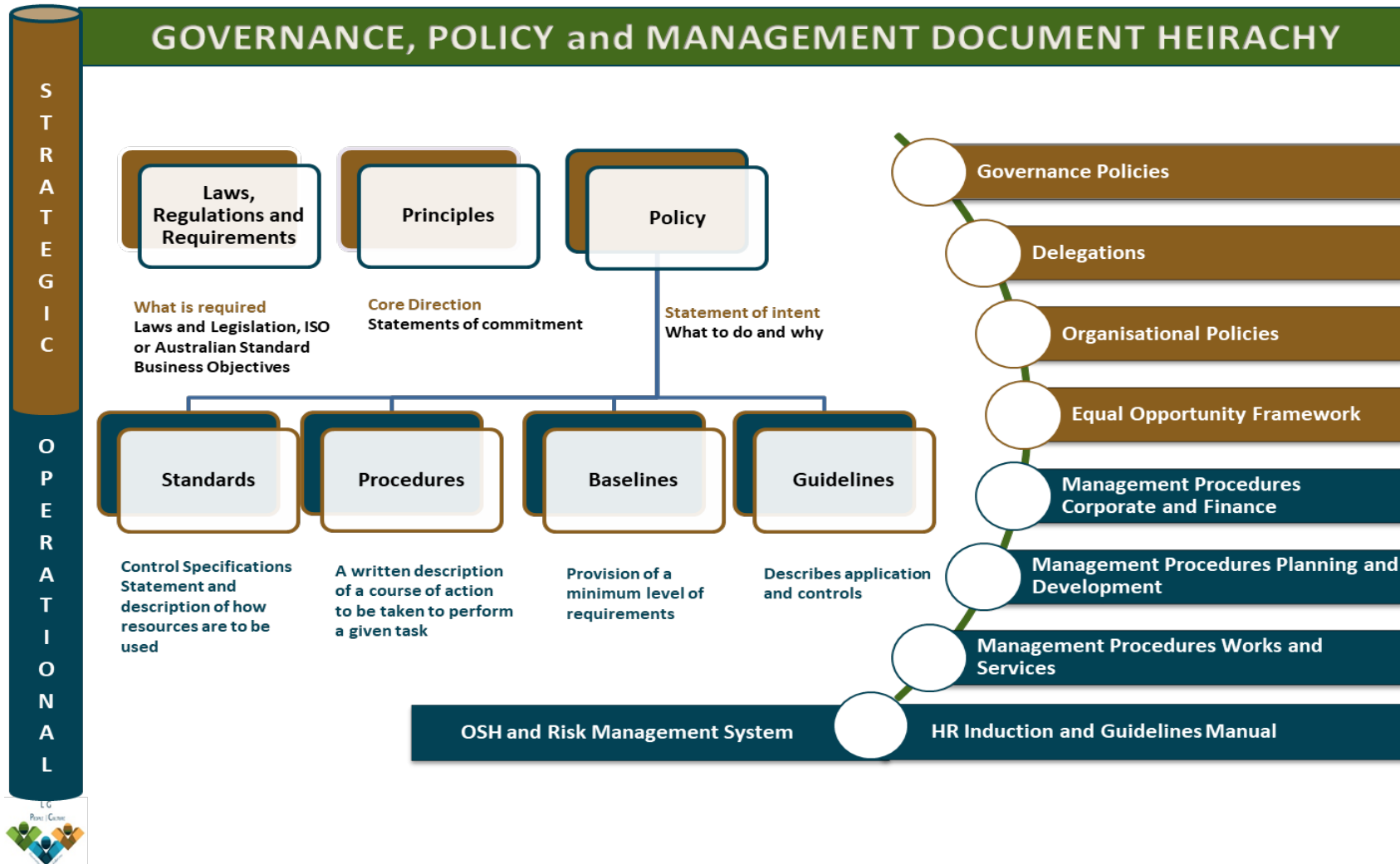
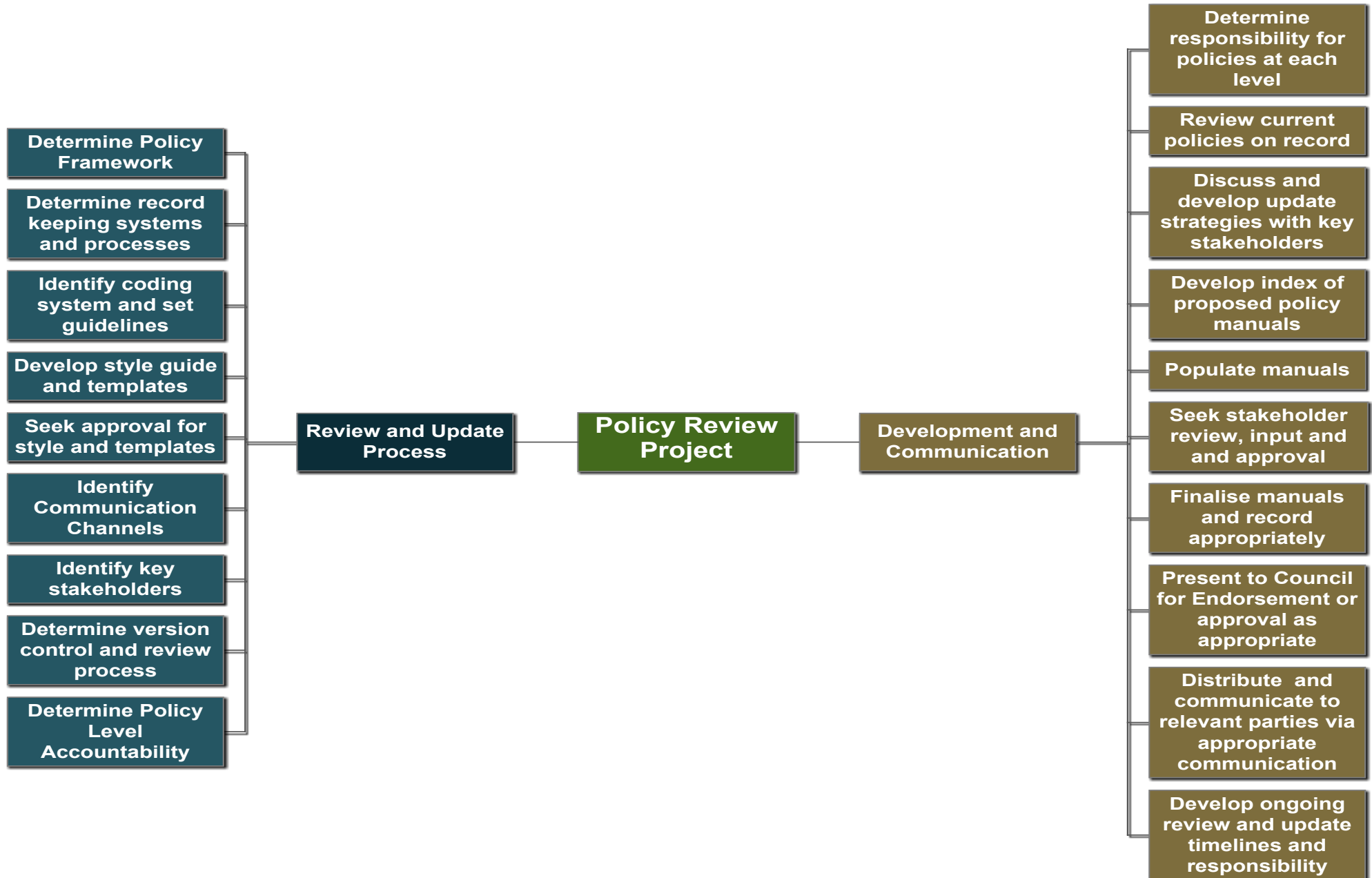


The policies outlined in this document have been classified for review and approval using the following hierarchy to demonstrate effective and appropriate governance and management of policies and procedures:

**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	This is the <i>Shire Chapman Valley’s Code of Conduct for Council Members, Committee Members and Candidates</i>	CEO	Elected Member Governance Policy & Procedures Manual
CP-006	ATTENDANCE AT EVENTS POLICY	<p>1.1. To introduce policy to address section 5.90A. of the Local Government Act 1995 Policy for attendance at events</p> <p>1.2. To provide elected members and staff with consistent guidelines to ensure transparency, relevance, and value for money for ratepayers.</p> <p>1.3. This Policy does not cover Elected Member Training. Refer to Management Procedure Ref CMP-030: “Elected Member Training &amp; Professional Development”.</p>	CEO	Elected Member Governance Policy & Procedures Manual
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	STANDARDS FOR CEO RECRUITMENT, PERFORMANCE & TERMINATION	These are the Shire of Chapman Valley Standards for CEO Recruitment, Performance and Termination.	CEO	HR Induction and Guidelines Manual

<p>CP-024</p>	<p>PURCHASING</p>	<p>The Shire’s purchasing activities will:</p> <ul style="list-style-type: none"> <li>a) Achieve best value for money which considers sustainable benefits, such as; environmental, social and local economic factors;</li> <li>b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;</li> <li>c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;</li> <li>d) Apply fair and equitable competitive purchasing processes to engage potential suppliers impartially, honestly and consistently;</li> <li>e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;</li> <li>f) Comply with the <i>Local Government Act 1995</i>, <i>Local Government (Functions and General) Regulations 1996</i>, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and Procedures;</li> <li>g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Chapman Valley</li> <li>h) Identify and manage risks arising from purchasing processes and purchasing outcomes in</li> </ul>	<p>Mgr Finance &amp; Corporate Services</p>	<p>Finance Policy, Procedures &amp; Guidelines Manual</p>
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		<p>accordance with the Shire’s Risk Management framework;</p> <p>i) Ensure records evidence purchasing activities in accordance with the <i>State Records Act 2000</i> and the Shire’s Record Keeping Plan;</p> <p>j) Ensure confidentiality protects commercial-in-confidence information and only releases information where appropriately approved.</p>		
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
CP-026	COVID 19 LEAVE POLICY	The objective of this Policy is to outline the terms and conditions associated with leave related to the COVID-19 pandemic. This policy covers provisions that are in addition to other leave provisions prescribed by the National Employment Standards and the Local Government Industry Award 2020. It also relates to non-paid leave associated with Elected Members	CEO	HR Induction and Guidelines Manual
CP-027	GRIEVANCE, INVESTIGATIONS AND RESOLUTION POLICY	The objective of this Policy is to outline the impartial internal process associated with genuine grievances or complaints.	CEO	HR Induction and Guidelines Manual
CP-028	HABITUAL OR VEXATIOUS COMPLAINANTS	The purpose of this Policy is to identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be habitual or vexatious and ways of responding to these situations. This Policy is intended to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual

CP-029	DISCIPLINARY ACTION POLICY	The objective of this Policy is to outline internal processes associated with employee behaviour, misconduct or unacceptable performance levels requiring disciplinary action.	CEO	HR Induction and Guidelines Manual
CP-030	GRATUITY PAYMENTS TO FINISHING EMPLOYEES	To comply with section 5.50(1) of the local Government Act 1995 and set out the circumstances in which the Shire may pay to an employee whose employment with the Shire is finishing, an amount in addition to any amount which the employee is entitled to under a contract of employment or Award, and the manner of assessment of the additional amount.	CEO	HR Induction and Guidelines Manual
EP-001	FIRE BREAK NOTICE & INFORMATION NEWSLETTER	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

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 ROADS	<p>Main Roads (WA) (MRWA) will provide guidance on reasonable precautions to be taken when droving stock across or along a state road and will also permit stock underpasses under state roads subject to the underpass meeting MRWA requirements.</p> <p>The local government will follow MRWA guidance on reasonable precautions to be taken when droving stock across or along a local road and will also permit stock underpasses under local roads subject to the underpass meeting MRWA &amp; the local government requirements.</p> <p>These guidelines do not address the issue of straying stock in unfenced pastoral areas.</p>	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

<p>CMP-007</p>	<p>RELATED PARTY DISCLOSURE</p>	<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 related parties and transactions.</p> <p>The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.</p>	<p>MGR Finance &amp; Corporate Services</p>	<p>Finance Policy, Procedures &amp; Guidelines Manual</p>
<p>CMP-008</p>	<p>COMMUNITY CENTRE CROCKERY</p>	<p>Control the access and use of Shire owned crockery at Shire owned/controlled buildings &amp; facilities</p> <p>Management Licences established for the use of Shire owned buildings &amp; facilities will take precedence over this Procedure if there is any contradiction.</p>	<p>Building Surveyor</p>	<p>Building &amp; Projects Policy, Procedures and Guidelines Manual</p>
<p>CMP-009</p>	<p>COMMUNITY CENTRE FURNITURE</p>	<p>Control the access and use of Shire owned furniture at Shire owned/controlled buildings &amp; facilities</p> <p>Management Licences established for the use of Shire owned buildings &amp; facilities will take precedence over this Procedure if there is any contradiction.</p>	<p>Building Surveyor</p>	<p>Building &amp; Projects Policy, Procedures and Guidelines Manual</p>

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.	Manager Works & Services	Works and Services Policy, Procedures and Guidelines Manual
CMP-015	SPARE			
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	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual
CMP-018	REVENUE REIMBURSEMENTS / CREDITS	To determine how surplus revenue/credits paid to the Shire are dealt with.	CEO	Finance Policy, Procedures & Guidelines Manual
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. The purpose of this Corporate Credit Card Policy is to ensure corporate credit cards are issued and used appropriately for related business expenditure only, and all expenses incurred are endorsed budget items, properly approved and reconciled monthly.	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 – EMPLOYEES & CONTRACTORS	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	Sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks.	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)	Manager Works and Services	Works and Services Policy, Procedures and 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.	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

<p>CMP-036</p>	<p>COMMUNITY COMMUNICATION</p>	<p>To establish protocols for the Shire of Chapman Valley’s official communications with the community by utilising an equitable and transparent approach to local governance and effective community consultation.</p> <p>The purpose of the Shire of Chapman Valley’s official communications includes:</p> <ul style="list-style-type: none"> <li>• Sharing information required by law to be publicly available.</li> <li>• Sharing information, which is of interest and benefit to the Community.</li> <li>• Promoting Shire of Chapman Valley events and services.</li> <li>• Promoting Public Notices and community consultation/ engagement opportunities.</li> </ul> <p>The Shire of Chapman Valley’s official communications will be consistent with relevant legislation, policies, standards and the positions adopted by Council. Communication will always be respectful and professional.</p>	<p>CEO</p>	<p>Organisational Corporate Policy, Procedures &amp; Guidelines Manual</p>
<p>CMP-037</p>	<p>PERMIT - LANDOWNERS SPRAYING OF COUNCIL CONTROLLED RESERVES/LAND</p>	<p>To allow landowners to spray Council controlled reserves and land under the Permit System.</p>	<p>Manager Works and Services</p>	<p>Works and Services Policy, Procedures and Guidelines Manual</p>
<p>CMP-038</p>	<p>DECLARED PLANTS - SPRAYING UNIT</p>	<p>Control use of Council owned plant and equipment.</p>	<p>Manager Works and Services</p>	<p>Works and Services Policy, Procedures and Guidelines Manual</p>

<p>CMP-039</p>	<p>COVID-19 FINANCIAL HARDSHIP</p>	<p>To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire recognises these challenges will result in financial hardship for our ratepayers.</p> <p>This Procedure is intended to ensure we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.</p> <p>This Procedure applies to:</p> <ol style="list-style-type: none"> <li>1. Outstanding Rates Notice charges as at the date of adoption of this Procedure; and</li> <li>2. Rates Notice charges levied for the 2020/21 financial year.</li> </ol> <p>It is a reasonable community expectation, as we deal with the effects of the pandemic for those with the capacity to pay Rates Notice charges will continue to do so. For this reason the Procedure is not intended to provide relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.</p>	<p>Chief Executive Officer</p>	<p>Finance Policy, Procedures &amp; Guidelines Manual</p>
<p>CMP-040</p>	<p>CUSTOMER SERVICE</p>	<p>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.</p>	<p>MGR Finance &amp; Corporate Services</p>	<p>Organisational Corporate Policy, Procedures &amp; Guidelines Manual</p>
<p>CMP-041</p>	<p>LOGO'S ON SHIRE VEHICLES</p>	<p>To ensure specific shire owned vehicle have logo attached.</p>	<p>CEO</p>	<p>Organisational Corporate Policy, Procedures &amp; Guidelines Manual</p>

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	STAFF 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-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-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	STAFF ATTRACTION, INCENTIVE & RETENTION ALLOWANCES & CONDITIONS	To set the level of Staff Attraction/Incentive/Retention Allowances & Conditions which are in addition to National Employment Standards and Award requirements.	MGR Finance & Corporate Services	HR Induction and Guidelines Manual

CMP-054	WORKING FROM HOME	<p>The Shire of Chapman Valley (Local Government) is committed to providing flexible and family friendly working arrangements for employees. This procedure outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.</p> <p>This procedure applies to permanent employees of the Local Government seeking to enter into a regular arrangement to carry out part of his/her duties from home, for a specified period of time or in exceptional circumstances, permanently.</p>	CEO	HR Induction and Guidelines Manual
CMP-055	SPARE			
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-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	RECRUITMENT AND SELECTION PROCEDURE	Ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality.	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-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.	Manager Works and Services	Works and Services Policy, Procedures and Guidelines Manual
CMP-073	REQUEST HQ USE & ADMINISTRATION	To ensure a structured and systematic approach to dealing with customer interactions utilising the RequestHQ system.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
EMP-001	SPARE			
EMP-002	BUSHFIRE BRIGAGDE MEMBERSHIP	To stipulate the procedure to be followed for the recruitment and appointment of Bushfire Brigade Members in the Shire.	CEO	Organisational Corporate Policy, Procedures & Guidelines Manual
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 – FIRE FIGHTING	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	<p>This Operational Procedure provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer with the following objectives:</p> <ol style="list-style-type: none"> <li>1. To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer (BFCO); and</li> <li>2. To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer (BFCO).</li> </ol>	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

-	LOCAL PLANNING POLICIES	Pursuant to Planning & Development (Local Planning Scheme) Regulations 2015	DCEO	Planning and Development Policy, Procedures & Guidelines Manual
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