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OTHER

POLICY NO.	O.1
POLICY SUBJECT	Vandalism
ADOPTION DATE	17 th December 1998
REVIEW DATE	29 November 2018 (C.04/1118)

An ongoing reward of \$500 is offered for information leading to the successful conviction of any person involved in vandalism of Shire property. Council staff and members of the Police force are not eligible for the reward.

POLICY NO.	O.2
POLICY SUBJECT	Policy for Allowing Functions in Shire Reserves or Parks
ADOPTION DATE	17 th December 1998
REVIEW DATE	29 November 2018 (C.04/1118)

Council will allow Administration, at its discretion with/without conditions on written application, approval on non-enclosed reserves (eg. Memorial Park, Thomson Park, Blackwood River Park) to be utilised for the following types of functions:

- Fund raising functions such as fetes, bazaars, fun days, by local groups or organisations.
- Wedding ceremonies, garden parties.
- Arts and craft displays.
- Commercial displays
- Trade demonstrations
- Sales or Auctions of goods or wares
- Outdoor Screening of Films (Stand Alone or Film Festivals)
- Any permission for alcoholic beverages to be sold or consumed on the nominated Reserve/Park
- Any other event not covered by guidelines

Guidelines for Functions:

- i. No function shall preclude the normal usage or enjoyment of the facility by any member of the public unless all or a subject portion of the park/reserve has been exclusively hired (and hire fee paid) in accordance with Council's Property Local Law and Schedule of Fees & Charges.
- ii. No action should be taken to enclose the reserve or to prevent public entry.
- iii. The convenors shall, at the time permission is granted to use the facility, nominate a person or persons to assume control and responsibility for the event.
- iv. No liquor shall be sold or consumed in the Reserve/Park unless authorised by the Council and appropriate licences under the Liquor & Gaming Act (liquor/drinks must be served in cans or unbreakable cups).
- v. After the event all litter shall be properly disposed of and all other property brought into the reserve shall be removed. Any minor damage such as holes made in lawns or other surface should be repaired.
- vi. The Convenor should notify the Council Administration as early as possible of any damage to the facility and of any incident likely to affect the Council.
- vii. Competitive Sport not allowed in Memorial Park/Blackwood River Park and admission charge not permitted without Council permission.

POLICY NO.	O.3
POLICY SUBJECT	Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory
ADOPTION DATE	22 nd February 2001
REVIEW DATE	29 November 2018 (C.04/1118)

Council adopts as Policy, the following procedures for adopting new sites/properties for inclusion in the Municipal Inventory:

1. Nomination Form submitted to the Shire with relevant information to support its inclusion. If the information provided is inadequate the nomination will be referred back to the nominee.
2. The owner(s) and occupier(s) of the land and any other person whose names appears on the Certificate of Title of the land as having an interest therein are to be notified.
3. Advertise notice of the proposal to update the Inventory in a newspaper circulating in the district and use such other methods as the Council considers appropriate to ensure widespread notice of the proposal.
4. Invite submissions on the nomination within a period of not less than 28 days of the date specified on the notice under (2) and (3).
5. Council to consider any submissions made to adopt/refuse with or without modification, the nomination.
6. Forward notice of its final adoption of the nomination to the Heritage Council of Western Australia and the Western Australian Planning Commission.

The Nomination form adopted by Council is as follows:

SHIRE OF BRIDGETOWN - GREENBUSHES MUNICIPAL INVENTORY - NOMINATION FORM

Essential information is marked with an asterisk. Otherwise please only include information where this is known to be correct or has been reasonably based on the available information. Other sections should be left blank. Any relevant information that does not fit on this form can be added as an attachment.*

GENERAL DETAILS

***Current Name** *(if the place does not have a formal name a simple descriptive name - such as 'House' or 'Former School' - should be included here):*

Other/Previous Name(s) _____

***Location** *(please attach a 'mud map' if a simple street address cannot be provided):*

***Heritage Value** *(please tick on or more of the following)*

To be included in the Heritage Inventory a place must demonstrate one or more of the following values. Please tick the one(s) that you believe best represent(s) the cultural heritage values of this place.

If you would like to expand on any of these points or include other information/comments about the cultural heritage significance of the place, please include this as an attachment.

Aesthetic Value

This may include:

- *Creative or design excellence*
- *The contribution of a place to the quality of its setting*
- *Landmark quality*
- *A contribution to important vistas.*

A place will not necessarily need to conform to prevailing 'good taste', or be designed by architects, to display aesthetic qualities. For example, simple farm buildings that sit well within their cultural landscape due to the use of local materials, form, scale or massing, may also have aesthetic value.

Historic Value

A place or area included under this criterion should:

- *Be closely associated with events, developments or cultural phases that have played an important part in the locality's history.*
- *Have a special association with a person, group of people or organisation important in shaping the locality.*
- *Be an example of technical or creative achievement from a particular period.*

Research Value

A place of research value should provide, or demonstrate a likelihood of providing, important evidence about past activity OR demonstrate qualities of innovation/new achievement for its time. For example, the place may include important information about construction technology, land use, a way of life or industrial process.

Social Value

A place will be considered for inclusion under this criterion if it is one that the community, or a significant part of the community, has held in high regard for an extended period (for social, cultural, educational or spiritual reasons).

Places of social value tend to be public places, or places distinctive in the local landscape, and generally make a positive contribution to the local 'sense of place' and local identity.

They may be symbolic or landmark places, and may include places of worship, community halls, schools, cemeteries, public offices, or privately owned places such as hotels, cinemas, cafes or sporting venues.

Degree/Level of Significance (please tick, if relevant)

In addition to the above values, a place may also be important because it is a rare or representative example of its type.

Rarity

It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

Representativeness

It is a particularly good (and relatively intact) example of a common type of building/structure, a particular period or way of life, the work of a particular builder or architect, an architectural style etc

***Type of Place** (please tick)

- | | |
|---------------------|--------------------------|
| Building | <input type="checkbox"/> |
| Group of Buildings | <input type="checkbox"/> |
| Streetscape | <input type="checkbox"/> |
| Tree | <input type="checkbox"/> |
| Historic or | |
| Archaeological Site | <input type="checkbox"/> |
| Aboriginal Site | <input type="checkbox"/> |
| Road/Rail Route | <input type="checkbox"/> |
| Gravesite | <input type="checkbox"/> |
| Mining Site | <input type="checkbox"/> |
| Stock Route | <input type="checkbox"/> |
| Recreation | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

If other please specify

***Condition** *(please tick)*

Good Fair Poor

***Accessibility** *(please tick)*

Open Restricted Nil

Ownership Details

Owner name(s)

Address _____

Telephone _____

E-Mail _____

***PLACE DETAILS** *(as applicable)(please include the source(s) of any historical information provided - e.g. foundation stone, dated plans, oral/family history, documentary records such as books, family papers etc)*

Additional detail on the type of place (e.g. house, barn, cider factory, road bridge, oak tree on the site of the former xxx school, historic site, archeological site, rifle range etc)

Construction Date(s) *(e.g. 1892 or 1890s or approx. 1890 or possibly 1890s or prior to 1890, etc)*

Original use _____

Later/Current use(s) _____

Construction materials _____

Major Alterations/Additions _____

Architect/Designer/Builder _____

Occupied Yes/No Occupiers Name _____

Other - If you would like to expand on any of these points or include other information or comments about the type of place or its history, please include this as an attachment

SUPPORTING INFORMATION

Photographs *(if possible, please attach copies of current photographs)*

Bibliography *(Please list any books or other published sources of information about the place and wherever possible provide full details of the author, publisher, title and date)*

Other sources of information *(Where additional information is known to be held as unpublished documents or known through oral history please provide relevant contact details)*

***DETAILS OF NOMINEE**

Name _____

Address _____

Telephone _____

E-Mail _____

POLICY NO.	O4
POLICY SUBJECT	Commercial Activities on Thoroughfares
ADOPTION DATE	27 February 2014 (C.08/0214)
REVIEW DATE	29 November 2018 (C.04/1118)

1.0 Introduction

This Policy establishes a management strategy for the administration of ‘Commercial Activities on Thoroughfares’ in particular, being within the constructed footpath pavement and verge area of Hampton Street, and Steere Streets, within the Bridgetown CBD, and activities on thoroughfares generally.

The policy addresses approval and administration of permits for commercial activities on footpaths as Street Trading, under the provisions of the Shire’s Trading in Thoroughfares & Public Places Local Law, including Outdoor Eating Areas (Alfresco Dining) and other commercial use of footpaths, while also providing support and direction to Community & Charity groups engaged in fund-raising activities.

This Policy is to be read in conjunction with the Shire’s Trading in Thoroughfares & Public Places Local Law (*Gazetted June 2000*), in particular Parts 6 & 7.

Nothing in this policy extinguishes the requirement to gain approval / registration under the Shire of Bridgetown-Greenbushes Town Planning Scheme and / or the Food Act 2008 respectively.

This policy does not include ‘portable signs’.

2.0 Policy Statement

Trading in public places is not to adversely impact on the amenity of an area or occur at locations which compromise public safety and access, including the safety of street traders and traffic.

Permits for commercial activities on footpaths will only be considered where it is ancillary and adjacent to an existing commercial business.

3.0 Permits

3.1 Outdoor Eating Areas

All outdoor eating (Alfresco Dining) facilities are to be established, operated and maintained in accordance with the requirements of the Local Law and conditions imposed under this policy and will only be considered where they are ancillary to an existing registered ‘Food Business’.

3.2 Retail Merchandise

Retail Merchandise placed for sale on thoroughfare (Street Trading), Bridgetown, provided that a minimum 1.5metre access way, free of any obstructions, be maintained immediately adjacent to the shopfronts in this locality and there being no other access, amenity or safety issue of concern in the opinion of Council.

3.3 Festival / Event - Short term permits

The regulation of stallholders, traders and outdoor eating areas on thoroughfares during the Blues at Bridgetown Festival is referenced under Council Policy H.3 – “Trading in Public Places – Blues Festival”.

For other festival/events that are staged either wholly or partly on a thoroughfare the Shire will only approve applications for new Outdoor Eating Areas, stallholders and trader’s permits and liquor licensing permits (including Extended Trading Permits), for applicants that have been endorsed by the relevant Festival / Event Committee.

Holders of annual Outdoor Eating Areas permits will be able to conduct that al-fresco dining area during the festival / event within the approved operating conditions; however any application to extend the outdoor area in the CBD, will require endorsement by the festival / event committee.

For public places not directly connected with a festival / event, normal approval processes will apply.

The Shire will not be bound to approve any activity endorsed by the festival / event committee, and reserves the right to refuse any application if that is in the best interest of the public and if refusal is in accordance with all other requirements of the relevant legislation.

3.4 Community & Charity Groups

Community & charity groups wishing to trade or conduct a stall on or within a thoroughfare are not regarded as ‘commercial activities’ and therefore are exempt from being required to obtain a permit.

Community & charity groups engaged in non-food fund-raising activities, must first obtain the approval of the commercial business in front of which they wish to operate and not impinge on pedestrian access in the location.

Subsequent to obtaining the approval of the adjoining commercial business community & Charity groups engaged in a food fund-raising activity are to obtain the written approval of the Council’s Health Section, for the sale of the food and comply with any conditions that might be imposed

4.0 Permit Conditions of Approval

Under clause 7.6 of the Local Law, the permit granted by the Council is to be for maximum period of 12 months, being the period 1st July – 30th June and will require annual renewal, and may be granted subject to conditions relating to:

- The payment of the Application and permit renewal fees are listed in Council’s Schedule of Fees & Charges contained within the annual budget.
- The physical marking of the permit area by and in a manner specified by the Shire.

- where a permit is issued for an activity which will or may cause damage to a public place, the payment of a bond against such potential damage.
- The rectification, remedying or restoration of a situation or circumstance reasonably related to the application / commercial activity.
- the obtaining of public risk insurance in an amount and on terms reasonably required by the local government. and
- the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

Further, Clause 6.11 of the Local Law sets out the matters to be considered by the Council in determining a Commercial Activities on Thoroughfares permit. The purpose of this policy is to set out specific criteria that must be considered and fulfilled by the applicant in order to obtain a permit for an outdoor eating or merchandise area:

- Obstructs the visibility or clear sight lines at an intersection;
- Impedes pedestrian access; or
- The tables, chairs, displays or other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

Under this policy the following additional criteria will apply:

- Tables and chairs, and retail displays will generally not be permitted on either side of public access along the footpath however exceptions may be permitted where the footpath is significantly wider than the rest of the footpath.
- The maximum width of the area of footpath that can be occupied by tables & chairs is 40% and retail displays is 25% of the width of the footpath in any individual locations permit. Again where a wider footpath is in existence exceptions to this clause may be approved.

This policy recognises that the predominant functionary use of a footpath is for pedestrian access and other activities / structures within a footpath will only be allowed where pedestrian access will not be impinged. Nothing in this policy contradicts requirements under the Local Law.

5.0 Indemnity & Insurance

Applicants for the establishment of an outdoor eating facility or other commercial street trading activity (other than Community & Charity Groups), will have to comply with the following:

- The owner shall indemnify and keep indemnified the Shire of Bridgetown-Greenbushes, its servants or agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be brought by any person or corporation against the Shire through:
 - The establishment of the outdoor eating facility or commercial street trading activity; and
 - Any negligence of the Shire, its servants and agents granting approval to erect the portable setting or displays, or failing to set conditions or giving or failing to give directions for the establishment of the outdoor eating facility or commercial street trading activity.
- The permit holder of an outdoor eating facility or commercial street trading activity shall, in respect of that business activity, effect and maintain a public liability policy with a reputable insurer. The policy must include a cross-liabilities clause, and be in the joint names of the permit holder and all subcontractors employed from time to time in relation to the commercial activity, and the Shire of Bridgetown-Greenbushes.

6.0 Refusal of Permit

An application for a Trading Permit under Part 6 (and subject to Section 2.4) of the consolidated Local Laws, may be refused where in the opinion of the CEO the number or type of street traders at specific locations is inappropriate.

Reasons may include obstruction to pedestrians or vehicles, or in any way contribute to safety, access or parking problems, or have insufficient toilet facilities where required.

7.0 Renewal / Cancellation of Permit

All outdoor eating facilities and other commercial activities on footpaths are to be established, operated and maintained in accordance with the requirements of the Local Law and this policy.

Clause 7.10 of the Local Law states that permits may be cancelled if the permit holder has not complied with a condition of the permit or requirement of the local law or policy.

It should not be assumed that outdoor eating facility permits or other commercial activities on footpaths will be automatically renewed each year on the basis that they have previously been granted a permit. Proof of renewal will be the receipt of the permit fee, issued by Council.

POLICY NO.	O.5
POLICY SUBJECT	Provision of Refreshments to Firefighters by Incident Controller
ADOPTION DATE	31 st October 2002
REVIEW DATE	29 November 2018 (C.04/1118)

Background

The Shire recognises its need and responsibility to provide refreshments to fire fighters but there is a need for a policy to provide guidance to fire fighters, particularly fire control officers, on the method to be followed in purchasing refreshments on behalf of the Shire.

The Bush Fire Advisory Committee recognises the need for a policy and determined that the following issues needed to be addressed in its contents:

- Who is authorised to “book-up” expenditure (noting that a purchase order can rarely be arranged at the time).
- An indication of how much expenditure is considered acceptable
- Whether any limitations on the type of refreshments is necessary.
- Who should be responsible for refreshments – Shire of local brigade or combination of both.
- Whether reimbursement of cost of refreshments should be sought from landowner where incident occurred.

In raising the above issues it is acknowledged that often affected landowners provide refreshments to fire fighters at their own cost and the Shire may not be called on to provide refreshments.

In no way should the proposal to develop a policy be construed to mean that the Shire wants to avoid having the supply refreshments to fire fighters. It is necessary to ensure that appropriate financial mechanisms are in place, noting that under normal Council policy no goods are meant to be ordered or purchased without first providing a purchase order.

The necessary funds for purchase of refreshments will be set aside in the Shire’s annual budget for supply of refreshments to fire fighters. These funds are currently derived from the bush fire service charge collected at the time of rating.

Policy

- In addition to relevant Shire staff the Incident Controller is authorised to incur expenditure for the welfare of fire fighters.
- Noting that a purchase order for purchase of refreshments can be difficult to arrange during the course of fighting a fire, the above Incident Controller is authorised by this policy to “book-up” expenditure at commercial outlets without providing a signed purchase order from the Shire.

- The Incident Controller must endorse any accounts after the incident and ensure that accounts are presented to the Shire at the earliest opportunity.
- A maximum of \$1,000.00 can be expended on refreshments in any one incident without a purchase order for such refreshments being supplied by the Shire.
- Land owners will not be required or requested to make a contribution towards the cost of providing refreshments.
- This Policy is only for the purpose of authorising expenditure by the Incident Controller. The provision of refreshments during a fire or other emergency is a standard procedure and applicable Shire staff are authorised to incur expenditure to meet the requirements of the fire or emergency.

POLICY NO.	O.6
POLICY SUBJECT	Swimming Pool Entry Age
ADOPTED	19 th December 2002
REVIEW DATE	29 November 2018 (C.04/1118)

Children entering the Swimming Pool facility must be accompanied by an adult if under the age of 10 years as per the Royal Life Saving Standards.

POLICY NO.	O.7
POLICY SUBJECT	Genetically Modified Organism (GMO) Free Zone
ADOPTION DATE	24 th April 2003 (C.28/0403)
REVIEW DATE	29 November 2018 (C.04/1118)

Council has declared the Shire of Bridgetown-Greenbushes a Genetically Modified Organism (GMO) free zone.

POLICY NO.	O.8
POLICY SUBJECT	Bridgetown-Greenbushes Visitor Centre Membership Policy
ADOPTION DATE	28 th April 2005
VARIATION DATE	29 th September 2005 (C.11/0905)
REVIEW DATE	29 November 2018 (C.04/1118)

CLASSES OF MEMBERSHIP

There shall be three classes of membership, being:

1. Full Membership (available to accommodation providers, visitor attractions, tours, galleries, wineries, restaurants, service providers and retail businesses operating within the locality);
2. Associate Membership (available to not for profit organisations, businesses and service providers within the locality whose core business is not directly related to tourism (eg; accountants, lawyers, industrial/service trades, real estate agents, nurseries, and any other business identified by the Visitor Centre Manager as fitting into this classification); and
3. “Out of Town” Membership (available to any business located outside the Shire of Bridgetown-Greenbushes (eg; Balingup). Nothing shall preclude a business entitled to Associate Membership or Out of Town Membership from taking out Full Membership, should that be their preference).

MEMBERS’ ENTITLEMENTS

1. Full Membership

- One quality DL sized brochure display in the Bridgetown–Greenbushes Visitor Centre.
- One A3 page wall poster, conforming to Visitor Centre guidelines.
- Web listing on the Bridgetown-Greenbushes Visitor Centre website www.bridgetown.com.au.
- Map reference in any Bridgetown Visitor Centre produced holiday planner or town guide (as and when re-printing is required and within map boundaries).
- Updates on industry forums, workshops and marketing opportunities.
- 20% discount at Blackwood River Valley Visitor Centres for Brochure Racking (Balingup, Nannup and Boyup Brook).
- Membership to the Bridgetown–Greenbushes Business & Tourism Association (BGBTA)
- Invitation to networking and social events.
- For restaurants and cafés, inclusion of the following:
 - Menu and contact details on the outside window of the Visitor Centre
 - Inclusion on the Daily Dining Guide, distributed to all accommodation operators in the Shire for their guests’ information folders

- Inclusion on Bridgetown's Easter & Christmas opening hours document.

2. Associate Membership

- Website listing on the Bridgetown-Greenbushes Visitor Centre website.
- Invitation to networking and social events.
- One quality DL size brochure displayed in the Bridgetown-Greenbushes Visitor Centre.
- Map reference in any Bridgetown Visitor Centre produced holiday planner or town guide (as and when re-printing is required and within map boundaries).
- Updates on industry forums, workshops and marketing opportunities.

3. "Out of Town" Membership

- Website listing on the Bridgetown-Greenbushes Visitor Centre website.
- Invitation to networking and social events.
- One quality DL size brochure displayed in the Bridgetown-Greenbushes Visitor Centre.
- Map reference in any Bridgetown Visitor Centre produced holiday planner or town guide (as and when re-printing is required and within map boundaries).
- Updates on industry forums, workshops and marketing opportunities.

MEMBERSHIP PREREQUISITES

All new **Full Tourism Membership** applications/renewals shall be accompanied by the following documentation -

- Copy of business registration certificate (if expired from previous year)
- Proof of **current** public liability insurance commercial cover (min \$5m, preferably \$10m) to cover the period spanning the financial year of membership.
- Written agreement to abide by the Bridgetown - Greenbushes Visitor Centre's adopted 'Code of Ethics'
- Note: Associate Membership businesses do not need to supply a business registration certificate or proof of public liability insurance. (Out of Shire Accommodation operators will still be required to do so).

MEMBERSHIP CRITERIA

Bridgetown-Greenbushes Visitor Centre Membership Criteria Is As Follows -

- Businesses must comply with all Commonwealth, State and Local Government Authority laws, policies, protocols and licenses to conduct their business operation. (Should operators require more information, please contact the Visitor Centre Manager)
- Businesses that accept bookings from the Bridgetown-Greenbushes Visitor Centre shall pay 12.5% commission on all bookings made, and 15% for bookings that come via www.waholidayguide.com.au.

- Members undertake to maintain all necessary licenses and insurances for the duration of their membership.
- Membership renewal must be completed within three months of the membership invoice date, or the operator's listing shall be disabled until such time as the renewal is paid.
- To maximise membership benefits, business operators are encouraged to produce a suitable quality DL sized brochure for display on the Visitor Centre racks. (For optimum presentation it is recommended that brochures be printed on minimum of 130gsm paper and no smaller than DL size)
- Accommodation operators utilising the online reservations availability function, will endeavour to keep information as up to date and accurate as possible. Realising that inaccurate information degrades the efficiency and professionalism of the system.
- Accommodation operators must complete training with either BookEasy or an accredited Visitor Centre before their business is eligible to be listed on the Bridgetown Visitor Centre website.
- Communication between visitor centre staff and accommodation businesses is vital if last minute bookings are to be secured. It is useful to note that the **peak** time for visitor enquiries at the Visitor Centre tends to be between **3:00 – 5:30 pm** daily.
- Businesses should ensure that adequate signage is installed to ensure safe and easy access to the property from main or shire roads. Where necessary, it is recommended that appropriate additional directional signage be installed on the property itself.
- Check-In: The Manager/Caretaker should ideally meet and greet guests on arrival. If this is not possible, other arrangements should be made available at the property prior to the arrival of guests.
- 24-hour contact details should be provided on site for guests (in the event of a problem) for the duration of their stay.
- Members are encouraged to obtain accreditation with the Tourism Council of Australia and /or other recognised tourism bodies.

CODE OF ETHICS

The Bridgetown – Greenbushes Visitor Centre and members strive to achieve the following Code of Ethics;

Members' Relations with Customers

- Members shall deal with visitors/clients in an open, honest, friendly and helpful manner.
- When asked for information by visitors/clients or potential visitors/clients, members shall use their best endeavours to provide information that is accurate and up to date.
- Members shall not advertise or promote their business in misleading or deceptive ways.

- Where visitors/clients have a complaint about any aspect of a member's business, the member shall address that complaint promptly and courteously.
- Members shall not change any quoted price or policy without notifying the visitor/client and giving them the option to reconsider using the member's services.
- At the earliest reasonable opportunity, members shall advise their visitors/clients in writing of any cancellation policy or service charges which apply.

Members' Relations with Other Members

- Members shall be respectful to one another and endeavour to conduct their respective businesses in a spirit of co-operation and understanding.
- Members shall strive to be fair and objective when asked for information about another member's services and shall not disparage the services offered by another member.
- Should a member receive a complaint about another member, they are encouraged to inform that member or the Visitor Centre Manager, as soon as possible, to afford the property concerned, the opportunity to resolve the problem. Alternatively, invite the guest to put the complaint in writing and address it to the Manager of the Visitor Centre.

Member/Staff Relations

- Members and Visitor Centre staff, including volunteer workers, shall deal with one another in a friendly, considerate and professional manner.
- All relevant information on bookings, events, opening hours, vacancies, new services and policy changes shall be clearly and promptly communicated by a member to the Visitor Centre and, where appropriate, by the Visitor Centre to members in the event of significant changes.
- Members shall notify the Visitor Centre of any cancellation and booking policy relating to their business and any changes to those policies.
- Visitor Centre staff shall at all times be fair, impartial and accurate in providing information to visitors and shall not promote or favour the interests of one member over those of another member.
- Where a member receives a complaint from a customer about Visitor Centre services, the member shall notify the Bridgetown – Greenbushes Visitor Centre Manager who will address the complaint in accordance with Council Policy.
- Where members provide promotional material for use or display in the Visitor Centre, that material shall be accurate, of good quality, professional presentation and conform to Visitor Centre guidelines.
- The committee, staff and volunteers of the Visitor Centre have a duty to represent all members and shall not unfairly discriminate against any member.

I/We, _____ of (enter property name) _____

have read, and by signing below do hereby accept and understand the “Code of Ethics” and all other components of the Bridgetown – Greenbushes Visitor Centre Membership Policy.

.....

Tourism Operator

.....

Tourism Operator

Date:

Date:

POLICY NO.	O.9
POLICY SUBJECT	Bush Fire Brigade Personal Protective Equipment
ADOPTION DATE	27 th July 2006 (C.15/0706)
REVIEW DATE	29 November 2018 (C.04/1118)

Objective of Procedure

To ensure that the Shire of Bridgetown-Greenbushes Bush Fire Brigades members have suitable Personal Protective Equipment (PPE) and that PPE is managed correctly.

Procedure

The Shire of Bridgetown-Greenbushes currently has ten (10) Bush Fire Brigades, and over 500 registered Bush Fire Brigade Volunteers.

Council receives funding through the Emergency Services Levy (ESL) to provide PPE to its bush fire brigades. Often there is a deficiency on what is received under the ESL and what is required by the Brigades. This Policy is intended to reduce this deficiency.

1. Person to be a registered member of a Bush Fire Brigade

PPE will only be issued to people who are registered bush fire brigade members as per the Shire's/DFES's membership records.

2. PPE will be supplied to Active Firefighters/ Cadets only

Firefighting PPE will only be supplied to active firefighters and cadets (if applicable) and not to auxiliary members. Other uniforms to be considered for non firefighting members of Bush Fire Brigades.

3. PPE to be handed out to new members on completion of Bush Fire Fighting and Introduction to Fire Fighting Courses

PPE will be supplied to new members upon completion of the Introduction to Fire Fighting Course and Bush Fire Fighters Course.

4. PPE will be replaced on a fair wear and tear basis

Members requesting replacement overalls or two piece coveralls will need to produce the existing pair for inspection. Helmets will be replaced every 3 years as per the manufacturer's specification or if damaged, before that period. Gloves and Goggles will be replaced on a reasonable as needs basis.

5. Brigade Captain or FCO to be responsible for the return of PPE from Members that have left the Brigade

Should a member resign from a bush fire brigade, the Brigade Captain, or in his absence, the Brigade FCO is responsible for ensuring that the PPE is returned for reissue to other members.

6. Absentee Landowners to be issued with second hand PPE in the first instance.

Should a member of a bush fire brigade be an absentee landowner, they will be issued with second hand PPE which is suitable to be reused in the first instance. If no suitable garments are available, the provision of new PPE to absentee landowners will be considered after residing members PPE requests have been accommodated.

7. The Shire of Bridgetown-Greenbushes is responsible for the purchase of PPE for Brigade members.

The Shire will not reimburse any member or Brigade who purchases PPE and produces a receipt for reimbursement without prior consent from the Chief Executive Officer.

POLICY NO.	O.10
POLICY SUBJECT	Managing the Natural Environment
ADOPTION DATE	30 th October 2008 (C.14/1008)
REVIEW DATE	29 November 2018 (C.04/1118)

1. Background and Issues

With the international debate on climate change and the resulting implications for the environment there is an evolving change in the legislative landscape in which local government operates. This Planning Policy is a result of this changing landscape. The Shire needs to bring into its operations an awareness of the natural environment and the threats to the natural resource assets upon which we rely for our existence. This policy reviews relevant legislation and other planning policies to ensure the inclusion of sustainable natural resource management (NRM) principles into the planning framework to assist implementation of the Shire of Bridgetown-Greenbushes Town Planning Scheme No.3 and No.4 (TPS3 and TPS4).

There is a variety of legislation, strategies and policies concerned with NRM and a large number of government agencies and other stakeholders that are involved in the regulation and management of issues associated with NRM.

This Policy compliments the Western Australian Planning Commission's (WAPC) Statement of Planning Policy No.2 – Environment and Natural Resources Policy, TPS3 and TPS4 and the Shire's Natural Environment Strategy.

2. Objectives

The objectives of this Policy are to:

- within planning decisions promote conservation of ecological systems and the biodiversity they support including ecosystems, habitats, species and genetic diversity;
- within planning decisions assist in the conservation and management of natural resources, including air quality, energy, waterways and water quality, landscape, agriculture and minerals to support both environmental quality and sustainable development over the long term;
- within planning decisions adopt a risk-management approach that aims to avoid or minimize environmental degradation and hazards;
- prevent or minimise environmental problems that might arise as a result of siting incompatible land uses together;
- outline what matters Council will address through the planning system and outline which matters are addressed through other legislation and other agencies; and
- within planning decisions encourage other stakeholders to fulfill their responsibilities to NRM through an environmentally sustainable approach.

3. Areas of Application

The Policy does not bind Council in respect of any application for planning approval but Council will have due regard to the objectives and policy measures of the Policy before making its determination.

This Policy is also intended to:

- assist Council's consideration of structure plans; and
- guide Council's advice to the WAPC regarding subdivision applications.

This Policy applies throughout the Shire of Bridgetown-Greenbushes in relation to scheme amendments, structure plans, guide plans, subdivision/strata applications and development applications which are referred to as "proposals" in this Policy.

4. Links to Town Planning Scheme/Local Planning Strategy

This Policy relates directly to the provisions set out in TPS3 and TPS4, the Draft TPS5, the Shire's Natural Environment Strategy, the guidelines provided in the Shire of Bridgetown-Greenbushes Draft Local Planning Strategy and also to the overall principles and guidelines set out in the WAPC's Warren-Blackwood Regional Strategy, the Warren-Blackwood Rural Strategy and other relevant policies

5. Policy Measures

5.1 General

- (i) The above objectives provide the context for the Policy measures which are set out under the following headings:
 - General;
 - Water Resources;
 - Soil and Land;
 - Biodiversity;
 - Land Management;
 - Carbon Sequestration; and
 - Fire Management.
- (ii) This Policy should be read in conjunction with the Shire of Bridgetown-Greenbushes Natural Environment Strategy.
- (iii) This Policy is intended to complement and be used in conjunction with relevant Legislation, the Shire's Town Planning Scheme(s), the Shire's Local Planning Strategy, other Local Planning Policies, WAPC Policies and Strategies, and other guidelines that apply to planning and the management of natural resources.
- (iv) Council may impose conditions for development applications or request conditions to be imposed subdivision applications approved by the WAPC that require the preparation and/or implementation of environment management

plans that may be contained within a separate legal agreement with the proponent and or landowner.

- (v) Council may require proponents and or the landowner to prepare, where appropriate, additional information that shows the “ecological footprint analysis” of the proposal to the satisfaction of Council. This may include: water management; acid sulphate soils management; fire management; waste management; and/or energy conservation.
- (vi) Where, in the opinion of Council, a proposal may have a high likelihood for environmental impact, such as hydrological, biodiversity or geotechnical implications, a robust monitoring programme should be required to properly inform the decision-making prior to Council determining the proposal and/or assist in ensuring implementation and compliance post-construction.
- (vii) Assessment of any possible environmental impacts/constraints should occur at an early stage in the development process so that the proposal can be developed with required design modifications made to alleviate any possible adverse impacts to the environment.

5.2 Water Resources

- (i) A proponent may be required by Council to develop a Hydrological Management Plan and/or a Drainage Management Plan to show how the proposal will suitably address possible environmental effects on surface and ground water flow and quality. This plan may need to be extended to include any off-site impacts that may result from the development. Council expects that water flows should be maintained at pre-development levels, with no significant increase or decrease (including such recurrent events as a 10 year storm flow) unless appropriately justified by the proponent and agreed to by the Council.
- (ii) Nutrient levels in water resources are not to be increased as a result of the proposal, and ideally should decrease after development. If in the opinion of Council this is unavoidable Council may determine and require relevant mitigation measures.
- (iii) Stormwater retention, use and quality treatment should be at source or as high as possible in the catchment and adopt best practice water sensitive design wherever possible and practical to the satisfaction of Council. This applies to all catchment scales from a residential lot to a river catchment.
- (iv) Installation of wet stormwater basins as artificial ponds or lakes will not be supported unless the proponent can demonstrate long term cost effectiveness and sustainability of these structures. Areas that provide the dual function of water management and public open space (POS) may be supported where other functional POS sites exist. The POS will need to ensure that community need and the amount, function and amenity of the POS are not compromised

and the water management facility does not impose an unreasonable maintenance burden on the Shire.

- (v) Where there is any proposed or expected change to the hydrology such as; altering groundwater flow and/or lowering of groundwater levels or disturbance of waterlogged soils, a detailed and extensive assessment for the presence of active acid sulphate soils or passive/potential acid sulphate soils will be required to the satisfaction of Council unless appropriately justified by the proponent and agreed to by Council.
- (vi) In considering proposals which may have an impact on any waterway or waterbody Council will have regard to:
 - maintaining water balance;
 - maintaining and where possible enhancing water quality;
 - encouraging water conservation; and
 - maintaining and where possible enhancing water related environmental values.
- (vii) Council may require the establishment of a native vegetation buffer/riparian zone that reflects the original vegetation community type(s) along any perennial watercourse/drainage line for the protection of water quality. Unless suitably justified by the proponent and agreed to by Council, Council will apply a 50m buffer and may require other protection measures to ensure there is a lesser risk to water resource quality and the sustainability of the downstream ecosystems.
- (viii) Council may require “streamlining” to enhance the biodiversity by improving the water quality and vegetation within the stormwater management system by requiring as appropriate:
 - planting sedges and rushes as filter beds;
 - installing pools and riffle sequences to improve aeration and oxygenation and reduce erosion events;
 - create ponds, pools or stormwater gullies designed as sediment traps; and
 - create watercourse profiles that provide a range of fauna habitats.

5.3 Soil and Land

- (i) Where there may be a risk of creating or disturbing acid sulphate soils (whether these be active acid sulphate soils or passive/potential acid sulphate soils) in the opinion of Council and/or other government/NRM agency, a management plan or other measures will be required in accordance with the latest guidelines from the Department of Environment and Conservation (DEC) and the WAPC.
- (ii) Where there is the possibility of the existence of a contaminated site proponents should minimize the risk to human health and the environment by ensuring that the proposal is such as to minimize the potential for any adverse impacts from the contaminated site to the satisfaction of Council.

- (iii) Where there maybe the possibility of creating any erosion in the opinion of Council a management plan will be required to prevent or minimise the impact to the satisfaction of Council.

5.4 Biodiversity

- (i) Subject to the nature and scale of the proposal, its location, proposed level of servicing and anticipated impacts on the natural environment, proponents are required to submit an appropriate level of information and/or assessment to ensure biodiversity values are identified and maintained, and where adverse impact is unavoidable there is a plan of mitigation to the satisfaction of Council.
- (ii) Clearing of high conservation value vegetation, wetlands or riparian vegetation is not supported unless in exceptional circumstances and where justified by the proponent subject to State and Federal legislation. Council encourages the retention and regeneration of native vegetation and where appropriate, replanting areas adjacent to watercourses and in other areas with local native vegetation. This is in order to promote better overall NRM practices including maintaining and improving riverine ecosystem function and water quality.
- (iii) Linkages between high value conservation areas should be maintained and where possible enhanced to the satisfaction of Council.
- (iv) As determined by Council, applicants will be required to provide a statement confirming whether the application proposes any clearing of native vegetation on the application site generally and/or within the adjoining road reserve(s) to achieve vehicular access. If native vegetation is proposed to be cleared, the site plan/plantation management plan will need to clearly identify these areas. Further, Council may require the proponent to prepare a flora and fauna assessment to the satisfaction of Council.
- (v) Council may impose planning conditions restricting the clearing of native vegetation and/or may require any clearing requests to be separately considered by DEC as part of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
- (vi) Council encourages applicants/operators to work in partnership with relevant government agencies, catchment management groups and the local community to develop relevant “best management practice” in the protection of native vegetation.
- (vii) Council may require exotic/non-local native vegetation to be removed and replaced with local native vegetation, except where the exotic/non-local native vegetation has identified landscape or heritage value (and is not classified as a moderate or high risk environmental weed species).

5.5 Land Management

For “rural life-style” subdivisions (including special residential, special rural and conservation lots), Council may require the proponent to prepare or financially contribute to an education programme for the new owners, prior to the issue of titles, concerning their obligations to the environment and community including stock rates, fencing, weeds, fire-risk abatement and fire break maintenance.

5.6 Carbon Sequestration

Council acknowledges that there will be increasing efforts to minimise the production of carbon including seeking carbon sequestration. While Council supports carbon sequestration overall, it does not support the use of non-local species plantations on rural land (freehold) throughout the Shire of Bridgetown-Greenbushes for carbon sequestration. Council is concerned for the loss of rural land for extensive periods of time which are greater than the typically one or two rotations applied to plantations. In comparison Council does support proposals for carbon sequestration that are of local native vegetation. The ultimate vegetation sink is a mixed vegetation stand that will be in situ for at least 100 years (Kyoto Protocol).

5.7 Fire management

Council will assess proposals, where relevant, against the “Planning for Bush Fire Protection” document produced by the Fire and Emergency Association (FESA) and the WAPC (December 2001) along with any associated updates. Council seeks to ensure that the safety to people and property as well as appropriate management of the natural environment is maximised in making its decisions. If proponents cannot demonstrate compliance with safety and the protection of the natural environment, then Council may refuse or not support the proposal.

6. Administration

6.1 Need for applications

Development applications and other proposals will be assessed in accordance with the principles and objectives of this Policy, the Shire’s Town Planning Scheme(s), the Shire’s Local Planning Strategy and other relevant strategies/documents in the opinion of Council.

6.2 Application requirements

Depending on the nature and scale of the proposal, its location, proposed level of servicing and anticipated impacts on the natural environment, Council may require the submission of an appropriate:

- “ecological footprint analysis” (such as: water management and/or drainage management, acid sulphate soil management, flora/fauna assessment, fire management, waste management, and or energy conservation);
- biodiversity assessment;

- statement confirming whether the application proposes any clearing of native vegetation;
- water impact statement relating to water quantity and quality; and
- any other information considered necessary by Council.

6.3 Procedural requirements

The Shire administration will:

- publicly advertise proposals where required to under the relevant TPS;
- publicly advertise proposals as deemed appropriate by the Shire administration where there are likely to be significant environmental impacts; and
- seek comments, as determined by the Shire administration, from relevant government agencies, stakeholders, adjoining/nearby landowners and the community.

In the event that substantive objections are received against the application, the following will apply:

- objections from State Government authorities will require the matter to be considered by Council;
- where the objection is for matters not deemed relevant to the Council, for the purposes of this Policy (outlined in Section 5 or which can be addressed through planning conditions), then the Shire's Planning Services section will assess the application based on all relevant information and advice in accordance with the Policy, operative TPS, any Draft TPS, the Local Planning Strategy, and other relevant planning and NRM documents; and
- where the objection falls within the range of relevant issues (Section 5), then the Shire's Planning Services section will assess the application based on all relevant information and advice in accordance with this Policy, operative TPS, the Local Planning Strategy and other relevant planning and NRM documents, and determine whether the matter needs to be considered by Council.

Applications that are recommended for refusal are to be determined by Council.

6.4 Implementation

The Shire expects proposals, when approved, to be implemented under the principle of sustainable land management based on endorsed Best Management Practice/Code of Practice documents for key land, water and biodiversity areas. Additionally, any approved proposal shall be carried out in full compliance with any conditions imposed with that approval.

7. Future Directions

The Shire is reviewing TPS3 and TPS4 and will reconsider this Policy as required to ensure consistency between the gazetted Town Planning Scheme and the adopted Policy.

8. Approval Authorization

Authority to approve applications in conformity with this Policy has been delegated to the Chief Executive Officer.

9. Right of Review

Decisions made by Council with respect to applications for Planning approval under the discretionary provisions of TPS3 and TPS4 will normally afford a right to apply to the State Administrative Tribunal for a review of the decision (a process previously known as a planning appeal). Such applications must be made within 28 days of the relevant decision.

POLICY NO.	O.11
POLICY SUBJECT	Use of Chainsaws by Bush Fire Brigades
ADOPTION DATE	17 December 2009 (C.14/1209)
REVIEW DATE	29 November 2018 (C.04/1118)

The Shire of Bridgetown-Greenbushes acknowledges that the use of chainsaws is part of normal Bush Fire Brigade activities.

Chainsaws will be provided to Bush Fire Brigades where necessary to undertake their functions of fire fighting.

Chainsaws are only to be used by Bush Fire Brigade members who are qualified in their use for the task they are undertaking. Operators must ensure they wear appropriate personal protection equipment (PPE) whilst operating chainsaws.

POLICY NO.	O.12
POLICY SUBJECT	Rubbish Removal for Community Events
ADOPTION DATE	30 May 2013 (C.15/0513)
REVIEW DATE	29 November 2018 (C.04/1118)

Objective

To provide assistance in disposal of rubbish at community events having a demonstrable community benefit.

Policy

The Shire will provide assistance with rubbish disposal at community events having a demonstrable community benefit, either via picking up rubbish from mobile garbage bins after an event or by funding this service by the Shire's rubbish collection contractor.

Extent of Service

- Organisers of the event, if applying for financial assistance for rubbish disposal, must demonstrate that the event has demonstrable benefits for the broader community (and therefore is eligible for assistance with rubbish disposal) and is not just a private event. Organisers of private events can instead seek a funding contribution from Council for rubbish disposal in the annual community grants and service agreements application process.
- Rubbish will be collected at the conclusion of an event (within 5 days of the event concluding) but not during an event. Community events seeking a rubbish collection service during an event may apply for a community grant or service agreement for that service.
- The emptying of rubbish bins by either the Shire rubbish truck or the Shire's rubbish collection contractor is restricted to rubbish deposited in mobile garbage bins suitable for lifting into the rubbish truck by the automatic lifting device attached to the truck. Neither the Shire nor contractor is able to collect rubbish deposited in 44 gallon drums or other containers not able to be lifted using the automatic lifting device as lifting these containers by hand would be a breach of occupational health and safety guidelines.
- The Shire has a surplus of old mobile garbage bins at the waste disposal site that are available for use by community groups subject to the group taking responsibility for transporting the empty bins to and from the waste disposal site and event.
- If more than one event is scheduled for the same week access to the above bins will be on a "first come" basis via application to the CEO.
- Due to the problems associated with contamination of recycling bins during events (due to improper disposal of waste into recycling bins) a recycling bin collection service is not offered. If an event wishes to provide dedicated recycling bins for use by the public the responsibility is on the organisers of

the event to monitor use of those bins and to transport the bins to the waste disposal site for disposal in the recycling bins.

- The donation of rubbish disposal costs are not available to an event that already obtains Council financial assistance via a service agreement as the costs of rubbish disposal may already be factored into the service agreement. As these service agreements are renewed every third year the cost of rubbish disposal can be included.

How to Apply for Assistance

Requests for assistance with event rubbish collection can be made in writing (including email) to the CEO.

Calculating the Cost of the Assistance

Whilst there is no charge to the event organisers there is a need for the Shire to cost the provision of the rubbish disposal service against the applicable donation account. The cost of emptying a bin is the same as for a domestic rubbish service therefore each bin emptied will have a cost determined by dividing the annual domestic rubbish collection charge by 52.

POLICY NO.	O.13
POLICY SUBJECT	Closed Circuit Television (CCTV)
ADOPTION DATE	30 May 2013 (C.14/0513)
REVIEW DATE	29 November 2018 (C.04/1118)

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1. Policy Objective

To provide guidance for the operation of CCTV operated and controlled by the Shire of Bridgetown-Greenbushes –

- Within, on or around Shire buildings;
- Installed in public spaces; and
- Future acquisition and implementation of CCTV within the Shire.

2. Extent of Policy

1. This policy applies to the Shire of Bridgetown-Greenbushes owned, leased and operated CCTV systems only.
2. This policy deals with the installation and monitoring of CCTV as a strategic element of the Shire's commitment to safety and crime reduction.

3. Introduction

Due to high rates of graffiti, vandalism, anti social behaviour and other offences related to Statue Law, the Shire of Bridgetown-Greenbushes has undertaken to use CCTV camera recording systems within the Shire of Bridgetown-Greenbushes public areas to act as a deterrent and provide evidence, if required, in an attempt to reduce such acts against people and property within the Shire.

The CCTV systems may be installed anywhere throughout the Shire of Bridgetown-Greenbushes within the local government boundaries.

The CCTV Surveillance System is only one of several initiatives designed to assist in preventing crimes against the person and property in Shire of Bridgetown-Greenbushes. It is recognised, however, that such crime will never be totally prevented.

4. Operating Procedures and Guidelines For Use of CCTV

4.1 Role and purpose of CCTV System

The Shire utilises fixed CCTV surveillance systems throughout the locality in public areas in order to:

- a. Deter and prevent offences against person or property.
- b. Provide a record / evidence to events or incidents which may have occurred in the area of use.
- c. Improve the safety and amenity of residents and visitors within the Shire of Bridgetown-Greenbushes.

4.2 CCTV staff

- a. All staff assigned to the CCTV operations must be duly authorised by the CEO to undertake this task. Via this policy the CEO is also an authorised officer.
- b. All staff shall follow the terms and procedures of this policy when dealing with CCTV.
- c. All authorised staff shall sign the approved Code of Conduct contained in this policy.

4.3 Recording of Images and Still Photographs

- a. Video images and still photographs are recorded by cameras fixed at sites to view identified crime “hot spot” locations within the Shire of Bridgetown-Greenbushes under the control of the CEO;
- b. Downloading and storage of images or still photographs shall only occur if the Shire of Bridgetown-Greenbushes CEO is of the opinion that an offence against a Statute Law has been or is being committed;

- c. At no time shall the CCTV vision or still photographs recorded be stored showing members of the public going about their lawful business;
- d. All information recorded, collected and collated by means of the CCTV system shall remain the sole property of the Shire of Bridgetown-Greenbushes.
- e. Any incident recorded and stored or downloaded or still photograph taken shall be noted in the CCTV log book including date, time and category of incident;
- f. The date, time and category of incident shall be noted on the rear of any still photograph taken;
- g. All recordings and still photographs shall be kept in secure storage under the control of the Shire of Bridgetown-Greenbushes;
- h. All original recordings shall be erased and still photographs shall be shredded after forty-five days (45) after the date of the recording unless a request is made in writing for it to be held;
- i. All written requests for access to original recordings shall be filed within the Shires data record system;
- j. The CEO and/or authorised officer(s) may view any tape on a random basis;

4.4 Viewing of Images and Still Photographs

- a. WA Police officers, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident or individuals acting as their own legal counsel in relation to a recorded incident may request to view a recording of that incident;
- b. Such a request must specify the date, time and location of the incident which the person wishes to view;
- c. Requests by lawyers and individuals shall be made in writing and lodged with the Shire;
- d. Requests to view a recording shall be responded to within ten (10) working days.

4.5 Copying of Images and Still Photographs

- a. The CEO may authorise the copy of original recordings where a recorded incident is the subject of legal proceedings;
- b. Any recording copied is to be marked “copy” and certified as such;
- c. Certified copy of recordings may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident;

- d. Certified copies will only be released to the parties named above when permission to do so has been received from the CEO of the Shire and on the completion of the appropriate documentation.

4.6 Release of Original Recordings or Still Photographs

Original recordings and still photographs shall not be released to any person or organisation unless requested under a search warrant, court summons or by legal instrument;

4.7 Joint Operations with WA Police

- a. Members of the WA Police may request the cooperation of the Shire of Bridgetown-Greenbushes CCTV Surveillance systems for the purpose of covert surveillance of WA Police operations;
- b. Such requests shall be made by the WA Police officer responsible for coordinating the operation;
- c. The request shall detail the times and general purpose for which surveillance support is requested;
- d. The CEO may decline to provide cooperation;
- e. The CEO may withdraw cooperation at any time during the operation.

5. Code of Practice for CCTV Surveillance System

5.1 Key Principles

This policy contains a Code of Practice containing the basic standards with which the Shire of Bridgetown-Greenbushes CCTV Surveillance System will be operated.

This Code of Practice is based on 14 key principles:

Principle 1

The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently agreed in accordance with this Code of Practice.

Principle 2

The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures.

Principle 4

The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management

and security of the program, and the protection of the interests of the public in relation to the program.

Principle 5

The Shire will be accountable to the public for the effective operation and management of the CCTV Surveillance System.

Principle 6

The public will be provided with clear and easily accessible information in relation to the operation of the Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Principle 7

Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the program are being complied with and objectives are being achieved.

Principle 8

Staff employed to operate and access CCTV Camera systems, whether they are operators, managers, or contractors will meet the highest standards probity.

Principle 9

Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

Principle 10

Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Surveillance System.

Principle 11

Information will be obtained fairly and in accordance with the privacy provisions of Principal 2.

Principle 12

The retention of, and access to vision, photographs and recorded material will be only for the purposes provided by this Code of Practice. Photographs and recorded material will be retained for forty-five (45) days unless they are required in relation to the investigation of crime for court proceedings.

Principle 13

Contact related to the CCTV Surveillance System between the Shire of Bridgetown-Greenbushes and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Principle 14

The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire or the needs of the Criminal Justice System.

5.2 System Description

The surveillance system is comprised of fixed cameras positioned to view crime hotspot areas identified in consultation with local Police. CCTV cameras record data to an associated external hard driver. All images are recorded and retained for forty-five days (45) unless they are required in relation to an investigation of crime or for court proceedings.

5.3 Purpose

Principle 1

The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently in accordance with this Code of Practice.

Principle 2

The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures

The primary purpose of the Shire of Bridgetown-Greenbushes CCTV Surveillance System is to assist in the identification of crimes against persons and property for example:

- Assault;
- Sexual assault;
- Graffiti
- Vandalism
- Break and enter
- Damage to property
- Anti social behaviour

The objectives of the CCTV Surveillance System are:

- i) to reduce crime levels by deterring potential offenders;

- ii) to reduce the fear of crime;
- iii) to assist in the detection and prosecution of offenders; and
- v) to help secure a safer environment for those people who live within the Shire of Bridgetown-Greenbushes.

Temporary cameras may be installed for major or special events or other operational requirements.

5.4 Responsibilities of the Shire as Owner of the System

Principle 4

The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

The Shire will be responsible for the introduction and implementation of this Code of Practice and for ensuring compliance with the principles contained within the Code.

The Shire will comply with the requirements for accountability set out in this Code of Practice.

5.5 Accountability

Principle 5

The Shire will be accountable to the public for effective operation and management of the CCTV Surveillance System.

An audit will be conducted once a year by a CEO appointed authorised Officer, on any recorded information, log books and other documentation relating to the CCTV Surveillance System.

5.6 Public Information

Principle 6

The public will be provided with clear and easily accessible information in relation to the operation Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Advertising or notification within the local area will occur when CCTV systems commence operation and periodically throughout the year of operation to advise of the use of CCTV within the Shire, the advertising and advice will:

- i) inform the public that cameras are in operation;
- ii) inform people entering the area as to the possible operation and recording of activities in public areas; and
- iii) identify the Shire of Bridgetown-Greenbushes as the owner of the system.

5.7 Assessment of the System and Code of Practice

Principle 7

Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the System are being complied with and objectives are being achieved.

The Shire will regularly monitor the operation of the CCTV Surveillance System and implementation of the Code of Practice. It is responsible for ensuring that the CCTV Surveillance System is regularly subject to evaluation to identify whether its purposes are being complied with and whether objectives are being achieved.

5.8 Management of Recorded Information

Principle 8

Staff employed to work and access the CCTV Surveillance Camera system, whether they are operators, managers or contractors, will meet the highest standards of probity.

Principle 9

Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

A set of Standard Operating Procedures have been developed for the operation of the CCTV system.

A Code of Conduct is incorporated into this policy and this makes plain to relevant staff that they risk disciplinary proceedings (including dismissal) if they breach any of the provisions of the Code of Practice, Protocols or Standard Operating Procedures;

5.9 Control and Operation of Cameras

Principle 10

Information recorded should be accurate, relevant and not exceed that necessary to fulfil the purposes of the system.

Principle 11

Information should be obtained fairly and in accordance with the privacy provisions of Principle 2.

All use of cameras will be in accord with the purposes of the CCTV Surveillance System as outlined in this Code of Practice and Standard Operating Procedures. Cameras will not be used to look into adjacent or nearby premises or buildings. Any misuse is to be treated as a breach of the Code of Practice and subject to disciplinary action.

Operators of camera equipment will act in accordance with the highest standards of probity. Only staff with responsibility for using the equipment will have access to operating controls.

5.10 Stills and Recorded Material

Principle 12

The retention of, and access to, photographs and recorded material will be only for the purposes provided by the Code of Practice. Photographs and recorded material will be retained for forty-five days (45) unless they are required in relation to the investigation of crime or for court proceedings.

Access to and use of recorded materials and photographs will only take place:

- i) in compliance with the needs of police in connection with the investigation of crime; or
- ii) if necessary for the purpose of legal proceedings.

Recorded material and photographs will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material or photographs to the public will be allowed only in accordance with the needs of the police in connection with the investigation of crime

or in any other circumstances provided by law. The CEO must formally approve any such action.

Use of recorded material or photographs by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with a criminal investigation. Subject to the agreement of the Police, the CEO may approve such releases. In such cases the recognisable characteristics of other people in the footage shall be obscured.

Images from recordings shall not, under any circumstances, be used to publicise the existence of Shire of Bridgetown-Greenbushes CCTV Surveillance System.

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

5.11 Contact with Police

Principle 13

Contact related to the CCTV Surveillance System between the Shire and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Police officers will not be permitted to remove any recorded material or photograph, operate video equipment or have contact with recorded material or photographs at any time unless under the terms of this Code of Practice, the Protocols or Standard Operating Procedures or subject to the execution of a search warrant or other relevant legal process.

Any involvement in the CCTV Surveillance System by W.A. Police will be recorded by the Shire of Bridgetown-Greenbushes and will be subject to audit.

5.12 Breaches of the Code

Principle 14

The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire of Bridgetown-Greenbushes or the needs of the Criminal Justice System.

Prime responsibility for ensuring the Code of Practice is adhered to rests with the Shire. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the Shire power to remedy.

Complaints in relation to any aspect of the management or operation of the system may be made in writing or via email to the CEO.

6. Code of Conduct – Authorised Officers for CCTV Operation

This Code of Conduct has been developed to ensure that the highest ethical standards are practised by Authorised Officers who operate the Shire of Bridgetown-Greenbushes closed circuit television monitoring equipment (CCTV).

BEHAVIOUR OF AUTHORISED OFFICERS:

The Shire of Bridgetown-Greenbushes expects its Authorised Officers to:

- Treat all people captured on camera with the same dignity as if they were having face to face contact with the person.
- At all times act in an honest and legal manner and carry out duties in a manner that reflects community values.
- Interact with fellow workers and Police in a timely, courteous and cooperative manner.

If doubt arises as to the appropriateness of a working behaviour, first consider whether the action is legal and then consider how the behaviour would appear if it was reported in the newspapers.

CONFIDENTIALITY

The Shire of Bridgetown-Greenbushes expects Authorised Officers to ensure confidentiality of information gathered by surveillance or learnt from CCTV operations, by not discussing any events with fellow workers who have no direct responsibility for the matter. In addition, officers will not discuss events with family, friends, or acquaintances. All the above applies during and after termination of employment.

ETHICAL USE OF RECORDING EQUIPMENT AND RECORDED MATERIAL

- In the course of carrying out duties, cameras must not be used for personal benefit to invade individual or group privacy. Cameras must only be used where there is a belief that an offence has or is likely to occur.
- Material shall not be copied or removed from the Shire of Bridgetown-Greenbushes recording facility without formal authorisation of the Chief Executive Manager.
- Business records (hard copy or photographic) can only be destroyed with authorisation and in accordance with approved Council policies and government regulations.

- Tapes and photographs shall only be released to the police when requested in writing in the correct format and the appropriate authorisation having been granted.

REPORTING AN INAPPROPRIATE WORK BEHAVIOUR

If the occasion occurs that an officer witnesses or becomes aware of an officer of the Shire of Bridgetown-Greenbushes work behaviour is or was inappropriate, and the incident has not been dealt with through normal supervisory procedures, then the officer is obliged to report the incident to his/her Executive Manager. In return, the Executive Manager will guarantee that any reported matters will be handled with sensitivity and without repercussion.

NON COMPLIANCE WITH CODE OF CONDUCT

- The Shire of Bridgetown-Greenbushes takes pride in the high standards of integrity and honesty it expects and receives from its staff. As a consequence, if the occasion arises where it has been found that an officer has not complied with this Code of Conduct, the Shire of Bridgetown-Greenbushes may take disciplinary action which may result in dismissal.

I have read and understood the above Code of Conduct and agree to abide by these conditions.

SIGNATURE:.....

DATE:.....



**REQUEST FORM TO BE COMPLETED BY POLICE FOR USE OF
SURVEILLANCE RECORDS**

To: Chief Executive Officer

It is requested that a hard drive/thumb drive (device provided by Police) copy or photograph showing an Incident which is the subject of Police inquires on (date and approximate time) _____ be released to me for the purpose of Evidence/Investigations.

I accept full responsibility for this hard drive/thumb drive copy / photograph whilst it is in my possession and understand that I am **NOT** at liberty to make or release copies of the footage or permit other persons to make copies or lend it to persons outside the Police Service.

The hard drive/thumb drive copy / photograph will **NOT** be released to the Media under any circumstances unless authorised by the CEO of the Shire of Bridgetown-Greenbushes.

POLICE

SIGNED: _____

NAME: _____

RANK & NO: _____

STATION/SECTION: _____

DATE: _____

SHIRE of BRIDGETOWN-GREENBUSHES

CEO or Authorised Officer Only

SIGNED: _____

NAME: _____

DATE: _____

POLICY NO.	O.14
POLICY SUBJECT	Australia Day Events
ADOPTION DATE	26 May 2016 (C.14/0516)
REVIEW DATE	29 November 2018 (C.04/1118)

Purpose

To describe the arrangement for events on Australia Day by the Shire of Bridgetown-Greenbushes.

Policy

Australia Day is a day on which all Australians should feel a degree of national and civic pride.

Council will recognise one official Australia Day event to be conducted in Bridgetown as its formal Australia Day ceremony for the presentation of Australia Day Awards to recognise outstanding community contributions by local residents. The Bridgetown ceremony will be held as a breakfast function.

Council will financially support another Australia Day event, to be held in Greenbushes and managed/hosted by the Greenbushes Ratepayers & Residents Association. Although the formal Australia Day Awards will be presented at the Bridgetown event the Greenbushes Ratepayers & Residents Association is able to offer its own awards to local residents that have contributed to the development and capacity of Greenbushes and its surrounding districts.

The amount of financial support provided by Council to the Greenbushes Ratepayers & Residents Association will be determined annually at such time as Council considers its annual community grants/service agreements/other community donations allocations.

Due to the Bridgetown event being the official event hosted by the Shire it is not possible for Shire staff to manage the Greenbushes event.

With the holding of a Greenbushes event on Australia Day the Shire will no longer provide a bus service from Greenbushes to the Bridgetown Australia Day event.