



POLICY MANUAL 2017

Updated 4 December 2017

As amended to 17 October 2018

NOTE – While the Policies in this Policy Manual are in force, the document is under review. As matters from this old Policy Manual are reviewed by Council, they will be transferred into the document in the new format.

Replaced/revoked as highlighted and dated

TABLE OF CONTENTS

DIVISION 1 – ADMINISTRATION	7
1.1 Council Meetings.....	7
1.2 Committees.....	7
1.3 Committee Functions.....	7
1.4 Agendas	7
1.5 Minutes	7
1.6 Freeman of the Shire.....	7
1.7 Local Preference Policy	8
1.8 Media Releases.....	8
1.9 Use of Social Media for Publicity	8
1.9.5 Audio Recording of Council Meetings.....	8
1.10 Risk Management Policy	14
DIVISION 2 – WORKS AND PLANT.....	17
2.1 Roads and Reserves for Roads.....	17
2.1.1 Crossovers	17
2.1.2 Crossovers – Urban Areas	17
2.1.3 Pipelines beneath Roads.....	17
2.1.4 Deep Drainage of Salt Effected Land	17
2.1.5 Use of Heavy Vehicle Combinations on Local Roads	17
2.1.6 Boundary Road Maintenance.....	22
2.1.7 Clearance of Roadsides for fencelines and services.....	22
2.1.8 Spraying of Road Verges.....	23
2.1.9 Traffic Signs	23
2.2 Works and Plant.....	23
2.2.1 Plant Repairs	23
2.2.2 Use of Equipment by Employees - REVOKED.....	23
2.2.3 Garaging of Shire Plant.....	23
2.2.4 Fire Extinguishers on Shire Plant	23
2.2.5 Used Grader Blades - REVOKED	24
2.2.6 Smoking in Shire Plant and Vehicles	24
2.2.7 Vehicle Replacement Programme.....	24
2.3 Private Works	24
2.3.1 Restrictions on use of plant for private works	24
2.3.2 Aircraft Landing Strips	24
2.3.3 Grading Farm Roads.....	24
2.3.4 Private Works for Non Profit Community and Sporting Groups.....	24
2.4 Works General.....	25
2.4.1 Gravel Supply Agreements.....	25
2.4.2 Use of Herbicides for spraying of weeds	25
2.4.3 Sale of Surplus Materials	25
2.4.4 Notice of Intention to Perform Work - Telstra	25
2.4.5 Resumption of Land for road deviations.....	25
2.4.6 Community Vehicle Policy	25
2.4.7 Landfill Site Hours and Access Outside of Hours Policy.....	29
DIVISION 3 – BUILDING CONTROLS.....	31
3.1 Building Control	31
3.1.1 Delegations to the Shires Building Surveyor.....	31
3.1.2 Temporary Living Accommodation for Home Builders	31

3.1.3	Moveable Buildings.....	31
3.1.4	Outbuildings.....	35
DIVISION 4 – HEALTH		39
4.1	Health Controls.....	39
4.1.1	Delegations to Councils Health Surveyor.....	39
4.1.2	Rave Parties, Concerts and Large Public Events	39
DIVISION 5 – PLANNING		40
5.1	Subdivision – Conditional Applicable	40
5.1.1	Subdivision Approvals should address the following issues:	40
5.1.2	Injurious Affection.....	40
5.1.3	Home Occupations	40
5.1.4	Developers Costs.....	41
DIVISION 6 – FINANCE		42
6.1	Budgets and Rating	42
6.1.1	Budget Preparation.....	42
6.1.2	Budget Submissions.....	42
6.1.3	Budget Adherence	42
6.1.4	Unpaid Rates – Procedure for Collection	42
6.2	Investments and Borrowing.....	42
6.2.1	Investment of Surplus Funds.....	42
6.2.2	Borrowings	42
6.2.3	Self-Supporting Loans.....	42
6.3	Reserve Accounts.....	42
6.3.1	Long Service Leave Reserve	42
6.3.2	Plant Reserve	43
6.3.3	Housing Reserve.....	43
6.3.4	Sewerage Reserve	43
6.3.5	Refuse Site Reserve.....	43
6.3.6	Building Maintenance Reserve	43
6.3.7	Infrastructure Reserve.....	43
6.3.8	Gymnasium Equipment Reserve	43
6.3.9	Interest on Reserve Accounts	44
6.4	Financial Reporting.....	44
6.4.1	Responsible Employee.....	44
6.5	General	44
6.5.1	Operation of Bank Account.....	44
6.5.2	Subsidies Public Halls	44
6.5.3	Financial Assistance – Community Bodies	44
6.5.4	Donations and Grants	45
6.5.5	Purchase of Property, Plant and Equipment.....	45
6.5.6	Purchasing and Tendering Policy.....	45
6.5.7	Use of Shire Credit Card.....	45
6.5.8	Rates Concession – Community and Sporting Groups.....	46
6.5.9	Rates Concession – Gillingarra Sport and Recreation Club Inc	46
6.5.10	Fuel Cards.....	46
DIVISION 7 – LEGAL.....		49
7.1	Legal Advice	49
7.2	Legal Proceedings and Prosecutions	49
7.3	Valuation of Property	49
7.4	Legal Representation Costs Indemnification	49
DIVISION 8 – STAFF		50
8.1	Staff Matters.....	50
8.1.1	Senior Staff	50

8.1.2	Appointment of Staff	50
8.1.3	New Positions	50
8.1.4	Relocation Expenses	50
8.1.5	Interview Expenses	50
8.1.6	Long Service Leave	51
8.1.7	Annual Leave	51
8.1.8	Rostered Days Off	51
8.1.9	Conditions of Employment	51
8.1.10	Staff Training	51
8.1.11	Superannuation	51
8.1.12	Staff – Other Employment	52
8.1.13	Uniforms/Protective Clothing	52
8.1.14	Equal Opportunity Policy Statement	52
8.1.15	Sexual Harassment Policy	52
8.1.16	Medical Examinations	53
8.1.17	Probationary Period	53
8.1.18	Paid Leave for Voluntary Service	53
8.1.19	Smoking in the Workplace	53
8.1.20	Conference and Seminar Attendance	53
8.1.21	Staff Training – Costs applicable	54
8.1.22	Staff Safety and Health Policy	54
8.1.23	Gratuities and Redundancy Payments	55
8.1.24	Fitness for Work	56
8.1.25	Staff Conference, Seminar and Training Policy	66
8.2	Staff Housing	70
8.2.1	Standards	70
8.2.2	Conditions of Tenancy - Staff Housing – Availability	70
8.2.3	Staff Housing – Tenancy	70
8.2.4	Electricity Accounts	70
8.2.5	Maintenance of Staff Housing	70
8.2.6	Housing Bonds and Tenancy Agreements	70
8.2.7	Rental Charges	71
8.3	Shire Motor Vehicles	72
8.3.1	Staff Private Usage of Shire Motor Vehicles	72
8.3.1.1	Statement of Intent	72
8.3.1.2	Responsibility for Expenses	72
8.3.1.3	Ownership of Vehicle	72
8.3.1.4	Maintaining Vehicles	72
8.3.1.5	Use of the Vehicle While on Leave	73
8.3.1.6	Safety	73
8.3.1.7	Licence	73
8.3.1.8	Return and Inspection of Vehicle	73
8.3.1.9	Breach of Policy	74
8.4	Calingiri Community Gym	74
8.4.1	Use of Calingiri Community Gym by Staff and Elected Members	74
8.4.2	Staff - Mobile Phone Policy	75

DIVISION 9 – MEMBERS..... 78

9.1	Councillors Expenses	78
9.1.1	Members Meeting Expenses	78
9.1.2	Members Travel Costs	78
9.1.2.1	Travel Costs	78
9.1.2.2	Private Motor Vehicle	78
9.1.2.3	Taxi Costs	78
9.1.3	Councillor Training	78
9.1.4	Conference, Seminar and Training Course Attendance	78
9.2	Meetings of Council	79
9.2.1	Questions - Notice	79
9.2.2	Motions to be written	79
9.2.3	Council Meetings	79
9.3	Members - Other	79

9.3.1	Title of Councillor or President	79
9.3.2	Councillors Induction Material	79
9.3.3	Council Representatives	79
9.3.4	Council Chamber	80
9.3.5	Executive Function Tests	80
9.3.6	Instrument of Delegation	80
9.3.7	Local Laws	80
9.3.8	Local Government Elected Members Recordkeeping Policy	80
9.3.9	Formal Communication Policy	81
9.3.10	Responsible service and consumption of alcohol on Shire premises Policy	86

DIVISION 10 – FIRE CONTROL 88

10.1	Fire Organisations	88
10.1.1	Establishment of Bushfire Brigades	88
10.1.2	Bushfire Advisory Committee	88
10.1.3	Bushfire Control Officers	88
10.1.4	Clearing Fires	88
10.1.5	Protected Burning Fires – Suspension of Requirements	88
10.1.6	Hazard Reduction Operations	88
10.1.7	Use of Shire Plant and Equipment	89
10.1.8	Emergency Equipment Hire	89
10.1.9	Infringement Notices and Legal Action	89
10.1.10	Firebreaks	89
10.1.11	Fire Reports	89
10.1.12	Prohibited and Restricted Burning Times	89
10.1.13	Harvesting on Sundays and Public Holidays	90
10.1.14	Burning on Sundays and Public Holidays	90
10.1.15	Burning of Rye Grass and Lupins	90
10.1.16	Roadside Burning	90
10.1.17	Burning of Railway Reserves	90
10.1.18	Fire Control Point	90
10.1.19	Insurance	90
10.1.20	Subdivisions	91
10.1.21	Harvest Bans	91
10.1.22	Fire Channel	91
10.1.23	Chaining Stubble	91
10.2	Fire fighting Vehicles and Equipment	91
10.2.1	Provision of Vehicles and Equipment	91
10.2.2	Housing of Fire Fighting Vehicles	92
10.2.3	Maintenance of Vehicles and Equipment	92
10.2.4	Drivers of Shire Fire fighting Vehicles	92
10.2.5	Use of Fire fighting Vehicles and Appliances	92
10.2.6	Tools and Equipment	92
10.2.7	Communications	92
10.3	Training of Fire fighters	93
10.3.1	Recognition of Training	93
10.3.2	Training Programmes	93
10.3.3	Insurance	93
10.3.4	Minimum Training Requirements	93
10.4	Safety and Health for Volunteer Fire fighters	93
10.4.1	Safety and Health	93
10.4.2	Safety Clothing and Footwear	94

DIVISION 11 – GENERAL 95

11.1	Elections	95
11.1.1	Signs for Election Advertising	95
11.2	Australian Citizenship Receptions	95
11.3	Permits and Licenses	95
11.3.1	Explosive Licenses	95
11.3.2	Renewal of Permits and Licenses	95

11.5	Shire Property.....	99
11.5.1	Calingiri Recreation Hall.....	99
11.5.2	Calingiri Recreation Hall - Hire.....	99
11.5.3	Mogumber Hall - Hire	99
11.5.4	Bolgart Hall - Hire.....	100
11.5.5	Bolgart Hall Toilets.....	100
11.5.6	Yerecoin Hall Toilets.....	100
11.5.7	Smoking in Shire Buildings.....	100
11.5.8	Consumption of Liquor	101
11.6	Shire Reserves	101
11.6.1	Tree Planting on Public Land	101
11.6.2	Picking of Wildflowers.....	101
11.6.3	Leasing of Reserves	101
11.6.4	Fencing of Land adjoining Shire controlled land	101
11.6.5	Charges for Utilities and Services	101
11.6.6	Inspection of Land Vested in Council.....	101
11.6.7	Exploration Drilling on Road Reserves	102
11.7	Regional Natural Resources Identification Kit	103
11.8	Property.....	103
11.9	Water Ex Standpipes.....	103
11.10	<i>Calingiri and Bolgart Cemeteries</i>	103
11.11	Town Beautification	103
11.12	Calingiri Ambulance.....	103
11.13	Victoria Plains Small Community Grants Program	104
11.14	Street Lighting.....	104
11.15	<i>Street Appeals</i>	104

DIVISION 1 – ADMINISTRATION

1.1 Council Meetings

Replaced 18 July 2018

1.2 Committees

Replaced/revoked 18 July 2018

1.3 Committee Functions

Replaced/revoked 18 July 2018

1.4 Agendas

Replaced/revoked 18 July 2018

1.5 Minutes

Replaced/revoked 18 July 2018

1.6 Freeman of the Shire

Guidelines for Appointment:

- ▶ The award of Freeman is intended to recognise outstanding Community Service over a significant period of time and in a diversity of activities within the Shire of Victoria Plains (The 'Shire').

- ▶ The award would not usually be presented for excellence of service in only one activity.
- ▶ The award of Freeman is to be seen as independent of any other award.
- ▶ The award is to be recognised as the highest honor that the Local Community, through its Council can confer on one of its citizens. The award will therefore be conferred sparingly and should only be conferred where there is a great assurance of public approval.
- ▶ It is not seen as desirable that the Award of Freeman be presented to a sitting member of Council.

1.7 Local Preference Policy

Replaced/revoked 13 August 2018

1.8 Media Releases

Replaced/revoked 18 July 2018

1.9 Use of Social Media for Publicity

Replaced/revoked 18 July 2018

1.9.5 Audio Recording of Council Meetings

This policy sets out the requirements and procedures for the making, storing and access to audio recordings of Council meetings.

Policy Background

In accordance with 5.22 of the *Local Government Act 1995* and associated Regulations, Councils are required to keep accurate minutes of meetings which record attendance, details of each motion and any amendments, names of movers and seconders of motion or amendment, whether motion is passed or not, and decisions (resolutions) of the meeting. A number of councils have adopted the practice of audio recording of Council meetings in order to provide a verification of the accuracy of Council Meeting Minutes until these records are procedurally and formally adopted as a true and accurate record.

A number of considerations are relevant in regard to the audio recording of Council meetings:

- *Purpose*: While not a requirement of the *Local Government Act 1995* and Regulations, the purpose of audio recording of Council meetings is to assist with the preparation of meeting minutes.
- *Temporary Records*: Audio tapes are considered 'temporary' records of Council as their main purpose is to assist in preparation of minutes and once the minutes are confirmed, the audio tapes are no longer needed. The official record of the meeting is not the audio recording but the meeting minutes, which require confirmation by Council resolution and must be signed by the Presiding Member of the meeting.
- *Declaration to the Public*: In order to comply with the *Surveillance Devices Act 1998* and the *Privacy Act 1998* advice will need to be provided to the members of the public attending Council meetings that a formal audio recording of the meeting will be made for the purpose of enabling accuracy for the formal minutes of the meeting.
- *Other Recordings*: Clause 273 of the Local Government (General) Regulation 2005 provides that a person may use a tape recorder to record the proceedings of a meeting of a Council or a Committee of Council only with the authority of the council or committee. As such, for the Shire of Victoria Plains, audio recording of a Council meeting by non-Council staff will be determined on a case-by-case basis.

Policy Purpose

The purpose of this policy is to enable audio recordings of Council meetings for the purposes of ensuring an accurate record of proceedings is provided in the formal Minutes of meetings.

Policy Objectives

The objectives of this policy are to:

- Define the purpose for which audio recordings of Council meetings are undertaken, and
- Set out procedures for audio recordings of Council meetings in regard to the appropriate creation, storage, usage, access and disposal in accordance with legislative requirements.

Implementation

Purpose of Audio recordings of Council meetings

Audio recordings will be made by the Shire of open Council meetings and Committee meetings excluding confidential matters as provided by Section 5.25 of the *Local Government Act 1995*. Such recordings are for the purpose of:

- assisting in the preparation of minutes,
- ensuring decisions are accurately recorded,
- verifying the accuracy of minutes prior to their confirmation by Council.

Audio recording refers to any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video camera, cassette recorder, or digital audio tape (DAT) recorder and stored on compact disc (CD), digital audio tape, or any other format (WAV, MP3 etc).

Public Notification of Recording of Meetings

In order to comply with the Surveillance Devices Act 1998 and the Privacy Act 1988, advice by way of a disclosure statement will be provided to the members of the public attending meetings that an audio recording of the meeting will be made. The disclosure statement will be:

“Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting. By remaining in this meeting, you consent to the recording of the meeting.”

You are not permitted to record this meeting with any recording device, unless you have the express authorisation of the Council of the Shire of Victoria Plains.”

The advice will be displayed in the following manner:

- On the notice of the agenda for meetings of Council,
- On notices at the entry to the Council Chambers or place where meetings are held,
- On the meetings page of the Shire of Victoria Plains website.

A verbal disclosure statement will also be made by the Presiding Member of Council.

Storage of Recordings

Audio recordings will be stored securely by the Executive Assistant so that only persons authorised by the Chief Executive Officer may access them. A register of access to recordings will be maintained.

Audio recordings will be stored for a period of three (3) months after the date of the meeting to which they relate or until confirmation of the minutes by Council, whichever is the longer except where retention for a longer period is otherwise required (such as for subpoenas, evidentiary purposes or complaints investigations made under the jurisdiction of Council).

Where audio recordings of Open meetings of Council are made available to members of the public through listening, a copy of the request for access to the recording will be maintained in the Shires records via the access register. Closed Council meeting audio recordings are not available for public inspection.

Access to Records

Requests to access audio recordings will be considered in accordance with the *Freedom of Information Act 1992* within the 3 month period when audio recordings are retained. The Shire may provide access by means of listening to audio recordings in the presence of a Shire staff member, if approved by the Chief Executive Officer. Such access will only be during business hours of the Shire of Victoria Plains. This service will be available free-of-charge.

Where a transcript of an audio recording is requested this will require a formal access application in accordance with the *Freedom of Information Act 1992* and will be subject to an application fee of \$30.00. Further a processing charge for dealing with an access application will be at the rate of \$30 per hour for each hour of processing time for the application. The application fee of \$30 paid by an applicant will count as a payment towards any processing charge payable by the applicant in accordance with s17 of the Act.

Code of Conduct

To assist with the administration of audio recordings of Council meetings, the Shire of Victoria Plains Code of Conduct is amended to include a new section, as noted below –

New Section (Code of Conduct)

Audio Recording of Council Meetings

Council Meetings may be audio recorded in accordance with the following requirements –

Audio Recordings of meetings are only used for verifying the accuracy of the record of proceedings shown in the formal minutes of the meeting.

Audio recordings of meetings may be made available to the public or may be disclosed to a third party, in accordance with the *Freedom of Information Act 1992* or where Council is compelled to do so by Court Order, warrant or subpoena or by any other law.

Recordings of meetings are to be destroyed as soon as their original purpose is served but no earlier than three months after their creation except where retention for a longer period is otherwise required.

Appropriate signage is to be displayed in the Public Gallery or at the public entrance to Council meetings and a verbal disclosure statement made at the commencement of each Council meeting.

At the commencement of each Council meeting, the Presiding Member will advise members of the public of the use of audio recording by way of a verbal disclosure statement:

“Members of the public are advised that meetings of Council are audio recorded to assist in preparing the formal minutes. By staying in the meeting, you consent to its’ recording. If you don’t wish to be recorded you should not address the meeting.

No-one is permitted to record a meeting with any device without express authority of Council.”

Only audio recordings of Council meetings formally approved by Council itself are permitted and unauthorised recordings by members of the public are not permitted.

Under the provisions of the Local Government Act 1995, a person may be expelled from a meeting of a council or a committee of a council for using or having used a tape recorder in contravention of instructions of Council.

If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the expelled person from the meeting and, if necessary, restrain that person from re-entering the meeting.

Council may determine to adjourn the meeting for a period of time, if appropriate, until it has ascertained that any unauthorised recording has ceased.

Tape recorder includes a video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.

Adopted 19 April 2017

1.10 Risk Management Policy

Purpose

The Shire of Victoria Plains (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

Policy

It is the Shires Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shires Integrated Planning Framework.

The Shires Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

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

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document). ..

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed biennially.

Adopted 20 September 2017

DIVISION 2 – WORKS AND PLANT

2.1 Roads and Reserves for Roads

2.1.1 Crossovers

Replaced/revoked 18 July 2018

2.1.2 Crossovers – Urban Areas

Replaced/revoked 18 July 2018

2.1.3 Pipelines beneath Roads

Replaced/revoked 18 July 2018

2.1.4 Deep Drainage of Salt Effected Land

Replaced/revoked 18 July 2018

2.1.5 Use of Heavy Vehicle Combinations on Local Roads

The Chief Executive Officer in conjunction with the Works Manager is authorised to give the Shires agreement to applications to operate applicable heavy vehicle combinations on local roads subject to:

The Shire of Victoria Plains approves the use of the following vehicles on listed local roads (see Permitted Road Table) in the Shire of Victoria Plains subject to compliance with Restricted Access Vehicle Permits issued by Main Roads WA and Shire conditions listed in the road table:-

VEHICLES PERMITTED:

Rigid Trucks to 12.5 metres

Rigid Trucks towing Pig Trailers to 20 metres

Prime Mover with Semi Trailer to 19 metres

Prime Mover with Semi Trailer towing Pig Trailer to 20 metres

Rigid Trucks towing Dog Trailers to 25 metres

Prime Mover with Semi Trailer towing Pig Trailer to 27.5 metres

B Doubles to 27.5 metres

Prime Mover towing two Semi Trailers to 27.5 metres

SPECIAL CONDITIONS:

It is the responsibility of the permit holder to familiarise themselves with permit conditions as issued by Main Roads WA and the Shire of Victoria Plains.

Permitted Road Table:-

Behanging South Road (max speed 60kph)	Behanging North Road (Between Wongan Hills Calingiri Rd and Carani East Rd only, not to be used as a through route, proof of access is required - max speed 60kph)
Benaring Road (max speed 60kph)	Big Springs Road (max speed 60kph)
Bin Road (max speed 40kph)	Bindoon Moora Road (Between Wannamal West Rd and Padbury St Moora)
Blood Road (max speed 60kph)	Bolgart East Road (no operation during school bus hours)
Bolgart West Road	Bulligan Road (max speed 60kph)
Bull Road (Max speed 60kph) LV A	Calcarra East Road LV B
Calcarra West Road (max speed 60kph)	Calingiri Goomalling Road

Calingiri New Norcia Road	Calingiri West Road (forms part of Wongan Hills-Calingiri Road network)
Campbell Street (max speed 40kph)	Carani East Road (not to be used as a through route, proof of access is required - max speed 60kph)
Carani West Road (not to be used as a through route, proof of access is required - max speed 70kph) LV A	Catabody Road (not to be used as a through route, proof of access is required)
Catabody West Road (Calingiri New Norcia Rd 1.6km to farm only - max speed 60kph)	Clarke Road (max speed 60kph)
Corondine Road (not to be used as a through route, proof of access is required - max speed 60kph)	Duggan Road (max speed 60kph)
Edmonds Road (max speed 60kph)	Emmanuel Street (max speed 60kph)
Erickson Road (max speed 60kph) LV A	
Fordham Road LV B	Gillingarra New Norcia Road (max speed 60kph)
Gillingarra Glentromie Road	Gillingarra Road (max speed 60kph)
Glentromie Yerecoin Road	Golf Course Road (Between Toodyay Bindi Rd & Woods Rd only - max speed 60kph)
Goudge Road (max speed 60kph)	Great Northern Highway
Hawkins Road	Howard Road LV A
Konnongorring West Road	Longman Road

	(no operation by RAV's when visibly wet)
Martin Road (between Yerecoin South East Rd and Carani East Rd only, not to be used as a through route, proof of access is required)	Meston Road
Mogumber West Road	Mogumber Yarrowindah Road
Motoning Road (max speed 60kph) LV A	Newdale Road
Nicholas Street (max speed 60kph)	O'Dea Place (max speed 40kph)
Old Telegraph South Road	Old Plains Road
Poincare Street (max speed 60kph)	Parker Road (not to be used as a through route, proof of access is required, max speed 60kph, between Wongan Hills Calingiri Road and Goudge Road only)
Skilling Road (Between Glentromie-Yerecoin Rd & Salt Rd only, max speed 60kph) LV A	Pither Road
Somers Street (from Toodyay Bindi Rd to Poincare St, max speed 60kph)	Smith Street (max speed 60kph)
Sykes Road (max speed 60kph)	Sudholz Road (max speed 60kph) LV A
Thompson Road	Toodyay Bindi Bindi Road (Toodyay shire boundary to Wongan Hills Calingiri Road/Wongan Hills Calingiri Road to Moora shire boundary)
Waddington Wongan Hills Road (Wongan shire boundary to Toodyay Bindi Bindi Road/Toodyay Bindi Bindi Road to Great Northern Highway)	Wirrilda Road
Wongan Hills Calingiri Road	Woods Road

	(not to be used as a through route, proof of access is required, between Carani East Rd and Yerecoin South East Rd only)
Wyening East Road (max speed 60kph) LV A	Wyening West Road (max speed 60kph) LV A
Yenart Road	Yerecoin South East Road

Through traffic passing through the Shire of Victoria Plains of the vehicle categories described are only permitted to utilise the following roads:

Main Roads (as per conditions allowed by the Commissioner of Main Roads) being:-

- New Norcia Calingiri Road
- Calingiri Goomalling Road
- Wongan Hills Calingiri Road
- Calingiri West Road
- Bindoon Moora Road
- Great Northern Highway

Local Roads:

- Mogumber West Road
- Mogumber Yarrawindah Road
- Wongan Hills Waddington Road
- Toodyay Bindi Bindi Road

When traffic of the vehicle categories as described above are utilised for the servicing of primary producers or businesses within the Shire of Victoria Plains, approval is granted for the use of listed local roads within the Shire subject to those vehicles involved taking the shortest possible route to and from the properties involved and the operator being able to provide documentation as proof of access if challenged by an authorised person.

GENERAL CONDITIONS:

Operators wishing to vary the conditions as detailed in this policy must contact Main Roads WA for approval prior to road access.

- 1) Local Government conditions will vary according to the road network, topography and traffic.
- 2) Other:
 - a) Gravel roads affected by rain may be closed forthwith. **It is the responsibility of the operator to contact the Local Authority for advice if heavy rains have fallen in the area.**
 - b) School buses operate on most local authority roads. Operators are required to avoid gravel roads in the Shire of Victoria Plains between the hours of 7am – 9am and 3pm – 5pm pm on school days.
 - c) Operators must at all times show all courtesy to school buses and local traffic.
 - d) Speed limits for permit vehicles are:
 - i. Unsealed open road 60 km / hour;
 - ii. Built up areas 50 km / hour or 10 km below the designated speed limit whichever is the lesser; or
 - iii. As outlined by Main Roads WA.
 - e) Council may review its policy and add or remove roads from the permitted roads table as they see fit subject to endorsement by the Commissioner of Main Roads.
 - f) Local Road Permits will be issued on a twelve month approval basis and approval and conditions may be reviewed annually.
 - g) It is the responsibility of the permit holder to renew their permit/s with the Local Authority prior to their expiry.
 - h) All heavy vehicle operators using Shire roads should ensure that they have a CB Radio to make contact with school bus operators at all times.

2.1.6 Boundary Road Maintenance

The Shire of Victoria Plains accepts the full responsibility for the maintenance and construction on the 10.3km of the Gabalong West Road which is a boundary road and the Shire of Moora accept full responsibility for maintenance and construction on the 5km of Gabalong East Road which is a boundary road.

The Shire of Victoria Plains agrees to maintain the following roads or portion of roads (as shown in Councils Road Inventory), which have a common boundary with the Shire of Wongan Ballidu.

- ▶ Sudholz Road
- ▶ Sandplain Road
- ▶ Duggan road
- ▶ Martin Road

2.1.7 Clearance of Roadsides for fencelines and services

Replaced/revoked 18 July 2018

2.1.8 Spraying of Road Verges

The Shire approves of farmers spraying road verges outside their boundary for wild oats, wild radish and other declared plants subject to compliance with the following standards:

- a) Spraying programme to be co-ordinated by the local LCDC.
- b) Full details of the spraying to be provided and be approved by Council prior to commencement including:
 - i) Chemicals to be used
 - ii) Names of those participating
 - iii) Date of proposed spraying
 - iv) Location of proposed spraying
 - v) Evidence of support by relevant LCDC
- c) All persons carrying out the work having access to adequate first aid supplies, having and wearing red safety vests whilst they are doing the work, having and using suitable protective clothing and equipment, provision of temporary road signage indicating "Spraying in Progress" or similar, provision of material data safety sheets for all chemicals used and a copy given to the user of the chemicals, provisions to ensure that the users understand and follow the directions as per the material data safety sheet and the Shire to make reimbursement to the LCDC for chemical costs only on submission by the LCDC of chemicals used.

2.1.9 Traffic Signs

Replaced/revoked 18 July 2018

2.2 Works and Plant

2.2.1 Plant Repairs

Replaced/revoked 18 July 2018

2.2.2 Use of Equipment by Employees - REVOKED

Revoked March 2017 – Resolution 47/2017

2.2.3 Garaging of Shire Plant

Replaced/revoked 18 July 2018

2.2.4 Fire Extinguishers on Shire Plant

All Shire vehicles and plant are to be equipped with appropriate fire extinguishers.

2.2.5 Used Grader Blades - REVOKED

Revoked March 2017 – Resolution 48/2017

2.2.6 Smoking in Shire Plant and Vehicles

Smoking is prohibited in all items of Shire plant and vehicles.

2.2.7 Vehicle Replacement Programme

Motor cars and utilities will be replaced at 30,000 kilometers or any other time with the approval of the CEO to optimise whole of life costs in the shire budget.

Amended & Adopted 16/04/14

2.3 Private Works

2.3.1 Restrictions on use of plant for private works

The Shire will refrain from hiring out small equipment such as welders, jackhammers, concrete mixer, kango rotary hammer, plate compactor, vibrating roller and chainsaws.

The Shires grader shall not be used for ripping out stumps.

Shire plant shall be available for private works hire subject to the operation of the machine being by Shire operators, prior inspection and approval of the job by the Shires Works Manager and if the cost of the works exceeds \$5,000 prepayment of at least 50% of the account by the user.

All fees for private works are charged as per the Shire's Fees and Charges Schedule.

2.3.2 Aircraft Landing Strips

Grading of aircraft landing strips for landowners will require written confirmation of acceptance of any responsibility for the strip by the owner.

2.3.3 Grading Farm Roads

Landholders are invited to make written requests for the regular grading of farm access roads while the grader is working on local roads in the vicinity. This will serve to alleviate the costs of transport if the grader is in the area.

2.3.4 Private Works for Non Profit Community and Sporting Groups

Shire plant will be made available for non profit community and sporting groups when such a usage does not interfere with Shire programs and subject to approval by the Works Manager under the following conditions:-

- a) The organisation is to make satisfactory payment arrangements for Shire operators on all plant.
- b) Costs of fuel only will be charged to the organisation.
- c) The organisation is a local group to the Shire of Victoria Plains.
- d) Satisfactory arrangements are made with the Shires Works Manager.

Amended 04/12/2017

2.4 Works General

2.4.1 Gravel Supply Agreements

Replaced/revoked 18 July 2018

NOTE: Council reserves the right to enforce its rights to extract gravel by legal means if arrangements cannot be made with landholders.

2.4.2 Use of Herbicides for spraying of weeds

To reduce the areas needed to be mowed or slashed suitable herbicides shall be used where practicable to restrict weed growth on street verges and adjacent to roads and footpaths and on vacant land in and adjacent to town sites, sporting facilities and reserves.

2.4.3 Sale of Surplus Materials

Replaced/revoked 18 July 2018

2.4.4 Notice of Intention to Perform Work - Telstra

Replaced/revoked 18 July 2018

2.4.5 Resumption of Land for road deviations

Replaced/revoked 18 July 2018

2.4.6 Community Vehicle Policy

STATEMENT OF INTENT

A policy to outline the conditions under which a community vehicle ("vehicle") is used by eligible residents ("residents") of the Shire of Victoria Plains ("the Shire") and the obligations of the Shire, volunteer drivers ("driver(s)") and residents who utilise the vehicle.

RESPONSIBILITY FOR EXPENSES

The Shire will pay all taxes, insurance premiums, running costs, maintenance and repair expenses associated with the running of the vehicle and the cost of obtaining a Police clearance for volunteer drivers.

OWNERSHIP OF VEHICLE

At all times, the vehicle remains the property of the Shire.

ELIGIBLE RESIDENTS

Includes all Seniors who are residents of the Shire of Victoria Plains, who require transportation for (in order of priority);-

- medical appointments, or
- personal reasons,

And

- the resident is unable to drive their own vehicle due to medical reasons, or
- does not have a drivers licence, or
- does not have their own vehicle, or
- does not have a friend or relative with a vehicle to drive them.

VOLUNTEER DRIVERS

Volunteer drivers must be registered with the Shire and must have a current WA drivers "C" class licence and a national Police clearance (to be obtained and renewed annually at the Shire's cost). The Shire will maintain a register of drivers and they will be listed as "volunteers" under the relevant Shire insurance policies.

BOOKING PROCEDURE

Residents requiring transportation utilising the vehicle should contact the Shire administration office to book the use of the vehicle. A minimum of 24 hours notice is preferable.

Shire administration staff will:-

- contact registered volunteer drivers and, book a driver for the required day and time and advise the resident once a driver is confirmed (or otherwise), and
- check that the vehicle is available when required and if available, book the vehicle for required day and time, and

- calculate the distance (from first resident pick up, to furthest destination, returning to final resident drop off) and advise the amount payable (refer Cost of Use).

COST OF USE

A per kilometre rate will be charged to resident(s) for use of the vehicle, regardless of the number of passengers.

The resident booking the vehicle will be responsible for payment of the cost of use and payment is to be made in full prior to the journey commencement.

The Shire will subsidise the cost of the vehicle and the per kilometre rate applicable will be included in the annual Fees & Charges set by Council.

Volunteer drivers may use the vehicle free of charge for personal use of up to 50km during the course of transporting resident(s).

A Shire employee will inspect the vehicle immediately upon return and record the distance travelled (refer Return of Vehicle). If the actual distance travelled exceeds the paid distance by more than 10% (excluding the volunteer driver free allowance), additional charges may apply.

FUEL & OIL

A fuel card will be allocated to the vehicle and volunteer drivers will have access to the PIN. The fuel card will be available for fuel and oil purchases only and must remain with the vehicle.

MAINTENANCE OF THE VEHICLE

Volunteer drivers and residents utilising the vehicle must:

- take good care of the vehicle;
- ensure that any required maintenance and servicing, particularly in accordance with warranty requirements, is advised to the Shire;
- ensure that the provisions of any insurance policy relating to the vehicle are observed;
- not allow the vehicle to be driven by anyone other than a volunteer driver that is registered with the the Shire;
- not fit any accessories to the vehicle;
- pay all parking and traffic infringement penalties relating to use of the vehicle;
- ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- ensure that the vehicle is available for use by Shire employees when required;
- drive and use the vehicle only for the purpose for which it is intended;
- ensure that the vehicle is returned to the the Shire for garaging when not in use;

- immediately report any accidents involving the vehicle to their immediate supervisor and when required by law, to the police;
- immediately inform the CEO (or DCEO or Works Manager) of any damage to the vehicle; and
- keep the vehicle clean and in good order.

SAFETY

The volunteer driver's obligations with respect to safely using the vehicle are:

- to ensure that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'use by' date are replaced after that date;
- not to drive the vehicle if the volunteer driver is taking any medication that may adversely affect the driver's ability to drive or where the driver is intoxicated through alcohol consumption or illegal drug use; and
- to obey all relevant road rules. If a driver is involved in any accident as a result of medications use, intoxication, unlawful drug taking, negligence or recklessness, the driver will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

LICENCE

Drivers must maintain a current WA "C" class drivers' licence. A driver must not drive the vehicle if their licence is suspended or cancelled.

RETURN & INSPECTION OF VEHICLE

Drivers must return the vehicle to the Shire depot upon completion of each journey.

A Shire employee will inspect the vehicle immediately upon return and record the distance travelled, along with any damage and/or maintenance issues and confirm return of the fuel card.

BREACH OF POLICY

A breach of this policy may lead to a driver and/or resident being disqualified from using the vehicle.

Adopted 21/09/16

2.4.7 Landfill Site Hours and Access Outside of Hours Policy

STATEMENT OF INTENT

A policy to outline the hours of operation for Shire landfill sites and arrangements for access outside of those operating hours.

OBJECTIVE

To provide reasonable access for Shire of Victoria Plains ratepayers and residents, whilst allowing for improved management of the landfill sites (as per statutory and operational requirements) and maximising the operational life of the landfill sites.

POLICY

1. Hours of operation (site is manned and open for public access).

Calingiri Landfill

Wednesday: 9:00am to 11:30am

Saturday: 12:30pm to 4:00pm

Sunday: 9:00am to 3:00pm

Bolgart Landfill

Wednesday: 12:30pm to 4:00pm

Saturday: 9:00am to 11:30am

Mogumber Landfill

All residents wishing to dump waste at the Mogumber Landfill Site must request a key to access the site. A refundable deposit as per current Fees & Charges must be paid before the restricted key will be issued.

2. Access to landfill sites during hours of operation.

Shire ratepayers and residents with current tip passes can access the Calingiri and Bolgart landfill sites at any time during the hours of operation.

The Mogumber landfill site is closed at all times for public access.

3. Access to landfill sites outside of opening hours.

Shire ratepayers and residents with current tip passes can access the Calingiri and Bolgart landfill sites (during office hours only Monday-Friday) by arrangement with the Shire Works and Services Manager (or Chief Executive Officer or Corporate Services Manager in hiw/her absence). A key is to be obtained from the Shire administration office (bond payable), returned on the day and a Shire employee will supervise the depositing of waste materials at the landfill site.

No landfill site keys will be issued to residents or ratepayers on a permanent basis.

4. Fees and bonds payable.

Fees and bonds payable will be as per the current Shire of Victoria Plains Schedule of Fees and Charges.

DIVISION 3 – BUILDING CONTROLS

3.1 Building Control

3.1.1 Delegations to the Shires Building Surveyor

Replaced/revoked 18 July 2018

3.1.2 Temporary Living Accommodation for Home Builders

Replaced/revoked 18 July 2018

3.1.3 Moveable Buildings

SHIRE OF VICTORIA PLAINS

LOCAL PLANNING SCHEME No 5 (DISTRICT SCHEME)

The Shire of Victoria Plains under and by virtue of the provisions and powers conferred upon it in that behalf by Local Planning Scheme No 5, more particularly Clause 8.6, hereby adopts the following Policy.

LOCAL PLANNING SCHEME POLICY No 1 - MOVEABLE BUILDINGS

1 DEFINITIONS

A PERMANENT building is generally not designed to be moved and includes the following:

- a) **“Site Built”** structures built on location as new permanent structures. They are of traditional appearance with pitched rooves and typical house layout, designed to accommodate families.
- b) **“Relocated”** dwellings are structures that have previously been constructed as new permanent structures elsewhere. The structures that are relocated are not necessarily designed to be relocated.

A MOVEABLE building is generally any structure designed for ease of transporting from one location to another. There are three basic types as follows:

- a) **“Transportable”** structures are those designed and constructed at a location other than where they are intended to be established. For example dwellings fabricated in Perth, transported in sections to the building site, and assembled on location.
- b) **“Donga Type”** structures are those usually designed to provide for workforce accommodation in small individual units. The structures are generally those (such as ATCO, Western Portables or Durabuilt units) with skid mountings, metal sandwich panel and flat roof design. These portable modular structures are also used for other purposes.
- c) **“Containers”** These structures, although considered ‘buildings’ by definition under the Building Code of Australia, are solely constructed to transport other goods. They are not in themselves designed, nor suitable, for storage of goods in an urban environment. A container includes ‘seainers’ and other large vessels designed to carry, and be carried on specifically designed vehicles or transporters.

2 BACKGROUND

The use and reuse of moveable buildings is common. The downside of this trend is that the building stock may be second-hand, may contain undesirable materials like asbestos, and may be visually out of harmony with existing buildings in the locality. Many other Councils are not permitting buildings within their districts which contain asbestos. Without the appropriate controls the Shire of Victoria Plains could become a ‘dumping ground’ for such structures.

To ensure that Council has the opportunity to consider such proposals, all applications for moveable buildings, as defined above, shall require the Shires Planning Consent prior to the issue of a Building Licence.

The Council has delegated authority to its Building Surveyor to determine Applications for Planning Consent for all applications for **transportable** and **relocated** dwellings in zones of the Scheme where dwellings are permitted.

3 POLICY

3.1 Council Policy on Moveable Buildings

- a) All applications for moveable buildings, as defined above, shall require the Councils Planning Consent prior to the issue of a Building Licence. Generally the Council is not in favour of the use of moveable buildings, especially in the townsite areas, however the Council will consider each application on its merits.
- b) The Council shall not permit the establishment, occupation or erection of **donga type** structures for residential purposes within a Townsite Boundary in a Scheme Zoned Area.
- c) The Council will only permit **donga type** structures for uses other than residential use where it considers the use or establishment of the structure will not be in conflict with the objectives of this policy.
- d) The Council will only permit **site built** and **relocated** structures where it is satisfied that the standard and quality of building can satisfactorily be integrated into a residential area, and that the buildings do not contain unacceptable materials.
- e) The Council will not permit the storing or use of a **'container'**, as defined above, within a townsite area, other than in the areas zoned 'Industrial'. The Council considers the appearance, scale, and materials of these structures to be inappropriate for use in an urban environment, and are therefore in conflict with the objectives of the Scheme.
- f) The Council may give special consideration for the use of **'containers'** outside the townsite areas of the Shire. In these circumstances the Council will need to be satisfied that there is no viable alternative to the use of these structures, and that the location of the **'containers'** will not detract from the amenity of the locality.

3.2 Measures to ensure Compliance with Planning Consent

When an application for Planning Consent for a Moveable Building is considered by the Council, or the Building Surveyor, that consent may be granted subject to conditions requiring the applicant, or owner, to:

- a) Have the building inspected by the building surveyor at the applicants cost to determine the suitability of the building for relocation.
- b) Have all materials containing asbestos removed from the building prior to removal from the site.
- c) Lodge a bond or bank guarantee with the Council. The bond or bank guarantee will provide the security for the completion of the moveable building to a standard acceptable to the Council.
- d) Specify matters which require attention and the manner in which work is required to be completed in order to satisfy standards acceptable to the Council.
- e) Obtain a special building licence of a specified duration.

4 OBJECTIVES OF POLICY

- a) To maintain high amenity standards of buildings, especially within the residential areas in the Townsites of the Shire.
- b) To ensure that the visual aesthetics of residential areas are not compromised by the introduction of relocated or moveable buildings that are generally out of character with the predominant housing style in the locality.
- c) To ensure that the relocated or moveable buildings, established within the Shire, do not use materials considered by the Council to be unacceptable (e.g. asbestos).
- d) To prevent the introduction of housing, or other use structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the Townsites.
- e) To protect the visual amenity of the urban environment by not permitting the establishment, storage or use of '**containers**' within the non-industrial areas of the townsite.

*Adopted 16/12/03
Amended & Adopted 16/07/14*

3.1.4 Outbuildings

SHIRE OF VICTORIA PLAINS LOCAL PLANNING SCHEME No 5 (DISTRICT SCHEME)

This policy provides direction and guidance on the area and height of outbuildings that the Council will permit within the Residential areas of the Shire of Victoria Plains. The policy provides the basis for determining applications for outbuildings that do not meet the Acceptable Development Criteria of the Residential Design Codes (2002).

LOCAL PLANNING SCHEME POLICY No 2 - OUTBUILDINGS

OBJECTIVES

- To provide some flexibility in the requirements for outbuildings in residential areas.
- To ensure that the provisions of the Residential Design Codes (2002) are appropriately addressed.
- To improve customer service standards through the timely processing of planning and building applications for outbuildings.

1. DEFINITIONS

- a) **Outbuilding** is an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.
- b) **Carport** is a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door unless that door is visually permeable.
- c) **Garage** is any roofed structure, other than a carport, designed to accommodate one or more motor vehicles.

Note: All definitions extracted from the Residential Design Codes (2002).

2. STATUTORY POWERS

This policy is made pursuant to Clause 2.6.2 of the Residential Design Codes.

In accordance with the provisions of the Residential Design Codes (Clause 3.10.1 – Outbuildings), where an outbuilding exceeds an area of 60m² (or 10% of the site area, whichever is the lesser) or has a wall height greater than 2.4m or a ridge height greater than 4.2m, Councils approval should be sought under the performance criteria.

The performance criteria relative to outbuildings (Clause 3.10.1) states:

“Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties.”

Clause 3.2.7 of the Residential Design Codes states that buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy is made subject to this clause and provides design requirements for carports and garages, however it does not interfere with any other requirement of the Residential Design Codes relating to carports and garages.

This policy does not alter or change in any way the acceptable development criteria of the Residential Design Codes (2002).

3. POLICY STATEMENT

CARPORTS AND GARAGES

1. All garages and carports shall not exceed a floor area of 40m², a wall height of 3.0m or a ridge height of 4.5m.
2. Council may consider applications for carports and garages that exceed the size limitations defined in Part 1, where the following criteria may be achieved:
 - a) The garage or carport is attached to and forms part of the adjoining dwelling.
 - b) The garage or carport is situated under the roof line of the adjoining dwelling.
 - c) The garage or carport is located to the rear of an existing dwelling and can not be viewed from the street.
 - d) The garage or carport will not have an impact on the streetscape or amenity of the area.
 - e) The garage or carport complies with any design guidelines adopted by Council.

3. All carports and garages shall be constructed of materials that match or complement the dwelling on the site.
4. The use of zincalume wall cladding in garages and carports will not be supported.

OUTBUILDINGS

1. An outbuilding within a Residential area shall be deemed as meeting the performance criteria of Clause 3.10.1 of the Residential Design Codes where the following area and height requirements can be achieved:

Residential Density Code of Property	Permitted Area of Outbuilding	Permitted Wall Height	Permitted Ridge Height
R10	80m ²	3.0m	4.5m
R12.5	80m ²	3.0m	4.5m

2. Any proposed outbuilding that does not meet the requirements specified in Part 5 shall be referred to Council for determination, following consultation with all landowners adjoining the subject property.
3. The adjoining landowners shall be provided a copy of the proposed plans for the outbuilding, including the elevations of the structure. The adjoining owners will be provided 21 days to lodge a written submission to the Council and if no submission is received, it shall be assumed that they have no objection to the oversized outbuilding.
4. This policy does not exempt compliance with all other requirements of the Residential Design Codes (2002) and any other policy of Council.
5. The construction of an outbuilding on a Residential property that does not have an existing dwelling will not be supported.
6. All outbuildings must be located behind the existing dwelling on a property.

7. Unless necessary to meet heritage guidelines, the use of zincalume wall cladding will not be permitted in the Residential zones for outbuildings exceeding 40m² in area and with a wall height greater than 2.4m.

8. The wall and roofing materials used in the outbuilding should match or complement the existing dwelling on the property.

*Adopted 18/3/08
Amended & Adopted 16/07/14*

DIVISION 4 – HEALTH

4.1 Health Controls

4.1.1 Delegations to Councils Health Surveyor

Replaced/revoked 18 July 2018

4.1.2 Rave Parties, Concerts and Large Public Events

Prior to consideration of any application for large or unusual events proposed to be held in a Townsite or area of the Shire, Council may require that public submissions be invited on the proposal and that organisers of the event be available to hold a public briefing meeting for the community.

DIVISION 5 – PLANNING

5.1 Subdivision – Conditional Applicable

5.1.1 Subdivision Approvals should address the following issues:

- a)
- b)
- c)

Replaced/revoked 18 July 2018

- d) The land being filled and/or drained at the subdividers cost to the specifications and satisfaction of the Shire of Victoria Plains.
- e) The land being graded and stabilized at the subdividers cost to the specification and satisfaction of the Shire of Victoria Plains.
- f) Certification from Western Power that financial and other requirements have been satisfied for the provision of underground power to the lots, provision of padmount sites and easements as may be required by Western Power being transferred free of cost to Western Power, with the location of the sites being to the satisfaction of the Shire of Victoria Plains.
- g) Certification from Western Power that financial and other requirements have been satisfied for the provision of street lighting within the subdivision.
- h) Certification from Fire and Emergency Services Authority of WA that adequate arrangements have been made in relation to fire hydrants.
- i) Certification from the Water Corporation of WA that arrangements have been made so that connection to an adequate water service will be available to lots in the subdivision.
- j) That a suitable effluent disposal system is in place.
- k) Underground power and provision of street lighting be a condition on all future subdivisions.

5.1.2 Injurious Affection

The following procedure is adopted for dealing with claims for compensation for injurious affection under Local Planning Schemes:

- a) The claim to be acknowledged.
- b) Legal opinion to be sought regarding the legality of the claim.
- c) If the claim is valid, values be obtained and an offer without prejudice for compensation be made to the applicant.
- d) Where the offer is not acceptable under the relevant clause no further action be taken.
- e) Where it is considered that the claim is not legal, the Shire will advise the applicant it rejects the claim and takes no further action unless the applicant seeks arbitration.

5.1.3 Home Occupations

- a) Council requires written application in the standard form to operate industrial or commercial ventures from a residential property.
- b) Each application shall be treated on its merits with special consideration to:
 - i. inconvenience and disturbance to neighbours
 - ii. reasons for non use of appropriately zoned areas
 - iii. the general desirability of the proposed occupation
 - iv. retailing aspects

- v. transport aspects (deliveries, additional traffic etc)
- vi. construction/manufacture or repairs from home
- vii. customer and commercial vehicle parking
- viii. visibility of activity
- ix. noise and air pollution
- c) Council shall require the provisions of the Local Planning Scheme in respect to “Home Occupations” to be fully complied with, together with any conditions Council may resolve.
- d) Each approval shall be for a period of twelve (12) months ending 30 June and may be cancelled at the completion of twelve (12) or renewed at Councils absolute discretion. There shall be an application fee for new licenses plus an annual charge to be determined in Councils fees at budget time.
- e) The Building Surveyor shall conduct regular inspections at least annually of any approved premises to ensure the conditions of the permission have not altered or been breached.
- f) Any advertising of approved licenses must include the licence number.

5.1.4 Developers Costs

Any Developer shall be required to meet the direct costs plus normal loading for any consultant fees or other fees applicable for any proposed Local Planning Development or scheme amendment.

DIVISION 6 – FINANCE

6.1 Budgets and Rating

6.1.1 Budget Preparation

Replaced/revoked 18 July 2018

6.1.2 Budget Submissions

Replaced/revoked 18 July 2018

6.1.3 Budget Adherence

Replaced/revoked 18 July 2018

6.1.4 Unpaid Rates – Procedure for Collection

Replaced/revoked 18 July 2018

6.2 Investments and Borrowing

6.2.1 Investment of Surplus Funds

Replaced/revoked 18 July 2018

6.2.2 Borrowings

Replaced/revoked 18 July 2018

6.2.3 Self-Supporting Loans

Replaced/revoked 17 October 2018

6.3 Reserve Accounts

6.3.1 Long Service Leave Reserve

Replaced/revoked 18 July 2018

6.3.2 Plant Reserve

Replaced/revoked 18 July 2018

6.3.3 Housing Reserve

Replaced/revoked 18 July 2018

6.3.4 Sewerage Reserve

Replaced/revoked 18 July 2018

6.3.5 Refuse Site Reserve

Replaced/revoked 18 July 2018

6.3.6 Building Maintenance Reserve

Replaced/revoked 18 July 2018

6.3.7 Infrastructure Reserve

Replaced/revoked 18 July 2018

6.3.8 Gymnasium Equipment Reserve

Replaced/revoked 18 July 2018

6.3.9 Interest on Reserve Accounts

Replaced/revoked 18 July 2018

6.4 Financial Reporting

6.4.1 Responsible Employee

Replaced/revoked 18 July 2018

6.5 General

6.5.1 Operation of Bank Account

Replaced/revoked 18 July 2018

6.5.2 Subsidies Public Halls

Council will subsidise organisations responsible for the management and maintenance of public halls in the Shire of Victoria Plains as follows:

- a) Up to 100% of the costs of electricity and insurance incurred for the hall subject to the presentation of receipted accounts.

6.5.3 Financial Assistance – Community Bodies

The following procedure shall apply for all community bodies seeking Council funding support for projects in any financial year:

- a) Application shall be made not later than 31st March in the year preceding the commencement of the following financial year i.e. 1st July to 30th June,
- b) Applications must include full details of the proposal and include accurate assessments of cost and the anticipated outcomes,
- c) Applications must include details of the organisations contribution in cash and in kind to the project and the amount sought from Council,
- d) Applications must be accompanied by an up to date statement of the financial position of the organization and usage of any facility to be upgraded including the average annual amount of fees received in the preceding 3 years,
- e) Works cannot be commenced in anticipation of a shire subsidy being provided without the approval of Council to commence prior to funding consideration,
- f) Council will consider all applications received and allocate budget funding of up to a total of \$50,000 per annum on a priority basis,
- g) Funding provided will in normal circumstances not exceed two-thirds (2/3) of the total cost of the project however projects to rectify items that are a safety hazard to users of the facility may be 100% funded. The (1/3) contribution, where required, from the community body may include in kind works allocated on the following basis; unskilled labour is calculated at \$25 per hour and skilled labour (qualified trades people) at \$40 per hour,

- h) Council is under no obligation to fund or subsidise any project and each application will be considered on its merits,
- i) Where a funded project is not commenced during the financial year that funding is allocated a new application must be made for the next year or funding will be deemed to have lapsed. Unspent Funding is not automatically rolled forward. Any groups that regularly have unspent funds may not be considered for future funding rounds,
- j) The Shires Community Development Officer must be consulted as a part of the application process.

6.5.4 Project Management Shire Funded Community Projects

Replaced/revoked 18 July 2018

6.5.4 Donations and Grants

Replaced/revoked 18 July 2018

6.5.5 Purchase of Property, Plant and Equipment

Replaced 21 June 2018

6.5.6 Purchasing and Tendering Policy

Replaced 21 June 2018

6.5.7 Use of Shire Credit Card

Replaced 21 June 2018

6.5.8 Rates Concession – Community and Sporting Groups

Replaced/revoked 18 July 2018

6.5.9 Rates Concession – Gillingarra Sport and Recreation Club Inc

Replaced/revoked 18 July 2018

6.5.10 Fuel Cards

STATEMENT OF INTENT

A policy to outline the conditions under which fuel cards are issued to and used by Shire of Victoria Plains "the Shire") employees and volunteer drivers (under the Shire Community Vehicle Policy) and the obligations of the Shire, employees, and volunteer drivers who use Shire fuel cards.

PURPOSE

To ensure that Shire fuel cards are properly managed, accounted for and to reduce the risk of fraud.

SCOPE

The policy applies to all Shire employees and volunteer drivers, and any external individual or organisation that may use a Shire fuel card.

OBJECTIVE

To ensure compliance with statutory obligations, reduce the risk of fraud, and provide procedures for the use of and accounting for fuel purchased on Shire fuel cards.

PROCEDURES:

ISSUE OF FUEL CARDS

- The CEO or Deputy CEO/Manager of Finance and Administration must approve the issuing of any fuel card.
- Each fuel card will be issued to an individual Shire employee, except for the Community vehicle (refer below).
- A fuel card will be issued to the Shire Community Vehicle. The fuel card will be retained in the community vehicle and the PIN will be issued to volunteer drivers and Shire employees only.
- When issued with a fuel card, the Shire employee will be required to acknowledge their responsibility in writing for the fuel card and any transactions made using the fuel card. Volunteer drivers will also be required to acknowledge their responsibility in writing for the fuel card for the Community Car and any transactions made using the fuel card.

- The Deputy CEO/Manager of Finance and Administration will keep a register of all fuel cards issued, including, for each card:-
 - The plant item to which the fuel card relates, and
 - The Shire employee responsible for the fuel card.

USE OF FUEL CARDS

- As a general rule fuel cards must be used in accordance with the Shire Purchasing Policy.
- Fuel cards will be restricted to allow for the purchase of fuel and oil appropriate for the item of plant for which the card has been issued, for use relating to Shire operations and authorised private use.
- Fuel cards must only be used for the item of plant for which they have been issued.
- Shire employees responsible for a fuel card may allow other Shire employees to use the fuel card but only for the item of plant for which the card has been issued (as above).

RISK MANAGEMENT & FRAUD CONTROL

- Fuel purchases may be authorised by PIN or signature.
- On resignation of a Shire employee who is responsible for a fuel card, the employee must return the fuel card to the Deputy CEO/Manager of Finance and Administration.
- The Deputy CEO/Manager of Finance and Administration must regularly review the usage of fuel cards and report any issues arising immediately to the CEO.
- Suspected misuse of fuel cards must be investigated and reported to the CEO immediately.
- Where a fuel card is lost, stolen or damaged the responsible employee must notify the Deputy CEO/Manager of Finance and Administration (or CEO) immediately. Immediate steps to rectify the situation will be taken and may include cancelling the card and reissuing a new card.
- Other methods of payment for fuel (e.g. Shire credit card or cash) are only acceptable where there are no service stations that accept the Shire fuel card. Reimbursement for cash fuel purchases will require authorisation by two (2) senior Shire employees.

LEGISLATION

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

RELATED POLICIES

Shire of Victoria Plains Community Vehicle Policy

Shire of Victoria Plains Motor Vehicle Policy

Shire of Victoria Plains Purchasing Policy

BREACH OF POLICY

A breach of this policy may lead to an employee or volunteer driver forfeiting the right to use a Shire fuel card, being responsible for charges incurred on a fuel card, and/or prosecution for theft and/or fraud.

Form –

Acknowledgement and Acceptance of Conditions of use of Shire of Victoria Plains Fuel Card (per Fuel Card Policy)

Cardholders and Community Vehicle Volunteer Drivers must ensure that:-

- They acknowledge that they have read and understand the Shire of Victoria Plains Fuel Card Policy. It is essential that each cardholder/Community Vehicle Volunteer Driver understand their responsibilities in relation to correct use of the Shire fuel card.
- The Shire fuel card is to be retained in a secure manner and guarded against improper use.
- Cards are only to be used for fuel and oil appropriate to the plant item for Shire operations and authorised personal use.
- Fuel cards are to be returned to the Deputy CEO/Manager of Finance and Administration upon termination of employment.
- Stolen, lost or damaged fuel cards must be reported immediately to the Deputy CEO/Manager of Finance and Administration.

Acceptance of conditions:-

I acknowledge and accept the above conditions and the other conditions contained within the Shire of Victoria Plains Fuel Card Policy.

I have read and understand the correct procedures for use of the Shire fuel card as contained within the Shire of Victoria Plains Fuel Card Policy.

Signature:-----

Date: / / -----

Adopted 19/4/2017

DIVISION 7 – LEGAL

7.1 Legal Advice

Replaced/revoked 18 July 2018

7.2 Legal Proceedings and Prosecutions

- 1) No action shall be taken to institute legal proceedings or prosecution unless by specific resolution of Council or by specific delegation.

NOTE: For the purpose of paragraph (1) the issue of a modified penalty under a local law or Regulation or where uniform guidelines are already in place shall not be deemed to be legal proceedings.

- 2) Where in the opinion of the relevant officer it will not be in the interest of the Council to include the names and personal details of persons who are subject to recommendation for prosecution such details may be omitted other than necessary to describe the place and nature of the offence.

7.3 Valuation of Property

Replaced/revoked 18 July 2018

7.4 Legal Representation Costs Indemnification

Replaced 16 May 2018

DIVISION 8 – STAFF

8.1 Staff Matters

8.1.1 Senior Staff

Replaced/revoked 18 July 2018

8.1.2 Appointment of Staff

Replaced/revoked 18 July 2018

8.1.3 New Positions

Replaced/revoked 18 July 2018

8.1.4 Relocation Expenses

- a) The Shire will, subject to the requirements of the relevant employee either:
 - i. Reimburse relocation expenses of staff appointed on the following basis:
 - ▶ After twelve (12) months service 50% of the relocation costs.
 - ▶ After two (2) years of service the balance of relocation costs or:-
 - b) If the employee seeks to have the relocation costs paid up front by the Shire to avoid financial hardship then the employee shall agree in writing to:-
 - i. If leaving the employment of the Shire prior to completion of twelve (12) months service – the full amount of the relocation costs.
 - ii. If leaving the employment of the Shire prior to the completion of two (2) years service 50% of the total relocation costs.
 - iii. If leaving the employment of the Shire after 2 years service no refund shall be applicable.

NOTE: The Shire of Victoria Plains reserves the right to make alternative arrangements for contracted employees.

8.1.5 Interview Expenses

The Shire will reimburse travel costs for applicants attending interviews subject to prior agreement with candidates and on the following basis:-

- a) If the applicant is traveling by car, an amount equal to the kilometres from the current place of residence of the applicant to the place of interview and return at the rate applicable under the Local Government Officers (WA) Award to a maximum of \$800.

- b) If air travel is appropriate and available an amount equal to a single economy return class airfare from the current place of residence of the applicant to Perth.
- c) If any other form of travel is appropriate the actual costs to and from the place of residence of the applicant to the place of interview.

8.1.6 Long Service Leave

- a) The Chief Executive Officer may authorise the taking of long service leave by employees in not more than three consecutive periods subject to the leave being taken in full by a period of two (2) years from the due date of leave falling due.
- b) Employees are required to take Long Service Leave within a period of not more than twelve (12) months from the due date unless formal approval is provided by the Shire to defer leave for a longer period.

As a general rule however leave is to be taken as soon as practicable after it falls due.

8.1.7 Annual Leave

Annual Leave is to be taken in the year in which it becomes due unless approval is granted by the Chief Executive Officer for deferral.

As a general rule, employees shall not be permitted to accrue more than six (6) weeks annual leave.

8.1.8 Rostered Days Off

Replaced/revoked 18 July 2018

8.1.9 Conditions of Employment

Replaced/revoked 18 July 2018

8.1.10 Staff Training

- a) The Shire will encourage staff members to pursue a recognized course of study relevant to their positions.
- b) Where training has been recognized as required during the performance appraisal procedures and allocation has been made in the budget the arrangement for training will be at the discretion of the Chief Executive Officer. (Sec 8.1.21)

8.1.11 Superannuation

Replaced 19 September 2018

8.1.12 Staff – Other Employment

Replaced/revoked 18 July 2018

8.1.13 Uniforms/Protective Clothing

Replaced/revoked 18 July 2018

8.1.14 Equal Opportunity Policy Statement

Replaced 19 September 2018

8.1.15 Sexual Harassment Policy

- a) The Shire strongly supports the concept that every employee, Councillor and member of the public employed or engaged in business with the Shire, has a right to do so in an environment which is free from sexual harassment and the Shire is committed to providing such an environment.
- b) The Shire considers sexual harassment to be an unacceptable form of behaviour, which will not be tolerated and recognises that sexual harassment is unlawful.
- c) Sexual harassment is any conduct of a sexual nature and/or sexist nature (whether physical, verbal or non verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee Councillor or member of the general public.
 - i. Deliberate and unnecessary physical conduct such as patting, pinching, fondling, kissing, brushing against, touching;
 - ii. Subtle or explicit demands for sexual activities or molestation;
 - iii. Intrusive enquiries into a person's private life;
 - iv. Uninvited and unwelcome jokes that have a sexual and/or sexist undertone;
 - v. Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.
- d) The Shire recognises that sexual harassment can undermine health, performance and self esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action which ensures the absence of sexual harassment in the workplace including training of the workforce and specific training for officers identified to deal with complaints. Appropriate discipline will be taken against any individual found to be engaging in such conduct.
- e) Any complaints of sexual harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.
- f) Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and

the person whose behaviour has been found to be unwelcome will occur without prior consent of both parties.

- g) An employee whose health or work performance has been proven to be affected by sexual harassment will not have their employment status or conditions disadvantaged in any way.
- h) A Complaint/Grievance Procedure contained within the Shires Induction Manual should be strictly adhered to.

8.1.16 Medical Examinations

Replaced/revoked 18 July 2018

8.1.17 Probationary Period

Replaced/revoked 18 July 2018

8.1.18 Paid Leave for Voluntary Service

- a) All staff who are bona fide members of volunteer emergency service groups, such as Fire Brigade, State Emergency Services, Ambulance etc who are required for emergency service to those groups during working hours shall be released and paid for time absent by the Shire up to the total of ordinary time usually worked during that day or the period of the emergency but will not include time in excess of ordinary working hours, weekend or public holidays.
- b) For the purpose of this policy ordinary time shall be the time ordinarily worked on the days the employee may be absent including any standard overtime arrangements.

8.1.19 Smoking in the Workplace

Replaced/revoked 18 July 2018

8.1.20 Conference and Seminar Attendance

- a) Requests for authority for senior staff to attend Conferences and Seminars outside of that classified as Staff Training shall wherever practicable be brought before Council for consideration.
- b) Council shall, by resolution, authorise the attendance of staff as considered appropriate.
- c) Contracted staff attendance at Conferences and Seminars will be as per their individual employment contracts.
- d) Where authority is granted under this clause for the attendance of Senior Staff or staff contracts include authorisation for attendance under certain contracts

conditions, all reasonable expenses relating to accommodation, nomination, meals and other reasonable expenses incurred will be met by the Shire subject to presentation of documented evidence for the expense.

- e) Where it is considered appropriate for a staff member to be accompanied by another person when attending any function where attendance has been authorised by Council, the Shire will meet the expenses applicable to that person with approval of full Council.

Amended & Adopted 16/04/14

8.1.21 Staff Training – Costs applicable

Where staff request authority to attend staff training approval may be granted by the Chief Executive Officer having regard to the following:

- a) The relevance of the training to the staff member,
- b) The cost of the training,
- c) Budget allocation for training provided,
- d) Obligations of performance appraisals completed,
- e) Any other relevant factors

Where training is approved, the Shire will pay all reasonable expenses relating to costs of the training, accommodation, travel, meals and other reasonable expenses incurred subject to presentation of documentary evidence of the expense.

Amended & Adopted 16/04/14

8.1.22 Staff Safety and Health Policy

The Shire of Victoria Plains regards the development and implementation of best practice Occupational Safety and Health systems as a common objective for the CEO, Managers, Supervisors, Team Leaders, Employees, Contractors and Volunteers.

The Policy of the Shire of Victoria Plains is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The employer acknowledges a duty of care to:

- a) Provide and maintaining a safe working environment.
- b) Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- c) Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- d) Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements.
- e) Compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines, relative Codes of Practice and Guidance Notes.

Employees have a duty of care to:

- a) Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- b) Reporting hazards, accidents, incidents and near misses to their supervisor.
- c) Co-operating positively in the fulfilment of the obligations placed on their employer.

- d) Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

Amended & Adopted 18/06/2014

8.1.23 Gratuities and Redundancy Payments

Gratuities

A gratuity may be paid to an employee at the sole discretion of the Shire upon the employee's retirement or the employees beneficiaries following the employee's death.

The gratuity may be paid in accordance with the following conditions:

- a) After a minimum of ten years service.
- b) An amount maximum equivalent to one months salary at the level of salary applicable to the employee at the date of retirement for each year of service.
- c) The Shire may, in special circumstances at their discretion, determine that benefits additional to those prescribed in this Policy may be paid however details of those additional benefits and/or payments shall be published in accordance with Section 5.50 (2) of the Local Government Act 1995.

Redundancies

- a) In respect to redundancies resulting from internal restructuring, external restructuring e.g. amalgamations, boundary changes etc:
 - i. Negotiations and Payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award or if Schedule 2.1 Clause 11 (4) of the Local Government Act applies in accordance with that Section.
- b) In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of 2 years salary at the time of completion of negotiations.

Gifts

- a) The Shire may present a gift to an employee whose service with the Shire is finalising.
- b) The value of the gift shall not exceed \$1,500.
- c) Council may determine that a gift of greater value is to be made, however in those circumstances the Council shall publish the intent in accordance with Section 5.50 (2) of the Local Government Act 1995;
- d) A gift can include a gift of money, a gift which is non-monetary but of value, a gift in kind, the payment of an inadequate financial consideration or the receipt of a discount, financial or other contribution to travel, the provision of a service for no consideration or a firm promise or agreement to give a gift at some future time.

General

- a) No severance or redundancy payments shall be less than payments or benefits provided for in accordance with:
 - i. Any Federal or State Award or industrial agreement application to the employee.
 - ii. Any applicable provisions with the employee contract or employment.
 - iii. Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal.
 - iv. Where the Council so agrees, any recommendation made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.

8.1.24 Fitness for Work

The use of drugs or alcohol can have adverse effects upon the workplace, the safety of others, the integrity of the Shire, the well being of employees and their families and the ability of the Shire's duty of care to provide a safe workplace.

The Shire is responsible for the safety of ALL employees in the workplace, therefore it is expected that employees will be free of the effects of illicit drugs and alcohol while undertaking the duties of their positions. It is expected that employees will present themselves for work in a fit state so that assigned duties and work activities can be performed, without impairment caused by the use of or after effects of alcohol, illicit drugs, non-prescriptive or prescriptive medication or any other substance.

Any employee's use of illicit drugs, unlawful manufacture, purchase, offers to purchase or sell, transfer, distribute, consume or be in possession of illicit drugs in the workplace is strictly prohibited by the Shire.

The Shire reserves the right to conduct searches for drugs including but not limiting searches of desks, vehicles, packages which are on Shire property or a Shire facility.

Any drugs found as a result of such a search will be confiscated and the occupant or user of the object found will be subject to disciplinary action up to and including termination and will be reported to the Police.

The Shire also reserves the right to (testing).

The OHS Act 1984 Section 19 states:

Employers are to ensure the health, safety and welfare at work of their employees and visitors.

The OHS Act 1984 Section 20 also imposes the following obligation on employees:

Employees are to take reasonable care of the health and safety of others and to cooperate with employers to comply with occupational health and safety requirements.

Objective

To provide a work environment in which the safety and optimum performance of staff is not adversely affected by the use of alcohol or other drugs.

To assist any employee to overcome any form of abuse of either drugs or alcohol.

Interpretation

Employee - for the purposes of this policy where the word employee is used it shall be taken to mean but not be limited to the following:

- a) Staff directly employed by the Shire.
- b) Contractors / sub-contractors and any of their employees whilst engaged on work with the Shire.
- c) Shire consultants or their employees whilst on Shire work.
- d) Agents whilst acting on behalf of the Shire.

Intent of Policy

To prescribe a set of conditions of employment that if complied with will ensure that no employee or other person is put at risk by an employee acting under the influence of alcohol or other drugs whether prescribed or not.

Ensure that people who are dependent upon alcohol or other drugs, whether prescribed or not, are not discriminated against for having to take prescribed medication or for seeking assistance to overcome a dependency, and that any advice, requests for assistance or subsequent support be provided with confidentiality maintained.

To support the Shire of Victoria Plains responsibility for and commitment towards ensuring a safe and healthy workplace by outlining expectations and requirements for creating and maintaining such an environment.

Confidentiality

Confidentiality is fundamental in any discussion with an employee in relation to health matters and the use or misuse of alcohol and drugs. In order to protect the privacy of individuals the practices to be followed are listed below:

- a) Conversations relating to work performance, conduct or the use or misuse of alcohol or other drugs must be conducted in private.
- b) All information regarding an employee's health status, counselling or treatment must be treated as confidential.
- c) Employees may wish their manager to liaise with their counsellor or physician. In this case, employees must give their permission in writing for information to be disclosed. The only information that may be disclosed in such circumstances is work-related, in order to support effective management of work performance or conduct and the reintegration of the employee into the workplace.

References

- a) Occupational Health and Safety Act 1984
- b) Occupational Health and Safety Regulations 1996
- c) AS 4308 – 2001 – Procedures for the collection, detection and quantitation of drug abuse in urine
- d) Poisons Act 1964
- e) WorkSafe Guidance notes

Work Sponsored Functions – Alcohol Consumption

There may be occasions where alcohol may be included as part of an approved work function or other recognised work event whether on Shire premises or not. It is expected that whilst attending such functions, employees will continue to behave in a sensible and responsible manner with due care for their own and other people's safety and well being.

Failure to behave in a sensible and responsible manner with due care, or failure to follow any directions from management with regard to consumption of alcohol may result in disciplinary action.

Employees if consuming alcohol at such a function are expected to comply with the legal drink/driving limitations or make alternate arrangements to travel home.

At such functions the Shire will ensure that:

- a) adequate food, low and non-alcoholic drinks are available
- b) time limits will be set for the function
- c) a 'responsible person' (not drinking alcohol) will be appointed for each function

Roles and Responsibilities

It is the responsibility of Managers and Supervisors to identify any concerns with an individual's immediate ability to perform their job and to take appropriate steps as required. It is the Managers and Supervisors responsibility to modify the employee's duties or define alternate duties when advised of prescriptive medication which may cause impairment to activities undertaken in the employee's current job.

It is the employee's responsibility to advise their Manager or Supervisor if they are taking any prescribed drug or medication which may affect their ability to perform their work. The employees should consult with their physician or pharmacist to determine if the medication may cause impairment to the performance of the activities undertaken in their job.

Employees are not to present themselves for work if they have consumed alcohol or other drugs (other than prescribed medication) which will affect their ability to work safely.

Assistance and Rehabilitation

The Shire recognises that substance dependency can exist and be successfully treated therefore the Shire also encourages employees to assume ownership of gaining control of such dependencies.

Employees who voluntarily request assistance will be treated with respect and confidentiality. Full participation in appropriate treatment programs is expected. (Rehabilitation or employee assistance programs for drug and alcohol issues are used because of concerns about job safety and not to identify symptoms of alcoholism or drug abuse.)

For its part in meeting the objectives of this policy, the Shire will provide appropriate education, information, counselling and instruction necessary to have employees understand the risks associated with the use and abuse of alcohol and other drugs at work. The Shire will also facilitate rehabilitation programs where appropriate.

Identifying the Impairment

In determining 'reasonable cause' for suspecting if an employee is intoxicated or if their ability to work is impaired by reason of intoxication, the following criteria (observed behaviours) can be used:

- a) Smell of alcohol or drugs on breath
- b) Glassy eyes
- c) Slurred speech
- d) Face abnormally flushed
- e) Unusually loud or argumentative
- f) Unsteady gate or unusual body movements
- g) Deterioration of job performance
- h) Discarded drug evidence in workplace or plant

If an employee arrives at the workplace and there is reasonable cause to suspect that the employee may be under the influence of alcohol or drugs, the Supervisor or Manager must be advised immediately and the Supervisor/Manager is to immediately remove the person from the work environment pending further investigation.

Approaching an Employee

The following procedure will apply if an employee is suspected by their Supervisor or Manager of being under the influence of alcohol or drugs at any stage of the work day (including on commencement or after any break) or is displaying behaviours which indicate they have an impairment to perform their duties safely.

1. Fitness for Work

The Shire of Victoria Plains recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the direct employee, other employees or members of the public. This procedure outlines guidelines and expectations of the Shire of Victoria Plains to control the incidence of risk of injury or accident as a result of an employee being unfit for

work. Employees found to be under the influence of/ or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences will result in instant dismissal. Third offences will also result in instant dismissal.

1.1 Alcohol

Being under the influence of alcohol will not be permitted whilst working on the premises or property of the Shire of Victoria Plains.

Employees will be given the opportunity to self test for alcohol prior to commencement of work to determine their fitness for work.

If an employee refuses a breath or blood alcohol test then instant dismissal may follow.

If the employee is over the legal limit to drive, alternative transport will be required.

Employees who commence work whilst under the influence of alcohol including, working under the adverse effects of alcohol, will be stood down from their duties and taken for an alcohol test. If an alcohol level is deemed to be 0.05 and over, employees will be sent home without pay for the remainder of the day. As the employee will be over the legal limit to drive, alternative transport will be required.

If the blood alcohol level is under 0.05, employees will be prohibited to operate Shire machinery, plant or equipment until an alcohol content of 0 is reached. Sedentary duties will be offered until then.

All persons in charge of Shire vehicles may be breathalysed prior to operating a vehicle to assure compliance with the provisions of the Road Traffic Act 1974.

The unauthorised possession or consumption of alcohol at the workplace will result in disciplinary action in accordance with section 5 of this policy.

2. Drugs and Prescription Medication

2.1. Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire of Victoria Plains. Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Victoria Plains property or premise will result in disciplinary action and possibly instant dismissal.

If suspected of the above, an employee must undergo a drug screen paid by the Shire of Victoria Plains.

Refusal to undertake a drug screen may result in instant dismissal.

If the drug screen proves positive results on the first offence, the employee will receive a written warning.

If an employee is found to give a positive result on the second offence, they will receive a

second written warning. On the second offence, the employee must agree to be submitted for consequent drug testing every fortnight or at random for a two month period. The employee will be instantly dismissed if a subsequent test is undertaken with a positive result.

Any third offence will also result in instant dismissal.

2.2 Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication that they are taking that may affect their ability to perform. It is also a requirement of employees to advise their supervisor of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day. This information is to be recorded on their personnel file for reference in the event of an emergency. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (i.e. penicillin.)

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturers' recommendations.

Failure to follow these requirements will result in disciplinary action, or instant dismissal.

All information provided by the employee will be dealt with in a strictly confidential but sensitive manner in order to achieve a suitable outcome for both parties.

3. Fatigue

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- a) Lack of sleep
- b) Voluntary Work
- c) External work commitments
- d) Medical Issues

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Victoria Plains policy to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the Shire of Victoria Plains. Depending on the circumstances, the Shire of Victoria Plains may agree to come to a

compromise with the employee to ensure there is equilibrium between regular hours worked at the Shire, sleep / rest and additional hours worked elsewhere (including paid and voluntary work). If this agreement is reneged by the employee, disciplinary action will result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee will be stood down from work without pay for the remainder of the day.

4. Employee Assistance Programme (EAP)

The Shire of Victoria Plains understands employees may be experiencing difficulties external to work that may influence their behaviour and health whilst at work. To assist with the recovery of the employee, the Shire of Victoria Plains has in place a confidential employee assistance program. For the purpose of this procedure, this program may be offered to first offence employees otherwise this program will be offered on the second affirmed screening. The Shire of Victoria Plains will offer a total of 3 counselling sessions, if further sessions are required; approval is to be deemed by the CEO.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence.

Employees who have not failed to meet the guidelines of this procedure and feel an EAP would benefit them due to personal circumstances may utilise these services on ratification of the CEO. Such employees do not contravene the guidelines of this procedure if they volunteer for the EAP service.

5. Disciplinary Action

The Shire of Victoria Plains understands If this policy or procedure is in anyway contravened by an employee the following will result.

5.1 General Guidelines

Any employee who tests positive to an alcohol breath screen or urine screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work through subsequent testing. Any person who is found to be significantly fatigued will also be stood down from work without pay until such time as they have proven they are fit for work.

5.2 First Offence

- a) The employee will be immediately suspended from duty without pay if found unfit to work.
- b) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.

- c) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- d) The employee will be counselled by their supervisor that will focus on:
 - i. The unacceptability of the employee's behaviour.
 - ii. The risk that such behaviour creates for the safety of the individual and other employees or members of the public.
 - iii. The employee's responsibility to demonstrate that the problem is being effectively addressed.
 - iv. That any future breach of the policy will result in second offence or instant dismissal.
- e) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and can not be made mandatory. However, refusal to accept counselling will result in instant dismissal on second offence. The Shire of Victoria Plains will insist that the employee provide satisfactory evidence that the effect of work performance and / or safety has been addressed before they are permitted to return to work.

5.3 Second Offence

- a) The employee will be immediately suspended from duty without pay if found unfit for work.
- b) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- c) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- d) The employee will be counselled by their supervisor that will focus on:
 - i. The unacceptability of the employee's behaviour.
 - ii. The risk that such behaviour creates for the safety of the individual and other employees or members of the public.
 - iii. The employee's responsibility to demonstrate that the problem is being effectively addressed.
 - iv. That any future breach of the policy will result in second offence or instant dismissal.
- e) Counselling will be offered if counselling was not used in the first offence.

- f) The employee will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.
- g) The employee will be submitted fortnightly for alcohol and / or drug screening for the period of two months paid by the Shire of Victoria Plains. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

5.4 Third Offence

- a) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- b) The employee will be immediately dismissed from duty without notice.

5.5 Instant Dismissal

The following are guidelines to circumstances that will result in dismissal without notice:

- a) Any attempt to falsify the drug and alcohol screen.
- b) Cultivating, selling or supplying drugs and / or other substances.
- c) Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.
- d) Unlawful behaviour.

Amended & Adopted 16/04/14

8.1.25 Staff Conference, Seminar and Training Policy

INTRODUCTION

As part of the ongoing professional development and training of employees, they are encouraged to attend relevant seminars, conferences and training courses to network with other local government staff and keep up to date with accepted practices and delivery of services relevant to the local government industry. The policy endeavours to gain the maximum value from the annual budget allocation for training and conferences, whilst still ensuring that employees are adequately reimbursed for out-of-pocket expenses.

OBJECTIVE

To encourage and assist employees in their professional development in attending relevant conferences, seminars and training courses.

POLICY STATEMENT

1. Conference, Training and Seminar Authorisation

Requests by the Chief Executive Officer, Corporate Services Manager and the Works and Services Manager (Senior Staff) to attend Conferences and Seminars shall be brought before Council for consideration.

Council shall, by resolution, authorise the attendance of staff as considered appropriate.

Contracted staff attendance at Conferences and Seminars will be as per their individual employment contracts however this does not negate the requirement for Council approval prior to conference, training or seminar.

Where authority is granted under this clause for the attendance of Senior Staff or staff contracts include authorisation for attendance under certain contracts conditions, all reasonable expenses relating to accommodation, nomination, meals and other reasonable expenses incurred will be met by the Shire subject to presentation of documented evidence for the expense.

Where it is considered appropriate for a staff member to be accompanied by another person when attending any conference or seminar (within Western Australia) where attendance has been authorised by Council, the Shire will meet the expenses applicable in relation to (shared) accommodation and meals only. Expenses in relation to partner's tours, sporting events and other such activities, shall be the responsibility of the staff member.

Where an employee is accompanied by their partner to a conference outside Western Australia, all costs for or incurred by the accompanying person, including travel, meals, registration and/or participation in any conference program, are to be borne by the employee and not by the Shire. Accompanying person's registration or accompanying person's program fees will be paid by the Shire at the time of registration with the employee reimbursing the Shire when requested.

Where other staff request authority to attend staff training, approval is to be granted by the Chief Executive Officer, upon receipt of a completed "request to attend staff development training/conference/seminar form", having regard to the following:

- The relevance of the training to the staff member,
- The cost of the training,
- Budget allocation for training provided,
- Obligations of performance appraisals completed,
- Any other relevant factors

2. Conference and Training Expenses

The following shall apply to ALL employees authorised under this policy to attend conferences.

All bookings for seminars, conferences, training and accommodation will be made by the Executive Assistant.

2.1 Registration

The Shire will pay all normal registration costs for employees which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Shire.

2.2 Accommodation

The Shire will pay reasonable double room or twin share accommodation costs for employees including the night before and/or after the conference where this is necessary because of travel and/or conference timetables which make it impossible to arrive at or return home in normal working hours. Where available, accommodation shall be normally booked at the venue.

2.3 Travel

- a. All reasonable travel costs for employees to and from the conference location and venue will be met by the Shire. Where required, travel will be provided by air and will be at economy rates.
- b. Where travel by motor vehicle is used it should be undertaken by utilising the Shires Community Vehicle, or by private vehicle subject to prior approval of the Chief Executive Officer. Employees using private vehicles in accordance with this policy may claim a mileage reimbursement at the rate contained in the Local Government Industry Award 2010 applicable at the date of travel.
- c. Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, seminars or training, will be reimbursed by the Shire upon presentation of all receipts together with a completed reimbursement form.
- d. The Shire will normally pay registration fees and accommodation costs in advance.
- e. The Shire will generally not meet the cost of meals or refreshments for other persons (with the exception of the staff members partner – with prior Council approval).

2.4 Report to Council – Conferences and Seminars ONLY

All employees (including Senior Staff) shall present to Council within 6 weeks of attending a Conference or Seminar, a detailed report on subjects covered within the Conference/Seminar and how it can be applied or benefit the Shire of Victoria Plains.

POLICY APPLICATION

This Policy applies to all employees of the Shire of Victoria Plains.

8.2 Staff Housing

8.2.1 Standards

Replaced/revoked 18 July 2018

8.2.2 Conditions of Tenancy - Staff Housing – Availability

Replaced/revoked 18 July 2018

8.2.3 Staff Housing – Tenancy

Replaced/revoked 18 July 2018

8.2.4 Electricity Accounts

All electricity connections for Shire Housing shall be maintained in the name of the Shire to allow for continuation of service. Where applicable funds from Tenants will be by payroll deduction and authorised by the tenant at the time of occupancy.

8.2.5 Maintenance of Staff Housing

Replaced/revoked 18 July 2018

8.2.6 Housing Bonds and Tenancy Agreements

All staff occupying Shire housing shall be required to provide a bond equal to four weeks rental or if no rental is charged an amount equal to four weeks rent calculated at \$150 per week, i.e. \$600. In the event of payment of the bond creating financial hardship for the Tenant, arrangements may be made for payroll deduction over a period of time.

All Staff occupying Shire housing shall complete a signed Tenancy Agreement outlining clearly the arrangements of the tenancy and the obligations of the Tenant and the Owner.

8.2.7 Rental Charges

Charges for rental for Shire properties will be negotiated individually for tenants with a normal rental being valued at the area's current market value per week for all housing when valued for salary packaging.

8.3 Shire Motor Vehicles

8.3.1 Staff Private Usage of Shire Motor Vehicles

8.3.1.1 Statement of Intent

A policy to outline the conditions under which a vehicle is used by employees of the shire and the obligations of employees who have been provided with a vehicle, other than contracted senior employees whose private use of shire vehicles is identified in their individual contract of employment.

8.3.1.2 Responsibility for Expenses

If the Shire provides an employee with a motor vehicle, the employee is entitled to use it for work related purposes. Personal use (that is, non work-related use) of the vehicle is not permitted, with the exception that direct travel between the employee's home and the employee's place of work is permitted. The Shire will pay all taxes, insurance premiums, running costs, maintenance and repair expenses associated with the running of the vehicle.

Unless negotiated at the time of employment personal use outside of direct travel to and from the place of work is not permitted without the prior permission of the CEO and must be paid for at the rate of \$0.50 per kilometre or any other amount as may be determined from time to time to recover all operating costs of the vehicle excluding depreciation.

8.3.1.3 Ownership of Vehicle

At all times, the vehicle remains the property of the Shire.

8.3.1.4 Maintaining Vehicles

An employee who is provided with a vehicle must:

- a) Take good care of the vehicle.
- b) Ensure that it is properly and responsibly maintained and serviced particularly in accordance with warranty requirements.
- c) Ensure that the provisions of any insurance policy relating to the vehicle are observed.
- d) Not allow the vehicle to be driven by anyone other than the employee. Written permission must be obtained from the CEO for any other person to use the vehicle.
- e) Not fit any accessories to the vehicle without prior written approval from the CEO.
- f) Pay all parking and traffic infringement penalties relating to use of the vehicle.

- g) Ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on.
- h) Ensure that the vehicle is available for use by other employees when required.
- i) Drive and use the vehicle only for the purpose for which it is intended;
- j) Ensure that the vehicle is properly garaged when not in use.
- k) Immediately report any accidents involving the vehicle to their immediate supervisor and when required by law, to the police.
- l) Immediately inform their immediate supervisor of any damage to the vehicle.
- m) Keep the vehicle clean and in good order.

8.3.1.5 Use of the Vehicle While on Leave

While on authorised leave, the vehicle must not be used by the employee. If directed to do so by the shire, the employee must return the vehicle to the Shires premises prior to the commencement of the leave.

8.3.1.6 Safety

The employee's obligations with respect to safely using Shires vehicle are:

- a) To ensure that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'use by' date are replaced after that date.
- b) To not drive the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use.
- c) To obey all relevant road rules. If an employee is involved in any accident as a result of medications use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

8.3.1.7 Licence

Employees must maintain a current drivers' licence. An employee must notify their supervisor immediately if their licence is suspended or cancelled. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence will end the employment.

8.3.1.8 Return and Inspection of Vehicle

Employees must return the vehicle when the employment is terminated, or at any other time as the Shire may direct. The Shire considers the provision of a motor vehicle as a significant privilege. Accordingly, the Shire reserves the right to withdraw

use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment. Additionally, the Shire may inspect the motor vehicle at any time and install a GPS tracking device in the vehicle at any time without notice.

8.3.1.9 Breach of Policy

A breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

Amended & Adopted 19/11/14

8.4 Calingiri Community Gym

8.4.1 Use of Calingiri Community Gym by Staff and Elected Members

That all staff and elected members of the Shire of Victoria Plains are offered free non-transferable membership to the Community Gym in Calingiri and that their spouses and other family members are eligible for family membership at the discounted rate as if the staff or elected member was a fully paid up gym member.

8.4.2 Staff - Mobile Phone Policy

OBJECTIVE

The purpose of this policy is to provide guidance and to govern the usage of mobile phones by employees of the Shire of Victoria Plains.

Mobile Phones provided by the Shire are to be used primarily for the conduct of Shire related business and employees issued a mobile phone will assume personal responsibility for their appropriate use.

All mobile Phone handsets, SIM cards, accessories and service numbers are Shire property and must be used in accordance with this policy, employment contracts, agreements, applicable legislation and the Shire's Code of Conduct.

The issuance of mobile phones to employees is at the discretion of the Chief Executive Officer.

Mobile phones are provided to employees as a work tool and will be allocated where the requirement for a mobile telephone service:

- 1) Is of an essential nature in the conduct of Shire business:
- 2) Is for safety reasons; and
- 3) Meets justifiable business criteria.

EMPLOYEE RESPONSIBILITIES

The following guidelines have been prepared to assist employees with the acquiring, use and care of a Shire issued mobile phone:

- Purchasing, ordering and supply of mobile handsets and services will only be made with the **prior approval of the CEO only.**

- Employees must use issued mobile phones in accordance with manufacturer's instructions. Any faults or damage should be reported to the Chief Executive Officer/Executive Assistant as soon as possible, so repairs or replacement can be arranged.
- Employees must observe all statutory requirements relating to mobile Phone usage whilst driving a motor vehicle.
- In the event that an issued mobile phone is noticed as lost or stolen, the respective phone service provider and the Executive Assistant shall be contacted immediately to have the account closed and/or services stopped.
- Employees who are careless or negligent in the use of an issued mobile phone may incur the cost of repairs, replacement of the phone, or reimbursement to the Shire for any insurance excess.
- Any work related images or recordings taken on the issued mobile phone are corporate records and employees using these functions should ensure images are downloaded for the Shire's records.
- Employees must return any issued mobile phone, together with any Shire purchased accessories (eg: phone covers, chargers etc), on resignation or termination of employment.
- Reasonable personal use is permitted. Excessive personal use will result in the employee being billed for usage in the first instance. Ongoing excessive use will result in disciplinary action being taken against the employee.

Example

Acceptable Calls	Not Acceptable
Short calls in the managing of private business and work eg: calling child care centre on way home from work, advising of delay etc	<ul style="list-style-type: none"> • Lengthy calls • Weekend calls

	<ul style="list-style-type: none"> Overseas and Interstate calls <i>(with the exception of work calls)</i>
--	---

- All charges** relating to personal international calls and SMS messages are to be reimbursed by the employee. The Senior Finance Officer will issue an invoice to the employee upon receipt of any invoices which contain charges for international calls or SMS messages (whether or not these charges are covered within any plans).

BREACHES

The Shire may withdraw the use of an issued mobile phone at any time if the Chief Executive Officer determines that:

- the basis for issuing the phone is no longer relevant,
- there are health and safety concerns around the use of the phone, or
- where the Chief Executive Officer reasonably determines that there has been misuse of the mobile phone

Adopted 15/03/2017

DIVISION 9 – MEMBERS

9.1 Councillors Expenses

9.1.1 Members Meeting Expenses

Replaced/revoked 18 July 2018

9.1.2 Members Travel Costs

9.1.2.1 Travel Costs

Replaced/revoked 18 July 2018

9.1.2.2 Private Motor Vehicle

Replaced/revoked 18 July 2018

9.1.2.3 Taxi Costs

Where a taxi is used, the reimbursement is made in full.

9.1.3 Councillor Training

Replaced/revoked 18 July 2018

9.1.4 Conference, Seminar and Training Course Attendance

- a) Invitations to invite Councillors to nominate delegates to conferences, meetings and similar type occasions shall wherever practicable be brought before Council for consideration.
- b) Any Councillor who wishes to represent Council at such an event shall request nomination at that meeting.
- c) Council shall decide by resolution to nominate such representatives as Council may consider appropriate.
- d) Where authorisation to attend has been granted by Council all reasonable expenses relating to accommodation, nomination, meals and other reasonable

expenses incurred will be met by Council subject to presentation of documented evidence of expense.

- e) Where it is considered appropriate for a councillor to be accompanied by another person when attending any function where attendance has been authorised by Council, Council will meet the expenses applicable to that person with approval of full Council.

9.2 Meetings of Council

9.2.1 Questions - Notice

Replaced 16 May 2016

9.2.2 Motions to be written

Replaced/revoked 18 July 2018

9.2.3 Council Meetings

Replaced/revoked 18 July 2018

9.3 Members - Other

9.3.1 Title of Councillor or President

Replaced/revoked 18 July 2018

9.3.2 Councillors Induction Material

Replaced/revoked 18 July 2018

9.3.3 Council Representatives

Replaced/revoked 18 July 2018

9.3.4 Council Chamber

The Council Chambers shall not be used as a venue for meetings for other groups unless approved by the President as exempt from this provision or unless specifically authorised by the President. In the absence of suitable meeting venues for staff meetings, or public meetings with staff, staff are entitled to use the Council Chambers with approval of the Chief Executive Officer.

9.3.5 Executive Function Tests

Replaced/revoked 18 July 2018

9.3.6 Instrument of Delegation

Replaced/revoked 18 July 2018

9.3.7 Local Laws

Replaced/revoked 18 July 2018

9.3.8 Local Government Elected Members Recordkeeping Policy

Replaced 21 June 2018

9.3.9 Formal Communication Policy

The purpose of this policy is to establish a process of communication between Elected Members and Employees of the Shire of Victoria Plains and for the access to information by Elected Members to ensure:

- Consistency of information to Council.
- Accuracy of information to Council.
- Transparency of dealings between Councillors and staff.
- No undue pressure is placed on management and staff when Councillors request information at short notice, especially during busy periods.

Definitions

CEO

Means the Chief Executive Officer of the Shire of Victoria Plains, or the person appointed to act in that capacity.

Correspondence

Means all forms of written correspondence:

- Facsimile
- Letter
- Email
- Memorandum
- Works request
- Forms
- SMS text messages

It should be noted that in some instances, particularly in relation to complaints, matters should be formally brought to the attention of the CEO in letter form and be signed and dated by the Councillor.

Senior Employee

Means the Chief Executive Officer or the person appointed to act in that capacity.

Service Delivery

Means a specific occurrence or instance of work, of a minor and general nature, that has already been carried out.

Staff

Means all employees of the Shire of Victoria Plains who are not the CEO the person appointed to act in that capacity.

POLICY

Communication

1. Elected members may contact the Chief Executive Officer or in their absence the Corporate Services Manager via telephone to informally discuss Shire or Council business.
2. In line with the Shire of Victoria Plains Code of Conduct, under no circumstances, should Elected Members contact staff via their personal mobile phone to make a complaint or enquiry.
3. Complaints or comments in relation to staff members are to be directed to the Chief Executive Officer, who will require any complaints to be in writing.
4. Information forwarded via email of a confidential nature, shall be directed to the CEO at ceo@victoriaplains.wa.gov.au. Under no circumstances should any emails relating to formal or confidential Council business be forwarded to staff without the express permission of the CEO.
5. All written correspondence from Elected Members shall be forwarded to the CEO in the first instance.
6. Any Elected Member who wishes to raise a grievance in relation to the Code of Conduct, the Local Government Act, Regulations, or any matter of Council business, shall first raise the matter with the CEO and/or the Shire President and/or the Deputy Shire President.

It should be noted that this does not override the requirements of the Corruption and Crime Commission of Western Australia.

Issues which are referred to the CCC will remain confidential.

7. All correspondence received directly by an Elected Member, from a member of public, is to be forwarded to the CEO within ten working days in line with the Shire of Victoria Plains Policy – Local Government Elected Members Recordkeeping Policy.

When an Elected Member forwards correspondence from a member of the public, staff will arrange a response, if required.

A copy of the response will be forwarded to the Elected Member for their information. In meeting objectives of this policy, it is appropriated that Shire staff respond to all correspondence on related Council or Shire matters.

8. Elected Members, in acknowledging their role is one of leadership, also acknowledge that they have no capacity to speak with staff individually, with the exception of the CEO and in his/her absence the Corporate Services Manager, on matters of Shire or Council business.
9. Elected Members in acknowledging the everyday pressures placed on the CEO, will wherever possible, make appointments in advance to meet with the CEO and in his/her absence the Corporate Services Manager and state the nature of the request for a meeting.
10. All communications between Councillors that raise particular issues or items for debate shall be forwarded to all Councillors, without exception. This ensures all Councillors are aware of current issues and have the opportunity to express views where considered appropriate.

Ordinary Council Meetings

1. Matters requiring considerations at an Ordinary Council Meeting should be submitted to the Chief Executive Officer via email or facsimile. Once received, the Chief Executive Officer will arrange for the matter to be researched and included on the agenda of the next appropriate Council meeting. Should it be considered more appropriate that the matter be dealt with administratively, the Councillor will be contacted and advised of this and the matter will not be placed on the agenda.

Access to Information

1. Elected Members have information access rights that are additional to those given to the general public. Elected Members can access the following information held by a local government:

- All written contracts of the local government
 - All documents relating to written contracts proposed to be entered into by the local government
 - any information that is relevant to their functions
2. Elected Members can have access to any information held by the local government that is relevant to the performance of his or her function under the Local Government Act (s5.92 (1) Local Government Act 1995). Access arrangements should be made through the Chief Executive Officer.
 3. Access to information will be in accordance with requirements under the Local Government Act 1995, and Freedom of Information Legislation.
 4. Members will not use confidential information to gain advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation (Regulation 7 Local government (Rules of Conduct) Regulations 2007).

Adopted 16/03/2016

9.3.10 Responsible service and consumption of alcohol on Shire premises Policy

Objective

To ensure that the Shire of Victoria Plains exercises its duty of care to Councillors, staff and guests when alcohol is served and consumed on Shire premises.

This policy is applicable to all Councillors, staff and guests of the Shire of Victoria Plains at meetings, functions and events for which the Shire is responsible.

Policy

The Shire of Victoria Plains is committed to the provision of a safe and secure environment and the contribution to the protection of public health in our community. As such, the Shire supports responsible consumption of alcohol by its Councillors and staff attending Shire arranged meetings, functions and events **being held on Shire premises**.

This policy applies to all:

1. Meetings - including Council, Advisory, Committee and staff meetings **being held on Shire premises**
2. Any other forum/s of official business of Council and Shire Officers **being held on Shire premises**

At the discretion, and with the approval of the Chief Executive Officer, alcoholic beverages may be available for consumption on Shire premises. If so, this will be done in accordance with the principles of the Responsible Serving of Alcohol (RSA) program.

At Shire arranged meetings, functions and events:

- The time allocated for alcohol consumption following the completion of a Council/Advisory/Staff/Committee meeting will be to a maximum of one hour. After this time the refrigerator in the Council chambers will be locked (in line with LGIS recommendations).
- Food is to be provided to accompany alcoholic beverages.

- A range of drinks including low alcohol and non-alcoholic beverages as well as water will be made available at designated functions.

Those responsible for serving drinks should adhere to the following serving guidelines:

- No one should provide liquor or allow the provision of liquor to any person under the age of 18 years.
- Care should be exercised by all to ensure alcohol is not served to the point of intoxication.
- Council will not supply or allow the supply of alcohol to anyone who appears to be intoxicated.
- Council will not tolerate drunkenness, abusive or obscene language or suggestions, unwelcome advances or inappropriate physical contact with other guests.

Failure to observe these principles may lead to refusal to serve alcohol and a request to leave the premises.

The Shire of Victoria Plains actively encourages responsible driving so when intending to consume alcohol, Councillors, staff and guests should plan ahead and make alternative travel arrangements.

Associated Legislation

- Occupational Health and Safety Act 1984
- Local Government Act 1995
- Liquor Control Act 1988
- Road Traffic Act 1974

Adopted 17 May 2017

DIVISION 10 – FIRE CONTROL

10.1 Fire Organisations

10.1.1 Establishment of Bushfire Brigades

Council shall establish and maintain Bushfire Brigades in accordance with the Bush Fire Act in order to provide adequate protection of those areas of the Municipality within the Bushfire district.

10.1.2 Bushfire Advisory Committee

Replaced/revoked 18 July 2018

10.1.3 Bushfire Control Officers

Replaced/revoked 18 July 2018

10.1.4 Clearing Fires

Replaced/revoked 18 July 2018

10.1.5 Protected Burning Fires – Suspension of Requirements

Replaced/revoked 18 July 2018

10.1.6 Hazard Reduction Operations

Replaced/revoked 18 July 2018

10.1.7 Use of Shire Plant and Equipment

The Shire President, Deputy Shire President, Chief Executive Officer or the Works Manager are authorised upon request by an authorised Bushfire Control Officer in charge of a fire, to call out and authorise the use of Shire Plant and Equipment other than plant used exclusively for fire fighting or local control. If authorised the operators of that equipment have discretion as to the extent of that use with particular regard to safety and machine capabilities. The use of Shire Plant and Equipment outside of the district for fire fighting purposes is subject to the conditions of the preceding paragraph.

10.1.8 Emergency Equipment Hire

Replaced/revoked 18 July 2018

10.1.9 Infringement Notices and Legal Action

Only persons authorised by the Shire of Victoria Plains are authorised to take legal action against offenders under the Bush Fires Act.

10.1.10 Firebreaks

Notice is to be given by no later than the 30th September in each year to all owners and occupiers of land within the Shire of Victoria Plains of the requirements for that year. If the order has not been complied with by the 15th of October in each year an order to comply may be served on the owner or occupier and compulsory breaks may be installed at the owner expense. The Chief Executive Officer shall be authorised to approve or reject applications for extensions of time to provide firebreaks. Bushfire Control Officers are authorised to approve or reject applications for firebreaks in alternative positions.

10.1.11 Fire Reports

Replaced/revoked 18 July 2018

10.1.12 Prohibited and Restricted Burning Times

Replaced/revoked 18 July 2018

10.1.13 Harvesting on Sundays and Public Holidays

Replaced/revoked 18 July 2018

10.1.14 Burning on Sundays and Public Holidays

Replaced/revoked 18 July 2018

10.1.15 Burning of Rye Grass and Lupins

Burning of rye grass and lupins during prohibited burning times for avoidance of disease and death of stock are subject to special conditions and are to be referred to the Shire Office.

10.1.16 Roadside Burning

The Works Manager, the Chief Executive Officer and the relevant Bushfire Control Officers jointly are authorised to grant permission for the burning of roadsides (other than Main Roads) subject to:

- a) such burning to be only for weed and vermin control

10.1.17 Burning of Railway Reserves

Replaced/revoked 18 July 2018

10.1.18 Fire Control Point

Replaced/revoked 18 July 2018

10.1.19 Insurance

Replaced/revoked 18 July 2018

10.1.20 Subdivisions

Replaced/revoked 18 July 2018

10.1.21 Harvest Bans

The power to impose Harvesting and Movement of Vehicles bans throughout the Shire or parts of the Shire shall be the responsibility of the Chief Bushfire Control Officer and the Deputy Chief Bushfire Control Officer who shall liaise with the Chief Executive Officer or the Deputy Chief Executive Officer for the imposition of the bans and the broadcast on UHF Channel 3 of the details of the ban to all Bushfire Control Officers. Daily broadcasts of the current status of bans at 10.00am and 3.00pm shall be provided by the Shire office.

Imposing and lifting of bans shall also be carried out by SMS Text Messaging to persons who submit their mobile phone numbers to the Chief Executive Officer.

10.1.22 Fire Channel

Replaced/revoked 18 July 2018

10.1.23 Chaining Stubble

Replaced/revoked 18 July 2018

10.2 Fire fighting Vehicles and Equipment

10.2.1 Provision of Vehicles and Equipment

Replaced/revoked 18 July 2018

10.2.2 Housing of Fire Fighting Vehicles

Replaced/revoked 18 July 2018

10.2.3 Maintenance of Vehicles and Equipment

Maintenance and repair of all Shire owned appliances and equipment will be the responsibility of the Works Manager. All repairs and maintenance will be carried out either under his direct supervision or with his knowledge and consent. All replacement parts or equipment will be purchased on official Shire Order forms.

Brigade Captains are responsible to report to the Works Manager to:

- a) Ensure that Brigade appliances are checked on a regular basis and maintained.
- b) Ensure that the battery, tyres, water, oil and fuel are checked regularly.

10.2.4 Drivers of Shire Fire fighting Vehicles

Replaced/revoked 18 July 2018

10.2.5 Use of Fire fighting Vehicles and Appliances

Shire fire fighting appliances and vehicles shall be used for fire fighting and Shire purposes only.

10.2.6 Tools and Equipment

Replaced/revoked 18 July 2018

10.2.7 Communications

Replaced/revoked 18 July 2018

10.3 Training of Fire fighters

10.3.1 Recognition of Training

Replaced/revoked 18 July 2018

10.3.2 Training Programmes

Replaced/revoked 18 July 2018

10.3.3 Insurance

Replaced/revoked 18 July 2018

10.3.4 Minimum Training Requirements

The Shire expects its Bushfire Officers and Brigade Members to be trained at a level consistent with rank and role within the bushfire organisation. Training minimum standards for fire fighters are Modules 1 to 5 of the current fire fighters course.

10.4 Safety and Health for Volunteer Fire fighters

10.4.1 Safety and Health

The Shire recognises the extremely valuable contribution to the community by bushfire volunteers. It is the policy of the Shire to ensure that bushfire volunteers are provided with safe working equipment, the safest works system practical and to minimise the frequency of accidents and injury. Council recognises that both the Shire and Bushfire volunteers have a responsibility for safety and health. Council acknowledges that the occupational risks relevant in fire fighting and emergency duties undertaken by bushfire volunteers are significant and the possibility of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible, however it is the intention of Council to develop

and implement safety and training policies to minimise the occurrence of injury to bushfire volunteers, both on the fire ground and in the performance of all other duties.

Shire responsibilities:-

All practical efforts will be made to:

- a) Instruct bushfire volunteers in safe working practices
- b) Ensure that brigade equipment is in safe working order
- c) Encourage the use of proper protective clothing and equipment appropriate to the task
- d) Ensure that volunteers have ready access to first aid facilities
- e) Investigate accidents and possible safety and health risks and take appropriate remedial action
- f) Provide a mechanism for joint shire/Bush Fire Board/Volunteer consultation on safety matters
- g) Review the effectiveness of bushfire volunteer training, safety and health policies as necessary

Volunteer Responsibilities:

- a) To maintain a reasonable standard of physical fitness,
- b) To acquaint themselves with safe working procedures,
- c) To identify safety and health hazards and report these for remedial action,
- d) To observe safe working practises and avoid unnecessary risks, and to accept responsibility for their own safety,
- e) To ensure that at all times they dress appropriately for fire fighting and make proper use of personal protective equipment wherever necessary or required to do so.

10.4.2 Safety Clothing and Footwear

The Shire requires fire fighters to wear protective clothing as recommended by the Australia Assembly of Fire Authorities.

DIVISION 11 – GENERAL

11.1 Elections

11.1.1 Signs for Election Advertising

Replaced/revoked 18 July 2018

11.2 Australian Citizenship Receptions

Replaced/revoked 18 July 2018

11.3 Permits and Licenses

11.3.1 Explosive Licenses

Replaced/revoked 18 July 2018

11.3.2 Renewal of Permits and Licenses

Replaced/revoked 18 July 2018

11.4 USE OF SHIRE LOGO

OBJECTIVE

The purpose of this policy is to establish guidelines for the use of the Shire of Victoria Plains suite of logos. The Shire of Victoria Plains recognises that it is important to establish a framework for the use of its logo to ensure that a consistent and professional image of the Shire is promoted publicly.

POLICY STATEMENT

The Shire of Victoria Plains has one suite of logos. No other logos are approved to be used. The logo is as illustrated:



General Usage

The Shire of Victoria Plains wishes to highlight a distinction between the role of the Council and the Organisation through the use of the official logo of the Shire of Victoria Plains for Council, Councillor functions and for operational activities.

Below is a table that clarifies the different uses.

COUNCIL	OPERATIONAL
President/Councillor correspondence	Staff business cards, letterheads, esignatures
Council policies	Shire vehicles/plant

Rates Notices	Entry doors to offices, administration centre/depot
Councillor name badges and business cards	Community consultation
Council plaques	Website
Websites	Promotional material
Council related banners	Banners marketing/organisational
Shire street signage	Approval by third party for use of Logo

Usage of Logo by External Groups

Where an external group requests permission to use the logos on printer and other materials, the following conditions will apply:

- i) All applications to use the Shire of Victoria Plains logo must be made in writing to the CEO and include details of the purpose, form and extent of the proposed use and the reason for such use. Although permission to use the logo in the first instance is to be referred to the CEO, he/she may delegate this assessment to another employee. The artwork for the promotional material must be supplied for assessment against this policy.
- ii) Approval may be granted providing the group:
 - a. is based in the area and provides a service to the Shire of Victoria Plains residents; and
 - b. has a direct relationship with the Shire, either through funding or operational arrangements.
- iii) Eligible groups will be advised in writing that approval has been granted to use the logo, which must be in accordance with the Shire of Victoria Plains corporate standards.
- iv) Ineligible groups will be advised in writing that approval has not been granted to use the logo and provided with an explanation under the guidelines of this policy.
- v) No fees will be charged for the use of the Shire of Victoria Plains logo but eligible groups will be responsible for any costs associated with artwork, design and production.
- vi) The Shire of Victoria Plains may exercise its right to withdraw any authorisation at any time if the approved user is deemed to be not complying with the conditions as set out in this policy.

Prohibited Usage of Logo

The logo shall not:

- be computer enhanced (e.g. represented in 3D perspective)
- be used in a visually congested or confined manner (e.g. surrounded by a border or tightly positioned with other material).
- be used by a third party unless written approval has been given by the CEO.
- be used for any purpose during a Local Government Election that seeks to promote an individual candidate over another candidate. This inappropriate use includes candidate based promotional ballot papers, fliers, advertising, posters, letters or any other form of electoral material. A breach of this section will be considered a breach of copyright as outlined in Section 3.

CONSEQUENCES

This policy represents the formal policy and expected standards of the Shire. Any unauthorised use of any Shire of Victoria Plains logo is a breach of copyright as well as this Shire policy and could lead to prosecution.

POLICY APPLICATION

The application of this policy is to be in conjunction with all Councillors and employees.

Policy adopted: June 2017

Review Date: June 2019

11.5 Shire Property

11.5.1 Calingiri Recreation Hall

Hire of chairs and trestles to be arranged through the Shire Office with the undertaking that hire fees received are passed on to the Calingiri Progress Association. (See Item 7.1.3 Minute Book Page 220 16 March 1981 Agreement with Progress Association).

Plastic chairs and tables from the Calingiri Recreation hall are to be made available (on application) to the Calingiri Sports Club but not to any other organisation without the special permission of the Shire. The use of tables may be authorised by the Chief Executive Officer.

Hall stage segments can be made available for use by other organisations outside of the Calingiri Hall with approval of the Chief Executive Officer.

The Food Warmer is to be made available to the Calingiri Sports Club in accordance with a reciprocal agreement whereby the Club is made available to the Shire for official functions and hall furnishings are generally available to the Club.

The Food Warmer and Furniture at the hall are generally not available for use by organisations other than the Calingiri Sports Club outside of the hall.

11.5.2 Calingiri Recreation Hall - Hire

- a) The contract of usage is through the Shire of Victoria Plains.
- b) Hirers are to pay fees as set by Council from time to time.
- c) Hirers are responsible for cleaning the hall after use. In the event of a hirer failing to leave the hall in a clean condition, the Shires cleaner will clean the hall and the cost of the cleaning will be deducted from the bond as charged to the hirer.
- d) The bond will be refunded to the hirer or advice from the cleaner that the hall was left in a satisfactory condition.
- e) The hirer may elect to leave the bond deposited with the Shire when usage is on a regular basis.
- f) If liquor is being made available at a function in the hall the hirer must present the relevant licence required and obtain written approval from the Chief Executive Officer for the consumption of liquor.
- g) When different hirers hire different parts of the hall at the same time, co-operation in the use of the kitchen is required.
- h) Hirers are required to have the hall vacated and locked within one hour of the conclusion of the function.
- i) The meeting room and kitchen are available free of charge to Child Health Services every 3rd Thursday of the month.

11.5.3 Mogumber Hall - Hire

- a) The contract of usage is through the Mogumber Progress Association.
- b) Hirers are to pay fees as set by Council from time to time.
- c) Hirers are responsible for cleaning the hall after use. In the event of a hirer failing to leave the hall in a clean condition, the Association's cleaner will

clean the hall and the cost of the cleaning will be deducted from the bond as charged to the hirer.

- d) The bond will be refunded to the hirer or advice from the cleaner that the hall was left in a satisfactory condition.
- e) The hirer may elect to leave the bond deposited with the Mogumber Progress Association when usage is on a regular basis.
- f) If liquor is being made available at a function in the hall the hirer must present the relevant licence required and obtain written approval from the Mogumber Progress Association for the consumption of liquor.
- g) When different hirers hire different parts of the hall at the same time, co-operation in the use of the kitchen is required.
- h) Hirers are required to have the hall vacated and locked within one hour of the conclusion of the function.

11.5.4 Bolgart Hall - Hire

- a) The contract of usage is through the Bolgart Progress Association.
- b) Hirers are to pay fees as set by Council from time to time.
- c) Hirers are responsible for cleaning the hall after use. In the event of a hirer failing to leave the hall in a clean condition, the Association's cleaner will clean the hall and the cost of the cleaning will be deducted from the bond as charged to the hirer.
- d) The bond will be refunded to the hirer or advice from the cleaner that the hall was left in a satisfactory condition.
- e) The hirer may elect to leave the bond deposited with the Bolgart Progress Association when usage is on a regular basis.
- f) If liquor is being made available at a function in the hall the hirer must present the relevant licence required and obtain written approval from the Bolgart Progress Association for the consumption of liquor.
- g) When different hirers hire different parts of the hall at the same time, co-operation in the use of the kitchen is required.
- h) Hirers are required to have the hall vacated and locked within one hour of the conclusion of the function.

11.5.5 Bolgart Hall Toilets

On the understanding that the toilets at the rear of the Bolgart Hall will be available for public use, the Shire will accept responsibility for the costs of maintenance including cleaners wages.

Amended & Adopted 16/04/14

11.5.6 Yerecoin Hall Toilets

On the understanding that the toilets at the rear of the Yerecoin Hall will be available for public use, the Shire will accept responsibility for the costs of maintenance including cleaners wages.

Amended & Adopted 16/04/14

11.5.7 Smoking in Shire Buildings

Replaced/revoked 18 July 2018

11.5.8 Consumption of Liquor

Replaced/revoked 18 July 2018

11.6 Shire Reserves

11.6.1 Tree Planting on Public Land

The Chief Executive Officer is authorised to arrange for the supply of up to 100 trees, to be planted on public land by public organisations subject to the submission of a plan detailing the submission.

11.6.2 Picking of Wildflowers

Picking of Wildflowers on reserves and roads vested in the Shire will only be approved by a resolution of full Council.

11.6.3 Leasing of Reserves

Replaced/revoked 18 July 2018

11.6.4 Fencing of Land adjoining Shire controlled land

The Shire will normally except in accord with the requirements of the Dividing Fences Act, not contribute financially to the fencing of land, which adjoins Shire controlled land (e.g. Reserves, public access ways, and road reserves).

Fencing of drainage reserves that are required to be fenced will be carried out as part of the cost of subdivision.

11.6.5 Charges for Utilities and Services

Replaced/revoked 18 July 2018

11.6.6 Inspection of Land Vested in Council

Replaced/revoked 18 July 2018

11.6.7 Exploration Drilling on Road Reserves

Applications to undertake exploration drilling on road reserves within the Shire will only be approved if the company involved agrees to the following common list of conditions.

- a) Xxxxx Resources will indemnify the Council against any action being taken which may arise as a result of the activities being undertaken by Xxxxx Resources on the road reserves.
- b) Drilling will be conducted as per the plan provided in the application for permission to drill.
- c) Xxxxx Resources will at all times minimise damage to roadside vegetation and will move the hole location in preference to clearing. Xxxxx Resources will meet the cost of re-establishment should it be determined that excessive clearing has taken place.
- d) Xxxxx Resources recognises that damage to the road running surface is unacceptable and will take all measures necessary to ensure that no damage occurs as a result of Xxxxx Resources operations.
- e) However, should any damage occur Xxxxx Resources will reimburse the Council for the reasonable cost of repairs.
- f) Xxxxx Resources and its contractors will not intentionally damage any fences adjoining the roadway and will make good any accidental damage that may occur as a result of its operations.
- g) 'Road works in progress' warning signs are to be placed beside the road 200m ahead and behind the operating rig.
- h) Xxxxx Resources holds all of the necessary indemnity and insurances required by the Shire and be sighted by the shire.
- i) Xxxxx Resources will ascertain the location of all public services prior to commencement of drilling.
- j) Xxxxx Resources will ensure that there are no polluted discharges from the work site and that all discharges are released slowly to avoid erosion and scouring.
- k) Any occurrence of water is to be routinely logged and will be notified to the Shire. As well all significant materials such as laterite gravels, limestones and granites will be logged and reported to the Shire.
- l) Xxxxx Resources will provide the Shire with at least three (3) days notice prior to the commencement of works and a timetable for those works.
- m) Xxxxx Resources is aware of the need to manage dieback risk and all vehicles will be cleaned down prior to the start of the program and at the end of the program.

- n) Prior to the commencement of works Xxxxx Resources will obtain consent from the Minister for Mines, as per standard processes.

11.7 Regional Natural Resources Identification Kit

Replaced/revoked 18 July 2018

11.8 Property

Replaced/revoked 18 July 2018

11.9 Water Ex Standpipes

Water may only be taken from standpipes at Bolgart, Calingiri and Yerecoin in accordance with agreements signed with the Water Corporation for domestic and emergency purposes and notices shall be displayed on the standpipes to this effect.

11.10 Calingiri and Bolgart Cemeteries

Replaced/revoked 18 July 2018

11.11 Town Beautification

Replaced/revoked 18 July 2018

11.12 Calingiri Ambulance

Council agrees that fuel be made available to the Victoria Plains Sub Centre, St Johns Ambulance for the Calingiri Ambulance. Such fuel may be drawn from the Shire bowser at the depot and charged to the Sub Centre at cost price.

Replaced/revoked 18 July 2018

Check further

11.13 Victoria Plains Small Community Grants Program

Council will set aside \$5,000 in the annual budget each year, over and above individual budget requests, to assist community groups, community members and to support small community projects. Each person or group will be entitled to a maximum of \$500 per annum from this program and grants approved under this policy are to be reported to Council at the next ordinary Council meeting.

11.14 Street Lighting

All lights in Yerecoin townsite are, when required to be replaced, replaced with street lights that meet the specifications of Aeroscreen fittings are requested by the Chiro Astronomical Observatory. All streetlights in town installed or replaced after September 1992 are to be of the Aeroscreen Luminaire type.

Streetlights in Calingiri, Bolgart and Yerecoin are to operate from dusk to dawn.

11.15 Street Appeals

Replaced/revoked 18 July 2018

DIVISION 12 - CODE OF CONDUCT

Replaced 16 May 2018