



Shire of York

Register of Policies

Version 2

Updated August 2014

Document Control

Document Control

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Amendments

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Document Control

Review Dates (to be determined)

Version	Policy	Date to be Reviewed

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ADMINISTRATION POLICY

Property Lease Rentals

Relevant Delegation

N/A

Rationale

To encourage community groups to accept the responsibility for a lease, which in turn provides them with security of tenure.

Policy

The Shire has a preference to lease, where possible, land and/or facilities under Shire ownership or control to non-commercial groups/organizations, by charging rentals at a rate less than market valuation and subsidising legal costs incurred in the establishment of the lease.

Such assistance shall be in accordance with the following Schedule and current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule

Last Reviewed

Next Review Date

Authority



SCHEDULE

Property Lease Rentals

Rental Classification

- | | | |
|-----|--|------------------|
| (a) | Community groups/Associations | \$50 per annum |
| (b) | Sporting clubs/Associations with no liquor licence | \$100 per annum |
| (c) | Sporting clubs/Associations with liquor licence | \$500 per annum |
| (d) | Commercial enterprises and Government departments
(minimum) | Market Valuation |

Council Contribution to Legal Costs

- | | | |
|-----|--|------|
| (a) | Community groups/Associations | 100% |
| (b) | Sporting clubs/Associations with no liquor licence | 75% |
| (c) | Sporting clubs/Associations with liquor licence | 50% |



ADMINISTRATION POLICY

Conferences, Seminars and Training

Relevant Delegation

N/A

Rationale

To support the professional development of both staff and councillors by maintaining an environment of innovative thought in which employees and councillors can develop and endorse policies and programmes that will improve the services provided and the quality of life for residents in the Shire of York.

Policy

Council will support and fund the attendance by councillors and staff at conferences, seminars and other training opportunities in order to enhance the professional and technical expertise within the organization.

Such assistance shall be in accordance with current Management Practices.

Related Local Law N/A

Related Policies

Related Budget Schedule

Last Reviewed

Next Review Date

Authority



ADMINISTRATION POLICY

Recognition of Achievement in the Community

Relevant Delegation

N/A

Rationale

To recognise the contribution made to the community by individuals and organizations.

Policy

The Shire will support a system of awards for people and/or organizations who have made an outstanding contribution to its community. The awards may recognise a high achievement, citizenship or a contribution to the environment.

Selection of the recipients of this award will be in accordance with the current Management Practices.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	N/A

Last Reviewed

Next Review Date

Authority



ADMINISTRATION POLICY

Vehicle Use

Relevant Delegation

N/A

Rationale

To achieve higher levels of productivity, more flexible work practices and to remain competitive in the employment market by offering varying levels of vehicle usage to new and existing key personnel.

Policy

The Shire may provide specified staff with a council vehicle for either commuting or private use on the basis of work requirement or as part of a salary package.

The provision and use of such vehicles shall be in accordance with the current Management Practices.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	Various schedules

Last Reviewed

Next Review Date

Authority



ADMINISTRATION POLICY

Use of Council Crest and Logo

Relevant Delegation

N/A

Rationale

To ensure that Council maintains control over the use of the Shire's crest, by others.

Policy

The Council Crest shall only be used by special permission of Council.

The use of the Crest and/or Logo by organizations may be considered under the following circumstances:

- The request to be for a specific purpose and be associated with the applicant's normal activity.
- The use to have the effect of promoting the district to people or target groups living both inside and outside of the district.
- Applications from non-profit or altruistic organizations to have their main centre of activity located within the district.

Any approval is to be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



ADMINISTRATION POLICY

Vesting of Crown Reserves

Relevant Delegation

N/A

Rationale

To establish clear guidelines for the determination of whether or not Council should accept the vesting of unvested Crown reserves.

Policy

The Shire will accept management responsibility for Crown Reserves in Residential areas where:-

- a) Such reserves are identified as public open space and/or drainage in an adopted Structure Plan or Town Planning Scheme. or
- b) The reserves are Public Open Space that do not form part of (a) above but satisfy the criteria as outlined in the following Schedule (being reviewed).

Acceptance of the management responsibility for Crown reserves in non-Residential areas and drainage reserves shall be based on each individual application.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



ADMINISTRATION POLICY

Acting “Senior” Positions

Relevant Delegation

N/A

Rationale

To formalise an agreed scheme of arrangements for the relief of designated senior employees who are absent on leave.

Policy

Relief arrangements made for the Chief Executive Officer and designated ‘Senior’ employees who are on leave are to be by Council resolution.

Arrangements shall be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



ADMINISTRATION POLICY

Petitions in Shire Premises

Relevant Delegation

N/A

Rationale

It is reasonable to expect that the public would view a petition placed in any of the Shire's premises as having Council's support which may not be the case hence the need for Council to approve all petitions prior to their placement in any of the Shire's premises.

Policy

Petitions or other materials soliciting support will not be placed in premises under the care, control or management of the Shire without the prior permission of Council.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



ADMINISTRATION POLICY

Record Keeping Policy

Relevant Delegation

N/A

Rationale

To define the principles that underpin the Shire's records keeping function and the role and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire and to establish a framework for the reliable and systematic management of the Shire's records in accordance with legislative requirements and best practice standards

Policy

All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



ADMINISTRATION POLICY

Legal Representation

Relevant Delegation

N/A

Rationale

To facilitate full, frank and impartial decision-making and actions by relevant persons (meaning current and former serving councillors, non-elected members of Council Committees and employees) in the performance of their roles and responsibilities in pursuit of good government of persons in the Shire.

Policy

The Shire will fund or partly fund the cost of providing legal representation for relevant persons in circumstances as described in the related Management Practice.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



ADMINISTRATION POLICY

Common Seal

Relevant Delegation

N/A

Rationale

To provide greater clarity, consistency and efficiency as to the proper and authorised use of the Shire's Common Seal.

Policy

The Chief Executive Officer may by general authority of Council, affix the Shire's Common Seal to the documents as listed from time to time, in the **SCHEDULE** as attached to this Policy.

A list of the documents to which the Shire's Common Seal has been affixed by general authority of Council in accordance with this Policy, shall be reported monthly to Council for information purposes.

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Related Local Law

Standing Orders Local Law

Related Policies

N/A

Related Budget Schedule

N/A

Last Reviewed

Next Review Date

Authority



SCHEDULE

Common Seal

Documents to Which the Common Seal May be Affixed under General Authority of Council

1. Restrictive Covenants – under s.129BA of the *Transfer of Land Act 1893* and any discharge or modifications of covenants;
2. Lodgement, modification and withdrawal of Caveats;
3. Lodgement, modification and withdrawal of Memorials;
4. Leases where Council has previously resolved to enter into including renewals, extensions or modifications of leases;
5. Deeds of Agreement, Development Contribution Deeds and Deeds of Release;
6. Licences;
7. Covenants and any discharge or modification of covenants;
8. Easements and the surrender or modification of easements;
9. Notifications on title and withdrawal or modification of notifications;
10. Rights of Carriageway agreements and withdrawal or modification of Rights of Carriageway agreements;
11. Reciprocal Access agreements and withdrawal or modification of Reciprocal Access agreements;
12. Management Statements and withdrawal or modification of Management Statements;
13. General Legal and Service Agreements;
14. Transfer of land documents where Council has previously resolved to either purchase or dispose of land or land is being transferred to the Shire for a public purpose;
15. Debenture documents for loans which Council has resolved to raise;
16. New Funding or Contracts of Agreement between the Council and State or Commonwealth Governments or Private Organisations for programs to which Council has previously adopted, or additions to existing programs, which in the view of the Chief Executive Officer are in accordance with the original intent of the adopted program;
17. Town Planning Scheme Amendments;
18. Any other documents stating that the Common Seal of the Shire of York is to be affixed or arising from conditions of subdivision, survey strata, strata title or development approvals or provisions of a Structure Plan or Detailed Area Plan.



ADMINISTRATION POLICY

Authority to Sign Documents

Relevant Delegation

N/A

Rationale

To provide greater clarity, consistency and efficiency as to the proper and authorised signing of documents in the course of the Shire's day-to-day business affairs.

Section 9.49A of the *Local Government Act 1995* refers, i.e. 9.49A. *Execution of documents states in part:*

- (1) *A document is duly executed by a local government if—*
 - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*

Policy

The Chief Executive Officer has authority to sign all documents on behalf of the Shire of York other than documents requiring the Shire's Common Seal – refer to Council Policy ADM 18.

The Executive Directors have authority to sign documents on behalf of the Shire of York that are within the scope of their position descriptions, but this authority does not extend to the following document types :-

1. Documents requiring the Shire's common seal
2. Employment contract offers, employment terminations and employee salary reclassifications;
3. Contracts arising from tendering decisions made by Council;
4. Correspondence to state and federal members of parliament;
5. Funding/grant applications and agreements where the dollar value of the application or agreement is greater than \$100,000;
6. Prosecutions through the courts unless specifically authorised by Council.

This Policy is to read in conjunction with Policy – Common Seal.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	N/A

Last Reviewed

Next Review Date

Authority



Use of Mobile Phones and I-Pods

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Origin: 18 August 2014

Endorsed:

Amended:

Version: 2

OBJECTIVE

The purpose of this policy is to provide direction to all staff of the Shires requirements in regards to the safe usage of mobile phones and personal music player devices, such as “I-Pods”. Contracted services providers are required to comply with the contents of this procedure.

This policy is applicable to all Shire operations and encompasses both Shire issued and personal devices during the performance of work related duties or within Shire workplaces, including Shire vehicles.

Managers/ Supervisors

All Shire managers and supervisors are responsible for ensuring that the requirements of this policy are applied to all staff and contracted services providers within their area of responsibility.

Employees/ Contracted Service Providers

All employees and contracted services providers are responsible for complying with Shire management directions in the application of this policy.

POLICY

MOBILE PHONES

Mobile phones, while a common and everyday item, can pose particular hazards in a work environment when interaction with explosives, flammable dangerous goods, road traffic, mobile plant or construction activities is occurring.

Historically, many accidents have been caused through persons using a mobile phone being distracted while interacting with road traffic, mobile plant or performing high risk activities.

The use of mobile phones within the working environment shall be strictly in accordance with the following legislative requirements and safety considerations.

- All mobile phone usage by drivers in moving vehicles shall only be via a hands free device which does not require the driver to press or operate anything on the body of the phone in order to operate it.

- If a driver in a moving vehicle which does not have a hands free device fitted is required to use a mobile phone, then the vehicle shall be parked in accordance with legislative requirements prior to any such use.
- When drivers of moving vehicles are using a mobile phone fitted with a hands free device, due consideration shall be given to the level of traffic intensity and prevailing road conditions. If a call requires intense concentration, or prevailing road conditions and/or traffic conditions are not conducive to the safe conduct of the call, then the vehicle shall be parked for the duration of the call.
- Unauthorised persons shall not use mobile phones in operational areas of construction sites.
- Under no circumstances are persons involved with high risk construction activities, such as drivers, spotters, riggers or doggers, to use a mobile phone while involved in the construction process.
- Mobile phones shall not be used by pedestrians in the vicinity of roadways or mobile plant operations.
- Mobile phones shall not be used in the vicinity of explosives, flammable dangerous goods or refuelling depots.
- Mobile phones shall not be used in confined spaces where there is any risk of an explosive atmosphere.
- Preference should be given to the use of landlines where these are available.

I-PODS AND PERSONAL MUSIC DEVICES

In order to reduce the risks associated with the use of I-pods and other personal music devices, the use of these devices within the working environment shall be strictly in accordance with management direction and the following safety considerations:

- I-pods and other personal music devices shall not be worn by persons operating vehicles or items of mobile plant
- I-pods and other personal music devices shall not be worn by pedestrians in the vicinity of roadways or mobile plant operations
- I-pods and other personal music devices shall not be worn by persons working on, or accessing as a visitor, any operational area of a construction site
- I-pods and other personal music devices shall not be worn by persons who are required to readily hear and respond to verbal safety communications
- I-pods and other personal music devices shall not be worn by persons where there is any risk of cords or lanyards becoming entangled, caught or trapped in moving plant or other items
- I-pods and other personal music devices shall not be worn by persons in isolated areas, garages or alleyways as this may increase risk of their becoming a criminal target

REFERENCES

Legislative

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- Road Traffic Act 1974 (WA)
- Road Traffic Code 2000 (WA)



Senior Employees

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Origin: 18 August 2014

Endorsed:

Amended:

Version: 2

OBJECTIVE

To comply with the provisions of the local Government Act to designate Senior Officers.

POLICY

In accordance with Section 5.37 of the Local Government Act 1995, the following officers are designated as "Senior Employees":

- Deputy Chief Executive Officer
- Manager Health and Building
- Manager Planning and Development Services
- Manager Works and Services

The conditions of employment for "Senior Employees" are set out in their employment contracts or letters of appointment.

GUIDELINES

Section 5.37 Local Government Act 1995



ACCEPTABLE USE FOR THE SHIRE'S COMPUTING & COMMUNICATION RESOURCES

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Origin: 18 August 2014

Endorsed:

Amended:

Version: 2

OBJECTIVE

The purpose of this policy is to explain the acceptable use of the Shire's computer and communication resources including office equipment (eg photocopiers, fax machines), voice networks (eg mobile and other phones), electronic communication networks (eg email and the internet) and other electronic equipment.

POLICY

The minimum acceptable behaviour for the use of the Shire's computing and communication facilities, is to be in accordance with the attachment.

ATTACHMENT

ACCEPTABLE USE FOR THE SHIRE'S COMPUTING & COMMUNICATION RESOURCES

Introduction

All network equipment, email and internet accounts maintained in the Shire of York's computing systems are the sole property of the Shire of York. The Shire records all internet usage and has the right to monitor the email account or internet browser of any user for legitimate business reasons including compliance with this policy, compliance with any applicable laws and where there is reasonable suspicion of activities that may not conform to this policy.

Scope

This policy applies to all Shire of York staff, consultants, contractors, visitors and volunteers that have access to or use of Shire of York computing and communication resources. These persons are expected to comply with this policy.

General Obligations

This policy sets out the minimum acceptable behaviour for the use of the Shire's computing and communication facilities. There is a reasonable expectation that the parties included in the scope of this policy will act professionally and use these resources responsibly according to this policy.

Reasonable Personal Use

Shire staff members are permitted minimal additional personal use of the Shire of York's computing and communication resources. This personal use shall not result in loss of employee productivity, interference with official duties or incur other than minimal additional expense to the Shire. Examples of minimal additional personal use include making a few photocopies, using a computer printer to print a few pages of material, making occasional brief personal phone calls, infrequently sending personal email messages or limited use of the internet for personal reasons.

In all cases use must be reasonable as this use is a privilege not a right.

Conditions of Use

The following use of the Shire of York's computing or communication resources are prohibited:

- To store, transmit, publish, communicate, display, distribute or post material that is defamatory, offensive, abusive, indecent, menacing, unwanted or otherwise unlawful or unauthorised or that violates any law.
- To visit websites containing objectionable or criminal material.
- To use internet enabled activities such as gambling, gaming, conducting a business or conducting illegal activities.
- To knowingly transmit a computer virus or other malicious computer program
- In any way that interferes with its availability for other users or otherwise interferes in the proper operation of the Shire of York computer or communication services.
- To disclose private or confidential information of another.
- The uploading or downloading of commercial software, games, music videos, or other intellectual property in violation of its copyright.

Non-compliance with this policy may result in disciplinary action or legal action.



COMMUNITY DEVELOPMENT

Requests For Financial Assistance

Relevant Delegation

N/A

Rationale

Council is committed to recognising, and assisting individuals, groups and organisations that provide services and support to residents of the Shire of York.

This policy guides how Council responds to requests for financial assistance from individuals, groups and organisations in line with the Shire's Community Strategic Plan. The policy aims to optimise the use of Council funds and to support capaShire building of community groups and organisations.

Policy

Council will consider requests for assistance according to the following categories:

1. Donation
2. Community grant
3. Annual contribution

Within each category there are criteria against which requests must be assessed. These criteria are outlined in the Management Practice.

Related Local Law

N/A

Related Policies

N/A

Related Budget Schedule

Last Reviewed

Next Review Date

Authority



COMMUNITY DEVELOPMENT

Art Collection Policy

Relevant Delegation

N/A

Rationale

The Shire of York Art Collection has evolved as the Shire has grown and developed and is an indication of its evolving cultural identity.

To provide clear collection and management guidelines in relation to the current and future acquisitions of the Shire's Art Collection.

Policy

To ensure that the Shire Art Collection is as a collection of aesthetic and artistic excellence, Council will:

- Acquire and preserve items that create a diverse and varied collection of varying themes and mediums.
- Acquire and preserve items that express the social, environmental and cultural heritage of the Shire of York.
- Promote increased understanding and enjoyment of contemporary art by making the Art Collection accessible to the community.
- Consider outward loans of the Art Collection subject to certain criteria, including reciprocal lending.
- Encourage discussion, critical dialogue and education about the art collection.
- Consider acquisitions through donations and bequests.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



COMMUNITY DEVELOPMENT

Sponsorship of the Shire's Events, Programs, Facilities and Publications

Relevant Delegation

N/A

Rationale

To increase the revenue available for Shire's Cultural Events, Programs, Publications, Facilities, and encourage positive corporate relations between the Shire and the business community.

Policy

Council supports and encourages the seeking of corporate sponsorship of Council's Events, Programs, Facilities or Publications as a means of financially supplementing the revenue of those activities and thus potentially reducing the direct cost to the Shire.

Council approves the use of the sponsor's logo, by-line or slogan as a means of sponsorship recognition in accordance with the current management practice.

Council will not consider sponsorship proposal that promotes alcohol or tobacco products or any other socially inappropriate product or service.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule

Last Reviewed

Next Review Date

Authority



COMMUNITY DEVELOPMENT

Street Numbering

Relevant Delegation

N/A

Rationale

To provide a consistent and clear procedure for the street numbering of properties within the Shire of York.

To ensure that the requirements of Emergency Service Responders and other service providers are met.

Policy

Street numbering and addressing through the Shire is to be in accordance with the current Management Practice, and is based on the Australian/New Zealand Standard 'Geographic Information – Rural and Urban Addressing' AS/NZS 4819:2003, or any superseding standard adopted.

The Shire's responsibilities include confirming street numbers for new subdivisions, and advising landowners, authorities and service providers of any changes to existing street numbers.

Requests to change a street number may be considered in accordance with the current Management Practice.

Related Local Law

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



COMMUNITY DEVELOPMENT

Naming Of Roads, Parks, Places and Buildings

Relevant Delegation

N/A

Rationale

To provide a consistent framework for the naming or renaming of Roads, Parks, Places and Buildings owned or managed by the Shire. To enable the acknowledgement of local history, recognise the contribution of individuals to the community and facilitate the identification of parks and reserves in the Shire.

Policy

Proposed names for facilities developed and owned by the Shire or roads located within the Shire, shall be in accordance with the current Management Practice and Geographic Names Committee Guidelines. The following will be taken into consideration:

- a) The locality within which the facility is situated;
- b) Any historical events associated with or near the site;
- c) Indigenous and cultural heritage relevant to the site;
- d) Marketing opportunities for the Shire;
- e) Pioneering families (family names only) associated with the immediate area (5-10 kilometres radius);
- f) Social or calendar events relevant to the place or building;
- g) Individuals who have contributed substantially to the community, including business owners and service providers; and
- h) Road name theme suitability of the proposed development and associated location.

A list will be updated / maintained by the Shire of names suitable for the naming of Roads, Parks, Places and Buildings. Preference should be given to the application of names on this list. Compilation of the list of names shall follow the Geographic Names Committee of Western Australia's Principles, Guidelines and Procedures (as amended).

For the purposes of this policy a "Place" is a geographical location such as a town or area.

Any approval by the Shire for the naming of Roads, Park, Place or Building is to be in accordance with the current Management Practice and the Geographic Names Committee Guidelines.

A List of approved names will be provided.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	N/A

Last Reviewed

Next Review Date

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ELECTED MEMBERS

Reimbursement of Councillor's Expenses

Relevant Delegation

N/A

Rationale

To ensure councillors are not disadvantaged financially for the work undertaken in their voluntary capacity as Council Members.

Policy

The Shire will consider reimbursing Elected Members for expenses incurred whilst conducting Council business, which are not prescribed expenses and which are not otherwise recoverable under an insurance policy.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule

Last Reviewed

Next Review Date

Authority



ELECTED MEMBERS

Councillor's Use of Council Facilities

Relevant Delegation

N/A

Rationale

To assist councillors in fulfilling their role as defined under section 2.10 of the Local Government Act 1995.

Policy

Council members shall be allowed free use of Council facilities in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule

Last Reviewed

Next Review Date

Authority



ELECTED MEMBERS

Requests For Reports by Councillors

Relevant Delegation

N/A

Rationale

To ensure that appropriate protocols are maintained in communication between Councillors and officers.

Policy

All requests by Councillors for reports from officers are to be directed through the Chief Executive Officer and be made available to all Councillors when prepared.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



ELECTED MEMBERS

Conferring of Honours

Relevant Delegation

N/A

Rationale

To recognise recipients who have made an outstanding contribution to the Shire of York by bestowing the honours of Freeman of the Shire, Freedom of Entry and Keys to the Shire of York.

Policy

The Shire will consider bestowing the following prestigious honours noting that the bestowing of such honours carries with it no legal rights or privileges.

Freeman of the Shire of York

The Freeman of the Shire honour is to be granted to previously serving Councillors and Officers of the Shire and other individuals who are considered by Council to have made an outstanding, significant and meritorious contribution to the Shire of York, Western Australia, Australia or world affairs.

Freedom of Entry to the Shire of York

The Freedom of Entry to the Shire honour is to be granted to units of the Defence Forces which have a significant attachment to the Shire of York, as determined by Council.

Key to the Shire of York

The Key to the Shire honour is to be granted to individuals or groups who are considered by Council to have either:

- (i) reached a high level of achievement and service in their chosen field, or
- (ii) made an outstanding, significant and meritorious contribution to the Shire of York, Western Australia, Australia or world affairs.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

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Authority



ELECTED MEMBERS

Public Question Time

Relevant Delegation

N/A

Rationale

To provide for the orderly and fair conduct of public question time.

Policy

- Meetings of the Community Services, Development Services, Technical Services and Shire committees shall be open to the public and include a public question time.
- Unless otherwise determined by the person presiding, or a majority of the members present, the procedures for public question time at Council and committee meetings shall be in accordance with the current Management Practices.

Related Local Law

Standing Orders Local Law

Related Policies

N/A

Related Budget Schedule

N/A

Last Reviewed

Next Review Date

Authority



ELECTED MEMBERS

October Council and Committee Meetings

Relevant Delegation

N/A

Rationale

To enable Council to appropriately conclude its business prior to a new Council being elected.

Policy

During a Council election year, meeting dates be set such that all October Standing Committee meeting business is reported to a Council meeting to be held prior to the election date.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	N/A

Last Reviewed

Next Review Date

Authority



ELECTED MEMBERS

Communication Between Councillors and Staff

Relevant Delegation

N/A

Rationale

To ensure that appropriate protocols are maintained in communications between Councillors and Officers.

Note: Section 5.41 of the Local Government Act stipulates that the CEO is responsible for ...”management, supervision and direction...” of Council employees.

Policy

- All communication to staff should (technically) be via the CEO. For practical reasons however, specific requests and/or queries may be forwarded to the relevant Director through a Councillor Memo.
- The procedure for communication between Councillors and staff shall be in accordance with current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



ELECTED MEMBERS

Councillor Communications

Relevant Delegation

N/A

Rationale

To provide Councillors with modern communication technologies at their place of residence, thus enhancing their role as Councillor by facilitating communications between the community and the Council.

Policy

To reimburse Councillors for modern communication technology expenses incurred in accordance with current Management Practice.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

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Authority



ELECTED MEMBERS

Orderly Conduct At Meetings

Relevant Delegation

N/A

Rationale

To foster effective Council decision making via the orderly conduct of Council Meetings, Committee Meetings and Meetings of Electors.

Policy

While Council encourages broad public consultation and community input to elected members and officers alike, Council's decision-making process via its Council Meetings, Committee Meetings and Meetings of Electors shall not be impaired by the disruptive behaviour of members of the public attending such meetings. To this end and as an aid and guide to Presiding Members of Council held meetings, a Management Practice has been developed to guide and assist Presiding Members in coping with instances of disruptive behaviour by the public.

Related Local Law Standing Orders Local Law

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



ELECTED MEMBERS

Recognition of Service by Councillors

Relevant Delegation

N/A

Rationale

To recognise the years of service by Councillors, at the end of their elected term as a Councillor.

Policy

The Shire may recognise the retirement of a Councillor by way of presentation of a gift in accordance with section 5.100A of the Local government Act 1995 and regulation 34C of the *Local Government (Administration) Regulations 1996*.

The decision on the type of gift to be provided is to be made by the Chief Executive Officer and the president which may include discussion with the relevant Councillor.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	N/A

Last Reviewed

Next Review Date

Authority



ENGINEERING

Taking of Flora

Relevant Delegation

N/A

Rationale

To allow the taking of flora only for the purposes of research, dieback mapping and revegetation works within the Shire or for rehabilitation into the wild of rare fauna.

Policy

The Shire will only permit the taking of flora, cuttings or seed from land owned or vested in the Shire only when undertaken for the purpose of research, dieback mapping or revegetation works within the Shire, or to assist with the rehabilitation into the wild of rare fauna protected under State or Federal legislation. Permission will only be given in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

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Authority



ENGINEERING

Road Closures for Events

Relevant Delegation

N/A

Rationale

To ensure that Council is aware of activities being conducted on roads under its care and management.

Policy

Prior to Council's approval of an application for road closures for events, applicants be required to lodge appropriate fees and charges as determined and advertised by Council in its annual budget.

Related Local Law

Activities and Trading in Thoroughfares and Public Places Local Law

Related Policies

N/A

Related Budget Schedule

N/A

Last Reviewed

Next Review Date

Authority



ENGINEERING

Street Tree Management – Removals and Replacements, Trees in streets, Ways and Reserves

Relevant Delegation

N/A

Rationale

To maintain satisfactory streetscape standards.

Policy

When developing and maintaining streetscapes, the Shire will ensure that tree management creates a consistent, coherent streetscape sympathetic to the surrounding neighbourhood.

Such activities shall be in accordance with the current Management Practices.

Related Local Law

Activities and Trading in Thoroughfares and Public Places Local Law

Related Policies

N/A

Related Budget Schedule

Parks

Last Reviewed

Next Review Date

Authority



ENGINEERING

Public Access Ways – Management

Relevant Delegation

N/A

Rationale

To ensure remaining Public Access Ways throughout the Shire are well maintained.

Policy

Where Council has previously refused to close a public access way it will ensure that the amenity is well maintained.

It shall be maintained in accordance with current Management Practices.

Related Local Law N/A.

Related Policies N/A

Related Budget Schedule

Last Reviewed

Next Review Date

Authority



ENGINEERING

Fireworks

Relevant Delegation

N/A

Rationale

To identify those reserves on which permission may be granted to hold fireworks displays.

Policy

Council will only approve fireworks displays conducted by community groups, on the Forrest Oval Reserve.

Conditions of use are those required for the above reserves.

Any approval shall be in accordance with the current Management Practices.

Related Local Law

Local Government Property Local Law.

Related Policies

N/A

Related Budget Schedule

N/A

Last Reviewed

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Authority



ENGINEERING

Managing Phytophthora Dieback

Relevant Delegation

N/A

Rationale

The Shire's vision is for a place combining Shire living with a beautiful bushland setting, with the associated aim of enhancing the qualities and benefits of our natural and built environment.

Dieback is known to be a significant threat to bushland in the Shire of York. Dieback affects not only Jarrah trees but an array of native vegetation, ecosystems and their dependent fauna and flora assemblages.

The threat of dieback is cross tenure, both in bushland found in Shire of York reserves, Crown lands and private property. Dieback is also a threat to a number of industries such as the avocado and cut wildflower industries.

The dieback pathogen *Phytophthora cinnamomi* is spread by soil and water movement. Any activities which involve the spread of soil have the potential to spread dieback.

Whilst the symptoms of dieback are treatable with the fungicide Phosphite, there is no cure.

Policy

Council seeks to protect native vegetation within the Local Government area by minimising the risk of introducing and spreading the pathogen in accordance with current Management Practices

Related Local Law Local Government Property Local Law.

Related Policies ENG 14

Related Budget Schedule N/A

Last Reviewed

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ENGINEERING

MCCTV

Relevant Delegation

N/A

Rationale

The purpose of the MCCTV system is to deploy mobile cameras in particular areas in order to assist in deterring and detecting instances of crime and anti-social behaviour, and to reduce the public's perception of crime and the fear of crime.

The MCCTV system will not be monitored by the Shire on a real time basis for the purposes of alerting and deploying relevant person/s agencies, rather the system will be used by the Shire to aid in gathering evidence against offenders after the event.

The Shire shall manage the MCCTV system in accordance with the current management practice.

Policy

To establish, promote and support a Mobile Closed Circuit Television (MCCTV) in partnership with the Police and other community policing groups that will encourage a safe and responsible community.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



FINANCE

Officer Telephone Accounts

Relevant Delegation

N/A

Rationale

To appropriately recompense those officers who are required to receive and/or make after hours telephone calls as part of their normal duties.

Policy

Council will reimburse designated officers for telephone services at their place of residence in accordance with the current Management Practices

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



FIRE CONTROL

Firebreaks

Relevant Delegation

N/A

Rationale

To ensure that all property owners comply with the firebreak notice and ensure that all precautions are taken to reduce the fire risk.

Policy

Council Rangers shall continue to undertake property firebreak inspections in accordance with the annual firebreak inspection programme, the Bush Fires Act 1954 and the current Management Practices during the period of December 1st and March 14th the year following.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	Fire Prevention

Last Reviewed

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Authority



FIRE CONTROL

Training and Qualifications

Relevant Delegation

N/A

Rationale

To ensure that volunteer fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.

Policy

Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly trained to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organization.

Training and qualifications shall be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

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FIRE CONTROL
Health Declaration

Relevant Delegation
N/A

Rationale

To assist in ensuring the protection and safety of brigade members.

Policy

It shall be a requirement for all fire fighting members to complete a Health Declaration in the form required by Council.

Matters pertaining to the Health Declaration shall be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



HEALTH

Smoke Free Outdoor Areas

Relevant Delegation

N/A

Rationale

The aim of limiting exposure to smoking in outdoor public places under the jurisdiction of the Shire of York:

1. Reduce harm caused by exposure to tobacco smoke.
2. Raise community awareness of the issues associated with smoking.
3. Provide community leadership on the issue of protecting health and wellbeing.
4. Minimise cigarette butt pollution on and near to Council facilities.

Policy

Smoking is not permitted:

1. Within 5 metres of doorways and 10 metres of air intake vents of Council owned or managed buildings
2. Within the boundaries of the following designated outdoor congregation areas:
 - a. York Swimming Pool
3. At all Council run events on its reserves, parks, ovals and playing fields.
4. On active reserves (sportsgrounds) during sporting and community events.

Appropriate signs and/or stickers will be used to inform the community that these areas are smoke-free.

Council buildings that are leased, licensed or hired by Council will have smoke-free clauses inserted into their agreements for use. Otherwise, the policy will primarily be self-regulatory.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



LIBRARY

Library Public Notice Boards

Relevant Delegation

N/A

Rationale

Public libraries receive a large number of community notices and “handout” pamphlet type material in association with their role of information providers. This policy and its associated management practices seek to ensure that the Shire’s libraries are not used for inappropriate commercial, political or religious gain.

Policy

The Shire of York & Information Service will provide community information notice boards and will disseminate community information brochures.

Permission to place notices on the notice boards, or to disseminate community information brochures will be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



LIBRARY **Public Internet Use**

Relevant Delegation
N/A

Rationale

Strict guidelines related to access to the Internet are required to be displayed in the libraries, together with the adopted policy, to ensure that the Shire is not held responsible for inappropriate usage of the Internet.

Policy

The Shire of York & Information Service will provide free and equitable access to the world wide web for the public.

Usage of the internet shall be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority



RECREATION

Hire of Community Facilities and Reserves

Relevant Delegation

N/A

Rationale

To maximise and promote diversity of usage of Council Halls, Community Centres and Pavilions.

Policy

Council's intention is to manage its Halls, Community Centres and Pavilions in a fair and equitable manner for the benefit of the community.

Council aims to maximise the use of its facilities and wherever possible, accommodate a diverse range of activities and user groups rather than provide exclusive use of facilities for a single user group or activity.

Hire of Council Halls, Community Centres and Pavilions shall be in accordance Councils Procedures.

Related Local Law

Property Local Law

Related Policies

N/A

Related Budget Schedule

N/A

Last Reviewed

Next Review Date

Authority



RECREATION

Provision of Goal Posts and Structures

Relevant Delegation

N/A

Rationale

To ensure that all goal posts and structures used at the Shire's sporting reserves and venues comply with all relevant safety standards, and are correctly installed and maintained so as to minimise the risk of accident or injury that may be attributed to the goal post or structure.

Policy

The Shire shall be responsible for the provision, installation and maintenance of permanent goal posts and structures at the Shire's sporting reserves and recreation venues. The individual sporting clubs that use the Shire's sporting reserves and recreation venues shall be responsible for the provision, installation and maintenance of all portable and modified goal posts or structures under the risk management guidelines and procedures.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed

Next Review Date

Authority