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# Policy O.01

## Receptions and Functions

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### **Objective**

To clarify procedures for the conduct of functions held in the Council Chambers.

### **Statement**

Requests for civic receptions are to be referred to the Shire President who is empowered to approve or reject the request provided that a specific or general budget authority exists.

Arrangements for civic receptions (format, invitation list, etc) are to be made by the Shire President and Chief Executive Officer without referral to Council.

Catering for Council functions, including the provision of afternoon tea for monthly meetings, is to be left to the Shire President and Chief Executive Officer to organise.

<b>POLICY NO.</b>	O.01
<b>POLICY SUBJECT</b>	<b>Receptions and Functions</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>REVIEW DATE</b>	18 June 2020

## Policy O.02

### Recreation grounds- Addition and Removal of Fixtures

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#### **Objective**

To provide guidelines for the installation or removal of fixtures at the Recreation grounds.

#### **Statement**

That no building fixtures (for example basketball/football and hockey goals, lighting etc.) are to be installed or removed from the Recreation grounds by any sporting organisation without consulting the Shire.

<b>POLICY NO.</b>	O.02
<b>POLICY SUBJECT</b>	<b>Recreation Grounds – Addition and Removal of Fixtures</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

# **Policy O.03**

## Tourism and Area Promotion Policy

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### **Objective**

To provide an indication of support for local tourism.

### **Statement**

This Council recognises tourism as an industry in the Shire.

All private tourist operators will be encouraged in their venture, providing they comply with local laws and policies.

An annual review will be undertaken of Shire's financial and "in kind" contributions to tourism and area promotion. Of the order of 70% of the annual Community Grants pool (2.0% of rates) shall be allocated to tourism and area promotion to fund tourism and area promotion Memoranda of Understandings and one-off grants. This will ensure funds are allocated fairly and in the best interest of tourism and ratepayers.

### **Policy Implications**

Policy F.02 Guidelines for Community Grants should be read in conjunction with this policy.

<b>POLICY NO.</b>	O.03
<b>POLICY SUBJECT</b>	<b>Tourism and Area Promotion Policy</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	20 June 2019
<b>REVIEW DATE</b>	21 December 2007, 20 June 2019, 18 June 2020

## Policy O.04

### Insurances – Professional Indemnity – Use of Disclaimers

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#### **Objective**

To limit potential claims against professional indemnity.

#### **Statement**

Council adopts as policy the use of disclaimers (where appropriate) when providing advice or information to either the public or other statutory bodies. The wording of such disclaimers is to be as recommended from time to time, in consultation with Shire 's insurers.

<b>POLICY NO.</b>	O.04
<b>POLICY SUBJECT</b>	<b>Insurances – Professional Indemnity – Use of Disclaimers</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

## **Policy O.05**

### **Complaints Against Third Party**

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#### **Objective**

To provide procedures for the laying of complaints against a third party.

#### **Statement**

That any member of the public wishing to making a complaint against a third party may do so either verbally or in writing but must provide full details including identity.

The Chief Executive Officer may use his/her discretion in considering the investigation of anonymous complaints where the premise of the complaint is of an urgent or exceptional nature.

Where this policy conflicts with state legislation, then that legislation shall apply.

<b>POLICY NO.</b>	O.05
<b>POLICY SUBJECT</b>	<b>Complaints Against Third Parties</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>REVIEW DATE</b>	18 June 2020

## Policy O.06 Temporary Toilets

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### **Objective**

To provide guidelines for the approval of temporary toilet facilities.

### **Statement**

That in the case of applications being received by the Shire for approval to use a bore hole or other type of temporary toilets in larger public and/or private functions, the Chief Executive Officer be authorised to approve such applications where the Environmental Health Officer is satisfied that such approval will not give rise to health problems.

<b>POLICY NO.</b>	O.06
<b>POLICY SUBJECT</b>	<b>Temporary Toilets</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATES</b>	18 June 2020

## Policy O.07

### Temporary Accommodation – Owner Builder

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#### **Objective**

To provide guidelines for owners/builders seeking temporary accommodation on a rural or special rural property.

#### **Statement**

##### Out Building

Applications for the use of an outbuilding as temporary accommodation on a person's rural or special rural property during construction by the owner/builder of a dwelling on that land, may do so under the following conditions: -

1. That the accommodation is inspected and approved by the Environmental Health Officer/Building Surveyor prior to occupation whereby the following minimum Health and Building Standards shall apply: -
  - (a) the outbuilding is in good structural condition and a building licence has been issued for it;
  - (b) suitable waste water disposal system has been installed ie a septic tank and leach drain apparatus;
  - (c) a kitchen sink, laundry trough, bath and / or shower all supplied with a continuous supply of hot and cold water;
  - (d) there is adequate lighting and ventilation for the size of the outbuilding for habitable purposes.
2. The applicant submits a building application for any structural works carried out on the outbuilding to render it habitable and must receive a building licence prior to it being occupied.
3. A building licence shall be issued for the proposed dwelling within 3 months of the temporary accommodation approval date.
4. The approval shall be initially for a 6 month period, however, should reasonable progress be made on the proposed dwelling a further 6 month period will be granted.
5. All cases where the dwelling remains incomplete after 12 months are to be referred to the Council for further approval, however, the Council will only approve a final extension of 6 months therefore allowing the outbuilding to be utilised for a maximum period of 18 months.

##### Caravan

The use of a caravan for temporary accommodation purposes will be approved for a maximum period of 12 months.

The Council's approval when given will require as a condition that clauses 1, 2 and 3 above are complied with.



<b>POLICY NO.</b>	O.07
<b>POLICY SUBJECT</b>	<b>Temporary Accommodation – Owner Builder</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

## Temporary Caravan Parks and Camping Grounds

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### **Objective**

To clarify the requirements of the *Caravan Parks and Camping Grounds Act 1995* and *Regulations 1997*, where a local government is empowered to approve a Temporary Facility (i.e. Caravan Park and/or Camping Ground).

### **Statement**

Clause 6 of the Caravan Parks and Camping Grounds Act 1995 requires that any person who operates a caravan park or camping ground (including a Temporary Facility) must be licensed. The *Caravan Parks and Camping Grounds Regulations 1997* provide that a Local Government may issue a license for a Temporary Facility for a stipulated period under 12 months. Prior to giving this written approval the Local Government must be satisfied that the land is a suitable place for camping especially with respect to:-

- safety and health; and
- access to services

### **Application for Temporary License**

Application for approval shall be made in the form prescribed in the Regulations, together with a site plan and prescribed application fee (minimum \$100.00). Full details of the toilet/ablution facilities for caravans/camps, vehicle roadways, provision of potable water, refuse collection and disposal, supervisory arrangements and any other information required by the Shire, must be provided.

A licence for a Temporary Facility will stipulate the period/s of license and shall be issued for no more than one year prior to a license period.

### **Minimum Standards/Conditions**

1. Limit to Number of People on a Site  
No more than ten people are to camp on a site at any one time.
2. Distances between Caravans, Camps, Buildings etc  
There is to be a least 3 metres between a caravan, annex or camp on a site and;
  - a caravan, annexe or camp or any other site;
  - any building on the facility; or
  - an access road.
3. Tent/Camping Sites  
A tent or camping site must have a minimum area of 25 square metres.
4. Access  
Access to all caravan or camping sites shall be at least 6 metres wide.
5. Fire Prevention and Protection
  - The lot shall comply with the Shire's Fire Break Order (or variations thereof).
  - There shall be an adequate volume of water on-site with appropriate appliances, or alternative arrangements for fire fighting purposes.

6. Ablution and Toilet Facilities

The number of showers, toilets and hand basins shall be as per the following table. This table relates to a Nature based Park, which may be occupied for up to 3 consecutive nights. For occupation beyond 3 consecutive nights, the number of toilet/ablution fixtures will be derived from Schedule 7 of the *Regulations*.

No. of Sites	Toilets			No. of Showers (each sex)	No. of Hand Basins (each sex)
	Male		Female		
	No. of pedestals	mm of urinal trough	No. of pedestals		
1-10	1	0	1	1	1
11-17	1	600	1	1	1
18-20	2	600	2	1	1
21-25	2	600	2	2	2
26-34	2	1200	2	2	2
35-50	2	1200	3	2	2
51-75	3	1800	4	3	3
76-100	4	2400	5	4	4

- In calculating the number of sites above, two camping sites are equal to one caravan site and for each 600mm or urinal trough, a toilet may be provided instead.
- Caravans or Recreational Vehicles containing independent toilet and ablution fixtures, with sufficient fresh water and waste-water storage capability can be excluded from calculations based on the above table. However, such vehicles shall be generally accommodated in a dedicated area and the supervisor must record the vehicle type and registration number.
- At least one hand basin must be provided in a toilet block for the use of each gender.
- Where the lot is used for no more than two consecutive nights per license period, the requirements for showers will not apply.
- An adequate supply of running water must be provided for all ablution facilities.

7. Rubbish

There is to be at least one rubbish bin with a capacity of not less than 80 litres for every five sites. Bins will be emptied as necessary to prevent overflow of refuse or a nuisance being created.

8. Waste Water Disposal

Having regard for the temporary nature of the Facility, there shall be an adequate number of septic tank and leach drains servicing the ablution and toilet facilities as per the Health Department of Western Australia regulations.

9. Supervision

The Temporary Caravan Park or Camping Ground will be provided with suitable on-site supervision. As a minimum, supervision must be provided when clients are booking-in and a phone help/contact number, which is accessible throughout the license period, must be posted for the notice of all patrons.

The supervisor must record the number of caravan and camping sites allocated and the number of vehicles with independent sanitary fixtures (see item 6 above).

**Exemptions**

A rural lot may be used as a Caravan Park and Camping Ground without seeking the approval from the Local Government if the lot is used for no more than three consecutive nights and not more than ten nights per year.

A Shire owned lot or land vested in the Shire which is formally controlled by a community organisation may be used as a Caravan Park and Camping Ground without seeking the approval from the Local Government if the lot is used for no more than three consecutive nights and not more than ten nights per year.

These exemptions only apply on condition that the use of that land for a Caravan Park and Camping Ground is in compliance with the above minimum standards.

**Licence**

Upon planning approval being given, a planning consent will be issued requiring the standards outlined in this policy and any other condition that the Council sees fit to impose shall be complied with prior to the grounds being occupied. The planning consent shall be regarded as the licence.

A licence for a Temporary Caravan Park and Camping Ground shall be applied for on an annual basis.

<b>POLICY NO.</b>	O.08
<b>POLICY SUBJECT</b>	<b>Temporary Caravan Parks and Camping Grounds</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>VARIATION DATE</b>	18 June 2009

## **Policy O.09**

### Recreation Grounds and Parks – Use Of

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#### **Objective**

To provide direction for the use of Recreation Grounds and Parks by various groups.

#### **Statement**

The grounds covered under this policy include-

- \* Recreation Oval
- \* Hockey grounds
- \* Music Park
- \* Basketball/netball courts
- \* Sandakan Park
- \* Visitor Centre grounds
- \* Other areas at the discretion of the CEO

The use of the shire grounds by any locally based community organisation or club is permitted without reference to the Council provided that booking details in written format are forwarded to the shire CEO at least two months (previously one month) prior to the event/s. Shire staff are responsible for registering the usage to avoid double bookings.

The use of the grounds by any other organisation is subject to the Council's approval. The request for approval shall be in written format and forwarded to the shire at least two months prior to the event/s. Should the event be approved, registration shall take place.

Sporting clubs shall pay an annual fee for the regular use of the facilities.

Schools are exempt from paying hire fees where fund-raising does not take place (intent the same but wording improved)

Subject to the Council's approval, other community organisations may be exempt from paying hire fees for one-off annual events and festivals subject to applications being in written format and forwarded to the shire at least 2 months prior to the event.

Commercial entities and non-exempt community organisations are subject to paying the private hire fees as set in the Shire's Annual Budget.

All organisations shall comply with the 'conditions of approval' for the use/hire of the grounds as determined by the CEO. These conditions shall include a clause whereby groups/clubs shall provide, at the discretion of the CEO, written proof of holding public liability insurance for their activities

All organisations are required to pay a bond prior to using the facility as set in the Shire's Annual Budget.

<b>POLICY NO.</b>	O.09
<b>POLICY SUBJECT</b>	<b>Recreation Grounds and Parks – Use of</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June

# Policy O.10

## School Bus Bays Application Criteria

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### **Objective**

To provide the criteria for assessing requests for “turn around” and “pull over” bays on bus routes to provide safe access and egress to and from school buses by schoolchildren.

### **Statement**

#### **Assessment Criteria**

Applications for “turn around” and “pull over” bays on School bus routes will be assessed by the Chief Executive Officer and the School Bus Coordinator from the Boyup Brook High School, based upon the following criteria:

1. Safety – Children must not be subject to unnecessary danger from traffic when boarding or alighting from a school bus.
2. Visibility – Traffic sight distances must be maintained when determining access locations for school buses.
3. Topography - Sight distances and verge conditions (batters, vegetation, table drains) influence the access locations.

Service considerations – Numbers of children accessing a location and the expected usage (years left at school) by the children should also be considered for access locations.

#### **Outcome of Requests**

The CEO will determine whether requests should be declined or supported upon submission of a report by the Manager of Works, which shall include estimated construction costs based upon one of the following solutions:-

1. Pick-up and Set-down points
2. Pull over bay
3. Turn-around Bay

<b>POLICY NO.</b>	O.10
<b>POLICY SUBJECT</b>	<b>School Bus Bays Application Criteria</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

### **Objective**

To determine guidelines for acknowledging distinguished performance/outstanding achievement/positive contributions to the community by residents.

### **Committee**

Following the general elections every two years, Council will establish an Annual Awards Committee and the Committee shall comprise a minimum of four (4) Councillors.

### **Advertisement and Promotion**

The Shire should actively promote Australia Day and the Awards, and the Committee is to determine the mode of advertising within budgetary constraints.

Award nomination forms to be available from the Shire Office, Shire website, and from public places 6 months before the closing date.

### **Nominations**

The Shire will annually invite nominations for the following Awards:

- Citizen of the Year
- Young Achiever of the Year
- Sports Person of the Year
- Kevin Henderson Memorial Award – Volunteer Award

The Committee may also:

- Invite nominations for an additional category which it feels is significant to the community.
- Recommend to the Shire President that a President's Award could be made to a person who was a resident in the Shire for a substantial amount of time, and whilst here made a significant contribution or achievement, or who subsequently made a significant achievement in any field or location.
- To review policy, forms and may make changes as it sees fit. (Policy changes to be drafted to be submitted to council).
- Nominations may not come from a member of this committee however Shire Councillors are eligible to submit a nomination.

### ***Notes:***

***Nominations will be open to be received from the 1<sup>st</sup> August.***

- (1) *The committee may make an award to more than one person in a category if they are from the same family, or in a group.*
- (2) *There is no restriction on the number of nominations in a category which must be received before an award can be made.*
- (3) *An Awardee may receive another award in the same category at a later date.*
- (4) *An Awardee may receive an award in a different category at a later date.*
- (5) *It is assumed that recommendations regarding a President's Award will be rare.*



*Nominations must be in a sealed envelope marked "confidential", and received by the Chief Executive Officer no later than 4.00pm on the 1<sup>st</sup> day of November of each year.*

### **Selection of Awardees**

Following the close of award nominations, the Committee will meet in camera at least once each year to select Awardees.

The Committee may seek additional information about nominees.

Names of Awardees are to remain confidential until awards are made. The minutes of Awards Committee meetings are to be reported to Council at the February meeting each year, following the presentation of awards.

### **Selection Criteria**

The following selection criteria shall be used by the Committee to determine the most suitable nominee:

#### **Citizen of the Year**

- A resident who has achieved the most distinguished performance/most outstanding achievement/ most positive contribution to the community, during the preceding year, or consistently over a number of years

#### **Young Achiever of the Year**

- A resident no older than 25 years of age on January 26 of the presentation year, who has achieved the most distinguished performance /most outstanding achievement/ most positive contribution to the community, during the preceding year, or over a number of years

#### **Sports Person of the Year**

- A resident (of any age) who has made the most distinguished performance or outstanding achievement during the preceding year, or number of years active participation, coaching, promotion, leadership, sportsmanship, consistent achievement at a high level and service to sport are all factors which can be considered

#### **Kevin Henderson Memorial Award-Volunteer**

- Open to volunteers over the age of 5. The volunteer/nominee must be a current resident in the Shire of Boyup Brook
- The nominee has been a volunteer for a minimum of 5 years within the Shire of Boyup Brook, not necessarily with the same organisation for the whole time
- The volunteer should be from a recognised organisation

### **Nature of Awards**

The successful nominee(s), if any, shall be announced at the Australia Day Breakfast function hosted annually by the Shire. At that function, or one subsequently organised by the Shire, each awardee will be presented with an appropriate certificate (engraved plaque).

## **Eligibility Criteria**

- Nominees should reside or work principally within the local authority making the award.
- Awards may be granted posthumously in recognition of achievements.
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.
- Sitting members of State, Federal and Local Government are not eligible.

<b>POLICY NO.</b>	O.11
<b>POLICY SUBJECT</b>	<b>Annual Awards - Process</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007, 18 July 2013, 19 May 2016, 21 June 2018
<b>REVIEW DATE</b>	18 June 2020

# Policy O.12

## Event Management and Approval Process Guidelines

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### **Preamble**

The council supports events that provide an opportunity for people to connect with and enjoy the atmosphere created within its community during any event.

We have provided a simple approval process and checklist, which ensures all relevant documents are provided to address the necessary safety, health and environmental issues. The shire is committed to working with all event organisers to assist in the delivery of a well-managed safe, secure and quality event for everyone involved.

### **Policy Intent**

The intent of this policy is:

- To establish Council's role in facilitating and supporting community events
- To establish council roles in staging its own events
- To achieve a balance between the rights of event participants and those of local residents
- To establish the management framework for the conduct of events on Council owned or managed public open space
- To ensure compliance with relevant legislation, local laws and guidance material

### **Objective**

This policy:

- Supports the conduct of celebrations, festivals and events that benefit the community and promote access and inclusion for all
- Ensures there is a consistent, transparent, simple and equitable process for the approval process of events and the issue of approvals
- Encourages safe, high quality and sustainable events.

### **Scope**

This Policy applies to commercial or community group event organisers who stage events within the Shire of Boyup Brook for the enjoyment of the community, and includes events such as:

- Festivals,
- Markets,
- Sporting events such as marathons and cross country running

And applies to events held in the following locations;

- Events held on Shire owned and managed land
- Events on public roadways, or where public roadways are crossed
- Events on private land where public space is required to be utilised
- Events on private land where temporary structures are erected
- Any event that may have an impact on the broader community and/or the environment.

The policy does not cover small events that take place on private property, events that are part of the core business of the facility, family gatherings or those held in shire owned buildings within the scope of that building's use.

### **Statement**

Events play an important role in community life and provide opportunities for people to come together and build strong community relationships that contribute to community health and wellbeing.

The Council acknowledges that community events actively engage the community in all aspects of event planning and skill development, as well as providing an opportunity for volunteerism.

Successful events also contribute to economic development, help build the image of the local government, and strengthen participation in cultural activities.

As the guardian of public spaces with the local government boundaries, Council has a role in facilitating and supporting community events, while also managing and mitigating risks and minimising any adverse impacts on residents, businesses and visitors. Council will assist event organisers with compliance of Council and other authorities' legislative requirements to achieve these outcomes.

As such Council has a complex role in balancing the rights and responsibilities of all stakeholders which includes event organisers, participants, and community members.

The Event Organiser must ensure that the event meets all statutory requirements as is set out in written law. This Policy and application procedure will in effect guide the applicant through their statutory obligations. The main pieces of legislation and local laws that may be applicable to an event are as follows:

- Health Act 1911.
- Health (Public Buildings) Regulations 1992.
- Food Act 2008 and the Australia New Zealand Food Standards Code.
- Explosives and Dangerous Goods Act 1961.
- Building Code of Australia.
- Local Government Act 1995.
- Occupational Health Safety and Welfare Act and Regulations.
- Environmental Protection (Noise) Regulations 1997.
- Liquor Licensing Act 1988.
- Security and Related Activities (Control) Act 1996.
- State Disability Services Act (1993)
- Disability Discrimination Act (1992)
- Main Roads –Traffic Management for Events – Code of Practice
- Shire of Boyup Brook Local Laws.
- Shire of Boyup Brook Disability Access and Inclusion Plan 2013-2018

Legislation is available from the State Law Publisher's Office, Ground Floor, 10 William Street, Perth 6000 or by visiting [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

## **Event Approval Process**

The event approval process is designed to ensure that events conducted in Boyup Brook are safe, secure, quality events, that are held in suitable locations and do not unduly impact on residents, businesses or the environment.

To achieve this Council requires event organisers to complete an Event Approval Application, templates and checklists will be provided to assist event organisers where required. Applications will be assessed and where appropriate, organisers will be issued with formal approval to host the event within agreed parameters.

All events conducted throughout the local government are strongly encouraged to operate in accordance with best practice risk management principles.

To receive Event Approval from Council all event organisers are required to have in place (but not limited to):

- An Event Management Plan
- Public Liability Insurance
- A Site Map and Risk Assessment (Safety Management Plan).

Where applicable the following may also be required.

- Traffic Management Plan (as per Main Roads Instrument of Authority procedure manual)
- Place of Public Entertainment permits,
- Liquor licences, planning permits, and food permits
- Other permits, licences or permissions from Council and/or other authorities as required.

## **Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

<b>POLICY NO.</b>	O.12
<b>POLICY SUBJECT</b>	<b>Event Management and Approval Process Guidelines</b>
<b>ADOPTION DATE</b>	21 April 2016
<b>REVIEW DATE</b>	18 June 2020

# Policy O.13

## Single Use Plastics

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### **Preamble**

The foundation for this policy is based on significant evidence that:

- Plastic pollution contributes substantially to global environmental degradation and species decline;
- The pollution and greenhouse gas emissions associated with Single Use Plastics inequitably burdens future generations;
- The production of plastics relies on non-renewable resources;
- Plastic pollution persisting in the environment has deleterious effects on human health;
- There is growing community concern about the use of Single Use Plastics; and
- Viable alternatives exist to replace single use plastic products with reusable or compostable items.

### **Objective**

The main objectives of this policy are to ensure that–

1. Council held meetings and events anywhere, be it on land under the control of the Council and public spaces, will adhere to the Single Use Plastic Policy.
2. Organisers of Council held meetings and events will prohibit the sale and/or distribution of single use plastic products and single use plastics such as, but not limited to: sachets; polystyrene; plastic bags; plastic straws; and/or plastic balloons.
3. Where practical, Shire offices will not stock single use plastics.

### **Statement**

This policy applies to all Shire of Boyup Brook personnel (Councillors, employees, contractors and volunteers) planning, organising, supporting or approving events or meetings for Council on land owned or under the control of Council.

Plastic products required to meet health and safety requirements or where there is no other practical alternative product or distribution method available are exempt.

Events and gatherings held on Council managed land will need to commit to comply with the policy before Council sponsorship for that event is approved.

### **Responsibility of the Council**

Council will take a leadership role in the elimination of Single Use Plastics by eliminating single use plastic at Council events and meetings, advocating for legislative change, and influencing and enabling responsible plastics consumption practices throughout the community.

### **Responsibility of the CEO**

The CEO will ensure that organisations or individuals organising Council sponsored events or meetings will receive support and assistance to comply with this policy.

<b>POLICY NO.</b>	O.13
<b>POLICY SUBJECT</b>	<b>Single Use Plastics</b>
<b>ADOPTION DATE</b>	21 February 2019
<b>REVIEW DATE</b>	18 June 2020

### **Purpose**

This policy sets out the governing principles for community engagement and consultation that underpin the Integrated Planning and Reporting framework to ensure the strategic direction of the organisation is with in keeping with community values and aspirations.

### **Objectives**

The objective of this policy is to provide guidance to Councillors and Officers in planning, implementing and reviewing community engagement and consultation for key projects, strategic planning and policy development. This will ensure informed decision-making, transparency, timely and effective communication with key stakeholders and the general community.

### **Adopted Policy**

- Council is committed to providing leadership and a strong commitment to information sharing, consultation and active participation of the community in contributing to the decision-making process.
- Council acknowledges the right of the community to access information, provide feedback, be consulted and actively participate in strategic planning or in key projects of service development. Council's obligations to respond to the community when exercising these rights will be clearly stated in specific consultation processes.
- Objectives for, and limits to, information, consultation and active participation during planning, project and key service development will be defined from the outset. The respective roles and responsibilities of the community (including individuals and groups) and Council (including Councillors and officers) will be made clear as well as to who makes final decisions once the information is analysed.
- The approach for specific consultations will be tailored to the target audiences and consider all other factors outlined in this policy.
- Consultation will be undertaken as early in the planning process as possible to allow to widen the scope of consultation and to improve the outcomes. Adequate time will be made available for consultation to be effective.
- Information provided by Council during planning, project and key service development will be objective, complete and accessible. All those involved in a consultation process will have equal treatment when exercising their rights of access to information and participation.
- Council will ensure adequate financial, human and technical resources are available to make a consultation initiative effective. The allocation of resources will be considered



in relation to broader budgetary restraints and the implications to existing priorities. Council will support its officers in consultation initiatives.

- Consultation on specific planning, project and key service development will be coordinated across Council to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of “consultation fatigue” within the community.
- Council will be accountable for the use made of input from a consultation process. Council will ensure consultation processes are open, transparent and amenable to external scrutiny and review.
- Council will actively and openly evaluate its consultation processes and practices in planning, project and key service development. The results of evaluation will directly impact upon future consultation initiatives.

### **Outcomes**

Measures of success of consultation will include assessments of whether:

- The interests of all parties have been served;
- Expectations concerning the process have been met;
- Consensus, consent and commitment have emerged;
- The process has encouraged generation of the best options;
- Objective criteria have been used to assess the different options under consideration;
- Understanding has been enhanced;
- Relationships between Council and the community and within the community have been enhanced.
- The decision resulting from the consultation has been stable and enduring.

### **Legislative Environment**

Local Government Act (1995) – Regulation S5.56(2)

### **Associated Policies or Frameworks**

DLGSCI WA Integrated Planning and Reporting Framework 2011

<b>POLICY NO.</b>	O.14
<b>POLICY SUBJECT</b>	<b>Community Consultation</b>
<b>ADOPTION DATE</b>	27 August 2020
<b>REVIEW DATE</b>	