

POLICY MANUAL



Shire of
Bridgetown-Greenbushes
... simply beautiful

Shire of Bridgetown-Greenbushes

POLICY MANUAL

The Shire of Bridgetown-Greenbushes Policy Manual is divided into the following categories:

- Members
- Administration
- Finance
- Infrastructure
- Health
- Building
- Planning
- Town Planning (*Note – Town Planning Policies are adopted under the Town Planning Schemes in accordance with the Planning and Development Act 2005*)
- Other

Each section contains its own individual Index. The policies in each section are listed below:

Section 1 - Members

- M.1 Policy Manual
- M.2 Operation – “Smoke Free”
- M.3 Councillor Training/Conferences and Continuing Professional Development
- M.4 Members Allowances/Expenses
- M.5 Public Relations – Press Releases
- M.6 Meetings of Council
- M.7 Elected members – Presentations on Retirement
- M.8 Public Question Time
- M.9 Civic Receptions – Approvals/Rejections of Requests
- M.10 Meetings of Council & Committees – Distribution & Release of Minutes
- M.11 Public Attendance at Meetings – Agendas
- M.12 Code of Conduct for Council Members, Committee Members and Candidates
- M.13 Anti-Discrimination, Sexual Harassment and Bullying
- M.14 Senior Employees
- M.15 Organisation Structure
- M.16 Australian Citizenship Ceremonies
- M.17 Enquiries by Ombudsman
- M.18 Well Wishes from Council
- M.19 Meetings of Council – Guest Speakers
- M.20 Establishment of Council Committees
- M.21 Community Engagement/Consultation Policy
- M.22 Art Acquisitions
- M.23 Provision of Information for Councillors
- M.24 Legal Representation – Costs Indemnification
- M.25 Complaints
- M.26 Record Keeping Guidelines for Elected Members
- M.27 Election of President & Deputy President

- M.28 Decision-Making Policy
- M.29 Recording of Petitions/Deputations/Presentations and Comment on Agenda Items by Parties with an Interest in the Minutes
- M.30 Applications by Councillors for Leave of Absence
- M.31 Taking of Photographs in the Council Chambers
- M.32 Council Photographs
- M.33 Ward Meetings
- M.34 Recognising Centenarians
- M.35 Audio Recording of Meetings
- M.36 Advertising of Annual General Meeting of Electors
- M.37 Acknowledgment of Country
- M.38 Concept Forums
- M.39 Election Caretaker Period
- M.40 Attendance at Events and Functions
- M.41 Bereavement Notices
- M.42 Code of Conduct Behaviour Complaints Management
- M.43 Appointment of an Acting CEO

Section 2 - Administration

- A.1 Staff Appointments – Council Requirements
- A.2 Equal Opportunity Employment
- A.3 Staff – Tertiary Study
- A.4 Facility Opening Hours to the Public
- A.5 Gratuity Gifts & Payments to Departing Employees
- A.6 Conferences/Fact Finding Tours
- A.7 Complaints by a Member of the Public Against Another Member of The Public
- A.8 Logo
- A.9 Release of Staff to Assist Emergency Services
- A.10 Private Telephones
- A.11 Staff Housing
- A.12 Electoral Code of Conduct
- A.13 Information Communication Technology Use
- A.14 Light Fleet Vehicle Purchasing
- A.15 Library – Personal Use Computer
- A.16 Records Management Policy
- A.17 Library Membership
- A.18 Injury Management and Rehabilitation
- A.19 Supplementary Superannuation Contributions for Employees
- A.20 Library Loans
- A.21 Payments of Rates & Other Outstanding Debts by Employees
- A.22 Accrual of Annual Leave
- A.23 Banners
- A.24 Social Media
- A.25 Leisure Centre Discounted Membership for Employees
- A.26 Salary Packaging

Section 3 – Finance

- F.1 Community Grants, Service Agreements, Donations and Contributions
- F.2 Depreciation of Assets
- F.3 Investment Policy
- F.4 Proceeds from Sale of Council Land

- F.5 Regional Price Preference
- F.6 Purchasing Policy
- F.7 Reporting Forecast Budget Variations Policy
- F.8 Facility Hire
- F.9 Service Agreements for Community Service Providers
- F.10 Method of Valuation of Rateable Properties
- F.11 Collection of Outstanding Rates
- F.12 Accessing Water from Standpipes
- F.13 Grant Acceptance Policy
- F.14 Buy Local Purchasing Policy
- F.15 Asset Management
- F.16 Use of Corporate Credit Card
- F.17 Collection of Non-Rates Fees and Charges
- F.18 Self-Supporting Loans to Shire Community/Sporting Groups
- F.19 Assets Financing and Borrowings
- F.20 Library Exhibition Policy
- F.21 Risk Management
- F.22 Related Party Disclosures
- F.23 Asset Management – Project Management Framework
- F.24 COVID-19 Financial Hardship Policy
- F.25 Extension of Facility Memberships in Event of Access Being Prohibited by Government Mandate

Section 4 – Infrastructure

- I.1 Street Trees
- I.2 Provision of Subdivisional Roads and Associated Civil Works
- I.3 Timber Royalties
- I.4 Road Verge Development Criteria
- I.5 Road Resumptions
- I.6 Exploration Drilling on Shire Roads and Reserves
- I.7 Crossovers
- I.8 Temporary Closure of a Road for an Event
- I.9 Private Works Plant and Equipment Accessed by Shire Staff
- I.10 Private Works by Council
- I.11 Trench Reinstatement
- I.12 Use of Section 3.27 for Taking of Materials from Private Land
- I.13 Gravel Road Development & Maintenance
- I.14 Restricted Access Vehicles – Applications for Council Support
- I.15 Lawn Cemetery – Reservation of Grave Sites
- I.16 Placement of Memorial Plaques
- I.17 Pesticides Spraying
- I.18 Street Lighting Overspill
- I.19 Gravel Procurement
- I.20 Disposal of Liquid Waste at Bridgetown Waste Management Facility

Section 5 – Health

- H.1 Handling of Asbestos Cement (AC) Building Products
- H.2 Blues Festival Trading
- H.3 Keeping of Poultry & Pigeons
- H.4 Temporary Accommodation Approvals
- H.5 Exempt Charitable or Community Nature 'Food Business'
- H.6 Mobile and Itinerant Traders

Section 6 - Building

- B.1 Building or Demolition Permit Extension
- B.2 Building Permit Application Fee Exemptions

Section 7 - Planning

- P.1 Directional Signs Policy
- P.2 Holiday Accommodation
- P.3 Geegelup Brook Land Acquisition

Section 8 - Town Planning

- TP.1 Relocated Dwellings Policy
- TP.3 Road Access to New Development Policy
- TP.4 Bed & Breakfast Accommodation Policy
- TP.5 Building Envelopes Policy
- TP.6 Ancillary Accommodation Policy
- TP.7 Plantation Applications Policy
- TP.8 Cut & Fill Policy
- TP.9 Highway Advertising Signs Policy
- TP.10 Bridgetown Special Design Heritage Precinct – Statement of Planning Policy
- TP.15 Extractive Industry Policy
- TP.16 Demountable Buildings Policy
- TP.17 Relocatable Storage Units Policy
- TP.20 Home Based Business Policy
- TP.21 Siting of Water Tanks Policy
- TP.23 Second Rural Dwellings Policy
- TP.25 Aquaculture Policy
- TP.26 Assessment of Cultural Heritage Significance Policy

Note Policies TP2, TP11, TP12, TP13, TP14, TP18, TP19, TP22 and TP24 were revoked by Council on 29 July 2021. Council at that time didn't resolve to renumber existing policies to recognize the revoking of those specific policies hence the current numbering is out of sequence. This will be addressed at the next review of this section of the Policy Manual.

Section 9 - Other

- O.1 Reporting of Vandalism
- O.2 Parks & Reserves – Policy for Allowing Functions
- O.3 Procedures for Adopting New Sites/Properties for Inclusion in the Municipal Inventory
- O.4 Commercial Activities on Thoroughfares
- O.5 Provision of Refreshments to Firefighters
- O.6 Swimming Pool Entry Age
- O.7 Genetically Modified Organism (GMO) Free Zone
- O.8 Bridgetown-Greenbushes Visitor Centre Membership Policy
- O.9 Bush Fire Brigade Personal Protective Equipment
- O.10 Managing the Natural Environment
- O.11 Use of Chainsaws by Bush Fire Brigades

- O.12 Rubbish Removal for Community Events
- O.13 Closed Circuit Television (CCTV)
- O.14 Australia Day Events