OCTs include:

- Using the council's facilities after paying the normal fee;
- Paying council fees and charges

Register of Related Party Transactions

Maintain a Register

The CEO is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information specified in Section *Disclosed Information* for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- a) the description of the related party transaction;
- b) the name of the related party;
- c) the nature of the related party's relationship with Council;
- d) whether the notified related party transaction is existing or potential;

- e) a description of the transactional documents the subject of the related party transaction;
- f) the information specified in Section: Required Disclosures & Reporting.

The CEO is responsible for ensuring that the information specified in Section *Required Disclosures & Reporting* is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124, subject to Section *Disclosed in aggregate or separate*.

**Forms available on request*

UPDATE

RISK MANAGEMENT

INTRODUCTION

Bunbury Harvey Regional Council (BHRC) is committed to organisational risk management practices, systems and processes that ensure consistent, efficient assessment of risk in all planning, decision making and operational processes.

OBJECTIVE

The objective of this policy is to ensure that BHRC achieves its organisational goals and objectives while providing for the ongoing health and safety of all employees at the workplace.

Definition of “Risk”: AS/NZS ISO 31000:2009 Risk Management Principles defines risk as “the effect of uncertainty on objectives.”

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected.

An objective may be financial, related to health and safety, or defined in other terms.

Definition of Risk Management: The application of coordinated activities to direct and control an organisation with regard, to risk.

POLICY DETAILS

BHRC considers risk management to be an essential management function in its operations.

It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

BHRC is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009 and will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of such risks.

Risk Management principles will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity. In particular, it will be applied to:

- Strategic planning;
- Expenditure of large amounts of money;
- New strategies and procedures;
- Management of projects, tenders and proposals;
- Introducing significant change, and
- The management of sensitive issues

Appropriate risk management processes will allow us to:

- Limit loss or damage to property and other assets;
- Limit interruption to business continuity;
- Maintain a positive public perception of the BHRC; and
- Apply equal opportunity principles in the workforce and the community.

RESPONSIBILITIES

Executives, managers and supervisors have the responsibility and accountability for ensuring that all staff manage the risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken.

All managers will encourage openness and honesty in the reporting and escalation of risks and all staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.

All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management and will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.

Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action. It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by BHRC.

BHCR is committed morally and financially to the concept and resourcing of risk management.

SECURITY SURVEILLANCE

INTRODUCTION

Bunbury Harvey Regional Council (BHRC) is committed to providing a safe environment for its employees and the community in which unlawful, antisocial and inappropriate behaviour is kept to a minimum while respecting the individual rights of privacy.

BHRC will ensure that the use of any workplace surveillance complies with the requirements of the relevant legislation including the Surveillance Device Act 1998 (WA)

OBJECTIVE

The objective of this policy is to ensure the privacy of all staff, customers and stakeholders that are required to make use of our facilities in a lawful manner.

Surveillance may be deployed within the workplace in order to protect the assets and equipment owned and operated by BHRC and improve community and employee safety and to assist in planning and management of mobile plant and equipment.

All BHRC employees shall observe the highest standards of ethics and integrity in undertaking activities and to act in an honest and professional manner that supports the standing of the BHRC in compliance with the Code of Conduct Policy.

BHRC will not deploy workplace surveillance for the general management of employee's, however, if any workplace surveillance demonstrates an employee acting in an antisocial, inappropriate or unlawful manner, BHRC may use this information for disciplinary or other appropriate action.

POLICY DETAILS

BHRC may deploy electronic surveillance devices to protect assets, equipment and people through the recording of unauthorized, unlawful, inappropriate or dangerous activities.

BHRC may deploy fixed and mobile cameras (of either motion/CCTV or still variety) in areas where assets or equipment are stored or commonly used, or in high risk work areas. Cameras may be placed in, around, or to view fixed or mobile locations.

Cameras

Cameras should be placed in unobtrusive positions covering the area to be protected.

Cameras will not be placed inside toilets or change rooms, residents, or in such positions as to view these premises.

BHRC will erect signs to inform employees and community members that cameras are in use.

Global Positioning System

Global Positioning System (GPS) devices may be utilised in vehicles or equipment where the operator is often required to work alone, where there is risks associated with the task being carried out by an employee or where BHRC has a need to monitor and protect that vehicle or piece of equipment and/or employee.

GPS devices may also be installed and utilised for managing daily operations.

Review and Retention

Images that indicate unauthorized or inappropriate activity, either through a record of that activity or due to interference with the camera, are to be referred to the Chief Executive Officer (CEO). The CEO will retain the images and any associated information in a secure, confidential location for review and may pass this information on to authorities if deemed appropriate.

Consequences of Breaching this Policy

Any person engaged by the BHRC found to have breached this policy may be subject to disciplinary action or dismissal, as appropriate. Criminal charges may also be applied, where deemed necessary.

Variation to this Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy by correspondence.

UPDATE

SMOKING IN THE WORKPLACE

INTRODUCTION

Bunbury Harvey Regional Council (BHRC) is committed to providing a healthy working environment and demonstrating compliance to the *Occupational Safety and Health Act 1984*, to provide a safe working environment.

To minimise the risks associated with smoking and exposure to passive smoking in the workplace this policy works towards an environment that is free of all harmful effects of Environmental Tobacco Smoke (ETS) for all BHRC employees, contractors and visitors.

OBJECTIVE

The primary objective of this policy is to control workers exposure to ETS.

This policy is to eliminate ETS from the workplace and does not involve discrimination against or stigmatization of workers on the basis of their dependency on tobacco. Nor should stigmatization of workers involved in the implementation of a smoke-free workplace be tolerated.

POLICT DETAILS

BHRC employees, contractors and visitors are prohibited from smoking in all council buildings and enclosed work areas. Such areas include but are not limited to:

- Foyers, stairways and passageways;
- Lunchrooms, kitchens and common rooms;
- Toilets;
- Meetings rooms;
- Administration Buildings including Gatehouses;
- Transfer Stations;
- Trash and Treasure Shop;
- Any enclosed structures (i.e. sea container);
- Within 5 metres of any entrance/doorway and bear air conditioning intakes.

In areas of high concentration of personnel, smoking is only permitted in designated smoking areas.

In accordance with an employer's duty of care, outdoor designated smoking areas surrounding the above have been equipped to ensure the health and safety of users (i.e. Free of slips, trips and fall hazards etc.). Smoking is not permitted in outdoor areas where drift to the workplace can occur such as near doorways or ventilation systems.

Smoking is strictly prohibited in all council vehicles and machinery whether or not the vehicle or machine is enclosed. Supervisors in each work area are responsible for the monitoring of smoking and ensuring compliance with this policy.

'No Smoking' signs will be strategically placed at entrances and throughout the workplace and where a high ignition risk has been identified to alert employees, contractors and visitors, entering the workplace to this Company Policy.

Smoking on site outside of the Transfer Station, Weighbridge and Office Compound is controlled by a fire and safety risk assessment on the area conducted by the operator. If the risk is deemed to be low, then smoking is permitted in an open area, at least 5 metres away from vehicles, ignition sources and flammable materials.

Further Information:

QUIT WA Department of Health

189 Royal St EAST PERTH WA 6004

PO Box 8172 Perth Business Centre PERTH WA 6849

Phone: (08) 9222 2096 Fax: (08) 9222 2088

<http://www.quitwa.com>

Cancer Foundation of Western Australia

46 Ventnor Avenue WEST PERTH WA 6005

Phone: (08) 9212 4333

Fax: (08) 9212 4334

<http://www.cancerwa.asn.au>

Western Australian Health Department

189 Royal Street EAST PERTH WA 6004

Phone: (08) 9222 4222

Fax: (08) 9222 4046

<http://www.health.wa.gov.au>

WorkSafe Western Australia

5th Floor

1260 Hay Street WEST PERTH WA 6005

Phone: (08) 9327 8777

Fax: (08) 9321 8973

<http://www.safetyline.wa.gov.au>

National Heart Foundation (Western Australian Division)

334 Rokeby Rd SUBIACO WA 6008

Phone: (08) 9388 3343

Fax: (08) 9388 3383

SUN PROTECTION

INTRODUCTION

Australia has the highest rate of skin cancer in the world. Despite it being an almost entirely preventable disease it continues to affect at least two in every three Australians before the age of 70. Of all new cancers diagnosed in Australia each year, 80% are skin cancers.

Workers who spend all or part of the day outdoors have a higher than average risk of skin cancer. This is because ultraviolet radiation from the sun or 'solar UV radiation' is a known carcinogen.

All skin types can be damaged by exposure to solar UV radiation. Damage is permanent and irreversible and increases with each exposure.

Bunbury Harvey Regional Council (BHRC) has an obligation to provide a working environment that is safe and without risks to health. This obligation includes taking proper steps to reduce the known health risks associated with exposure to solar UV radiation for outdoor workers.

OBJECTIVE

This policy aims to:

- Provide appropriate sun protection control measures to ensure a safe working environment;
- Provide ongoing education that promotes the personal responsibility for skin cancer prevention.

POLICY DETAIL

BHRC will use the following sun control measures to minimise the risk to workers:

Engineering Controls

Management will:

- Provide shaded areas or temporary shade where possible;
- Where possible encourage workers to move jobs to shaded areas;
- Provide indoor areas or shaded outdoor areas for rest/meal breaks;
- Consider applying window tinting to work vehicles;
- Modify reflective surfaces where possible;
- Identify and minimise contact with photosensitizing substances.

Administrative Controls

Management will:

- Schedule outdoor work tasks to occur when levels of solar UV radiation are less intense, such as earlier in the morning or later in the afternoon;
- Schedule indoor/shaded work tasks to occur when levels of solar UV radiation are strongest, such as the middle part of the day;
- Encourage workers to rotate between indoor/shaded and outdoor tasks to avoid exposing any one individual to solar UV radiation for long periods of time;

- Provide daily access to the Sun Smart UV Alert.

Personal Protective Equipment and Clothing

All workers on site will be provided with the following personal protective equipment, which must be worn when working:

- Long sleeved shirt with a collar;
- Long Trousers;
- A sun protective hat that shades the face, head, ears and neck, is made from UPF 50+ material and that is broad brimmed, bucket or legionnaire style;
- Broad spectrum, SPF 30 or higher, water-resistant, sunscreen that is applied generously 20 minutes before going outdoors so that it can be absorbed and reapplied at a minimum of every two hours. Sunscreen should be stored in a cool place (below 30°C) to prevent deterioration and reduction in effectiveness. The expiry date on the bottle should also be checked and adhered to.

Please Note: Administration Buildings do not constitute an operational area.

Education and Training

Management will:

- Provide training to workers to enable them to work safely in the sun;
- Ensure training is provided as part of induction for new workers;
- Ensure workers are provided with information to effectively examine their own skin;
- Ensure managers and supervisors act as positive role models;
- Adopt sun protection practices during all company social events;
- Promote the use of sun protection measures 'off the job'.

Management Commitment

Management will:

- Monitor the use of sun protection control measures to ensure compliance;
- Initiate standard company grievance procedures if a worker fails to comply with sun protective control measures;
- Ensure injury reporting procedures are followed when an incident of sunburn or excessive exposure to solar UV radiation occurs in the workplace.

Worker Commitment

Workers will:

- Cooperate with all measures introduced by management to minimise the risks associated with exposure to solar UV radiation;
- Comply with instructions and advice regarding the use of sun protection control measures;
- Act as positive role models;
- Take responsibility for their sun protection practices at work.

Compliance

Failure to wear the appropriate clothing as issued will result in:

- The worker being issued with a Non-Conformance.

The worker will be required to leave site and not return until they have the correct uniform on. This will be done in the workers own time.

Risk Assessment available on request.

UPDATE

DOCUMENT CONTROL				
DOCUMENT OWNER			Chief Executive Officer	
RESPONSIBLE FOR REVIEW			Compliance Officer	
DATE	DOCUMENT	VERSION	DESCRIPTION OF CHANGE	RESOLUTION No.
17/12/2015	Purchasing	V01	New Document. Updated from COB	OC81023-1365
16/11/2015	Asset Management	V01	New Document	OC81023-1450
	Community Engagement	V01	New Document	OC20218-1531
	Purchasing	V01	New Document	
25/02/2016	Smoking in the Workplace	V01	New Document	OC81023-1489
30/03/2017	Motor Vehicle Management	V01	New Document	OC81023-1462
22/06/2017	Corporate Revenue Debt Collection	V01	New Document	OC81023-1477
17/10/2016	Sun Protection	V01	New Document	
18/07/2017	Personal Phone Usage	V01	New Document	OC81023-1462
18/07/2017	Purchasing	V02	Review	OC81023-1365
31/07/2017	Related Party Disclosures	V01	New Document	OC81023-1365
04/08/2017	Security Surveillance	V01	New Document	OC81023-1496
21/12/2017	Investment	V01	New Document	OC171221-1521
22/02//2018	Purchasing	VO3	Review	OC22022018-1530
12/09/2018	Equal Opportunity	V01	New Document	OC270918-1562
01/10/2018	Employee Wellbeing	V01	New Document	OC270918-1562
03/05/2019	Internal Control	V01	New Document	OC020519-1603
Policy Manual Update:				
30/01/2020	Equal Opportunity	V02	Policy statement underpinned by Equal Employment Opportunity and Diversity Management Plan and Disability Access and Inclusion Plan.	
	Purchasing	V04	Sustainable Procurement updated as per Dept. of Finance Guidelines. Purchasing thresholds updated to reflect Local Government Guidelines.	
	Smoking in the Workplace	V02	Review and updated to allow for areas away from the general public and the new corporate logo.	
	Asset Management	V02	Review and updated with new corporate logo.	
	Community Engagement	V02	Review and updated with new corporate logo.	
	Corporate Revenue Debt Collection	V02	Review and updated with new corporate logo.	

	Investment	V02	Review and updated with new corporate logo.
	Motor Vehicle Management	V02	Review and updated with new corporate logo.
	Personal Mobile Phone Usage	V02	Review and updated with new corporate logo.
	Related Party Disclosure	V02	Review and updated with new corporate logo.
	Risk Management	V01	New Document.
	Security Surveillance	V02	Review and updated with new corporate logo.
	Sun Protection	V02	Review and updated with new corporate logo.

UPDATE