

# Shire of Capel Policy Register

## Section 1 – Council

Policy	Name	Tracking			Review Due by	Previous Versions		
		Action	Date	Minute		Action	Date	Minute
1.1	Media Contact	Adopted Amended Amended Amended	19.01.99 13.12.06 19.02.14 27.09.17	SC1022 OC1220 OC0204 OC0903	Dec 2019	12.1 Adopted Amended Renumber	19.01.99 13.12.06 19.02.14	SC1022 OC1220 OC0204
1.2	Publications - Councillors	Adopted Amended Amended Amended Amended	19.01.99 13.12.06 19.02.14 23.03.16 27.09.17	SC1022 OC1220 OC0204 OC0304 OC0903	Dec 2019	12.2 Adopted Amended Renumber	19.01.99 13.12.06 19.02.14	SC1022 OC1220 OC0204
1.3	Travel Expenses	Adopted Amended Amended Amended	27.07.99 13.12.06 19.02.14 27.09.17	SC0722 OC1220 OC0204 OC0903	Dec 2019	12.3 Adopted Amended Renumber	27.07.99 13.12.06 19.02.14	SC0722 OC1220 OC0204
1.4	<i>Code of Conduct</i>	<i>Rescinded</i>	<i>26.07.17</i>	<i>OC0703</i>				
1.5	Legal Representation – Costs & Indemnification	Adopted Amended Amended Amended Amended	08.11.00 13.12.06 19.02.14 23.03.16 27.09.17	OC1124 OC1220 OC0204 OC0304 OC0903	Dec 2019	12.5 Adopted Amended Renumber	08.11.00 13.12.06 19.02.14	OC1124 OC1220 OC0204
1.6	Conference & Training Expenses	Adopted Amended Amended Amended	26.04.01 13.12.06 19.02.14 27.09.17	OC0458 OC1220 OC0204 OC0903	Dec 2019	12.6 Adopted Amended Renumber	26.04.01 13.12.06 19.02.14	OC0458 OC1220 OC0204

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1.7	Disruptive Behaviour at Council Meetings	Adopted Amended Amended	13.12.06 19.02.14 27.09.17	OC1220 OC0204 OC0903	Dec 2019	12.7 Adopted Re-number	12.12.06 19.02.14	OC1220 OC0204
1.8	Honorary Freeman	Adopted Amended	19.02.14 27.09.17	OC0204 OC0903	Dec 2019			
1.9	Councillor Retirement Gifts	Adopted Amended	19.02.14 27.09.17	OC0204 OC0903	Dec 2019			
1.10	<i>Designated Senior Employees</i>	<i>Moved</i>	<i>27.09.17</i>	<i>OC0903</i>				
1.11	Council Functions & Events	Adopted Amended	19.03.14 27.09.17	OC0303 OC0903	Dec 2019			
1.12	Communications & Social Media	Adopted	28.11.18	72/2018	Dec 2019			

	<b>Rescinded</b>							
1.4	Code of Conduct	Adopted Amended Amended Amended Rescinded	30.08.96 12.12.07 19.02.14 23.03.16 26.07.17	OC0842 OC1212 OC0204 OC0304 OC0703		12.4 Adopted Amended Re-number	30.08.96 12.12.07 19.02.14	OC0842 OC1212 OC0204
12.8	Standing Orders Enforcement	Adopted Rescinded	13.12.06 19.02.14	OC1220 OC0204				
	<b>Moved</b>							
1.10	Designated Senior Employees  <i>Moved to Section 3 – 3.26</i>	Adopted Amended Amended Amended Moved	19.01.99 24.04.07 19.02.14 17.12.14 27.09.17	SC0122 OC0426 SC0204 OC1204 OC0903		13.8 Adopted Amended Re-number	19.01.99 24.04.07 19.02.14	SC0122 OC0426 OC0204

## Section 2 – Corporate Services

Policy	Name	Tracking			Review Due by	Previous Versions		
		Action	Date	Minute		Action	Date	Minute
2.1	Policy Manual	Adopted Amended Amended Amended Amended	27.01.99 24.01.07 19.02.14 27.01.16 22.11.17	SC0139 OC0126 OC0210 OC0115 OC1108	Dec 2019	10.4 Adopted Amended Renumber	27.01.99 24.01.07 19.02.14	SC0139 OC0126 OC0210
2.2	Common Seal Affixing	Adopted Amended Amended Amended Amended	10.08.11 19.02.14 27.01.16 22.11.17	OC0632 OC0803 OC0211 OC0115 OC1108	Dec 2019	10.3 Adopted Amended Renumber	10.08.11 19.02.14	OC0632 OC0803 OC0211
2.3	Council Chambers Usage	Adopted Amended Amended Amended Amended	27.01.99 24.01.07 19.02.14 27.01.16 22.11.17	SC0111 OC0127 OC0211 OC0115 OC1108	Dec 2019	14.1 Adopted Amended Renumber	27.01.99 24.01.07 19.02.14	SC0111 OC0127 OC0211
2.4	Rewards – Payment Conditions	Adopted Amended Amended Amended Amended	27.01.99 24.01.07 19.02.14 27.01.16 22.11.17	SC0122 OC0127 OC0211 OC0115 OC1108	Dec 2019	14.2 Adopted Amended Renumber	27.01.99 24.01.07 19.02.14	SC0122 OC0127 OC0211
2.5	Donations	Adopted Amended Amended Endorsed Amended	19.01.99 23.01.13 19.02.14 27.01.16 22.11.17	SC0122 OC0111 OC0211 OC0115 OC1108	Dec 2019	11.1 Adopted Amended Renumber	19.01.99 23.01.13 19.02.14	SC0122 OC0111 OC0211

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2.6	Financial Reports	Adopted	19.01.99	SC0122	Dec 2019	11.3		
		Amended	23.01.13	OC0111		Adopted	19.01.99	SC0122
		Amended	19.02.14	OC0211		Amended	23.01.13	OC0111
		Endorsed	27.01.16	OC0115		Renumber	19.02.14	OC0211
		Amended	22.11.17	OC1108				
		Amended	27.03.19	33/2019				
2.7	Preparation of Integrated Financial Plan & Budget	Adopted	19.01.99	SC0122	Dec 2019	11.8 Preparation of budget		
		Amended	14.02.07	OC0215		Adopted	19.01.99	SC0122
		Amended	19.02.14	OC0211		Amended	14.02.07	OC0215
		Amended	27.01.16	OC0115		Renumber	19.02.14	OC0211
		Amended	22.11.17	OC1108				
2.8	Purchasing	Adopted	14.03.07	OC0307	Dec 2019	10.1 Tender Procedures		
		Amended	23.01.13	OC0110		Adopted	19.01.99	SC0122
		Amended	19.02.14	OC0211		Amended	24.01.07	OC0126
		Amended	22.04.15	OC0410		Absorbed	19.02.14	OC0211
		Amended	27.01.16	OC0115		10.13 Purchasing		
		Amended	22.11.17	OC1108		Adopted	14.03.07	OC0307
						Amended	23.01.13	OC0110
			Renumber	19.02.14	OC0211			
2.9	Budget Management – Capital Acquisition & Works	Adopted	21.03.12	OC0315	Dec 2019	10.16		
		Amended	19.02.14	OC0211		Adopted	21.03.12	OC0315
		Endorsed	27.01.16	OC0115		Renumber	19.02.14	OC0211
		Amended	22.11.17	OC1108				
2.10	Fixed Asset Accounting	Rescinded	27.03.19	33/2019				
2.11	Fair Value of Assets	Adopted	23.01.13	OC0110	Dec 2019	11.15		
		Amended	19.02.14	OC0211		Adopted	23.01.13	OC0110
		Amended	27.01.16	OC0115		Renumber	19.02.14	OC0211
		Amended	22.11.17	OC1108				

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2.12	Investment of Funds	Adopted Amended Amended Amended Amended	22.11.00 23.01.13 19.02.14 27.01.16 22.11.17	OC1161 OC0110 OC0211 OC0115 OC1108	Dec 2019	11.11 Adopted Amended Renumber	22.11.00 23.01.13 19.02.14	OC1161 OC0110 OC0211
2.13	Self Supporting Loans	Adopted Amended Amended Endorsed Amended	19.01.99 14.02.07 19.02.14 27.01.16 22.11.17	SC0122 OC0215 OC0211 OC0115 OC1108	Dec 2019	11.10 Adopted Amended Renumber	19.01.99 14.02.07 19.02.14	SC0122 OC0215 OC0211
2.14	Corporate Credit & Debit Cards	Adopted Amended Endorsed Amended Amended Amended	24.08.11 19.02.14 27.01.16 22.11.17 28.02.18 27.03.19	OC0811 OC0211 OC0115 OC1108 OC0212 33/2019	Dec 2019	11.14 Adopted Renumber	24.08.11 19.02.14	OC0811 OC0211
2.15	Authorisation of Payments	Adopted Amended Amended Endorsed	19.01.99 23.01.13 19.02.14 27.01.16	SC0122 OC0111 OC0211 OC0115	Dec 2019	11.17 – Cheque Signing		
						Adopted Amended Renumber	19.01.99 23.01.13 19.02.14	SC0122 OC0111 OC0211
2.16	Customer Service	Adopted Amended Amended Endorsed Amended	26.11.03 24.01.07 19.02.14 27.01.16 22.11.17	OC1124 OC0126 OC0211 OC0115 OC1108	Dec 2019	21.7 Customer Service		
						Adopted	26.11.03	OC1124
						Amended & renumbered as 10.10		
						Amended Renumber	24.01.07 19.02.14	OC0126 OC0211
2.17	<i>Contributions to School Chaplaincy Service</i>	<i>Rescinded</i>	<i>22.11.17</i>	<i>OC1108</i>				

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2.18	Volunteers	Adopted Amended Endorsed Amended	28.02.07 19.02.14 27.01.16 22.11.17	OC0234 OC0211 OC0115 OC1108	Dec 2019	21.8 Adopted Renumber	28.02.07 19.02.14	OC0234 OC0211
2.19	Use of Shire Logo	Adopted Amended Endorsed Amended	24.01.07 19.02.14 27.01.16 22.11.17	OC0116 OC0211 OC0115 OC1108	Dec 2019	10.08 Adopted Renumber	24.01.07 19.02.14	OC0116 OC0211
2.20	Records Management	Adopted Amended Amended Endorsed Amended	26.11.03 24.01.07 19.02.14 27.01.16 22.11.17	OC1124 OC0126 OC0211 OC0115 OC1108	Dec 2019	10.6 Adopted Amended Renumber	26.11.03 24.01.07 19.02.14	OC1124 OC0126 OC0211
2.21	Information Technology	Adopted Amended Amended Amended	21.03.12 19.02.14 27.01.16 22.11.17	OC0315 OC0211 OC0115 OC1108	Dec 2019	10.15 Adopted Renumber	21.03.12 19.02.14	OC0315 OC0211
2.22	Electronic Mail / Internet	Adopted Amended Amended Amended Amended	14.03.01 24.01.07 19.02.14 27.01.16 22.11.17	OC0322 OC0126 OC0211 OC0115 OC1108	Dec 2019	10.2 Adopted Amended Renumber	14.03.01 24.01.07 19.02.14	OC0322 OC0126 OC0211
2.23	<i>Strategic Risk Management</i>	<i>Rescinded</i>	<i>24.08.16</i>	<i>OC0804</i>				
2.24	<i>Operational Risk Management</i>	<i>Rescinded</i>	<i>24.08.16</i>	<i>OC0804</i>				
2.25	Climate Change Adaption & Sustainability	Adopted Amended Endorsed Amended Amended	21.03.11 19.02.14 27.01.16 22.11.17 19.12.18	OC0315 OC0211 OC0115 OC1108 93/2018	Dec 2019	10.14 Adopted Renumber	21.03.11 19.02.14	OC0315 OC0211

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2.26	Council Facilities & Hire Usage	Adopted Amended Amended Amended	18.04.12 19.02.14 27.01.16 22.11.17	OC0409 OC0211 OC0115 OC1108	Dec 2019	Adopted Renumber	18.04.12 19.02.14	OC0409 OC0211
2.27	Superannuation Contribution	Adopted Endorsed Amended	16.04.14 27.01.16 22.11.17	OC0403 OC0115 OC1108	Dec 2019			
2.28	Risk Management Framework	Adopted	24.08.16	OC0804	Dec 2019			
2.29	State Administrative Tribunal	Adopted	26.04.17	OC0411	Dec 2019			
2.30	Related Party Disclosures	Adopted	28.06.17	OC0613	Dec 2019			
2.31	Compliance	Adopted	26.07.17	OC0707	Dec 2019			
2.32	Fraud and Corruption	Adopted	27.09.17	OC0910	Dec 2019			
2.33	Asset Management	Moved from 7.1 Amended	20.12.17 27.03.19	OC1209 28/2019	Dec 2019			
2.34	Internal controls	Adopted	27.03.19	33/2019				
2.35	Legislative compliance	Adopted	27.03.19	33/2019				

<b>Rescinded</b>								
2.10	Fixed Asset Accounting	Adopted Amended Amended Endorsed Amended	19.01.99 14.02.07 19.02.14 27.01.16 22.11.17	SC0122 OC0215 OC0211 OC0115 OC1108	Dec 2019	11.4 Adopted Amended Renumber	19.01.99 14.02.07 19.02.14	SC0122 OC0215 OC0211
2.17	Contributions to School Chaplaincy Service	Adopted Amended Amended Amended Rescinded	08.09.04 28.02.07 19.02.14 27.01.16 22.11.17	OC0914 OC0234 OC0211 OC0115 OC1108		21.10 Adopted Amended Renumber	08.09.04 28.02.07 19.02.14	OC0914 OC0234 OC0211

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2.23	Strategic Risk Management	Adopted	19.02.14	OC0211		10.7 – Risk Management		
		Endorsed	27.01.16	OC0115		Adopted	23.02.05	OC0214
		Rescinded	24.08.16	OC0804		Amended	24.01.07	OC0126
						Rescinded	19.02.14	OC0211
2.24	Operational Risk Management	Adopted	19.02.14	OC0211		10.7 – Risk Management		
		Amended	27.01.16	OC0115		Adopted	23.02.05	OC0214
		Rescinded	24.08.16	OC0804		Amended	24.01.07	OC0126
						Rescinded	19.02.14	OC0211
10.5	Shire Colours	Adopted	19.01.99	SC0122				
		Rescinded	24.01.07	OC0126				
10.9	Customer Service Strategy (Was 21.8)	Adopted	30.10.96	OC1038				
		Amended	24.01.07	OC0126				
		Rescinded	19.02.14	OC0211				
10.11	Customer Service Training (Was 21.6)	Adopted	08.11.00	OC1124				
		Amended	24.01.07	OC0126				
		Rescinded	19.02.14	OC0211				
10.12	Customer Complaints Handling (Was 21.5)	Adopted	08.11.00	OC1124				
		Amended	24.01.07	OC0126				
		Rescinded	19.02.14	OC0211				
11.2	Uniform Allowance (Was 13.14)	Adopted	19.01.99	SC0122				
		Amended	13.08.08	OC0812				
		Rescinded						
11.5	Funding Contributions	Adopted	19.01.99	SC0122				
		Amended	14.02.07	OC0215				
		Rescinded						
11.6	Meat Inspection Service	Adopted	19.01.99	SC0122				
		Amended	14.02.07	OC0215				
		Rescinded						
11.9	Public Address System	Adopted	19.01.99	SC0122				

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		Rescinded	14.02.07	OC0215				
11.12	Tenders – Regional Price Preference	Adopted Rescinded	13.03.02 14.03.07	OC0308 OC0307				
11.13	Local Purchasing	Adopted Rescinded	13.03.02 14.03.07	OC0309 OC0307				

## Section 3 – Council Staff

Policy	Name	Tracking			Review Due by	Previous Versions		
		Action	Date	Minute		Action	Date	Minute
3.1	Annual Leave – Chief Executive Officer	Adopted Amended Amended	19.01.99 17.12.14 24.02.16	SC0122 OC1205 OC0204	Dec 2019	13.1 Adopted Renumber	19.01.99 17.12.14	SC0122 OC1204
3.2	Equal Employment Opportunity, Discrimination, Bullying & Harassment	Adopted Amended Amended	24.04.07 17.12.14 24.02.16	OC0426 OC1205 OC0204	Dec 2019	13.2 Adopted Renumber	24.04.07 17.12.14	OC0426 OC1204
3.3	<i>Jury &amp; Witness Duty</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>OC0204</i>				
3.4	<i>Medical Examination</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>OC0204</i>				
3.5	Redundancy	Adopted Amended Amended Amended	19.01.99 24.04.07 17.12.14 24.02.16	SC0122 OC0426 OC1205 OC0204	Dec 2019	13.5 Adopted Amended Renumber	19.01.99 24.04.07 17.12.14	SC0122 OC0426 OC1204
3.6	Severance Pay	Adopted Amended Amended Amended Amended	19.01.99 24.04.07 17.12.14 24.02.16 22.11.17	SC0122 OC0426 OC1205 OC0204 OC1102	Dec 2019	13.6 Adopted Amended Renumber	19.01.99 24.04.07 17.12.14	SC0122 OC0426 OC1204
3.7	Staff Training	Adopted Amended Amended Amended	19.01.99 24.04.07 17.12.14 24.02.16	SC0122 OC0426 OC1205 OC0204	Dec 2019	13.9 Adopted Amended Renumber	19.01.99 24.04.07 17.12.14	SC0122 OC0426 OC1204

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3.8	Staff - Vehicle Use	Adopted Amended Amended Amended Amended	24.02.99 13.04.11 17.12.14 24.02.16 22.11.17	OC0219 OC0408 OC1205 OC0204 OC1102	Dec 2019	13.10 Adopted Amended Renumber	24.02.99 13.04.11 17.12.14	OC0219 OC0408 OC1204
3.9	Employee Uniform and Allowance	Adopted Amended Amended Amended Amended	19.01.99 13.08.08 17.12.14 24.02.16 22.11.17	SC0122 OC0812 OC1205 OC0204 OC1102	Dec 2019	13.14 - Uniform Allowance		
						Adopted Amended Renumber	19.01.99 13.08.08 17.12.14	SC0122 OC0812 OC1204
						16.4 - Protective Clothing		
						Adopted Amended Incorp	19.01.99 13.06.01 17.12.14	SC0122 OC0614 OC1204
3.10	Conference, Training & Travel Expenses	Adopted Amended Amended Amended Amended	26.04.01 24.04.07 17.12.14 24.02.16 22.11.17	OC0459 OC0426 OC1205 OC0204 OC1102	Dec 2019	13.15 Adopted Amended Renumber	26.04.01 24.04.07 17.12.14	OC0459 OC0426 OC1204
3.11	Education & Study Assistance	Adopted Amended Amended Amended	26.04.01 24.04.07 17.12.14 24.02.16	OC0460 OC0426 OC1205 OC0204	Dec 2019	13.16 Adopted Amended Renumber	26.04.01 24.04.07 17.12.14	OC0460 OC0426 OC1204
3.12	<i>Clearances for Staff in Risk Areas</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>OC0204</i>				
3.13	Smoking in the Workplace	Adopted Amended Amended Amended Amended	19.01.99 24.04.07 17.12.14 24.02.16 22.11.17	SC0122 OC0426 OC1205 OC0204 OC1102	Dec 2019	3.19 Adopted Amended Renumber	19.01.99 24.04.07 17.12.14	SC0122 OC0426 OC1204

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3.14	Occupational Health, Safety & Wellbeing	Adopted Amended Amended Amended Amended	22.11.00 20.03.13 17.12.14 24.02.16 22.11.17	OC1145 OC0305 OC1205 OC0204 OC1102	Dec 2019	13.20 Adopted Amended Renumber	22.11.00 20.03.13 17.12.14	OC1145 OC0305 OC1204
3.15	Employee Assistance Program	Adopted Amended Affirmed Amended	24.04.07 17.12.14 24.02.16 22.11.17	OC0426 OC1205 OC0204 OC2202	Dec 2019	3.22 Adopted Renumber	24.04.07 17.12.14	OC0426 OC1204
3.16	Grievances, Investigations and Resolutions	Adopted Amended Amended	24.04.07 17.12.14 24.02.16	OC0426 OC1205 OC0204	Dec 2019	3.23 Adopted Renumber	24.04.07 17.12.14	OC0426 OC1204
3.17	Performance Management & Disciplinary Action	Adopted Amended Amended	24.04.07 17.12.14 24.02.16	OC0426 OC1205 OC0204	Dec 2019	3.24 Adopted Renumber	24.04.07 17.12.14	OC0426 OC1204
3.18	<i>Defence Reservist Leave</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>OC0204</i>				
3.19	<i>Emergency Service Leave</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>OC1204</i>				
3.20	<i>Code of Conduct</i>	<i>Rescinded</i>	<i>26.07.17</i>	<i>OC0703</i>				
3.21	Staff Relocation Expenses	Adopted Amended Affirmed	13.05.09 17.12.14 24.02.16	OC0512 OC1205 OC0204	Dec 2019	13.28 Adopted Amended	13.05.09 17.12.14	OC0512 OC1204
3.22	Service Presentations	Adopted Amended Amended	17.12.14 24.02.16 22.11.17	OC1205 OC0204 OC1102	Dec 2019			
3.23	Social Media	Adopted Affirmed	16.12.15 24.02.16	OC1261 OC0204	Dec 2019			
3.24	Community Service Leave	Adopted	24.02.16	OC0204	Dec 2019			
3.25	Recruitment & Selection	Adopted Amended	24.02.16 22.11.17	OC0204 OC1102	Dec 2019			

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3.26	<i>Designated Senior Employees</i>	<i>Moved</i>	<i>27.09.17</i>	<i>OC0903</i>				
	<b>Rescinded</b>							
3.3	Jury & Witness Duty	Adopted Amended Amended Rescinded	19.01.99 24.04.07 17.12.14 24.02.16	SC0122 OC0426 OC1205 OC0204		13.3 Adopted Amended Renumber	19.01.99 24.04.07 17.12.14	SC0122 OC0426 OC1204
3.4	Medical Examination	Adopted Amended Amended Rescinded	19.01.99 24.04.07 17.12.14 24.02.16	SC0122 OC0426 OC1205 OC0204		13.4 Adopted Amended Renumber	19.01.99 24.04.07 17.12.14	SC0122 OC0426 OC1204
3.12	Clearances for Staff in Risk Areas	Adopted Amended Amended Rescinded	26.04.01 24.04.07 17.12.14 24.02.16	OC0461 OC0426 OC1205 OC0204		3.17 Adopted Amended Renumber	26.04.01 24.04.07 17.12.14	OC0461 OC0426 OC1204
3.18	Defence Reservist Leave	Adopted Amended Rescinded	24.04.07 17.12.14 24.02.16	OC0426 OC1205 OC0204		3.25 Adopted Renumber	24.04.07 17.12.14	OC0426 OC1204
3.19	Emergency Service Leave	Adopted Amended Rescinded	24.04.07 17.12.14 24.02.16	OC0426 OC1205 OC1204		3.26 Adopted Renumber	24.04.07 17.12.14	OC0426 OC1204
3.20	Code of Conduct	Adopted Amended Amended Amended Rescinded	30.08.96 28.11.07 17.12.14 24.02.16 26.07.17	OC0842 OC1119 OC1205 OC0204 OC0703		13.27 Adopted Amended Renumber	30.08.96 28.11.07 17.12.14	OC0842 OC1119 OC1204
13.7	Staff Resignations	Adopted Rescinded	19.01.99 24.04.07	SC0122 OC0426				
13.8	Staff – Senior Employees	Adopted Amended	19.01.99 24.04.07	SC0122 OC0426				

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		Rescinded	17.12.14	OC1204				
13.11	Vehicle Leasing	Adopted Rescinded	19.01.99 24.04.07	SC0122 OC0426				
13.12	Workplace Harassment	Adopted Rescinded	24.02.99 24.04.07	SC0219 OC0426				
13.13	Staff relief during periods of leave / absence	Adopted Rescinded	24.02.99 24.04.07	SC0219 OC0426				
13.18	Sexual Harassment	Adopted Rescinded	19.01.99 24.04.07	SC0122 OC0426				
13.21	Employee's Leave	Adopted Amended Rescinded	26.04.06 24.04.07 17.12.14	OC0432 OC0426 OC1204				
	<b>Moved</b>							
3.26	Designated Senior Employees	Adopted Amended Amended Amended Moved	19.01.99 24.04.07 19.02.14 17.12.14 27.09.17	SC0122 OC0426 SC0204 OC1204 OC0903	Dec 2019	13.8 Adopted Amended Renumber 1.10 Renumber	19.01.99 24.04.07 19.02.14 27.09.17	SC0122 OC0426 OC0204 OC0903

## Section 4 – Law, Order & Public Safety

Policy	Name	Tracking			Review Due by	Previous Versions		
		Action	Date	Minute		Action	Date	Minute
4.1	Bush Fire Advisory Committee Meetings	Adopted Amended Amended Amended Amended	12.12.01 24.04.07 27.05.15 25.11.15 23.08.17	OC1227 OC0427 OC0526 OC1110 OC0819	Dec 2019	19.1 Adopted Amended Renumber	12.12.01 24.04.07 27.05.15	OC1227 OC0427 OC0526
4.2	Standard Operating Procedures	Adopted Amended Amended	11.07.01 24.04.07 27.05.15	OC0728 OC0427 OC0526	Dec 2019	19.2 Adopted Amended Renumber	11.07.01 24.04.07 27.05.15	OC0728 OC0427 OC0526
4.3	Bush Fire Control Officer Appointments	Adopted Amended Amended Amended	19.01.99 24.04.07 27.05.15 23.08.17	SC0122 OC0427 OC0526 OC0819	Dec 2019	19.3 Adopted Amended Renumber	19.01.99 24.04.07 27.05.15	SC0122 OC0427 OC0526
4.4	Authority of Chief & Deputy Chief Bush Fire Control Officers	Adopted Amended Amended Amended	19.01.99 24.04.07 27.05.15 23.08.17	SC0122 OC0427 OC0526 OC0819	Dec 2019	19.4 Adopted Amended Renumber	19.01.99 24.04.07 27.05.15	SC0122 OC0427 OC0526
4.5	Authorising Officers - Request to Burn	Adopted Amended Amended Amended	19.01.99 24.04.07 27.05.15 23.08.17	SC0122 OC0427 OC0526 OC0819	Dec 2019	19.5 Adopted Amended Renumber	19.01.99 24.04.07 27.05.15	SC0122 OC0427 OC0526
4.6	Bush Fire Order – Exemptions & Variations	Adopted Amended Amended Amended	19.01.99 24.04.07 27.05.15 23.08.17	SC0122 OC0427 OC0526 OC0819	Dec 2019	19.6 Adopted Amended Renumber	19.01.99 24.04.07 27.05.15	SC0122 OC0427 OC0526

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4.7	Personal Protective Equipment	Adopted Amended Amended Amended Amended	19.01.99 24.04.07 27.05.15 25.11.15 23.08.17	SC0122 OC0427 OC0526 OC1110 OC0819	Dec 2019	19.8 Adopted Amended Renumber	19.01.99 24.04.07 27.05.15	SC0122 OC0427 OC0526
4.8	Fire Appliances – Repairs, Servicing & Modifications	Adopted Amended Amended Amended Amended	19.01.99 26.03.08 27.05.15 25.11.15 23.08.17	SC0122 OC0318 OC0526 OC1110 OC0819	Dec 2019	19.10 Adopted Amended Renumber	19.01.99 26.03.08 27.05.15	SC0122 OC0318 OC0526
4.9	<i>Duties of Rangers at Fires</i>	<i>Rescinded</i>	<i>23.08.17</i>	<i>OC0819</i>				
4.10	Hazard Reduction on Council Land	Adopted Amended Amended Amended	19.01.99 26.03.08 27.05.15 23.08.17	SC0122 OC0318 OC0526 OC0819	Dec 2019	19.13 Adopted Amended Renumber	19.01.99 26.03.08 27.05.15	SC0122 OC0318 OC0526
4.11	Fires Outside the Shire of Capel	Adopted Amended Amended Amended	19.01.99 24.04.07 27.05.15 23.08.17	SC0122 OC0427 OC0526 OC0819	Dec 2019	19.14 Adopted Amended Renumber	19.01.99 24.04.07 27.05.15	SC0122 OC0427 OC0526
4.12	Use of Council Plant – Fire Service Incidents / Civil Emergencies	Adopted Amended Amended Amended	19.01.99 24.04.07 27.05.15 23.08.17	SC0122 OC0427 OC0526 OC0819	Dec 2019	19.15 Adopted Amended Renumber	19.01.99 24.04.07 27.05.15	SC0122 OC0427 OC0526
4.13	Training Arrangements	Adopted Amended Amended Amended	19.01.99 24.04.07 27.05.15 23.08.17	SC0122 OC0427 OC0526 OC0819	Dec 2019	19.16 Adopted Amended Renumber	19.01.99 24.04.07 27.05.15	SC0122 OC0427 OC0526

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4.14	Fire Fighter's Meals – Fire Service Incidents	Adopted Amended Amended Amended	19.01.99 10.10.07 27.05.15 23.08.17	SC0122 OC1008 OC0526 OC0819	Dec 2019	19.17 Adopted Amended Renumber	19.01.99 10.10.07 27.05.15	SC0122 OC1008 OC0526
4.15	Use of Fuel Cards by Bush Fire Brigades	Adopted Amended Amended Amended	27.11.02 24.04.07 27.05.15 23.08.17	OC1156 OC0427 OC0526 OC0819	Dec 2019	19.19 Adopted Amended Renumber	27.11.02 24.04.07 27.05.15	OC1156 OC0427 OC0526
4.16	Payment to Chief Deputy & Chief Bush Fire Control Officers	Adopted Amended Rescinded Readopted Amended Amended	27.11.02 24.04.07 24.04.07 13.05.09 27.05.15 23.08.17	OC1156 OC0427 OC0428 OC0510 OC0526 OC0819	Dec 2019	19.11 Adopted Renumber 19.20 Amended Rescinded Readopted Renumber	25.06.03 08.06.05 24.04.07 13.05.09 27.05.15	OC0641 OC0614 OC0427 OC0510 OC0526
4.17	Minimum Driver Training Shire of Capel Fire Appliances	Adopted Amended Amended Amended	27.11.02 24.04.07 27.05.15 23.08.17	OC1156 OC0427 OC0526 OC0819	Dec 2019	19.21 Adopted Amended Renumber	27.11.02 24.04.07 27.05.15	OC1156 OC0427 OC0526
4.18	Use of Warning Lamps and Audible Warning Systems	Adopted Amended Amended & renumbered	10.10.07 27.05.15 23.08.17	OC1008 OC0526 OC0819	Dec 2019	19.25 Adopted Renumber 4.21 Renumber	10.10.07 27.05.15 23.08.17	OC1008 OC0526 OC0819

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4.19	Use of Brigade Appliances	Adopted Amended Amended Amended & renumbered	13.12.06 24.04.07 27.05.15 23.08.17	OC1228 OC0427 OC0526 OC0819	Dec 2019	19.22 Adopted Amended Renumber 4.18 Renumber	13.12.06 24.04.07 27.05.15 23.08.17	OC1228 OC0427 OC0526 OC0819
4.20	Purchase of Equipment for Bush Fire Brigades	Adopted Amended Amended & renumbered	24.04.07 27.05.15 23.08.17	OC0427 OC0526 OC0819	Dec 2019	19.23 Adopted Renumber 4.19 Renumber	24.04.07 27.05.15 23.08.17	OC0427 OC0526 OC0819
4.21	Brigade Members – Competence at Fire Grounds	Adopted Amended Amended & renumbered	24.04.07 27.05.15 23.08.17	OC0427 OC0526 OC0819	Dec 2019	19.24 Adopted Renumber 4.20 Renumber	24.04.07 27.05.15 23.08.17	OC0427 OC0526 OC0819
4.22	Brigade Officer Qualifications	Adopted Amended Amended Amended	10.10.07 27.05.15 23.03.16 23.08.17	OC1008 OC0526 OC0314 OC0819	Dec 2019	19.26 Adopted Renumber	10.10.07 27.05.15	OC1008 OC0526

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	<b>Rescinded</b>							
4.9	Duties of Rangers at Fires	Adopted Repealed Readopted Amended Amended Renumber Amended Rescinded	19.01.99 30.06.99 29.09.99 12.12.01 24.04.07 27.05.15 16.12.15 23.08.17	SC0122 OC0619 OC0921 OC1227 OC0427 OC0526 OC1216 OC0819	Dec 2019	19.12 Adopted Repealed Readopted Amended Amended Renumber	19.01.99 30.06.99 29.09.99 12.12.01 24.04.07 27.05.15	SC0122 OC0619 OC0921 OC1227 OC0427 OC0526
19.7	Prohibited and Restricted Burning Times							
19.9	Communication Expenses – Chief & Deputy Chief Bush Fire Control Officers	Adopt BF21 Endorsed Renumber to 19.9 Endorsed Rescinded	26.04.96 19.01.99  12.12.01 10.10.07	OC0427 SC0122  OC1227 OC1008				
19.11	Fuel Issue	Adopted BF2 Endorsed Endorsed Renumber to 19.11 Amend Renumber to 19.19	28.04.95 26.04.96 19.01.99  12.12.01 27.11.02	OC0419 OC0427 SC0120  OC1227 OC1156				
19.18	Campfires	Adopted Rescinded	19.01.99 24.04.07	SC0122 OC0427				

## Section 5 – Health

Policy	Name	Tracking			Review Due by	Previous Versions		
		Action	Date	Minute		Action	Date	Minute
5.1	<i>Temporary Accommodation</i>	<i>Rescinded</i>	20.12.17	OC1208				
5.2	Food Regulation Compliance & Enforcement	Adopted Amended	22.09.10 19.02.14	OC0912 OC0206	Dec 2019	17.2 Adopted Renumber	22.09.10 19.02.14	OC0912 OC0206
5.3	Shade and Sunsmart	Adopted Amended	18.04.12 19.02.14	OC0404 OC0206	Dec 2019	17.3 Adopted Renumber	18.04.12 19.02.14	OC0404 OC0206
5.4	Trading and Operating a Stall in Public Places	Adopted Amended	19.02.14 28.03.18	OC0206 OC0316	Dec 2019			
5.5	Integrated Mosquito Management	Adopted	27.01.16	OC0114	Dec 2019			
5.6	Integrated Pesticide Management	Adopted	27.01.16	OC0114	Dec 2019			
5.7	Events Management	Adopted	27.01.16	OC0114	Dec 2019			
5.8	Caravan Parks, Park Homes, Rigid Annexes	Adopted	27.06.18	OC0615	Dec 2019			

	<b>Rescinded</b>							
5.1	Temporary Accommodation	Adopted Amended Rescinded	14.02.07 19.02.14 20.12.17	OC0213 OC0206 OC1208		17.1 Adopted Renumber	14.02.07 19.02.14	OC0213 OC0206

## Section 6 – Town Planning

Policy	Name	Tracking			Review Due by	Previous Versions		
		Action	Date	Minute		Action	Date	Minute
6.1	Car Parking Requirements for Light Industrial Land Uses	Adopted	24.02.99	OC0243	Dec 2019	15.2 Adopted Renumber	24.02.99	OC0243
6.2	<i>Clearance of Subdivision Conditions</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>OC0206</i>				
6.3	Home Occupations & Home Office	Adopted Amended	24.02.99 24.02.16	OC0243 OC0206	Dec 2019	15.4 Adopted	24.02.99	OC0243
6.4	More Than One Dwelling on a Rural Lot	Adopted	24.02.99	OC0243	Dec 2019	15.5 Adopted	24.02.99	OC0243
6.5	Subdivision of Rural Land	Adopted	24.02.99	OC0243	Dec 2019	15.7 Adopted	24.02.99	OC0243
6.6	Land Use Strategy	Adopted	01.03.99	OC0338	Dec 2019	15.9 Adopted	01.03.99	OC0338
6.7	<i>Carports &amp; Outbuildings</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>OC0206</i>				
6.8	Dalyellup Common Interest Area	Adopted	13.08.03	OC0807	Dec 2019	15.12 Adopted	13.08.03	OC0807
6.9	Ancillary Accommodation & Ancillary Dwelling	Adopted Amended	24.09.03 24.02.16	OC0906 OC0206	Dec 2019	15.13 Adopted	24.09.03	OC0906
6.10	Rural Tourist Accommodation	Adopted Amended	24.09.03 17.10.12	OC0907 OC1005	Dec 2019	15.14 Adopted Amended	24.09.03 17.10.12	OC0907 OC1005
6.11	Road and Reserve Names	Adopted	20.02.13	OC0203	Dec 2019	15.15 Adopted	20.02.13	OC0203
6.12	Visual Truncations	Adopted Amended	14.11.07 24.02.16	OC1109 OC0206	Dec 2019	15.16 Adopted	14.11.07	OC1109

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6.13	Capel Townsite Strategy	Adopted	23.07.08	OC0714	Dec 2019	15.17 Adopted	23.07.08	OC0714
6.14	Capel Town Public Open Space Strategy	Adopted	09.02.11	OC0204	Dec 2019	15.18 Adopted	09.02.11	OC0204
6.15	Boyanup Townsite Strategy	Adopted	26.05.10	OC0504	Dec 2019	15.19 Adopted	26.05.10	OC0504
6.16	Boyanup Public Open Space Strategy	Adopted	26.10.11	OC1009	Dec 2019	15.20 Adopted	26.10.11	OC1009
6.17	Urban Landscape Strategy	Adopted	12.10.11	OC1003	Dec 2019	15.21 Adopted	12.10.11	OC1003
6.18	Capel Townsite Transport Study	Adopted	27.07.11	OC0717	Dec 2019	15.22 Adopted	27.07.11	OC0717
6.19	Highway Signage for Rural Tourism Activities and Services	Adopted	21.03.12	OC0310	Dec 2019	15.23 Adopted	21.03.12	OC0310
6.20	Capel Townsite District Water Management Strategy	Adopted	17.04.13	OC0411	Dec 2019	15.24 Adopted	17.04.13	OC0411
6.21	Peppermint Grove Beach Land Use Strategy	Adopted	17.07.13	OC0705	Dec 2019	15.25 Adopted	17.07.13	OC0705
6.22	Bed and Breakfast Accommodation	Adopted Amended	19.12.12 27.07.16	OC1204 OC0707	Dec 2019	15.26 Adopted	19.12.12	OC1204
6.23	Boyanup Transport Infrastructure Study	Adopted	24.06.15	OC0610	Dec 2019	Adopted	24.06.15	OC0610
6.24	<i>Fencing Guidelines</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>OC0206</i>				
6.25	<i>Second Hand Dwellings</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>SC0206</i>				
6.26	<i>Earthworks</i>	<i>Rescinded</i>	<i>24.02.16</i>	<i>OC0206</i>				
6.27	Peppermint Grove Terrace Detailed Area Plan	Adopted	24.06.15	OC0614	Dec 2019			
6.28	Signs	Adopted	23.10.16	OC1108	Dec 2019			

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6.29	Heritage Places	Adopted	25.07.2018	OC0704	Dec 2019			
	<b>Rescinded</b>							
6.2	Clearance of Subdivision Conditions	Adopted Rescinded	24.02.99 24.02.16	OC0243 OC0206		15.3 Adopted	24.02.99	OC0243
6.7	Carports & Outbuildings	Adopted Amended Rescinded	23.08.00 27.02.02 24.02.16	OC0836 OC0219 OC0206		15.11 Adopted Amended	23.08.00 27.02.02	OC0836 OC0219
6.24	Fencing Guidelines	Adopted Rescinded	26.08.98 24.02.16	OC0833 OC0206		18.2 Adopted	26.08.98	OC0833
6.25	Second Hand Dwellings	Adopted Rescinded	19.01.99 24.02.16	SC0122 SC0206		18.3 Adopted	19.01.99	SC0122
6.26	Earthworks	Adopted Rescinded	19.01.99 24.02.16	SC0122 OC0206		18.1 Adopted	19.01.99	SC0122
6.29	Heritage Survey and Heritage List	Adopted	25.07.18	OCO704 Reg#IPP34				
15.1	Assessment of Tree Farming projects	Adopted Rescinded	24.02.99 20.02.13	OC0243 OC0205				
15.6	Subdivision Fire Management Requirements	Adopted Rescinded	24.02.99 20.02.13	OC0243 OC0205				
15.8	Dalyellup Future Use Regional Park	Adopted Rescinded	31.03.99 20.02.13	OC0335 OC0205				
15.10	Restrictions on Buildings	Adopted Rescinded	24.02.99 27.11.02	OC0243 OC1133				

## Section 7 – Engineering & Operations

Policy	Name	Tracking			Review Due by	Previous Versions		
		Action	Date	Minute		Action	Date	Minute
7.1	<i>Asset Management</i>	<i>Moved to Section 2</i>	20.12.17	OC1209				
7.2	Crossovers	Adopted Amended Amended Amended	25.08.99 14.03.01 19.02.14 27.01.16	SC0837 OC1315 OC0208 OC0113	Dec 2019	16.1 Adopted Amended Renumber	25.08.99 14.03.01 19.02.14	SC0837 OC0208 OC0208
7.3	Engineering Specifications (Subdivision Land Development)	Adopted	19.01.99	SC0122	Dec 2019	16.2 – Engineering Design Standards		
		Amended Endorsed	19.02.14 27.01.16	OC0208 OC0113		Adopted Renumber	19.01.99 19.02.14	SC0122 OC0208
7.4	Fleet & Plant	Adopted	19.01.99	SC0122	Dec 2019	16.3 – Vehicles Plant & Equipment		
		Amended Amended Amended	13.04.11 19.02.14 27.01.16	OC0408 OC0208 OC0113		Adopted Amended Renumber	19.01.99 13.04.11 19.02.14	SC0122 OC0408 OC0208
7.5	Road (Extra Mass Permits)	Adopted	19.01.99	SC0122	Dec 2019	16.7 – Road – Extra Mass Permits & Conditions		
		Amended Amended Endorsed Amended	14.07.10 19.02.14 27.01.16 22.11.17	OC0704 OC0208 OC0113 OC1105		Adopted Amended Renumber	19.01.99 14.07.10 19.02.14	SC0122 OC0704 OC0208
7.6	Roads (Seal Width)	Adopted	19.01.99	SC0122	Dec 2019	16.5 – Road Seal Width Criteria		
		Amended Amended	19.02.14 27.01.16	OC0208 OC0113		Adopted Renumber	19.01.99 19.02.14	SC0122 OC0208
7.7	Roads (Verges)	Rescinded	20.12.17	OC1209				
7.8	<i>Road Upgrade Contributions</i>	<i>Rescinded</i>	20.12.17	OC1209				

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7.9	<i>Unmade Road Reserves</i>	Adopted	19.01.99	SC0122	Dec 2019	16.11 – Unmade Road Reserves – Planning/Building Approvals		
		Amended	19.02.14	OC0208		Adopted	19.01.99	SC0122
		Amended	27.01.16	OC0113		Renumber	19.02.14	OC0208
7.10	Traffic Management Plans	Adopted	22.02.17	OC0204	Dec 2019			

	<b>Moved</b>							
7.1	Asset Management	Combined	19.02.14	OC0208		16.00		
		Amended	27.01.16	OC0113		Adopted	15.08.12	OC0812
		Moved to Section 2	20.12.17	OC1209		16.17		
						Adopted	22.09.10	OC0915
16.4	Protective Clothing Incorporated into 3.9	Moved Section 3	19.02.14	OC0208		Adopted	19.01.99	SC0122
						Amended	13.06.01	OC0614
	<b>Rescinded</b>							
7.7	Roads (Verges)	Adopted	14.05.03	OC0506		16.16		
		Amended	19.02.14	OC0208		Adopted	14.05.03	OC0506
		Amended	27.01.16	OC0113		Renumber	19.02.14	OC0208
		Rescinded	20.12.17	OC1209				
7.8	Road Upgrade Contributions	Adopted	19.01.99	SC0199		16.6		
		Amended	19.02.14	OC0208		Adopted	19.01.99	SC0122
		Endorsed	27.01.16	OC0113		Renumber	19.02.14	OC0208
		Rescinded	20.12.17	OC1209				
16.8	South Capel Drainage Catchment	Adopted	19.01.99	SC0122				
		Rescinded	19.02.14	OC0208				
16.9	Stock Yards & Loading Ramps	Adopted	19.01.99	SC0122				
		Rescinded	19.02.14	OC0208				

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16.10	Street Lighting	Adopted Amended Rescinded	27.01.99 13.06.01 19.02.14	SC0139 OC0614 OC0208				
16.12	Residential Stormwater Connections	Adopted Amended Rescinded	25.08.99 24.11.99 19.02.14	OC0837 OC1130 OC0208				
16.13	Annual Garden Competition	Adopted Rescinded	27.01.00 19.02.14	OC0122 OC0208				
16.14	Verge Deposits	Adopted Rescinded	27.09.00 19.02.14	OC0946 OC0208				
16.15	Litter Collections	Adopted Rescinded	16.01.02 19.02.14	OC0121 OC0208				

## Section 8 – Community Services

Policy	Name	Tracking			Review Due by	Previous Versions		
		Action	Date	Minute		Action	Date	Minute
8.1	Community Recognition	Adopted	19.01.99	SC0122	Dec 2019	21.1 – Community Awards		
		Amended	28.02.07	OC0234		Adopted	19.01.99	SC0122
		Amended	20.11.13	OC1120		Amended	28.02.07	OC0234
8.2	Local Studies Collection	Amended	20.11.13	OC1120	Dec 2019	Renumber	20.11.13	OC1120
		Adopted	19.01.99	SC0122		21.2		
		Amended	28.02.07	OC0234		Adopted	19.01.99	SC0122
		Renumber	20.11.13	OC1120		Amended	28.02.07	OC0234
		Amended	16.12.15	OC1216		Renumber	20.11.13	OC1120
8.3	Minor Community Grants	Amended	25.10.17	OC1017	Dec 2019	21.3 – Community Grants Scheme		
		Adopted	15.12.99	OC1218		Adopted	15.12.99	OC1218
		Amended	13.08.08	OC0809		Amended	13.08.08	OC0809
		Renumber	20.11.13	OC1120		Renumber	20.11.13	OC1120
		Amended	16.12.15	OC1216				
8.4	Arts, Culture & Heritage	Amended	25.10.17	OC1017	Dec 2019	21.5 – Arts, Heritage. Culture, Community Spirit		
		Adopted	28.02.07	OC0234		Adopted	28.02.07	OC0234
		Amended	13.08.08	OC0809		Amended	13.08.08	OC0809
		Amended	20.11.13	OC1120		Renumber	20.11.13	OC1120
		Amended	16.12.15	OC1216				
8.5	Community Consultation	Adopted	28.02.07	OC0234	Dec 2019	21.11 – Community Development Consultation		
		Amended	20.11.13	OC1120		Adopted	28.02.07	OC0234
						Renumber	20.11.13	OC1120

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8.6	Disability Access & Inclusion	Adopted Amended Amended	19.09.12 22.07.15 16.12.15	OC0914 OC0713 OC1219	Dec 2019	21.13 Adopted Amended	19.09.12 22.07.15	OC0914 OC0713
8.7	Acceptance and Treatment of Donations	Adopted Amended	16.12.15 25.10.17	OC1216 OC1017	Dec 2019			

	<b>Moved</b>							
21.10	Contributions to School Chaplaincy Programs	Adopted Amended Moved Section 11 (Finance)	08.09.04 28.02.07 20.11.13	OC0914 OC0234 OC1120				
	<b>Rescinded</b>							
21.4	Community Development	Adopted Amended Rescinded	15.12.99 28.02.07 20.11.13	OC1218 OC0234 OC1120				
21.6	Art Collection	Adopted Rescinded	28.02.07 20.11.13	OC0234 OC1120				
21.7	Capacity Building - Volunteers	Adopted Rescinded	28.02.07 20.11.13	OC0234 OC1120				
21.8	Volunteers – Insurance, tasks & equipment	Adopted Rescinded	28.02.07 20.11.13	OC0234 OC1120				
21.9	Recreation Facility Maintenance Requests	Adopted Amended Rescinded	26.02.03 28.02.07 20.11.13	OC0237 OC0234 OC1120				
21.12	Youth	Adopted Rescinded	09.07.08 20.11.13	OC0707 OC1120				