



City of Nedlands

Community and Organisational Development Report


Committee Consideration – 14 February 2012
Council Resolution – 28 February 2012

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Committee	14 February 2012
Council	28 February 2012

Applicant	City of Nedlands
Owner	City of Nedlands
Director	Darla Blake - Director Community and Organisational Development
Director Signature	
File ref	CRS/065
Previous Item No's	Nil
Disclosure of Interest	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

Purpose

All Council policies are required to be reviewed and approved by Council.

Recommendation to Committee

1. **Council approves the following policies:**
 - a) **Trading in Public Places**
 - b) **Elected Members – Entitlements**
 - c) **Graffiti Management**
 - d) **Underground Power – Council Schemes**
 - e) **Retention of Existing Dwelling During Construction of New Dwelling**
 - f) **Requirement for a Section 70a Notification on the Title of Land**
 - g) **Domestic Receiving Dishes**

2. **Council approves the Bulk Waste Collection and Waste Receptacles on Verges, replacing Rubbish on Streets and Public Places.**

3. **Council approves the Council Provided Grants, Subsidies & Donations, replacing Donations (3.6), Subsidies and Donations: Hollywood Primary School and Nedlands Primary School (10.28), Sponsorship of Youth Initiatives Fund (10.18), Subsidies and Donations: League of Home Help (10.29), Community Grants and Subsidy for the Sterilisation of Domestic Cats.**

Strategic Plan

The City of Nedlands Strategic Plan 2008-2013 is Council's plan for the future and sets the strategic direction and key focus areas (KFAs) for Council and Elected Members.

Presented for consideration and decision making are a number of policies under review. The following are relevant KFAs to the various policies and have been included to assist elected members with their policy decision making.

KFA 1: Infrastructure

To provide functional infrastructure in order to enable:

- Safe, efficient and effective transport systems; and
- Passive and active recreational opportunities.

- 1.3 Provide and maintain quality passive and active recreational and leisure facilities and open space to meet the community needs.

KFA 2: Natural Environment

To enhance and protect the City's environmental assets to ensure:

- Management of natural resources and habitats; and
- Environmental sustainability.

- 2.4 Develop and implement a new waste minimisation strategy.

KFA 3: Built Environment

To provide a built environment and land use planning framework which:

- Offers diversity in housing choice;
- Is environmentally responsible;
- Provides a high level of amenity;
- Consists of a variety of neighbourhoods with community identity;
- Encourages appropriate facilities for community groups.

- 3.2 Encourages the development of diverse residential and commercial areas to meet the future needs of the whole City.
- 3.3 Promote urban design that creates attractive and liveable neighbourhoods.
- 3.4 Plan and develop the sustainable provision of community infrastructure and facilities with a focus on flexible and multiple uses.
- 3.8 Facilitate appropriate development of existing residential housing to complement the surrounding residential amenity.

KFA 4: Community Well-being

To provide a Community where people have an opportunity to interact and enjoy a sense of belonging in order to promote:

- Healthy lifestyles;
- A safe and secure community; and
- Quality of life.

4.4 Continue to develop a sense of community through the promotion of cultural events and programs.

KFA 5: Governance

To ensure that the processes of Local Government are delivered responsibly and in a transparent, consistent and accountable manner.

- 5.1 Manage the City's resources in a sustainable and responsible manner.
- 5.4 Monitor and review business processes, systems, structure and policies to ensure effective service delivery and organisational performance.
- 5.7 Provide Elected Members and Staff with training to assist them in complying with legislative and implied roles and responsibilities.
- 5.8 Establish and actively manage a range of partnerships with government, private and not-for-profits sectors.

Background

Under the Local Government Act (1995) 2.7 one of the roles of Council is to:

(2b) Determine the local government's policies.

Council commenced the review process in December 2009. Council policies are now continuously reviewed to ensure they reflect the strategic nature and responsibilities of Council and kept up to date.

The following are parameters as part of the review process, determining how and when reviewed policies will be presented to Committee and then Council:

- All outstanding policies presented to Council, will be changed over to the new Council template.
- Key policies will continue to be discussed by Council at workshops.
- Those policies of a more minor nature where the context of the policy will not change will be put to Committee directly with a recommendation for approval from Council.
- Policies requiring no changes other than the new template will be presented to Committee directly with a recommendation for approval from Council, without going to elected member policy workshops.

- Where a number of policies have common themes, such as donations and subsidies, these policies will be combined to establish a new policy. The Committee will be asked to recommend the revocation of the old policies and recommend to Council the approval of the new replacement policy.
- Administration, at times, may recommend a policy be revoked with no Council policy to replace it. This recognises the policy is operational or covered under legislation and/or the responsibility under the Local Government Act 1995, of the Chief Executive Officer - there are no such recommendations in this report.

There are currently 38 outstanding policies for review by Committee and recommendation to Council.

Issue identification

The Committee is asked to consider nine (9) policies for recommendation to Council; included are the first four (4) policies referred back to Administration for further consideration:

- Trading in Public Places
- Elected Members – Entitlements
- Graffiti Management
- Underground Power – Council Schemes
- Retention of Existing Dwelling During Construction of New Dwelling
- Requirement for a Section 70a Notification on the Title of Land
- Domestic Receiving Dishes
- Bulk Waste Collection and Waste Receptacles on Verges, replacing Rubbish on Streets and Public Places.
- Council Provided Grants, Subsidies & Donations, replacing Donations (3.6), Subsidies and Donations: Hollywood Primary School and Nedlands Primary School (10.28), Sponsorship of Youth Initiatives Fund (10.18), Subsidies and Donations: League of Home Help (10.29), Community Grants and Subsidy for the Sterilisation of Domestic Cats.

At Council's meeting of 22 November 2011, it was resolved:

*“Council Resolution / Committee Recommendation:
That this matter be referred back to Administration for further consideration.”*

Consultation

Required by legislation: Yes No

Required by City of Nedlands policy: Yes No

Some policies have been workshopped by Council.

Legislation/Local Law

- City of Nedlands Health Local Law
- Trading in Public Places Local Law
- *Local Government Act 1995 and Regulations*
- *Litter Act and Regulations*
- Health (Asbestos) Regulations 1992
- *Local Government Amendment Act 2004*
- Local Government (Administration) Regulations 1996
- *Police Act 1998 – S65*
- Local Government (Financial Management) Regulations 1996
- Town Planning Scheme No. 2

Budget/financial implications

Budget:

Within current approved budget: Yes No

Requires further budget consideration: Yes No

Financial:

Nil

Risk Management

Risk Management processes are built into operational guidelines where appropriate.

Discussion

Policy statements should provide guidance for decision making by Council and demonstrate the transparency of the decision making process.

Nine policies are being considered with a recommendation to Committee they request approval from Council. This will ensure policies are kept up to date.

The four policies referred back to Administration for further consideration, from the 22 November 2011 Council meeting, have been reviewed by the pertinent officers. No changes have been recommended as the policies either required

no changes apart from being put onto the new template, or the changes were of a minor nature and did not alter the context of the policy.

Outlined below, is summary information for each policy.

Trading in Public Places

The Trading in Public Places policy has been through the elected member workshop process (20 September 2011) and following discussion, all amendments discussed at the workshop have been included into the proposed new policy.

The reviewed Trading in Public Places policy aims to reduce risks with outdoor dining and display of goods by providing clear parameters particularly footpath clearance widths for pedestrian access and safety.

At the councillors' workshop, the existing policy content was supported subject to the new policy formatting. The issue of vans and stalls was raised, and elected members were informed these are governed by the Trading in Public Places Local Law.

The policy was put to Council at its 22 November 2011 meeting. Council resolved to refer back to Administration for further consideration. After further consideration by Administration, there are no further recommendations for changes. Should elected members wish any further changes, administration requests clear direction and intention for the relevant policy.

Elected Members – Entitlements

The Elected Members – Entitlements policy has been through the elected member workshop process (20 September 2011) and following discussion, all amendments discussed at the workshop have been included into the proposed new policy.

This policy required some minor amendments to ensure the information was up to date and relevant.

The parameter for requests to approve training or conference for elected members, where no specific budget is allocated, was reviewed at an elected member workshop and subsequently it is proposed to increase the budget.

Included into the policy is a requirement for the Chief Executive to include in his report a summary of elected member trainings and conferences approved and attended. Additionally, guidelines relating attendance at conferences by partners was clarified and guidelines placed in the proposed policy.

The policy was put to Council at its 22 November 2011 meeting. Council resolved to refer the matter back to Administration for further consideration. After further consideration by Administration, there are no additional recommendations for changes. Should elected members wish any further changes, administration requests clear direction and intention for the relevant policy.

Graffiti Management

The Graffiti Management policy has been through the elected member workshop process (20 September 2011) and following discussion, all amendments discussed at the workshop have been included into the proposed new policy.

The Graffiti Management policy required minor amendments. This includes a two working day timeframe for actioning graffiti removal. As such Council's policy will state that Council will actively progress its strategy to control graffiti on public and private property within two working days based upon community involvement, prevention, removal and enforcement.

The policy was put to Council at its 22 November 2011 meeting. Council resolved to refer back to Administration for further consideration. After further consideration by Administration, there are no further recommendations for changes. Should elected members wish any further changes, administration requests clear direction and intention for the relevant policy.

Underground Power – Council Schemes

The Underground Power – Council Schemes policy has been through the elected member workshop process (20 September 2011) and following discussion, all amendments discussed at the workshop have been included into the proposed new policy.

The Underground Power – Council Schemes policy required a minor amendment, which included a statement regarding the maintenance of a reliable power service to residents.

Additionally, to assist residents pay for underground power services in the future, where it is not available, Council has requested the opportunity of payment options be made available to suit individual financial circumstances of a resident.

The policy was put to Council at its 22 November 2011 meeting. Council resolved to refer back to Administration for further consideration. After further consideration by Administration, there are no further recommendations for changes. Should elected members wish any further changes, administration requests clear direction and intention for the relevant policy.

Retention of Existing Dwelling During Construction of New Dwelling

The Retention of Existing Dwelling During Construction of New Dwelling policy requires no further changes other than the new template. The policy is presented to Committee for recommendation to Council, without going to elected member policy workshops.

Requirement for a Section 70a Notification on the Title of Land

The Requirement for a Section 70a Notification on the Title of Land policy requires no further changes other than the new template. The policy is presented to Committee for recommendation to Council, without going to elected member policy workshops.

Domestic Receiving Dishes

The Domestic Receiving Dishes policy requires no further changes other than the new template. The policy is presented to Committee for recommendation to Council, without going to elected member policy workshops.

Bulk Waste Collection and Waste Receptacles on Verges

The Bulk Waste Collection and Waste Receptacles on Verges policy, replaces the Rubbish on Streets and Public Places policy.

The Rubbish on Streets and Public Place policy was a basic statement allowing residents to deposit bulk rubbish one week prior to the commencement of a designated bulk rubbish collection for their specific area.

The proposed policy is more specific in providing guidance for material on verges prior to bulk collection, as well as providing more guidance for the depositing of waste bins on verges. This broader policy has been developed at the request of Council to address some of the ongoing issues with bulk waste collection and waste receptacles on verges.

Council Provided Grants, Subsidies & Donations

As part of Council's review process, it has been requested that policies with common themes, such as grants, subsidies and donations be combined to establish a new policy. As such, Administration has drafted a new Council Provided Subsidies & Donations policy, and will recommend the revocation of the old policies and to be replaced with the new policy.

The proposed new combined policy, Council Provided Grants, Subsidies & Donations replaces the Donations (3.6), Subsidies and Donations: Hollywood Primary School and Nedlands Primary School (10.28), Sponsorship of Youth Initiatives Fund (10.18), Subsidies and Donations: League of Home Help (10.29), Community Grants and Subsidy for the Sterilisation of Domestic Cats policies.

The new combined policy pulls the various previous policies into one document and provides more clarity through definitions and key eligibility criteria.

Changes from the old policies, now combined into a new single policy, were of a minor nature and have not changed the context of the new policy.

It should be noted that this policy does not include Capital Grants to Sporting Clubs as this policy requires specific detail to sporting clubs and will be a separate policy.

Conclusion and next steps

Council policy is continuously reviewed to ensure policies are current and effective service delivery and organisational performance is maintained, in accordance with the City of Nedlands Strategic Plan.

There are currently 38 outstanding policies requiring review and recommendation to Council. The Committee is asked recommend Council approval of nine (9) policies discussed in this report.

All policies recommended for approval have either no changes or amendments that are of a minor in nature and do not change the context or the intent of the old policies. All old policies have been revoked and replaced on the new Council policy template.

Administration recommends that Committee recommend approval to Council the following policies:

- Trading in Public Places
- Elected Members – Entitlements
- Graffiti Management
- Underground Power – Council Schemes
- Retention of Existing Dwelling During Construction of New Dwelling
- Requirement for a Section 70a Notification on the Title of Land
- Domestic Receiving Dishes
- Bulk Waste Collection and Waste Receptacles on Verges, replacing Rubbish on Streets and Public Places.
- Council Provided Grants, Subsidies & Donations, replacing Donations (3.6), Subsidies and Donations: Hollywood Primary School and Nedlands Primary School (10.28), Sponsorship of Youth Initiatives Fund (10.18), Subsidies and Donations: League of Home Help (10.29), Community Grants and Subsidy for the Sterilisation of Domestic Cats.

Once approved by Council, appropriate procedures/guidelines will be developed or updated by Administration to reflect the new policies.

Attachments

1. Trading in Public Places
2. Elected Members – Entitlements
3. Graffiti Management
4. Underground Power – Council Schemes
5. Retention of Existing Dwelling During Construction of New Dwelling
6. Requirement for a Section 70a Notification on the Title of Land
7. Domestic Receiving Dishes
8. Bulk Waste Collection and Waste Receptacles on Verges
9. Council Provided Grants, Subsidies & Donations

Trading in Public Places

KFA	KFA 3 Built Environment
Status	Council
Responsible division	Development Services
Objective	To allow for the operation of trading activities in public places in such a manner that they do not conflict with or prejudice the City' s permanent retail and service base, or other normal functions of the City.

Context

The City encourages vibrant local centres which deliver local services to community. Outdoor dining and the display of goods associated with a shop may be allowed in accordance with this policy.

Statement

General

- Council will consider applications to trade in public places, including outdoor dining and the display of goods upon the footpath.
- Applications will be assessed in a way similar to applications for the use of private land made under the Town Planning Scheme.
- The ways in which any proposal will impact upon the following will be given particular attention.
- The appropriateness of any activity to the character and function of the area.
- The movement of pedestrians and vehicular traffic.
- The safety and accessibility of proposed trading locations.

Outdoor Dining

- Approval will only be given to proposals for outdoor dining that is part of an eating establishment in an adjacent building.
- The use of any item of equipment including, tables and chairs, planters, umbrellas and railings will be subject to conditions that will facilitate the safe movement of pedestrians and protect access to facilities such as parking and bus stops.

- Any approval for outdoor dining on footpaths will require a minimum clear footpath width of 1.5 metres.

Goods on Footpaths

- Approval will only be given to display goods on footpaths directly in front of the premises from which the goods are being offered for sale and where no obstruction is caused to adjacent premises.
- Any approval for the display of goods on footpaths will require a minimum clear footpath width of 1.8 metres.

Related documentation

Nil

Related Local Law/legislation

- Health Local Law
- Trading in Public Places Local Law

Related delegation

Nil

Issued

Date approved by Council

Amendments

Dates amendments approved by Council

Elected Members – Entitlements

KFA	KFA 5 Governance
Status	Council
Responsible division	Corporate Services
Objective	To provide a clear outline of the support and allowances available to Elected Members in the performance of their duties.

Context

Upon election Elected Members are entitled to receive the appropriate facilities, equipment, material and information to support them in performing their duties of office.

All elected members will be paid annual allowances for attending meetings and as a contribution to communication costs incurred in their role as Elected Members.

The amount of allowance entitlements will be reviewed each year by Council as part of the annual budget development process and the revised amount will then be set by a resolution of Council made by an absolute majority.

Statement

Induction

Newly Elected Members are strongly urged to undertake a comprehensive induction process conducted by Administration. This may involve evening and weekend sessions.

Following the election relevant materials and reports will be provided electronically, where possible to Elected Members. Hard copies can be provided upon request by the Elected Member. Existing Elected Members will also have electronic access to induction materials.

Seats in Council Chambers

Elected Members will occupy the seats in the Council Chambers allocated to them based on the ward represented and alphabetical placement. In exceptional circumstances, by resolution of Council, an Elected Member may be allowed to occupy another seat.

Documentation

The following documentation will be issued to Elected Members as part of their induction process:

- Elected Members Induction Manual
- *Local Government Act 1995 and Regulations*
- Governance Manual
- Local Laws Manual
- Code of Conduct
- Standing Orders Local Law
- Other City of Nedlands Local Laws
- Western Australian Local Government Association – Elected Member Manual
- Planning Scheme text and report
- Budget
- Annual Report

Other items

The following items will be issued to Elected Members:

- Two name badges for the members
- Business Cards
- Appropriate stationery

Payment of Fees and Allowances

The Mayor and Deputy Mayor will be paid an allowance and all Elected Members shall receive an annual fee (paid monthly) for attending meetings.

Information Technology Allowance

Elected members will be provided with an allowance to cover the costs of having the correct capital (computer) equipment to be effective based on minimum operating requirements as provided by Administration. The IT allowance is expected to cover the purchase of a computer, appropriate software or printer/fax.

The value of the IT Allowance is set by the Local Government (Administration) Regulations, to a maximum of \$1,000 per annum. Council allocated \$825.00 (per annum) for the IT Allowance in the current 2011/12 Budget.

Elected Members will be able to salary sacrifice the purchase of this equipment from the IT Allowance.

Telecommunications Allowance

Elected Members shall receive an annual communication allowance to cover the costs of telephone and other communication expenses. This will be paid as part of the annual fee for attending meetings.

Both the setup and annual communication allowance will be as determined each year by Council as part of its budget deliberations. If the communication expenses of any Elected Member exceed the allowance they may make application for reimbursement.

Other Allowances

The Council will reimburse the cost of childcare, travel and any other relevant expenses incurred by an Elected Member in the performance of their duties.

The amount of any allowances and fees paid to Elected Members shall be determined by Council each year as part of its Budget Deliberations and is subject to the provisions under regulation 32 (2) of the *Local Government (Administration) Regulations 1996*.

The extent to which an expense of this kind may be reimbursed is the actual amount, verified by sufficient documentation. Council may approve reimbursement of the expenses in accordance with *Local Government Act, s5.98(3) & (4)*.

Gift at conclusion of term of office

Council may recognise the service given by Elected Members when they retire or are unsuccessful in seeking re-election, by presenting them with a gift up to the value of \$50 per year of office, as a guide.

Elected Member training and conference attendance

The City of Nedlands recognises the importance of Elected Members participating in relevant training and development opportunities.

The usual number of delegates to attend conference or training is one (1) Elected Member and where appropriate one (1) staff member. The Elected Member on return will provide a detailed report back to Council on the conference.

The number of delegates to attend the Western Australian Local Government Week conference will be up to six (6).

Funding for all Elected Members to attend Western Australian Local Government Association (WALGA) training will be budgeted, particularly for induction purposes.

If funds have been specifically provided in the budget for an Elected Member to attend a particular training course or conference then the Chief Executive Officer may approve attendance and make any necessary arrangements.

If an Elected Member requests approval to attend a training course or conference for which no specific budget allocation has been made and there are sufficient unallocated funds within the budget the following can be applied:

- within Western Australia and total cost is no more than \$1500, CEO can approve.
- within Western Australia and total cost is between \$1501 and \$2500 then the CEO in consultation with the Mayor may approve attendance if there are sufficient unallocated funds within the budget.
- If the training or conference costs more than \$2500 or requires travel interstate, must be referred to Council for its deliberation.

Any Elected Member refused permission by the Chief Executive Officer or Mayor to attend training course or conference may refer the matter to Council, for determination.

When considering any application by an Elected Member to attend a training course or conference, the Chief Executive Officer, the Mayor or Council should take into account the training needs of the Elected Member and any issues of equity between Elected Members concerning access to training.

Air fares (economy only), conference registration fees, accommodation, meals in the hotel where registered if these are not provided during the course of the conference will be organised and paid directly by the City. Minor incidentals such as travel to and from the conference venue, and travel to and from all airport destinations can be reimbursed through a claim process.

All costs and expenses for any conference or training are for the Elected Member/delegate only. If an Elected Member/delegate wishes to be accompanied by a partner or spouse, all such costs and expenses will be borne by the Elected Member/delegate.

All conference expenses are subject to certification by the CEO, and conference delegates are to be given the opportunity to substantiate any expenditure outside this policy. In the event that a delegate's expenditure for attendance at a conference, seminar, lecture or course exceeds the budgetary provision, the itinerary and receipts are to be given to the CEO for confirmation and re-allocation of funds. Council will be advised of the re-allocation.

The Chief Executive will include in his/her report, the names of Elected Members who have attended courses, training or conferences.

Related documentation

Nil

Related Local Law/legislation

- *Local Government Act 1995*
- *Local Government Amendment Act 2004*
- Local Government (Administration) Regulations 1996

Related delegation

Nil

Issued

25 May 2010 (Report CM10.10)

Amendments

Dates amendments approved by Council

Graffiti Management

KFA	KFA 1 Infrastructure
Status	Council
Responsible division	Technical Services Community Services
Objective	To provide an approved set of strategies for the prevention and control of graffiti

Context

To engage and educate the community and businesses within the city to facilitate the implementation of these strategies.

Statement

Council will actively progress its strategy to control graffiti on public and private property within two working days based upon community involvement, prevention, removal and enforcement.

Related documentation

- Graffiti Management procedure

Related Local Law/legislation

- *Section 65 Police Act 1998*

Related delegation

Nil

Issued

Date approved by Council

Amendments

Nil

Underground Power – Council Schemes

KFA KFA 3 Built Environment

Status Council

Responsible Division Technical Services

Objective To enhance streetscapes and amenities and maintain the reliability of power to residents from outages

Context

To establish ways in which the costs associated with the installation of underground power shall be recovered from property lines.

Statement

1. The Council supports a programme for the undergrounding of power in the City of Nedlands and will share the cost with property owners.
 2. A schedule of contributions required from property owners forms part of the procedures associated with this policy.
 3. Provide payment options to suit different financial circumstances.
-

Related documentation

- Underground Power – Council Schemes Policy

Related Local Law/legislation

- *Local Government Act 1995 – Section 6.38(1)*
- *Local Government Regulations 1996 – Section 54c*

Related delegation

Nil

Issued

Date approved by Council

Amendments

Dates amendments approved by Council

Retention of Existing Dwelling During Construction of New Dwelling

KFA	KFA 3 Built Environment
Status	Council
Responsible division	Development Services
Objective	To provide for an existing dwelling to remain on a site whilst a new dwelling is being constructed.

Context

The policy enables Council to vary Clause 5.3.1 (a) Town Planning Scheme No. 2 which requires *“where an area is designated with an RCode R.10 or R12.5, no development other than a single dwelling house or an ancillary accommodation unit is permitted.”* This policy provides Council the ability to vary this for a temporary period until construction of a new dwelling is completed on site.

Statement

The applicant will be required to enter into a Deed of Agreement with the City of Nedlands which may include but not limited to:

- A specific timeframe for the demolition of the existing dwelling.
 - Lodgement of a cash bond or bank guarantee to be provided to the City. The amount will be sufficient to satisfactorily cover the cost of demolition and removal of the existing dwelling in the event the owners fail to do so in accordance with the Deed.
 - The requirement for the applicant to obtain the relevant licence by the City for the demolition of the existing dwelling.
 - Without the prior written consent, the owners of the land subject to the Deed will not be able to sell, agree to sell, transfer or the like without the prior written consent of the City until such time as the existing dwelling is demolished.
 - A caveat will be placed against the Certificate of Title to the Land in order to protect the rights and interests of the City under the Deed.
-

Related documentation

Procedures for Retention of Existing Dwelling During Construction of New Dwelling

Related Local Law/legislation

Town Planning Scheme No. 2

Related delegation

Executive – Procedure amendments

Issued

27 November 2007 (Report C66.07)

Amendments

Dates amendments approved by Council

DRAFT

Requirement for a Section 70a Notification on the Title of Land

KFA	KFA 3 Built Environment
Status	Council
Responsible division	Development Services
Objective	To notify prospective purchasers of restriction of use on residential development over two stories.

Context

To provide that prospective purchasers are notified of any restrictions there may be on the use of residential properties over two storeys in height.

Statement

Where residential development over two stories in height is approved, Council requires that a notification is registered under Section 70a of the Transfer of Land Act 1893, restricting the uses of the third story to the uses indicated on the approved plans.

Related documentation

Nil

Related Local Law/legislation

Town Planning Scheme No. 2 Clause 5.11 (i)

Related delegation

Nil

Issued

22 November 2005 (Report CP 35.05)

Amendments

Dates amendments approved by Council

Domestic Receiving Dishes

KFA	KFA 3 Built Environment
Status	Council
Responsible division	Development Services
Objective	The objective of this policy is to provide guidance for the installation of domestic receiving dishes greater in diameter than 1.5 metres.

Context

The City has established criteria for the installation of domestic receiving dishes with a diameter greater than 1.5 metres

Statement

A development application is required for any proposal to install a domestic receiving dish with a diameter greater than 1.5 metres.

If it is proposed to affix a receiving dish to a building then an application for building licence must be made.

All receiving dishes greater than 1.5 metres shall be:

- hidden from view from any public place, either installed within roof space or screened by vegetation, fencing or portions of building;
- coloured sympathetic to the background where mounted externally;
- not closer than 1.5 metres to side and rear boundaries;
- no higher than 1.8 metres for ground-mounted dishes.

Where, in the opinion of the Manager Statutory Planning, any receiving dish which may be in close proximity to or visible from adjoining property, the owners shall be invited to comment on the proposed dish for a period of 14 days.

Related documentation

Nil

Related Local Law/legislation

Town Planning Scheme No. 2

Related delegation

Nil

Issued

22 July 1997

Amendments

22 November 2005 (Report CP35.05)
26 October 2004 (Report E130.04)
25 November 2003 (Report E109.03)
10 December 2002 (Report E166.02)
12 March 2002 (report E31.02)

DRAFT

Bulk Waste Collection and Waste Receptacles on Verges

KFA	KFA	2:	Natural Environment
		2.4	Develop and implement a new waste minimisation strategy.

Status Council

Responsible division Sustainable Infrastructure

Objective To provide guidance for the depositing waste bins on verges and of material on verges prior to a bulk collection

Context

The City is committed to excellence in providing waste minimisation services and amenity for all community members. An orderly waste collection and recycling system will ensure that any adverse impact on amenity from this service, or other waste services is minimised. Material that is, deposited, separated and collected will be removed by the City or its bulk collection service agents in a more efficient manner and be less likely subject to vandalism, arson or cause a nuisance.

Statement

2.1 Objectives

The objectives of this policy are to:

- a) Communicate Council's position that unauthorised placement of material on verges contrary to the City's advice is not acceptable.
- b) To ensure that community members are not inconvenienced by the depositing of unauthorised material on verges.
- c) To practically minimise the amount of time that material is located on a verge prior to collection.
- d) Ensure that the City collects bulk collection material within advertised timeframes.

2.2 Outcomes

The outcomes of this policy are that:

- a) The amenity of the City is retained and any inconvenience related to waste services to residents is minimised.

- b) People who deposit material or bins on the verge without approval are warned or prosecuted.
- c) The City operates a safe, efficient and effective waste and recycling service and bulk collection service.

2.3 Guiding principles

The following guiding principles will assist in achieving the above outcomes:

- a) This policy will not apply to reserves or land vested in other agencies.
- b) Wherever appropriate, a notice will be issued in accordance with Council Delegation "9G Removal of Obstructions and Deposit on Streets and Public Places" to the property owner or occupier for unauthorised placement of waste material or waste receptacles on the verge.
- c) Residents are to ensure that all municipal garbage, recycling and greenwaste bins are not stored on the City's verge and where practicable, are stored out of sight from the street. Residents can apply to Council where they wish to store bins in a manner where they can be viewed from the street outside of their normal collection day.
- d) Skip style or bulk waste bins should not be placed on the verge where practicable. These bins may be placed on the verge immediately adjacent to the property with the express written permission of the City's Waste Minimisation Officer. Repair for any damage caused to the verge or its infrastructure due to the placement or transportation of the bin will be the responsibility of the landowner of the adjacent land.
- e) Recognising that illegal dumping on verges occurs from time to time, the City will investigate reported instances prior to the material being removed.
- f) The City will continue to advise residents annually, via a booklet or similar, detailing the timelines and methods in which material should be placed on the verge for those residents wishing to participate in the bulk collection service.
- g) Material containing asbestos or material suspected of containing asbestos will be handled in accordance with the Health (Asbestos) Regulations 1992 and any applicable Code of Practice.
- h) Monitoring, evaluation and review of the policy is critical in the continual improvement in the achievement of the policy objectives. The policy shall be subject to formal City review periodically in accordance with the City's review of its policies.

Related documentation

Nil

Related Local Law/legislation

City of Nedlands Health Local Law
Litter Act 1979
Litter Regulations 1981
Health (Asbestos) Regulations 1992

Related delegation

9G Removal of Obstructions and Deposit on Streets And Public Places

Issued

12 March 1996

Amendments

13 December 2005 (Report CP36.05)
26 October 2004 (Report E111.04)
25 November 2003 (Report E108.03)
12 November 2002 (Report E154.02)
12 March 1996 (Item 12 TS)

Council Provided Grants, Subsidies and Donations

KFA	KFA 4 Community Well-being
Status	Council
Responsible division	Community and Strategy
Objective	The objective of this policy is to provide guidance on a range of grants, subsidies and donations that Council will provide to the community, subject to annual budget approval.

Context

Council provides a range of grants, subsidies or donations aimed at strengthening the capacity of the community to meet its own needs.

The financial support provided by Council will be on a partnership basis. Council does not generally intend to be the sole provider of financial support for the funded project or activity. Partnering with the applicant and other organisations will maximise the effectiveness of the public funds provided, while strengthening the capacity of the applicant organisation.

Definitions

Grant	<i>financial support that is tied to a specific purpose.</i> A grant may cover part or all of the cost of the funded project. However, Council will generally only provide grants that cover part of the funded project.
Subsidy	<i>financial support that is tied to a specific purpose and covers only part of the funded project.</i> Since Council will generally only fund projects in partnership with the applicant, for the purpose of this policy there is no meaningful distinction between “grant” and “subsidy” and the terms may be used interchangeably.
Donation	<i>financial support to an organisation that is not tied to a specific purpose.</i> This support may be used for the general purposes of the organisation receiving it and is not tied to a specific project or activity.

Statement

Scope:

The scope of this policy includes:

- School Swimming Pool Subsidy
- Youth Grants
- Community Grants
- Meals on Wheels Subsidy
- Community Safety and Crime Prevention Donations
- Lord Mayor's Disaster Relief Fund
- State Emergency Services.
- Animal Welfare
- National Trust and
- Refund of Development Application Fees to Sporting Clubs

The scope of this policy does not include:

- Capital Grants to Sporting Clubs (separate policy).

School Swimming Pool Subsidy:

Parents and Citizens' Associations of state government primary schools located within the City of Nedlands may apply to Council for an annual subsidy to enable their school pools to be opened to the community over the summer school holiday season.

Key eligibility criteria are:

- Access by the general community – the pool must be open to the general community (i.e. wider than the school community) for the summer school holiday period;
- Safety – the pool must be maintained and managed to a level that meets the City's safety requirements, as outlined in the associated Administration procedure
- Insurance – the body responsible for the pool must maintain an appropriate level of public liability insurance, as outlined in the associated procedure.

The School Pools Subsidy provided by Council is not intended to meet the full cost of opening the pools to the community. Rather, it is intended as a subsidy only, with user fees and the P & C's meeting the balance of cost.

An amount to cover the cost of providing the School Swimming Pool Subsidy will be included in the annual budget for Council's consideration. Payment of the subsidy is subject to its approval by Council.

Youth Grants:

Local young people may apply to Council for small grants towards projects that engage the young person with the local, national or international community.

Key eligibility criteria are:

- Local residence – the young person receiving the grant must be a resident of the City of Nedlands;
- Engagement with the community – the subsidised activity must engage the young people with the community, as outlined in the associated procedure.

The Sponsorship of Youth Initiatives Fund is not intended to provide significant financial assistance for youth activities. Rather, these small youth grants are intended primarily as a way of encouraging and recognising the initiatives already being taken by young people to engage with their community. Therefore the funding is intended as a minor subsidy only.

An amount to cover the cost of providing the Sponsorship of Youth Initiatives Fund will be included in the annual budget for Council's consideration. Payment of these grants is subject to approval of the budget allocation by Council.

Community Grants:

Individuals, community groups and organisations may apply to Council for small grants to provide community events and projects that help build community spirit and capacity within the City of Nedlands.

Key eligibility criteria are:

- Community spirit – events and projects to be funded must help build community spirit
- Inclusion – except for street parties, funded events and projects must be open to an promoted to all residents within the City of Nedlands
- Direct community benefit – funded projects and events must demonstrate a direct benefit to the City of Nedlands community.

Ineligible applicants and projects include:

- Businesses
- Schools, where the funding is for their core educational functions. However schools can apply for funding for projects that engage the broader community.
- Fund-raising or projects that charge an entry fee are generally not eligible, except in circumstances where the project makes an exceptional contribution to the local community.

Meals on Wheels:

The City will facilitate the delivery of meals to HACC eligible residents. The cost of providing the meals is covered by:

- State and Federal Government Funding through the HACC (Home and Community Care) funding
- Council's subsidy and
- A fee charged to the recipient.

Eligibility criteria are determined by HACC.

An amount to cover the City's component of the cost of providing meals on wheels to eligible residents will be included in the annual budget for Council's consideration. Provision of this service is subject to approval of the budget allocation by Council.

Community Safety and Crime Prevention Donations:

Council will consider applications for funding from organisations that provide community safety and crime prevention services in partnership with local schools.

The purpose of providing these subsidies is to prevent crimes against children and increase safe local children's awareness of safe behaviours in relation to crime prevention.

Key eligibility criteria are:

- Partnership with local schools – the applicant organisation must demonstrate a strong partnership with a local school or schools;
- Benefit to the local community – the applicant organisation must be able to demonstrate that they provide community safety services directly to the City of Nedlands community.

Organisations to be considered for the community safety subsidy must be incorporated and may include, but not necessarily be limited to, Safety House and Constable Care.

An amount to cover the cost of providing the community safety subsidies will be included in the annual budget for Council's consideration. Payment of these subsidies is subject to approval of the budget allocation by Council.

Lord Mayor's Disaster Relief Fund:

The purpose of the Lord Mayor's Disaster Relief Fund is to provide urgent relief in the event of an emergency or natural disaster.

Any advice or request received in relation to the Lord Mayor's Disaster Relief Fund is to be referred to the Chief Executive Officer who will decide if a submission should be placed before Council. Any subsidy or donation by the City to the Lord Mayor's Disaster Relief Fund can only be made as a result of a decision by Council.

State Emergency Services:

In specific circumstances, Council may provide a subsidy or donation to State Emergency Services. This would usually be in response to an emergency or natural disaster.

Any advice or request received in relation to a donation to State Emergency Services is to be referred to the Chief Executive Officer who will decide if a submission should be placed before Council. Any subsidy or donation by the City to State Emergency Services can only be made as a result of a decision by Council.

Animal Welfare:**Subsidies to organisations:**

Council will consider providing subsidies to animal welfare organisations is to assist with the control, breeding and welfare of animals within the City of Nedlands.

Key eligibility criteria are:

- Impact on animal management and welfare issues – the applicant organisation must be able to demonstrate its ability to make a positive impact on animal management and/or animal welfare issues; and
- Local benefit – the applicant organisation must be able to demonstrate its ability to make a positive impact within the City of Nedlands.

Any amount provided by Council is intended as a subsidy only, with the balance of cost of operation being provided by the organisation receiving the subsidy.

An amount to cover the cost of providing these donations or subsidies will be included in the annual budget for Council's consideration. Payment is subject to approval of the budget allocation by Council.

Subsidies to individuals:

The City will provide a refund of 50% of the cost incurred when a resident has their cat sterilised at the Cat Haven.

The purpose of this subsidy is to encourage sterilisation of cats and support the activities of a local animal welfare organisation in order to reduce the negative impact of uncontrolled cat breeding on native fauna and local amenity.

National Trust:

In specific circumstances, Council may provide a subsidy to the National Trust to assist with the preservation of a building of historical significance.

Any subsidy or donation by the City to the National Trust can only be made as a result of a decision by Council.

Donation of Development Application Fees Charged to Sporting Clubs

Council may consider applications from local sporting clubs to have 50% of the fees incurred as part of a development application donated back to the club.

Key eligibility criteria are:

- The financial capacity of the applicant organisation; and
- Benefit to the local community provided by the facility under consideration.

Where such fees have been included in the budget submitted to a funding body and partly or wholly approved for funding as part of the cost of developing the facility,

these fees will be not eligible to be considered by Council for refunding. The purpose of this provision is to prevent double-dipping.

Sporting clubs may only apply to have development application fees donated back to them following full completion of the project.

Related documentation

Procedures for:

- School Swimming Pool Subsidy
- Youth Grants
- Community Grants
- Meals on Wheels Subsidy
- Community Safety Subsidies

Related Local Law/legislation

Nil

Related delegation

- **10E – Community Grants**
- **10F – Sponsorship of Youth Initiatives Fund**
- **Delegated Authority – School Swimming Pools Subsidy** (yet to be developed)
- **Delegated Authority – Meals on Wheels** (yet to be developed)
- **Delegated Authority – Community Safety Subsidies** (yet to be developed)
- **Delegated Authority – Animal Welfare Donations** (yet to be developed)

Issued

Date approved by Council

Amendments

Dates amendments approved by Council
