



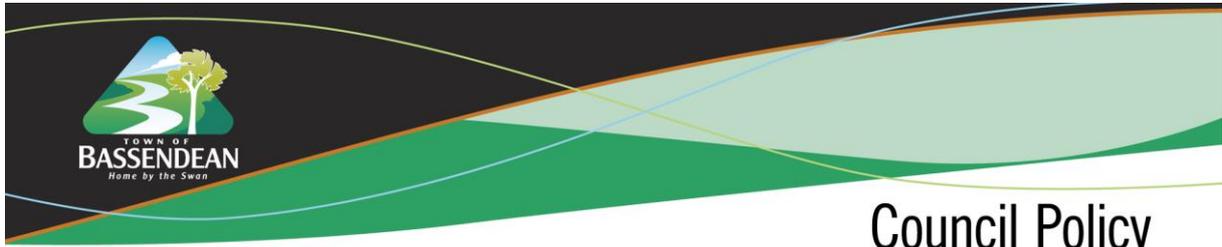
TOWN OF BASSENDEAN

POLICY MANUAL

Section 5: Inclusiveness, Lifelong Learning, Health and Social Wellbeing

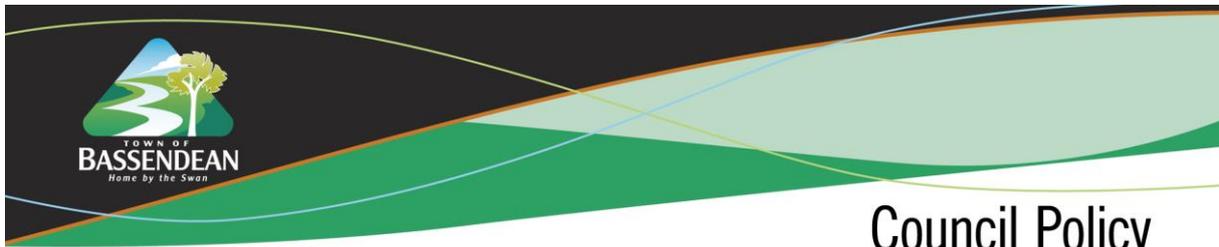
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Amendment Status

Date	Amendment Details	Authorised
OCM-22 April 2014	Policies revised to bring into line with Council's Strategic Community Plan 2013-2023	CEO



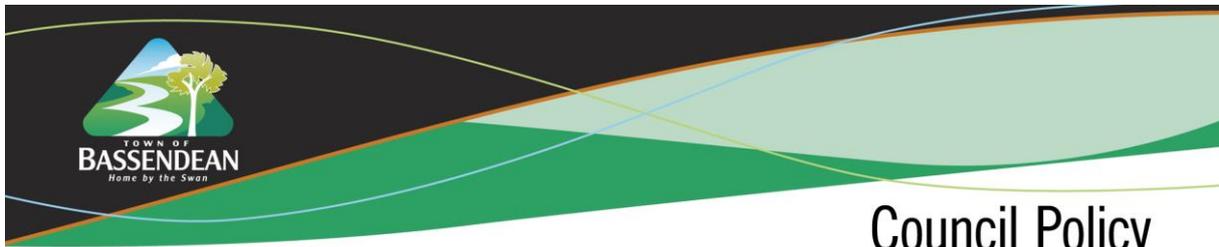
5.1 Town of Bassendean Volunteer Policy

Objective

To provide a principle statement and guidelines for the management of registered volunteers working on behalf of the Town of Bassendean.

Strategy

1. The Town accepts and encourages volunteering as important to community wellbeing and supports the involvement of volunteers within all appropriate programs and activities managed by the Town.
2. The Town recognises a volunteer as anyone who, without compensation beyond reimbursement of expenses, performs their designated duties at the direction of and on behalf of the Town of Bassendean.
3. Volunteers who work directly with and on behalf of the Town's services will be required to first register as a Town of Bassendean volunteer.
4. Registered volunteers, whilst engaged in voluntary work authorised by and under the control of the Council, are insured with the Local Government Insurance Service. This covers volunteers between the ages of 16 to 90 years of age (with restrictions to cover those volunteers aged 75 to 90 years).
5. The cost of any medical, driving test or other assessments to meet legislative, statutory or regulatory requirements of the volunteer task, is to be paid by the Town of Bassendean.
6. Volunteers that retire may receive a farewell function and gift at the approval of the Mayor or Chief Executive Officer.
7. All volunteers who apply to work on behalf of the Town will be required to complete an application process.
8. Volunteers will be required to follow the volunteers' code of conduct and maintain the corporate values.
9. The Town supports the rights and responsibilities of volunteers and will ensure volunteers are provided with adequate support, induction, training and recognition for the contribution of their services to the community.
10. The Town will provide a recruitment, selection and monitoring service to volunteers that will ensure people's health and safety are protected by matching skills and abilities with the required tasks.



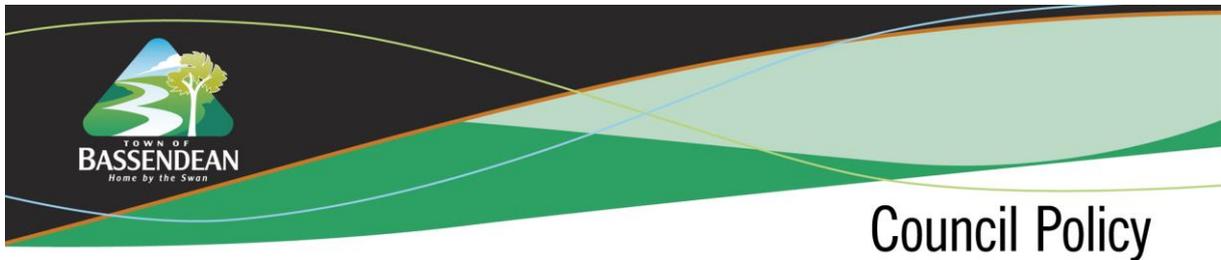
Council Policy

11. The Town reserves the right to refuse the services of an applicant or registered volunteers.
12. Volunteers who have a conflict of interest with their role in providing the activities and programmes of the Town shall disclose the nature of the interest at the earliest opportunity after becoming aware of such intent.
13. The Town will ensure that volunteers' information is held confidentially.
14. The Town will ensure that volunteers have access to a complaint's procedure that provides the opportunity for volunteers to air their grievances in an appropriate manner without fear of retribution or discrimination.
15. The Town provides a complaint handling mechanism that applies equally to staff and volunteers. The principle of natural justice applies in all cases.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p>Policy Owner: Director Community Development and Director of Operational Services</p> <p>Last Review Date: 5 March 2010 Version 2</p> <p>Next Review due by: December 2016</p>
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5.2 Awards Policy

The Town of Bassendean recognises that "community awards" refers to recognition provided to individuals or groups for outstanding achievement or excellence within the local community in sporting, artistic, humanitarian or other fields. Community awards can take various forms, including: certificates, medals, financial/monetary awards etc.

Objective

The Town of Bassendean's objectives for the Community Awards Policy are:

1. To foster the continued involvement of individuals/groups in the pursuit of excellence within their chosen field of endeavour.
2. To recognise ongoing commitment and raise the awareness about the achievements of awardees living within our community.
3. To provide incentives to stimulate achievement and excellence.

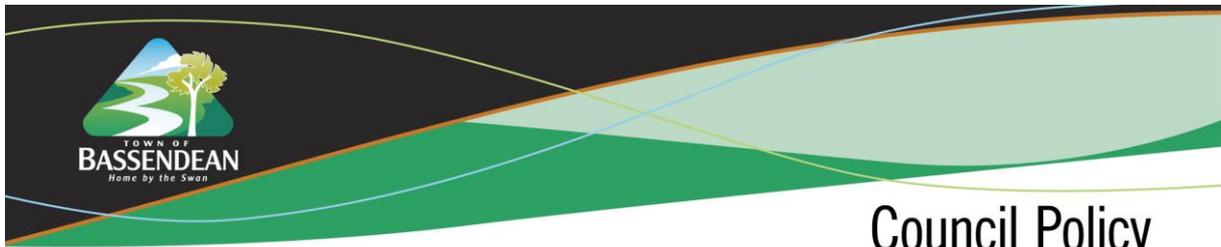
Strategy

The Town of Bassendean strives to achieve these objectives by:

1. Facilitating opportunities for community awards.
2. Ensuring community awards are provided in a range of pursuits.
3. Aiming to provide community awards to assist in creating a "sense of place" and community identity.

Application

- Responsibility for the implementation of this Policy ultimately rests with the Bassendean Town Council, with input from relevant Committees and Town of Bassendean staff.
- Community awards are to be implemented and reported upon in the quarterly and annual reports.



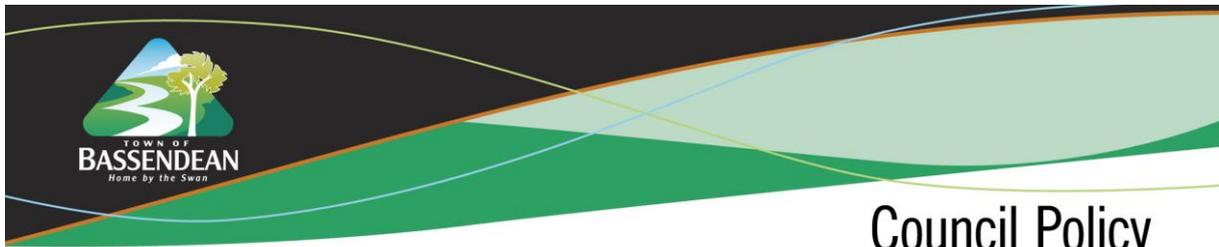
Council Policy

- The Policy is to be reviewed every three years to reflect changes in community expectations, changes in state and federal government legislative, policy and guidelines.
- Training will be provided to all relevant employees to ensure that they are aware of this Policy and are involved in assisting Council.
- The Policy will be openly communicated to the community, as required.

Application

The Bassendean Town Council delegates powers to the Chief Executive Officer for the provision of community awards, in accordance with budgetary allocations and organisational operational procedures.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p>Policy Owner: Director Community Development</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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Council Policy

5.3 Offences Under Council's Local Laws Policy

Objective

To encourage the community to act responsibly in complying with Council's Local Laws and to ensure they are given an adequate chance to comply with verbal or written requests regarding any breaches of the Local Laws.

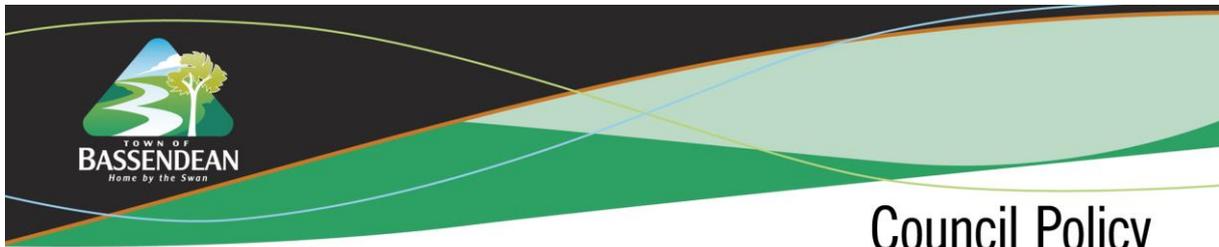
Policy

Council encourages Rangers and authorised officers to initially provide the community with a warning and education in preference to issuing infringements or prosecution, wherever possible, in the policing of Local Laws.

APPLICATION

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, lifelong learning, health and social wellbeing</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM - 17/09/06</p> <p>Last Reviewed: March 2014</p> <p>Version</p> <p>Next Review due by: December 2016</p>
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Council Policy

5.4 Fire Risk Management Policy and Management Practices

Objective

To ensure that all property owners comply with the firebreak notice and ensure that all precautions are taken to reduce the fire risk in the Town of Bassendean.

Strategy

That the Town maintains an up to date annual firebreak inspection program and ensures that all properties are inspected annually in accordance with the Bushfires Act 1954 and the Fire Management Practices for the period 31 October to the 31 March each year.

The Town will ensure that properties of all sizes are mowed/slashed to the required standard to reduce the fire risk.

Fire Management Practices

1. Inspections

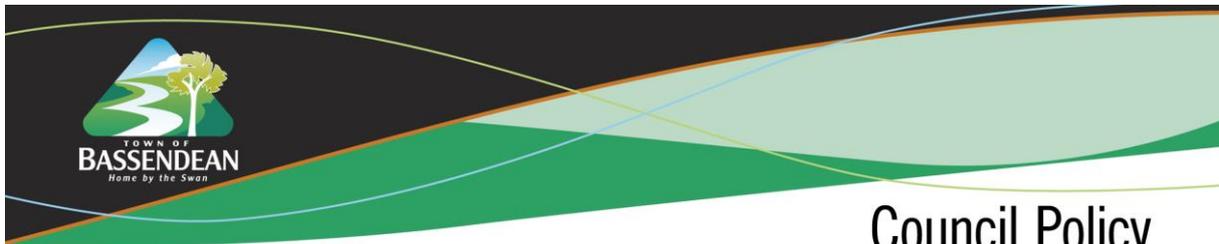
An annual inspection of all properties throughout the Town to be undertaken in September and October each year by the authorised Firebreak Inspector, taking into account:

1. the fuel build-up;
2. potential risk to other properties;
3. population risk;
4. related fire history;
5. geographical features; and
6. seasonal conditions.

Standards of slashing/mowing

Properties to be slashed/mowed no higher than 10cm to meet the required standard unless otherwise agreed by the Firebreak Inspector.

The Firebreak Inspector will photograph the non-conforming properties and provide information regarding the date inspected, the location of the property and the condition of the land.



Council Policy

An annual inspection of land owned by, or under the care, management and control of the Town shall be undertaken in September/October by the responsible Service Area to determine whether there is a fire risk and this to be eliminated. Exemptions apply to bushland nominated under the Town of Bassendean Bushfire Management Strategy if so determined.

2. Variations

Any variations in the standard of firebreaks are to be the subject of a specific request to Council's duly authorised officer and any such variation shall be for one year only.

3. Advertising

Council will send notices to all owners of land with the rate notice requiring owners to eliminate fire hazards on their property.

An advertisement informing property owners of firebreak requirements in accordance with Section 33 Bushfires Act 1954 and Council's Policy, to be placed in the local paper, Government Gazette and Bassendean Briefings.

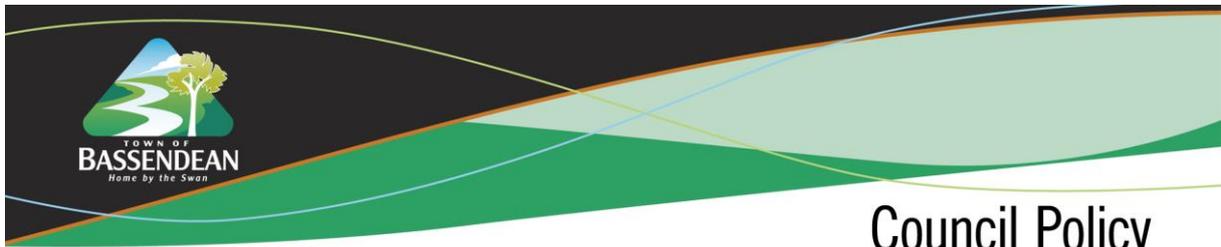
Signs 800mm x 1200mm will be installed on nominated roadsides throughout the Town informing property owners of firebreak requirements.

The advertising campaign to commence four weeks prior to the firebreak season.

4. Warning and Infringement Procedures

The following warning or infringement procedures will be followed for non-conforming properties:

- a) Where there is clear evidence that the property owner has made an attempt to firebreak the property at the time of the inspection and that the fire break was inadequate, unless the Firebreak Inspector believes that the firebreak was intentionally non-conforming, a written warning notice shall be issued giving property owner/s 7 days in which to comply with the requirements contained in the Town's "Firebreak Notice";
- b) Owners of non-complying properties who are eligible for a warning under Point 1 above, are to be issued with an infringement notice if they do not comply within 7 days of receiving the warning, and immediate action is to be taken by the Town to construct a firebreak at the expense of the owner, in accordance with powers provided in the Bush Fires Act 1954; and



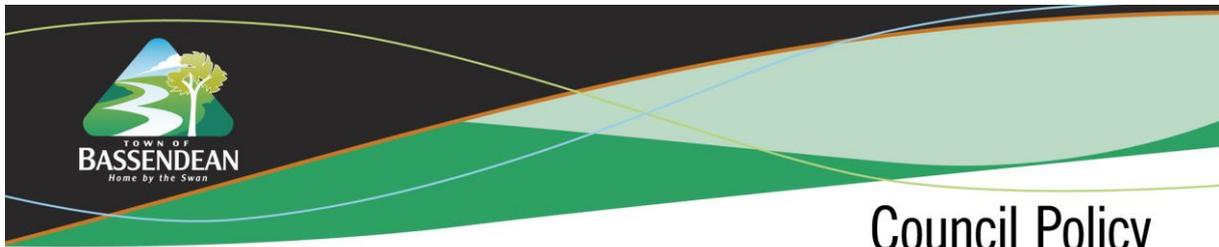
Council Policy

- c) Owners of non-complying properties where provisions contained in Point 1 above have not made any attempt to firebreak their property are to be immediately issued with an infringement notice and immediate action taken by the Town to construct a firebreak, at the expense of the owner, in accordance with the powers provided in the Bush Fires Act 1954.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, lifelong learning, health and social wellbeing</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM – 28/6/05</p> <p>Last Reviewed: March 2014</p> <p>Version</p> <p>Next Review due by: December 2016</p>
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5.5 Disused Vehicle Policy

Objective

To enhance the appearance of the Town by ensuring that disused vehicles are not stored on street verges or properties that cause the property to be untidy.

Strategy

It is Council's policy to enforce the Local Government Act to ensure that the storage of disused material on a property does not make the Town of Bassendean appear untidy, which may adversely affect the value of adjoining properties.

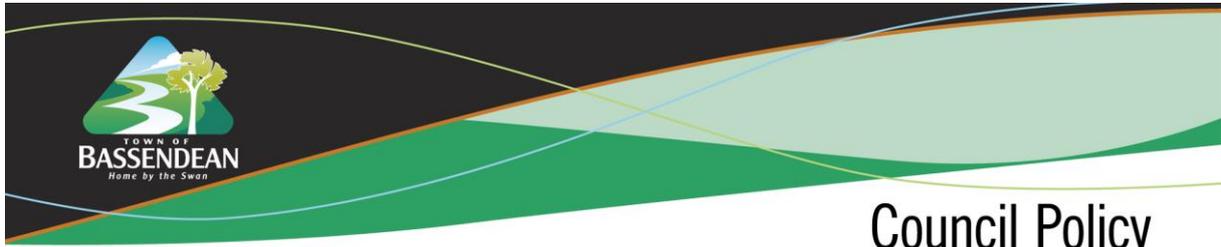
Guidelines

Disused vehicles are those that do not display a current registered licence plate or have not been used for the purpose of driving for a period of at least one week if stored on the verge, or one month if stored within a property.

Vehicles that are disused may only be stored inside a garage or under a carport with a commercial cover over it or at a place approved through the Chief Executive Officer's delegation to the Director Operational Services.

On properties that do not allow access to the rear of the property, the Chief Executive Officer's delegate, the Director Operational Services, may grant permission in writing if all the following conditions are met:

1. The vehicle is to be stored on a paved area; or
2. If stored on the lawn - the vegetation under and around the vehicle must be maintained at no greater than 10cm in height;
3. No refuse or vehicle parts are to be stored within the vehicle;
4. A commercial car cover to be placed over the vehicle and be secure at all times; and
5. The storage of the vehicle in the opinion of the Director Operational Services is not likely to adversely affect the value of adjoining properties or the health, comfort or convenience of neighbouring residents.



Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, lifelong learning, health and social wellbeing</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM - 12/08/02</p> <p>Last Reviewed: March 2014</p> <p>Version</p> <p>Next Review due by: December 2016</p>
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5.6 Graffiti Policy

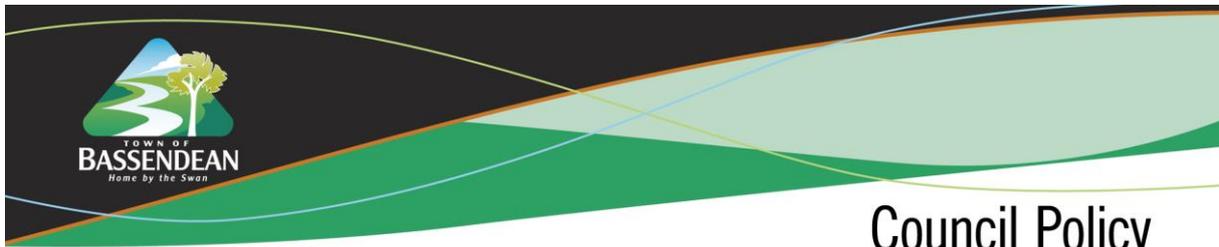
Objectives

1. To create an awareness of the impact of graffiti in the Town of Bassendean and to define Council's role with regard to reducing the incidence of graffiti and minimising the social, environmental and economic impact of graffiti within the Town of Bassendean.
2. To promote:
 - a) the active participation of the community, businesses, and other stakeholders in minimising the impact of graffiti;
 - b) the importance of a multi-faceted approach to the management of graffiti; and
 - c) Council's role in the coordination of graffiti removal and prevention.
3. To support the actions of individuals and groups who participate in removing graffiti or reporting acts of graffiti.
4. To minimise the maintenance costs for Council and other property owners affected by acts of graffiti.
5. To develop and implement a broad range of graffiti prevention programs that:
 - Challenge existing youth attitudes to graffiti;
 - Reduce opportunities for graffiti to occur; and
 - Divert the energies of potential graffitiists into alternative community-friendly, creative activities.

Strategy

Graffiti detracts from the visual amenity of the area, is destructive to property, adds to community perceptions of disorder and is a cost burden to the community. It is a complex problem that requires multi-faceted, integrated solutions that balance graffiti removal, prevention and legal procedures.

Council recognises the value of programs that focus on the prevention of graffiti before it occurs as being complementary to those aimed at removing it once it has been applied.



Council Policy

The management of graffiti is a community responsibility and successful graffiti management strategies will be based upon partnerships between government, business and community organisations.

There are different types of graffiti and different motivations for carrying out different types of graffiti. An understanding of these distinctions is critical to the development of an effective graffiti management program.

Council supports a "clean wall" approach, which means that unless prior approval is given, all Council structures will be free of any attachments (eg, posters, illegal advertising) or graffiti.

Detail

1. Leadership

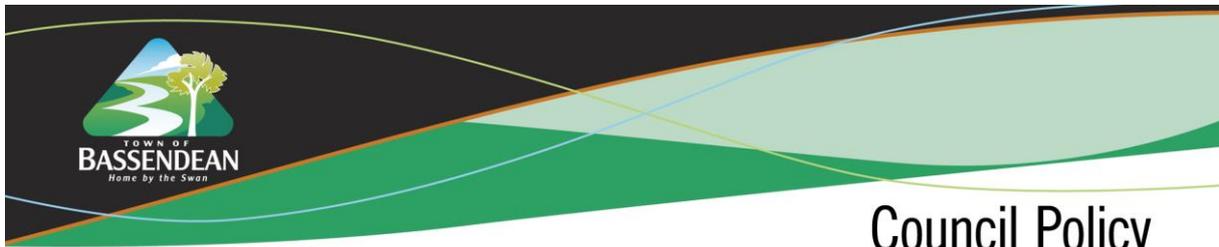
Council will demonstrate leadership by:

- raising broader community awareness in relation to the range of social and community issues surrounding graffiti, which have an impact upon the Town;
- coordinating graffiti removal and prevention strategies;
- fostering community participation in strategies that minimise the impact of graffiti;
- supporting local and regional partnerships, which enhance the sustainable development of graffiti reduction strategies across the Town and throughout the region;
- ensuring the equitable distribution of resources for strategies, and initiatives that minimise the impact of graffiti across the Town;
- lobbying the state government where matters are considered to be of state significance or local resources require additional support;
- supporting, where appropriate, research and innovation in the field of graffiti management; and
- exploring and supporting opportunities with individuals, groups and businesses to prevent or reduce the amount of graffiti occurring.

2. Community Support

Council will build upon and support community efforts that enhance the community's ability to meet its own needs and develop local community leadership to minimise the impact of graffiti.

Council will promote and support reducing the impact of graffiti in a range of ways. This may include: the provision of advice and expertise; funding; assistance with external grant applications and legislative requirements; staff time; resources; materials and publicity for approved projects; involving the community in the planning process; in accordance with identified priorities and resource availability.



Council will support and encourage cooperation for mutual benefit between individuals, groups and businesses that enhances ways to prevent or reduce graffiti occurring.

3. Information Provision

Council will prepare and/or distribute information which assists the community in reducing the impact of graffiti and which encourages community involvement. It will work collaboratively with other agencies providing similar community information.

Council will research, prepare and/or disseminate information on issues and opportunities that will minimise graffiti.

Council will be cognisant of the various demographic, social, cultural and economic attributes of the local community when preparing and/or distributing information.

Council will have regard for relevant legislation and any other legal requirements in determining the terms and conditions under which it will make available any information contained in its databases.

4. Service Provision

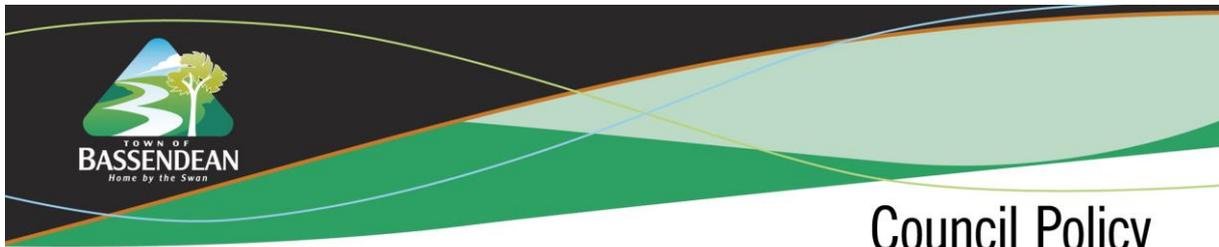
Council will recognise the diversity of local communities and their needs within the Town and will reflect this in a flexible approach to reducing the incidents and impact of graffiti vandalism in accordance with available resources.

Council will:

- encourage active community participation in the planning and development of local programs and services that address the impact of graffiti vandalism.

It will strive to ensure that they are accessible, coordinated and regularly monitored and evaluated to meet changing local needs and that the accountability requirements are met;

- plan and develop strategies and initiatives that are complementary to those provided by other tiers of government and non-government agencies; and
- in consultation and collaboration with others, seek to provide services which reduce the visual impact of graffiti, when it can be demonstrated that:
 - there are no other agencies better placed to provide the service in an accessible and affordable manner;
 - Council would be competitive with comparable providers; and



Council Policy

- the provision of such services by Council enhances other Council objectives such as environmental and economic development.

Council will determine whether it will provide such services directly, in partnership, as a broker or as a contractor. Council's role in relation to service provision may change over time, through periodic reviews.

Council will work in partnership with individuals, groups and businesses to undertake initiatives and projects that prevent graffiti by:

- Challenging and changing existing youth attitudes to graffiti;
- Reducing opportunities for graffiti to occur; and
- Diverting the energies of potential graffiti artists into alternative community friendly, creative activities.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, lifelong learning, health and social wellbeing</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM-8/12/02</p> <p>Last Reviewed: March 2014:</p> <p>Version</p> <p>Next Review due by: December 2016</p>
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5.7 Rodent Control

Objective

To ensure that residents have access to a supply of bait so as to control the rodent population within the Town and ensure that rodents do not build up resistance to the poison by receiving sub-lethal doses.

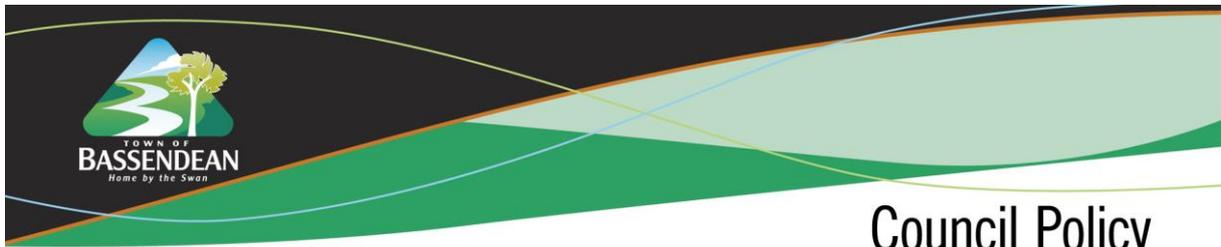
Policy

Council authorises the Manager Development Services OR Senior Environmental Health Officer] to issue rat bait to residential ratepayers at no charge to the ratepayer where a significant rat problem is found to exist.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusive, Lifelong Learning, Health and Social Wellbeing</p>	<p>Policy Owner: Chief Executive Officer & Manager Development Services</p> <p>Last Reviewed: March 2014 Version 2</p> <p>Next Review due by: December 2016</p>
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Council Policy

5.8 Temporary Holiday Accommodation In Caravans

Objective

To allow visitors on holidays to stay in caravans with friends or relatives for short periods of time.

Policy

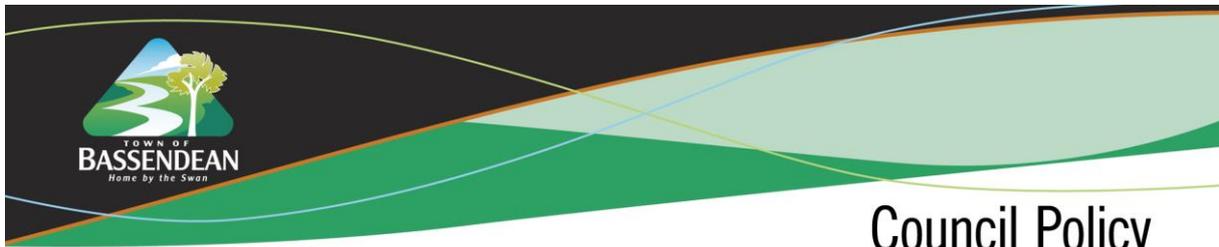
Occupancy of a caravan shall be allowed only in certain circumstances. Applications are to be in writing, and may only apply to:

- a) holidaying visitors;
- b) a maximum period of 3 months;
- c) caravans are to be used for sleeping purposes only; and
- d) caravans are to be parked behind the building line, where practicable.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p>	<p>Policy Owner: Chief Executive Officer & Manager Development Services</p>
<p>Link to Strategic Community Plan: Town Planning and Built Environment</p>	<p>Last Reviewed: March 2014 Version 2</p> <p>Next Review due by: December 2016</p>



5.9 Keeping of Other Cage-Birds & Poultry Policy

Objective

The objective of this policy is to ensure that Other cage birds and approved poultry are kept in an appropriate manner by controlling the number and type of birds and poultry allowed so that they do not cause diseases or a nuisance in the community.

Interpretation

CAGE-BIRDS - includes small birds such as budgerigars, canaries, finches, quails, doves, and the like.

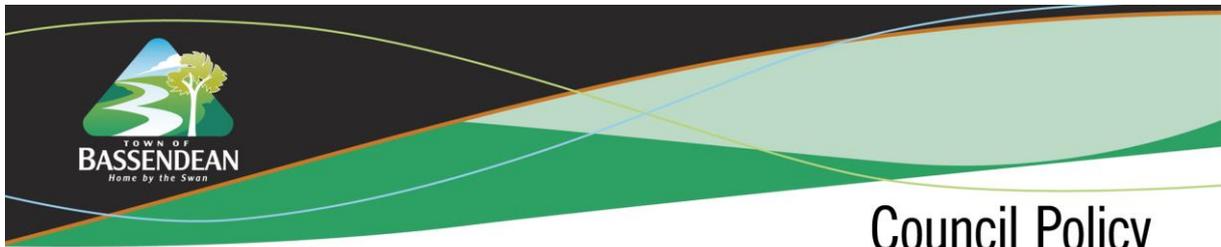
OTHER CAGE-BIRDS – includes larger birds, such as, parrots, galahs, corellas, and the like.

PROHIBITED POULTRY– includes geese, turkeys, peafowl, roosters, and the like.

Policy

The keeping of Other Cage-Birds and poultry will only be permitted in accordance with Council's Health Local Law 2001 and the following:

1. Council's approval is required to keep Other Cage-Bird species, such as parrots, galahs, corellas, and the like, on any land within the Town.
2. Council's approval is required to keep geese, turkeys, peafowl, or roosters on any land within the Town.
3. The applicant is to provide a plan showing where the cages are intended to be located relative to the dwelling and property boundaries, including the size of the cage and the construction materials to be used.
4. Council will consult with adjoining property owners and occupiers prior to the application being considered by Council.
5. This policy shall not apply to cages that are smaller than 0.25 cubic metres in volume and which house Cage-Birds only.
6. This policy shall not apply to premises used for veterinary purposes, or as a pet shop.



Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusive, Lifelong Learning, Health and Social Wellbeing</p>	<p>Policy Owner: Chief Executive Officer & Manager Development Services</p> <p>Last Reviewed: March 2014 Version 2</p> <p>Next Review due by: December 2016</p>
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5.10 Disability Access and Inclusion

Objectives

The purpose of the Town's Disability Access and Inclusion Policy is to provide guidelines to:

1. Ensure that people with disability have the same level of access to Council's facilities, functions, services and employment opportunities as all other members of the community;
2. Ensure people with a disability can participate fully in Council processes, functions and events; and
3. Encourage broader services provided within the Town cater for the needs of people with disability and their carers.

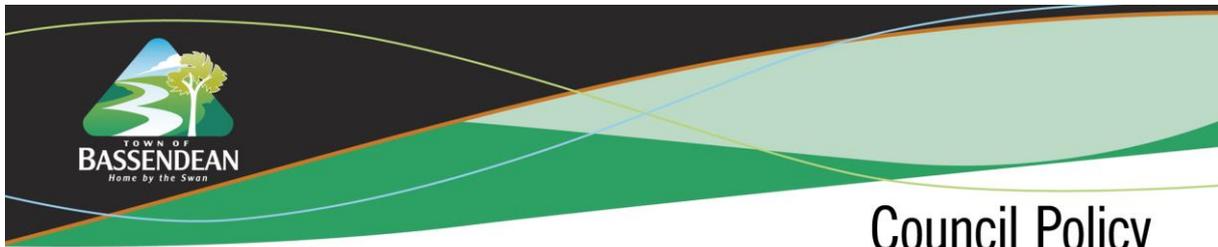
Strategies

The Town of Bassendean recognises that people with disability are valued and equal members of the community who make a variety of contributions to social, economic and cultural life. The Town of Bassendean believes that a community that recognises and celebrates diversity and supports the participation of all its members makes for a richer community life.

People with disability have the same basic human rights as other members of society and are entitled to exercise those basic human rights. All individuals have the inherent right to be respected for their human worth and dignity. People with disability have the same rights as other members of society to receive information and access to Council's functions, facilities, events, services and processes and be fully involved in consultation processes.

This policy forms the basis of understanding and implementation of the Disability Access and Inclusion Plan (DAIP) which influences and ultimately compliments the Town of Bassendean's corporate documents including the Community Strategic Plan, the Asset Management plans and the Workforce Development Plan.

1. Council recognises that people with disability have the same rights to services that assist them in achieving their quality of life and provide them with opportunities to fulfil their individual potential.

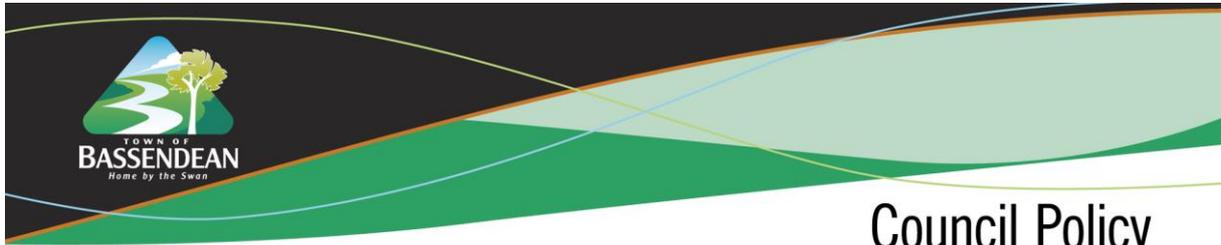


Council Policy

2. Council strives to ensure that no person who lives, works or visits the Town of Bassendean is denied access to Council facility or service on the grounds of disability. Council endorses the concept of universal design which ensures that all members of the community have equal access to facilities, buildings and services.
3. Council will encourage all agencies and organisations operating within the Town to maximise the accessibility of their facilities, programmes and services.
4. Contractors and agents and Council will have guidelines to optimise the accessibility and availability of programmes and services for people with disability.
5. People with disability within the Town of Bassendean will have the same opportunities as other residents to participate in public consultation, grievance mechanisms, decision-making processes and the general democratic processes of Council.
6. Where possible and relevant Council will provide flexible services which complement an individual's own abilities and the support provided by their family, carers and the broader community.
7. Council will provide the necessary ongoing training for staff, volunteers and Councillors to ensure understanding and empathy for people with disability, their family and carers.
8. People with disability will be afforded the same access to employment and accommodation in line with the principles of the Western Australian Disability Services Act (1993) amended 2004, the Equal Opportunity Act (1988) and the Federal Disability Discrimination Act (1992).
9. Council will ensure that information about Council meetings, consultations, functions, facilities and services is provided in clear and concise language and is available in alternative formats upon request by people with disability.

Application

Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.



<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted OCM – 1/03/13</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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5.11 Active Ageing

Objectives

The objective of this policy is to firstly promote a positive attitude to ageing and mature citizens, but also to enable mature citizens to:

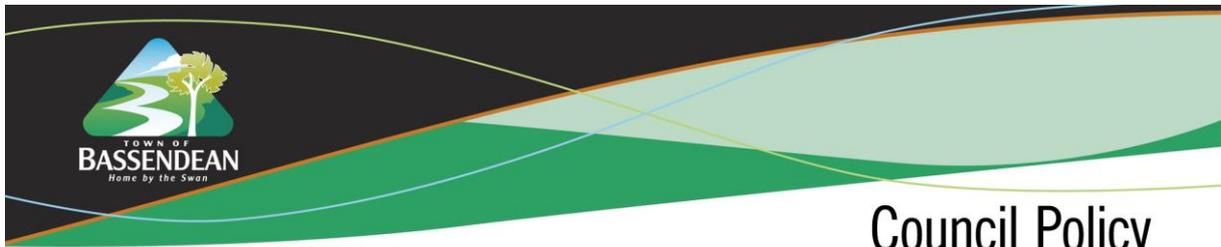
- 1) Actively contribute within the community of Bassendean; and
- 2) Have access to appropriate services and Council resources.

This policy framework provides a basis for informed decision-making by giving:

- a) An overview of Council's substantive though continually developing position in relation to identifying strategic direction and monitoring performance; and
- b) Guidance to Officers in planning, implementing and reviewing services to our mature citizens within our community.

Strategies

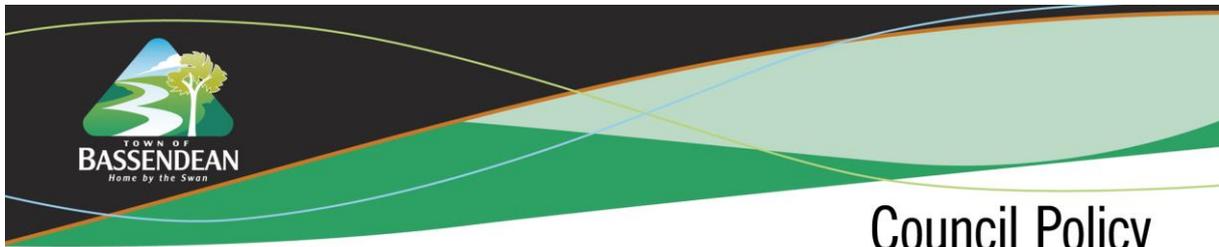
- Council practices will support the physical, emotional and mental well-being of mature citizens within the community.
- Council will support the certainty of services for mature citizens in the community.
- Council's key role is to advocate, facilitate/resource and co-ordinate the planning and development of services and facilities for mature citizens through the involvement of stakeholders.
- Council will advocate, and where appropriate, work in partnerships to attract funding for services and facilities for mature citizens.
- Council will both require and utilise best value analysis for existing and new services for mature citizens in order to ensure the most effective and equitable allocation of resources.
- Council will facilitate opportunities for mature citizens to be actively involved within the community.



Application

Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted: OCM – 27/11/03</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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Council Policy

5.12 Services for Children and Families

Objectives

To provide the community with a safe, caring and supportive environment for children to develop to their full potential.

Strategy

The Town of Bassendean acknowledges that the first five years are the most important in a Child's life and that children learn through experiences and interactions, which occur during early childhood.

The Town will facilitate children attaining their potential in life through providing services to support parents and families to access quality, affordable services to children whether provided by Council or by other providers.

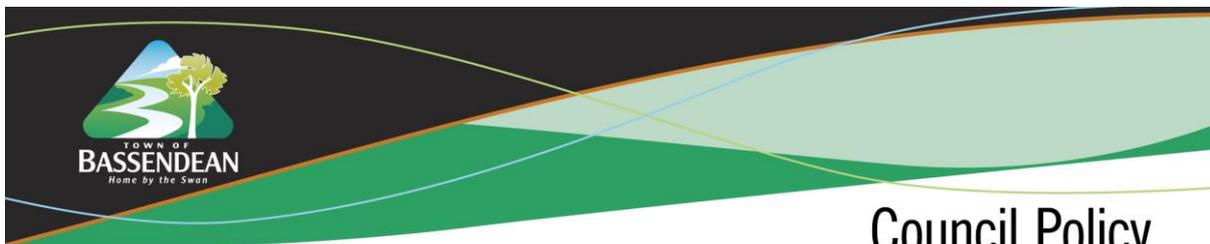
Council will lead by example through ensuring that children services it provides are in line with the Town's objectives for a sustainable future, are affordable and of high quality. The Town of Bassendean will ensure staff will provide up to date, relevant and professional information on services available and will advocate on behalf of children and their needs.

The Town provides the following services that accommodate the needs for children in the community:

- Wind in the Willows Child Care Centres;
- Children's Library Services;
- Public Events that cater for Children,
- Leisure Courses and Activities;
- Community Facilities;
- Playgrounds;
- Sporting Ovals;
- Parklands including family friendly picnic facilities; and
- Crèches for Town of Bassendean activities.

The Town of Bassendean will seek to achieve its objectives by:

- Direct service delivery;
- Advocacy;
- Consultation, Research and Planning.



Council Policy

The following guiding principles apply:

- The Town will provide safe, caring and nurturing environments for children to develop to their full potential through a variety of well-planned, quality community infrastructure and programs based on the benefits of play and on the encouragement of relationships formed through interactions. The community infrastructure and programs endeavour to accommodate the child’s interests, strengths and abilities, and the values and cultural heritage of the family.
- Children are unique individuals that develop at their own pace through exploration and discovery of their own environment and the people around them. Children need security, love affection and long relationships with their principle and other carers to thrive and develop to their full potential.
- The Town endeavours to work in strong partnership with families to plan for community infrastructure and programs that is based on understanding of each child’s individuality, culture and family values and that encourages their strengths, abilities and overall development.

Application

- This policy applies to all Council staff who provide services to children and families;
- This Policy is limited by budget constraints;
- This Policy will be reviewed to reflect changes in community expectations, changes in state and federal government legislative, policy and guidelines;
- Responsibility for the implementation of this policy rests with all Councillors, staff, volunteers and contractors of the Town of Bassendean. Sustainability is to be measured and reported upon in the quarterly and annual report. This policy is to be reviewed every 3 years.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted: OCM 8/4/99</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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5.13 Hyde Retirement Village

Objectives

To encourage healthy ageing, continued independence and freedom of choice in the community by providing Bassendean seniors with access to affordable, strategically located retirement village style accommodation.

Strategies

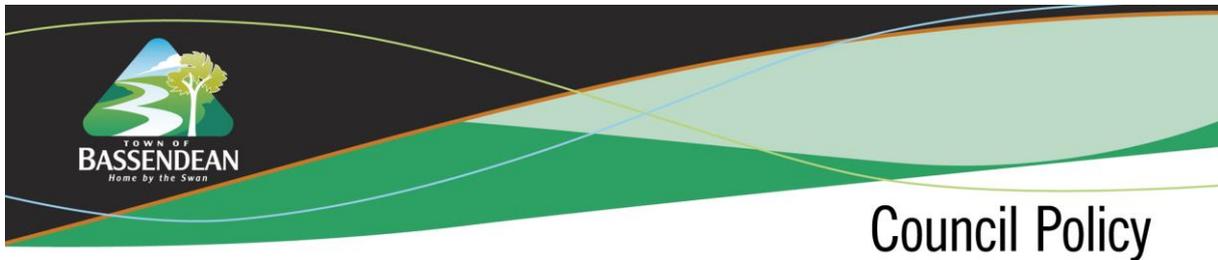
The Town of Bassendean recognises that it has a higher proportion of its population, with one in eight residents having reached the age of 65 years, than the average for the Perth Metropolitan Area. Council also acknowledges that elderly people are valued members of our community who have made, and continue to make, a variety of contributions to the social, economic and cultural life of the Town.

Council believes strongly that our aged residents are entitled to maintain their independence and continue to be active participants in family and community life. To support this principle Council provides a range of support services aimed at assisting residents to remain in their family homes for as long as possible. In addition Council seeks to provide greater freedom of choice for residents requiring alternative accommodation by operating the Hyde Retirement Village.

The provision of independent living accommodation at the Hyde Retirement Village in James Street is an important component of Council's strategy to support healthy ageing, foster continued independence and encourage freedom of choice in the community. It is also an acknowledgement that many long term residents of the Town of Bassendean have a strong desire to remain in the area when they can no longer live in the family home rather than having to move away from established friends and social networks.

Legislative Requirements

Council accepts its obligations under the current Retirement Villages Legislation, Regulations and related Acts and undertakes to operate the Hyde Retirement Village strictly in accordance with their requirements.



Council Policy

The Town of Bassendean will have operating procedures for the Hyde Retirement Village that includes consideration to:

- Residents' Rights;
- Allocation of Units;
- Resident Participation in Management and the Disputes Committee;
- Termination of Residential Contracts; and
- Independent Living.

Financial Management and Planning

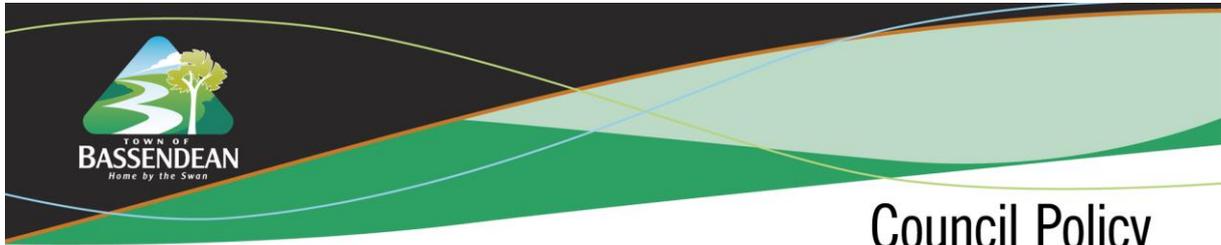
Council's financial management of the Hyde Retirement Village is aimed at creating self-sufficiency for the Village and generating surplus funds to provide for the major maintenance and refurbishment of the Village in the future and to develop further aged accommodation in the Town. To achieve this Council seeks to achieve fair and equitable fee structures, which are comparable with other local governments and the non-profit sector, and which do not create undue financial hardship to Village residents.

To achieve this objective income is to be generated by the levying of a fortnightly maintenance fee, retention of a percentage of residents' in-going fees and from interest earned on retained funds and residents' fees held in trust.

The fortnightly maintenance fee is levied to cover Village building and grounds maintenance, insurance of buildings, water and sewerage rates, removal of rubbish, bank charges, security lighting, administration and audit fees and incidental expenses as well as contributing to future refurbishment of the Village.

In-going fees retained are to be set aside to provide for asset depreciation and to contribute to major Village refurbishment and the future provision of aged accommodation in the Town. Interest earned on deposits is to be used for HRV running costs, maintenance and refurbishment or further aged accommodation at the discretion of Council.

The level of maintenance and in-going fees for Hyde Retirement Village will be reviewed annually by the Council in the budgetary cycle to ensure that the stated financial management aims are being achieved.

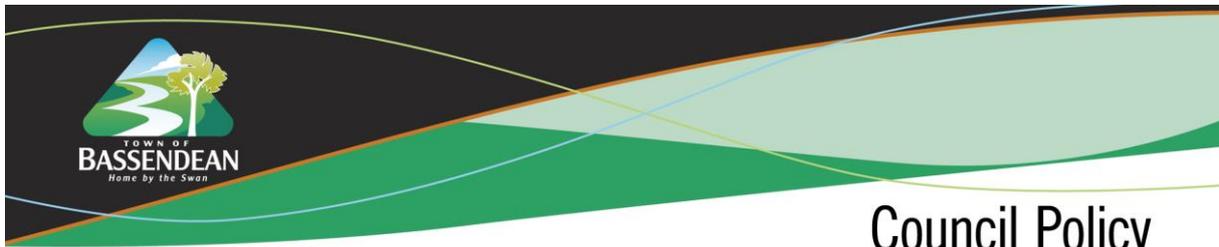


Council Policy

Application

Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing –</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted OCM-8/4/99</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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Council Policy

5.14 Local Studies Collection - Photographic Reproduction Policy

Objectives

To enable private and commercial access to and reproduction of images held within the Bassendean Local Studies Collection.

Strategies

It is Council policy that provided copyright is not infringed, private and commercial reproduction of images from the Bassendean Local Studies Collection be allowed.

In this policy, personal and private use is defined as the reproduction of up to 5 copies of an image and multiple/commercial use is defined as the reproduction 6 or more copies of an image for a person or institution or business.

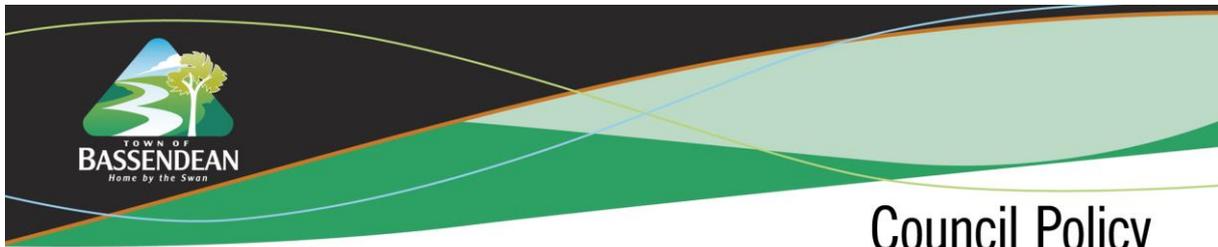
The Local Studies Collection will provide images in electronic form on a CD for a fee which incorporates a cost recovery component and a reproduction fee.

The fee will be reviewed annually by the Bassendean Local Studies Collection Management Committee and included in the Town of Bassendean Schedule of Fees and Charges, as required by the Local Government Act.

Application

Responsibility for the implementation of this Policy rests with the CEO, with input from relevant Town of Bassendean staff. The Policy is to be reviewed every three years to reflect changes in community expectations, changes in state and federal government legislative, policy and guidelines

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Arts, Heritage and Culture -</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted: OCM 34/11/06</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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5.15 Services to Young People

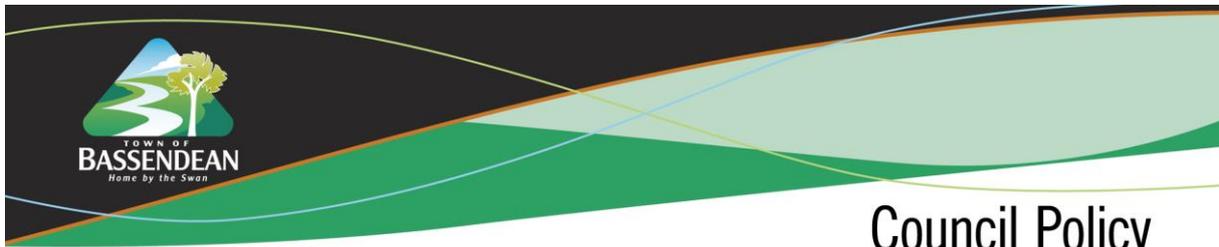
Objectives

The Town of Bassendean undertakes to empower young people to realise their potentials by providing assistance in a safe, non- threatening environment.

Council recognises that young people require services that assist them in achieving their quality of life and provide them with opportunities to fulfil their individual potential.

The Town of Bassendean aims:

- To encourage young people to remain in safe, stable, caring and supportive environments, to foster the provision of a broad range of accessible accommodation options for young people and to assist in minimising youth homelessness within the Town and the NE Metropolitan region.
- To ensure that young people as valued community members, are regularly consulted about relevant issues, participate in Council decisions affecting their lives and benefit from positive recreational opportunities.
- To maximise the opportunities for young to participate in employment, education and training and to assist young people to overcome barriers to participation.
- To work independently and in partnership with other agencies and spheres of government to maximise the coordination and funding of services and programs for young people in Bassendean and the NE Metropolitan Region.
- To encourage young people to establish and maintain healthy lifestyles by making informed choices about their behaviours.
- To encourage greater communication and understanding between young people, their families and carers and the police, and ensure that young people have access to legal information and are aware of their legal rights and responsibilities.
- To support and encourage the provision of a diverse range of structured, unstructured and leisure and entertainment options which can be readily accessed by the Town's young people.
- To foster communication and understanding between young people and the wider community and ensure that young people are accepted and encouraged to use safe and accessible public spaces.



Council Policy

- To support and encourage young people to celebrate and further develop their own forms of expression and to contribute to the cultural life of the Town through arts projects and public events

Strategy

The Town of Bassendean aims to enhance the quality of young people's lives as valued members of the community by ensuring that Council processes are inclusive of young people and that young people have access to a range of quality facilities and support services which are responsive to their diverse needs.

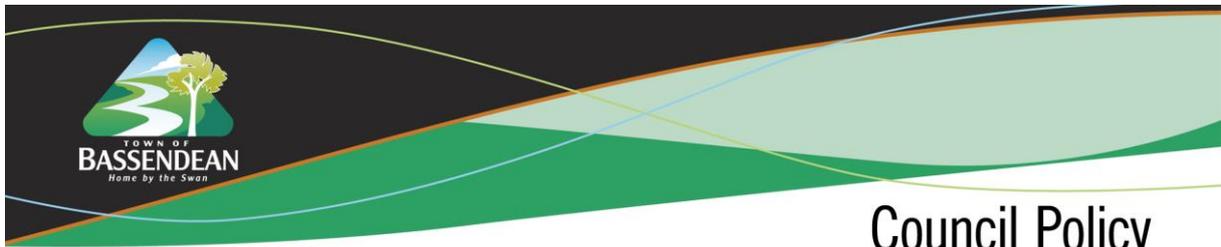
The Town of Bassendean readily accepts that it has a major role in creating and developing a strong, cohesive community where people support each other and work together to achieve their desired quality of community life. The identification and satisfaction of young people's needs are seen by Council as critical to the development of a strong healthy community and an important investment in the Town's future success. The fulfilment of the Town's vision as a preferred community in which to live, work and visit which involve young people fulfilling their potential, minimizing harmful behaviours, making valuable contributions to the community and becoming the future leaders of the community.

Council's key role is to advocate, facilitate/resource and co-ordinate the development and delivery of services and facilities for young people. The Town of Bassendean strives to achieve these objectives by:

- Utilising needs analysis for existing and new services for young people in order to ensure the most effective allocation of resources.
- Delivering responsive, holistic services to young people in a safe and non-threatening environment.
- Continually developing a philosophical position in relation to identifying strategic direction and monitoring performance
- Advocating, and where appropriate, working in partnerships to attract funding for services and facilities for young people and ensuring compliance with funding requirements.
- Building on positive relationships with all stakeholders including funding bodies, other agencies, families and young people.

Application

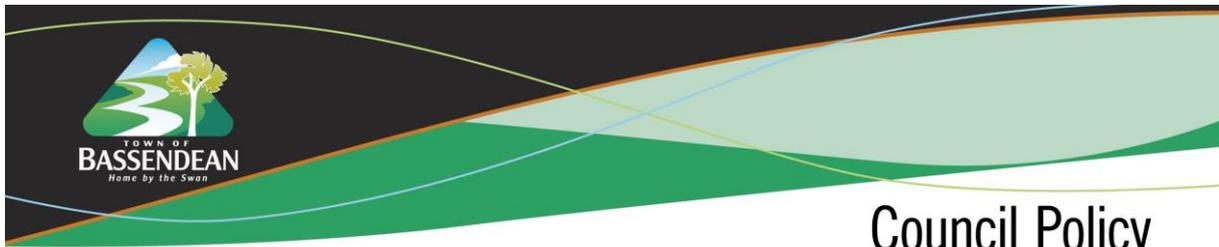
- Responsibility for the implementation of this policy rests with all councillors, staff, volunteers and contractors of the Town of Bassendean.



Council Policy

- This policy applies to all services delivered directly to young people, as well as providing background for decision making regarding future initiatives and infrastructure development.
- The policy will be reviewed three yearly and reflect changes in community expectations, industry standards and the legislative environment.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted: 8/4/99</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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Council Policy

5.16 Use of Community Facilities Policy

The Town of Bassendean aims to provide facilities to best meet the community's current and future needs.

Objectives

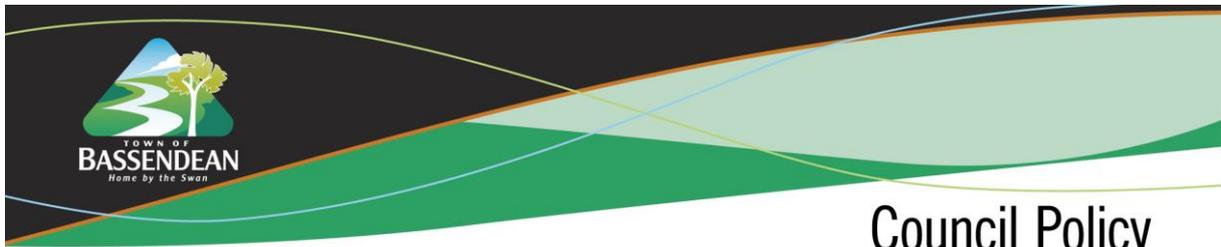
The Town of Bassendean's objectives for this Policy are to:

1. Provide community facilities that best meets the community's needs.
2. Facilitate optimum use of community facilities.
3. Ensure the sustainable use of the Town's resources for the provision of its community facilities.

Strategy

The Town of Bassendean strives to achieve these objectives by:

1. Forming partnerships with sporting groups, community groups and other stakeholders to assist with the effective management/usage of local community facilities.
2. Supporting the position of a "User Contributes" principle and adopting a differential scale of fees and charges for community groups and commercial users to ensure use of community facilities is affordable.
3. Providing free use of sporting reserves, ovals and hard courts to local schools during normal school attendance times, to provide the opportunity for children to participate in sport as part of their education and socialization experiences.
4. Providing free use of meeting rooms to locally based, self-help, welfare and charitable groups, providing no charge or entry fee is made by the organisations, to support such groups in their endeavours to provide necessary support services for our community.
5. Providing community facilities that are "multi-use" to cater for a wide range of uses.



Council Policy

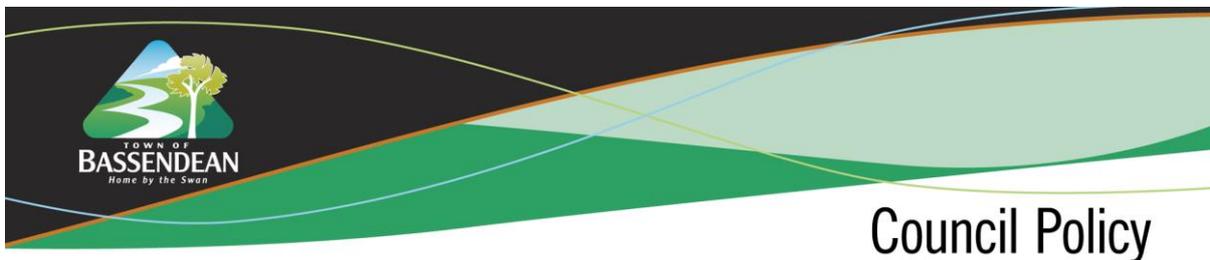
6. Providing opportunities for users and the wider community to provide feedback on the Town's community facilities to assist in determining and meeting their needs.

Application

Responsibility for the implementation of this Policy ultimately rests with the Bassendean Town Council, with input from relevant Committees and Town of Bassendean staff.

The Bassendean Town Council delegates powers to the Chief Executive Officer for the management of the use of community facilities, in accordance with budgetary allocations and organisational operational procedures.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted:</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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5.17 Sports Lighting Policy

Objectives

The objectives of this policy is to define Councils position on Sports Ground Lighting and of the Town’s, Club’s and other Agencies roles and responsibilities for provision, operation, maintenance and replacement.

Strategies

The provision of sports lighting shall be permitted on the Town's Ovals, Reserves and Outdoor Sporting Facilities, subject to Council approval and compliance with relevant Australian standards (or similar) up to designated “training standard” and other Council policies

FUNDING

Council Contribution – Council may at its discretion decide to contribute partially or fully towards the cost of installing or upgrading sports lighting on the Town's Ovals, Reserves and Outdoor Sporting Facilities. The amount of Council contribution will depend on resources available, priority, shared usage and appropriateness.

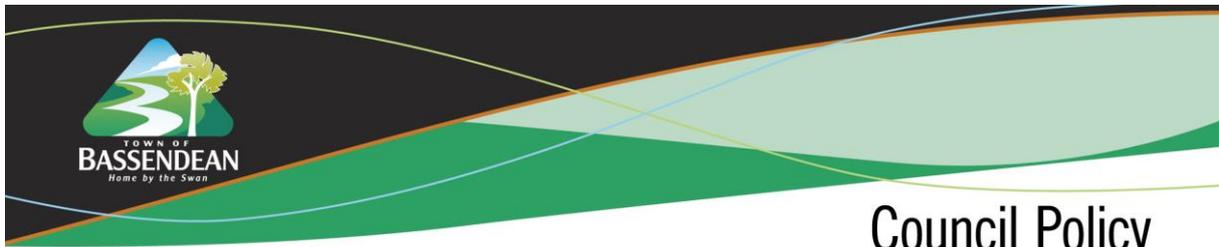
Sporting Club/Community Group Contribution – Clubs and community groups who are likely to benefit from a proposed sports lighting project, will be expected to contribute towards the project costs (cash or in-kind). Clubs or community groups wishing to develop sports lighting to meet Australian Standards to a “competition” level, will be required to meet the full costs over and above the provision of sports lighting to the “training level”.

Other Contribution – External funding should be sought from the State Government (e.g. Dept of Sport & Recreation’s CSRFF Program) or other funding providers to contribute towards the project costs.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

Policy Type: Council Policy	Policy Owner: Director Community Development
Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing	Adopted: OCM – 20/11/05
	Last Review Date: March 2014
	Version 1
	Next Review due by: December 2016



5.18 Food Safe/Catering

Objectives

To encourage the provision of good nutrition options at Council conducted events and activities to maintain and improve the health of the community.

Strategies

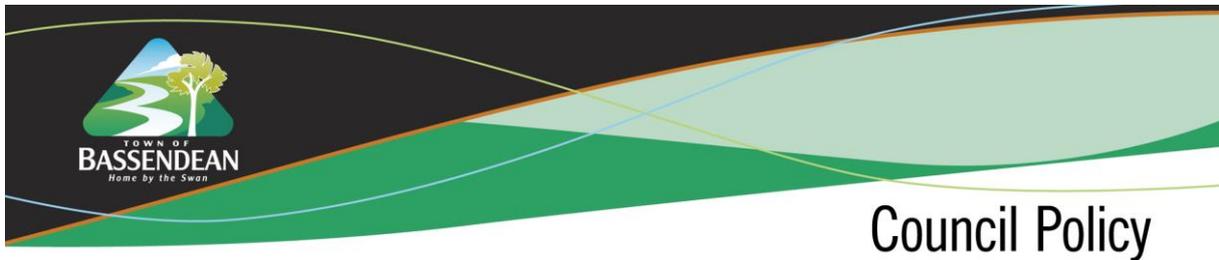
- Where beverages are available at functions and activities, healthier alternatives will also be readily offered, such as water and beverages with low/no sugar content.
- Food and beverage vouchers and giveaways to include healthy options.
- Where food vendors are required, the Town will attempt to source vendors that provide healthier food and beverage alternatives.

Appropriate information will be available to food handlers e.g. Health & Hygiene of Food Handlers.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted: OCM - 26/09/07</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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5.19 Alcohol and Other Drugs Policy

Objectives

To promote, encourage and support strategies to minimise harm from alcohol and other drug use.

Strategies

The Town encourages the responsible consumption of alcohol, and excessive or rapid consumption of alcohol will be discouraged.

Water will be made available for free or low cost at public events.

If events include a licensed area, alcohol will be served in accordance with the requirements set out in the Liquor Control Act 1988. This includes no alcohol being served to patrons under the age of 18 years or to intoxicated patrons.

The use of illicit and performance enhancing drugs will not be allowed at any activities or events under the control of the Town.

Participants and performers known to be intoxicated due to alcohol and/or other drugs will not be permitted to participate or perform.

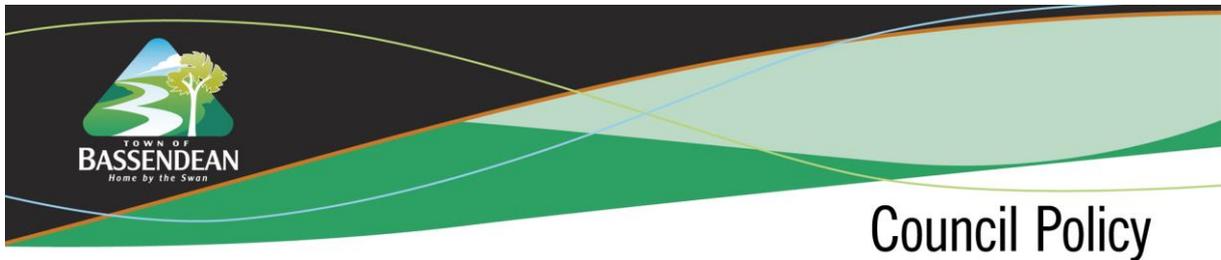
Food will be offered when alcohol is served.

The irresponsible use of alcohol or use of illicit and/or performance enhancing drugs will not be glamorised or promoted.

Where alcohol is available, lower strength and non-alcoholic beverage options will be available.

Alcohol will not be used as prizes or awards.

The availability of alcohol will be restricted to suitable and appropriate occasions as determined by the Town.



Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

Policy Type: Council Policy	Policy Owner: Director Community Development
Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -	Adopted: OCM 26/09/07
	Last Review Date: March 2014
	Version 1
	Next Review due by: December 2016

5.20 Sun Protection Policy

Objectives

To recognise that exposure to ultraviolet radiation (UVR) has negative health effects and will therefore introduce measures to minimise exposure.

Strategies

The Town strongly recommends and supports sun safe practices for all activities.

Activities will be conducted outside of the hours 10.00am to 3.00pm when UVR is at its peak, whenever possible.

Natural shade will be utilised to protect participants and spectators, wherever available.

Staff and members representing the organisation will always act as positive role models by adopting sun protection behaviours such as wearing long sleeved shirts, broad brim hats, extra length shorts, sunglasses and applying sunscreen.

When natural shade is not available, the Town will supply and erect portable shade structures, wherever possible.

Sunscreen (SPF 30+, broad spectrum water resistant) will be made available to participants and spectators. However when this is not possible these parties will be encouraged to bring their own.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

Policy Type: Council Policy	Policy Owner: Director Community Development
Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -	Adopted: OCM - 26/09/07
	Last Review Date: March 2014
	Next Review due by: December 2016
	Version 1

5.21 Mental Health

Objectives

To promote positive mental health to maximise well being in individuals and communities. To foster a sense of belonging through improving social, physical and economic environments as well as enhancing the coping capacity of individuals and communities. To reduce or remove economic or social barriers to participation in the Town’s activities and encourage participants, volunteers and organisers to treat all groups in the organisation and in the community in general with respect, equality and openness.

Strategies

The Town will proactively support positive mental health promotion in individuals and the community through the following supportive strategies:

Provide opportunities for individuals to be mentally, physically and socially active (ACT).

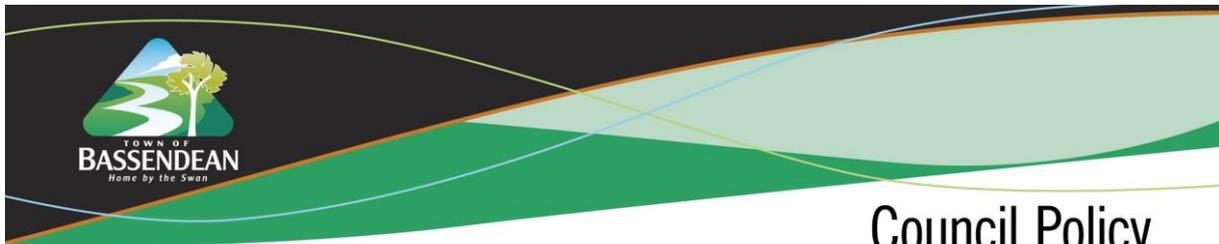
Encourage individuals to join and actively participate in the Town’s activities and those of partner organisations (BELONG).

Encourage individuals to become a volunteer in the Town, to set personal goals for achievement in the activities of the organisation, and to be more broadly involved in other community events and environments (COMMIT).

Application

Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted OCM - 26/09/07</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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5.22 Reserves Sponsorship Signage Policy

Objective

The Town of Bassendean's objectives for the Reserves Sponsorship Signage Policy are:

- To monitor and control all sponsorship signage that is erected at the Towns Reserves;
- To support and encourage local clubs to be more sustainable through sourcing external sponsorship income;

Strategy

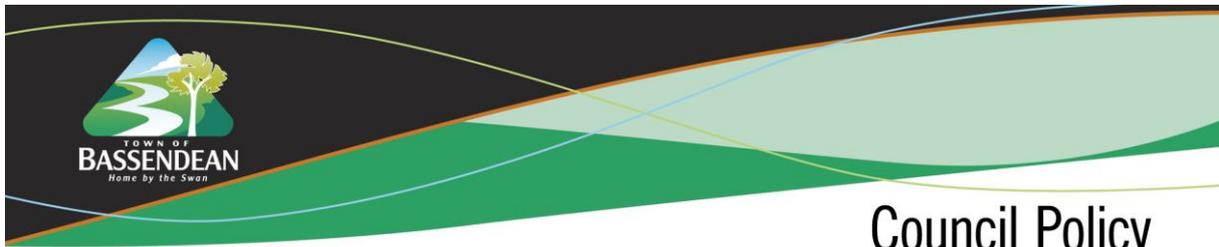
The Town of Bassendean recognises the value of sponsorship to local sporting clubs, and appreciates that there is a requirement to display sponsorship signs. This signage needs to be controlled to protect the amenity of reserves and surrounding areas as well as its patrons and the wider community. Sponsorship signage must be considered on the merits of the proposal including the following factors, location, size, impact, purpose and the location/setting/use of the Reserve.

The Town of Bassendean strives to achieve these objectives by:

- Ensuring that all sponsorship signage at the Towns Reserves meet the specified criteria; and
- Administration of Local Planning Scheme 10.

This policy applies to the following active sporting reserves:

- Ashfield Reserve;
- Jubilee Reserve; and
- BIC Reserve.



Sponsorship signs are categorised as follows:

1. Temporary signage can be:

- Internal to the site; and/or
- Mounted on a building or structure; and/or
- Freestanding.

2. Permanent signage can be:

- Internal to the site; and/or
- Mounted on a building or structure; and/or
- Freestanding.

Application

The Chief Executive Officer (CEO) has the authority to administer the requirements of this policy. The CEO has on-delegated this authority to the Manager Community Development. The Chief Executive Officer has the authority to sign applications for planning consent that comply with this policy.

This policy is to be reviewed every three years.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted: OCM1 – 3/2/10</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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