



SHIRE OF

**Chapman Valley**

*love the rural life!*

**Planning & Development  
Policy, Procedures  
&  
Guidelines Manual 2018**



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## Key Documents, Policies / Procedures

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

### 1.0 Policies

#### CP-012 Road Names

POLICY NO	CP-012
POLICY	ROAD NAMES
RESPONSIBLE OFFICER	DEPUTY CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.210
LEGISLATION	PLANNING & DEVELOPMENT ACT, 2005
RELEVANT DELEGATIONS	

#### OBJECTIVES:

To allow for the efficient allocation of appropriate names to new roads being created in the Shire, or to existing unnamed roads

The assignment of road names is determined by the Geographic Names Committee, which is a branch of the Department of Lands. In administering this responsibility, the Geographic Names Committee have regard to an extensive set of criteria, which may be summarised as follows:

1. Name duplication within local governments or adjoining local governments shall be avoided. If possible, it should also be avoided within the State.
2. Names of living individuals shall not be used.
3. Names characterised as follows are to be avoided: incongruous; given/first names; given/first and surname combinations; double names; qualified names; corrupted, unduly cumbersome or difficult to pronounce names; obscene, derogatory, racist or discriminatory names; company names; or, commercialised names.
4. Preferred sources of names include: aboriginal names; pioneers of the State or area; war casualty lists; or thematic names e.g. fauna, ships etc.

Whilst ultimate responsibility for the naming of roads rests with the Geographic Names Committee, they undertake consultation with local authorities as part of the process of assigning names. To assist this process a local authority can develop policies to guide their advice to the Geographic Names Committee. Such policies may, and usually do, include a list of reserved names pre-approved by the Geographic Names Committee.

#### POLICY STATEMENT/S:

In the case of new roads being created by subdivision, Council is supportive of proposed road names, which meet one or more of the following criteria-

Any name which derives from a pioneer of the locality, a previous owner of the land, a traditional name for the property, a physical feature within, adjacent to, or nearby the land.

Where more than three new roads are being created as part of a subdivision; names that follow a consistent theme (where this option is taken at least three new roads must follow the same thematic approach); or

Any name on the reserved list outlined below-

LOCALITY	ROAD NAME
Nabawa	ALLENDER
Nanson & Yuna	ASCIONE
Naraling	BARCLAY
Nanson	BOOTH
Nabawa & Nanson	CREAM
Yuna	DONALD
Nabawa	EAKINS
Yuna & Naraling	EXTEN
Nabawa	FARMER
South West	FAWCETT
Naraling	FOAT
Nanson	FORBES
Nabawa	HEINSEN
East Yuna	HIGGINS
Yuna	HIGGINS
Nabawa	JUPP
Narra Tarra & Nabawa	KEYHOE
Nanson	L'HUILLIER
Nolba	LIPPLE
Durawah	MAYNARD
South West	MCLUSKY
South West	MEEHAN
Buller (Wokarena Heights)	COASTAL
Buller (Wokarena Heights)	DUSK
Buller (Wokarena Heights)	ELEVATION
Buller (Wokarena Heights)	ENDLESS
Buller (Wokarena Heights)	ETERNAL
Buller (Wokarena Heights)	EVENTIDE
Buller (Wokarena Heights)	INFINITY
Buller (Wokarena Heights)	OVERLOOK
Buller (Wokarena Heights)	SKYLINE

In the case of other roads, which require names, Council is supportive of road names, which meet one or more of the following criteria-

Any name which derives from a pioneer of the locality, a previous owner of the land, a traditional name for the property, a physical feature within, adjacent to, or nearby the land;

Names that have traditionally been applied by residents of the area to the road and which is suggested by a person owning land adjacent to the road; or

Any name on the reserved list outlined above.

**ADDITIONAL EXPLANATORY NOTES:**

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

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>10/05-5A</b>
	<b>03/06-10</b>
	<b>07/13-3</b>
	<b>05/15-23</b>
	<b>06/15-18; 03/17-32; 03/17-32</b>

## 2.0 Procedures

### CMP-017 Collection of Native Seeds

MANAGEMENT PROCEDURE No.	CMP-017
MANAGEMENT PROCEDURE	COLLECTION OF NATIVE SEED
RESPONSIBLE OFFICER	DEPUTY CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	4.130
RELEVANT DELEGATIONS	

#### OBJECTIVES:

To ensure that the person making application to collect native seeds has necessary qualifications and licenses

#### MANAGEMENT PROCEDURE STATEMENT/S:

This Operational Procedure provides the eligibility criteria for permission to collect native seeds from road reserves within and under the management of Council.

To be eligible to collect native seeds from Road Reserves within the Shire it must be carried out subject to the following:

- All persons collecting native seed are licensed in accordance with the relevant legislation and will abide by the conditions of this License.
- Permission is for a 12-month period and to be reviewed annually.
- The letter of approval only allows for collection by the applicants' staff members.
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- All care will be taken to avoid the disturbance of fauna habitation.
- All care will be taken to avoid any disturbance that may lead to soil degradation.
- All legislative requirements are fully complied with (e.g. Environmental (Clearing Nature Vegetation) Regulation).
- Australian Standard Traffic Management signage is erected in accordance with legislation for picking undertaken on a road reserve.
- The CEO has the delegated authority under section 5.42 of the Local Government Act 1995 to approve applications for Companies/Government Departments to collect native seeds from the road reserves within and under the management of the Shire of Chapman Valley.

#### 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-029 Decontamination of Agricultural Vehicles within Townsites

MANAGEMENT PROCEDURE No.	CMP-029
MANAGEMENT PROCEDURE	DECONTAMINATION OF AGRICULTURAL SPRAYING VEHICLES WITHIN TOWNSITES
RESPONSIBLE OFFICER	DEPUTY CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	7.10
RELEVANT DELEGATIONS	

### OBJECTIVES:

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)

### MANAGEMENT PROCEDURE STATEMENT/S:

This Operational Procedure applies to all registered agricultural spraying operators and private operators (farmers) in the townsites of the Chapman Valley Shire:

The scope of registered pesticides covers the control of plants (herbicides), insects (pesticides), and fungi (fungicides).

If an operator requires decontaminating a vehicle within a townsite, there are two options available which may be used only at a registered premises or other site approved premises or other site approved by Council, i.e.

1. Hand washed, using a damp cloth. There should be no run-off or ground contamination from this option. Any liquid used for washing is deemed pesticides reinstate and must be disposed of in accordance with Health (Pesticides) Regulations (No running water).
2. A pest control vehicle may be washed down using running water if it is on an impervious bunded area, with an impervious lined sump and protected from rain (roofed). Any liquid from the wash down is deemed pesticide reinstate and must be disposed of in accordance with Health (Pesticides) Regulations.

### 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-037 Permit – Landowners Spraying of Council Controlled Reserves/Land

MANAGEMENT PROCEDURE No.	CMP-037
MANAGEMENT PROCEDURE	PERMIT - LANDOWNERS SPRAYING OF COUNCIL CONTROLLED RESERVES/LAND
RESPONSIBLE OFFICER	DEPUTY CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	10.30
RELEVANT DELEGATIONS	

### OBJECTIVES:

To allow landowners to spray Council controlled reserves and land under the Permit System.

### MANAGEMENT PROCEDURE STATEMENT/S:

Refer to CMP-072 for other conditions and guidelines.

This Permit authorise the applicant to carry out contract spraying on Council controlled reserves/land.

The conditions of such permission are:

- (1) Applicant must ensure full compliance with all legislation relevant to clearing native vegetation.
- (2) Applicant must only use chemical authorised by suppliers including mix, strength and levels.
- (3) Instructions and guidelines of the manufacturer/suppliers for chemical use are to be adhered to at all times.
- (4) Method (s) of application must be to Council's satisfaction (if required).
- (5) Chemical spraying application must take into consideration wind speed and direction to avoid spray drift.
- (6) Contractor is to avoid natural/manmade watercourses that could be polluted due to chemical over sprays.
- (7) Advice must be given to all neighbouring lands owners prior to spraying of chemicals to be used, method of application, along with date and time spraying will be carried out.
- (8) Contractor is to ensure no damage is incurred upon any rare flora or fauna in the area of spray. Such areas are to be identified prior to spraying commencing.
- (9) Contractor is to ensure road signs are erected warning that spraying is in process. Standard of signage will be that set by Council. Contractor must work between these warning signs at all times.
- (10) Contractor is to attach a flashing light to the cab of vehicle being used for spray application and have this light and the vehicle hazard lights flashing at all times spraying is being carried out.
- (11) Contractor is to ensure they (or their employees) comply with the requirements of the Occupational Health Safety and Health Act and Regulations for the handling, spraying and storage of chemicals.
- (12) Council will not accept any liability for claim resulting from the contractor carrying such works on Council reserves/land for loss/damage incurred upon the contractor or any third party.
- (13) Contractor is to produce documentation to Council confirming they have an appropriate Public Liability Insurance Policy prior to permission being granted for them to carry out such works on Council's behalf.



This Operational Procedure must be current during the request time of contract works being carried out.

This Operational Procedure must confirm that there are no exclusions arising out of the application of chemicals on Council reserves/land.

Applicants must apply for a Permit from the Chief Executive Officer who is authorised to approve/disapprove any application.

**ADDITIONAL EXPLANATORY NOTES:**

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

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

## CMP-038 Declared Plants – Spraying Unit

MANAGEMENT PROCEDURE No.	CMP-038
MANAGEMENT PROCEDURE	DECLARED PLANTS - SPRAYING UNIT
RESPONSIBLE OFFICER	DEPUTY CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	10.50
RELEVANT DELEGATIONS	

### OBJECTIVES:

Control use of Council owned plant and equipment.

### MANAGEMENT PROCEDURE STATEMENT/S:

The Shire will refrain from carrying out declared or other nuisance plant spraying on private property and do not hire out spraying unit for private use.

### 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-072 Voluntary Care & Maintenance Works on Shire Controlled / Owned Land

MANAGEMENT PROCEDURE No.	CMP-072
MANAGEMENT PROCEDURE	VOLUNTARY CARE & MAINTENANCE WORKS ON SHIRE CONTROLLED/OWNED LAND)
RESPONSIBLE OFFICER	DEPUTY CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	NIL
RELEVANT DELEGATIONS	NIL

### OBJECTIVES:

Refer to CMP-037 for other conditions and guidelines.

The verge (nature strip) is the area between the edge of the road and the private property boundary. Street verges are public domain and important for the installation of necessary services such as drainage, power and communication lines, it is important to have rules to manage the safety, access and appearance.

Shire controlled verges are owned by the Crown but vested in the Shire. The purpose of a street verge is to:

- provide a buffer between the road and private property where common public facilities may be placed; and
- provide a section of land where essential services such as power, gas and telecommunications can be placed.

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.

This Corporate Management Plan needs to be read in conjunction with the Shire of Chapman Valley's Activities in Thoroughfares and Public Places and Trading Local Law. In the event there is any contradiction between the Local Law and Procedure the Local law will take precedence.

### MANAGEMENT PROCEDURE STATEMENT/S:

Volunteers undertaking care and maintenance works on land under the control and/or ownership of the Shire are to adhere to the following conditions:

#### 1. Work on Road Verges and Reserves

- (i) All activities and work being undertaken by volunteers on land under the control/ownership of the shire must not adversely affect the public use of such land.

Pedestrians and other public users of land under the control/ownership of the shire will always have primary use of the land and all activities and work being undertaken by volunteers on this land is to cease immediately when such public use is occurring;

- (ii) Unless otherwise approved by the Chief Executive Officer, spaying of chemicals is strictly prohibited to ensure there is no spray-drift onto adjacent land;
- (iii) Burning materials is strictly prohibited;
- (iv) Use of Ride On, Self-Propelled, push mowers, slashers, brush-cutters, etc. is permitted under the condition all mowed material is always discharged away from the road running surface. Such use is permitted subject to the volunteer staying a safe distance away from the road running surface at all times;
- (v) Use of all machinery during total fire ban periods is strictly prohibited;

- (vi) Manual weeding, edging, etc. is permitted subject to the volunteer staying a safe distance away from the road running surface;
- (vii) Disturbing the horizontal and/or vertical alignment of the road verge, table drains, culverts, footpaths, etc. is strictly prohibited and any such disturbance, which requires reinstatement will be undertaken by the Shire at the volunteer's costs;
- (viii) Any damage to property crossover(s) (permanent or temporary) incurred by the volunteer whilst undertaking works on Shire controlled/owned land is to be rectified by the volunteer, to the Shire's satisfaction and at the volunteers cost;
- (ix) Any damage to all other private property (e.g. fences, signs, buildings, plant & equipment, flora, fauna, vehicles, etc.) whether on private or public land incurred by the volunteer whilst undertaking works on Shire controlled/owned land is responsibility of the volunteer;
- (x) No structure, item of plant or machinery is to be left on the Shire controlled/owned land under any circumstance. If such items are left on the land the shire has the right to impound these items and seek recompense from the owner of the items and/or the volunteer(s) involved;
- (xi) Declared rare and protected flora is not to be disturbed under any condition. The volunteer(s) undertaking work on Shire controlled/owned land will be responsible to ensure there is no such disturbance and will be liable for any fines and charges as stipulated in legislation if such disturbance occurs;

It is imperative the volunteers enquire into the existence of declared rare and protected flora before proceeding with any works on the land;

- (xii) The volunteer must not disturb any roadside furnishings (e.g. signs, guidepost, etc.). Any such disturbance must be reported to the Shire immediately. The Shire will arrange reinstatement of the item(s) and may seek recompense of cost associated with this work from the volunteer(s);
- (xiii) Fire hydrants cannot be disturbed under any circumstances. This includes, yet is not limited to:
  - a) Damage to the hydrant lid;
  - b) Covering the hydrant lid with any material;
  - c) Damage or relocation of any signage or indicators associated with the hydrant.
- xiv) All rubbish deposited on the land under the control/ownership of the Shire resulting from works undertaken by the volunteer(s) is to be removed by the volunteer(s). If such removal does not occur to the satisfaction of the Shire this work can be undertaken by the Shire and cost recovered from the volunteer(s);
- xv) Controlled grazing of Shire road reserves is strictly prohibited. Such an activity on other controlled/owned shire land may be considered upon application, yet no guarantee is given on approval;

## 2. Work on Medium Strips on Road Reserves

Due to safety and liability issues work on medium strips on Shire controlled road reserves is strictly prohibited.

## 3. Public Works

The Shire will always retain the right to carry out public works on land under the Shire's control/ownership and is not liable to replace or restore any verge treatment and, in particular, any plant or any acceptable material or other hard surface or sprinklers, pipes or other reticulation equipment, etc.

4. Firebreaks

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit from the Shire. Some areas of the Shire do not permit firebreaks as a fire control measure; therefore, permission for firebreaks on thoroughfares in these areas will not be granted;

5. Public Liability Insurance

The Shire has cover for Public Liability protection, which provides cover for the Shire in relation to all sums for which the Shire shall become legally liable to pay by way of compensation in respect of:

- ~ Public Liability
  - a) Personal Injury
  - b) Damage to Property
- ~ Products Liability
- ~ Professional Indemnity

*(The above are defined in the protection wording)*

Council volunteers conducting authorised Shire activities are deemed to be protected under this policy, subject to the wording limits, extensions and exclusions.

If a volunteer is approached by a third party in relation to personal injury or damage to property, for which they believe the Shire (or the volunteer) to be responsible, the volunteer must direct the person to their responsible manager.

Under no circumstances does the Shire give permission for the volunteer to admit liability or attempt to resolve the issue.

**ADDITIONAL EXPLANATORY NOTES:**

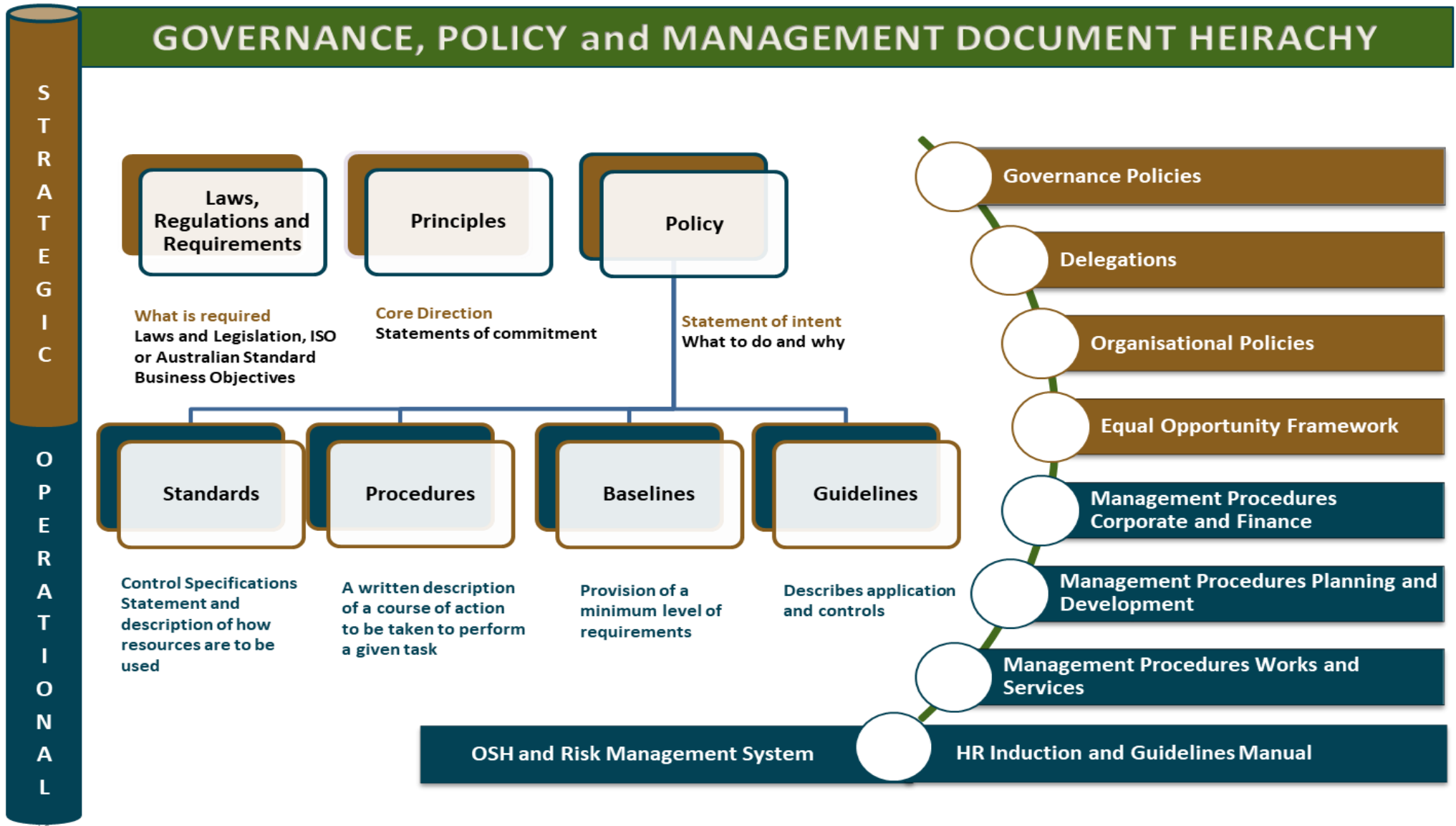
**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>02/16-15</b>
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<b>Reviewed/Amended – Council Resolution:</b>	
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### **3.0 Matrix – All Policies & Procedures**

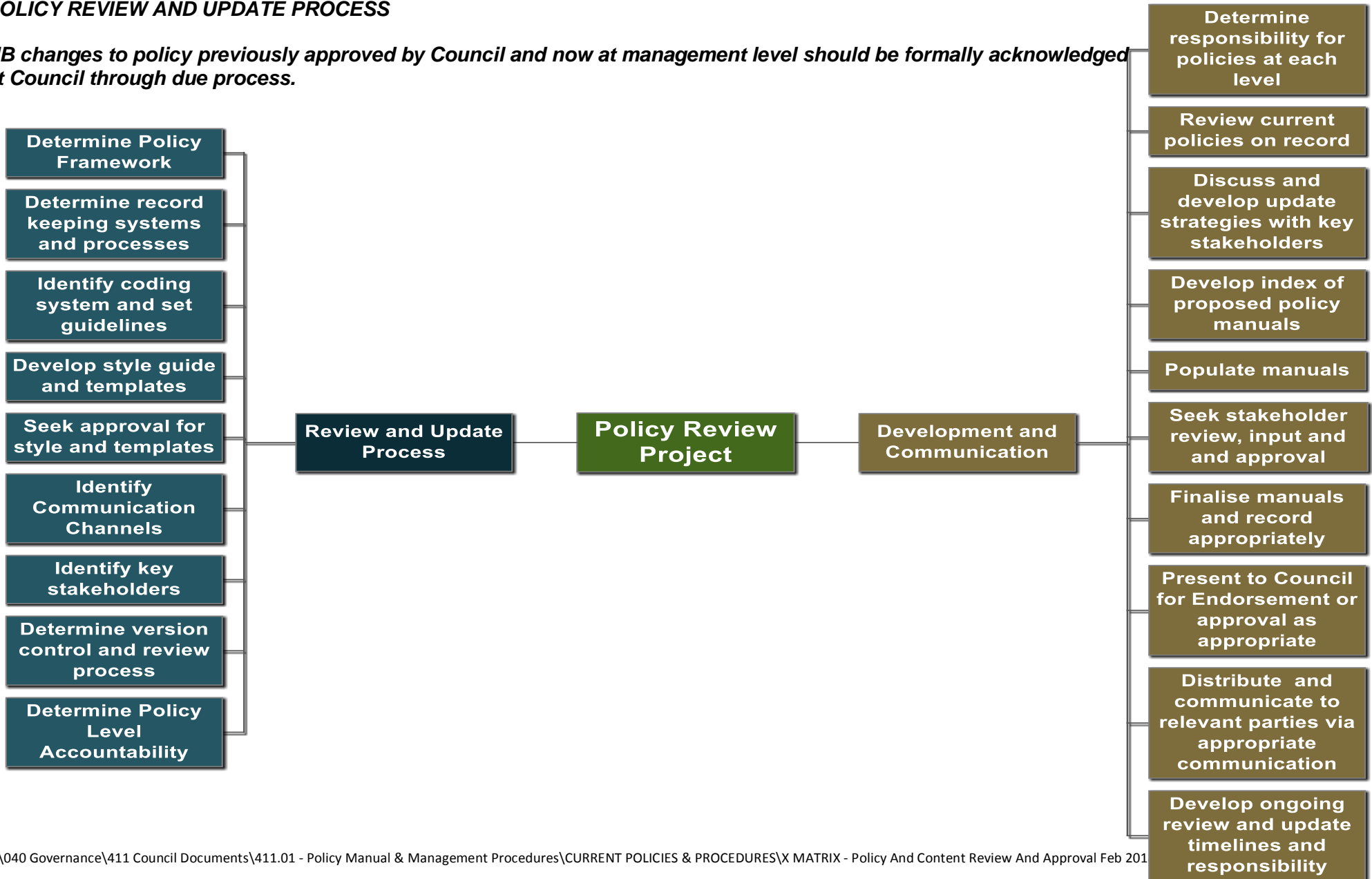
The policies outlined in this document have been classified for review and approval using the following hierarchy to demonstrate effective and



*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 <b>Local Government Act 1995</b> and <b>Local Government (Rules of Conduct) Regulations 2007</b> which incorporates four fundamental aims to result in:</p> <ul style="list-style-type: none"> <li>a) Better decision making</li> <li>b) Greater community participation in the decisions and affairs of the Council</li> <li>c) Greater accountability of the Council to its community</li> <li>d) More efficient and effective local government.</li> </ul> <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"> <li>(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</li> <li>(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</li> <li>(c) to promote recognition and acceptance within the community of the equality of men and women; and</li> <li>(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.</li> </ul>	<p>CEO</p>	<p>HR Induction and Guidelines Manual</p>
<p>CP-016</p>	<p>DRUG &amp; 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>

CP-017	RISK MANAGEMENT	<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"> <li>• Strong corporate governance.</li> <li>• Compliance with relevant legislation, regulations and internal policies.</li> <li>• Integrated Planning and Reporting requirements are met.</li> <li>• Uncertainty and its effects on objectives is understood.</li> </ul> <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>	MFCS and Council Finance, Audit <i>(in consultation with Risk Management Committee)</i>	Elected Member Governance Policy & Procedures Manual
CP-018	BULLYING	<p>The Shire seeks to provide all employees with a work environment that is safe, equitable and free of discrimination and harassment.</p> <p>This includes the prevention and effective management of bullying behaviour in the workplace.</p>	CEO	HR Induction and Guidelines Manual
CP-019	SMOKING	<p>To ensure compliance with the <i>Tobacco Products Control Act &amp; Regulation, 2006</i> legislation and to recognise the health and well-being of the Shire staff and constituents.</p>	CEO	HR Induction and Guidelines Manual

CP-020	SEXUAL HARASSMENT	<p>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.</p>	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"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	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"> <li>• To provide compliance with the <b>Local Government Act 1995</b> and the <b>Local Government (Functions and General) Regulations 1996</b> .</li> <li>• To deliver best practice approach and internal purchasing processes for the Shire of Chapman Valley.</li> <li>• To ensure consistency for all purchasing activities within the Shire of Chapman Valley.</li> </ul>	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