



SHIRE OF
WESTONIA
A vibrant community lifestyle

COUNCIL POLICIES

SHIRE OF WESTONIA

Contents

Preamble	4
Amendment Record	6
COUNCIL MEMBER / GOVERNANCE	7
Code of Conduct Policy	8
Attendance at Events	16
Freeman of the Shire of Westonia	19
Council Forum/Briefing Sessions	20
Council Meeting Schedule	22
Conference & Meeting Attendance & Expenses	23
Council Member Continuing Professional Development	25
Legal Representation Costs Indemnification	28
Related Party Disclosure	30
Management of Council Member iPads	31
Recognition of Service	33
Execution of Documents	35
Acting Chief Executive Officer	38
Elected Member Entitlements	39
Induction for Councillors	41
Annual Christmas Function	43
Public Interest Disclosure	44
Audit and Risk Committee Term of Reference	46
ADMINISTRATION / ORGANISATION	50
Risk Management	51
Community Engagement	56
Fraud and Prevention	58
Communication and Media	59
FIRE CONTROL	63
Bush Firefighter (Minimum Standards)	64
Bush Fire Control Officers	66
Fire Hazard Reduction	68
Roadside Burning for Fire Protection	69
Harvest & Vehicle Movement Bans	71
FINANCIAL MANAGEMENT	73
Asset Management	74
Corporate Credit Cards	76
Financial Hardship	79
Investment of Surplus Funds	81
Purchasing of Goods and Services	83

Purchasing of Goods and Services- Preference to Local Suppliers	92
Financial Reporting to Council – Variations and Timing.....	95
Identifying Subsequent Events	96
WORKS AND SERVICES	98
Maintenance of Unsealed Local Road Network	99
Road Construction.....	100
Plant Purchasing and Hire	101
HUMAN RESOURCES/STAFF	102
Employee Gratuity Payments	103
Travel and Accommodation Allowances and Expenses.....	104
Alcohol and Other Drugs	106
Chief Executive Officer Employment and Performance Appraisal.....	108
Extended Close of Business Over Christmas	111
Superannuation Extra Payment.....	112
Employee Uniforms	113
Work, Health & Safety	115
Use of Shire Information Technology (IT) Facilities for Employees	117
Hours Of Duty/Rostered Days Off	122
Payment to Employees in Addition to Contract or Award.....	124
Employee Use of Council Equipment	126
Police Clearance	127
Employee Travel	128
Pre-Employment Medical Examination	129
UNCLASSIFIED	130
Council Housing & Staff Accommodation	131
Housing Water Subsidy	133
Employee Own Housing Incentive	134
Flag Flown for Funerals.....	135

Preamble

Introduction

This manual contains Shire of Westonia Council adopted policies. This document is a 'living' document which has been designed to serve as a guide for Council, employees, and the general public on the normal practices and activities of the Shire of Westonia.

Council's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

The objectives of Council's Policy Manual is:

- To provide Council with a formal written record of all policy decisions;
- To provide employees with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- To enable Council Members to adequately handle enquiries from electors without undue reference to Shire employees;
- To enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends, and circumstances; and
- To enable electors to obtain immediate advice on matters of Council Policy.

The policies may be changed as circumstances dictate, in accordance with Council's directions, and amended by Council from time to time. Employees are expected to comply closely with the spirit and intention of the policies, and to use care and discretion in implementing the policies, to ensure the best possible outcome for all. Implementation should be fair, consistent and effective, with the emphasis on guidance and assistance rather than compulsion and inspection.

This document does not stand alone, but is underpinned by legislative requirements, which comprises (in order of priority):

- Legislation – Acts of Parliament, Regulations etc.
- Common Law – legal precedent, interpretation and decisions made by the Courts
- Delegated legislation – local laws and by-laws, town planning policy

Process

It is a requirement of the Local Government Act 1995 s5.18 and s5.46 (1) (2) that all delegations be reviewed at least once in each financial year. In order to ensure that there is clear authority and to ensure consistency and relevancy, the applicable policy is to be updated where a delegation applies.

A policy may be reviewed at any time as a result of:

- Legislative changes (Acts/Regulations/Local Laws) which have a bearing on a particular policy;
- Council decisions which affect the continued validity or applicability of a policy;
- Important technological or social changes; or
- Any other such circumstance that would justify an earlier review

In order to ensure that policies remain current, the assigned Responsible Officer should review them on a regular basis and no less than once every two years.

New Policies

Council may make new policies at any time. However, unless specifically stated that the authority is to be included in the Policy Manual at the time of adoption, it should be assumed that the authority to act is for a specific matter and is not a general or on-going policy.

Amended Policies

The document is to include a version date to ensure that the most current version is being referred to. A version and amendment table is included at the front of the document to track minor changes. Complete re-writes to be noted for reference.

The history of the policy is amended to show date and resolution number of the motion of the amendment.

Amendment Record

Date	Council Resolution	Amendment Details	Author
April 2022	08/04-22	Review and update All – Entire Manual	Deputy Chief Executive Officer
27 March 2024	08/03-24	Review and update All – Council Members/Governance Section	Deputy Chief Executive Officer
20 June 2024	06/06-24	Review and update All – Council Human Resources/Staff Section	Deputy Chief Executive Officer
20 September 2024	06/09-24	Administration/Organisation, Fire Control, Financial Management & Unclassified	Deputy Chief Executive Officer
20 February 2025	11/02-25	Council Member/ Governance – Inclusion of Audit & Risk Committee Terms of Reference.	Deputy Chief Executive Officer
10 February 2026	08/02-26	Review and update All	Deputy Chief Executive Officer

COUNCIL MEMBER / GOVERNANCE



Council Policy

Code of Conduct Policy

Purpose

The purpose of this policy is to provide Council Members, Committee Members, and Candidates of Local Government Members and staff with consistent guidelines for an acceptable standard of professional conduct.

The following Code of Conduct Attachment 1 is adopted, and forms part of this Policy: -

1.1 Code of Conduct for Council members, Committee Members and Candidates

The Code of Conduct applies to Council Members, Committee Members and Candidates of Local Government Elections.

Scope

This policy is applied to the Shire of Westonia and its elected members and employees.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Code of Conduct Policy".
Council Members	Includes all Councillors.

Policy Statement

The Code of Conduct provides Council Members, Committee Members and staff of the Shire of Westonia with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in–

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective responsibilities may be based.

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (S5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the

community's needs and aspirations into a direction and future for the Shire will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows: "A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;
- (b) provides leadership and guidance to the community in the district;
- (c) facilitates communication between the community and the council;
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff

The role of staff is determined by the functions of the Chief Executive Officer as set out in S 5.41 of the Local Government Act 1995: -

"The Chief Executive Officer's functions are to:

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the Chief Executive Officer."*

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

"(1) The council —

- (a) *directs and controls the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies."*

1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination, and this is supported by anti-discriminatory legislation.

2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition:

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

"interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest
 -
 - (i) in a written notice given to the Chief Executive Officer before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter
 -
 - (i) in a written notice given to the Chief Executive Officer before the meeting; or
 - (ii) at the time the advice is given.

- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
 - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the Chief Executive Officer before a meeting to comply with requirements of items (a) or (b), then -
 - (i) before the meeting the Chief Executive Officer is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
 - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,
 the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

3.4 Gifts

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -

“activity involving a local government discretion” means an activity –

- (a) *that cannot be undertaken without an authorisation from the local government; or*
- (b) *by way of a commercial dealing with the local government;*

“gift” has the meaning given to that term in S 5.82(4) except that it does not include –

- (a) *a gift from a relative as defined in S 5.74(1); or*
- (b) *a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) *a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

“notifiable gift”, in relation to a person who is an employee, means –

- (a) *a gift worth between \$50 and \$300; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means –

- (a) *a gift worth \$300 or more; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*
- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -
 - (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who-
 - (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the Chief Executive Officer, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include–
 - (a) the name of the person who gave the gift; and
 - (b) the date on which the gift was accepted; and
 - (c) a description, and the estimated value, of the gift; and
 - (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition)–
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance,

of each other gift accepted within the 6-month period.

- (d) The Chief Executive Officer is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the Chief Executive Officer, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

(g) **Amendment to disclosure of gifts:**

Following the publication of the Governance Bulletin - Issue 11 - March 2016 the Local Government Act 1995 was amended with regard to the disclosure of gifts. A relevant person who accepts a gift which is worth greater than \$200 must disclose acceptance of the gift within ten days of receipt to the Chief Executive Officer. Rather than in an annual return, the disclosure must be made online.

(h) **Disclosure of a contribution to travel:**

The disclosure of a contribution to travel must include:

- Name of relevant person making the disclosure;
- A description of the contribution to travel;
- The name and address of the person who made the contribution to travel;
- The date on which the contribution to travel was received;
- The estimated value of the contribution to travel at the time it was made;
- The nature of the relationship between the relevant person and the person who made the contribution;

- A description of the travel undertaken; and
 - Date of travel undertaken.
- (i) The Chief Executive Officer is required to keep a record of the disclosures by way of a register. This is to be published on the local government's official website as well as made available for public inspection at the council offices.
- (j) As soon as is practicable after a person ceases to be a relevant person, the Chief Executive Officer must remove all records relating to that person from the register. However, a Chief Executive Officer must ensure that these disclosures are kept for a period of at least 5 years and made available for public inspection if requested.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

- (a) Council Members, Committee Members and staff will:
- act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - always act in accordance with their obligation of fidelity to the Local Government.
- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.6 Corporate Obligations

(a) Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly:

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

(b) Communication and Public Relations

- (i) All aspects of communication by staff (including verbal, written or personal) involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources Council Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and

5.2 not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer). Travelling and Sustenance Expenses

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	<i>Local Government Act 1995</i> s.5.8 and s.5.10
Related Documentation	



Council Policy

Attendance at Events

Purpose

The Shire of Westonia (Shire) is required under Section 5.90A of the Local Government Act 1995 to prepare and adopt an Attendance at Events Policy

The purpose of this Policy is to outline the process associated with attendance at any event, whether free of charge, part of a sponsorship or paid by the local government, and provide transparency about the attendance at events of Council Members and the Chief Executive Officer.

Attendance at an event in accordance with this Policy excludes the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 inclusive of GST and the donor has a matter before Council. Any gift received that is \$300 or less, either one gift or cumulative over twelve months from the same donor, also does not need to be disclosed as an interest. Receipt of the gift is still required under the gift register provisions.

Scope

This Policy only applies to Council Members and the Chief Executive Officer of the Shire. The Chief Executive Officer is required to determine and apply a Policy regarding such matters, as they apply to all employees, other than the Chief Executive Officer.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Attendance at Events".
District	Local Government of the Shire of Westonia, as per Act Division 2, Section 2.5.
Council Members	Includes all Councillors.
Event	In accordance with section 5.90A of the Local Government Act 1995, an event is defined as a: <ul style="list-style-type: none"> • Concert • Conference • Function • Sporting event • Occasion prescribed by the Local Government (Administration) Regulations 1996.
Gift	Means a single gift or cumulative gifts within any rolling 12 month period and is not limited to either calendar or financial year.

Policy Statement

Council Members and the Chief Executive Officer occasionally receive tickets or invitations to attend events. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be a free/open invitation event to the community in general.

Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events are to be received by the Shire, as opposed to in the name of a specific person in their role with the Shire. Individual tickets and associated hospitality with a dollar value above \$500, inclusive of GST and travel if relevant, provided to the Shire are to be referred to Council for determination.

Council approves attendance at the following events:

- Advocacy, lobbying or Members of Parliament or Ministerial briefings;
- Meetings of clubs or organisations within the Shire of Westonia;
- Any free event held within the Shire of Westonia;
- Australian or West Australian Local Government events;
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Westonia to which the individual has been officially invited;
- Shire hosted ceremonies, functions and events;
- Shire sponsored functions or events;
- Community art exhibitions within the Shire of Westonia or District;
- Cultural events/festivals within the Shire of Westonia or District;
- Events run by a Local, State, or Federal Government;
- Events run by schools and universities within the Shire of Westonia;
- Major professional bodies associated with local government at a local, state, and federal level;
- Opening or launch of an event or facility within the Shire of Westonia or District;
- Recognition of Service events within the Shire of Westonia or District;
- RSL events within the Shire of Westonia or District;
- Events run by Western Australian Local Government Association (WALGA), Local Government Insurance Scheme (LGIS), or other recognised and incorporated WA based local government professional association; and
- Where Council Member or employee representation has been formally requested.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire out of the Shire's budget by way of reimbursement.

If there are more Council members than tickets provided, the Council President is to allocate the tickets.

Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event as follows:

- Events for the Council President may be approved by the Deputy Council President;
- Events for Councillors may be approved by the Council President; and
- Events for the Chief Executive Officer may be approved by the Council President;

Considerations for approval of the event are to include:

- Any justification provided by the applicant when the event is submitted for approval,
- The benefit to the Shire of the person attending,
- Alignment to the Shire's Strategic Objectives, and
- The number of Shire representatives already approved to attend.

Where a Council Member has an event approved through this process and there is a fee associated with the event, the cost, including for attendance of a partner, is to be paid out of the Members Receptions budget. Where an employee has an event approved through this process and there is a fee associated with the event, then the cost is to be paid for out of the Shire's relevant budget line.

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event and dealt with as follows:

- If the event is a free event to the public, then no action is required.

- If the event is ticketed and the attendee pays the full ticketed price and does not seek reimbursement then no action is required.
- If the event is ticketed and the attendee pays a discounted rate or is provided with a free ticket/s with a discount value greater than \$300, the recipient is to disclose the ticket/s and associated hospitality within ten days to the Chief Executive Officer (or Council President if recipient is the Chief Executive Officer).

If a Council Member receives a ticket in their name, in their role as a Council Member, and of \$300 value or greater, they are still required to comply with normal gift disclosure requirements.
An event does not include training, which is dealt with separately.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Section 5.90A of the Local Government Act 1995
Related Documentation	Forms & Templates : Declaration of Gifts, Code of Conduct



Council Policy

Freeman of the Shire of Westonia

Purpose

The purpose of this policy is to ensure consistency in the appointment of Freeman of the Shire and uphold the honour of the position.

Scope

This policy is applied to the Shire of Westonia and its elected members and employees..

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Freeman of the Shire of Westonia”.
District	Includes all Councillors.

Policy Statement

The award of Honorary Freeman by resolution of Council should have regard for the following criteria;

- a. This title is intended to recognise outstanding service to the community over a significant period of time and in a wide range of activities within the Shire of Westonia.
- b. For the position to have the desired standing within the community, it should only be applied where there is assurance of public approval of those who become recipients.
- c. The award of Honorary Freeman will only be made occasionally for rare and exceptional contribution over a long period of time.
- d. The award of Honorary Freeman is recognized as the highest honour that the local community, through its Council, can offer to one of its citizens.
- e. The nominee must have made an outstanding contribution to the community such that the nominee’s contribution can be seen to stand above the contributions made by most other people.
- f. At any one time, a maximum of four living persons may hold the title of ‘Honorary Freeman’ of the Shire of Westonia.
- g. If an elected member of Council has an objection to the nomination, that elected member must provide valid reasons for the objection
- h. The Honorary Freeman shall be invited to attend civic events and functions conducted by the Council.
- i. The award of Honorary Freeman shall be recognised by a framed certificate being presented to the recipient with a framed photograph and plaque displayed in the Shire Administration Centre.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995, Local Government (Administration) Regulations 1996
Related Documentation	



Council Policy

Council Forum/Briefing Sessions

Purpose

The purpose of this Policy is to provide details on the schedule for Ordinary Meetings of Council

Scope

This Policy applies to the Chief Executive Officer and Council Members of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Council Meeting Schedule".
District	Includes all Councillors.

Policy Statement

A Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing 3.30pm

The following Forum Procedure Applies Forum Procedure

- Forum to be held each month prior to the Ordinary Meeting.
 - Forums to be attended by Councillors, Chief Executive Officer and Executive Managers. Consultants may participate by invitation from the Chief Executive Officer in consultation with the Shire President.
 - Forums shall include discussion on items included on the next Ordinary Council Meeting Agenda, issues that may result in Agenda items for future Ordinary Council Meetings concept items and questions/discussions on the Councillors Information Bulletin/Status Report.
 - The CEO will ensure timely written notice and the Agenda for each forum is provided at all members.
 - Forum papers should be distributed to members at least three days prior to the meeting.
 - The President is to be the presiding member at all forums.
 - Elected members, employees, consultants and other participants shall disclose their financial and conflicts of Interest in matters to be discussed.
 - Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing an interest will not participate in that part of the Forum relating to their interest and leave the meeting room.
 - There is to be no opportunity for a person with an interest to request that they continue in the forum.
 - A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.
-

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995, Local Government (Administration) Regulations 1996
Related Documentation	



Council Policy

Council Meeting Schedule

Purpose

The purpose of this Policy is to provide details on the schedule for Ordinary Meetings of Council

Scope

This Policy applies to the Chief Executive Officer and Council Members of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Council Meeting Schedule".
District	Includes all Councillors.

Policy Statement

Council Meetings shall be conducted in accordance with the requirements of the Local Government Act 1995, Local Government (Administration) Regulations 1996.

Ordinary Meetings of Council will be held on the third Thursday of each month, commencing at 3.30pm in the Shire of Westonia Council Chambers. No Ordinary Council Meeting is to be held in January.

The proposed dates for all Council Meetings in the year will be advertised at the commencement of the calendar year. Any further variation to the date, place and/or time will be subject to the resolution of Council.

This policy is in addition to the legislative requirements.

1.1 Maximum Duration

The Council shall aim to conclude Council Meetings by 8:00pm or in any case after a maximum duration of four (4) hours.

1.2 Issue of Agendas

Ordinary Council Meeting, Audit Committee meeting, Agenda Forum are provided to elected members at least seventy-two hours prior to a meeting.

Special Council Meetings

Where necessary, Special Meetings of Council are to be called in accordance with the provisions of the Act

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995, Local Government (Administration) Regulations 1996
Related Documentation	



Council Policy

Conference & Meeting Attendance & Expenses

Purpose

The purpose of this policy is to ensure Councillors are aware of opportunities to attend Local Government Week Conference and other conferences and meetings requiring/allowing the attendance of a representative of Council.

Scope

This policy is applied to the Shire of Westonia and its elected members and employees.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Conference & Meeting Attendance & Expenses".
District	Includes all Councillors.

Policy Statement

Notices inviting Council to nominate delegates or observers to conferences, meetings and similar occasions be circulated to all Councillors. Any Councillors who wish to represent Council at such an event shall request nomination at a Council Meeting. Council shall decide by resolution to nominate such representatives as Council may consider are appropriate.

Councillors receiving authorisation to attend are required to provide a written report on attendance of meeting. Council will pay the conference/meeting registration fees, accommodation expenses as deemed appropriate by Council and travelling expenses for the delegate if using their private vehicle, at a rate prescribed in the Local Government Industrial Award 2010.

Conference – Local Government Week

The Council President, Deputy President and the Chief Executive Officer will be the nominated delegates for Council. In the event of these delegates not being able to attend, Council may decide by resolution, to choose other Councillors to replace them.

Councillors wishing to attend the Annual Conference in addition to the nominated delegates should advise when registrations are requested or when notice of Conference is presented to Council.

Council shall determine by resolution all matters pertaining to representatives, numbers of Councillors attending and payment of expenses, but the following shall be used as a guide;

- a. Council shall pay the expenses of Annual Conference delegates.
- b. Council shall pay the cost of conference registration for the delegate and the annual dinner fee for both the delegate and delegate's partner.
- c. Council shall pay the accommodation expenses, which includes bed and breakfast for the delegate and delegate's partner.

Other Conferences. Meetings and Occasions

All proposals for attendance at other conferences and meetings shall firstly be subject to an assessment by Council with advice from the Chief Executive Officer based on the following criteria –

- Whether the proposal relates to an objective identified within the current or future strategic direction of Council.
- The current relevance of the proposal to the Shire.
- Historic or expected attendance.
- The relationship of the proposal to the outcomes to be delivered and how these relate to the Councillor's role as either a Presiding Member, Committee Member or Councillor.
- Equity of opportunity and the remaining period of office of the Councillor concerned including recognition of the number of opportunities previously provided to the Councillor.
- Whether there are more cost effective options to acquire the relevant knowledge and information.
- Whether it is appropriate that more than one Councillor attend.
- The total cost of travel, accommodation, registration, meals and other expenses and the potential impact of these on the Shire's budget allocation including the future impact on conference attendance by other Councillors during the current financial year.

Administration Process

Registration for all approved conferences and meetings including travel and accommodation must be organised through the Chief Executive Officer. Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be paid direct by the Shire.

Reimbursement of Expenses

Authorised expenditure shall be reimbursed to the Councillor delegate upon presentation of receipts. Councillor delegates will be personally liable for any outstanding amounts not properly authorised.

The Chief Executive Officer is responsible for implementing this policy.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Council Member Continuing Professional Development

Purpose

The purpose of this Policy is to ensure that Council Members of the Shire of Westonia (Shire) meet and comply with the prescribed professional development requirements under the Local Government Act 1995, and to further encourage participation in other conferences and training specifically designed to enhance the skills and knowledge relating to roles and responsibilities as a Council Member of the Shire.

The Local Government Act 1995 requires all Council Members to undertake compulsory training within twelve months of being elected. The Shire is required under the Local Government Act 1995 to adopt and report on compulsory training, and additionally, continuing development for Council Members.

The professional development of Council Members is an important activity to ensure that its decision making is of the highest standard and is the product of informed and ethical debate by trained and committed Council Members acting in the best interest of all the community.

Scope

This Policy applies to Shire of Westonia Council Members.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Council Member Continuing Professional Development"
Council Members	Includes all Councillors.

Policy Statement

Council Members of the Shire are to undertake and successfully complete the following prescribed professional development training modules titled 'Council Member Essentials' within twelve months from the day the Council Member was elected, unless a prescribed exemption applies:

- Understanding Local Government,
- Serving on Council,
- Meeting Procedures,
- Conflicts of Interest, and
- Understanding Financial Reports and Budgets.

All units and associated costs are to be paid for by the Shire. The training is valid for five years. The Shire is to publish, on the Shire's website, training undertaken by all Council Members within one month after the end of the financial year pursuant to the Local Government Act 1995.

It is Council's preference that training is undertaken via the eLearning method, which is the more cost efficient form of delivery. However, it is acknowledged that there may be Council Members who prefer to receive training face-to-face. Council Members are encouraged to nominate to attend other conferences or training opportunities

to enhance and broaden their knowledge of local government issues to support the community.

The formal training events to which this Policy applies is limited to those conducted or organised by any of the following organisations or individuals:

- The West Australian Local Government Association (WALGA),
- Local Government Professionals WA,
- Accredited training organisations offering training which is directly related to the role and responsibilities of Council Members,
- Information sessions organised by the Department of Local Government, and
- Seminars, training and/or information sessions provided by individuals with demonstrably strong knowledge of local government in Western Australia.

The following are examples of other training opportunities:

- National General Assembly of Local Government,
- WA Local Government Week,
- Special 'one off' conferences sponsored by WALGA or the Department of Local Government on important local government issues,
- Annual conferences of major professions of local government,
- The Annual Road Congress,
- Conferences which advance the development of Council Members in their role, or
- Conferences of organisations on which a Council Member has been elected or appointed as a delegate.

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel, and accommodation,
- The budget provisions allowed and the uncommitted or unspent funds remaining,
- Any justification provided by the applicant when the training is submitted for approval,
- The benefits to the Shire of the person attending,
- Identified skills gaps of Council Members both individually and as a collective,
- Alignment to the Shire's strategic objectives, and
- The number of Shire representatives already approved to attend.

Events for the Shire President are to be approved by the Deputy Shire President in conjunction with the Chief Executive Officer. Events for other Councillors are to be approved by either Council or the Shire president in conjunction with the Chief Executive Officer.

All Council Members are expected to report to Council on the benefits achieved by attending training and are to make the conference papers available to the other Councillors. A record of conferences and training attended by Council Members is to be maintained by the Chief Executive Officer.

Travel Arrangements and Expenses

All booking arrangements for conferences and training for Council members are coordinated through the Chief Executive Officer's office. Council Members should note that the Local Government Act 1995 precludes a Council Member to pre-spend Shire funds.

Any airline travel is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified. Any upgrade to Business Class is permissible provided the Council Member funds the difference in cost.

Other than to amend departure times, tickets provided to representatives of the Shire are not to be exchanged, downgraded, or rebated. Bookings are not to be altered to include personal travel that is not part of the scheduled conference itinerary.

Expenses relating to conferences and training, as approved, are to be paid directly by the Shire.

Such expenses may include:

- Air fare,
- Travel insurance,
- Conference registration,
- Copy of conference proceedings,
- Room accommodation,
- Reasonable phone utilisation,
- Reasonable laundry expenses,
- Meals, and/or
- Travel to and from the event and to and from the airport.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Sections 5.126, 5.127, 5.128, Local Government Act 1995 Regulation 32(1) and 35, Local Government (Administration) Regulations 1996
Related Documentation	Forms & Templates : Travel Expense Claim Form



Council Policy

Legal Representation Costs Indemnification

Purpose

The purpose of this Policy is to establish guidelines concerning the provision of legal representation and cost indemnification to assist Council Members and employees facing or taking court action.

This Policy is designed to protect the interests of Council Members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions

Scope

This Policy applies to Council Members and employees of the Shire of Westonia (Shire).

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Legal Representation Costs Indemnification”.
Council Members	Means a current or former person elected as a Councillor.
Legal Proceedings	May be civil, criminal or investigative.
Legal Representation	Is the provision of legal services, to or on behalf of a relevant person by an approved lawyer that are in respect of: <ol style="list-style-type: none"> a. A matter or matters arising from the performance of the functions of the relevant person; and Legal proceeds involving the relevant person that have been, or may be commenced.
Approved Lawyer	Is to be: <ol style="list-style-type: none"> a. A person who is admitted to the legal profession under the Legal Profession Act 2008. b. From a law firm on the WALGA’s panel of legal service providers, if relevant, unless Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and Approved by resolution of Council or in writing by the Chief Executive Officer under delegated authority.

Policy Statement

The Shire may provide financial assistance to Council Members and employees with the performance of their duties, provided that the individual has acted reasonable and has not acted illegally, dishonestly, against the interests of the Shire, or otherwise in bad faith.

The Shire may provide such assistance in the following types of legal proceedings:

- Proceedings brought by Council Members and employees to enable them to carry out their Shire functions (e.g. where a Council Member or employee seeks a restraining order against a person using threatening behaviour);
- Proceedings brought against Council Members or employees – this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or

where the conduct of a Council Member or employee, in carrying out their functions, is considered detrimental to the person (e.g. defending defamation actions); and

- Statutory or other inquiries where representation of Council Members or employees is justified.

In each case it is to be determined whether assistance with legal costs and other liabilities is justified for the good government of the district.

The Shire is not to support any defamation actions seeking the payment of damages for individual Council Members or employees in regard to comments or criticisms levelled at their conduct in their respective roles.

Decisions as to financial assistance under this Policy are to be made by Council. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000, provided that the power to make such an authorisation has been delegated to the Chief Executive Officer in writing under section 5.42 of the Local Government Act 1995. Where it is the Chief Executive Officer who is seeking urgent financial support for legal services, Council is to deal with the application.

A Council Member or employee requesting financial support for legal services under this Policy is to make an application in writing, in advance where possible, to the CEO, or in the case of the CEO requesting financial support, to Council, providing full details of the circumstances and the legal services required.

An individual requesting financial support for legal services, or any other individual who might have a financial interest in the matter, it so take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.

Any amount recovered by an individual in proceedings, whether for costs or damages, is to be offset against any moneys paid or payable by the Shire.

Assistance is to be withdrawn where the CEO or Council determines, upon legal advice, that an individual has acted unreasonably, illegally, dishonestly, against the interest of the Shire, or otherwise in bad faith, or where information from the individual is shown to have been false or misleading. Where assistance is withdrawn, any moneys already paid are to be repaid.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Section 9.56, Local Government Act 1995
Related Documentation	



Council Policy

Related Party Disclosure

Purpose

The purpose of this Policy is to provide guidance to Council Members and identified key management personnel to assist them in making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required.

Scope

This Policy applies to Shire of Westonia (Shire) employees and Council Members

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Related Party Disclosures".
Council Members	Includes all Councillors.
Key Management Personnel	AASB 124 defines Key Management Personnel 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. Key Management Personnel for the Shire of Westonia are: <ul style="list-style-type: none"> • Council Members, and • Persons employed under section 5.36 of the Local Government Act 1995 in the capacity of the Chief Executive Officer or Deputy Chief Executive Officer

Policy Statement

The Shire of Westonia is committed to producing financial information with high standards. In delivering high standard financial information, the Shire is committed to complying with the principles of transparency and good governance, as well as with the Accounting Standards prescribed by the Australian Accounting Standards Board (AASB), Local Government Act 1995, and Local Government (Financial Management) Regulations 1996.

Council recognises the requirement to comply with the Australian Accounting Standards Board 124 and thus disclose Related Party Disclosures in each Annual Financial Report commencing from 1 July 2016.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standard AASB124 – Related Party Disclosures
Related Documentation	Attain : Related Party Disclosures Declaration Form



Council Policy

Management of Council Member iPads

Purpose

The purpose of this Policy is to establish guidelines for the management and use of information technology (IT) devices issued to Council Members for use in their role as a Council Member of the Shire of Westonia (Shire).

Scope

This Policy applies to Shire of Westonia Council Members.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Management of Council Member Tablets".
Council Members	Includes all Councillors.

Policy Statement

All Council Members are to be issued with an IT device for the purpose of managing agendas, minutes, and documentation related to their role.

- The IT devices remain the property of the Shire until time of disposal.
- Replacement devices are to be issued every four years, which is considered to be the maximum reliable life span. If a Council Member retires or is not re-elected within the first four year term, they are to hand back the device for it to be reissued to the incoming Council Member.
- At the time of replacement, or exiting Council the Council Member who is in possession of the device is given the device for their own personal purposes.
- All software and applications installed on the devices are to be approved by the Shire's IT support provider before installation.
- The device is to be used for Council purposes only, and not in any way that may reflect badly on Council.
- All maintenance on the devices is the responsibility of the Shire and is to be performed only by its employees or appointed contractors. Council Members are to report maintenance and technical issues to the Chief Executive Officer who is to refer the matter for resolution.
- All devices are to be password protected in an attempt to prevent unauthorised access. Council Members are not to make their device available to anyone else to use, and are not to divulge their password to anyone. Forwarding, sharing, or allowing viewing of any confidential material contained on the devices is not permitted.
- Council Members acknowledge that all information and documents contained at any time on the devices remains the property of the Shire, and at any time may be the subject of a Freedom of Information, Police, Crime and Corruption Commission, or other competent authority inquiry, and as such may be made available to any of these investigating bodies. In addition, all documents, images, sound recordings, and emails are subject to the State Records Act 2000 and as such form part of the official records of the Shire of Westonia, and therefore are to be maintained in accordance with the Act.

- Council Members are wholly responsible for the security of their Shire issued device, and should make every effort to keep their device secure at all times. In the event that a device is misplaced, lost, or stolen, the Council Member is to advise the Chief Executive Officer immediately so that appropriate steps can be taken.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	State Records Act 2000
Related Documentation	Council Policy : Council Member Records



Council Policy

Recognition of Service

Purpose

The purpose of this Policy is to establish a guide for recognition of outgoing Council Members so as to avoid the necessity to refer every instance to the Department of Local Government, Sport and Cultural Industries for Determination.

Scope

This Policy applies to Shire of Westonia (Shire) Council Members..

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Recognition of Service".
Council Members	Includes all Councillors.
Retiring	Not being re-elected or standing down from public office.

Policy Statement

- Written permission of the Minister for Local Government must be obtained prior to any change to this Policy.

This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A and the consent of the Minister under s.5.69, is therefore required prior to any amendment, alteration or revocation of the Policy.

The Policy is made under the authority of the Local Government Act s.5.100A and the Administration Regulations r.34AC.

Although Councillors are able to claim travel, meeting expenses etc as of right, it is considered appropriate that there be some recognition from the Shire on their behalf of the community for their commitment to the district.

Where qualifying, enquiries should also be made through the Department of Local Government and Communities to obtain a Certificate of Appreciation from the Minister.

- Each departing Councillor shall receive an appropriate plaque or certificate of service.
- Outgoing Shire Presidents, whether retiring from Council or relinquishing the office of President, may be presented with their gavel and striker plate suitably engraved on the completion of their term of Shire President.
- The Chief Executive Officer is to arrange a suitable gift for departing Councillors, up to the specified value, after the following periods of service:-

Less than 4 years of service	Nil
More than 4, less than 8 years of service	\$150
More than 8, less than 12 years of service	\$300
More than 12, less than 16 years of service	\$750
16 or more years of service	\$1,000

- The cumulative value of commemorative plaque or certificate, gavel and striker plate and gift is not to exceed the limits specified in (2.4) above.
- Multiple periods of service as a member of Council are to be considered individually according to each period and not cumulatively.
- Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.
- Presentation of any commemorative plaque, certificate or gavel and striker plate and gift will generally be made at the final meeting being attended by the Councillor, or at an alternative function.
- Councillors are entitled to a civic dinner after they have completed (3) terms or twelve(12) years in office.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Regulation 34AC, Local Government (Administration) Regulations 1996
Related Documentation	Code of Conduct for Elected Members

Purpose

To establish, in accordance with the requirements of section 9.49A of the Local Government Act 1995:

- a. Authority for the Chief Executive Officer and other Senior employees to sign documents on behalf of the Shire of Westonia ; and
 - b. Protocols for the affixing and administration of the Shire’s Common Seal.
-

Scope

This Policy applies to Shire of Westonia (Shire) Council Members and employees.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Use of Common Seal”.

Policy Statement

1. Documents executed by the Shire of Westonia will be done in accordance with the Act and the provisions set out in this policy. Section 9.49A (1) of the Local Government Act 1995 provides that:
 - a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
2. Pursuant to section 9.49A(4) of the Local Government Act, a local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Affixing the Common Seal

1. The common seal of the Shire is –



2. Local Government Act 1995 section 9.49A –
 - (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
 - (3) *The common seal of the local government is to be affixed to a document in the presence of –*
 - a. *the mayor or president; and*
 - b. *the chief executive officer,**each of whom is to sign the document to attest that the common seal was so affixed.*
-

- (4) *A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
3. For most documents, there is no statutory requirement for the Common Seal to be affixed if Council has resolved to authorise a person to sign the document (s9.49A(1)(b) and s9.49A(4)). Some exceptions include local laws and resolutions relating to the preparation, adoption or amendment of the Local Planning Scheme.

Administration of the Common Seal

1. The Chief Executive Officer is to be:
- a) responsible for the safe custody of and proper use of the Common Seal; and
 - b) maintain a record of each time the Common Seal is used in the Document Execution Register.

Categories of Documents and Authorised Signing Authorities

For the purposes of this policy, documents commonly executed by the Shire are grouped into 3 categories. The way in which a document is to be executed and who has the authority to sign is based upon its assigned category. This policy defines those categories and the Shire officers who are authorised to execute the documents.

Level 1 Documents

Level 1 Documents require the Shire's Common Seal to be affixed in accordance with Section 9.49A(2) – (3) of the Act and requires that:

- a) Council has specifically authorised by resolution:
 - i. The execution of the document by the Shire; and
 - ii. The affixing of the Common Seal to the document in accordance with Section 9.49(2).
- b) The Common Seal is affixed to the document in the presence of the Shire President and Chief Executive Officer, each of whom are to sign the document to attest that the Common Seal was affixed in accordance with S9.49A(3).
- c) Documents that have the Common Seal affixed to them are to be recorded in the Common Seal Register.
- d) Documents defined as Level 1 are:
 - Local Laws (made and amended);
 - Local Planning Schemes (preparation, adoption, repeal or amendment);
 - Any documents for a new, lost or replacement title over land, or to take possession of land;
 - Enabling the Shire to take possession of land for the purpose of public works;
 - Mortgages (that encumber Shire assets);
 - Loans and debentures not included in the Annual Budget; and
 - Power of Attorney to act on behalf of the Shire.

Level 2 Documents

Level 2 Documents require:

- a) Council authorises, the Chief Executive Officer, other Senior employees and/or agents to sign documents on behalf of the Shire in accordance with S 9.49A(4) of the Act.
- b) A Council Resolution authorising execution of the document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any document listed under Level 2 by an authorised signatory.
- c) This policy does not prevent the execution of any Level 2 documents by the affixing of the Common Seal in accordance with s9.49A(1)(a) of the Act.
- d) Documents defined as Level 2 are:
 - Lease or licence of real property (land and/or buildings), including but not limited to:
 - Grant of Lease or licence by Shire to a third party;
 - Shire acquiring lease or licence from another party;
 - Variation of lease or licence;
 - Loans and debentures included in the Annual Budget;
 - Assignment of lease or licence;
 - Surrender of lease or licence;

- Extension of existing lease or licence, where the extension option included in the lease document;
- Sublease or sublicense; and
- Transfer of lease or licence.
- Contract documents resulting from the procurement process;
- Transfer of Land Landgate Forms;
- Landgate documents (including but not limited to S70A notifications, restrictive covenants, easements, lodgement or withdrawal of caveats) or other documents required by, or to satisfy a condition of subdivision or development approval;
- The signing of subdivision application, development application and building application forms for development on land owned or managed by the Shire;
- Deeds or contacts in respect to sale, purchase or other commercial dealings relating to real property (land and buildings) comprising of Shire assets including grant of easements or other interests in real property;
- Memorandum of Understandings;
- Grants and Funding Agreements (incoming and outgoing);
- State or Commonwealth Government Funding Agreements;
- Community Service Projects, Service Agreements (incoming and outgoing), Licences & Related documents;
- Prosecution Notices & Court Documents;
- Deeds of Settlement – Employee matters;
- Documents that enable compliance with a local government statutory obligation, which, if not signed, constitutes a possible risk to the Shire;
- Other documents required to affect a decision of Council; and
- Other documents required in the management of local government property.

Level 3 Documents

Level 3 Documents are documents that are created in the normal course of business to undertake the duties of an officer’s position in a manner consistent with the Council’s or Shire’s policies and procedures. Such duties may be undertaken by employees at the discretion of the Chief Executive Officer where the authority and accountability has been granted through an Authorisation, Delegation, Policy, Executive Instruction, approved Position Description or ‘acting through’.

In the event of ambiguity over what category might apply to a document, i.e. 2 levels may have relevance to a document, then the higher level is take precedence unless a decision has been made under delegated authority, in which case, it is a level 2 document and can be executed by the officer exercising the delegated authority

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Section 9.49, Local Government Act 1995
Related Documentation	



Council Policy

Acting Chief Executive Officer

Purpose

The purpose of this policy is to appoint an Acting Chief Executive Officer while the Chief Executive Officer is away on an extended period of leave

Scope

This policy is applied to the Shire of Westonia Chief Executive Officer and senior staff.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Acting Chief Executive Officer”.
Senior Management	An employee who is responsible for a business unit of the Shire.

Policy Statement

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- Deputy Chief Executive Officer

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:-

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee’s employment conditions are not varied other than the employee is entitled at the CEO’s discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Deputy Chief Executive Officer is automatically appointed as Acting CEO, on that Officer’s salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995 Part 5 Division 4 Local Government Administration Regulations 1996
Related Documentation	



Council Policy

Elected Member Entitlements

Purpose

The purpose of this policy is to determine the level of sitting and attendance fees to be paid to Councillors for attending the eleven Ordinary Council Meetings and Council Committee Meetings.

Scope

This policy is applied to the Shire of Westonia elected members.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Elected Member Entitlements".
Council Members	Includes all Councillors.

Policy Statement

The Shire of Westonia is bound by the provisions of the WA Salaries and Allowances Act 1975 and the determination of the Salaries and Allowances Tribunal in regard to the payment of Elected Members. The Shire of Westonia is classified as Band 4 and must pay within the range allocated to Band 4.

To determine the scope and extent of expenses that may be claimed by, and equipment and facilities provided to Councillors so that these may be reasonable and appropriate within the provisions of the Local Government Act, 1995.

Annual Attendance Fees

Elected members are to be paid an Annual Attendance Fee in lieu of fees for attending meetings, the amount to be determined in the annual budget.

Attendance fees are to be paid to elected members in two (2) equal instalments during the months of December and June.

Elected members who do not wish to receive attendance fees are to advise the Chief Executive Officer, annually in writing, prior to the payment months.

Elected members who resign or who are disqualified during their term of office are to reimburse Council that portion (if any) of attendance fees that have been paid in advance.

Shire President's and Deputy Shire President's Allowance

The allowance for the Shire President and Deputy Shire President is to be determined in the annual budget and is to be paid biannually in arrears.

Information and Communications Technology Allowance

Elected members are to be paid an Information and Communication Technology Allowance in lieu of a reimbursement of expenses, the amount to be determined in the annual budget.

The Information and Communications Technology Allowance is to be paid to elected members biannually in arrears.

Reimbursement of Expenses

The reimbursement of elected members' expenses in accordance with Section 5.98 (2)(b) of *the Local Government Act 1995* and Regulation 32(1) of the *Local Government (Administration) Regulations 1996*, shall be for the following expenses:

1. Travel costs in attending meetings as an official Council representative (in accordance with October annual nominations); and
2. Travel costs, meals, and accommodation in attending Western Australian Local Government Association (WALGA) or Department of Local Government, Sport & Cultural Industries accredited training seminars for elected members, subject to budgetary provisions.
3. Travel costs, meals and accommodation in attending Council approved training or events, subject to budgetary provisions.

Travel costs are defined as:

- a. Travel from the elected member's normal residence within the Shire of Westonia boundary or address within the Shire of Westonia boundary at which the elected member is registered for Council elections;
- b. Travel to and from meetings where the elected member is a Council representative/delegate and no reimbursements for travel are payable from another source; and
- c. Vehicle parking costs.

Where practicable, elected members are encouraged to check on the availability (with sufficient notice) of a Council owned vehicle.

These fees are to be paid in half yearly instalments.

The Chief Executive Officer is responsible for implementing this policy.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975
Related Documentation	Salaries and Allowances Tribunal through determination published in the Government Gazette from time to time



Council Policy

Induction for Councillors

Purpose

To set out guidelines for the induction of newly Elected Members of the Shire of Westonia.

Scope

This policy is applied to the Shire of Westonia elected members

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Induction for Councillors".
Council Members	Includes all Councillors.

Policy Statement

It is essential to the effective operation of Council decision-making and Council business that Elected Members are provided with a clear understanding of their roles and responsibilities when first elected to Council. It is also important that they understand key processes and deliverables required by statute, especially as with each new Council there will be a requirement to review strategic direction and key long term planning documents.

It is also important that returning Members have their understanding refreshed and they are aware of any changes to statutory requirements, organisational direction and issues arising. It is equally important that new and returning Members are provided with the same information.

Key to this is the induction process which should be provided for each new Council and/or Councillors, elected or appointed to fill extraordinary vacancies when they arise.

Principles:

(a) An accessible, informative induction program is essential to Councillors being able to understand their roles and being able to move quickly and easily into their governance responsibilities after being elected to Council.

(b) Sitting Councillors will support newly elected Councillors by participating in the induction process.

Provisions:

1.1 The Chief Executive Officer (CEO) will prepare an induction program for Councillors which will commence immediately after and election and will be completed no later than 3 months after the election date.

1.2 The CEO will consult with the Shire President in the preparation of the program.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)

Relevant Legislation	roles and functions of the elected members, ss2.7 to 2.10, 5.2 and 5.41 of the Act
Related Documentation	S5.92 access to information — must relate to role Councillor Code of Conduct (i.e. Model Code).



Council Policy

Annual Christmas Function

Purpose

To provide guidance to staff when organising of the annual Christmas function for elected members and employees.

Scope

This policy applies to Elected Members and employees of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Annual Christmas Function”.
Council Members	Includes all Councillors.

Policy Statement

Council will provide in its Annual Budget an annual Christmas Function for elected members, employees and partners each year at a venue to be determined.

Employees

All full time and permanent part time employees, including those who have resigned their position since July 1 in the current calendar year, shall be invited.

All casual employees who have worked a minimum total of fifty (50) hours since July 1 in the current calendar year shall be invited.

Elected Members

All current serving elected members, and elected members who vacated their positions during the current calendar year.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Nil
Related Documentation	



Purpose

To recognise the value and importance of contributions by employees to enhance administrative and management practices and strongly support disclosures being made by employees as to corrupt or other improper conduct.

Scope

This policy applies to Elected Members and employees of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Annual Christmas Function".
Council Members	Includes all Councillors.

Policy Statement

The Shire of Westonia (the Council) acknowledges its obligations under the *Public Interest Disclosure Act 2003* (the Act) and in doing so:

1. Will ensure that staff are supported under the *Public Interest Disclosure Act 2003*, the Council:-

(a) Does not tolerate corrupt or other improper conduct, including mismanagement of community resources, in the exercise of the public functions of the Shire of Westonia and its officers, employees and contractors.

(b) Is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff as to corrupt or other improper conduct.

(c) Will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

(d) Does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

2. Has in place an internal procedure (Public Interest Disclosure Act 2003 Work Procedure) that describes the manner in which:-

(a) Disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer) of the Council. The person from time to time holding or acting in the position of Director Corporate Services is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of Westonia.

(b) The PID Officer shall investigate the information disclosed, or cause that information to be investigated.

(c) The PID Officer may take action following the completion of the investigation.

(d) The PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.

(e) The confidentiality of the informant, and any person who may be the subject of a public interest disclosure, shall be maintained.

(f) Records as to public interest disclosure shall be maintained and reporting obligations complied with.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended February 2024 (Resolution 08/03-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	<i>Public Interest Disclosure Act 2003</i>
Related Documentation	Public Interest Disclosure Public Interest Disclosure Officer Declaration Form



Council Policy

Audit and Risk Committee Term of Reference

Purpose

These Terms of Reference set out the Committee purpose, authority, membership, functions and responsibilities.

Scope

This policy is applied to the Shire of Westonia elected members

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Audit and Risk Committee Term of Reference".
Council Members	Includes all Councillors.

OBJECTIVES

The primary objective of the Committee is to accept responsibility for the annual external audit and to liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

To ensure openness in the local government's financial reporting and to liaise with the Chief Executive Officer (or his/her representative) to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

As prescribed by Section 16 of the Local Government (Audit) Regulations 1996, the Committee provides appropriate advice to Council on matters relevant to its Terms of Reference. The Committee achieves this by making a recommendation to Council on all matters brought before it.

The Committee advises Council in fulfilling its oversight responsibilities in relation to:

- Systems of risk management and internal control;
- Performance reporting for external and internal audit;
- Financial Management and reporting practices.
- Compliance with laws and regulations.

The Committee is not responsible for the management of these functions but will engage with the administration in a constructive and professional manner to perform its oversight responsibilities.

The Committee also acts a forum for communication between Council, the administration, the External Service Providers, and the Office of the Auditor General ("OAG") and their selected auditor.

Members of the Committee are expected to:

- Understand the legal and regulatory obligations of the Council;
- Understand the governance arrangements that support achievement of the Shire's strategies and objectives;
- Exercise due care, diligence and skill when performing their duties;
- Adhere to the Code of Conduct for Council Members, Committee Members and Candidates and demonstrate behaviour which reflects the Shire's desired culture;
- Be aware of contemporary and relevant issues impacting the public sector;

- Only use information provided to the Committee to carry out their responsibilities, unless expressly agreed by Council; and
- Be committed to implementing better practice principles within their workings
-

DUTIES AND RESPONSIBILITIES

The Committee oversees the Shire's systems of financial reporting, risk management, internal control and its opportunities for improvement. Its duty is to provide oversight over significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by the CEO or Council.

The duties and responsibilities have been given to the Committee in order to facilitate the achievement of its objectives which include but not limited to:

Risk Management

- Ensure the Shire's risk management framework addresses Council's exposure to both strategic and operational risks;
- Monitor the effectiveness of risk management framework through regular reviews and reporting;
- Regularly review Council's strategic risk register to check that extreme and high level risks are managed in an appropriate manner;
- Address any specific requests referred from Council in relation to issues of risk and risk management
- Assess whether a sound and effective approach has been followed to manage the Shire's major risks associated with individual projects and activities.

Business Continuity

- Assess whether a sound and effective approach has been followed in establishing the Shire's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

Internal Control

- Review whether management's approach to maintaining an effective internal control framework is sound and effective;
- Review whether management has in place relevant policies and procedures and that they are periodically reviewed and updated;
- Assess whether the appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with;
- Review whether appropriate procedures are in place for the management of all delegations.
- Review the design and/or implementation of key internal controls.

Financial Reporting

- Review the Shire's draft annual financial report, focusing on:
 - i. Accounting policies and practices;
 - ii. Changes to accounting policies and practices;
 - iii. The process used in making significant accounting estimates;
 - iv. Significant adjustments to the financial report (if any) arising from the audit process;
 - v. Compliance with accounting standards and other reporting requirements; and
 - vi. Significant variances from prior years.
- Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation, but before the annual financial report is signed;
- Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference.
- Review and recommend adoption of the Annual Report including the setting of a date for the meeting of electors.
- Review and recommend the adoption of the mid-year Budget review.

Audit

- Note the auditors scope and approach to any financial performance audits
- Reviewing reports from the OAG, including auditor's reports, closing reports and management letters;
- Reviewing managements response to OAG findings and recommendations;
- Monitoring the implementations of recommendations from external audits;
- Meeting with the OAG at least once per year;
- Reviewing the results of relevant OAG audit reports and better practice publications for guidance on good practices, including any self-assessment by the CEO.
- Annually review the performance of external audit including the level of satisfaction with external audit function.

Compliance

- Review the annual Compliance Audit Return and satisfy itself that the return is supported by appropriate processes and controls;
- Provide reasonable confidence about the accuracy of information contained in the Compliance Audit Return and make a recommendation on its adoption to Council.

Reporting Requirements

- Report to Council the activities, issues and related recommendations through an agenda item to Council conducted by the Committee;
- Monitor that open communication between external auditor and the Shire's management occurs; and
- Review and ensure that management is completing a status report for all actions requested by the Committee and adopted by Council.
-

MEMBERSHIP

The Committee will consist of <at least four> members with <three elected and one external> person. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the Committee. The local government shall provide secretarial and administrative support to the committee.

MEETINGS

Frequency - The Committee shall meet at least four (4) times per year.

The Presiding Member is required to call a meeting if asked to do so by Council.

If a meeting is requested by another Committee member, OAG or the CEO, the Presiding Member will decide whether the meeting is necessary. A special meeting may be called for the Committee to consider Financial Statements.

Open to Public – No

Quorum – As prescribed by Section 5.19 of the Act, the quorum for Committee meetings will be at least 50% of the number of offices of the Committee (whether vacant or not).

Agenda – An agenda will be distributed at least five (5) business days prior to the meeting, along with reports and other attachments or information to be addressed.

The Committee Agenda papers will be circulated to members via drop box for Councillors and email for independent members.

Voting – Voting is in accordance with section 5.21 of the Act.

All decisions to make a recommendation to Council must be made by simple majority.

Minutes – All meetings will be minuted and minutes will be submitted to the Committee at the next Committee meeting for conformation, as per section 5.22 of the Act.

Minutes are to include all that is listed in Regulation 11 of the Local Government (Administration) Regulations 1996.

Reporting – The Committee will present its recommendation on each item on the Committee's agenda at the next Ordinary Meeting of Council, for Council's consideration.

Confidentiality – All Committee members will be required to adhere to Council's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings – The Committee meetings will be held in accordance with the Act, subsidiary legislation, and the Council's Standing Orders.

Attendance

- Electronic Attendance is permitted where a member is unable to be present in person, however the Presiding Member and CEO must be informed of this at least twenty four (24) hours prior to the meeting.
- Elected members not forming part of the Committee are permitted to attend the meetings as observers.

CHANGES TO THE TERMS OF REFERENCE

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

COMMITTEE SITTING FEES AND REIMBURSEMENTS

- Council members will be paid in accordance with the adopted rates for Committee meeting attendance
- Independent members will be remunerated in accordance with section 5.100 of the act.

DISBAND

Council may determine at any time that a committee is no longer required and is to be disbanded.

Responsible Officer	Chief Executive Officer
History	Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Sections 7.1A, of the Local Government Act A1995. Regulations 16 of the Local Government (Audit) Regulations 1996
Related Documentation	Code of Conduct Policy Risk Management Policy Standing Orders Local Law 2017

ADMINISTRATION / ORGANISATION

Purpose

The purpose of this Policy is to set effective risk management practices across Council within a framework that can be clearly comprehended and applied by all participants in Council activity. The policy aims to mitigate adverse effect of risk associated with operation and to capitalise on any identified positive opportunities

Scope

This policy applies to all Council Members, Employees and Contractors involved in any Shire operations.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Risk Management".
Risk	AS/NZ ISO 31000 defines risk as "the effect of uncertainties on objectives". A risk is the potential consequence from a specific event or circumstance. An effect is a deviation from the expected – positive or negative. Objectives can have different aspect (such as health and safety, financial or environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).
Risk Management	Coordinated activities to direct and control an organisation with regard to risk.
Risk Management Process	Systematic application of management policies, procedures and practices during consultation to establish context; identify, analyse, evaluate, treat, monitor and review potential risks.

Policy Statement

Establish a systematic method of developing context; identifying, analysing, evaluating, treating, monitoring and reviewing risk associated with Council's function and process to mitigate potential loss and maximise opportunities for the Shire of Westonia.

- Council and management have a clear understanding of risks and strive for best practice (ISO 31000-Risk Management);
- Optimise the achievement of the Shire vision, mission, strategies, goals and objectives;
- Provide transparent and formal oversight of risk and control environment to enable effective decision making and planning for risk;
- Promote a positive risk culture;
- Enhance risk versus return without risk appetite;
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations;
- Ensure the ongoing health and safety of Council constituents;
- Enhance organisational resilience; and
- Identify and provide for the continuity of critical operations.

Risk Appetite

The Council quantified its risk appetite through the development and endorsement of the Shire of Westonia's Risk Assessment and Acceptance Criteria. The criteria are included within the risk management procedures and are subject to ongoing review in conjunction with this policy.

Standard

Risk Management will form part of the strategic, operational, project and line management responsibilities and where practicable, be incorporated within the Shire of Westonia's Integrated Planning Framework.

- The Shire of Westonia Management team will determine and communicate the Risk Management Policy, objectives and procedures, as well as direct and monitor implementation, practice and performance;
- Every employee, contractor and volunteer within the Shire of Westonia is recognised as having a role in risk management, from the identification of risk, to implementing risk treatments and shall be encouraged to participate in the process;
- Consultants may be retained at times to advise and assist in the risk management process or management of specific risk or categories of risk;
- All organisational risk to be reported at a corporate level are to be assessed according to the Shire of Westonia's Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as project or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment;
- Shire of Westonia will implement and integrate a monitor and review process to report on achievement of risk management objectives, the management of individual risks and ongoing identification of issues and trends;
- Disability must not automatically be deemed to present a risk issue;
 - Where concern of risk occurs due to disability these concerns must be investigated with the employee involved. The employee, at the commencement or during this process may request that an advocate be involved to assist them in responding to concerns; and
 - In the event of an identified risk, reasonable adjustment shall be considered and if required ongoing management shall be applied.
- This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed biennially.

Risk assessment is application across the organisation in the following (but not limited to) broad categories:

- Misconduct
- Inadequate environmental management
- Inadequate cultural awareness
- Business and community disruption
- External theft and fraud
- Errors omission and delays
- Failure of IT and or communication systems and infrastructure
- Failure to fulfil statutory, regulatory or compliance requirements
- Inadequate document management process
- Inadequate engagement practices
- Inadequate asset sustainability practices
- Inadequate safety and security practices
- Ineffective employment practices
- Inadequate project management
- Inadequate supplier/contract management
- Ineffective management of facilities, venues and events

The level of risk associated with, and acceptable to each business of the Council is identified in the Risk Management Procedure.

Measures of Consequence

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equipment & Bldgs.)	NATURAL ENVIRONMENT	FINACIAL IMPACT
Insignificant (1)	Near Miss	No Material Service Interruption Less than 1 hour	Unsubstantiated, Localised low impact on Community, low profile or no media item	No noticeable regulatory or statutory impact	Inconsequential Damage	Contained, reversable impact managed by onsite response	Less Than \$2,000
Minor (2)	First Aid Treatment	Short Term interruption Backlog Cleared < 1 day	Substantiated, localised impact on community trust or moderate media profile	Some temporary non compliances	Localised Damage rectified by routine internal procedures	Contained reversible impact managed by internal response	\$2,001 - \$10,000
Moderate (3)	Medical Treatment/Lost time injury <30days	Medium Term Temporary - Backlog Cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised Damage requiring external resources to rectify	Contained reversible impact managed by external agency response	\$20,000 - \$100,000
Major (4)	Lost Timer Injury .>30 Days/Temporary Disability	Prolonged Interruption of Service - additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire or Officers	Significant damage requiring internal & external resources to rectify	Uncontained reversible impact managed by a coordinated response from external agencies	\$100,000 to \$500,000
Extreme (5)	Fatality, Permanent Disability	Indeterminate Interruption of Service - additional resources; non-performance > 1 month	Substantiated, widespread public embarrassment, widespread high impact on community trust, widespread multiple media profile, third party actions	Non-compliance results in Litigation, criminal charges, or significant damages or penalties to Shire or Officers	Extensive Damage requiring prolonged period of restitution. Complete loss of plant, equipment & or building	Uncontained irreversible impact	More than \$500,000

Measures of Consequence (Project)

RATING	RATING	Project TIME	Project COST	Project SCOPE / QUALITY
1	Insignificant (1)	Exceeds deadline by > 5% of project timeline	Exceeds Project Budget by 2% or more	Minor variations to project scope or quality
2	Minor (2)	Exceeds deadline by > 10% of project timeline	Exceeds Project Budget by 5% or more	Scope creep requiring additional work, time and resources. Reduced perception of Quality by stakeholders
3	Moderate (3)	Exceeds deadline by > 15% of project timeline	Exceeds Project Budget by 7.5% or more	Scope creep requiring additional work, time and resources or shortcuts being taken. Stakeholder Concerns
4	Major (4)	Exceeds deadline by > 20% of project timeline	Exceeds Project Budget by 15% or more	Project Goals, deliverables, costs and/or deadline failures. Project no longer aligned with project scope Stakeholder intervention in Project
5	Extreme (5)	Exceeds deadline by > 25% of project timeline	Exceeds Project Budget by 20% or more	Failure to meet project objectives Project outcomes negatively affecting the community or the environment Public embarrassment, third party actions

MEASURES OF LIKELIHOOD

RATING	RATING	Project TIME	Project COST
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur sometime	At least once in three years
2	Unlikely	The event could occur some time	At least once in ten years
1	Rare	The event may occur in exceptional circumstances	Less than once in 15 Years

Risk Matrix

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

Risk Acceptance

Risk Rank	Description	Criteria	Responsibility
LOW (1 - 4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Supervisor/Manager
MEDIUM (5 - 9)	Monitor	Risk Acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Manager
HIGH (10 - 16)	Urgent Attention Required	Risk Acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Senior Staff / Executive Management Team
EXTREME (17 - 25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by the highest level of authority and subject to continuous monitoring	CEO/Council

Roles & Responsibilities

Elected members

- Have a strong understanding of effective risk management;
- Support effective risk management process throughout the organisation; and
- Be suitably informed in risk management for audit and risk management review annually.

Chief Executive Officer

- Ensure Council's Risk Management Plan is implemented;
- Ensure management team are adequately training is risk assessment; and
- Ensure employees are aware of their role in risk management.

Executive Management

- Encourage all employees, contractors and volunteers to participate in managing risk within their own area;
- Promote morality, accountability and reporting of risk including escalation or changes to identified risks;
- Scrutinise programs and projects for potential risks;
- Evaluate risk associated will all department functions;
- Determine risk treatments;
- Effectively communicate risk awareness and information across the organisation; and;
- Meet regularly to review strategic risks.

All employees/contractors and volunteers

- Be aware of risk and ensure they participate in risk mitigation within the workplace;
- Report risk and the escalation of identified risks immediately; and
- Actively participate in reducing risk in the workplace.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995 Work Safety & Health Act 2020 <i>AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines</i>
Related Documentation	



Purpose

The purpose of this Policy is to:

- Provide the public with a clear understanding of Council’s commitment to community and stakeholder engagement;
- Help key stakeholders understand the range of perspectives and viewpoints amongst members;
- Provide a forum for dialogue in a constructive and informed manner;
- Raise awareness of Council decisions and community aspirations surrounding programs, projects, and initiatives;
- Provide key stakeholders with an opportunity to be more actively involved in the decision making process; and
- Allow for informed decision making to collectively achieve an improved quality of life for all.

Scope

This Policy is applicable to Shire of Westonia (Shire) Council members, employees, and contractors who engage with stakeholders in relation to the delivery of services and projects or the implementation of policies..

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Community Engagement”.
Engagement	Connection with community groups, organisations, and individuals for the purpose of informed decision making. This may include informing, consulting, collaborating, and involving stakeholders in decision making.
Stakeholders	Community members, groups, individuals, or entities that have an interest in the business of the Shire of Westonia

Policy Statement

The Shire of Westonia is to encourage community confidence, demonstrate good governance by engaging effectively with the community to strengthen relationships, build community capability, and facilitate transparent decision making.

Council is to work with the community to identify the most appropriate engagement methods, working to continually improve relationships and outcomes when:

- Developing policies, strategies, and plans that could directly or indirectly impact on the community;
- Changing services and/or service levels;
- Impacting community health and well-being;
- Impacting on the social, economic, natural, or built environment; or
- Meeting statutory and/or compliance requirements.

This Policy is to be applied whenever any new program, project, or initiative is planned to be introduced, any change in service, activity, or infrastructure is being proposed, or any review is considered.

Community involvement techniques are to vary depending on who is being involved and the nature and complexity

of the issue. Available resources are also to be considered e.g. the timeframe available, the funds available, and the staff resource capaShire available.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995
Related Documentation	Shire of Westonia Strategic Community Plan Communications and Media Policy



Purpose

The purpose of this policy is to ensure that the Shire of Westonia prevent, deter and detect fraudulent and corrupt behaviour in the performance of the Shires activities.

Scope

This policy applies to:

- Elected Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the Council, such as contractors, consultants, outsourced service providers and suppliers.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Fraud and Prevention".

Policy Statement

- a. All Elected Members and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.
- b. The Shire expects its elected members and employees to act in compliance with the Codes of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Shire.
- c. All suspected instances of fraudulent or corrupt conduct are to be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.
- d. The Chief Executive Officer is to ensure that a Fraud and Corruption Prevention Plan is developed, reviewed by the Audit Committee, and adopted by Council at least once every two years

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	AS8001:2008 Fraud and Corruption Control Local Government Act 1995 Local Government (Audit) Regulations 1996
Related Documentation	



Council Policy

Communication and Media

Purpose

The purpose of this Policy is to establish protocols for the release of public statements issued by the Shire of Westonia (Shire), including to the media and on social media, to ensure the Shire is professionally and accurately represented, and to maximise a positive public perception of the Shire.

This Policy also provides clarity on the roles and responsibilities of the Council President, Deputy President, Council Members, and the Chief Executive Officer when issuing public statements.

Scope

This Policy applies to all Shire of Westonia Council Members, employees, consultants, volunteers, contractors, and outsourced service providers of the Shire.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Communications and Media".
Act	The Local Government Act 1995.
Media	Includes all mediums used for communication including, but not limited to, television, radio, newspaper, newsletter, magazine, internet, and social media.
Social Media	Web-based technology which facilitates the communication and sharing of text, photos, audio, video, and information in general.
Council Members	Includes all Councillors.

Policy Statement

Council recognises that a well-run, competent, ethical and reputable organisation is the best way to promote a favourable image and that any public relations program is only as good as the organisation behind it.

Council will take advantage of interest from the media to further its reputation and inform the public about Council's activities. Council will also distribute information to the media to communicate information about Council's activities and decisions. In dealing with the media, Councillors and Council officers must be careful to communicate accurate information.

Council welcomes enquiries from the media. All media representatives are to be treated in the same manner as any other customer of Council. That is, Council will attend to media requests promptly and with courtesy, honesty and respect. Council believes that a good relationship based on trust, familiarity and confidence is important between Council and the media.

DEALING WITH MEDIA ENQUIRIES:

The Shire President and Chief Executive Officer are Council's official spokespersons on all matters. The Chief Executive or Shire President may nominate other staff or Councillors to act as spokespeople for the Council in relation to particular issues.

Journalists may on occasions contact a senior officer or staff member directly. No staff member, other than those authorised above are to handle an enquiry from the media without prior approval from one of the above.

Information given to the media of a controversial, legal or ethical nature requires the approval of the Shire President and/or the Chief Executive Officer.

All staff are required to pass on important information to the Chief Executive Officer which could be used as the basis for a press release or internal communication. The Chief Executive Officer will decide if the information warrants a media release and/or photo or other treatment.

Information that Council officers wish to communicate to the media is to be sent to the Chief Executive Officer for editing, photographic support and policy proofing before it is publicly issued.

SPEAKING TO THE MEDIA:

Councillors and Council staff are encouraged to co-operate at all times with media outlets subject to the guidelines provided in this policy and to be proactive, as opposed to reactive, in their use of the media.

Every Councillor has a right to express a private opinion on any issue, whether or not that opinion reflects Council's official position but Councillors must carefully identify the role in which they speak.

All media enquiries to staff should be directed to the Chief Executive Officer.

Council staff must not speak to the media about matters related to Council unless authorised to do so by the Chief Executive Officer or Shire President.

Council employees and Councillors may not provide any comment or information to the media with the intention of contesting or undermining Council policy or casting Council, Councillors or Council staff in a negative light.

Council employees may speak to the media or write Letters to the Editor as private individuals with the following restrictions:

- They do not comment on Council business or policy;
- They are not identified as Council employees;
- Their comments are not perceived as representing official Council position or policy.

From time to time it may be necessary for a Letter to the Editor to be written as an official Council communication to inform the community about a particular matter. Such letters must be issued through the Shire President or Chief executive Officer.

When appropriate a Councillor or a member of Council staff should become the sole spokesperson on a specific issue, event or initiative within their operational portfolio to ensure consistency of message.

Councillors and Council staff should treat all media outlets equally and should avoid giving one outlet preferential treatment. Media releases should be distributed to all media outlets at the same time.

When a media organisation or representative requests information on a specific topic, the response must be provided exclusively to that organisation or representative. When there are requests from multiple organisations, the Chief Executive Officer will determine the method of response.

Councillors and Council staff should avoid providing information "off the record" during media interviews. It is best to assume that everything said to any media representative may appear in a news story.

Contractors or service providers employed by Council must refer all media enquiries relating to Council to the Chief Executive Officer.

All new employees are to be given Council's Media Policy as a part of the induction process.

INTERNET AND WEB PAGE COMMUNICATIONS:

The internet is a powerful tool for communicating to a broad audience in number of electronic forms. Council has a web page which provides a modern face for the organisation and the role of the Chief Executive Officer is to ensure that the information is current and relevant.

The web page is both a business communication tool as well as a community information source and therefore the method and manner of communication should be appropriate to the audience and the context.

The web is used to provide public notices, Council minutes, job advertisements, services directory, tourism information and travel guides. Council may also make available pages for community events where the source of the information is not a Council minute or document.

The Chief Executive Officer must ensure that information on the web page is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

SOCIAL MEDIA

The Shire of Westonia has a number of social media accounts, including “Shire of Westonia”, “Westonia CRC” and “Westonia Hood-Penn Museum ”

Social media can be a powerful tool in reaching the community with information related tom Shire business. However, social media can be a source of negativity, and as such, the use of social media is to be undertaken as follows:

- Only persons approved by the CEO are permitted to utilise the Shire’s social media accounts;
- Those permitted to access Shire of Westonia social media accounts are to ensure posts are related to Shire business and operations only (such as road closures, shire events, public notices approved by the CEO);
- Language is to be non-offensive and a-political;
- Posts are not to mention members of the public, unless approved by the mentioned person or CEO;
- Should offensive comments be placed by community members, the posts are to be removed and/or all comments removed and ability to comments removed from post;
- Under no circumstances should the Shire accounts respond to comments on Shire posts, unless approved by the CEO.

COMMUNITY NEWSLETTER:

Council through the Community Resource Centre supports the production and sale of a community newsletter the purpose of which is to provide the community with a forum for communications and stories about local people and events.

Whilst Council, through management of the Community Resource Centre has indirect editorial control over the production of the newsletter it is important that the publication maintains a level of independence appropriate for a community newsletter.

The Community Resource Centre Coordinator is responsible for layout and content of the newsletter and must ensure that the information contained within the newsletter is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

The newsletter should carry a disclaimer in the following terms:

“Disclaimer: The Shire supports the production of this community newsletter the content of which will include articles or comments from advertisers and contributors. The Shire does not accept responsibility for the content or accuracy of any of the information supplied by advertisers or contributors.”

EMERGENCY COMMUNICATION:

Council recognises that ill-considered and uninformed comments can cause dire consequences and have legal implications in the event of an emergency, disaster, crisis or other sensitive issue.

In the event of an emergency in the Council area involving serious injury to and/or death of residents, the Shire President/Councillors or Council staff, or involving significant damage to Council assets or private property, or involving significant law enforcement activity on Council property, the following procedures will apply to all:

- The Chief Executive Officer and/or Shire President must be notified immediately of details of the incident.
- Details of the incident must not be discussed with any media representatives by any staff unless approved in advance by the Chief Executive Officer and/or Shire President.
- Requests by the media to film, photograph or interview Council staff or council assets involved in the emergency situation must be referred to the Chief Executive Officer and/or Shire President.

PRIVATE SOCIAL MEDIA OR ONLINE COMMUNICATIONS

Shire Councillors and Staff are to ensure their use of private social media or online communications does not result in a negative image for the Shire of Westonia.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)

Relevant Legislation	Section 2.8, 2.10 and 5.41(f), Local Government Act 1995
Related Documentation	Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct for employees

FIRE CONTROL



Council Policy

Bush Firefighter (Minimum Standards)

Purpose

The purpose of this Policy is define the minimum training standards required for Volunteer Bush Fire Fighters to ensure that they are competent and can safely perform their roles

Scope

This Policy applies to the Shire of Westonia (Shire) Volunteer Bush Fire Brigade members.

Definitions

Term	Meaning
CEO	Chief Executive Officer of the Shire of Westonia
Policy	This Shire of Westonia policy titled “Bush Fire Personnel (Minimum Training Standards)”
Program	Department of Fire and Emergency Service, Bush Fire Service Training Program

Policy Statement

The Shire has a primary duty of care under the Work Health and Safety Act 2020, as far as is reasonably practicable, that the health and safety of persons is not put at risk from work conducted as part of the business or undertaking. This includes Volunteer Bush Fire Brigades, which come under the control of the Local Government.

Bush Firefighter

To attend fires as a Bush Firefighter, the volunteer must have completed the recommended training modules from the Department of Fire and Emergency Services (DFES) Bush Fire Service Training Program (Program) for a Bush Firefighter or otherwise have active operational experience recognised by the Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DBFCO) and their relevant Brigade Captain.

Fire Control Officer

To be appointed as a Fire Control Officer by the Chief Executive Officer the volunteer must have completed the DFES Fire Control Officer Program, and have active operational experience recognised by the CBFCO, DBFCO and relevant Brigade Captain.

Active Operational Experience

Where a volunteer has yet to complete the recommended training courses for a Bush Firefighter but has demonstrated years of active operational experience then collectively the CBFCO, DBFCO and relevant Brigade Captain may nominate to the CEO that the volunteer be recognised as a Bush Firefighter.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)

Relevant Legislation	Bush Fires Act 1954
Related Documentation	Department of Fire and Emergency Service Bush Fire Service Training Program



Council Policy

Bush Fire Control Officers

Purpose

The purpose of this policy is to have guidelines to follow for the appointment and actions of Fire Brigade Officers & Bush Fire Advisory Committee.

Scope

This Policy applies to the Shire of Westonia (Shire) Volunteer Bush Fire Brigade members.

Definitions

Term	Meaning
CEO	Chief Executive Officer of the Shire of Westonia
Policy	This Shire of Westonia policy titled "Bush Fire Control Officers"
Program	Department of Fire and Emergency Service

In accordance with relevant provisions of the Bush Fires Act 1954 (as amended), Council shall appoint required Fire Control Officers, including the positions of Chief Bushfire Control Officer and Deputy Chief Bush Fire Control Officer. The adopted procedure for these appointments will be as follows;

- a) The Shire appointed Bushfire Advisory Committee shall at their March Annual Advisory Meeting consider and recommend to Council, the appointment of required Fire Control Officers including the Chief Bushfire Control Officer and the Deputy Chief Bushfire Control Officer.
- b) The Shire Bush Fire Advisory Committee shall undertake the following tasks at their two (2) annual Advisory Meetings in March and September of each year as follows;
 - (i) Fire Control Officer Appointments and recommendation - March
 - (ii) Firebreak Order Review and recommendation - March
 - (iii) Capital Equipment/Vehicle Replacement Budget (ESL) Planning and recommendation - March
 - (iv) Prohibited and Restricted Burning periods review and recommendation - March
 - (v) Communications Strategies including radios and repeater network review and recommendation – March or September
 - (vi) Bushfire Policy Review and recommend to the Council for consideration – March or September
 - (vii) Other Business – not included above and of a substantive nature – March or September

It should be noted that all business considered at a Bushfire Advisory Meeting is presented to the Council with recommendations for Council consideration and/or adoption. The Shire agrees to provide Administrative support to the Shire of Westonia Bushfire Advisory Meetings only.

Fire Control Officers are not permitted to issue permits to burn, for their own purposes. Fire Control Officers wishing to burn must obtain a permit from another authorised Fire Control Officer.

a) Authority to Act at a Bushfire Emergency – that the Chief Executive Officer be authorised to release/allocate Council operated vehicles, plant and machinery to a Bushfire Emergency, in consultation with or upon request from the Fire Control Officer in charge at the Bushfire Scene.

b) Recovery of Costs from a Bushfire Emergency - costs incurred by Council vehicle/s, plant and machinery attending to an extreme/out of control Bushfire Emergency, is to be recouped from the ESL Scheme (DFES).

Bush Fire Courses - It be Council's policy that every encouragement be given to the Bush Fire Brigade Members and Fire Control Officers to attend Bush Fire and Fire Control Officer Courses run by DFES.

That Fire Control Officers be authorised to expend up to \$200 without authorisation. Expenditure above \$200 is to be authorised by the Chief Executive Officer in the course of management of control of a bushfire and that DFES be notified of the expense required to assist with controlling a fire.

Responsible Officer	Chief Executive Officer
History	Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Bush Fires Act 1954
Related Documentation	Department of Fire and Emergency Service Bush Fire Service



Council Policy

Fire Hazard Reduction

Purpose

The purpose of this policy is to encourage landowners to accept responsibility for their land in regards to tidiness, reduce vermin attraction and fire hazard reduction responsibility to all vacant landowners within the townsites of the Shire of Westonia

Scope

This Policy applies to the Shire of Westonia (Shire) Volunteer Bush Fire Brigade members.

Definitions

Term	Meaning
CEO	Chief Executive Officer of the Shire of Westonia
Policy	This Shire of Westonia policy titled "Fire Hazard reduction"
Program	Department of Fire and Emergency Service

- a) That an annual Fire Hazard Reduction Inspection be conducted within the townsites of Warralkin , Walgoolin and Westonia in regards to landowner responsibility towards tidiness and neatness to comply with Council's Firebreak Notice.
- b) The Inspection to be arranged by the Chief Executive Officer and completed in association with Council's appointed Chief Bushfire Control Officer or his or her representative, to be completed by end of second week of September.
- c) Non Compliance Notices be forwarded to offending landowners by end of September.
- d) Non-compliance at 1 November will result in Infringement Notices being issued.
- e) If Landowner remains non-compliant at the end of the stated period Council will enter land to undertake necessary works in accordance with its powers to achieve compliance at landowners cost.
- f) That this becomes Policy of the Council, to be included in Annual Fire Break Notices and advertised accordingly.

Responsible Officer	Chief Executive Officer
History	Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Bush Fires Act 1954
Related Documentation	Department of Fire and Emergency Service Bush Fire Service



Council Policy

Roadside Burning for Fire Protection

Purpose

The purpose of this policy is to ensure adequate guidelines are in place for restrictions in roadside burning and to ensure that road verges and vegetation thereon is retained.

Scope

This Policy applies to the Shire of Westonia (Shire) Volunteer Bush Fire Brigade members.

Definitions

Term	Meaning
CEO	Chief Executive Officer of the Shire of Westonia
Policy	This Shire of Westonia policy titled "Roadside Burning for Fire Protection"
Program	Department of Fire and Emergency Service

No roadside burning is allowed within the Shire for the purposes of fire protection. Any landholder wishing to utilise road reserves for fire protection may apply to Council for permission to use chemical sprays. Council will assess each application upon consideration of:

- Vegetation in the affected area/chemicals to be used
- Tree planting, revegetation undertaken by Council
- Previous burns in the area/cater courses in area
- Roadside vegetation

Landowners must recognise Council's intent to maintain road verges "fire free". When damage occurs to verge vegetation because of a fire escaping from private property. Council assess a claim for damages/reinstatement on following grounds;

- Vegetation in the affected area
- tree planting
- revegetation undertaken by Council
- cost of reinstatement
- a valid permit is in place (if required) and that conditions on permit are complied with.

Responsible Officer	Chief Executive Officer
History	Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Bush Fires Act 1954

Related Documentation	Department of Fire and Emergency Service Bush Fire Service
------------------------------	--



Council Policy

Harvest & Vehicle Movement Bans

Purpose

The purpose of this policy is to ensure processes are in place and followed for the issuing and advertising of Harvest Bans.

Scope

This policy is applied to the Shire of Westonia and its elected members and employees.

Definitions

Term	Meaning
CEO	Chief Executive Officer of the Shire of Westonia
Policy	This Shire of Westonia policy titled "Harvest & Vehicle Movement Bans"

Policy Statement

That the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer or their delegate, be authorised to initiate Harvest and Vehicle Movement Bans within the Shire of Westonia.

The decision to initiate a Harvest and Vehicle Movement Ban is to be determined by not less than three (3) individual Fire Weather Readings from within the Shire of Westonia from one of the four (4) Fire Control Officers within the Shire of Westonia.

In the event that the Fire Danger Index reaches 32 or more, based on an average of three or more weather readings representative of three distinct areas of the Shire of Westonia, a Harvest and Vehicle Movement Ban will be automatically issued over the whole of the Shire of Westonia.

Once issued, a Harvest and Vehicle Movement Ban will remain in force until such time that three (3) of the five (5) fire control officers indicate that it is safe to lift the ban.

In the event of inclement weather conditions prevailing, a Harvest and Vehicle Movement Ban may be extended beyond the original time indicated.

In the Shire of Westonia, harvesting is not permitted on Christmas Day or New Year's Day. Harvesting is permitted on all Sundays and Public Holidays except where a harvesting or movement ban has been imposed due to extreme weather conditions

Media Releases

For the purpose of 'Press Releases' relating to the issue of Harvest and Vehicle Movement Bans, the following wording will be utilised at all times:

Weather Condition Harvest Bans

“A Harvest and Vehicle Movement Ban is in effect over the whole of the Shire of Westonia until 6.00pm, and may be extended if necessary”

OR

“Currently there are no Harvest and Vehicle Movement Ban within the Shire of Westonia”.

OR (in the case of a fire)

“A Harvest and Vehicle Movement Ban is in effect over the whole of the Shire of Westonia until further notice, due to a fire within the Shire of Westonia”.

Under no circumstances will the words ‘to be reviewed at’ be utilised when issuing notice of Harvest and Vehicle Movement Ban due to weather conditions.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Bush Fires Act 1954
Related Documentation	Department of Fire and Emergency Service Bush Fire Service Training Program

FINANCIAL MANAGEMENT



Council Policy

Asset Management

Purpose

The purpose of this Policy is to ensure consistent Asset Management processes are applied throughout the Shire of Westonia (Shire) and that the assets that Council manages on behalf of the community support its strategic vision and objectives, deliver sustainable service outcomes, and are provided at appropriate service levels for present and future stakeholders.

Scope

This Policy is applicable to the management of all assets owned and directly managed by the Shire, whether constructed, purchased or donated. This includes, roads, footpaths, park and recreation space components, buildings and facilities

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Asset Management".
Asset	Physical item that is owned or controlled by the Shire and provides or contributes to the provision of services to the community.
Asset Management	The processes applied to assets from their planning, acquisition, operation, maintenance, replacement, and disposal to ensure that the assets meet Councils priorities for service delivery

Policy Statement

This Policy:

- Ensures Shire assets are fit for purpose in accordance with its long term strategic direction;
- Ensures that the Shire services and infrastructure are provided for in a sustainable manner, with the appropriate levels of service to residents, visitors, and the environment;
- Safeguards Shire assets including physical assets and employees by implementing appropriate Asset Management strategies and appropriate financial resources for those assets;
- Creates an environment where all Shire employees take an integral part in overall management of Shire assets by creating and sustaining Asset Management awareness across the organisation through training and development;
- Meets legislative requirements for Asset Management;
- Ensures resources and operational capabilities are identified and responsibility for Asset Management is allocated; and
- Demonstrates transparent and responsible Asset Management processes that align with

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)

Relevant Legislation	AASB13 Fair Value Measurement
Related Documentation	Shire of Westonia Council Plan Asset Management Plans



Council Policy

Corporate Credit Cards

Purpose

The provide guidance on the issue of corporate credit cards to officers.

Scope

This policy applies to Elected Members and employees of the Shire of Westonia

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Corporate Credit Cards".

Policy Statement

Council approves the issue of a Business Credit Card facility to the value of \$13,000 per month for ease of on-line purchases and other incidental purchases where other payment methods are not practicable. Individual cards holders are as follows;

- Chief Executive Officer with a limit of \$8,000.
- Deputy Chief Executive Officer with a limit of \$5,000.

Conditions of use shall be as follows:

- Expenditure to be for official Council purposes only. Personal use and recoup of expenditure not permitted.
- No cash withdrawals are to occur.
- Inadvertent personal transactions in error to be reimbursed within 30 days of Bank Statement issue date.
- Receipts to be kept (orders where appropriate) and presented to Accounts employees.
- Access to card is restricted when not in use including adequate security.
- Statement to be reconciled monthly with supporting documents and a signed
- Authority form "Corporate Credit Cardholder Agreement" signed by card recipient. [Attachment 1]
- Use of card by other officers requires signed authority in the form of a Council Purchase

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Related Documentation	Corporate Credit Cardholder Agreement



Corporate Credit Cardholder Agreement

I, _____ acknowledge and accept the below listed conditions of use of the Shire of Westonia Corporate Credit Card:

Conditions of Use

1. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use;
2. Corporate credit cards are to be used only for Shire of Westonia official activities, there is no approval given for any private use or cash advance;
3. Ensure no one else uses the credit card;
4. Agree not tie the card to any type of reward system that provides the cardholder with any personal benefit or reward;
5. All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure;
6. Credit limits are not to be exceeded;
7. Observe all cardholder responsibilities as outlined by the card provider;
8. Purchases on the corporate credit card are to be made in accordance with Shire of Westonia Purchasing Policy;
9. Reconciliation is to be completed within seven (7) days of the date the credit card statement is issued;
10. Transactions are to be supported by a Tax Invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied;
11. Transactions are to be supported by a succinct explanation of why the expense was incurred and the appropriate expense account for costing purposes;
12. In the instance that no supporting documentation is available, the cardholder is to provide a declaration detailing the nature of the expense and must state on the declaration 'all expenditure is of a business nature';
13. Should the Chief Executive Officer deny the approval of expenses, the recovery of the expense is to be met by the cardholder;
14. The cardholder shall sign and date the corporate credit card statement, stating 'all expenditure is of a business nature';
15. The cardholder shall surrender the card to the Senior Finance Officer where extended leave two or more weeks is taken;
16. Lost or stolen cards are to be reported immediately to the card provider and a written account of the circumstances shall be provided to the Senior Finance Officer on the next working day;
17. Credit cards are to be returned to the Senior Finance Officer on or before the employee's termination date with a full acquittal of expenses;
18. Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Shire of Westonia Corporate Credit Card Policy, any liability arising may be passed on to the cardholder.

Signed by cardholder: _____

Name of cardholder: _____

Signed by witness: _____

Name of witness: _____

Date: _____



Purpose

The purpose of this Policy is to ensure that the Shire of Westonia (Shire) provides fair, equitable, consistent, and dignified support to Ratepayers and debtors suffering hardship, while treating all members of the community with respect and understanding during difficult periods.

This includes to:

- Enable a ratepayer liable for sundry debts or rates and service charges, who is experiencing financial hardship or in situations of vulnerability, to make an application for assistance;
- Ensure all ratepayers are treated fairly and consistently with respect and compassion when the Shire is considering their circumstances in recognising financial hardship and vulnerability;
- Provide financial relief to Shire debtors and ratepayers who claim genuine hardship in meeting their obligation to pay their charges; and
- Provide a decision making framework for the appropriate assessment of hardship application

Scope

This Policy applies to all Ratepayers and debtors with:

- outstanding rates as at the date of adoption of this Policy;
- Lease and or rental charges owed to the Shire from commercial or residential tenancy arrangements; and
- Any other debt arising from a fee, interest or charge by the Shire

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Financial Hardship".
Financial Hardship	Where a change in a person's circumstances results in them being unable to pay Shire rates, service and/or lease/rental charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.
Ratepayer	A person or entity that is responsible for the payment of rates to the Shire.
Debtors	A person or entity that owes money or has a financial obligation to the Shire.
Act	The Local Government Act 1995.

Policy Statement

The Shire of Westonia recognises that debtors and ratepayers may experience financial hardship due to pandemics and other significant events. The Shire is committed to working with debtors and ratepayers to find an appropriate payment solution where they are in financial hardship

The debtor/ratepayer can only apply for financial hardship in relation to sundry debts and rates and charges levied on their principal place of residence (owner and occupier) or on their small business (owner and operator with full-time occupation of the premises within the Shire of Westonia) that the applicant is responsible for the payment of.

While evidence of hardship is required, the Shire recognises that not all circumstances are alike and is to take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- a) Recent unemployment or under-employment,
- b) Sickness or recovery from sickness,
- c) Low income or loss of income, and
- d) Unanticipated circumstances such as caring for and supporting extended family.

Payment arrangement facilitated in accordance with section 6.49 of the Act are to be of an agreed frequency and amount, and are to consider the following:

- a) Whether a debtor/ratepayer has made a genuine effort to meet obligations in the past,
- b) Whether the payment arrangement establishes a known end date that is realistic and achievable,
- c) The size of the debt and span of time over which the debt has accumulated, and
- d) Freehold ownership or mortgaged.

The following concessions may be applied on a case-by-case basis:

- a) Acceptance of temporarily reduced repayments;
- b) A moratorium on interest changes for up to six months, after such time as agreed, enter into a payment arrangement for a maximum of eighteen months, provided the current year's debts/rates are paid each year within the arrangement;
- c) Waiving of administration fees;
- d) Write off up to \$20 per calendar year of interest accrued during that financial year; and
- e) Suspension of any pending court actions in relation to debt recovery.

The debtor/ratepayer is responsible for informing the Shire of any changes in circumstances that may affect the agreed payment schedule. If a debtor/ratepayer does not comply with their payment arrangement and fails to contact the Shire to renegotiate the terms, the Shire is to make all reasonable attempts to contact them. If three consecutive payments are missed and the Shire has not been contacted, the Shire reserves the right to cancel the payment arrangement for noncompliance. The Shire is not obligated to offer a payment arrangement if the debtor/ratepayer has had three payment arrangements cancelled because of non-payment or declined payments.

A debtor/ratepayer that meets the Financial Hardship criteria is not to attract any interest or penalty charges on their debt for the period of time that a State of Emergency Declaration remains effective. If an arrangement has been cancelled, penalty interest is to recommence and the relevant cancellation fee is to be applied as per the Fees and Charges as applicable.

The Shire is to suspend its debt recovery process while negotiation a suitable payment arrangement with a debtor/ratepayer. If legal proceedings have commenced and the debtor/ratepayer lodges a Financial Hardship Application, the proceedings are to be temporarily suspended while the application is reviewed and assessed. All legal costs incurred prior to the lodgement of the Financial Hardship Application remain the responsibility of the debtor/ratepayer for payment. The Shire reserves the right to recommence legal proceedings if the payment arrangement is not adhered to.

An applicant dissatisfied with the outcome of their application has the right to appeal to the Chief Executive Officer. Any such appeal is to be made in writing and submitted to the Shire of Westonia.

The Shire is to maintain confidential communications at all times and is to undertake communications with a nominated support person or other third party at the applicant's request.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Related Documentation	Forms & Templates : Financial Hardship Application Form



Council Policy

Investment of Surplus Funds

Purpose

The purpose of this Policy is to ensure that the Shire of Westonia's surplus funds are invested with consideration of risk and with the most favourable rate of interest available to it at the time for that investment type, while ensuring that its liquidity requirements are being met

Scope

This Policy is applicable to all investments made by the Shire of Westonia (Shire) with the exception of deposits held in accordance with a grant funding agreement that details the relevant authorities for investments.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Investment of Surplus Funds".
Authorised Institution	An authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5, or the Western Australian Treasury Corporation established by the West Australian Treasury Corporation Act 1986.

Policy Statement

In accordance with Section 19 Local Government (Financial Management) Regulations 1996, details of the Shire of Westonia's investment management strategy is as follows:

- Funds surplus to immediate requirements are to be deposited into an authorised institution;
- Transactions are to be performed via NAB Connect with authorised officers signing the original copy of the audit trail;
- The investment is to be managed with the care, diligence, and skill that a prudent person would exercise;
- Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment of Surplus Funds Policy, and not for speculative purposes;
- Investments are only to be made with authorised institutions;
- **Investments which are not allowed are as follows:**
 - Deposits for more than twelve months;
 - Bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
 - Bonds with a term to maturity of more than three years; and
 - Foreign currency;
- Investments are to be restricted to bank investments only;

- The term of the investment is to be based on forward cash flow requirements to ensure investment return on available surplus funds;
- A report on the investments is to be included in the monthly financial report presented to Council, detailing which institution the investment is lodged with, the interest rate, and the date of maturity;
- Documentary evidence is to be held for each investment and details thereof maintained in an Investment Register; and
- Certificates are to be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Regulation 19C, Local Government (Financial Management) Regulations 1996 Section 6.14, Local Government Act 1995 Banking Act 1959 Trustees Act 1962
Related Documentation	



Council Policy

Purchasing of Goods and Services

Purpose

The purpose of this Policy is to:

- Ensure best practice policies and procedures are followed in relation to procurement for the Shire of Westonia (Shire);
- Ensure compliance with the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996;
- Undertake procurement processes that ensure value for money for the Shire by delivering the most advantageous outcome possible;
- Ensure openness, transparency, fairness, and equity throughout the procurement process to all potential suppliers; and
- Ensure efficient and consistent procurement processes are implemented and maintained across the Shire.

Scope

This Policy applies to all Shire of Westonia employees, appointed representatives, and, where applicable, contractors procuring on behalf of the Shire.

This Policy is applicable to all purchases made by the Shire.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Purchasing of Goods and Services".
GST	The goods and services tax under the A New Tax System (Goods and Services Tax) Act 1999.
WALGA	Western Australian Local Government Association

Policy Statement

The Shire's 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 Shire's Policies and procedures;

Risks identified and managed within the Shire's Risk Management framework;

Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;

Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

ETHICS & INTEGRITY

All officers and employees of the Local Government shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

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

Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;

Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;

All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;

Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

Any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks. An assessment of the best value for money outcome for any purchasing should consider:

All relevant whole-of-life costs and benefits whole-of-life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.

The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.

Financial viability and capability to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).

A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;

The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;

The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and

Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

PURCHASING THRESHOLDS AND PRACTICES

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

Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following

considerations:

Exclusive of Goods and Services Tax (GST); and

Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR

Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period. This period may be extended to a maximum of 5 years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire’s requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire’s purchasing activities:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to \$5,000 (exc GST)	Direct purchase, no quote needed
From \$5,001 and up to \$85,000 (exc GST)	<p>Seek at least one (1) verbal or written quotation from a suitable supplier.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</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>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 price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
From \$85,001 and up to \$149,000 (exc GST)	<p>Seek at least two (2) written quotations, if practical, from suitable suppliers.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</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 is to be sought, where a suitable supplier is available, from:</p> <ul style="list-style-type: none"> A WADisability 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>

	<p>a brief outline of the specified requirement for the goods; services or works required; and value for money criteria, not necessarily the lowest price. The procurement decision is to be represented using the Brief Evaluation Report Template</p>
<p>\$149,001 and up to \$249,999 (exc GST)</p>	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation. Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements. If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either: 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> <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: a WADisability Enterprise; and / or an Aboriginal Owned Business; and / or a Local Supplier. The purchasing decision is to be based upon assessment of the suppliers response to: a detailed written specification for the goods, services or works required and pre-determined evaluation criteria that assesses all best and sustainable value considerations.</p> <p>The procurement decision is to be represented using the Evaluation Report template</p>
<p>\$ Over \$250,000 (exc GST)</p>	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements. If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either: Seek at least three (3) written quotations from a supplier 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 Shire Policy requirements. The purchasing decision is to be based upon the suppliers response to: 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 assesses all best and sustainable value considerations.</p> <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Emergency Purchases (Within Budget) Emergency Purchases (Not Included in Budget)</p>	<p>Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting. Only applicable where, authorised in advance by the President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council</p>

Meeting.

Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.

If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then 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.

Exemptions

An exemption from the requirement to publically 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 pre-qualified supplier under a Panel established by the Shire;

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 (exc GST) and represents value for money;

Acquired from an Australian Disability Enterprise and represents value for money;

The purchase is authorised under auction 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; or

The purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 threshold.

This decision will be made after considering:

Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and

Any value for money benefits, timeliness, risks;and

Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

Other Procurement Processes Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

Unable to be sufficiently scoped or specified;

Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;

Subject to a creative element; or

To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

Request for Proposal

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

Emergency Purchases

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act and including natural disasters such as fire and flood. 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 value is estimated to be over \$5,000; and

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.

A sole source of supply arrangement will only be approved for a period not exceeding three

(3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular 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.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire administration will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

SUSTAINABLE PROCUREMENT

LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;

Consider indirect benefits that have flow on benefits 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 Shire, or substantially demonstrate a benefit or contribution to the local economy. This criteria will relate to local economic benefits that result from Tender processes.

PURCHASING FROM DISABILITY ENTERPRISES

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 Shire'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 Australian Disability Enterprises, in instances where not directly contracted.

PURCHASING FROM ABORIGINAL BUSINESSES

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

a best and sustainable value assessment demonstrates benefits for the Shire'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.

PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire'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; and

encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

PANELS OF PRE-QUALIFIED SUPPLIERS

OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';

the purchasing activity under the intended Panel is assessed as being of a low to medium risk;

the Panel will streamline and will improve procurement processes; and

the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it

intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment

– subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or

purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether: each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications can be made through eQuotes (or other nominated electronic quotation facility).

Each quotation process, including the invitation to quote, communications with Panel members, quotations received evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

PURCHASING POLICYNON-COMPLIANCE

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire'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;

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 Shire of Westonia's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Section 3.57 and 6.5(a), Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Local Government (Financial Management) Regulation 1996
Related Documentation	Recordkeeping Plan Code of Conduct for Council Members, Committee Members & Candidates Code of Conduct for Employees



Council Policy

Purchasing of Goods and Services- Preference to Local Suppliers

Purpose

The purpose of this Policy is to:

- Ensure best practice policies and procedures are followed in relation to procurement for the Shire of Westonia (Shire);
- Ensure compliance with the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996;
- Undertake procurement processes that ensure value for money for the Shire by delivering the most advantageous outcome possible;
- Ensure openness, transparency, fairness, and equity throughout the procurement process to all potential suppliers; and
- Ensure efficient and consistent procurement processes are implemented and maintained across the Shire.

Scope

This Policy applies to all Shire of Westonia employees, appointed representatives, and, where applicable, contractors procuring on behalf of the Shire.

This Policy is applicable to all purchases made by the Shire.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Purchasing of Goods and Services".
GST	The goods and services tax under the A New Tax System (Goods and Services Tax) Act 1999.
WALGA	Western Australian Local Government Association

Policy Statement

Where possible and within reasonable limits set out herein, the Shire of Westonia will support local and regional business and industry by providing price preference to local and regional suppliers tendering for contracts with Council.

The application of this Regional Price Preference Policy will ensure that when purchasing goods and services, Council will achieve the best possible outcome for the amount of money spent, whilst, where possible, giving preference to local suppliers.

The application of a price preference will be clearly outlined as to whether it will be applied or not prior to the tender process commencing.

A regional tenderer is defined under Section 24B(2) of the Local Government (Functions and General) Regulations 1996. A supplier of goods or services who submits a tender is regarded as being a regional tenderer if:

- (a) That supplier has been operating a business continuously out of premises in an appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or

- (b) Some or all of the goods or services are to be supplied from regional sources.

The Shire of Westonia recognizes the following two Regions for price preferences:

Region 1 – which is defined as a business or industry located within the District of the Shire of Westonia; and
Region 2 – which is defined as a business or industry located within the Districts of the Shire of Merredin, Westonia, Nungarin, Mukinbudin, Westonia and Bruce Rock.

The regional price preference to be given to either a Region 1 or Region 2 tenderer or supplier of a quotation are outlined below and represents at which the regional tender's price bids or quotations would be reduced for the purpose of assessing the tender or quotations.

Region 1:

A preference may be given to a regional tenderer or supplier of a quotation from "region 1" by assessing the tender or quote from that regional tenderer as if the price bids were reduced by:

1. 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000;
2. 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or
3. 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Although goods or services that form part of a tender or quotation submitted by a regional tenderer may be:

1. wholly supplied from regional sources; or
2. partly supplied from regional sources, and partly supplied from non-regional sources,

only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender or quotation when a regional price preference policy is in operation.

Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local government is to decide which of the tenderers or quotations it thinks would be most advantageous to the local government to accept.

Region 2:

A preference may be given to a regional tenderer or supplier of a quotation from "region 2" by assessing the tender or quote from that regional tenderer as if the price bids were reduced by :

1. 5% - where the contract is for goods or services, up to a maximum price reduction of \$25,000;
2. 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$25,000; or
3. 5% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$250,000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Although goods or services that form part of a tender or quotation submitted by a regional tenderer may be:

1. wholly supplied from regional sources; or
2. partly supplied from regional sources, and partly supplied from non-regional sources, only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender or quotation when a regional price preference policy is in operation.

Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local

government is to decide which of the tenderers or quotations it thinks would be most advantageous to the local government to accept.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Section 3.57 and 6.5(a), Local Government Act 1995 Part 4A of the Local Government (Functions and General) Regulations 1996 Local Government (Functions and General) Regulations 1996 Local Government (Financial Management) Regulation 1996
Related Documentation	Recordkeeping Plan Code of Conduct for Council Members, Committee Members & Candidates Code of Conduct for Employees



Council Policy

Financial Reporting to Council – Variations and Timing

Purpose

The objective of the policy is to ensure all statutory financial reporting requirements are identified and reported on accordingly.

Scope

This policy applies to all employees involved in the financial reporting process, including finance, legal, and operational departments.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Financial Reporting to Council – Variations and Timing”.

Policy Statement

The Shire of Westonia will undertake the following financial reporting requirements:

- Adopt the annual budget no later than 31 August each year as required by legislation; however, aspire to adopt the annual budget by 30 June each year.
- Present to Council on a monthly basis the financial reports required in accordance with Section 6.10 of the *Local Government Act 1995* and *Local Government (Financial Management) Regulation 34*.
- Report to Council any material variance on line items in the budget that exceed expenditure by the threshold adopted by Council when adopting the annual budget.
- Present to Council on a monthly basis, detailed information of the Shire’s investment portfolio including the name of the financial institution, investment interest rate, amount and term of investment.

The Chief Executive Officer may approve expenditure in excess of that estimated for any budget items listed in the adopted budget, provided that:

- The expenditure does not exceed the adopted budget by more than \$10,000 or 15% of expenditure, whichever is the greater amount; and
- An off-setting saving in budget over actual expenditure within the same budget program is also identified.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
Related Documentation	



Council Policy

Identifying Subsequent Events

Purpose

The purpose of this policy is to establish a standardised procedure for identifying and assessing subsequent events that may impact the organisation's financial statements.

Scope

This policy applies to all employees involved in the financial reporting process, including finance, legal, and operational departments.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Identifying Subsequent Events".
Subsequent Events	Events occurring after the reporting period but before the financial statements are issued that may require adjustment or disclosure.

Policy Statement

The organisation is committed to identifying and evaluating all subsequent events to ensure accurate and compliant financial reporting. Management will implement procedures to monitor events that could affect financial statements.

Procedures

- 1. Identification Responsibility**
 - Council will be responsible for overseeing the identification of subsequent events.
- 2. Timeline for Evaluation**
 - Subsequent events will be evaluated from the end of the reporting period until the date the financial statements are issued.
- 3. Regular Monitoring**
 - Council will conduct regular reviews of:
 - Financial reports
 - Operational updates
 - External news sources
 - Legal developments
- 4. Internal Reporting Mechanism**
 - All employees are encouraged to report significant events to their department heads or Council immediately upon becoming aware of them.

-
- 5. **Stakeholder Engagement**
 - Council will engage with relevant stakeholders, including department heads and legal counsel, to discuss potential subsequent events.
- 6. **Documentation**
 - A log of identified subsequent events will be maintained, documenting:
 - Event description
 - Date of occurrence
 - Assessment of materiality and potential impact
- 7. **Materiality Assessment**
 - Council will assess whether each identified subsequent event is material based on its potential impact on financial statements.
- 8. **Management Reporting**
 - A summary of identified subsequent events will be prepared and presented to management for review prior to finalizing financial statements.
- 9. **Financial Statement Adjustments**
 - If necessary, Council will adjust the financial statements and ensure proper disclosure of significant subsequent events.
- 10. **Annual Review**
 - This policy will be reviewed annually and updated as needed to reflect changes in regulations or organisational practices.

Compliance

All employees must adhere to this policy. Failure to comply may result in disciplinary action.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	

WORKS AND SERVICES



Council Policy

Maintenance of Unsealed Local Road Network

Purpose

The purpose of this policy is to assist Council in the maintenance and grading of all unsealed roads within the Shire of Westonia's boundaries

Scope

This policy is applied to the Shire of Westonia and its elected members and employees.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Maintenance of Unsealed Local road Network".

Policy Statement

The Shire of Westonia has a road hierarchy whereby unsealed roads are classified in accordance with their usage:-

- Level One Roads – Includes all school bus routes and major local arterial roads leading to grain receival points – roads to be graded a minimum of twice each year.
- Level Two Roads – Includes connecting roads to arterial roads – roads to be graded a minimum of once each year.
- Level Three Roads – Includes all minor roads excluding farm and paddock access roads – Roads to be graded a minimum of once every two years.
- Level Four Roads – Includes Farm and paddock access roads as well as remote formed roads – Roads to be graded as required.

This policy is subject to weather conditions.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Road Construction

Purpose

The purpose of this policy is to ensure consistency and quality when constructing sealed roads.

Scope

This policy is applied to the Shire of Westonia and its elected members and employees.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Road Construction".

Policy Statement

Council to construct roads to Main Roads WA design using the following standards;

- Formed roadway of minimum 12 metres with 2.0 metre shoulders on each side and minimum 8.0m sealed surface.
- Guideposts to be 6 metres from the centre of the road.
- That the construction of all future road intersections must conform to Main Roads –Western Australia specifications ("t" junctions).

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Plant Purchasing and Hire

Purpose

The purpose of this policy is to ensure safety in utilising plant

Scope

This policy is applied to the Shire of Westonia and its elected members and employees.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Maintenance of Unsealed Local road Network".

Policy Statement

A person who designs, manufacturers, imports or supplies any plant for use at a workplace shall, so far as is practicable -

- a. ensure that the design and construction of the plant is such that persons who properly install, maintain or use the plant are not in doing so, exposed to hazards;
- b. test and examine, or arrange for the testing and examination of the plants so as to ensure that its design and construction are as mentioned in paragraph (a); and
- c. ensure that adequate information in respect of-
 - (i) any dangers associated with the plant;
 - (ii) the specifications of the plant and the data obtained on the testing of the plant as mentioned in paragraph (b);
 - (iii) the conditions necessary to ensure that persons properly using the plant are not, in doing so, exposed to hazards; and
 - (iv) the proper maintenance of plant.

A person who erects or installs any plant for use at a workplace shall, so far as is practicable, ensure that it is so erected or installed that persons who properly use the plant are not subjected to any hazard that arises from, or is increased by, the way in which the plant is erected or installed.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	

HUMAN RESOURCES/STAFF



Council Policy

Employee Gratuity Payments

Purpose

The purpose of this Policy is to provide a framework for recognising, where relevant, the contribution of employees when they voluntarily leave the employment of the Shire

Scope

This Policy applies to all Shire of Westonia (Shire) employees.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Employee Gratuity Payments"

Policy Statement

To show appreciation to valued employees who are leaving council's employ, and to comply with section 5.50 (1) of the Local Government Act 1995.

Policy Statement

That for the purpose of section 5.50 (1) of the Act, the following approximate amounts be spent on a presentation gift to employees who retire or resign after a period of satisfactory service -

5 – 10 years up to \$400

10 – 15 years up to \$800

15 – 20 years up to \$1,000

20 years plus up to \$1,500

The CEO may at his / her discretion make a presentation gift where an employee leaves prior to 5 years' service, at a value not exceeding \$40.00 for each year of service.

Council may make a payment to a retiring employee that exceeds this policy amount however, before such payment is made, local public notice is to be given in relation to the payment to be made in accordance with Section 5.50(2) of the Local Government Act 1995.

The maximum payment to an employee shall be in accordance with regulation 19A of the *Local Government (Administration) Regulations 1996*.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995 Section 5.50
Related Documentation	



Council Policy

Travel and Accommodation Allowances and Expenses

Purpose

The purpose of this Policy is to provide a framework to ensure that Councillors and Employees are provided with appropriate travel and accommodation expenses when travelling on official Council business

Scope

This Policy applies to all Shire of Westonia (Shire) employees.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Travel and Accommodation Allowances and Expenses"

Policy Statement

Officers travelling on official Shire business are to be reimbursed substantiated expenses in accordance with the Australian Taxation Office reasonable amounts for daily travel allowance expenses:

Approval for travel must, where appropriate and possible, be sought two months prior to departure;

Travel and accommodation for elected members and staff will be arranged through the Chief Executive Officer who is to ensure that the most cost-effective travel and accommodation arrangements are achieved.

Travel and accommodation standards will apply as follows unless varied with the prior approval of the Chief Executive Officer where circumstances necessitate e.g. international travel:

- Travel and accommodation allowance will be paid in accordance with the Australian Taxation Office reasonable rates for travel allowance in the appropriate year. Staff choosing to travel by private motor vehicle instead of traveling by air when it was the preferred option, will be reimbursed up to the equivalent amount that would have been expended had arrangements been made to travel by air;
- Reasonable costs for taxi fares will be reimbursed.
- In the case of international travel, where it is necessary for staff to accompany Elected Members, the travel class will be that of the Elected Members;
- Where, in particular circumstances, staff desire to travel interstate by private motor vehicle the officer is to be reimbursed up to the equivalent amount that would have been expended had arrangements been made to travel by air;
- Accommodation at overseas locations will be in accordance with the itinerary approved by the Chief Executive Officer;
- Advances for international travel will be separately determined by the Chief Executive Officer in each circumstance;

As a general rule, time employees spend travelling in the course of their work is considered ‘ordinary time’ and is paid as such.

The Local Government Officers (WA) Award (LGO Award) or Municipal Employees (WA) Award provides the following in relation to Excess travelling time and fares.

“Where an employer requires an employee, other than a casual, to start work at a place away from the employee’s normal starting point, the employer will pay the employee:

excess travelling time—at the employee’s ordinary rate for all time reasonably spent reaching and/or returning from the job which is in excess of the time normally spent in travelling between the employee’s usual residence and their normal starting point”

Based on the general rule and the provision in the Award, the employee is entitled to be paid at their ordinary rate for the excess travel time.

Further the employee is encouraged to take time in lieu of the excess travel time at a later date and also to travel during ordinary hours of work, as compared to travelling outside of ordinary hours of work.

However, conditions in employment contracts will supersede this policy and senior employees may have an expectation in their contracts to work additional hours, such as travel time.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	<i>Local Government Act 1995</i> <i>Public Sector Award 1992</i> Salaries and Allowances Tribunal Determination
Related Documentation	Payment Request Form” (For employee to claim reimbursement)



Council Policy

Alcohol and Other Drugs

Purpose

The purpose of this Policy is to provide guidance to management, employees, contractors, and volunteers of the Shire of Westonia as to the procedures and consequences arising from the use of alcohol and other drugs in a Shire of Westonia (Shire) workplace.

Scope

This Policy applies to all Shire of Westonia employees including contractors, consultants, and volunteers, irrespective of their position within the Shire, carrying out work for or on behalf of the Shire.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Alcohol and Other Drugs”.
Shire Environment	This includes Shire of Westonia property and any official venue the Shire of Westonia may use for a Shire sponsored function or event.
Other Drugs	For the purposes of this policy, other drugs may include, but is not limited to: <ul style="list-style-type: none"> • Cannabis, • Opiate analgesics such as heroin, pethidine or methadone, • Stimulants, • Amphetamines, • Cocaine, • Hallucinogens, • Designer drugs such as ecstasy, • Medications – prescribed or over the counter, and • Inhalants such as petrol glue or solvents.

Policy Statement

The Shire of Westonia is committed to providing a safe, healthy, and productive working environment for all employees. The Shire recognises that employees affected by alcohol and other drugs may present a hazard in the workplace, causing injury to themselves and/or others. Employees may also be placed in difficult situations, expected to cover for unsafe work practices or faced with reporting a fellow employee.

The Shire considers it improper for employees to conduct business in the Shire environment while impaired from the use of alcohol or other drugs. This includes while operating Shire plant and equipment, driving a Shire vehicle, on Shire property, representing the Shire, and attending events organised by the Shire.

Shire functions provide an opportunity for the Shire to host special events for promotional, public relations, or social purposes. Provision of alcohol at such events is acceptable provided that the legal blood alcohol levels are maintained. Managing the amount of alcohol consumed is the responsibility of each individual.

Illegal drugs and substances are not permitted in the Shire environment. This includes possession, use, and distribution. Actions that are to be taken may include, but is not limited to, disciplinary action. Where appropriate, police involvement is to be sought.

Some medications prescribed by doctors or available over the counter, may affect a person's ability to work safely. Employees have the responsibility to advise their manager/supervisor of any medications they are taking which may impact on their ability to safely perform their work. This is particularly relevant in high risk areas such as operating machinery, driving a vehicle, complex decision making tasks, and work that requires the ability to react to sudden changes. It may be appropriate for the employee to provide verification of the side effects of the medication in the form of a medical certificate or similar. If an employee is unable to perform their usual work tasks safely, they are to discuss with their manager who is to assess the risk involved and either provide alternative duties or instruct the employee to take leave for the period of the medication.

Alcohol and Drug Testing

The Shire reserves the right to conduct pre-employment, random, blanket, and suspicion alcohol and drug testing throughout the whole organisation.

A qualified Testing Service Provider is to perform those tests. The outcome may or may not affect the perception of an employee's fitness for duty on that day and may result in disciplinary action.

Suspicion testing may be carried out if the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol. If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may direct an employee to undergo drug and alcohol testing administered by a suitable person appointed by the Shire.

Where an employee is declared impaired by alcohol or other drugs following medical testing, disciplinary action may be initiated, including possible termination of employment.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Work Health and Safety Act 2020, Work Health & Safety Regulations (General) 2022
Related Documentation	



Council Policy

Chief Executive Officer Employment and Performance Appraisal

Purpose

The purpose of this Policy is to guide Council's recruitment, annual performance appraisal, and remuneration review process for the Chief Executive Officer.

Section 5.38 of the Local Government Act 1995 requires Council to review the performance of their Chief Executive Officer (CEO) at least once each year. Conducting this review is an important function of Council as the CEO is Council's only employee, and it is through this review process that Council can also review the performance of the organisation. At the same time, it is appropriate for Council to also conduct an annual review of the CEO's remuneration package

Scope

This Policy applies to Shire of Westonia (Shire) Council Members and Chief Executive Officer.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Chief Executive Officer Employment and Performance Appraisal".
KPI	Key Performance Indicator is a quantifiable measure of performance over time for a specific objective.

Policy Statement

Council is to establish a CEO Employment and Performance Appraisal Committee to have carriage and oversight of the CEO employment process and subsequent annual performance appraisals.

The Committee is to be appointed by resolution of Council for a two year term ending the date of the next ordinary local government election.

The Committee is to comprise of up to seven members, including the Shire President as Chairperson and least two other Council Members.

The primary functions of the Committee are to:

- Subject to clause 2.3 & 2.4, determine the scope of work to engage a consultant to assist with the conduct of the recruitment or review process;
- Review quotations received from consultants;
- Provide a recommendation to Council on the appointment of a suitable consultant;
- Manage the consultant appointed by Council;
- Review the results of the recruitment or performance review process and remuneration review and provide a recommendation to Council on the same;
- Discuss possible KPIs and measurements with the CEO for reporting to Council arising from the

performance review process; and

- Be responsible for overseeing the performance review process and ensuring that a final review report is present to Council to conclude the process within three months of the completion of the former KPI review period, unless otherwise determined in consultation with the CEO.
-

Unless otherwise determined by Council, the selected consultant is to be appointed for a two year term to coincide with the membership term of the Committee.

To ensure the review process is commenced in a timely manner, Council is to make the decision to appoint a consultant by no later than one month before the CEO's 12 month anniversary date falls due.

The consultant appointed is to, as a minimum, undertake the following as part of the performance review process:

- Prepare and distribute a questionnaire to all current Council Members on the extent to which the CEO is considered to have achieved the KPIs and measurements that applied during the review period;
- Provide all current Council Members with the opportunity to provide verbal feedback on the extent to which the CEO is considered to have achieved KPIs and measurements that applied during the review period, the CEO's responsibilities during the review period, and the organisation's performance during the review period.
- Conduct a review of the CEO's remuneration package;
- Convene and attend at least one meeting between the consultant and the Committee to discuss the feedback received;
- Convene and attend at least one meeting between the consultant, the Committee, and the CEO to discuss the feedback received;
- Provide the Committee and the CEO an Annual Performance Review report incorporating the results of the review exercise;
- Conduct a review of the CEO's KPIs and recommend draft KPIs and measurements for the upcoming review period in discussion with the CEO and the Committee;
- In conjunction with the Committee, establish appropriate selection criteria, important qualities, knowledge, and skills the CEO is to possess in order to attain the most suitable candidate for the position; and
- In conjunction with the Committee establish clear terms and conditions for the CEO's employment contract.
-

The Shire President is to be responsible for coordinating the activities of the Committee throughout the review process and initiating the process of appointing a consultant two months prior to the completion of the KPI review period falling due.

The CEO is to, no later than six weeks following the completion of the KPI review period, provide to the consultant a written self-assessment of their own performance against the KPIs and measurements that applied during the review period.

Where the Committee proposes to amend KPIs, draft KPIs and measurements agreed to are to be submitted to Council for determination within three months of the completion of the former KPI review period.

It is incumbent upon Council Members and CEO to actively participate in the CEO Performance Review process and to provide feedback in accordance with the provisions of this Policy.

Responsible Officer	Chief Executive Officer
----------------------------	-------------------------

History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 2021
Related Documentation	



Council Policy

Extended Close of Business Over Christmas

Purpose

The purpose of this Policy is to provide employees with the benefit of being able to have certainty about the Christmas and New Year holiday break period and plan for travel and Christmas arrangements in advance

Scope

This Policy applies to all Shire of Westonia (Shire) employees.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Extended Close of Business Over Christmas".

Policy Statement

The Council office & depot will be closed from 12 noon on the last working day prior to the Christmas Day holiday until normal office hours on the day following the New Year public holiday. At least one Senior staff member will remain contactable and reasonably close to town in the event of an emergency such as a bushfire during this shutdown period.

Full Time staff will also be granted 2 paid "grace and favour days" based on their ordinary hours in recognition of time worked in excess of normal hours during the year, to assist with covering their leave over the shutdown period between Christmas and New Year. Staff required to work during the Christmas Shutdown period as part of responding to an emergency will be granted the equivalent hours of ordinary time paid leave by agreement at another time.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Superannuation Extra Payment

Purpose

The purpose of this Policy is to increase the attractiveness of the Shire of Westonia (Shire) as an employer by improving the overall conditions of employment, and to encourage employees to contribute to their own superannuation funds.

Scope

This Policy applies to employees of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Superannuation Extra Payment".

Policy Statement

The Shire of Westonia encourages their employees to contribute towards their superannuation funds by matching the payment up to 5%.

If an employee does not wish to contribute to their superannuation, then no extra payment is to be made. If an employee wishes to contribute over 5%, then the maximum the Shire is to contribute is 5%.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Employee Uniforms

Purpose

To provide an operating procedure that ensures the appearance of Shire employees reflects the values and professionalism of the organisation and encourages a positive public perception of the Shire and its employees.

To build the public profile of the Shire by presenting a professional image and encourage a feeling of pride in keeping with the values of the organisation through providing employees with professional and practical uniform guidelines, including permanent staff or extended contract staff (>6 months) and salaried staff

Scope

This policy applies to employees of the Shire of Westonia who respond or are covered by the Local Government Officers' (Western Australia) Award (the Award).

Uniform/clothing requirements may vary between work areas and positions.

This policy does not apply to volunteers.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Employee Uniforms".

Policy Statement

- The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - indoor employees –
 - standard of dress if not wearing uniform,
 - uniform allowance, whether private purchase or through corporate supplier,
 - wearing and use of PPE is mandatory for relevant tasks
 - outdoor employees –
 - wearing and use of PPE is mandatory at all times
 - PPE and Clothing to be provided by the Shire,
 - conditions of use of PPE and uniforms,
 - wearing of PPE or clothing displaying the Shire logo out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.
- Uniform allowance for indoor employees, following completion of probation period –
 - full time employee - \$500 per year
 - part time employee - \$250 per year

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	Code of Conduct – Employees



Purpose

The Shire of Westonia will plan and conduct works in such a manner that the health, safety and welfare of persons is given the highest level of protection, so far as is reasonably practicable, including for:

- a) Any members of the community, or other persons, who may be affected by works undertaken;
- b) All workers, whilst engaged in the performance of works, and;
- c) All visitors to our workplaces.

Scope

This policy is applied to the Shire of Westonia employees, elected members, contractors & volunteers.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Work, Health & Safety".
Employees	Persons performing work with the Shire of Westonia.
WHS	Work Health and Safety
Workplace	A workplace as defined within the 'Work Health & Safety Act 2020

Policy Statement

The Shire understands and accepts responsibilities imposed under Workplace Health and Safety (WHS) legislation and is committed to providing healthy and safe working conditions, which are aimed at the prevention of work related injuries or ill health. Consistent with this, the Shire will:

- a. Provide and maintain a healthy and safe work environment through the proactive identification of work related hazards and elimination of these where possible, or reduction of associated risk level through the application of the hierarchy of risk controls where hazards cannot be completely eliminated;
- b. Strive to achieve high standards and continuous improvement in work health and safety performance by utilising best practice procedures and taking into account current levels of technical knowledge and development;
- c. Comply with all applicable legislation and requirements;
- d. Establish, implement and maintain an Work Health and Safety Management System; including measurable objectives and targets aimed at elimination of work related injury and illness;
- e. Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision as applicable;
- f. Effectively communicate and consult with all WHS duty holders, including workers and their representatives, so as to ensure that everyone within the workplace is offered the opportunity to participate in the ongoing development of a healthy and safe workplace; and
- g. Ensure that all workers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others

- h. through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor.

Copies of this Policy shall be made readily available to all workers, and any other interested parties, including through display within the workplace

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Work Health and Safety Act 2022. Work Health and Safety (general) regulations 2022
Related Documentation	



Council Policy

Use of Shire Information Technology (IT) Facilities for Employees

Purpose

The purpose of this Policy is to establish guidelines for use of Shire of Westonia (Shire) IT facilities so as to ensure they are used in an appropriate manner

Scope

This Policy applies to all Shire of Westonia employees and others to whom access to IT facilities has been provided

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Use of Shire Information Technology (IT) Facilities for Employees”.

Policy Statement

This Policy outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire.

General Use

- The Shire reserves the right to, without notice, modify, upgrade, withdraw, or otherwise alter any facilities provided.
- The Shire has ownership of all files and email messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this Policy.
- Users should respect the resource limitations of the IT facilities provided. Resources are not infinite.
- Any facilities provided are for the business purposes of the Shire. The Shire is not responsible for meeting any costs resulting from either misuse of facilities or the use of facilities for non- business related purposes.
- The Shire supports only those facilities which it provides for business purposes. Hardware, software, operating systems, and networking protocols not in use at, or provided and approved by, the Shire of Westonia IT Department, are not supported.

Storage

- All corporate information including correspondence, minutes of meetings, memos, file notes, reports etc. are to be stored in the Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.
- Emails and faxes sent and received and of a corporate nature are to be captured and stored in the Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.
- Corporate documents are not to be stored on desktop computers or on portable media. There are appropriate methods for storing draft and working documents within the Records Keeping System.

Network drives are provided for non-corporate documents only and only limited quotas are allowed. It is the responsibility of each employee to understand what should be stored in the Records Keeping System and this information can be obtained from the Records Department.

- Only the network drives and corporate systems are backed up. Local drives are not backed up and users are responsible for any loss of data stored on local drives or on portable media.
- Duplication of data is to be avoided.

Installing Unauthorised Software or Files

- Users are not to purchase, install, copy, or use any software without prior written consultation with the IT Department.
- The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used or stored on Shire of Westonia systems.
- The installation and use of third party 'screen savers' is not permitted.

Access to Computer Facilities

- Users are to use only those facilities which they have been properly authorised to use by the relevant manager. Authorisation is to be provided to IT services in writing before access is provided and/or modified.
- Users are not to use any of the facilities provided by the Shire in such a way as to reflect negatively upon the Shire, either in part or as a whole.
- Users are not to use any of the facilities provided by the Shire in such a way as to achieve personal gain or to earn income external to their employment at the Shire.
- The playing of games on Shire computers is not permitted.
- Where the use of any IT facility is governed by a password, the password is not to be inappropriately divulged to any other person.
- Users are to take every reasonable precaution to ensure that their passwords, accounts, software, and data are adequately protected. It is recommended that no passwords are written down and kept at or near a user's desk.
- Any computer account or facility allocated to a user is for their exclusive use. The user is not to allow another person to use it without appropriate authorisation from management or IT services.
- Users are to comply with any directive (verbal, written, or electronic) from IT services relating to access to IT facilities.
- Users are to treat IT facilities and telephones with respect. Any wilful damage sustained to equipment is to result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.
- Food and beverages are not to be consumed in close proximity to IT equipment.
- Users are to be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, online time should be kept to a minimum. The Shire is not to be responsible for any excessive costs incurred. Next G devices are available for senior staff who have to travel and need internet access.
- Remote access to the Shire IT facilities is provided on a needs bases. Those seeking such access require approval in writing from their manager. Users with remote access are to take extra care in relation to security issues and report any breaches, or perceived breaches, of security immediately to IT services, and are to use passwords with at least eight characters containing a mixture of upper and lower case alpha characters and numbers.

- IT services reserve the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned, notification of the anticipated down time is to be communicated if possible. If an employee has a particular need for after-hours access to IT facilities, they are to liaise with IT services in advance to arrange access options.

Security

- Regardless of the prevailing security, or lack of security, users are not to access any data or software except data or software that belongs to the user or has been provided for their use, or is stored on a shared medium for which they have been granted access.
- Users are not to attempt to rename, delete, or modify data of another user without prior authorisation from IT services, except for data or files stored on a shared network facility or transferred in/out via a shared network facility, or unless under direction of their supervisor.
- Anti-virus software protection is provided at both server and desktop level. If a user suspects their machine has become infected with a virus or similar, they are to report the issue to IT services immediately.
- Users are encouraged to log out of their workstations when they are not in use. An auto- locking policy is in place that locks computer if not used for more than thirty minutes.
- Users are to correctly shut their computer systems down before finishing work each day, unless otherwise requested by IT.
- Users are to report to IT services, without delay, any breaches, either real or perceived, of security.

Voicemail

- Voicemail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Where possible, telephones should be diverted to another officer.
- The system is to be used for its intended purpose and is not to be used as a means of avoiding answering telephone calls.
- The legitimate use of voicemail is for cases where employees are out of their offices for short periods where phone calls would go unanswered. Voicemail should not be used to take calls when employees are on leave.
- Users are to work with each other to minimise the reliance on voicemail as much as possible. This is to ensure that a high level of customer service is maintained.

IT Support

- The Shire outsources the management of its IT systems to Wallis Computer Solutions. Part of this partnership involved the Shire establishing a Helpdesk system to enable users to request IT support. Employees should use this system to report problems or requests to the Shire's Senior Finance Officer. This system allows IT to attend to service calls in a fair sequence and by level of priority.
- Users are to understand that they are not to contact Wallis Computer Solutions directly. If the matter is a priority, the user should inform the Manager of Corporate and Community Services who is to contact Wallis Computer Solutions to ask for urgent support.

Internet and Email

- The provision of internet browsing facilities to a user is to be authorised in writing by the relevant manager.
- Email users are to check their email frequently, delete any unnecessary messages promptly and manage their email files wisely. Limits are set on mailbox sizes, therefore users are to make sure emails are registered into the Records Keeping System.
- When commencing leave, employees are to utilise the ability of the email software to forward incoming mail to the person who is acting in the position during their absence.
- Outlook Calendars are regarded as a management tool and are to be made available for other employees

to review. Personal appointments can be marked 'private' so reviewers are not able to see the details of the content.

- Subject to the balance of this Policy, employees may use the internet access provided to them for:
 - Work related purposes;
 - Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Westonia email address in the From or Reply header, a disclaimer is to accompany the email to the effect that the view of the sender may not represent those of the Shire of Westonia;
 - Accessing the World Wide Web, including social networking websites, for limited personal purposes during an employee's normal lunch breaks;
 - Utilising any other internet service or protocol for personal purposes after obtaining permission in writing to do so from the Shire's IT Department;
 - Email messages of a corporate nature that leave the Shire of Westonia destined for an external organisation are public records and are to be captured in the Records Keeping System. Any corporate email messages received are also to be captured in this manner; and
 - Use is conditional upon the personal use being moderate in time, not incurring costs for the Shire, and not interfering with the employment duties of the employee or their colleagues.
- Except in the course of an employee's duties or with the express permission of management, the internet access provided is not to be used for:
 - Personal commercial purposes or emails to advertise items;
 - Sending unsolicited bulk email such as advertising or announcement that are not related to Shire business;
 - Sending email that is inappropriate e.g. containing pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chain-mail, spam, harassing colleagues, or knowingly sending or forwarding virus-infected emails;
 - Dissemination of confidential information of the Shire of Westonia;
 - Any illegal purpose;
 - Knowingly causing interference with or disruption to any network, information service, equipment, or any user thereof;
 - Dissemination of personal contact information of employees without their consent;
 - Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person;
 - Knowingly downloading or requesting software or media files or data streams that are not related to Shire business;
 - Sending emails that have documents attached, to multiple users within the Shire. Documents of corporate value should be registered in the Records Keeping System, and can be referred to in emails. If a document is not of corporate value, it can be stored on the shared drive and referred to in an email;
 - The use of real-time messaging services such as ICQ, MSN, or Yahoo;
 - Websites including but not limited to those of the following nature:
 - Games,
 - Personal shopping/auctions,
 - Entertainment,
 - Adult entertainment,

- Pornography,
- Personal internet email,
- Chat rooms/channels, and
- Social networking sites for personal purposes.

Example Disclaimer to be used

This email message, including any attached files, is private and may contain information that is confidential. Only the intended recipient may access or use it. If you are not the intended recipient, please delete this email and notify the sender promptly. The view of this sender may not represent those of the Shire of Westonia. The Shire uses virus-scanning software but exclude all liability for viruses or similar defects in any attachment.

Unacceptable Use and Consequences

The Shire keeps, and may monitor, logs of internet usage which may reveal information such as which internet servers have been accessed and the email addresses of those they have communicated with. The Shire does not engage in real-time surveillance of internet usage and does not monitor the content of email messages sent or received by its employees unless a copy of such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and is not to disclose any of the logged, or otherwise collected, information to a third part except under compulsion of law.

Responsibility for use of the internet that does not comply with the Policy lies with the employee so using it. The employee is to indemnify the Shire for any direct loss, and reasonably foreseeable consequential loss, suffered by the Shire by reason of the breach of this Policy.

The Shire is to review any alleged breach of this Policy on an individual basis. If the alleged breach is of a very serious nature which breaches the employee’s duty of fidelity to the Shire, the employee is to be given an opportunity to be heard in relation to the alleged breach, and if it is admitted or clearly established to the satisfaction of the Shire, the breach may be treated as grounds for dismissal.

Council reserves the right to refer an employee’s use of Shire IT facilities to an appropriate law enforcement agency for alleged illegal use.

All alleged breach is to be dealt with as follows:

1. The employee is to be informed of the alleged breach and given an opportunity to respond to the allegation. If it is not satisfactorily explained, the employee is to be asked to desist from or, where applicable, remedy the breach.
2. If the breach is not desisted from or remedied, the Shire may withdraw the employee’s access to the internet or provide a first warning, to which the employee is to have an opportunity to respond.
3. If the infringing conduct continues, the employee may be given a second and a third warning. To each of which they shall have an opportunity to respond.
4. If a breach is committed after a third warning, the employee may be dismissed.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	State Records Act 2000
Related Documentation	



Council Policy

Hours Of Duty/Rostered Days Off

Purpose

To provide guidelines to allow management and staff flexible working arrangements to accommodate a reasonable work life balance

Scope

This Policy applies to employees of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “Hours of Duty/Rostered Days Off” .

Policy Statement

The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –

- a) outside workers – on the basis of a 8.5 hour day (8 hours on pay Thursday) 9 day fortnight with rostered day off being payday Friday
7.00am to 12.30pm
1.00pm to 4.00pm (3.30pm pay Thursday)
1 hour overtime to apply daily to outside crew
- b) inside staff –on the basis of a 8.5 hour day (8 hours on pay Thursday) 9 day fortnight with rostered day off
- c) accrual principles while on leave or public holidays,

Flexible Working Hours

With approval of the supervisor an employee may work flexible hours during a fortnightly pay period. Extra hours worked need to be redeemed during the same pay period (fortnightly) as extra hours worked under this arrangement will not be carried forward.

Overtime / Time in Lieu

Overtime/Time in lieu can be accrued and taken only with the prior approval of the CEO or by delegated authority. The CEO and the various supervisors shall ensure that the use of Overtime/Time in lieu is not excessive.

Overtime/Time in lieu will be calculated in 15 minute intervals.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)

Relevant Legislation	
Related Documentation	Code of Conduct – Employees WALGA Workplace Relations,



Council Policy

Payment to Employees in Addition to Contract or Award

Purpose

This policy is to set the broad framework for payments to employees in addition to contract or award.

Scope

This Policy applies to employees of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled “payments to employees in addition to contract or award”.

Policy Statement

The *Local Government Act 1995* requires that a local government prepare a policy in relation to employees, whose employment with the local government is finishing, setting out:

- payment is not to exceed that prescribed by regulations.
- the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- the manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy.

Back in 2010 and due to the proposed merger of Shire of Westonia and Westonia, to make the MEU Staff more comparable Employees received an additional \$10.00 per hour on top of the base pay rate determined by the award and was applied to the Westonia Employees.

Council is committed to providing competitive compensation to attract and retain high-quality employees. As part of this commitment, the Council will pay employees an additional \$10.00 per hour above the applicable award rate for their position. This additional payment applies to all regular hours worked. It does not apply to overtime, penalty rates, or other special conditions unless otherwise specified. The Council reserves the right to review and adjust this additional payment at its discretion, subject to applicable laws and regulations. Any changes to the additional payment amount will be communicated to employees in writing at least 30 days in advance of the change taking effect.

Recognition of Service – Long and Continuous Employment

That the following service pay entitlements apply to reward long service employees.

- 3-5 Years \$10 fortnight
- 5-7 Years \$20 fortnight
- 7-10 Years \$30 fortnight
- 10+ Years \$50 fortnight.

Payment on Compassionate Grounds

The CEO is authorised to provide flowers and a card to staff to the value of up to \$120 in the follow circumstances:

- Death of an immediate family member; or
- Birth of a child.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Section 5.50 of the <i>Local Government Act 1995</i>
Related Documentation	



Council Policy

Employee Use of Council Equipment

Purpose

The policy is intended to advise staff of Council's position on the private use of Council equipment.

Scope

This Policy applies to employees of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Employee Use of Council Equipment".

Policy Statement

The use of Council equipment by staff is permitted within moderation, and at the Chief Executive Officer's discretion for uses such as cleaning yards etc. on Council owned property. Where the employee intends using plant for personal gain or profit full private works rates are to be charged, including labour and overheads.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Police Clearance

Purpose

This policy is to assist the Shire to meet its regulatory requirements and duty of care to clients, employees, the public and its assets by ensuring that relevant employees and volunteers do not have a criminal record which may adversely affect these obligations. This policy sets out how the Shire manages the requirement for employees, preferred candidates, volunteers and potential volunteers to have police checks conducted prior to, and while undertaking their role with the Shire.

Scope

This policy applies to Shire employees, preferred candidates, volunteers and potential volunteers of the Shire.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Police Clearance".
Police check (National Police History Check)	a process of conducting a police records search about an individual's criminal history for the purposes of employment, voluntary work and occupation related licensing or registration to ensure the integrity of individuals placed in a position of trust.

Policy Statement

Prior to employment, potential new permanent shall undergo a National Police Check prior to undertaking any matter on behalf of the Shire.

If the Police Clearance indicates that the applicant's prior history is satisfactory for the proposed duties, then a contract of employment may be entered into. The cost of which is to be borne by the Shire.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Employee Travel

Purpose

To provide employees with guidelines of what are considered to be reasonable expenses incurred when travelling on official Council business and to ensure consistency, accountability and transparency in the payment of these expenses

Scope

This Policy applies to employees of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Employee Travel".

Policy Statement

45 minutes travelling will be paid to the outside works crew whilst carrying out duties north of the Koorda/Bullfinch Road.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Pre-Employment Medical Examination

Purpose

To provide the framework for the management of non-work related illness and injury and general employee fitness for work. To provide supervisor/managers with the required information to manage employee's fitness for work issues and concerns.

Scope

This Policy applies to employees of the Shire of Westonia.

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Pre-Employment Medical Examination".

Policy Statement

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment. The certificate is to be in a format approved by the Chief Executive Officer.

If the Medical Certificate states that the applicant's health and fitness is satisfactory for the proposed duties, then a contract of employment may be entered into.

The costs of the Medical Examination will be met by Council; however the medical practitioner used must be approved by the Chief Executive Officer.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Amended June 2024 (Resolution 06/06-24) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	

UNCLASSIFIED



Council Policy

Council Housing & Staff Accommodation

Purpose

To provide adequate subsidised housing to assist in the recruitment and retention of necessary and professional staff.

Scope

To provide a framework for the decision making process for the allocation of Council owned housing that is open and equitable

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Council Housing & Staff Accommodation".

Policy Statement

The allocation of Council owned housing to staff will be carried out as a part of corporate services responsibilities. The allocation of staff housing will be carried out to ensure that staff are housed in the most appropriate residence for their current situation with regard to houses which are subject to contractual arrangements.

Allocation of Housing:

The Shire of Westonia will provide quality well maintained housing for the following key employees of Council and key community members:

Chief Executive Officer
Deputy Chief Executive Officer
Works/Construction Supervisor
Maintenance Grader Operator
Swimming Pool Manager
Other Council Employees

It is generally accepted that single applicant's will be offered a 2 bedroom unit and couples or families will be offered a 3 bedroom house where available.

Where a residence is not required by Council staff in the medium to long term arrangements for private rental on a monthly basis to suitable applicants may be arranged. The amount of rent shall be paid at the full market rent for any private occupants.

On occasions where there is a medium-long term vacancy in any of the above positions the residence may be leased on a monthly basis at the market rate of rent.

Sale of Council Housing:

Tenants of any Council property for sale will be given the opportunity to purchase the property at the assessed market valuation provided that they have kept the property in good condition throughout their tenancy, have made all rental payments and have held a tenancy for 12 months or more.

This section of the policy is to encourage tenants to care for their property and invest in local housing within the Shire of Westonia.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	Residential Tenancy Act 1987 Local Government Act 1995
Related Documentation	



Council Policy

Housing Water Subsidy

Purpose

To ensure that eligible Shire employees are provided with suitable and accessible housing of a good standard that is managed appropriately in accordance with the Residential Tenancies Act 1987 (WA) and other associated regulations.

Scope

To provide a framework for the decision making process for the allocation of Council owned housing that is open and equitable

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Housing Water Subsidy".

Policy Statement

The Shire will subsidise water usage costs of employees who occupy Shire owned residences. A subsidy is provided on the condition that the surrounds and gardens of such residences are kept to a satisfactory standard. The Chief Executive Officer is to ensure that any wastage is brought to the attention of the employee concerned.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Employee Own Housing Incentive

Purpose

To provide adequate subsidised housing to assist in the recruitment and retention of necessary and professional staff.

Scope

This Policy applies to employees of the Shire of Westonia

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Employee Own Housing Incentive".

Policy Statement

Council will consider, on a case by case basis, providing affordable housing lots to staff as an incentive to retain employees in the community for a longer term. The provision of affordable housing lots to employees is done so on the understanding that employees will relinquish any Council provided housing entitlements and develop a dwelling on the land within a reasonable time.

Council will implement a housing incentive for employees who currently own their house and reside in it. The rationale behind the initiative is to reward staff for not burdening Council with the need for staff housing.

Employees, who are currently in a Shire provided house, receive their water bill free of charge if they keep the gardens at a satisfactory level. This does not occur for staff with their own house.

Council implements an employee housing incentive policy for permanent full time employees who currently own their house and reside in it to the value of \$500 per annum.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	



Council Policy

Flag Flown for Funerals

Purpose

The purpose of this policy is to ensure that Council show their respect to all residents of the Shire, past and present.

Scope

This Policy applies to employees of the Shire of Westonia

Definitions

Term	Meaning
Policy	This Shire of Westonia policy titled "Flag Flown for Funerals".

Upon Council being notified of a death in the community and or receiving a request that the flag be lowered to half-mast in accordance with the following:

The extract below is taken from the following publications:

The Australian National Flag written by Carol & Richardson Flagg published in 1995 – *The Australian National Flag at Half Mast* on page number 16.

"To achieve the half-mast position, the flag should be raised to the top of the flagpole, then in a continuing movement lowered slowly to half-mast. It is important that the flag appears to be at half-mast, and not to have fallen away from the top of the flagpole. This will generally be attained when the top of the flag is one third of the total length of the flagpole from the top.

Before lowering the flag for the day, it should be raised once again to the top of the flagpole and then lowered slowly to the ground."

Local Resident Burial: The flag is to be flown half-mast on the day of the funeral.

Outside Shire Burial: Once notified the flag is to be flown at half-mast on the day of the funeral.

Responsible Officer	Chief Executive Officer
History	Amended April 2022 (Resolution 08/04-22) Reviewed February 2026 (Resolution 08/02-26)
Relevant Legislation	
Related Documentation	