SHIRE OF TRAYNING

Rock Solid

Policy Manual

2026

Adopted 14 October 2026 - Council Resolution 10.2026.87

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

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1.1 Code of Conduct

Introduction	The Local Government (Model Code of Conduct) Regulations 2021 prescribe a Model Code of Conduct for council members, committee members and candidates under section 5.103 of the Local Government Act 1995. Council is required to adopt a Code of Conduct that incorporates the prescribed model requirements. The Local Government Act s.5.103 requires Council to adopt a Code of Conduct.
Purpose	To establish the standards of conduct and behaviour expected of Council Members, Committee Members and Candidates in accordance with the Local Government Act 1995 and the Local Government (Model Code of Conduct) Regulations 2021.
Scope	This policy applies to all Council Members, Committee Members and Candidates for election to the Shire of Trayning Council. It incorporates the requirements of the prescribed Model Code of Conduct under the Local Government (Model Code of Conduct) Regulations 2021 and applies to all conduct undertaken in the performance of official functions or in connection with Council business.
History	Formerly: Separate document Adopted: 23 April 2008 Amended: 17 July 2021 Adopted: 14 October 2026
Legislation	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021

Policy Schedule 1.1 – Code of Conduct

FOR COUNCIL MEMBERS, COMMITTEE MEMBERS & STAFF

Based on WALGA Model of February 2008

PREAMBLE

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

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

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

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

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RULES OF CONDUCT

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

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire will be the focus of the Council Member's public life.

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

"A Councillor —

(a) represents the interests of electors, ratepayers and residents of the district;
(b) provides leadership and guidance to the community in the district;
(c) facilitates communication between the community and the council;

(d) participates in the local government's decision-making processes at council and committee meetings; and
(e) performs such other functions as are given to a Councillor by this Act or any other written law."

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf, and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

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

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

1.2 Role of Staff

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

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

1.3 Role of Council

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

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

1.4 Relationships between Council Members and Staff

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

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

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

(a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

(b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

(c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).

(d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

(e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.

2.2 Financial Interest

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

2.3 Disclosure of Interest

Definition:

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

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

(a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -

(i) in a written notice given to the CEO before the meeting; or
(ii) at the meeting immediately before the matter is discussed.

(b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -

(i) in a written notice given to the CEO before the meeting; or
(ii) at the time the advice is given.

(c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.

(d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -

(i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
(ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

(e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -

(i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
(ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

(f) If -

(i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
(ii) a disclosure is made as described in item (d) (ii) at a meeting; or
(iii) to comply with a requirement made under item (e) (ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

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

3.2 Intellectual Property

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

3.3 Improper or Undue Influence

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

3.4 Gifts

Definitions :

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

"activity involving a local government discretion" means an activity -

(a) that cannot be undertaken without an authorisation from the local government; or

(b) by way of a commercial dealing with the local government;

"gift" has the meaning given to that term in S 5.82(4) except that it does not include -

(a) a gift from a relative as defined in S 5.74(1); or

(b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or

(c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

"notifiable gift", in relation to a person who is an employee, means -

(a) a gift worth between $50 and $300; or

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

"prohibited gift", in relation to a person who is an employee, means -

(a) a gift worth $300 or more; or

(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth $300 or more.

(a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -

(i) is undertaking or seeking to undertake an activity involving a local government discretion; or

(ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(b) A person who is an employee and who accepts a notifiable gift from a person who -

(i) is undertaking or seeking to undertake an activity involving a local government discretion; or

(ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

(c) The notification of the acceptance of a notifiable gift must be in writing and include -

(i) the name of the person who gave the gift; and

(ii) the date on which the gift was accepted; and
(iii) a description, and the estimated value, of the gift; and
(iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
(v) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
    (1) a description; and
    (2) the estimated value; and
    (3) the date of acceptance,
of each other gift accepted within the 6-month period.

(d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).

(e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

(f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

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

(b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

(a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;

(b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.

(c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

(a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.

(b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

(a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.

(b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

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

4.6 Corporate Obligations

(a) Standard of Dress

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

(i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.

(ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

(b) Communication and Public Relations

(i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

(ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:

- as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;

- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;

- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

(iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

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

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

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members and staff will:

(a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;

(b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and

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

5.2 Travelling and Sustenance Expenses

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

5.3 Access to Information

(a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.

(b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

– End of Schedule

COMMENT

Nil

1.2 Honorary Freeman

Introduction	The Local Government Act 1995 does not prescribe a process or criteria for conferring the title of Honorary Freeman. The Council may, by resolution, confer this honour in recognition of exceptional and enduring service or contribution to the Shire of Trayning and its community.
Purpose	To establish the criteria and process for conferring the title of Honorary Freeman upon a person who has provided distinguished and enduring service to the Shire of Trayning and its community.
Scope	This policy applies to the consideration and conferral of the title of Honorary Freeman by the Council of the Shire of Trayning. It outlines the eligibility criteria, nomination process and approval requirements for recognising individuals who have made an exceptional and enduring contribution to the Shire and its community.

History		
	Former Policy	1.1.25
	Adopted	19 December 2007
	Amended	27 July 2011
	Adopted	14 October 2026

Legislation	There are no specific legislative requirements governing the conferral of the title of Honorary Freeman. This policy is adopted under the Council's general governance powers under the Local Government Act 1995.

Policy Statement

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

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

i) The award of Honorary Freeman shall be recognised by a framed certificate being presented to the recipient with a framed photograph and plaque displayed in the Shire Administration Centre.

– End of Policy

COMMENT

1.3 Acting Chief Executive Officer

Introduction	The Local Government Act 1995 requires every local government to adopt a policy setting out the process for the temporary employment of a person as Chief Executive Officer (CEO) for a term not exceeding one year, and for the appointment of an employee to act in the position of CEO for a term not exceeding one year. This policy establishes the process to be followed by the Shire of Trayning in these circumstances.
Purpose	The objective of this Policy is to give effect to the requirement in section 5.39C of the Local Government Act 1995 that a local government must prepare and adopt a policy that sets out the process to be followed by the local government in relation to the following — • the employment of a person in the position of CEO for a term not exceeding 1 year; • the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.
Scope	To establish a clear and transparent process for the temporary employment of a Chief Executive Officer and the appointment of an Acting Chief Executive Officer in accordance with the requirements of the Local Government Act 1995.
History	Adopted 19 May 2021 Adopted 14 October 2026

Legislation	• Local Government Act 1995
	  o Section 5.39A – Model standards for CEO recruitment, performance and termination
	  o Section 5.39C – Policy for temporary CEO employment and acting CEO appointments
	• Local Government (Administration) Regulations 1996
	  o Part 2A – Model standards for CEO recruitment, performance review and termination
	• Shire of Trayning Delegation 1.1.18 – Appointment of Acting Chief Executive Officer

Policy Statement

Where the Chief Executive Officer is absent for a period not exceeding 30 days, Delegation 1.1.18 authorises the Chief Executive Officer to appoint a Director as Acting Chief Executive Officer.

In other circumstances, Council is to determine:
• the employment of a person in the position of CEO for a term not exceeding one (1) year;
• the appointment of an employee to act in the position of CEO for a term exceeding thirty (30) days but not exceeding one (1) year; or
• the appointment of an employee to act in the position of CEO for a term less than thirty (30) days where the CEO is unable to exercise the delegation.

The employment of a Chief Executive Officer for a term exceeding one year must comply with the Local Government Act 1995 and the model standards prescribed under the Local Government (Administration) Regulations 1996 pursuant to section 5.39A of the Act.

Relevant Policies/Council Documents

- Delegation 1.1.18 – Appointment of Acting CEO Legislation/Local Law Requirements
- Local Government Act 1995
- Local Government Administration Regulations 1996

– End of Policy

COMMENT

1.4 Elected Member Records – Capture and Management

Introduction	The State Records Office requires elected members to retain and produce various records.
Purpose	To ensure records created or received by Council Members in the course of performing their official duties are appropriately captured, managed and retained in accordance with legislative requirements and the Shire's Recordkeeping Plan.
Scope	This policy applies to all Council Members of the Shire of Trayning and to all records created, received or maintained by Council Members in connection with the performance of their official duties.
History	Adopted 27 July 2011 Amended 13 December 2023 Adopted 14 October 2026
Legislation	State Records Act 2000 Local Government Act 1995 Freedom of Information Act 1992 State Records Commission Standards Shire of Trayning Recordkeeping Plan

Policy Statement

The Shire of Trayning is committed to ensuring that records relating to Council business are appropriately managed to support transparency, accountability and good governance.

Council Members are responsible for ensuring that records created or received while undertaking their official functions are retained where they provide evidence of Council business, decision-making or the exercise of official responsibilities.

Records may include, but are not limited to:

- correspondence;
- letters;
- emails;
- text messages or other electronic communications relating to Council business;
- meeting notes;
- photographs;
- electronic documents; and
- any other information that documents the conduct of Council business.

The Chief Executive Officer will ensure appropriate systems, processes and guidance are available to facilitate the capture, storage, retrieval and lawful disposal of Council Member records in accordance with the Shire's Recordkeeping Plan.

Council Member records will be managed in accordance with applicable legislation and may be accessed or disclosed where authorised or required by law.

Responsibilities

Council Members

Council Members are responsible for:

- creating and retaining records relating to their official functions;
- providing records to the Shire for capture into the official recordkeeping system where required;
- ensuring records are not destroyed or altered except in accordance with approved disposal authorities; and
- complying with the Shire's Recordkeeping Plan and relevant legislation.

Chief Executive Officer

The Chief Executive Officer is responsible for:

- maintaining an approved Recordkeeping Plan;
- providing suitable recordkeeping systems and administrative support;
- ensuring records are managed in accordance with legislative requirements; and
- facilitating lawful access to records where authorised.

Legislative Framework

This policy should be read in conjunction with:

- State Records Act 2000;
- Local Government Act 1995;
- Freedom of Information Act 1992;
- State Records Commission Standards;
- Shire of Trayning Recordkeeping Plan; and
- any other relevant legislation or subsidiary legislation.

Related Documents

- Council Member Code of Conduct
- Records Management Procedures
- Information Management Policies
- Recordkeeping Plan

– End of Policy

COMMENT

This policy will be reviewed every four years or earlier where legislative or operational changes require.

1.5 External Organisations – Council Representatives and Expenses

Introduction	The Council appoints Council Members to represent the Shire of Trayning on external organisations, committees and other bodies where representation supports the interests of the local government and its community. This policy establishes the arrangements for appointing representatives and the reimbursement of discretionary expenses incurred while undertaking approved duties on behalf of the Shire.
Purpose	To establish a consistent framework for the appointment of Council representatives to external organisations and for the reimbursement of approved discretionary expenses incurred while representing the Shire of Trayning.
Scope	This policy applies to all Council Members appointed by Council to represent the Shire of Trayning on external organisations, committees, working groups and other bodies. It also applies to the reimbursement of discretionary travel, accommodation, meal and other approved expenses incurred while undertaking authorised duties on behalf of the Shire.

History	Adopted	27 July 2011
	Amended	19 March 2014
	Amended	31 July 2014
	Amended	21 September 2022
	Adopted	14 October 2026

Legislation	Local Government Act 1995 Section 5.98 – Reimbursement of expenses Section 5.100A – Council policies relating to financial benefits Local Government (Administration) Regulations 1996 Local Government (Financial Management) Regulations 1996 (where applicable)

Policy Statement

a) Council nominates representatives to the external organisations listed –
   - Great Eastern Country Zone of WALGA
   - Wheatbelt North Regional Road Group and Wheatbelt Northeast Sub Regional Road Group
   - Northeastern Wheatbelt Regional Organisation of Councils
   - Kununoppin Medical Practice Committee
   - Kununoppin Local Health Advisory Group

b) Nominations as Council representatives to external organisations are to be reviewed and confirmed or new nominations made, at the first meeting following the ordinary Local Government elections, to hold office until the meeting following the next ordinary Local Government elections, subject to the provisions of the Local Government Act.

c) Should a representative or deputy representative resign their nomination or become disqualified to continue as a Councillor, their nomination lapses immediately, and Council will decide a new nomination at the next meeting.

d) Subject to the Constitution or Rules of the Organisation, if precedence needs to be determined due to unavailability of the representative or for some other reason, the order of priority will be –
   a) Council's nominated representative/s
   b) Council's nominated deputy representative/s
   c) President
   d) Deputy President
   e) Past Presidents in order of most recent retirement
   f) Councillors in order of length of service
   g) CEO

e) Council will reimburse travel and other expenses where Members of Council attend meetings of the above organisations, and in addition –
   - Interviews for "Designated Staff"
   - Council road inspections
   - Approved conferences or training, authorised as per policy

– End of Policy

COMMENT

Refer also Policy 3.2 – Conference and Training Expenses concerning accommodation, meals and out-of-pocket expenses etc.

At minimum, nominations must be reviewed at the first Council Meeting held after general Local Government elections as all appointments lapse at this time, other than statutory appointments. Review may also be required if a position becomes vacant during the term of office of a Councillor.

Travel and out of pocket expenses may be paid in accordance with policy.

1.7 Recognition of Service – Elected Members

Introduction	The Shire of Trayning recognises the valuable contribution made by Council Members through their service to the community. This policy establishes the framework for recognising eligible departing Council Members and is adopted in accordance with the requirements of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.
Purpose	To recognise and acknowledge the service and contribution of eligible departing Council Members through the presentation of an appropriate certificate, plaque and farewell gift.
Scope	This policy applies to all elected Council Members of the Shire of Trayning who cease to hold office and meet the eligibility requirements prescribed by this policy and the Local Government (Administration) Regulations 1996. It also applies to the administration of recognition and farewell gifts by the Chief Executive Officer.

History	Adopted	17 August 2011
	Amended	21 September 2022
	Adopted	14 October 2026

Legislation

- Local Government Act 1995
  - Section 5.60 – Financial interest
  - Section 5.60A – Proximity interest (where applicable)
  - Section 5.69 – Ministerial approval for certain financial interest policies
  - Section 5.100A – Council policies relating to financial benefits for Council Members
- Local Government (Administration) Regulations 1996
  - Regulation 34AC – Gifts for departing Council Members

Policy Statement

1. Each departing Council Member shall receive an appropriate plaque or certificate of service.
2. The CEO is to arrange a suitable gift for departing Council Member to the value prescribed under the Local Government (Administration) Regulation 34AC.
3. To be eligible, an initial completed term of office as Councillor, Deputy President or President is required, consistent with the provisions the Administration Regulations r.34AC.
4. Presentation of the plaque or certificate and gift will generally be made at the final meeting being attended by the Councillor, or at the Annual Shire Christmas function.
5. Multiple periods of service as a member of Council are to be considered individually according to each period, and not cumulatively.
6. Where eligible, the Chief Executive Officer will arrange an application for a Ministerial Certificate of Appreciation through the State Government department responsible for local government.

– End of Policy

COMMENT

1.9 Councillor Attendance at Conferences, Seminars, Training Courses and Meetings

Introduction	Section 5.128 of the Local Government Act 1995 requires every local government to prepare and adopt a policy in relation to the continuing professional development of Council Members. This policy establishes the Shire of Trayning's commitment to supporting the ongoing learning and professional development of Council Members to enable them to effectively fulfil their statutory roles and responsibilities.
Purpose	To support the ongoing professional development of Council Members by providing access to relevant training, conferences, seminars and networking opportunities that enhance their knowledge, skills and effectiveness in fulfilling their governance responsibilities.
Scope	This policy applies to all Council Members of the Shire of Trayning. It outlines the mandatory training requirements, approval processes and reimbursement arrangements for professional development activities undertaken in connection with their role as a Council Member.
History	Adopted 11 December 2019 Amended 13 December 2023 Amended 14 October 2026

Legislation	• Local Government Act 1995
	  o Section 5.126 – Mandatory training for Council Members
	  o Section 5.128 – Continuing professional development policy
	• Local Government (Administration) Regulations 1996
	  o Part 10 – Training of Council Members
	  o Regulation 35 – Mandatory training for Council Members
	  o Regulation 36 – Exemptions from mandatory training

Policy Statement

Council supports and wherever possible will take advantage of appropriate training and networking opportunities for Council members in accordance with the following guidelines and subject to budget limitations:

Authorised Training

Council members are permitted to attend the following training opportunities without requiring further Council authorisation:

- ✓ Council Member Essentials that consists of the following modules

  (i) Understanding Local Government;
  (ii) Serving on Council;

(iii) Meeting Procedures;
(iv) Conflicts of Interest;
(v) Understanding Financial Reports and Budgets; and is provided by any of the following bodies
(i) North Metropolitan TAFE;
(ii) South Metropolitan TAFE;
(iii) WALGA;
when provided through an e-learning module.

- ✓ Introduction to the Local Government Act for Elected Members (Webinar)
- ✓ Newly Elected Councillors Seminar (WALGA) for newly elected members only

WALGA Local Government Convention

In relation to attendance at the WALGA Local Government Convention the following shall apply:

1. The President and WALGA GECZ delegates and the Chief Executive Officer and their partners be entitled to attend the WALGA Local Government Convention. Due to the costs of attending the WALGA Local Government Convention Council will Budget for a maximum of four Councillors to attend each year. Council members other than the Shire President and GECZ delegates being selected based on recent attendance at the WALGA Local Government Convention.

2. Should a Council member require accommodation then this will be available at a specified venue at Council's expense. Arrangements for these bookings will be made only by administration.

3. Extras such as mini bars, in house movies etc. will be the participants' responsibility.

Other Training / Conferences

1. Priority be given to any course or seminar that is specifically relevant to Council members and attendance at such course or seminar is subject to approval by Council, the Shire President or Chief Executive Officer.

2. Priority is given to the attendance of any new Council members at any induction or training course specifically organised for the benefit of new Council members.

3. Conference, seminars, courses or meetings organised by organisations of which Council is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations.

4. When determining costs of a conference, seminar, training course or meetings, all costs including travel (motor vehicle, air fares, taxi, etc.), accommodation, meals, related conference registration and business telephone costs will be paid for or be reimbursed by Council. Meal, accommodation, travel and other

expense allowances shall be paid in accordance with the Annual
5. Travel payment as determined by Council annually or upon presentation of receipts. A Travel Expense claim form must be submitted by the Council member to claim this allowance or expense reimbursement.

6. Where the partner of a Council member attends an annual conference with the Council member, related conference registration and meal costs will be paid for by Council.

7. Attendance at conferences in other States requires the prior approval of Council by way of a formal resolution.

8. A brief verbal report on the conference attendance is to be provided to Council during the next Council Forum Session.

Requests for course participation or conference attendance may be initiated by the Council member and should be forwarded to the CEO prior to enrolment or registration.

The CEO is authorised to approve requests from Council members for professional development, training and conference attendance without referral to Council providing that the cost does not exceed a total of
$5,000 for Council members and $8,000 for the President in any financial year, and the course or conference is organised by an identified, industry- recognised training provider and is directly relevant to the role of the Councillor.

The CEO will keep a log of all seminars, forums, webinars, and workshops attended by Council members and this will be included on the Shires website.

Any requests outside this policy, including those for attendance at course or conferences outside Western Australia, are to be submitted to Council for consideration.

– End of Policy

COMMENT

1.10 Council Briefing Sessions

Introduction	It is currently Council practice to hold a Briefing session before each Ordinary meeting of Council. This policy has been developed having regard to current good governance principles and guidance issued by the State Government relating to local government.
Purpose	To establish a consistent framework for the conduct of Council Briefing Sessions that support informed decision-making, effective communication and good governance, while ensuring that no decisions or resolutions are made outside a properly convened Council or Committee meeting.
Scope	This policy applies to all Council Briefing Sessions conducted by the Shire of Trayning and applies to Council Members, the Chief Executive Officer and employees who attend or participate in those sessions.
History	Adopted August 2016 Amended September 2020 Amended 21 September 2022 Adopted 14 October 2026
Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Model Code of Conduct) Regulations 2021
Related Documents	Council Member Code of Conduct Employee Code of Conduct

Policy Statement

That a Council Briefing Session be held prior to each Ordinary

Meeting of Council. The following Forum guidelines apply:

1. There will be no detailed agenda prepared for the session, however, to allow everyone to come somewhat prepared the following headlines will be utilised:
    - Strategic/Concept Items
    - General Business
        - President Report
        - Chief Executive Officer
        - Councillors
        - Manager of Works
    - Future Council Agenda Items

This does not restrict any matter from being raised by a Council member or staff member on the day of the session.

2. There will be no discussions allowed on any item, which appears on the agenda for the Ordinary meeting to be held on the same day as the Information Session.

3. Council Members and employees must respect the confidentiality of information where required by legislation or where disclosure would prejudice the interests of the Shire or another person. Information that is publicly available is not confidential.

4. There are no minutes kept for the Information Session, however briefing notes will be taken.

5. There will be no decision/resolution/voting at these sessions. It is designed to discuss issues and provide guidance and/or clarification.

6. Any item that requires a decision of the Council will be listed on a future agenda within a report with a recommendation/s.

7. Discussions will be conducted in a structured and orderly manner and directed through the Chair.

8. The Code of Conduct applies to all Councillor members and Staff in attendance.

– End of Policy

COMMENT

Nil

1.14 Attendance of Councillors and CEO at Events

Introduction

Section 5.90A of the Local Government Act 1995 requires every local government to adopt a policy governing the attendance of Council Members and the Chief Executive Officer at events. This policy establishes the framework for approving attendance at events and promoting transparency and accountability in accordance with the Act.

Purpose

This policy addresses attendance at any 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 the Chief Executive Officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before Council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Scope

This policy applies to all Council Members and the Chief Executive Officer of the Shire of Trayning.

It applies to invitations, tickets and attendance at events, including conferences, functions, sporting events, cultural events, community events and similar occasions where attendance is funded, sponsored, provided free of charge or otherwise facilitated by a third party or the Shire.

This policy applies where attendance is undertaken in an official capacity as a representative of the Shire of Trayning and is intended to meet the requirements of section 5.90A of the Local Government Act 1995.

History

Adopted 17 February 2021

Adopted 14 October 2026

Legislation

Local Government Act 1995
Section 5.90A – Attendance at events policy
Part 5, Division 6 – Disclosure of interests
Part 5, Division 6A – Gifts received by Council Members and CEOs
Local Government (Administration) Regulations 1996 (where applicable)

Related Documents

Council Member Code of Conduct
CEO Code of Conduct
Gifts and Contributions Policy
Register of Gifts
Register of Primary and Annual Returns
Council Member Continuing Professional Development Policy (where conference attendance forms part of professional development)

Policy Statement

Provision of tickets to events

1. Invitations
   1.1 All invitations of offers of tickets for a Council Member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer.
   1.2 Any invitation or offer of tickets not addressed to the Chief Executive Officer is not captured by the policy and must be disclosed in accordance with the gift and interest provisions of the Act.

2. Pre-approved attendance
   In line with the objectives of this policy, the below events have been pre-approved and attendance at these events will not need to be disclosed if invitations are received. Nothing in this section mandates attendance at any of these events or raises an expectation of free or discounted tickets to these events.

   2.1 Any public event which is free.
   2.2 Invitations to attend events being hosted by other Local Governments, State Government or Federal Government/Ministerial agencies.
   2.3 Meetings of clubs or organisations within the Shire of Trayning.
   2.4 Australian or West Australian Local Government Association events.
   2.5 Events hosted by sporting clubs, schools or not for profit organisations within the Shire of Trayning or the Wheatbelt.
   2.6 All Shire hosted, run or sponsored events.
   2.7 Events run by professional associations of which employees are members or to which membership is encouraged by the CEO for the benefit of the Shire.
   2.8 Opening or launch of an event or facility within the Shire of Trayning or the Wheatbelt.
   2.9 Recognition of Service events within the Shire of Trayning or the Wheatbelt.

3. Approval of attendance

3.1 In making a decision on attendance at an event, the Council will consider:

a) Who is providing the invitation or ticket to the event
b) The location of the event in relation to the local government (within the district or out of the district)
c) The role of the Council Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution
d) Whether the event is sponsored by the local government
e) The benefit of local government representation at the event
f) The number of invitations/tickets received and
g) The cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation

3.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

4. Non-Approved Events

Any event which is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event and is not excluded from gift and disclosure provisions.

If the event is ticketed and the Councillor, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.

If the event is ticketed and the Councillor, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than $50 for employees, other than the Chief Executive Officer, and greater than $300 for Councillors and the Chief Executive Officer.

5. Payments in respect of attendance

5.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the Council determine attendance to be of public value.

5.2 For any events where a member of the public is required to pay, unless previously approved or listed as pre-approved, the Council will determine whether it is in the best interests of the local government for a Council Member or the CEO or another officer to attend on behalf of the Council.

5.3 If the Council determines that a Council Member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

5.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

– End of Policy

COMMENT

Nil

1.15 Standards for the Recruitment, Selection, Performance Review and Termination of CEOs

Introduction

The Local Government Act 1995 and the Local Government (Administration) Regulations 1996 prescribe model standards for the recruitment, selection, performance review and termination of Chief Executive Officers (CEOs).

The Shire of Trayning adopts these Model Standards to ensure that all CEO employment processes are conducted in a transparent, equitable and accountable manner and comply with legislative requirements

Purpose

To adopt the Model Standards prescribed under the Local Government (Administration) Regulations 1996 for the recruitment, selection, performance review and termination of the Chief Executive Officer, and to ensure these processes are undertaken in accordance with the principles of good governance, transparency, procedural fairness and merit.

Scope

This policy applies to the Council, Council Members, the Chief Executive Officer and any person involved in the recruitment, selection, performance review or termination of the Chief Executive Officer.

It applies to all processes relating to:

- recruitment and selection of a Chief Executive Officer;
- renewal of a Chief Executive Officer's employment contract where required by legislation;
- performance review of the Chief Executive Officer; and
- termination of the Chief Executive Officer's employment

History

Adopted: 17 February 2021

Adopted: 14 October 2026

Legislation

Local Government Act 1995

- Section 5.36 – CEO recruitment
- Section 5.38 – CEO performance review
- Section 5.39 – CEO employment contract
- Section 5.39A – Model standards
- Section 5.40 – Principles affecting employment of CEOs

Local Government (Administration) Regulations 1996

- Part 2A – Model Standards for CEO Recruitment, Performance and Termination
- Schedule 2 – Model Standards for CEO Recruitment, Performance and Termination

Related Documents	Chief Executive Officer Employment Contract
	Chief Executive Officer KPIS
	Chief Executive Officer Performance Review Procedure
	Council Member Code of Conduct
	Delegations Register (where applicable)
	Council Policy – Temporary Employment and Appointment of Acting Chief Executive Officer

Schedule 2 — Model standards for CEO recruitment, performance and termination

[r. 18FA]

Division 1 — Preliminary provisions

1. Citation

These are the *Shire of Trayning 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 Trayning;

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) (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.

End of Policy

COMMENT

Nil

1.16 Meeting Dress Standards

Introduction	The Shire of Trayning is committed to maintaining a professional, respectful and positive image when interacting with the community and stakeholders. Appropriate standards of dress and personal presentation contribute to public confidence in the organisation and reflect the professionalism expected of Elected Members, Committee Members and employees when representing the Shire.
Purpose	We understand the importance of a professional and respectful workplace environment. A dress code policy will help ensure all employees represent our organisation in a positive manner, maintain a consistent level of professionalism and respect the company culture.
Scope	This policy applies to all employees, while on company premises or representing the Shire in any capacity.
History	Adopted 18 October 2023 Adopted 14 October 2026
Legislation	Code of Conduct Policy
Related Documents	Shire of Trayning Code of Conduct for Council Members, Committee Members and Candidates Shire of Trayning Employee Code of Conduct Council Meeting Procedures Local Law (if applicable) Work Health and Safety procedures relating to appropriate personal protective equipment (where applicable)

Policy Statement

3.1 General Guidelines

Employees are expected to dress appropriately and professionally at all times. Clothing should be clean, well-fitted and in good condition. Employees should avoid clothing that is revealing, excessively tight, ripped or torn, or promotes offensive language or imagery.

3.2 Dress code

Our dress code is business casual, which means employees are expected to dress in a manner that is appropriate for a professional office setting. Suggested appropriate attire is listed below.

The Shire will contribute a maximum of $800 (ex GST) upon a permanent employee successfully completing their probation (permanent part-time employees are eligible for a pro-rated amount). For each year thereafter, an allowance will be granted as per the adopted budget for that financial year for permanent employees.

Employees who claim the uniform allowance are obligated to wear the Shire's uniform at all times during work hours.

3.3 Personal Protective Clothing (PPE)

As a condition of employment, some employees must wear Personal Protective Equipment (PPE).
The Shire will provide appropriate and sufficient PPE to allow these employees to undertake the requirements of their role.

3.4 Dress Code for Meetings and Events

Employees may be required to dress in formal attire for certain meetings or events, such as client meetings or company events. In these situations, employees should dress in a manner that reflects the formality of events.

3.5 Suggest acceptable attire.

To assist those employees who do not claim uniform allowance to understand what is acceptable attire, appropriate business casual includes:

- Dress pants, trousers/chinos or khakis paired with a collared shirt or blouse.
- Skirts or dresses that fall at or below the knee.
- Sweaters or cardigans worn over a collared shirt or blouse.
- Closed-toe shoes, dress shoes, or low heels.
- Blazers or sport coats paired with dress pants or khakis.
- Accessories, such as ties, scarves, or statement jewelry
- Approved Shire uniform

3.6 Consequences

Employees who do not adhere to the Dress Code Policy will be asked to change their clothing or may be sent home to change. Repeated violations may be treated as an act of misconduct.

4.0 Implantation

This policy will be communicated on an ongoing basis and implemented and accessible for each employee.

5.0 Responsibility

This Dress Code Policy will be updated to consider changing business circumstances, ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

6.0 Breach of this Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary policy.

7.0 Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

Maintaining appropriate dress standards promotes professionalism, respect and confidence in the Shire of Trayning's governance and administration.
While recognising differing work environments and operational requirements, all persons representing the Shire are expected to exercise sound judgement and present themselves in a manner appropriate to the occasion, their role and any applicable workplace health and safety requirements.

1.17 Privacy and Responsible Information Sharing

Introduction	The Shire of Trayning is committed to ensuring all reasonable steps are taken so that the collection, use, disclosure and handling of Personal Information by the Shire aligns with the requirements of the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act) and the Information Privacy Principles.
Purpose	The purpose of this policy is to provide guidelines for the responsible management of Personal Information and data as required by the Privacy and Responsible Information Sharing Act 2024 (WA) and the Information Privacy Principles.
Scope	This policy applies to Personal Information collected, stored and managed by the Shire and extends to all employees, elected members of Council, volunteers and third parties contracted by the Shire who have access to and/or are responsible for handling Personal Information on behalf of the Shire.
History	Adopted 14 October 2026
Legislation	Privacy and Responsible Information Sharing Act 2024 (WA) State Records Act 2000 (WA) Information Commissioner Act 2024 (WA)
Related Documents	Shire of Trayning Recordkeeping Plan Shire of Trayning Code of Conduct Shire of Trayning policies and procedures relating to information management, records and complaints

The Shire will collect, use, disclose, store and manage Personal Information responsibly and in accordance with applicable legislative requirements, including the Information Privacy Principles and requirements relating to information breaches and responsible information sharing.

1.0 Information Privacy Principles

The PRIS Act includes 11 Information Privacy Principles (IPP's) that guide how an IPP entity (which includes the Shire) must handle Personal Information. A summary of the IPP's is set out below:

1. Collection of Personal Information
Must be fair, lawful and necessary for the Shire's work.

2. Source of Personal Information
To be collected directly from the individual unless impractical.

3. Notification of Collection
An individual must be informed what is being collected and the purpose and receive an explanation of their rights.

4. Use and Disclosure
Personal Information must only be used or shared for the purpose for which it was collected (unless an exception applies).

5. Data Quality
Reasonable steps must be taken to keep Personal Information accurate, complete and current.

6. Data Security
Personal Information must be protected from misuse, loss or unauthorised access.

7. Access to Personal Information
Individuals have the right to see their Personal Information (with some exceptions).

8. Correction of Personal Information
Individuals have the right to request corrections to ensure their Personal Information is accurate.

9. Identifiers
Limits apply to using government-issued identifiers (e.g. Medicare numbers).

10. Anonymity and Pseudonymity
Individuals have the right to stay anonymous or use a pseudonym where possible and legal.

11. Cross-border Disclosure
Personal Information must not be sent outside Australia unless proper protections are in place.

2.0 Defined Terms
This policy applies to Personal Information collected, stored and managed by the Shire and extends to all employees, elected members of Council, volunteers and third parties contracted by the Shire who have access to and/or are responsible for handling of the Personal Information on behalf of the Shire.

3.0 Defined Terms
The following terms are used in this policy. The definitions are based on the terminology contained in the Kulin policy and are not necessarily a verbatim restatement of the law. Reference should be made to the relevant legislation for full definitions.

PRIS Act Privacy and Responsible Information Sharing Act 2024 (WA) and Privacy and Responsible Information Sharing Bill 2024 (as relevant).
Personal Information Information or an opinion about an identified individual, regardless of its truth or format. Personal Information includes but is not limited to names, addresses, telephone numbers, email addresses, dates of birth and rates records.
Sensitive Information A subset of Personal Information. It includes details about an individual's racial or ethnic origin, political opinions or associations, religious or philosophical beliefs, membership or associations in trade unions, sexual orientation or practices, criminal record, health or genetic information and some examples of health, genetic or biometric information.
IPP Entity A public sector body and certain contracted service providers who must comply with the IPP's. The Shire of Trayning is an IPP Entity as a local government authority.
IPP or IPP's The eleven (11) Information Privacy Principles which outline how IPP entities must handle Personal Information.

Privacy Officer A designated senior official within a government or public entity with statutory responsibility for ensuring the organisation complies with State privacy laws, manages data breaches and coordinates with the Information Commissioner.
Information Sharing Officer A designated senior official within a government or public entity with statutory responsibility for overseeing and managing the responsible sharing of data of the organisation.
Collection Notice An official statement given to an individual by a government agency or contracted service provider when collecting Personal Information explaining why it is being collected, who is collecting it and how it will be handled.
Information Breach Unauthorised access to or unauthorised disclosure of Personal Information or loss of Personal Information.
Notifiable Information Breach Unauthorised access, unauthorised disclosure or loss of Personal Information that is likely to result in serious harm to any of the affected individuals.
Information Commissioner The independent statutory officer appointed under the Information Commissioner Act 2024 (WA) who is responsible for overseeing Freedom of Information and privacy matters, including enforcement of the requirements of the PRIS Act.
Chief Data Officer The independent statutory officer established under the PRIS Act to lead the coordinated approach to responsible government information sharing, improve data capabilities and provide oversight of data governance.
Exceptions There are some exceptions to the IPP's that set out when they do not apply. This includes personal, family or household affairs, publicly available information, law enforcement functions, emergency response functions, child protection functions or family violence.

4.0 Personal Information and Data Collection

4.1 Purpose of Collection

The Shire collects and uses Personal Information from residents, rate payers, customers, staff and stakeholders to enable it to fulfil its functions, meet its statutory obligations, deliver services and support its day-to-day operations.

This includes, but may not be limited to:
1. Complying with the law;
2. Managing rates and local government records;
3. Providing information about Shire services;
4. Delivering or providing access to relevant services and facilities;
5. Managing applications, permits and billing;
6. Managing animal ownership;
7. Managing parking.

4.2 Types of Personal Information

Types of Personal Information the Shire may collect and use to fulfil the purposes in 3.1

include, but are not limited to:
1. Contact details – name, email, phone number, address;
2. Physical details or information – signature, voice, image;
3. Identification details – birth certificates, passports, Medicare or concession information;
4. Vehicle and licensing data – drivers licences or vehicle licence information where the Shire acts as an agent for the Department of Transport;
5. Financial – bank account details and tax file number;
6. Security – police and other clearances;
7. Employment information – resumes, workplace medical information, reports or certificates.

4.3 Collection Methods

The Shire collects and uses Personal Information only when necessary to fulfil the purposes in 3.1. This includes, but is not limited to, Personal Information collected via:
1. Email or letters;
2. Online and in person;
3. Applications, forms, submissions, complaints, surveys, feedback and general enquiries;
4. CCTV footage for safety, security and operational purposes in public places;
5. Employment information during recruitment, onboarding and throughout employment;
6. Audio and visual content such as phone calls, voicemails and Teams meetings (including where consent to record has been given).

Collection Notices will be issued in accordance with the requirements of the law and IPP 3. Collection methods will be fair, lawful and necessary for the Shire's work (or related purposes) as provided by IPP 1.

4.4 System-generated information collection and storage

The Shire website uses Google Analytics and cookies to help analyse how users use the Shire website. The Shire may collect non-personal information such as a user's IP address, browser type and pages associated to improve website functionality.

The Shire will not associate any data gathered from the Shire website with any Personal Information from any source unless the individual explicitly submits that information via a fill-in form on the Shire website.

Cookies may also be used to enhance browsing experience. Users can choose to modify their browser settings to reject cookies if preferred. The Shire website may contain links to external sites. The Shire is not responsible for the privacy practices of third-party websites.

The Shire will not (and will not allow any third party to) use the statistical analytics tool to track or collect Personal Information of visitors to the Shire's website site.

4.5 Use and Disclosure of Personal Information

The Shire will use, collect and disclose Personal Information when:
1. It is necessary or reasonably necessary for, or directly related to, its obligations or performing one or more of the Shire's functions or activities as a Local Government including those set out in clause 3.1 and which may include disclosure to third parties who are engaged to assist in delivering the Shire's functions or services (primary purpose); or
2. It relates to other functions of the Shire that the individual would reasonably expect or could be lawfully anticipated (secondary purpose);
3. It is required by law including where Exceptions apply;
4. An individual has consented, including collecting Personal Information from a third party on behalf of an individual if they have provided that consent or required by law;
5. Notify the individual of the collection of Personal Information at, before or as soon as practicable after the collection. Collection Notices will be issued in accordance with the requirements of the law.

The Shire will not use Personal Information for purposes other than those permitted by law or set out in this Policy unless with the consent of the individual.

5.0 Remaining Anonymous

An individual can remain anonymous when dealing with the Shire unless:
1. The law requires collection of Personal Information regarding the individual; or
2. It is impractical in line with clause 3.1 (or not in compliance with Shire policy) to proceed without it.

6.0 Data Storage and Protection

The Shire will store Personal Information securely in accordance with the requirements of the State Records Act 2000 (WA). Storage may be via a range of methods including electronic systems (onsite or in the cloud) or paper files.

Where Personal Information is stored by a contracted third party, the Shire will require compliance with the obligations in this Policy.

The Shire will ensure that Personal Information is not kept for any longer than necessary and will take appropriate steps to securely destroy or de-identify it in accordance with legal requirements (which may include a requirement for the Shire to retain it) or in accordance with the Shire's recordkeeping plan.

7.0 Unique Identifier Numbers

In accordance with IPP 7, the Shire will only collect unique identifiers such as drivers licence or Medicare numbers if necessary or reasonably necessary to carry out the Shire's functions as summarised in clause 3.1 or required by law.

When unique identifiers are collected by the Shire, the Shire will ensure that they are handled securely and only used for their intended purpose.

If the Shire creates unique identifiers, it will use them only for internal purposes and not share or apply them beyond the systems where they are created.

8.0 Accessing or Correcting Personal Information

IPP 6 provides that individuals have the right to request access to their Personal Information held by the Shire and to seek correction if the information is inaccurate, incomplete or out of date. Individuals may be required to lodge a Freedom of Information (FOI) request.

Requests to access or correct Personal Information held by the Shire must be made in writing and sent to the Chief Executive Officer.

Shire of Trayning
Shire Administration Office
Current contact details as published by the Shire

9.0 Complaints and Breaches

A complaint of alleged interference by unauthorised access, loss or disclosure of Personal Information may be made in writing to the Chief Executive Officer via the Shire's contact details or as may be updated on the Shire website from time to time. Complaints will be investigated and responded to in a timely manner. Complaints may be escalated to the Office of the Information Commissioner where relevant.

9.0 Implementation

This policy will be communicated to relevant employees, Elected Members, volunteers and contractors and will be made accessible to those required to comply with it.

10.0 Responsibility

The Chief Executive Officer is responsible for the administration and implementation of this policy. Employees, Elected Members, volunteers and contractors are responsible for handling Personal Information in accordance with this policy and applicable legislation.

11.0 Breach of this Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be addressed in accordance with the Shire's relevant disciplinary, complaint, information breach and other applicable procedures.

12.0 Variations

This policy does not form part of any employment contract. The Shire may vary, replace or terminate this policy from time to time.

13.0 Updates to this Policy

The Shire may update this Policy from time to time to reflect changes in legislation, technology or the Shire's practices. Any updates will be published on the Shire's website.

– End of Policy

COMMENT

The responsible management of Personal Information supports privacy, lawful information handling and community confidence in the Shire of Trayning. This policy provides a framework for the collection, use, disclosure, storage, access and correction of Personal Information and for responding to privacy complaints and information breaches.

3.1 Policy Manual – Changes to be Authorised

Introduction	Council policies provide the framework for consistent, transparent and accountable decision-making across the Shire of Trayning. They support the implementation of Council's strategic objectives, legislative obligations and governance responsibilities by establishing clear principles to guide Council Members and employees in the performance of their duties.
Purpose	To establish a consistent framework for the development, adoption, amendment, review and management of Council policies to ensure they remain current, transparent and aligned with legislative requirements and the strategic objectives of the Shire of Trayning.
Scope	This policy applies to all Council policies adopted by the Shire of Trayning. It applies to Council Members, the Chief Executive Officer and employees involved in the development, review, administration and implementation of Council policies. This policy governs the creation, amendment, review, revocation and maintenance of the Shire's Policy Manual.

History	Former Policy	1.1.10
	Adopted	21 June 2000
	Amended	19 December 2007
	Replaced	27 July 2011
	Adopted	14 October 2026
Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 State Records Act 2000 State Records Commission Standards	
Related Documents	Shire of Trayning Policy Manual Delegations Register Standing Orders Local Law Recordkeeping Plan Strategic Community Plan Corporate Business Plan Council Member Code of Conduct Employee Code of Conduct	

Policy Statement

1. It is the policy of the Council to maintain a manual recording of the various policies of the Council.

2. Policies are to relate to issues of an on–going nature; decisions on single issues are not policy and are not to be recorded in the manual.

3. The objectives of the Council's Policy Manual are –
   - to provide Council with a formal written record of all policy decisions.

- to provide the staff with precise guidelines in which to act in accordance with Council's wishes.
- to enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council.
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council.
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances.
- to enable ratepayers to obtain immediate advice on matters of Council Policy.

4. Maintenance of Council's Policy Manual –
   - an official copy is to be retained by the CEO and updated as and when a policy is adopted, amended or deleted by the Council.
   - new, amended or deleted Policies are to be circulated to Councillors as soon as possible after resolution, preferably with the Minutes of the Meeting,
   - in the months after annual adoption of Delegations Register as required by the Local Government Act, the CEO is to carry out an administrative review of the Policy Manual annually, and recommend any additional, amendments or deletion of policies,
   - following the review and any changes resolved by Council, an updated copy of the complete Policy Manual is to be distributed to all Councillors.

5. Changes to Council Policy shall be made only on –
   - an agenda item clearly setting out details of the new or amended policy,
   - specific resolution adopting, amending or revoking a particular policy.

– End of Policy

COMMENT

Report on review of Policy Manual to be presented annually.

3.5 Legal Representation Costs Indemnification

Introduction	From time to time, Council Members, the Chief Executive Officer and employees may become involved in legal proceedings arising from the proper performance of their official duties or functions.
Purpose	To establish the circumstances in which the Shire of Trayning may provide financial assistance for legal representation and associated costs incurred by Council Members, the Chief Executive Officer or employees arising from the lawful performance of their official duties.
Scope	This policy applies to: • Council Members; • the Chief Executive Officer; • employees; • former Council Members; and • former employees, where legal proceedings arise directly from the performance of their official duties or functions on behalf of the Shire of Trayning. This policy applies only to civil proceedings and statutory inquiries where Council determines that financial assistance is appropriate. It does not create an entitlement to indemnification and does not apply to matters involving unlawful conduct, fraud, dishonesty, bad faith or conduct outside the person's official duties
History	Former Policy 1.1.19 Adopted 15 November 2000 Amended 27 July 2011 Adopted 14 October 2026
Legislation	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021 Local Government (Employee Code of Conduct) Regulations 2021 Work Health and Safety Act 2020 (where applicable) Civil Liability Act 2002 (WA) (where applicable)
Related Documents	Council Member Code of Conduct Employee Code of Conduct Delegations Register Managing Unreasonable Complainant Conduct Policy Risk Management Framework Insurance Policies and Risk Management Procedures Legal Services Procurement Procedure (if applicable)

Policy Statement

1. Introduction

This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil

legal proceedings because of their official functions. In most situations the local government 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 government of the district. This policy applies in that respect.

2. General Principles

a) The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government, contrary to the Council's Code of Conduct or otherwise in bad faith.
b) The local government may provide such assistance in the following types of legal proceedings:
    i) proceedings brought by members and employees to enable them to carry out their local government functions (eg 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 (eg 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 (eg defending defamation actions)]; and
    iii) statutory or other inquiries where representation of members or employees is justified.
c) The local government 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) The legal services the subject of assistance under this policy will usually be provided by the local government'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 local government.

3. Applications for Financial Assistance

a) Subject to item (e), 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 with a recommendation which has been 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 the financial interest provisions of the *Local Government Act* 1995.

e) Where urgent legal representation is required before Council can consider an application, the Chief Executive Officer may authorise expenditure in accordance with the Chief Executive Officer's delegated financial authority, with the matter to be reported to Council as soon as practicable.Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

4. 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 local government.
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 contrary to the local government's Code of Conduct or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

– End of Policy

COMMENT

Nil

11.17 Acknowledgment and Welcome to Country

Introduction	The Shire may acknowledge and show respect for the original custodians of the land on which it is situated by ensuring the appropriate protocols are observed when conducting an Acknowledgement of Country or Welcome to Country.
Purpose	When appropriate, the Shire may acknowledge and show respect for the original custodians for the land on which it is situated and ensure the correct protocols are used when doing so.
Scope	An Acknowledgement of Country or Welcome to Country may occur with approval from the Chief Executive Officer, or other appropriate Shire authority for public meetings and events and other operational gatherings, such as workshops. The wording of an Acknowledgement of Country or Welcome to Country varies and suggested phraseology is available via the Reconciliation Australia website. www.reconciliation.org.au.
History	Adopted 14 October 2026
Legislation	There is no specific legislation governing the use of an Acknowledgement of Country or Welcome to Country.
Related Documents	Code of Conduct Policy

Policy Statement

An Acknowledgement of Country is an acknowledgement of the traditional custodians of the land in order to pay respect to them.

An Acknowledgement of Country can be performed by any person, Aboriginal or non-Aboriginal, and may be held where appropriate at the following types of events:

- Significant events where members of the public, representatives of governments and/or the media are present.
- Forum, briefing sessions and community workshops where the public are present.
- NAIDOC celebrations.
- Citizenship ceremonies.
- Internal workshops attended by employees and/or volunteers.

An Acknowledgement of Country should be given by a speaker at the beginning of the event.

2. Welcome to Country

A Welcome to Country is where Traditional Custodians formally welcome people to their land.

This ceremony is undertaken by Elders acknowledged as such by their family and community and may be held where appropriate at the start of the following types of events:

- The opening of a new significant building involving State or Federal Government representatives.
- Major civic ceremonies or functions.

A Welcome to Country should always occur as the first item in a ceremony or event. It may consist of a single speech by the representative of the local Aboriginal community or may also include a performance, such as traditional song, dance or didgeridoo performance.

Implementation

This policy will be implemented through the planning and delivery of Shire meetings, ceremonies, civic functions, community events and other official gatherings, with approval from the Chief Executive Officer or other appropriate Shire authority.

Responsibility

This Acknowledgement and Welcome to Country Policy will be reviewed regularly and updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

Breach of this Policy

Failure to comply with this policy may result in the matter being addressed in accordance with the Shire's Code of Conduct and other relevant policies where appropriate.

Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

Suggested wording for an Acknowledgement of Country and Welcome to Country is available from Reconciliation Australia and should be used where appropriate to ensure respectful and culturally appropriate recognition of the Traditional Custodians of the land.

1.11 Communications

Introduction	Effective communication is essential to maintaining positive relationships between the Shire of Trayning, Council Members, employees, stakeholders and the wider community. The Shire is committed to ensuring that communication relating to Council business is conducted in a consistent, respectful, transparent and professional manner. This policy establishes the minimum standards and expectations for communication with and by the Shire to support good governance, accountability and effective service delivery.
Purpose	To establish minimum standards for communication with the Shire of Trayning and ensure that all communication relating to Council business is undertaken in a consistent, respectful, transparent and professional manner.
Scope	This policy applies to all Council Members, employees, contractors, volunteers and other persons communicating with the Shire of Trayning in relation to Council business. It applies to all forms of communication, including written correspondence, email, telephone, electronic communications, social media and verbal communication.
History	Amended 18 August 2021 Adopted 14 October 2026
Legislation	Local Government Act 1995 State Records Act 2000 Freedom of Information Act 1992 Privacy and Responsible Information Sharing Act 2024 (where applicable) State Records Commission Standards
Related Documents	Shire of Trayning Recordkeeping Plan Records Management Procedures Council Member Code of Conduct Employee Code of Conduct

Policy Statement

The Shire of Trayning is committed to ensuring fairness and equity and that the community is kept informed on matters before Council, whilst providing a friendly, helpful and respectful and professional service. Effective communication is a key to ensuring that these principles of operation are met. All communication regarding Council business from a member of staff or an Elected Member shall be at all times courteous, clear and professional. Correspondence will be managed within the protocol contained within Council's software for Records Management and will comply with the requirements of the State Records Commission Standards under the State Records Act 2000. The Shire of Trayning will ensure at all times that the Communication Plan 2017 and the Community Engagement Plan 2017 are adhered to when communicating with Councillors and the general public.

Correspondence received

All external written correspondence will receive a written response within seven (7) working days of receipt; however an acknowledgement will be provided if, in the view of the appropriate Officer, a full and detailed reply is not possible within that time frame.

External correspondence that is received marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the relevant Officer, a response is appropriate.

Facsimiles and electronic mail will be treated as written correspondence.

Managers and the Chief Executive Officer shall determine which items of correspondence will be presented to Council.

Presidential correspondence

Presidential correspondence will be issued on Shire of Trayning letterhead. A file copy of presidential correspondence shall be maintained in the appropriate file(s), together with originating correspondence. In instances where the President is providing technical information to correspondents, the appropriate officer will draft the correspondence or that section of correspondence.

Elected Member correspondence – incoming

a) All correspondence received by the Shire of Trayning is deemed as Shire of Trayning correspondence, unless: It is addressed to an Elected Member's name; and
b) it is marked "Private and Confidential"; and
c) it has no reference to the Shire of Trayning as part of the address or addressee.

(1) In all cases where correspondence is described in Item 1 complies with 1a, b or c, above, it will be left unopened in an Elected Member's correspondence box.
(2) On all occasions where correspondence bearing an Elected Member's

name is received and does not comply with Item 1a, b, c, it will be opened by administration.

(3) The above items are conditional upon total compliance with all Telecommunications and Australian Postal Regulations and Laws.

In cases, when the contents make reference to matters that are deemed as requiring attention by administration, a reference note will be added to the correspondence by an appropriate administration officer, marked for the Elected Member's attention, and the note will detail the action to be taken by the appropriate department, with particular reference to Item 3 above only.

Stationery

The Shire's stationery and equipment, including letterhead and envelopes are not to be used for election purposes.

Communication between Elected Members and staff

In order to facilitate effective use of staff resources, all enquiries and requests from Elected Members shall be directed to the Chief Executive Officer. Where the request entails the use of Shire resources (human or physical) to an extent which an Officer believes may impact on the effective management of the shire referred to the Chief Executive Officer for determination.

The Chief Executive Officer will discuss such requests with the originating Elected Member to determine the extent of information or action required.

The Chief Executive Officer may subsequently refer the matter to Council for determination should a resolution not be achieved.

Communication between Elected Members and staff will in general be governed by the 'Code of Conduct'.

Media contact

In accordance with the Local Government Act 1995, the spokesperson for the Council is the Shire President, and with the President's authorisation the Chief Executive Officer.

Publications

Publications produced by the Shire will be available for residents and ratepayers in the Trayning Library, the website and from the administration Centre.

The following publications will be advertised in the Ninghan News and will also be available, on request, in alternative formats:

- Annual report
- Annual financial statements
- Strategic plan
- Local laws

Advertising

All statutory advertisements requiring local public notice shall also be advertised in The West Australian and Ninghan News, unless in the opinion of the Chief Executive Officer, this is not practicable for the purposes of meeting time frames and required deadlines.

Public notices will also be made available on the Shire's website.

– End of Policy

COMMENT

Nil

1.12 Community Consultation

Introduction

The Shire of Trayning recognises that effective community consultation is an important part of good governance and supports transparent and accountable decision-making.

Community consultation provides an opportunity for residents, ratepayers, stakeholders and other interested parties to provide input on matters that may affect them or the broader community.

This policy establishes the principles and processes to guide consultation undertaken by the Shire and ensures that community feedback is appropriately considered as part of Council's decision-making processes.

Purpose

To establish a consistent framework for community consultation that encourages meaningful engagement, supports informed decision-making and promotes positive relationships between the Shire of Trayning and the community.

Scope

This policy applies to consultation undertaken by the Shire of Trayning in relation to Council decisions, projects, services, plans, policies and other matters that may impact the community.

It applies to Council Members, employees and any persons involved in planning, undertaking or managing community consultation activities on behalf of the Shire.

This policy does not limit Council's ability to make decisions in accordance with its legislative responsibilities.

History

Adopted 19 September 2018

Amended 1 August 2021

Adopted 14 October 2026

Legislation

Local Government Act 1995

Local Government (Administration) Regulations 1996

Freedom of Information Act 1992

Privacy and Responsible Information Sharing Act 2024 (where applicable)

Any other relevant legislation applicable to the matter being consulted upon

Related Documents

Shire of Trayning Strategic Community Plan
Shire of Trayning Corporate Business Plan
Shire of Trayning Community Engagement Plan (if applicable)
Shire of Trayning Communication Policy
Shire of Trayning Recordkeeping Plan
Council Meeting Procedures Local Law
Council Member Code of Conduct
Employee Code of Conduct

Policy Statement

1.3 Key Principles

The following principles form the basis of the consultation policy.

Inclusiveness

- Consultation will encourage participation of people affected by or interested in a decision.
- Affected and interested parties will be given equal opportunity to participate in the consultation process.
- Affected groups and interested parties can select their own representative to work with Council.
- Consultation will be sensitive to the needs of particular groups to maximise their capacity to contribute.
- Council will actively seek out people for consultation.

Focus

- Consultation will be purpose driven.
- Consultation methods will be appropriate for the task.
- A clear statement on the consultation process will be provided.
- A clear statement will outline the role of Council and the role of participants in the consultation process.
- Internal coordination will ensure Council ownership of the consultation.

Responsiveness

- Council will understand, consider and respond to contributions from all participants.
- Consultation will be transparent and accountable. All people involved will have a clear understanding of how their feedback and comments are to be used.
- Council will maintain openness, consider advice and alter the course of actions if required.
- Council will respect the diverse range of interests that may be represented during consultation.
- Council will make reasonable attempts to resolve conflicts, if they arise, and reach a suitable solution.

Provision of Information

- Information relating to consultation will be readily available to allow participants to make informed and timely contributions.

- Information relating to consultation can be accessed easily by everyone involved before key decisions are made.
- Relevant information will be presented in an easily understood format.
- In some instances, full details about an issue may not be fully disclosed to the public because of its commercially sensitive or personal nature.

Implementation and Evaluation

- All consultation will be evaluated after the decision making is complete.
- Participants will receive feedback about inputs received and how the final decision was reached.
- If a difference occurs between the input and the final decision the reasons for this will be clearly documented and communicated.
- As part of its commitment to the effectiveness of consultation, Council's decision making process will be evaluated once a final decision has been made.

1.4 Levels of Consultation

The principles are general to all consultation processes, but there are clearly different levels of consultation to meet different requirements.

Democratic local government, with its very broad charter, needs to consult across all levels. This may range from consultation on the future use of a specific site in the Shire of Trayning, to consultation on the community's view of a state-wide issue which impacts on the community and therefore requires a Council position.

The levels illustrated in Table One indicate different approaches to consultation. These general principles will be used to develop specific strategies.

1.5 Tools of Consultation

There are a number of ways to commence a dialogue with the community. These are outlined in Table Two.

1.6 Consultation Matrix

The Council and the community need to determine which tools are appropriate at different levels of consultation. The template for the matrix appears as Table Three.

Table One

Examples of the different levels of decision making requiring different approaches to consultation are:

Site Specific	Matters about a particular site, such as a change in use or sale of property. Excluding matters to be decided under the Planning and Development Act.
Area Improvement	Matters that effect people in a neighbourhood, or town, e.g. change in local service delivery, traffic management plans, town plans and significant planning initiatives.
Service Planning for the entire Shire of Trayning	To develop or improve a service that would see a significant change in the level of service. The service could have an impact on the whole Shire of Trayning.
Policy Development	To develop or improve policies for Council's position on particular matters. Policies may affect the whole of the Shire of Trayning. Does not include internal operation procedures.
Key Strategic Issues- Major Development Facilities	Projects of such a size that impact on the finances or future of the Shire of Trayning e.g. aquatic facility or other redevelopments
Strategic Plan for the Shire of Trayning	Establishing the decision-making framework of Council.

Table Two

• Advertisements in the local media i.e. WA Newspapers, Ninghan News, Facebook,	Advertisements in the local media are an important means of advising the community about the matter under consultation and how the community might have input.
• Web Sites • Online "Have your say" consultation	Information will be placed on the Internet at www.trayning.wa.gov.au
• Write a letter	This is a personally addressed letter to all affected households. It outlines issues and invites comment. It always indicates where the comment should be directed within Council.
• Media release	This involves issuing media releases and conducting interview with local journalists. If it is part of the consultative process, the Council spokesperson should always indicate to the media representative that feedback from the community is valued. The media release will be made available to local newspapers.
• Survey • Deliberate Polling	This is a statistically correct survey of particular attitudes, beliefs or information. It may be done by phone, written survey or door knock of individual households.
• Letterbox drop • Fact Sheets	This is a non-addressed leaflet or flyer that summarises the issues and invites feedback to council. The flyer indicates how that feedback can be given. These will only be used in the affected area.
• Personal briefings	These are held at the request of a member's of the local community to discuss a particular issue with a responsible officer. Personal briefings may include the President and/or Councillors.
• Focus Groups- Review Groups • Advisory Groups	These are discussion groups of around 15-20 people, usually led by a trained person (facilitator). The participants are invited because they are residents or because they have a particular interest, involvement or stake in the subject being discussed. The group may comprise professionals or residents with particular skills and competencies relevant to the issue. The purpose is to find out the range of opinions that exist on a particular topic. Focus groups cannot measure how widely those various opinions are held in the community.
• Information session • Public Meetings	This may be held at a community venue, on site of the matter under consultation, or at the Council offices. Invitations will be sent by one or more of the following methods: - Advertising in local papers - Letterbox drop - media

Table Three

SHIRE OF TRAYNING

TABLE THREE – CONSUTLATION MATRIX

	Ninghan News	Shire Web Page	Write	Interest Groups	Media Release	Survey	Letter Drop	Personal Briefing	Focus Groups	Information Sessions
Site Specific (e.g. Shire or Private Property)	**2**	**3**	**2**	**3**	**4**	**5**	**4**	**3**	**5**	**5**
Area Improvement (e.g. Street Scape)	**2**	**2**	**3**	**2**	**4**	**5**	**4**	**3**	**3**	**5**
Service Planning (e.g. Change in bin collection)	**1**	**1**	**4**	**2**	**3**	**4**	**4**	**3**	**2**	**4**
Policy Development (e.g. Policy Manual)	**1**	**1**	**4**	**1**	**2**	**3**	**3**	**3**	**3**	**4**
Key Strategic Issues -Major Projects (e.g. Sporting Club)	**1**	**1**	**4**	**1**	**2**	**3**	**3**	**3**	**2**	**3**
Community Strategic Plan	**1**	**1**	**4**	**1**	**2**	**2**	**3**	**3**	**2**	**3**

1 = every time **2** = will in most circumstances **3** = may depend on the program **4** = on the odd occasion **5** = in the rarest of circumstance

1.13 Managing Unreasonable Complainant Conduct

Introduction	This policy guides Council's management of Unreasonable Complainant Conduct (UCC) to minimise the risks inherent in such conduct in a manner which is both reasonable and proportionate.
Purpose	To provide a framework for the Shire of Trayning to manage Unreasonable Complainant Conduct (UCC) in a fair, consistent and proportionate manner while ensuring that community members continue to have access to Council services and complaint processes.
Scope	This policy applies to all Council Members, employees, contractors and volunteers of the Shire of Trayning who may be involved in receiving, managing or responding to unreasonable complainant conduct. This policy applies to all forms of communication with the Shire, including face-to-face interactions, telephone calls, written correspondence, email, social media and any other communication channels. This policy applies across all Shire services and functions and is intended to guide the management of conduct that impacts the efficient delivery of services, the equitable allocation of resources, or the health, safety and wellbeing of Council Members, employees, volunteers or members of the community.
History	Adopted 29 April 2020 Adopted 14 October 2026
Legislation	Local Government Act 1995 Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Equal Opportunity Act 1984 (where applicable) Freedom of Information Act 1992 (where applicable) Privacy and Responsible Information Sharing Act 2024 (where applicable)
Related Documents	Shire of Trayning Complaints Management Procedure Shire of Trayning Customer Service Charter Shire of Trayning Code of Conduct – Council Members Shire of Trayning Code of Conduct – Employees Shire of Trayning Recordkeeping Plan Shire of Trayning Work Health and Safety Policies and Procedures

Policy Statement

UCC is recognised as a significant problem across all levels of government, including local government.

Although complainants who behave unreasonably are very few in number, their behaviour can have profound effects on the Shires resources and efficiency levels, and the productivity, safety and wellbeing of its staff.

Particularly troublesome for Council are the resulting equity issues, i.e. the management of UCC draws resources away from the delivery of services to customers generally, and the negative impact, including stress, on those dealing with UCC, whether they be other customers, Councillors, volunteers, or staff.

Guiding Principles

It is recognised that all members of the community have a right to ask questions about Council and the services it provides, express opinions about Council and Council services and to lodge complaints about Council and Council services.

However, the right to ask questions, express opinions and lodge complaints is not unqualified and Council may, and in some cases is legally obliged to, take action when faced with UCC.
Council's responses to UCC will be reasonable and proportionate, and will, as far as is practicable, allow the individual or group involved in the UCC to continue to communicate with Council in a controlled manner.

Council's responsibilities to eliminate or reduce risks to mental and physical health and safety under Occupational Health & Safety legislation are recognised as a fundamental consideration when dealing with UCC. Council's responsibilities to ensure that resources are allocated equitably are recognised as a fundamental consideration when dealing with UCC.

Nothing in this policy limits the capacity and legal requirement of Council to take appropriate action where the circumstances so dictate, such as where the UCC involves an imminent threat to the mental or physical health or well-being of another customer, Councillor, volunteer or staff member, or the failure to obey a lawful instruction.

Types of UCC

UCC is generally recognised as falling into five categories:
1. Unreasonable persistence
2. Unreasonable demands
3. Unreasonable lack of cooperation
4. Unreasonable arguments
5. Unreasonable behaviour

Strategies for dealing with UCC

The appropriate strategy for dealing with UCC will depend on the specific circumstances.

Managing UCC generally involves placing a reasonable and proportionate limitation on one or more of the following:

- Subject matter of communications, such as where a reasonable person would believe that a specific issue has been adequately addressed.
- Timing of communications, including time of day, and frequency or duration of contact.
- Access, including prohibiting entry to Council premises.
- Method of communication, such as all contact to be via a single email address.

Notification and management

In determining the appropriate process for notifying the individual or group and managing the UCC, the CEO will consider all relevant factors, including:

- The specific nature of the UCC;
- The history of Council's dealings with the individual or group involved in the UCC;
- The immediacy of any risks arising from the UCC;
- The negative impact of UCC on the equitable allocation and use of Council resources;
- Whether the process, as well as the strategy, are reasonable and proportionate in the circumstances.

Where practicable, i.e. where the UCC is yet to escalate to the stage where it is believed to pose an imminent threat to the mental or physical health or well-being of another customer, Councillor, volunteer, or staff member, the CEO shall send a warning letter to the individual or group involved in the UCC.

Where practicable, if the individual or group involved in the UCC does not modify their behaviour, or if the UCC poses an imminent, or ongoing and increasing threat to the health and well-being of another customer, Councillor, volunteer, or staff member, the CEO shall send a notification letter advising of the limitations which the CEO has determined to be appropriate.

The CEO shall review the limitations placed on the individual or group involved in the UCC as required at least every twelve months with this review to align with the start of the financial year. In undertaking this review, the CEO shall consider the following:

1. The level of compliance with the MUCC arrangements;
2. Evidence of willingness to modify conduct;
3. Factors relevant to
    - The need to ensure that resources are equitably distributed across Council's customers, as opposed to being disproportionately allocated to dealing with UCC, and
    - Council's occupational health & safety responsibilities.

4. Whether any continuing strategies to manage UCC are reasonable and proportionate in the circumstances.

Responsibilities

Unless otherwise determined, by the CEO:

– End of Policy

COMMENT

Nil

3.3 Organisational Records

Introduction

The Shire of Trayning is committed to creating, maintaining and managing records that support good governance, accountability, transparency and the efficient delivery of local government services.
Effective records management ensures that Council records are reliable, accessible, secure and retained in accordance with legislative requirements and approved recordkeeping standards.

Purpose

To establish a consistent framework for the creation, management, retention, storage and lawful disposal of the Shire's records in accordance with legislative requirements and the Shire's approved Recordkeeping Plan.

Scope

This policy applies to all records created, received or maintained by the Shire of Trayning in the course of conducting its business, regardless of format or medium.
It applies to:

- Council Members;
- the Chief Executive Officer;
- all employees;
- contractors and consultants where applicable; and
- any person creating or managing records on behalf of the Shire.

This policy includes records in all formats, including:

- paper records;
- electronic records;
- emails;
- photographs;
- maps and plans;
- audio and visual recordings; and
- any other information that documents the business activities of the Shire.

History

Former Policy	1.1.2
Adopted	15 April 1996
Amended	21 June 2000
Replaced	27 July 2011
Adopted	14 October 2026

Legislation

State Records Act 2000
Local Government Act 1995
Freedom of Information Act 1992
Privacy and Responsible Information Sharing Act 2024 (where applicable)
State Records Commission Standards
General Disposal Authority for Local Government Records (State Records Office of Western Australia)

Related Documents

Shire of Trayning Recordkeeping Plan
Records Management Procedures
Elected Member Records – Capture and Management Policy
Communications Policy
Business Continuity Plan

Disaster Recovery Plan

Policy Statement

1. All records created or received by the Shire in the course of conducting its business will be managed in accordance with the State Records Act 2000, the Shire's approved Recordkeeping Plan, and applicable State Records Commission Standards.
2. Records held on behalf of external organisations will be managed in accordance with any applicable agreement and legislative requirements.
3. Records may only be disposed of in accordance with an approved General Disposal Authority and with the authorisation of the Chief Executive Officer or delegated officer.

– End of Policy

COMMENT

The Shire is required under the State Records Act to develop a Records Keeping Plan and then review it every 4 years. The RKP has to comply with the principles detailed in the Act and Regulations and also be approved by the SRO.

3.4 Complaints – Administrative

Introduction

The Shire of Trayning is committed to providing high-quality services and responding to complaints in a fair, timely, transparent and consistent manner. Complaints provide valuable feedback that assists the Shire to improve its services, systems and decision-making processes.

This policy establishes the framework for the management of administrative complaints relating to the services, decisions, actions or conduct of the Shire, while ensuring that complainants are treated with courtesy, respect and procedural fairness.

Purpose

To establish a consistent process for receiving, recording, investigating and resolving administrative complaints in a manner that promotes accountability, transparency, continuous improvement and public confidence in the Shire's operations.

Scope

This policy applies to complaints regarding the administrative actions, decisions, services or conduct of the Shire of Trayning, including those involving Council Members, employees, contractors or Council operations.
This policy applies to complaints received by any communication method, including:

- verbal;
- telephone;
- written correspondence;
- email;
- online forms; and
- other electronic communication.

This policy does not apply where separate statutory complaint or review processes exist under legislation, including complaints relating to breaches of the Local Government Act 1995, public interest disclosures, employment matters or other legislative complaint mechanisms.

History

Former Policy	1.3.4
Adopted	16 May 1977
Amended	15 April 1996
Amended	21 June 2000
Amended	19 December 2007
Amended	27 July 2011
Adopted	14 October 2026

Legislation

Local Government Act 1995
Freedom of Information Act 1992
State Records Act 2000
Privacy and Responsible Information Sharing Act 2024
Public Interest Disclosure Act 2003
Work Health and Safety Act 2020

Policy Statement

1. This Policy does not apply where legislation stipulates a separate complaints procedure, such as –
   - Local Government Act1995 –
     - s.5.107 – Complaining to complaints officer of a minor breach
     - s.5.114 – Making Complaint of a serious breach

2. For the purpose of this policy, a complaint alleges some irregularity and must be substantive in nature, and is to be differentiated from what would be considered to be an error, or dissatisfaction.

   Examples –

Error or dissatisfaction	Irregularity and substantive
Complaint about pothole in road	
Complaint that previous reports not acted on or ignored	
Rates too high	
Rates improperly assessed	
Works being done where not wanted	
Works being undertaken in unsafe manner	
Did not get the answer they wanted Staff dismissive or rude	
Council decision not in their favour	
Council did not consider material information in decision	

3. A complaint may be general in nature or relate to a particular Staff member, a part of the organisation, a Policy or a decision. Any person may lodge a complaint; however staff cannot use this process if they are acting in an official capacity. A complaint must contain sufficient detail to enable it to be addressed and recorded.

4. Receiving the Complaint –
   a) All written complaints and records of verbal complaints are to be directed to the CEO in the first instance
   b) The CEO is responsible for managing the resolution of disputes and complaints lodged with the Shire.
   c) The CEO or person directed to resolve the complaint will make every effort to promptly resolve disputes and complaints lodged with the Shire, according to the principles of procedural fairness.
   d) Complaints can be made – verbally, by letter, by e mail, or by fax.
   e) Where a verbal complaint is received, or the complainant refuses to put the complaint in writing, detailed notes are to be taken by the person receiving the complaint
   f) Complaints procedures at the Shire will be determined by –
      - Commitment
      - Fairness
      - Resources
      - Visibility
      - Accessibility
      - Assistance
      - Responsiveness
      - Charges
      - Remedies
      - Data collection
      - Systemic and recurring problems
      - Accountability
      - Reviews

g) A Complaints Register is to be kept.

5. Investigating the Complaint –
   a) Maintain confidentiality and impartiality
   b) Resolve at the local level where possible and appropriate
   c) Establish clear process for the registration and management of complaints and procedural fairness requirements
   d) Analyze complaints data to facilitate service improvement and for consistency with Local Government Act
   e) Clear communication to staff, Councillors and community members
   f) Be proactive with respect to complaints management –
      - induction of staff
      - procedures
      - early intervention and management
      - communication
      - service improvement
   g) Maintain a consistent approach to resolution of complaints
   h) Maintain clear documentation
   i) Quality assure procedures where you have line management responsibilities
   j) Maintain confidentiality and impartiality
   k) Acknowledge the corporate and legislative responsibility for complaints management

6. Resolving the Complaint –
   a) Complaints are to be received and recorded as outlined in this policy.
   b) All complaints are treated equally regardless of the manner in which they are lodged.
   c) In all cases complainants are to be treated with courtesy and the contact is to be conducted and ended in a positive way.
   d) Verbal Complaints –
      - Be courteous and positive to the caller at all times.
      - Assure the caller that their call will be taken seriously.
      - Listen to the caller at all times and without admitting any liability, display empathy with what they are saying.
      - Repeat the substance of their complaint to check your understanding of their position.
      - Explain the course of action that will now follow.
   e) Written Complaints –
      - Write an acknowledgement letter to the complainant, ensuring that the complainant will receive this within the Shire's identified timeframe.
      - In the letter, explain the course of action that will now follow and identify yourself/relevant person as the complainant's contact person with regard to this matter.
   f) Local complaints should be resolved within 14 work days where practical. This should be seen as the maximum time and should be less wherever possible.
   g) Where there are likely to be unavoidable delays, the complainant should be contacted and kept informed of the status of their complaint. This contact may be made by telephone.
   h) Where the Chief Executive Officer or President makes a judgement that a complaint is vexatious, trivial, without substance or does not warrant further action then the complaint is not investigated, and the complainant is informed of this decision in writing.

7. Outcome of the Complaint –
   a) The CEO will advise the complainant in writing of the outcome of the complaint.
   b) The outcome of completed complaints must be recorded. The *Register / Database* is used to track and analyse complaints.

– End of Policy

COMMENT

Nil

"T:\Registers\Complaints Register\2025 General Complaints Register.xlsx"

3.6 Information Technology – Access and Use

Introduction

The Shire of Trayning provides information technology (IT) resources to support the efficient, secure and effective delivery of local government services. These resources include computer systems, networks, software, internet access, email, mobile devices, cloud-based services and other digital technologies.

The appropriate use of these resources is essential to protect the confidentiality, integrity and availability of Council information, maintain business continuity and support a safe and productive workplace.

Purpose

To establish the principles governing the appropriate access to and use of the Shire's information technology resources, ensuring they are used responsibly, securely and in accordance with legislative requirements, Council policies and operational needs.

Scope

This policy applies to all persons authorised to access or use the Shire of Trayning's information technology resources, including:

Council Members;
the Chief Executive Officer;
employees;
contractors;
consultants;
volunteers;
temporary staff; and
any other authorised users.

This policy applies to all information technology resources owned, leased or managed by the Shire, including:

computer hardware;
software and applications;
email systems;
internet services;
mobile devices;
cloud services;
electronic records;
networks and communication systems; and
any other digital information or technology assets.

History

Former Policy	1.1.20
Adopted	19 February 2003
Replaced	27 July 2011
Adopted	14 October 2026

Legislation	Local Government Act 1995 State Records Act 2000 Freedom of Information Act 1992 Privacy and Responsible Information Sharing Act 2024 (where applicable) Copyright Act 1968 (Cth) Work Health and Safety Act 2020 State Records Commission Standards
Related Documents	Records Management Policy Communications Policy Recordkeeping Plan Employee Code of Conduct Council Member Code of Conduct Business Continuity Plan Disaster Recovery Plan Information Technology Procedures Information Technology Security Procedures Acceptable Use Guidelines

1. The following Schedules are adopted, and form part of this Statement –
   - Policy Schedule 3.6 (a) – Principles of Access and Use of Information Technology
   - Policy Schedule 3.6 (b) – Management and Control
   - Policy Schedule 3.6 (c) – Internet Access
   - Policy Schedule 3.6 (d) – Email Use

2. This Policy and its Schedules are to be provided to all staff having access to information technology, as part of their induction and employment information provided.

– End of Policy

COMMENT

Nil

Policy Schedule 3.6 (a) – Principles of Access and Use of Information Technology

1. Introduction

Information technology resources are provided to support the Council's administrative and operational activities. These resources include the Council's network, desktop and notebook computer systems and software, internet access, electronic mail (email) and related services.

Users of these systems are expected to comply with the policy which is intended to protect –

- the integrity of these systems so as to provide reliable IT services to users, and
- the right of each employee to work in a healthy and safe environment.

2. Ethics

Respect the rights of others, and comply with other policies regarding occupational health and safety, harassment, equal opportunity etc. Do not engage in behaviour, which violates these policies.

3. Legislation

a) Occupational Safety and Health
Employees have a duty not to adversely affect their own or any other person's health and safety at work. Distribution of offensive material through the Council's IT systems that may cause trauma or distress to other employees, or the use of these systems to bully or intimidate other employees may be construed as a breach of the Occupational Safety and Health legislation.

b) Equal Opportunity
The Equal Opportunity Act 1984 WA prohibits discrimination (on grounds including gender, race and religion etc) and sexual harassment. Examples of discrimination and harassment include but are not limited to the following –
   - reference to a particular class of persons based on their race
   - sending of pornographic material to a fellow employee
   - persistent annoyance of another, interference in their work or attempt to modify or destroy data,
   - behaviour that may be construed as intimidating or bullying.

c) Freedom of Information
Computer records including internet usage and emails are subject to FOI obligations.

d) Copyright
Respect the legal copyright rules. Copyright provisions also relate to downloading of software and documents. Do not distribute or install software without first obtaining approval from the DCEO/MOCS. Always assume website content to be subject to copyright unless stated otherwise.

e) Records Management
Respect the need to maintain other internal systems. Use of internet and email is subject to the State Records Act, and the requirements of Councils Record Keeping Plan.

4. Defamation

A person defames another if they publish a statement or comment (written or verbal) which is likely to cause an ordinary, reasonable member of the community to think less of that other or to shun or avoid that other. Generally any comments which disparage another person's business or professional acumen, suggest that a person may have committed a crime or refer in a disparaging way to a person's sexual chastity would be considered to be seriously defamatory. Any person who is party to the publication of defamation may be liable for payment of substantial damages.

5. Personal Use

Reasonable personal use of Council IT resources may be permitted (in the user's own time) provided that it does not –

- negatively impact upon the user's work performance, hinder the work of others nor make any modification to any IT resource.
- result in additional cost to the Council.

Reasonable use in a particular circumstance will be a matter to be determined by the DCEO.

6. Restrictions

Prohibited uses of Shire IT resources are –

- transmission or access to any material in violation of any Australian legislation (Commonwealth or any State), including but not limited to copyright material, threatening or obscene material, or information protected by trade secret.
- conduct private commercial activities including eBay and similar online auction sites.
- access, create, store or distribute pornographic material of any type.
- to gamble or play games.

7. Consequences

Users found to have breached this policy may be subject to disciplinary action.

Criminal offences will be reported to the Police. Penalties that may result can be substantial, e.g. up to $10,000 under the Occupational Health and Safety Act for some offences.

8. Mobile communications

In so far as is applicable, this policy applies to mobile phones iPads etc that may be provided for Shire purposes.

– End of Schedule

COMMENT

Nil

Policy Schedule 3.6 (b) – Management and Control

1. Access Control

Access to information systems is controlled by the DCEO/MOCS. Users are granted access on the basis that their use of IT resources shall be responsible, ethical and lawful at all times.

When a new employee commences, the DCEO/MOCS is to determine the level of system access required to carry out their daily tasks.

As a condition of employment all new employees who have requested access to Internet and/or Internet email are required to complete the policy acceptance form.

2. Computer Systems

a) Work Purpose
Computer systems are provided as a tool to support the operations of the Council. Each computer is installed with a standard operating environment plus additional user specific tools.

b) Personal Use
Limited personal use of computer systems is allowed provided such use is reasonable in terms of time and cost.

c) Prohibited Use
Under no circumstance are users to install –
- software or utilities on Council computers that are not licensed and work related. Permission must be obtained from the DCEO/MOCS before installing applications on Council computers.
- software or utilities sourced from the internet. This includes but not limited to ICQ, Gator, Neopets, Bonzibuddy, Internet flowers, Web shots and other screensavers.
- software on Council computers without the prior permission of the DCEO/MOCS.

d) Monitoring
The Council reserves the right to monitor email, internet activity, logs and any electronic files for any reason, including but not limited to, suspected breaches by the user of their duties, Council policy, or unlawful activities.

e) Maintenance of hardware and software
Maintenance of the Council's IT systems is the responsibility of the DCEO/MOCS. Under no circumstance should any employee attempt to repair hardware or software faults without the permission of the DCEO/MOCS or by their instruction.

– End of Schedule

COMMENT

Nil

Policy Schedule 3.6 (c) – Internet Access

1. Internet provision

Internet costs are incurred based upon the amount of data that is received from the internet and can be significant. The internet also presents a security risk to the Council's operations. The following points are aimed at reducing the cost and risk of providing internet access.

It should be noted that downloading does not mean only copying a file or document over the internet to a computer – it is all information coming into the system from another computer. The Shire is charged for all data received.

2. Internet Use

a) Work Purpose
Users are permitted to access the internet for work related purposes as outlined in each user's internet usage application.

b) Personal Use
Limited personal use of internet facilities is allowed, such as online banking, travel bookings, browsing, provided such use is reasonable in terms of time and cost.

c) Prohibited Uses
Use of internet must comply with the Principles outlined in Schedule 3.6 (a). Specifically prohibited is –
- streaming voice and video media unless work related – e.g.: on-line radio
- online games.
- use of instant messaging applications.
- subscribe to any subscription service, unless approved by the DCEO/MOCS.
- use MP3 download sites such as Kazaa, iTunes, LimeWire.

d) User responsibility
It is the user's responsibility to ensure that any internet site they access is within the bounds of acceptable usage, legal and does not pose a risk to the security of the Council's operations.

Web based applications must be approved by the CEO and the DCEO/MOCS informed of the intended use of the application so that appropriate security measures are taken.

e) Records Management
Due to the dynamic nature of the internet, information that may be subject to change which is relied on at a particular date in decision making should be copied either by printing and filing, or creating a PDF of the page referenced.

Where the information will not change, there is no need to print or retain an e-copy, but reference to the data should be made.

– End of Schedule

COMMENT

Nil

Policy Schedule 3.6 (d) – Email Use

1. Legal Obligations

Users should be aware that email from the Shire is the same as a letter printed on Shire letterhead, and is therefore subject to the same legal, privacy and records management obligations as paper records and letters

2. Email Facilities

a) Work Purpose
Email is provided to allow electronic communication with the Council's partners, clients and staff.

b) Personal Use
Limited personal use is allowed provided such use is reasonable in terms of time and cost and does not interfere with Council business or present a security risk.

c) Prohibited Uses
Use of email must comply with the Principles outlined in Schedule 3.6 (a), and in addition, specifically prohibited is –
- subscribe to any subscription service, unless approved by the DCEO/ MOCS.
- send forged messages.
- use someone else's mail address without authorisation.
- send aggressive, rude or defamatory messages.
- send unsolicited emails (SPAM).
- distribution of junk emails
- broadcast messages, regardless of interest, with the exception of urgent/emergency messages

d) User Responsibilities
Users are required to –
- protect their email address and not unwittingly provide it to any party that may include it in mass mailing lists (SPAM). Correspondence via email should be of the same standard for written communication.
- report emails which contains controversial, offensive or discriminatory material or language, to the CEO or DCEO/MOCS.
- treat email attachments with caution due to their susceptibility to viruses, malware etc. Discretion must be exercised, particularly where the email is from an unknown source.
- maintain compliance with any records procedures regarding email.

e) Records Management
Since multiple emails may be required to finalise a matter, progressive exchanges do not need to be printed and filed. Once the matter is concluded, if it is a significant matter that a hard copy is considered appropriate, it may then be printed and filed, particularly if –
- it documents the actions of the Shire in some way
- plays a significant part in making a decision, or
- is annotated or has major alterations made by the Shire in some way.

Day to day matters do not require printing and filing, however the electronic copies of all emails sent and received relating to the matter must be retained as per the State Records Act.

– End of Schedule

COMMENT

Nil

11.24 Information and Communication

Introduction	The Shire of Trayning recognises the importance of protecting corporate information and providing employees with secure and appropriate access to information and communication facilities. This policy establishes the principles governing the access, use, protection, retention and disposal of information and the responsible use of the Shire's information and communication facilities.
Purpose	• safeguard corporate information and protect the Shire's information systems; • establish principles for the appropriate use, access and protection of information; • ensure employees and contractors use information and communication facilities responsibly, professionally, ethically and lawfully; • protect confidential, personal and private information from unauthorised access or misuse; • support compliance with relevant legislation and record keeping requirements; and • provide a framework for maintaining information security, integrity and availability.
Scope	This policy applies to all employees and contractors working for the Shire of Trayning who access or use the Shire's information and communication facilities, systems or information.
History	Adopted 14 October 2026
Legislation	State Records Act 2000 (WA) Freedom of Information Act 1992 (WA)
Related Documents	Code of Conduct Policy Grievance and Dispute Policy Shire Record Keeping Plan

Policy Statement

The Shire of Trayning is committed to ensuring that its information and communication facilities are used responsibly, securely and appropriately.

Email and Internet Use

Employees are required to use a variety of communication tools, including computers, mobile devices and other technology.

All employees using email and internet facilities must do so responsibly, professionally, ethically and lawfully. Email and internet facilities are official Shire communication tools and must be used in accordance with appropriate business communication standards and ethics.

Employees must carefully consider the intended audience, tone, formality and format of all electronic communications.

Inappropriate use of email and internet facilities, including excessive non-business-related use, may compromise the organisation through:

- reduced network bandwidth;
- lost productivity;
- security, legal and compliance risks; and
- poor workplace morale.

Access to the Shire's email and internet facilities is a privilege and not a right and may be withdrawn where inappropriate use is identified.

Using and Keeping Information Secure

Authorised Information Systems Users

All employees using Shire information systems must be formally authorised by the Chief Executive Officer.

Authorised employees will be provided with a unique user identity, including passwords, which must not be disclosed to any other person.

Employees must exercise due care and attention to protect Shire information in their possession.

Confidential, personal or private information must not be copied, transferred or transported without consideration of:

- permission from the information owner;
- the risks associated with loss or unauthorised access;
- how the information will be secured during transport; and
- how the information will be secured at its destination.

The use of internet and email facilities is subject to the record keeping requirements of the *State Records Act 2000* and will be managed through the Shire's Record Keeping Plan.

Acceptable Use of Information Systems

Use of the Shire's information systems by employees must be honest, responsible and have regard to the rights and sensitivities of other people.

Employees must not use information systems in a manner that is unlawful, inappropriate, unauthorised or likely to compromise the security or integrity of Shire information.

Information System Owners

The Chief Executive Officer is responsible for the Shire's information systems and is required to ensure that:

- systems are adequately protected from unauthorised access;

- systems are secured against theft and damage to a level that is cost-effective;
- adequate steps are taken to ensure the availability of information systems, commensurate with their importance and business continuity requirements;
- electronic data can be recovered in the event of loss of the primary source, including failure or loss of a computer system;
- appropriate backup arrangements are maintained, and data can be restored to a level commensurate with its importance;
- data is maintained with a high degree of accuracy;
- systems are used for their intended purpose, and procedures are in place to address identified or reported misuse; and
- electronic access logs are retained only for a justifiable period and in accordance with applicable requirements.

Personal Information

Access to personal information, including contracts and payroll information, is restricted to authorised persons.

The Chief Executive Officer is responsible for determining appropriate access to personal information and may authorise access to relevant systems and information where required for legitimate business purposes.

The use of Shire computer systems, including mobile devices, is subject to the *Freedom of Information Act 1992*.

The Shire accepts no responsibility for damage, direct or indirect, arising from inappropriate or unauthorised employee use of information, email or internet facilities.

Implementation

Employees and contractors will become familiar with information security principles, practices and expected behaviours through the Shire's induction and ongoing workplace practices.

The requirements of this policy are to be incorporated into the day-to-day use and management of the Shire's information and communication facilities.

Responsibility

All employees and contractors are responsible for:

- protecting information against unauthorised access or misuse;
- securing confidential information;
- maintaining information integrity;
- appropriately maintaining and using information systems;
- complying with business continuity and disaster recovery requirements;
- complying with regulatory, contractual and legal requirements;
- maintaining appropriate physical, logical, environmental and communications security;
- disposing of information consistently with approved processes and legislation;
- reporting information security incidents; and

- exercising a duty of care regarding the operation and use of Shire information systems.

The Chief Executive Officer is responsible for providing guidance and advice on the implementation of this policy and ensuring adherence to its requirements.

This includes oversight of:

- access control;
- identification and authentication;
- data classification;
- encryption;
- remote access;
- acceptable use;
- patching;
- malicious code protection;
- physical security;
- backups;
- server security; and
- employee onboarding and offboarding.

The Information and Communication Policy will be reviewed regularly and updated to reflect changing business circumstances and opportunities for continuous improvement. The policy will be managed by the Chief Executive Officer.

5. Breach of Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary Policy.

6. Variations

This policy does not form part of any employment contract. The Shire may vary, replace or terminate this policy from time to time.

– End of Policy

COMMENT

This policy establishes the principles for the responsible use, protection and management of the Shire's information and communication facilities. Employees and contractors are expected to protect Shire information, maintain appropriate information security and comply with relevant legislation, policies and procedures.

11.31 Privacy and Information Sharing

Introduction

The Shire of Trayning is committed to protecting the privacy of individuals and ensuring personal information is collected, used, stored, disclosed and shared responsibly. The Shire recognises that personal information is entrusted to it by residents, ratepayers, customers, employees, elected members, contractors and other stakeholders and must be handled appropriately.

The Shire will take reasonable steps to ensure its privacy and information-handling practices comply with the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act), the Information Privacy Principles (IPPs), and other applicable legislation and requirements. The policy also supports responsible information sharing where permitted by law and appropriate safeguards are in place.

Purpose

The purpose of this policy is to establish a clear and consistent framework for the responsible collection, management, storage, use, disclosure, sharing and protection of personal information held by the Shire of Trayning.

This policy explains how the Shire:

- collects and manages personal information;
- protects personal information from misuse, loss and unauthorised access;
- responds to privacy concerns, complaints and information breaches;
- provides individuals with information about how their personal information is handled and how they may seek access to or correction of it; and
- supports responsible information sharing in accordance with legislative requirements.

Scope

This policy applies to personal information collected, stored, used or managed by the Shire of Trayning. It applies to all elected members, employees, volunteers, contractors and other persons or organisations who access or handle personal information on behalf of the Shire.

Where a third party is engaged to provide services involving personal information, the Shire will require appropriate contractual and operational arrangements to protect that information.

History	Adopted 14 October 2026
Legislation	Privacy and Responsible Information Sharing Act 2024 (WA) Privacy and Responsible Information Sharing (Privacy) Regulations 2025 (WA) Privacy and Responsible Information Sharing (Information Sharing) Regulations 2025 (WA) Privacy and Responsible Information Sharing (General) Regulations 2026 (WA) Information Commissioner Act 2024 (WA) State Records Act 2000 (WA) Freedom of Information Act 1992 (WA) Local Government Act 1995 (WA), where applicable
Related Documents	Shire of Trayning Recordkeeping Plan Shire of Trayning Code of Conduct Shire of Trayning Information and Communication Policy Shire of Trayning Records Management procedures Shire of Trayning Freedom of Information Policy Relevant employment, contract and procurement documentation

Policy Statement

The Shire of Trayning will manage personal information in a manner that is lawful, fair, transparent, secure and consistent with the Information Privacy Principles and other applicable legal requirements.

Information Privacy Principles

The PRIS Act establishes Information Privacy Principles (IPPs) that guide how an IPP entity such as the Shire must handle personal information. The Shire will apply the following principles:

1. Collection of Personal Information

Personal information will be collected fairly, lawfully and only where necessary for the Shire's functions or activities.

2. Source of Personal Information

Personal information will generally be collected directly from the individual unless it is impractical, permitted or required by law to obtain it from another source.

3. Notification of Collection

Individuals will be informed, as required, about what information is being collected, why it is being collected, how it will be handled and relevant privacy rights.

4. Use and Disclosure

Personal information will only be used or disclosed for lawful purposes, including the purpose for which it was collected, a reasonably expected related purpose, with consent, or where otherwise permitted or required by law.

5. Data Quality

Reasonable steps will be taken to ensure personal information is accurate, complete and current.

6. Data Security

Personal information will be protected from misuse, loss and unauthorised access, modification or disclosure.

7. Access

Individuals may request access to personal information held about them, subject to applicable exceptions and requirements.

8. Correction

Individuals may request correction of personal information that is inaccurate, incomplete or out of date.

9. Identifiers

Government-issued or other unique identifiers will only be collected and used where permitted or reasonably necessary for the Shire's functions or required by law.

10. Anonymity and Pseudonymity

Individuals may remain anonymous or use a pseudonym where lawful and practicable.

11. Cross-border Disclosure

Personal information will not be disclosed outside Australia unless the requirements of applicable privacy law are satisfied.

2. Personal Information and Data Collection

2.1 Purpose of Collection

The Shire collects and uses personal information from residents, ratepayers, customers, employees, elected members, contractors and other stakeholders to enable it to perform its functions, meet statutory obligations, deliver services and support its day-to-day operations.

complying with legislation and other legal requirements;

managing rates, property and local government records;

providing information about Shire services, facilities and programs;

processing applications, permits, registrations, complaints, submissions and enquiries;

managing animal ownership and related regulatory functions;

managing employment, recruitment, payroll and workplace matters;

managing financial transactions, accounts and payments; and

undertaking other functions and activities lawfully performed by the Shire.

2.2 Types of Personal Information

Depending on the purpose for which information is required, the Shire may collect personal information including:

contact details such as name, address, telephone number and email address;

identification details, including documents used to establish identity or eligibility;

physical information such as signatures, images, voice recordings and CCTV footage where applicable;

vehicle or licence information where required for a lawful Shire function;

financial information such as bank account details where required to process payments or transactions;

employment information including applications, qualifications, clearances and employment records; and

other personal or sensitive information where collection is lawful and necessary for a specific Shire function.

2.3 Collection Methods

Personal information may be collected through email, letters, telephone and face-to-face contact; applications and forms; submissions, complaints, surveys and feedback; the Shire's website and online services; employment and recruitment processes; CCTV or security systems; and audio or visual recordings where lawful and appropriately notified.

Collection methods will be fair, lawful and necessary for the Shire's functions. Collection Notices will be provided where required.

3. Use, Disclosure and Responsible Information Sharing

The Shire will use, disclose or share personal information only where permitted or required by law. This may include where the use or disclosure is necessary or reasonably necessary for a Shire function, relates to a reasonably expected secondary purpose, is authorised by consent, is required or authorised by legislation, or falls within an applicable exception.

Where information is shared with a contractor, service provider or another organisation, the Shire will take reasonable steps to ensure appropriate privacy, security and confidentiality safeguards are in place.

Information sharing must be undertaken only by authorised persons and must consider the purpose of the sharing, the information required, the risks involved and any applicable legislative requirements.

4. Remaining Anonymous

An individual may deal with the Shire anonymously or by using a pseudonym where lawful and practicable. This does not apply where the law requires the Shire to identify the individual or where it is impractical to provide the relevant service or undertake the relevant function without collecting personal information.

5. Website and System-Generated Information

The Shire may use cookies, analytics and similar technologies to understand how its website and online services are used, improve functionality and support security. Information such as IP address, browser type and pages visited may be collected. The Shire will manage such information in accordance with applicable privacy requirements and will not use analytics tools to deliberately collect personal information beyond what is reasonably required for the stated purpose.

The Shire's website may contain links to external websites. The Shire is not responsible for the privacy practices of third-party websites.

6. Data Storage and Protection

The Shire will take reasonable steps to protect personal information from misuse, loss and unauthorised access, modification or disclosure. Information may be stored electronically, including through approved cloud services, or in paper records.

Personal information will be retained and disposed of in accordance with the State Records Act 2000 (WA), the Shire's Recordkeeping Plan and other applicable legal requirements. Personal information will not be retained longer than required, subject to mandatory recordkeeping obligations.

Where a third party stores or processes personal information on behalf of the Shire, contractual and operational controls will be used to protect the information.

7. Unique Identifier Numbers

The Shire will only collect and use unique identifiers, such as driver's licence or Medicare numbers, where permitted or reasonably necessary to perform its functions or where required by law. Such information will be handled securely and only used for lawful purposes.

8. Accessing or Correcting Personal Information

Individuals may request access to personal information held by the Shire about them and may request correction where information is inaccurate, incomplete or out of date. Requests may be subject to legislative requirements, exemptions or the Freedom of Information Act 1992 (WA).

Requests should be made in writing to:

Chief Executive Officer
Shire of Trayning
Railway Street (PO Box 95)
Trayning WA 6488
Email: ceo@trayning.wa.gov.au

The Shire may require sufficient information to verify the identity of the person making a request.

9. Privacy Complaints and Information Breaches

A person who believes the Shire has mishandled their personal information may make a written complaint to the Chief Executive Officer. Complaints will be assessed and investigated in a timely and appropriate manner.

Where an information breach occurs, the Shire will take reasonable steps to contain the breach, assess the risks, mitigate potential harm, document the incident and undertake any notification or reporting required by law.

The PRIS Act's serious/notifiable information breach reporting obligations commence on 1 January 2027. The Shire will comply with those obligations when they apply.

Where appropriate, a complaint may be escalated to the Office of the Information Commissioner Western Australia in accordance with the applicable legislative framework.

10. Responsibilities

Chief Executive Officer

ensure the Shire has appropriate governance arrangements for privacy and responsible information sharing;

support compliance with applicable privacy and information-sharing legislation;

ensure significant privacy complaints and information breaches are appropriately managed; and

ensure adequate resources are available to support privacy, information security and recordkeeping obligations.

Managers and Supervisors

ensure staff understand and follow this policy and relevant procedures;

ensure personal information is accessed only where authorised and required;

identify and report privacy risks and information breaches promptly; and

ensure contractors and service providers handling personal information are appropriately managed.

Employees, Elected Members, Volunteers and Contractors

only access and use personal information where authorised and required for their role;

keep personal information secure and confidential;

follow applicable legislation, policies, procedures and directions; and

immediately report suspected privacy breaches, loss or unauthorised access or disclosure of personal information.

11. Implementation

The Shire will implement this policy through appropriate procedures, staff awareness, privacy and information-security controls, recordkeeping practices, contractual requirements and periodic review. Relevant staff will be provided with information or training appropriate to their responsibilities for handling personal information.

The policy will be reviewed at least annually, and earlier where there are significant legislative, operational, technological or organisational changes.

12. Breach of Policy

A person who breaches this policy may be subject to appropriate action, which may include counselling, disciplinary action, contractual action, restriction or removal of access to information systems, or referral to an external authority, depending on the circumstances and applicable law.

13. Variations

This policy may be varied, replaced or withdrawn by the Shire in accordance with its governance requirements. Nothing in this policy limits any statutory obligation or right under applicable legislation.

– End of Policy

COMMENT

The responsible handling of personal information is essential to maintaining community trust and meeting the Shire's legal and governance obligations. This policy provides a practical framework for protecting personal information while enabling the Shire to perform its functions and share information responsibly where permitted.
The policy should be read together with the Shire's recordkeeping, information security, Freedom of Information and related governance procedures. Staff and other persons handling personal information are expected to raise privacy concerns or suspected information breaches promptly.

Community, Facilities & Recreation

5.1 Council Facilities – Alcohol consumption

Introduction	The Shire of Trayning makes its facilities available for community, recreational, cultural and private events. Where alcohol is to be consumed or supplied at a Council facility, appropriate controls are required to ensure compliance with legislative requirements, promote responsible service and consumption of alcohol, and protect the safety of patrons and Council property. This policy establishes the requirements for obtaining approval to consume or supply alcohol at Council-owned or managed facilities.
Purpose	To provide a consistent framework for the approval of alcohol consumption and the sale or supply of liquor at Council facilities, ensuring compliance with relevant legislation and promoting the safe and responsible use of Shire facilities.
Scope	This policy applies to all Council-owned or managed buildings, halls, sporting facilities, reserves, parks and other public facilities under the care, control or management of the Shire of Trayning. It applies to community organisations, sporting clubs, commercial hirers, private hirers and any other person or organisation seeking approval to consume, supply or sell alcohol at a Council facility.
Legislation	Liquor Control Act 1988 Local Government Act 1995 Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Any conditions imposed by the Department of Local Government, Industry Regulation and Safety – Racing, Gaming and Liquor in relation to liquor licensing.
History	Former Policy 2.3.1 Adopted 15 April 1996 Revised 21 June 2000 Amended 27 July 2011 Adopted 14 October 2026
Related Documents	Conditions of Hire for Council Facilities Community Events Policy (if applicable) Risk Management Framework Work Health and Safety Policy Incident Reporting Procedure Emergency Management Procedures

Policy Statement

1. Council has no objection to the sale and consumption of liquor by local organisations in Council facilities, when Council facilities are available,

2. Details to be provided for Shire approval are –
   a) name of organisation holding the function (if appropriate)
   b) name and contact details for person to be responsible for the event
   c) date and time of commencement and conclusion
   d) area of consumption and/or service of alcohol is to be specified, e.g. within a particular building, a delineated outdoor area
   e) whether or not alcohol is to be sold

3. Where required under the Liquor Control Act 1988, the hirer must obtain an appropriate liquor licence or permit prior to the event and provide evidence of that approval to the Shire before the event proceeds.

4. The hirer is responsible for complying with all conditions of any liquor licence or permit and any requirements imposed by the licensing authority.

– End of Policy

COMMENT

5.2 Council Chambers Usage

Introduction	The Council Chambers are the principal venue for Council and Committee meetings and other official local government business. This policy establishes the circumstances in which the Council Chambers may be used by external organisations or groups and ensures that their use supports the business and objectives of the Shire of Trayning.
Purpose	To provide a consistent framework for the use of the Council Chambers and to ensure the facility is primarily available for official Council business while allowing appropriate use for approved meetings and activities that benefit or involve the Shire.
Scope	This policy applies to requests for the use of the Council Chambers by Council Members, employees, government agencies, regional organisations, community groups and other organisations where the meeting or activity relates to the business or interests of the Shire of Trayning.

History		
	Former Policy	2.3.2
	Adopted	15 April 1985
	Amended	15 April 1996
	Amended	21 June 2000
	Replaced	27 July 2011
	Adopted	14 October 2026

Legislation	Local Government Act 1995 Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022
Related Documents	Standing Orders Local Law Council Meeting Procedures Facility Booking Procedures Records Management Policy Information Security and Privacy Policies Work Health and Safety Policy

Policy Statement

1. The Council Chambers are not available for general use.
2. Where the meeting involves the Shire as an organisation or is of importance to the Shire, the CEO has discretion to approve use of the Chambers, for example –
   - meetings with local government purposes (e.g. NEWROC, NEW Travel, Kununoppin Medical Practice, Local Emergency Management Committee etc)
   - meetings with/by visitors (e.g. parliamentarians, government agencies, developers, Neighbourhood Watch etc)
   - administrative – audit, consultants, staff training, meetings requiring additional privacy etc.

– End of Policy

COMMENT

Nil

5.3 Playground Equipment and Street Furniture

Introduction	The Shire of Trayning is committed to providing safe, functional and well-maintained playgrounds, public art, displays and street furniture for the enjoyment of residents and visitors. This policy establishes the requirements for the inspection, maintenance and management of these public assets to minimise risks to public safety and protect Council assets.
Purpose	To provide a framework for the inspection, maintenance and management of playground equipment, street furniture, public art and associated infrastructure to ensure they are safe, serviceable and maintained in accordance with legislative requirements and recognised industry standards.
Scope	This policy applies to all playground equipment, public art, displays, sculptures, seating, shelters, bins, signs and other street furniture owned, controlled or maintained by the Shire of Trayning within parks, reserves, streetscapes and other public places.

History		
	Former Policy	2.4.1
	Adopted	16 November 1972
	Amended	15 April 1996
	Amended	21 June 2000
	Amended	27 July 2011
	Adopted	14 October 2026

Legislation	Local Government Act 1995 Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Civil Liability Act 2002 Australian Standard AS 4685 – Playground Equipment and Surfacing Australian Standard AS/NZS 4486 – Playgrounds and Playground Development Any other relevant Australian Standards applicable to public infrastructure.
Related Documents	Asset Management Plan Risk Management Policy Work Health and Safety Policy Parks and Reserves Maintenance Program Inspection and Maintenance Procedures Incident Reporting Procedure

Policy Statement

1. That play equipment, displays, sculpture and street furniture on local government property and streets which has become dangerous is to be cordoned off for repairs if practicable, or if necessary is to be removed as soon as a potential hazard is detected.

2. That the CEO arrange an inspection of playground equipment, displays, sculpture and street furniture on local government property once a year to check the safety of such equipment.

– End of Policy

COMMENT

Nil

5.6 Swimming Pool – Management Guidelines

Introduction	The Shire of Trayning is committed to providing a safe, healthy and enjoyable aquatic facility for residents and visitors. This policy establishes the principles for the management and operation of the Trayning Aquatic Centre to ensure the safety of patrons, compliance with legislative requirements, and the effective management of the facility.
Purpose	To provide a framework for the safe, efficient and consistent management of the Trayning Aquatic Centre, including the responsibilities of patrons and staff, and to promote the health, safety and wellbeing of all users.
Scope	This policy applies to all persons using or visiting the Trayning Aquatic Centre, including patrons, spectators, contractors, volunteers, employees and swimming clubs. It also applies to the management and operation of the facility by the Shire of Trayning.

History		
	Former Policy	2.2.2
	Adopted	18 March 1985
	Amended	15 April 1996
	Amended	21 June 2000
	Amended	19 December 2007
	Amended	27 July 2011
	Amended	21 October 2015
	Adopted	14 October 2026

Legalisation	Local Government Act 1995 Health (Aquatic Facilities) Act 2007 Health (Aquatic Facilities) Regulations 2007 Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Working with Children (Criminal Record Checking) Act 2004 (where applicable) Civil Liability Act 2002
Related Documents	Emergency Management Plan Supervision and Lifeguard Procedures Incident Reporting Procedure Work Health and Safety Policy Risk Management Policy Code of Conduct Asset Management Plan

Policy Statement

1. A person may be banned from the pool without reference to Chief Executive Officer, for up to one week, however if a ban is to exceed one day, then the parents of minors are to be notified as to the reasons for the ban.

2. If a patron has been banned from the pool once in a pool season, and recommits the same offence, he may be banned for twice the time that the

original ban comprised of, or a period determined by the Chief Executive Officer and Aquatic Centre Manager.

3. Approval is given to the Aquatic Centre Manager to have control in the following matters;
   a) Insist on adult supervision of their children at all times.
   b) To approve or terminate games in the pool compound area, except that "bombshells" or other activities likely to cause injury are not to be permitted.
   c) Ban patrons from the pool for offensive or insulting language.
   d) The right to close the pool on rainy days or when lightning is imminent.
   e) Prohibit the use of shorts instead of bathers or request patrons to shower before using the pool.

4. The Aquatic Centre Manager is to maintain the resuscitation and first aid equipment in a state of readiness, be proficient in its operation, and train others including swimming club members in its operation.

5. For health reasons it is compulsory for babies or young children who ordinarily wear nappies to wear an aqua nappy when entering the pool.

6. Any person suffering from gastrointestinal disease, skin infection or any other disease that is communicable in an aquatic environment will not be permitted entrance to the pool.

7. Patrons will be prohibited entrance to the aquatic centre if the Aquatic Centre Manager deems that they are in an unclean condition, or wearing unclean clothes, or affected by alcohol or illicit drugs.

8. Children under the age of ten will not be permitted entrance to the Trayning Aquatic Centre unless they are accompanied by a parent or guardian aged 16 years or greater. People supervising children must do so from within the pool area (ie. not from the gym or playground).

9. A child under the age of five must have a parent or guardian within reach whilst in the swimming pool or near the edge.

– End of Policy

COMMENT

Nil

5.7 War Memorial – Private Plaques

Introduction	The Shire of Trayning recognises the service and sacrifice of Australian Defence Force personnel and is committed to preserving the dignity and heritage significance of the Trayning War Memorial. This policy establishes a consistent process for the approval and installation of private commemorative plaques to ensure the integrity, appearance and ongoing management of the War Memorial.
Purpose	To provide a consistent and transparent framework for the approval, installation and management of privately funded commemorative plaques at the Trayning War Memorial.
Scope	This policy applies to applications for privately funded commemorative plaques to be installed at the Trayning War Memorial and applies to all individuals, families and organisations seeking approval from the Shire of Trayning.
History	Adopted 18 May 2011 Amended 22 June 2011 Adopted 14 October 2026
Legislation	Local Government Act 1995 Heritage Act 2018 (WA) (where applicable) State Records Act 2000 Australian War Memorial Commemorative Guidelines (where applicable) Any relevant Council Local Laws or Asset Management requirements
Related Document	Municipal Heritage Inventory (or Local Heritage Survey if applicable) Records Management Policy

Policy Statement

Private plaques may be placed at the War Memorial, under the following provisions –

a) Plaques are to be –
   - engraved brass
   - maximum size of 170mm horizontal x 120mm vertical
   - secured to the top of the garden walls

b) Minimum qualifications are –
   - the person must have seen active service in a theatre of conflict
   - the person's "place of residence" during their period of service was within the Shire of Trayning
   - the person's "hometown" was within the Shire of Trayning

c) Minimum details to be included on the plaque are –
   - rank, given name, middle initials, surname, service number
   - which branch of the Armed Service, and country if appropriate
   - if died while on service as a result of that service
   - other information as desired such as awards receive, theatre of service

d) Responsibility for plaque –

- the Shire does not accept responsibility for the purchase or replacement of the plaque if damaged or removed

e) Administrative –
   - the CEO is to approve the wording of the plaque prior to ordering and installation
   - biographical details of the person, and a photograph of the plaque are to be lodged with the Shire, to be retained as an appendix to the Municipal Heritage Inventory
   - on application, Council may approve the placement of a plaque not meeting the requirements above.

– End of Policy

COMMENT

Nil

5.12 Ninghan Fitness Centre

Introduction	The Shire of Trayning is committed to providing a safe, accessible and well-maintained fitness facility that promotes health, wellbeing and active lifestyles within the community. This policy establishes the principles for the management, operation and use of the Ninghan Fitness Centre.
Purpose	To provide a framework for the safe and effective operation of the Ninghan Fitness Centre, ensuring that the facility is managed responsibly, users understand their obligations, and the facility remains available for the benefit of the community.
Scope	This policy applies to all members, casual users (where permitted), visitors, contractors, employees and any other persons accessing or using the Ninghan Fitness Centre.
History	Adopted 21 October 2015 Adopted 14 October 2026
Legislation	Local Government Act 1995 Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Equal Opportunity Act 1984 Civil Liability Act 2002 Privacy and Responsible Information Sharing Act 2024 (WA) (□
Related Documents	Ninghan Fitness Centre Membership Agreement Membership Application Form Conditions of Entry Work Health and Safety Policy Risk Management Policy Incident Reporting Procedure Asset Management Policy (where applicable)

Policy Statement

Use of the Gym

The gym is provided for the enjoyment of all who use it, irrespective of whether it is recreational for keeping fit, rehabilitation from injury, or as part of a training programme for an individual sport. The gym is available for use 24hrs. Once your workout has been completed the gym must be locked to prevent unauthorised access. Use of any gym equipment outside the gym is prohibited.

Gym Etiquette

The gym should be kept clean and tidy at all times. Suitable trainers must be worn; Rugby/Football boots and / or muddy footwear are not allowed. Users are not allowed to train without suitable footwear, as this is a safety hazard when working with weights. Be considerate of other users, especially at busy times. Please bring a towel to place over seats or benches and wipe down the upholstery after use. Always return weights after use. Do not bring food or drink in the Gym, except water in appropriate plastic water bottles. **Always leave the gym how you would like to find it.**

Gym Safety Rules

There is a risk of injury when using (or misusing) weight training equipment. The following points should be observed:

- Inspect equipment before each use for loose, worn or frayed parts.
- Check that wire ropes are not frayed or kinked and that pulleys rotate freely.
- Report any problems with the equipment to the Shire.
- Space in the gym is limited. To avoid trip hazards, do not leave any personal belongings on the floor. Please place neatly out of the way against a wall.
- Always lift and lower weights under control. Serious injury could result from lack of control, balance and form. Do not drop weights on the floor.
- Work with weight you can manage/handle.
- Do not continue training if you feel dizzy or unwell. Remember to breathe properly during exercise particularly when lifting weights.
- Do not tolerate horseplay around machinery and equipment.

Terms of Use

The Shire of Trayning would like all members to have safe and enjoyable usage of the Ninghan Fitness Centre, so the following terms of use are for your benefit to ensure the security, working order and the cleanliness of the facility and the equipment in it. This facility is for the community's benefit so please treat it with pride and respect.

1. No membership = no use of the facility.
2. Hours of use are 24hrs.
3. No lending of your code or taking non-members into the fitness centre.
4. No children 12 years or younger are permitted in the fitness centre at any time.
5. Student from 13 – 15 years of age must be accompanied by an adult *(person over the age of 18yrs)*.
6. Patrons should familiarise themselves with the equipment and correct procedures before use.
7. No smoking or food is permitted in the facility.
8. Enclosed footwear is to be worn at all times, and your own towel should be used to lie on benches.
9. Respect and use the gym equipment properly.
10. Any damage is to be reported immediately to the Shire Office.
11. Please ensure that all lights, air-conditioner are switched off before leaving the facility.
12. Always ensure that the doors are LOCKED before leaving.

Any breach of terms 3, 4, 5 will lead to the immediate suspension of a membership and a ban of 12 months

– End of Policy

COMMENT

Ninghan Fitness Centre Membership Form (following) forms part of this policy.



NINGHAN FITNESS CENTRE

MEMBERSHIP APPLICATION FORM

TYPE *(please circle)*	ADULT	FAMILY	PENSIONER	STUDENT *(13 to 17yrs)*
	$72.00	$103.00	$41.00	$41.00
	DAY PASS	MONTHLY	QUARTERLY	REPLACEMENT CARD
	$16.00	$26.00	$46.00	$15.00

APPLICANT: _____ AGE: _____

OTHER MEMBERS: _____ AGE: _____

_____ AGE: _____

_____ AGE: _____

RESIDENTIAL ADDRESS: _____

POSTAL ADDRESS: _____

HOME PHONE: _____ MOBLIE: _____

EMAIL: _____

PLEASE SEE BACK OF PAGE FOR TERMS OF USAGE

DISCLAIMER

As part of my membership of the Ninghan Fitness Centre, I enter the gym and exercise at my own risk. I accept that the Shire of Trayning takes no responsibility or liability for any injuries incurred or sustained. I hereby accept all the rules and conditions set by the Shire of Trayning for the Ninghan Fitness Centre.

Applicants Signature: _____ Date: _____

Applicants Signature: _____ Date: _____

Applicants Signature: _____ Date: _____

Applicants Signature: _____ Date: _____

OFFICE USE ONLY

Date: _____ Fees Paid: $_____ Receipt No: _____

Full Member/s ☐ Day Pass ☐ Valid from ____/____/____ to ____/____/____

TERMS OF USAGE

The Shire of Trayning would like all members to have safe and enjoyable usage of the Ninghan Fitness Centre, so the following terms of use are for your benefit to ensure the security, working order and the cleanliness of the facility and the equipment in it. This facility is for the community's benefit so please treat it with pride and respect.

1. No membership = no use of the facility.
2. 24 Hour usage closed Thursday 8:00am to 9:00am for cleaning.
3. No lending of your code or taking non-members into the fitness centre.
4. No children 12 years or younger are permitted in the fitness centre at any time.
5. Student from 13 – 15 years of age must be accompanied by an adult *(person over the age of 18yrs)*.
6. Patrons should familiarise themselves with the equipment and correct procedures before use.
7. No smoking or food is permitted in the facility.
8. Enclosed footwear is to be worn at all times and your own towel should be used to lie on benches.
9. Respect and use the gym equipment properly.
10. Any damage is to be reported immediately to the Shire Office.
11. Please ensure that all lights, air-conditioner, are switched off before leaving the facility.
12. Always ensure that the doors are LOCKED before leaving.

Any breach of terms 3, 4, 5 will lead to the immediate suspension of your membership and a ban of 12 months

I have read and understand all the terms of usage.

Signature _____ Date ___/___/___

5.14 Shire of Trayning Caravan Park Camping Parameters

Introduction

The Shire of Trayning owns and operates the Shire of Trayning Caravan Park as a public facility providing safe, well-managed and affordable short-term accommodation for visitors to the district. The Caravan Park supports tourism, local events, and temporary accommodation needs while ensuring equitable access to sites and compliance with applicable legislation.

This policy establishes the parameters for the occupation of caravan sites, including maximum lengths of stay, long-term occupancy arrangements, and the circumstances under which exceptions may be considered.

Purpose

- establish clear and consistent guidelines for the use and occupancy of the Shire of Trayning Caravan Park;
- ensure the Caravan Park remains primarily available for tourists and short-term visitors;
- provide a framework for managing limited long-term accommodation for workers within the Shire where appropriate;
- prevent permanent residential occupation of the Caravan Park; and
- ensure the operation of the Caravan Park complies with relevant legislation and promotes fair and equitable access for all users.

Scope

This policy applies to:

- all members of the public seeking to stay at the Shire of Trayning Caravan Park;
- all bookings and occupancy of caravan sites within the Caravan Park; and
- Shire officers responsible for the administration and management of the Caravan Park.

- The primary purpose of the Shire of Trayning Caravan Park is to provide short-term accommodation for tourists. This policy defines the conditions under which extended stays may be permitted and the limitations that apply to long-term occupancy.

History

Adopted	16 April 2025
Adopted	14 October 2026

Legislation

Caravan Parks and Camping Grounds Act 1995 (WA)

Caravan Parks and Camping Grounds Regulations 1997 (WA)

Local Government Act 1995 (WA)

Public Health Act 2016 (WA), where applicable

Related Documents

Shire of Trayning Fees and Charges

Shire of Trayning Caravan Park Terms and Conditions of Stay

Definitions
Long-term stay – in the park is for work purposes for periods of not more than one month.

Tourists - is for temporary or holiday stays usually fourteen days in any twenty eight-day period.

Permanent – residing in the caravan park for residential purposes. This is not allowable under this policy as the park does not have individual utility meters. Therefore, there is to be no exceptions.

Caravan Site Availability

- The Shire of Trayning Caravan Park consists of eight powered caravan sites. Only one Caravan per site is allowed and no more than ten persons on the site at one time.
- A minimum of seven sites must remain available to be used by as short stay at any time.
- One site is currently reserved as long term stay for workers within the Shire boundaries who have applied in writing to the CEO to stay for longer than one month and no more than three months for work purposes only.
- Should an extension be granted by the CEO, there must be a thirty-day period between the first three months and their return date.
- Tourists wishing to stay longer than fourteen days in any twenty-eight-day period will require approval from the Chief Executive Officer.
- Requests for exceptions must be addressed, in writing, to the Chief Executive Officer whose decision is final.
- The Shire of Trayning Caravan Park is not available for permanent residency.

– *End of Policy*

COMMENT

15.1 Flag – Flying for Funerals

Introduction	The Shire of Trayning recognises the importance of acknowledging the passing of individuals who have made a significant contribution to the community. Flying the Australian National Flag at half-mast and, where appropriate, providing floral tributes are respectful gestures that reflect the Shire's condolences and appreciation for their service and contribution.
Purpose	To provide guidance on the circumstances in which the Australian National Flag will be flown at half-mast and when floral tributes may be provided as a mark of respect and condolence.
Scope	This policy applies to the flying of the Australian National Flag at the Shire Administration Office and the provision of floral tributes following the passing of former elected members, notable members of the community and other persons as determined under this policy.

History		
	Formerly	1.1.6
	Adopted	15 November 1972
	Amended	15 April 1996
	Amended	21 June 2000
	Amended	19 December 2007
	Amended	27 July 2011
	Adopted	14 October 2026

Legislation

Local Government Act 1995 (WA)
Australian Government protocols for the flying of the Australian National Flag

Related Documents

Australian Government Department of the Prime Minister and Cabinet – Australian National Flag Protocols
Shire of Trayning Civic Ceremonies and Protocol Guidelines (where applicable).

Policy Statement

That –

The Australian National Flag at the Shire Administration Office may be flown at half-mast:

a) on the day of the funeral of a former Councillor or former Chief Executive Officer of the Shire;

b) on the day of the funeral of a current Councillor, employee or other person who has made a significant contribution to the Shire or local community, at the discretion of the Shire President or Chief Executive Officer; and

c) on occasions directed by the Australian Government.

- Floral tributes may be provided for former Councillors and other persons who have made a significant contribution to the Shire or district, at the discretion of the Shire President or Chief Executive Officer.

– End of Policy

COMMENT

The Australian National Flag should be flown in accordance with the current Australian Government flag protocols.

Where directed by the Australian Government, or where considered appropriate under this policy, the flag may be flown at half-mast as a mark of mourning and respect. Floral tributes may also be provided in accordance with this policy.

Finance

7.1 Creditors – Preparation for Payment

Introduction	The Shire of Trayning is committed to maintaining effective internal financial controls to ensure that all payments to creditors are properly authorised, accurately recorded and supported by appropriate documentation. Sound creditor payment practices assist in protecting public funds, maintaining accountability and ensuring compliance with legislative and audit requirements.
Purpose	The purpose of this policy is to: • ensure all creditor payments are supported by appropriate evidence and authorisation; • establish consistent procedures for the certification and processing of invoices; • maintain adequate records to demonstrate compliance with the Shire's procurement requirements; and • support sound financial governance, accountability and audit compliance.
Scope	This policy applies to: • all employees involved in the purchasing, receipt of goods and services, certification of invoices and payment of creditors; • all invoices submitted for payment by the Shire; and • all purchases of goods, services and works undertaken by or on behalf of the Shire.
History	Former Policy 1.2.1 Adopted 21 June 2000 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Local Government (Financial Management) Regulations 1996 (WA) Local Government (Functions and General) Regulations 1996 (WA)
Related Documents	Shire of Trayning Procurement Policy Shire of Trayning Purchasing Procedures Shire of Trayning Delegations Register Shire of Trayning Annual Budget Shire of Trayning Financial Management Procedures

Policy Statement

1. Where practicable, invoices are to be certified by the person who placed the order to indicate –
   i) that the purchase was duly authorised;
   ii) that the goods and services were received in a satisfactory condition, or to a satisfactory standard, and

iii) the price and computations on the invoice are correct;

2. As confirmation of compliance with Council's Purchasing Policy, attached to the invoice or first invoice of a number of payments, should be –
   - the duplicate copy of the purchase order (or photocopy),
   - any documentation regarding quotes obtained both for the successful quote and for the quotes not accepted,
   - any summary of quotes received or calculations used to make the decision.

   Information that is solely sales in nature does not need to be attached, unless considered relevant to the decision made.

– End of Policy

COMMENT

Nil

7.2 Petty Cash and Till Float

Introduction	The Shire of Trayning is committed to maintaining appropriate financial controls over all cash held by the Shire. Petty cash and till floats provide an efficient means of managing minor expenditure and receipting functions while ensuring public funds are safeguarded through appropriate authorisation, reconciliation and accountability.
Purpose	The purpose of this policy is to: • establish controls over the establishment and use of petty cash and till floats; • ensure all cash transactions are appropriately authorised, recorded and reconciled; • safeguard public funds against misuse or loss; and • support compliance with legislative and audit requirements.
Scope	This policy applies to: • all petty cash and till floats established by the Shire; • all employees authorised to hold, manage or use petty cash or till floats; and • all transactions processed through petty cash or till floats
History	Former Policy 1.2.5 Adopted 20 September 1982 Amended 21 June 2000 Amended 17 September 2003 Replaced 27 July 2011 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Local Government (Financial Management) Regulations 1996 (WA)
Related Documents	Shire of Trayning Procurement Policy Shire of Trayning Purchasing Procedures Shire of Trayning Delegations Register Shire of Trayning Financial Management Procedures

Policy Statement

1. Petty Cash –
   a) A petty cash float not exceeding $200.00 may be held in the custody of a suitable officer at the direction of the CEO
   b) All claims on petty cash are to be supported by receipts for the expenditure, or written explanation of the expenditure, and authorised by CEO or DCEO/MOCS prior to payment
   c) "Petty cash should only be used where other approved purchasing methods, including power pass cards or purchase orders, are not practical."
   d) Prior to recoup, payments made and cash on hand are to be reconciled.

2. Till Float –
   a) A till float not exceeding $200.00 may be held in the care of a suitable officer at the direction of the CEO
   b) No cash payments are to be made from the till float
   c) Cash on hand is to be reconciled with record of receipts and till float daily.

– End of Policy

COMMENT

Nil

7.3 Regional Price Preference

Introduction	The Shire of Trayning recognises the economic and social benefits of supporting local businesses and encouraging regional economic development. Where permitted by legislation, the Shire may apply a regional price preference when evaluating tenders and quotations to encourage local participation in procurement while maintaining transparency, fairness and value for money.
Purpose	The purpose of this policy is to: • support businesses operating within the Shire of Trayning; • encourage local employment and regional economic development; • establish the circumstances in which a regional price preference may be applied during procurement processes; and • ensure procurement decisions are made in accordance with legislative requirements and sound purchasing principles.
Scope	This policy applies to all procurement undertaken by the Shire where a regional price preference is permitted under the applicable legislation, including tenders and quotations for the supply of goods, services and construction works.
History	Former Policy 1.2.2 Adopted 21 June 2000 Amended 27 July 2011 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Local Government (Functions and General) Regulations 1996 (WA) Local Government (Financial Management) Regulations 1996 (WA)
Related Documents	Shire of Trayning Procurement Policy Shire of Trayning Purchasing Procedures Shire of Trayning Delegations Register

Policy Statement

1. Subject to (2) below a regional price preference of 10% is to apply to a tenderer for the supply of goods and services not being construction (building) services -
   (a) who has been operating continuously out of premises in the Shire of Trayning for at least 6 months;
   (b) not established within the Shire of Trayning on that component of the price relating to goods and services supplied from sources within the Shire of Trayning

2. A regional price preference of 5% is to apply to a tenderer for the supply of -

(a) construction (building) services who has been operating a business out of premises in the Shire of Trayning for at least 6 months;
(b) construction (building) services not established within the Shire of Trayning on that component of the price relating to construction (building) services provided by local suppliers;

3. Notwithstanding(1) and (2) above, price is only one of the factors to be assessed when the local government decides which tender to accept, and the cheapest or any tender will not necessarily be accepted. Other factors to be considered include –
   - due diligence,
   - quality of the product,
   - terms of supply including after sales service,
   - freight costs,
   - urgency factors,
   - actual cost differential of provision of the goods or services and
   - budget provision.

4. A regional price preference applies whenever tenders are called unless the Council resolves otherwise in reference to a particular tender.

5. That tenders or quotes be called for the annual supply of goods and services where there are benefits to be gained from bulk buying.

– End of Policy

COMMENT

Amendment to this policy may require State-wide advertising.

7.4 Purchasing and Tenders

Introduction

The Shire of Trayning is committed to conducting procurement activities in a manner that is transparent, accountable, ethical and delivers value for money. Effective purchasing and tendering practices ensure that public funds are spent responsibly while promoting open and fair competition, supporting local businesses where appropriate, and complying with legislative requirements.

This policy establishes the framework for the procurement of goods, services and works undertaken by the Shire.

Purpose

The purpose of this policy is to:

- establish the principles governing the procurement of goods, services and works;
- ensure purchasing and tendering activities comply with applicable legislation;
- promote value for money, accountability, fairness and transparency in procurement decisions;
- define the procurement framework adopted by the Shire; and
- provide guidance for officers undertaking purchasing and tendering activities.

Scope

This policy applies to:

- all procurement undertaken by or on behalf of the Shire of Trayning;
- all employees, contractors and authorised persons involved in procurement activities; and
- all purchases of goods, services and works, including quotations, tenders and panel arrangements.
-

History

Former Policy	1.1.24
Adopted	21 March 2007
Amended	27 July 2011
Amended	21 October 2015
Amended	August 2016
Amended	16 September 2020
Amended	19 July 2023
Adopted	14 October 2026

Legislation

Local Government Act 1995 (WA)
Local Government (Functions and General) Regulations 1996 (WA)
Local Government (Financial Management) Regulations 1996 (WA)

Related Documents	Policy 7.3 – Regional Price Preference Shire of Trayning Delegations Register Shire of Trayning Annual Budget Purchasing and Tendering Procedures (where applicable)

Policy Statement

1. The following Policy Schedules are adopted, and form part of this Statement –
   - 7.4 (a) – Purchasing Principles
   - 7.4 (b) – Purchasing Thresholds
   - 7.4 (c) – Regulatory Compliance
   - 7.4 (d) – Tender Regulations and Panel Tender Pre- Qualified Suppliers

2. In accordance with Delegation 2.1, the CEO may call tenders for purchases over $250,000 at an appropriate time, subject to the goods or services being disclosed in the adopted Budget.

– End of Policy

COMMENT

Nil

Policy Schedule 7.4 (a) – Purchasing Principles

1. Objectives

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996.
- To deliver a best practice approach and procedures to internal purchasing for the Shire.
- To ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

2. Why Do We Need a Policy

The Shire is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire receives value for money in its purchasing.
- Ensures the Shire is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire purchasing practices that withstands probity.
- Ensures that environmental impacts across the life cycle of goods and services are considered in the procurement process.

3. Ethics & Integrity

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

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

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Trayning policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.
- consideration must be taken in regards to Council's Regional Price Preference Policy,

4. Value for Money

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

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or repair response, familiarity with works etc

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

5. Sustainable Procurement

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes.

Practically, sustainable procurement means the Shire shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage,

- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range,
- For new buildings and refurbishments – where available use renewable energy and technologies.

– End of Schedule

COMMENT

Nil

Policy Schedule 7.4 (b) – Purchasing

Thresholds Purchasing Thresholds

Where the value of procurement (excluding GST) or the value of the contract over the full contract period (including options to extend) is, or is expected to be –

General –

Amount of Purchase	Requirement
Up to $5,000	Quotations are not required for purchases for $5,000 or less.
$5,001 to $20,000	Obtain at least one written quotation
$20,001 - $50,000	Obtain at least two written quotations
$50,001 - $249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
$250,000 and above	Conduct a public tender process.

Local Sole Provider exemption –

Amount of Purchase	Requirement
Up to $5,000	Quotations not required
$5,001 - $50,000	Obtain written quotation

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $250,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than $250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Quotations

The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
    - written specification
    - selection criteria to be applied
    - price schedule
    - conditions of responding
    - validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get three written quotations, a supplier's verbal "decline to quote" will be sufficient.

1. **Up to $5,000 for General purchasing or to $5,000 for Local Sole Provider** Where the value of procurement of goods or services does not exceed the limit a quotation is not required. However it is recommended to use professional discretion and occasionally undertake market testing.

2. $5,001 to $20,000 for General purchasing

Where the value of procurement of goods or services is between $5,000 and $20,000, purchase on the basis of at least one written quotation is permitted. However it is recommended to use discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Shire of Trayning employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

This purchasing method is suitable where the purchase is relatively small and low risk.

3. $20,001 to $50,000 for General purchasing

At least three verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.

4. $5,000 to $50,000 for Local Sole Provider

A written quotation to be obtained and is subject to approval of CEO. This provision is intended to be exercised for required services (i.e. trades etc) rather than goods readily obtainable from a variety of sources.

The CEO is required to periodically review of pricing and charges of a person or firm considered to be a Local Sole Provider, comparing their pricing to other providers, to ensure competitive rates are charged.

5. $50,001 to $249,999

For the procurement of goods or services where the value exceeds $50,000 but is less than $249,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

– End of Schedule

COMMENT

Nil

Policy Schedule 7.4 (c) – Regulatory Compliance

1. Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

2. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

3. Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of $150,000, thereby avoiding the need to publicly tender.

4. Tender Compliance

Purchasing over $250,000 is to comply in all respects with the Local Government Act and Regulations.

Where tenders below that threshold are invited at the direction or discretion of Council or CEO, they must also comply in all respects.

– End of Schedule

COMMENT

Nil

Policy Schedule 7.4(d) – Panels Of Pre-Qualified Suppliers

Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, 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';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Distributing Work Amongst Panel Members

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

i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or

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

iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 0(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

a) 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
b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire Trayning is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy.

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

Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.
Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.
For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;

- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.
Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

– End of Schedule

COMMENT

Nil

7.5 Credit Card and Store Card Facilities

Introduction

The Shire of Trayning recognises that, in limited circumstances, the use of corporate credit cards and store cards is necessary to facilitate the efficient purchase of goods and services where the normal purchasing and creditor payment processes are impractical or unavailable. Appropriate controls are essential to ensure that all transactions are authorised, accountable and represent responsible stewardship of public funds.

Purpose

The purpose of this policy is to:

- establish the conditions under which corporate credit cards and store cards may be issued and used;
- ensure the appropriate use of Shire-issued cards for official business only;
- provide effective financial controls and accountability over card transactions; and
- minimise the risk of fraud, misuse and unauthorised expenditure.

Scope

This policy applies to:

- all Shire-issued corporate credit cards and store cards;
- all employees authorised to hold or use a Shire-issued card; and
- all purchases and transactions undertaken using those cards.

History

Former Policy	1.2.15
Adopted	19 December 2007
Amended	27 July 2011
Amended	21 June 2017
Amended	18 February 2026
Adopted	14 October 2026

Legislation

Local Government Act 1995 (WA)
Local Government (Financial Management) Regulations 1996 (WA)
Local Government (Functions and General) Regulations 1996 (WA)

Related Documents

Policy 7.4 – Purchasing and Tenders
Shire of Trayning Procurement Policy
Shire of Trayning Delegations Register
Shire of Trayning Financial Management Procedures

Policy Statement

1. Eligibility

The below authorised Officers are permitted to hold a Corporate Credit Card to a maximum of
Chief Executive Officer = $14,000;
Deputy Chief Executive Officer/Manager of Corporate Services = $3,000
Manager of Works = $3,000.
with a maximum combined total of = 20,000
No other officer is authorised to hold a Corporate Credit Card.

2. Appropriate Use

The CEO, DCEO/MOCS and MOW may use the card to purchase goods and services in person or by mail, telephone, internet or email from supplier, provided that –

- the card is used for the purchase of goods and services where the normal system of acquisition and payment is not feasible or practical.
- The purchase is for Shire business and within the CEO, DCEO/MOCS and MOW authority.
- The value is within the credit limit set.
- It is deemed necessary to use the card in remote or emergency situations.

3. Excluded Uses

The credit card is for Shire purchases only and must not be used for –

- Obtaining cash, bank cheques or similar by any method
- Purchase of goods or services of a personal nature
- Any entity without an Australian Business Number (ABN)

4. Managing the Credit Card

In managing the credit card, the CEO , DCEO/MOCS and MOW has a responsibility to –

- Adequately secure the credit card
- Bear any cost of any charges deemed by Council to be of a personal responsibility
- Immediately advise the card provider and Chief Executive Officer if the card is lost or stolen
- Ensure that the credit limit placed on the card is not exceeded
- Ensure that the credit card is not used by anyone other than the CEO , DCEO/MOCS and MOW
- Ensure that appropriate documentation is kept for reconciliation. If documentation is not available, written justification of the expense is required.

5. Misuse of Credit Card

The CEO, DCEO/MOCS and MOW will be considered to have misused the card if they fail to meet their responsibilities as described above. Misuse of the credit card may result in –

- The cancellation of use of the Corporate Credit Card
- Disciplinary action being taken
- The CEO, DCEO/MOCS and MOW being required to bear the cost of any charges incurred by Council arising from misuse by the cardholder.

6. Return of Corporate Credit Card

The CEO, DCEO/MOCS and MOW must return the credit card if:

- no longer employed as CEO, DCEO/MOCS or MOW of the Shire of Trayning
- Has been suspended or dismissed by Council

Otherwise requested by Council

7. Reconciliation Procedures

Each month the officer in charge of Bank Reconciliations will;

- Ensure that statements are distributed to the CEO, DCEO/MOCS or MOW for authorisation and providing documentation.
- A full reconciliation of the credit card use is completed.
- Expenditure to be summarised and presented to Council with Bank Reconciliation reports.

8. Store Cards

A store card is permitted –

- at the discretion of the CEO only where its primary function is one of identification of the Shire's account with the provider,
- when not in use, is to be held in custody of the CEO, DCEO/MOCS or MOW.

– End of Policy

COMMENT

Nil

7.6 Debt Recovery – Outstanding Rates and Sundry Debtors

Introduction	The Local Government Act 1995 provides for a local government to impose rates and charges on land in its district.
Purpose	To provide guidelines for the collection of rates and sundry debts, and, to delegate authority to the Chief Executive Officer for approval to apply alternative instalment options, to appoint debt collection agencies and to comply with all other requirements of the Local Government Act 1995 The Shire of Trayning is responsible for the levying and collection of rates, service charges and sundry debts in accordance with the Local Government Act 1995. Effective debt recovery practices ensure the equitable treatment of ratepayers and debtors, protect the Shire's financial position and maintain the integrity of its revenue collection processes. This policy establishes the framework for the recovery of outstanding rates, service charges and sundry debts while providing flexibility for payment arrangements where appropriate.
Scope	This policy applies to: all rates and service charges levied by the Shire of Trayning; all sundry debtor accounts issued by the Shire; all payment arrangements approved under this policy; and all debt recovery actions undertaken on behalf of the Shire.
History	Former Policy 1.2.7 Adopted 21 June 2000 Replaced 27 July 2011 Adopted 15 February 2017 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Local Government (Financial Management) Regulations 1996 (WA) Local Government (Administration) Regulations 1996 (WA)
Related Documents	Shire of Trayning Annual Budget Shire of Trayning Schedule of Fees and Charges Shire of Trayning Delegations Register Shire of Trayning Financial Management Procedures Rates Payment Arrangement Guidelines (where applicable)

Policy Statement

Rates Collection

A copy of the rate assessment marked “Final Notice” shall be issued forty-two days after issue of the original assessment, allowing fourteen days for payment of the account.

If payment is not received after this time, the debt will be forwarded to the debt collection agency and a letter advising of impending legal action for recovery of outstanding rates and service charges shall be issued sixty-three days after issue of the original assessment, allowing six days for payment.

Outstanding rate accounts for which satisfactory arrangements to pay have not been made within seventy days after issue of the original assessment; the debt collection agency appointed by the Chief Executive Officer will be advised to proceed with legal action.

In cases where the owner of a leased or rented property on which Municipal Rates are outstanding cannot be located or refuses to settle rates owed, notices may be served on the lessee or tenant under the provisions of Section 6.60 of the ***Local Government Act 1995***, requiring the lessee or tenant to pay to the Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears had been paid.

Exemption Policy

That the Chief Executive Officer be given delegated authority to grant rating exemptions that are clearly defined in accordance with Section 6.26 of the Local Government Act 1995 and determined according to this Policy.

When the Chief Executive Officer has granted rating exemptions details on the Organisation, property and sub-Section of Section 6.26 are to be reported to Council on an information basis.

That an exemption be granted from 1 July of the financial year in which application is received or from the relevant date, e.g. settlement or lease where applicable; exemptions shall not be backdated into prior financial years.

That exemptions granted in accordance with Section 6.26 are to be reviewed every two years where practicable and the list be submitted to Council on an information basis.

Back Rating of Properties

That on provision of a valuation from the Valuer General’s Office indicating that a previously incorrect valuation has been applied, (either under-valued or over-valued) the Chief Executive Officer shall forward a refund or adjusted assessment calculated to the date the valuation was effective, within the limitation of the *Local Government Act 1995.*

That where a property settlement has occurred, back rates raised shall only be backdated to the date of settlement, thus not affecting the previous owners.

That ratepayers subject to back rates be given the option to pay the same by alternative instalments over an extended period, other than the standard instalment option.

Instalment Options for Payment of Rates and Charges

Rate payers have the option of paying rates by two instalments or four instalments. The first instalment must be made by the due date on the original notice.

Failure to pay the rates in full or choose an instalment option by the due date will deem rates to be outstanding and if not paid in full will be subject to legal action.

After thirty-five days from the issue of the original rate notice, ratepayers may forfeit the right to undertake the instalment option provided.

Alternative payment arrangements

Should a ratepayer be experiencing difficulty in paying their rates or find the instalment method not suitable, application can be made to Council in writing specifying clearly the amount that can be paid and any reasons that would assist their application. This matter will then be referred to the Chief Executive Officer for determination. Council's Rates Payment Arrangement Plan Fee is applicable on all alternative payment arrangements.

Where rates or service charges remain unpaid

Where rates remain unpaid for a period in excess of one year, then a caveat may be lodged to preclude dealings in respect of the land to protect Council's interests.

Where previous actions to collect outstanding rates and service charges have not been successful and the rates and/or service charges remain unpaid for at least three (3) years, Council in accordance with S6.64 of the *Local Government Act 1995* take possession of the land and hold the land as against a person having an estate or interest in the land and:

a) from time to time lease the land; or
b) sell the land; or
c) cause the land to be transferred to the Crown; or
d) cause the land to be transferred to the Shire of Trayning.

Early Payment

Should a ratepayer choose to undertake instalments and then clear their account within two weeks of the original due date, then the administration and interest costs will be reversed. Penalty interest will be applied to the payment made after the due date of the original rate notice. Should full payment be received after this date, no adjustment will be made to the costs.

Conditions of Rates Incentive Scheme.

1. Payment in full to be made by mail or electronic format (date of receipt at the Council Office is the date of payment), or in person at the Shire Offices, Railway Street Trayning.
2. Payment is to be receipted at Council office before 4.00pm, on the due date stated on the front of the original rate notice.
3. No responsibility will be accepted for late service of any rate notice.
4. Only one entry per rate notice.
5. The winner will be determined by random selection and announced at the first ordinary meeting of Council after the due date.
6. The winner will be notified by post and published in Ninghan News.
7. Decision of the Council is final and no correspondence will be entered into.

Pensioners/Seniors

1. Pensioners/Seniors have until 30 June to pay rates and charges.
2. The Shire will send a letter on May 1st (or thereabouts) reminding Pensioner/Senior ratepayers that payment is required by 30 June for them to be eligible for the Pensioner Rebate.
3. Service Charges must be paid in full by the due date specified on the assessment notice.
4. Deferred rates by pensioners are permitted to a maximum of ten (10) years.

Sundry Debtors

1. Whenever practical, prepayment is to be sought for works, services and facilities.
2. In all cases invoices be forwarded within 14 (fourteen) days of the debt being incurred.
3. If the account is outstanding beyond 30 (thirty) days, a reminder notice be forwarded requesting payment within 14 (fourteen) days. Where the account remains outstanding after a further 28 (twenty-eight) days from reminder notice, a “Notice of Intended Legal Action” be forwarded.
4. The Chief Executive Officer may proceed with legal action to recover debts overdue by 90 (ninety) days.
5. An outstanding sundry debtor report is to be presented, quarterly, to Council.

– End of Policy

COMMENT

Nil

7.7 Donations and Sponsorship

Introduction

From time to time, the Shire of Trayning receives requests from community organisations, not-for-profit groups and event organisers seeking financial assistance, sponsorship or in-kind support. While the Shire recognises the value these organisations and activities contribute to the community, all requests must be considered in a fair, transparent and accountable manner, ensuring the responsible use of public funds.

Purpose

The purpose of this policy is to:

- establish a consistent framework for assessing requests for donations, sponsorship and in-kind assistance;
- ensure assistance provided by the Shire delivers a demonstrated community benefit;
- promote transparency, accountability and equity in the allocation of Shire resources; and
- ensure decisions are made in accordance with legislative requirements and the Shire's strategic objectives.

Scope

This policy applies to all requests for:

- financial donations;
- sponsorship;
- in-kind assistance, including the provision of labour, plant, equipment or materials; and
- any other form of financial or non-financial assistance provided by the Shire.

History

Former	Policy 1.2.3
Adopted	15 April 1996
Amended	21 June 2000
Replaced	27 July 2011
Adopted	14 October 2026

Legislation

Local Government Act 1995 (WA)
Local Government (Administration) Regulations 1996 (WA)
Local Government (Financial Management) Regulations 1996 (WA)

Related Documents

Shire of Trayning Annual Budget
Shire of Trayning Council Plan
Shire of Trayning Financial Management Procedures

Policy Statement

1. As a general practice, Council will restrict making donations of cash, materials and/or works to organisations which benefit the local community.

2. Sponsorship of individuals will not be considered, unless it is determined by Council that –
   - the person is representing the Shire as a community,

- is acting for the Shire's benefit to some extent, and
- is authorised by a non-profit and non-government organisation which benefits the community.

3. Criteria for consideration of donation or sponsorship –
   a) Applicants should note that donations will be made at the absolute discretion of Council.
   b) Donation requests will not be considered where the applicant is –
      i) a private and for-profit organisation or association
      ii) an individual person
      iii) in relation to general fundraising
      iv) for funding for conferences and conventions
   c) Priority will be given where –
      i) The applicant is a registered not for profit organisation and has a base or visible presence in the Shire.
      ii) The applicant is a community group based in the Shire or has visible presence within the Shire or has a significant impact on residents of the Shire.
      iii) The applicant can demonstrate that the funds will provide some benefit to the Shire residents.
      iv) The funds are required for a new initiative or significant once off project.
      v) The applicant has not received a donation from Council within the previous two years.
      vi) If the donation is for an event, entry to the event is free of charge to Shire residents to attend and participate.
      vii) The application is made in the financial year prior to the funds being required in time for inclusion in the coming year's budget deliberations.

4. The CEO may refuse applications that do not meet the criteria of (2) or (3)(b) above without further reference to Council, but if considered appropriate, may refer non-complying requests to Council for decision

5. Any approved donation, sponsorship or in-kind contribution must be within the available budget allocation or otherwise authorised by Council.

– End of Policy

COMMENT

Where a donation of materials or works is made the cost should be recorded as private works and paid via a journal entry to the donations expense account. They will ensure that shire resources are properly accounted for and the cost of the donations is easily identified.

7.8 Purchase Orders – Issuing

Introduction

Purchase orders are an important internal control that ensure expenditure is properly authorised before goods, services or works are obtained. They provide assurance that purchases are within approved budgets, comply with the Shire's procurement requirements and are made by officers acting within their delegated authority.

Purpose

The purpose of this policy is to:

- establish the officers authorised to issue purchase orders on behalf of the Shire;
- ensure expenditure is appropriately authorised prior to commitment;
- support compliance with the Shire's procurement and financial management framework; and
- maintain effective internal financial controls and accountability.

Scope

This policy applies to all employees authorised to issue purchase orders and to all purchases of goods, services and works undertaken on behalf of the Shire of Trayning.

History

Former	Policy 1.2.3
Adopted	15 April 1996
Amended	21 June 2000
Replaced	27 July 2011
Adopted	14 October 2026

Legislation

Local Government Act 1995 (WA)
Local Government (Financial Management) Regulations 1996 (WA)
Local Government (Functions and General) Regulations 1996 (WA)

Related Documents

Policy 7.4 – Purchasing and Tenders
Shire of Trayning Procurement Policy
Shire of Trayning Delegations Register
Shire of Trayning Annual Budget
Shire of Trayning Financial Management Procedures
History

Policy Statement

The following officers are authorised to issue purchase orders on behalf of the Shire, within the limits shown below, provided that:

- the expenditure is included within the adopted budget or otherwise authorised by Council;
- the purchase complies with the Shire's Procurement Policy and purchasing procedures;
- the officer is acting within their delegated authority; and
- the purchase relates to the officer's area of responsibility.

Position	Maximum Amount
Chief Executive Officer	Unlimited
Manager Corporate Services	$ 50,000
Manager of Works	$ 50,000
Senior Finance Officer	$ 5,000

– End of Policy

COMMENT

Purchase orders are to be issued before goods, services or works are ordered wherever practicable. The issue of a purchase order does not remove the requirement to comply with the Shire's procurement policies, quotation thresholds or legislative purchasing requirements.

7.11 Investment of Surplus Funds

Introduction	The Shire of Trayning is committed to the prudent investment of surplus funds to maximise returns while ensuring the security of public monies, maintaining adequate liquidity and complying with all legislative requirements. Investment decisions must be made in a responsible and transparent manner that supports the Shire's financial sustainability.
Purpose	The purpose of this policy is to: • establish a framework for the prudent investment of surplus funds; • safeguard public funds by minimising investment risk; • ensure sufficient liquidity is maintained to meet the Shire's operational and financial commitments; • maximise investment returns within acceptable risk parameters; and • ensure compliance with applicable legislation and accounting standards.
Scope	This policy applies to: • all surplus funds held in the Shire's Municipal Fund that are not immediately required for operational purposes; • all officers responsible for investing or managing Shire funds; and • all investment activities undertaken on behalf of the Shire.
History	Adopted 21 October 2015 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA), section 6.14 Local Government (Financial Management) Regulations 1996 (WA), including regulations 19, 28 and 49 Trustees Act 1962 (WA), Part III Banking Act 1959 (Cth) Western Australian Treasury Corporation Act 1986 (WA) Australian Accounting Standards
Related Documents	Shire of Trayning Monthly Financial Reports Shire of Trayning Long Term Financial Plan Shire of Trayning Annual Budget

Policy Statement

The Shire of Trayning's (the Shire) investment objectives will be met through the application of this Policy which provides guidelines with respect to the investment of surplus funds by defining levels of risk considered prudent for public monies.

Surplus funds are monies held in the municipal fund of a local government that are not, for the time being, required by the local government for any other purpose.

To provide guidance for the investment of Shire funds, with due consideration of legislative requirements and risk at the most favourable rate of return available to the

Shire at the time for the particular investment type, while ensuring that the Shire's liquidity requirements are being met.

Statutory Compliance

All investments are to be made in accordance with:

- Local Government Act 1995 – Section 6.14;
- The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act 1997;
- Local Government (Financial Management) Regulations 1996 – specifically Regulation 19, Regulation 28 and Regulation 49; and
- Australian Accounting Standards.

Policy Statement - Authorised Institutions

Investments may only be made with an authorised institution. An 'authorised institution' is defined as:

- An authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) Section 5; or
- The Western Australian Treasury Corporation (WATC) established by the Western Australian Treasury Corporation Act 1986 for a term not exceeding twelve months; or
- Bonds that are guaranteed by the Commonwealth Government or a State or Territory and which have a term not exceeding three months.

Authorised Investments

Authorised Investments shall be limited to Australian currency denominated:

- Deposits with authorised institutions; and
- The Western Australian Treasury Corporation (WATC)

Prohibited Investments

This Policy prohibits any investment in the following and also prohibits speculative investments:

- Deposits with an institution other than an Authorised Institution;
- Deposits for a fixed term of more than twelve months;
- Bonds that are not guaranteed by the Commonwealth Government or a State or Territory Government;
- Bonds with a term to maturity greater than three years; and
- Foreign currency.

Risk Profile

Whilst the investments made in accordance with the *Local Government Act 1995*, the local government *(Financial Management) Regulations 1996* and Part III of the *Trustees Act 1962* are inherently low risk, when exercising the power of investment, the following principles are also to be given due consideration:

- The purpose of the investment, and its needs together with the circumstances;

- The nature of and the risk associated with the different investments;
- The need to maintain the real value of capital and income;
- The risk of capital loss or income loss;
- The likely return and the timing of that return;
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment;
- The aggregate value of the investment;
- The likelihood of inflation affecting the value of the proposed investment;
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment; and
- The ethicality and reputation risk of the investment.

Delegation of Authority

Authority of the implementation of this Policy is delegated by the Council to the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's investments to the Manager Corporate Services and/or Accountant.

Prudent Person Standard

Investments will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the intent and objectives of this Policy and not for speculative purposes.

Reporting

A report on the investments will be included in the Monthly Financial Statements presented to the Council. This will include the following details:

- Name of institution where investment is lodged;
- Amount of funds invested;
- Interest rate on investment; and
- Date of maturity of investment.

Documentary evidence will be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

– End of Policy

COMMENT

15.2 Acquisition and Disposal of Land

Introduction	The acquisition, disposal and leasing of land are significant decisions that affect the Shire's assets, financial sustainability and ability to deliver services to the community. This policy establishes the decision-making framework for land transactions, ensuring they are undertaken transparently, in accordance with legislative requirements and in the best interests of the Shire.
Purpose	To provide a consistent framework for the acquisition, disposal, leasing and licensing of land and property owned or managed by the Shire of Trayning, ensuring appropriate Council oversight and compliance with legislative requirements.
Scope	This policy applies to the acquisition, disposal, lease, licence or rental of land and property owned or managed by the Shire of Trayning. It applies to all elected members, the Chief Executive Officer and employees involved in land transactions.
History	Adopted 27 July 2011 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Local Government (Functions and General) Regulations 1996 Land Administration Act 1997 (WA) (where applicable)
Related Documents	Shire of Trayning Register of Delegations Shire of Trayning Asset Management Plan Annual Budget Shire of Trayning Strategic Community Plan Council resolutions relating to land transactions.

Policy Statement

1. Although enquiries may be made prior in accordance with Council's interests and general direction, all proposals to purchase or sell land, even if disclosed in the Budget are to be referred to Council for direction, prior to any commitment being given, unless otherwise authorised under the Shire's current Register of Delegations

2. The granting of leases or licences for a term exceeding 12 months must be determined by Council, unless otherwise provided for under the Register of Delegations, except for –
   a) staff in Shire owned housing
   b) residents of the Seniors Units or the Joint Venture housing.

3. The Chief Executive Officer may approve leases, licences or occupancy agreements for periods of up to 12 months, in accordance with the Register of Delegations and any Council policies or resolutions.

– End of Policy

COMMENT

The acquisition, disposal and leasing of land are strategic decisions that require appropriate governance and transparency. Council retains decision-making authority for significant land transactions unless delegated in accordance with the Shire's Register of Delegations.

5.10 Waste Oil Facility

Introduction	The Shire of Trayning provides a waste oil collection facility to assist residents in the safe disposal of used lubricating oil. The facility supports environmental protection by reducing the risk of improper disposal and encouraging responsible waste management practices.
Purpose	To provide for the safe, environmentally responsible collection and disposal of domestic waste oil generated by residents of the Shire of Trayning.
Scope	This policy applies to the management and operation of the Shire's waste oil collection facility and the acceptance of domestic waste oil from residents of the Shire of Trayning.
History	Adopted 27 July 2011 Adopted 14 October 2026
Legislation	Local Government Act 1995 Environmental Protection Act 1986 Waste Avoidance and Resource Recovery Act 2007 Waste Avoidance and Resource Recovery Regulations 2008 Environmental Protection (Controlled Waste) Regulations 2004 (where applicable) Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022
Related Documents	Waste Management Plan Strategic Waste Management Plan (if adopted) Work Health and Safety Policy Annual Budget

Policy Statement

That the waste oil facility remains accessible free of charge to all Shire of Trayning residents, and that provision be made in annual Budgets accordingly.

– End of Policy

COMMENT

Refer Item 9.1.3 from April 2011, resolutions 04-2011.066

Estimate 2 complete collections per year = 2 x 4,000 litres x 18 cents/litre = $1,440

6.1 Landfill Sites – Management

Introduction

The Shire of Trayning is committed to the responsible management of its landfill and waste disposal facilities to protect public health, the environment and the safety of users. Effective management of landfill sites ensures that waste is disposed of in accordance with legislative requirements and accepted environmental practices while providing an essential service to the community.

This policy establishes the operational requirements for the use and management of Shire landfill sites.

Purpose

The purpose of this policy is to:

- provide clear guidelines for the safe and orderly operation of Shire landfill sites;
- ensure landfill sites are managed in accordance with applicable legislation and environmental standards;
- protect the health and safety of staff, contractors and members of the public using Shire landfill facilities;
- minimise environmental impacts associated with waste disposal; and
- ensure users comply with the Shire's directions regarding the disposal of waste.

Scope

This policy applies to:

- all Shire-operated landfill and refuse disposal sites;
- all members of the public, commercial operators and contractors using Shire landfill facilities; and
- Shire employees responsible for the operation and management of landfill sites

History

Former	Policy 2.6.1
Adopted	15 April 1996
Amended	19 December 2007
Amended	27 July 2011
Adopted	14 October 2026

Legislation

- Environmental Protection Act 1986 (WA)
- Waste Avoidance and Resource Recovery Act 2007 (WA)
- Waste Avoidance and Resource Recovery Regulations 2008 (WA)
- Environmental Protection (Rural Landfill) Regulations 2002 (WA), where applicable
- Local Government Act 1995 (WA)
- Work Health and Safety Act 2020 (WA)

Related Documents

- Shire of Trayning Waste Management Procedures (where applicable)
- Shire of Trayning Fees and Charges
- Department of Water and Environmental Regulation –

Landfill Waste Classification and Waste Definitions (as amended)

Policy Statement

1. White goods shall have doors or lids removed as appropriate by the person disposing of them at a Shire tip.

2. Signs shall be erected at Shire tips where appropriate to indicate to users where to dump their refuse and, if necessary, the position of different locations for different classes of rubbish, e.g. car bodies, garden refuse etc.

3. Users of Shire tips, be they commercial or domestic users, shall follow the directions of the Shire as to the use of the tip, disposal location and movement of vehicles on the tip site.

4. Dumping of tyres is not permitted at any refuse site within the Shire.

– End of Policy

COMMENT

The management of landfill sites is governed by legislation and regulation that should ensure that management plans are developed and implemented.

8.1 Notification of Harvest Bans

Introduction

The Shire of Trayning is committed to reducing the risk of bushfires and protecting the community, property and the environment. During periods of elevated fire danger, it may be necessary to impose harvest, and vehicle movement bans to minimise the risk of fire ignition.

This policy establishes the authority and procedures for imposing and notifying harvest bans within the Shire.

Purpose

The purpose of this policy is to:

- establish the authority for imposing and notifying harvest and vehicle movement bans;
- minimise the risk of bushfire ignition during periods of high fire danger;
- provide a consistent process for determining when harvest bans are required; and
- support the safety of the community, emergency services personnel and the agricultural sector.

Scope

This policy applies to:

- all authorised officers responsible for imposing or notifying harvest bans;
- all harvesting operations and the movement of machinery within paddocks during declared harvest bans; and
- all persons undertaking harvesting activities within the Shire of Trayning.

History

Former Policy	5.1.1
Adopted	15 April 1996
Amended	21 June 2000
Amended	17 October 2007
Amended	27 July 2011
Amended	23 December 2023
Adopted	14 October 2026

Legislation

Bush Fires Act 1954 (WA)
Bush Fires Regulations 1954 (WA)

Related Documents

Shire of Trayning Bush Fire Brigade Operational Procedures
Shire of Trayning Fire Break and Fuel Management Notice

Department of Fire and Emergency Services
Harvest and Vehicle Movement Ban Guidelines
(where applicable)

Policy Statement

The Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (Deputy CBFCO), Chief Executive Officer (CEO) and Deputy Chief Executive Officer (DCEO) /Manager Corporate Services (MOCS) are authorised to impose and notify a harvest and vehicle movement ban when the Bushfire Behaviour Index (BBI) is 40 or greater, or where conditions otherwise warrant such action in the interests of public safety.

Fire Control Officers shall be appointed by Council in the following order of seniority:

a. Chief Bush Fire Control Officer (CBFCO)

b. Deputy Chief Bush Fire Control Officer (Deputy CBFCO)

c. Other Fire Control Officers appointed by Council

d. Chief Executive Officer – for the purposes of issuing permits and notifying harvest bans

e. Manager Corporate Services – for the purposes of issuing permits and notifying harvest bans

The Kestrel Weather Meter shall be used when determining harvest and vehicle movement bans in accordance with the following procedures:

a. Air Temperature – The meter is to be held in the shade for a minimum of one minute before recording the temperature.

b. Wind Speed and Direction – The meter is to face directly into the wind for at least one minute. The average wind speed is to be multiplied by 1.5 when calculating the Bushfire Behaviour Index.

c. Relative Humidity – The meter is to be exposed to the ambient conditions for at least one minute before recording the humidity.

– End of Policy

COMMENT

Nil

8.2 Fire Control Order

Introduction The Shire of Trayning is committed to reducing the risk of bushfires through effective fire prevention measures. Each year, the Shire issues a Fire Control Order (Fire Break and Fuel Management Notice) to advise landowners and occupiers of their obligations to undertake fire prevention works in accordance with the Bush Fires Act 1954.

Purpose The purpose of this policy is to:

- provide for the annual review of the Shire's Fire Control Order;
- ensure fire prevention requirements remain appropriate to local conditions and current legislation;
- support the protection of life, property and the environment; and
- ensure the Fire Control Order is issued to landowners in a timely manner each year.

Scope This policy applies to:

- the annual review and adoption of the Shire's Fire Control Order;
- the Chief Executive Officer and authorised Bush Fire Control Officers involved in the review process; and
- all landowners and occupiers within the Shire who are required to comply with the Fire Control Order.
- Legislation

History

Former Policy	5.1.4
Adopted	31 October 1979
Amended	15 April 1996
Amended	21 June 2000
Replaced	27 July 2011
Amended	13 December 2023
Adopted	14 October 2026

Legislation Bush Fires Act 1954 (WA)
Bush Fires Regulations 1954 (WA)

Related Documents Annual Fire Control Order (Fire Break and Fuel Management Notice)
Shire of Trayning Bush Fire Management Procedures
DFES Bush Fire Management Guidelines (where applicable)

Policy Statement

1. The Fire Control Order shall be reviewed annually by the Chief Executive Officer, the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer.
2. Any proposed amendments shall be submitted to Council for consideration and adoption before the commencement of the annual fire season.
3. Following adoption by Council, the Fire Control Order shall be issued to landowners and occupiers at the appropriate time each year, generally with the annual rates notice or by other suitable means determined by the Chief Executive Officer.
4. The Fire Control Order shall specify the fire prevention measures required of landowners and occupiers in accordance with the Bush Fires Act 1954 (WA).

– End of Policy

COMMENT

Nil

Planning Building and Environment

4.1 Demolitions

Introduction	The Shire of Trayning is committed to ensuring that demolition works are undertaken in accordance with legislative requirements and in a manner that protects public safety, adjoining properties and heritage values. This policy establishes the administrative requirements to be considered when assessing applications relating to the demolition of buildings and structures within the Shire.
Purpose	To provide a consistent framework for the assessment and administration of demolition applications and demolition orders, ensuring compliance with relevant legislation and consideration of ownership, heritage and public safety requirements.
Scope	This policy applies to all applications for demolition permits and any demolition orders administered by the Shire of Trayning under applicable legislation. It applies to owners, applicants, contractors and Shire officers involved in the assessment and approval of demolition works.
History	Former Policy 2.5.2 Adopted 15 April 1996 Revised 21 June 2000 Amended 27 July 2011 Adopted 14 October 2026
Legislation	Building Act 2011 Building Regulations 2012 Planning and Development Act 2005 (where applicable) Heritage Act 2018 Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022
Related Documents	Shire of Trayning Local Planning Scheme Building Permit Procedures State Heritage Office Guidelines Department of Mines, Industry Regulation and Safety (DMIRS) – Building Services information Asbestos Management Guidelines (where applicable)

Policy Statement

Prior to issuing a demolition order or determining an application for a demolition permit, the Chief Executive Officer or delegated officer shall:

1. verify the ownership of the land by undertaking a current title search;
2. ensure all legislative requirements have been satisfied;
3. determine whether the building or place is subject to any heritage listing or protection under the Heritage Act 2018, Local Planning Scheme or other statutory instrument; and
4. ensure any other relevant approvals have been obtained before demolition proceeds.

– End of Policy

COMMENT

A property that is listed on the State Heritage Register is not permitted to be demolished without Ministerial approval

9.1 Deep Drainage Works

Introduction

The Shire of Trayning recognises that deep drainage may be an effective land management tool for addressing salinity and managing excess surface water. However, drainage works have the potential to impact public roads, reserves, drainage infrastructure and neighbouring land. This policy establishes the requirements for proposals that may affect Shire-managed assets to ensure public infrastructure is protected and environmental impacts are appropriately managed.

Purpose

The purpose of this policy is to:

- protect Shire roads, reserves and other public infrastructure from adverse impacts arising from deep drainage works;
- establish a consistent approval process for drainage proposals affecting Shire-controlled land;
- ensure drainage works are appropriately designed, constructed and maintained;
- clarify the responsibilities of proponents undertaking drainage works; and
- minimise ongoing maintenance and financial liabilities for the Shire.

Scope

This policy applies to all landowners, occupiers, developers and contractors proposing to undertake deep drainage works that may directly or indirectly affect:

- Shire roads;
- road reserves;
- public reserves;
- drainage infrastructure;
- townsites; or
- any other land or assets under the care, control or management of the Shire of Trayning.

History

Former Policy	3.2.11
Adopted	19 April 2006
Amended	19 December 2007
Amended	27 July 2011
Adopted	14 October 2026

Legislation

Local Government Act 1995 (WA)
Soil and Land Conservation Act 1945 (WA)
Soil and Land Conservation Regulations 1992 (WA)
Road Traffic Act 1974 (WA), where applicable
Environmental Protection Act 1986 (WA), where applicable

Related Documents

Australian Standards applicable to road drainage and culvert construction
Department of Primary Industries and Regional Development (DPIRD) guidance relating to drainage approvals

Policy Statement

The following must be adhered to by landholders when planning to use deep drainage as an engineering option for salinity control that directly affects Council controlled lands and infrastructure (i.e. Council roads, reserves and townsites):

1. Work must not commence on any proposal that may affect Shire roads, reserves or property, without prior Council approval.

2. For Council to consider the application, prior to the commencement of drainage works within the Shire –
    a) the proponent or an authorised agent must submit a Notice of Intent (NOI) to drain to the Department of Primary Industries and Regional Development (DPIRD) pursuant to the Soil and Land Conservation Regulations 1992.
    b) Proponents must provide a copy of the letter of no objection provided by the Department of Agriculture, prior to the contractor commencing drainage excavation work.
    c) If drainage works are crossing Shire roads, a culvert design with all the relevant supporting information is to be submitted to the Shire by the proponent for Council consideration. The culvert design must:
        (i) Adhere to the Austroads Guide to Road Design.
        (ii) Extend the whole width of the road reserve, with the ends positioned inside the proponent's boundary (fence).
        (iii) Use culvert pipe and headwall material made of HDPE or recycled plastic material to ensure durability and longevity of the culvert.
        (iv) Be a minimum of 600mm diameter. This size culvert pipe diameter is stipulated to ensure the culvert has less chance of silting up, to allow easier cleaning out if required and to allow the proposed drain to be extended in the future.
    d) As a condition of approval by Council, a Public Notice will be advertised by the Shire within the local newspaper being the "Ninghan News" advising –
        (i) which locations drainage works will be undertaken,
        (ii) that drainage excavation works are to be constructed with the Shire and
        (iii) advise what roads, reserves or townsites are to be affected.
        (iv) At Council's discretion, proposals to conduct water via the means of deep drainage excavation work must be accompanied by an Engineer certified design, taking into account the impact on Shire land and/or infrastructure of extra-ordinary events that may cause damage to the integrity of the of the drainage conveyance. Such a certified design will be undertaken at the proponent's cost.

3. Conditions for approval of application –
    a) Once approval has been given for the Notice of Intent (NOI) to drain, the drainage proponent must give the Shire at least four (4) weeks notice prior to the commencement of any drainage excavation work that directly affects Shire controlled lands and infrastructure, to allow for Shire consideration of how drainage waters will be allowed to cross Shire infrastructure without affecting its integrity.

b) All construction and remedial costs, including traffic management, of the drainage conveyance structure shall be at the proponent's cost.
c) The material and labour associated with installing culverts at Shire Road crossings as a part of the drain conveyance are at the proponent's cost.
d) Installation and reinstatement works are to be either undertaken or supervised by the Shire.
e) The proponent shall enter into an agreement with the Shire that future maintenance costs of the drainage conveyance shall be at the proponents cost and recorded as an absolute caveat on the affected land.

4. Remedial works on failure of drainage or associated culverts/pipes –
a) Where the drainage infrastructure over the road is damaged by water, remedial works shall be carried out within fourteen (14) days of written advice from the Shire.
b) Upon the expiry of the fourteen (14) days, the Shire reserves the right to enter upon the land and to carry out the necessary remedial works using appropriate machinery at the proponent's cost. The cost will be standard Shire private works cost.

– End of Policy

COMMENT

Deep drainage proposals should be assessed on a case-by-case basis having regard to engineering standards, environmental impacts, downstream effects and the protection of public infrastructure. Approval under this policy does not remove the requirement to obtain any approvals required under other legislation.

9.2 Tree Planter Hire

Introduction	The Shire of Trayning supports revegetation, Landcare and environmental improvement initiatives within the district. To assist landholders and community groups with these activities, the Shire makes its tree planter available for hire, subject to availability and the conditions of this policy.
Purpose	The purpose of this policy is to: • provide equitable access to the Shire's tree planter; • support revegetation and environmental improvement projects; • establish the conditions of hire and responsibilities of hirers; and • protect the Shire's asset through appropriate use and maintenance.
Scope	This policy applies to all persons, organisations and community groups hiring the Shire of Trayning tree planter.
History	Former Policy 3.2.12 Adopted 19 December 2007 Amended 27 July 2011 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Work Health and Safety Act 2020 (WA), where applicable
Related Documents	Shire of Trayning Annual Budget (Fees and Charges) Shire of Trayning Hire Agreement (where applicable)

Policy Statement

1. The Shire's tree planter shall be available for hire for revegetation, Landcare and environmental projects at the hire fee determined annually by Council through the Schedule of Fees and Charges.
2. A hirer may hire the tree planter for a maximum of two consecutive days unless no other booking has been made, in which case the hire may be extended with the approval of the Chief Executive Officer or their delegate.
3. Preference shall be given to hirers within the Shire of Trayning. The tree planter may be hired to persons or organisations outside the Shire where it is not required by a Shire resident or landholder.
4. The tree planter shall be stored at the Shire Depot and must be collected from and returned to the Depot by the hirer unless otherwise approved.
5. The hirer is responsible for:
   - transporting the tree planter safely;
   - using the equipment in a safe and proper manner;
   - returning the tree planter in a clean and serviceable condition; and
   - immediately reporting any damage or defects to the Shire.
6. The Shire is responsible for normal servicing and maintenance of the tree planter. Any damage resulting from misuse, negligence or failure to exercise reasonable care shall be the responsibility of the hirer.
7. Where damage occurs through the actions of the hirer, the Shire may recover the reasonable cost of repairs, including any applicable administration costs,

in accordance with the Schedule of Fees and Charges or Council's adopted private works rates.

– End of Policy

COMMENT

The tree planter is provided as a community resource to encourage revegetation and environmental improvement. Hirers are expected to exercise reasonable care to ensure the equipment remains available for community use.

9.3 Collection of Native Flora and Fauna

Introduction	The Shire of Trayning recognises the importance of protecting native flora and fauna within the district and ensuring that collection activities undertaken on land under the care, control or management of the Shire are conducted responsibly. Applications to collect native flora or fauna may require approval from the Department of Biodiversity, Conservation and Attractions (DBCA). The Shire's approval process assists in ensuring that activities undertaken on Shire-managed land are appropriately considered and do not adversely impact environmental values or public reserves.
Purpose	The purpose of this policy is to: establish a framework for considering requests to collect native flora and fauna from land under the Shire's control; protect native vegetation and fauna within the Shire; ensure applications are assessed consistently and transparently; and ensure activities comply with State legislation and DBCA requirements.
Scope	This policy applies to all individuals, organisations and commercial operators seeking approval to collect native flora or fauna from land under the care, control or management of the Shire of Trayning.
History	Adopted 21 September 2011 Amended 13 December 2023 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA), including section 3.54 relating to local government property and reserves Biodiversity Conservation Act 2016 (WA) Biodiversity Conservation Regulations 2018 (WA) Related Documents
Related Documents	Department of Biodiversity, Conservation and Attractions flora and fauna licensing requirements Shire of Trayning Reserve Management Plans (where applicable)

Policy Statement

1. On written application, the CEO may provide permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –

- it is for their own domestic or hobby use
- permission is given for a period not exceeding one week
- the area of picking and/or collection is strictly limited
- not more than one collector is permitted in any one location
- a maximum of 10% of seed only to be taken in any one area

2. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council, for consideration of –
   - collector's credentials and purpose (collector includes the permit holder and up to 2 assistants),
   - duration of approval, if any,
   - the area of picking and/or collection
   - not more than one collector being permitted in any one location
   - a maximum of 25% of seed only to be taken in any one area

3. All applications for the collection of reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration, having regard to –
   - collector's credentials
   - purpose of collection – domestic, hobby, display, educational, commercial
   - fauna to be collected – rarity, locality, need for preservation etc.
   - locality of collection – ease of access, likelihood of general public-knowledge or access
   - period of duration

4. Where Council has previously permitted an application, the CEO may re-issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.

5. The approval of the Department of Biodiversity, Conservation and Attractions is mandatory, and Shire permission is invalid without the Department's consent.

COMMENT

DEC may issue a permit for a maximum of 1 year. DBCA approval requirements may vary depending on the species, purpose and location of the proposed activity. Applicants are responsible for obtaining any required State approvals before commencing collection activities.

13.8 Kununoppin Streetscape Development

Introduction	The Shire of Trayning is committed to enhancing the visual appeal, functionality and community value of public spaces within Kununoppin. This policy provides guidance for the ongoing development of the Wilson Street streetscape, ensuring improvements contribute positively to the town's character while maintaining public safety and protecting Shire assets.
Purpose	To provide a consistent framework for the development and enhancement of the Kununoppin streetscape, including identifying works that may proceed without Council approval and those requiring formal approval.
Scope	This policy applies to all streetscape improvements, landscaping, public art, infrastructure and associated works undertaken within the designated Wilson Street streetscape area in Kununoppin. It applies to works undertaken by the Shire, community groups, businesses and members of the public.
History	Adopted 27 July 2011 Amended 19 March 2014 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Road Traffic Act 1974 (WA) (where works may affect road safety) Planning and Development Act 2005 (WA) (where applicable)
Related Documents	Shire of Trayning Council Plan Shire of Trayning Asset Management Plan Annual Budget and Capital Works Program Council Resolution 10-2010.187 (October 2010).

Policy Statement

1. Development in Wilson St, Kununoppin is to be targeted to the area on the south side of the road, from Glass St to Scaddan St, with further extensions considered as funding and opportunities permit.

2. The following minor improvements may be undertaken without prior Council approval, provided they comply with this policy and any relevant Shire requirements, but any improvements will be subject to removal by Council if considered inappropriate, unsatisfactory or unsafe –
   - planting of trees and shrubs, provided adequate sight distance both now and fully grown is maintained (e.g. minimum 2m from roadways)
   - gardens or garden beds not requiring Shire input for construction or maintenance
   - additional “farm” sculptures, subject to elimination of hazards
   - additional machinery, subject to elimination of hazards
   - basic street furniture – seats, picnic table/bench/roof combinations etc

3. Council approval is required prior to the construction or installation of significant infrastructure or permanent structures, including but not limited to:
   - buildings of all types
   - walls forming display areas, entry statements, memorials etc

- works of a substantial nature, such as playground etc

– End of Policy

COMMENT

This policy encourages the progressive enhancement of the Kununoppin streetscape while ensuring that improvements are safe, complement the character of the town and do not create ongoing maintenance or operational issues for the Shire. Significant infrastructure or permanent structures remain subject to Council approval.

14.1 Relocated buildings

Introduction	The relocation of existing buildings can provide an affordable and sustainable housing or development option while maintaining the amenity, safety and character of the Shire of Trayning. This policy establishes the requirements for the assessment and approval of relocated buildings to ensure they are suitable for their proposed location and comply with all applicable planning and building requirements.
Purpose	To provide a consistent framework for assessing applications to relocate buildings within the Shire of Trayning, ensuring relocated buildings are structurally suitable, appropriately located and compliant with relevant planning and building legislation.
Scope	This policy applies to all applications to relocate buildings into or within the Shire of Trayning. It applies to residential, industrial and other developments where the relocation of an existing building requires approval from the Shire.

History		
	Former Policy	2.5.1
	Adopted	15 April 1996
	Revised	21 June 2000
	Amended	27 July 2011
	Amended	21 October 2015
	Adopted	14 October 2026

Legislation	Local Government Act 1995 (WA) Building Act 2011 (WA) Building Regulations 2012 (WA) Planning and Development Act 2005 (WA) Shire of Trayning Local Planning Scheme
Related Documents	Shire of Trayning Local Planning Scheme Shire of Trayning Local Planning Policies (where applicable) Building Permit Application Forms Schedule of Fees and Charges National Construction Code (NCC).

Policy Statement

1. An application to relocate a building shall only be considered and approved by Council if it is intended to re-erect the dwelling on a residential or industrial area, lot or other locations considered acceptable by Council.

2. The building may be inspected in its existing location. An application for inspection form must be completed ana an inspection fee as adopted in the Shire's Schedule of Fees and Charges is payable. If the building is located in an isolated or different locality, a charge based on time and distance may be made.

3. Following approval of the structure as suitable for transportation, plans and specifications must be submitted, and all required building permits and development approvals (where applicable) must be obtained before the building is relocated or erected. Normal building fees are payable.

– End of Policy

COMMENT

Relocated buildings are assessed to ensure they are structurally suitable, compatible with the surrounding area and compliant with all planning and building requirements.

Approval under this policy does not remove the need to obtain any required planning or building approvals.

16.1 Moveable Buildings (Local Planning Scheme No.1

Introduction	The Shire of Trayning recognises the need to provide opportunities for affordable housing while maintaining the character, amenity and safety of its towns and communities. This policy provides guidance for the assessment of moveable buildings, including transportable buildings, relocated dwellings, donga-type structures and shipping containers, to ensure development is compatible with the surrounding area and complies with the Local Planning Scheme.
Purpose	To establish a consistent framework for the assessment and approval of moveable buildings within the Shire of Trayning, ensuring that development: • maintains the amenity and character of the locality; • protects existing residential investment; • promotes high quality development; and • ensures moveable buildings are appropriate for their intended location.
Scope	This policy applies to all applications for Planning Approval involving moveable buildings within the Shire of Trayning, including: • transportable buildings; • relocated dwellings; • donga-type accommodation; • shipping containers and similar structures used as buildings. The policy applies to all land within the Scheme area where planning approval is required.
History	Adopted 27 July 2011 Adopted 14 October 2026
Legislation	Planning and Development Act 2005 (WA) Planning and Development (Local Planning Schemes) Regulations 2015 Building Act 2011 (WA) Building Regulations 2012 (WA) Shire of Trayning Local Planning Scheme No. 1 National Construction Code (NCC).
Related Documents	Shire of Trayning Local Planning Scheme No. 1 Shire of Trayning Local Planning Policies Schedule of Fees and Charges Building Permit Application Forms National Construction Code (NCC).

Policy Statement

Definitions

For the purposes of this policy:

- **Permanent Building** includes:
  - Site-built buildings; and
  - Relocated buildings not designed to be regularly moved.
- **Moveable Building** includes:
  - Transportable buildings;
  - Donga-type accommodation;
  - Shipping containers and similar structures capable of relocation.

Policy

1. All applications for moveable buildings require Planning Approval before a Building Permit is issued.
2. Applications will be assessed on their individual merits having regard to:
   - compatibility with the surrounding area;
   - visual amenity;
   - building quality and appearance;
   - compliance with the Local Planning Scheme;
   - public health and safety; and
   - the objectives of this policy.
3. Donga-type accommodation will generally not be supported for residential purposes within townsites unless approved as part of workforce accommodation on land appropriately zoned for that purpose.
4. Site-built and relocated buildings will only be supported where they are of a suitable standard and quality and integrate satisfactorily with the surrounding development.
5. Shipping containers within townsites will only be permitted where they are appropriately modified or screened to protect the visual amenity of the locality.
6. As a condition of approval, the Shire may require:
   - the lodgement of a bond or bank guarantee;
   - completion of specified works within a nominated timeframe; and
   - compliance with any conditions necessary to achieve the objectives of this policy.

– End of Policy

COMMENT

This policy seeks to balance the provision of affordable and alternative building types with the need to maintain the amenity, character and long-term development standards of the Shire. Each application is assessed on its individual merits having regard to the Local Planning Scheme, the surrounding development and the objectives of this policy.

3.2 Conferences, Meetings & Training – Attendance & Expenses

Introduction

The Shire of Trayning recognises the importance of professional development, training and networking opportunities in supporting effective governance, leadership and service delivery.
Attendance at conferences, meetings, training courses and professional development activities assists Council Members and employees to maintain and enhance the knowledge, skills and competencies required to effectively perform their roles.
This policy establishes the framework for approving attendance and reimbursing reasonable expenses associated with authorised business-related travel, conferences, meetings and training.

Purpose

To provide a consistent and transparent framework for the approval of attendance at conferences, meetings, training courses and professional development activities, and for the reimbursement of reasonable expenses incurred while representing the Shire of Trayning or undertaking authorised professional development.

Scope

This policy applies to:

- Council Members;
- the Chief Executive Officer;
- all employees; and
- any other person authorised by Council or the Chief Executive Officer to attend conferences, meetings, training courses or other official business on behalf of the Shire.

This policy applies to the approval of attendance, payment or reimbursement of registration fees, travel, accommodation, meals and other reasonable expenses associated with authorised attendance.

History

Former Policy	1.3.5 and 1.3.14
Adopted	21 March 1983 and 19 December 2007
Amended	15 April 1996
Amended	21 June 2000
Amended	19 December 2007
Replaced	27 July 2011
Amended	18 February 2021
Adopted	14 October 2026

Legislation

Local Government Act 1995
Local Government (Administration) Regulations 1996
Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022
Local Government (Model Code of Conduct) Regulations 2021 (Council Members)
Local Government (Employee Code of Conduct) Regulations 2021 (Employees)

Related Documents

Council Member Continuing Professional Development Policy
Attendance of Council Members and CEO at Events Policy
External Organisations – Council Representatives and Expenses

Policy
Shire of Trayning Travel Procedures
Corporate Credit Card Policy (if applicable)
Procurement Policy (if applicable)
Employee Code of Conduct
Council Member Code of Conduct
Annual Budget

Policy Statement

1. The following Schedules are adopted, and form part of this Statement –
   - Policy Schedule 3.2 (a) – Definitions
   - Policy Schedule 3.2 (b) – Councillors
   - Policy Schedule 3.2 (c) – Staff

2. Council acknowledges that there are various obligations and values for professional development, including –
   - legislative, in particular relating to occupational health and safety of employees
   - contractual for senior employees
   - governance
   - individual aspirations and aptitude
   - social and community benefit
   - investment in the individual and community

3. Council encourages –
   - elected members to participate in training and attend the annual WALGA State Convention,
   - senior staff to attend the Annual State Conference relating to their profession,
   - all staff to improve their skills required for their role and that extend their relevant knowledge.

4. Where an elected member, employee or other person is authorised to attend a conference, meeting, training course or other business on behalf of Council, the Shire will pay –
   - conference/meeting fees, accommodation and other necessary incidentals and out of pocket expenses upon production of receipts, and
   - travelling

   as specified in this Policy and its Schedules.

5. Approval to attend the conference etc. must be obtained prior to the event. Retrospective claims will only be considered if –
   - shown that prior approval was not possible due to circumstances,
   - the person was attending in the place of an authorised nominee, unable to attend, and
   - the CEO is advised prior to the event of attendance or necessary change.

6. There is an automatic disposition against interstate and overseas conferences and training. These will only be approved where there is demonstrated clear benefit (not simply relevance) to matters affecting the Shire. The Council may consider registration fees, accommodation costs and incidentals, but will not reimburse or cover travel costs except as specified in this Policy and its Schedules.

7. Any monetary limitations do not apply where a person is required or requested by Council to attend, or attendance is authorised by Council in excess of the Policy, prior to the event.

8. The CEO shall have regard to any Council Policy, and to Budget provision made for development of elected members and employees.

– End of Policy

COMMENT

Nil

Policy Schedule 3.2 (a) – Definitions

	Examples include	
	Councillor	Staff
conference means an event providing general information relevant to a position, relating to local government excludes conferences or training that are mainly or only applicable to a private or non-Council role	WALGA Annual Convention (2 days), Tourism conferences	LGMA – State & Branch
meetings means an event that is necessary as part of the function of the role	Representing the Shire as directed by Council Zone meeting WALGA Convention Structural Reform	NEWROC Regional Roads Group Industrial / union meetings OHS
personal development means an event, study, conference etc undertaken, with minimal or no relevance to role or local government, for personal benefit		
professional development, an overarching term which means – - conferences as defined - training as defined - proficiency development as defined but excludes – - meetings as defined - personal development as defined		
proficiency development means conferences and training relevant to a role, although not necessarily essential, and related to local government Aim –to lift expertise beyond general competence and capability	AIM – Company Directors course WALGA – Councillors Training	LGMA membership and conferences Engineering supervision certification Accounting qualification Civil engineering study Mechanical training Local Government Tax Seminars
training means an event providing specialised information in relation to a particular topic or function, required or considered necessary to fulfil the role –		
- Required for role	None	OHS, White card
- Specific for role but not required	WALGA Councillor training modules, DLG workshops	Machine competency, Traffic management, Rates,

Aim – competence and capability	Elections, First Aid, Poisons, Fire / emergency training Award training

– End of Schedule

COMMENT

Policy Schedule 3.2 (b) – Councillors

Acknowledgment

1. By adopting this Schedule, Councillors acknowledge that professional development –
   - is not a right,
   - is not intended as recognition of service or contribution,
   - is undertaken in response to the community's legitimate expectation of the highest possible standard of governance, and
   - that community funds will be expended appropriately and responsibly for the benefit of the community, and not for private purposes or benefit.

Attendance

2. Councillors are entitled to attend either the WALGA Annual Convention or LGMA Annual Conference with associated costs met.

3. In addition to the above, Council will provide an allocation in the Budget annually for professional development expenditure, to be utilised at the direction of Council.

4. Council –
   - is to approve attendance at conferences etc. for Councillors, unless specific provision has already been made and identified in the Budget (e.g. WALGA State Convention),
   - prior approval of Council for Councillor training is not required, subject to Budget provision,
   - acknowledges that prior approval may not be possible where an event is at short notice, in which case Policy 1.4 (External Organisations – Council Representatives) is to apply to the extent relevant.

Costs

5. The Council will meet the costs of the elected member attended as follows –
   - registration including Conference Dinner,
   - accommodation and meals
   - out of pocket expenses – parking, taxi, etc
   - travel in the Councillors personal vehicle –
     - per kilometre rate as approved in Budget –
       - to either the WALGA Annual Convention or the LGMA Conference, and
       - meetings being attended as a representative of Council
     - reimbursement of fuel purchased to all subsequent events.

6. The Council will meet costs of one accompanying person for each elected member –
   - WALGA Annual Convention – accommodation and meals including the Convention Dinner, and any partner's program to a combined maximum of $300,
   - other events – accommodation and meals only

7. Costs not eligible to be met by the Shire are –

- meal expenses of a person other than the accompanying person, unless officially hosted by the Shire,
- accommodation in excess of the minimum required –
    - if event within 250km of residence – 1 night for each conference day, if travel during daylight hours before or after the event is impractical
    - if event beyond 250km of residence– 1 additional night
- personal expenditure of any kind, including alcohol

Accountability

8. In the same manner that Commonwealth and State Government Parliamentarians are expected to bear the full pro-rata cost of any personal benefit arising out of Government

funded travel, Councillors are expected to refund the full pro-rata cost (registration, accommodation, travel etc) if their attendance at the event is less that 75%.

9. It is recognised that on occasion, there may be unavoidable matters or irreconcilable commitments that intrude, in which case (8) above is not applicable.

– End of Schedule

COMMENT

Policy Schedule 3.2 (c) – Staff

Application

1. This Schedule includes appointed volunteer officers of Council, in relation to training specific to their role.
   e.g. – Bush Fire Control Officers etc.

Attendance

2. Staff and appointed volunteer officers of Council are entitled to the appropriate proficiency development necessary to fulfil their role, with associated costs met.

3. In addition to the above, Council will provide an allocation in the Budget annually for professional development, to be utilised at the discretion of the CEO.

4. The Chief Executive Officer–
   - may approve proficiency development employees at conferences etc. where –
     - attendance will enhance the skills and capabilities of the employee, and
     - is relevant to the duties and responsibilities of the employee.
   - may approve paid time off to attend study courses for employees undertaking study for an initial qualification relevant to local government, or additional study as approved by Council.

Costs

5. The Council will meet the costs of a staff member as follows –
   - registration including Conference Dinner,
   - accommodation and meals
   - out of pocket expenses – parking, taxi etc
   - travel in the staff member's personal vehicle –
     - per kilometre rate as approved in Budget –
       - to one proficiency development conference etc each budget cycle, and
       - meetings and training being attended as part of the function of the role or at the direction of the CEO
     - reimbursement of fuel purchased for all additional proficiency development conferences or training approved by the CEO.

6. The CEO may approve the Shire meeting the costs of one accompanying person, the approval not to exceed –
   - Professional association – accommodation and meals including the Convention Dinner, and any partner's program to a combined maximum of $300,
   - other proficiency development – accommodation and meals only

7. Costs not eligible to be met by the Shire are –
   - meal expenses of a person other than the accompanying person,
   - accommodation in excess of the minimum required –
     - if event within 250km of residence – 1 night for each event day, if travel during daylight hours before or after the event is impractical

    - if event beyond 250km of residence– 1 additional night
- personal expenditure of any kind, including alcohol.

8. Study relevant to but not specifically required for the position may be reimbursed on production of receipts and proof of successful conclusion of the subject.

Accountability

9. In the same manner that Commonwealth and State Government employees are expected to bear the full pro-rata cost of any personal benefit arising out of Government funded travel, employees are expected to refund the full pro-rata cost (registration, accommodation, travel etc) if their attendance at the event is less that 75%.

10. It is recognised that on occasion, there may be unavoidable matters or irreconcilable commitments that intrude, in which case (8) above is not applicable.

– End of Schedule

COMMENT

3.7 Staff Uniforms

Introduction	The Shire of Trayning recognises that staff uniforms contribute to a professional corporate image, promote the identity of the organisation and assist the public in identifying employees undertaking official duties. This policy establishes the framework for the provision and funding of approved staff uniforms and outlines the responsibilities of employees in relation to their use and maintenance.
Purpose	To provide a consistent and equitable framework for the provision, funding and wearing of approved staff uniforms, ensuring employees present a professional image while representing the Shire of Trayning.
Scope	This policy applies to all permanent full-time and part-time employees of the Shire of Trayning who are eligible for the provision of an approved staff uniform. The policy outlines eligibility, financial contributions, employee responsibilities and the conditions relating to the wearing of uniforms while undertaking official duties.
History	Adopted 16 November 2016 Adopted 14 October 2026
Legislation	Local Government Act 1995 Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Fair Work Act 2009 (Cth) Local Government Officers' (WA) Award 2021 (where applicable) Applicable employment contracts and industrial agreements
Related Documents	Employee Code of Conduct Work Health and Safety Policy Personal Protective Equipment (PPE) Policy (if applicable) Employee Induction Procedure Procurement Policy (where uniforms are purchased by the Shire) Annual Budget

Policy Statement

Unless otherwise determined the following is to apply with the provision of recognised uniforms to Staff members.

1. That permanent officers be offered a maximum of $800 plus GST per annum in the first year of employment as Council contribution for an approved staff uniform. (Part time staff will be eligible for full time equivalent (FTE) pro- rata amount allowed.)
2. In the second and subsequent years of employment as Council’s continuing contribution for approved staff uniform an allowance will be made as per the adopted budget for that year for permanent officers. (Part time staff will be eligible for FTE pro-rata amount allowance)

3. Where a probationary period of employment applies a staff uniform allowance will not apply until the probationary period has been successfully completed.
4. Those officers claiming the uniform allowance will be obliged to wear the uniform whilst in the employ of the Shire of Trayning.
5. Employees are responsible for maintaining their uniforms in a clean and presentable condition and must wear them while on duty where required by their position.

– End of Policy

COMMENT

Nil

11.1 Removal Expenses

Introduction	The Shire of Trayning recognises that attracting suitably qualified employees to regional areas may require assistance with relocation costs. This policy provides a framework for the payment of reasonable removal expenses for eligible employees appointed to positions with the Shire.
Purpose	The purpose of this policy is to: • establish consistent guidelines for the payment of employee relocation expenses; • support the recruitment and retention of employees in a regional location; • ensure relocation assistance is provided in a fair and transparent manner; and • ensure expenditure of Shire funds is reasonable and appropriately controlled.
Scope	This policy applies to employees appointed by the Shire of Trayning where relocation assistance has been approved as part of the employee's employment offer or contract. This policy does not apply to casual employees, contractors or temporary employees unless specifically approved by Council or the Chief Executive Officer.

History		
	Former Policy	1.3.1
	Adopted	15 April 1996
	Amended	21 June 2000
	Amended	17 September 2003
	Replaced	19 December 2007
	Replaced	27 July 2011
	Amended	21 October 2015
	Adopted	14 October 2026

Legislation	Fair Work Act 2009 (Cth) Local Government Act 1995 (WA) Industrial instruments and employment contracts applicable to Shire employees
Related Documents	Shire of Trayning Employment Contracts Shire of Trayning Recruitment and Selection Procedures Shire of Trayning Delegations Register

Policy Statement

1. Council will meet the reasonable removal costs of employees joining the Council's workforce –

    - Should the employee resign from his/her employment for any reason whatsoever within six months of commencing employment, the employee

shall reimburse the Council all relocation expenses paid by the Council; and
- Should the employee resign from his/her employment for any reason whatsoever within twelve months of commencing employment, the employee shall reimburse the Council 50% of the relocation expenses paid by the Council.

2. Unless otherwise stipulated in contractual documents etc, or agreed by Council, the maximum value of removal costs paid by Council is $5,000.

3. Where a removal company is used –
   - 3 quotes are to be obtained and the CEO's approval for the preferred company sought
   - if the CEO's prior approval is not obtained, the lowest of any quotes received may be used as the basis of reimbursement
   - the Shire will meet the cost of one accompanying vehicle, one way.

4. Should the employee undertake their own relocation, the Shire will meet the costs of –
   - hire of truck or trailer, and fuel for one return trip (i.e. vehicle pick up, relocation, return of truck / trailer)
   - fuel cost of one accompanying vehicle, one way,
   - where relocation is in excess of 600 km, one night's accommodation only for the employee and dependent persons being relocated.

5. The Chief Executive Officer may determine whether relocation assistance is appropriate based on recruitment circumstances, availability of suitably qualified applicants and the needs of the Shire

– End of Policy

COMMENT

Relocation assistance is intended to support the recruitment of employees where regional location factors may create additional financial barriers. Any repayment obligation should be clearly documented in the employee's contract of employment before relocation costs are incurred.
Amendment to increasing the value of removal costs covered from $3,000 to $5,000.

11.3 Shire Accommodation – Rental charges

Introduction	The Shire of Trayning owns and manages residential accommodation to support operational requirements and, where appropriate, assist with the attraction and retention of employees in the region. Rental charges for Shire-owned accommodation are reviewed regularly to ensure they remain appropriate, equitable and reflective of the costs associated with managing these assets.
Purpose	The purpose of this policy is to: • establish a consistent approach to determining rental charges for Shire-owned accommodation; • ensure rental charges are reviewed annually as part of the budget process; • provide transparency and consistency for employees and tenants occupying Shire accommodation; and • ensure costs associated with the provision of accommodation are appropriately considered.
Scope	This policy applies to all Shire-owned residential accommodation made available for rental purposes.
History	Former Policy 2.1.3 Adopted 18 October 1982 Amended 15 April 1996 Amended 21 June 2007 Amended 27 July 2011 Amended 19 March 2014 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Local Government (Financial Management) Regulations 1996 (WA) Residential Tenancies Act 1987 (WA), where applicable
Related Documents	Shire of Trayning Annual Budget Shire of Trayning Fees and Charges Shire of Trayning Asset Management Plan Relevant tenancy agreements

Policy Statement

1. Rental charges for all accommodation is to be reviewed annually, and the charges adopted by Council in the annual Budget

2. Rubbish removal charges on Shire owned accommodation are to be incorporated in the overall rental structure, rather than be levied on the tenant as a separate item.

– End of Policy

COMMENT

Nil

11.4 Superannuation

Introduction	Local governments may provide additional superannuation benefits to support the attraction and retention of employees and to encourage long-term financial wellbeing. The Shire of Trayning recognises the importance of providing employees with access to appropriate superannuation arrangements in accordance with legislative requirements and any additional benefits approved by Council.	
Purpose	Superannuation is an integral retirement feature and in the Shire's interests to remain competitive and attract and retain employees, an additional superannuation benefit is provided in accordance with this policy.	
Scope	This policy applies to all employees at the Shire.	
History	Former Policy	1.3.6
	Adopted	20 September 1993
	Amended	15 April 1996
	Amended	21 June 2000
	Amended	15 February 2006
	Replaced	27 July 2011
	Amended	19 March 2014
	Amended	21 September 2022
	Adopted	14 October 2026
Legislation	Superannuation Guarantee (Administration) Act 1992 (Cth) Superannuation Industry (Supervision) Act 1993 (Cth) Income Tax Assessment Act 1997 (Cth), where applicable Fair Work Act 2009 (Cth)	
Related Documents	Employee Contracts of Employment Australian Taxation Office (ATO) Superannuation Requirements Relevant industrial instruments and employment conditions	

Policy Statement

3.1 Superannuation

Consistent with the *Superannuation Act 2005*, payment of the superannuation guarantee is to be paid on:

- all usual/standard earnings of all staff, pre-tax, pre-salary sacrifice, including overtime payments where usually worked and forming part of the standard working hours; and
- applicable earnings are defined by the Australian Taxation Office, therefore including various leave, bonuses etc, but excluding lump sum payments on termination.

3.2 Additional Superannuation

The Shire will contribute towards an employee's personal superannuation as follows:

a) the compulsory Superannuation Guarantee Levy

b) where an employee chooses to contribute additional voluntary superannuation contributions, the Shire shall maintain a matching contribution rate equivalent to a maximum of 5% unless a Contract of Employment stipulates otherwise.

4.0 Implementation

This policy will be communicated on an ongoing basis and implemented and accessible for each employee.

5.0 Responsibility

This Superannuation Policy will be updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

6.0 Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

Superannuation legislation is subject to change. The Shire will ensure contribution rates and payment obligations are adjusted to comply with current legislative requirements.

11.6 Employees – Housing Allowances

Introduction	The Shire of Trayning recognises that access to suitable housing can be a significant factor in attracting and retaining employees within regional communities. To support workforce attraction and retention, Council may provide a housing allowance to eligible employees who secure their own accommodation rather than residing in Shire-provided housing.
Purpose	To support the Shire to competitively attract and retain quality employees particularly in regional areas where local availability is scarce, housing is an important means of achieving organisational goals.
Scope	This policy applies to all permanent Shire employees.
History	Former Policy 1.3.12 Adopted 9 December 2007 Amended 27 July 2011 Amended 19 March 2014 Amended 21 September 2022 Amended 21 September 2023 Adopted 14 October 2026
Legislation	Fair Work Act 2009 (Cth) Local Government Act 1995 (WA) Relevant industrial instruments and employment contracts
Related Documents	Shire of Trayning Employment Contracts Shire of Trayning Annual Budget Shire of Trayning Fees and Charges (where applicable)

Policy Statement

This policy applies to all permanent employees, including trainees, who reside within the Shire of Trayning. Permanent part time employees are entitled to housing allowance on a pro-rata basis

Housing allowance is only provided to one employee per household while residing within the Shire's district boundary and is payable regardless of whether it is privately held, including owner-occupied.
The allowance is not payable when an employee resides in a Shire owned property.

Housing allowance is reviewed annually as part of the budget process and the Chief Executive Officer may approve variations in exceptional circumstances.

Employees must notify the CEO in writing of any change in residency or living arrangements that may affect eligibility.

4.0 Implementation

This policy will be communicated on an ongoing basis and implemented and accessible for each employee.

5.0 Responsibility

This Housing Allowance Policy will be updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

6.0 Breach of this Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary policy.

7.0 Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

Housing allowances are provided as a workforce attraction and retention measure and are subject to annual budget approval by Council.

Employee group	Eligibility	Conditional on
CEO	Yes	Residence is within the Shire
Contract Staff	Yes	Residence is within the Shire
Admin Staff	Yes	Permanent FT or PT Residence is within the Shire
Works Staff		
Cleaners		
Trainees		
Casual Staff	No	If more than 3 months
	No	If less than 3 months

11.10 Gratuitous Payments To Employees

Introduction	Section 5.50 of the Local Government Act 1995 permits a local government to make gratuitous payments where an adopted policy is in place. The Act also requires that any proposed adoption or amendment of such a policy be publicly advertised and submissions considered before the policy is adopted. This policy establishes the framework for recognising the service of employees upon retirement or resignation through the provision of a presentation gift.
Purpose	The purpose of this policy is to demonstrate appreciation for an employee's service by summarising the eligibility and gratuity to those who are exiting the Shire's employ. Each case shall be determined on its merits by the Shire. The value of any payment made under this policy, for an employee whose employment finishes after 1 January 2010, is not to exceed in total, if the person accepts voluntary severance by resigning as an employee: the value of the person's final annual remuneration, as defined by Regulation 19A of the Local Government (Administration) Regulations 1996; or in all other cases, $5,000.
Scope	This policy applies to all employees, except the Chief Executive Officer and designated Senior Employees bound by a written contract in accordance with section 5.39 of the Local Government Act 1995 (the Act), at the Shire.
History	Former Policy 1.3.7 Adopted 15 April 1996 Amended 21 June 2000 Amended 19 December 2007 Amended 27 July 2011 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA), including section 5.50 Local Government (Administration) Regulations 1996 (WA), where applicable
Related Documents	Shire of Trayning Delegations Register Code of Conduct Policy

Policy Statement

In accordance with section 5.50(1) of the Act the following approximate amounts can be spent on a presentation gift to employees who retire or resign after a period of satisfactory service:

Service Years	Payment ($)
5 to 10	400
10 to 15	600
15 to 20	800
More than 20	1,000

The CEO at their discretion may make a presentation gift not exceeding $50 for each year of service to an employee with less than 5 years' service.

Council reserves the right to contribute an additional amount above what is included in this policy where it feels circumstances warrant such action and for which public notice is given.

Nothing in this policy prohibits Council from determining that due to unforeseen circumstances, terminating employees may be paid additional monies or benefits where it is demonstrated it is the best interests of the Shire and justifiable. Details of the payment and benefits will be publicly published consistent with section 5.50(2) of the Act.

1. Interaction with other entitlements
Any payment made in accordance with this policy is separate to entitlements payable in accordance with any applicable industrial instrument and legislation.

2. Payments in Addition to a Contractor or Award

Where an employee has displayed exemplary service over a period of not less than 7 years' service to the Shire, a payment not exceeding 25% of the employee's average final year's salary may be made.

3. Responsibilities
This Gratuity Payments Policy will be reviewed regularly and updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

4. Variation
This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

This policy authorises gratuitous payments in the form of presentation gifts only. Any amendment to the maximum values specified in this policy requires compliance with the public notice requirements of section 5.50 of the Local Government Act 1995.

11.11 Emergency Services – Call Outs Affecting Work Hours

Introduction	The Shire of Trayning recognises the valuable contribution employees make as volunteers with emergency service organisations. From time-to-time employees may be called upon to respond to emergencies during or outside normal working hours. This policy supports employee participation in recognised emergency services while ensuring the continued delivery of essential Shire operations and the safety of employees.
Purpose	The purpose of this policy is to: • support employees undertaking volunteer emergency service activities; • ensure employees are not disadvantaged when responding to genuine emergency callouts; • provide clear guidance for managing emergency service absences during work hours; and • balance operational requirements with community emergency response needs.
Scope	This policy applies to all Shire employees who are registered members of recognised volunteer emergency service organisations.
History	Former Policy 1.3.9 Adopted 19 June 2002 Amended 19 December 2007 Amended 27 July 2011 Adopted 14 October 2026
Legislation	Fair Work Act 2009 (Cth), including the National Employment Standards – Community Service Leave Work Health and Safety Act 2020 (WA) Emergency Management Act 2005 (WA)
Related Documents	Relevant industrial instruments and employment contracts Shire of Trayning Leave Policies Shire of Trayning Work Health and Safety Policies

Policy Statement

1. The National Employment Standards Division 8 Community Service Leave applies, and the following provisions are in addition to the NES where appropriate.

2. So as not to penalise them for their contribution to the community, employees are permitted to leave their workplace to render voluntary emergency assistance to a fire brigade, ambulance service or the FESA, without deduction from that employee's pay whilst so absent on such voluntary service during ordinary time, subject to the following conditions:

i) The emergency service is a bona fide organisation, properly constituted for its function and the employee is a registered member of that organisation;
ii) The employee recognises and acknowledges that upon leaving his/her workplace, the duty of care of the local government is suspended until such time as he/she returns to the workplace, and that whilst absent he/she is not afforded the protection of the local government's workplace insurances;
iii) The local government is indemnified against any claim which may arise by the employee out of his/her voluntary activities;
iv) Payment of wages is only applicable for the normal ordinary hours of work during which the employee is absent and engaged in the voluntary emergency service;
v) An employee shall not leave their place of employment without notifying their immediate supervisor of departure and indicative time of return. Except as provided by the Award, is no automatic right for an employee to leave the workplace but approval should not be unreasonably withheld.
vi) Approval may be withheld in circumstances such as –
    - to ensure a worksite is left safe
    - if the staff member may be required by the Shire to respond to the emergency in a Shire capacity, e.g. loader operator or administrative support

3. Where the employee is called out on a weekend or overnight, the principles of the Award requiring a minimum time off of 10 hours are to apply.
Example – if after a callout, the employee does not get back to town until 2.00am, they are not expected to commence work until midday, thus giving them a break of 10 hours. As the works crew commences work at 7.00 am, the time between 7.00am and midday would be paid as though worked.

4. Where employees may be called out for other emergency purposes (e.g land search, flood evacuation etc), the CEO is to make a determination as to whether the principles of this policy, are to apply.

5. Should the CEO withdraw or stand-down employees, this does not prevent the person continuing as an unpaid volunteer in their private capacity.

– End of Policy

COMMENT

The Shire supports employee participation in recognised volunteer emergency services while ensuring the continued delivery of essential local government services and maintaining workplace safety.

11.12 Staff – Secondary employment

Introduction	The Shire of Trayning recognises that employees may undertake secondary employment outside of their employment with the Shire. This policy provides a clear and consistent framework for managing secondary employment and ensuring it does not adversely affect an employee's duties, performance, health and safety or create a conflict of interest.
Purpose	The Shire recognises its employees may undertake secondary employment outside of their employment with the Local Government subject to conditions.
Scope	This policy applies to all employees, while on company premises or representing the Shire in any capacity.
History	Former Policy 1.3.16 Adopted 19 December 2007 Amended 18 February 2026 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Local Government (Administration) Regulations 1996 (WA) Fair Work Act 2009 (Cth) Work Health and Safety Act 2020 (WA) Equal Opportunity Act 1984 (WA) Public Sector Management Act 1994 (WA), where applicable
Related Documents	Code of Conduct Policy Managing Performance Policy

Policy Statement

This policy aims to provide guidance on what defines secondary employment, and when employees are required to make an application for secondary employment. This policy includes what will be considered when reviewing an application for secondary employment.

1. Secondary Employment

Secondary employment includes paid or unpaid work the employee undertakes in addition to their position with the Shire.

Examples of secondary employment include:

- Undertaking paid employment with another organisation
- Running a business
- Assisting or running a family business
- Maintaining a professional practice or consultancy
- Undertaking contract work
- Being a director on a board
- Undertaking work experience, and
- Volunteering for a community organisation, charity or professional association

2. Conditions

Employees must not engage in secondary employment without receiving written approval from the Chief Executive Officer.

3. Conflicts of interest
Secondary employment can lead to conflicts of interest and/or conflicts of duties. An employee must not use Shire:

- time during their ordinary hours within their role,
- resources, or information obtained from their role

during their secondary employment.
An employee must not take advantage of their position at the Shire for the benefit of their secondary employment.
An assessment of secondary employment will be undertaken annually during the employee's performance review or more regularly if required, to minimise risks including but not limited to:

- The creation of an actual or perceived conflict of interest between official and private business interests;
- Misuse of Shire resources such as telephones, email and office stationary and material;
- Unauthorised use of information and intellectual property;
- Absenteeism due to competing commitments;
- Diminished work performance resulting from tiredness, distraction or time pressures;
- The potential for an increased load on co-workers who must cover the reduced performance of an employee; and
- Adverse effects on the public's perception of the Shire's integrity.

Employees are expected to dress appropriately and professionally at all times. Clothing should be clean, well-fitted and in good condition. Employees should avoid clothing that is revealing, excessively tight, ripped or torn, or promotes offensive language or imagery.

4 Implementation
This policy will be communicated on an ongoing basis and implemented and accessible for each employee.

5. Responsibilities

Employees
An employee must avoid and appropriately resolve any conflict or incompatibility between the employee's private or personal interests and the impartial performance of their public or professional duties. Employees with approval to engage in secondary employment have a duty to notify the CEO of any change in circumstances which might give rise to a conflict of interest, incompatibility with their Shire employment or any real or perceived adverse impact on their performance of professional duties.

Chief Executive Officer
The CEO will exercise their discretion to approve an employee's application for secondary employment unless the secondary employment will have, or is likely to have, an adverse impact on the employee's employment with the Shire.

In assessing the employee's application, the CEO will consider the principles affecting employment under section 5.40 of the *Local Government Act 1995*.

The CEO may deny an application to engage in secondary employment where it presents a conflict with the employee's role.

The CEO may make the termination of secondary employment a condition of commencement or continuation of employment with the Shire or place any necessary restrictions on secondary employment to ensure it does not interfere with the employee's position.

The CEO may delegate their authority to deal with all or any part of this policy to the relevant Manager.

This Secondary Employment Policy will be updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

6. Breach of this Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct.

7. Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

Secondary employment must not adversely affect an employee's ability to perform their duties for the Shire or create an actual, potential or perceived conflict of interest.

Employees are expected to ensure any secondary employment is undertaken responsibly and does not interfere with their Shire duties, working hours or obligations.

11.13 Designated Staff

Introduction	The Local Government Act 1995 requires Council to designate certain employee positions and to approve the appointment and dismissal of those designated employees. This policy identifies the positions designated by Council to ensure appropriate governance arrangements, continuity of leadership and compliance with legislative requirements.
Purpose	The purpose of this policy is to: • designate employee positions in accordance with the Local Government Act 1995; • ensure appropriate governance over the appointment and dismissal of designated employees; • support continuity of executive leadership; and • provide a framework to support the appointment of an Acting Chief Executive Officer when required.
Scope	This policy also applies where arrangements are required to maintain continuity of executive authority during the absence of the Chief Executive Officer, noting that the appointment of an Acting Chief Executive Officer is subject to separate legislative and policy requirements.
History	Adopted 20 April 2011 Adopted 14 October 2026
Legislation	This policy applies to the employee positions designated by Council under section 5.37 of the Local Government Act 1995.
Related Documents	Local Government Act 1995 (WA), including sections 5.37 and 5.39 Local Government (Administration) Regulations 1996 (WA)

Policy Statement

In accordance with section 5.37 of the Local Government Act 1995, Council designates the following employee positions as designated employees:

Chief Executive Officer;
Manager of Works; and
Environmental Health Officer.

The appointment and dismissal of designated employees shall be subject to Council approval in accordance with the Local Government Act 1995.

The designation of these positions does not of itself appoint an employee to act as Chief Executive Officer. Acting appointments shall be made in accordance with the relevant Council policy and legislative requirements.

– End of Policy

COMMENT

The designation of employee positions under this policy supports compliance with the Local Government Act 1995. Council approval is required for the appointment and dismissal of designated employees. Separate arrangements apply to the appointment of an Acting Chief Executive Officer.

11.15 Local Government Industry Award

Introduction	The Shire of Trayning is committed to providing fair and equitable employment conditions that comply with applicable industrial legislation, awards and employment contracts. This policy confirms the industrial instrument adopted by the Shire and establishes Council's commitment to maintaining employment conditions consistent with legislative requirements.
Purpose	The purpose of this policy is to: • identify the industrial award applicable to Shire employees; • provide for employment conditions that comply with legislative requirements; • establish the Shire's approach to annual leave entitlements where applicable; and • provide a framework for salary progression within the Award classification structure.
Scope	This policy applies to all employees of the Shire of Trayning, except where an individual contract of employment provides otherwise.
History	Adopted 27 July 2011 Adopted 14 October 2026
Legislation	Fair Work Act 2009 (Cth) National Employment Standards (NES) Local Government Industry Award 2020 Fair Work Regulations 2009 (Cth)
Related Documents	Employment Contracts Employee Position Descriptions Salary Classification Structure Fair Work Information Statement

Policy Statement

1. The Local Government Industry Award 2020 applies to employees of the Shire of Trayning unless otherwise provided by an individual Contract of Employment or applicable legislation.

2. Council provides eligible employees with 22 days annual leave per annum as an employment benefit, unless otherwise provided by an individual contract of employment.

3. Pay scales under the Award will incorporate 4 equal steps within each level other than Levels 1, 2, 3 and 6, in order to recognise increase in skills, capability or responsibility, and are not intended for automatic progression, nor for recognition of longevity of service

4. Where Council provides employment benefits that exceed the minimum Award or legislative requirements, those benefits will continue unless amended by Council.

5. Salary classifications under the Award may incorporate progression within classification levels where approved by Council. Progression is based on demonstrated competency, skills, responsibility and satisfactory performance and is not automatic based solely on length of service.

– End of Policy

COMMENT

This policy confirms the industrial framework adopted by the Shire and should be read in conjunction with the applicable Award, the National Employment Standards and individual employment contracts.

11.16 Redundancy and Termination

Introduction	The Shire is committed to managing workforce changes in a fair, lawful and respectful manner. While the Shire aims to provide stable and ongoing employment wherever possible, circumstances may arise where positions become redundant, employees choose to resign, or employment is terminated. This policy outlines the principles and minimum requirements that apply to these employment situations.
Purpose	The purpose of this policy is to outline employees' legal entitlements and obligations when their role is made redundant, when they resign or when terminated by the Shire.
Scope	This policy applies to all employees of the Shire.
History	Adopted 14 October 2026
Legislation	Fair Work Act 2009 (Cth) National Employment Standards (NES) Applicable Modern Awards and Industrial Agreements Applicable employment contracts
Related Documents	Code of Conduct Policy

Policy Statement

1. Redundancy

General

The Shire is committed to providing a stable working environment for employees consistent with the need to manage the business effectively and economically, however, sometimes redundancies must be considered.

Generally, redundancy can happen when:

- the employee's job doesn't need to be done by anyone,
- there is a restructure ; or
- the business contracts .

Redundancy Requirements in accordance with the National Employment Standards (NES)

Eligibility for redundancy pay within the NES include the termination notice period and obligations to consult with affected employees.

2. Resignation

Notice Period

Notice period requirements are in accordance with the NES. The Shire prefers as much notice as possible from an employee choosing to resign however the minimum notice requirements for resignation are set out below:

Period of Continuous Service	Minimum Notice Period
Less than 1 year	1 week
1 year - less than 3 years	2 weeks
3 years - less than 5 years	3 weeks
5 years or more	4 weeks

Return of All company Property

Upon cessation of employment, whether by resignation or termination, an employee must return to the Shire all property, documentation, memory sticks, magnetic discs, software media, keys or any other company property which may be in possession.

Terminations

Notice

When an employer terminates an employee (except in cases of serious misconduct), they must provide written notice or payment in lieu of notice. The minimum notice period based on the employee's continuous period of service with the employer is:

Period of Continuous Service	Minimum Notice Period
Less than 1 year	1 week
1 year - less than 3 years	2 weeks
3 years - less than 5 years	3 weeks
5 years or more	4 weeks

Additional Notice for Employees Aged 45+

If the employee is over 45 years old and has completed at least 2 years of continuous service, they are entitled to an additional 1 week of notice.

Notice in Lieu

Notice can be paid in lieu, meaning the employer pays the employee instead of requiring them to work during the notice period.

Summary Dismissal

Summary dismissal entitles the Shire to terminate an employee's employment without notice due to serious misconduct. The Shire will ensure procedural fairness for any instances of summary dismissal.

Summary dismissal may only occur after consultation with the manager and the CEO. Legal advice may be needed at any time in the process by either party.

At all times, it should be made clear to the employee that they can seek the assistance of a support person, who can attend all meetings between the employee and the Shire. Subject to no less than 24 hours' notice, a support person must be available to attend meetings arranged by the Shire and not delay processes due to unavailability.

An employee who is summarily dismissed should be paid to the date of termination, together with statutory entitlements (usually accrued but unused annual and long service leave).

Implementation

This policy will be implemented through the Shire's recruitment and employment practices and applied consistently by Managers and Supervisors in consultation with the Chief Executive Officer. Human resource processes relating to redundancy, resignation and termination will comply with legislative and industrial obligations.

Responsibility

This Redundancy and Termination Policy will be reviewed regularly and updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

Breach of this Policy

Failure to comply with this policy may result in disciplinary action where appropriate. Breaches by employees will be managed in accordance with the Shire's Counselling and Disciplinary Policy and any applicable industrial instrument or employment contract.

Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

Nothing in this policy limits or replaces the Shire's obligations under the Fair Work Act 2009, the National Employment Standards, an applicable Award, Enterprise Agreement or employment contract. Where inconsistencies arise, the legislative or industrial instrument requirements will prevail.

11.18 Bullying, Harassment and Discrimination Prevention

Introduction	The Shire is committed to providing a workplace free from bullying, harassment, and unlawful discrimination. The Shire aims to ensure its workforce is treated with respect, dignity, and fairness with the aim of creating an inclusive environment which promotes positive working relationships.
Purpose	The Shire is committed to providing a workplace free from bullying, harassment, and unlawful discrimination. The Shire aims to ensure its workforce is treated with respect, dignity, and fairness with the aim of creating an inclusive environment which promotes positive working relationships. This policy is designed to ensure all employees understand what will be regarded as bullying and harassment, how complaints of bullying and harassment can be made and how claims will be treated by the Shire. This policy sets out the types of behaviours and conduct which will be taken to constitute bullying and harassment and establishes procedures for handling complaints of bullying and harassment in the workplace.
Scope	This policy applies to all employees and contractors of the Shire. This policy is not limited to the workplace or working hours, and will include all work-related events which include, but is not limited to: lunches, client functions, meetings and conferences as well as Christmas parties. This policy also relates to, but is not limited by, the following types of communication: • Verbal communication either by telephone or in person in the workplace, and outside of it; • Written communication, including letters, notes, minutes of meetings etc. • Internal and external electronic communication including: o Email; o Instant messaging services; o Internal intranet; o Faxes; o Communication via MS Teams, Zoom, Facetime and other platforms. o Social media and networking forums, including Facebook, LinkedIn, o Twitter and other forms of social media; and o Communications via text message. *Note: This list is not exhaustive.*
History	Adopted 14 October 2026
Legislation	Sex Discrimination Act 1984 Equal Opportunity Act 1984

Related Documents	Code of Conduct Policy Work, Health and Safety Policy

Policy Statement

Standards of Behaviour

Consistent with the Shire's commitment to creating a workplace free from health and safety risks and one which strives to create positive working relationships, all those covered by this policy are expected to observe the following minimum standards of behaviour, including:

- Being polite and courteous to others;
- Being respectful of the differences between people and their circumstances.
- Ensuring they do not engage in any bullying behaviour(s) towards others in, or connected with the workplace which includes staff, customers, clients, and managers.
- Ensuring they do not assist, or encourage others in the workplace, or in connection with the workplace by engaging in bullying behaviour(s) of any type.
- Reporting any bullying and harassment behaviour(s) they see happening to others in the workplace, or connected with the workplace, consistent with the Grievance and Dispute Policy.
- Keeping information confidential if involved in any investigation of bullying and harassment.

These standards of conduct are intended to operate in addition to, and in conjunction with the Code of Conduct.

What is Bullying and Harassment?

1 Bullying

Bullying is repeated, unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety and is unlawful.

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying can be by direct or indirect means.

Direct bullying occurs between the people involved, whereas indirect actions involve others, for example passing on insults or spreading rumours.

Indirect bullying mostly inflicts harm by damaging another's social reputation, peer relationships and self-esteem.

There is also no exhaustive list of behaviour that constitutes bullying. However, examples of conduct that could constitute bullying include:

- A manager/supervisor using a management style that is harsh, involves shouting, constant criticism or humiliation of an employee or group of employees in private or in front of their peers.
- An employee being treated less favourably by another employee or group of employees in the workplace, including, but not limited to, bullying or intimidation; forcing an employee to participate in an "initiation" process; the playing of practical jokes or forcing an employee to undertake demeaning tasks.
- Sniggering or gossiping behind someone's back.
- Laughing at someone in the workplace which is intended to make them feel uncomfortable or distressed.
- Sabotaging someone's work.
- A manager/supervisor setting unreasonable timelines or constantly changing deadlines for an employee to meet, or setting tasks that are unreasonably below or beyond a person's skill level; and/or
- Continuously and deliberately excluding someone from workplace activities including ignoring them and keeping them isolated from relevant communications about work issues.

2 What is Not Bullying Behaviour?

Fair and reasonable management action taken in order to counsel an employee for instances of underperformance, investigating complaints made against employees, discipline for misconduct and other work directions consistent with business needs does not amount to bullying.

3 Harassment

Harassment occurs where a person engages in:

- uninvited or unwelcome behaviour which a reasonable person would expect would cause another person to be offended, humiliated or intimidated.

It does not matter if the person who committed the act intended, or did not intend, to upset or cause offence to the other person. So long as the conduct was such that a reasonable person would expect that it would cause another person to be offended, then a breach of this policy may have occurred.

Prohibited harassment can take many forms, for example, sexual harassment, bullying, disability harassment or racial or religious vilification although it is not limited to these forms.

Harassment prohibited under this policy may occur by way of:

- an ongoing pattern of behaviour;
- a series of incidents; or
- an isolated incident.

Harassment can be physical, verbal or written. It can include words, pictures or statements. It may be transmitted by post, phone, fax, video, e-mail, mobile phone text messages, posters or photographs, computer servers or screensavers.

4 Sexual Harassment

Sexual harassment is defined in the Sex Discrimination Act 1984 (SD Act) as: "any unwelcome conduct of a sexual nature that a reasonable person, having regard to all the circumstances would have anticipated would offend, humiliate or intimidate the other person." A similar definition is found in the Equal Opportunity Act 1984.

This means that sexual harassment will occur when:

- a person makes an unwelcome sexual advance or an unwelcome request for sexual favours, to the person harassed; or
- engages in other unwelcome conduct of a sexual nature in relation to the person harassed.

Depending on the circumstances, the following kinds of behaviour may be deemed sexual harassment:

- jokes or cartoons about someone's appearance, body shape, or any of the personal matter that may cause embarrassment and make people feel uncomfortable;
- sexual or physical contact such as putting your arm around someone, slapping them, kissing, touching, or patting them;
- staring or leering in a sexual manner (looking someone up and down);
- standing too close to someone or brushing him or her as you walk past;
- verbal abuse or comments that put down or stereotype people because of their sex, appearance, or sexual preference;
- offensive gestures and "wolf" whistling;
- displaying in the workplace or in personal belongings material that is sexist, sexually explicit or homophobic (anti-gay);
- repeated sexual invitations when the person invited has refused similar invitations before;
- intrusive questions or remarks about a person's sexual activities or private life.

Conduct must be "unwelcome". Consensual conduct will not be "unwelcome".

Intention is irrelevant. You do not need to intend to offend, humiliate or intimidate, or even to know that this was the effect of your behaviour for this conduct to be sexual harassment.

Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law.

Discrimination can occur directly or indirectly.

Protected Personal Characteristics Under Federal Discrimination Law Include:

- a disability, disease, or injury, including work-related injury;

- parental status or status as a carer;
- race, colour, descent, national origin, or ethnic background;
- age;
- sex;
- religion;
- pregnancy and breastfeeding;
- sexual orientation, intersex status or gender identity;
- marital status;
- political opinion;
- social origin;
- medical record; and
- an association with someone who has, or is assumed to have, one of these characteristics.

Victimisation

Anyone who makes a complaint, or intends to make a complaint about discrimination, harassment, sexual harassment, workplace bullying or occupational violence, is protected from being victimised.

This protection extends to an employee who gives evidence or information in connection with such a complaint and to an employee who makes an allegation of discrimination, harassment, sexual harassment, workplace bullying or occupational violence even if no formal complaint is made.

If an employee feels they have been victimised for bringing a complaint under this policy, they can also pursue a victimisation complaint under this policy.

Implementation

This policy will be implemented by the Shire through its workplace practices and procedures.

Responsibility

Employees
Treat all colleagues, contractors, suppliers, customers, clients, and members of the public with dignity and respect in accordance with our policy and ensure that they do not discriminate, harass or bully other employees.

Managers
Ensure all employees behave in a manner consistent with our policy and act immediately when a concern regarding a breach of this policy is brought to their attention.

Chief Executive Officer
This Bullying, Harassment and Discrimination Prevention Policy will be reviewed regularly and will be updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

Breach of this Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary Policy.

Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

The Shire is committed to maintaining a workplace that is safe, respectful, inclusive and free from bullying, harassment and unlawful discrimination.
All employees, contractors, volunteers and elected members are expected to contribute to a positive workplace culture by treating others with dignity and respect and by reporting unacceptable behaviour.
Concerns or complaints raised under this policy will be managed confidentially, fairly and in accordance with the principles of procedural fairness and the Shire's Grievance and Dispute Policy.

11.19 Counselling and Disciplinary

Introduction	The Shire is committed to providing a workplace free from bullying, harassment, and unlawful discrimination. The Shire aims to ensure its workforce is treated with respect, dignity, and fairness with the aim of creating an inclusive environment which promotes positive working relationships.
Purpose	The Shire aims to use this Counselling and Disciplinary Policy to improve the work performance and behaviour of employees to the required standards. If improvement to the required standard is not achieved, or a performance or behavioural issue is serious and/or unacceptable, these guidelines will be used to manage the matter. Employees are most engaged when they know they can work to a consistently high standard and enjoy positive and productive relationships with their colleagues and managers. At times, it will be necessary to talk to individual employees if they are not meeting work objectives or whose conduct (including behaviours) may be affecting their own work and/or that of other employees or their manager. Low performance and/or non-productive or disrespectful/disruptive behaviour affects the organisation and the individual concerned, and can impact the work and the productivity, effectiveness and work satisfaction of other employees. It is therefore important to address performance concerns with individual employees and work towards a satisfactory resolution of the concerns. At times, due to the seriousness of the performance concerns or their repetitive or protracted nature, it will be necessary to commence a formal process of performance counselling, which may involve formal written warnings and/or termination of employment.
Scope	This Policy applies to all employees at the Shire. The operation of this Policy is not limited to the workplace or work hours. It extends to employees who attend functions and places that are work-related, or out of work employee conduct that may impact the Shire. A work-related function is any function connected to work, for example work lunches, conferences, Christmas parties and client/customer functions. These guidelines also apply when employees go to other workplaces in connection with work, for example, when working at or visiting supplier, client or customer workplaces. In circumstances where employee behaviour or conduct may involve a breach of any criminally relevant law, the Shire may notify the police or other relevant government authority.
History	Adopted 14 October 2026
Legislation	Fair Work Act 2009 (Cth) Fair Work Regulations 2009 (Cth) Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA)

	Equal Opportunity Act 1984 (WA) Sex Discrimination Act 1984 (Cth) Racial Discrimination Act 1975 (Cth) Disability Discrimination Act 1992 (Cth) Age Discrimination Act 2004 (Cth) Local Government Act 1995 (WA) (for local government employment and CEO responsibilities)
Related Documents	Code of Conduct Policy

Policy Statement

1. The Shire's policy commitment

- Providing clear expectations regarding workplace conduct and safety.
- Ensuring that counselling and disciplinary actions are sound, consistent and procedurally fair.
- Complying with all relevant legislation.
- Providing the employees with the opportunity to respond before disciplinary action is taken.
- Ensuring that disciplinary actions are proportionate to the nature of the offence.

2. Procedural Fairness

All disciplinary processes will follow natural justice principles, including the right to:

- be heard - Employees will be given a chance to respond before any decision is made.
- a fair process - Investigations and disciplinary actions will be conducted impartially.
- representation - Employees may have a support person or representative in formal meetings.

3. Counselling and disciplinary process

3.1 Informal Counselling (Early Intervention)

- Used for minor issues such as low performance, minor policy breaches or early concerns about behaviour.
- A verbal discussion is held between the manager and the employee.
- The issue, the expected improvements, and consequences of further breaches are discussed.
- No formal record is kept unless the behaviour continues, however the manager should document the discussion.

3.2 Formal Disciplinary Action

3.2.1 Disciplinary Process

If informal counselling is ineffective or the issue is more serious, formal disciplinary action will be taken.

The process is as follows:

Step 1: First Written Warning

- Issued for repeated minor misconduct or a moderate breach of company policy or procedure obligations.
- A disciplinary meeting is held where the issue is discussed, and the employee is given a chance to respond.

- If warranted, a written warning is issued, outlining:

    - The nature of the issue
    - Required improvements
    - A timeframe for review
    - Possible further disciplinary action, including dismissal.

The warning is placed on the employee's file

Step 2: Final Written Warning

- Issued for failing to improve after the first warning or for serious misconduct
- Another disciplinary meeting is held where the issue is discussed, and the employee is given a chance to respond.
- If warranted, a final written warning is issued.
- The warning includes a clear notice that further breaches may result in dismissal.
- The warning is placed on the employee's file

Step 3: Termination of Employment

If there is no improvement following a final warning or if a serious breach of work health and safety or other policy occurs, termination may be considered, but only after discussion with the Chief Executive Officer by the manager.

A. Dismissal With Notice (for Ongoing Performance or Misconduct Issues)

1. A disciplinary meeting with the employee is held;
2. The employee is given a reasonable timeframe to respond to show cause
3. If no sufficient justification is provided, a termination letter is issued, stating

    - The reason for the termination
    - The notice period (or payment in lieu of notice)
    - Confirmation that all final entitlements consistent with legal requirements will be paid out.

B. Summary Dismissal (for Serious Misconduct)

Some actions warrant immediate termination without notice but only after discussion with the Chief Executive Officer by the manager. Some of these actions include:

- Serious breaches of work health and safety laws, including willful negligence
- Violence, bullying, harassment or discrimination
- Serious breaches of company policies or safety procedures.

On these occasions the process is as follows:

1. The employee is stood down immediately (on full pay)
2. A show cause meeting is held to allow the employee to respond.
3. If misconduct is confirmed, the employment is terminated immediately.
4. A written termination letter is issued outlining the reasons including confirmation that all final entitlements consistent with legal requirements will be paid out.

3.2.1 Investigation

Subject to the circumstances, and the employee's response to allegation(s), the Shire may investigate a disciplinary matter to establish the facts and

circumstances. The investigation may be undertaken by a suitably qualified and/or licensed investigator.

3.2.2 Disciplinary Action Directives

Disciplinary action may also include directives to the employee (for example, to undertake training or changes to rosters/duties) or other changes to their employment role necessary to ensure that the employee returned to acceptable performance or conduct standards.

3.2.3 Suspensions

The Shire may suspend an employee on full pay. Suspension is not a disciplinary penalty and carries no implication of guilt. While suspended, an employee must be available for work or meetings as required during normal work hours. During a period of suspension, an employee's access to the computer system may be removed.

3.3.4 Examples of Misconduct

The following, (while not an exhaustive list), are examples of misconduct which may result in the commencement of formal disciplinary action.

- Repeated lateness, or absenteeism
- Failure to follow workplace policies or procedures
- Insubordination (failure to follow reasonable instructions)
- Negligence in performing duties, e.g. careless errors causing minor financial loss
- Unprofessional behaviour eg gossiping, creating a hostile work environment
- Inappropriate use of company resources

3.2.5 Examples of Serious Misconduct

The following, (while not an exhaustive list), are examples of serious misconduct which may be considered grounds for summary dismissal).

- Work Health and Safety (WHS) Breaches
  - Willful disregard for safety regulations, putting oneself or others at risk.
  - Operating machinery while intoxicated.
- Theft, Fraud or Dishonesty
  - Stealing company property or co-worker belongings
  - Submitting false expense claims.
  - Falsifying work hours or medical certificates
- Violence, Threats or Harassment
  - Physical assault or fighting in the workplace
  - Verbal abuse, intimidation, or bullying
  - Sexual harassment, including inappropriate comments or unwanted physical contact.
- Drug and Alcohol Misuse
  - Being intoxicated at work, especially in roles that require alertness (e.g. machinery operation).
  - Possessing or using illegal drugs at work
- Serious Breach of Confidentiality
  - Unauthorised sharing of sensitive company or client information.
  - Leaking trade secrets to competitors
- Gross Negligence or Willful Damage to Company Property
  - Deliberately damaging company equipment or property
  - Ignoring critical procedures, leading to significant financial or safety risks

- Discrimination or Victimisation
  - Engaging in racial, gender-based or other discriminatory behaviour
  - Victimising employees for whistleblowing of filing complaints.

Implementation

This policy will be implemented by the Shire through its workplace practices and procedures.

Responsibility

Employee responsibilities

- Work to the expected behaviour and performance standards.
- Advise their manager of any problems that may be affecting their performance.
- Work to overcome performance or conduct problems.
- Invite a support person to meetings, if desired.
- Comply with any consequential actions that may be administered.

Managers

- Inform the employee of expected performance and conduct standards.
- Conduct informal counselling with employee when necessary.
- Review progress with employee.
- Conduct formal counselling and disciplinary interview/s when necessary.
- Document all discussions, both formal and informal.
- Engage relevant external bodies to assist and advise on the decision of the type of disciplinary process to be undertaken, up to and including termination of employment to ensure all actions are in accordance with prevailing legislation, if needed.

Chief Executive Officer responsibility

This Counselling and Disciplinary Policy will be reviewed regularly and will be updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

Breach of this Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary policy.

Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

The Shire is committed to maintaining a workplace that is safe, respectful, inclusive and free from bullying, harassment and unlawful discrimination.

All employees, contractors, volunteers and elected members are expected to contribute to a positive workplace culture by treating others with dignity and respect and by reporting unacceptable behaviour.

Concerns or complaints raised under this policy will be managed confidentially, fairly and in accordance with the principles of procedural fairness and the Shire's Grievance and Dispute Policy.

11.20 Drug and Alcohol

Introduction	The Shire is committed to maintaining a safe, healthy and productive workplace for employees, contractors, volunteers and members of the public. The misuse of alcohol and other drugs in the workplace may impair an individual's ability to perform their duties safely and effectively, increasing the risk of injury, property damage and harm to others. This policy establishes the Shire's expectations regarding fitness for work and the responsible management of alcohol and other drugs in the workplace.
Purpose	The Shire will ensure, in so far as reasonably practicable, the health, safety and wellbeing of all its employees. Employees or contractors who are under the influence of drugs and/or alcohol while at work, may adversely affect their own safety and that of their colleagues. We aim to provide a supportive environment for employees with drug or alcohol-related concerns who are committed to changing their behaviour. The purpose of the policy is to establish clear and comprehensive rules that will apply to all employees and contractors.
Scope	This policy applies to all employees, contractors and subcontractors working at the Shire sites.
History	Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA) Fair Work Act 2009 (Cth) Fair Work Regulations 2009 (Cth) Privacy Act 1988 (Cth) Road Traffic Act 1974 (WA) Road Traffic (Alcohol and Drugs) Act 1974 (WA) Australian/New Zealand Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
Definitions	Alcohol means any liquid that contains alcohol. Drugs include all Class A, B and C substances; “legal highs” or psychoactive drugs; drugs that are only legally available on prescription; solvents that are misused, recreational marijuana and any other prescription or non-prescription drug that has an adverse effect on an employee’s ability to carry out their work in a safe and effective way.
Related Documents	Code of Conduct Policy Work Health and Safety Policy

Policy Statement

a) The taking of alcohol and/or drugs, prior to starting work, and at all times during working hours, is strictly prohibited for all employees, including office-based staff.

b) The definition of working hours includes meals and other breaks.

c) There will be a zero tolerance of any employee or contractor on site who is under the influence of alcohol and/or other drugs.

d) If an employee's ability to work safely may be affected because of medication, the individual should inform the management of its effects through a qualified medical practitioner. Employees are required to provide a means of verification as to the side-effects of the medication, such as a medical certificate, if medication is to be taken over an extended period of time. If an employee can safely perform their usual work duties, management will monitor the employee to ensure there are no signs of performance impairment.

e) The Shire reserves the right to conduct random or for-cause testing of all employees and contractors to ensure compliance with this policy.

f) Refusal to allow random or for-cause testing may be treated as a failure to comply with this policy and treated as an act of misconduct in accordance with the Counselling and Disciplinary Policy.

g) If an employee has been prescribed medication that restricts their ability to fulfil their duties safely, the Shire may request they provide a medical certificate from a qualified medical practitioner certifying their fitness to work.

4.2 Drug and Alcohol Surveillance

Prior to commencing employment, prospective workers may be required to attend a pre-employment medical, including drug and alcohol screens.

We understand and mitigate the risks that may result from personnel being not fit for work through medical circumstances, prescription or illicit medication or the use and consumption of alcohol.

We shall provide a constructive, fair and equitable framework for managing individuals who are deemed unfit for work due to the use of alcohol and/or other drugs.

4.3 Testing

a) Alcohol testing may be undertaken using the preferred method, such as a breath alcohol test. The method of testing may be modified as the Shire's discretion

b) Employees and contractors may be required to undergo a urine drug test, to be undertaken by a qualified medical practitioner or qualified collector and urine drug screener and an accredited laboratory appointed by the Shire which is for the purpose of determining the level(s) of a drug(s) higher than:

• the accepted international standard as defined by the Australian/ New Zealand Standard AS/NZS 4308:2008, or

• the level determined by the laboratory.

c) An appropriate method of testing will be used to test for cannabinoids, opiates, amphetamine type substances (including benzylpiperazine), cocaine, benzodiazepines, and others if applicable. Testing for other illicit drugs (e.g. LSD, synthetic THC, cathinones), restricted and legal party substances, misused prescription drugs and other mind-altering substances can be requested.

d) Employees and contractors being tested must advise the qualified collector of any medication they are taking.

e) Employees and contractors are required to provide the collector with verification of their identity (either photo ID or alternative proof) and two unique identifiers (e.g. full name and date of birth).

f) Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act 1988 and results will only be used for the purposes for which they were obtained.

g) Refusal to provide samples for testing or cooperating with the medical practitioner or other authorised personnel for this purpose will be treated as a non-negative result. The employee or a contractor will be offered the test again. If still refused, the Shire will discuss the refusal and likely consequences and will manage the refusal according to procedure in subclause (j) below.

h) Non-negative results may trigger re-testing to confirm and verify the results.

i) Upon return of a non-negative result the employee will be suspended from work with pay until verification and confirmatory test results have been received.

j) If the confirmatory test also shows a non-negative result, the Shire will deem it as a positive result. The Shire will consult with the individual about the results and consider the employee or contractor’s explanation before acting:

a. For Pre-employment: the job offered/ applied for may be withdrawn by the Shire,

b. For Current employee: Disciplinary action may be initiated as per the Shire’s Counselling and Disciplinary Policy

c. For Contractors: contractors will be unable to continue operating on the job and reported to their organisation. This could result in non-payment for the time lost or other penalties as defined in the Contractor Agreement.

4.3 Confidentiality

An employee who has drug or alcohol-related concerns may approach management in confidence, within the provisions of the law, to receive help and support. Any absence during a rehabilitation period will be treated as personal leave.

4.4 Disciplinary Action

Any employee who is found to be under the influence of drugs and/or alcohol during working hours will be suspended on full pay pending a disciplinary review, which may result in the employee's dismissal for serious misconduct.

Any employee found to be in possession of, or dealing in, illegal substances will be suspended on full pay pending a disciplinary review. This may result in the employee's dismissal for serious misconduct. In all instances of this kind, the employee will be immediately reported to police.

Contractors may be required to stand down and the Shire may contact the contractor or subcontractor's agency or employer to notify them of their concerns.

4.5 Special Circumstances

Where employees are attending social functions outside of the normal working day, the Shire accepts that moderate amounts of alcohol may be consumed. Supply and consumption of alcohol may also be authorised at some events and social functions organised by the Shire, which may include a debrief meeting at the end of the working day, prior to the event.

The decision to organise an event, social function or to hold a debrief meeting is at the Shire's sole discretion and employees may consume alcohol at such gatherings only with the permission of their manager.

The Shire insists all employees stay within the legal alcohol limit while driving a car and strongly advises no alcohol should be consumed if driving.

Where the Shire has organised a social function and is serving alcohol, we will advise accordingly and will encourage responsible alcohol consumption by the following:

• Ensuring both alcoholic (including low-alcohol content drink options) and non-alcoholic beverages are available,

• Ceasing the service of alcohol at a reasonable period prior to the end of the event.

• Deny consumption of alcohol during any events or debrief meetings should the manager be concerned at all with the safety and welfare of the employee.

• Employees who consume alcohol during any events or debrief meetings are not permitted to be on call or recalled to duty.

• Employees who choose to consume alcohol at our events are required to behave in a responsible manner with due care and safety and well-being of themselves and others and should organise alternative transport prior to the event.

• Where employees are taking medication for a pre-diagnosed condition, the type of drug and its possible contraindications must be reported to their manager.

Implementation

This policy will be implemented through the Shire's workplace health and safety practices, employee induction, supervision, education and training programs, and where required, drug and alcohol testing processes. The policy will be applied consistently to all employees and contractors and administered in accordance with the Shire's procedures, applicable legislation and principles of procedural fairness.

Responsibility

Employees

a) Have a duty to take reasonable care for their own health and safety and ensure they do not adversely affect others. This means employees must be fit and well enough to do their job, not be under the influence of alcohol or drugs, or use alcohol or illegal drugs while at work. This includes being mindful of their drug and/or alcohol consumption outside work hours and ensuring that they arrive at work fully compliant with this policy

b) Must immediately inform management should a co-worker be on site and appearing under the influence of alcohol and other drugs.

c) Understand and comply with all requirements of this policy. Where an individual is unclear on any aspect of the policy, they should seek further clarification from management.

Managers

a) Must ensure all employees are aware of this policy, that it is applied consistently across the business and appropriate action is taken where there is a breach of the policy.

b) Enable random or for-cause testing on all sites as appropriate.

c) Immediately remove an impaired employee or a contractor from site.

d) Ensure the safety of the impaired person by making suitable arrangements to enable the impaired person to return home safely.

e) Encourage the impaired person to seek information, counselling and treatment if appropriate.

f) Maintain confidentiality of the impaired employee or a contractor or anyone who shares information about drug and alcohol induced impairment.

Chief Executive Officer

This Drugs and Alcohol Policy will be reviewed regularly and will be updated to consider changing business circumstances, ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

Breach of this Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary policy.

Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

The Shire recognises that drug and alcohol-related concerns can affect an employee's health, safety, wellbeing and ability to perform their duties safely.

Employees who have concerns regarding their use of drugs or alcohol are encouraged to seek assistance and support from management.

The Shire will seek to manage these matters in a fair, reasonable and confidential manner, while maintaining its obligation to provide a safe workplace for all employees, contractors and other persons.

11.21 Employee Housing

Introduction	The Shire recognises that access to suitable accommodation can be an important factor in attracting and retaining employees, particularly in regional areas where the availability of suitable housing may be limited. The provision of Shire-owned housing supports the Shire's workforce requirements and assists in maintaining appropriate accommodation for employees where housing is made available as part of their employment.
Purpose	The Shire aims to provide transparency, equity, and consistency in the provision of its owned housing for employees. To support the Shire to competitively attract and retain quality employees particularly in regional areas where local availability is scarce, housing is an important means of achieving organisational goals. This Policy will: • Establish the guidelines for • allocation of Shire owned housing for employees; • determining the rental value • any additional expenditure that may be incurred by the tenant; and • Establish the standards required for Shire owned housing.
Scope	This policy applies to all employees, contractors and subcontractors working at the Shire sites.
History	Adopted 14 October 2026
Legislation	Residential Tenancies Act 1987 (WA) Residential Tenancies Regulations 1987 (WA) Local Government Act 1995 (WA) Fair Work Act 2009 (Cth)
Related Documents	Code of Conduct Policy Work Health and Safety Policy Employee Housing Tenancy Agreement Occupational Safety and Health Policy Applicable employment contracts and agreements

Policy Statement

1 General Guidelines

Housing may be offered to all permanent staff, subject to and determined by the availability of Shire owned housing.

Housing will be offered as part of the remuneration package on a predominately hierarchical basis for positions that have traditionally been difficult to attract interest specifically:

1. Chief Executive Officer; and
2. Manager of Works

From time to time, if considered appropriate to the management of the Shire, the Chief Executive Officer may consider the requirements of the employee and/or the significance of the position for the ongoing operations and may offer Shire owned housing. Leases will be subject to periodic tenancy agreements limited to the term of employment with the Shire and will be terminated upon cessation of employment.

Due to the shortage of accommodation, there is no guarantee accommodation will be available other than to the above designated positions.
Permanent employees will be given preference over staff from other local businesses unless an exceptional circumstance arises.

The lease fee will be set by Council. Employees may elect to pay their rent direct via payroll after tax. Bond will be the equivalent of four weeks of 100% of the gross rental value. All bonds will be lodged with the Bond Administrator as per legislation.

Shire land tax, sewer and property rates and waste collection are the responsibility of the Shire. The Shire will insure the building however any additional insurance such as contents, is the responsibility of the tenant.

All lease agreements will be in accordance with the *Residential Tenancies Act 1987* and all agreements are to be in writing using Form 1AA Residential Tenancy Agreement as varied from time to time.

All employees are to abide by the Employee Code of Conduct and ensure that their behaviour in Shire owned housing does not cause an inconvenience or create a disturbance to neighbours and the surrounding areas.

Employees who do not satisfactorily maintain their property or breach their lease and/or *Residential Tenancies Act 1987* may be evicted and have their lease terminated.

2 Housing upgrade

Staff will have an option to apply for upgraded housing if such housing becomes available. Their application will be assessed by the Chief Executive Officer against the following criteria:

- The Shire's circumstances and operational need;
- Suitable and evidenced tenancy history;
- Demand; and
- Any other relevant factors identified and communicated at the applicable time.

3 Pets

A request to allow pets must be requested in writing prior to the signing of the Tenancy Agreement and approval is subject to the Chief Executive Officer's discretion. The keeping of a pet will require an additional bond equivalent to two weeks rent or a maximum of $350.

4 Utilities

All other utilities, such as power, gas, telephone, internet, and other charges are to be met by the tenant.

5 Inspections

All Shire owned housing is subject to up to 4 inspections based on the starting date of the Tenancy Agreement. One inspection will occur between the period of March to April

of each financial year to assist in determining budget requirements for the upcoming financial year.
All tenants will receive a minimum of 7-14 days' notice in writing prior to the inspection taking place.

6 Property Inspection Reports

At the commencement of a tenancy, a Property Inspection including gardens will be carried out with all information noted in writing and signed by both parties. A copy of this report will be retained at the Shire office and a copy given to the tenant.

Excluding general wear and tear, the property is to be maintained to the same condition as per the information provided on the Property Inspection report.

No changes are to be made to Shire owned housing by the tenant unless approved in writing by the Chief Executive Officer. Any such changes are to be undertaken as per legal requirements to the maximum standard.

Under no circumstances is smoking allowed within Shire owned housing.
All employees are to abide by the Employee Code of Conduct and ensure that their behaviour in Shire owned housing does not cause an inconvenience or create a disturbance to neighbours and the surrounding areas.

Employees who do not satisfactorily maintain their property or breach their lease and/or *Residential Tenancies Act 1987* may be evicted and have their lease terminated.

– End of Policy

COMMENT

The provision of Shire-owned housing is intended to support the Shire's ability to attract and retain employees, particularly where suitable local accommodation is limited.
The allocation of housing will be managed in a fair, transparent and consistent manner, having regard to the availability of Shire-owned properties, the requirements of the position and the terms and conditions of the employee's employment and tenancy agreement.

11.22 Grievance and Dispute

Introduction	The Shire is committed to maintaining a workplace where employees are treated fairly, respectfully and consistently. The Shire recognises that workplace concerns and grievances may arise and supports the timely, confidential and appropriate resolution of workplace issues. Employees are encouraged to raise concerns at the earliest opportunity and to work with their managers to achieve positive and practical outcomes.
Purpose	This Policy provides a channel for employees and their managers to resolve workplace complaints as they arise.
Scope	All employees engaged at the Shire are covered by this policy.
History	Adopted 14 October 2026
Legislation	Fair Work Act 2009 (Cth) Fair Work Regulations 2009 (Cth) Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA) Equal Opportunity Act 1984 (WA) Sex Discrimination Act 1984 (Cth) Racial Discrimination Act 1975 (Cth) Disability Discrimination Act 1992 (Cth) Age Discrimination Act 2004 (Cth) Local Government Act 1995 (WA)
Related Documents	Code of Conduct Bullying, Harassment and Discrimination Prevention Policy Work Health and Safety Policy Drug and Alcohol Policy Relevant industrial instruments and employment agreements

Policy Statement

The Shire will implement mechanisms to encourage quick and efficient resolution of workplace issues. Employees should feel at ease discussing issues with their manager using the procedures outlined below.
All formal channels for handling grievances will be fully documented, and employee preferences will be considered when determining the appropriate steps and actions.
No employee will be intimidated or treated unfairly if they use this Policy to resolve a problem.

1. Responsibilities

Employee
It is the employee's responsibility to:

- attempt to resolve any issues through their manager and internal processes as soon as possible;
- repair the working relationship in so far as reasonably practicable.

Managers
It is the Manager's responsibility to:

- Identify potential problems and prevent and address these before they become formal grievances.
- Understand and support the principles of communication and information sharing with their employees and volunteers.
- Ensure all employment-related decisions are made with consideration for the individual as well as the organisation, and any grievance is handled in the most appropriate manner at the earliest opportunity.
- Treat all employees fairly and respectfully.

Chief Executive Officer
It is the Chief Executive Officer's responsibility to:

- Ensure all managers and employees are aware of their obligations and responsibilities in relation to communication and information sharing with their employees.
- Provide ongoing support and guidance to all employees in relation to employment and communication issues.
- Ensure any grievance brought to the attention of managers is handled in the most appropriate manner as soon as possible.

2. Employment Practices
When dealing with employee issues, all managers should be aware of the potential consequences of their actions. They must make certain that employees are treated fairly, equally, and respectfully.
When a grievance or dispute is brought to the attention of a manager, they should consider whether it is industrial in nature and if so, follow provisions within the relevant industrial instrument. If the matter is not industrial in nature, section 6.0 Grievances and Dispute Resolution of this Policy applies.
If managers have any questions or concerns about how to handle a specific set of circumstances, they should contact the Chief Executive Officer as soon as possible.

3. Grievances and Dispute Resolution
Employees who believe they have a grievance, or dispute should discuss it with their manager as a first step towards resolution. The two parties should discuss the issue openly and collaborate to achieve the desired result.

To ensure full understand of the complainant's concern, the manager should seek clarification on the issue. Managers should follow the standard procedure of allowing the employee to have an independent witness present during the discussion, while also following the steps outlined below:

- If more than one person is present, define each person's role.
- Outline the procedure to be followed.
- Inform the parties that any information obtained during the review is strictly confidential.
- Assess the problem by listening to the complainant.
- Take detailed notes on all conversations (including dates and people involved) and attach any supporting documentation.
- Provide the employee with a written summary of the meeting and clarification of the next steps to be taken, if deemed necessary.

The manager must ensure that the meeting is conducted in a way that promotes positive working relationships and provides a fair, objective, and independent analysis of the situation.

At all times, all parties must maintain complete confidentiality.
If the issue is not resolved and the employee wishes to pursue it, it should be discussed with the Chief Executive Officer.
If the grievance/dispute is of a confidential or serious nature and involves the employee's manager, the complainant may discuss the matter directly with the Chief Executive Officer.

4. Breach of Policy
A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary policy.

5. Variations
This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT
The Shire encourages employees to raise workplace concerns as soon as possible so that issues can be addressed before they escalate.

Grievances and disputes will be managed fairly, respectfully and confidentially, with consideration given to the circumstances of each matter. Employees will not be intimidated or treated unfairly for raising a genuine workplace concern or participating in the grievance resolution process.

11.23 Health and Wellbeing

Introduction	The Shire recognises that the health and wellbeing of its employees is an important part of maintaining a safe, healthy, inclusive and productive workplace. The Shire is committed to supporting employees to make healthy lifestyle choices and to providing a workplace environment that promotes physical and mental health, safety and wellbeing.
Purpose	The purpose of this policy is to encourage a workplace environment and culture that supports healthy lifestyle choices and behaviours, increase employee knowledge and awareness of health and wellbeing issues and encourages all employees to take responsibility for their own health and wellbeing.
Scope	This policy applies to all employees, contractors and subcontractors working at the Shire.
History	Adopted 14 October 2026
Legislation	Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA) Equal Opportunity Act 1984 (WA) Fair Work Act 2009 (Cth) Local Government Act 1995 (WA) Tobacco Products Control Act 2006 (WA)
Related Documents	Work Health and Safety Policy Drug and Alcohol Policy Bullying, Harassment and Discrimination Prevention Policy Counselling and Disciplinary Policy Grievance and Dispute Policy Code of Conduct Policy Employee Assistance Program (EAP), where applicable Shire Work Health and Safety procedures Shire Risk Management Policy Shire Emergency Management procedures

Policy Statement

The Shire encourages everyone to be responsible for their health and wellbeing and commits to promoting and maintaining a healthy workplace by:

- Preventing workplace injuries and illnesses by identifying, assessing, controlling, monitoring and reviewing hazards and associated risks;
- Providing and maintaining safe and healthy workplaces free of risks to physical or mental health;
- Actively demonstrating and promoting a positive, inclusive and supportive working environment;
- Promoting a learning culture around health and safety;
- Recognising the importance of flexible work arrangements and family-friendly work practices to maintain a diverse, adaptive and high performing workforce.

1. Smoking in Shire Buildings and Vehicles

1.1 Smoking is prohibited in all Shire buildings, vehicles, enclosed workspaces, and other areas. Additionally, smoking is prohibited within five (5) metres of building entrances, exits, windows, and air conditioning intakes.

1.2 Designated smoking areas may be provided where practicable and include areas positioned away from public thoroughfares, building entrances, and commonly used outdoor spaces. Smoking waste must be disposed of safely and appropriately.**1.**

2.1 Employees must:

- Understand this policy and seek clarification from management when required.
- Consider this policy while completing work-related duties and at any time while representing the Shire.
- Support fellow employees in their awareness of this policy.
- Support and contribute to a safe, healthy and supportive environment for all workers.

2.1.1 Employees are responsible for:

- taking reasonable care of their own mental health and wellbeing, including physical health,
- taking reasonable care so their actions do not affect the health and safety of other people in the workplace,
- informing their manager if experiencing concerns about their ability to perform their job such as fatigue, mental health or physical welfare,
- informing the management if they believe the policy has not been followed.

2.1.2 Managers must:

- Ensure all employees are aware of this policy.
- Actively support and contribute to the implementation of this policy, including its key principles and responsibilities of all employees.
- Respond to employees who raise concerns about their ability to perform their job and manage the issues throughout the day such as re-allocation of breaks or additional rest time.
- Lead by example and actively demonstrate a commitment to employee health and wellbeing.

3. Injuries

3.1 Work-Related Injuries or Illness

Work-related injury or illness will be managed in accordance with the Shire's Work Health and Safety Policy, Work Health Safety Management Plan and Workers' Compensation legislation.

3.2 Non-Work-Related Injuries or Health Conditions

Where an employee is experiencing a non-work-related illness or injury, the Shire may require them to provide medical information describing the current or potential impact on their ability to safely or competently undertake their work duties.
The Shire has adopted policies to not only assist employees but also to improve the wellbeing and productivity of the workplace.
Employees are encouraged to familiarise themselves with the policies and discuss any concerns with their manager.

In the event where there is a reasonable doubt that a contractor or subcontractor is not fit to undertake the duties assigned to them, the relevant manager will discuss the matter directly with the individual and if required stand them down until such time as the Shire is reasonably satisfied that no fitness for work concerns exist.

This may include requesting an individual to undergo drug and alcohol testing or provide medical information certifying their fitness for work. The Shire may contact the contractor or subcontractor's agency or employer to notify them of their concerns.

3.3 Requirement to be `Fit for work'

Any employee engaged to undertake tasks for the Shire must meet the minimum fitness for work requirements to undertake this work safely. The inability to be sufficiently and safely fit to undertake work in a high-risk environment poses risk to the employee as well as those around them.
The Shire may require a worker to undertake a medical assessment to determine they are fit for work by referring them to a recognised occupational health assessor.
The Shire may require this assessment under the following circumstances:

- Commencement of their role (initial employment).
- Interval based assessment.
- Contract renewal.
- Site-based requirements (mobilisation).
- Supervision of the worker identifies concerns.
- Complaint lodged by other persons with concerns over safety.
- Post incident.

The outcome of this assessment may have one of the following results:

- Employee returns to work with no further requirements.
- Employee returns to work but under a monitored health improvement plan.
- Employee is not able to return to work until they have been reassessed and deemed capable by the assessor to return and undertake the role they have been engaged to perform.
- Employee's health and fitness are at a level of degradation or decline that it will not improve, and they cannot return to work.

3.4 Privacy and Confidentiality

Only employees directly involved in a fitness for work matter can have access to relevant information. All employees are bound by this Policy to protect the individual's privacy by maintaining strict confidentiality.
An employee is entitled to a copy of any medical reports or testing results pertaining to them. Deliberately breaching confidentiality without good cause constitutes a breach of this policy.

Medical information supplied during assessments will remain confidential unless it is deemed to pose a potentially significant safety risk.

4. Responsibilities

This Health and Wellbeing Policy will be reviewed regularly and will be updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

5. Breach of Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Disciplinary policy.

6. Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

The Shire encourages all employees, contractors and subcontractors to take an active role in maintaining their own health and wellbeing and to contribute to a positive, healthy and supportive workplace.

Health and wellbeing initiatives should complement the Shire's work health and safety responsibilities and support a workplace culture where employees feel encouraged and supported to maintain their health and wellbeing.

11.25 Leave Policy

Introduction	The Shire of Trayning recognises that employees require appropriate leave to support their wellbeing, personal circumstances and family responsibilities. This policy outlines the leave entitlements and arrangements applicable to Shire employees.
Purpose	This policy outlines employee entitlements to leave, including annual leave, personal leave, unpaid leave, and public holidays, consistent with the relevant industrial instrument, Minimum Conditions of Employment Act 1993, specific areas of the National Employment Standards (NES) and other applicable legislation.
Scope	This policy applies to all employees working at the Shire.
History	Adopted 14 October 2026
Legislation	Fair Work Act 2009 (Cth), including the National Employment Standards Minimum Conditions of Employment Act 1993 (WA) Local Government Act 1995 (WA) Local Government (Long Service Leave) Regulations 2024 (WA) Long Service Leave Act 1958 (WA), where applicable Juries Act 1957 (WA) Emergency Management Act 2005 (WA) Work Health and Safety Act 2020 (WA) Equal Opportunity Act 1984 (WA)
Related Documents	Record Keeping Plan Code of Conduct Employee Employment Contract Leave Application Procedures

Policy Statement

1. Summary Table of leave Entitlements

We understand employees need regular breaks throughout the year to keep refreshed. We also understand that things happen in life, which means employees may need to take unexpected time away from work. All employees are entitled to leave.
The following table depicts leave entitlements for full-time employees per year. For part-time employees, these entitlements will be pro-rata–except for the entitlement to Family and Domestic violence leave which will be 10 paid, and five unpaid days per year.

LEAVE TYPE	PERIOD
Annual leave	22 working days per year (accruing)
Personal leave (sick, family and carer's)	At least 10 working days per year (accruing)
Public holidays	Entitlement to all public holidays if it falls on a day in which an employee is ordinarily required to work.

Parental Leave (unpaid)	12 months if eligible
Concurrent Parental/Adoption	Up to 8 weeks (unpaid)
Unpaid Carer's Leave	2 unpaid days per occasion if paid personal leave is exhausted
Bereavement	2 days for each relevant occasion
Family and Domestic Violence	10 days paid and five days unpaid per year
Community Service	As required
Long Service Leave	In accordance with the Local Government (Long Service Leave) Regulations 2024
Leave without pay (LWOP)	Subject to operational prerogative
Rostered Day Off	Administration staff are to work a nineteen day month, with 8 hours per day to be worked between the hours 8.00 a.m. and 4.30 p.m. Works Staff are to work a 9-day fortnight with 8.5hrs per day to be worked between 7:00am and 4:00pm in the winter months and 6:00am and 3:00pm in the Summer months.

2. Annual Leave

2.1 Annual Leave

All full-time employees are entitled to (22 days) paid annual leave every 12 months' continuous service. Part-time employees are entitled to a pro rata equivalent. Casual employees are not entitled to annual leave.

Employees start accruing annual leave on their first day of employment, including during the probationary period.

Annual leave accrues gradually, and any unused annual leave will roll over to the next 12-month period. Any unused accrued annual leave will be paid out upon employment ending.

In some circumstances, employees may be notified that due to part of the business in which they work shuts down during the Christmas/New Year period, annual leave should be accessed during this time. If there is insufficient annual leave available under these circumstances, employees may be requested to take unpaid leave.

2.1.1 Requesting Annual Leave

- Employees must apply and gain approval in advance from their manager.
- Employees provide us with a minimum of 4 weeks' notice.
- Leave applications will be considered on a case-by-case basis and are subject to work schedules and peak times.

A leave request may be refused if it causes severe disruption to work schedules, other employees are absent or, it falls within the peak times.

If planned leave falls within the above periods, this may be considered an exceptional circumstance should 8 weeks' notice be given.

No leave bookings should be made before approval is received.

An Employee who is sick during any period of approved annual leave (whether in whole or in part), subject to the correct notification and certification, will be paid personal/sick

leave deducted from their personal/sick leave accrual. Employees must provide a relevant medical certificate covering the period of incapacity.

2.1.2 Cashing Out Annual Leave

Employees may apply to cash out a portion of their annual leave (be paid the equivalent amount in lieu of taking the leave). Employees are only eligible to apply to cash out leave subject to 12 months' continuous service and accrual.

2.1.3 Annual Leave on Termination

On termination of employment accrued annual leave will be paid out. Should an Employee have taken more than their annual leave entitlement upon cessation, the amount of that excess leave may be deducted from their final pay.

3.2 Personal (SICK/FAMILY/Carer's) Leave

3.2.1 Leave Entitlement

Employees are entitled to paid personal leave in the event of:

- illness or injury (sick leave), or
- to provide care or support to a member of their immediate family or their household in the event of their illness or injury or in the case of an emergency affecting them (carer's leave). Immediate family means their spouse (including former, defacto and former defacto) or child, parent, grandparent, grandchild or sibling of them or their spouse.

Full time employees are entitled to at least 10 days personal leave subject to their relevant industrial instrument and continuous service, in accordance with their ordinary hours of work. Part-time employees are entitled to a pro rata amount of at least 10 days personal leave per annum, subject to their relevant industrial instrument calculated in accordance with their ordinary hours of work.

Casual employees are not entitled to paid personal leave.

Paid personal leave accrues pro rata and is cumulative but is not payable on termination of employment.

3.3 Unpaid Carer's Leave

If employees have used all their paid personal leave entitlements, they are entitled to an additional two day unpaid carer's leave per occasion in the event of illness or injury, or an emergency of an immediate family member or member of their household. The two days' unpaid carer's leave must be taken consecutively unless otherwise agreed between the employee and Shire.

3.4 Bereavement Leave

Employees, including casual employees, are entitled to at least 2 days paid bereavement leave for each permissible occasion, subject to their relevant industrial instrument.

3.5 Long Service Leave

Consistent with the Local Government (Long Service Leave) Regulations 2024, full-time employees are entitled to 13 weeks per 10 years' reckonable service. The minimum

period of continuous service to accrue long service leave is 10 years. Part time and casual employees are entitled to prorated long service leave.

3.6 Family AND Domestic Violence Leave

All employees are entitled to 10 days paid family and domestic violence leave and five unpaid days per year. Employees can take leave if they need to do something to deal with the impact of family and domestic violence and it is impractical to do so outside of ordinary hours of work.

This could include

- Making arrangements for their own safety, or safety of a close relative (including relocation).
- Attending court hearings;
- Accessing police services;
- Attending counselling and attending appointments with medical, financial or legal professionals.

This leave doesn't need to be taken all at once and can be taken as single, multiple or part days by agreement.

Records of this leave being taken will be kept under strict confidentiality.

3.7 Community services leave

Employees can take leave to attend jury duty or when they are carrying out voluntary emergency management activities (such as SES or Country Fire Authority).

If an employee must attend Court for jury duty, they must notify their Manager as soon as possible and provide a copy of the jury summons to support the absence. Payment of ordinary hours, applicable allowances and penalties during this period, (including casual employees) will be the employee's ordinary time of earnings as if the employee was working. To be paid, an employee will need to provide proof of:

- Requirements to attend jury duty; and
- Actual attendance.

Casual employees are entitled to payment for attending jury duty in accordance with the Juries Act 1957.

If an employee attends court and is told their services are not required that day, the employee must contact their Manager to organise their return to work.

If an employee is absent due to responding to an emergency management response, as defined in the Emergency Management Act 2005, the employee should notify their Manager as soon as possible and advise their return date. Upon the employee's return, evidence such as a note from the SES leader or CFA leader will be required. Payment during an absence is only made for instances of an emergency management response.

3.8 Leave without pay

Employees may request leave without pay. Approval of such leave only occurs in unusual circumstances and typically is for a short duration. Generally, employees are required to have exhausted all other paid leave entitlements before leave without pay may be granted. Any periods of leave without pay will not break service but does not count as service.

3.9 Rostered Day Off

All full-time office administration staff are to work a nineteen-day month, with 8 hours per day to be worked between the hours 8.00 a.m. and 4.30 p.m., and all full-time works crew are to work a 9-day fortnight with 8.5hrs per day to be worked between 7:00am and 4:00pm in the winter months and 6:00am and 3:00pm in the Summer months.subject to the following –

- Unused RDO's are not to accrue beyond five;
- Unused RDO's outstanding at the end of June in any year are to be paid out at ordinary rates of pay unless prior arrangements have been made with the CEO for some or all of the days to be taken;
- Unused RDO's are to be paid at termination at ordinary rates of pay.

RDO arrangements do not apply to casual employees unless otherwise approved by the Chief Executive Officer.

3.10 Parental Leave

UNPAID PARENTAL LEAVE

3.10.1 Parental Leave Entitlements

Employees may be entitled to parental leave in accordance with their relevant industrial instrument and the NES.

The basic entitlement to parental leave is subject to 12 months' continuous service, an employee may have up to 52 weeks unpaid leave.

Employees can also request up to additional 12 months of leave following the initial 12-month period.

The parental leave provisions include:

- Birth-related leave (including in relation to premature birth, stillbirth or infant death)
- Partner leave
- Adoption leave and unpaid pre-adoption leave
- Unpaid special parental leave
- A safe job and no safe job leave
- A right to return to old job

Parental leave can be taken after:

- An employee gives birth
- An employee's partner gives birth
- An employee adopts a child under 16 years of age

PAID PARENTAL LEAVE

3.10.2 Paid Parental Leave

3.10.2.1 Government Parental Leave Pay

Consistent with legislation, eligible employees who are the primary caregiver may be entitled to paid leave, at minimum wage. Please note the primary caregiver is the person who is most meeting the child's physical needs.

This paid leave is not in addition to the 12 months unpaid parental leave mentioned above. Any periods of unpaid and paid parental leave must not exceed 12 months in total.
Employees may take subsequent periods of paid parental leave, however, to be eligible for this, you must return to work and complete a minimum of 12 months' continuous service following your return from any previous paid Parental Leave.
Government Parental Leave Pay is managed and assessed by Services Australia, and it is an Employee's responsibility to check their eligibility and apply for this payment directly with Services Australia at www.servicesaustralia.gov.au or by calling 13 61 50.

3.10.3 Parental Leave Application Process

3.10.3.1 Advising of Pregnancy
A pregnant employee is encouraged to notify their Manager of their pregnancy as early as possible to enable a discussion on any relevant health and safety risks.
An employee cannot be forced to notify their Manager of their pregnancy immediately, however where pregnancy affects an employee's ability to perform their role safely, the Shire can request a medical certificate stating that it is safe for them to continue working.
A pregnant employee must provide written notice at least 10 weeks before the baby is due, including the following information in writing:

- The expected date of birth
- The date on which the parental leave is expected to commence
- The date on which a return to work is intended after parental leave.

Correspondence will be provided to the employee confirming these details. If an employee wishes to change the date they want to start parental leave, 4 weeks' written notice must be provided.
Pregnant employees experiencing medical concerns prior to 10 weeks before the due date must inform their Manager of any medical updates that may be relevant to them safely performing their role.

3.10.3.2 Pre-adoption Leave
An employee may take up to two days' unpaid pre-adoption leave to attend relevant interviews or examinations however the Shire can instruct an employee to use an alternate and paid form of leave. The employee must provide notice of their intended absence as soon as possible.

3.10.3.4 Flexible Unpaid Parental Leave
Employees can take up to 30 days (6 weeks) of their unpaid parental leave flexibly at any time within 24 months of a child's birth or adoption. This leave can be taken for reasons such as share caring responsibilities between parents or to help with gradually returning to work.
Flexible unpaid parental leave can be taken as:

- a single continuous period of 1 day or longer,
- separate periods of 1 day or longer each.

Employees wanting to access flexible parental leave must notify us at the same time as parental leave is applied for, or at least 10 weeks before.

3.10.4 Health and Safety

The Shire has a duty to assess any risks that may affect employees at work during pregnancy. Information will be provided to employees regarding any risks identified in any risk assessment and consideration of ways to in which risks can be minimised.

3.10.4.1 Transfer to a Safe Job and No Safe Job Leave

If it is not safe for a pregnant employee (and they provide evidence that would satisfy a reasonable person) who is entitled to parental leave to continue in their usual position, they can be transferred to a 'safe job' with no change to terms and conditions.

If the Shire can't transfer the employee to a safe job, they may be required to take paid 'no safe job' leave for the time stated in the medical certificate or until the pregnancy ends (either by giving birth or otherwise).

'No safe job' leave is not personal/sick leave – it is a separate paid leave type (pregnancy - no safe job). This leave will be paid at the employee's ordinary rate. In the 6 weeks prior to the expected date of the birth.

An employee may be required to take unpaid parental leave (instead of paid 'no safe job' leave) if they do not provide evidence that would satisfy a reasonable person of their fitness to safely perform work but not their ordinary role.

3.10.5 Time Off and Antenatal Care

3.10.5.1 Leave for Pregnancy Related Illness

If a pregnant employee is ill during their pregnancy, they may access their ordinary personal/sick leave entitlements, or other accrued leave.

If an employee experiences extended illness due to pregnancy, they can access unpaid special parental leave for the period their treating doctor certifies is necessary. Special parental leave is included in the 52 weeks of available unpaid parental leave period.

3.10.5.2 Working Until the Birth

A pregnant employee may work until the expected date of birth of their child. If they wish to continue working in the last 6 weeks of their pregnancy, they may be requested to provide a medical certificate within 7 days confirming they are fit to work. If the medical certificate indicates the employee is not fit for work, they may be required to start parental leave or take a period of unpaid leave as soon as practicable.

3.10.5.3 Special Parental Leave

Unpaid special parental leave is available to pregnant employees in the case of pregnancy-related illness or if the pregnancy ends within 28 weeks of the expected date of birth. The duration of this leave is via agreement with the employee's Manager as soon as is practically possible. Any unpaid special parental leave will not reduce the amount of parental leave the employee is entitled to take by the same amount.

3.10.5.4 Parental Leave for Stillbirth, Premature Birth or Infant Death

In case of a stillbirth or an infant death during the first 24 months of their life, an eligible employee can access up to 12 months of unpaid parental leave.

The Shire can't enforce and employee's return to work, or cancel any unplanned leave, after a stillbirth or an infant death, but an employee may still choose to return to work.

Services Australia may also provide financial support during this period, visit www.servicesaustralia.gov.au or call them on 13 61 50.
An employee must provide the same notice periods for parental leave subject to eligibility requirements.

3.10.6 During Parental Leave

Despite an employee on leave, they will continue to be protected against discrimination.
The Shire respects some employees do not want contact while on leave. The employee's Manager should discuss communication expectations with the employee prior commencing their leave and record this agreement.
While an employee is on unpaid parental leave, the Shire will ensure the employee is considered and kept informed of significant changes that may occur during their absence. Where a decision will have a significant effect on the status, pay or location of the pre-parental leave position, the Shire will take all reasonable steps to inform the employee and discuss the effect of the decision. During any restructures, employees on parental leave will be treated no less favourably than other employees and will be kept informed of the process.
An employee can resign while on parental leave, but they must give the required notice of resignation.

3.10.7 Return to Work

Towards the end of the leave period, the employee's Manager should confirm the employee's intention to return on the agreed date. An employee may wish to discuss flexible work arrangements at this time.
An employee must provide 4 weeks' notice if wishing to extend their leave beyond the return date that was initially agreed.
An employee on parental leave has the right to return to the job they held prior to going on leave, including any promotion. If that position no longer exists, the employee will be given whichever other available position is nearest in status and remuneration to the position they held prior to going on leave.
If an employee was placed in a safe work position prior to leave, the employee is entitled to return to the position they held immediately before the safe work position.
If the pre-parental leave position no longer exists, the Shire will determine if a suitable alternative position is available.
Employees who have the responsibility for the care of a child of compulsory school age or younger have a right to request flexible working arrangements.

4.4. Responsibilities

This Leave Policy will be reviewed regularly and be updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

5. Breach of Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct.

6. Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy at any point.

– End of Policy

COMMENT

Leave entitlements are provided in accordance with applicable legislation, industrial instruments and the employee's terms and conditions of employment. Employees are responsible for following the Shire's leave application and notification requirements.

The Shire will administer leave fairly and consistently, taking into consideration operational requirements and the employee's applicable entitlements. Where there is any inconsistency between this policy and applicable legislation or an industrial instrument, the legislation or industrial instrument will prevail.

11.26 Managing Performance Policy

Introduction	The Shire of Trayning is committed to maintaining a positive and productive workplace where employees are supported to perform their roles effectively and contribute to the achievement of the Shire's objectives. Effective performance management provides employees with clear expectations, constructive feedback, appropriate support and opportunities for development and improvement. This policy establishes a fair, consistent and transparent approach to managing employee performance, including recognising good performance and addressing performance concerns or underperformance where identified.
Purpose	The Shire believes a fair and consistently applied process to manage workplace performance is likely to lead to the desired outcome of creating an environment where effectively functioning teams can perform to the best of their abilities. The purpose of this policy is to outline the processes the Shire will follow for discussing performance objectives and the options available when underperformance is identified by a manager. The options may include performance appraisals including goal setting meetings, providing feedback, training, monitoring performance and also formal counselling and disciplinary procedures subject to the matter.
Scope	This policy applies to all employees working at the Shire.
History	Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) State Records Act 2000 (WA) Freedom of Information Act 1992 (WA) Privacy Act 1988 (Cth), where applicable Work Health and Safety Act 2020 (WA), where applicable Criminal Code Act Compilation Act 1913 (WA), where applicable Electronic Transactions Act 2011 (WA) Copyright Act 1968 (Cth)
Related Documents	Record Keeping Plan Code of Conduct Records Management Procedures Employee Employment Contract Leave Application Procedures

Policy Statement

1. Objectives

The key objectives of this policy are to:

- Enhance employee skills and competencies.

- Offer support and direction when required performance falters.
- Support career development and succession planning.
- Ensure compliance with WA's Work Health and Safety and industry-specific regulations.
- Promote a culture of continuous learning and improvement.
- Improve overall organisational performance and productivity.

2. Principles

2.1 Performance Appraisals

As part of the Shire's commitment, the employee will receive an annual review conducted by the employee's manager. This is a positive and structured meeting to review the employee's performance over the last year and is an opportunity for the employee and manager to agree on the employee's development plan and objectives for the year ahead.

2.2 Monitoring Performance

Performance will be monitored formally and informally through regular discussions that the employee's manager has with the employee about their job, at the end of projects and through the appraisal process.

Underperformance issues should be raised as soon as they are identified. They should not be reserved for action until the final phase of the annual performance review process.

When underperformance is identified, the manager is required to set achievable objectives and reasonable timeframes for improvements to occur. The manager is required to monitor the work closely and to communicate frequently with the employee. The employee is to be provided with every reasonable opportunity and assistance to address underperformance.
Where there is evidence that underperformance has not been remedied, the matter will be dealt with in accordance with the Counselling and Disciplinary Policy.

2.3 Investigations

It is not always necessary to investigate but where it is, everyone is required to co-operate fully with the investigation. The Shire will ask the manager to investigate a complaint or may for some circumstances use an external consultant to ensure impartiality.

2.4 Suspension

DSO may suspend an employee on full pay. Suspension is not a disciplinary penalty and carries no implication of guilt. While suspended, an employee must be available for work or meetings as required during normal work hours. During a period of suspension, an employee's access to the computer system will be denied.

2.5 The Right to a Support Person

An employee can be accompanied at any meetings by a support person. The support person is there to provide emotional support, to take notes and adjourn any meeting which becomes untenable for the employee but may not act as an advocate for the employee. Both an employee and their support person must respect and maintain confidentiality at all times.

Where an employee wishes to have their union representative attend meetings, external specialist or legal advice may be sought by the Shire, prior to the meeting. The Shire will not unduly decline the attendance of a union representative.

3. Implementation
The Shire will implement this policy through regular performance discussions, annual performance appraisals, feedback, training and development opportunities. Performance concerns will be addressed promptly and fairly, with employees provided reasonable support and opportunities to improve.

4. Responsibilities
Employees are expected to:

- Participate actively in performance appraisals.
- Apply the skills and knowledge gained in their daily work.
- Always act honestly and respectfully.
- Invite a support person to meetings, if they wish.

5. Breach of Policy
A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary policy.

6. Variations
This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally

– End of Policy

COMMENT

The Shire recognises the importance of providing employees with appropriate leave arrangements to support their personal, family and community responsibilities. Leave will be managed in accordance with applicable legislation, industrial instruments and employment conditions.

Employees are responsible for submitting leave applications and providing required notifications and supporting documentation within the relevant timeframes.

11.27 Recruitment Policy

Introduction	The Shire of Trayning is committed to maintaining a positive and productive workplace where employees are supported to perform their roles effectively. This policy provides a fair and consistent approach to managing employee performance, recognising good performance and addressing performance concerns where required.
Purpose	The purpose of this policy is to set guidelines for recruiting and selecting candidates to ensure a fair, transparent, and effective hiring process.
Scope	This policy applies to all hiring activities within the Shire, including permanent, temporary, contractual, and internship positions.
History	Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Work Health and Safety Act 2020 (WA) Fair Work Act 2009 (Cth) Equal Opportunity Act 1984 (WA) Industrial Relations Act 1979 (WA), where applicable State Records Act 2000 (WA)
Related Documents	Record Keeping Plan Code of Conduct Records Management Procedures Employee Employment Contract Leave Application Procedures Performance Appraisal Documentation

Policy Statement

1. Fairness and Non-Discrimination

All candidates will be considered based on merit, qualifications and experience. They will be given equal opportunity consistent with the relevant state legislation, namely the *Equal Opportunity Act 1984*

All candidates will be protected from discrimination consistent with the:

- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Disability Discrimination Act 1992* and the
- *Age Discrimination Act 2004*.

1.2 Transparency

Recruitment processes shall be open and consistent, with clear job descriptions and selection criteria.

1.3 Confidentiality

Information related to applicants shall be kept confidential and used solely for hiring purposes.

2. Recruitment Process

2.1 Advertise where appropriate

The Shire will advertise all positions internally and externally where appropriate. The recruitment method will be detailed in the advertisement and internal applicants may wish to inform their manager of their intention to apply.

2.2 Candidates shortlisted

Candidates will be shortlisted, and interviewing processes will be conducted fairly, objectively and without bias. Job specifications will be limited to those requirements necessary for the effective performance of the position concerned.

2.3 Interview process

An interview panel will:

- Conduct interviews
- Use structured interview questions to ensure a fair and consistent evaluation process

Candidates may be required to complete assessments/tests relevant to the role.

2.4 Selection and Offer

- The preferred candidate will be determined based on interview performance, experience and organisational cultural fit.
- Background checks and reference verification will be conducted before sending the Letter of Offer.
- A Letter of Offer will be sent to the candidate which will include salary, benefits, and employment terms.
- All salary and remuneration packages will be governed by the requisite experience, skill, risk and authority to fulfil the inherent requirements of the role.

2.5 Onboarding and Induction

Once the candidate accepts the offer, the Shire will initiate the onboarding process, including:

- Providing offer acceptance confirmation
- Issuing necessary documents and contracts
- Conducting an orientation program

2.6 Record Keeping and Compliance

The Shire will maintain records of all recruitment processes within its record keeping plan consistent with the *State Records Act 2000*.

3. Implementation

The Shire will implement this policy through regular performance discussions, annual performance appraisals, feedback, training and development opportunities. Performance concerns will be addressed promptly and fairly, with employees provided reasonable support and opportunities to improve.

4. Responsibilities

This Recruitment Policy will be reviewed regularly and updated to consider changing business circumstances, ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

5. Breach of Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct.

6. Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

Effective performance management supports employees to understand expectations, develop their skills and contribute positively to the Shire.
Performance concerns will be addressed promptly, fairly and consistently, with appropriate support and opportunities for improvement.

11.28 Training And Development

Introduction	The Shire of Trayning is committed to supporting employees to develop the skills, knowledge and capabilities required to perform their roles effectively. Training and development opportunities also assist the Shire to maintain a skilled workforce, meet legislative and operational requirements and encourage continuous learning and improvement.
Purpose	The Shire is committed to fostering a culture of continuous learning and professional growth. This Training and Development Policy ensures all employees have access to opportunities to enhance their skills, knowledge and career progression while complying with the relevant Western Australian employment laws and regulations.
Scope	This policy applies to all employees and covers internal and external training, professional development programs, compliance training and leadership development.
History	Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) State Records Act 2000 (WA) Freedom of Information Act 1992 (WA) Privacy Act 1988 (Cth), where applicable Work Health and Safety Act 2020 (WA), where applicable Criminal Code Act Compilation Act 1913 (WA), where applicable Electronic Transactions Act 2011 (WA) Copyright Act 1968 (Cth)
Related Documents	Local Government Act 1995 (WA) Work Health and Safety Act 2020 (WA) Equal Opportunity Act 1984 (WA) Fair Work Act 2009 (Cth) Industrial Relations Act 1979 (WA), where applicable State Records Act 2000 (WA), where applicable

Policy Statement

1. Objectives

The key objectives of this policy are to:

- Enhance employee skills and competencies.
- Support career development and succession planning.
- Promote a culture of continuous learning and innovation.
- Improve overall organisational performance and productivity.

2. Compliance AND Types of Training

2.1 Compliance with WA Employment Laws
Training and development will be conducted in accordance with:

- *Work Health and Safety Act 2020* - Ensuring employees receive proper safety training, including Bushfire Volunteers.
- *Equal Opportunity Act 1984* - Providing fair access to training opportunities without discrimination
- Registered Training Organisations (RTOs) and Accreditation Requirements - Compliance with nationally recognised training frameworks where applicable.

2.2 Types of Training and Development

2.2.1 Induction and Onboarding Training

All new employees must complete an induction program that includes company policies, compliance requirements, and workplace safety training.

2.2.2 Job Specific and Skills Training

Training will be provided in areas such as software systems, customer service, and operational procedures.

2.2.3 Compliance and Safety Training

Employees will undergo mandatory training in workplace safety, anti-discrimination, and prevention of harassment as required by law.

Regular refresher courses will be conducted to maintain compliance with WorkSafe WA and other regulatory bodies.

2.2.4 Leadership and Management training

Employees with leadership potential will be provided with management training to prepare them for future roles.

Training may include mentorship programs, leadership workshops and executive coaching.

2.2.5 Professional Development and External Training

Employees may request support for external courses, such as certifications, diplomas and industry-specific qualifications, subject to management approval.

2.2.6 Career Progression and Succession Planning

Employees will be encouraged to participate in career development programs that prepare them for promotions and lateral career moves.

Identified high-potential employees will be included in the succession planning process

2.2.7 Training Approval and Funding

Employees may request training through their line managers.

Training funding will be determined based on:

- Relevance to job roles
- Budget availability
- Compliance with industry requirements.

Where applicable, Government-funded training programs in WA**,** (e.g. apprenticeships and traineeships) will be utilised.

3. Implementation

Employees must seek approval before undertaking secondary employment where required and ensure it does not interfere with their Shire duties, working hours, performance or create a conflict of interest. Managers will assess applications consistently and monitor any identified concerns.

4. Responsibilities

Employee Responsibilities

Employees are expected to:

- Participate actively in training programs
- Apply the skills and knowledge gained in their daily work
- Provide feedback on training programs to improve future initiatives.

Management Responsibilities

Managers will:

- Provide equal access to training opportunities
- Maintain records of employee training for at least 7 years in line with compliance requirements

CEO Responsibility

This Training and Development Policy will be reviewed regularly and will be updated to consider changing business circumstances and ensure that it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

5. Breach of Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary policy.

6. Variations

This policy does not form part of any employment contract and may be varied, replaced, or terminated at any time.

– End of Policy

COMMENT

Effective performance management supports employees to understand expectations, develop their skills and contribute positively to the Shire.
Performance concerns will be addressed promptly, fairly and consistently, with appropriate support and opportunities for improvement.

11.29 Work Health and Safety (WHS) Issue Resolution

Introduction	The Shire of Trayning is committed to providing a safe and healthy workplace and to resolving work health and safety issues promptly and effectively. This policy provides a clear process for consultation, communication and resolution of WHS issues in accordance with legislative requirements.
Purpose	The purpose of this policy is to outline the Shire's approach to resolving work health and safety (WHS) issues promptly and effectively. This policy ensures compliance with the *Work Health & Safety Act 2020* (WHS Act) and demonstrates our commitment to maintaining a safe and healthy workplace for all employees, contractors and visitors.
Scope	This policy applies to all Shire employees, contractors, and visitors. This policy covers all work-related health and safety issues that may arise and need resolution. Examples of issues that also fall within this category include the following psychosocial issues, such as: • leadership practices, • planning and resourcing, • change management, • work demands, • organisational justice, • role clarity, • bullying, • harassment • discrimination, • workplace culture.
History	Adopted 14 October 2026
Legislation	Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA) Equal Opportunity Act 1984 (WA), where applicable Fair Work Act 2009 (Cth), where applicable
Related Documents	Work Health and Safety Policy Work Health and Safety Procedures Work Health and Safety Risk Management Procedures Incident and Hazard Reporting Procedures Emergency Management Procedures Code of Conduct Counselling and Disciplinary Policy

Policy Statement

The Shire is committed to providing a safe and healthy work environment by:

- Promptly addressing and resolving all WHS issues raised.
- Encouraging open communication between management, employees, and Health and Safety Representatives (HSRs).

- Complying with all relevant legislation, standards, and codes of practice.
- Supporting a proactive approach to identifying and managing WHS risks.

All employees are encouraged to report WHS issues promptly to facilitate timely and effective resolution.

1. Key Principles

- Consultation: Involve all relevant parties in resolving WHS issues, including employees and HSRs.
- Promptness: Address issues quickly to minimise risks to health and safety.
- Transparency: Communicate openly about issues and their resolution process.
- Compliance: Adherence to the requirements set out in the WHS Act.

2. Implementation

The Shire will implement this policy by ensuring WHS issues are reported, assessed and resolved promptly through consultation with affected workers and Health and Safety Representatives. Managers will ensure appropriate actions are taken to manage risks and monitor the effectiveness of resolutions.

3. Responsibilities

Employees

It is the employee's responsibility to ensure:

- WHS issues are reported promptly.
- Full cooperation during the resolution process.

Managers

It is the Manager's responsibility to ensure:

- The timely resolution of WHS issues.
- Consultation is facilitated with employees and HSRs.

Health and Safety Representatives (HSRs)

It is the HSR's responsibility to ensure:

- Workers are represented in WHS matters and assist in issue resolution (where an employee makes such a request).

WHS Committee

It is the WHS Committee's responsibility to:

- Provide support and advice during the issue resolution process as requested.

4. WHS Issue Resolution Process

4.1 Identify the Parties to the Issue

First, identify the parties to an issue as outlined under the WHS Act, Section 80. Parties include:

(i) Any Person Conducting a Business or Undertaking (PCBU) involved in the issue.
(ii) Any representative of a person(s) referred to in (i) who represents them concerning the issue.
(iii) Any worker affected by the issue.
(iv) Any representative of a worker(s) referred to in (iii) who represents them concerning the issue.

The PCBU/s must ensure that the representatives referred to in (ii) and (iv) have an appropriate level of seniority, are sufficiently competent to act as representatives, and are not HSRs.

4.2 Take Reasonable Steps to Resolve the Issue

The parties must make reasonable efforts to resolve the issue in a timely, final, and effective manner following the relevant agreed default procedure set out below. This is in accordance with Regulation 23 of the Work Health and Safety (General) Regulations 2022.

The key steps of issue resolution are:

(i) Any party to an issue may commence the procedure by informing the other party that there is an issue to be resolved and describing its nature and scope.

(ii) As soon as the parties are informed, they must meet or communicate with each other to attempt to resolve the issue.

(iii) The parties must regard all relevant matters, including the following:

- The degree and immediacy of risk to workers or other persons affected by the issue.
- The number and location of workers or other persons affected by the issue.
- The measures (both temporary and permanent) that must be implemented to resolve the issue.
- Who will be responsible for implementing the resolution measures.

(iv) A party may nominate someone to assist or represent it in resolving the issue (not an HSR).

(v) If the issue is resolved, the details and resolution must be in a written agreement if any party requests this.

(vii) If a written agreement is prepared, all parties to the issue must be satisfied that the agreement reflects the resolution of the issue.

(v) All parties to the issue and, if requested, the WHS Committee must be given a copy of the written agreement.

(vi) If the issue remains unresolved after reasonable efforts, any party may request WorkSafe to appoint an inspector to resolve the matter.

- Where WorkSafe appoints an inspector to resolve the matter, the inspector's resolution is the final resolution of the issue.

5. Breach of Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct.

6. Variations

This policy does not form part of any employment contract and may be varied, replaced, or terminated at any time.

– End of Policy

COMMENT

Effective issue resolution supports a safe and cooperative workplace by ensuring WHS concerns are identified, communicated and addressed promptly.

The Shire encourages employees to raise concerns early and supports consultation with workers and Health and Safety Representatives throughout the resolution process.

11.30 Work Health and Safety

Introduction	The Shire is committed to providing each of our workers with a safe and healthy place to work and endeavouring to ensure our practices will not compromise the work health and safety (WHS) of others at the workplace. To achieve this policy, the Shire will make every reasonable effort to comply with the *Work Health and Safety Act 2020*, the WHS (General) Regulations 2022 and approved Codes of Practice and Guidelines issued by WorkSafe. Our organisation's plans, procedures, processes, competency training, and resourcing will focus on hazard and risk identification, risk assessment, control measures, and review, as well as health and wellbeing.
Purpose	The purpose of this policy is to provide a clear and consistent process for identifying, reporting and resolving work health and safety issues. The policy supports timely consultation and resolution of WHS concerns and promotes a safe and healthy workplace for employees, contractors and visitors.
Scope	This policy applies to the Shire's employees and contractors (collectively known as workers) in workplaces under the business' control.
History	Adopted 14 October 2026
Legislation	Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA) Equal Opportunity Act 1984 (WA), where applicable Fair Work Act 2009 (Cth), where applicable
Related Documents	Work Health and Safety Policy Work Health and Safety Plan Work Health and Safety Procedures Risk Management Policy Incident and Hazard Reporting Procedures Emergency Management Procedures Code of Conduct Counselling and Disciplinary Policy

Policy Statement

1. Objective and Measures

1.1 The Shire's objectives are to provide a safe and healthy work environment free from harm for all workers (employees, contractors, volunteers and visitors). We will demonstrate a proactive and consultative commitment to all areas of health and safety to our stakeholders.

1.2 We will measure our WHS performance with the following Key Performance Indicators (KPIs):

- Hazards reported and hazard controls implemented.
- Percentage of workers: WHS and Site Inductions are completed.
- Number of workers who are competency-based trained in WHS requirements.
- Number of site, task, or workplace inspections.
- Number of Total Recorded Injuries.

2.0 Policy Duty of Care and Due Diligence

Budgeting and committing to the Work Health and Safety Policy is a shared responsibility, but it primarily falls within the scope of the Chief Executive Officer.

The Chief Executive Officer is responsible for ensuring adequate resources are allocated for WHS initiatives. This includes approving the overall budget for safety programs, training, equipment, and other necessary resources.

Management plays a crucial role in implementing the WHS Policy. This involves effectively managing the allocated budget and ensuring that funds are used appropriately to maintain and improve workplace safety.

The Chief Executive Officer:

2.1 Will exercise due diligence by keeping an up-to-date knowledge of WHS matters, taking direction from Management concerning the planning and adequate resourcing of business activities related to WHS. The CEO ensures Management has the planning authority and adequate resourcing with employees, equipment and skilled WHS resources to execute WHS activities in compliance with WHS legislative requirements.

Management:

2.2 Will exercise its delegated authority over safety-related resources and company activity to determine and deploy the level of safety resources they deem necessary, so far as reasonably practicable, and within the Board-approved budget.

2.3 Ensures the health and safety of all workers:

2.3.1 by identifying hazards, assessing and controlling risks, reviewing and monitoring the effectiveness of controls, and addressing identified issues. This includes investigating mandatory incident reporting through root cause analysis, risk assessment, and control application.

2.3.2 during WHS activities and providing information on hazards and risks, and workplace change with included consultation and communication.

2.3.3 By providing a safe workplace environment and facilities, including scheduled maintenance, prompt repair of plant and equipment and quarterly scheduled workplace and task audits.

2.3.4 By providing information, instruction, competency training and supervision to ensure workers have the skills to perform their roles and duties safely.

2.3.5 By following and championing the Code of Conduct and raise an incident report on any observed non-compliance.

Workers including Volunteers:

2.4.1 Share responsibility for their safety and that of their co-workers and others affected by work practices. They will actively cooperate and work collectively to eliminate, minimise, and control health and safety risks.

2.4.2 Will engage in effective consultation and cooperation for all work health and safety matters.

2.4.3 Will actively participate in competency training and comply with workplace health and safety laws, policies, procedures, work instructions, and safe work processes.

2.4.4 Once inducted and competency trained in WHS procedures and processes, will follow these at all times, including personal protective equipment (PPE) requirements.

2.4.5 Must ensure that any visitors to an operational workplace complies with all site-related PPE requirements.

2.4.6 Must immediately report all known or observed hazards, including workplace behaviours contravening the Code of Conduct, to the management (if it is safe to do so).

2.4.7 Must immediately report work-related injuries or near-miss incidents to Management. Check with Management for serious incidents to see if the scene needs to be preserved.

2.4.8 Understand the emergency and evacuation procedures and cooperate with directions from emergency or evacuation wardens.

2.4.9 Follow the Code of Conduct and raise an incident report on any observed non-compliance.

3. Safety management system

3.1 The Shire will maintain a Safety Management System that executes the WHS duty of care and due diligence for all stakeholders. The system will be held at our offices with access to all required materials shared with all workers, The system will be monitored and reviewed every 12 months and/or when required by a WHS issue, hazard, or incident.

3.2 The WHS System will contain all WHS training and competency records along with details on all qualifications, licenses and permits. These will be stored and aligned to our WHS training matrix.

4. Breach of Policy

Any worker found to have breached this policy may be subject to disciplinary action in accordance with the Shire's Counselling & Disciplinary Policy.

5. Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

The effective resolution of WHS issues helps protect workers and others from harm and supports a positive safety culture.
The Shire encourages issues to be raised promptly and resolved through consultation, cooperation and appropriate risk management.

Engineering, Works & Asset Management

12.1 Shire Plant, Vehicles and Equipment

Introduction	The Shire of Trayning provides vehicles, plant and equipment to support the efficient delivery of local government services. These assets are significant public resources and must be used responsibly, safely and only for authorised purposes.
Purpose	The Shire may allow employees to use plant, vehicles and equipment on occasions in accordance with this policy.
Scope	This policy applies to all elected members and employees, of the Shire.

History		
	Former Policy	3.1.1 and 3.1.3
	Adopted	15 April 1996 and 16 May 1988
	Amended	21 June 2000
	Amended	21 August 2003
	Amended	21 June 2006
	Amended	13 December 2006
	Amended	19 December 2007
	Replaced	27 July 2011
	Adopted	14 October 2026

Legalisation	Local Government Act 1995 (WA) Work Health and Safety Act 2020 (WA) Road Traffic Act 1974 (WA) Road Traffic (Authorisation to Drive) Act 2008 (WA), where applicable
Related Documents	Plant Replacement Program Employment Contracts Code of Conduct Motor Vehicle and Plant Operating Procedures

Policy Statement

3.1 Any Elected Member or staff member may be permitted to use a Council passenger vehicle (i.e. sedan or utility) during Shire-related business, when available.

3.2 An employee having private use of a passenger vehicle, whether as an employment condition or temporary approval, is responsible to ensure that it is:

a) appropriately garaged, secured or supervised at all times

b) is not driven by a person without a valid motor vehicle licence

c) is not driven by any person who is not an employee of the Shire, unless the responsible employee is a passenger in the vehicle

3.3 The CEO may permit other employees temporary limited private use of a passenger vehicle should circumstances be warranted, under conditions including:

a) the vehicle is appropriately garaged, secured or supervised at all time

b) fuel contribution may be required

c) the employee is the only person authorised to drive the vehicle

3.4 Notwithstanding the limitations of 2(c) and 3(c) above, in exceptional circumstances the CEO may approve strictly limited use of a vehicle by a person who is not a spouse or partner, provided that:

a) the employee accepts responsibility for the other person's use of the vehicle

b) such use is closely linked to the business purposes of the Shire or provisions of the employment contract

c) the use is of minimal duration, time and distance such as:

(i) driving the vehicle to/from repairs if the employee is unavailable

(ii) delivering or picking up an employee from a commitment

3.5 Large plant (e.g.) trucks, graders, backhoe, sweeper, front end loader and the like, are only be provided to use by either:

a) an employee, with approval from the CEO or MOW or

b) a person authorised by the CEO

and, that the use be restricted to:

a) Shire owned property and improvement thereof;
b) a community purpose approved by the CEO; and
c) a suitably qualified operator operating the plant.

3.6 Small plant (e.g.) whipper snippers, lawn mowers, etc are allowed for use by Shire employees to maintain their Shire owned property.

3.7 All private use of vehicles, plant, equipment etc, terminates immediately upon conclusion of employment, unless specifically agreed by the CEO.

3.8 Smoking is not permitted in any Shire vehicle or plant.

4.0 Implementation

This policy will be communicated on an ongoing basis and implemented and accessible for each employee.

5.0 Responsibility

This Plant, Vehicles and Equipment Policy will be updated to consider changing business circumstances ensuring it provides opportunities for continuous improvement. This policy will be managed by the Chief Executive Officer.

6.0 Breach of this Policy

A breach of this policy will depend on the nature and seriousness of the behaviour and may be treated as an act of misconduct in accordance with the Counselling and Disciplinary policy.

7.0 Variations

This policy does not form part of any employment contract. The Shire may vary, replace, or terminate this policy occasionally.

– End of Policy

COMMENT

Shire vehicles, plant and equipment are public assets and must only be used for authorised purposes in accordance with Council policy, legislative requirements and operational procedures.

12.2 Plant – Security During Roadworks

Introduction	During road construction and maintenance works, it may be necessary to leave Shire plant and equipment at or near work sites overnight. This policy provides guidance for the secure storage of plant during roadworks to minimise the risk of theft, vandalism and unauthorised use while maintaining operational efficiency.
Purpose	To establish a consistent approach to the secure placement of Shire plant and equipment during roadworks and to minimise risks to Council assets, workers and the public.
Scope	This policy applies to all Shire employees, contractors and authorised persons responsible for the operation, supervision or security of Shire plant and equipment during road construction, maintenance and associated works.

History		
	Former Policy	3.1.2
	Adopted	16 October 1972
	Amended	15 April 1996
	Amended	21 June 2000
	Adopted	14 October 2026

Legalisation	Local Government Act 1995 (WA) Work Health and Safety Act 2020 (WA) Road Traffic Act 1974 (WA) (where applicable)
Related Documents	Shire of Trayning Plant and Vehicle Procedures (if applicable) Shire of Trayning Work Health and Safety Policies Shire of Trayning Asset Management Plan (if applicable)

Policy Statement

Where practical, the Manager of Works (or delegated officer) is to seek permission from adjoining landowners to leave Shire plant and equipment on or near occupied properties during roadworks where doing so will improve the security of the plant. The location selected must not create a hazard to road users, workers or the public and must comply with applicable work health and safety requirements.

– End of Policy

COMMENT

Nil

12.3 Works Depot – Security

Introduction	The Shire of Trayning is responsible for ensuring that its works depot, plant, equipment, fuel, materials and other assets are adequately protected from unauthorised access, theft, vandalism and misuse. This policy establishes security requirements for access to and use of the Works Depot.
Purpose	To provide a secure operating environment for the Shire Works Depot by controlling access, protecting Council assets and promoting safe work practices.
Scope	This policy applies to all Shire employees, contractors, authorised visitors and any other persons granted access to the Shire Works Depot or its facilities.
History	Former Policy 3.1.4 Adopted 16 May 1988 Amended 19 December 2007 Amended 27 July2011 Adopted 14 October 2026
Legalisation	Local Government Act 1995 (WA) Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA)
Related Documents	Shire of Trayning Work Health and Safety Policies Shire of Trayning Plant, Vehicles and Equipment Policy Shire of Trayning Asset Management Plan (where applicable)

Policy Statement

1. No employee is to enter or remain within the Shire Works Depot outside normal working hours unless authorised by the Chief Executive Officer, Manager Corporate Services (where applicable), Manager of Works or another authorised officer.
2. The Works Depot, including its workshops, equipment and facilities, is to be used solely for authorised Shire business. Maintenance or repair of private vehicles, machinery or equipment is not permitted unless expressly authorised by the Chief Executive Officer.
3. Fuels, oils, hazardous substances, plant, tools and other Council assets are to be securely stored when not in use to minimise the risk of theft, damage, unauthorised access or environmental harm.
4. Employees are responsible for ensuring gates, buildings, workshops and storage areas are secured when leaving the depot outside normal operating hours.

– End of Policy

COMMENT

Nil

13.1 Road Making Materials

Introduction	The Shire of Trayning requires access to suitable road making materials, including gravel and sand, to construct, maintain and rehabilitate the local road network. This policy establishes the principles for obtaining road making materials from private land, managing the payment of royalties, and ensuring the responsible use and rehabilitation of gravel pits in accordance with sound asset management and environmental practices.
Purpose	To provide a consistent framework for the acquisition and management of road making materials, including the payment of royalties for materials extracted from private property, the responsible sourcing of materials, and the rehabilitation of gravel pits used for road construction and maintenance.
Scope	This policy applies to all Shire of Trayning road construction and maintenance projects involving the extraction or use of gravel, sand or other road making materials. It applies to Councillors, employees, contractors and any other persons undertaking works on behalf of the Shire.

History		
	Former Policy	3.2.1 and 3.2.2
	Adopted	20 December 1971 and 15 August 1977
	Amended	15 April 1996
	Amended	21 June 2000
	Amended	21 August 2002
	Amended	19 December 2007
	Amended	27 July 2011
	Adopted	14 October 2026

Legislation	Local Government Act 1995 (WA) Local Government (Functions and General) Regulations 1996 Mining Act 1978 (WA) (where extraction approvals are required) Environmental Protection Act 1986 (WA) Any other applicable Commonwealth or Western Australian legislation relating to environmental management, native vegetation, heritage or land access.
Related Documents	Shire of Trayning Annual Budget Shire of Trayning Road Management and Asset Management Plans Any gravel extraction agreements or licences entered into by the Shire Environmental approvals or rehabilitation plans, where applicable.

Policy Statement

1. A royalty shall be paid for gravel or sand removed from private property.

2. As from the 2011-2012 financial year the amount payable for the gravel or sand removed, is to be increased by the Local Government Cost Index as calculated by WALGA at 30 June annually.

3. Gravel shall not be taken from road reserves for the use in road construction and maintenance, and that allocation be made in the Annual Budget for the rehabilitation of exhausted gravel pits.

4. Provision is to be made within each project costing for rehabilitation of gravel pits used that year, as appropriate, should a portion of the pit be exhausted.

– End of Policy

COMMENT

This policy provides guidance for the acquisition, payment of royalties and management of road making materials used in Shire road construction and maintenance activities, including the rehabilitation of gravel pits where appropriate.

13.2 Provision of Crossovers

Introduction	The Shire of Trayning recognises that safe and practical access from public roads to private properties is essential for residents, businesses and rural landowners. This policy establishes the Shire's contribution towards the construction of first crossovers and clarifies the responsibilities of property owners for crossover construction, upgrades and ongoing maintenance.
Purpose	To establish a fair and consistent approach to the provision and funding of first crossovers to rateable properties and to define the respective responsibilities of the Shire and property owners.
Scope	This policy applies to all applications for new crossovers connecting private property to roads under the care, control and management of the Shire of Trayning. It applies to residential, commercial, industrial and rural properties.

History		
	Former Policy	3.2.3
	Adopted	10 October 1979
	Deleted	15 April 1996
	Amended	21June 2000
	Amended	27 July 2011
	Adopted	14 October 2026

Legislation	Local Government Act 1995 (WA) Local Government (Uniform Local Provisions) Regulations 1996 Road Traffic Act 1974 (WA), where applicable Road Traffic (Administration) Act 2008 (WA), where applicable Any applicable Main Roads Western Australia requirements
Related Documents	Shire of Trayning Engineering Design Standards Shire of Trayning Crossover Application Form Shire of Trayning Schedule of Fees and Charges Shire of Trayning Annual Budget Shire of Trayning Public Places and Local Government Property Local Law Applicable Main Roads Western Australia standards and guidelines

Policy Statement

1. Approval

All new crossovers, alterations to existing crossovers and replacement crossovers require prior approval from the Shire of Trayning before construction works commence.

Crossovers must be constructed in accordance with the Shire's approved specifications, standards and any conditions imposed by the Shire.

2. First Crossover Contribution

The Shire will contribute 50% of the approved cost of constructing one standard first crossover providing access to a property within the Shire, subject to the requirements of this policy and the availability of budget funds.

3. Standard Crossover

A standard crossover is a crossover constructed in accordance with the Shire's approved engineering specifications and standards.

4. Townsite Areas

In townsite areas, a standard crossover will generally have the same pavement surface as the public road it joins and, where applicable, the following pipe/crossover widths:

Residential and commercial premises – 4.0 metres;
Light industrial premises – 4.5 metres;
Heavy industrial premises – 6.0 metres; and
Service stations – 7.5 metres;
with a 1.5 metre radius "fishtail" onto the kerb line, where applicable.

5. Rural Areas

For rural properties, the Shire's contribution towards a first standard crossover will be provided by either:

the provision of suitable stormwater drainage infrastructure where required; or
the supply/delivery of up to 5m³ of gravel,
as determined by the Shire having regard to the site requirements and the approved crossover design.

6. Non-Standard Crossovers

Where a property owner requests a crossover that exceeds the dimensions, materials, specifications or standard applicable to the property, the property owner is responsible for all additional costs.

7. Additional Crossovers

The Shire will not contribute towards additional crossovers serving the same property unless Council determines otherwise due to exceptional circumstances.

8. Maintenance

The property owner is responsible for the ongoing maintenance, repair and renewal of the crossover serving their property.

The Shire is not responsible for routine maintenance of private property crossovers.

9. Unauthorised or Non-Compliant Crossovers

A crossover constructed without prior approval or not constructed in accordance with the Shire's approved specifications may be required to be modified, removed or reinstated at the property owner's cost.

10. Road Construction Projects

Where the Shire undertakes the construction or reconstruction of a road listed in its approved works program, the Shire may provide or reinstate standard crossovers to existing property accesses or established gateways, subject to the approved project design and available budget.

11. Exceptional Circumstances

Council may, by resolution, approve a variation to the contribution provided under this policy where exceptional circumstances exist and the variation is considered to be in the best interests of the community.

– End of Policy

COMMENT

This policy establishes the Shire's contribution towards standard first crossovers and clarifies the responsibilities of property owners for construction and maintenance.

13.3 Private Works

Introduction	From time to time, the Shire of Trayning may undertake works on behalf of private landowners or organisations where the use of Shire resources is appropriate and does not adversely impact the delivery of Council services. This policy establishes the circumstances under which private works may be undertaken and the principles for recovering the full cost of those works.
Purpose	To provide a consistent framework for the undertaking of private works by the Shire, ensuring that Council resources are used appropriately, statutory responsibilities are prioritised, and the full cost of private works is recovered.
Scope	This policy applies to all requests for private works undertaken by the Shire of Trayning using Shire employees, plant, equipment or materials. It applies to all persons, businesses and organisations requesting private works.
History	Former Policy 3.2.7 Adopted 16 April 1996 Amended 21June 2000 Amended 27 July 2011 Adopted 14 October 2026
Legalisation	Local Government Act 1995 (WA) Local Government (Functions and General) Regulations 1996 Local Government (Financial Management) Regulations 1996
Related Documents	Shire of Trayning Schedule of Fees and Charges Annual Budget Shire of Trayning Plant Replacement and Asset Management Plans (where applicable)

Policy Statement

Private works will only be carried out where –

a) the approved capital works and operational works programs will not be adversely affected unless the CEO is of the opinion that the advantages of carrying out the private works justifies some reassessment of the works programme;
b) full costs including supervision, travel time to and from the project, and administration costs are recovered through private works charge rates to be set annually in the Schedule of Rates and Charges;
c) agreements for private works are made in writing and signed by the person requesting the works. Where deemed necessary prepayment may be required before the commencement of work.

– End of Policy

COMMENT

This policy ensures that private works are undertaken only where Council operations are not compromised and that the full cost of providing the service is recovered.

13.4 Intersections – Clearing requirements

Introduction	The Shire of Trayning is committed to maintaining a safe and efficient local road network. Adequate visibility at road intersections is essential to minimise safety risks for all road users. This policy establishes the requirements for vegetation clearing at road intersections to achieve appropriate sight distances while ensuring compliance with environmental and heritage legislation.
Purpose	To provide a consistent approach to vegetation clearing at road intersections that improves road safety while protecting environmental, cultural and heritage values and ensuring compliance with applicable legislation.
Scope	This policy applies to vegetation clearing undertaken within road reserves under the care, control and management of the Shire of Trayning for the purpose of maintaining or improving visibility at road intersections. It applies to Shire employees, contractors and any other persons authorised to undertake clearing on behalf of the Shire.

History		
	Former Policy	3.2.8
	Adopted	16 May 2005
	Amended	19 December 2007
	Amended	27 July 2011
	Adopted	14 October 2026

Legalisation	Local Government Act 1995 (WA) Environmental Protection Act 1986 (WA) Environmental Protection (Clearing of Native Vegetation) Regulations 2004 Biodiversity Conservation Act 2016 (WA) Conservation and Land Management Act 1984 (WA) Soil and Land Conservation Act 1945 (WA) Environment Protection and Biodiversity Conservation Act 1999 (Cth) Aboriginal Cultural Heritage Act 2021 (WA) (where applicable) Native Title Act 1993 (Cth)
Related Documents	Main Roads Western Australia Roadside Conservation and Vegetation Management guidelines Shire of Trayning Road Management Plan Environmental approvals or clearing permits, where required

Policy Statement

Clearing of 150 metres, where required, will be provided at intersections, vegetation treatment/clearing is related to ensuring an adequate ‘sight line area’

- Sight line area means an area between the edge of a stretch of road and a line of sight necessary for the safe use of the stretch of road.

- A sight distance of 150 metres is considered adequate for vegetation treatment and clearing at gravel road intersections, subject to site-specific conditions and accepted engineering standards.
- Maintenance and protection of transport corridor infrastructure
- Extent of clearing - Complete clearing to the width and height previously cleared for that stretch of road
- Clearing to the extent necessary –
  - Maintain the efficacy of the infrastructure
  - Provide access to the infrastructure to maintain it.
- Clearing must be done in such a way as to limit damage to neighbouring vegetation.
- Clearing is compliant with all other relevant laws that may relate to clearing. These could include;
  - Environmental Protection Act 1986
  - Biodiversity Conservation Act 2016 (WA) Conservation and Land Management Act 1984
  - Soil and Land Conservation Act 1945
  - Environmental Protection and Biodiversity Act 1999
- Aboriginal Cultural Heritage Act 2021 (WA)
- The clearing must be done by or with prior authority of, the Shire of Trayning, Main Roads WA, The Public Transport Authority or any other person or legal entity responsible for the designated section of road.
- A 'Permit to Clear' must be applied for and obtained from the Department of Water and Environmental Regulation (DWER) for the clearing of a new sight line, or to extend an existing sight line beyond the extent previously cleared for that area. NB: Clearing exemptions apply for existing sight line areas under Schedule 2(1), 2(2) under the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

– End of Policy

COMMENT

Vegetation clearing should be limited to the minimum extent necessary to maintain safe sight distances at intersections. All clearing activities must be undertaken in accordance with applicable environmental, heritage and native vegetation legislation and, where required, appropriate approvals must be obtained before works commence.

13.5 Intersections – Design Improvements

Introduction	The Shire of Trayning is committed to providing a safe and efficient road network for all road users. Well-designed intersections improve visibility, reduce vehicle conflict points and contribute to safer travel. This policy establishes the Shire's approach to progressively improving intersection layouts through road maintenance programs and capital works.
Purpose	To provide a consistent framework for the design and improvement of road intersections that enhances road safety, improves traffic movements and supports the effective management of the Shire's road network.
Scope	This policy applies to the planning, design, construction, maintenance and upgrade of intersections on roads under the care, control and management of the Shire of Trayning. It applies to all road improvement projects undertaken by or on behalf of the Shire.
History	Former Policy 3.2.9 Adopted 16 May 2005 Amended 27 July 2011 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Road Traffic Act 1974 (WA) (where applicable) Road Traffic (Administration) Act 2008 (WA)
Related Documents	Austroads Guide to Road Design Main Roads Western Australia Road Design Guidelines Shire of Trayning Asset Management Plan Annual Budget and Capital Works Program.

Policy Statement

1. Where practicable and subject to available funding, either through general maintenance or specific Budget allocation for significant work, a program of gradual modification to all (sweeping) Y intersections, and the removal of slip lanes at intersections is to be pursued.

2. New and upgraded intersections should, where practicable, be designed as close as possible to 90 degrees and generally not less than 70 degrees, having regard to site constraints and accepted engineering standards.

3. Intersections at “Grade” include those intersections or junctions where two or more roads cross or meet at the same level

4. Intersection design should minimise potential vehicle conflict points and maximise visibility to improve road safety.

5. Safety is the prime consideration in the modification of Y intersections and the removal of slip lanes.

– End of Policy

COMMENT

The Shire will seek to progressively improve the safety and functionality of intersections as funding becomes available. Priority will be given to improvements that reduce vehicle conflict points, improve sight distance and align with recognised road design standards.

13.6 Restricted Access Vehicles (RAVs) – Routes and Operating Conditions

Introduction	The Shire of Trayning supports the safe and efficient movement of freight and heavy vehicles while protecting the integrity of the local road network. This policy establishes the conditions under which Restricted Access Vehicles (RAVs) and other permit vehicles may operate on roads under the care, control and management of the Shire in conjunction with the Main Roads Western Australia (MRWA) Permit Network.
Purpose	To provide a framework for managing access by Restricted Access Vehicles (RAVs) and other permit vehicles on the Shire's road network, ensuring road safety, protecting road infrastructure and maintaining consistency with the Main Roads Western Australia Permit Network.
Scope	This policy applies to all Restricted Access Vehicles (RAVs) and permit vehicles seeking access to roads under the care, control and management of the Shire of Trayning. It applies to vehicle operators, transport companies and any other persons seeking approval to operate permit vehicles on the local road network.

History		
	Former Policy	1.1.15
	Adopted	21 June 2000
	Amended	19 September 2001
	Amended	27 July 2011
	Amended	15 October 2014
	Adopted	14 October 2026

Legislation	Local Government Act 1995 (WA) Road Traffic (Vehicles) Act 2012 (WA) Road Traffic (Vehicles) Regulations 2014 (WA) Road Traffic (Administration) Act 2008 (WA), where applicable Road Traffic (Administration) Regulations 2014 (WA), where applicable
Related Documents	Main Roads Western Australia – RAV Mapping Tool Main Roads Western Australia – Permits, Orders and Schemes Main Roads Western Australia – Access Requirements in WA Main Roads Western Australia – applicable RAV Network Road Tables Shire of Trayning Road Management Plan Shire of Trayning Asset Management Plan Shire of Trayning Local Emergency Management Arrangements, where relevant

Policy Statement

This Policy has been developed to align with the MRWA Permit Network System, to ensure that only permitted (Restricted Access Vehicles) RAVs must operate in accordance with the applicable Main Roads access approval, order/permit and approved network to the conditions specified. The current Restricted Access Vehicle (RAV) Mapping System and permit information is available from Main

Roads Western Australia. Operators are responsible for ensuring their vehicle meets the access conditions imposed by MRWA and the Shire of Trayning.

This Policy applies to all RAV's (or Heavy Vehicles) to a maximum width of 2.5m and maximum height of 4.3m.

Approval is to be sought from MRWA's Heavy Vehicle Operations (HVO) section, to use any RAV on Council's Road Network, that is greater than 2.5m in width, or greater than 4.3m in height, as these RAV's are not covered in this Policy.

Conditions

1. The section of Harrods Road between Bencubbin Kununoppin and Kununoppin Mukinbudin Roads is closed to vehicles exceeding 19m with the exception of local traffic, being vehicles servicing properties located on this section of road with no alternative access.

2. Access is limited to roads approved by Main Roads Western Australia in consultation with the Shire of Trayning and shown on the current RAV Mapping System.

3. General conditions of operation on Shire of Trayning roads are -
   (a) There will be no operation on unsealed road segments when visibly wet;
   (b) School buses operate on most Local Authority roads. Operators must show all courtesy to school buses and local traffic;
   (c) Speed limit for permit vehicles is:
      (i) Permit vehicles must comply with all applicable posted speed limits and any conditions imposed by Main Roads Western Australia.
   (d) Council may review operation and add or remove roads from the approved list, subject to Commissioner of Main Roads discretion.

– End of Policy

COMMENT

13.7 Kununoppin Airstrip

Introduction	The Shire of Trayning is responsible for maintaining the Kununoppin Airstrip to ensure it remains safe and serviceable for aircraft operations. Effective vegetation and weed management is an important component of maintaining the operational condition and safety of the airstrip.
Purpose	To provide for the ongoing management of vegetation and weed growth at the Kununoppin Airstrip to maintain safe operating conditions and protect the airstrip infrastructure.
Scope	This policy applies to the maintenance of the Kununoppin Airstrip and to all vegetation and weed control activities undertaken by or on behalf of the Shire of Trayning.
History	Former Policy 3.2.4 Adopted 15 April 1996 Amended 21 June 2000 Amended 19 December 2007 Adopted 14 October 2026
Legislation	Local Government Act 1995 (WA) Biosecurity and Agriculture Management Act 2007 (WA) Health (Pesticides) Regulations 2011 (WA) (where chemical application is undertaken) Civil Aviation Act 1988 (Cth) (where applicable) Civil Aviation Safety Authority (CASA) requirements and applicable aerodrome standards and guidance material.
Related Documents	Shire of Trayning Asset Management Plan Shire of Trayning Annual Works Program Applicable CASA aerodrome standards and guidance material Herbicide manufacturer's instructions and Safety Data Sheets (SDS) Shire of Trayning Work Health and Safety procedures Applicable weed management requirements

Policy Statement

The Shire will undertake vegetation and weed management at the Kununoppin Airstrip as required to maintain safe and serviceable operating conditions. Weed control measures, including the application of approved herbicides where appropriate, will be carried out in accordance with relevant legislation, manufacturer recommendations and environmental best practice.

– End of Policy

COMMENT

Weed management at the Kununoppin Airstrip should be undertaken as required using appropriate methods and approved herbicides to maintain safe operating conditions while minimising environmental impacts and complying with relevant legislation.

All previous policies have been formally revoked and superseded by the current approved Policy Manual.

Council/Governance	History	Recommendation
All Policies	Revoked 14 October 2026	Adopts the current approved Policy Manual as the authoritative framework for Council Policies and governance.
Note:	Omitted Numerical Policy Numbers	These Polies have been previously repealed.