



Policy

19 COMMEMORATIVE WREATHS POLICY

File Reference No:	26.063.3
Strategic Outcome:	Supported and engaged communities
Date of Adoption:	20/11/2013
Date for Review:	20/09/2017
Responsible Officer:	Director Corporate Services

1. POLICY STATEMENT

Berrigan Shire Council has a responsibility under section 8 of the *Local Government Act 1993* to exercise community leadership.

As such, it is appropriate that the Council participate in community commemoration services on days such as Anzac Day, Remembrance Day and the like – as the representative of the community of Berrigan Shire.

Participation in these services will most often take the form of the laying of a wreath.

2. PURPOSE

This policy provides guidance to Councillors and Council staff on the provision and laying of wreaths in commemoration services

3. SCOPE

This policy applies to all Councillors, Council staff and other Council officials.

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 3.2.1.1:

Provide opportunities for life-long learning, cultural expression and recreation

5. DEFINITIONS

A **commemorative service** is a service held to honour and preserve the memory of a person or persons, or an event. This is most commonly – but not always – a service to recognise the war service of Australian military personnel.



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An **official service** for the purposes of this policy is one organized by the local Returned and Services League of Australia sub-branch.

6. POLICY IMPLEMENTATION

6.1 Anzac Day

The Council will provide wreathes for all official Anzac Day services held in Berrigan Shire and Cobram/Barooga.

6.2 Remembrance Day

Where invited by the local organising body, the Council will provide wreathes for all official Remembrance Day services held in Berrigan Shire and Cobram/Barooga.

6.3 Other commemorative events

From time to time, the Council may be invited to participate in other commemorative events such as the anniversaries of significant war-related events. It may also be invited to participate in non-military commemorative events such as ones recognising emergency service personnel or victims of natural disasters.

Where a service of this nature is held in Berrigan Shire or in Cobram/Barooga, the Mayor is delegated the authority to make a decision regarding the Council's participation in the event and/or the provision of a wreath.

Where a service is held outside the Berrigan Shire or Cobram/Barooga, a decision to participate will be referred to the Council.

6.3 Attendance

If the Council chooses to provide a wreath for a service, the Council will also endeavour to ensure a Councillor attends the service to lay the wreath on behalf of the Council and the community of Berrigan Shire.

7. RELATED POLICIES OR STRATEGIES

7.1 Legislation

- *Local Government Act 1993*



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21 STAFF REMUNERATION PACKAGE REVIEW POLICY

File Reference No:	12.019.1
Strategic Outcome:	Good government
Date of Adoption:	15/01/2014
Date for Review:	07/01/2018
Responsible Officer:	Director Corporate Services

1. POLICY STATEMENT

This policy provides a means for the Council to assure itself that the remuneration paid to the Council's General Manager and Directors is as per their contracts and properly authorised.

2. PURPOSE

In line with the *Local Government Act 1993*, the General Manager is generally responsible for the efficient and effective operation of the council's organization. This includes overall responsibility for the Council's payroll function.

The General Manager's responsibility for overseeing the payment of his or her remuneration package carries some risk. This risk is somewhat mitigated by the delegation of the payroll function to another staff member. However, further mitigation of this risk is possible through seeking a third party review of the payments made to the General Manager.

In the interests of completeness, this review also includes the Council's director-level staff.

3. SCOPE

This policy applies to the remuneration packages of the Council's General Manager, Director Technical Services and Director Corporate Services

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 2.2.2.3:

Coordinate Council investments, financial management, financial operations and processing.



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5. POLICY IMPLEMENTATION

The risks associated with remuneration have been assessed in accordance with Council's Risk Management Framework and are documented in Council's Fraud Risk Assessments, with identified control measures included in Council's Fraud Control Plan.

In accordance with one of the control measures identified in the Fraud Control Plan, the Responsible Accounting Officer will commission an annual (1 July to 30 June) review of the payments made under the respective remuneration packages of the following staff:

- General Manager
- Director Technical Services
- Director Corporate Services

The review is to be conducted by the Council's external auditors as part of their regular audit process. The Director Corporate Services is responsible for ensuring the review is included in the scope of works of the external audit.

The external auditors will provide a report to the Council on their findings. The report will include, at a minimum, an opinion on the correctness and accuracy of the payments made under the contracts.

The Responsible Accounting Officer will present the report to the Council as soon as possible after receipt – but no later than the November ordinary meeting of Council.

Additional control measures outlined in the Fraud Control Plan and implemented to monitor fraud risks associated with remuneration also include:

- The establishment and distribution of the Code of Conduct
- Code of Conduct training for all staff
- Fraud Detection Programs
- Internal Reporting and Protected Disclosures



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6. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Local Government Code of Accounting Practice and Financial Reporting*
- *Local Government (State) Award 2010*
- *Code of Conduct*
- *Risk Management Policy and Framework*
- *Salary Policy*
- *Fraud Control Policy*
- *Fraud Control Plan*
- *Internal Reporting Policy*



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22 COMMERCIAL CREDIT POLICY

File Reference No:

Strategic Outcome: Good government

Date of Adoption: 19/02/2014

Date for Review: 21/02/2018

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

Berrigan Shire Council provides a range of services on a commercial basis to the public. These services include:

- Waste Management
- Water cartage and delivery
- Road and footpath construction
- Building certification

There may be occasions where it is appropriate to offer credit to users of these facilities. It is important that the Council has in place a framework to assess requests for credit and manage the risk to the Council that providing credit entails

2. PURPOSE

This policy sets the terms and conditions on which the Council will offer credit for customers/clients of its commercial operations. The policy aims to promote transparency and consistency, reduce the risk of fraud by minimizing cash transactions and eliminate as far as possible the costs to Council of offering credit.

3. SCOPE

This policy applies to all customers of Council services requesting credit unless otherwise exempt.

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 2.2.2.3:



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Coordinate Council investments, financial management, financial operations and processing

5. POLICY IMPLEMENTATION

5.1 General policy

The Council has no obligation to offer credit to its customers or clients. The provision of credit is a privilege and not a right.

As a general rule, the Council will not offer credit to customers/clients of its services and facilities. Payment should be made either in advance or at the point of sale.

However, there are some limited circumstances where the Council will provide credit facilities.

5.2 When credit may be offered

The Council can offer credit in circumstances where:

- Requiring cash up front is impractical for the Council or the customer
- Business operations for the Council are streamlined
- Excessive cash-handling at remote sites or by employees working alone can be avoided

5.3. Applications for credit

Applications for commercial credit must be made in writing. The application must provide any information required by the Finance Manager.

An application for credit must be submitted and approved before the Council will provide any service on credit.

5.4. Approval for credit

The person responsible for approving applications for credit is the Finance Manager. In his or her absence, the Director Corporate Services may grant approval. The General Manager may, at any time, approve an application for credit.

Applications will be assessed on the following basis

- The use of credit terms.
- Previous payment history with the Council (including payment of rates)
- Business relationship with the Council.
- General credit history

5.5. Credit terms



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The Council's standard credit terms are "nett 30 days". Any change or variation from these terms granted by the Finance Manager will be specifically noted in writing.

When approving an application for credit, the Finance Manager will nominate a credit limit – not to be exceeded without the Finance Manager's specific written permission.

5.6. Collections

Collection of outstanding debt will be undertaken as per the Council's Collection Policy.

5.7. Withdrawal of credit

Credit can be withdrawn at the absolute discretion of the Finance Manager.

Access to use of the Council's credit will be placed on hold immediately on a payment becoming overdue and will not be restored until such time as the Finance Manager is satisfied that the outstanding amount has either been paid or a suitable repayment plan has been agreed.

5.8 Exemptions

The following charges and/or services are exempt from this policy. Credit and/or access to these services may still be restricted based on other Council policies and procedures

- Ordinary rates
- Utility charges (Water access, Sewer, Domestic Waste Management, Garbage Collection, Stormwater)
- Water consumption charges
- Contributions for infrastructure per s217 of the *Roads Act 1993* ("Half-cost" schemes)
- Burial charges
- Expenses for uniforms, private use of vehicles, travel incidentals etc. charged to staff
- Developer charges
- Services provided to volunteer committees of the Council
- Services provided to Home and Community Care clients

6. RELATED POLICIES OR STRATEGIES

6.1 Legislation

- *Local Government Act 1993*



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6.2 Council policies

- Berrigan Shire Council Code of Conduct
- Delivery Program
- Fraud Control Policy