

Shire of Leonora
POLICY MANUAL

Updated – Ordinary Council Meeting:
20 October, 2026

INTRODUCTION

POLICY MANUAL OBJECTIVE

To provide clearly defined roles and communication channels between the Council and the Administration.

PURPOSE OF POLICIES

Legislation provides for policies to be determined by Council, and for the CEO to manage the day to day operations of the local government. Policies should provide a written reference to clearly link the higher level directions set by the Council and the operational considerations which the CEO will employ to cause council decisions to be implemented. Policies should provide guidance to articulate the strategic direction of Council and set out the position of the local government to follow at an operational level (e.g. we shall, we shall not), particularly where legislation does not provide such guidance. They are not necessarily intended to provide direction on how different functions are to be executed, except where legislation requires it.

The CEO/administration will interpret the policies and strategic direction set by Council to formulate operational processes and procedures. These processes and procedures should detail the tasks and requirements which must be accomplished, as well as specific actions to be performed by staff. They are essentially a set of business rules intended to communicate expected standards to staff from the CEO, to achieve the strategic direction of Council.

AMENDMENTS TO POLICIES

Amendments to policies may require either a simple majority or an absolute majority decision of council. This requirement is recorded individually for each policy.
Care should be taken when amending policies to ensure the required decision is correctly applied and recorded in the minutes of the council meeting where the amendment is made.

REVIEW OF POLICIES

Some policies require review in accordance with statutory provisions. Systems and processes are to be maintained for compliance. Where there is no mandated requirement for policy review, policies will aim to be reviewed on a biennial basis by Council.

REVIEW AND AMENDMENT RECORD:

The policy manual will include a version date to ensure the most current version being referred to, with a policy history being completed for each policy to track the date of all policy amendments, revisions etc.
Up to date / current policies of Council are also required by legislation to be published on the Shire's official website.

EXAMPLE POLICY HISTORY

Policy adopted XXX
Policy reviewed XXX
Policy amended XXXX

PREVIOUS POLICY:

Policy No. xxx

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(A) ADMINISTRATION

1. GENERAL ADMINISTATION

A.1.1 CHAMBERS

OBJECTIVE

To ensure that the Council Chambers are used only for appropriate purposes.

POLICY STATEMENT

The Council Chambers are only to be used during working hours for meeting purposes when there is a Councillor or Shire Officer present and/or by the invitation of the Chief Executive Officer.

The Chief Executive Officer is empowered to approve the use of the Council Chambers for other functions and meetings where special circumstances exist, however, it is Council's Policy the Council Chambers are used only for Council functions and meetings, and community groups or other organisations should be directed to other facilities and not use the Council Chambers.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	15 July 1997
Policy reviewed	
Policy amended	16 December 2011
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.1.2 (to 21 November 2023)

A.1.2 LEGAL REPRESENTATION

OBJECTIVES

This policy is designed to protect the interests of Council members and employees (including as past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good governance of the district. This policy applies in that respect.

POLICY STATEMENT

The Shire is committed to ensuring elected members and staff are performing their duties in a fair and objective manner and are protected from civil legal proceedings.
To achieve the objectives of this policy the Shire:

a) may provide financial assistance to elected members and employees in connection with the performance of their duties provided the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
b) may provide such assistance in the following types of legal proceedings:
    i) Proceedings brought by elected members and employees against third parties to enable them to carry out their local government functions, other than proceedings against the Shire or another elected members or employee (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
    ii) Proceedings brought against 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 member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions); and
    iii) Statutory or other inquiries where representation of members or employees is justified.
c) Will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
d) Ensure the legal services the subject of assistance under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Shire.

MANAGEMENT PROCEDURES

1. Applications for Financial Assistance

a) Subject to item (d), decisions as to financial assistance under this policy are to be made by the Council.

b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

c) An application to the Council is to be accompanied by an assessment of the request and a recommendation prepared by, or on behalf of, the Chief Executive Officer (CEO).

d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with legislative interest disclosure requirements.

e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO has authorisation to the value of $10,000 with that the power to make such an authorisation delegated to the CEO in writing. Council shall be advised immediately should the delegation be exercised.

f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application. This may be conducted in accordance with the 'Approvals at Short Notice' Policy.

2. Repayment of Assistance

a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Shire.

b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such moneys in a court of competent jurisdiction.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	22 November 2000
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.1.3 (to 21 November 2023)

A.1.3 MEETINGS OF COUNCIL – GUEST SPEAKERS

OBJECTIVE

To define appropriate parameters for guest speakers at Council meetings.

POLICY STATEMENT

Council's Policy is to support the scheduling of guest speakers at Council meetings where the subject matter is one of general information for all Councillors and not requiring any Council decision.

Guest speakers will be limited to approximately twenty minutes duration with an allowance of approximately ten minutes for questions from Councillors.

This Policy is not to be construed so as to allow persons to make submission for or against items on the agenda, or canvas issues that may be addressed by Council in the near future.

Applications to present at Council meetings are to be submitted to the CEO who will assess and approve or disapprove the request to address at Council meeting/s.

Where an applicant is dissatisfied with the outcome of the initial application, they may make an application at a meeting of Council through public question time, where a decision of Council will consider/provide for the guest speaker to appear or not.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	15 July 1997
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.1.6 (to 21 November 2023)

A.1.4 EXECUTION OF DOCUMENTS

OBJECTIVE

To establish protocols for the affixing of the Shire's Common Seal in accordance with legislation.

POLICY STATEMENT

Documents requiring the Common Seal may include, but shall not be limited to:

e) Sale of Shire owned land for which a Council resolution is required expressly stating that the final document is signed and sealed and the transaction finalised.
f) Legal Agreements
g) Contractual Agreement
h) A Town Planning Scheme and any Town Planning Scheme Amendments;
i) Documents relating to land matters including the lodgement of caveats, memorials, leases, transfers, deeds, licences, covenants, easements and withdrawal of instruments;
j) Local Laws
k) Service Agreements
l) New Funding or Contracts of Agreement between the shire and State or Commonwealth Governments for programs to which the Shire has previously adopted, or additions to existing programs, which in the view of the Chief Executive Officer are in accordance with the original intent of the Shire endorsed program; and
m) Any other documents stating that the Common Seal of the Shire is to be affixed.
n) The following documentation unless otherwise specified or expressly stated by Council resolution that the final document be signed and sealed and the transaction finalised, generally do not require affixation of the common seal:
    i) Withdrawal of caveats;
    ii) Purchase of land by the Shire;
    iii) Sale of Shire owned land;
    iv) Subdivision of Shire owned land.

The Chief Executive Officer is to determine and interpret instances requiring the Common Seal to be affixed.

AUTHORISED SIGNATURES

The President and Chief Executive Officer are authorised to affix and sign all documents to be executed under the common seal; however, in the absence of the President and/or the Chief Executive Officer, as the case may be, the Deputy President and the Acting Chief Executive Officer are authorised to affix the common seal.

WITNESSING OF SIGNATURE

The common seal may only be affixed in the presence of both the President and the Chief Executive Officer (or the Deputy President and/or the Acting Chief Executive Officer, as the case may be), each of whom is to sign the document to attest that the common seal was so affixed.

REGISTER TO BE MAINTAINED

Details of all transactions where the common seal has been affixed shall be recorded in a register, with such register to record each date on which the common seal was affixed to a document, the nature of the said document, and the parties to any agreement to which the common seal was affixed.

The register is to record each transaction with an identifying number that is to be recorded against the common seal as it is affixed.

Other recording and reporting to be maintained with legislative requirements as required.

REPORTING TO COUNCIL

Council will receive a copy of details from the register of all Common Seals affixed for the previous month at the first Ordinary Council Meeting of each month.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	15 July 1997
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.1.8 (to 21 November 2023)

A.1.5 EXTERNAL COMPLAINTS MANAGEMENT

OBJECTIVE

Demonstration of the Shire's commitment to providing an efficient, effective, transparent and consistent approach to managing complaints.

POLICY STATEMENT

This policy applies to all staff, contractors and volunteers of the Shire who receive and manage customer complaints / feedback relating to services delivered by or on behalf of the Shire.

The Shire recognises an effective complaint management system is an essential part of providing quality customer service and encourages a proactive approach to complaints / customer feedback management. The Shire's management of customer feedback and complaints is set in line with the standards set in the Code of Conduct for Employees, and the Code of Conduct for Council Members, Committee Members and Candidates. All feedback will be attended to in an equitable, unbiased manner.

The Shire will collect and register data on customer complaints and/or feedback through its record management system, maintaining confidentiality of complainants. Where appropriate the decision or action taken regarding the customer complaint / feedback should be communicated to the customer as soon as the decision or action is taken.

COMPLAINTS REGARDING A SERVICE PROVIDED BY THE SHIRE

RECEIVING COMPLAINTS

- For a complaint to be actioned in accordance with this policy, it must be recorded in writing.
- All actioned complaints are to be recorded in a register of complaints.
- Acknowledgement of receipt of the complaint is to be provided within three working days.
- Chief Executive Officer (CEO) will manage complaints relating to Staff and the Shire President. The Shire President will manage complaints relating to Elected Members and the CEO.
- Resolution of the complaint does not necessarily require the complainant be satisfied with the action. If the matter is not resolved within the required timeframes, the responsible officer must ensure the customer is kept informed of the situation until the matter is resolved.

UNRESOLVED COMPLAINTS

- If the complaint is still dissatisfied, the customer will be informed the matter can be referred to an external body such as the Ombudsman and/or the Department of Local Government.

COMPLAINTS ABOUT COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Complaints made about Council Members and Committee Members can be made where breaches of the *Local Government Act 1*995 (LG Act), the Code of Conduct for Council Members, Committee Members or Candidates, or other written law have occurred:

- Minor Breach: includes —
  - i. breach of a local law relating to conduct at meetings;
  - ii. improper disclosure of information;
  - iii. securing personal advantage or disadvantaging others;

iv. misuse of local government resources;
v. non-disclosure of interests adverse to impartiality;
vi. acceptance of gifts;
vii. prohibition against involvement in administration; and
viii. Contravention of a rule of conduct as per Code of Conduct for Council Members, Committee Members and Candidates –
a) including contraventions of a rule of conduct when the Council Member was a Candidate.

- Serious Breach: includes —
  i. failure to disclose a direct or indirect financial interest or proximity interest at a meeting;
  ii. failure to lodge a primary return when due;
  iii. failure to disclose information in a return;
  iv. member made improper use of information acquired in the performance of his or her functions under the LG Act or any other written law
  a) to gain directly or indirectly a financial advantage for the member or any other person,
  b) to cause financial detriment to the local government or any other person.

- Code of Conduct Breach: includes breaches of the behaviours set out in Division 3 of the Code of Conduct for Council Members, Committee Members and Candidates.

MAKING A COMPLAINT

Any person or their representative may lodge a complaint. Complaints will be accepted:

- In writing to the Shire of Leonora PO Box 56, Leonora WA 6438
- In person at the Shire Administration
- By email to ceo@leonora.wa.gov.au
- By telephone 9037 604 4 (complaint will need to be in writing before being actioned)

ANONYMOUS COMPLAINTS

The Shire will not accept anonymous complaints.

COMPLAINT RESOLUTION

Where a complaint has been investigated and found to be justified, the designated officer will ensure that the remedy is carried out and will advise the complainant that the Shire has substantiated the complaint and the specific action that has/will be taken by the Shire to respond to the circumstances of the complaint.

Where a complaint has been investigated and the complaint has not been substantiated, the designated officer will provide a formal response to the complainant outlining the reasons why no further action will be taken.

COMPLAINT REVIEW

When a complainant is dissatisfied with the way a complaint has been handled, or with the final determination made, the following will occur:

- The CEO will allocate the review of the complaint to a designated officer, not being the designated officer that undertook the initial investigation.
- The designated officer will review the outcomes or actions taken and prepare a report for the CEO with recommendations
- Following the report the CEO will determine the appropriate resolution of the outstanding complaint, and the review of the complaint handling process applied.
- A complainant may at any time contact the Ombudsman Western Australia, or other appropriate statutory external body, if they are dissatisfied with the handling of their complaint.

CONFIDENTIALITY

Complainants and the subject of the complaint have the right to privacy. When making or dealing with a complaint confidentiality is to be maintained.

AMENDMENTS TO THE POLICY

Amendments to this policy require a simple majority decision of Council.

POLICY HISTORY

Policy adopted	18 February 2020
Policy amended	16 February 2021
Policy amended	21 November 2023
Policy amended	12 December 2025

PREVIOUS POLICY:

Policy No. A.1.9 (to 21 November 2023)

Shire of Leonora
Complaint About Alleged Breach Form -
Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

Name of person who is making the complaint:
Name: _____ Given Name(s) Family Name

Contact details of person making the complaint:
Address: _____ Email: _____ Contact number: _____

Name of council member, committee member, candidate alleged to have committed the breach:

State the full details of the alleged breach. Attach any supporting evidence to your complaint form. (Please refer to the Code of Conduct for Council Members, Committee Members and Candidates clauses 8, 9 and 10 to appropriately reference the alleged breach)
Attach additional pages if required.

Date of alleged breach:
_____ / _____ / 20_____

SIGNED:

Complainant's signature: …….

Date of signing: _____ / _____ / 20_____

Received by Authorised Officer

Authorised Officer's Name: ……..…….

Authorised Officer's Signature: …….
Date received: _____ / _____ / 20_____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:

Shire of Leonora
Chief Executive Officer (Complaints Officer)
Email: ceo@leonora.wa.gov.au
Address:
16 Tower Street
LEONORA WA 6438

Or

PO Box 56
LEONORA WA 6438

A.1.6 CITIZENSHIP CEREMONY

OBJECTIVE

To meet the requirements of the Australian Citizenship Ceremonies Code, Council is to set a dress code for Australian Citizenship Ceremonies.

POLICY STATEMENT

As Citizenship Ceremonies are an important event, the attire worn by attendees is to reflect the significance of the occasion. Conferee/s and guests should be dressed in semi-formal / smart casual attire as appropriate for the local community and be well groomed to reflect the importance of this occasion. National or traditional dress is welcome.

The following attire is not considered semi-formal / smart casual:

- Beach wear
- Rubber thongs
- Bare feet
- Slippers
- Offensive shirts
- Sports training apparel.

AMENDMENTS TO THE POLICY

Amendments to this policy require a simple majority decision of Council.

POLICY HISTORY

Policy adopted	18 February 2020
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.1.10 (to 21 November 2023)

A.1.7 RECORDKEEPING POLICY

OBJECTIVE

To guide record keeping and records management responsibilities and systems in accordance with legislative requirements and the approved Recordkeeping Plan.

POLICY STATEMENT

The Shire is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Shire is obliged to maintain evidential records. Records created and received by Shire personnel, elected members and contractors are to be managed in accordance with the Shire's approved Recordkeeping Plan, this Policy and associated procedures.

CREATION OF RECORDS

It is the responsibility of all staff and contractors to ensure the business, operational and corporate activities of the Shire are appropriately documented, and records are created and maintained in fulfilment of legislative requirements.

Elected Member records must be created and kept which properly and adequately record the performance of member functions arising from their participation in decision making processes of all meetings where they represent Council on Committees or external bodies. This requirement should be met through the creation and retention of records of meetings of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of Council and the discharge of its business. Any correspondence received as part of their duties should be periodically returned to the Shire for registering into the appropriate record keeping system.

All staff including contractors, are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

CAPTURE AND CONTROL OF RECORDS

Records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata, into the local government recordkeeping and business systems, managed in accordance with sound recordkeeping principles and approved record keeping plan.

SECURITY AND PROTECTION OF RECORDS

The Shire is responsible for the security and protection of all records created or captured as part of the Shire's Day to day operations. All Shire staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the Shire's business. Records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with the necessary retrieval, preservation and storage requirements.

ACCESS TO RECORDS

1) **Staff and Contractors:** will be in accordance with designated access and security classifications.

2) **General Public:** will be in accordance with the legislative provisions (including Freedom of Information).

3) **Council Members:** will be via the Chief Executive Officer in accordance with the *Local Government Act 1995* and Shire Policy.

Appraisal, Retention and Disposal of Records

Records will only be destroyed or otherwise disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records issued by the State Records Office and following authorisation from the Chief Executive Officer.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

Policy History

Policy adopted	18 February 2020
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	12 December 2025

Previous Policy:

Policy No. A.1.11 (to 21 November 2023)

A.1.8 LEGISLATIVE COMPLIANCE

OBJECTIVE

To ensure that the Shire upholds its commitment to meet a high level of compliance with legislative requirements applying to local government and takes any necessary action to rectify any breach as soon as reasonably possible.

BACKGROUND

Many principles of good governance make reference to ensuring appropriate policies, procedures and processes are in place for local governments to comply with both the letter and the spirit of the law.

The community, elected members and employees of the Shire have an expectation the local government will comply with applicable legislation and the Council should take all appropriate measures to ensure this expectation is met.

POLICY STATEMENT

The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.

These processes and structures will aim to: -

o) Develop and maintain a system for identifying legislation applicable to the Shire's activities;
p) Assign responsibilities for ensuring that regulatory obligations are fully considered and implemented;
q) Provide relevant and appropriate training for staff, elected members, volunteers and other applicable people in the legislative and regulatory requirements affecting them;
r) Provide necessary resources to identify and remain up to date with new legislation;
s) Establish a mechanism for recording and reporting non-compliance;
t) Review instances where there may have been non-compliance and report through risk management processes to mitigate against future occurrences;
u) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved;
v) Ensure audits are performed to assess compliance;
w) Requires necessary action to rectify any identified breach as soon as reasonably possible; and
x) Establish an internal audit function to provide an independent and objective evaluation of the Shire's internal procedures and controls.

ROLES AND RESPONSIBILITIES

Elected Members and Committee Members

- Councillors and Committee members have a responsibility to be aware of and to abide by legislation applicable to their role.

Senior/Executive Management

- Senior staff should ensure that directions relating to compliance are clear, unambiguous and applicable legal requirements for each activity they are responsible for administering are identified. All staff are to be given the opportunity to be regularly informed, briefed, updated and/or trained about key legal requirements relative to their position description, utilising available resources to accomplish this.

Employees

- Employees have a duty to seek information and guidance on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of non-compliance they become aware of.

IMPLEMENTATION OF LEGISLATION

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure future actions comply with the amended legislation and changes are appropriately communicated to all required personnel.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	21 November 2023 - NEW
Policy reviewed	12 December 2025
Policy amended	-

PREVIOUS POLICY:

Policy No. N/A

A. 1.9 APPROVALS AT SHORT NOTICE

OBJECTIVE

This policy provides the Shire the ability to act on matters requiring a simple majority council decision in between meetings, where it is not in the interest of the Shire to defer consideration of the decision.

POLICY STATEMENT

To provide the CEO the ability to seek council endorsement, out of session, on minor matters. The policy cannot be enacted for any matter or action requiring an absolute majority decision of Council.

MATTER ARISING – SHORT NOTICE

The CEO will prepare an agenda item for council to consider, relating to the matter to be considered, detailing the following information:
Details to support the timing / necessity for consideration in accordance with this policy;
Information pertinent to provide sufficient information to allow elected members to make an informed decision;
The benefit / disadvantage to the district if the matter was not considered at short notice;
Risk information; and
Financial implications.

APPROVALS – SHORT NOTICE

Where the timing of a matter being brought before the Shire requiring a decision does not provide an opportunity for council to consider the matter at a scheduled meeting (such as when received at short notice), the CEO shall:

a) Prepare an agenda item in accordance with regular processes / procedures and circulate to the council via email;
b) Email correspondence is to set a reasonable period of notice for elected members to respond (not less than 24 hours);
c) If no objections are raised within the set notice period by an elected member to the CEO, it will be taken by the CEO the elected member agrees with the recommendation;
d) Decisions on matters at short notice will be made once agreement has been received from a simple majority of all elected members; and
e) Decision is to be presented for ratification at the next ordinary meeting of council with a copy of the agenda item included in the minutes.

EXCLUSIONS

Matters which may not be considered by this policy include:

- Any decision requiring an absolute majority decision of council; and
- Tenders.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	21 November 2023 - NEW
Policy reviewed	12 December 2025
Policy amended	-

PREVIOUS POLICY:

Policy No. A.1.10 (to 12 December 2025)

A. 1.10 CHRISTMAS CLOSURE POLICY

OBJECTIVE

To provide direction to the Chief Executive Officer (CEO) in relation to the closure of Shire facilities over the Christmas and New Year period.

POLICY STATEMENT

Each year, the closure of Shire facilities and a reduction in services will commence at a suitable time as approved by the CEO. The CEO will determine what facilities and services are reduced or closed.

Dates will be adjusted in accordance with each year's public holidays, but closures will commence no later than the 23rd of December, and return to work will be no earlier than the 3rd of January.

ADVERTISING THE CLOSURE

Staff are to be advised of the closure period by 1st September of each year to allow sufficient notice for leave planning and travel arrangements.

A minimum of four weeks prior to commencement of the closure period, the CEO or their delegate will notify the community of the closure dates and details for that year and advertise the dates of the closure period on the Shire's:

- website,
- social media page (Facebook), and
- public noticeboards.

These advertisements are to include details of the emergency contact number(s) for customers to access essential operations during the closure period.

MAINTAINING ESSENTIAL SERVICES

The CEO will determine what essential operations are to be provided during the closure period each year and ensure that appropriate employees are available to resource the provision of these operations.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	20 August 2024 NEW
Policy reviewed	12 December 2025
Policy amended	-

PREVIOUS POLICY:

Policy No. A.1.11 (to 12 December 2025)

A. 1.11 PRIVACY AND RESPONSIBLE INFORMATION SHARING (PRIS)

OBJECTIVE

The objective of this Policy is to:

- Protect the personal information of individuals that is collected, used, stored, disclosed or otherwise handled by the Shire of Leonora;
- Ensure the Shire complies with its obligations under the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act) and the Information Privacy Principles (IPPs);
- Establish clear and transparent practices for the collection, use, storage, security, disclosure and disposal of personal information; and
- Enable responsible information sharing that delivers public benefit in accordance with the Responsible Information Sharing Principles under the PRIS Act.

POLICY STATEMENT

This Policy applies to:

- All Council Members;
- All employees (including casual and temporary staff);
- Contractors, consultants and agency staff;
- Volunteers;
- Committee members; and
- Contracted service providers where the relevant contract requires compliance with the PRIS Act and/or this Policy.

It applies to all personal information (including sensitive information) handled by the Shire in any format (electronic, paper, audio, visual or other recorded form), whether collected directly from individuals or obtained from third parties.

The Shire of Leonora is committed to protecting the privacy of personal information and handling it lawfully, fairly, transparently and securely. The Shire will only collect, use, disclose and share personal information in accordance with the PRIS Act, the Information Privacy Principles, and this Policy.

DEFINITIONS

Term	Meaning
Personal Information	Information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether recorded in a material form or not.
Sensitive Information	A subset of personal information that includes information or an opinion about an individual's racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs, membership of a professional or trade association or trade union, sexual orientation or practices, criminal record, health information, genetic information, or biometric information.
IPP Entity	An entity to which the Information Privacy Principles

	apply under the PRIS Act (including local governments).
Information Privacy Principles (IPPs)	The 11 principles set out in Schedule 1 of the PRIS Act that govern the handling of personal information.
Responsible Information Sharing	The sharing of government information (including personal information) under the PRIS Act for permitted purposes and in accordance with the Responsible Information Sharing Principles.
Information Breach	Unauthorised access to unauthorised disclosure of, or loss of personal information held by the Shire.

COLLECTION OF PERSONAL INFORMATION (IPP 1)

The Shire will only collect personal information that is reasonably necessary for, or directly related to, one or more of its functions or activities.
Wherever practicable, the Shire will collect personal information directly from the individual concerned. When collecting personal information, the Shire will take reasonable steps to notify the individual of:

- The identity and contact details of the Shire;
- The purposes for which the information is collected;
- Any usual disclosures of the information;
- Whether the collection is required or authorised by law; and
- The consequences (if any) of not providing the information.

USE AND DISCLOSURE OF PERSONAL INFORMATION (IPP 2)

The Shire will only use or disclose personal information for the primary purpose for which it was collected, or for a secondary purpose if:

- The individual has consented;
- The individual would reasonably expect the use or disclosure and it is related to the primary purpose;
- The use or disclosure is required or authorised by or under an Australian law or a court/tribunal order;
- A permitted general situation exists (e.g. serious threat to life, health or safety); or
- The use or disclosure is otherwise permitted under the PRIS Act.

Sensitive information will only be used or disclosed with consent, or where specifically authorised by law.

RESPONSIBLE INFORMATION SHARING

The Shire may share government information (including personal information) with other public entities or specified external entities under the PRIS Act's responsible information sharing framework where:

- The sharing is for a permitted purpose (e.g. informing government policy, delivering public services, research with public benefit, or emergency management);
- The Responsible Information Sharing Principles are applied; and
- Any required assessments, approvals or information sharing agreements are in place.

The Shire will not share information under this framework primarily for commercial gain, law enforcement or national security purposes.

DATA QUALITY (IPP 3)

The Shire will take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, up-to-date, complete and relevant, having regard to the purpose of the use or disclosure.

STORAGE, SECURITY AND RETENTION (IPP 4)

The Shire will take reasonable steps to protect personal information from misuse, interference, loss, and unauthorised access, modification or disclosure. This includes:

- Storing personal information within Australia under Australian legal jurisdiction wherever practicable;
- Applying appropriate technical, physical and administrative security measures; and
- Ensuring contracted service providers are required to comply with equivalent standards.

Personal information will be retained only for as long as required for the purpose for which it was collected, or as required by the State Records Act 2000 (WA) or other applicable law. When no longer required, personal information will be securely destroyed or permanently de-identified.

OPENNESS AND TRANSPARENCY (IPP 5)

This Policy will be made publicly available on the Shire's website. Individuals may request a copy of this Policy or further information about how the Shire manages personal information by contacting the Shire.

ACCESS AND CORRECTION (IPP 6 AND IPP 7)

From the commencement of the relevant PRIS Act provisions, individuals may request access to, or correction of, their personal information held by the Shire. Requests will be handled in accordance with the PRIS Act and, where applicable, the Freedom of Information Act 1992 (WA).

The Shire will take reasonable steps to correct personal information if it is satisfied that the information is inaccurate, out-of-date, incomplete, irrelevant or misleading.

ANONYMITY AND PSEUDONYMITY (IPP 8)

Wherever it is lawful and practicable, the Shire will give individuals the option of not identifying themselves, or of using a pseudonym, when dealing with the Shire.

CROSS-BORDER DISCLOSURE (IPP 9)

The Shire will not disclose personal information to a recipient outside Australia unless:

- The individual consents;
- The disclosure is required or authorised by law; or
- The Shire is satisfied that the recipient is subject to a law or binding scheme that provides substantially similar protection, or other appropriate safeguards are in place.

ADOPTION, USE OR DISCLOSURE OF GOVERNMENT RELATED IDENTIFIERS (IPP 10)

The Shire will only adopt, use or disclose a government related identifier in accordance with the PRIS Act.

PRIVACY IMPACT ASSESSMENTS

The Shire will undertake privacy impact assessments where required by the PRIS Act, or where a proposed activity is assessed as high risk to privacy (including significant new projects, systems or information sharing arrangements).

INFORMATION BREACH MANAGEMENT

The Shire will maintain procedures for identifying, containing, assessing and responding to information breaches. Serious data breaches will be managed in accordance with the PRIS Act (notifiable breach scheme commencing 1 January 2027) and reported to the relevant authorities and affected individuals as required.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Council	Adopt and periodically review this Policy; provide governance oversight.
Chief Executive Officer	Ensure organisational compliance with the PRIS Act and this Policy; allocate

	resources; report significant privacy risks or breaches to Council.
All Employees, Contractors & Volunteers	Comply with this Policy and related procedures when handling personal information.
Privacy/Information Sharing Officer (or nominee)	Provide advice, coordinate privacy impact assessments, manage access/correction requests and breach responses, and maintain relevant registers.

RELATED DOCUMENTS AND LEGISLATION

Privacy and Responsible Information Sharing Act 2024 (WA)
Information Commissioner Act 2024 (WA)
State Records Act 2000 (WA)
Freedom of Information Act 1992 (WA)
Local Government Act 1995 (WA)

RELATED SHIRE DOCUMENTS

- Record Keeping Plan
- Freedom of Information Statement
- Code of Conduct
- Information Breach Response Procedure (or equivalent)
- Any relevant Information Sharing Agreements

REVIEW

This Policy will be reviewed at least every three years, or earlier if required by changes in legislation, significant organisational change, or as directed by Council.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	20 October 2026 NEW
Policy reviewed	
Policy amended	-

PREVIOUS POLICY:

New

2. FINANCE

A.2.1 BORROWING MANAGEMENT

OBJECTIVE

To define the conditions under which to the Shire will consider the use of borrowings to fund its activities.

POLICY STATEMENT

A local government may borrow to perform the functions and exercise the powers conferred on it by legislation. It the general position of Council not to maintain borrowings to fund activities.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	21 November 2023 - NEW
Policy reviewed	12 December 2025
Policy amended	-

PREVIOUS POLICY:

Policy No. A.2.2. (to 12 December 2025)

A.2.2 RATING

OBJECTIVE

In applying the rating principles set out within by legislation and in making the decisions on the purpose for which the land is held or used or identifying any other characteristics of the land, the following principles will be observed:

- Objectivity – the use of land should be reviewed and determined on the basis of an objective assessment of relevant criteria. External parties should be able to understand how and why a particular determination was made.
- Fairness and Equity – each property should make a fair contribution to rates based on a method of valuation that appropriately reflects its use.
- Consistency – Rating principles should be applied, and determinations should be made in a consistent manner. Like properties should be treated in a like manner.
- Transparency – Systems and procedures for determining the method of valuation should be clearly documented.
- Administrative Efficiency – rating principles and procedures should be applied and implemented in an efficient and cost-effective manner.

POLICY STATEMENT

In order for the Minister to ensure legislative rating principles are applied to any separately identifiable rateable portion of land within the district, the Shire is to have systems and procedures to:

- identify and record any changes in land use;
- review the predominant use of land affected by significant land use changes;
- consult with affected parties;
- obtain Council approval to apply to the Minister for a change in method of valuation; and
- ensure timely application to the Minister.

The purpose for which the land is zoned shall form the initial guide to the predominant use of any land within the district.

An initial guide to the predominant use of land within the district based on the zoning under the Local Planning Scheme. Where the current predominant use of the land is different to the zoning under the local planning scheme, the basis for this determination should be clearly documented, particularly if a different method of valuation appears appropriate. Non-conforming land use and land where the zoning does not provide an initial guide will require examination on a case by case basis.

Determination of the appropriate method of valuation requires examination of the extent to which the separately identifiable portion of land is being used for the alternative land use. This should be documented and considered using the principles detailed in this policy before making application to the Minister for a change in method of valuation.

A uniform general rate in the dollar is to be applied for all GRV and UV valued properties within the district. Council may in certain circumstances deem a differential general rate to be necessary. Imposition of a differential general rate represents a conscious decision by Council to redistribute the rate burden in the district by imposing a higher contribution on some ratepayers and a lower contribution on others.

Imposition of a differential general rate must follow the Benefit Principle – the concept that there should be some relationship between the rates paid and the benefits received. The Benefit Principle does not mean rates should equal benefits, but it is expected that those bearing the higher rate burden through the imposition of differential rating are receiving greater benefits from Shire activities. When imposing a differential general rate the characteristics of the land to which the rate is to be applied along with the objects and reasons for the differential rate should be clearly defined.

The purpose for which the land is zoned is considered the most appropriate basis for determining the characteristics of the land to which the differential general rate applies. Where the Benefit Principle is considered by Council not to apply within a particular land zoning, the purpose for which the land is held or used as determined by the local government and/or whether or not the land is vacant land shall be used as the basis for determining the characteristics of the land to which the differential general rate applies.

CONCESSIONS AND WAIVERS

Circumstances may arise where Council resolves by absolute majority to grant a waiver or concession as provided by legislation.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	21 November 2023 - NEW
Policy reviewed	12 December 2025
Policy amended	-

PREVIOUS POLICY:

Policy No. A.2.3. (to 12 December 2025)

A.2.3 RATING EXEMPTION

OBJECTIVE

Establish a consistent approach to determine and review whether land is not rateable in accordance with legislation.

POLICY STATEMENT

The Shire is committed to adhering to the *Local Government Act 1995* (LG Act) and providing guidance to applicants who apply for an exemption of local government land rates charges for land used for charitable purposes. This policy relates to the rates exemption to charitable organisations with properties within the Shire and provide assistance to the broader community.

LAND USE

The land use for which the charitable organisation is applying for an exemption under section 6.26(2)(g) of the LG Act must be for the exclusive use for charitable purposes as defined in the *Charities Act 2013* and including:

a) the purpose of advancing health;
b) the purpose of advancing education;
c) the purpose of advancing social or public welfare;
d) the purpose of advancing religion;
e) the purpose of advancing culture;
f) the purpose of promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia;
g) the purpose of promoting or protecting human rights;
h) the purpose of advancing the security or safety of Australia or the Australian public;
i) the purpose of preventing or relieving the suffering of animals;
j) the purpose of advancing the natural environment; or
k) any other purpose beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit of, any of the purposes mentioned in paragraphs (a) to (j); and must not be a disqualifying purpose under the meaning given by the Charities Act 2013 (Commonwealth).

LAND USED EXCLUSIVELY FOR CHARITABLE PURPOSES

Property must be used exclusively by the charitable organisation for charitable purposes defined by the *Charitable Uses Act 1601* as generally for the following purposes:

a) the relief of poverty;
b) the advancement of education;
c) the advancement of religion; and
d) other purposes beneficial to the community.

APPLICATION FOR RATE EXEMPTION

To be considered by the Shire for approval, each application for a charitable rate exemption under section 6.26(2)(g) of the LG Act must be made in writing.

DELEGATION

In accordance with this policy it is a requirement for organisations who have been approved for rates exemption, to reapply for a rate exemption every two financial years, or at the request

of the CEO each year. This policy allows the Shire to delegate to the Chief Executive Officer and any of its powers under the LG Act to approve applications for Rates Exemptions.

REVIEW OF POLICY

All exemptions will be reviewed every two years and confirmation from the charitable organisation that the above purposes still apply will be required to continue receiving the exemption.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	21 November 2023 - NEW
Policy reviewed	12 December 2025
Policy amended	-

PREVIOUS POLICY:

Policy No. A.2.4. (to 12 December 2025)

A.2.4 INVESTMENTS

OBJECTIVE

To invest the Shire surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

POLICY STATEMENT

Preservation of capital is to be the principal objective with consideration given to liquidity, cash flow requirements and return on investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional target set by the Shire will also consider the risk limitation and prudent investment principles.

SCOPE & LIMITATIONS

All investments are to comply with the following:

- *Local Government Act 1995* - Section 6.14
- The *Trustees Amendment Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996*; and
- Australian Accounting Standards.

PRUDENT PERSON STANDARD

Investments are to be managed with the care, diligence and skill that a "prudent person" (as derived by legislation, *Trustees Act 1962*, and case law) would exercise. Officers are to manage investments to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that could be perceived to conflict with the proper execution and management of Shire's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO and the CEO to the Council.

APPROVED INVESTMENTS

Where delegations from Council exist, the CEO and/or delegated officers may invest funds within authorised investment parameters of this policy and legislative requirements.

1. Cash / Bank Deposits may be invested with:
    a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or

b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

2. Restrictions on investments will require the Shire not to:
   a) deposit with an institution except an authorised institution;
   b) deposit for a fixed term of more than 12 months;
   c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
   d) invest in bonds with a term to maturity of more than 3 years;
   e) invest in a foreign currency.

RISK PROFILE

The Shire will maintain a conservative investment approach aligned to its risk appetite and tolerance statement within the Shire's adopted Risk Management policy, and investment risks will therefore be kept to an acceptable minimum. This is intended to ensure short term funds are readily available when required through Council and delegated officers maintaining their fiduciary obligations required by legislation.

INTERNAL CONTROL

The Chief Executive Officer is to implement internal controls in accordance with *Local Government (Financial Management) Regulations 1996.*

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	17 November 1998
Policy amended	16 December 2011
Policy amended	21 November 2023
Policy Reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.2.5. (to 12 December 2025)

A.2.5 CORPORATE TRANSACTION CARDS

OBJECTIVE

Where the CEO has been delegated authority for making payments, this policy will provide a clear framework allowing the CEO and approved officers to utilise corporate transaction cards for the purchase of goods and services in carrying out the normal day to day business of the Shire.

POLICY STATEMENT

ISSUING OF CORPORATE TRANSACTION CARDS

The provision of a corporate transaction card is a facility for certain officers which must be authorised by the CEO. The CEO will determine and authorise appropriate monthly limits for each cardholder, with limits not to exceed $15,000 for each cardholder.

The CEO may only be issued a corporate transaction card and may only approve the issue of corporate transaction cards, where delegated authority for making payments from the municipal fund exists.

CARDHOLDER RESPONSIBILITIES

The CEO is to develop and maintain a Corporate Transaction Card Holder Agreement form, which cardholders must sign prior to being issued card/s, acknowledging the conditions of use for their corporate transaction card.

Cardholders must adhere to the Shire's Purchasing Policy in the course of utilising the Corporate Transaction Card facility.

Corporate Transaction Cards must not be utilised for the following activities:

- Cash advances;
- Private or personal expenses;
- Establishment of ongoing direct debit transaction (unless authorised by the CEO);
- Use by officers or any individual, other than the approved transaction card holder (except where approved in accordance with control procedures);
- For the payment of 'tips' or gratuities associated with a service;
- To attain personal rewards such as reward points or any other rewards; and
- Instances where a creditor would normally accept a purchase order.

Compliant tax invoice/receipts which records an adequate description of goods / services must be obtained for all credit card transactions. Where compliant tax invoice/receipts are not available, a statement signed by the cardholder is required be presented to the CEO for approval, detailing information such as:

- Nature of the expense;
- Provider name;
- Provider ABN;
- Amount of the transaction (and where possible, breakdown of expenses);
- GST; and
- Reasons why compliant documentation is not available.

Cardholders are to provide for approval a detailed summary of all purchases reconciling to each monthly statement within seven days of receiving the monthly statement. Statements are to be reviewed and approved for corporate credit cardholders by the CEO.

Corporate transaction cards must be maintained securely, where access is available only to the cardholder, and must not be stored with any PIN issued for the card. Any loss or theft of corporate transaction cards must be reported immediately to the Manager Business Services.

Where a cardholder ceases to be an employee of the Shire, the cardholder must ensure:

- The card is returned to the Manager Business Services for immediate cancellation and destruction;
- All outstanding transactions are acquitted and accounted for in accordance with this policy.

ACQUITTAL AND REPORTING

Statements are to be reviewed and approved for corporate transaction cardholders by the CEO, with a listing of payments made utilising the Shire's corporate transaction card facility/ies for the preceding month presented to Council for noting.

The listing must clearly identify payments made and authorised by the CEO.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	20 May 2008
Policy amended	19 February 2019
Policy amended	21 November 2023
Policy amended	12 December 2025

PREVIOUS POLICY:

Policy No. A.2.6. (to 12 December 2025)

A.2.6 PURCHASING POLICY

OBJECTIVE

To ensure all procurement activities undertaken by the Shire:

1. Are consistent and maintain high standards of transparency, probity and ethics;
2. Consider and apply value for money requirements, ensuring quality of goods, services and works;
3. Are compliant with relevant legislation;
4. Are aligned and underpinned with adopted risk management policy and procedures;
5. Support the Shire and its suppliers in maintaining a high reputational standard;
6. Are aligned to the strategic objectives of the Shire;
7. Provide for sustainable and socially responsible procurement solutions; and
8. Are appropriately documented and recorded in the Shire's record keeping system.

POLICY STATEMENT

The Shire is committed to undertaking procurement activities in accordance with the objectives of this policy. This policy provides guidance to officers procuring goods or services for the Shire and is to be complied with for all procurement activities. Compliance with legislation and risk management principles will underpin all procurement activities.

1. ETHICS & INTEGRITY

The Shire Codes of Conduct apply when undertaking procurement activities and decision making. Elected Members and employees must always observe the highest standards of ethics and integrity and act in an honest and professional manner.

To ensure the selection process is fair and objective for all procurement requests, the Shire shall observe good governance and ensure:

- Procurement activities comply with the relevant legislation, the requirements of Council Policy, the Codes of Conduct and any CEO operational guidelines;
- Processes, procedures and documentation are administratively efficient, transparent, demonstrate fairness, openness;
- Procurement activities are to be fully documented in accordance with relevant legislation, applicable policies and procedures;
- Actual or perceived conflicts of interest are identified, disclosed, and managed according to the principles of good governance;
- Recommendations are made and decision-making is undertaken in a transparent manner, free from bias and appropriately documented;
- 'Commercial-In-Confidence' information provided by suppliers is treated in confidence, unless authorised for publication by the respondent or relevant legislation; and
- A strong element of competition by seeking a sufficient number of competitive quotations wherever practicable and consistent with this Policy.

2. VALUE FOR MONEY

Value for money may be achieved through the evaluation of price, risk, timeliness, environmental, social, economic, governance and qualitative factors to determine the most advantageous supply outcome to contribute to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges the lowest price may not always be the most advantageous. Relevant factors including, but not limited to, qualitative and risk criteria will underpin all procurement decisions.

2.1 ASSESSING VALUE FOR MONEY

Assessment of value for money considerations may include:

- all relevant costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, 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. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, reference checks, ease of inspection, ease of after sales service, ease of communications etc;
- financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history) where a high level of risk may exist;
- the safety requirements and standards associated with both the product design and the specification offered by suppliers, as well as the evaluation of risk arising from the supply, operation and maintenance;
- the environmental, economic and social benefits or impacts arising from the goods, services or works required, including consideration of these benefits or impacts in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy;
- providing opportunities for businesses within the Shire's boundaries to quote wherever possible; and
- Risks associated with the supplier or goods and services being purchased.

2.2 MANAGING RISK

Risk impacts will factor into decision making and / or where the procurement decisions may impact operations and continued service delivery.

A risk assessment may be directed by the CEO to be carried out prior to undertaking a procurement activity where a high level of risk may be assessed. Controls or treatments for identified risks are to be included within the scope if appropriate and integrated into the goods or service provision requirements. A more rigorous procurement and evaluation process may be required if the purchase is:

- highly contentious or complex;
- politically sensitive;
- probable to have conflict of interest;
- a transaction with significant investment / high value;

- leading to a further activity with significant investment or of high value; or
- a high profile project and is likely to be subject to scrutiny or media coverage.

2.3 SUSTAINABLE AND SOCIALLY RESPONSIBLE PROCUREMENT

The Shire is committed to supporting general environmental, social and governance (ESG) practices, including to:

- Work toward the implementation of sustainable procurement initiatives supporting suppliers actively demonstrating sustainable business practices (social advancement, environmental protection and local economic benefits).
- Consider any risks associated with climate change with purchasing activities and plan to mitigate where possible.
- Consider whole of life costs and any impact of other consequences resulting from the purchase.
- Recognise the interests of all people in the district and consult where appropriate.

Application of the value for money assessment incorporate supplier demonstration of outcomes which may contribute to improved environmental, social and local economic outcomes.

Requests for quotations and tenders will include an opportunity for suppliers to provide information regarding their sustainable practices and/or demonstrate how their product or service offers socially responsible benefits for the Shire or the wider community.

Procurement might be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs or Aboriginal people), or externally focussed (i.e. initiatives such as corporate philanthropy).

3. PURCHASING THRESHOLDS AND PRACTICES

3.1 PURCHASING VALUE THRESHOLDS AND REQUIRED PRACTICES

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

This table prescribes purchasing value and risk thresholds, and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (ex GST)	**Purchasing Practice Required***
$0 - $4,999;	***Request*** No quotation required for minor / incidental expenses. ***Evaluate*** N/A.
$5,000 - $49,999	***Request*** At least two (2) written quotations are to be sought (record of request for and provision of written quotes to be maintained). ***Evaluate*** The purchasing decision is to be based upon assessment of the supplier's response to: • 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 rationale for the procurement decision should be documented, recorded and attached to the purchase order.
$50,000 - $249,999	***Plan*** The procurement plan is to be documented in accordance with management approved operational procedures. ***Request*** At least three (3) written quotations are to be sought by invitation under a formal Request for Quotation. ***Evaluate*** The purchasing decision is to be based upon assessment of the supplier's response to: • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria to assess all best and sustainable value considerations. The procurement decision is to be documented in accordance with management approved operational procedures. ***Contract*** Contracts entered into are to be managed in accordance with relevant management approved operational procedures.
$250,000 or greater	***Plan*** The procurement plan is to be documented in accordance with management approved operational procedures.

	Request Seek at least three (3) written quotations from suppliers where a tender exemption exists; or Conduct a public Request for Tender process (including Expression of Interest where applicable) in accordance with the *Local Government Act 1995, Local Government (Functions and General) Regulations 1996* and relevant Shire Policy requirements. ***Evaluate*** The purchasing decision is to be based upon the supplier's 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 to assess all best and sustainable value considerations. The procurement decision is to be documented in accordance with management approved operational procedures. ***Contract*** Contracts entered into are to be managed in accordance with relevant management approved operational procedures.
Emergency Purchases	Legislation provides guidance for emergency purchases and reporting requirements. Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply is to be obtained from the Panel suppliers. If however, no member of the Panel of Pre-qualified Suppliers are available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent considered reasonable in the context of the emergency requirements, with due regard to best and sustainable value considerations.
Quotations	Quotations are to be obtained from reputable persons or businesses who can demonstrate relevant experience and capacity to supply the goods or services being purchased. If a purchase is made and the Purchasing Practice requirements are not able to be met, or an anti avoidance exemption is applied in accordance with section 4 of this Policy, approval is required by the CEO to be recorded detailing the reasons and any other justification.
WALGA – Contracts of Insurance	In accordance with s.9.58(6)(b) of the *Local Government Act 1995*, WALGA may arrange contracts of insurance on behalf of all or any of its members for any purpose. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

Panel of Pre-Qualified Suppliers	If the Shire decides it is beneficial for a Panel of Pre-Qualified Suppliers (Panel) to be created, it will do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996 (the Regulations). Panels may be established for the regular supply of particular goods or services, or for a range of categories of goods or services that are similar.Details for the formation and use of a Panel of Pre-qualified Suppliers is detailed in Section 4 of this Purchasing Policy.

3.2 PURCHASING VALUE DEFINITION

Determining purchasing value is to be based on the following considerations:

- Exclusive of claimable GST; and
- The actual or expected value of a contract over the full contract period, including all options to extend.

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

3.3 PURCHASING FROM EXISTING CONTRACTS

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

3.4 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:

- 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 there is benefit from conducting a publicly accountable and more rigorous process. In such cases, relevant regulations contained within the *Local Government (Functions and General) Regulations 1996* and the Shire's tendering procedures must be followed in full.

4. PROCUREMENT VIA PANELS OF PRE-QUALIFIED SUPPLIERS

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.

4.1 CONSIDERATIONS FOR ESTABLISHING A PANEL

A Panel of Pre-qualified suppliers (Panel) may be created where most of the following factors apply:

- The Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- There are numerous potential suppliers in the local and regional procurement-related
- market sector(s) that satisfy the test of 'value for money';
- Are aligned and underpinned with adopted risk management policy and procedures;
- The Panel will streamline and will improve procurement processes; and
- The Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

4.2 ESTABLISHING AND MANAGING A PANEL

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 the Local Panel is decided with the approval of the CEO/ Executive Director.

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 will 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 will be established that outlines the requirements for the Panel Contract and how it will be managed.

4.3 DISTRIBUTING WORK AMONGST PANEL MEMEBERS

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 Functions and General 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 clause 1.4.2(2) 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.

4.4 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.

4.5 COMMUNICATION WITH PANEL MEMBERS AND PURCHASING REQUIREMENTS

All Local Government 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 Record Keeping Plan.

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 in accordance with the Shire Record Keeping Plan. 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.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferal of records to the Shire relevant to the performance of the contract.

For purchases made from a Panel Member, the following supporting documentation will be required regardless of the purchase value:

- a record of quotation; and
- evidence of supporting schedule or rates for goods and/or services

5. PURCHASING EXEMPTIONS

Where an exemption is applied to any purchase, approval from the CEO is required prior to the procurement activity being undertaken, and a file note, including reference to the required purchasing requirements is to be completed and recorded detailing the exemption and reasons.

5.1 COMPETITIVE PURCHASING EXEMPTIONS UNDER $250,000

The exemptions where the Shire is not required to undertake a competitive purchasing process (as detailed in section 3.1 of this Policy) and where the total value of the purchase does not exceed $250,000 (exclusive of GST) include;

- Legal representation in accordance with policy A.1.2;
- Advertising – Newspaper (for example: Tenders in The West Australian, Kalgoorlie Miner);
- Advertising – State Government Gazette (for example: Local Laws, Planning Notices);
- Fees and payments that are statutory, this includes development contributions and bank fees;
- Annual Memberships / Subscriptions;
- Annual Service / Software Maintenance / Support Fees;
- Fuels and oils;
- Payments made through payroll;
- Insurances;
- Purchases or reimbursements which are approved through other processes, i.e. petty cash, procurement activities authorised by any other adopted Council policy, the Salaries and Allowances Tribunal, or legislation;

- Software licence renewals;
- Payments to persons principally for their time where superannuation is payable;
- Provision of utility services (where only sole provider);
- Merchant (banking) service fees;
- Purchases for maintenance or servicing of equipment from Original Equipment Manufacturer (OEMs) and where warranty provisions may be void; and
- Services of WALGA and LGIS.

5.2 PUBLIC TENDER EXEMPTIONS

An exemption from the requirement to publicly invite tenders may only apply when the legislation permits an exemption. The requirements at section 3.1 of this Policy still prevail except for emergency purchases.

5.3 EMERGENCY PURCHASES

An emergency purchase is any purchase defined by legislation.

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. Details of any procurement activity undertaken as an emergency purchase is to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

6. EXPRESSIONS OF INTEREST

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains complex deliverables 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 to allow for an assessment of a significant number of tenderers leading to a shortlisting process based on a non-price assessment.

All EOI processes are conducted as a public process in accordance with legislation. An . EOI should not seek price information from respondents, only qualitative and other non-price information should be sought. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

7. 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, or any other activity to avoid policy requirements.

8. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within the goldfields region. Procurement is to be open and fair to ensure local businesses are provided with every opportunity to bid for work. It is recognised not every category of goods, services or works required by the Shire are able to be supplied by local businesses. As much as practicable, the Shire will:

- where appropriate, consider procurement practices, procedures and specifications do not unfairly disadvantage local businesses;
- consider indirect benefits with flow on benefits for local suppliers (i.e. servicing and support); and
- ensure procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements including requests for tenders designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for tenders whereby all requests are structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting may be included in the evaluation criteria of tenders where suppliers are located within the Goldfields Region, a regional price preference may be applied to businesses as detailed within the Shire's Regional Price Preference Policy.

9. PAYMENT METHODS

A purchase order must be raised and provided to the supplier, prior to goods and services being supplied. A commitment to buy without a purchase order may represent unauthorised expenditure. Departures from this requirement will be subject to section 10 of this Policy.

- Where the Shire holds an account with a supplier, a purchase order should be issued in the first instance and the suppliers invoice must state the purchase order number. If the supplier does not accept purchase orders the following payment methods may be used in limited circumstances once a purchase order has been authorised:
- corporate transaction card (the requirements of relevant Business Operating Procedure apply); or
- petty cash up to the value of $100 (excluding GST); or
- request for payment (must provide detailed justification for why a purchase order was not completed prior to procurement of goods and services);
- reimbursements (N.B. these should be avoided as far as possible).

The use of blank purchase orders is prohibited.

10. CONTRACT VARIATIONS

10.1 PRE-CONTRACT VARIATIONS – ABOVE TENDER THRESHOLD

Pre-contract variations are permitted in accordance with legislative provisions.

A minor variation must be authorised by the Chief Executive Officer prior to the commencement of any negotiation in accordance with the relevant delegation.

10.2 PRE-CONTRACT VARIATIONS – NOT AWARDED BY TENDER

Pre-contract variations for procurement activities not awarded by tender are permitted only where the same legislative provisions are applied for awards made by tender.

A minor variation must be authorised by the Chief Executive Officer prior to the commencement of any negotiation in accordance with the relevant delegation.

10.3 POST-CONTRACT VARIATIONS – ABOVE $250,000 / AWARDED BY TENDER

Post contract variations may only occur when in accordance with legislation and authorised by the Chief Executive Officer. Details of any authorised post contract variations are to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

10.4 CONTRACT OR PURCHASE VARIATIONS – PURCHASES OTHER THAN TENDERS ABOVE $250,000

Post contract variations may only occur when in accordance with the same legislative provisions as if the award had been made by tender and authorised by the Chief Executive Officer. Details of any authorised post contract variations are to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

10.5 CONTRACT OR PURCHASE VARIATIONS – PURCHASES OTHER THAN TENDERS VALUED $50,000 TO $250,000

Where the Shire has issued a purchase order for the procurement of goods or services not awarded by tender, a minor variation which does not alter the nature of the goods or services, or materially alter the specification provided, may be considered. Where a variation to a purchase is proposed, the following considerations are to be documented, applied and approved by an officer with the appropriate level of purchasing authority:

- The result of the variation plus the original purchase/contract value does not exceed the original purchasing threshold as defined in section 3.1 of this Policy. If the value of the proposed variation and the original contract/purchase value does exceed the original purchasing threshold, the purchasing requirements and authorisation of the higher purchasing threshold must be complied with for the variation; or
- The variation is necessary for the goods or services to be supplied and only results in a minor change to the scope of the contract/purchase.

11. CONTRACT EXTENSIONS

Utilising rolling contract extensions at the end of a contract term, unless included within the original contract, without properly testing the market or using a tender exempt arrangement, will not be accepted as this would place the Shire in breach of the *Local Government (Functions and General) Regulations 1996* (Regulation 12). All contract extension provisions are to be for a defined term, and the value of the entire contract including extensions is to be utilised when calculating the total contract value for assessment against purchasing thresholds.

Contract extensions with a defined end date where provided for within the original contract are permitted. Contracts with extension provisions for an undefined period are not permitted. Contract extension options within a proposal are to be considered as part of the overall contract when assessing proposals.

Where a contract extension within an existing contract is to be exercised, the following considerations are to be documented, applied and approved by an officer with the appropriate level of purchasing authority for the contract as a whole:

- Performance from existing contract/s are to be assessed and documented in accordance with relevant approved operating procedures, prior to expiry of original contract; and
- Extensions are to be approved prior to the expiry of the original contract in accordance with relevant approved operating procedures and my not be granted after a contract has expired.

12. PURCHASING POLICY NON-COMPLIANCE

The Shire shall implement processes to facilitate this Policy and associated management procedures, and will implement processes to report departures, non-compliance and/or exceptions.
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. Findings will be considered in context of the Shire's applicable Code of Conduct and reasonable expectations for the officer's 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*.

13. RECORD KEEPING

All purchasing activity, record of request for and provision of written quotes, communications and transactions in respect of all purchases made must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	20 February 2007
Policy amended	16 December 2011
Policy amended	15 April 2014
Policy amended	17 February 2016
Policy amended	19 February 2019
Policy amended	18 August 2020
Policy amended	16 February 2021
Policy amended	28 September 2021
Policy amended	21 November 2023
Policy amended	12 December 2025
Policy amended	21 April 2026

PREVIOUS POLICY:

Policy No. A.2.7. (to 12 December 2025)

A.2.7 RATES RECOVERY

OBJECTIVE

This policy outlines the Shires process in relation to the payment by instalment and the collection of outstanding rates.

POLICY STATEMENT

Rates payment arrangements may be considered and will be recovered in accordance with the following:

- Council's financial hardship policy will apply where ratepayers are experiencing financial hardship.
- Alternative payment arrangements to those provided by legislation may be considered through application to the CEO (see financial hardship policy xx).
- The CEO will have procedures for the approval and implementation of payment arrangements for rates and charges.
- Any agreements will ensure rates are paid in full prior to the end of the current financial year.
- The CEO will have procedures for the recovery of outstanding rates and charges including default of payment arrangements.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	16 December 2011
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.2.8. (to 12 December 2025)

A.2.8 ASSET MANAGEMENT POLICY

OBJECTIVE

To help ensure the Shire has sufficient systems, processes, resources and organisational commitment in place to manage non financial assets in a coordinated, effective and efficient manner to meet the desired non financial asset service levels demands of current and future community members.

The policy requires a planned risk based approach to delivery of non-financial asset services within the district aligned with the aspirations of the community as documented in the Shire's strategic planning documents.

POLICY STATEMENT

This policy applies to Councillors, staff, committees, contractors, volunteers and the community who are involved with the operation, use, maintenance, renewal, development and replacement of existing and new assets.

The policy, along with documented asset management and asset management improvement plans will assist with:

- Prioritised allocation of resources
- Improved alignment of assets with services and overall strategic objectives
- Integration of service planning and asset planning
- Improved maintenance and usage of existing assets
- Defined processes and accountability for works
- Options for alternative service delivery options
- Compliance with risk management, legislative compliance and internal control frameworks

To assist with implementation of asset management practices, the following objectives will be considered:

- Asset management plan will be maintained incorporating all major asset groups
- Levels of service within asset management plans with consideration to resource availability
- Resourcing considerations for asset management will be appropriately referenced in the long term financial plan to support service delivery of strategic objectives
- The long term financial plan will include in its base, the financial impacts of asset management planning activities
- Risk management will be central to asset management activities
- Asset management planning activities will integrate with all other strategic and operational plans
- Asset rationalisation will be routinely considered as part of asset management planning
- Continuous improvement, ongoing review, monitoring and evaluation of planning documents is required to ensure best available information is being considered.

Asset capitalisation will be in accordance with relevant statutory provisions including the Australian Accounting Standards. Depreciation, remaining useful life etc of assets is considered an operational function and the CEO will maintain controls to manage these considerations.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	21 August 2021
Policy amended	16 February 2021
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.2.9. (to 12 December 2025)

A.2.9 RISK MANAGEMENT POLICY

OBJECTIVE

To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Leonora, facilitating value creation and protection.

POLICY STATEMENT

Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all Council Members, employees and contractors, and is to be integrated throughout the Shire.

A *Risk Management Strategy* is to be maintained and implemented utilising the Principles, Framework and Process as defined within *ISO 31000:2018 Risk Management - Guidelines.*

1 RISK TOLERANCE AND APPETITE:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect the Shire, and its stakeholders.

Council's risk tolerance and appetite is articulated with the *Risk Management Strategy* and any change to the level of risk tolerance and appetite within the Strategy can only be made with Council approval.

2 RISK MANAGEMENT COMMITMENT:

Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within *ISO 31000:2018*, through the *'Risk Management Strategy'*. The *Risk Management Strategy* will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:

- Aligning the objectives, culture and strategy of the Shire with risk management;
- Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and Council Members and stakeholders;
- Promoting and conveying the value of risk management across the Shire;
- Encouraging methodical monitoring of risks;
- Ensuring that the *Risk Management Strategy* remains relevant to and considers the context of the organisation.

AMENDMENTS TO THIS POLICY

This policy is to remain in force until otherwise determined by Council.

POLICY HISTORY

Policy adopted	20 May 2014
Policy amended	18 December 2018
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.2.10. (to 12 December 2025)

A.2.10 REGIONAL PRICE PREFERENCE/BUY LOCAL POLICY

OBJECTIVE

This policy establishes the guidelines to promote local business partnerships within the Shire of Leonora by giving preferential consideration to regional suppliers in the procurement of goods and/or services.

DEFINITIONS

Quotation: means a statement from a supplier setting out the cost for the supply of goods or services.

Local Business: in this Policy is a regional tenderer as defined in the *Local Government Act (Functions and General) Regulations 1996 Part 4a 24(b)*.

regional tenderer *means a supplier of goods or services who satisfies the criteria in subregulation (2).*

(2) A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if —

(a) that supplier has been operating a business continuously out of premises in the 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.

Region: is specified as the geographical area which comprises the Northern Goldfields; Shire of Leonora, Shire of Menzies, Shire of Laverton, Shire of Wiluna, as well as the City of Kalgoorlie Boulder.

Regional Price Preference: when applied in relation to a quotation or tender submitted by an Eligible Local Business**,** involves assessing the price component of the tender or quotation as if the tendered/quoted price were discounted in accordance with the Regional Price Preference Policy.

Tender: means a Tender required under Regulation 11 of *the Local Government (Function and General) Regulations 1996* or other Tender Procedure as determined by Council.

POLICY STATEMENT

The Shire of Leonora will encourage local industry to do business with Council through the adoption of a regional price preference advantage in conjunction with standard tender and quotation considerations. This policy will apply to all Shire of Leonora tenders and quotations where prices are being sought from both local and non-local businesses.

PRICE PREFERENCE LEVELS

A price preference may be given to a local business by assessing the tender from that local business as if the price bids were reduced by the values set out in the *Local Government (Functions and General) Regulations 1996 Part 4a 24(D).1*

(1) A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —

(a) up to 10% — where the contract is for goods or services, up to a maximum price reduction of $50 000; or

(b) up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of $50 000; or

(c) *up to 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.*

PROOF OF ELIGIBILITY

Businesses who claim the regional price preference should indicate on their tender or quotation submission that they wish to claim the regional price preference and on which criteria they wish to claim it. Suitable proof of eligibility should be provided.

Where a price preference is being claimed by non-local business on the basis of goods or services being supplied from 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 a part of the assessments of a tender or quotation when a regional price preference policy is in operation.

If, in the opinion of the Shire of Leonora, a supplier has deliberately provided false or misleading information so as to benefit from this policy, their quotation or Tender may be considered non-conforming and, as such, may be disqualified.

COMPETITIVE PURCHASING

Price is only one factor that the Shire of Leonora considers when evaluating a quotation or Tender. There is nothing contained within this policy that compels acceptance of the lowest price.

The Tender or quotation that is determined to be both cost effective and advantageous to the Shire of Leonora will be the most likely to be accepted.

CONSEQUENCES

This policy represents the formal policy and expected standards of the Shire of Leonora. Council Members and Employees are reminded of their obligations under the Council's Codes of Conduct to give full effect to the lawful policies, decisions and practices of the Shire.

ROLES AND RESPONSIBILITIES

Employees will use the local market for their procurement requirements to encourage economic growth and local business partnerships where it is practical and reasonable to do so.

Employees are to ensure that the application of a regional price preference is clearly identified within the Tender and quotation documents to which the preference is to be applied and that this policy is made available to businesses as part of the quotation or Tender.

RELEVANT DOCUMENTS

External:
- *Local Government Act 1995;*
- *Local Government (Functions and General) Regulations 1996;*

Internal:
- Code of Conduct;
- Tendering Procedure;

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	17 May 2017
Policy amended	21 May 2019
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.2.11. (to 12 December 2025)

A.2.11 FINANCIAL HARDSHIP

OBJECTIVE

To guide the CEO / administration in considering applications to support ratepayers experiencing genuine financial hardship.

POLICY STATEMENT

The Shire acknowledges exceptional circumstances will exist at varying times which may lead to ratepayers encountering difficulty in paying rates and service charges by their due date.

Where ratepayers are experiencing genuine financial hardship, the Shire will endeavour to minimise additional hardship potentially resulting from debt recovery processes by:

- Suspending debt recovery processes whilst considering applications made under this policy;
- Giving consideration to acceptable payment arrangements to clear (wherever possible) rates debts prior to the end of the current financial year; and/or
- Where any interest charges on rates and service charges are imposed which may cause further financial hardship, consider applications to write off interest up to $1,000.

Applications are required to meet the criteria and evidence requirements noted by this policy and are to be submitted in writing to the CEO.

The CEO will assess each application as required against relevant delegations, Council policies and legislation to finalise applications or escalate for consideration by Council as required.

CRITERIA

For consideration of alternate payment arrangements for outstanding rates and charges, the ratepayer is to submit their request in writing to the CEO to consider a payment arrangement to clear their debt (where possible) prior to the end of the current financial year.

For consideration of a write off of any interest on outstanding rates, the following conditions are all required to be met:

- The ratepayer is experiencing extreme and genuine financial hardship;
- The ratepayer had either no outstanding rates from a previous financial year or the ratepayer has an approved payment arrangement and continues to adhere to the terms of that agreement;
- The ratepayer's circumstances are supported by an original hardship letter from a qualified financial body (e.g. a fully accredited member of Financial Counsellors Association of Western Australia, CPA/ICA accounting firm or bank);
- The ratepayer is not a corporation or trustee;
- where the ratepayer is an individual that:
  - they are not bankrupt or subject to a bankruptcy petition; and
  - no revenue is being derived from the property the subject of the application;
- The maximum amount of interest to be written off is $1,000;
- Write offs are applicable to interest on the ratepayer's principal place of residence or business only; and

- The applicant must be the owner / occupier of the property and liable for payment of rates and charges.

EVIDENCE

Applications for financial hardship assistance must be made in writing to the CEO to substantiate the criteria noted in this policy, and supported by the following:

- Sufficient detail to identify the ratepayer and property which are the subject of the application;
- Original copy of extreme hardship letter from a qualified financial body (e.g. a fully accredited member of Financial Counsellors Association of Western Australia, CPA/ICA accounting firm or bank); and
- Where the applicant is not the owner of the property, evidence (such as executed lease agreement) to support liability for payment of rates and charges.

The CEO has authority to assess and determine an application, and provide exemption from provision of any part of the evidence required, where appropriate services are unavailable in Leonora, or are inaccessible to the applicant.

OUTCOMES OF DECISIONS

The Shire will notify ratepayers of the outcome of their application in writing at the earliest available opportunity. Where a ratepayer is aggrieved by the decision, they may request Council to consider the application. The decision of Council will be final.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	19 May 2020	Note: Formerly COVID-19 Financial Hardship Policy
Policy amended	21 November 2023	
Policy amended	12 December 2025	

PREVIOUS POLICY:

Policy No. A.2.12. (to 12 December 2025)

A.2.12 COMMUNITY GRANT POLICY

OBJECTIVE

The objective of this Policy is to provide a framework for the Community Grants scheme, through which the Shire provides direct financial assistance to individuals, organisations, and community groups for initiatives relevant to the Shire of Leonora community.

POLICY STATEMENT

Community Grants provide financial assistance to facilitate programs, activities, and events, as well as supporting individual pursuits in education and recreation. The funding is designed to assist individuals, groups, and organisations to directly benefit the wider Leonora community.

GRANT CATEGORIES

CEO SUPPORT GRANTS

A discretionary support fund for individual pursuits or small community-based events i.e. financial assistance for travel to compete in sporting events outside of Leonora, or to provide food for a one-off event facilitated by a community group not already funded through the grants scheme.

Frequency:

- Once per person/group, per annum

Amount:

- Up to $1,000.00 per application
- Maximum of $20,000.00 per annum for all applications

Eligibility:

- Current resident of the Shire of Leonora
- At least six months continuous residence

COMMUNITY GRANTS ROUND

A competitive grant round supporting community and sporting organisations in the Shire of Leonora.

Frequency:

- Once per annum

Amount:

- Between $500.00 and $10,000.00 per application
- Maximum of $60,000.00 per annum for all applications

Eligibility:

- Organisation or group must be based in, or provide direct benefit to, the Shire of Leonora community, by providing support, services, events, and/or activities directly to the Leonora community.

Dedicated funding for locally delivered programs and events that provide significant benefit to the community, and/or contribute to achieving Shire of Leonora objectives. The recipients and value of contributions thereto will be determined and approved by Council annually as part of the budget review process.

Frequency:

- Annual

Amount:

- As determined by Council during the annual budget adoption

Eligibility:

- Program/initiatives identified by Council as providing significant benefit to the community, and/or contributing to achieving Shire of Leonora objectives.

APPLICATION PROCESS

Annual Programs & Events are determined by Council.

All other applications are to be made by completing the Community Grant Application form, either online at or in hard copy.

Applications can be lodged via:

- Online
  www.leonora.wa.gov.au

- Email
  cdo@leonora.wa.gov.au
  Subject: Community Grant Application

- Post
  Shire of Leonora
  Community Grant Applications
  PO Box 56
  LEONORA WA 6438

- In Person
  Shire of Leonora
  Lot 16 Tower
  LEONORA WA 6438

AMENDMENTS TO THIS POLICY

Amendments to this policy require an absolute majority decision of council.

POLICY HISTORY

Policy adopted	19 May 2020	Note: Formerly COVID-19 Financial Hardship Policy
Policy amended	17 September 2024	
Policy reviewed	12 December 2025	

PREVIOUS POLICY:

Policy No. A.2.13. (to 12 December 2025)

3. Human Resources

A.3.1 GRATUITY PAYMENTS

OBJECTIVE

To set out circumstances when an employee who is ceasing employment with the Shire may be paid an amount in addition to their entitlements under an award, workplace agreement or contract of employment, in accordance with the requirements of Section 5.50 of the *Local Government Act 1995*.

POLICY STATEMENT

It is the policy of Council not to make a payment or to give a good or service to an employee at the completion of their service with the Shire, irrespective of the employee's length of service with the Shire.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	17 February 1998
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.3.1 (to 21 November 2023)

A.3.2 STRATEGIC WORK, HEALTH AND SAFETY (WHS)

OBJECTIVE

This policy documents Council's commitment to Work, Health and Safety (WHS), to ensure that adequate training, resources and risk mitigation strategies are made available to comply with the Council's legal WHS obligations and provide a safe working environment for all Shire Workers (workers as defined by legislation).

The Council recognises to achieve these goals, we need the positive involvement and commitment of all levels of management and employees alike to support a positive safety culture.

The Council strives for safety excellence in all that we do and recognises to achieve these goals there shall be positive commitment at all levels from management to employees.

POLICY STATEMENT

This policy applies to all workers as defined in the *Work Health Safety Act (WA) 2020* (WHS Act). Workers means all employees, contractors, volunteers and visitors at all Shire sites and locations.

The Shire of Leonora is committed to:

- Maintaining a positive safety culture, that strives toward zero harm in preventable injuries, illness and incidents to employees as defined by the WHS Act through the implementation of procedures that articulate key measurable objectives and targets;
- Demonstrating safety leadership behaviours at all levels of the Council, emphasising the drive for continuous improvement and fostering a no blame reporting culture;
- Ensuring management will actively consult with employees on WHS matters by engaging in discussions regarding proposed WHS policies and procedures, gather feedback from employees, incorporate valid suggestions, and provide clear explanations to workers about the outcomes of their input;
- Provide and maintain a working environment, plant and systems of work, to minimise exposure to hazards by workers;
- Ensuring risk management in accordance with adopted Council policy that underpins WHS activities in the workplace;
- Provide transparent and accessible access to all required WHS information to all Workers;
- Provide the required competency-based training aligned to the workers role;
- Providing an annual Shire WHS Induction to all employees;
- Ensure all appropriate supervision will be provided by competent workers;
- Actively support workers psychosocial health and a positive work culture;
- Recognise and celebrate contributions to excellence in WHS performance;
- Encourage and support workers to promote positive safety outcomes;
- Establish a recognised WHS Committee of Management and workers to manage WHS and report to the Council on progress via the Audit and Risk Committee; and
- Ensure the WHS Committee gather and consider changes to this policy, which will be recommended to Council.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of Council.

POLICY HISTORY

Policy adopted	16 December 2011	Note: Formerly Occupational Health and Safety
Policy amended	21 November 2023	
Policy reviewed	12 December 2025	

PREVIOUS POLICY:

Policy No. A.3.3. (to 12 December 2025)

A.3.3 TEMPORARY EMPLOYMENT OR APPOINTMENT OF A CHIEF EXECUTIVE OFFICER

OBJECTIVE

To provide for the employment of a Chief Executive Officer (CEO) for periods of less than one year, and to provide for the appointment of a suitably qualified Acting CEO during limited absences of the CEO, in accordance with the provisions of the *Local Government Act 1995 (*LG Act).

This policy has been prepared to comply with the legislative requirements regarding the appointment of an Acting CEO or Temporary CEO.

POLICY STATEMENT

When the CEO is on planned or unplanned leave, for a period of five (5) days or more, or the CEO's employment with the Shire has ended, an Acting CEO or Temporary CEO is to be appointed in accordance with this policy to fulfil the functions and perform the duties of CEO under the LG Act or any other written law.

Council is to:

- Make appointments under which a suitable qualified employee is to act in the position of CEO for a term not exceeding one year; or
- Employ and other suitably qualified person to act in the position of CEO for a term not exceeding one year.

In these circumstances any higher duties increase/provision in the salary of an employee, or remuneration to be paid to a person, as Acting CEO , will be determined giving consideration to limitations imposed through determination issued by the Salaries and Allowances Tribunal.

Appointment of an Acting CEO is to consider the principles and merits provided by legislation as well as determining if the person is 'suitable qualified' to act as CEO for the Shire.

Council may terminate, by resolution, appointment of an Acting CEO following consideration of relevant advice.

In accordance with Section 5.36(2)(a) of the LG Act, the Council has determined the person appointed as the permanent Deputy CEO is considered suitably qualified to act in the role of CEO as included within this policy.

AMENDMENTS TO THIS POLICY

Amendments to this policy require an absolute majority decision of council.

RELEVANT DOCUMENTATION

- *Local Government Act 1995*
- *Local Government Administration Regulations 1996*
- Shire of Leonora Policy A.3.7 CEO Standards for Recruitment, Performance and Termination

POLICY HISTORY

Policy adopted	16 December 2011
Policy amended	18 February 2020
Policy amended	18 May 2021
Policy amended	18 October 2022
Policy amended	21 November 2023
Policy amended	13 December 2024
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.3.4. (to 12 December 2025)

A.3.4 PUBLIC INTEREST DISCLOSURE

OBJECTIVE

To facilitate the reporting of public interest information and provide protection for those who report this information under the *Public Disclosure Act 2003.*

POLICY STATEMENT

The Shire of Leonora:

a) does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Leonora, by its members, employees or contractors;
b) is committed to the aims and objectives of the *Public Interest Disclosure Act 2003.*
c) strongly supports disclosures being made by Council Members, Committee Members or employees as to corrupt or other improper conduct.
d) will take all reasonable steps to provide protection to Council Members, Committee Members and employees who make disclosures from any detrimental action in reprisal for the making of a public interest disclosure.
e) does not tolerate any of its Council Members, Committee Members, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

Council Members, Committee Members and employees are encouraged to contact the Shire of Leonora's nominated Public Interest Disclosure Officer(s) to be assisted on their disclosure and to lodge completed Public Interest Disclosure forms.

A person who makes an appropriate disclosure of public interest information to the Shire of Leonora's nominated Public Interest Disclosure Officer in accordance with section 5 of the *Public Interest Disclosure Act 2003* is ensured protection under section 13 as outlined below:

a) incurs no civil or criminal liability for doing so.
b) is not, for doing so, liable:
    i) to any disciplinary action under a written law;
    ii) to be dismissed;
    iii) to have his or her services dispensed with or otherwise terminated; or
    iv) for any breach of duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to the person.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy adopted	19 February 2019
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.3.6. (to 12 December 2025)

A.3.5 STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

OBJECTIVE

To provide for the employment of a Chief Executive Officer for a term exceeding one year in accordance with legislation and the model standards for CEO Recruitment, performance and termination specified in section 5.39A of the *Local Government Act 1995.*

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*

POLICY STATEMENT

Where recruitment, performance reviews and/or termination of a Chief Executive Officer is to occur, the Shire of Leonora will be bound by the Standards for CEO Recruitment, Performance (The Standards), and Termination as detailed below, as well as any conditions noted in other adopted policy and procedure documents.

STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

DIVISION 1 — PRELIMINARY PROVISIONS

1. Citation

These are the *Shire of Leonora* Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *Shire of Leonora*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

DIVISION 2 – STANDARDS FOR RECRUITMENT OF CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

DIVISION 3 — STANDARDS FOR REVIEW OF PERFORMANCE OF CEOS

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —
  (a) the process by which the CEO's performance will be reviewed; and
  (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —
  (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —
  (a) the results of the review; and
  (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

DIVISION 4 — STANDARDS FOR TERMINATION OF EMPLOYMENT OF CEOS

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  (b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and
(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
(b) informed the CEO of the performance issues; and
(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

AMENDMENTS TO THIS POLICY

Amendments to this policy require an absolute majority decision of council.

RELEVANT DOCUMENTATION

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 2021 (CEO Standards)*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*
- Shire of Leonora CEO Standards for Recruitment, Performance and Termination

POLICY HISTORY

Policy adopted	18 October 2022
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. A.3.7. (to 12 December 2025)

(C) COMMUNITY SERVICES

C.4.1 MUSEUM COLLECTIONS POLICY

OBJECTIVE

To guide the management and development of heritage collections for Gwalia and the Shire of Leonora Museum collections in working toward best practice initiatives to conserve, explore and share the cultural heritage of Gwalia and the Shire of Leonora.

POLICY STATEMENT

To assist with achieving policy objectives, the CEO will implement and maintain procedures and controls to:

- Preserve key themes and storylines to provide a focussed structure for collections;
- Integrate and manage cultural heritage collections to industry standards;
- Interpret Gwalia to engage and inform visitors about life and mining in Gwalia in the context of Western Australian and Australian history, and particularly the history of the immediate region;
- Interpret Leonora to engage and inform visitors about life in Leonora in the context of Western Australian and Australian history, and particularly the history of the immediate region;
- Be a repository for items directly relating to Indigenous people's lives and their stories, pastoral activities and management, towns and settlements including domestic life and commercial enterprises at Leonora since 1896, together with recognition of the people and stories behind the collection;
- Be a repository for items directly relating to mining activities (exploration, extraction, processing, rehabilitation and management), domestic life and commercial enterprises at Gwalia since 1896, together with recognition of the people and stories behind the collection;
- Provide a research and educational resource for the public;
- Be a repository for items relating to the wider Leonora area, including the town of Leonora, until such time as it is determined they should be transferred elsewhere. This collection will be called the Regional Leonora Collection to distinguish it from the Gwalia Collection; and
- Manage acquisitions, loans, access, conservation, disposal and de-accessioning and disaster preparedness relating to collections.

AMENDMENTS TO THIS POLICY

Amendments to this policy require an absolute majority decision of council.

POLICY HISTORY

Policy adopted	17 December 2012
Policy amended	28 September 2021
Policy amended	21 November 2023
Policy amended	12 December 2025

PREVIOUS POLICY:

Policy No. C.4.5 and C.4.6 (to 21 November 2023)

C.4.2 AGEING IN PLACE VILLAGE

OBJECTIVE

The Ageing in Place accommodation units provide fit-for-purpose rental accommodation options for older members of the community to support the ongoing independence and health of residents as part of an age-friendly community. This document outlines the procedures for providing, assessing, and managing tenancy applications.

The Shire aims to ensure the process is fair, equitable, and transparent.

POLICY STATEMENT

The Shire of Leonora will provide housing to residents based on the following criteria:

1) Be an Australian citizen or permanent resident and able to prove your identity.
2) Live in Western Australia and have a connection with the broader Leonora community.
3) Not earn in excess of the income set out under the National Rental Affordability Scheme (as per the *Community Housing Income and Asset Limits (CHIAL) Policy 2020).*
4) Not hold assets in excess of the amounts set out in the National Rental Affordability Scheme (as per the CHIAL).
5) Not be the owner or part-owner of property in Leonora that constitutes another viable housing option.
6) At least one applicant must be over the age of 65 or over the age of 55 for people who identify as Aboriginal or Torres Strait Islander.

The Shire of Leonora shall allocate units within the ageing in place village in alignment to the Community Housing Income and Asset Limits (CHIAL) Policy 2020.

The units are offered on the following basis:

- In accordance with the terms and conditions as outlined in the Residential Tenancies Act.
- All written tenancy agreements must be done using the Residential Tenancy Agreement.
- The units are on a weekly rental basis with a bond of 4 weeks' rent being applicable.
- The rent is reviewed annually and is set by the Council as part of the Annual Fees and Charges.
- Tenants are liable for power and water usage and are sub-metered.
- All telecommunications are between the tenant and the supplier of their choice.
- All building maintenance is to be performed by the Shire.
- The gardens are to be maintained by the tenant.
- If applicable, tenants shall agree to abide by a community code of conduct.

Vacant units shall be advertised in accordance with Shire of Leonora procedures for Public Notices.

A completed application and proof of identity shall be provided by the application cut-off period. Applications will be assessed against the following assessment process:

1. Social and Affordable Housing Eligibility
   - Are you eligible for Social (Band A) or Affordable (Band B) Housing Income Eligibility Limits?
   -
2. Residential Status/Community Involvement
   - How long have you resided in the Shire of Leonora?
   - Are you currently or have you in the past actively participated in community groups, events and/or enabled others to get involved within your community?

3. Health and Care Requirements
   - Do you qualify for government-funded aged care services?
   - Are you in poor health and require more complex care/been admitted to hospital in the last 6 months?

The intention of the assessment is to ensure the special-purpose housing is provided to community members in greatest need. This includes low-income, locally based, and health/care requirements.

Additional information shall also be assessed on a case-by-case basis, such as the absence of similar accommodation options in Menzies, Kookynie, and Laverton, the real estate market in remote locations, and a recommendation of the Director of Nursing/GP/Community Health Clinic (within privacy parameters).

The CEO has authority to appoint a caretaker for the Ageing in Place accommodation units.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy amended	16 May 2023
Policy amended	21 November 2023
Policy amended	12 December 2025

PREVIOUS POLICY:

Policy No. C.4.7 (to 21 November 2023)

(M) MEMBERS

M.5.1 EVENTS – COUNCIL MEMBERS' AND CHIEF EXECUTIVE OFFICER ATTENDANCE AND REPRESENTATION

OBJECTIVE

This policy addresses attendance at events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council Members and Chief Executive Officers. This policy should be read in conjunction with *Section 5.90A of the Local Government Act 1995 (*LG Act), and any associated prescribed requirements.

Attendance at an event in accordance with this policy will exclude the event attendee from the requirement to disclose an interest if the event ticket is above the prescribed amount and the donor has a matter before council.

POLICY STATEMENT

To enable council to actively consider the purpose of and benefits to the community from attendance at events by elected members and the chief executive officer (CEO) of the Shire. Invitations / tickets to an event provided to an individual (rather than the Shire) are to be treated as a gift and disclosed as required.

1. ENTERTAINMENT EVENTS

Where there is an event of a commercial nature (i.e. ticketed events where a member of the public is required to pay to attend) such as concerts or sporting events, this policy provides for how invitations to events are to be managed.

If attendance by the Chief Executive Officer or elected member/s at an entertainment event is considered in the best interest of the Shire, the Chief Executive Officer will prepare details for council to consider and make a decision on attendance at that event as detailed within the 'Approval of Attendance' sections of this policy.

2. NON-ENTERTAINMENT EVENTS

Where there is an event of a commercial nature (i.e. ticketed events where a member of the public is required to pay to attend) such as conferences or seminars, this policy provides for how invitations to events are to be managed.

If attendance by the Chief Executive Officer or elected member/s at a commercial non-entertainment event is considered in the best interest of the Shire, the Chief Executive Officer will prepare details for council to consider and make a decision on attendance at that event as detailed within the 'Approval of Attendance' sections of this policy.

3. COMMUNITY / LOCAL EVENTS

A community / local event is defined as an event held within the district, is open to all members of the general public and where members of the public are not required to pay to attend the event, Invitations received by Council Members and / or the Chief Executive Officer to

community/local events (including where to attend in an official capacity to perform civic functions) are included as a 'Preauthorised Event' within this policy.

4. Provision of Tickets to Events

- All invitations for an Elected Member or Chief Executive Officer to attend an event shall be in writing and addressed to the Shire of Leonora.
- Any invitation not provided to the Shire of Leonora is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the LG Act.
- A list of preauthorised events and attendees is included under the heading 'Preauthorised Events'.

5. Approval of Attendance – General

The Chief Executive Officer will prepare an agenda item for council to consider, relating to attendance at events, detailing the following information:

- Who is providing the ticket to the event (the organiser of the event or a third party);
- The location of the event in relation to the local government (within the district or out of the district);
- The role of the Elected Member and Chief Executive Officer when attending the event (participant, observer, presenter);
- Whether the event is sponsored by the local government;
- The benefit to the district of council representation at the event;
- Which elected member and / or officer should be authorised to attend event; and
- The cost to attend the event and availability of funding within adopted annual budget.

Decisions to attend events in accordance with this policy will be made by simple majority.

6. Approval of Attendance – Short Notice

Where the timing of receipt of an invitation and the event itself does not provide an opportunity for council to consider attendance at an event (such as when received at short notice), the Chief Executive Officer shall:

a) Prepare an agenda item in accordance with 'Approval of Attendance – General' and circulate to the council via email;
b) Email correspondence is to set a reasonable period of notice for Council Members to respond (not less than 24 hours);
c) If no objections are raised within the set notice period by an elected member to the Chief Executive Officer, it will be taken by the Chief Executive Officer the elected member agrees with the recommendation;
d) Decision to attend events at short notice will be made once agreement has been received from a simple majority of all Council Members; and
e) Decision is to be presented for noting at the next ordinary meeting of council.

The council may also approve attendance to an event to another Elected Member or the Chief Executive Officer or another officer after a decision has been made, by a circular email from the Chief Executive Officer explaining the proposed change. The subsequent process shall be as described at (b), (c) and (d) above.

7. Payments in Respect of Attendance

For an invitation to attend an event where a ticket is provided with no charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district.

For any events where a member of the public is required to pay, unless listed under heading 'Preauthorised Events', the council will determine whether it is in the best interests of the local government for an Elected Member or the Chief Executive Officer to attend on behalf of the council.

If the council determine that an Elected Member and the Chief Executive Officer should attend a paid event, the local government will pay the cost of the ticket and appropriate expenses, such as travel and accommodation for events outside the district, and the cost of the ticket for events within the district.

Any ticket purchased or additional travel / accommodation costs for the partner or family member of the local government representative will not be paid for by the local government.

8. PREAUTHORISED EVENTS

- Australian and Western Australian Local Government events
- Official invitations to events hosted by Clubs and Not for Profit Organisations within Shire of Leonora
- Meetings of Clubs or organisations within the Shire of Leonora
- Shire hosted ceremonies and functions
- Shire hosted events with employees
- Shire hosted tournaments
- Events run by schools within Shire of Leonora
- Cultural events/festival/art exhibitions
- Major professional bodies associated with local government at a local, state and federal level
- Opening or launch of an event or facility with the Shire of Leonora
- Recognition of Service events
- Where President or Chief Executive Officer representation has been formally requested
- Events run by Local, State or Federal Government

AMENDMENTS TO THIS POLICY

Amendments to this policy require an absolute majority decision of council, and the amended policy is to be published on the Shire's official website.

POLICY HISTORY

Policy amended	16 December 2011
Policy amended	18 February 2020
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. M.5.1 (to 21 November 2023)

M.5.2 CONFERENCES – MEMBERS' TRAVEL AND ACCOMMODATION EXPENSES

OBJECTIVES

To determine the travel and accommodation expenses payable in respect of members of the Council travelling on official Shire business (e.g. conferences, seminars, study tours, conventions).

POLICY STATEMENT

Members of the Council travelling on official Shire business are to be reimbursed allowances and expenses in accordance with the provisions of determinations issued by the Salaries and Allowances Tribunal. All expenses relating to travel and accommodation must be deemed reasonable if subjected to scrutiny.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy amended	15 July 1997
Policy amended	16 December 2011
Policy amended	19 February 2019
Policy amended	17 November 2020
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. M.5.2 (to 21 November 2023)

M.5.3 ELECTED MEMBER MANDATORY AND ONGOING PROFESSIONAL DEVELOPMENT

OBJECTIVE

To ensure equitable access to mandatory and ongoing professional development and training opportunities to enable Council Members to fulfil their function and perform the duties required of them under the *Local Government Act 1995*.

POLICY STATEMENT

In recognition of the complexity and demands on elected member in undertaking their role, the Shire is committed to resourcing elected member to support them in performing their duties of office and to undertake mandatory training as required by legislation, other professional development training and to enable attendance at conferences relevant to their role.

This Policy should be read in conjunction with *Shire of Leonora Policy M.5.1 Events – 'Council Members' and Chief Executive Officer Attendance and Representation.*'

To ensure each elected member is provided reasonable opportunity to participate in mandatory, as well as ongoing, professional development, a budget provision will be included annually for each elected member for planning purposes to meet the costs of registration, travel and accommodation for elected member professional development.

Professional development includes (but is not limited to):

- Mandatory Elected Member training as specified by legislation*;*
- Study tours
- West Australian Local Government Association and Australian Local Government Association conferences;
- Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues;
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities;
- Municipal Training Service's Councillor Induction Program;
- West Australian Local Government Association Elected Member Training and Development;
- Training relating to the role of elected member; and
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Council Members, meeting procedures, etc.

1 APPROVAL OF ATTENDANCE

If attendance by elected member/s for professional development is considered in the best interest of the Shire, and where appropriate budget provision remains to facilitate attendance, the CEO will prepare details for council to consider for the relevant members attendance at the event as detailed within the 'Approval of Attendance' sections of this policy.

2 Approval of Attendance - General

The Chief Executive Officer will prepare an agenda item for council to consider, relating to attendance at professional development, detailing the following information:

- Who is providing the ticket to the professional development (the Shire, the organiser of the event or a third party);
- The location of the professional development in relation to the local government (within the district or out of the district);
- The role of the elected member, Chief Executive Officer when attending professional development (participant, observer, presenter);
- Whether the professional development is sponsored by the local government;
- The benefit to the district of council representation at the professional development;
- Which elected member and / or officer should be authorised to attend the professional development; and
- The cost to attend the professional development and availability of funding within adopted annual budget.

Decisions to attend events in accordance with this policy will be made by simple majority.

3 Approval of Attendance – Short Notice

Where the timing of receipt of an invitation and the professional development itself does not provide an opportunity for council to consider attendance at professional development (such as when received at short notice), the Chief Executive Officer shall:

a) Prepare an agenda item in accordance with 'Approval of Attendance – General' and circulate to the council via email;
b) Email correspondence is to set a reasonable period of notice for elected member to respond (not less than 24 hours);
c) If no objections are raised within the set notice period by an Elected Member to the Chief Executive Officer, it will be taken by the Chief Executive Officer the elected member agrees with the recommendation;
d) Decision to attend professional development at short notice will be made once agreement has been received from a simple majority of all Council Members; and
e) Decision is to be presented for noting at the next ordinary meeting of council.

The council may also approve attendance to professional development to another elected member or the Chief Executive Officer or another officer after a decision has been made, by a circular email from the Chief Executive Officer explaining the proposed change. The subsequent process shall be as described at (b), (c) and (d) above.

4 Payments in Respect of Attendance

For an invitation to attend professional development where a ticket is provided with no charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district.

For any professional development where a member of the public is required to pay, the council will determine whether it is in the best interests of the local government for an elected member or the Chief Executive Officer to attend on behalf of the council.

If the council determine that an elected member and/or the Chief Executive Officer should attend a paid professional development event, the local government will pay the cost of the

ticket and appropriate expenses, such as travel and accommodation for events outside the district, and the cost of the ticket for events within the district.

Any ticket purchased or additional travel / accommodation costs for the partner or family member of the local government representative is not paid for by the local government.

5 Study Tour

A study tour is designed to enable elected member, (and staff) to travel intrastate, interstate and/or overseas to research and study specific issues fronting Council.

Details of study tours are to be arranged in advance so that suitable provision can be included in each year's budget. When no details of study tours have been arranged, or arrangements are incomplete, an appropriate amount may be included int the budget to cover the cost of an annual study tour.

Study tours will be considered with the following guidelines:

- The maximum attendance at any study tour is to be two elected members (and two staff);
- Attendance at a study tour shall only take place where there are appropriate funds provided in the annual budget; and
- A detailed report including recommendations on each study tour is to be submitted to Council for noting.

6 Special Provision

To provide an opportunity to network with Federal Ministers, Members of Parliament and/or Senior Departmental Officers on issues affecting the Shire, the Shire President (and the Chief Executive Officer), with the prior approval of Council, are to attend an appropriate interstate conference incorporating a visit to Canberra where possible on an annual basis.

7 Booking Arrangements

Registration, travel and accommodation for elected members will be arranged through the Shire of Leonora administration office. In general, all costs including airfares, registration fees, and accommodation will be paid direct by the Shire.

8 Extent of Expenses to be reimbursed

Expenses incurred with approved professional development in addition to booking arrangements paid by the Shire, may be reimbursed to elected member as set by the Salaries and Allowance Tribunal through a determination published in the Government Gazette from time to time and in accordance with statutory requirements.

Elected members will generally not be reimbursed for the cost of meals or refreshments for other people.

Expenses will generally be reimbursed from the time an elected member leaves home to attend an event to the time the elected member returns home. Should an elected member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the elected member could have returned following the event, reimbursements will be paid:

- For the days of the professional development event only; and

- For the cost of travel to and from the airport to the accommodation to be used for the professional development event.

Where a visit is extended, as discussed above, an elected member may stay for the period of the extension in different accommodation to that used for the attendance at the professional development event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the professional development event's accommodation and the airport. The elected member will be required to pay any greater amount.

Where an elected member attends two professional development events and there is a gap of no more than two days between the conclusion of the first event and the start of the second event, the elected member shall be entitled to reasonable accommodation expenses and other allowable expenses during that 'gap' period. If the gap is greater than two days, only two days reimbursement can be claimed.

9 Payment of Expenses to be Reimbursed

The extent to which an elected member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the *Local Government (Administration) Regulations 1996* is set by the *Salaries and Allowances Tribunal* through a determination published in the Government Gazette from time to time.

Nothing prevents an elected member from being reimbursed for any reasonable expense incurred whilst attending professional development events where an elected member produces receipts or other sufficient information for the total cost to support their claim.

Reasonable expenses may include but are not limited to:

- Meals and non-alcoholic beverages for the elected member only;
- Transport travel – taxi, Uber or public transport; and
- Entry fees.

10 Cash Advances

The Shire will not pay cash advances to Council Members.

11 Elected Member/Delegate Accompanying Person

Where an elected member is accompanied at a professional development event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the elected member / accompanying person and not by the Shire.

An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The Shire will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the Shire in advance for the accompanying person.

Where the Shire meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the

elected member /accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the professional development event.

12 Guidelines for Conferee and Training Attendance

Generally, no more than two Council Members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two elected member if a particular purpose of need arises.

13 Attendance at Overseas Conferences

An elected member may, with prior council approval, attend an overseas conference. The Council approval must include a specific council resolution indicating how the conference attendance will be of benefit to the Shire and the elected member and detailing any conditions applied.

14 Reporting

Upon return from any professional development event as detailed within this policy, where registration and other associated costs are met by the Shire, the attending elected member is required to provide a written report on their attendance and the benefits to them and the Shire, to the Chief Executive Officer.

The Chief Executive Officer is to record these reports in a register to support required annual reporting required by legislation.

AMENDMENTS TO THE POLICY

Amendments to this policy require an absolute majority decision of Council. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under *Section 5.128 Local Government Act 1995.* A local government must review the policy after each ordinary election; and may review the policy at any other time.

Policy History

Policy amended	18 February 2020
Policy amended	21 November 2023
Policy amended	12 December 2025

Previous Policy:

Policy No. M.5.4. (to 12 December 2025)

(T) TECHNICAL SERVICES

T.6.1 BUILDING CONTROL - RELOCATED DWELLINGS

OBJECTIVE

To ensure that second hand dwellings are of a quality standard and do not impose negatively on the amenity of the area.

POLICY STATEMENT

This policy is to apply for any dwellings proposed for relocation into any part of the Shire.

All relocated dwellings are to comply with relevant provisions of the *Building Code of Australia*, *Public Health Act 2016* and *Town Planning Scheme*.

The dwellings are to be inspected by a Council Building Surveyor at the expense of the applicant (to be paid in advance) and a list of required work will be made. Alternatively, Council will consider a written report from the appropriate Local Authority Building Services Department or a Structural Engineer.

For the assessment of the proposed relocation, the Council requires the submission of a Building Licence Application, together with plans, site plans and photographs of the dwelling. The council may seek comment from adjoining and affected landowners.

If any approval is granted, the following additional requirements may be imposed, and applicants are to be advised accordingly:

1. The formal submission of an application for both a building licence and septic tank (where applicable).
2. The building is to be completely restumped.
3. The underside of the building is to be enclosed.
4. The exterior claddings, walls and roof are to be brought up to as new standard (this may entail brick veneering).
5. Council will consider the effect on surrounding properties and may require alterations to the design and site location so as to complement the surrounding properties.
6. The applicant will be required to complete all specified required works within 12 weeks of the relocated building being placed on site.
7. A bank guarantee to the value of $5,000 will be requires to be lodged with Council, which will be released when the work is either completed or on a pro rata basis and refunded at the discretion of the Building Surveyor
8. Asbestos to be removed prior to transporting the dwelling to the Shire.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy Adopted	15 July 1997
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. T.6.9 (to 21 November 2023)

T.6.2 CONDITIONS FOR SURFACE CLEARING AND DRILLING ACTIVITIES WITHIN THE LEONORA TOWNSITE

OBJECTIVE

To ensure minimal disruption occurs when clearing and drilling activities within the Leonora townsite are carried out.

POLICY STATEMENT

1. Drilling is to be conducted during daylight hours between the hours of 7.00am and 5.00pm excluding Sundays and Public Holidays.
2. The residents living within 500 metres of any drill site to be consulted prior to the commencement of any drilling.
3. The Department of Water and Environmental Regulations in regard to noise and dust are complied with.
4. Implementation of appropriate compliance audit to ensure compliance with *Department of Mines, Industry Regulation and Safety guidelines*, and other legislative requirements.
5. All drill holes on land to be developed are to be backfilled with sand.
6. Clearing lines of vegetation for access should be done after reasonable alternatives accesses have been considered. Where clearing is necessary, equipment blades are to be above ground level so as to minimise soil displacement and erosion potential.
7. Grid lines and crossings that have been cleared are to be closed off at the completion of the programme to prevent them being used as thoroughfare by vehicles. Cleared vegetative material can be used as a barrier for this purpose.
8. Damage to the environment is to be kept to a minimum.
9. Should groundwater be incepted whilst drilling, appropriate measure must be taken to contain the material being ejected/discharged (i.e., sumps, or tanks). Drilling must cease immediately upon the discharge of water until appropriate and approved containment facilities have been implemented.
10. Prevention of hydrocarbon discharge and removal with suitable remediation of all contaminated soils.
11. At the completion of any drilling, all drill holes are to be securely capped immediately and plugged below ground level (preferably with conical concrete plugs) within three months of completion of the approved drilling programme.
12. Within three months of completion of the approved drilling programme, all plastic bags, grid pegs and other artificial debris and waste are to be removed from the site and compacted areas ripped on the contour and seeded with locally occurring native flora species.

AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

POLICY HISTORY

Policy Adopted	21 July 1997
Policy amended	21 November 2023
Policy reviewed	12 December 2025

PREVIOUS POLICY:

Policy No. T.6.11 (to 21 November 2023)

DOCUMENT CONTROL

Version	Meeting Approval	Title / Item No.	Date
1	Historical Version	Various	Pre July 2023
2	OCM	New Policy Manual 2023	21 November 2023
3	OCM	New Policy A.2.11 – Christmas Closure Policy	20 August 2024
3	OCM	New Policy A.2.13 - Community Grants	17 September 2024
4	OCM	Review Policy A.3.4 – Temporary Employment of Appointment of a CEO	13 December 2024
5	OCM	Biennial Policy Manual Review	12 December 2025

AMENDMENTS

Document Version	Date of Amendment	Policy Number	Amendment Details
2	21 November 2023		
3	20 August 2024	A.1.11	
4	17 September 2024	A 2.13	
5	13 December 2024	A 3.4	
6	12 December 2025	A.1.5	Clarification of process and responsibilities
	12 December 2025	A.1.9	Rescind – replicates Legislation
	12 December 2025	A.2.6	Removal of DCEO or MBS
	12 December 2025	A.3.2	Rescind – Operational in nature
	12 December 2025	A.3.5	Rescind – Operational in nature
	12 December 2025	M.5.3	Rescind – replicates legislation
	12 December 2025	M.5.4	Amend – consistency with Purchasing Policy