



SHIRE OF

Chapman Valley

love the rural life!

**Building & Projects
Policy, Procedures
&
Guidelines Manual 2018**

Key Documents, Policies / Procedures / Guidelines 4

1.0 Procedures 4

 CMP-003 Building Applications 4

 CMP-004 Dwelling Unfit for Occupation 6

 CMP-008 Use of Crockery 7

 CMP-009 Use of Furniture 8

 CMP-010 Building & Facility Hire Conditions 9

 CMP-012 Nanson Show Grounds – Annual Chapman Valley Show 12

 CMP-014 Sports Ground 14

 CMP-015 Council Housing / Buildings 15

 CMP-019 Camping Areas 16

2.0 Matrix – All Policies & Procedures 17

Key Documents, Policies / Procedures / Guidelines

These are Shire specific policies, procedures and guidelines relevant to the Building & Projects section of the organisation and form part of this manual to act as a reference tool.

1.0 Procedures

CMP-003 Building Applications

MANAGEMENT PROCEDURE No.	CMP-003
MANAGEMENT PROCEDURE	BUILDING APPLICATIONS
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	2.10
RELEVANT DELEGATIONS	6001b; 6001c; 6001d; 6001e; 6001f; 6001g

OBJECTIVES:

To clarify procedures for Building Applications lodged with the Shire of Chapman Valley.

MANAGEMENT PROCEDURE STATEMENT/S:

Key Characteristics of Process

- Process project managed by Building Surveyor and administered by Administration Staff.
- All Applications can be lodged at the Shire of Chapman Valley offices.
- Certificate of Design Compliance may be supplied by an independent Building surveyor or CDC may be certified by Shire Building Surveyor.
- Building Permits issued by the Shire
- Building Surveyor may provide advice on technical building issues.

Process

- Administration staff calculate and collect fees where possible, do preliminary check to ensure necessary plans and information are provided (checklist to be prepared) If the applicant has any questions regarding what details may be required or whether other approvals are needed, they can discuss with Building Surveyor and Planner if available. Application logged onto building module of synergy soft, customer receipt created, building envelope created by administration staff.
- Application logged onto computer system and date stamped by administration staff.
- Application referred to Planner for planning assessment. If satisfactory, the application is signed off by Planner, if not satisfactory, Planner to liaise with applicant regarding planning application. Where it is likely that a planning approval will ultimately be issued without significant changes to the proposal, Planner will not hold up assessment of building application.
- Application referred to Building Surveyor by administration staff.
- Building Surveyor to assess application and follow-up any additional information if needed. If any significant changes to plans required, Building Surveyor to liaise with Planner to determine whether the changes have any planning impact.
- When satisfied with application Building Surveyor to advise administration staff that permit can be issued and what conditions need to be applied,
- Administration staff to prepare permits, Building Surveyor to stamp plans for checking and signing.
- Building Surveyor to check and sign permit if satisfied.
- Administration staff to file application and permit, and complete computer records.

- Building Surveyor prepares Certificate of Design Compliance (CDC, BA03) & Building Permit (BA04), sign & date stamp approved plans.
- Building Surveyor places approved plans, building permit & CDC in outgoing mail, places copies of documents into records filing tray to be scanned into records & placed onto relevant assessment file, files building envelope in the active permit filing cabinet.
- Administration staff to post permits to builder.

Other Building Related Responsibilities

- Sending monthly returns though to ABS, CTF and Building Commission; responsibility of administration staff.
- Enquiries regarding what permits have been issued for particular site; responsibility of building surveyor / administration staff
- Sending owner-builder statutory declarations to Building Commission; responsibility of administration staff (Owners Builders liaise with Building Commission)
- Enquiries regarding what permits have been issued for particular site; responsibility of administration staff
- Enquiries regarding whole of process, simple technical matters, planning related matters; responsibility of planning staff.
- Enquiries regarding technical matters referred to Building Surveyor, environmental health matters referred to Environmental Health Officer.

Actions Resulting from New Operational Procedures

- Sub-delegation to Shire of Chapman Valley Building Surveyor to sign off Building Permits.

Refusal of Building Permit Applications

- The Building Surveyor shall inspect the site relevant to building permit applications, which have been refused to ensure the building is not proceeded with.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32
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CMP-004 Dwelling Unfit for Occupation

MANAGEMENT PROCEDURE No.	CMP-004
MANAGEMENT PROCEDURE	DWELLING UNFIT FOR OCCUPATION
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	2.20
RELEVANT DELEGATIONS	6001c; 6001d; 6001e; 6001f; 6001g

OBJECTIVES:

Manage habitability of residential dwellings.

MANAGEMENT PROCEDURE STATEMENT/S:

If in the opinion of the Environmental Health Officer a dwelling occupied by a person or persons is, by reason of uncleanliness or want of repair, unfit for human habitation, he/she, after receiving approval from the Council, is authorised to serve notice under the hand of the Chief Executive Officer and pursuant to the provisions of the Health Act, directing -

- (i) the dwelling not, after a time specified in the notice, be inhabited or occupied by any person; or
- (ii) within a specified time to amend the dwelling in accordance with a schedule of works; or
- (iii) to take down and remove the dwelling

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-008 Use of Crockery

MANAGEMENT PROCEDURE No.	CMP-008
MANAGEMENT PROCEDURE	USE OF CROCKERY (ALL BUILDINGS)
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.30
RELEVANT DELEGATIONS	

OBJECTIVES:

Control the access and use of Shire owed crockery at Shire owned/controlled b buildings & facilities

Management Licences established for the use of Shire owned buildings & facilities will take precedence over this Procedure if there is any contradiction.

MANAGEMENT PROCEDURE STATEMENT/S:

Crockery is not available for hire or use other than for functions held at the Shire owned buildings & facilities, except where the Chief Executive Officer has granted approval for such hire.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-009 Use of Furniture

MANAGEMENT PROCEDURE No.	CMP-009
MANAGEMENT PROCEDURE	USE OF FURNITURE (ALL BUILDINGS)
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.60
RELEVANT DELEGATIONS	

OBJECTIVES:

Control the access and use of Shire owed furniture at Shire owned/controlled buildings & facilities

Management Licences established for the use of Shire owned buildings & facilities will take precedence over this Procedure if there is any contradiction.

MANAGEMENT PROCEDURE STATEMENT/S:

Furniture is not available for hire or use other than for functions held at the Shire owned buildings & facilities, except where the Chief Executive Officer has granted approval for such hire.

Council hires its tables and chairs to local organisations on the understanding that the hirer will be responsible for loss or breakages.

Hirers to have precedence for the use of furniture

The Chief Executive Officer has the discretionary power to approve or disallow any such relocation of Council owned furniture

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES):**

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-010 Building & Facility Hire Conditions

MANAGEMENT PROCEDURE No.	CMP-010
MANAGEMENT PROCEDURE	BUILDING & FACILITY HIRE CONDITIONS
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.40
RELEVANT DELEGATIONS	

OBJECTIVES:

Clarify the responsibilities of the various clubs & organisation and the Shire of Chapman Valley in regard to the use of Shire owned/controlled buildings and facilities.

MANAGEMENT PROCEDURE STATEMENT/S:

- All hire charges must be paid at the Shire Office before keys will be issued.
- Keys issued under the Non-Cut Key System to Clubs or community organisations will require a bond to be paid prior to issue. Bond will be an amount equivalent to the cost to replace/adjust locks and cut new key(s) in the event of loss. If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of this replacement will be the responsibility of the hirer.

Keys issued to Clubs or community organisations must be returned to the Shire Office at the end of their season.
- It is the responsibility of the hirer to ensure the conduct of the persons present at the time of their function is orderly.
- It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Shire. An additional licence must be obtained from the appropriate authority (e.g. Police, Dept. Racing & Gaming) for the sale of liquor.
- The cleaning of all facilities used is the responsibility of the hirer, however if the premises have been left in an untidy state and Shire is required to clean them, costs involved in such cleaning will be payable by the hirer.

If any items used (e.g.: barbecues, etc.) are left in an unsatisfactory condition, the Hirer will be requested to carry out the necessary cleaning or repairs to such items to the satisfaction of the Chief Executive Officer.

If in the event that any specific Hirer refuses to undertake the necessary cleaning and/or repairs required as specified, then Shire Staff will carry out this work and an appropriate charge specified by the Chief Executive Officer will be forwarded to the Hirer.

Any future use of such items by the specific Hirer will require a bond to be deposited with the Shire prior to use.

This bond will be set by Shire at the time fees and charges are set annually and will not be refunded until the items have been returned in a satisfactory condition.

- Ensure all lights, including lights on the oval, are turned off after function. Penalty may be imposed if lights left on.

7. No spiked shoes or boots or the like to be worn in any part of the building except the two main change rooms and public toilets.

8. Crockery and Cutlery Hire

Breakages and losses - the cost of all replacements is the responsibility of the hirer.

9. Furniture

Tables or chairs are not to be removed from the building unless with the prior approval of the Shire CEO. All tables and chairs must be stacked in an orderly manner and not left out after the event.

Furniture must not be dragged across floors.

10. The building must be left locked up and with all lights switched off.

11. Exemption to hall hire charge

The Chapman Valley Parents and Citizens Association is exempt from paying hall hire charges at the Nabawa Community Centre for the following events: -

- Annual Christmas Tree
- Annual quiz night
- School Presentation night.

Footnote – Community Newspaper Group “Valley Vibes” are exempt from paying hire charges for the “clinic” room at the Community Centre.

12. When alcohol is to be consumed on the premises, a refundable bond, in accordance with that set annually by Council, is to be collected from hirers of this facility. The Shire Chief Executive Officer has the authority to impose or waiver this charge on any hirer, regardless of whether alcohol is consumed or not.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32
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CMP-012 Nanson Show Grounds – Annual Chapman Valley Show

MANAGEMENT PROCEDURE No.	CMP-012
MANAGEMENT PROCEDURE	NANSON SHOW GROUNDS – ANNUAL CHAPMAN VALLEY SHOW
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.70
RELEVANT DELEGATIONS	

OBJECTIVES:

Ensure adequate and timely assistance is provided to the Chapman Valley Agricultural Society for the preparation of the annual Chapman Valley Agricultural Show at the Nanson Showgrounds.

MANAGEMENT PROCEDURE STATEMENT/S:

The following Operational Procedure is to be followed for the preparation of the Nanson Show Grounds for the Annual Chapman Valley Agricultural Show:

TIME FRAME	OPERATIONAL PROCEDURE	OFFICER RESPONSIBLE
1 month prior to show	Spray winter weeds along road verge and on the grounds for star thistle, roly poly and walkaway bur	Senior Ranger
2 weeks prior to show	Check all buildings for maintenance to be completed	Building Surveyor
	Mow surrounds, car parks and whipper snipper around buildings and fences	Works Supervisor
	Assist with the hosing out of the Hall – 2 weeks before the Show.	Building Surveyor / Senior Ranger
	Grade firebreaks around Nanson Show Grounds – September.	Works Supervisor
1 week prior to show	Contact show secretary and offer council staff for setting up the show – Monday before the show.	Works Supervisor
	Cartage of 100 chairs from the Community Centre to the dining room – Tuesday before the show	Works Supervisor
	Grade and water roads, parking areas, walkways and entrances into Nanson Show Grounds – Tuesday before the show.	Works Supervisor
	Check the toilets and tanks for maintenance – Wednesday before the show and 1 week prior to Merino Stud Breeders Show.	Building Surveyor
	Deliver rubbish bins, rubbish crate and recycling bins to Nanson Show Grounds – Friday before the show.	Works Supervisor
	Fire truck – Ensure available with volunteer on the show day – wet down dusty areas.	Building Surveyor / Senior Ranger
	Contact the cleaners to have the toilets cleaned twice throughout the show day & ensure enough hand towels, toilet rolls etc	Admin Manager

		Create 'No Parking' signs day before show and post along Chapman Valley Road on the day of the show.	Works Supervisor
2 days prior to show		Mow surrounds, car parks and whipper snipper around buildings and fences – 2 weeks prior and 2 days prior to the show	Works Supervisor
		Grade McCagh Road to Mt Erin-Nabawa Road	Works Supervisor

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/09-1
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-014 Sports Ground

MANAGEMENT PROCEDURE No.	CMP-014
MANAGEMENT PROCEDURE	SPORTS GROUND
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.90
RELEVANT DELEGATIONS	

OBJECTIVES:

Protect the playing surface of the Nabawa Sporting Complex oval.

MANAGEMENT PROCEDURE STATEMENT/S:

The area defined for the sports oval be used solely for the purpose of pedestrian team sports unless otherwise determined by the Shire

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 06/17-13

CMP-015 Council Housing / Buildings

MANAGEMENT PROCEDURE No.	CMP-015
MANAGEMENT PROCEDURE	COUNCIL HOUSING / BUILDINGS
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.100
RELEVANT DELEGATIONS	

OBJECTIVES:

Outline the requirements for the lease/rental of Shire owned residential properties.

MANAGEMENT PROCEDURE STATEMENT/S:

Bond

A bond is to be imposed upon all new tenants renting Council houses with the amount being that as set by the current year's budget. The bond amounts are to be set for both Council employees and private tenants and reviewed annually. This bond is to be forwarded to the appropriate organisation to be held in trust in accordance with legislative requirements.

Council employee tenants are to be given the option of paying the bond amount by instalment deductions from their fortnightly pay.

Residential Tenancies Act 1987

Council adopts the "Standard Residential Tenancy Agreement" guidelines for all future tenants with the following additional conditions:

The tenant will be in breach of a term of his Agreement if his/her employment with the Chapman Valley Shire Council ceases for any reason.

- (ii) All persons occupying Council owned houses are to complete and sign tenancy agreements.
- (iii) Houses may be allocated to various staff positions.
- (iv) It is the responsibility of the tenant to ensure the gardens, yard and house surrounds are kept in a neat and tidy condition and lawns and gardens not be left to die or deteriorate.
- (v) If applicable it is the responsibility of the tenant to maintain the swimming pool located at the premises and ensure all isolation fencing complies with legislation.

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES):**

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-019 Camping Areas

MANAGEMENT PROCEDURE No.	CMP-019
MANAGEMENT PROCEDURE	CAMPING AREAS
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.150
RELEVANT DELEGATIONS	6002

OBJECTIVES:

Set guidelines for the areas where camping is allowed within the Shire of Chapman Valley and conditions associated with these locations.

MANAGEMENT PROCEDURE STATEMENT/S:

Coronation Beach (for up to thirty days in one-year period) – This is a nature Based Park comprising toilets, rubbish collection, shade shelters, unpowered sites and gas barbecue are the only facilities provided

NO CAMPFIRE ALLOWED AT ANYTIME;
Yuna Hall (overnight only – unless otherwise approved);

NO CAMPFIRE ALLOWED AT ANYTIME
Fig Tree Crossing Reserve (24 hours) – Toilet facilities only provided;

NO CAMPFIRE ALLOWED AT ANYTIME
Yuna Golf Club Reserve (overnight only – unless otherwise approved) – Showers and toilets provided.

NO CAMPFIRES ALLOWED DURING THE RESTRICTED & PROHIBIT BURNING PERIODS
Nabawa Oval (overnight only) – Toilet and shower facilities only available;

NO CAMPFIRE ALLOWED AT ANYTIME
Yuna Tennis Club (overnight only – unless otherwise approved) – No facilities provided.

NO CAMPFIRE ALLOWED AT ANYTIME
Nanson Showgrounds (overnight only – unless otherwise approved)– No facilities provided

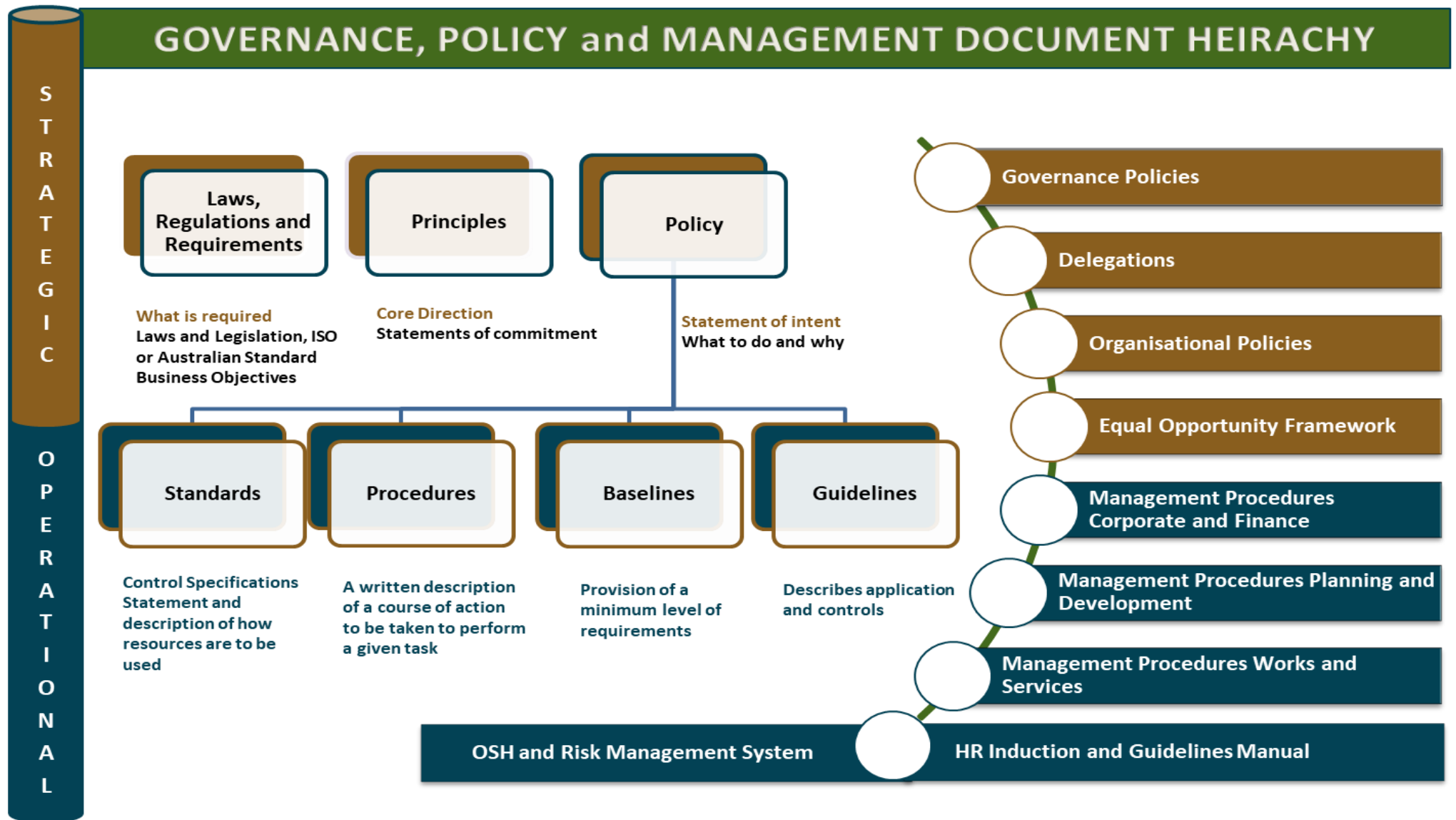
NO CAMPFIRES ALLOWED DURING THE RESTRICTED & PROHIBITED BURNING PERIODS

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	05/04-3
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

2.0 Matrix – All Policies & Procedures

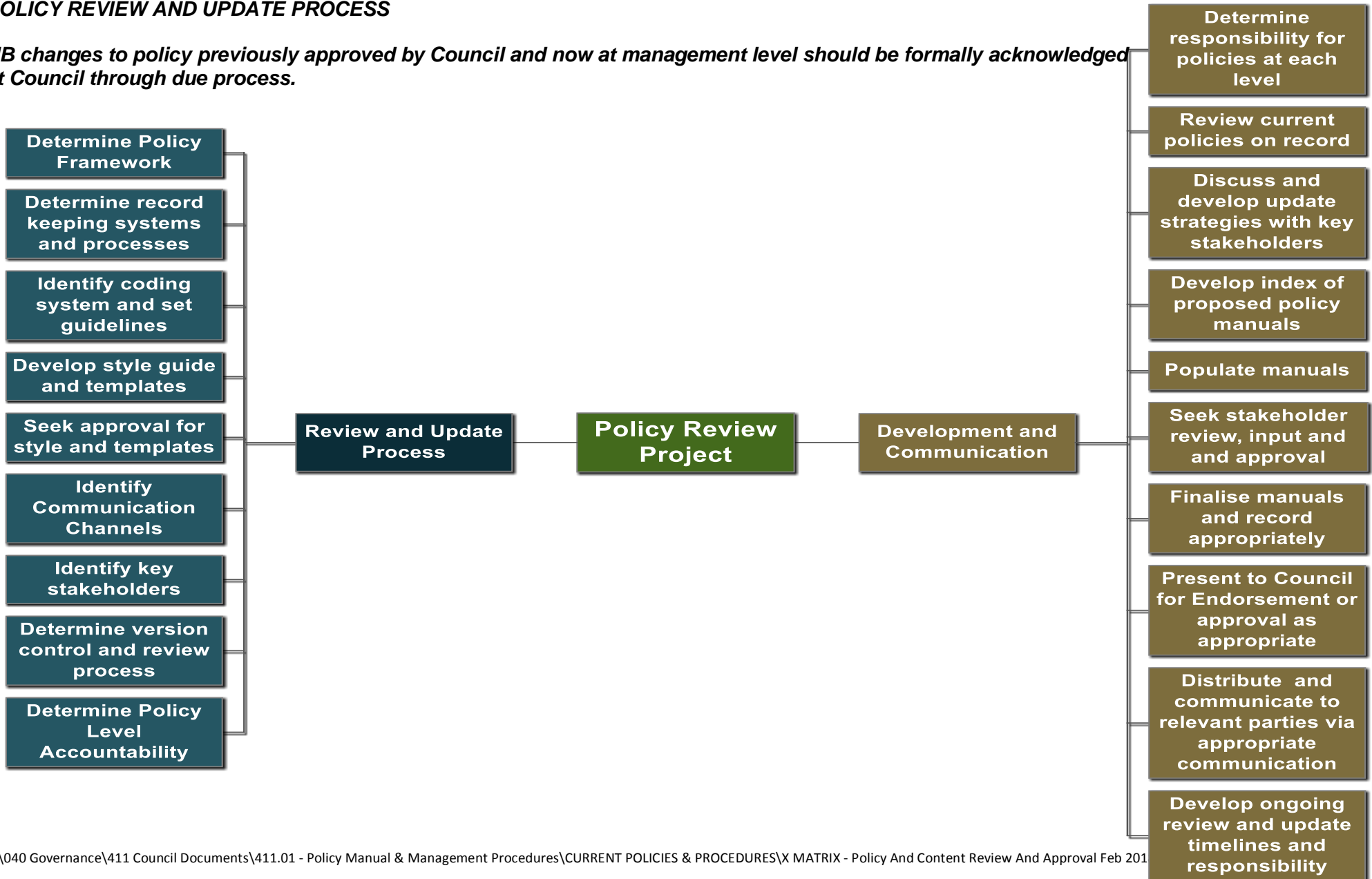
The policies outlined in this document have been classified for review and approval using the following hierarchy to demonstrate effective and



Appropriate governance and management of policies and procedures:

POLICY REVIEW AND UPDATE PROCESS

NB changes to policy previously approved by Council and now at management level should be formally acknowledged at Council through due process.



Corporate Policy Number	Policy Title	Purpose	Update Responsibility	How communicated to Stakeholders
CP-001	SPARE			
CP-002	OBJECTION AND APPEALS	Introduce an <i>Objection and Appeals Policy and Checklist</i> . This Checklist is for decisions made under Part 3 of the Local Government Act (Functions of Local Governments) and any Local Law or Regulation that operates as if it were a Local Law.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CP-003	COMPLAINTS HANDLING SYSTEM	A complaint handling system is an organised way of responding to, recording, reporting and using complaints to improve service to the community. The complaint handling system includes processes for customers to make complaints and guidelines for officers to resolve complaints.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CP-004	LEGAL REPRESENTATION COSTS INDEMNIFICATION	This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings. In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual

CP-005	CODE OF CONDUCT – ELECTED MEMBERS	<p>The Code of Conduct provides Elected Members of the Shire of Chapman Valley with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability. The Code is complimentary to the principles adopted in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007 which incorporates four fundamental aims to result in:</p> <ul style="list-style-type: none"> a) Better decision making b) Greater community participation in the decisions and affairs of the Council c) Greater accountability of the Council to its community d) More efficient and effective local government. <p>The Code provides a guide and a basis of expectations for Elected Members. It encourages commitment to ethical and professional behaviour and outlines principles in which individual and collective local government responsibilities may be based.</p>	CEO	Elected Member Governance Policy & Procedures Manual
CP-006	SPARE			
CP-007	ELECTED MEMBERS CORRESPONDENCE	Ensure compliance with the requirements of the State Records Act, 2000	CEO	Elected Member Governance Policy & Procedures Manual
CP-008	SHIRE OF CHAPMAN VALLEY RECORD KEEPING POLICY	Ensure compliance with the requirements of the State Records Act, 2000	MGR Finance & Corporate Services	Organisational Corporate Policy, Procedures & Guidelines Manual

CP-009	MEDIA CONTACT	To set out in straight forward sequence, the statutory and corollary principles applying to speaking on behalf of the Shire of Chapman Valley.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CP-010	FREEDOM OF INFORMATION	The Shire of Chapman Valley supports the principle of the Freedom of Information Act 1992 and will release copies of documents it holds wherever possible, subject to the Act and to policy requirements.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CP-011	SENIOR STAFF	To designate Senior Employees in accordance with the requirements of the Local Government Act, 1995	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CP-012	ROAD NAMES	To allow for the efficient allocation of appropriate names to new roads being created in the Shire, or to existing unnamed roads	DCEO	Planning and Development Policy, Procedures & Guidelines Manual
CP-013	PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD	To stipulate payments made to employees in addition to contracts or award payments as is required by the Local Government Act, 1995, s 5.50(2)	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CP-014	EMPLOYEES SAFETY AND HEALTH	This policy recognises that the safety and health of all employees of the Shire of Chapman Valley is the responsibility of council management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual

<p>CP-015</p>	<p>EQUAL OPPORTUNITY STATEMENT AND PLAN</p>	<p>The objectives of this Policy are:</p> <ul style="list-style-type: none"> (a) to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment, age, publication of relevant details on the Fines Enforcement Registrar’s website or, in certain cases, gender history in the areas of work, accommodation, education, the provision of goods, facilities and services and the activities of clubs; and (b) to eliminate, so far as is possible, sexual harassment and racial harassment in the workplace and in educational institutions and sexual harassment and racial harassment related to accommodation; and (c) to promote recognition and acceptance within the community of the equality of men and women; and (d) to promote recognition and acceptance within the community of the equality of persons of all races and of all persons regardless of their sexual orientation, religious or political convictions or their impairments or ages. 	<p>CEO</p>	<p>HR Induction and Guidelines Manual</p>
<p>CP-016</p>	<p>DRUG & ALCOHOL</p>	<p>The purpose of the Shire of Chapman Valley -Drug and Alcohol Policy is to ensure that all employees, contractors and visitors who are present at Shire of Chapman Valley work sites are in a condition to safely carry out their work and do not present a risk to the safety of any other person in the workplace. The Shire of Chapman Valley has a general ‘duty of care’ obligation to ensure that, as far as practicable, workers are not exposed to hazards and risks that could arise from workers being impaired by alcohol and or other drugs and, where they may arise.</p>	<p>CEO</p>	<p>HR Induction and Guidelines Manual</p>

<p>CP-017</p>	<p>RISK MANAGEMENT</p>	<p>The Policy and Procedures form the Risk Management Framework for the Shire of Chapman Valley (“the Shire”). It sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.</p> <p>It is essential that all areas of the Shire adopt these policies and procedures to ensure:</p> <ul style="list-style-type: none"> • Strong corporate governance. • Compliance with relevant legislation, regulations and internal policies. • Integrated Planning and Reporting requirements are met. • Uncertainty and its effects on objectives is understood. <p>This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.</p>	<p>MFCS and Council Finance, Audit <i>(in consultation with Risk Management Committee)</i></p>	<p>Elected Member Governance Policy & Procedures Manual</p>
<p>CP-018</p>	<p>BULLYING</p>	<p>The Shire seeks to provide all employees with a work environment that is safe, equitable and free of discrimination and harassment. This includes the prevention and effective management of bullying behaviour in the workplace.</p>	<p>CEO</p>	<p>HR Induction and Guidelines Manual</p>
<p>CP-019</p>	<p>SMOKING</p>	<p>To ensure compliance with the <i>Tobacco Products Control Act & Regulation, 2006</i> legislation and to recognise the health and well-being of the Shire staff and constituents.</p>	<p>CEO</p>	<p>HR Induction and Guidelines Manual</p>

CP-020	SEXUAL HARASSMENT	Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.	CEO	HR Induction and Guidelines Manual
CP-021	MANAGEMENT OF INVESTMENTS	<p>To invest the local government’s surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met. While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.</p> <ul style="list-style-type: none"> • Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters. • The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment. • The investment is expected to achieve a predetermined market average rate of return that takes into account the Council’s risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles. 	MGR Finance & Corporate Services	Finance Policy, Procedures & Guidelines Manual

CP-022	RATE/DEBT RECOVERY - MANAGEMENT OF DEBTS OWING TO COUNCIL	To assist in the timely and effective collection of debts the following shall be the process for the recovery of monies owing to the Shire of Chapman Valley.	Mgr Finance & Corporate Services	Finance Policy, Procedures & Guidelines Manual
CP-023	SPARE			
CP-024	PURCHASING	<ul style="list-style-type: none"> • To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996. • To deliver best practice approach and internal purchasing processes for the Shire of Chapman Valley. • To ensure consistency for all purchasing activities within the Shire of Chapman Valley. 	Mgr Finance & Corporate Services	Finance Policy, Procedures & Guidelines Manual
CP-025	REGIONAL PRICE PREFERENCE	In order to promote sub-regional development, the Shire of Chapman Valley may provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with Council via the Tendering Process. Any price preference provided will comply with part 4A of the Local Government (Function and General) Regulations 1995 as amended.	CEO	Finance Policy, Procedures & Guidelines Manual
EP-001	FIRE BREAK NOTICE & INFORMATION NEWSLETTER	To provide clear and concise information to landowners/occupiers within the Shire of Chapman Valley of fire control, suppression and prevention requirements on their land	CEO <i>(in consultation with BFB Comminute)</i>	Organisational Corporate Policy, Procedures & Guidelines Manual
IP-005	ROADSIDE VEGETATION GUIDELINES – ROAD CONSTRUCTION	To set guidelines on vegetation activities within the road reserves under the control of the Shire.	MGR Works & Services	Works and Services Procedures and Guidelines Manual

IP-006	ROAD HIERARCHY	To establish an agreed road hierarchy for roads under the control of the Shire of Chapman Valley	MGR Works & Services	Works and Services Procedures and Guidelines Manual
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Current Policy Number - Code*	Management Procedure	Purpose	Update Responsibility	How communicated to Stakeholders
CMP-001	ANIMAL WELFARE ACT – GENERAL INSPECTORS	Appointment of Animal Welfare General Inspectors for the Shire of Chapman Valley	Senior Ranger	Works and Services Policy, Procedures and Guidelines Manual
CMP-002	STOCK ON LOCAL ROADS	Main Roads will provide guidance on reasonable precautions that should be taken when driving stock across or along a state road and will also permit stock underpasses under state roads subject to the underpass meeting Main Roads requirements. Council will provide guidance on reasonable precautions that should be taken when driving stock across or along a local road and will also permit stock underpasses under local roads subject to the underpass meeting Main Roads requirements. These guidelines do not address the issue of straying stock in unfenced pastoral areas.	Senior Ranger	Works and Services Policy, Procedures and Guidelines Manual
CMP-003	BUILDING APPLICATIONS	To clarify procedures for Building Applications lodged with the Shire of Chapman Valley.	Building Surveyor	Building & Projects Policy, Procedures and Guidelines Manual
CMP-004	DWELLING UNFIT FOR OCCUPATION	Manage habitability of residential dwellings.	Building Surveyor	Building & Projects Policy, Procedures and Guidelines Manual
CMP-005	USE OF PLANT – FIRE FIGHTING	To stipulate the authority for THE USE OF Shire Plant & Equipment in the event of a bush fire	CEO	Works and Services Policy, Procedures and Guidelines Manual
CMP-006	USE OF ELECTRONIC SIGNATURE	This Procedure establishes principles and processes for electronic signature (e-signature) implementation, application and management, whilst also recognising the requirements of Section 9.49A of the Local Government Act, 1995 and the State Records Act, 2000.	CEO	Finance Policy, Procedures & Guidelines Manual

CMP-007	RELATED PARTY DISCLOSURE	<p>The Shire must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general purpose financial statements, to comply with Australian Accounting Standard AASB 124 Related Party Disclosures.</p> <p>The objective of the Standard is to ensure an entity's financial statements contain disclosures necessary to draw attention to the possibility its financial position and profit or loss may have been affected by the existence of</p>	MGR Finance & Corporate Services	Finance Policy, Procedures & Guidelines Manual
CMP-008	COMMUNITY CENTRE CROCKERY	Control the access and use of Shire owed crockery at the Nabawa Community Centre.	Building Surveyor	Building & Projects Policy, Procedures and Guidelines Manual
CMP-009	COMMUNITY CENTRE FURNITURE	Control the access and use of Shire owned furniture at the Nabawa Community Centre.	Building Surveyor	Building & Projects Policy, Procedures and Guidelines Manual
CMP-010	COMMUNITY CENTRE / SPORTING COMPLEX / NABAWA HALL HIRE CONDITIONS	Clarify the responsibilities of the various clubs & organisation and the Shire of Chapman Valley in regard to the use of Nabawa Community Centre, Sporting Complex and Hall.	Building Surveyor	Building & Projects Policy, Procedures and Guidelines Manual
CMP-011	WORKPLACE SURVEILLANCE POLICY	<p>The Shire of Chapman Valley is committed to providing a safe environment for its employees and the community in which unlawful, antisocial, and inappropriate activity is kept to a minimum while respecting the individual rights to privacy.</p> <p>The Shire of Chapman Valley will ensure that the use of workplace surveillance complies with the requirements of the relevant legislation including the Surveillance Devices Act 1998 (WA).</p>	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-012	NANSON SHOW GROUNDS – ANNUAL CHAPMAN VALLEY SHOW	Ensure adequate and timely assistance is provided to the Chapman Valley Agricultural Society for the preparation of the annual Chapman Valley Agricultural Show at the Nanson Showgrounds.	Building Surveyor	Building & Projects Policy, Procedures and Guidelines Manual

CMP-013	COMMUNICATIONS & SOCIAL MEDIA	This procedure establishes protocols for the Shire of Chapman Valley's official communications with our community to ensure the Shire of Chapman Valley is professionally and accurately represented and to maximise a positive public perception of the Shire of Chapman Valley.	CEO	HR Induction and Guidelines Manual
CMP-014	SPORTS GROUND	Protect the playing surface of the Nabawa Sporting Complex oval.	Building Surveyor	Building & Projects Policy, Procedures and Guidelines Manual
CMP-015	COUNCIL HOUSING / BUILDINGS	Outline the requirements for the lease/rental of Shire owned residential properties.	Building Surveyor	Building & Projects Policy, Procedures and Guidelines Manual
CMP-016	ADMINISTRATION – COUNCIL CHAMBERS	Control the use of the Shire of Chapman Valley Council Chambers.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-017	COLLECTION OF NATIVE SEED	To ensure that the person making application to collect native seeds has necessary qualifications and licenses	DCEO	Planning and Development Policy, Procedures & Guidelines Manual
CMP-018	SPARE			
CMP-019	CAMPING AREAS	Set guidelines for the areas where camping is allowed within the Shire of Chapman Valley and conditions associated with these locations.	Building Surveyor	Building & Projects Policy, Procedures and Guidelines Manual
CMP-020	SPARE			
CMP-021	CORPORATE CREDIT CARD	Develop clear and concise guidelines and condition for the use of the Credit Cards issued to specific staff.	MGR Finance & Corporate Services	Finance Policy, Procedures & Guidelines Manual
CMP-022	LIBRARY USAGE	Set conditions for Library usage.	MGR Finance & Corporate Services	Organisational Corporate Policy, Procedures & Guidelines Manual

CMP-023	FLAG	Set conditions for flying the flag at the Shire of Chapman Valley Office.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-024	RELEASE OF "UNCONFIRMED" MINUTES	Set guidelines for the release of Council Unconfirmed Minutes.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-025	ADDITIONAL ADMINISTRATIVE FUNCTIONS & TASKS	Set what additional administrative tasks will be undertaken by Council as a result of impositions being placed on the Shire by other tiers of government.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-026	CODE OF CONDUCT – STAFF	The code of conduct clarifies the standards of behaviour that are expected of all staff in the Shire of Chapman Valley in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions and is to be used in conjunction with the Shire's other HR Policies and Operational Procedures.	CEO	HR Induction and Guidelines Manual
CMP-027	DISPOSAL OF ABANDONED VEHICLES	To provide guidance to officers responsible for the disposal of abandoned vehicles in the custody of Council and to delegate authority to the Chief Executive Officer to undertake the disposition process on behalf of Council. (Local Government Act (1995) section 3.40 to 3.47)	Senior Ranger	Works and Services Policy, Procedures and Guidelines Manual
CMP-028	RISK MANAGEMENT PROCEDURES	No overarching objective – Refer to LGIS work procedures in Corporate policy on this to extract the operational procedure and guidelines	MGR Finance & Corporate Services	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-029	DECONTAMINATION OF AGRICULTURAL SPRAYING VEHICLES WITHIN TOWNSITES	To set conditions for the decontamination of agricultural spraying vehicles within townsites including Western Region localities (e.g. Parkfalls Estate, Dolby Creek Estate, Harbour Lights Estate, Coffee Pot Estate and Waggrakine)	DCEO	Planning and Development Policy, Procedures & Guidelines Manual
CMP-030	CONFERENCE; MEETINGS; TRAINING; ETC	Outline the process and conditions associated with Elected Members attending conferences, meetings, training, etc.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual

CMP-031	SPARE			
CMP-032	CORRECTIONS/DISCREPANCIES IN MINUTES	Set guidelines for corrections to Minutes and avoid pedantic changes being requested.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-033	HONOUR AWARDS	Set conditions, guidelines and processes for bestowing awards upon recipients.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-034	COUNCIL ANNUAL FUNCTION (PRESIDENTS DINNER)	Provide guidelines and processes for the Annual Council Function (Presidents Dinner).	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-035	WALGA AGM AND NORTHERN COUNTRY ZONE	Give authority to Elected Member representatives at both the WALGA AGM and the Northern Country Zone of WALGA to vote on issues at their discretion.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-036	COMMUNITY COMMUNICATION	To promote an equitable and transparent approach to local governance and effective community consultation	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-037	PERMIT - LANDOWNERS SPRAYING OF COUNCIL CONTROLLED RESERVES/LAND	To allow landowners to spray Council controlled reserves and land under the Permit System.	DCEO	Planning and Development Policy, Procedures & Guidelines Manual
CMP-038	DECLARED PLANTS - SPRAYING UNIT	Control use of Council owned plant and equipment.	DCEO	Planning and Development Policy, Procedures & Guidelines Manual

CMP-039	SPARE			
CMP-040	CUSTOMER SERVICE	This Operational Procedure provides guidance to staff and customers as to the standards of service and process for making complaints in relation to the Shire of Chapman Valley.	MGR Finance & Corporate Services	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-041	LOGO'S ON SHIRE VEHICLES	To ensure specific shire owned vehicle have logo attached.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-042	ANNUAL LEAVE	To attempt in minimising the effect of annual leave clearance by staff, whilst ensuring all Award and legislative requirements, along with the welfare of staff are taken into consideration.	CEO	HR Induction and Guidelines Manual
CMP-043	HOURS OF WORK	To determine hours of work for Council staff	CEO	HR Induction and Guidelines Manual
CMP-044	MOTOR VEHICLES – USAGE OF	To stipulate conditions for the use of Shire vehicles	CEO	HR Induction and Guidelines Manual
CMP-045	PAYMENT OF EXPENSES	To determine expenses paid to staff to attend various conferences, training, events, etc.	CEO	Finance Policy, Procedures & Guidelines
CMP-046	RELOCATION EXPENSES	To set staff relocation expense levels and conditions.	CEO	Finance Policy, Procedures & Guidelines
CMP-047	SUPERANNUATION	To set levels of Superannuation payment to staff, whilst ensuring all legislative conditions are adhered to for such payments	MGR Finance & Corporate Services	Finance Policy, Procedures & Guidelines Manual
CMP-048	SALARY SACRIFICE ARRANGEMENTS AND VARIATION OF CASH COMPONENT	To set guidelines for Staff Salary Sacrifice Arrangements	CEO	Finance Policy, Procedures & Guidelines Manual
CMP-049	PERSONAL TELEPHONE USAGE	To control private usage of Shire telephones	MGR Finance & Corporate Services	HR Induction and Guidelines Manual

CMP-050	NATIONAL WAGE CASE DECISIONS	To stipulate how national wage increases are handed down to staff, irrespective of over-award payments already being made.	CEO	Finance Policy, Procedures & Guidelines Manual
CMP-051	PRE-PLACEMENT MEDICAL CERTIFICATE – APPOINTMENTS	To specify the requirements for pre-placement medicals for staff	MGR Finance & Corporate Services	HR Induction and Guidelines Manual
CMP-052	UNIFORM SUBSIDY – ADMINISTRATION STAFF	To stipulate the level and conditions of providing staff uniforms.	MGR Finance & Corporate Services	HR Induction and Guidelines Manual
CMP-053	COUNCIL HOUSING POLICY	To set the level and conditions of staff housing subsidy and rental levels for staff and non-staff tenants.	MGR Finance & Corporate Services	HR Induction and Guidelines Manual
CMP-054	HOME BASED WORK	With the Shire of Chapman Valley’s geographic location, specifically its close proximity to the City of Geraldton and the ever-increasing advancements in information technology the situation arises where some positions within the organisations will be able to embrace the Home-Based Work (HBW) concept. It is understood that a majority of positions within the organisation will be unable to participate in HBW concept due simply to the nature of their position and the need to ensure specific services to the community are maintained to a standard considered appropriate by Council. However, those positions which are able to embrace the HBW concept will only be permitted to do so under the strict condition that the Chief Executive Officer is of the opinion there will be no adverse effect upon the organisational operations and services to the community.	CEO	HR Induction and Guidelines Manual
CMP-055	SHIRE HOUSING TENANCY POLICY	This scheme introduces a set of allowances and conditions for full-time staff. The allowances and conditions of the Shire of Chapman Valley Housing Policy are reviewed annually where changes may be made.	MGR Finance & Corporate Services	HR Induction and Guidelines Manual
CMP-056	EDUCATION AND STUDY ASSISTANCE	To encourage employees to pursue studies relevant to their positions and to the Local Government.	CEO	HR Induction and Guidelines Manual

CMP-057	CHAPMAN VALLEY ATTRACTIONS & RETENTION PROCEDURE	To ensure that existing employees maintain an appropriate level of leave and location entitlements.	CEO	HR Induction and Guidelines Manual
CMP-058	COMMUNITY SERVICE LEAVE	To recognise that employees are able to access leave for the purposes of community service, defence reserve leave, and jury duty leave, and provide guidelines to facilitate access to such leave.	CEO	HR Induction and Guidelines Manual
CMP-059	LEAVE WITHOUT PAY	To enable employees to take unpaid leave in special circumstances, at the discretion of the Chief Executive Officer.	CEO	HR Induction and Guidelines Manual
CMP-060	COMPASSIONATE LEAVE	To enable employees to take paid leave on compassionate grounds when required for 3 days for each occasion (a permissible occasion) when a member of the employee's immediate family, or a member of the employee's household: contracts or develops a personal illness that poses a serious threat to his or her life; or sustains a personal injury that poses a serious threat to his or her life; or dies.	CEO	HR Induction and Guidelines Manual
CMP-061	LITTER	Set guidelines for dealing with instances of littering.	Senior Ranger	Works and Services Policy, Procedures and Guidelines Manual
CMP-062	PETITION GUIDELINES	To provide Electors within the Shire of Chapman Valley guidelines a template form for the submission of petitions to the Council.	MGR Finance & Corporate Services	Organisational Corporate Policy, Procedures & Guidelines Manual
CMP-063	INFORMATION TECHNOLOGY USAGE PROCEDURE	This Procedure outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire of Chapman Valley. The Procedure applies to Elected Members, staff and to others to whom access to IT facilities has been provided.	MGR Finance & Corporate Services	HR Induction and Guidelines Manual

CMP-064	FINANCIAL ASSISTANCE	To set the categories, type and amount of Financial Assistance that shall be provided by the Shire to Community Organisations and individuals in the local community. To provide guidelines for the application, assessment and determination of requests received for financial assistance and to ensure expenditure of all funds are appropriately accounted for and reported on.	CEO	Finance Policy, Procedures & Guidelines Manual
CMP-065	DONATIONS	These guidelines provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a Donation.	CEO	Finance Policy, Procedures & Guidelines Manual
CMP-066	WAIVER OF FEES & CHARGES	These procedures provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a Waiver of Fees and Charges.	CEO	Finance Policy, Procedures & Guidelines Manual
CMP-067	COMMUNITY GROWTH FUND – OPERATIONAL	The Shire of Chapman Valley Community Growth Fund is to provide funds to not for profit community-based organisations, event organisers and individuals to support the promotion and development of social, economic, recreational, art and cultural projects for the benefit of residents of the Shire of Chapman Valley.	CEO	Finance Policy, Procedures & Guidelines Manual
CMP-068	SELF SUPPORTING LOANS	To provide a fair, equitable and balanced process to considering the provision of self-supporting loans to groups within the community.	CEO	Finance Policy, Procedures & Guidelines Manual
CMP-069	PROBATIONARY PERIOD OF EMPLOYMENT	A probationary period will apply to all full-time, part-time, fixed-term, maximum-term and casual employees commencing employment with the Shire of Chapman Valley.	CEO	HR Induction and Guidelines Manual
CMP-070	DISPOSAL OF SURPLUS COMPUTERS & MINOR ASSETS	To appropriately dispose of unwanted minor assets with no recognisable value whilst build the capacity of community groups and organisations as a beneficiary.	CEO	Finance Policy, Procedures & Guidelines Manual
CMP-071	CONCEPT FORUM GUIDELINES	The Shire will conduct Concept Forums involving Elected Members and employees meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the Shire.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual

CMP-072	VOLUNTARY CARE & MAINTENANCE WORKS ON SHIRE CONTROLLED/OWNED LAND	This Management Procedure aims to establish clear and concise conditions and guidelines for volunteers to undertake care and maintenance works on land under the control and or ownership of the Shire.	DCEO	Planning and Development Policy, Procedures & Guidelines Manual
EMP-001	SPARE			
EMP-002	SPARE			
EMP-003	FIRE FIGHTING COSTS	To stipulate the authority for incurring Council costs in the event of a bush fire.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
EMP-004	PROTECTIVE CLOTHING	Ensure the safety of all fire fighters in the Shire of Chapman Valley when involved in fighting bush fires.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
EMP-005	FIRE CONTROL OFFICER APPOINTMENTS	Fire Control Officer WITH THE FOLLOWING OBJECTIVES: To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer (BFCO); and 2. To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer (BFCO).	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
IMP-001	EQUIPMENT & MACHINERY	Stipulate staff responsibilities in association with the use of Shire plant and equipment.	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual
IMP-002	SPARE			
IMP-003	PLANT MAINTENANCE REPORT	To provide Council with a report on the maintenance requirements of plant & equipment	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual

IMP-004	TOOLS	To identify ownership of shire tools & equipment	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual
IMP-005	STAFF USE OF PLANT	To offer assistance to employees to use Council plant for private works. This is not applicable to tools & equipment and is for plant only as determined by the Chief Executive Officer and is to be read in conjunction with IMP-007 & IMP-019	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual
IMP-006	SALE OF USED GRADER BLADES	To allow second-hand/used grader blades to be a source of income for the staff social club	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual
IMP-007	USE OF COUNCIL TOOLS & EQUIPMENT	To control the use of Council Owned Tools and Equipment. This needs to be read in conjunction with IMP-005.	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual
IMP-008	CROSSOVERS	To set conditions and guidelines associated with the installation of crossovers	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual
IMP-009	SPARE			
IMP-010	SPARE			
IMP-011	PIPES ACROSS ROADS	To set guidelines and condition for placing pipes under Shire roads	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual
IMP-012	GATES ACROSS ROAD RESERVES	To set guidelines and condition for placing gates across Shire roads	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual

IMP-013	FENCE LINE CLEARING	To set guidelines and condition for landowners clearing fence line on land adjoin Shire roads	Manager Works and Services	Works and Services Procedures and Guidelines Manual
IMP-014	DRAINS AND CULVERTS	Set timing for the ongoing maintenance of Shire drains & culverts	Manager Works and Services	Works and Services Procedures and Guidelines Manual
IMP-015	FINISHING OFF WORK AREAS	To ensure works are finished off in a satisfactory manner.	Manager Works and Services	Works and Services Procedures and Guidelines Manual
IMP-016	CODE OF PRACTICE FOR WORKING IN THE VICINITY OF SERVICES	To advise staff of the Code associated with working in the vicinity services.	Manager Works and Services	Works and Services Procedures and Guidelines Manual
IMP-017	ROAD WORK FUNDING ALLOCATION PROCESS	To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities	CEO	Works and Services Procedures and Guidelines Manual
IMP-018	SPARE			
IMP-019	PRIVATE WORKS	To provide direction regarding the use of Shire resources for the completion of Private Works. This does not include Tools & Equipment (See Procedure IMP-007). This Procedure also needs to be read in conjunction with Procedures IMP-005	Manager Works and Services	Works and Services Procedures and Guidelines Manual
IMP-020	MIDWEST REGIONAL ROAD GROUP (MWRRG) – SIGNIFICANT ROAD POLICY	To list roads under the control of the Shire of Chapman Valley as those recognised by the Mid-West Regional Road Group as <i>Significant Roads</i> .	CEO	
IMP-021	SPARE			

IMP-022	HEAVY HAULAGE VEHICLE PERMITS	To identify a heavy haulage route for roads under the control of the Shire of Chapman Valley.	MGR Works & Services	Works and Services Procedures and Guidelines Manual
IMP-023	GRAVEL ACQUISITIONS	the procedures Council Staff will undertake when attempting to secure road building materials from private land.	MGR Works & Services	Works and Services Procedures and Guidelines Manual
IMP-024	ROADSIDE VEGETATION GUIDELINES – ROAD CONSTRUCTION	To set guidelines on vegetation activities within the road reserves under the control of the Shire.	MGR Works & Services	Works and Services Procedures and Guidelines Manual
IMP-025	ROAD HIERARCHY	To establish an agreed road hierarchy for roads under the control of the Shire of Chapman Valley	MGR Works & Services	Works and Services Procedures and Guidelines Manual