



TOWN OF CLAREMONT

ORDINARY COUNCIL MEETING

MINUTES

TUESDAY 13 DECEMBER, 2016

Stephen Goode

CHIEF EXECUTIVE OFFICER

Date:

DISCLAIMER

Would all members of the public please note that they are cautioned against taking any action as a result of a Council decision tonight until such time as they have seen a copy of the Minutes or have been advised, in writing, by the Council's Administration with regard to any particular decision.

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TOWN OF CLAREMONT
ORDINARY COUNCIL MEETING
13 DECEMBER, 2016
MINUTES

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

His Worship the Mayor, Mr Jock Barker, welcomed members of the public, staff and Councillors and declared the meeting open at 7:00pm.

2 RECORD OF ATTENDANCE/APOLOGIES

ATTENDANCE

Mayor Barker

Cr Peter Browne

West Ward

Cr Peter Edwards

West Ward

Cr Karen Wood

West Ward

Cr Jill Goetze

South Ward

Cr Paul Kelly

South Ward

Cr Bruce Haynes

East Ward

Cr Kate Main

East Ward

Mr Stephen Goode (Chief Executive Officer)

Mr Les Crichton (Executive Manager Corporate and Governance)

Mr David Vinicombe (Executive Manager Planning and Development)

Ms Liz Ledger (Executive Manager People and Places)

Ms Katie Bovell (Governance Officer)

Two members of the public

Two members of the press

APOLOGIES

Cr Chris Mews (Apology)

Cr Alastair Tulloch (Leave of Absence)

3 DISCLOSURE OF INTERESTS

NIL

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

NIL

5 PUBLIC QUESTION TIME

Ms Heidi Hardisty, 12A Myera Street, Claremont.

13.2.3, Implementation of Parking Controls – North East Precinct Zone 1

Question one:

Can an alternative vision to adding more car parks be developed to help reduce car traffic into Claremont? For example, the development of the town centre as pedestrian free and promoting commuting on public transport? Has having a free shuttle bus in the town been considered?

Answer:

The Town recognises provision of alternative transport modes will play a part in the management of traffic and parking within the Town. In addition to implementing various strategies to manage the limited parking within the Town including paid parking in off-street locations and on-street locations, installation of way finding signage, and introduction of precinct parking, alternate strategies have been identified. These include shared space in Bay View Terrace, provision of end of trip infrastructure, development of the Town's Bike Plan including linking regional bike paths and working with local schools to encourage less vehicle trips.

Question two:

Has providing alternative parking at the exiting lot on Ashton Road near Guger Street been considered? If not why not? If not, can this be considered before adding more car parks?

Answer:

This lot is not owned by the Town.

Question three:

Will trees be removed at the corner of Lapsley and Davies Roads to build the car park?

Answer:

No.

Question four:

Will trees be removed along the verge of Lapsley Road if parking is constructed along the verge?

Answer:

No.

Question five:

Will trees be removed along Elliott Road if parking is constructed along the verge? If yes, how many? If yes, will these trees be replaced along the verge?

Answer:

No.

6 PUBLIC STATEMENT TIME

Ms Heidi Hardisty, 12A Myera Street, Claremont.

13.2.3, Implementation of Parking Controls – North East Precinct Zone 1.

Ms Hardisty spoke against the officer recommendation.

Ms Heidi Hardisty, on behalf of Mr Clive Neeson 1/52 Graylands Road, Claremont.

13.2.3, Implementation of Parking Controls – North East Precinct Zone 1.

Ms Hardisty spoke against the officer recommendation on behalf of Mr Neeson.

7 APPLICATIONS FOR LEAVE OF ABSENCE

NIL

8 PETITIONS/DEPUTATIONS/PRESENTATIONS

NIL

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Moved Cr Browne, seconded Cr Haynes

That the minutes of the Ordinary Meeting of Council held on 15 November 2016 be confirmed.

**CARRIED(195/16)
(NO DISSENT)**

10 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

Item 17.1.1, Standard Payment Rates for Ground Maintenance Agreements.

Item 17.2.1, Chief Executive Officer Contract of Employment.

11 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

NIL

12 REPORTS OF COMMITTEES

NIL

13 REPORTS OF THE CEO

13.1 CHIEF EXECUTIVE OFFICER

13.1.1 MIKE BALFE HERITAGE MAINTENANCE GRANT

Responsible Officer: Stephen Goode
Chief Executive Officer

Author: Liz Ledger
Executive Manager People and Places

Proposed Meeting Date: 13 December 2016

Purpose

For Council to consider renaming the Town of Claremont's 'Heritage Maintenance Grant', to the 'Mike Balfe Heritage Maintenance Grant', in honour of Mr Balfe and his contribution to heritage in the Claremont Community.

Background

At its OCM on 5 April 2016, Council endorsed a new initiative to support the preservation of heritage dwellings in the Town. This initiative is currently known as policy LV130 titled 'Heritage Maintenance Grant'. The purpose of this policy is to support owners of dwellings on the Town of Claremont's Heritage List with seed funding to maintain their heritage listed properties such that significant heritage fabric is conserved.

The Heritage Maintenance Grant offers between \$1000 and \$5000 for conservation work of significant heritage dwellings. This grant is open to ratepayers who own a property on the Town's Heritage list.

The recent tragic loss of former councillor and active member of the community, Mr Mike Balfe, gave rise to reflecting on his achievements, including his great passion and commitment to heritage in the Claremont community.

Mr Balfe was a Claremont councillor from 1997 until 2003 whose ability and dedication was highly valued. After leaving his position as a councillor, Mr Balfe continued to advocate on behalf of the town.

His great passion was heritage which is reflected in the many fine homes still standing in Claremont today. Mr Balfe played a major role in constructing the Town's Municipal Inventory which strongly influences the way the Town continues to honour heritage in Claremont today.

Discussion

In recognition of Mr Balfe's passion and commit to heritage, it is proposed that the Town's Heritage Maintenance Grant, be renamed to the 'Mike Balfe Heritage Maintenance Grant'.

It is fitting that this particular program be connected with Mr Balfe, due to the fact he dedicated his time and expertise to support the retention of heritage buildings in the Claremont community.

The naming of the grant is a way the Council is able to show respect and admiration for Mr Balfe's contribution in this area.

Past Resolutions

Ordinary Council Meeting April 2016, adoption of Policy LV130 Heritage Maintenance Grant.

Financial and Staff Implications

Resource requirements are in accordance with existing budgetary allocation.

Policy and Statutory Implications

Heritage Maintenance Grant – Policy LV130
Retention of Heritage Places, Heritage Areas and Heritage Precincts Policy LV124

Communication / Consultation

Following Mr Balfe's sudden passing, the Mayor respectfully consulted Mr Balfe's wife in relation to this proposed initiative. Mrs Balfe was supportive of the renaming of the grant to the 'Mike Balfe Heritage Maintenance Grant', in recognition of Mr Balfe and in particular his commitment to Claremont and its built heritage.

A suitable media release will announce the decision.

Strategic Community Plan

Liveability

We are an accessible community, with well maintained and managed assets, and our heritage preserved for the enjoyment of the community.

- Balancing the Town's historical character with complementary, well designed development.

Governance and Leadership

We are an open and accountable local government that encourages community involvement and strives to keep its community well informed.

- Identify strategic partnerships that align with the Town's vision.

Urgency

To reflect the efficient decision making and timeliness, it would be prudent to implement this decision as soon as practicable.

Voting Requirements

Simple majority decision of Council required.

Moved Cr Haynes, seconded Cr Kelly

That Council

- 1. Approves the name change of the Town of Claremont's 'Heritage Maintenance Grant', to the 'Mike Balfe Heritage Maintenance Grant', in recognition of Mr Mike Balfe and his contribution to built heritage in the Claremont Community.**
- 2. Contacts Mr Balfe's wife to advise her of the name change.**

**CARRIED(196/16)
(NO DISSENT)**

13.2 CORPORATE AND GOVERNANCE

13.2.1 REVIEW OF WARD BOUNDARIES AND REPRESENTATION

File Ref:	GOV/00025
Responsible Officer:	Les Crichton Executive Manager Corporate and Governance
Author:	Les Crichton Executive Manager Corporate and Governance
Proposed Meeting Date:	13 December 2016

Purpose

Report

- Updates Council on the results of the public consultation relating to the review of ward boundaries and representation, and
- Recommends Council forwards a submission to the Local Government Advisory Board proposing to retain existing wards, ward boundaries and office of councillors for each ward.

Background

Schedule 2.2 clause 6(1) of the *Local Government Act 1995 (Act)* requires local governments, divided into wards, carry out reviews of their ward boundaries and the number of councillors for each ward. Such reviews are to be carried out from time to time so that not more than eight years elapse between successive reviews.

The Town last completed a review of its wards and representation in 2009 and in order to address the requirements of the *Act*, a review is to be completed by June 2017. To enable any proposed changes to be effective in time for the next local government elections (October 2017), proposals to the Local Government Advisory Board (LGAB) must be submitted by 31 March 2017.

At its meeting of 18 October 2016, Council resolved to give public notice that a ward review is to be carried out and submissions may be made up to Monday 5 December 2016. A Review of Wards and Representation Discussion paper was adopted for circulation as part of the public consultation process.

The six week consultation period required under the *Act* ran from 22 October 2016 to 5 December 2016. During this time, a total of 30 submissions were received.

Discussion

The public consultation phase of the ward/representation review has closed and Council must now consider all eligible submissions when deciding own which proposal to make to the LGAB.

At the close of the consultation period, 30 submissions were received and are summarised in Table 1.

Table 1 – What is your preferred option for ward boundary/councillors representation (not including the Mayor) as outlined in the Discussion Paper

	Option Description	Responses	
Option 1a	No wards. Eight councillors in total.	2	6.66%
Option 1b	No wards. Six councillors in total.	12	40.00%
Option 2	Three wards. Two councillors per ward. Six councillors in total	4	13.33%
Option 3	Two wards. Four councillors (north) ward, Two councillors (south) ward. Six councillors in total	1	3.33%
Option 4	Three wards. Three wards per ward – nine councillors in total (current structure)	11	36.66%
		30	100.00%

To ensure the LGAB guidelines for the conduct of ward/representation reviews are met, Council is to give due regard to submissions and its reasons for any proposal it submits. Copies of the following will accompany a proposal from Council to the LGAB;

1. Copy of Council's 18 October 2016 minute initiating the ward/representation review;
2. Copy of this report and the Council resolution confirming Council's agreement to provide a proposal to the LGAB;
3. Copy of local public notice advertisements;
4. Copy of the Discussion Paper;
5. Copy of the public consultation analysis and comments.

The community feedback and comments from the 30 submissions received during the public consultation period supports;

- Retention of three wards. 15 submissions (50%) supported maintaining three wards with 11 indicated retaining the current nine elected members and 4 preferring a reduction in elected member numbers to eight.

The next highest preference was 14 (47%) for the removal of wards of which 12 preferred a reduction in elected members to six with the 2 preferring eight elected members.

The main themes expressed in the feedback were;

1. The current structure works well and requires no change (six of nine comments received)
2. Less costly with representation closer to Perth ratio (two ward option)
3. Council decisions should have regard for the whole Town. Six Councillors and Mayor should be sufficient for small local area (no ward option)
4. This would avoid problems with wanting a different planning scheme for each ward (no ward option).

Options

The five options presented and discussed within the Discussion Paper were provided as part of the public consultation process to assist and encourage discussion. None were presented or promoted as a preferred option.

The options within the Discussion Paper took into account:

- Changing ward boundaries;
- Reducing the number of elected members;
- Discontinuing the ward system;
- The statutory criteria local governments must consider when reviewing wards/representation (community of interests, physical and topographic features, demographic trends, economic factors, and ratio of councillors to electors in each ward)
- Population growth statistics and State Planning targets.

The Discussion Paper outlined the advantages and disadvantages of each option and applied the statutory criteria to each. The results of the feedback however confirmed that overall 63% supported lesser number of elected members across the range of options.

Option 1a – No wards : eight councillors

Option 1b – No wards : six councillors

The no ward option proposes abolition of all ward boundaries within the district.

Combined the no ward option was the second most popular choice (46.67%) of those who made submissions, with the six councillor option (1b) being the most popular single option (40%).

The advantages and disadvantages of no wards were detailed within the Discussion Paper and the themes from comments received supporting these options focussed around Council (including planning) decisions having regard for the whole district.

Option 2

This option proposes maintaining existing three ward structure however reducing councillors from three for each ward to two for each ward.

While, together with Option 4, the three ward structure was the most favoured (50%) option, in isolation this option only obtained 13.3% support.

Option 3

This option proposed combining the east and west wards to create one ward while retaining the south ward, and reducing councillor numbers to six. This was the least popular option with only one (3.33%) supporting submission.

Option 4

This option retains the current three wards, three councillors per ward structure.

This was the second most popular single option (36.6%) with three wards (Options 2 & 4) being the most preferred (50%) ward structure.

The majority of comments received supported this position suggesting the status quo works well and does not need to change.

Summary

Public feedback confirms the majority of the community support retaining the current three ward structure, and particularly the three councillors per ward. This was further

supported with the bulk of comments received suggesting the current system is working well.

The community's next preference was to remove wards altogether with, interestingly, greater support for councillor numbers to be reduced to six rather than eight.

Overall, the feedback suggests while the community sees some merit in the no ward structure, it currently supports maintaining the status quo. It should however be noted that a data sample of 30 submissions from a population of 10,500 is very small. This may reflect either further acceptance of the current ward structure and numbers, or alternatively no interest by the public.

Based on this, the recommendation is that Council provide a submission to the LGAB to retain the existing three wards, and retain the offices of councillors at nine members.

Past Resolutions

Ordinary Council Meeting 18 October 2016, resolution 166/16;

That Council

1. *In accordance with Schedule 2.2, Clause 7 of the Local Government Act 1995, give local public notice advising (a) that a ward review is to be carried out; and (b) that submissions may be made to the Town about the ward review for 6 weeks from the day fixed by the notice, and*

2. *Adopts for circulation as part of the public consultation process the draft Review of Wards and Representation Discussion Paper at Attachment 1;*

Ordinary Council Meeting 2 June 2009, resolution 149/09;

That Council:

1. *Submits to the Local Government Advisory Board a proposal to adopt Option 4 which provides for the abolition of all ward boundaries within the district and the creation of a single ward;*

2. *Reduces the number of offices of Council to five councillors plus the Mayor;*

3. *Adopts the following transitional arrangement be phased in over the 2009 and 2011 elections;*

*2009 Election Two four year vacancies - two (2) councillor offices
- One (1) mayoral office*

2011 Election Three four year vacancies - three (3) councillor offices

LOST

Against the Motion: Cr Christian, Cr Leith, A/Mayor Kelly, Cr Camins, Cr Halsted, Cr Stephens and Cr Barker

Reason : To maintain the status quo pending the outcome of the Government Structural Reform Agenda.

NEW MOTION

Moved Cr Leith, seconded Cr Stephens

That Council notes the Review of Ward Boundary and Councillor Representation report and retains the existing ward boundaries and number of Councillors in each ward.

CARRIED BY AN ABSOLUTE MAJORITY (149/09)

Financial and Staff Implications

Resource requirements are in accordance with existing budgetary allocation.

Policy and Statutory Implications

A review of wards/membership, in accordance with the requirements of Schedule 2.2 of the *Act* is necessary so Council can determine what recommendation for Orders it will make to the LGAB (Schedule 2.2, Clause 9). Council is required to invite submissions from the public as part of the review process (Schedule 2.2, Clause (7)).

Communication / Consultation

The statutory consultation process commenced on 21 October 2016 and ended on 5 December 2016. Information made available during this six week period included:

- the Discussion Paper;
- separate factsheets outlining each option, including high resolution maps (content taken directly from the Discussion Paper); and
- frequently asked questions (FAQs)

Information about the ward review was made available to the community via the Town's communication channels including:

- Statutory notice – 20 October 2016
- Town Talk in the Post newspaper
- Reminders each week for duration of consultation period
- Town of Claremont website and Facebook throughout duration of consultation period
- Business e-newsletter
- media release sent to the Post Newspaper and Western Suburbs Weekly.

Members of the community were invited to make written submissions about any aspect of wards/representation online via the Town's website, by mail, email, or hand delivery.

This report details the results of the community consultation.

Strategic Community Plan

Governance and Leadership

We are an open and accountable local government that encourages community involvement and strives to keep its community well informed.

- Provide and maintain a high standard of governance, accountability, management and strategic planning.
- Provide responsive and responsible leadership.

Urgency

Provision of the submission to the LGAB is required on or before its February 2017 Board meeting to enable any changes to be effective in the 2017 local government election.

Voting Requirements

Absolute majority decision of Council required.

Moved Cr Browne, seconded Cr Haynes

That Council in accordance with Schedule 2.2 (9) of the *Local Government Act 1995*, provides a submission to the Local Government Advisory Board;

- 1. Confirming a review of the Town's wards and offices of Council has been undertaken; and**
- 2. Proposing to retain the existing wards, ward boundaries, offices of councillor for each ward.**

**CARRIED BY AN ABSOLUTE MAJORITY(197/16)
(NO DISSENT)**

13.2.2 2017 LOCAL GOVERNMENT ORDINARY ELECTION

File Ref: GVN00071

Responsible Officer: Les Crichton
Executive Manager Corporate and Governance

Author: Katie Bovell
Governance Officer

Proposed Meeting Date: 13 December 2016

Purpose

Report recommends Council declare the Western Australian Electoral Commissioner responsible for the conduct the 2017 ordinary election using the postal vote method.

Background

The 2017 local government elections will be held on the 21 October 2017 (3rd Saturday in October every two years). While the 2017 Election Timetable is yet to be finalised by the Western Australian Electoral Commission (WAEC), and will be provided for Councillors information once available, significant dates in the lead up to 2017 election day are;

Days to Polling Day	Local Government Act	Day	Date
80	Last day for declaration to have the Electoral Commissioner conduct a postal election.	Wed	2/8/2017
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80 th day.	Wed	2/8/2017
70 to 56	Between 70 th /56 th day the CEO is to give Statewide public notice of the time and date of close of enrolments	Sat	12/8/2017
56	Advertising may begin for nominations from 56 days and no later than 45 days before election.	Sat	26/8/2017
50	Close roll 5.00pm	Fri	1/9/2017
45	Last day for advertisement to be placed calling for nominations.	Wed	6/9/2017
44	Nominations Open First day for candidates to lodge completed nomination with Returning Officer.	Thur	7/9/2017
37	Close of Nominations 4.00pm on the 37 th day before election day	Thur	14/9/2017
24	Commencement lodgement of election packages with Australia Post	Wed	27/9//2017
0	Election Day Close of poll 6.00pm	Sat	21/10/2017

The *Local Government Act 1995* specifies that the Chief Executive Officer is the returning officer of a local government for each election.

As detailed above, should a local government wish to appoint the Western Australian Electoral Commission (WAEC) to conduct a postal election, it must do so no later than 80 days before the polling day. The declaration by Council can only be made with the written approval of the Electoral Commissioner and the Electoral Commissioner then appoints a person to be the returning officer.

The Town has received approval from the Electoral Commissioner for the WAEC to conduct the 2017 elections subject to the proviso that the Town also wishes to have the election undertaken by the WAEC as a postal election.

The WAEC has also provided a cost estimate of \$38,000 to undertake this task.

Discussion

The Town has declared the Electoral Commissioner to be responsible for the conduct of its elections since 1999. This is primarily due to the complexities of the electoral process, the draw on resources, and to place administration at 'arms length' from the process.

Voter participation in the Town of Claremont has dropped over the last four elections from an average of 41% turnout in 2009 to 30.3% in 2015.

Community interest and participation in the affairs (including elections) of local government can often be influenced by factors ranging from general acceptance of local government operations through to highly contentious and public issues of the day. Use of WAEC in conducting the election provides a level of integrity and impartiality that ensures the election process itself does not become an influencing factor.

It is therefore recommended Council appoint the Electoral Commissioner to be responsible for the 2017 elections together with any other elections or polls which may also be required, and conducts the election as a postal election.

Past Resolutions

Ordinary Council Meeting 17 March 2015, Resolution 36/15:

That Council

- 1. Declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2015 ordinary elections together with any other elections or polls which may be required; and*
- 2. Conducts the 2015 local government election as a postal election.*

*CARRIED BY AN ABSOLUTE MAJORITY
(NO DISSENT)*

Ordinary Council Meeting 16 April 2013, Resolution 67/13:

That Council

- 1. Declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2013 ordinary elections together with any other elections or polls which may be required; and*
- 2. Conducts the 2013 local government election as a postal election.*

*CARRIED BY AN ABSOLUTE MAJORITY
(NO DISSENT)*

Ordinary Council Meeting 19 April 2011, Resolution 78/11;

THAT Council:

1. *Declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2011 ordinary elections together with any other elections or polls which may be required; and*
2. *Conducts the 2011 local government election as a postal election.*

CARRIED BY AN ABSOLUTE MAJORITY

Ordinary Council Meeting 5 May 2009, Resolution 133/09;

That Council:

1. *Appoint the WA Electoral Commissioner to be responsible for the conduct of the 2009 Town of Claremont ordinary election, and*
2. *Conduct the 2009 Town of Claremont ordinary election as a postal election.*

Financial and Staff Implications

The cost estimate includes a proposed increase in the postage rate by Australia Post effective from 4 January 2017 with an additional amount of \$1,660 incurred if the Town decides to opt for the Australia Post Priority Service.

Cost not incorporated in the estimated includes;

- Non-statutory advertising (i.e. any additional advertisements in community newspapers and promotional advertising)
- Any legal expenses other than those that are determined to be borne by the WAEC in a Court of Disputed Returns
- One local government staff member to work in the polling place on election day

It is proposed an amount of \$40,000 for election cost be included for consideration in the non-recurring operating expenses of the draft 2017-18 Budget.

Policy and Statutory Implications

Local Government Act 1995 s. 4.20(4)

Local Government (Election) Regulations 1997

Publicity

While not required for the appointment process, election advertising/promotion will commence in line with the Election Timetable.

Urgency

Not urgent.

Voting Requirements

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED.

Moved Cr Haynes, seconded Cr Wood

That Council

1. Declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2017 ordinary elections together with any other elections or polls which may be required; and
2. Conducts the 2017 local government election as a postal election.

**CARRIED BY AN ABSOLUTE MAJORITY(199/16)
(NO DISSENT)**

13.2.3 IMPLEMENTATION OF PARKING CONTROLS – NORTH EAST PRECINCT ZONE 1

File Ref:	LAW/00089
Attachments:	<u>Luxmoore Parking and Safety- North East Precinct Zone 1 – Off Street Parking Business Cases</u> <u>Precinct Zone 1 – On Street Parking Business Cases</u>
Responsible Officer:	Les Crichton Executive Manager Corporate and Governance
Author:	Brian Kavanagh Manager Statutory Services
Proposed Meeting Date:	13 December 2016

Purpose

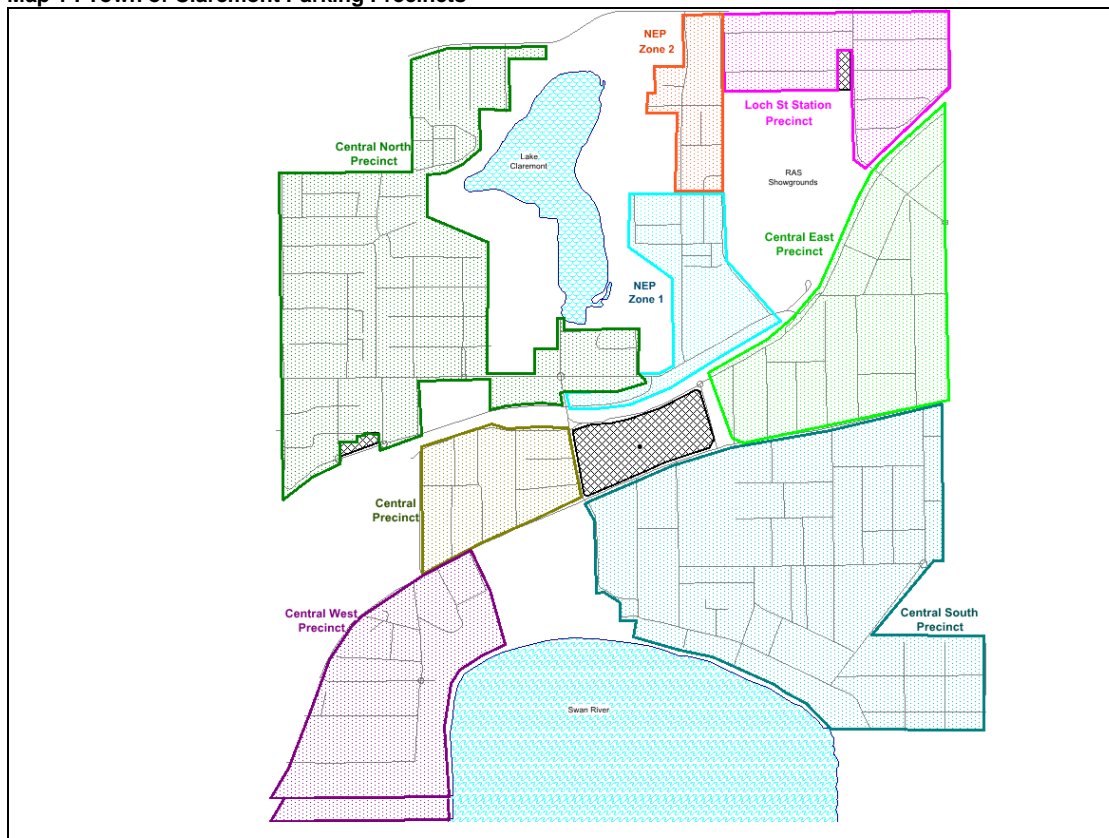
The report recommends Council authorise introduction of off-street and on-street parking management system within the North East Precinct Zone 1 to best accommodate competing parking requirements within a limited parking resource.

Background

Council, in addressing the ongoing and increasing demand of limited on-street parking within the Town, resolved at its meeting of 4 October 2016 to:

1. Endorse the implementation of Parking Precincts (Map 1);
2. Endorse the proposed control zones within each precinct;
3. Adopt Draft Precinct Parking Management Policy LV131;
4. Adopt Draft Parking Permit Policy LV132; and
5. Receive a further report on fee paying management options to better reflect and manage user demands in all 'Off-Street car parks and 'On-Street' bays within the NEP Zone 1. Options to include recommended restrictions times and parking fee business case to determine an appropriate fee structure for the Zone.

Map 1 : Town of Claremont Parking Precincts



While the strategy to address the impact of competing demands for on-street parking space within residential areas in the other seven parking precincts is largely achieved through timed parking zones and use of resident permits, the North East Precinct Zone 1 (NEPZ1) requires a more flexible strategy to accommodate varying parking requirements.

The NEPZ1 (Map2) takes in the *Claremont on the Park* development which over the next 5-10 years will see construction of up to 1,000 residential parcels. The NEP Structure Plan provides for 5,700m² of commercial space and 2,360m² retail space. The recent development application (yet to be considered by JDAP progressing these outcomes is the Lot 509 (cnr Davies and Shenton Roads) proposal which includes 149 residential apartments, 1,180m² of retail space and 1,750m² in commercial space.

Promoted as a Transport Oriented Development, *Claremont on the Park* is provided parking concessions under the NEP Structure Plan, relative to TPS3 requirements, which may add an additional draw on external parking.

The Claremont Football Club redevelopment site (due for completion March 2017) will house 200 Public Transport Authority (PTA) parking bays to service the Claremont train station. This is down from the 450 bays previously available on the PTA 'paddock' immediately adjacent to the railway station prior to the *Claremont on the Park* development.

Immediately west of the NEPZ1 is the Lake Claremont recreational precinct comprising the Claremont Golf Course and Aquatic Centre, both subject to redevelopment planning/implementation, and Tennis Club. To the east is the Royal

Agricultural Society Showgrounds and to the south, the Town's central business district and high street.

Map 2 : North East Precinct Zone 1



In allocating available on-street and off-street parking within this precinct to best meet the varying parking requirements of the different users/visitors to the area, timed parking is not considered appropriate. While it provides access to available parking space to visitors requiring parking for shorter periods, it provides no option for those requiring longer stay parking. A moderate fee paying structure, allowing both shorter stay users to park at little or no cost, while those wishing to pay for more time to do so, is considered an appropriate strategy.

The report, in responding to Council's October 2016 resolution;

- identifies available on and off-street parking available and under the control of the Town within NEPZ1;
- presents a range of fee paying management options with associated business cases detailing costs (implementation and on-going) and fee income; and
- makes recommendations on fee times and structure which best reflect and accommodate the varying user demands of both off-street car parks and on street car bays.

Discussion

The NEPZ1 area currently has a capacity of 421 off-street parking bays and 102 on-street bays under control of the Town; some marked, some not. It will also house the PTA's new 200 bay underground 'Park and Ride' facility currently under construction within the Claremont Football development and due to open in March 2017. The two temporary off-street car parks which provide approximately 198 parking bays for commuters will then close.

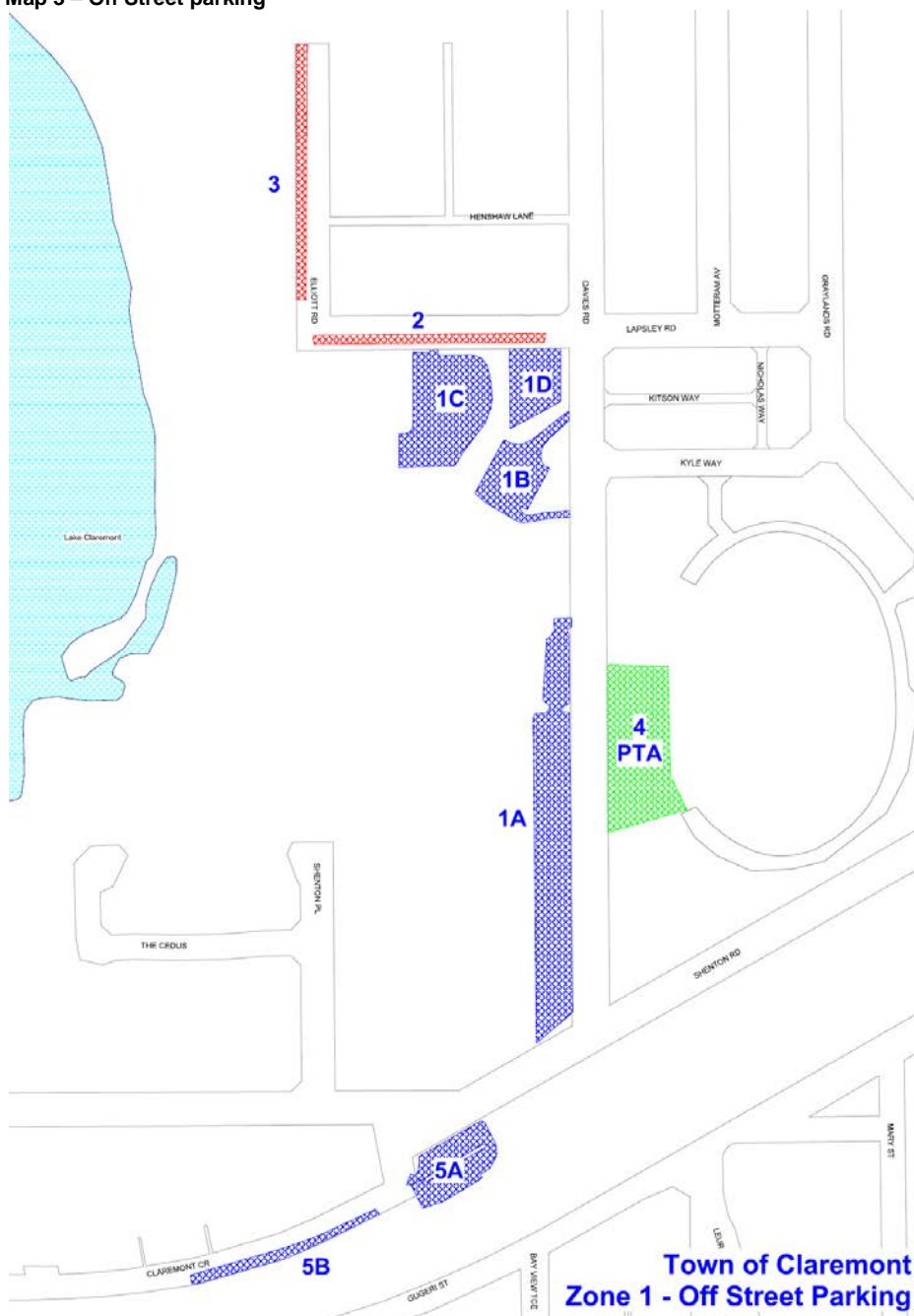
Off-street Parking

There are currently four off-street parking sites within NEPZ1 which provide 326 car bays, including the recently expanded Davies /Shenton Road car park. These are shown as 1A, 1B, 1C and 5A in Map 3 below.

There is also capacity to provide a further 95 bays through expansion of Parking Station One¹ to include the pool/golf course car park (+25), provision of formal verge parking on Lapsley (+13) and Elliott (+27) Roads, and expansion of Car Park 5 (+30). These are shown as areas 1D, 2, 3 and 5B in Map 3.

(¹ Station One comprises areas 1A, 1B, 1C and 1D)

Map 3 – Off Street parking



A break up of the current and potential off-street parking is provided in Table 1.

Table 1 : Off-street Parking

	Location	Number of Bays	Comment
1A	Davies Road	132	Includes 76 bays under construction on the corner of Davies and Shenton Road
1B	Swimming Pool	44	
1C	Golf Course	95	
1D	<i>Expanded Golf Course</i>	<i>25</i>	<i>Proposed additional bays</i>
2	<i>Lapsley Road</i>	<i>13</i>	<i>Proposed additional bays on the verge of Lapsley Road</i>
3	<i>Elliot Road</i>	<i>27</i>	<i>Proposed additional bays on the verge of Elliot Road</i>
4	PTA Controlled Parking Station		<i>Parking at Claremont Football Club</i>
5A	Claremont Crescent	55	
5B	Claremont Crescent	30	<i>Proposed 30 additional bays by expanding Parking Station 5 along Claremont Crescent</i>
Total		421	

Parking demand in the NEP Zone 1 is generated by several categories of users;

- Short-term (1–2 hr) visitors to residences, retail shops and businesses in the NEP
- Medium-term (2–4 hr) parkers to events and training at the oval, golf course, swimming pool and tennis club;
- Long-term (5+ hr) parkers who are employed in the NEP or the town centre;
- Long-term train commuters;
- Long-term contractors involved in the construction of the various developments;
- Visitors to the oval in the evening; and
- Nearby residents/overflow parking in the evening.

Currently there is a high demand for long-term off-street parking and a low demand for short-term (2P) off-street parking. This is reflected in the high occupancy rates previously experienced in the unrestricted (long-term) parking at the informal 'tennis' car park area on Davies Road and that currently experienced at two temporary PTA car parks and the equally full Shenton Road PTA car park these replaced. Progression of the 'Claremont on the Park' development, and relocation of the currently free to fee-paying PTA parking underneath the football club will add to this demand and spill over into the residential streets.

Contrasting this, the adjacent short term 2P facilities including Car Park 5A (next to the Goods Shed), and northern end of the Davies Road car park are experiencing low occupancy rates over the period of a day. This high vacancy indicates that currently the demand for short-term parking during weekdays is low which is reasonable as there are few generators within a short walking distance. This available space could be better utilised to take up the long-term parking demand.

Equally, the pool and golf course car parks, currently controlled through timed (2P) parking, experience high demand during the swimming program (in-term/ vac swimming classes and school carnivals) however are largely underutilised outside these periods.

Fee paying options

Three fee-paying options have been prepared for each of the current and potential off-street parking sites. Each provides the same hourly rate and daily maximum with options differing in the free parking component. The first provides no free parking component (pay from commencement of parking), the second includes the first hour free, and third option provides the first two hours free. In preparing each, a number of underlying assumptions have been made.

The first is that nearby on and off-street public parking will be user-pay parking and the parking restrictions will be regularly monitored and enforced. Drivers will not pay if there is alternative free parking nearby.

Secondly, it is essential that the fee for premium on-street parking is higher than for off-street parking. On-street parking in a high demand area such as the NEP shall be managed to provide convenient, short-term parking with a regular churn of bays. Drivers will have the option to pay a higher fee on-street, or park off-street for longer periods of time and at a lower cost.

And thirdly, introduction of off-street pay parking is to include:

- Clear and legible way finding signage to the car parks;
- The car parks are to be resurfaced/renovated and re-linemarked. The layout is to be driver friendly at entry, at exit and in searching for bays;
- The car parks will have some lighting and be open to the public 24/7 every day;
- There will be a perception of safety and security in the car parks for all users and their vehicles, including regular patrols by rangers;
- Pedestrian access to the town centre and surrounding precinct will be of a high standard incorporating principles of Crime Prevention through Environmental Design (CPTED), plus good lines of sight and lighting and a high perception of security;
- No additional free parking will be provided other than the one or two hour free scenarios and the six months in Car Parking Stations 1B, 1C and 1D.
- No charge will apply at any car park on Sundays, other than on special event days.

Income (Parking Fees)

Table 2 shows the parking fees currently being charged by privately operated parking facilities in Claremont and in similar types of parking by other local governments.

Table 2 – Current fees charged in other parking facilities

Hrs Mon-Sun	Claremont Quarter	Times Square	The Avenue Leederville	Theatre Gardens Subiaco
0-1	Free	Free	Free	\$1.50
1-2	Free	Free	\$2.60	\$3.00
2-3	Free	\$2.00	\$5.20	\$3.00
3-4	\$5.00	\$4.00	\$7.80	\$6.00
then	\$5/hour	\$2/hour	\$2.60/hour	\$1.50/hour
Max	\$30	\$14	\$17.20	\$15
PTA parking ¹			\$2.00 per day	

¹The Town has been advised the PTA propose to charge \$4 per day to park and ride in the 200 bay basement of the new Claremont Football club development, which is to be restricted to train commuters only.

It is proposed that fees be set detailed in Table 3. This level is considered appropriate in encouraging commuter use of the PTA designated parking area, providing an overflow alternative at marginally higher price, and providing parking at a reasonable cost for shorter term parkers. At the hourly and maximum rates proposed, the strategy continues to retain Claremont's point of difference from other local governments such as Perth and Subiaco where fees approach the private providers (e.g. Wilsons) charges.

Table 3: Proposed fees for off-street parking commencing 2017

	Mon-Sat 7am-6pm	Max per day	Sunday	Special event days
Off-street parking sites	\$1.00 per hour	\$5.00	No fee	\$20.00 flat fee/entry

While proposed fees for pay parking are based on the walking distance to a destination (the closer and more convenient a car park is to the driver's destination, the higher the fee), the relative proximity of all parking sites to each other and a desire to retain relatively consistent fee structure suggests the fees will be the same.

It is proposed hourly fees will be charged from 7am-6pm, Monday-Saturday. No fee will be payable after 6pm and fees will not apply on Sunday.

The proposed fees have been used in calculating the estimated revenue in each business case. In addition, income estimates for the next 5 years incorporate the following conservative assumptions:

- 50 weeks per year operation;
- 20 event days per year;
- 20% discount applied ;
- On average, fees will remain static then escalate by 3%; and
- Compliance will be 80%, based on effective and regular enforcement by the Town's rangers

A special event fee has also been included to apply to Parking Station 1 (sites 1A-1D) and Parking Station 5A and possible expansion to include 5B to provide all day parking for event visitors held at the Royal Agricultural Showgrounds. These include the Royal Show, larger events (e.g. Caravan & Camping) and concerts.

As is the current practice, it is proposed revenue generated from these parking stations through special event parking is distributed to support community and recreational groups. Collection of fees will be simplified through use of the parking meters, removing reliance on group volunteers to handle cash, manage eftpos equipment, or deal with the public generally.

Council's commitment to provide parking space to the Tennis Club for this purpose over the next four years will be achieved through this methodology.

It is recognised both the swimming pool and golf course patrons are significant users of parking sites 1B and 1C during the peak periods from October to March. In order to retain the sites for these users it is proposed they not be made available for long term parking during this period, with the 2 hour maximum parking period to apply.

However during the off-peak period (April and September), demand of these sites by pool/golf patrons drops significantly. The report recommends Parking Stations 1B, and 1C (and potentially 1D) converts to a fee paying station between the months of April and September to make this space also available for long term parking. The two hour free scenario will apply.

As with all other off-street sites, all users of the car parking stations including short term users (within the 2 hour free period) will be required to obtain a ticket from a parking meter and display the ticket on the dashboard of their vehicle to avoid infringement.

It is recommended the fee structure is reviewed after 6 months to ensure the car parks are operating at an average occupancy range between 70% and 90%.

Costs

Whole of life (capital and operating) costs have been prepared for each of the parking site business cases. These include:

- Cost/bay varies due to construction costs; \$3,600 at existing car parks and \$4,600 at undeveloped sites;
- Meters/site varies according to the proposed layout of the site and the expected type of parker. Short term parkers should not have to walk more than 20m (8 spaces) to a parking meter. All day parking may have slightly longer distances to meters;
- Administration/supervision;
- Cash collection; and
- Outgoings, repairs, consumables and fees

Business Cases

The business cases for each site incorporate set-up and ongoing costs, operating hours, suitable technology, and the fees to be charged in the first 5 years. Each considers the different categories of parker and includes three income scenarios; nil free parking, one hour free and two hours free.

Table 4 details for each of the eight off-street parking sites identified:

- the cost to develop and operate each bay each day (cost/bay);
- cars per week (Cars/week) is made up of estimated short and long term parkers on weekdays and weekends, plus an allowance for special event parking;
- revenue per bay each day (Rev/bay/day) bay based on estimates of the type and volume of each category of user;
- net income for each bay a year. Estimates are provided for each of the three fee options (no free period, 1st hour free, 1st two hours free) recognising the impact of the free parking scenarios on the annual net income of each bay;
- Cars/week is made up of estimated short and long term parkers on weekdays and weekends, plus an allowance for special event parking;
- Estimated volumes have been calculated over 50 weeks a years and Revenue/bay has been discounted by a further 20% for conservatism;
- The swimming pool car park (1B) will show a negative return as the large volume of parkers during the summer months will not need to pay a fee. Installation of

meters is however proposed in order to efficiently control and monitor time restricted parking during the summer months and long term parking in the winter months;

- The expanded golf course car park (1D) will show a negative return if a one hour or two hour free period is implemented; and
- All other sites are estimated to show a positive return under all three scenarios.

Table 4: Comparison of estimated Year 1 cost, revenue and net income per bay

Claremont Business Case Summaries 5/12/2016							Net Income/bay/Year 1		
CP	Off-street car park	Bays	Cost/bay Yr 1	Meters	Cars/week Yr 1	Rev/bay/day	Nil Free	1hr Free	2hrs Free
1A	Davies Rd	132	\$ 730	7	1041	\$ 3.95	\$ 712	\$ 560	\$ 409
1B	Swimming Pool	44	\$ 785	3	563	\$ 1.29	-\$ 316	-\$ 486	-\$ 676
1C	Golf Course	95	\$ 623	4	735	\$ 2.38	\$ 247	\$ 177	\$ 108
1D	Expanded GC	25	\$ 896	1	245	\$ 2.63	\$ 65	-\$ 51	-\$ 157
2	Lapsley Rd	13	\$ 1,278	1	103	\$ 4.19	\$ 250	\$ 127	\$ 4
3	Elliot Rd	27	\$ 1,026	2	178	\$ 4.07	\$ 460	\$ 426	\$ 392
5A	Claremont Cres	55	\$ 742	3	461	\$ 4.23	\$ 802	\$ 642	\$ 482
5B	Claremont Cres	30	\$ 1,102	3	229	\$ 4.21	\$ 433	\$ 335	\$ 236
Total		421		24	3555				
	6 months no fee								

Summary

The business case for Parking Station One (including retention of 2P parking in the summer months) demonstrates a positive financial result to all but two sites (1B & 1D) with an overall net annual surplus in Year 1 of \$30,579.

Table 5: Current Parking Stations 1 Net Income – Year 1

	Off Street Car Park	Bays	Net Income Year 1		
			Nil Free	1hr Free	2hr Free
1A	Davies Road	132	\$93,984	\$73,920	\$53,988
*1B	Swimming Pool	44	(\$13,904)	(\$21,384)	(\$29,744)
*1C	Golf Course	95	\$23,465	\$16,815	\$10,260
*1D	Expanded GC	25	\$1,625	(\$1,275)	(\$3,925)
Total		296	\$105,170	\$68,076	\$30,579

* 2P scenario for six months in 1B, 1C and 1D.

The business case for the remaining four off-street parking stations all demonstrate a positive financial return under the 2 hour free option, with an overall net income in Year 1 of \$44, 226

Table 6: Remaining four Parking Stations Net Income – Year 1

		Net Income Year 1			
	Off Street Car Park	Bays	Nil Free	1hr Free	2hr Free
2	Lapsley Road	13	\$3,250	\$1,651	\$52.00
3	Elliot Road	27	\$12,420	\$11,505	\$10,584
5A	Claremont Cres	55	\$44,110	\$35,310	\$26,510
5B	Expanded Claremont Cres	30	\$12,990	\$10,050	\$7,080
Total		125	\$72,770	\$58,516	\$44,226

It is recommended Council:

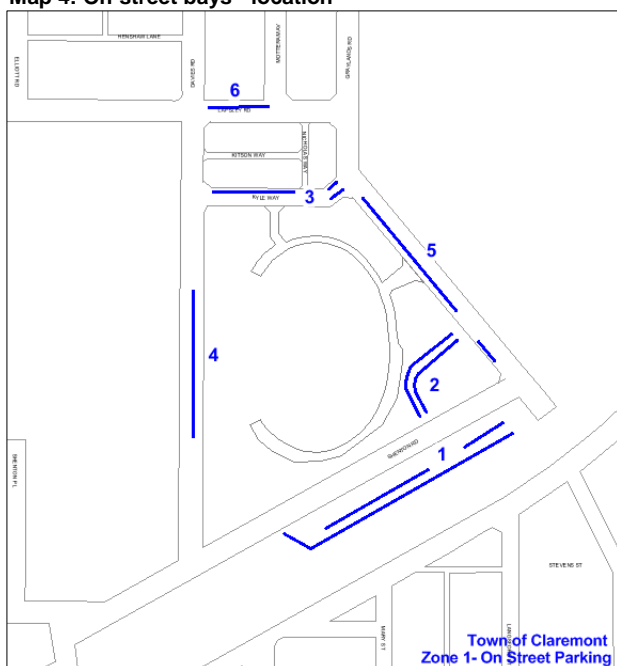
- endorse introduction of fee-paying off-street parking controls within the NEPZ1;
- adopt the first 2 hour free option;
- adopt the 2 hours timed parking for the six month period from **October to March** inclusive in Parking Stations 1B, 1C and 1D;
- authorise implementation of the controls within Parking Stations 1A, 1B,1C and 5A to be operational on or before June 30 2017; and
- authorise progressive implementation of controls within the remaining identified sites within NEPZ1 on or before 1 January 2018.

On-street

On-street parking represents a resource which should not be ignored when designing a parking management plan. On-street parking often represents the most proximate and attractive parking for visitors to the precinct and can effectively and efficiently be shared between multiple user groups, particularly if user groups have peak parking requirements occurring at different times of the day. The use of on-street parking also acts as a traffic calming measure to reduce speeds and thereby add to the vitality of the area.

The six roads within NEPZ1 have been identified (Map 4) as appropriate for on-street parking are shown in Map 4.

Map 4: On-street bays - location



A break up of the bays available within each street is detailed in Table 7.

Table 7: On-street bays - available

	Street	Bays
1	Shenton Road (Graylands Road to Davies Road)	42
2	Tiger Way	16
3	Kyle Way	16
4	Davies Road (Lapsley Road to Shenton Road)	8
5	Graylands Road (Shenton Road to Lapsley Road)	14
6	Lapsley Road (Graylands Road to Davies Road)	6
	Total	102

Demand

The development of the NEP will generate significant demand for parking all week by several categories of parker. The North East Precinct Parking Management Plan has considered the reduced parking supply and the increased level of demand. The on-street car bay sites can be converted to pay parking with relatively low set up costs.

Fee Paying Options

The objective of user pay on-street parking is to encourage a churn of bays. A high turnover of bays will encourage visitors and patrons to the commercial and leisure facilities in the Zone 1 precinct. Although the churn of bays is achieved by price, prices are targeted to achieve a peak time occupancy rate of approximately 85% which ensures that parking resources are well-used and people can find a park in reasonable proximity to their destination.

Maintaining some availability as well as providing information to drivers, reduces the need for people to drive around searching for a parking space, thereby reducing congestion. This is a recognised international best practice approach to the management of on and off-street parking.

Demand responsive pricing means that the prices charged for on and off-street parking will be adjusted from time to time based on parking demand. Price will be adjusted up or down, with the goal of maintaining an average 85% occupancy at peak times.

A 15% vacancy rate means that 1 in 7 spaces are generally available. An occupancy range of 70-90% is considered an acceptable range. It is also accepted best practice that on-street parking fees should be higher than off-street fees in order to encourage off-street parking and reduce congestion on-street.

It is recommended that some flexibility in the parking fees. In particular, the on-street parking fees should be reviewed each 6 months and amended up/down to ensure the benchmark 85% occupancy is achieved.

As with off-street parking, introduction of on-street pay parking in the NEPZ1 is to be accompanied by:

- Clear and legible signage for operating times and payment options;
- Regular patrols by rangers which will enhance the perception of enforcement;
- Pedestrian access to the town centre and surrounding precinct will be of a high standard incorporating principles of Crime Prevention through Environmental

Design (CPTED), plus good lines of sight and lighting and a high perception of security;

- There will be no free parking on-street other than permits for certain residents;
- Pricing will discourage long term parking by employees and commuters; and
- In most streets, meters will be located on both sides of the road.

Income (Parking Fees)

In nearby local government areas, current on-street parking fees generally are as shown in Table 8. (Some streets have higher and lower charges)

Table 8: On Street parking fees in nearby LGA's

LGA	Precinct	Times and days	Fee/hour
Cambridge	Medical	3P Mon-Fri 8 am-4 pm	\$3.00
Cambridge	Southport/West Leederville	3P Mon-Fri 8 am-4 pm	\$2.50
Vincent	Oxford St	Mon-Sun 8 am-midnight	\$2.60
Vincent	Newcastle St west of Fitzgerald St	Mon-Sun 8 am-8 pm	\$3.70
Fremantle	City centre	Mon-Sun 8 am-1 am	\$2.70
South Perth	Mends Street	Mon-Sun 9 am-5.30 pm	\$2.40

For the NEPZ1 it is proposed that hourly fees will be charged from 7 am-6 pm, every day. No fee will be payable after 6pm. While there will be no special event fee, the on-street bays will be limited to a maximum time of 2 hours during these events.

It is proposed fees for on-street pay parking are set as detailed in Table 9. While less expensive than other local governments, pricing recognises the higher premium of closer and more convenient parking relative to off-street parking (Off-street car parks in NEPZ1 have been proposed at \$1.00/hour, with a maximum of \$5 per day Monday-Saturday). This in turn promotes churn and availability of the on-street bays while discouraging longer stays.

Table 9: Proposed fees for north east precinct on-street parking

North East Precinct	Mon-Sun 7 am-6 pm
On-street parking bays	\$2.00 per hour

Parking Permits

At the 4 October 2016 Ordinary Council Meeting (OCM), Council resolved to adopt the Parking Permit Policy LV132.

The Policy limits two parking permits to each single and grouped residential property in the district. The Town will not issue parking permits for multiple dwellings.

Parking permits will allow residents or their visitors to park on any street within the precinct their residence is located. Parking permits are allocated to and valid only for the precinct it has been issued for.

Within NEPZ1 there are 60 residential properties (residence under construction on PCYC Land and residence fronting Lapsley and Elliot Road) eligible to receive 2 parking permits. The permits will allow residents or their visitors to park longer than the applied parking restriction and to park in the on-street bays in Zone 1 without the obligation of paying the fee. Parking Permits will be required to be displayed on the vehicle to avoid infringement. The business cases have provided an allowance for residents parking permits to be used within the zone.

Costs

Whole of life (capital and operating) costs have been prepared for each of the parking site business cases. These include:

- Meters/site and signage. Cost/location varies due to the number of meters. Short term parkers should not have to walk more than 20m (approx. 3 parallel parking spaces) to a pay and display meter;
- The cost of solar powered, pay and display parking meters which will accept payment by cash, credit card and mobile phone has been amortised over 10 years;
- Administration/supervision;
- Cash collection; and
- Outgoings, repairs, consumables and fees.

Business Cases

The summary of the ‘On-street’ business cases have been divided into two tables:

Table 10: Shenton Road (Graylands Road to Davies Road) = 42 bays; and

Table 11: Combined 5 sites = 60 bays.

Incorporated into the calculations at all six locations:

- Volumes are estimated over the period 7 am-6 pm (11 operating hours per day);
- Estimated volumes have been calculated over 50 weeks a years and Revenue/bay has been discounted by a further 20% for conservatism;
- Average duration of parking will be 2 hours per vehicle on Monday- Friday and 3.5 hours per vehicle on Saturday and Sunday;
- Saturday will generate the highest occupancy;
- 50% operating hours (5.5 hours) will be paid for on all days except Saturday where it is expected to be 70% (7.7 hours) as some parkers do not pay and others such as permit holders are not required to pay; and
- Bay turnover (churn) is estimated at
 - Monday-Friday: 2.75 cars/bay at 2.0 hours = 5.5 hours paid time
 - Saturday: 2.20 cars/bay at 3.5 hours = 7.7 hours paid time
 - Sunday: 1.57cars/bay at 3.5 hours = 5.5 hours paid time.

Table 10: Shenton Road (Graylands Road to Davies Road) = 42 bays

Site 1 Shenton Rd (Graylands to Davies). ON							
Spaces	42		Year 1	Year 2	Year 3	Year 4	Year 5
Revenue/space/pa			\$3,256	\$3,354	\$3,454	\$3,558	\$3,665
Cost/space/pa			\$931	\$953	\$975	\$998	\$1,022
Surplus(deficit)/space/pa			\$2,325	\$2,401	\$2,479	\$2,560	\$2,643

Table 11: Combined 5 sites = 60 bays.

Sites 2-6 combined. ON-street parking							
Spaces	60		Year 1	Year 2	Year 3	Year 4	Year 5
Revenue/space/pa			\$3,256	\$3,354	\$3,454	\$3,558	\$3,665
Cost/space/pa			\$967	\$989	\$1,012	\$1,036	\$1,061
Surplus(deficit)/space/pa			\$2,289	\$2,364	\$2,442	\$2,522	\$2,604

Summary

As detailed in the business cases for each of the identified sites and reflected in Tables 10 & 11, implementation of the on-street pay parking strategy achieves the prime objective of providing a high turnover bays closest to the need, while maintaining a cash positive result.

It is recommended Council:

- endorse introduction of fee-paying on-street parking controls within the NEPZ1; and
- authorise implementation of the controls within each of the identified sites to be operational on or before 30 June 2017.

Past Resolutions

Ordinary Council Meeting, 4 October 2016, Resolution 155/16:

1. *Endorse the implementation of Parking Precincts*
2. *Endorse the proposed control zones within each precinct*
3. *Adopt Draft Precinct Parking Management Policy LV131*
4. *Adopt Draft Parking Permit Policy LV132*
5. *Receive a further report on fee paying management options to better reflect and manage user demands in all off-street car parks and on-street bays within the NEP Zone 1. Options to include recommended restrictions times and parking fee business case to determine an appropriate fee structure for the Zone*

Ordinary Council Meeting, 16 August 2016, Resolution 131/16:

That the item be deferred back to Administration.

Reason: For Council to conduct a forum to discuss the matter.

Financial and Staff Implications

Implementation will require procurement of appropriate equipment and it is proposed an Expression of Interest (EOI) process will be undertaken to shortlist suppliers/installers to submit tenders.

Once received and verified against cost estimates used in the development of the business plans, a further report will be presented to Council seeking formal budget allocation. It is proposed this will be funded from the Parking Reserve.

It is expected staffing resource may reduce under paid parking with the removal of chalking necessitated by timed parking. And this may further reduced through available technology which not only provides convenient payment options for users, but also monitoring options for operators. Options include pay by smart phone app; pay by licence plate recognition, credit card and cash. Smart phone technology also allows parkers to increase their allotted time and management to monitor overstay remotely.

As detailed within the business plan, it is proposed proceeds from the introduction of pay parking are directed to the Parking Reserve for payback of capital and ongoing renewal of Council's parking facilities.

Policy and Statutory Implications

Parking Local Law 2016.
Parking Permit Policy LV132.
Precinct Parking Management Policy LV131.
Local Government Act 1995.
Road Traffic Code 2000.

Communication and Consultation

Information regarding the implementation of Pay Parking in Zone 1 Precinct will be sent to all residents of the district and stakeholders operating in the Zone. Parking Permits will be sent to all eligible residents residing in the Zone.

Strategic Community Plan

People

We live in an accessible and safe community that welcomes diversity, enjoys being active and has a strong sense of belonging.

- Maintain, effectively manage and enhance the Town's community facilities in response to a growing community.

Environment

We are a leader in responsibly managing the built and natural environment for the enjoyment of the community and continue to provide sustainable, leafy green parks, streets and outdoor spaces.

- Create opportunities for varied transport options that reduce carbon emissions and other impacts of a growing town.
- Provide education and communication on leading practices to the community.

Governance and Leadership

We are an open and accountable local government that encourages community involvement and strives to keep its community well informed.

- Provide and maintain a high standard of governance, accountability, management and strategic planning.
- Focus on improved customer service, communication and consultation.
- Maintain long term financial stability and growth.

Urgency

The rapid expansion of development in Zone 1 and the number of residents being attracted to the precinct compounds the competition for the limited number of available off-street and on-street bays.

Voting Requirements

Simple majority decision of Council required.

Moved Cr Main, seconded Cr Goetze

That Council

- 1. Endorse introduction of fee-paying controls for all off-street parking within the North East Precinct Zone 1;**
- 2. Adopt the 'first 2 hours free' option for all off-street parking stations other than Stations 1B, 1C and 1D;**

3. Adopt the following parking controls for Stations 1B, 1C & 1D –
 - a) ‘first 2 hours free fee paying option’ for the six month period April to September, and
 - b) 2 hours timed parking for the six month period October to March;
4. Authorise implementation of the controls within Parking Stations 1A, 1B, 1C and 5A to be operational on or before 30 June 2017;
5. Authorise progressive implementation of controls within the remaining identified off-street parking sites within NEPZ1 on or before 1 January 2018;
6. Endorse introduction of fee-paying controls for all on-street parking within the North East Precinct Zone 1; and
7. Authorise implementation of the controls within each of the identified on-street sites to be operational on or before 30 June 2017.

AMENDMENT

Moved Cr Haynes, seconded Cr Wood

That points 1, 2 and 3 of the recommendation be replaced with the following -

- ‘1. Endorse introduction of fee-paying controls for off-street parking Stations 1A and 5A within the North East Precinct Zoned 1 with the ‘first 2 hours free’ option.’
2. Retain timed 2 hour parking in Stations 1B and 1C.
3. Not proceed to implement Station 1D.’

MOTION FOR EXTENSION OF TIME TO SPEAK

Moved Cr Edwards, seconded Cr Wood

That Cr Haynes be given an extension of time to speak.

CARRIED(200/16)

For the Motion: Mayor Barker and Crs Haynes, Edwards, Browne, Wood, and Kelly.
Against the Motion: Crs Goetze and Main.

The Mayor agreed to a request to consider each item of the amendment separately.

- ‘1. Endorse introduction of fee-paying controls for off-street parking Stations 1A and 5A within the North East Precinct Zoned 1 with the ‘first 2 hours free’ option.’

**CARRIED(201/16)
(NO DISSENT)**

- ‘2. Retain timed 2 hour parking in Stations 1B and 1C.’

CARRIED(202/16)

For the Motion: Mayor Barker and Crs Goetze, Haynes, Edwards, Browne, Wood, and Main.
Against the Motion: Cr Kelly.

- ‘3. Not proceed to implement Station 1D.’

**EQUALITY
CASTING VOTE FOR
CARRIED(203/16)**

For the Motion: Mayor Barker and Crs Haynes, Edwards, and Wood.

Against the Motion: Crs Goetze, Main, Browne and Kelly.

THE AMENDED PRIMARY MOTION WAS PUT

1. **Endorse introduction of fee-paying controls for off-street parking Stations 1A and 5A within the North East Precinct Zoned 1 with the 'first 2 hours free' option.'**
2. **Retain timed 2 hour parking in Stations 1B and 1C.**
3. **Not proceed to implement Station 1D.**
4. **Authorise implementation of the controls within Parking Stations 1A, and 5A to be operations on or before 30 June 2017**
5. **Authorise progressive implementation of controls with the remaining identified off-street parking sites within NEPZ1 on or before 1 January 2018**
6. **Endorse introduction of fee-paying controls for all on-street parking within the North East Precinct Zone 1, and**
7. **Authorise implementation of the controls within each of the identified on-street sites to be operational on or before 3 June 2017.**

MOTION TO DEFER

Moved Cr Main, seconded Cr Goetze

That the item be deferred back.

Reason: For further clarification of the intent of the amendment.

CARRIED(204/16)

For the Motion: Mayor Barker and Crs Goetze, Main, Browne, Edwards, and Wood.

Against the Motion: Crs Haynes and Kelly.

**13.2.4 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIODS
ENDING 31 OCTOBER 2016 AND 30 NOVEMBER 2016**

File Ref:	FIM/0062-02
Attachments:	Statement of Financial Activity for period ending 31 October & 30 November 2016 Infrastructure Assets – 2016-17 Schedule of Works
Responsible Officer:	Les Crichton Executive Manager Corporate and Governance
Author:	Hitesh Hans Finance Manager
Proposed Meeting Date:	13 December 2016

Purpose

For Council to note the Statement of Financial Activity for the month ending 31 October and 30 November 2016.

Background

The Monthly Financial Report is presented in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Discussion

The monthly financial reports for October 2016 and November 2016 are presented however the discussion is based on the latest (November 2016) monthly financial report which supersedes the October 2016 financial statement.

The Financial Statements to 30 November 2016 represent the first five months of operation within the 2016-17 financial year and compares year-to-date expenditure and revenue against the corresponding budget. The budget figures incorporate all 2015-16 carry-forwards approved as part of the June 2016 end of year report. Overall the financial situation is sound and the Town is operating in accordance with the approved budgets.

The closing surplus of \$11,389,352 compares favourably against the budgeted surplus of \$10,437,972. The surplus is a simple calculation of revenue received less expenditure and includes both operating and capital items. The budgeted surplus is estimated based on when income is expected to be received and expenditure to occur. Often the variations in timing account for much of the difference between budgeted surplus and actual reported.

Detailed below, the \$951,379 variance is comprised of operating revenue \$406,164 above budget and operating expenditure (excluding non cash items) \$321,611 under budget. In addition, capital revenue is \$120,529 above the budget, capital expenditure is \$181,305 under budget and opening surplus has reduced by \$78,230 after the finalisation of 2015-16 Accounts.

Most of the variances relate to timing differences however a thorough review of the variance will be conducted as part of midyear budget review which will be included in the next monthly financial report.

Table 1: Operating revenue - \$406,164 above budget,

<u>ITEM</u>	<u>INCOME BUDGET</u>	<u>INCOME ACTUAL</u>	<u>VARIANCE</u>
Fees and charges	1,496,727	1,778,779	+282,052
Reimbursement	46,073	66,460	+20,387
Interest	307,115	354,360	+47,245

The reasons for operating revenue variations are:

- \$282,052 increase in fees and charges is mainly from refuse collection \$42K (more properties added before the rates were levied), timing of income from development applications \$65K, and parking services \$132K.
- \$20,387 increases in reimbursements is due to timing of reimbursements from councils (for EHO services), credit card surcharge, and legal expenses.
- \$47,245 increase in interest income due to higher than estimated cash holdings.

Important revenue indicators are:

Rates levied (including ESL & other charges) totals \$16.54M with collection to of \$13.31M representing a 79% collection rate. This compares to 74% collection in the previous financial year for this period.

Debtors show +90 days outstanding of \$14K which is mainly relate to health fees and charges. Officers are making efforts to collect overdue accounts through reminders and hand delivering the invoices (during inspections). If not paid, they will be sent to debt collection agency for further follow up.

Table 2: Operating expenditure - \$321,611 under budget

<u>ITEM</u>	<u>EXPEND BUDGET</u>	<u>EXPEND ACTUAL</u>	<u>VARIANCE</u>
Employee Cost	2,846,507	2,790,868	+55,639
Material & Contracts	2,502,845	2,299,537	+203,308

Other Expenses	493,216	435,993	+57,223
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The reasons for operating expenditure variations are:

- \$55,639 due to timing of worker's compensation insurance premium.
- \$203,308 due to timing difference across materials and contracts services \$104K, and office expenses \$65K.
- \$57,223 is mainly due to the timing of budgeted donations and contributions.

The reduced operating expenditure is due to timing and does not represent a budget saving.

Some of the more significant timing variances are:

IT expenses – budgeted \$182K with expenditure to date being \$151K which is under budget.

Waste Management Services - budgeted \$708K with expenditure to date being \$567K. This is mainly due to November waste management invoices not been processed yet.

Capital revenue – \$120,529 above budget

Capital revenue is above the budget due to non-operating grants and proceeds from sale of vehicles received ahead of the budget timing.

Capital expenditure – \$181,305 under budget

As detailed within the capital works schedules (note 10), the capital expenditure comprises;

- \$171K above budget in infrastructure works due to timing. Attachment 2 provides further detail on the projects and variance explanation.
- \$275K under budget in land and building is mainly due to timing of Aquatic Centre and Museum upgrades.
- \$103K under budget on transfers to reserves due to timing of interest income on reserve investment.

Opening surplus – \$78,230

The variance of \$78,230 is due to late receipt of 2015-16 for Main Roads invoice for capital works on Leura Ave which was included in the list of c/fwds to 2016-17. This late adjustment will not affect 2016-17 budget as the adjustment to the 2015-16 closing surplus (becomes opening surplus for 2016-17) will be offset by reduction in 2015-16 carry forwards.

Cash holdings

Current investment holdings are outside Council's Investment Policy LG511 with 55% investment with NAB due to significant interest income benefit. The policy limits funds with one institution at 45% however the risk of investments with NAB was considered low given it has an excellent credit rating.

Past Resolutions

Ordinary Council Meeting 15 November 2016, Resolution 182/16:

That Council notes the Financial Statement of Activity for the period 1 July 2016 to 30 September 2016.

Financial and Staff Implications

Resource requirements are in accordance with existing budgetary allocation.

Policy and Statutory Implications

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996.

Publicity

N/A

Strategic Community Plan

Governance and Leadership

We are an open and accountable local government that encourages community involvement and strives to keep its community well informed.

- Provide and maintain a high standard of governance, accountability, management and strategic planning.
- Maintain long term financial stability and growth.

Voting Requirements

Simple majority decision of Council required.

Moved Cr Haynes, seconded Cr Browne

That Council notes the;

- 1. Financial Statement of Activity for the period 1 July 2016 to 31 October 2016, and**
- 2. Financial Statement of Activity for the period 1 July 2016 to 30 November 2016.**

**CARRIED(205/16)
(NO DISSENT)**

13.2.5 REVIEW OF POLICY MANUAL

File No:	COM/00032
Attachments:	Town of Claremont Policy Manual 2016
Responsible Officer:	Les Crichton Executive Manager Corporate and Governance
Author:	Katie Bovell Governance Officer
Proposed Meeting Date:	13 December 2016

Purpose

Report presents the Town's Policy Manual with amendments for review and adoption by Council.

Background

Development and maintenance of a Policy Manual provides good governance and direction to the Town of Claremont community, Council and administration.

In addition to amendments made to the Town's Policy Manual throughout the year, Council reviews the manual in its entirety each year to ensure its relevance and application.

Since 2010, policy reviews to date have resulted in;

- 89 policies modified to reflect current practices,
- 50 policies deleted as they were no longer in use or relevant, and
- 13 new policies adopted to guide and support current practice.

Discussion

The last annual review of the Policy Manual was adopted by Council in December 2015. Since this time the following policy additions/amendments have been endorsed by Council.

Policy	Change	OCM Date	Resolution
LV130 – Heritage Maintenance Grants	New	5/04/16	49/16
LG125 – Footpaths	Reaffirmed	17/05/16	84/16
LV127 – Dogs in Public Places	Modified	21/06/16	97/16
PE403 – Public Art Policy	Modified	5/7/16	101/16
PS203 – Business Improvement District (BID)	Modified	19/07/16	112/16
LG509 – Procurement Policy	Modified	2/8/16	121/16
LV131 – Precinct Parking Management Policy	New	4/10/16	155/16

LV132 – Parking Permit Policy	New	4/10/16	155/16
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On review of the Policy Manual by administration, the proposed amendments or deletions to the following policies are recommended.

Private Property Maintenance Policy LV115

The amendments proposed are minor administrative matters addressing process and statutory requirements, and do not materially impact on the application of the Policy.

Precinct Parking Management Policy LV131

The amendment clarifies the increased parking period a permit holder may park within their designated precinct.

Parking Permits LV132

The amendment clarifies the increased parking period a permit holder may park within their designated precinct.

Accounting Policy LG508

The Accounting Policy forms the basis of accounting treatments contained within Note 1 of the Financial Statements. This policy has been reviewed to incorporate the requirements set out in Regulation 17A of the *Local Government (Financial Management) Regulations 1996*. Regulation 17A was gazetted in 2012 and requires all physical non-current assets to be valued on a fair value basis by 30 June 2015 and re-valued at least triennially. During the implementation, a progressive review of asset depreciation rates is ongoing and will continue to be adjusted to more accurately reflect the consumption of the future economic benefits embodied within those assets.

New classifications (and sub classifications) of assets have been added in line with Australian Accounting Standards and current practice.

Capitalisation thresholds have also adjusted to retain a realistic and material identification of capital (for consumption beyond 12 months) expenditure against short term operating expense.

The following policies have been amended to reflect the responsibility changes due to changes in organisation structure and/or practice:

- Waste Management Services EN300
- Leasing of Council Facilities to Community Groups PE402
- Entertainment Events PE407
- Elimination Of Violence, Harassment & Bullying In The Work Place LG501
- Equal Opportunity LG502
- Investments LG511
- Website Links LG513
- Use of Town Crest & Logo LG515
- Records Management LG518
- Equal Opportunity Customer Service LG520
- Community Consultation LG524

- Asset Management LG526

Planning Policies

Review is based on the current Policies which impact on Planning and Development Services. New policy initiatives such as Air bNb and Public Art contributions associated with development will be referred to Council for consideration as a separate matter

The following policies are recommended to be amended without advertising in accordance with clause 5 of the deemed provisions under Schedule 2 Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

TV Satellite Dishes LV101

The amendments proposed are minor administrative matters addressing process and statutory requirements, and do not materially impact on the application of the Policy.

Underground Power LV102

The current provisions requiring all residential development to provide for future points of attachment and onsite cable access are operational matters which are dealt with as part of underground power installation projects and are not necessary to be applied at the time of issuing development approval.

Former Swanbourne Primary School Site Detailed Area Plan LV103

The amendments proposed are minor administrative matters addressing process and statutory requirements, and do not materially impact on the application of the Policy.

Lakeway Design Guidelines LV104

The amendments proposed are minor administrative matters addressing constraints for development on small lots and common issues which have been raised by landowners in the Lakeway subdivision.

Applications to Strata Title Buildings LV119

The amendments proposed are minor administrative matters which remove requirements which are otherwise controlled by the Residential Design Codes and acknowledge the changing emphasis on apartment living resulting from State government initiatives to increase the number of dwellings in established, well serviced residential areas.

Minimum Standards of Residential Buildings for Approval of Issue of Strata Plan Title LV120

The amendments proposed are minor administrative matters which remove requirements which are otherwise controlled by the Residential Design Codes.

Retention of Residential Character LV123

The amendments proposed are minor administrative matters which do not materially impact on the Policy provisions.

Retention of Heritage Places, Heritage Areas and Heritage Precincts LV124

The amendments proposed are minor administrative matters which do not materially impact on the Policy provisions.

NEP Design Guidelines LV128

The amendments proposed are minor administrative matters addressing process and statutory requirements, and do not materially impact on the application of the policy.

Mike Balfe Heritage Maintenance Grants LV130

The amendments proposed are administrative matters to acknowledge the late Michael Balfe, and the major role he played in constructing the Municipal Inventory, and his strong influence in the way the Town continues to honour heritage in Claremont today, and which do not materially impact on the Policy provisions.

Alfresco Dining PS200

The amendments proposed are minor administrative matters addressing process and statutory requirements, and do not materially impact on the application of the Policy. This is an interim review of the Policy pending modifications to the deemed provisions contained in Schedule 2 Part 7 of the LPS Regs relating to exemptions from Development Approval.

Town Centre Zone Signage PS202

The amendments proposed are minor administrative matters addressing process and statutory requirements, and do not materially impact on the application of the Policy. This Policy has been clarified to relate to applications for Development Approval where appropriate and is to equally apply to applications for a Sign Licence under the Town's local Law Relating to Signs. It has also been clarified that the Policy only applies to land located in the Local Centre zone, and does not apply to land contained in the Primary Regional Roads Reservation under the Metropolitan Region Scheme. A further review of the Policy will be required on completion of the WAPC review of the deemed provisions under Schedule 2 Part 3 above.

Advertising of Development Applications LG525

The amendments proposed are minor administrative matters which do not materially impact on the Policy provisions. The changes reflect new processes contained in Schedule 2 relative to advertising and material available for public inspection on the Town's website.

The following policies are recommended to be revoked in accordance with clause 6 of the deemed provisions under Schedule 2 Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Aged Persons Dwellings LV100

All considerations outlined in this policy are addressed under the provisions of the Residential Design Codes.

Telecommunications Facility LV105

The policy requirements are in conflict with the provisions of the *Telecommunications Act 1997* which indicate that "low impact facilities" are exempted from requiring a Development Approval.

While not complete within the current review, the following policies have been identified for further review prior to the next annual review of policies.

Front Fences LV117

Further review to take into account associated Local Laws and Residential Design Code requirements. Review to be finalised and referred to Council in the first quarter of 2017.

Past Resolution

Ordinary Council Meeting 15 December 2015, Resolution 226/15:

That Council adopt the Policy Manual as attached.

Ordinary Council Meeting 9 December 2014, Resolution 203/14:

That Council adopt the Policy Manual as attached.

Ordinary Council Meeting 10 December 2013, Resolution 360/13:

That Council adopt the Policy Manual as attached.

Financial and Staff Implications

Nil.

Policy and Statutory Implications

Section 2.7 of the *Local Government Act 1995* stipulates that it is the role of Council to determine the Town's policies.

Communication/Consultation

Nil.

Urgency

The Policy Manual is an important document that outlines the overall direction of the Council.

Voting Requirements

Simple majority decision of Council required.

Moved Cr Edwards, seconded Cr Haynes

That Council;

- **Note the amendments as presented within the annual review of the Town's Policy Manual, and**
- **Adopt the Policy Manual as reviewed (Attachment 1).**

**CARRIED(206/16)
(NO DISSENT)**

13.2.6 LIST OF PAYMENTS 1-30 NOVEMBER 2016

File Ref:	FIM/0062-02
Attachments:	List of Payments NAB Purchase Card Statement
Responsible Officer:	Les Crichton Executive Manager Corporate and Governance
Author:	Edwin Kwan Finance Officer
Proposed Meeting Date:	13 December 2016

Purpose

For Council to note the payments made in November 2016.

Background

Council has delegated to the CEO the exercise of its power to make payments from the Municipal Fund or Trust Fund. The CEO is then required to prepare a list of accounts, for recording in the Minutes, detailing those payments made since the last list was presented.

Discussion

Attached is the list of all accounts paid totalling \$1,937,954.91 during the month of November 2016.

The attached schedule covers:

• Municipal Funds electronic funds transfers (EFT)	\$	1,281,234.39
• Municipal Fund vouchers (39497-39502)	\$	11,017.82
• Municipal Fund direct debits	\$	608,230.46
• Trust Fund electronic funds transfer (EFT)	\$	37,472.24
• Trust Fund vouchers	\$	0.00

All invoices have been verified, and all payments have been duly authorised in accordance with Council's procedures.

Past Resolutions

Ordinary Council Meeting 15 November 2016, Resolution 182/16:

That Council notes all payments made for October 2016 totalling \$1,566,767.18 comprising;

<i>Municipal Funds electronic funds transfers (EFT)</i>	\$	<i>1,045,226.20</i>
<i>Municipal Fund vouchers (39493-39496)</i>	\$	<i>4,055.18</i>
<i>Municipal Fund direct debits</i>	\$	<i>453,565.34</i>
<i>Trust Fund electronic funds transfer (EFT)</i>	\$	<i>63,920.46</i>
<i>Trust Fund vouchers</i>	\$	<i>0.00</i>

Financial and Staff Implication

Resource requirements are in accordance with existing budgetary allocation.

Policy and Statutory Implications

Local Government (Financial Management) Regulations 1996, Regulations 12- 13.
Town of Claremont Delegation Register – DA9 Payment of Accounts.

Communication / Consultation

N/A

Urgency

N/A

Voting Requirements

Simple majority decision of Council required.

Moved Cr Haynes, seconded Cr Edwards

THAT Council notes all payments made for November 2016 totalling \$1,937,954.91 comprising;

Municipal Funds electronic funds transfers (EFT)	\$ 1,281,234.39
Municipal Fund vouchers (39497-39502)	\$ 11,017.82
Municipal Fund direct debits	\$ 608,230.46
Trust Fund electronic funds transfer (EFT)	\$ 37,472.24
Trust Fund vouchers	\$ 0.00

**CARRIED(206/16)
(NO DISSENT)**

13.2.7 2015-16 ANNUAL REPORT

File Ref:	COM/00035
Attachments:	Town of Claremont Annual Report 2015-16
Responsible Officer:	Les Crichton Executive Manager Corporate and Governance
Responsible Officer:	Katie Bovell Governance Officer
Proposed Meeting Date:	13 December 2016

Purpose

Report presents for adoption, the Annual Report for the Town of Claremont for the year ended 30 June 2016 incorporating the Annual Financial Statements and Independent Auditor's Report. The report also confirms the proposed date for the Electors' General Meeting.

Background

Section 5.54 of the *Local Government Act 1995* requires that a local government accept its annual report for each financial year by 31 December of the year, or within two months of receipt of the Auditor's Report.

The Independent Auditor's Report was received on 18 November 2016 and, together with the Auditor's Management Report and 2015-16 Annual Financial Report, was reviewed by Council's Audit & Risk Management Committee at its meeting held on 25 November 2016.

Officer Recommendation & Audit Committee Resolution

That the Audit & Risk Management Committee

1. Notes the findings of the Independent Auditor's Report, Auditor's Management Report, and management's response to these findings, and
2. Recommends Council receive the audited Financial Report for the year ended 30 June 2016, Independent Auditor's Report, and Auditor's Management Report.

Council is also required to hold an Electors' General Meeting to present the Annual Report within 56 days of accepting the Annual Report. Public notice of proposed Electors' General Meeting and availability of the Annual Report is also required.

Discussion

The 2015-16 Annual Report is provided as a separate attachment and contains the statutory requirements under s. 5.53(2) of the *Local Government Act 1995* including;

- Mayor's Report;
 - Chief Executive Officer's Report;
 - Annual Financial Statements; and
 - Independent Auditor's Report.
-

Also included in the Annual Report is an overview of the projects and services delivered during the financial year together with outcomes against the Corporate Business Plan objectives.

Draft copies of the Annual Report have been made available at Council Offices, Claremont Community Hub, and online prior to the Electors' General Meeting.

The Electors' General Meeting has been scheduled be held at 6.00pm on Wednesday 14 December 2016.

Past Resolutions

Ordinary Council Meeting 17 November 2015, Resolution 202/15:

THAT Council:

1. *Adopts the Town of Claremont 2014-15 Annual Report incorporating the financial statements for the year ended 30 June 2015; and*
2. *Hold the General Meeting of Electors be held on 8 December 2015.*

*CARRIED
(NO DISSENT)*

Ordinary Council Meeting 9 December 2014, Resolution 214/14:

THAT Council:

1. *Adopts the Town of Claremont 2013-14 Annual Report incorporating the financial statements for the year ended 30 June 2014; and*
2. *Hold the General Meeting of Electors be held on 16 December 2014.*

*CARRIED
(NO DISSENT)*

Financial and Staff Implications

As discussed with the body of the Annual Report.

Policy and Statutory Implications

Local Government Act 1995 - sections. 5.27,5.29,5.53,5.54,5.55

Local Government (Financial Management) Regulations 1996 - clauses. 36 -51

Local Government (Administration) Regulations 1996 - cl. 19(B)

Communication/Consultation

Notice of the proposed Electors' General Meeting was published in the local papers on 23 November 2016 and 26 November 2016.

Strategic Community Plan

Governance and Leadership

We are an open and accountable local government that encourages community involvement and strives to keep its community well informed.

- Provide and maintain a high standard of governance, accountability, management and strategic planning.
- Focus on improved customer service, communication and consultation.
- Maintain long term financial stability and growth.

Urgency

Adoption of the 2015-16 Annual Report will enable the Town to conduct the Annual Electors' General meeting.

Voting Requirements

Simple majority decision of Council required.

Moved Cr Wood, seconded Cr Browne**THAT Council**

1. **Adopt the Town of Claremont 2015-16 Annual Report incorporating the financial statements for the year ended 30 June 2016; and**
2. **Endorse holding the Annual Electors' General Meeting on Wednesday 14 December 2016 at 6.00PM.**

**CARRIED(207/16)
(NO DISSENT)**

13.2.8 DELEGATED AUTHORITY - NEW PUBLIC HEALTH ACT 2016

File Ref:	COM/00031-02
Responsible Officer:	Les Crichton Executive Manager Corporate and Governance
Author:	Justin Strange Principal Environmental Health Officer
Proposed Meeting Date:	13 December 2016

Purpose

Report recommends that Council delegate its power and duties conferred under the *Public Health Act 2016 (Act 2016)* to the Chief Executive Officer under section 21(1)(b)(i) of the *Act 2016*. This includes power to designate a person or class of persons as authorised officers for the purpose of the *Act 2016*.

Background

The *Act 2016* received Royal Assent on 25 July 2016. The *Health Act 1911 (Act 1911)* will be phased out over a period of 3-5 years through a staged process and replaced by the *Act 2016*. This report informs Council of the commencement of the *Act 2016*, and recommends that Council delegate its powers and duties conferred under the *Act 2016* to the Chief Executive Officer.

Under the provisions of the *Act 1911*, Environmental Health Officers (EHO) employed by local governments are approved through the powers conferred to the Executive Director Public Health (EDPH) from the Department of Health WA.

Under provisions of the *Act 2016*, the local government (also referred to as an enforcement agency) has these powers and duties conferred directly rather than through the EDPH.

Discussion

The new *Act 2016* provides modern legislation to regulate public health in Western Australia. The *Act 2016* will repeal much of the outdated *Act 1911* and is designed to better protect and promote the health of all Western Australians.

The *Act 2016* provides a flexible and proactive framework for the regulation of public health. Key features of the *Act 2016* include:

- Promoting public health and wellbeing in the community
 - Help prevent disease, injury, disability and premature death
 - Inform individuals and communities about public health risks
 - Encourage individuals and their communities to plan for, create and maintain a healthy environment
 - Support programs and campaigns intended to improve public health
 - Collect information about the incidence and prevalence of diseases and other public health risks for research purposes
 - Reduce the health inequalities in public health of disadvantaged communities.
-

Local governments will enforce the *Act 2016*. Authorised officers (currently referred to as EHOs) will be responsible for investigating any public health matter within their local government boundaries.

Under the provisions of the *Act 1911*, all EHOs are approved by the EDPH to perform specified functions of the *Act 1911*. The EDPH, a specified role within the *Act 1911*, was an employee of the Department of Health WA.

This process can take several weeks with the EHO being ultimately issued with an authority card through the Department of Health.

The introduction of the *Act 2016* will remove this requirement enabling local authorities to designate authorised officers directly. EHOs will be referred to as Authorised Officers and will be required to be designated as such by the local government that employs them. Approval from the Department of Health WA is no longer required.

For the purposes of administering its duties, it is recommended that Council delegate its power to designate authorised officers for the purpose of the Public Health Act 2016 to the Chief Executive Officer.

This will enable appropriate new staff to be designated by the CEO without delay.

Stage three of the *Act 2016* is to be implemented in January 2017. To enable EHO's (currently authorised under the *Act 1911* by the EDPH) to continue their duties, they will require to be designated Authorised Officers under *Act 2016* by their local authorities.

The Department of Health WA has recommended that local governments take steps to ensure relevant delegated authorities are in place to minimise the impact on local governments.

Past Resolutions

No previous resolution relating to this matter.

Financial and Staff Implications

Nil

Policy and Statutory Implications

Public Health Act 2016

Health Act 1911

Communication / Consultation

N/A

Strategic Community Plan

Governance and Leadership

We are an open and accountable local government that encourages community involvement and strives to keep its community well informed.

- Provide and maintain a high standard of governance, accountability, management and strategic planning.

Urgency

Stage three of *Act 2016* will be implemented in January 2017 and delegation will enable officers to be appropriated authorised before this date.

Voting Requirements

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED.

Moved Cr Kelly, seconded Cr Goetze

That, in accordance with Section 21 (1) (b) (i) of the *Public Health Act 2016*, Council delegates its power to designate authorised officers for the purpose of the *Public Health Act 2016* to the Chief Executive Officer.

**CARRIED BY AN ABSOLUTE MAJORITY(208/16)
(NO DISSENT)**

14 ANNOUNCEMENTS BY THE PRESIDING PERSON

Mayor Barker and Crs Goetze, Browne, Wood, and Kelly reported on their attendance at the Christmas in Claremont event.

Cr Goetze, Browne and Kelly reported on their attendance at the Volunteer's Thankyou function'.

Cr Goetze reported on the Claremont Town Centre Collective and their donation to the Women's refuge.

15 ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

16 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF MEETING

NIL

17 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

MOTION TO CLOSE DOORS

Moved Cr Haynes, seconded Cr Wood

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspects of the Act being applicable to these matters:

- (a) A matter affecting an employee or employees.
- (c) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**CARRIED(209/16)
(NO DISSENT)**

Mayor Barker adjourned the meeting at 8:28PM.

Mayor Barker reconvened the meeting at 8:29PM.

Mayor Barker

- Cr Peter Browne**
- Cr Peter Edwards**
- Cr Paul Kelly**
- Cr Jill Goetze**
- Cr Bruce Haynes**
- Cr Karen Wood**
- Cr Kate Main**

- West Ward**
- West Ward**
- South Ward**
- South Ward**
- East Ward**
- East Ward**
- East Ward**

Mr Stephen Goode (Chief Executive Officer)

17.1 INFRASTRUCTURE**17.1.1 STANDARD PAYMENT RATES FOR GROUND MAINTENANCE AGREEMENTS**

File Ref: CRD/00021
Responsible Officer: Saba Kirupanather
Executive Manager Infrastructure
Author: Andrew Head
Manager Parks and Environment
Proposed Meeting Date: 13 December 2016

Purpose

The following item was considered in closed session.

OFFICER RECOMMENDATION

Moved Cr Goetze, seconded Cr Browne

That in accordance with Section 5.23 (2) of the *Local Government Act 1995* the meeting is closed to members of the public with the following aspects of the Act being applicable to this matter:

(c) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

CARRIED(210/16)

For the Motion: Mayor Barker and Crs Goetze, Edwards, Browne, Kelly, Main and Wood.

Against the Motion: Cr Haynes.

17.2 CHIEF EXECUTIVE OFFICER**17.2.2 CHIEF EXECUTIVE OFFICER CONTRACT OF EMPLOYMENT**

File Ref: PER/00307
Responsible Officer: Stephen Goode
Chief Executive Officer
Author: Stephen Goode
Chief Executive Officer
Proposed Meeting Date: 13 December 2016

Purpose

The following item was considered in closed session.

Moved Cr Browne, seconded Cr Goetze

That the officer reports and motions passed behind closed doors remain confidential for twenty four hours after which it would be public.

**CARRIED BY AN ABSOLUTE MAJORITY(211/16)
(NO DISSENT)**

MOTION TO OPEN DOORS

Moved Cr Haynes, seconded Cr Edwards

That the doors be opened.

**CARRIED(212/16)
(NO DISSENT)**

The doors opened at 9:02PM.

THE MAYOR READ ALOUD THE RESOLUTION MADE BEHIND CLOSED DOORS.

18 FUTURE MEETINGS OF COUNCIL

Annual General Meeting of Electors, 14 December 2016, at 6:00PM.
Ordinary Council Meeting, 7 February 2017, at 7:00PM.

19 DECLARATION OF CLOSURE OF MEETING

There being no further business, the presiding member declared the meeting closed at 9:03pm.

Confirmed this day of 2016.

PRESIDING MEMBER