

COUNCIL POLICY COMD/CP-4 COMMUNITY TOWNSCAPE ACTIVITIES



1. OBJECTIVE

- 1.1. The objective of this Policy is to provide appropriate financial governance and efficient coordination of projects undertaken by incorporated community groups and the Shire for townscape related activities in Donnybrook, Balingup and Kirup.
- 1.2. This includes activities undertaken by the Balingup Townscape Committee (BTC), (a sub-committee of the Balingup Progress Association (BPA)) and the Kirup Progress Association (KPA).
- 1.3. This Policy provides guidance regarding the following:
 - a. Allocation of townscape funds in Donnybrook, Balingup and Kirup;
 - b. Eligible activities for community group volunteers;
 - c. Activities that will remain the responsibility of the Shire;
 - d. Qualifications and Insurance.
- 1.4. This Policy should be read in conjunction with Operational Procedure COMD/OP-2-Townscape Funds and Activities.

2. SCOPE

- 2.1. This Policy is applicable to all townscape works undertaken by incorporated community groups including the Balingup Townscape Committee (BTC) and the Kirup Progress Association (KPA), as well as the Shire (in the absence of an appropriate community group for this purpose).

3. DEFINITIONS

- 3.1. **BTC** means Balingup Townscape Committee
- 3.2. **BPA** means Balingup Progress Association
- 3.3. **KPA** means Kirup Progress Association

4. POLICY STATEMENT

Allocation of Funds

- 4.1. Council will confirm the annual allocation to townscape works in Donnybrook, Balingup and Kirup through its Annual Budget for each locality for the relevant financial year.
- 4.2. The final amounts allocated will be determined by Council which will be informed by the assessment of proposed projects from incorporated community groups in accordance with this Policy.
- 4.3. In the case that there is not an active incorporated community group in a particular town for this purpose, Council will apply discretion in determining an appropriate

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allocation for the financial year which will be administered by the Shire for appropriate townscape works.

- 4.4. Council will endeavour to achieve a balanced approach to allocating funds between Balingup and Donnybrook, with Kirup to receive an amount equivalent to 50% of the amount allocated to the two larger towns, however all final allocations are at the absolute discretion of Council.
- 4.5. Regardless of the projects applied for by a community group, Council reserves the right to limit the number and/or scope of approved projects in order to address budgetary constraints.
- 4.6. All proposals will require the approval of Council prior to commencement and the Shire will not retrospectively fund any activities undertaken by a community group that have not obtained prior approval in accordance with this Policy.

Eligible townscape activities for community groups

- 4.7. With regard to townscape works, Council generally takes the position that the role of the community groups is to undertake low risk activities and to provide recommendations to Council on larger infrastructure projects.

Townscape activities that will remain the responsibility of the Shire

- 4.8. The Shire will be responsible for undertaking larger infrastructure projects including the construction of roads, footpaths, bridgeworks, pedestrian crossings, statutory signage, water bores, and any other projects it deems appropriate.
- 4.9. The Shire may determine that a particular project contained within a community group application should preferably be undertaken by the Shire if it:
 - a. involves a high level of complexity (e.g. requires approvals from multiple agencies);
 - b. warrants significant community consultation;
 - c. requires engineering or design compliance;
 - d. poses a potential risk to public safety;
 - e. is of a scale or nature that warrants it being a Shire project.
- 4.10. Where appropriate the Shire will liaise with community groups on larger infrastructure projects to provide the opportunity for community input.

Qualifications and Insurance

- 4.11. It is the responsibility of the incorporated community group to ensure that its volunteers have the necessary skills, training and experience and are provided with the appropriate Personal Protective Equipment (PPE) and clothing to safely undertake any tasks.
- 4.12. It is the responsibility of the incorporated community group to ensure that any equipment or machinery used by volunteers is fit for purpose and in safe operating condition.

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- 4.13. It is the responsibility of the incorporated community group to ensure it has adequate public liability and volunteer insurance for its volunteers and all works undertaken by the community group with current copies of all insurances to be provided to the Shire for its records.

Administration of Townscape Activities

- 4.14. The administration of all townscape related activities will need to comply with Operational Procedure COMD/OP-2-Townscape Funds and Activities, with any variation from the adopted procedure to require prior Council approval.

5. DELEGATION AND AUTHORISATION

- 5.1. NIL

6. LEGISLATION

- 6.1. A range of legislation is applicable to works in public places which includes (but is not limited to):
- Local Government Act 1995*
 - Planning and Development Act 2005*
 - Rights in Water and Irrigation Act 1914*
 - Public Works Act 1902*
 - Aboriginal Heritage Act 1972*

7. POLICY VERSION

Related Policies:	NIL		
Related Procedure:	COMD/OP-2-Townscape Funds and Activities		
Responsible Department:	Community Development		
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