



POLICY COMMITTEE

26 January 2011

His Worship the Mayor & Councillors

I have to advise that a **Policy Committee Meeting** will be held in the Council Chambers on Wednesday, 2 February 2011 commencing at 5.30 pm.

A handwritten signature in blue ink, appearing to read "DJS".

D J Sherley  
GENERAL MANAGER

# **BUSINESS AGENDA**

## **POLICY COMMITTEE**

**TO BE HELD ON WEDNESDAY, 2 FEBRUARY 2011**

1. 5.30 PM MEETING COMMENCES
2. APOLOGIES
3. REPORT OF PREVIOUS MEETING
  - \* Minutes - Policy Committee Meeting - 1 December 2010
4. DECLARATION OF INTEREST
  - To assist the Councillors and committee members in their correct consideration of business before them at the meeting, please give consideration to Section 451 of the Local Government Act, in relation to Declaration of Interest at meetings.
5. RECEIVE AND DEAL WITH DIRECTORS' REPORTS
  - \* Director Corporate Services & Finance's Report
6. GENERAL BUSINESS
7. DISCUSSION FORUM - DEVELOPMENT APPLICATION SUBMISSIONS
8. DISCUSSION FORUM OTHER
9. MEETING CLOSE

## MINUTE

### 1 MEETING COMMENCES

**Present:** Councillors Toole (Chair), Aubin, Bourke, Carpenter, Hanger, Morse, North, Thompson, Westman

**In attendance:** General Manager, Director Corporate Services & Finance, Director Cultural & Community Services, Director Environmental Planning & Building Services, Director Engineering Services, Manager Corporate Governance, Manager Recreation, Manager Water & Waste, Parks Operations Manager, Environmental Officer, Senior Development Control Planner, Development Control Planner, Acting Senior Strategic Planner.

**MINUTE**

**2     APOLOGIES**

Nil.

POLICY COMMITTEE  
REPORT OF PREVIOUS MEETING

**REPORT OF PREVIOUS MEETING TO THE POLICY COMMITTEE MEETING HELD ON 2  
FEBRUARY 2011**

General Manager  
Bathurst Regional Council

**1 MINUTES - POLICY COMMITTEE MEETING - 1 DECEMBER 2010 (07.00064)**

**Recommendation:** That the recommendations of the Policy Committee Meeting held on 1 December 2010 be adopted.

**Report:** The Minutes of the Policy Committee Meeting held on 1 December 2010, are attached:

**Financial Implications:** N/A

**MINUTE**

**3 Item 1 MINUTES - POLICY COMMITTEE MEETING - 1 DECEMBER 2010**  
**(07.00064)**

**MOVED: G Westman SECONDED: I North**

**RESOLVED:**That the recommendations of the Policy Committee Meeting held on 1 December 2010 be adopted.

**MINUTES OF THE POLICY COMMITTEE**  
**HELD ON 1 DECEMBER 2010**

**5PM MEETING COMMENCES**

**1 MEETING COMMENCES**

**Present:** Councillors Toole (Chair), Aubin, Bourke, Carpenter, Hanger, Morse, North, Thompson, Westman

**In attendance:** General Manager, Director Corporate Services & Finance, Director Cultural & Community Services, Director Engineering Services, Director Environmental Planning & Building Services, Manager Corporate Governance, Manager Environment, Manager Strategic Planning, Sustainability Strategy Officer, Manager Recreation, Manager Water & Waste, Senior Development Control Planner, Development Control Planner x 2.

**The Mayor called the meeting to order and requested a minutes silence in memory of former Mayors Kath Knowles and Neville Barlow.**

**APOLOGIES**

**2 APOLOGIES**

Nil.

**REPORT OF PREVIOUS MEETING**

**3 Item 1 MINUTES - POLICY COMMITTEE MEETING - 3 NOVEMBER 2010 (07.00064)**

**MOVED** Cr B Bourke and **SECONDED** Cr I North

**RESOLVED:** That the Minutes of the Policy Committee Meeting held on 3 November 2010 be adopted.

**DECLARATION OF INTEREST**

**4 DECLARATION OF INTEREST**

**MOVED** Cr W Aubin and **SECONDED** Cr I North

**RESOLVED:** That the following Declarations of Interest be noted.

Mayor (Cr Toole)

Item #3 of the Director Environmental, Planning & Building Services Report to DA Discussion Forum - 185 Seymour Street

Cr Bourke



## **RECEIVE AND DEAL WITH DIRECTORS' REPORTS**

### **Director Corporate Services & Finance's Report**

- 5** **Item 1 POLICY - FLEA MARKETS, KINGS PARADE (04.00039, 41.00089)**  
**MOVED** Cr R Thompson and **SECONDED** Cr M Morse

**RESOLVED:** That Council replace the existing policy titled Flea Markets - Kings Parade with the new policy outlined in the report.

## **GENERAL BUSINESS**

- 6** **DOG ATTACKS & REQUESTS FOR ADDITIONAL SERVICE LEVELS (16.00126, 05.00002)**

**Cr Thompson** - could Council refer request for additional patrols, etc, to the 2011/2012 Management Plan.

- 7** **PIT COMPLEX (04.00009)**

**Cr Thompson** - request report on how can increase economic return and usage for Mount Panorama facilities.

- 8** **SOCCER FACILITIES (04.00014)**

**Cr Morse** - spoke to issue of soccer fields and use of Police Paddock.

**General Manager** noted report will come to Council next week.

- 9** **GIFT OF A TREE XMAS PROJECT (04.00006)**

**Cr Morse** - commended Parks and Gardens department on the new Gift of a Tree Xmas project.

- 10** **DOG ATTACKS (05.00002)**

**Cr North** - spoke of issues that have been raised and noted comments received by Councillors from ratepayers.

- 11** **SMOKING - ADVENTURE PLAYGROUND (04.00123, 04.00121)**

**Cr North** - has received complaints about people smoking in the Adventure Playground. Could we include a note in next Newsletter.

**The Director Engineering Services** noted signage has been put up.

**12 DOG ATTACKS (05.00002)**

**Cr Bourke** - spoke to question of dog attacks and responsibilities of owners.

**13 PUBLIC ACCESS TO COMMUNITY AGENCIES NEWSLETTERS (23.00078)**

**Cr Carpenter** - can Council facilitate public access to Community Agencies Newsletters, e.g. at the Library and Bathurst Information & Neighbourhood Centre.

**14 MIGRANT CAMP (23.00057)**

**Cr Carpenter** - can Council look at holding a function for the people associated with the migrant camp? Next year is the 50th Anniversary.

**15 ADVENTURE PLAYGROUND (04.00121, 04.00119)**

**Cr Carpenter** - noted has been discussions on expanding water facilities at the Adventure Playground. Should consider Aquatic Centre in any discussions and the construction of a water slide.

**DISCUSSION FORUM - DEVELOPMENT APPLICATION SUBMISSIONS**

**16 Item 1 URBAN DRAINAGE RESERVE VEGETATION LINK: REVEGETATION PLAN (20.00174)**

**The Director Environmental, Planning & Building Services** gave an update on this program and how it has been developed as part of the Bathurst, Orange and Dubbo Alliance.

Discussion included:

**Cheryl Kelley (71 Violet Street)**

Lives on western side of the park and tabled photos of the area. Concerned at bottom area of the park where the creek is. Feels value of house is being diminished via lost views and what is proposed. Area has had a lot of break-ins and the area looks disgusting. Path alongside fence has not been mowed. There are concerns about snakes and the weed area is expanding. Willows are growing in the creek, area needs mowing.

**The Mayor** noted this area is not part of the Revegetation Plan which is being considered by Council.

**Michael Woods (14 Quinn Court)**

Has some concern with what is proposed in Darwin Drive area. The trees are not suitable. Will impact on views. Spoke to submission made and loss of property value that he feels will occur. The area has had some anti-social behaviour, the trees will exacerbate this. Feels parking problems will be created by the proposal. Requests shrubs 1-1.5m go in, not trees.

**Ashley Bland (Greening Bathurst)**

Commend Council on engaging in this planning. Urge Council work with residents. Also ask Council to look at ecological functioning of the area. Noted often well designed park areas do increase property values.

**M Billington (Darwin Drive)**

Looks across to N.E. The trees will block view which is why bought in this area. Request smaller native plantings, spoke to submission made. Some attention needs to be given to park area due to holes.

**C Woods (14 Quinn Ct)**

Support development of the area, but wish views to be kept. Want people to enjoy public space but don't do to detriment of residents.

**17 Item 2 DRAFT BATHURST REGIONAL (INTERIM) DEVELOPMENT CONTROL PLAN 2010 (DCP) (20.00163)**

The Director Environmental, Planning & Building Services gave an update on the process to develop the DCP, that has been followed. Will go to February 2011 Council Meeting.

Discussion included:

**V Schembri (1st National R.E)**

Spoke to submission made. Two main issues; Lot sizes at Eglinton (Precinct 3) and allowable sizes, and secondly the need for affordable housing. The DCP does not address affordable housing. Gave a history of his experience currently principal of First National Real Estate

Speaking as a representative of Sarvo Nominees as well who have development in to Council. To keep young people and allow people to downsize need affordable land. The DCP will stop this in the villages which are in precinct 3.

Development is not catering for our youth/first homebuyers and there is not support from the State Government or other levels of Government.

Sarvo nominees is trying to address this gap. The recent DA has not been able to do this as they would like and are now having to go to dual occupancies, which is

not the preferred option.

Looking at doing individual homes on 600 m<sup>2</sup> block in the \$240,000 - \$300,000 range. Current houses which have been done are excellent quality, look at Wellesley Court. Mr Schembri tabled document of works done and photos.

The homes are not slums. DCP proposal should not apply to Wellesley Court. Already have done works and have sales in place. If DCP comes in, will force land cost to increase by \$40,000 per block. Council's land plans do not cater for affordable housing, it should do this.

**J Kellett (Bathurst by Design and BCCAN)**

Noted both groups have put submissions in. Council plans need to reflect past and future, need to be careful when see what has happened in Sydney. Need to think imaginatively of the future eg transport links eg light rail. Must allow for diversity, don't want just a pushing out of what already exists. Need to cater for changes in lifestyle.

**J Swane**

People go to an area because they like what they see. In areas like Eglinton and Perthville, want village aspect and large blocks. Currently lives in historic area in town around Bentinck/William/Rocket Streets. Spoke to submission made and issues of visual scape and ecology of area. Wants residential character kept. Council need to ensure heritage areas are preserved and development compliments the area.

**T McBirney (Integrated Designing Group and Bathurst by Design Group)**

Challenge for Councillors is to stand back and create a vision for the town. There is an inherent "conservativeness" in the document and this lacks vision. Council needs to look at new and old ways to carry the character that is "Bathurst". Spoke of problems in Western Sydney and the loss of identity and the social dysfunction that occurs. Spoke of history of development of Bathurst back to Macquaries time. In 15 years the size of Bathurst has trebled yet population has increased 10%. Need to look at sustainability and do we want it to continue to grow as it is. Diversity is very important, need houses, units, various block sizes all juxtaposed. Councillors should look at other options and think again what makes Bathurst what it is.

**Laurie Parks (Mortgage Broker)**

Need to think carefully what we are doing for first home buyers and the youth. Why must the blocks be 900 m<sup>2</sup>. Consultation and inventiveness can make land available for first home owners, we don't want people stuck in the rental cycle.

**R McDonald (Hub Cafe)**

Operates business in Keppel Street. Nice part of town. Wondering what is going to happen to this area in to the future. Happy to talk about ideas for the future.

**Susan Douglas (Shop 59 Keppel Street)**

Spoke to preservation of Keppel Street, concern at this being lost like section between William and Bentinck. Keep old original appeal.

**Ashley Bland (Greening Bathurst)**

Plan is positive and contains many initiatives. Would like WSUD imbedded and landscaping plan needs more development.

**18** **Item 3 DEVELOPMENT APPLICATION NO. 2010/0735 – GENERAL STORE ATTACHED TO EXISTING DWELLING AT 185 SEYMOUR STREET, BATHURST. APPLICANT: MR M HONARMAND. OWNER: MR M & MRS R HONARMAND (DA/2010/0735)**

**Cr Toole declared a pecuniary interest in this item, left the Chamber and took no part in discussion or voting.**

**Reason: Part owner of commercial premise at 292 Havannah Street, Bathurst,**

**The Mayor vacated the Chair.**

**The Deputy Mayor, Cr North, took the Chair for this item.**

**Cr Bourke declared a non-pecuniary interest in this item.**

**Reason: Neighbour to Development. Lives in Seymour Street.**

The Director Environmental, Planning & Building Services gave current status of this matter. Will be reported to February 2011 Council Meeting.

Discussion included:

**J Swane (Resident)**

Spoke against development. This is a residential area. There is shop space already available in this area.

**J Herschell (Resident - Seymour Street)**

Has put in a submission, lives next door to the proposed shop. Don't know what type of shop is proposed. DEPBS advised proposal is a general store. Mr Herschell raised concerns at noise from deliveries at 4.00am, the type of food which could be offered, signs that may be put up, safety of students from St Stanislaus (has a traffic count been taken of Brilliant Street?) Noted high traffic usage that occurs. What happens if present owner sells premises? What are the trading hours?

**P Favero (46 Brilliant Street)**

Spoke to submission made and objection to the development. Spoke of visual

impact of a shop. The existing amenity of the site is poor. There is a shop available for lease within 500m.

**J Sandra (Doctor)**

Lives just around the corner. Objects to shop where no infrastructure to cater for it is in place and spoke of safety concerns. Brilliant Street is the quickest way to get from West Bathurst to East Bathurst and is being used by more and more traffic.

**G Spence (71 Brilliant Street)**

Spoke of lifestyle issues. Major concern is safety issues, noted bus interchange factors, high levels of traffic and potential for an accident.

**L Boyd (63 Brilliant Street)**

Development will downgrade property. Be aware of historical nature of the area.

**RESOLVE INTO CONFIDENTIAL COMMITTEE OF THE WHOLE TO DEAL WITH CONFIDENTIAL REPORTS**

**19 RESOLVE INTO CONFIDENTIAL COMMITTEE OF THE WHOLE TO DEAL WITH CONFIDENTIAL REPORTS**

**MOVED** Cr I North

and **SECONDED** Cr W Aubin

**RESOLVED:** That the Director of Corporate Services & Finance Late Confidential Item be transacted at the meeting in accordance with Clause 241(3)(a)&(b) of the Local Government (General) Regulation.

**20 RESOLVE INTO CONFIDENTIAL COMMITTEE OF THE WHOLE TO DEAL WITH CONFIDENTIAL REPORTS**

**MOVED** Cr R Thompson

and **SECONDED** Cr I North

**RESOLVED:** The Mayor invited members of the public to make submissions on whether the matter should or should not be dealt with in confidential Committee.

**There we no representations from the public.**

**RESOLVED:** That:

- (a) Council resolve into closed Council to consider business identified, together with any late reports tabled at the meeting.
- (b) Pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.
- (c) Correspondence and reports relevant to the subject business be withheld from access.

**\* Director Corporate Services & Finance's Report**

ITEM	SUBJECT	REASON FOR CONFIDENTIALITY
1	BATHURST MOTOR FESTIVAL - EASTER 2011	10A (2) (d) (i) – contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. Discussion of the matter in open council would, on balance, be contrary to the public interest as it would prejudice the commercial position of the person who supplied it.

**Director Corporate Services & Finance's Report**

- a** **Item 1 BATHURST MOTOR FESTIVAL - EASTER 2011 (04.00125)**  
**MOVED** Cr I North and **SECONDED** Cr W Aubin

**RESOLVED:** That Council:

- (a) act in accordance with the Director Corporate Services & Finance report
- (b) notes that the recommendation will be acted on immediately.

**RESOLVE INTO OPEN COMMITTEE**

- 21** **RESOLVE INTO OPEN COMMITTEE**  
**MOVED** Cr I North and **SECONDED** Cr B Bourke

**RESOLVED:** That Council resume Open Council.

**ADOPT REPORT OF THE COMMITTEE OF THE WHOLE**

- 22** **ADOPT REPORT OF THE COMMITTEE OF THE WHOLE**  
**MOVED** Cr I North and **SECONDED** Cr M Morse

**RESOLVED:** That the Report of the Committee of the Whole, Item (a) be adopted.

**MEETING CLOSE**

**23**      **MEETING CLOSE**

The Meeting closed at 6.44 pm.

**CHAIRMAN:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **(8 December 2010)**



**MINUTE**

- 4 **DECLARATION OF INTEREST**  
**MOVED: B Bourke SECONDED: I North**

**RESOLVED:** That the Declaration of Interest be noted.

POLICY COMMITTEE  
DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT  
2 FEBRUARY 2011

**DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT TO THE POLICY  
COMMITTEE MEETING HELD ON 2 FEBRUARY 2011**

General Manager  
Bathurst Regional Council

**1 POLICIES - MOTOR VEHICLE & MOTOR VEHICLE LEASE (11.00003, 41.00089)**

**Recommendation:** That Council adopt the revised Motor Vehicle Policy and the revised Motor Vehicle Lease Policy and update the Policy Manual.

**Report:** In November 2010 the Local Government (State) Award 2010 came into effect. The new Award implemented significant changes to the Motor Vehicle Leaseback provisions of the previous award.

As Councillors are aware, Council makes some vehicles available to staff members under various conditions for private use outside of work hours. As a result of the changes implemented under the new Award, Council has reviewed its Motor Vehicle and Motor Vehicle Lease Policies and amended them accordingly.

The sections of the policies with the proposed changes highlighted in bold are detailed below.

Motor Vehicle Policy

Section 2

2.1 Employees are only authorised to use Council vehicles under the following circumstances:

- Must have an appropriate and current licence for the vehicle they are driving
- Where a vehicle is required to allow them to complete the responsibilities of their position
- Where the employee is entitled to the private use of a vehicle as part of their salary package **(i.e. a condition of employment)**
- Where the employee is entitled to the private use of a vehicle as part of the Council's vehicle lease program **(i.e. a discretionary benefit)**.

**Refer to Local Government (State) Award 2010 for method of determining whether the ability to lease a vehicle is being provided as a condition of employment or as a discretionary benefit.**

Section 7

7.1 Council will provide a fully maintained car and is responsible for all vehicle expenses other than those outlined in Clauses 4.6, 4.7, 5 and 11 of the motor Vehicle **Lease** Policy.

7.2 The Employee shall be provided with a **Fuel** Card for the purchase of petrol and oil only. In unforeseen emergency situations or occasions where the employee is

unable to attend a service station **which accepts the provided fuel card**, if fuel is purchased by the employee, documentary evidence is required for reimbursement. Reimbursement will be by way of a cheque request.

## Motor Vehicle Lease Policy

### Section 3

3.1 This policy applies to eligible employees as defined below.

#### Category A

The General Manager and Senior Staff.

#### Category B

Managers who currently have a Holden Berlina or equivalent vehicle.

#### Category C

Managers (defined as Line Managers responsible for a section and reporting directly to a Director) who have a vehicle or staff members who currently have a Holden Acclaim or equivalent vehicle.

#### Category D

Staff members whose position requires a vehicle and are eligible to apply for the private use of that vehicle and staff members who are provided a vehicle as part of their employment package.

#### Category E

Staff members who currently have partial private use of the vehicle.

#### Category F

Staff members whose position requires a vehicle but who are not entitled to any private use of the vehicle.

Any eligible employee under this policy must at all times have an appropriate and current licence for the vehicle they are driving.

#### Other

**Eligible employees may also fit into two further categories:**

- i. **where the lease of a motor vehicle is provided as a condition of employment**
- ii. **where the lease of a motor vehicle is provided as a discretionary benefit.**

**The Local Government (State) Award 2010 states:**

### **15. MOTOR VEHICLE LEASEBACK A. GENERAL**

***The parties to this Award recognise that leaseback vehicles may be provided to employees as a condition of employment (e.g. as an incentive for accepting employment) or as a discretionary benefit that is not a condition of employment.***

***A leaseback vehicle will be considered to be a condition of employment for an employee unless it was clearly identified that it was not being provided on such a basis at the time that it was provided.***

***Factors to consider when determining whether a leaseback vehicle is a condition of an employee's employment include:***

- Whether the vehicle was offered as an incentive to attract and/or retain the employee; and***
- The period that the employee has had access to a leaseback vehicle.***

## Section 7

- 7.2 The Employee shall be provided with a **Fuel** Card for the purchase of petrol and oil only. In unforeseen emergency situations or occasions where the employee is unable to attend a service station **which accepts the provided fuel card**, if fuel is purchased by the employee, documentary evidence is required for reimbursement. Reimbursement will be by way of a cheque request

## Section 13 (new) - **VARIATION OF VEHICLE LEASE ARRANGEMENTS**

- 13.1 Variation of any motor vehicle lease agreement will be in accordance with the Local Government (State) Award 2010 as detailed below:-

### ***C. VARIATION OF LEASEBACK VEHICLE ARRANGEMENTS***

- (iv) Variations to leaseback arrangements – Proposals to vary leaseback vehicle arrangements, including the formula for calculating the leaseback vehicle fee shall be referred to Council's Consultative Committee in accordance with Clause 28 of this Award.***
- (v) Variations to leaseback fees – A council shall not increase the leaseback vehicle fee an employee is required to pay in any one year by more than ten (10) percent or the percentage movement in the index figure published by the Australian Bureau of Statistics for Eight Capitals, private motoring sub-group (Cat No 6401.0), whichever is the greater. This subclause shall not apply where the leaseback vehicle fee is adjusted to reflect changes in the type of vehicle being used (including changes in vehicle options, the class, model or make of vehicle).***
- (vi) Variations in hours of work and/or extended periods of absence – Where an employee's hours of work change significantly or the employee is absent on approved leave for an extended period, the council and the employee shall discuss whether the employee will be allowed to retain possession of the vehicle and/or whether the leaseback vehicle fee is to be adjusted. In the event that the leaseback vehicle fee is to be adjusted, subclause (v) above shall not apply. In the absence of agreement, Clause 31, Grievance and Disputes Procedures, shall apply.***

## Section 14 (new) - **TERMINATION OF VEHICLE LEASE ARRANGEMENTS**

14.1 Termination of any motor vehicle lease agreement will be in accordance with the Local Government (State) Award 2010 as detailed below:-

**B. TERMINATION OF LEASEBACK VEHICLE ARRANGEMENT**

- (i) **Condition of employment – Unless otherwise provided in this clause, where a council and an employee enter into a leaseback vehicle arrangement and the employee is entitled to a leaseback vehicle as a condition of employment, the arrangement may only be terminated by agreement.**
  
- (ii) **Not a condition of employment – Unless otherwise provided, where a council and an employee enter into a leaseback vehicle arrangement and the employee is not entitled to a leaseback vehicle as a condition of employment, the council shall give a minimum of six (6) months written notice of termination of the arrangement.**

**Notwithstanding the above, where the leaseback vehicle agreement was entered into prior to 1 November 2010, the council shall give a minimum of 12 months notice to terminate the agreement.**

- (iii) **Other – A council may terminate or suspend access to a leaseback vehicle arrangement immediately on termination of employment, loss of licence, serious breach of the leaseback vehicle agreement or if the employee accepts a new position with the council that does not include access to a leaseback vehicle.**

Section 15 - as per previous Section 13.

It is therefore recommended that Council adopt the revised Motor Vehicle Policy (shown at **attachment 1** and the revised Motor Vehicle lease Policy (shown at **attachment 2**).

**Financial Implications:** Nil.

**MINUTE**

**5 Item 1 POLICIES - MOTOR VEHICLE & MOTOR VEHICLE LEASE (11.00003, 41.00089)**

**MOVED: B Bourke SECONDED: R Thompson**

**RESOLVED:**That Council adopt the revised Motor Vehicle Policy and the revised Motor Vehicle Lease Policy and update the Policy Manual.

Yours faithfully



R Roach  
**DIRECTOR  
CORPORATE SERVICES & FINANCE**

POLICY COMMITTEE  
GENERAL BUSINESS  
MINUTES



**MINUTE**

**6 NSW HIGH SCHOOLS CRICKET CHAMPIONSHIPS 23.00013**

**Cr Hanger** - Spoke to competition to be held in Bathurst and noted Mayoral reception to be held 14 February 2011.

**MINUTE**

**7 CATCHMENT MONTH (CENTRAL WEST CATCHMENT MANAGEMENT AUTHORITY) 07.00047**

**Cr Carpenter** - there is a cross catchment event in September 2011. Requests Council work with the Catchment Management Authority on this project.

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to the Policy Meeting 02/02/2011

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GENERAL MANAGER

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MAYOR  
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**MINUTE**

**8     INFRASTRUCTURE AUSTRALIA - REPORT ON WATER UTILITIES 03.00030**

**Cr Carpenter** - this report has been released and the LGSA has damned the study and notes no consultation has occurred on this matter.

**MINUTE**

**9      CHIFLEY DAM - ALGAL BLOOMS 13.00012**

**Cr Carpenter** - disappointing blooms have occurred. Requests Director Engineering Services review controls on grazing around the dam, particularly Council owned land.

**The Director Engineering Services** spoke to controls that have been implemented and future proposals.

**MINUTE**

**10     WATER BUBBLERS 04.00034**

**Cr Carpenter** - where is this at?

**The Director Engineering Services** advised one has been installed at the Adventure Playground. A second unit is to be placed at the River Park.

**MINUTE**

**11     FLAG POLES ENTRY TO BATHURST 18.00269**

**Cr Morse** - can a letter be written to the Lions Club requesting six flags to be erected at the entry to Bathurst.

**Cr Bourke** noted extra flags are being obtained via John Cobb.

**MINUTE**

**12     BIKE RACK - KEPPEL STREET 25.00039**

**Cr Morse** - disappointed that bike rack has not been installed in Keppel Street due to objections received.

**MINUTE**

**13     CHIFLEY DAM 32.00005**

**Cr Aubin** - can Council look at possibility of putting a canteen at Chifley Dam.



**MINUTE**

**14     DINOSAUR REX - ADVENTURE PLAYGROUND 04.00121**

**Cr Aubin** - is this item to be painted?

**The Director Engineering Services** advised it will remain as is.

## MINUTE

### 16 ABORIGINAL FLAG 21.00036

**Cr North** - have received thanks from the Aboriginal community over the placement of the flag/flag pole at the Civic Centre. Spoke to letter received from Gloria "Dindima" Rogers.

**MINUTE**

**15     ADVENTURE PLAYGROUND 28.00011**

**Cr North** - has received a request, could Council look into a 40kmh speed limit in this area.

**MINUTE**

**17     MOWING VACANT BLOCKS 04.00034**

**Cr North** - has been approached by a lady at Kelso about an overgrown block. Can Council do something about this. Cr North advised he will provide the residents letter to Council.

**MINUTE**

**18     FLOOD APPEAL 18.00004**

**Cr Bourke** - Thanked Council for its support.

**MINUTE**

**19     CARS FOR SALE - TRINITY SHOPPING CENTRE 28.00021**

**Cr Bourke** - can Council place bollards to stop cars being placed at the roundabout?

**The Director Engineering Services** spoke to history of the matter and that if bollards were put in place it will just mean these vehicles will be located elsewhere.

**MINUTE**

**20     CHIFLEY DAM - CAMPING 32.00005**

**Cr Bourke** - camping sites have gone very well and many people are making use of them.

**MINUTE**

**21     GASWORKS BUILDING 22.00052, 13.00018**

**Cr Bourke** - could the Director Environmental Planning & Building Services follow up on the undertakings given by the Minister concerning this site.



**MINUTE**

**22    MEETING CLOSE**

The Meeting closed at 5.46 pm.

**CHAIRMAN:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **(16 February 2011)**

<b>POLICY:</b>	MOTOR VEHICLE
<b>DATE ADOPTED:</b>	Director Corporate Services Report #1 Policy 2 February 2011 Council 16 February 2011 Minute Book No.
<b>ORIGINAL ADOPTION:</b>	Director Corporate Services Report #6 Council 16 November 2005 Minute Book No. 9705
<b>FILE REFERENCE:</b>	11.00003
<b>OBJECTIVE</b>	To establish guidelines for the use of Council's vehicle fleet.

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## 1. STATEMENT OF INTENT

Bathurst Regional Council is committed to providing appropriate transport to enable employees to complete their duties. The Vehicle Policy provides the framework so that Council can maximise the effective use of its resources without compromising the efficient execution of employees' duties.

## 2. ELIGIBILITY

This Vehicle Policy applies to all Council employees who are authorised to use a Council Vehicle in the execution of their duties.

2.1 Employees are only authorised to use Council vehicles under the following circumstances:

- Must have an appropriate and current licence for the vehicle they are driving
- Where a vehicle is required to allow them to complete the responsibilities of their position
- Where the employee is entitled to the private use of a vehicle as part of their salary package (i.e. a condition of employment)
- Where the employee is entitled to the private use of a vehicle as part of the Council's vehicle lease program (i.e. a discretionary benefit).

Refer to Local Government (State) Award 2010 for method of determining whether the ability to lease a vehicle is being provided as a condition of employment or as a discretionary benefit.

2.2 Categories of employees:

2.2.1 Category A

The General Manager and Senior Staff.

2.2.2 Category B

Managers who currently have a Holden Berlina or equivalent vehicle.

2.2.3 Category C

Managers (defined as Line Managers responsible for a section and reporting directly to a Director) who have a vehicle or staff members who currently have a Holden Acclaim or equivalent vehicle.

2.2.4 Category D

Staff members whose position requires a vehicle and are eligible to apply for the private use of that vehicle and staff members who are provided a vehicle as part of their employment package.

2.2.5 Category E

Staff members who currently have partial private use of the vehicle.

2.2.6 Category F

Staff members whose position requires a vehicle but who are not entitled to any private use of the vehicle.

3. **PRIVATE USE**

3.1 Council will allow employees who are eligible to lease a vehicle under Council's Motor Vehicle Private Use Policy full or partial private use of their vehicle subject to the terms and conditions of that policy.

3.2 A lease fee for the use of the vehicle will be paid by way of a weekly salary deduction. The fee will be calculated in accordance with Council's Lease Back Agreement.

Employees in job share/part time positions are not eligible to lease a vehicle for private use. This may be varied in exceptional circumstances but each individual request would be treated on its merit and would only be allowed with the approval of the General Manager.

#### 4. **VEHICLES**

##### 4.1 Vehicle Allocation

4.1.1 **Category A (Senior Staff)** the level of vehicle allocated will be in accordance with the provisions within their contract of employment.

**Category B** positions are entitled to a Holden Berlina or a vehicle of equivalent or lesser economic profile. The vehicle must be available on Government Contract.

**Category C** positions are entitled to a Holden Acclaim or a vehicle of equivalent or lesser economic profile. The vehicle must be available on Government Contract.

**Category D** positions are entitled to a Holden Commodore or a vehicle of equivalent or lesser economic profile. The vehicle must be available on Government Contract.

**Category E** positions in this category have a vehicle that suits the specific requirements of the position.

**Category F** positions in this category are not entitled to any private use.

4.1.2 Eligible employees may also choose a vehicle which is lower in value than their entitlement subject to the approval of the General Manager.

4.1.3 All vehicles will be supplied with

- air-conditioning;
- power steering; (where available)
- ABS brakes; (where available)
- Driver's Airbag; (where available)
- Bonnet protector
- Head light protectors
- Automatic (where appropriate)
- Cruise control (where available and appropriate)

## 4.2 Infringement Notices

4.2.1 All infringement notices are the responsibility of the employee to whom the vehicle has been leased/allocated or the driver responsible for the vehicle at the time of the infringement. Failure to pay any infringement notice/s will be considered a breach of this policy. (See 13.1 - Breaches).

## 5. SURRENDER OF VEHICLE

5.1 In accordance with Council's policy, the vehicle will be traded in and replaced as and when required by the employer. The new vehicle will be one similar to that traded, unless Council's requirements for the vehicle specifically alter or due to altered working conditions of the Employee.

5.2 Council's current policy is to replace vehicles at 40,000 km or two years. Some vehicles (e.g. 4WD) may be retained for more than 40,000 km at Council's discretion.

## 6. AVAILABILITY FOR COUNCIL USE

6.1 Any council vehicle remains the property of the council and is to be made available for use by Council (including other Council employees) during working hours when the employee is not on leave. Council's requirements for use of the vehicle by Employees for Council activities will have priority over any private use of the vehicle, during the time when the employee is rostered to work.

## 7. VEHICLE EXPENSES

7.1 Council will provide a fully maintained car and is responsible for all vehicle expenses other than those outlined in Clauses 4.6, 4.7, 5 and 11 of the motor Vehicle Lease Policy.

7.2 The Employee shall be provided with a Fuel Card for the purchase of petrol and oil only. In unforeseen emergency situations or occasions where the employee is unable to attend a service station which accepts the provided fuel card, if fuel is purchased by the employee, documentary evidence is required for reimbursement. Reimbursement will be by way of a cheque request.

## **8. COUNCIL DIRECTIONS AND RULES**

- 8.1 The Employee shall comply with the instructions and rules, including the maintenance of log books, for the general operation of the vehicle from time-to-time given by the General Manager or other Council Officers authorised to give instructions pertaining to the use of the vehicle by the Employee.

## **9. NOTIFICATION OF DEFECTS/DAMAGE**

- 9.1 The Employee shall promptly notify Council in writing of any defects or damage to the vehicle. A written memorandum to that effect shall be submitted to the Director of Engineering Services for the attention of the Plant Superintendent.

## **10. REPAIR AND MAINTENANCE**

- 10.1 The Employee responsible for a council vehicle shall keep the vehicle in good repair and condition by ensuring that the workshop conducts regular services in accordance with the manufacturer's logbook and any maintenance schedules laid down by Council's Plant Superintendent. The Employee shall comply with the guarantee requirements of the manufacturer of the vehicle.

## **11. INSURANCE**

- 11.1 The Council shall take out comprehensive insurance cover on the vehicle, covering private use of the vehicle by an employee.
- 11.2 If the Employee or any person using the vehicle with his/her permission shall breach any of the conditions of the insurance policy of Council, including consumption of alcohol beyond the prescribed limit, and Council's insurance company should fail and refuse to meet the claim for the accident, the Employee shall be liable to Council for
- reimbursement of the cost of repair of the vehicle (and any other vehicle for which Council would be liable for repair)
  - and for any other damage suffered by Council as a result of the accident not recoverable from the insurance company by virtue of the breach of the condition of the insurance policy.

11.3 Should the vehicle be involved in an accident:

- The driver must not admit liability.
- The driver should stop and lend assistance to injured persons, if possible. Call for an Ambulance and Police, if necessary.
- The driver should, in accordance with the Motor Traffic Act, report any Accident to the Police within 24 hours. This can be done by either presenting at the police station or phoning the Police Assistance Line on 131 444.
- The driver should obtain all particulars. Record the names of all persons involved including that of the Police Officer, position of vehicles involved, names and addresses of individuals involved, witnesses and any action taken.
- The driver should report all accidents to Council's Human Resources Department who will then report the incident to the person within council responsible for organisation of claims and repairs.
- If a member of the public is injured/known to be injured, the driver should advise the General Manager.

12. **Allocation of New Vehicle**

- 12.1 The Council may provide another vehicle, in place of the allocated vehicle, generally of similar size and type (unless the requirements of the position alter) and the Council shall be responsible for the transfer of accessories of the Employee at the cost of the Council. (Any such replacement vehicle shall be deemed to be the vehicle covered by any lease agreement.)

13. **Breaches**

- 13.1 Any breaches of the provisions of this policy may lead to the employee (i) losing access to a vehicle, and/or (ii) disciplinary action.

14. **POLICY VARIATIONS**

14.1 This policy may be reviewed periodically and the use of any vehicle will be in accordance with the adopted policy in force at the time.

14.2 Council reserves the right to revoke the policy



<b>POLICY:</b>	MOTOR VEHICLE LEASE
<b>DATE ADOPTED:</b>	Director Corporate Services Report #1 Policy 2 February 2011 Council 16 February 2011 Minute Book No.
<b>ORIGINAL ADOPTION:</b>	Director Corporate Services Report #6 Council 16 November 2005 Minute Book No. 9705
<b>FILE REFERENCE:</b>	11.00003
<b>OBJECTIVE</b>	To establish guidelines to allow private use of Council vehicles by employees of Council.

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**1. AIMS**

This policy will set the conditions under which Council vehicles may be made available for private use by employees of council.

**2. OBJECTIVES**

The objectives of this Policy are:

- To establish guidelines for the use of council vehicles for private purposes
- To establish the responsibilities of all parties involved in the private use of council vehicles

**3. ELIGIBILITY**

3.1 This policy applies to eligible employees as defined below.

**Category A**

The General Manager and Senior Staff.

**Category B**

Managers who currently have a Holden Berlina or equivalent vehicle.

**Category C**

Managers (defined as Line Managers responsible for a section and reporting directly to a Director) who have a vehicle or staff members who currently have a Holden Acclaim or equivalent vehicle.

### **Category D**

Staff members whose position requires a vehicle and are eligible to apply for the private use of that vehicle and staff members who are provided a vehicle as part of their employment package.

### **Category E**

Staff members who currently have partial private use of the vehicle.

### **Category F**

Staff members whose position requires a vehicle but who are not entitled to any private use of the vehicle.

Any eligible employee under this policy must at all times have an appropriate and current licence for the vehicle they are driving.

### **Other**

Eligible employees may also fit into two further categories:

- i. where the lease of a motor vehicle is provided as a condition of employment
- ii. where the lease of a motor vehicle is provided as a discretionary benefit.

The Local Government (State) Award 2010 states

#### ***15. MOTOR VEHICLE LEASEBACK***

##### ***A. GENERAL***

*The parties to this Award recognise that leaseback vehicles may be provided to employees as a condition of employment (e.g. as an incentive for accepting employment) or as a discretionary benefit that is not a condition of employment.*

*A leaseback vehicle will be considered to be a condition of employment for an employee unless it was clearly identified that it was not being provided on such a basis at the time that it was provided.*

*Factors to consider when determining whether a leaseback vehicle is a condition of an employee's employment include:*

- Whether the vehicle was offered as an incentive to attract and/or retain the employee; and*

- *The period that the employee has had access to a leaseback vehicle.*

#### **4. PRIVATE USE**

- 4.1 "Private Use" shall mean the travelling and conveyance of the Employee or the Employee's spouse, partner, family or friends on activities of that employee outside the Employee's working hours and during periods of leave or authorised absences BUT DOES NOT INCLUDE the loan, rent, hire, sub-lease of that vehicle under any circumstance whatsoever. The Employee shall not use the vehicle outside of the working hours of the Employee other than for the private purposes of the employee as herein defined and permitted.
- 4.2 Provided further that it is permissible for another member of the Employee's family to drive the vehicle, provided the employee is in the vehicle at the time (excepting unforeseen emergency situations) and further, provided that the Employee's spouse or partner has the right to drive the vehicle unaccompanied by the lessee.
- 4.3 Provided further that where a private use journey of more than two hours duration is being undertaken, or a genuine emergency situation exists, a suitably licenced non-family member may drive the vehicle provided the employee is in the vehicle at the same time.
- 4.4 Interstate travel must be approved by the General Manager prior to it being taken. (Travel to the ACT is not considered interstate travel in the context of this policy.)
- 4.5 Eligible employees have the option of leasing a vehicle for private use in accordance with their category under Council's Vehicle Policy and in accordance with the terms and conditions of this policy and the Lease Back Agreement.

Employees in job share/part time positions are not eligible to lease a vehicle for private use. This may be varied in exceptional circumstances but each individual request would be treated on its merit and would be only allowed with the approval of the General Manager.

- 4.6 All infringement notices are the responsibility of the employee to whom the vehicle has been leased/allocated or the driver responsible for the vehicle at the time of the infringement. Failure to pay any infringement notice/s will be considered a breach of this policy. (See Clause 12 -Breaches).

#### 4.7 Accessories

4.7.1 The Employee may, with the approval of the General Manager of the Council, fit accessories to the vehicle at his/her own expense, but no reimbursement shall be provided by the Council to the employee for such accessories at any time. Approved accessories shall be provided by Council on replacement vehicles

#### 4.8 Vehicle Lease Fee

4.8.1 A lease fee for the use of the vehicle will be paid by way of a weekly salary deduction. The fee will be calculated in accordance with Council's Lease Back Agreement.

#### 4.9 Surrender of Vehicle

4.9.1 The Employee agrees that in accordance with Council's policy, the vehicle will be traded in and replaced as and when required by the employer. The new vehicle will be one similar to that traded, unless Council's requirements for the vehicle specifically alter or due to altered working conditions of the Employee. (Any such replacement vehicle shall be deemed to be the vehicle covered by any lease agreement.)

4.9.2 Council's current policy is to replace vehicles at 40,000 km or two years. Some vehicles (e.g. 4WD) may be retained for more than 40,000 km at Council's discretion.

### **5. FRINGE BENEFITS TAX**

5.1 In order to satisfy Council's requirements in relation to Fringe Benefits Tax (FBT) on the private use of vehicles it is necessary that each vehicle attain, on an annualised basis, the 25,000 km threshold level for fringe benefits tax calculations.

When a vehicle is nearing replacement it is the employee's responsibility to consult with Council's Taxation Accountant to ascertain the number of km required to reach the annualised taxation threshold of 25,000 km.

If a vehicle is replaced it is the responsibility of the employee to advise the Taxation Accountant and seek advice as to how many km need to be travelled before the end of the FBT year.

Failure to reach the annualised taxation threshold on each vehicle may result in a higher than expected reportable benefit on an employee's group certificate.

- 5.2 The employee agrees to meet the costs of the FBT tax payable by Council, should this be required, for any amount in excess of the 25,000 km threshold level tax calculation.
- 5.3 Should the lease holder pay the lease fee through a salary sacrifice agreement, they are held responsible for ensuring fees are calculated correctly and the payroll officer advised. Any subsequent recalculation to reflect any change, such as change over of vehicle, or change in lease fee, must be done immediately following the change and the payroll officer advised. Any costs relating to FBT tax payable by Council as a result of engaging in a salary sacrifice agreement must be met by the leaseholder.

## **6. AVAILABILITY FOR COUNCIL USE**

- 6.1 The vehicle remains the property of the council and is to be made available by the Employee for use by Council (including other Council employees) during the employee's working hours as provided for in the industrial award covering the Employee or such other time as the Employee shall be rostered for work by the Council. Council's requirements for use of the vehicle by the Employee for Council activities will have priority over the private use of the vehicle, during the time when the employee is rostered to work.
- 6.2 Subject to paragraph 6.1 above, eligible employees may use the vehicle outside of working hours of the Employee (including weekends, rostered absences and periods of leave taken by the employee) for the private purposes of the Employee. Private use for periods in excess of four weeks will be subject to the approval of the General Manager.

## **7. VEHICLE EXPENSES**

- 7.1 Council will provide a fully maintained car and is responsible for all vehicle expenses other than those outlined in Clauses 4.6, 4.7, 5 and 11.
- 7.2 The Employee shall be provided with a Fuel Card for the purchase of petrol and oil only. In unforeseen emergency situations or occasions where the employee is unable to attend a service station which accepts the provided fuel card, if fuel is purchased by the employee, documentary evidence is required for reimbursement. Reimbursement will be by way of a cheque request.

### 7.3 Cleaning and Security

#### 7.3.1 The Employee shall:

- (a) wash and clean the vehicle at least once per week and shall polish the vehicle at least once each six months; and
- (b) properly secure the vehicle when left overnight and shall house the vehicle in a garage, if garage space is available, at the premises of the Employee and if no such garage space is available, then the Employee shall park the vehicle off the public road and on the private property of the Employee, if possible.

## 8. COUNCIL DIRECTIONS AND RULES

8.1 The Employee shall comply with the instructions and rules, including the maintenance of log books, for the general operation of the vehicle from time-to-time given by the General Manager or other Council Officers authorised to give instructions pertaining to the use of the vehicle by the Employee.

## 9. NOTIFICATION OF DEFECTS/DAMAGE

9.1 The Employee shall promptly notify Council in writing of any defects or damage to the vehicle. A written memorandum to that effect shall be submitted to the Director Engineering Services for the attention of the Workshop Manager.

## 10. REPAIR AND MAINTENANCE

10.1 The Employee shall keep the vehicle in good repair and condition by ensuring that the workshop conducts regular services in accordance with the manufacturer's logbook and any maintenance schedules laid down by Council's Workshop Manager. The Employee shall comply with the guarantee requirements of the manufacturer of the vehicle.

## 11. INSURANCE

11.1 The Council shall take out comprehensive insurance cover on the vehicle, covering private use of the vehicle by an employee.

11.2 In the event of an accident outside of the working hours of the Employee and whilst the vehicle is being used for private use the Employee shall be required to pay the excess provided in Item 3 of Schedule 1 in the Motor Vehicle Lease Agreement on demand by the Council to the Council provided that should the

said excess be recovered by the insurance company and be reimbursed to Council, then the Council shall repay the excess to the Employee. The amount of the excess may be varied by Council from time-to-time, in accordance with changes to Council's insurance policy arrangements with this amount to be notified to the Employee.

11.3 If the Employee or any person using the vehicle with his/her permission shall breach any of the conditions of the insurance policy of Council, including consumption of alcohol beyond the prescribed limit, and Council's insurance company should fail and refuse to meet the claim for the accident, the Employee shall be liable to Council for

- reimbursement of the cost of repair of the vehicle (and any other vehicle for which Council would be liable for repair)
- and for any other damage suffered by Council as a result of the accident not recoverable from the insurance company by virtue of the breach of the condition of the insurance policy.

11.4 Should the vehicle be involved in an accident:

- The driver must not admit liability.
- The driver should stop and lend assistance to injured persons, if possible. Call for an Ambulance and Police, if necessary.
- The driver should, in accordance with the Motor Traffic Act, report the Accident to the Police within 24 hours. This can be done by either presenting at the police station or phoning the Police Assistance Line on 131 444.
- The driver should obtain all particulars. Record the names of all persons involved including that of the Police Officer, position of vehicles involved, names and addresses of individuals involved, witnesses and any action taken.
- The driver should report all accidents to Council's Human Resources Department who will then report the incident to the person within council responsible for organisation of claims and repairs.
- If a member of the public is injured/known to be injured, the driver should advise the General Manager.

## 12. BREACHES

- 12.1 Any breaches of the provisions of this policy may lead to the employee (i) losing access to a vehicle, and/or (ii) facing disciplinary action.

### **13. VARIATION OF VEHICLE LEASE ARRANGEMENTS**

- 13.1 Variation of any motor vehicle lease agreement will be in accordance with the Local Government (State) Award 2010 as detailed below:-

#### **C. VARIATION OF LEASEBACK VEHICLE ARRANGEMENTS**

*(iv) Variations to leaseback arrangements – Proposals to vary leaseback vehicle arrangements, including the formula for calculating the leaseback vehicle fee shall be referred to Council's Consultative Committee in accordance with Clause 28 of this Award.*

*(v) Variations to leaseback fees – A council shall not increase the leaseback vehicle fee an employee is required to pay in any one year by more than ten (10) percent or the percentage movement in the index figure published by the Australian Bureau of Statistics for Eight Capitals, private motoring sub-group (Cat No 6401.0), whichever is the greater. This subclause shall not apply where the leaseback vehicle fee is adjusted to reflect changes in the type of vehicle being used (including changes in vehicle options, the class, model or make of vehicle).*

*(vi) Variations in hours of work and/or extended periods of absence – Where an employee's hours of work change significantly or the employee is absent on approved leave for an extended period, the council and the employee shall discuss whether the employee will be allowed to retain possession of the vehicle and/or whether the leaseback vehicle fee is to be adjusted. In the event that the leaseback vehicle fee is to be adjusted, subclause (v) above shall not apply. In the absence of agreement, Clause 31, Grievance and Disputes Procedures, shall apply.*

### **14. TERMINATION OF VEHICLE LEASE ARRANGEMENTS**

- 14.1 Termination of any motor vehicle lease agreement will be in accordance with the Local Government (State) Award 2010 as detailed below:-

#### **B. TERMINATION OF LEASEBACK VEHICLE ARRANGEMENT**

*(i) Condition of employment – Unless otherwise provided in this clause, where a council and an employee enter into a leaseback vehicle arrangement and the employee is*



*entitled to a leaseback vehicle as a condition of employment, the arrangement may only be terminated by agreement.*

- (ii) Not a condition of employment – Unless otherwise provided, where a council and an employee enter into a leaseback vehicle arrangement and the employee is not entitled to a leaseback vehicle as a condition of employment, the council shall give a minimum of six (6) months written notice of termination of the arrangement.*

*Notwithstanding the above, where the leaseback vehicle agreement was entered into prior to 1 November 2010, the council shall give a minimum of 12 months notice to terminate the agreement.*

- (iii) Other – A council may terminate or suspend access to a leaseback vehicle arrangement immediately on termination of employment, loss of licence, serious breach of the leaseback vehicle agreement or if the employee accepts a new position with the council that does not include access to a leaseback vehicle.*

## **15. POLICY VARIATIONS**

15.1 This policy may be reviewed periodically. Employees will be subject to eligibility/entitlement provisions in accordance with policy conditions as varied from time.

15.2 Council reserves the right to revoke the policy.