

WALCHA COUNCIL

ADMINISTRATION POLICIES

AIDS AND LOCAL GOVERNMENT

Objective

To provide a safe and healthy workplace.  
Corporate Plan - 2.7.1

Policy

- \* Council is committed to promotion of the principles of equality of opportunity in employment and protecting and promoting the health of its employees.
- \* Council will ensure that people with HIV/AIDS are not discriminated against in the provision of Council services or employment, in accordance with the provisions of the Anti-Discrimination Act, 1977.
- \* Council will work with other authorities, including Health Departments and Unions, to develop policies for dealing with HIV/AIDS in the workplace, consistent with policies developed at a National level.
- \* Council will develop policies and procedures aimed at specific work groups where, because of the nature of the work, specific issues may arise, such as those detailed in the following guidelines.
- \* In all other cases the Council believes that the protection of the human rights and dignity of HIV infected persons, including persons with AIDS, is essential to the prevention and control of HIV/AIDS. Workers with HIV infection who are healthy should be treated the same as any other worker. Workers with HIV related illness, including AIDS, should be treated the same as any other worker with a serious illness.
- \* Most people with HIV/AIDS want to continue working, which enhances their physical and mental well-being, and they should be able to do so. They should be able to contribute their creativity and productivity in a supportive occupational setting.

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- \* Council will provide information and education, in co-operation with other authorities, to assist in raising general community awareness of the impact of the HIV/AIDS problem.
- \* Council will not require HIV/AIDS screening as part of the assessment of fitness to work, whether direct (HIV antibody testing) or indirect (assessment of risk behaviours).

#### HIV Antibody Testing in the Workplace

The question of whether or not to introduce HIV antibody testing into the workplace arises in three situations:-

- \* The likelihood of transmission in the workplace.
- \* Worker's Compensation and related liability, should transmission occur at the workplace.
- \* Fitness to work.

In none of the these situations is there justification for introducing mandatory testing for employees.

#### The Likelihood of Transmission in the Workplace

In the vast majority of occupations and occupational settings, work does not involve a risk of acquiring or transmitting HIV between workers, or to members of the public who come into contact with workers. Appropriate occupational health and safety practices and, in some instances, infection control guidelines will be adequate to prevent the risk of transmission and should be instituted.

#### Worker's Compensation and Related Liability Should Transmission Occur at the Workplace

There is no necessity for universal screening of employees in relation to Worker's Compensation and related liability. Proof of occupational transmission should proceed on a case basis where an event has occurred which may have placed an employee at risk.

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Fitness to Work

Hiring, continued employment and promotion are dependent on the ability to perform a job adequately. Manifest and clinically expressed illness may affect the individual's capacity to perform a job. However, HIV infection in itself does not.

Consequently, HIV screening as part of the assessment of fitness to work, either when applying for employment or whilst in employment should not be required, whether direct (HIV antibody testing) or indirect (assessment of risk behaviour).

**Reason**

To actively contribute to effects to prevent and control HIV infection and AIDS.

*Approved Council Meeting 25th July, 1990 - Minute No. 306/90.  
Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*

**WALCHA COUNCIL****ADMINISTRATION POLICIES****AWARD RESTRUCTURING****Objective**

To improve the efficiency of Council's operations and to provide employees with access to more varied, fulfilling and better paid jobs.

Corporate Plan - 2.9.1

**1. GENERAL POLICY**

Council is committed to the principles of Award Restructuring and to co-operating positively with all Staff to increase structural efficiency and to provide employees with access to more fulfilling and better paid work. Resources commensurate with the importance attached to Award Restructuring will be made available to comply with the Award and to ensure that structural efficiency is implemented speedily and effectively.

**2. MANAGEMENT'S RESPONSIBILITY**

The implementation of Award Restructuring, structural efficiency and workplace reform is primarily the responsibility of management. Management at all levels is required to take various measures to ensure the successful implementation and functioning of these activities.

**3. CONSULTATIVE COMMITTEE**

The Consultative Committee is a forum for consultation between employees and management on a wide variety of issues concerning Award Restructuring, workplace changes, training, etc.,... It is intended that the Consultative Committee will make decisions based on consensus.

**4. AWARD RESTRUCTURING**

In order to implement the general provisions of this Policy, a programme of activities and procedures will be formulated, continually updated and effectively implemented.

The functions of the consultative Committee **must** include, but not be limited to:-

- a) Implementation of the new Award.

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### ADMINISTRATION POLICIES

- b) Training.
- c) Performance management systems.
- d) Hours of work.
- e) Communication and education mechanisms.

The functions of the Consultative Committee **may** include, but not be limited to:-

- a) The current position of the Council of the restructuring process.
- b) Commitment to Equal Employment Opportunity principles.
- c) New work functions descriptions.
- d) Organisational structure.
- e) Personnel policies and practices and employment arrangements.
- f) Work and management practices.
- g) Skills audit and job analysis.
- h) Council competency standards for progression within the skills-based Award.
- i) Multi-skilling opportunities.
- j) New career paths within the terms of the skills-based Award.
- k) Council agreements which may include such items as:-
  - 1) Hours of Work.
  - 2) Training.
  - 3) Performance.
  - 4) Local Conditions.
  - 5) Salary Points.
  - 6) Work Practices.
- l) Equal Employment Opportunity (EEO) programme.

#### 5. **SPECIFIC RESPONSIBILITIES**

- a) Managers:-  
Each Manager is required to ensure that this Policy and Award Restructuring programme is effectively and equitably implemented in his or her area of control and to support Supervisors and hold them accountable for their specific responsibilities.
- b) Supervisors:-  
Each first-line Supervisor is responsible, and will be held accountable, for taking all practical measures to ensure the

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**ADMINISTRATION POLICIES**

successful implementation of Award Restructuring initiatives in his/her area of responsibility.

- c) Employees:-  
All employees are requested to support all Award Restructuring activities and co-operate with Managers/Supervisors in the implementation of all new workplace initiatives.

**Reason**

To demonstrate Council's commitment to the principles of Award Restructuring.

*Adopted Council Meeting 29th April, 1992 - Minute No. 142/92.*

*Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*

**ADMINISTRATION POLICIES**



**COST RECOVERY – DAMAGE TO COUNCIL PROPERTY**

**Objective**

To maintain a stable and secure financial structure in order to effectively and efficiently deliver services and provide facilities to the community.

**Policy**

Council actively endeavour to recover costs of repairs of damages to Council property from the responsible person or organisation. This is to include damages to property under Council's control.

**Reason**

To minimise the financial impact on Council and its Ratepayers caused through damage to Council property.

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*Approved Committee of the Whole Meeting 24th May 1990 - Minute No. 205/90.*

*Reaffirmed Council Meeting 1st July 1993 - Minute No. 226/93.*

*Reaffirmed Council Meeting 28 October 2008 – Minute No. 71/0809*

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**ADMINISTRATION POLICIES**

**COUNCIL - SENIOR OFFICERS**

**Objective**

To provide a framework for the efficient and effective administration of Council and ensure that the community is well informed of Council decisions.

Corporate Plan - 2.3.1

**Policy**

Delegated Authorities shall be detailed in the Delegated Authorities Register.

**Reason**

To provide for the delineation of duties and to expedite the processing of Council business.

*Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*



## ADMINISTRATION POLICIES



### Debtors – Ready Mix Concrete

#### Objective

To ensure revenues are maximised by the diligent follow-up of outstanding Debtors or by requiring payment for services in advance, where appropriate, and to minimise expenditures by continuing to investigate ways to reduce the cost of Council operations without eroding the quality of service.

#### Policy

Charges for ready mix concrete must be paid within fifteen (15) days of supply of the concrete. Purchasers residing outside the Walcha Council area must pay for ready mix concrete prior to delivery.

This policy does not apply to Government Departments or approved organisations.

#### Reason

To minimise bad debts.



*Approved Works Committee Meeting 19th September, 1989 - Minute No. 378/89.*

*Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*

*Reaffirmed Council Meeting 26 November 2008 – Minute No.:84/0809*

## ADMINISTRATION POLICIES



### “D” Division of the Shires Association of NSW

#### Objective

To provide a framework for the efficient and effective administration of Council and ensure that the community is well informed of Council decisions.  
Corporate Plan - 2.3.1

#### Policy

That, as a matter of Policy, the Mayor be appointed as Council’s delegate to the “D” Division of the Shires Association of New South Wales and the Deputy Mayor be appointed as the alternate delegate.

#### Reason

As the Shires Association of New South Wales is the peak Local Government body, it is Council’s view that it should be represented at Divisional Meetings by the Mayor or Deputy Mayor or other Councillor by invitation by the Mayor.

*Approved Committee of the Whole Meeting 24th May 1990 - Minute No. 205/90.*

*Reaffirmed Council Meeting 1st July 1993 - Minute No. 226/93.*

*Amended Council Meeting 26 November 2008 – Minute No.:84/0809*

## ADMINISTRATION POLICIES



### Insurances Policy

#### Objective

To continue to improve planning and management techniques in order to achieve Council's objectives and involve Staff and the community in the process.

#### Policy

Council shall carry out a comprehensive review of its Insurance Portfolio every two (2) years.

Council's Senior staff will carry out the valuation of properties for insurance purposes in an endeavour to reduce costs.

#### Reason

To ensure Council is adequately insured.



*Approved Council Meeting 30 April 1987 – Minute No.: 124/87*

*Amended Council Meeting 28 January 1988 – Minute No.: 2/88*

*Reaffirmed Council Meeting 1 July 1993 – Minute No.: 226/93*

*Reaffirmed Council Meeting 17 December 2008 – Minute No.:109/2008-09*



LEGAL ACTION

**OBJECTIVE:**

To provide a framework for the efficient and effective administration of Council and ensure that the community is well informed of Council decisions.

**POLICY**

That all legal advice obtained by Council is to be obtained through the General Manager and before initiating any legal action to prosecute, Council seek legal opinion as to its likely chances of success or the likely outcome of the action.

**REASON**

To ensure Council is fully aware of its position prior to deciding whether or not to enter into legal action.

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*Approved Committee of the Whole Meeting 31st July, 1986 - Minute No. 246/86.  
Review Works Committee Meeting 28th May, 1987 - Minute No. 182/87.  
Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.  
Reaffirmed Council Meeting 30 September 2009 – Minute No.: 54/2009.*

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**ADMINISTRATION POLICIES**

**MANAGEMENT AUDIT**

**Objective**

To continue to improve planning and management techniques in order to achieve Council's objectives and involve Staff and the community in the process.

Corporate Plan 2.5.1

**Policy**

That the following matters are to be reviewed annually:-

- a) Long Term (Three (3) Year) Budget.
- b) Level of Working Funds and Reserves.
- c) Roadworks Programmes.
- d) Plant Replacement Programme.
- e) Investment Policy and Practices.
- f) Rating Policies and Practices.
- g) Stores and Materials Purchases - Policies and Practices.
- h) Asset Management Policies.
- i) Business Plans for Commercial Activities including investigation of options for expanding such opportunities.
- j) Effective utilisation of plant and labour.
- k) Staff Training and Development - policy and practices.

**Reason**

To ensure key areas of management are continually reviewed.

*Approved Works Committee Meeting 26th April, 1989 - Minute No. 170/89.  
Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*



MINUTES POLICY

**Objective**

To provide a framework for the efficient and effective administration of Council and ensure that the community is well informed of Council decisions.

**Policy**

Council Minutes are to be specially bound and preserved each year.

**Reason**

To ensure Council Minutes are suitably preserved.



*Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*

*Reaffirmed Council Meeting 28 October 2009 – Minute No.: 67/2009*

## ADMINISTRATION POLICIES



### OVER OR UNDER BUDGET POLICY

#### Objective

To provide a framework for the efficient and effective administration of Council and ensure that the community is well informed of Council's decisions.

#### Policy

In the event that a Project of \$100,000 or more go over or under budget by 10% then a detailed report will be submitted to the next Council Meeting.

#### Reason

To ensure budget allocations are sustained.



*Approved Council Meeting 24 June 2014 – Minute No.: 249/1314*

**ADMINISTRATION POLICIES**  
**PLANT – PRIVATE USE POLICY**



**Objective**

To maintain a stable and secure financial structure in order to effectively and efficiently deliver services and provide facilities to the community.

**Policy**

Council plant will not be hired unless operated by a suitably qualified Council employee.

**Reason**

To ensure the security of Council's plant.



*Reviewed Works Committee Meeting 28th May, 1987 - Minute No. 182/87.*  
*Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*  
*Amended Council Meeting 28 October 2009 – Minute No.: 67/2009-10.*



**WALCHA COUNCIL**  
**ADMINISTRATION POLICIES**

**SENIOR STAFF APPOINTMENTS - DEGREE OF CONSULTATION**

**Objective**

To clarify the term "consultation" in respect of the General Manager's responsibilities under the provisions of Section 337 of the Local Government Act, 1993.

Corporate Plan - 2.10.1

**Policy**

In accordance with the provisions of Section 337 of the Local Government Act (1993) the General Manager will consult with Council prior to the appointment or dismissal of the following Senior Staff:-

- \* Director - Engineering Services.
- \* Director - Environmental Services.
- \* Manager - Finance.
- \* Manager - Engineering Services.

**Appointment**

- \* Applications will, in the first instance, be assessed by the General Manager having regard to position criteria and other relevant matters. The General Manager will then recommend to the Mayor those applicants to be selected for interview.
- \* Applicants selected for interview will subsequently be interviewed by the Staff Committee which will make a recommendation as to an appointment to the Council. The General Manager will be a member of the Staff Committee.
- \* Applicants will then be interviewed by the full Council and following input from the Council the General Manager will appoint the appropriate applicant.

**Termination of Employment**

The employment of a Senior Staff member will not be terminated by the General Manager for any reason until the proposed termination has been considered by the full Council.

**Reason**

To clarify the term "consultation" in respect of the General Manager's responsibilities under the provisions of Section 337 of the Local Government Act, 1993.

*Adopted Council Meeting 27th October, 1993 - Minute No. 387/93.*

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ADMINISTRATION POLICIES

**STAFF - CLERICAL, ENGINEERING AND HEALTH**

**Objective**

To provide optimum salary levels and conditions for Staff commensurate with levels of responsibility and performance and within the framework of Council's resources.

Corporate Plan - 2.6.1

**Policy**

Council shall close its Office between Christmas Eve and New Year's Day each year in recognition of unpaid overtime worked by the Staff and this period shall be granted to the Staff as special paid leave.

**Reason**

To compensate for unpaid overtime.

*Reviewed Works Committee Meeting 28th May, 1987 - Minute No. 182/87.  
Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*

**WALCHA COUNCIL**

**ADMINISTRATION POLICIES**

**STAFF GENERAL**

**Objective**

To provide a framework for the efficient and effective administration of Council and ensure that the community is well informed of Council decisions.

Corporate Plan - 2.3.1

**Policy**

As a matter of policy, Council requires all employees to reside within the Walcha Council area.

**Reason**

To enhance the economy of the Council area.

*Approved Works Committee Meeting 21st March, 1989 - Minute No. 98/89.  
Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*

**WALCHA COUNCIL**

**ADMINISTRATION POLICIES**

**WET WEATHER PAY**

**Objective**

To maintain a stable and secure financial structure in order to effectively and efficiently deliver services and provide facilities to the community.  
Corporate Plan - 2.4.1

**Policy**

Wages for employees during inclement weather shall be allocated on the following basis:-

1. When working on specific jobs wages should be allocated to that job.
2. When unable to work on a specific job wages should be allocated to the job that the employee would have been employed on if he had not been prevented from working on due to the inclement weather.

**Reason**

To ensure accurate and consistent costing of wages to Council works whilst ensuring Grant works are charged with accepted costs.

*Adopted Council Meeting 28th November, 1990 - Minute No. 486/90.  
Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*

**WALCHA COUNCIL**

**ADMINISTRATION POLICIES**

**WORKING FUNDS AND RESERVES**

**Objective**

To maintain a stable and secure financial structure in order to effectively and efficiently deliver services and provide facilities to the community.  
Corporate Plan - 2.4.1

**Policy**

**General Fund**

As a guide to establishing adequate Working Funds levels Council will utilise the standard proposed by the Department of Local Government, that is, "hard-core" Debtors (ninety (90) days and over) plus arrears of Rates plus Stores and Materials at balance date less realisable cash sufficient to pay the following year's Creditors (i.e., monthly average). Council, however, will retain the prerogative to adopt a more flexible approach as circumstances and sound financial management practices warrant.

**Water and Sewerage Funds**

That the level of Working Funds be reviewed at least twice annually, in conjunction with the preparation of the Estimates of Income and Expenditure and the Report on the Annual Statements of Accounts.

**Reason**

To ensure that Council maintains optimum levels of Working Funds commensurate with sound financial management.

*Approved Finance Committee Meeting 30th August, 1989 - Minute No. 313/89.*

*Reaffirmed Council Meeting 1st July, 1993 - Minute No. 226/93.*