

Town of Claremont Policy Manual

Updated 18 December 2018



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INTRODUCTION

The 'Town of Claremont Policy Manual 2018' contains all of the Town's policies, last reviewed in full by Council on 13 December 2016.

Policies are separated by the Town's five key focus areas, being:

- Liveability
- Prosperity
- Environment
- People, and
- Leadership and Governance.


Policies generally fall under the Director's key focus area and are the 'lead' for their respective policies.

The 'Town of Claremont Policy Manual 2018' is reviewed annually to ensure it is relevant and serves the community.

It is noted that a number of Planning and Development Policies are to be transferred to a separate Local Planning Policies directory to improve their technical application on development matters and reduce the present confusion surrounding the duplication of short and long versions of these Policies in the existing Council Policy framework.

LIVEABILITY

LV106 – VEHICLE ACCESS – CROSSOVERS

	LV106: Vehicle Access – Crossovers
Key Focus Area: Liveability	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

1. To ensure crossovers provide smooth and easy access for vehicles, while:
 - a) Preventing stormwater flooding from the roadway;
 - b) Creating a safe environment for footpath users; and
 - c) Providing for the Town's Infrastructure requirements.
2. To balance the character of the Town's leafy streetscapes with urban development and densification.

Policy

1. All new crossovers require application to the Town prior to commencing construction.
2. Crossovers will be designed and constructed as per Australian Standard AS/NZS 2890 and the Town's standards and specifications.
3. Crossover materials are to be either poured in-situ concrete or paving slabs with a concrete apron provided at the road edge.
4. Where crossovers intersect a footpath, the footpath will have priority and continue through the crossover. All new or reinstated footpaths are to be constructed to Town specifications and on the pre-existing alignment, unless directed otherwise by the Town.
5. Damage that occurs to the Town's infrastructure or to public utilities during construction will be repaired at the owner/builder's expense.
6. During any construction works owner/builders will ensure that street trees are protected to the satisfaction of the Town. Street trees are not to be removed without written approval.
7. The Town may inspect new crossovers to ensure compliance with current Town specifications.
8. To ensure streetscapes are not dominated by vehicle crossovers, the maximum number of crossovers per site will be limited to one. In exceptional circumstances, the Chief Executive Officer may approve additional crossover access.
9. When constructing a new crossover any redundant crossovers are to be removed with verge and kerb reinstated at the owners cost.

10. Where new premises are constructed, Council will contribute 50 percent of the cost of an approved crossover up to a maximum of \$500. This one-off contribution will only apply to crossovers constructed to the Town's standards and specifications. Council will not contribute to the replacement of the crossover at the end of its useful life.
11. Repairs to existing asphalt crossovers will be undertaken by the Town. Maintenance of all other crossovers within the Town is the responsibility of the owner of the property which is being serviced by the crossover
12. When an existing asphalt crossover has reached the end of its life and is in need of total replacement, it will be replaced at the owners cost with Council contributing 50 percent of the cost up to \$500. This contribution will only apply to crossovers constructed to the Town's standards and specifications.
13. When the Town is conducting road works which requires the removal of a section of brick paved or concrete crossover at the road edge line, crossovers will be reinstated in the Town's standard approved kerb material, Claremont cream or grey concrete. Asphalt crossovers will have fully mountable kerb installed.
14. The only instance where asphalt crossovers may be reinstated or upgraded will be while the Town is undertaking road reconstruction, construction, and or traffic management works. This is to reinstate existing asphalt crossovers where applicable.

Other Relevant Policies and Documents

NIL


Work Procedures

Specifications for Vehicle Access.

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	585/00	17/10/2000	Ordinary Council Meeting
Reviewed	182/09	07/07/2009	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LV107 – PAVEMENT MATERIALS

	LV107: Pavement Materials
Key Focus Area: Liveability	Responsibility: Executive Infrastructure Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to provide guidelines for determining the pavement materials for paths, car parks, public laneways/public right of ways and roads surfaces.

Policy

The Town of Claremont will use pavement materials that are affordable, durable, low maintenance, aesthetically pleasing and which provide safety and comfort for the user.

Principles

As a guide, the materials selected shall be:

- Shared and pedestrian paths on street verges - cream coloured concrete or red asphalt
- Shared/ bike/ pedestrian paths in parks and reserves - red asphalt, cream coloured concrete, compacted
- Bike lanes on roads - red asphalt
- Outdoor Car parks - black asphalt
- Public laneways/Public right of ways - black asphalt (unless located within the Town Centre where Council will make a decision according to the merits of each case).
- Roads Carriageway (Low Traffic Volume and/or pedestrian/shopping precincts) - black asphalt:
 - Carriageway (High Traffic Volume) - black asphalt;
 - Parking Lanes - red asphalt;
 - Medians – red brick – stencilled concrete.

Other Relevant Policies and Documents

Work Procedures: 'Cream Coloured Concrete Specifications'.


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	335/00	27/06/2000	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LV108 – RIGHT OF WAYS/ LANEWAYS

	LV108: Right of Ways/ Laneways
Key Focus Area: Liveability	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to provide guidance to the management of Right of Ways (ROWs) in Claremont regardless of ownership

Policy

The Town of Claremont believes that ROWs provide an important amenity to the neighbourhood. In order to preserve the existing streetscape they are considered to be secondary streets in the Local Planning Scheme which mandates vehicle access from a secondary street upon development.

ROW Planning

Management of ROWs within the Town is guided by Planning Bulletin 33

Subdivisions on land abutting ROWs require the ceding of land or easements over the land to provide 5m width for safe vehicle access to rear parking. Where a property abuts 2 ROWs then the easement is on the shortest length and corner truncation if required.

New developments require 6m setback from opposite side of ROW to edge of parking area

New developments require sealing of ROW abutting the property to Council specifications

ROW Ownership

The majority of ROWs within the Town are remnant landholding following subdivision, are privately owned and presumed part of a deceased estate due to the age of the subdivision. To convert the ownership to Crown Land or to the Town of Claremont is a lengthy procedure and a costly exercise due to the value of the land within the Town.

The Town will pursue cost effective options to convert private ROWs to the ownership of the Town or to Crown Land

ROW Closure

There is a presumption that a ROW should remain open unless:

- Due to its width or configuration it is not accessible to vehicular traffic.
- Due to the lack of use or maintenance it is a fire and vermin risk
- A survey of contiguous owners and occupiers has shown that all those owners wish to utilise or acquire the land abutting their property
- A portion of a ROW can be closed providing this does not prevent vehicular access to any property utilising the ROW Council receives a request for closure by all owners of property abutting the ROW or portion thereof, . This will require all owners to agree to meet the cost of closure and the cost

to purchase the land from the Crown in accordance Section 52 of the *Land Administration Act 1997*.

ROW Maintenance

Within the Local Government Act the Town is permitted to utilise funds on private land for drainage improvement. Within this scope the Town will lay profiling on unsealed ROWs and install soak wells and kerbing where there is risk of stormwater erosion or ingress to property. Sealing a ROW with asphalt will occur when requested by more than 75% of the neighbouring landowners who also agree to a specific area rate to pay for 75% of the cost of construction. Sealed ROWs, constructed to Council standards, will be maintained by the Town

Provision of Services on ROWs

The provision of services such as rubbish collection can only be provided to properties via under width public streets and private roads. A declaration of under width streets requires ceding of land within 4.5 meters of the centre line of the ROW. This is not appropriate for the Right of Ways within the Town due to their existing width.

Other Relevant Policies and Documents

Section 52 of the *Land Administration Act 1997*.

Department of Planning Bulletin 33 July 33

Work Procedures


<http://intranet/Infrastructure/Shared%20Documents/Specification%20for%20Right%20of%20Way%20Pavement%2028.03.13.pdf>

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	N/A	N/A	N/A
Reviewed	N/A	25/01/2000	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting

Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
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LV109 – DAMAGE BONDS (CONSTRUCTION SITES)

	LV109: Damage Bonds (Construction Sites)
Key Focus Area: Liveability	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to promote the protection and/or repair of the Town's Infrastructure and to set out guidelines for cost recovery if damage is done to the Town's infrastructure during construction.

Policy

The Town of Claremont is the owner/custodian of various types of infrastructure such as street trees, footpaths, kerbs, and roads.

To discourage damage, and to encourage proactive repairs are made to the Town's infrastructure, the Town will administer all applications to conduct works by the Town's Infrastructure Clearance Form.

This will apply when approval is sought for the construction of a new crossover and when planning approval is sought for a new building, substantial additions, or for demolitions.

Other Relevant Policies and Documents

Infrastructure Clearance Form.

Notice of Approval and Infrastructure Bond Refund Form.

LV106: Vehicle Access – Crossovers.

Specification for Vehicle Access.

LV125: Footpaths.


Work Procedures

Infrastructure Clearance.

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	182/09	07/07/2009	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LV110 – ROAD WAY KERBING

	LV110: Roadway Kerbing
Key Focus Area: Liveability	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

To ensure all kerbing works with the Town is of a consistent quality and used appropriately in line with the Australian Standards and Main Roads Western Australian (MRWA) guidelines.

Policy

The Claremont Town Council requires kerbing to be of a consistent standard / design and constructed using quality products and construction methods.

Kerbing type is determined by the following:

- Safety considerations
- Functional road hierarchy,
- Parking considerations e.g. verge or road side parking,
- Visual amenity,
- Resident consultation.

Safety issues take precedence over other determining factors and will be assessed by an appropriately qualified and experienced civil designer. Approval is delegated to the CEO.

To ensure the appropriate and consistent use of kerbing the town will ensure that:

- Developments and subdivisions conform with the kerbing policy ,
- All kerbing works are safe, aesthetically appropriate for the area and its use,
- Adhere to Australian Standards and MRWA Guidelines.
- Use materials that provide best value, and are endorsed by MRWA.
- The Town, on the following category of roads, generally utilises;
 - District Distributor (category A) – a ‘Semi-Mountable’ profile kerbing,
 - District Distributor (category B) – a ‘Semi-Mountable’ profile kerbing,
 - Local Distributor – a ‘Semi-Mountable’ or ‘Mountable’ profile kerbing,
 - Access roads and lane ways – Semi – Mountable, Mountable, or Flush profile kerbing.

- Physical local area traffic management treatments
 - Traffic Islands – Semi Mountable or Mountable profile Kerbing,
 - Intersections – Semi Mountable or Mountable profile Kerbing
 - Roundabouts – Mountable and Barrier profile Kerbing

Other Relevant Policies and Documents

Town of Claremont Kerbing Standard Drawing and Specification (S0004).

MRWA Kerbing Standards and Specifications.

MRWA Perth Metropolitan Area Functional Road Hierarchy.


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	03/07	06/02/2007	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/140	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LV111 – KERBSIDE STREET NUMBERS

	LV111: Kerbside Street Numbers
Key Focus Area: Liveability	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

To set standard for identification of the street numbers on kerbside of properties to facilitate ease of access for the following:

- Drivers of Emergency vehicles and other service vehicles
- Visitors / shoppers
- Pedestrians / cyclists
- Contractors

Policy

The Town of Claremont wishes to facilitate ease of access and locating of households, apartments, shops, offices, showrooms and other properties in the Town. In order to enable this, we support the installation of street numbers on kerbs in a standard size and format.

The objectives of this policy are to:

- Improve safety and security of residents
- Allow easy identification of properties by emergency services and visitors
- Complement the attractiveness of the Town

The kerbside street numbering system is to be consistent with the type, size, colour and location. The numbers are to be 75mm high yellow numerals, painted on a green reflective background (100mm x 150mm minimum). Numbers are to be placed adjacent to the crossover (if present at the front of the property) or opposite the letterbox.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	03/07	06/02/2007	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/140	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LV115 – PRIVATE PROPERTY MAINTENANCE

	LV115: Private Property Maintenance
Key Focus Area: Liveability	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

To guide the maintenance of private property within the Town of Claremont (which is utilised by the general public), but not property belonging to or vested with the Town.

This Policy applies to privately owned Right of Ways ('ROW') and privately owned car parks, intended for use by the general public.

ROW must be used by multiple residencies and must not be common property. These parcels of land are typically owned by deceased estates.

Privately owned car parks are those which are freely available for the public to use and are managed by the Town's parking inspectors by written agreement of the Town and the owner.

Policy

The Town of Claremont understands its role as services providers to the community. Whilst not required to do so, the Town recognises that to ensure upkeep of the locality a minimum amount of maintenance needs to be undertaken on private property to provide a visually appealing, usable and above all safe service to the community.

The Town therefore will undertake the following on private property:

Private ROW:

The Town will ensure that the surface of the ROW is 'trafficable' by way of road base or other unsealed granular material. 'Trafficable' for this policy will be defined as the properties taking ingress/egress from the ROW are accessible by vehicles. ROW will be kept reasonably level, compacted and free of large potholes to prevent bottoming out of vehicles and getting bogged in wet weather. They will also be kempt from weeds to prevent fire risks. No sealing, kerbing, lighting or speed control will be undertaken by the Town. Emergency drainage works where property or safety is threatened will be dealt with on a case-by-case basis.

Private Car Parks for Public Use

Privately owned car parks within the Town will be monitored to ensure a safe working environment for parking inspectors and the general public is provided. Potholes will be rectified with line marking and signage maintained to a bare minimum at a standard which is enforceable by the Town. Significant pavement works requiring more than simple pavement patching, drainage works, and landscaping including kerbing will not be undertaken by the Town. Private car parks presenting serious safety concerns will have management ceased and further action pursued under the *Local Government Act 1995*, schedule 3.1.

Other Relevant Policies and Documents

Local Government Act 1995.


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	232/12	04/12/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LV121 – KEEPING OF MORE THAN TWO DOGS ON A PROPERTY

	LV121: Keeping of More Than Two Dogs on a Property
Key Focus Area: Liveability	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

This policy establishes the set of standard conditions that are to be met by residents residing within the Town of Claremont who apply to Council to the keep more than two dogs at their property.

Policy

The conditions and criteria as set in this policy are derived from the powers the Town has conferred upon it under the *Dog Act 1976*. Applications from residents for the keeping of more than two dogs on a premise need to meet the following conditions:-

- The applicant must pay the prescribed inspection and application fee as set by Council from time to time and such fees to be submitted with the initial application;
- The lot size must be 500 square metres or greater, (although the type / breed and number of dogs will determine Council's decision in this regard);
- The rear of the premises is to have sufficient area for the dogs to use, including an adequate grassed area;
- The owner or occupier of the premises on which the dogs are to be kept shall cause the premises or portion of the premises to be fenced or enclosed in a manner capable of confining the dogs. This shall have regard to the species, age, size and physical condition of the dogs to prevent them from passing over, under or through the fence.

If an application meets the above criteria, a report is to be prepared for consideration by the Council. The report is to include the following details:

1. Comments/Objections from neighbours – to be undertaken via letters to owners /occupiers of those properties in close proximity (and at least those contiguous with the applicant's property);
2. Any previous complaints in respect to licence history, barking, dogs wandering at large, dog attacks etc. that are relevant to the property and / or dogs in question; and

3. Comments from the applicants in regards to how they will be accommodating their responsibilities to their pet's requirements for:
 - a) Training;
 - b) Regular exercise; and
 - c) Veterinary checks / health programs.

Should Council approve the application in view of the applicant meeting the required criteria, the applicant will be advised in writing detailing the following conditions:

1. The approval only applies to those dogs listed in the application;
2. The premises must be maintained so that it complies with all the *Dog Act 1976* regulations in regards to keeping, control and containment of dogs;
3. That Ranger Services monitors this approval for any breach of the *Dog Act 1976*, or for any activities relating to the keeping of the dogs in question that may warrant the withdrawal of the approval;
4. The approval will be subject to review, should complaints be received which contravene the *Dog Act 1976*; and
5. All dogs to be licensed with the Town of Claremont.

In the event that Council rejects the application due to one or more of the above conditions not being met, the applicant will be advised, in accordance with the *Dog Act 1976*, that they have the right to appeal against Council's decision to the Minister for Local Government no later than 28 days after the day on which a notice of the decision that is appealable is served on the applicant affected by the decision.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	182/09	07/07/2009	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2016	Ordinary Council Meeting

LV122 – HERITAGE PLACES ARCHIVAL RECORDS

	LV122: Heritage Places Archival Records
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

To provide a formal process for owners requesting removal from Council's heritage lists and to ensure that Council has all pertinent information when considering a request for removal from those lists. The purpose of this policy is also to ensure a public record of places removed from Council's heritage lists is kept for the benefit of future generations.

As the policy is an administrative policy, it is not adopted as a Local Planning Policy under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Policy

An archival record, produced to the satisfaction of the Chief Executive Officer and in accordance with Council's Minimum Requirements for Recording Heritage Places Table, as shown on Council's web page or on request, shall be provided by the owner of a heritage listed property when requesting that the property be considered for removal from heritage listing.

As the result of an internal review of heritage lists Council may determine that a place no-longer reaches threshold values for heritage listing and recommends the removal of the place from the Town's heritage lists. In this case, if the place is identified as having sufficient values to warrant some recording, then the Heritage Officer will compile an archival record of the place before finalising the removal of the place from listing.

All archival records will be marked confidential and held with the Heritage Officer's copy of heritage documentation until a development application for substantial alteration or demolition of the place has been approved. After this time the archival record will become part of the public record of the place and a copy will be lodged with Claremont Museum.

Other Relevant Policies and Documents

See Local Planning Policy 2/2015124 Retention of Heritage Property and Assets.


Work Procedures

Minimum Requirements for Recording Heritage Places Table.

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	133/12	07/08/2012	Ordinary Council Meeting
		02/2010	SPPC
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LV125 – FOOTPATHS

	LV125: Footpaths
Key Focus Area: Liveability	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

1. To ensure footpaths provide pedestrian connectivity around the Town as an alternate form of transport to driving, while:
 - Providing a safe and accessible environment for all path users
 - Designing for the visually and physically impaired
 - Designing for all pedestrians and vulnerable cyclists
 - Preventing flooding of properties from the verge
2. To balance the character of the Town's leafy streetscapes with footpath user requirements.

Policy

The Town of Claremont aims to progressively replace slab footpaths to improve access, public safety and amenity and to provide universal access for all users including those with prams, children, the elderly and people with a disability.

1. Footpath widths and numbers according to road traffic numbers and minimum width recommendations by Department of Transport and Main Roads WA Planning and designing for pedestrians: guidelines and Department of Planning - Liveable Neighbourhoods recommendations.

Road Classification	Example Street / Road	Traffic Volume Vehicles / Day	Speed Limit (kp/hr)	Minimum Footpath Width			Comments
				Boundary Alignment	Mid Verge Alignment	Back of Kerb Alignment	
Access Road	Cul de sac	Below 100	50	1.5m	1.5m	1.5m	Footpath may not be required
Access Road	Residential streets	Below 500	50	1.5m	1.5m	1.5m	Footpath may be on one side
Access Road	Residential streets	Max 3000	50	1.5m	1.5m	1.5m	Footpath on both sides as required
Local Distributor	Princess Rd	Max 6000	50	1.8m	1.5m	1.8m	Footpath on both sides
District Distributor (B)	Davies Rd	Above 6000	50	1.8-2m	1.8-2m	1.8-2.5m	Median Refuges
District Distributor (A)	Guger St	Above 8000	60	2-2.5m	2-2.5m	2.1-2.5m	Median Refuges to be min 2.5m. Shared path on at least one side
Primary Distributor	Stirling Hwy		60	Entire verge			Controlled intersection crossing
Public Open Space	Rowe Park	Shared path			2.5m		Red asphalt with centre line
Public Open Space	Claremont Park	Shared path			Min 1.8m		Cream Concrete
District cycle routes	Stirling Road	Shared path			Min 2m		Cream Concrete

Note: At pinch points where constraints such as trees prevent the above widths, no longer than 2 metre sections the path can be narrowed to an absolute minimum of 1.2 metres, however this is not appropriate at intersections or in an area of high pedestrian traffic such as near a school or shopping precinct where wider path widths may be required.

2. Footpaths and ramps should be designed to provide universal access.
3. Footpaths will be constructed with a 2% $\pm 0.5\%$ cross fall grade away from the nearest property boundary where practicable. Preferably footpath stormwater runoff will be graded into an adjacent soft verge or into the road.
4. Tactile Ground Surface Indicators (TGSIs) will be installed at intersections, crossing points, and to delineate other hazards. TGSIs are to be in a contrasting colour to the surrounding path and are to be set out as specified within current Austroads and Main Road WA guidelines.
5. Footpaths in residential areas are to be poured in-situ Claremont cream coloured concrete. N20 Grey with 6kg/m³ yellow oxide additive. Where intersecting a commercial crossover the footpath is to be reinforced with F62 steel mesh reinforcement with 40mm cover provided from bottom of concrete.
6. Ramps are to finish flush with road levels with all approach grades not exceeding the recommended maximum grade for universal access. Width of the flush section is to be 1.8 metres in residential areas unless constraints prevent this, in which case the width can be reduced to a minimum of 1.5 metres.

7. Footpaths are to take priority when intersecting with crossovers or bike paths with the footpath material and colour continuing through.
8. In the interest of public safety Council considers it important that footpaths be regularly inspected and maintained and will fund a maintenance program accordingly. Furthermore, Council is committed to progressively replacing concrete slab footpaths with in-situ concrete over the next 10 years and will fund a replacement program accordingly.

Other Relevant Policies and Documents

- Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths
- Town of Claremont Disability Access and Inclusion Plan
- Town of Claremont Activities on Thoroughfare and Public Places Local Law
- Vehicle Access - Crossover Policy LV 106
- Disability Discrimination Act 1992
- Planning and designing for pedestrians: guidelines (Department of Transport and Main Roads WA endorsed) 2016
- Liveable Neighbourhoods
- Road Traffic Code 2000


Work Procedures

Provision of Public Footpaths' procedure.

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	1170/01	16/10/2001	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Updated	226/15	15/12/2015	Ordinary Council Meeting
Reaffirmed	84/16	17/05/2016	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	176/18	18/9/2018	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LV130 – MIKE BALFE HERITAGE MAINTENANCE GRANTS

	LV130: Mike Balfe Heritage Maintenance Grants
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: DA22 – Determination of Planning Related Matters

Purpose

To support owners of dwellings on the Town of Claremont's Heritage List to maintain their heritage listed properties such that significant heritage fabric is conserved.

Policy

Matched funding between \$1,000 and \$5,000 is available for maintenance works associated with the conservation of significant heritage fabric of dwellings listed on the Town of Claremont's Heritage List.

As the policy is an administrative policy, it is not adopted as a Local Planning Policy under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Funding

Funding will be accessible on an ongoing, first come first use basis from 1 July each year until the Heritage Maintenance Grant budget allocation for that financial year is exhausted.

The recipient must, as a minimum, match the grant dollar for dollar. In-kind support will not be considered.

Grant funding is to be capped in perpetuity to a maximum of \$10,000 for each place on the Heritage List.

Amount of Grant

The amount available for Heritage Maintenance Grant purposes is to be determined by Council in the adoption of the annual budget.

Any amount not allocated in a financial year will be placed into reserved funds for expenditure in future years.

Eligibility

Applications will be considered eligible if the:

- Property is a privately owned, rateable dwelling on the Town's Heritage List.
- Applicant is the property owner (or legally acting on behalf of the owner).

Applications will be considered ineligible if the:

- Works are required due to a repair or works order issued by the Town of Claremont.
- Works are required under a conservation order issued by the Minister under the *Heritage of Western Australia Act 1990*.
- Application is for retrospective funding of a commenced or completed project.
- Property owner or applicant has an outstanding debt to Council.
- Works are for a place that has been the recipient of a planning concession or other concession by the Council.
- Works are for a place that has received two heritage maintenance grants in the past five year period.

Eligible Works

In addition to the Eligible Application requirements above, the following works may be considered eligible for the Heritage Grant where they contribute to the conservation of the heritage significance of a place:

- Works to external fabric (including roof structures and foundations).
- Repairs to foundations, footings and supporting structures of a building.
- repairing or replacing deteriorated structural elements and major heritage features such as walls, columns, beams, floors, roofs and roof features and structures (e.g. chimneys) and veranda or balcony structures.
- Painting - where it will assist with the conservation of fabric – e.g. where paint has deteriorated (funding will not be provided to merely change colour).
- Reinstatement of missing or damaged heritage fabric where it will assist with preventing ingress of water – e.g. replacing broken window panes, tiles, roof plumbing.
- Works to assist in preventing damage due to dampness.
- Works to stabilise subsoil moisture content to reduce cracking of masonry foundations or walls.
- Cleaning of any fabric where removal of accretions or coatings will assist in the conservation of heritage fabric – e.g. removal of a non-porous coating on limestone.

Ineligible Works

In addition to the Ineligible Application requirements above, the following works are not considered eligible for the Heritage Grant:

- Works to interiors
- New additions or extensions

- General minor repairs - e.g. replacement of functional door and window furniture
- Painting where it is not required for conservation purposes
- Cleaning of gutters
- Cleaning of any kind, other than that proven to improve conservation outcomes
- General garden maintenance and landscaping.

Assessment Criteria

Essential Criteria

- Compliance with the objectives of Local Planning Policy 124 - Retention of Heritage Property and Assets
- Compliance with the purpose of the Heritage Maintenance Grant Policy
- Compliance with a Conservation Management Plan (where applicable)
- Project design and achievability, budget rigour and value-for-money
- Demonstrated need for assistance
- Significance of the place
- Demonstrated need for work
- Other funding received or sought
- Overall benefit to the place or streetscape.

Desirable Criteria

- The heritage place is in a street, heritage area or heritage precinct that is identified by the Town's heritage officer or the Council as requiring revitalisation or enhancement.
- The project facilitates the activation of a heritage place.

Application Process

Applications that meet the assessment criteria are not guaranteed a grant. Applications will be determined by Council and applicants will be advised in writing of the decision.

Applications and supporting documents will be assessed on their merit against the assessment criteria.

Where there is competition for funds, applications will be rated and ranked in relation to other applications being considered in the same round.

The Council may prioritise or place greater weight on any of the assessment criteria.

Development Approval

The applicant must obtain all necessary Development Approvals and Building Permits from the Town of Claremont before applying for funding, or as a condition of receiving the Grant.

Payment Terms

Grant money will be provided as reimbursement for spending following approval of a Heritage Maintenance Grant application by the Town of Claremont (not in advance).

In order to receive the Grant, all successful applicants must sign a Letter of Agreement that clearly details the approved expenditure items that are covered by the Grant and agree to the following conditions:

- All Grant funding must be spent within the six months following the date of the Grant approval.
- Provide proof that the Grant money was spent on approved items.
- Provide proof through invoices and receipts that the Grant money was spent after the Grant application was approved (not before).
- Provide photographs of the project undertaken using Grant funding, along with a short testimonial that may be used for promotional purposes for the Town.

Reimbursement Process

To claim reimbursement of approved spending applicants must:

- Complete and submit a claim form (to be provided).
- Attach to the claim form proof of purchase documents for approved items (invoices and receipts).
- Provide photographs of completed project and a short testimonial on the grants program.

Definitions

- Fabric: all the physical material of the place including elements, fixtures, contents and objects.
- Heritage Place: a building, structure, site, area of land or other physical element valued for its heritage significance, together with associated contents and surrounds.
- Cultural Heritage Significance: the relative heritage value of a place in terms of its aesthetic, historic, scientific or social significance for the present community and future generations.
- Significant Heritage Fabric: the fabric of a place that is valued for the contribution it makes to the overall cultural heritage significance of the place.
- Conservation: the management of a place in a manner that will enable its cultural heritage significance to be retained, and yield the greatest sustainable benefit for the present community, without diminishing the heritage significance of that place. It includes the preservation, stabilisation, protection, restoration, reconstruction, adaptation, and maintenance of a place.
- Maintenance: the continuous protective care of a place. For the purposes of this policy this will also include repair works where they contribute to the conservation of the heritage significance of a place.

- Conservation Management Plan - the principal guiding document for the conservation and management of a heritage place.

Other Relevant Policies and Documents

Local Planning Policy 124 - Retention of Heritage Property and Assets


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	49/16	05/04/16	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LV131 – PRECINCT PARKING MANAGEMENT

	LV131: Precinct Parking Management
Key Focus Area: Liveability	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

The Precinct Parking Management Policy is intended to balance the Town's Liveability objectives with the fair and consistent management of on- street parking of the district.

Policy

Principles for the Precinct Parking Management Policy

In order to maintain fairness and credibility of parking controls, the Town will uphold the following principles:

- **Public Access:** parking controls will recognise that streets are public places, open to all people, and to be managed in the interest of the public.
- **Liveability:** in order to protect the liveability of the Town for a diverse community, the Town will prioritise use of on-street parking for residents, and their respective visitors. Maintaining this priority requires that commuter and employees of the Town parking on-street residential neighbourhoods will be actively discouraged.
- **Clarity:** parking controls and parking precincts will be clearly signposted, and where possible, parking controls will be simple and consistent in order to minimise the risk of unintentional breaches.

Managing Street Parking in the Precincts

Parking controls in residential areas should balance the long-stay parking needs of permit-holding residents to use street space for accommodating residents, visitors, and tradespeople.

Control zones within precincts recognise the increased demand for on-road parking due to the proximity to facilities or services.

Two hour parking controls are the preferred control method in identified control zones to allow reasonable access for short visits, without the need for permits.

Hours of Operation

Parking controls in residential precincts will operate 8.30am to 5.30pm Monday to Friday and Saturday 8.30am to 12noon.

The Town will routinely monitor compliance levels, and focus enforcement on areas that are found to have low levels of compliance.

Parking Permits

The Town will manage parking and provide clear guidelines for issuing and control of Parking Permits for residential property owners in accordance with the Town of Claremont Parking Local Law 2016 and Parking Permits Policy LV132

The Parking Permits are allocated to and valid only for the precinct it has been issued.

The permits will allow residents or their visitors to park single, unattached vehicles longer than the applied timed parking restriction. The permits may allow the holder to park a vehicle in a residential street within the precinct for up to 72 hours before being required to move the vehicle.

It however does not allow parking contrary to other control restrictions and signage (No Stopping, Clearway, Cycle Lanes, and Continuous Yellow Line markings, etc.) Furthermore, the timed parking exemption will not apply to trailers, caravans, buses or trucks.

Precinct Parking Permits cannot be used in the Town Centre, Swanbourne and Ashton Avenue shopping areas.

A Parking Permit does not guarantee there will be a parking bay available.

Discretionary Authority

The Town of Claremont Chief Executive Officer may vary any or all of the requirements set out within this Policy.

Other Relevant Policies and Documents

Parking Permits Policy LV132

Town of Claremont Parking Local Law 2016


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	155/16	04/10/16	Ordinary Council Meeting
Modified	206/16	13/12/16	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LV132 – PARKING PERMITS

	LV132: Parking Permits
Key Focus Area: Liveability	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

To provide clear guidelines for issuing and control of Parking Permits for residential property owners in accordance with the Town of Claremont Parking Local Law 2016.

Policy

Clause 1 – Application

All requests for Parking Permits shall be made on the prescribed form. The completed form must be accompanied by the information required as specified in Clause 2 and the prescribed fee as specified in Clause 3.

Clause 2 – Application and Relevant Information

Applicants seeking Parking Permits must be the property owner or property manager..

Clause 3 – Prescribed Fee

- a) Applicants requiring Parking Permits shall pay the prescribed fee, as determined by the Council.
- b) The Council shall review and adopt the fees as follows:

Item	Prescribed Fee
Parking Permit/s	As per the Town's Schedule of Fees and Charges
Replacement of Parking Permit	As per the Town's Schedule of Fees and Charges

Additional Parking Permit (Refer to Clause 7- Discretionary Authority)	As per the Town's Schedule of Fees and Charges
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Clause 4 – Parking Permits

Subject to Clause 7, a maximum number of two Parking Permits will be issued for each single residential property.

Subject to Clause 7, Parking Permits may only be issued to the owner of a single residential property in accordance with the Town of Claremont Parking Local Law 2016 relating to Parking and Parking Facilities.

While Parking Permits are issued for a specific property the Town may specify a precinct location for the use of the Permits.

The permits may allow the holder to park a vehicle in a residential street within the precinct for up to 72 hours before being required to move the vehicle.

Clause 5 – Conditions of Approval: Single Houses and Grouped Dwellings

Parking Permits shall only be issued to the owner of a single house or grouped dwelling. Group dwellings under this policy is defined as complexes with 12 or less dwellings.

Clause 6 – No Parking Permits for Multiple Dwellings

Subject to clause 7 of this policy, the Town will not issue Parking Permits for multiple dwellings. Multiple dwellings under this policy is defined as complexes with more than 12 dwellings.

Clause 7 – Discretionary Authority

Notwithstanding any other provisions which restrict the number of Parking Permits that may be issued, the Town of Claremont Chief Executive Officer may vary any or all of the requirements set out within this Policy if the owner of the property can provide satisfactory evidence that there are no alternative means for occupants of the property to park anywhere other than on the street.

Clause 8 – Validity Period of Parking Permits

Parking Permit/s shall be valid for three (3) year (or part thereof) from 1 July 2017 to 30 June 2020.

Clause 9 – Parking Permits to be Displayed

Parking Permits issued under this policy will only be effective if they are displayed in such a way as to be visible to and able to read by an authorised person from outside and from the front of the vehicle.

Clause 10 – Compliance with Terms and Conditions

Parking Permits issued under this policy will only be effective if they are used and displayed in accordance with the Terms and Conditions set out in Schedule 1 of this policy.

Clause 11 – Non-Compliance or Abuse of Parking Permits

- a) The Town reserves the right to revoke a Parking Permit where the holder of the Permit does not comply with or abuses the Terms and Conditions of the Parking Permit.
- b) A Parking Permit may only be revoked by a person authorised by the Chief Executive Officer and in accordance with the Council Delegated Authority Register.

Clause 12 – Right of Appeal

In the event of an owner being dissatisfied with the decision of the Town Officer, they will have access rights for a review to the Chief Executive Officer.

Schedule 1 – Terms and Conditions

Terms and Conditions of Parking Permit.

1. To be valid the parking permit must be clearly displayed on the passenger side of the windscreen of your vehicle.
2. The parking permit must only be used in accordance with the CONDITIONS endorsed upon it (where applicable).
3. A parking permit will be revoked if misused or copied.
4. The parking permit can be transferrable between vehicles; however the permit must be clearly displayed.
5. The parking permit **cannot** be used in other precincts.
6. The permits will allow residents or their visitors to park single, unattached vehicles longer than the applied timed parking restriction. It however does not allow parking contrary to other control restrictions and signage (No Stopping, Clearway, Cycle Lanes, and Continuous Yellow Line markings etc). Furthermore, the timed parking exemption will not apply to trailers, caravans, buses, or trucks.
7. The parking permit **cannot** be used in any public or privately owned car parks.
8. A parking permit **does not** guarantee a parking space in the precinct specified.
9. A parking permit **cannot** be issued to a business.
10. Infringements Notices will be issued to vehicles which fail to display or display an invalid or expired permit.
 - The use of a parking permit only applies to signage that states “Parking Permits Exempt”.
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Clause 12 – Delegated Authority Register

The Chief Executive Officer will administer and enforce this Policy, Guidelines and Procedures, in accordance with the Council's Delegated Authority Register.

Clause 13 – Meaning of Single House, Grouped Dwelling, Multiple Dwellings

For the purposes of this Policy, the following terms will have the same meaning as provided in the State Planning Policy 3.1, Residential Design Codes:

- single house
- grouped dwelling, and
- multiple dwelling.

Other Relevant Policies and Documents


Town of Claremont Parking Local Law 2016

Work Procedures
NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	155/16	04/10/16	Ordinary Council Meeting
Modified	206/16	13/12/16	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LV133 – DOGS IN PUBLIC PLACES

	LV133: Dogs in Public Places
Key Focus Area: Liveability	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

This policy establishes the dog exercise areas and prohibited areas within the Town of Claremont. A local government must specify under subsection (3A) of the *Dog Act 1976* such dog exercise areas as are, in the opinion of the local government, sufficient in number, and suitable, for exercising of dogs in the district.

Policy

Places Where Dogs are Prohibited Absolutely Excluding Assistance Dogs

1. Subject to section 8 of the Act and section 66J of the Equal Opportunity Act 1984, dogs are prohibited absolutely from entering or being in any of the following places:
 - a) where so indicated by a sign, public building
 - b) a theatre or picture gardens
 - c) all food premises and food transport vehicles
 - d) within an area enclosed by the perimeter fencing of a public swimming pool
 - e) a children's playground
 - f) Lake Claremont, which is located on or in part of the following Lots 1, 2, 5, 6, 7, 8, 58, 150 and 900 as indicated in Schedule 2,
 - g) Claremont Golf Course (playing and practice areas), and
 - h) any other place prohibited to dogs under any written law.
2. If a dog enters or is in a place specified in subclause (1), every person liable for the control of the dog at the time commits the offence. Unless the dog is a certified assistant animal as in section 9(2) of the Disability Discrimination Act 1992.

Penalty

\$5,000 **Places Which are Dog Exercise Areas**

1. Subject to clause 4.1 and subclause (2) of this clause, for the purposes of section 31 and 32 of the Act, the following are dog exercise areas within the district:
 - a) Reserve 2025 Victoria Avenue, Alex Prior Reserve
 - b) Agett Road Reserve, Agett and Bay Roads
 - c) Reserve 883 Bay View Terrace Claremont Park, with the exclusion of designated playground area
 - d) Reserve 24626 MacLagan Park, with the exclusion of designated playground area
 - e) Portion of Lot 900 (known as Lake Claremont parkland) from north end of Elliott Road to Alfred Road at Lake Claremont
 - f) Reserve 76350 Stubbs Terrace/ Moffin Avenue
 - g) Reserve 8003 Rowe Park, with the exclusion of designated playground area, and
 - h) Reserve 24523 Foreshore, between Alex Prior Park and Jetty Road.
2. Subclause (1) does not apply to:
 - a) Land which has been set apart as a children's playground
 - b) An area being used for sporting or other activities, as permitted by the local government, during the times of such use, or
 - c) A car park.
3. Whether or not in a dog exercise area, a dog must at all times, in the opinion of an authorised person, be under effective control of the person liable for the control of the dog.
4. Whether or not in a dog exercise area, a dog shall not be a nuisance either of itself or together with other dogs whether or not in the same ownership.
5. A dog shall be taken to be a nuisance for the purposes of subsection (4) if it behaves in a manner, which has a disturbing effect on the state of reasonable physical, mental or social wellbeing of a person.
6. Where it is shown that a dog is not under effective control in contravention of subsection (3) or the dog is a nuisance on contravention of subsection (4) the person liable for the control of the dog commits an offence.

Maximum Penalty

\$5,000

Other Relevant Policies and Documents

NIL

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	120/14	05/08/2014	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Amended	97/16	21/06/2016	Ordinary Council Meeting

Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18 & 234/18	18/12/2018	Ordinary Council Meeting

LV134 – MEMORIAL PLAQUE

	LV134: Memorial Plaque
Key Focus Area: Liveability	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

To provide guidelines for memorial plaques in public spaces within the Town.

Memorial plaques will be considered in remembrance of a deceased person and may be positioned on buildings, on the pavement, in parks, gardens or public places.

Public Assets can be donated to accompany the plaque and could include, but not limited to planting, seating, barbeque or artwork.

The objectives in relation to plaques and memorials are to:

- Manage the number of plaques and memorials in open space
- Restrict plaques and memorials to events or persons of outstanding significance to an area
- Minimise the risks and environmental impact of plaques and memorials.

Policy

Applications for memorial plaques must be made in writing to the Chief Executive Officer (CEO) and include a supporting statement for the nominee, detailing how the nominee has made a significant contribution to the Claremont community.

If the application is from an organisation or person other than a family member of the deceased, a letter of permission from the deceased family is required.

The approval of applications is at the discretion of the CEO under the delegation of Council.

The donation of a public asset may be recognised with a plaque. The plaques will be limited to a maximum of 150mm x 75mm in size.

Applicants may propose the wording for the plaque, subject to approval by the CEO. The Town of Claremont will retain ownership of the asset at all times.

Location

Consideration will be given to relevant management plans, capital works programs, maintaining safe passage for pedestrians and other users, avoidance of damage to the natural environment and ensuring the donation meets the general community expectations for the area.

Costs

All costs associated with the supply and installation of the memorial and or public asset are to be borne by the applicant. Full payment is required after approval of the application and prior to the Town ordering of the memorial and/or public asset. Installation works will be carried out by the Town's officers or their nominated contractor. Installation by applicants or their contractors is not permitted.

Maintenance

Plaques and donated public assets will be subject to the same level of maintenance as other infrastructure. The public asset will remain in place as long as it remains in good working condition and complies with the Town's standards.

The Town will not be automatically responsible for the replacement of plaques and assets which are vandalised, damaged or stolen but may replace them at their discretion. Standard maintenance activities, such as graffiti removal will be undertaken as required.

Memorial Removal

Council cannot guarantee that a plaque and asset will remain at the designated site for any length of time, the CEO reserves the right to have it removed at the Town's discretion. Should for any reason, an installed memorial become disturbed through works, either by the Town, or by an external contractor, the memorial shall be removed at the expense of the party undertaking the works and reinstalled, if appropriate, in the same location or installed in another location nearby if possible.

Other Relevant Policies and Documents

NIL

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	54/17	18/04/2017	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

PROSPERITY

PS200 – ALFRESCO DINING

	PS200: Alfresco Dining
Key Focus Area: Prosperity	Responsibility: Director People and Places Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to support street activity that contributes to the economic and social wellbeing of the Town. While alfresco dining direction is a part of the administration of the Activities on Thoroughfares and Public Places Local Law, Council wishes to assist in enhancing a sense of place and prosperity by promoting the Town of Claremont and supporting local businesses by activating streetscape.

Policy

Alfresco dining in appropriate locations contributes to the ambience of the Town and is encouraged in locations where it can be shown that it will conform to the objectives of the Town's Plan for the Future.

Requirements include: :

1. Alfresco seating that contributes to the activation of streets or laneways on which they are located
2. Meets technical requirements
3. Follows design and health guidelines
4. Support from local businesses
5. Public liability to be held by applicant
6. Allow alfresco seating in areas that do not abut the subject premises directly

Other Relevant Policies and Documents

Local Planning Scheme No. 3

Work Procedures


The following work procedures apply:

- Application for Development Approval
- Information Pertaining to Outdoor Eating Facility Permits
- Officer Checklist Outdoor Eating Facility Permits
- Officer Guide for Assessing an Application for a Permit for an Outdoor Eating Facility'
- Permit Application Form – Outdoor Eating Facility
- Schedule of Fees (Currently No Fees Apply due to Council decision 4 February 2014).
- Transfer of Permit Application Form – Outdoor eating Facility

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	274/09	6/10/2009	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	7/14	4/2/2014	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

PS203 – CLAREMONT TOWN CENTRE

	PS203: Claremont Town Centre
Key Focus Area: Prosperity	Responsibility: People and Places Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to provide a framework for economic support to the Claremont Town Centre (CTC).

Policy

The Town of Claremont Council recognises the importance of a vibrant and successful business sector. Council is committed to the provision of support and assistance through a governance framework to support the Claremont Town Centre (CTC).

A CTC is a partnership approach between the business community and Council. Through this Policy Council demonstrates its commitment to encouraging and supporting such a partnership.

Council will provide support to a CTC by:

- Appointing representatives to a CTC organisation's management committee or by establishment of an advisory committee pursuant to the *Local Government Act 1995* appointment of council members to be members of the advisory committee
- Allocating staff resourcing
- Providing accounting and financial management services.

Council will support the decision of business representatives of a CTC about the preference for a governance structure which may be a separate incorporated organisation or an advisory committee of the Council.

A CTC organisation which is established as an incorporated association is expected to establish a governance structure suited to its activities and to accept Council representation on its management committee.

The Council will demonstrate its commitment to community development by making provision within the annual budget of funding to support this program. The level of funding will be decided each year during the budget deliberations and will follow consideration of a budget submission from a CTC organisation.

As conditions of providing financial support to an incorporated CTC organisation Council requires:

- A governance structure which allows public accountability
- Membership on a CTC management committee
- A business plan that supports the CTC budget submission
- Reporting by the CTC management committee of its activities and achievements against its business plan.

An advisory committee established under this policy should have a majority membership of representatives from the business community. Council will appoint council members to an advisory committee and authorise staff resource after consideration of a business and financial plan.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	23/12	06/03/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Amended	112/16	19/07/16	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

PS204 – DEVELOPER CONTRIBUTION TO INFRASTRUCTURE UPGRADING

	<p>PS204: Developer Contribution to Infrastructure Upgrading</p>
<p>Key Focus Area: Prosperity</p>	<p>Responsibility: Director Infrastructure</p> <p>Relevant Council Delegation: NIL</p>

Purpose

The focus of this policy is to ensure that the Town establishes and utilises a strategic approach for the upgrading of the road infrastructure to accommodate additional traffic flows generated by developments within the Town Centre; and to take a prudent and financially responsible approach to the long term development of the Claremont Town Centre through:

1. Ensuring that the need to upgrade specific road infrastructure to accommodate the additional vehicular traffic generated by developments where Council has approved developments having a greater traffic impact than permitted for “as of right” developments in the Town in the Local Planning Scheme, is met.
2. Providing Council with a rational and transparent formula to require representative Developer contributions from all future re-developments within the Claremont Town Centre. It is anticipated that all future re-developments within the Town Centre would target the “highest and best returns”, and as such a singular formula for Developer Contributions should be adopted.

For the purpose of this Policy, the Town Centre is defined as the roads and properties bounded by and including the relevant portions of Stirling Highway, Leura Avenue, Guger street and Stirling Road.

Policy

1. The Council has adopted a developer contribution principle which is a guide to decisions to ensure the funding of the road infrastructure upgrading within the Claremont Town Centre is transparent and equitable for all property owners within the Town Centre and the public using the road network.
2. Council confirms its commitment to the long term development of a vibrant and sustainable Town Centre.

3. Developers intending to undertake projects with the Town Centre are encouraged to liaise with Council officers and officers from Main Roads WA and the Department of Planning, Lands and Heritage in the early stages of planning to determine the need and to what extent infrastructure upgrading is required.
4. Council endorses and supports the need to deliver the upgraded road infrastructure within time frames of the development being completed when there is the need for convenient and direct vehicle access and egress to the development. This will be achieved through a planned staged development for the interim upgrading of Stirling Highway and Stirling Road.
5. Council puts in place a funding strategy to receive staged Developer contributions and Loan Funds to enable the construction of the upgraded road infrastructure to progress in the stages to support the development.
6. Council's funding structure to be indexed Developer contributions in accordance with the Australian Consumer Price Index for future re-developments of allotments within the Town Centre.
7. Underpinning the need for transparency for Development contribution, the Council's use of the formula based on the gross allotment area as a percentage of the total gross allotment area of the Town Centre will make it clear to current and future developers of the need to contribute to the cost of upgrading the road infrastructure on redevelopment of any of the Town Centre allotments. The gross allotment area for the Town Centre is 77,361 square metres.
8. Financial Contributions Table:

Improvements Within the Town Centre	
<i>Organisation Making Contribution</i>	<i>% of Total Cost</i>
Developer	90
Town of Claremont	10
Main Roads Western Australia	0
Total Contribution	100

Improvements Within the Primary Regional Road Reservation	
<i>Organisation Making Contribution</i>	<i>% of Total Cost</i>
Developer	40
Town of Claremont	10
Main Roads Western Australia	50
Total Contribution	100

9. Council will accept that the Council rates paid on a property undergoing redevelopment from the time of commencement of works to first day of trading will form part of the Developer's contribution.

10. Council will consult with Main Roads WA and actively seek funding contributions from State and Federal sources for the upgrading of Stirling Highway (declared main road) and intersections on the Highway.

Risk Issues From Not Having a Policy on Developer Contributions

The likely consequences of protracted arguments (negotiations) on what is/is not the responsibility of the developer to remedy the adverse traffic impacts on the existing road network. Sustainable financing of local government infrastructure requires a planned and systematic approach, with expenditure needs identified and justified and funding made available in a timely manner. If this does not occur, the resultant funding gap between responsible financing of the Town's infrastructure assets and the funds committed will keep growing, leaving a potentially enormous liability for future citizens to fund, as traffic congestion and delays occur on the roads surrounding Claremont. Further, congestion as the resultant traffic delays significantly reduce the appeal of a shopping centre to regular shoppers.

Other Relevant Policies and Documents

NIL

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/140	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

ENVIRONMENTAL SUSTAINABILITY

EN301 – VERGE PROTECTION NEAR BUILDING SITES

	EN301: Verge Protection Near Building Sites
Key Focus Area: Environment	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to provide the guidelines to manage and protect verges adjacent to building sites, based on creating a safe and aesthetically pleasing environment.

Policy

Building Permit holders shall not store any construction material, rubbish, sheds or toilets on a verge, street, right-of-way or public place except where approval in writing, in the form of an approved Verge Materials Permit has first been obtained from the Town.

When an application is received to place a building, structure, equipment, material or debris on a verge, roadway, right-of-way or other public property, the Town shall only issue a licence to do so where:

- There is demonstrated need to place structures or materials outside the lot boundaries;
- The footpath is unobstructed at all times and where there is no constructed footpath, there remains a clear, safe convenient access path past the subject site;
- There is a clear line of sight past any building, structure, or enclosure for vehicles exiting the adjoining properties;
- There is no obstruction to any vehicular traffic utilising a street or right of way;
- An appropriate bond has been lodged with the Town to cover the cost of reinstating the verge or footpath, this bond is to be in addition to any bond lodged by the applicant to cover the cost of damage to footpaths.

Other Relevant Policies and Documents

NIL


Work Procedures

Permit – Verges Near Building Sites

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	N/A	23/11/1999	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/140	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

EN302 – ROAD VERGES

	EN302: Road Verges
Key Focus Area: Environment	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

To provide guidance regarding permissible verge treatments and the obligation of owners and occupiers for their care and maintenance and for the safety and convenience of the public.

Policy

The Policy recognises that verges are required principally to contain:

1. Utility services and associated equipment (communication; electricity; water; gas; sewer; storm water drainage; street lighting.)
2. Footpaths, cycle paths, shared paths
3. Street trees
4. Road furniture, (street name signs; regulatory and advisory traffic signs; traffic signals; bus stops, bus shelters and bus bays; parking spaces; vehicle and pedestrian movement control devices; seating; litter receptacles)

Council's Activities on Thoroughfares and Public Places Local Law includes provisions governing the power to carry out public works on verges, details of what are permissible verge treatments and the obligations of owners and occupiers for their care and maintenance and for the safety and convenience of the public.

Reticulation of verges is encouraged within the following conditions:

1. Owners and/or occupiers are responsible for the installation, maintenance, operation and related costs of reticulation in street verges and its operation must comply with watering roster requirements set by the Water Corporation.
2. Such reticulation is to be installed centrally in the verge, not parallel or adjacent to paths, crossovers or kerbs and no wiring or solenoids are to be installed in road reserve and verge areas.

3. The local government will take due care and may, at its cost, reinstate reticulation equipment it damages during works carried out by or authorised for the local government provided the installation is in line with the criteria in point 2 above.

Paving of street verges will be permitted only where on-street parking is not permitted or rendered impossible because of the traffic function of the street and alternative nearby parking is not available.

Where paving of street verges is permitted, the following conditions apply:

1. Plain dark colours to be used in the appropriate material.
2. Drainage to be collected and disposed of in soakage pits (1m³ for each 90m² paving).
3. All verge treatments containing hardstand materials are required to include at least one street tree (Spacing of 8 to 10 meters to maintain the avenue effect) unless there are serious mitigating circumstances as determined by the Town.
4. Street trees to be carefully protected from root damage using the Australian Standards for protection of trees on development sites, and tree bubblers connected to private irrigation to be provided.
5. Hardstand materials may not be installed closer than 2 metres from a street tree or interfere with a street tree in any way.
6. Standard road kerbing to remain.
7. Installation over no more than one third of the area of the verge (excluding any vehicle crossing) of an acceptable material, and the planting and maintenance of either a lawn or a garden on the balance of the verge in accordance with the following:
 - a) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare; and
 - b) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb.
8. Council's crossing paving specification to apply to verge paving construction
9. All requests to be submitted in writing, with plans and specifications
10. Permissible materials are porous paving, to the satisfaction of the Manager Engineering Design.
11. Council promotes sustainable and environmentally sensitive landscaping and encourages ratepayers to do likewise.- See guidelines on verges at <http://www.claremont.wa.gov.au/Community/Sustainability.aspx>
12. Artificial Turf is not considered a sustainable or environmentally sensitive landscape treatment by Council.

If a landowner installs unapproved surfaces such as Artificial Turf on the verge they may be instructed to reinstate it to an approved surface. The landowner would be responsible for the cost of reinstatement.

Verge maintenance guides for Council staff:

1. Verges in the Claremont Business District (Stirling Highway, Stirling Road, Guger Street and Leura Avenue inclusive), the Swanbourne Shopping Centre (Claremont Crescent) and the Ashton Avenue Shopping Centre will be inspected and spot maintained daily and receive general maintenance once a week or as required.
2. Verges in District Distributor (A) and (B) as well as Local Distributor: Roads will be inspected from a vehicle fortnightly for litter collection and the reporting of other observed needs for attention. These roads are as follows: Stirling Road, Shenton Road, Alfred Road,

Claremont Crescent, Guger Street, Queenslea Drive, Victoria Avenue, Bay View Terrace (Victoria Avenue to Stirling Highway), Chancellor Street, Ashton Avenue, Judge Avenue, Princess Road, Bay Road, Agett Road (Bay Road to Goldsworthy Road), Goldsworthy Road, Richardson Avenue, Bindaring Parade, Osborne Parade, Melville Street, Loch Street (Stirling Highway to Railway Parade), Graylands Road (Shenton Road to Lapsley Road), Lapsley Road (Graylands Road to Davies Road), Davies Road (Lapsley Road to Alfred Road), Barnfield Road, Devon Road and Narla Road.

3. Verges in Barnfield Road, Claremont Crescent and Guger Street reserves adjacent to the railway reserve will be litter picked approximately fortnightly.
4. Verges in Stirling Highway will be walked and litter removed approximately each month, footpath condition inspected / recorded every second month.
5. Residential, commercial or industrial verges will be slashed/maintained upon warranted complaint or an observed need. These types of verges will be particularly inspected for maintenance needs:
 - a) In the Showground area in the fortnight before the Royal Show;
 - b) In the period before Christmas;
 - c) Towards the end of winter.

Council will encourage residents to show pride in their neighbourhood through caring for the verge treatments by:

1. Publishing Town Talk articles on best methods
2. Recognising and reporting superior verge treatments
3. Fostering Tidy Towns/Keep Australia Beautiful/Clean Up Australia campaigns
4. Providing administrative and technical support to encourage self-help improvement to verges."

Other Relevant Policies and Documents

NIL

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	232/05	21/06/2005	Ordinary Council Meeting
Reviewed	182/09	07/07/2009	Ordinary Council Meeting
Reviewed	169/12	04/09/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting

Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

EN303 – USE AND MANAGEMENT OF FORESHORE RESERVES

	EN303: Use and Management of Foreshore Reserves
Key Focus Area: Environment	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to outline the guiding principles that the Town of Claremont has in relation to the use and management of the Swan River Foreshore.

Policy

The Town of Claremont recognises the environmental, historical, social and recreational importance that the Swan River foreshore reserve provides to the community, and as such has developed a set of guiding principles to support and direct the use and management of this unique facility:

1. The Swan River foreshore shall continue to be reserved for parks and recreation, with the aim of;
 - a) Enhancing the identity and character of the foreshore;
 - b) Enhancing the environment;
 - c) Protecting and encouraging wildlife;
 - d) Enhancing the amenity for residents and visitors to the foreshore; and
 - e) Enhancing recreational opportunities for residents and visitors.
2. The Swan River foreshore shall be subject to a Management Plan which consolidates and develops the reserve as a significant area of recreational and environmental importance.
3. The Management Plan shall be developed in consultation with relevant stakeholders, and be complementary to existing plans of the Swan River Trust, adjoining municipalities and other relevant government / non-government agencies.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	N/A	N/A	Ordinary Council Meeting
Reviewed	N/A	28/09/1999	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

EN304 – TREE PROMOTION

	EN304: Tree Promotion
Key Focus Area: Environment	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to provide guidelines to encourage the sound selection, planting, maintenance, pruning and general interest in the trees of Claremont.

This is a complementary policy to encourage and promote new plantings throughout Claremont on both public and private property. It is intended that with professional guidance appropriate trees are selected for private gardens, for avenue planting in public streets, and elsewhere in parks, city centre and throughout the Town.

Policy

1. Private Property:

The services of Council's Supervisor of Parks and Environment is made available to residents on request, free of charge, to advise on selection, planting, pruning and maintenance of trees for private property within the Town of Claremont.

2. Public Property:

This includes parks, gardens, street verges, foreshore, city centre, sporting clubs owned by Council. Any Councillor or any member of the public may nominate a special tree for planting on public property.

Subject to assessment of the suitability of species and location the planting of the tree and installation of plaque is to be carried out by Council at the applicant's cost. If the request is from a Councillor (and has been approved by Council) the costs will be borne by Council.

The Town will maintain a register of all such tree planting including details of the significance of the tree to the applicant where appropriate. A small but permanent plaque will be positioned at the base of the tree to indicate its species and its inclusion in the register. The plaques will be of a common design throughout Claremont.

The Town has no obligation to replace any registered tree which dies nor any plaque which is damaged. The Town reserves the right to remove any tree at some future date at its discretion. In the event of removal becoming necessary Council will make every effort to replant a new tree in a suitable location.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	182/09	07/07/2009	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

EN305 – STREET TREES

	EN305: Street Trees
Key Focus Area: Environment	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

To ensure the Town of Claremont retains its prized leafy ambience through the sound management of its street tree urban forest.

Policy

Council affirms that the Town of Claremont street tree urban forest is a valuable community asset for environmental, aesthetic and social reasons including shade, heat reduction, and habitat for native fauna, visual amenity and replenishment of the atmosphere.

Council has adopted a Street Tree Masterplan which nominates the species to be planted in each street. The Street Tree Masterplan will be the guiding document for decisions relating to the management of the Town's street tree asset.

Retention of Existing Trees

- Developers will be encouraged to retain existing street trees wherever possible
- Developers will be required to create Tree Protection Zones (TPZs) to the Australian Standard around existing street trees
- The Town of Claremont Street Tree Masterplan 2013 will mostly be implemented by natural attrition rather than wholesale removal of existing trees. However Council may also consider requests for replacement of existing trees in a street where the majority of residents of the street support it and the new trees can be successfully interplant into the streetscape to allow a staged removal of the existing trees.

Planting of New Street Trees

- Council will budget funds each year to plant sufficient new street trees to at least maintain total street tree numbers and preferably increase them

- The species planted in any street shall conform to the Town of Claremont Street Tree Masterplan 2013 except where, in the delegated officer's opinion, there are sound horticultural / arboriculture reasons not to do so
- Spacing of street trees shall be the minimum required to maintain a near continuous tree canopy in the street even if this means multiple trees per lot frontage

Maintenance of Street Trees

- Council will budget sufficient funds each year to properly maintain and water young street trees to ensure a good survival rate
- Council will protect its street trees from whipper snipper / mower damage by maintaining a 200mm grass-free zone around the trunks of all street trees where this is not done by the resident
- Council will budget sufficient funds each year to properly maintain the street trees on its Significant Tree Register including annual inspections by an arboriculture consultant and implementation of works arising

Pruning Street Trees

- Street trees shall generally only be pruned to clear overhead powerlines, improve their form, structural integrity or health, clear infrastructure such as street lights, CCTV and street signs and to maintain pedestrian and vehicle access and/or sight lines.
- Street trees under powerlines shall be pruned twice a year to ensure statutory clearances are maintained while also maintaining an aesthetically pleasing tree.
- Only authorized Council contractors may prune street trees.

Removal of Street Trees

- Street trees will generally only be removed where they are dead, diseased or dangerous
- Requests to remove street trees must be made in writing to the Town on the approved form
- Only authorized Council contractors may remove street trees

Promotion of Street Trees

Council will budget sufficient funds each year to actively promote the maintenance, protection and improvement of its street tree urban forest through regular placement of educational, information and reminder articles in the local media and by other appropriate means.

Other Relevant Policies and Documents

Street Tree Masterplan 2013.

Claremont Ahead 2023 Strategic Community Plan.

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	03/07	06/02/2007	Ordinary Council Meeting
Modified	182/09	07/07/2009	Ordinary Council Meeting

Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	112/14	05/08/2014	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

EN306 – TREE PRESERVATION

	EN306: Tree Preservation
Key Focus Area: Environment	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to provide the guidelines for the preservation of trees within the Town of Claremont.

Policy

The ambience of Town of Claremont is characterised by well-developed leafy trees and the associated prolific bird life. The Town considers that our trees are:

- An important community asset;
- A part of our heritage;
- Add to the value of property; and
- Contribute significantly to the amenity of the Town.

As such the Council supports the following:

- The Town encourages architects, designers and developers to make every reasonable effort to incorporate existing mature specimens and new trees into plans for development thereby improving the value, amenity and beauty of the specific development, to the benefit of the whole community.
- Where approval is given for trees to be removed new plantings may be required.
- In preserving our trees we seek to protect the environment for all our residents: children, youth, working people and retirees.
- The removal of trees must be made in writing to the Town on a "Town of Claremont - Application to Remove Trees" Form.
- Adoption of a Tree Preservation Policy will be notified to the Claremont Post as a news item, with a view to obtaining wide publicity in the community and encouraging neighbouring councils to adopt similar measures.
- Advice will be included in the Claremont Community Directory.

- A standard letter of advice will be sent to tree felling companies listed in the telephone directory, and repeated annually.
- An information leaflet advising residents on Council's Tree Policies and on aspects of correct selections and methods in planting new trees be made available.

Other Relevant Policies and Documents

NIL


Work Procedures

'Town of Claremont – Application to Remove Trees' Form.

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	N/A	N/A	Ordinary Council Meeting
Reviewed	N/A	23/05/2000	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	112/14	05/08/2014	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

EN307 – USE OF RESERVES

	EN307: Use of Reserves
Key Focus Area: Environment	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

To provide guidance for the use of the Town of Claremont's reserves for functions, events, and access.

Policy

The Town of Claremont recognises that as housing becomes more built up and block sizes get smaller its parks and reserves become an increasingly important community asset.

General Use

The Town is committed to providing its residents with well-maintained parks and reserves for appropriate passive recreational pursuits and gatherings at no charge subject to the following conditions:

- Maximum number of people at any event not to exceed 30 persons
- No alcohol to be consumed on the reserve
- No exclusive use of the reserve
- No barriers erected to exclude the public from any part of the reserve
- No tents, marquees or other structures without written approval (structures requiring stakes being driven into the ground will not be approved, sandbags must be used)
- No power will be available at any public reserve
- Noise to be kept to a reasonable level, particularly after dusk

Active events such as bouncy castles, bubble soccer, laser tag or other similar activities will only be approved in writing for locations including Claremont Park, Rowe Park and Lake Claremont Parkland.

Only local residents will be permitted to apply for events outside of general use and any use outside of the above will only be approved through written approval from the Town.

Personal and Dog Trainers

The Town will make available selected reserves for use by registered Personal/Animal Trainers. To ensure Personal/Animal Trainers operate in a manner acceptable to the Town all operators will be required to:

- Make formal application to the Town
- Provide evidence of registration with Fitness Australia as an Exercise Professional (Personal Trainer specialisation or Business Member) or a qualified Certificate 3 in Dog behaviour and training for all puppy school or group dog trainers
- Pay all fees and charges (if applicable) as approved by Council
- Provide a Public Liability Insurance Certificate of Currency to the value required by the Town
- Comply with all Conditions of Use issued by the Town

Access to adjacent lots

The Town at its discretion may approve vehicle access through its reserves to adjacent private lots for construction or maintenance purposes. To ensure this access does not disadvantage other residents or park users nor incur a cost to the Town all applicants will be required to:

- Make formal application to the Town;
- Pay all fees and charges (if applicable) as approved by Council; and
- Provide a Public Liability Insurance Certificate of Currency (if applicable) to the value required by the Town comply with all Conditions of Use issued by the Town

Other Relevant Policies and Documents

Claremont Ahead 2023 Strategic Community Plan.

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	03/07	06/02/2007	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	290/13	15/10/2013	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	76/14	20/05/2014	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting

Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

EN308 – GRAFFITI ERADICATION

	EN308: Graffiti Eradication
Key Focus Area: Environment	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

This policy establishes the principles for the Town of Claremont in relation to the removal of graffiti from commercial and residential properties viewable from the public domain.

Statement

Unightly graffiti is a concern and a major issue within the community. The Town wishes to engage the community and businesses regarding graffiti prevention management strategies. The Town's commitment is to create an attractive environment and a strong sense of neighborhood pride by preserving a graffiti-free environment within the municipality. The Town is committed to efficient and the timely removal of graffiti to detract the perpetrators sense of fame and achievement. Also to discourage further acts of graffiti and vandalism by the same and other potential perpetrators

Graffiti is a crime and ultimately enforced by WA Police. The Town will contribute to the prevention of graffiti by providing data to the Office of Crime Prevention's Goodbye Graffiti initiative to assist with the identification and prosecution of offenders.

Policy

The Town will endeavor to remove any reported graffiti from public property which is visible from the public realm within five (5) working days of the complaint being received.

The removal of graffiti from private property will be considered and may be dependent on;

- Access to the property;
- Occupation and Safety (Working at Height) requirements;
- Nature and type of graffiti;

- Visibility of the graffiti from the public thoroughfare impacting on the amenity of an area; and
- Due to the different paint colour's that are being used on buildings and front fences, the 10 main colour bond colour's to be used to remove the graffiti and it will be the property owners responsibility to paint over the blacken out area.
- All graffiti on private property must be reported to the police by contacting the State Graffiti Hotline and obtaining a police report number. The offence report number must be quoted to the Town when requesting graffiti removal.

Other Relevant Policies and Documents

'Removal of Graffiti Authorisation and Indemnity Form'.


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	91/09	07/07/2009	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

EN309 – SHADE OVER PUBLIC PLAYGROUNDS

	EN309: Shade Over Public Playgrounds
Key Focus Area: Environment	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

To provide a policy framework for the provision of shade over public playgrounds.

Policy

Council recognizes the importance of shade over public playgrounds in the interests of extending usability, enhancing user comfort and safety and protecting the equipment against UV degradation.

Council therefore supports the following:

- The planting of deciduous, wide canopy trees around playgrounds to provide natural shade in the first instance (in line with Council's Tree Preservation Policy EN306 and Street Tree Policy EN305)
- The use of shade structures (eg shade sails) as permanent installations where natural shade is not a practical option.
- The possible use of shade structures (eg shade sails) as interim measures until trees have grown sufficiently.

This policy is to guide the development of a "Playground Shade Provision Plan" that prioritizes playgrounds and their need for shade and determines the type of shade required.

This policy is in line with Goal 1: Liveability, Objective 1.3: Develop the public realm as gathering spaces for participation and enjoyment.

Other Relevant Policies and Documents

Cancer Council's Shade Handbook.

Local Government Act 1995.

Work Procedures

Shade Provision Plan – to be developed.

Prioritisation of playgrounds for their need for shade.

Playgrounds are to be assessed as to whether they need natural shade or built shade.

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	26/14	18/02/2014	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

EN310 – ENVIRONMENTAL SUSTAINABILITY

	LV113: Environmental Sustainability
Key Focus Area: Liveability	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

To take leadership in the community in environmental sustainability and support the implementation of a number of actions identified in the Sustainable Living Action Plan which were developed through public consultation within the community.

The five key areas identified are;

- Water
- Transport
- Energy
- Waste
- Green

Policy

The Town of Claremont will:

- Continue to manage our environment to provide clean, accessible water and encourage water use reduction.
- Support and encourage more sustainable transport options for getting in and around Claremont.
- Reduce the community's carbon footprint through energy efficiency and conservation, and the use of renewable energy.

- Support and encourage the reduction of commercial and household waste in the community.
- Support and encourage a greener, native landscape.

Other Relevant Policies and Documents

Town of Claremont Strategic Community Plan - Claremont Ahead 2027

Town of Claremont Corporate Business Plan

Town of Claremont Sustainable Living Action Plan 2018-2020

Town of Claremont Lake Claremont Management Plan

WESROC Foreshore Management Plan

Town of Claremont Street Tree Masterplan

Water Corporation Waterwise Council Program

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	228/18	18/12/2018	Ordinary Council Meeting

PEOPLE

PE400 – COUNCIL COMMUNITY EVENTS

	PE400: Council Community Events
Key Focus Area: People	Responsibility: Director People and Places Relevant Council Delegation: NIL

Purpose

To provide direction on community events that will support a connected community, to enhance social wellbeing and develop a sense of civic pride.

Policy

The Town of Claremont recognises the importance that significant events play in the building of the social capacity of the community and contributing to community development. As such, Council supports an annual community focused events program.

In doing so, the Council will:

- Provide funding in the Annual Budget,
- Encourages local community, government and the private sector involvement in the community event where possible, and
- Where appropriate, provide exemptions on Development Application fees for the community based development activities.

Events will be held at an appropriate time within the year to drive strong community participation to enable the contribution towards supporting a vibrant and active community.

Other Relevant Policies and Documents


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	182/09	07/07/2009	Ordinary Council Meeting
Modified	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	133/12	07/08/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

PE402 – LEASING OF COUNCIL FACILITIES TO COMMUNITY GROUPS

	PE402: Leasing of Council Facilities to Community Groups
Key Focus Area: People	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

The purpose of this Policy is to provide the guidelines for leasing arrangements of Council facilities by community groups based on encouraging, supporting, and, where necessary, sustaining not-for-profit community groups (including sporting groups) in the Town of Claremont for the overall benefit of the community.

Policy

A consistent approach to the leasing terms of conditions when leasing facilities to community groups will be based on the following principles:

- Supporting local groups
- Sustainability
- Commercial value
- Equity, and
- Exclusivity.

Setting of rents will be based on the market value of the premises, which would take into account the restrictions (if any) placed on the use of the premises by the Management Order and/or zoning conditions.

Market values are to be obtained from the Valuer General's Office. Leases will require that rents shall increase on a yearly basis at a rate of CPI (Perth).

Any new lease, or renewal of a lease, shall be based on Council's 'Standard Lease with Community Associations' ('standard lease') incorporating the requirements of this Policy. Any variations to the standard lease will be detailed in either Item 10 of the Schedule to the lease.

Minor changes, as deemed necessary by the Chief Executive Officer, may be made to the standard lease.

Other Relevant Policies and Documents

Standard Lease with Community Associations.


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	182/09	07/07/2009	Ordinary Council Meeting
Modified	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

PE403 – PUBLIC ART COLLECTION

	PE403: Public Art Collection
Key Focus Area: People and Liveability	Responsibility: Director People and Places Relevant Council Delegation: NIL

Purpose

To provide a policy framework that enables the Town to facilitate and develop public art, to enhance the community character through the expression of its cultural richness, history, vibrancy and creativity.

Policy

The Town of Claremont recognises the significance that arts and cultural development plays towards community enrichment. Making visual art broadly accessible to the community helps to develop civic pride and creates opportunity for community engagement.

Public art is an integral element of the Town's vision for Claremont's cultural identity.

The processes for managing the Town's Public Art program is detailed in the Town's Public Art Work Procedure, and will be guided and supported by the Public Art Working Party (PAWP).

Council will support the Public Art Program through a number of means:

- Include two Elected Members on the Public Art Working Group
- Consider an annual budget allocation to a Public Art Reserve Account, with any amount not allocated in a financial year to be placed into a reserve fund for expenditure in future years
- Contributing 1% of the total project cost (of Town of Claremont projects with a value greater than \$100,000) towards public art of identified, new municipal above ground and non- maintenance constructions (Percent for Art Scheme)
- Consider gifts/ donations of artwork for the Collection
- Fund an annual acquisitive Art Award

- Provide an annual budget allocation for the ongoing maintenance of public art. This budget allocation will be based on the outcomes from the Asset Management Plan
- Supporting a Local Planning Policy on the Provision of a Public Art Contribution for significant residential and commercial development
- Administer a Community Chest Funding Program in support of Public Art (Visual and Performance) that supports community engagement and connection in the North East Precinct.

Other Relevant Policies and Documents

Town of Claremont Public Art Plan - 'Public Art in Our Town'.


Work Procedures

Town of Claremont Public Art Collection Work Procedure.

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	62/12	01/05/12	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Modified	101/16	05/07/2016	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	182/18	2/10/2018	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

PE404 – SUSTAINABLE CLAREMONT – COMMUNITY SUPPORT PROGRAM

	PE404: Sustainable Claremont – Community Support Program
Key Focus Area: People	Responsibility: Director People and Places Relevant Council Delegation: NIL

Purpose

The purpose of the policy is to provide direction for the Town's funding program to support local community groups to improve the Town's natural environment, assist in driving a more sustainable Claremont and assist in community capacity building

Policy

The Town of Claremont recognises the importance that local not for profit, community groups, schools and businesses all play a role in creating a vibrant and sustainable Town. Council also recognises the difficulties these groups can face with accessing funds to support initiatives, and as such has developed (this program) to provide a platform to support and partner with the Town toward achieving the objectives of the Town's Claremont Ahead 2027- Strategic Community Plan. The goals of this program in line with the Town's vision and objectives are:

- To provide positive opportunities and participation of all community members within the Town
- To support community groups / clubs and not for profit groups that contribute to community participation and activation
- To promote civic pride
- To develop local ownership in community development initiatives
- To assist in the development of a more environmentally sustainable community
- Enable groups to maximise their development for both their social and environmental opportunities;
- Provide an equitable and accessible means by which community groups can access funding;
- Provide a process for distributing funds to meet defined outcomes;
- Involve stakeholders in a shared approach to the development of sustainable initiatives in the Town

Council will support a Sustainable Claremont Community Support Program through the provision of funds in the Annual Budget and where appropriate, providing exemption on Development Applications for community based development activities and providing use of the Town's community facility known as 'Meals on Wheels' subject to application and availability.

Other Relevant Policies and Documents

NIL

Work Procedures


Sustainable Claremont – Community Funding Program Guidelines

Sustainable Claremont – Community Funding Program Application Forms

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	133/12	07/08/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Amended	23/14	18/02/2014	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

PE408 – BODY WORN CAMERA

	PE408: Body Worn Camera
Key Focus Area: People	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

The use of 'Body Worn Cameras' provides a method to document law enforcement activity through audio and visual recording of Officer's involved in incidents as they are occurring. The primary purpose of providing 'Body Worn Cameras' is Officer safety and provision of evidence during the course of an incident.

Policy

1. Use of the 'Body Worn Cameras' by staff to assist the administration of their duties and dealings with the public is to be authorised by the Chief Executive Officer.
2. Visual and sound records captured by the 'Body Worn Cameras' will be stored, accessed and disposed of in accordance with:
 - Town's Record Management Policy LG518
 - Records Management Plan
 - *Freedom of Information Act 1992*
 - *State Records Act 2000*
 - *Surveillance Devices Act 1998*, and
 - *Evidence Act 1906*.
3. Work procedures will be developed to ensure authorised staff use 'Body Worn Cameras' when appropriate to the proper performance of their duties and dealings with the public, where the recordings are consistent with this Policy and Law.

Other Relevant Policies and Documents

- Records Management Policy LG518
- *Freedom of Information Act 1992*
- *State Records Act 2000*
- *Surveillance Devices Act 1998*, and
- *Evidence Act 1906*.

Work Procedures


Body Worn Camera Work Procedures.

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	101/17	27/06/2017	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LEADERSHIP AND GOVERNANCE

LG500 – EFFECTIVE PEOPLE MANAGEMENT

	LG500: Effective People Management
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to provide the guiding principles for the effective management of human resources within the Town of Claremont (TOC).

Policy

The TO recognises the importance of fostering a safe, ethical and supportive working environment in order to achieve the Town's goals. As such it is committed to the following:

- Ensuring the Town has the right number and kinds of people, at the right places, at the right time, capable of effectively and efficiently completing those tasks that will aid the organisation in achieving its overall strategic objectives;
- Maintaining an effective induction and orientation program for new employees;
- Developing and continuously improving a learning and development culture that ensures quality training and study assistance is provided and supported. This training will deliver a learning outcome that seeks a relatively permanent change in an individual and will improve his/her ability to perform the job;
- Establishing and maintaining an effective Performance Management System linked to learning and development, developing career paths, succession planning and recognising and rewarding employees;
- Planning, leading or facilitating organisation change with appropriate consultation with all levels of the organisation and in accordance with legislative requirements;
- Establishing and facilitating effective workplace consultative committees which continuously improve productivity and workplace reform within the Town; and
- Not tolerating harassment within its workplace.

In accordance with the *Local Government Act 1995*, the Chief Executive Officer:

1. Is authorised to establish and review the Town's organisational structure.

2. Is authorised to employ such persons as he/she believes are necessary and determine and amend position descriptions and classifications to enable the functions of the local government and the functions of the Council to be performed within the approved budget limit.
3. Is to decide the mix of permanent, contract, casual, full time or part time employment.
4. To provide qualitative and quantitative justification for any salary variations in the budget from the previous year and proposed budget cycle.

Other Relevant Policies and Documents

Human Resources Procedures.


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	23/12	06/03/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG501 – ELIMINATION OF VIOLENCE, HARASSMENT AND BULLYING IN THE WORK PLACE

	LG501: Elimination of Violence, Harassment and Bullying in the Workplace.
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

The purpose of this Policy is to outline the Town of Claremont's position in relation to eliminating violence, harassment and bullying in the workplace, all three of which are related. Harassment and bullying are both subtle forms of workplace violence.

Policy

The Town of Claremont has a no tolerance attitude to any form of violence, harassment and bullying in the workplace. The Town of Claremont considers it is the right of every individual to carry out their job in an environment which promotes job satisfaction, maximises performance and provides economic security. Such an environment is dependent on it being free from all forms of harassment and victimisation.

Workplace violence is an action or incident that physically or psychologically harms another person, including situations where employees and other people are threatened, attacked or physically assaulted. For the purpose of this policy, non-physical violence, such as verbal abuse, intimidation and threatening behaviour, are also considered forms of workplace violence that affect a person's health and wellbeing.

Harassment and bullying of any sort are subtle forms of workplace violence. Harassment is defined as any repeated unwelcome, offensive comment or action concerning a person's race, colour, language, ethnic origin, sex, marital status, pregnancy, and disability, political or religious conviction. It is behaviour towards another employee which is intimidating or embarrassing. Sexual harassment is a form of discrimination which contravenes this policy and is unlawful under the WA Equal Opportunity Act 1984.

Workplace bullying is defined as repeated, unreasonable or inappropriate behaviour directed towards a worker, or group of workers, that creates a risk to health and safety. Bullying in the workplace can be identified where employees are harmed, intimidated, threatened, victimised,

undermined, offended, degraded or humiliated whether alone or in front of co-workers, clients, visitors or customers.

Bullying may involve verbal abuse and physical violence and also subtle intimidation with inappropriate comments about personal appearance, constant criticisms, isolation of workers from others and unrealistic, embarrassing or degrading work demands. Bullying can also be carried out via letters, emails and mobile telephone text messages.

Workplace violence, harassment and bullying will not be condoned and if necessary, disciplinary action will be taken.

The Chief Executive Officer is responsible for ensuring appropriate policies are in place and training is available.

Other Relevant Policies and Documents

NIL


Work Procedures

Elimination of Violence, Harassment and Bullying in the Work Place Work Procedures.

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	786/99	28/9/1999	Ordinary Council Meeting
Modified	196/02	21/5/2002	Ordinary Council Meeting
Modified	210/10	05/10/2010	Ordinary Council Meeting
Modified	23/12	06/03/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG502 – EQUAL OPPORTUNITY

	LG502: Equal Opportunity.
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

The purpose of this Policy is to outline the Town of Claremont's responsibility toward equal opportunity in the workplace and to create employee awareness that the Town of Claremont is an equal opportunity employer and considers discrimination a serious issue.

Policy

The Town of Claremont recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal employment opportunity, based solely on merit, to prevent discrimination on the grounds stated in the *Equal Opportunity Act 1984*.

All employment training with the Town will be directed towards providing equal opportunity to all employees provided their relevant experience, skills, and ability meet the minimum requirements for such training.

All promotional policies and opportunities with the Town will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Town will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

The equal employment goals of this Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees, where each has the opportunity to progress to the extent of their ability.

Other Relevant Policies and Documents

NIL

Work Procedures


Equal Opportunity Work Procedure

Equal Opportunity Grievance Procedure.

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	787/99	28/09/1999	Ordinary Council Meeting
Reviewed	196/02	21/05/2002	Ordinary Council Meeting
Reviewed	37/03	18/02/2003	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Modified	23/12	06/03/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG503 – ANNUAL BUDGET PREPARATION AND PLAN FOR FUTURE REVIEW

	LG503: Annual Budget Preparation and Long Term Financial Plan Review
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

This policy provides the timeframe for the preparation of Council's annual budget. This is to ensure that the annual budget is aligned to Council's Strategic Community Plan (through the Corporate Business Plan) and ready for adoption by Council as early as possible and that it provides Councillors, ratepayers and residents with adequate opportunity for input.

Policy

The annual budget will be prepared according to the following timetable:

November	Review and finalise the review of the Corporate Business Plan and consider budget implications. Review and update Long Term Financial Plan to reflect previous year adopted Budget.
December	NIL
January	Undertake half-yearly budget review for current year.
February	<ul style="list-style-type: none"> • (Early) Councillor workshop to consider proposed Infrastructure and other capital, and non-recurrent operating expenditure. Workshop to include project site visits. • (Early) Seek input from Council Committee's for budget suggestions. • (Late) OCM to adopt half-yearly budget review for current year.
March	<ul style="list-style-type: none"> • (Early) Councillor Workshop to review first draft of operating budget. • (Late) Councillor Workshop to review <ul style="list-style-type: none"> ▪ Infrastructure and other capital,

	<ul style="list-style-type: none"> ▪ non-recurrent operating expenditure ▪ fees and charges.
April	Councillor Workshop to review second draft of operating budget.
May	OCM to consider a draft budget and endorse for public release.
June	<ul style="list-style-type: none"> • (Early) Draft budget to be released for public comment for 14 day period. • (Late) Council adopts budget and revised PFF.
July	Rates Notice Issued
August	NIL
September	NIL
October	NIL

Other Relevant Policies and Documents

NIL

Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	N/A	N/A	N/A
Reviewed	1170/01	00/10/2001	Ordinary Council Meeting
Reviewed	88/03	04/03/2003	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Modified	133/12	07/08/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LG504 – FINANCIAL RESERVE ACCOUNTS

	LG504: Financial Reserve Accounts
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

This policy has been developed to ensure that the Town establishes and utilises Reserve Accounts as a strategic approach to ensure that finance is available in a timely and responsible way to fund important initiatives, and to better manage the peaks and troughs which occur in meeting the funding of major expenditures. The focus of this policy is on responsible financial management.

Policy

The purpose of this policy is to ensure that:

- The maximisation of community benefit through exercising responsible financial management which includes the proper consideration of accessing the most appropriate funding sources (property rates, fees and user charges, grants / subsidies, borrowings, reserve funds, etc.);
- Reserve Accounts are established as sustainable financial management strategy to ensure funds are available to properly maintain, renew, enhance or provide community assets;
- The peaks and troughs which occur in funding requirements can be managed in a financially viable and sustainable way;
- Funds are correctly allocated and utilised in the Reserve Account established for that purpose;
- Funds are not retained at the expense of deteriorating infrastructure assets.

The *Local Government Act 1995* provides that the Town may set aside money for use for a purpose in a future financial year.

The *Local Government (Financial Management) Regulations 1996* requires that a Reserve Account has a title which identifies the purpose for which the funds have been reserved.

Subject to funding requirement and capacity, the following principles are to be applied when determining Reserve Account allocations for the purpose of providing funding to maintain, renew, enhance or provide community assets:

1. Funds are to be committed to the Town's Reserve accounts on an annual basis through the budgeting process to ensure finances are available for the sustainable financial management of the Town, to reduce the impact on future budgets, of peaks and troughs in funding requirements, and to minimise the necessity for future borrowing;
2. Funds are to be set aside in accounts which identify their purpose and are set aside to be used for the established purpose at the appropriate time;
3. The continued development of a Programmed Infrastructure Maintenance System is endorsed, to assist in determining resource commitments to asset funding as an ongoing improvement program;
4. Any surplus funds allocated for expenditure from the Reserve Accounts remaining at year end are to be carried over, or where appropriate, to be retained in the specified Reserve Account.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	442/05	06/12/2005	Ordinary Council Meeting
Reviewed	N/A	00/12/2009	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG505 – SUSTAINABLE LOAN FUNDING

	LG505: Sustainable Loan Funding
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to ensure:

1. The maximisation of community benefit through exercising responsible financial management, which includes the proper consideration of accessing the most appropriate funding sources (property rates, fees and user charges, grants / subsidies, borrowings, reserve funds, etc.);
2. That Council uses borrowed funds to only:
 - a) Provide the initial/seed funds for projects which will have a future positive cash flow; that is, any borrowings must be linked to expenditures which will have a positive financial return for the Town. Examples of appropriate projects include the development of land for sale which will return a financial gain or major town centre infrastructure improvements which will support and promote private development which in turn will generate a positive financial return;
 - b) Finance major infrastructure which has a very long life, thus promoting intergenerational equity. Examples would include major community infrastructure such as recreation centres, swimming pools and libraries; or
 - c) Provide funds for exceptional projects that will have a long-term strategic benefit for the Town.

To ensure:

1. The maximisation of community benefit through exercising responsible financial management, which includes the proper consideration of accessing the most appropriate funding sources.
2. The appropriate and responsible forward planning for the management of the Council's financing of capital projects, utilising a sustainable borrowing strategy, and;
3. Compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Policy

The need for the effective delivery of services to the community, and undertaking of major capital infrastructure works and maintenance initiatives, often results in projects competing for limited financial resources. In order to ensure the maximisation of community benefit whilst exercising responsible financial management, Council, through the budget process, will give proper consideration to accessing the most advantageous funding sources.

The primary potential funding sources are:

1. Property rates;
2. Fees and user charges;
3. Grants (e.g. Financial Assistance Grants) and subsidies;
4. Borrowings from external institutions or from Council's own (internal) Reserves; and
5. Other funding sources such as interest income, dividends, interest on grants and subsidies, fines;
6. Disposal of capital assets.

Attempting to fund major projects such as those identified in this policy from the current budget without a responsible funding mix creates enormous short term pressures on rates and/or leads to a reluctance to adequately fund the capital requirements of the Town, leading to a growing gap between funding needs and the funding available to properly maintain, renew, enhance or provide community assets.

The types of asset maintenance projects to be funded by loan borrowings are those that will have a financial impact over a number of years. This method ensures that Ratepayers are not burdened by unrealistic expenditure levels in short time frames. The repayment for these assets can then be repaid over the years relating to the life of the asset, thereby being potentially paid for by the rate revenue (and other sources) of the rate-payers that make use of the asset.

Council can effectively manage the future funding requirements for appropriate capital projects by utilising borrowing capacity in a responsible and sustainable manner. There are peaks and troughs in asset renewal. Using debt to fund the peaks and using troughs to pay off the debt is a financially viable and sustainable strategy to adopt.

The use of borrowing within a policy framework of responsible financial management is a legitimate, appropriate and financially viable funding alternative in the development of financial strategies for the Town's capital funding initiatives.

Policy Statement

Council recognises that the use of loans as a funding source is an integral component of a sustainable approach to financing the Town's responsibilities and will therefore actively investigate the use of loans for significant capital projects where appropriate.

1. Loan funds are in no circumstances to be used for 'operational' funding. They may only be applied to significant projects of a *capital* nature (including renewal of infrastructure assets) and may only be borrowed for those projects that:
 - are of vital importance to the Town (e.g. an integrated town-wide traffic management plan);
 - create or renew major community infrastructure which has an extended asset life;
 - will have a positive future cash flow i.e. Expenditures which will have an investment return which will return a net financial gain to Council.

2. Proposals for the use of borrowed funds will be subjected to critical financial analysis and a report submitted to Council for final endorsement to undertake the borrowing. This analysis must include:
 - a) the term of the loan;
 - b) interest rates;
 - c) borrowing source;
 - d) an explanation and assessment of how the proposal complies with paragraph 2 (above).

Prior to Council authorising any proposal to utilise loan funds, the following policy requirements must be taken into consideration:

When utilising loan funding, Council will consider borrowing from its own internal Reserves where it can be demonstrated that the Reserve funds will not be required for the purpose of the Reserve during the term of the proposed loan, and such utilisation would not cause any financial impediment to the Reserves' designated purpose.

Where internal reserves are utilised, the following is to be applied:

1. Interest will be payable to the reserve at the existing State Treasury borrowing interest rate for the term proposed at the time of borrowing, on the reducing balance of the amount borrowed;
2. Principal repayments will be made (together with interest) on a half yearly basis on 31 December and 30 June each year;
3. The annual principal repayments will be the sum required to extinguish the loan over the designated term;
4. Repayments of the outstanding balances may be made at any time during the term of the loan if funds become available for such purpose. The repayments will be at the face value of the outstanding amount;
5. Terms of borrowings are to be determined relative to the expected useful life of the asset /benefit resulting from the utilisation of the borrowed funds;
6. All borrowings are to be undertaken in strict accordance with the statutory requirements as detailed in Section 6.20 of the Local Government Act 1995.

Other Relevant Policies and Documents

NIL

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	442/05	06/12/2005	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting

Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG506 – EXPENDITURE VARIATIONS – OPERATING BUDGET

	LG506: Expenditure Variations – Operating Budget
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

To provide the guidelines for authorising variations to the Annual Budget.

Policy

Employees cannot commit expenditure unless it is provided for in the Annual Budget, except where Council authorise the expenditure by Council Resolution.

Where expenditure exceeds the annual budget:

1. Funds are available to be reallocated from within the business unit, this reallocation may be authorised by the business unit manager.
2. Funds are available to be reallocated from within a program, this reallocation may be authorised by the CEO.
3. All other reallocations must be authorised by Council Resolution.

Where reallocations are made in terms of one and two, these must be included in monthly financial report to Council.

Administration is to undertake a budget review six months into the financial year and make recommendations to Council on reallocation of funds based on priorities identified by Administration and Council during the period of the review.

Other Relevant Policies and Documents

NIL

Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	182/09	07/07/2009	Ordinary Council Meeting

Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/16	18/12/2018	Ordinary Council Meeting

LG507 – ENTERTAINMENT

	LG507: Entertainment
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

This policy prescribes which officers can undertake entertainment (that is of benefit to the Town of Claremont) on behalf of Council, and the conditions for entertainment to ensure that expenditure on entertainment is justified and undertaken by appropriate officers.

Policy

The following staff are permitted to entertain on behalf of Council:

- Chief Executive Officer
- Director Corporate and Governance
- Director People and Places
- Director Infrastructure
- Director Planning and Development.

These officers are able to seek reimbursement of the costs associated with entertainment, subject to that entertainment being:

1. Of a business nature and a benefit to Council.
2. During normal business hours, or after hours if the prior approval of the Chief Executive Officer has been obtained.

A claim for reimbursement is to be made promptly and is to be accompanied by the relevant expense claim form and associated dockets and receipts. The purpose of the entertainment, and the attendees, is to be noted on the claim form or docket.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	1286/01	18/12/2001	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG508 – ACCOUNTING

	LG508: Accounting
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

To provide a Policy Framework for the financial management that secures the accuracy and reliability of accounting data, financial reporting and budgeting and ensures that all statutory obligations and Australian Accounting Standards are met.

This Policy covers accounting, budgeting, financial reporting and financial governance activities of the Town. The Policy is to be read and implemented in conjunction with the Town's other relevant policies, strategies, procedures and documents.

Policy

1. Basis of Accounting

The financial report is a general purpose financial report and has been prepared to comply with applicable Australian Accounting Standards (as they apply to local governments and not for profit entities) and disclosure requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The financial report has been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.

1.1 Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of

making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

2. Local Government Reporting Entity

In accordance with Australian Accounting Standards, for the purposes of budgets and financial reports, the reporting entity includes all activities of the Council and any other entities controlled by the Council. All internal transactions and balances of the reporting entity have been eliminated to enable the reporting of the Council as a single unit. Money or other assets over which the Council has custody but not control are held in Trust and are reported in a separate note to the accounts.

3. Non-Current Assets

Assets will be recognised and reported at fair values in accordance with Regulation 17A of The Regulations and AASB 5, 13, 116 and 136 of The Standards.

3.1 Capitalisation of Non-Current Assets

Generally expenditure of a capital nature is recognised as an asset if the threshold value exceeds the following levels:

- Plant and Equipment \$5,000
- Furniture and Equipment \$5,000
- Electronic Equipment \$5,000
- Software \$5,000
- Buildings \$5,000
- Land ALL
- Infrastructure \$5,000
- All Other Assets \$5,000.

Expenditure items below these thresholds are generally expensed.

3.2 Categories of Non-Current Assets

- Plant and Equipment
- Furniture and Equipment
- Electronic Equipment
- Software
- Buildings
- Land
- Infrastructure.

3.3 Revaluation of Non-Current Assets

The Council's physical non-current assets will be revalued to fair value at least triennially in accordance with regulation 17A of the Financial Management Regulations. The fair value of each asset will be determined in accordance with AASB 13.

3.4 Depreciation of Non-Current Assets

In accordance with AASB 116 a non-current asset begins to be depreciated when it becomes available for use. Depreciation is calculated based on the remaining useful life of an asset; the remaining useful life of an asset is a function of the expected useful life of the asset and the condition rating of the asset.

The useful lives and residual values are reviewed, and adjusted if appropriate, at the end of each reporting period. The current expected useful lives are:

Asset Class		Expected Useful Life (Years)	Residual Value
Buildings:			
	Buildings	40-80	0%
	Buildings fixtures/fittings	10-15	0%
Furniture and Equipment:			
	Furniture	10	0%
Plant and Equipment:			
	Motor Vehicle	5-8	20%
	Construction vehicles (e.g water trucks)	7-10	20%
	Other Plant & Equipment	3-10	0%
Electronic Equipment:			
	Computers & peripherals	3-5	0%
	Other electronic equipment	3-10	0%
Software			
	Website	4-5	0%
	Other Software	4-5	0%
Infrastructure:			
	Road Seal	0	100%
	Road/ Car Park Pavement	40-50	0%
	Road/ Car Park Formation	20-30	0%
	Footpaths	30-50	0%
	Drainage	90-100	0%
	Parks & Reserves	10-40	0%
	Street Furniture	10-20	0%
	Street Lights	20-30	0%
	Public Art Collection	40-50	0%
	Reticulation	20-25	0%

Assets are depreciated from the date of acquisition, or in respect of internally constructed assets, from the time that they are completed and held ready for use.

3.5 Land Held for Re-Sale

Land purchased for development and/or resale is valued in accordance with AASB 102 of The Standards.

3.6 Land under Roads

Land under roads is excluded from being recorded as an asset under Regulation 16 of the Financial Management Regulations.

3.7 Disposal of Assets

Disposal of assets will be treated in accordance with the provisions of AASB 116 of The Standards.

3.8 Inventories

Accounting for Inventories will be undertaken in accordance with AASB 102 of The Standards.

4. Impairment of Assets

Impairment of assets other than inventories will be treated in accordance with the provisions of AASB 136 of The Standards.

5. Provisions

Provisions are recognised when:

- the Council has a present legal or constructive obligation as a result of past events
- it is more likely than not that an outflow of resources will be required to settle the obligation
- the outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

6. Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to

those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

7. Accounts Receivable

The collectability of debts is assessed at balance sheet date and specific provisions made for doubtful accounts. Any outstanding rates are secured by a charge upon the ratepayers' property and therefore no provision is made for bad or doubtful debts. Receivables are generally settled under the terms of the agreements and are carried at the amounts due.

8. Accounts Payable

Trade payables and other accounts payable are recognised when the Council becomes obliged to make future payments resulting from the purchase of goods and services. The amounts are unsecured and are usually paid within thirty days of recognition.

9. Financial Instruments

Financial instruments will be recognised, classified and measured in accordance with AASB 7 and AASB 139 of The Standards.

10. Employee Entitlements

Employee entitlements are accrued on a pro-rata basis in accordance with contractual agreements, awards and relevant Acts, in relation to annual leave, sick leave and long service leave, in respect of services provided by employees up to the reporting date.

Provisions are made for long service leave based on future rates of pay, liabilities for annual leave and sick leave is based on current rates of pay.

The Council's liability for long service leave is recorded as current and/or non-current liabilities. The current liability represents the Council's legal and contractual obligations at termination of employment. The non-current liability is calculated on a pro-rata basis by various percentages related to years of service.

In respect of employees who have transferred to the Town of Claremont from other Local Government Authorities, Council's liability for Long Service Leave is recorded in the statement of financial position net of contributions due from other Local Government Authorities.

11. Superannuation

The Council meets the statutory requirements of the Superannuation Guarantee Act by contributing the minimum 9.5% to the Local Government Superannuation Scheme and to other Superannuation Funds on behalf of employees. An additional 1% is contributed by Council for employees covered by the Enterprise Bargaining Agreements, excluding contracted officers. The Council also contributes an additional 2% where voluntary contributions are made by employees. Superannuation funds are defined contribution schemes and the Town has no further liability in respect of these funds. Contributions to defined contribution plans are recognised as an expense as they become payable.

12. Goods and Services Tax

In accordance with recommended practice, revenue, expenses and assets capitalized are stated net of any GST recoverable. Receivables and payables shown within this document are stated inclusive of applicable GST.

13. Rounding

All amounts are rounded to the nearest dollar and some minor variations between notes may occur as a result.

14. Reporting Revenue and Expenditure by Program, Sub Program and Nature and Type

Reporting, of all revenue and expenses by “nature and type” shall be classified in accordance with Schedule 1 Part 2 of The Regulations.

Other Relevant Policies and Documents

NIL

Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	301/04	07/09/2004	Ordinary Council Meeting
Modified	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/16	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG509 - PROCUREMENT

	LG509: Procurement
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Town;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Town;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Town and that ethical decision making is demonstrated.

Policy

The Town of Claremont (the 'Town') is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the 'Act') and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the 'Regulations'). Procurement processes and practices to be complied with are defined within this Policy and the Town's prescribed procurement procedures.

1. Ethics and Integrity

1.1 Code of Conduct

All officers and employees of the Town undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Town must act in an honest and professional manner at all times which supports the standing of the Town.

1.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Town's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Town's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. Value for Money

2.1 Policy

'Value for Money' is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Town.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

2.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership ('TCO') and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.

- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history)
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility, and
- providing opportunities for businesses within the Town's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3. Purchasing Requirements

3.1 Legislative and Regulatory Requirements

The requirements that must be complied with by the Town, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Town.

3.2 Policy

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 5.6 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 5.7 of this Policy is not deemed to be suitable.

3.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Town will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

3.4 Purchasing From Existing Contracts

Where the Town has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Town must consult its Tender/contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

3.5 Officer Authorised to Purchase Goods/ Services

Officers who are authorised to procure goods and/or services on behalf of the Town are to make purchases within their limit.

The policy does not give staff the authority to order goods and services above their limit, except by prior arrangement with the authorised.

Only the issuing of a purchase order number, other than payment by purchase card, is confirmation that the purchase has been authorised.

3.6 Purchasing Thresholds

The table below prescribes the purchasing process that the Town must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$1,000	Obtain at least <u>one</u> oral or written quotation from a suitable supplier, either from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or the open market.
Over \$1,000 and up to \$5,000	Obtain at least <u>two</u> oral or written quotation from a suitable supplier, either from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or the open market.
Over \$5,000 and up to \$15,000	Obtain at least <u>three</u> oral or written quotations from suppliers following a brief outlining the specified requirement, either from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or the open market.
Over \$15,000 and up to \$50,000	Obtain at least <u>three</u> written quotations from suppliers following a brief outlining the specified requirement, either from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or the open market.
Over \$50,000 and up to \$150,000	Obtain at least <u>three</u> written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. Quotations within this threshold may be obtained from:

	<ul style="list-style-type: none"> • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA, or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$150,000	<p>Where the purchasing requirement is not tender-exempt arrangement as listed under section 5.7 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Town's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

3.7 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

1. the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement
2. the purchase is from a Regional Local Government or another Local Government
3. the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money
4. the purchase is acquired from an Australian Disability Enterprise and represents value for money
5. any of the other exclusions under Regulation 11 of the Regulations apply.

3.8 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Town may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, and timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Town's tendering procedures must be followed in full.

3.9 Sole Source of Supply

Where the purchasing requirement is over the value of \$1,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Town is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Town must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Director, prior to a contract being entered into.

From time to time, the Town may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

3.10 Preferred Supplier

The status of preferred supplier will be subject to a non-exclusive Supply Agreement with a supplier who has demonstrated ability to satisfy the Town's requirements, provide best value for money and where dealing with a sole supplier would be in the best interest of the Town. All Supply Agreements of \$20,000 or less per annum shall be approved by the Director of the relevant section in accordance with their authorisation limit. Agreement greater than \$20,000 per annum must be approved in writing by Chief Executive Officer.

3.11 Anti-Avoidance

The Town shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

3.12 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Town in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

4. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000* (WA), the Town's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable)

- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract
- Request for Quotation/Tender documentation
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable)
- Copies of quotes/tenders received
- Evaluation documentation, including individual evaluators note and clarifications sought
- Negotiation documents such as negotiation plans and negotiation logs
- Approval of award documentation
- All correspondence to respondents notifying of the outcome to award a contract
- Contract Management Plans which describes how the contract will be managed, and
- Copies of contract(s) with supplier(s) formed from the procurement process.

5. Sustainable Procurement and Corporate Social Responsibility

The Town is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of 'Corporate Social Responsibility' ('CSR'). Where appropriate, the Town shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Town's sustainability objectives.

6. By Local Policy

As much as practicable, the Town must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support)
- ensure that procurement plans address local business capability and local content
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid, and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Town, or substantially demonstrate a benefit or contribution to the local economy.

7. Purchasing From Disability Enterprises

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Town is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

8. Purchasing From Aboriginal Businesses

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Town is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	862/99	26/10/1999	Ordinary Council Meeting
Reviewed	536/03	16/12/2003	Ordinary Council Meeting
Reviewed	202/07	17/07/2007	Ordinary Council Meeting
Modified	210/10	05/10/2010	Ordinary Council Meeting
Modified	23/12	06/03/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	121/16	02/08/2016	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LG510 – DISPOSAL POLICY

	LG510: Disposal Policy
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

To ensure that minor surplus goods, plant and equipment are disposed of in an appropriate manner.

Principle

Every effort will be made to dispose of minor surplus items at the best possible price.

Surplus items with an estimated market value above \$500 should be offered for sale to the general public.

Surplus items with an estimated market value of \$500 or less may be offered for sale to Council staff first.

The sale of surplus items by private treaty may be a last resort. The cost of selling surplus items should not exceed the market value of those items.

Policy

All goods, plant and equipment with an estimated market value above \$500 should be:

- Advertised for sale in a local newspaper; or
- Sold by public auction; or
- Offered for sale by public tender.

All goods, plant and equipment with an estimated market value of \$500 or less shall be:

- Advertised for sale in an email or notice sent to all staff; or
- Offered for sale by seeking bids from staff with a one week closing date for bids to be lodged with the CEO.

The CEO may either proceed with such a sale or if appropriate instead donate the property available for sale to suitable not for profit community groups or schools.

In the absence of any sale being made, it shall be at the absolute discretion of the CEO to dispose of any surplus goods, plant and equipment in any manner thought fit by the CEO.

Items of a significant value (\$5,000 and above) are to be disposed in accordance with current budget parameters.

Other Relevant Policies and Documents

Local Government Act 1995, s. 3.58.

Local Government (Functions and General) Regulations 1996, s. 30(3).

DA4 – Disposing of Property.

Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	23/12	06/03/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG511 – INVESTMENTS

	LG511: Investments
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

This Policy provides clear guidance for the prudent allocation and management of the Town's investments.

Policy

Council is custodian for the Town's assets and this includes both cash and real assets which may be available to manage in a prudent and efficient manner as an investment portfolio. The underlying principles of the policy are the preservation of the capital and the maintenance of the real value of income.

Investments must be ethically sound and not have potential to undermine confidence in the Council.

Council will at all times conform to its fiduciary responsibilities under Section 6.14 of the *Local Government Act 1995* and Section 18 (1)(a) of the *Trustees Act 1962* (as amended) (the 'Prudent Person' Rule) when considering investment decisions and requires the same diligence of any officer to whom responsibility is delegated for any investment decisions.

Framework

Council will not accept high risk to seek high returns. Council will seek to manage risk by:

- Having a balanced portfolio
- Avoiding high risk investments
- Frequent monitoring of investments
- Monitoring the investment environment
- Obtaining external expertise as necessary (Investment advisor must be licensed by ASIC)
- Implanting its investments in accordance with policy
- Monthly reporting to the Council in support of the monthly statement of activity.

Authorised Investments

Unless otherwise specifically authorized by Council, investments shall be limited to:

- State/Commonwealth or Local Government Bonds
- Interest bearing term deposits with Western Australian Treasury Corporation or Authorised Deposit Taking Institutions (ADI's) for a maximum term of one year
- Bank accepted /endorsed bank bills;
- Bank negotiable Certificates of Deposit;
- The investment already held in land within the Town.
 - Council may authorise the following alternate investments, however such investments will be supported by an appropriate business case and comply with the clause 3.59 of the *Local Government Act 1995* relating to commercial enterprise.
- Additional land holdings within the Town.

The Following Investments Shall be Prohibited

Stand-alone securities that have underlying futures, options, forwards contracts and swaps of any kind, which includes CDO's.

Restrictions on Investments

Investments are to comply with the Regulation 19C of the *Local Government (Financial Management) Regulation 1996*.

Benchmarking

The performance of the investment portfolio shall be measured against the UBS Warburg 90 Day Bank Bill Index and/or the Reserve Bank of Australia's Official Cash Rate.

Delegation of Authority to Invest

The authority is to be delegated to the Chief Executive Officer to make investment decisions and sign investment lodgements and withdrawals pursuant to the provisions of Section 5.45 of the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of the Council's investments.

Risk Management Guidelines

Investments are to comply with three criteria relating to:

a) Portfolio Credit Framework

Limits overall credit exposure of the portfolio to S and P related institutions as follows:

<i>S and P Long-Term Rating</i>	<i>S and P Short-Term Rating</i>	<i>Direct Investment</i>
AAA	A-1+	100%
AA	A-1	100%
A	A-2	30%

b) Counterparty Credit Framework (Diversification)

The amount invested with any one *institution should not exceed the following percentages (restricted by the institution's credit rating) so that single entity exposure is limited (*institution is defined as including wholly owned subsidiaries):

<i>S and P Long-Term Rating</i>	<i>S and P Short-Term Rating</i>	<i>Direct Investment</i>
AAA	A-1+	45%
AA	A-1	35%
A	A-2	10%

c) Term of Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Return to Maturity		
Portfolio % <1 year	Min 40%	Max 100%
Portfolio % >1 year ≤ 3 years	Min 0%	Max 60%

Variation to Policy

Council will not vary the Policy without first giving public advertising of its intention, which will include the reason for its intent to act outside this Policy.

Review

The Policy must be kept under review to ensure it is appropriate for the circumstances of the time. The CEO is to present a review of the policy biannually or more often if it is judged that circumstances have changed to the extent that an earlier review is prudent.

Other Relevant Policies and Documents

Appendix 1: Standard and Poor's Rating Description

Appendix 2: Explanatory Notes to Investment Policy.

Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes	Date	Meeting Type
Adopted	205/10	21/09/2010	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Modified	133/12	07/08/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting

Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Modified	99/15	02/06/2015	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

APPENDIX 1

Standards and Poor's Rating Description

Credit Ratings

Standard and Poor's ('S&P') is a professional organisation that provides analytical services. An S&P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation, based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment
- Nature and provisions of the obligation.

Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk.

Short-Term Obligation Ratings

A-1 This is the highest short-term category used by S&P. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2 A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

A-3 A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long-Term Obligation Ratings

AAA An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

AA An obligation /obligor rated AA differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligations is very strong.

Plus (+) or Minus (-) The ratings from 'AA' to 'CC' may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

CreditWatch	Highlights an emerging situation, which may materially affect the profile of a rated corporation and can be designed as positive, developing or negative. Following a full review the rating may either be affirmed or changed in the direction indicated.
Rating Outlook	Assesses the potential direction of an issuer's long-term debt rating over the intermediate-to-long term. In determining a Rating Outlook, consideration is given to possible changes in the economic and/or fundamental business conditions. An outlook is not necessarily precursor of a ratings change or future CreditWatch action. A 'Rating Outlook – Positive' indicates that rating may be raised. 'Negative' means a rating may be lowered. 'Stable' indicates that ratings are not likely to change. 'Developing' means ratings may be raised or lowered.

APPENDIX 2

Explanatory Notes to Investment Policy

Overview

1. The investment policy is an all-encompassing document for the overall management of Council's short and long-term funds.
2. The policy's risk management framework consists of four primary guidelines which help ensure the overall security of Council's investment portfolio:
 - a) **Global Credit Framework:** The percentage of the total portfolio exposed to any particular Standard & Poor's rating category is limited to control the overall credit quality of the portfolio. For example, Council may have 100% of its portfolio in AAA rated securities, but only a maximum of 10% in unrated building societies or credit unions.
 - b) **Counterparty Credit Framework:** exposure to an individual institution is also restricted by their S&P credit rating. For example, while Council may have 100% of its portfolio in AAA securities only 25% of its total portfolio may be exposed to an individual AAA rated institution.
 - c) **Term to Maturity Framework:** exposure to longer dated securities is limited by their maturity. For example, 100% of Council's portfolio may be invested in securities of less than one year while only 25% of the total portfolio may be invested in securities greater than five years.
 - d) **Authorised Deposit Taking Institutions:** Council's authorised investments are to be limited to Standard & Poor's 'investment grade' categories (AAA, AA, A). ADI's are regulated by, and subject to the prudential standards of, the Australian Prudential Regulation Authority (APRA).
3. Individual investment selection for each account (i.e., General Municipal, Reserves and Others) is to comply with the counterparty credit rating and term to maturity guidelines as detailed in this document.
4. Specific strategies for each account will be updated and reviewed on a more regular basis than the investment policy.

LG512 – CORPORATE PURCHASING CARDS

	LG512: Corporate Purchasing Cards
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

To issue and control the use of the Corporate Purchasing Card for staff.

Policy

Issue and Use of Corporate Purchasing Card

1. Council has authorised the responsibility of issue of Corporate Purchasing Cards to the Chief Executive Officer (CEO).
2. The CEO can authorise the issue of cards to Directors and other officers as required.
3. Purchasing limits will be determined by the CEO. A monthly spend per card limit and an individual transaction limit will be determined for each card holder.
4. Cards are to be used only for business related expenditure.
5. The use of the cards does not negate the requirement to comply with the Town's purchasing policy.
6. The CEO is to establish procedures for the use of cards to ensure adequate control is exercised over their use and that expenditure incurred on cards is included in the monthly schedule of accounts to be reviewed by Council.
7. Custodians of Corporate Purchasing cards are responsible for use of the card. No other officer may use the card.
8. Cardholders cannot incur and certify their own expenditure when arranging payment of the monthly invoice to the card supplier.
9. The CEO and Directors are authorised to use his card for the purpose of business entertainment.

Other Relevant Policies and Documents

Local Government Act 1995, s. 6.5(a) and s 2.7(2)(a).

Local Governance (Financial Management) Regulations 1996 s.11(1)(a).


Work Procedures

Procedure – Corporate Purchasing Cards.

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	28/13	19/02/2013	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG513 – TOWN OF CLAREMONT BRANDING

	LG513: Town of Claremont Branding
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

To provide the guiding principles for the use of the Town of Claremont branding to maintain our brand image, the general impression of the Town held by our customers. It is a requirement to maintain a strong and quality reputation through the use of all of the Town's mediums (publications, website, social media, and facilities) through the use of the Town of Claremont name, crest and logo...

Policy

The Town of Claremont provide local government and council information specific to the Town to its ratepayers, stakeholders and interested parties through

- Facilities
- Events
- Services
- Publications
- Digital Media

the Town of Claremont through the use of the Town of Claremont name, logo and crest supports the consideration:

1. Official Council information
2. Information from other local governments, from the State and Federal Governments and their agencies
3. Mass distribution of publication shall be restricted to Council publications;
4. Petitions shall not be displayed or circulated in Council facilities;
5. State level community information shall be accessed through the State Library of WA.

Other Relevant Policies and Documents

NIL


Work Procedures

Town of Claremont Style Guide

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LG514 – CLOSED CIRCUIT TELEVISION

	LG514: Closed Circuit Television
Key Focus Area: Leadership and Governance	Responsibility: Director People and Places Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to provide guidelines on the provision of Closed Circuit Television (CCTV) by the Town to assist in the safety and enjoyment of residents, visitors and staff within the Town of Claremont.

Policy

The Town provides CCTV in buildings, facilities and public areas when determined by the Town as necessary.

The aim is to deter offences against persons and property, protect assets, and provide video recordings/evidence to events or incidents which may have occurred in the area of use.

Images or records will be captured, accessed and stored in accordance with the Town of Claremont Record Management Policy and the *Freedom of Information Act 1992*.

Other Relevant Policies and Documents

CCTV Operating Procedure.

Work Procedures

Relevant Legislation:

State Records Act 2000

Freedom of Information Act 1992


Evidence Act 1906

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	222/12	20/11/2012	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting

Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LG516 – COUNCIL MEMBER FEES, ALLOWANCES AND EXPENSES

	LG516: Council Member Fees, Allowances and Expenses
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: Chief Executive Officer

Purpose

To specify the type of fees, allowances and expense reimbursements payable to elected members.

Policy

1. Annual Meeting Fee (s. 5.99 *Local Government Act 1995* [The Act]). Council will pay all Council Members who attend Council or Committee meetings an annual attendance fee. The fee payable will be set at the maximum levels as set out by the Salaries and Allowances Tribunal's (SAT) Determination for Local Government Elected Council Members updated 11 April 2017 and subsequent reviews by SAT.
2. Information, Communication and Technology Expenses (s. 5.99a The Act). Council will pay all Council Members an annual allowance in lieu of reimbursing expenses. The fee payable will be set at the maximum levels as set out by the Salaries and Allowances Tribunal's (SAT) Determination for Local Government Elected Council Members updated 11 April 2017 and subsequent reviews by SAT.
3. Local Government Allowance – Mayor (s. 5.98(5) The Act). The fee payable will be set at the maximum levels as set out by the Salaries and Allowances Tribunal's (SAT) Determination for Local Government Elected Council Members updated 11 April 2017 and subsequent reviews by SAT.
4. Local Government Allowance – Deputy Mayor (s. 5.98a The Act). The Deputy Mayor's percentage of the Mayor's allowance will be set at the maximum levels as set out by the Salaries and Allowances Tribunal's (SAT) Determination for Local Government Elected Council Members updated 11 April 2017 and subsequent reviews by SAT.
5. Individual elected members may, by written request, elect not to accept or accept a lesser level of any or all the payments.
6. Any taxation liability arising from the fees is the responsibility of the Council member.
7. The allowances will be paid in arrears for each of the September, December, March and June quarters.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	182/09	07/07/2009	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LG517 – COUNCIL MEMBERS’ REPORTS ON EXTERNAL ORGANISATIONS, COMMITTEES AND FORMAL MEETINGS

	LG517: Council Members’ Reports on External Organisations, Committees and Formal Meetings
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Rationale

To guide Council members on reporting to Council the content of meetings attended that may have an impact on the Town of Claremont (TOC). This is to ensure that Council and the community are informed of any issues that may affect them.

Policy

Any Council member appointed to any external organisation as a representative of the TOC or being on a committee or organisation by virtue of them being the Mayor or Councillor, is to prepare a report to Council (or a confidential report to the Mayor and Councillors) at least twice a year, in October and April, drawing attention to any strategic, policy or financial issues for the TOC arising from the deliberations of that organisation.

Council members who attend a formal meeting with any external organisation as a Town of Claremont representative must prepare a report to Council (or a confidential report to the Mayor and Councillors) within 30 days, drawing attention to any strategic, policy or financial implications arising from the meeting.

A Council member is to report matters to Council if, in the opinion of the member, any one of the responses to the following questions is positive:

1. Could there be an impact on the amenity of the Town?
2. Could the Town's Strategic Plan be adversely impacted or need amending?
3. Could the issue contravene any policy or Local Law of Council?
4. Could the issue require a new policy to be developed or change to an existing policy?
5. Could there be a cost to council that is above expenditure already approved by Council?
6. Are there possible legal implications for Council?

The report may take the form of a written report to the Mayor and Councillors and the CEO.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	349/05	20/09/2005	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG518 – RECORDS MANAGEMENT

	LG518: Records Management
Key Focus Area: Leadership and Governance	Responsibility: Director People and Places Relevant Council Delegation: NIL

Purpose

To control and manage local government records within a records management and record keeping framework that complies with legislative, accountability, best practice requirements and standards to ensure that records are properly created, managed and maintained in the interest of corporate accountability.

Policy

The Town of Claremont (The 'Town') is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Town is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records. Records created and received by Town personnel and contractors are to be managed in accordance with the Town's Approved Record Keeping Plan, this Policy and the associated Procedure Manual.

This policy applies to all external and internal records, which are handled, received or generated by the Town, regardless of their physical format or media type.

1. It is the responsibility of all staff to ensure that the business, operational and administrative activities of the Town are appropriately documented and that records are created and maintained in accordance with legislative requirements.
2. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records and in accordance with their security classification;
3. Registers are to be maintained of all record series and special categories, including but not limited to, registers of policies, databases, Freedom of Information applications, assets, tenders and quotations, forms, vital records, files and contracts.
4. All significant records, irrespective of format, are to be registered, classified and captured into the Town's official record keeping system. All hard copy correspondence should be attached to a corporate file.
5. The Town is responsible for the security and protection of all records created or captured as part of the Town's day to day operations. All Town staff and contractors have a

responsibility to apply appropriate security and protection measures to all records created or received when carrying out the Town's business.

6. Access to the Town's records by individual staff and contractors will be in accordance with designated access and security classifications. Access to the Town's records by the general public will be in accordance with the *Freedom of Information Act 1992*. Access to the Town's records by Elected Members will be through the Chief Executive Officer.
7. Records will only be destroyed or otherwise disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records issued by the State Records Office, and following authorisation from the section manager and the Chief Executive Officer. Records identified as a State Archive should be transferred to the State Records Office in accordance with the requirements of the GDA.
8. Records are not to be removed from the Town's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official Town business.

Roles and Responsibilities

1. Elected Members

Elected Members records must be created and kept which properly and adequately record the performance of member functions arising from their participation in decision making processes of all meetings where they represent Council on Committees or external bodies. This requirement should be met through the creation and retention of records of meetings of local government and other communications and transactions of Elected Members which constitute evidence affecting the accountability of Council and the discharge of its business. Political and personal records of Elected Members are exempt. Any correspondence received as part of their duties should be periodically returned to the Town for registering into the appropriate record keeping system.

2. Chief Executive Officer

In accordance with section 5.41(h) of the *Local Government Act 1995*, the Chief Executive Officer is to 'ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law'.

3. Managers

All managers are to ensure that appropriate document management systems are established to adequately manage all records under their control. It is also their responsibility to ensure all new staff are inducted as to their record keeping.

4. Staff

All staff, including contractors, are to create, manage and retain records relating to business activities they perform.

5. Records Staff

Records staff are responsible for providing a records management service which complies with this Policy, associated procedures and any State Records Office requirements. The Town of Claremont will ensure that appropriate practices are established to facilitate the ease of capture and management of all corporate records.

Other Relevant Policies and Documents

- *Local Government Act 1995*
- *State Records Act 2000*
- *Freedom of Information Act 1995*
- Town of Claremont Record Keeping Plan

Work Procedures

NIL


Record Management Procedures.

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	222/12	20/11/12	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG519 – COUNCIL FORUMS

	LG519: Council Forums
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

To provide a process for effective Council forums for the Town of Claremont.

Policy

In general, Council forums of the Town of Claremont will be conducted in accordance with the principles of effective meeting management. The fundamental principles of meetings are as follows:

- A fair hearing. Every Elected Member has the right to expect to have a fair hearing at any meeting of Council;
- Code of Conduct. All Elected Members and staff present at a meeting have the right and obligation to abide by the Council's Code of Conduct;
- Statutory Compliance Where the *Local Government Act 1995* provides for requirements relevant to meeting procedure those will be upheld in the course of the meeting.

The Town of Claremont conducts the following forums on a fortnightly basis as determined to be the most useful mix of forums to facilitate strategic discussion and effect good decision-making:

1. Agenda Briefing Forums;
2. Concept Forums; and
3. Update Forums.

Agenda Briefing Forums

These are forums for Elected Members to become more informed on matters prior to formal consideration at the Ordinary Meeting of Council. The forums encourage open dialogue between Elected Members and Officers, and allow Elected Members to gain maximum knowledge and understanding of issues prior to presentation at the Ordinary Meetings of Council.

Agenda Briefing Forums involve Elected Members, staff, and external advisors (where appropriate). Agenda Briefing Forums will be closed to the public.

Agenda Briefing Forums provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next Ordinary Meeting of Council for formal consideration and decision.

Agenda Briefing Forums are not decision-making forums and items on the agenda are not to be debated at the Forum.

Agenda Briefing Forums occur one day prior to a Council meeting and consider the agenda prepared for the next Ordinary Meeting of Council.

The agenda for this forum will comprise the agenda for the next Ordinary Meeting of Council.

The Mayor is to be the Presiding Member. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside.

The Meeting Procedures for the Ordinary Meetings of Council will generally apply including procedures around presentations.

Relevant employees of the Town may make a presentation on agenda items and be available to respond to questions on matters listed on the agenda.

All Elected Members are to be given a fair and equal opportunity to participate.

The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.

Elected Members and employees shall disclose their interests on any matter listed in accordance with the meeting procedure for Ordinary Meetings of Council.

A record shall be kept during the forum, however, as no decisions are made, the record need only be a general record of the items covered but shall record requests for further information and any disclosure of interests as declared by individuals.

Additional requested information will be provided to elected members prior to the Ordinary Meeting of Council as soon as available.

Concept Forums

Concept Forums involve Elected Members, staff and, where appropriate, external advisors, experts or proponents. They are to provide the opportunity to exchange information and ideas about issues or ideas that may affect the Town of Claremont.

Concept Forums will generally involve projects or matters that are in the early planning stages and are sometime away from being presented to the Council for consideration of a formal decision.

During concept forums:

- The Chief Executive Officer or relevant officers will present on agenda items the Chief Executive Officer seeks input from the Elected Members as input into research and further drafting of concepts for any future report;

- Elected Members are fully informed on matters to enable decisions to be made in the best interests of the Town;
- Elected Members represent the views of the community.

The input through open and free-flowing exchange of ideas and the willingness to contribute to concept forums will provide direction to the Chief Executive Officer for research and the preparation of any report on the matter if required.

Concept Forums will be closed to the public and agendas will be confidential. Concept Forums will generally be held on an as need basis, typically during the week off Council Meeting. Additional Concept Forums may be held at the discretion of the Chief Executive Officer in consultation with the Mayor.

Where considered appropriate to ensure Elected Members are fully informed on a matter, guests including experts, consultants or proponents for an item listed on the agenda may be invited to attend and provide a presentation. They will only be present for so much of that forum that applies to their presentation.

Any matter raised during a Concept Forum will generally not be progressed to the Agenda Forum and Ordinary Meeting of Council scheduled for the following month.

The Chief Executive Officer, in consultation with the Mayor, will prepare the agenda for the Concept Forum. The Chief Executive Officer will ensure timely written notice and a confidential agenda for each forum will be provided to all Elected Members, including briefing papers where necessary.

The Mayor is to be the Presiding Member. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside.

The Presiding Member shall:

1. Advise Elected Members that no decisions will be made during the forum;
2. Encourage all Elected Members present to participate in the sharing and gathering of information;
3. Ensure that all Elected Members have a fair and equal opportunity to participate; and
4. Ensure the time available is sufficient to allow for all matters of relevance to be identified.

Elected Members, employees and invited experts, consultants or proponents shall disclose their interests on any matter listed in accordance with the meeting procedures of an Ordinary Meeting of Council.

Elected Members have the opportunity to request matters to be included on the agenda for consideration at a future forum by:

- A request to the Chief Executive Officer; or
- A request made during the forum.

A record shall be kept during the forum, however, as no decisions are made, the record need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A confidential copy of the record is to be forwarded to all Elected Members.

Update Forums

An update forum is an information forum only. This type of forum provides councillors an update on significant issues/projects and may be used where greater explanation on more complex items is required or a greater number of issues are covered.

There is to be no debate or decision-making amongst Elected Members.

Update Forums involve Elected Members, staff, and external advisors (where appropriate).

The Mayor is to be the Presiding Member. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside.

The Chief Executive Officer, in consultation with the Mayor, will prepare the agenda for the Update Forum. The Chief Executive Officer will ensure timely written notice and agenda for each forum will be provided to all Elected Members, including briefing papers where necessary.

No disclosure of interest declaration is required for update forums.

Update forums will be closed to the public.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	47/13	19/03/2013	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/16	18/12/2018	Ordinary Council Meeting

LG520 – EQUAL OPPORTUNITY CUSTOMER SERVICE STATEMENT

	LG520: Equal Opportunity Customer Service Statement
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

Council has a commitment and responsibility toward equal opportunity for the community it serves either as a ratepayer or a visitor. This policy outlines the responsibilities of the Town's officers with regard to equal opportunity for ratepayers and visitors/ users of the Town of Claremont services.

Policy

The Town of Claremont recognises its legal obligations under the *Equal Opportunity Act 1984* (WA) ('the Act') to ensure that users of Council's services are treated courteously and without discrimination due to any of the grounds defined under the Act. The guiding principle for Town officers is:

'Officers should be directed towards providing equal opportunity to all ratepayers and visitors to the Town of Claremont by treating all courteously and without discrimination.'

The anti-discrimination goals of this Council are designed to provide an enjoyable and harmonious environment for the exchange of goods and services with visitors and employees of the Council treating each other with respect.

Where deemed necessary, employment training in the area of equal opportunity for the Town's officers will be undertaken.

Any ratepayer or visitor who believes he/she has not been treated in the manner, which reflects the Council's equal opportunity policy statement and who wishes to contact an officer who can provide advice and assistance may contact the Chief Executive Officer.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	67/06	21/03/2006	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG522 – FREEMAN OF THE TOWN

	LG522: Freeman of the Town
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

This policy outlines the procedure for the nomination, selection and awarding of the title to a person designated as 'Honorary Freeman of the Town of Claremont'.

Policy

The Town of Claremont recognises that from time to time members of the community demonstrate outstanding commitment and contribution to the Town's community and that this contribution should be acknowledged.

The Town will achieve this by awarding an individual the title of "Honorary Freeman of the Town of Claremont". This honour will be awarded on rare and exceptional occasions and selected on the criteria within this Policy.

The process for nomination and selection of a person for the award of the title is as follows:

1. **Eligibility:**
Nominees for selection must ordinarily be a resident of the Town of Claremont and must have given distinguished service to the community, preferably in more than one capacity. A serving council member cannot be nominated for the award.
2. **Selection Criteria:**
 - a) Nominees will be judged on their record of service to the community on the basis of the following criteria:
 - Length of service in a field (or fields) of activity;
 - Level of commitment to the field (or fields) of activity;
 - Personal leadership qualities;
 - Benefits to the community of the Town of Claremont but including more broadly to the State of Western Australia or to the nation resulting from the nominee's work; and,
 - Special achievements of the nominee.
3. **Nomination Procedure:**
 - a) Nominations for the Award may be made by individuals or organisations but must be sponsored by a Council Member of the Town of Claremont. Nominations must be submitted in writing to the Chief Executive Officer or the Mayor;

- b) Nominations must be made in the strictest confidence without the knowledge of the nominee;
- c) On receipt of a nomination the Chief Executive Officer will circulate a copy of the nomination and any supporting information to all Council Members;
- d) On receipt of the nomination and supporting information, Council Members must have at least two weeks to consider the proposal. If a Council Member is in support of the nomination then they may make a written submission outlining the reasons for their support of the nomination. If a Council Member is not in favour of the proposal then the Council Member must:
 - Lodge a written submission to the Chief Executive Officer, outlining reasons why the nomination should not be supported. The CEO will provide a copy of the submission to all Council Members.
- e) Council Members who do not formally respond by lodging a written submission to the CEO are presumed not to object to the nomination;
- f) No record of the nominee's name shall be recorded in the Council or Committee minutes whether supported or not by Council.

4. Confidentiality:

The nomination and consideration of proposals to award the title of Honorary Freeman of the Town shall be dealt with in strictest confidence. Any decision of Council to adopt a recommendation requires an absolute majority. When Council meets to consider the recommendation it may close the meeting to members of the public and reports concerning the nomination procedure shall be deemed to be confidential items pursuant to section 5.95(3) of the *Local Government Act 1995*.

5. Awarding the Title:

Once a nomination has been accepted by Council, the nominee shall be contacted by the CEO on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the Award all Council Members will be informed and the matter will lapse? On confirmation of this acceptance any person or organisation involved in the nomination procedure shall be informed of the decision and a suitable media statement may be prepared for release under the Mayor's name. Conferral of the title shall be carried out at a formal Council function. The CEO, in consultation with the Mayor, will decide the occasion and format of the conferral ceremony.

6. Entitlements:

- Any person declared an 'Honorary Freeman of the Town of Claremont' may designate him/herself 'Honorary Freeman of the Town of Claremont'.
- The recipient shall be awarded a certificate to commemorate receiving the award.
- Any Honorary Freeman of the Town shall be invited to all subsequent Civic events and functions.

Other Relevant Policies and Documents

NIL

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting

Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LG523 – EXECUTING OF DOCUMENTS

	LG523: Executing of Documents
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to ensure that Town of Claremont documents are duly executed in accordance with S9.49A of the *Local Government Act 1995*.

Policy

In relation to the use of the Town's common seal:

- The Chief Executive Officer is authorised to affix the common seal of the Town to documents;
- The common seal must be affixed in the presence of the Mayor and CEO, each of whom is to sign the document to attest that it was so affixed;
- The CEO is authorised to sign documents on behalf of the local government;
- The CEO may approve other officers as persons duly authorised to sign documents on behalf of the local government.

Other Relevant Policies and Documents

NIL

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting

Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG524 – DISCRETIONARY COMMUNITY CONSULTATION

	LG524: Discretionary Community Consultation
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

The Town of Claremont believes that consultation is an important component to assist in achieving the goals of the organisation. While there is certain mandatory consultation requirements, the Town believes it is beneficial to implement discretionary consultation as an important component of the information gathering process, to assist Council in making decisions.

This policy provides a set of principles to guide discretionary consultation processes used by the Town of Claremont.

Policy

Community consultation is one part of the information gathering process upon which decisions are based. Other information which may be taken into account includes technical advice, legal advice, third party expert advice and other stakeholder advice.

The Town will determine which level of participation is appropriate for the situation based on the levels of consultation outlined below.

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.
CONSULT	To obtain public feedback on analysis, Consult alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making in the hands of Empower the public.

The Town:

- Values and encourages feedback from all population groups within the community, and will implement appropriate consultation practices to reach those groups
 - Will implement practices to ensure an appropriate level of consultation
 - Will clearly communicate to the community the purpose and aim of the consultation activity
 - Will provide feedback to the community about how the information gathered was used to inform the decision or outcome.
- Acknowledges that there are statutory requirements the Town must comply with in consulting with the community about particular issues.

Where Council's decision making is involved, the Town's administration is responsible for:

- Identifying the consultation opportunity (is it mandated, discretionary or a mix of both)
- Recommending the appropriate level of consultation
- Determining and implementing the consultation methodology; and where necessary
- Reporting to Council on the outcomes of the consultation process.

Other Relevant Policies and Documents

LG525 Advertising of Development Applications


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LG525 – ADVERTISING OF DEVELOPMENT APPLICATIONS

	LG525: Advertising of Development Applications
Key Focus Area: Leadership and Governance	Responsibility: Director Planning and Development Relevant Council Delegation: Chief Executive Officer

Purpose

To ensure high levels of public consultation are maintained and that the community is informed and, where appropriate, involved in the approval of new developments and land uses under Local Planning Scheme No. 3 (LPS3) which may affect them.

The advertising requirements are based on the guidelines as to when and how to advertise Development Applications in accordance with LPS3, the deemed provisions contained in Schedule 2, Part 8 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regs), the Residential Design Codes (RDC) and Council Policy.

It is noted that when this policy was reviewed in 2014, it was determined that the policy was a procedural (or administrative policy), not a Planning Policy. Accordingly, the policy is not required to be adopted under any planning legislation.

Policy

Background

Clause 64 of the LPS Regs specifies that Council must advertise certain types of applications, although Council may waive the requirement to advertise if the application is minor in nature. Clause 64(3) of the LPS Regs specifies the minimum advertising requirements of 14 days. These requirements include publishing a notice by electronic means in a form approved by the local government CEO, newspaper advertising, placing of a sign on site and giving notice to all owners and occupiers of property in the vicinity of the development, who in the opinion of the local government are likely to be affected by the application.

Clause 85 of the LPS Regs provides for the Town to refuse to accept an application for Development Approval if it is not satisfied that there is an agreement in place for the local government to use any copyrighted material provided in support of the application (e.g. plans) for the purpose of advertising or implementing a decision on the application for zero remuneration. The new Development Application form contained in Part 11 of the deemed regulations requires

the applicant to indicate whether or not the information and plans lodged with an application may be made available for public viewing in connection with the application.

Clause 43 requires consultation with neighbours and occupants of adjoining land for setback variations for applications for Aged or Dependent Persons' Dwellings or a Dwelling (Self-contained). Other uses which may be approved under LPS3 and variations to provisions of the scheme or discretionary requirements of Council's Local Planning Policies and Local Laws should be advertised for public comment in accordance with the provisions of Council Policy.

The RDC requires that potentially affected adjoining owners and occupiers be advised and requested to make comment on development proposing a 'design principle' consideration under the RDC only where Council is of the view that there is a possible impact on their amenity or the street and only to those directly impacted by the proposal.

The Town has traditionally required a greater level of advertising than provided by the above statutory requirements through its Policy requirements designed to respond to the desires of the local community. This included the notification of all affected property owners and occupants of development proposals which vary Council's development requirements by way of Registered Post. All Development Applications are to be advertised in accordance with Council Policy.

On occasion, the community has made comment and sought refusal or changes to compliant applications. Where an application is compliant, it is unrealistic for Council to issue a refusal or apply a condition which goes beyond the statutes of LPS3 or the RDC (unless a serious breach of amenity will result) due to the applicant's right to seek a review of the decision through the State Administrative Tribunal.

As a result, full consultation has at times raised unrealistic community expectations of the planning process and has the potential to compromise the capacity of the Council to deliver an open and accountable planning service which is cognisant of its statutory limitations whilst at the same time responding to local concerns. Where an unrealistic expectation cannot be delivered, the community may lose faith in the planning process or the Council. This has the potential to fracture community relationships (between competing neighbours) and Council relationships with the community (as the arbiter and determining body).

Accordingly, this Policy takes into account the realistic requirements for consultation to respond to the legislative bounds of the planning process, whilst at the same time ensuring the public has the capacity to comment on Development Application matters which are relevant.

Requirement to Give Public Notice of Certain Development Applications

Prior to consideration for approval, Development Applications under LPS3 are required to be advertised to all potentially affected owners and occupiers of property in accordance with the deemed provisions of the LPS Regs or RDC requirements (except in circumstances where the Manager Statutory Planning and Building or the Director Planning and Development considers an adjoining or adjacent property to not be adversely affected by the proposal).

The potentially affected properties may include those adjoining, abutting or adjacent to the site, subject of a proposal. Typically this will mean the adjoining and abutting properties (sharing a boundary) in addition to the properties directly opposite (across the road). Lot configurations and proposal details relative to an individual application may require modification to this guideline (e.g. corner sites), however the principle will remain the same.

It should be noted that, regardless of these Policy guidelines, the Manager Statutory Planning and Building or the Director Planning and Development may require advertising of a proposal contrary to these guidelines where it is considered to be in the interest of the affected owners and occupiers in the locality. Where larger significant development is proposed and the impact may be more far reaching, the consultation area may be increased at the discretion of the Manager Statutory Planning and Building or the Director Planning and Development. Consultation in this situation may include requirements for a sign to be erected on site to advertise the proposal for the duration of the advertising period in addition or supplementary to the letters being sent by Registered and Priority Post.

Where a Development Application Requiring Advertising is Received

The following requirements shall apply to all Development Applications required to be advertised under LPS3, the RDC or this Policy:

- The Town or applicant shall write to all potentially affected owners and occupiers of property advising them a Development Application has been received and noting plans (and pertinent supporting documentation) are available for inspection at the Council offices during normal office hours.
- All consultation letters are to be sent by Registered and Priority Post at the cost of the applicant.
- Comments sought on residential applications should be focused on the 'design principles' being considered by the application – as required by the RDC.
- If a proposed residential Development Application is considered in the first instance by the Town to be unacceptable, the application may be refused without undertaking public consultation.
- Although the duration for comment on an 'SA' use under LPS3 is not less than 21 calendar days, the period of 14 days advertising stated in deemed provision Clause 64(3) of the LPS Regs overrides the 21 day period. All Development Applications under the RDC, LPS3 or for general variations to Council Policy or Local Law are to be advertised for 14 calendar days.
- Council may choose to have regard to a submission received after the advertising period has concluded, provided the application has not been determined.

- Affected parties may only be provided with a copy of the plans (hard copy or digital) when the applicant and copyright owner of the plans have provided consent (See additional comment on the Publishing of application material on the Town's Website below).
- Where the comment from affected parties has been acquired for the original Development Application, the comment from those parties (or subsequent parties) is also to be obtained for the amended plans with the exception of amendments that fully comply with the 'deemed to comply' or previously supported 'design principle' considerations of the RDC, variations to LPS3 or Council Policy requirements.

Publishing of Material by Electronic Means

Where an applicant for Development Approval does not sign and mark 'yes' to making the plans provided with the application available for public viewing in connection with the application, the Town shall determine the application invalid until such time as the 'yes' box is checked. This will provide for the Town to load plans onto an electronic link if requested by an adjoining owner who is unable to attend the Town's offices to view the plans during the consultation period. The Town is to implement processes which provide for neighbours to apply for and receive a password to access the plans and where the neighbour is required to agree to terms of use, inclusive of a requirement not to reproduce or copy plans. Plans loaded through the electronic link for viewing will be made available for the formal submission period only and where the application is to be referred to Council for determination, the plans shall be included in the Restricted Attachments linked to the Council report.

Evidence of Non-Objection

The Council may waive the notification requirements in respect of any Development Application (except for 'SA' uses and major development) in instances where the applicant provides a copy of the plan or letter/s which include certification by the owners and occupiers of the adjoining/adjacent property stating that they have no objection to the proposal. Signatures should include all persons shown as owners on the Certificate of Title as ownership details will be confirmed.

The certification must include:

- The full name of the owner/s or occupier/s certifying no objection and a signature
- A statement indicating no objection to the proposal
- A current contact address and a contact telephone number, and
- A statement including the specific variations to the RDC, LPS3, Council Policy and Local Law requirements.

Applicants are encouraged to liaise with Planning Services to identify the specific variations involved in the application prior to obtaining sign-off from neighbours in order to avoid mistakes and further delays resulting from the potential need to readvertise proposals incorrectly advertised.

Opportunity for Applicant to Respond to Submissions

Copies of written submissions will be forwarded to the applicant to provide the opportunity to respond to issues raised in any submissions. The RDC requires that the period for response by the applicant is to be no more than 10 calendar days. Personal details such as names, telephone

numbers and addresses of the party making the submission will not be provided (noting however that they may be obvious from submission received and information provided).

Submissions

All written submissions are required to relate to a 'relevant planning matter'. The supporting or objecting comments from affected parties does not mean automatic approval (with or without appropriate conditions to address the submission) or refusal to the Development Application. All written submissions together with the Development Application will be considered on the planning merits of the proposal and the determination of the application will take into account technical assessment and balanced judgment of the application.

Review

The Policy must be kept under review to ensure it is appropriate for the circumstances of the time. The Chief Executive Officer is to present a review on a regular basis.

Other Relevant Policies and Documents

NIL


Work Procedures

Policy LG524 Community Consultation

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	160/14	07/10/2014	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LG526 – ASSET MANAGEMENT

	LG526: Asset Management
Key Focus Area: Leadership and Governance	Responsibility: Director Infrastructure Relevant Council Delegation: NIL

Purpose

To efficiently manage the Town of Claremont's physical assets by setting guidelines for implementing consistent asset management processes throughout.

For the purpose of this policy and subsequent documents an 'Asset' is defined as:

'An individual or group of physical objects, which has value, enables services to be provided and has an economic life of greater than 12 months.'

Policy

The Claremont Town Council recognises its role as custodians of all assets relating to the Towns provision of services to the community. Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of Council.

The Town owns and uses a vast number of non-current assets to support its core business of service delivery to the community. Asset management practices impact directly upon this and appropriate policy, processes and resources are required to achieve our strategic plans service delivery objectives.

This requires that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

The Town's goal is to ensure adequate provision is made for the long term and cost effective replacement of major assets by a strategic approach to asset management that will deliver the highest appropriate level of service of its assets. This will provide a positive impact on:

- Members of the public and staff
- Council's financial position
- The ability of Council to deliver the expected level of service and infrastructure
- The political environment in which Council operates
- The legal obligations of Council, and

- Controlling the risk associated with the use of these assets.

The Town of Claremont's objectives relating to the management of its assets are:

- To ensure that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to ratepayers, residents, businesses, visitors and the environment.
- Safeguard Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Create an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the Council.
- Meet all legislative requirements for asset management.
- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrate transparent and responsible asset management processes that align with demonstrated best practice.

The Town of Claremont will meet these objectives through the following guiding principles:

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- Asset management principles will be integrated within existing planning and operational processes.
- An inspection regime will be used as part of asset management to ensure agreed service levels and safety are maintained and to identify asset renewal priorities.
- Asset renewals required to meet agreed service levels and identified in infrastructure and asset management plans and long term financial plans will be fully funded in the annual budget estimates.
- Service levels agreed through the budget process and defined in Infrastructure and Asset Management Plans will be fully funded in the annual budget estimates.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Future service levels will be determined in consultation with the community.

Other Relevant Policies and Documents

Community Strategic Plan

Renewal Program

Asset Management Strategy (yet to be completed)

Local Government Act 1995

Asset Management Strategy Guidelines (yet to be completed)

International Infrastructure Management Manual 2006

Work Procedures

Adoption of this Policy will require the creation of an Asset Management System including work procedures that ensure that Asset Management is in accordance with Policy.


The setting and review of Policy Priorities and outcomes will be required to be referred to the Council on a regular basis.

Development of the Asset Management System (including individual Asset Management Plans) will require ongoing and dedicated effort over an extended period to achieve long term Asset Objectives. Initially, an Asset Management Strategy will guide the development process.

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	151/11	19/07/2011	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG527 – FLEET MANAGEMENT POLICY

	LG527: Fleet Management Policy
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

This policy is to direct the responsible selection, usage and management of the Town's Vehicle Fleet.

Policy

The Town will ensure that it has Fleet Management Guidelines which dictate the implementation of fleet management practices. The guidelines can be updated and revised as standards, specifications and trends change from year to year.

The Fleet Management Guidelines must encompass the following items:

- **Fleet Vehicle Usage:**
This will include a classing system with differing usage and vehicle selection entitlements for different positions to allow for fair usage and to ensure that vehicles provided are fit for purpose. Most importantly it will highlight the officer's role in the upkeep of the Town's asset.
 - Explanation of Classing System (selection criteria, type limitations);
 - Explanation of Usage Privileges and Penalty (distance limits, safe driving)
 - Tabulated Outline of Usage, Fleet Privileges and Selection.
 - Allocated Driver Responsibilities (upkeep, monitoring).
- **Fleet Vehicle Selection Criterion:**
 - Economic Factor (Purchase Price, Value for money & Resale).
 - Safety Factor (ANCAP or equivalent).
 - Environmental Factor (fuel consumption and CO² emissions etc).
 - Critic/ Usage Factor (comfort, reputation and so on).
- **Fleet Management Responsibilities:**
 - The position's responsible for fleet management and their roles.
 - All staff, irrelevant of vehicle classification, are required to actively reduce the Town's Fringe Benefits Tax liability through:
 - Completing an annual declaration detailing any contributions they have made towards the vehicle expenses and submitting suitable documentation to support the declaration,

- return to the Council Office for garaging and allocation to other staff by those officers who are permitted to utilise the vehicle during leave but do not require it.
- exchange of vehicles (as directed by the CEO) with other officers in the same classification to ensure that kilometre targets are met.

All usage limitations set out by the guidelines may be lifted temporarily upon approval by the CEO.

This policy will apply to all officers employed by the Town excluding those whose contracts specifically state otherwise.

All new contracts with differing packages can occur but must remain within the limits allowed in the classification system at the time of employment.

Other Relevant Policies and Documents


Town of Claremont Fleet Management Guidelines (TBC).

Work Procedures

Fleet Management Procedure Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	151/11	19/07/2011	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LG528 – GIFTS TO TERMINATING EMPLOYEES

	LG528: Gifts to Terminating Employees
Key Focus Area: Leadership and Governance	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

To comply with section 5.50 of the *Local Government Act 1995*, and set out the circumstances in which the Town may pay to an employee whose employment with the Town is finishing, an amount in addition to any amount to which the employee is entitled under a contract of employment, or award, and the manner of assessment of the additional amount.

Policy

1. General provisions:

- 1.1. Where an employee's employment with the Town is finishing, the Town may give the employee a payment or other gift to a value:
 - a) in the case of an employee who has completed 7 years of service with the Town approximately \$250;
 - b) in the case of an employee who has completed 15 years of service with the Town approximately \$500;
 - c) in the case of an employee who has completed 20 years or more of service with the Town approximately \$1000, and is entirely at the discretion of the CEO.
- 1.2. The CEO may approve a nominal gift to a value of \$100 for an employee who has less than seven years' service if the CEO Judges such a gift to be appropriate.

2. Exceptional circumstances:

- 2.1. In exceptional circumstances, where an employee's employment with the Town is finishing, the Town may give the employee (in lieu of a gift under 1 above) a payment or other gift that does not exceed the maximum amount prescribed under section 5.50(3) of the *Local Government Act 1995*.
- 2.2. Exceptional circumstances for these purposes include:
 - a) outstanding service to the Town; and
 - b) significant achievements in the performance of the employee's functions; and is entirely at the discretion of the Council.

Other Relevant Policies and Documents

Local Government Act 1995 section 5.50 and section 5.36(2) and (3) and 5.41(g).

Local Government (Administration) Regulations 1996, regulation 19A.

LG500 Effective People Management.


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	158/15	15/09/15	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG529 – APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER POLICY

	LG529: Appointment of Acting Chief Executive Officer Policy
Key Focus Area: NIL	Responsibility: Chief Executive Officer Relevant Council Delegation: NIL

Purpose

Provides for the appointment of one of the Town's Directors to perform the role of Acting Chief Executive Officer during limited absences of the Chief Executive Officer.

Policy

In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed as the permanent incumbent to the position of a Director are suitably qualified to perform the role of Acting Chief Executive Officer.

The Town's incumbent s are:

- Director Corporate Governance
- Director Infrastructure
- Director People and Places
- Director Planning and Development

Appointment to the role of Acting Chief Executive Officer shall be made in writing for a defined period that does not exceed 30 working days. A Council resolution is required for periods exceeding 30 working days.

Directors will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, subject to performance and dependent on availability and operational requirements.

Other Relevant Policies and Documents

Local Government Act 1995, s5.36(2)(a)

Department of Local Government Operational Guideline No.10 Appointing a CEO.


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	159/15	15/09/2015	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG530 – BANK ACCOUNTS AND PAYMENTS

	LG530: Bank Accounts and Payments
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: DA9 Payment of Accounts

Purpose

The *Local Government Act 1995* requires the operation of separate bank accounts for money held in the Municipal Fund, Trust Fund and in Reserve Accounts.

Policy

1. Bank Accounts

The following bank accounts are to be maintained:

1.1 Municipal Fund

- a) Municipal Account
- b) Reserve Account.

1.2 Trust Fund

- a) Trust Account.

2. Signatories

The signatories for the above accounts shall be:

- Chief Executive Officer (CEO)
- Director Corporate and Governance (EMCG)
- Director People and Places (EMPP)
- Director Infrastructure (EMI)
- Director Planning and Development (EMPD)
- Manager Finance (MF) or
- Other officers authorised in writing by the Chief Executive Officer.

Two signatories are required for all payments, (cheques or electronic funds transfer) from the above Bank Accounts. The following limits are established in respect of cheque signatories:

	Primary Signatory	Secondary Signatory
Up to \$75,000	DCG, MF	DPP, DI, DPD
\$75,000 to \$150,000	DCG	DPP, DI, DPD, MF
Greater than \$150,000	CEO	DCG, DPP, DI, DPD, MF

Any officer with a higher authorisation limit can sign for a lesser amount. In the absence, or non-availability, of an officer with a higher authorisation limit, an officer with the next highest limit is authorised to sign.

Any officers nominated in writing by the Chief Executive Officer to act in the position of an authorised signatory are eligible to sign for payments in accordance with that position.

3. Electronic Funds Transfer ('EFT') Payment

May be used:

3.1 Municipal Account

For the payment of supplier invoices for goods and services received, payroll, transfer to reserve accounts, and investment of funds in accordance with Council's Investment Policy LG511.

3.2 Trust Account

For refund of bonds or deposits, and investment of funds in accordance with Council's Investment Policy.

3.3 Reserve Account

For investment of funds in accordance with Council's Investment Policy and transfer to the Municipal account.

4. Payments

4.1 Weekly Cheque or EFT Production

A cheque or EFT production run will be performed weekly, or as required for the payment of all accounts.

4.2 Credit Card

The Chief Executive Officer and other officers nominated in writing by the Chief Executive Officer are authorised to make credit card payments direct from the Municipal Account in accordance with Council's Corporate Credit Card Policy LG512.

5. Presentation of Accounts

A list of all payments made will be prepared and submitted to Council meeting each month showing for each account paid in that month, details such as:

- The payee's name
- Amount of the payment
- Date of the payment
- Sufficient information to identify the transaction, and
- The account from which the payment is made.

Other Relevant Policies and Documents

Section 5.42 and sections 6.6 – 6.11 *Local Government Act 1995*.

Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	164/16	18/10/16	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LG531 – RELATED PARTY DISCLOSURES

	LG531: Related Party Disclosures
Key Focus Area: Leadership and Governance	Responsibility: Director Corporate and Governance Relevant Council Delegation: NIL

Purpose

The purpose of this Policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

Policy

The objective of the policy is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Town must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this policy is to establish procedure to stipulate the information to be requested from related parties to enable an informed judgement to be made.

1. Identification of Related Parties:

AASB 124 provides that the Town will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Town has identified the following persons as meeting the definition of *Related Party*:

- An Elected Council member
- Key management personnel being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer and Director
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

2. Identification of Related Party Transactions:

A related party transaction is a transfer of resources, services or obligations between the Town (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates
- Fines
- Use of Town owned facilities such as [Aquatic Centre, Museum, library, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Town for licences, approvals or permits
- Lease agreements for housing rental (whether for a Town owned property or property sub-leased by the Town through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Town and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Town (trading arrangement)
- Sale or purchase of any property owned by the Town, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Town
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Town can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3. Disclosure Requirements:

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a

Related Party Transaction- Disclosures (RPT Disclosure) Form (Attachment 1) for submission to financial services.

Ordinary Citizen Transactions (OCTs):

OCT means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

The following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the RPT Disclosures form will be required.

- Paying rates
- Fines
- Use of Town owned facilities such as Aquatic Centre, Museum, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the RPT Disclosures form about the nature of any discount or special terms received.

All other transactions:

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the RPT Disclosures form.

Frequency of disclosures:

Elected Council members and KMP will be required to complete a RPT Disclosure form:

- a) 30 days after the commencement of the application of this policy;
- b) 30 days after a KMP commences their term or employment with Council;
- c) 30 June.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4. Materiality:

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, following matters must be considered in determining the materiality and significance of any related party transactions:

- a) Significance of transaction in terms of size;
- b) Whether the transaction was carried out on non-market terms;
- c) Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;

- d) Whether the transaction is disclosed to regulatory or supervisory authorities;
- e) Whether the transaction has been reported to senior management; and
- f) Whether the transaction was subject to Council approval

5. Privacy:

Information provided by KMP and other related parties shall be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.

Other Relevant Policies and Documents

AASB 124 Related Party Disclosures

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Work Procedures


Town of Claremont Related Party Disclosure Form

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted			Ordinary Council Meeting
Adopted	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICIES

LOCAL PLANNING POLICY 101 – TV SATELLITE DISHES

	Local Planning Policy 101: TV Satellite Dishes
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

The Town of Claremont recognises that TV satellite dishes are an important (but diminishing) element in facilitating communications, and that they may be a common fixture in households.

The purpose of this policy is to provide the guiding principles for the installation of TV satellite dishes to minimise the visual effect on the Town's streetscape, noting that the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regs) exempts external fixtures such as satellite dishes from requiring a Development Approval if it complies with the deemed-to-comply requirements under the Residential Design Codes (RDC) and the fixture is not affixed to heritage property under Schedule 2, Part 7 Clause 61. In accordance with Clause 61(4) of the LPS Regs compliance with the deemed to comply requirements of the RDC includes any requirement of a Local Planning Policy.

Policy

Residents wishing to install a TV satellite dish will need to observe the following:

1. Satellite dishes are to be located so that they are not visible from a street unless:
 - The applicant submits information from a qualified consultant that there are valid technical reasons why the dish must be located in a visible location.
 - There are no suitable locations where the dish can be located so it is obscured from view, and
 - The dish is to serve more than three dwellings.
2. Generally satellite dishes shall not exceed 1.8m in diameter unless:
 - The applicant is able to provide technical information concluding that the dish needs to be a larger dish, or

- The dish is to serve more than three dwellings.
3. Satellite dishes shall not be located so as to obstruct a view or cause a shadow over adjacent land greater than would be cast by a 1.8m high fence on the common boundary.

Any satellite dish which is attached to a heritage property or does not comply with the relative deemed-to-comply requirements of the RDC or the policy requirements 1-3 above, requires an application to Council for Development Approval. All applications should include:

- A site plan of 1:100 showing the location of the dish in relation to the dwelling and adjacent dwelling.
- The height of the dish in relation to road and ground levels.
- An Engineer's detail confirming that the installation meets the requirements of SA Loading Code 1170, Part 1 Dead and Live Loads and Part 2 Wind Loads, and
- Any other information Council may require, inclusive of justification for the satellite dish under the design principles of the RDC.

All applications shall be made on an Application for Development Approval form (variations to this policy may be considered in accordance with Council's Delegation DA22.)

Council may refer any application to a person or persons for any advice on any matter relating to the technical aspects of the installation.

Council shall consider the technical advice submitted by the applicant and any advice obtained in determining an application but shall not be bound to accept any advice given or adopt any recommendation of those persons.

Other Relevant Policies and Documents

Application for Development Approval form.

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted			
Reviewed		27/04/1999	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting

Modified	228/18	18/12/2018	Ordinary Council Meeting
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LOCAL PLANNING POLICY 103 – FORMER SWANBOURNE PRIMARY SCHOOL SITE DETAILED AREA PLAN

	Local Planning Policy 103: Former Swanbourne Primary School Site Detailed Area Plan
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

To provide a Detailed Area Plan for the former Swanbourne Primary School site for the purpose of outlining the provisions and Residential Design Code considerations for developments.


Policy

[DS35 Former Swanbourne Primary School Detailed Area Plan](#) dated 8 December 2006.

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	21/07	06/02/07	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 104 – ‘LAKEWAY’ DESIGN GUIDELINES

	Local Planning Policy 104: ‘Lakeway’ Design Guidelines
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to provide the guidelines for the development known as the ‘Lakeway’ within the Town of Claremont.

Policy

Where an owner has not been able to achieve a suitable grey water disposal system on site due to limited space and landscaped areas, the Town may consider an application for Development Approval to vary the ‘Lakeway’ Design Guideline requirement and any former Planning or Development Approval condition requiring the application of a grey water system, only where another environmentally sustainable initiative is provided for the development which exceeds other Design Guideline requirements and an overall beneficial environmental outcome is achieved.


[Lakeway Design Guidelines](#)

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	374/07	20/11/07	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting

Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 117 – FRONT FENCES

	Local Planning Policy 117: Front Fences
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

Front fences more than any other built element, form the foundation of a streetscape. This policy outlines the principles for owners and developers to consider in a front fence design, whilst detailing the approval requirements in relation to erecting a front fence on properties within the Town.

Policy

The design of a front fence has a significant impact on the character of the residential precinct. Open decorative fences provide an attractive feature separating private open space from the public domain. Open picket or wrought iron fences allow casual surveillance of the street and contribute to the neighbourhood by encouraging social interaction between residents and passers-by. The Town also acknowledges that where streets carry high volumes of traffic, appropriately designed fences may provide significant sound reduction to improve the amenity of the residents.

In considering a front fence design, the Town would like to encourage owners and developers to:

1. Consider the form and character of historic dwellings to be reflected in the front fence.
2. Consider erecting fences that have articulation or detailing to provide visual interest.
3. Consider safety and security of the precinct by encouraging front fences that provide clear views from the dwelling to the street.

Determination of an Application for a Front Fence

1. Front fences and walls not exceeding 1.2 metres in height do not require Council approval:
 - a) No point of the fence is higher than 1.8 metres above the footpath.
 - b) More than 50% of the fence is wrought iron or open to pick to allow views from the dwelling to the street.
 - c) The fence is articulated, both vertically and horizontally.
 - d) Piers to not exceed 2.1 metres in height, including capping.

Guidelines for Front Fences Abutting Streets Which Carry High Volumes of Traffic

Council when considering an application for a fence on the front boundary of a lot facing a street or road which carries high volumes of traffic shall give favourable consideration to solid fences which meet the following criteria:

- The fence is articulated both vertically and horizontally.
- The average height of the fence does not exceed 1.8 metres and the maximum height 2.1 metres above the footpath or if there is no footpath, the level of the verge.
- Ornaments or lighting incorporated in the design do not exceed 2.3 metres in height above the level of the footpath or if there is no footpath, the level of the verge.
- The fence is set back a minimum of 0.5 metres from the front boundary and landscaping is provided and maintained so as to obscure the fence from the street.

Fences on Lots with Two Street Frontages

For the purpose of this policy, the front boundary of a lot with two street frontages shall be the frontage with the lesser dimension.

A fence on a secondary street frontage shall within six metres of the front boundary, comply with the requirements for fences on front boundaries. The remainder of the fence providing it is articulated both vertically and horizontally, may be constructed at an average height of 1.8 metres above the footpath or verge and maximum height of 2.1 metres so as to give privacy to the private open space within the lot, provided that:

- Length is limited to a maximum of 75% of the frontage where private open space fronts the street, and
- Some surveillance of the street is maintained from the dwelling unit.

Streets Which Carry High Volumes of Traffic

Streets deemed to carry high volumes of traffic areas designated in Local Planning Scheme No. 3 (Appendix XI).

Provision of Privacy for Private Open Space

Where a development has been approved and the designated open space for that dwelling is between the front of the dwelling and the street, Council will give favourable consideration to an application for a solid front fence providing the fence:

- is to provide privacy to the principal private recreational area on the lot.
- extends across no more than 50% of the frontage of the lot, and
- no part of the fence, other than lighting or ornaments incorporated in the design, is more than 1.8 metres above the footpath, or if there is no footpath the natural verge level at any point. Lighting or ornaments providing they are incorporated in the design may extend to a maximum height of 2.3 metres above the footpath or verge level.

Other Relevant Policies and Documents

Local Law Relating to Fences


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	N/A	N/A	Ordinary Council Meeting
Reviewed	N/A	23/11/1999	Ordinary Council Meeting
Reviewed	210/10/	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Reviewed	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 119 – APPLICATIONS TO STRATA TITLE BUILDINGS

	Local Planning Policy 119: Applications to Strata Title Buildings
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to outline the guidelines for Applications to Strata Title Buildings.

Policy

The Town of Claremont recognises that in relation to strata title buildings:

- Originally designed as rental flats, they provide an opportunity for many people to purchase their first home and that these units, appropriately modified, provide a suitable residence for many lifestyles.
- Once the land changes from single ownership to multiple ownership, there is little possibility that the building will be redeveloped in the foreseeable future.
- Given the recent development trend to achieve more sustainable residential development and in order to achieve State government residential dwelling targets, this policy acknowledges the increased importance of apartment living in future planning for the Town.

Strata title buildings will be considered based on the following:

- To achieve a high standard of residential development that is in conformity with other buildings in the locality.
- To reduce the adverse effect on the community frequently associated with rental flats.
- To require a minimum standard of building, including minimum size of dwelling units.

The guidelines for Applications to strata title buildings are:

1. Unit Density

The density of the development to be strata titled shall:

- a) Accord with current density coding allocated under the Local Planning Scheme current at that time, or
- b) Shall be reduced in density through amalgamation of units or partial demolition of the building.
- c) Where the maximum number of existing dwelling units does not exceed two, the number of units may exceed the current density coding.

2. Minimum Floor Area

In order to encourage housing diversity and varying resident expectations in a modern built environment, minimum dwelling sizes for new developments shall be in accordance with those prescribed in the Residential Design Codes

3. Car Parking

Parking provision for residents and visitors shall comply with the requirements stipulated under the Residential Design Codes and any applicable Structure Plan (e.g. North East Precinct), Local Development Plan (e.g. Stirling Highway Local Development Plan) or other plan adopted by Council which may vary the Residential Design Code requirements.

The following additional car parking standards shall apply:

- a) All carports and garages shall be constructed in a similar material and style to the principal building on the site.

4. Landscaping

- a) A minimum of 24m² of landscaped, open space per dwelling shall be provided. Landscaped, open space shall only include areas which are designed, developed and maintained for active or passive recreation.
- b) All landscaping shall be reticulated by means of an automatic watering system.

5. Amenity

- a) Laundries shall conform to the requirements of the *Health Act (Laundries and Bathroom) Regulations 1971* the *Town of Claremont Health Local Law and the Sewerage (Lighting, Ventilation and Construction) Regulations 1971*.
- b) External clothes drying facilities shall be screened from view from the street.
- c) Where there are more than three dwellings, a central refuse collection area shall be provided to Council's Health Department's requirements.

Other Relevant Policies and Documents

NIL

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted			Ordinary Council Meeting

Reviewed		25/01/2000	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 120 – MINIMUM STANDARDS OF RESIDENTIAL BUILDINGS FOR APPROVAL OF ISSUE OF STRATA PLAN TITLE

	Local Planning Policy 120: Minimum Standards of Residential Buildings for Approval of Issue of Strata Plan Title
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

The purpose of this policy is:

- To promote the issue of strata title of developments which in Council's view are of sufficient standard
- To provide a sound basis for opposing the issue of strata title to developments which Council considers not being of sufficient standard, and
- To provide a guide to the standard Council deems to be desirable for strata title units.

This policy will apply to all residential developments, and Council will have due regard to this policy when determining an application for issue of strata title.

Policy

Subject to the provisions of Clause 4.1 (Strata Titles Act 1985), approval of an application to strata title will be conditional upon compliance with all of the policy provisions set out in this clause.

1. The external appearance of a residential building shall be of a sufficiently high standard as to conform to other buildings in the locality. For an application to receive approval all defective elements including gutters, downpipes, fascias, barges, doors are to be repaired. All fretted brickwork, cement render, plumbing fittings are to be made good. All peeling or faded painted surfaces are to be properly prepared and repainted.
2. All dilapidated and redundant laundries including external laundries and W.C. to be demolished.
3. All defective paving to car parks and access ways to be made good. All soak wells to be cleaned to maintain design efficiency. Volume of soak well to be a minimum of 0.015x area of catchment area.

4. Engineer designed retaining walls to be provided wherever there is a difference in soil levels between the adjoining property and the land the subject of the application for strata title.
5. All developments approved prior to 7 April 1967, shall provide a minimum of 1.25 car bays per dwelling. All developments approved after that day shall provide car parking space in accordance with the Local Planning Scheme under which the development was approved. All car parking bays shall be clearly identified by painted outline, kerbed divisions or other approved method.
6. Where the number of dwelling units within the development exceed four, the density of the development shall:
 - a) Accord with density coding of Local Planning Scheme controlling development in the locality at the time the application for strata title is lodged, or
 - b) Reduce the number of dwelling units by at least 50% through amalgamation of units or partial demolition of the building.
7. All roofs constructed of asbestos cement sheeting to be replaced with an alternative material as approved by Council.
8. Each unit shall be provided with its own laundry facilities comprising:
 - a) Two wash troughs connected to an adequate water supply of hot and cold water, and each having a capacity of not less than 36 litres, or
 - b) Space for a washing machine, provided with a power point and one wash trough having a capacity of not less than 36 litres, connected to an adequate supply of hot and cold.

Appropriate portions of the policy are to be considered for incorporation in to the Local Planning Scheme during the Local Planning Scheme Review.

Other Relevant Policies and Documents

NIL

Work Procedures


NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted			Ordinary Council Meeting
Reviewed		23/11/1999	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
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LOCAL PLANNING POLICY 123 – RETENTION OF RESIDENTIAL CHARACTER

	Local Planning Policy 123: Retention of Residential Character
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

This policy addresses requirements for two storey residential development within single storey residential streetscapes.

The Town seeks to protect neighbourhood character and streetscape through complementary Local Planning Policies:

- Local Planning Policy 123 - Retention of Residential Character (this Policy)
- Local Planning Policy 124 – Retention of Heritage Property and Assets.

This policy is highly selective in terms of the areas of its application. It applies only to single dwelling developments in low density residential areas within the Town (i.e. those areas generally coded R25 or lower).

The protection of neighbourhood and streetscape character through the planning process is an important town planning responsibility of local government. The Residential Design Codes ('RDC') encourage local governments to prepare local planning policies to address local issues of streetscape and neighbourhood character. The RDC states that:

"In established areas there appears to be a consensus that new development should follow the characteristic patterns of housing type, street setbacks, scale, front gardens and street rhythm."

"In areas where the streetscapes are valued there appears, further, to be a general agreement that new development should 'respect' or 'fit in with', 'be in sympathy with' the predominant architectural character."

Claremont has a diverse range of housing stock set in varied streetscapes. However, most streetscapes have a relatively consistent scale and form which the community values and wishes to see protected.

Policy

Local Planning Scheme No. 3 (LPS3) (Clause 46) requires (amongst other things) that development in the Residential zone shall have regard to the following objectives:

- The continuation of the domestic scale and architectural character of the area of the proposed development, and
- The preservation of the traditional housing character of the zone.

The Claremont community has registered some disquiet with various residential development proposals, and more generally with the erosion of the established character of the district, or parts of the district. Single storey streetscapes are greatly valued within the Town, and should be retained wherever possible.

Most complaints and objections to new development have centred on the form of two storey single dwellings, both new and additions to existing dwellings. While two storey dwellings are not objected to per se, concern has been regularly expressed about the excessive bulk of two storey developments, especially as viewed from the street, and the distribution of that building bulk at the upper level. Large, slab-sided two storey developments, with the bulk of the second floor thrust forward on the lot, are regarded as out of character with Claremont's existing and traditional housing forms.

In addition, roof forms play a significant role in the urban character of a streetscape. Within the Town's traditional roof forms predominate in single dwelling development, where there is a strong representation of similar housing styles and roof forms. The Council will encourage traditional roof forms in the older residential areas where these predominate.

The protection and enhancement of streetscapes and residential character are corner stones of LPS3. The purpose of this policy; therefore, is to provide added protection for the established residential character of the areas within the Town, which are set aside for single residential development.

This Policy also provides some relevant development and design guidance for these areas, with a view to providing consistent advice and certainty to property owners with regard to what will, and what will not, be permitted in terms of new two storey development.

Where a new two storey dwelling, or the upward extension of an existing single storey dwelling is proposed, it must be demonstrated by the applicant that the impact of the new development will not unduly affect the streetscape.

Objectives

The objectives of this Policy are:

1. To ensure that new two storey, single residential development, and second storey additions/alterations to existing single dwellings, is compatible with the character, form and scale of existing residential development in the locality, and harmonises with the existing streetscape, and
2. To encourage creative design solutions of quality that meets the standards of this Policy, and which enhance the character of existing single residential areas.

Status/ Application

This policy is highly selective in terms of the areas of its application. It applies only to single dwelling developments in low density residential areas within the Town (i.e. those areas generally coded R25 or lower).

It is noted that due to the significant re-subdivision and redevelopment of the R25 located between Ashton Avenue, Alfred Road, Brockway Road and Stubbs Terrace/Judge Avenue and the evolving two storey dominated streetscape, this policy does not apply to this area.

This policy does not also apply to land within the Lakeway Drive in site or the old Swanbourne Primary School site, for which there are adopted design guidelines or rear lot battle-axe/strata developments.

Elsewhere within the Town of Claremont the RDC applies (within the context of Clauses 26, 27, 76 and 77 of LPS3.)

This policy was initially adopted under Clause 82 of LPS3 and has been reviewed under Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regs).

This means that both the Town and prospective applicants are obliged to take the Policy into account. Variations and departures may be possible, however these will need to be suitably justified by the both the applicant and the Town.

This policy endeavours to complement the RDC by augmenting and further developing specific provisions with more specific policy measures pertinent to residential development within the Town. If there are inconsistencies between the provisions of the RDC and this policy, the provisions of this policy shall prevail.

Background

What is Neighbourhood Character?

Some areas or suburbs are described as having little or no character, while others may have a great deal of character. But character should not be confused with 'attractiveness' or 'amenity' or 'heritage'. All areas have a character, but some may be more obvious, more unusual or more attractive than others. Amenity is about the pleasantness and good functioning of an area, and includes such elements as overshadowing, access to daylight and private open space. On the other hand, neighbourhood character is about a sense of place, and what locally-occurring physical elements are important and have meaning to the community.

Neighbourhood character is essentially the combination of the public and private domains. Every property, public place or piece of infrastructure makes a contribution, whether large or small. It is the cumulative impact of all these contributions that establishes neighbourhood character.

The terms 'neighbourhood character' and 'character' are not specifically defined in the RDC, however, in general discussion the RDC refer to qualities such as the appearance of buildings, street setbacks, lot frontages, setbacks between buildings, driveways, fences, walls, carports and other development within the street setback area. The RDC also mention additional elements such as the layout of streets, parks and other open spaces, the mixture of land uses, the development of street trees, verges and carriageways, and the type and volume of traffic.

More succinctly, neighbourhood character has been defined by one source as:

“The qualitative interplay of built form, vegetation and topographic characteristics, in both the private and public domains that make one place different from another.”

(Ref: Planisphere with John Curtis Pty Ltd)

The Difference Between Heritage and Character?

There is an important distinction between heritage and neighbourhood character. While they are closely related and share some attributes, the two are different.

- Places or sites with heritage significance may not necessarily be attractive to look at, whereas there is an expectation that good urban character is visually attractive or pleasant.
- Heritage protection has an established philosophical, theoretical, and practical basis.
- Heritage significance is determined by recognised criteria set by Commonwealth.
- State and local agencies, with reference to the Burra Charter. LPS3 contains specific heritage control provisions. In contrast, urban character is an emerging concept, and more open to accommodating popular tastes. For example, reproduction architecture may be acceptable in terms of ‘respecting its neighbours’ (e.g. the character of the area), but is not acceptable within heritage protection areas as it demeans and diminishes the heritage values that may have been identified and recognised in that area.

This Local Planning Policy deals with the protection of existing residential character. Local Planning Policy 124 - Retention of Heritage Property and Assets deals with the development and management of places of heritage significance.

Interpretations

Surrounding development in the immediate locality means the buildings on the five properties on either side of the proposed development plus the buildings opposite to them on the street that the dwelling is oriented towards (see Figure 1). More significance will be given to surrounding development in the immediate locality that is closer to the proposed development, particularly in the case of corner lots. Where an opposite lot partially overlaps the fifth property either side of the subject site, it shall be included in the ‘immediate locality’ if the overlap is greater than 50% of its width.

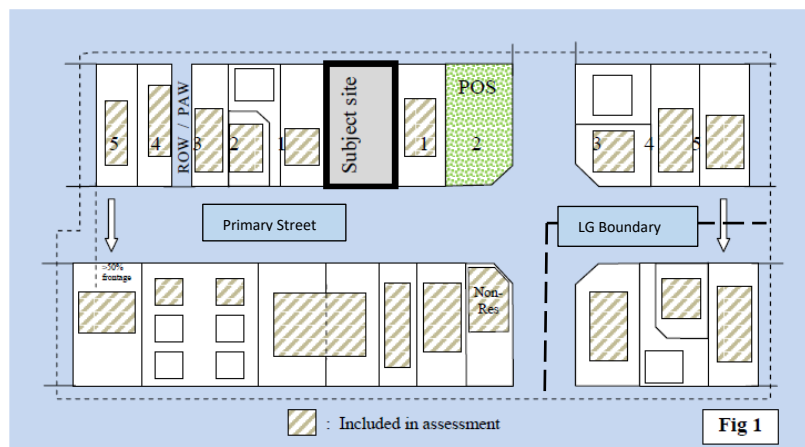


Figure 1

Policy Statement

Scale and Proportion

The form of new development is to meet the following requirements:

- a) New development or alterations/extensions to existing development are to have a comparable scale and proportion to surrounding development in the immediate locality as viewed from the street, unless it can be demonstrated that the surrounding development is not desirable or representative. Uncharacteristic, one-off examples of buildings already occurring in the immediate locality will not be considered in the streetscape assessment (e.g. single dwellings of excessive bulk, scale or height).
- b) Additions/extensions to existing dwellings including car parking structures in the front setback area should not visually dominate the original building as viewed from the street.
- c) Alterations and additions to existing dwellings should not dominate the existing building when viewed from the primary street. If the existing dwelling and streetscape is predominantly single storey, then the dwelling's single storey presentation to the street should be substantially preserved.
- d) Alterations or additions to existing houses should be designed such that the desirable qualities of the existing building are maintained, particularly as viewed from the street.

Design Standards for Two Storey Residential Development

Building bulk shall be generally distributed to ensure that a proposed two storey dwelling, or second storey additions/alterations to an existing dwelling, will not have an overpowering impact on neighbours and the streetscape.

In order to fulfil the requirements of this policy, the Council will require a single house of two storeys to be designed so as to appear as a predominantly single storey house when viewed from the primary street verge immediately in front of the development site where the surrounding development in the immediate locality is predominantly (nominally greater than 50%) single storey or appears as such. This includes a requirement for any two storey development to be located in the middle third of the lot (see Figure 2).

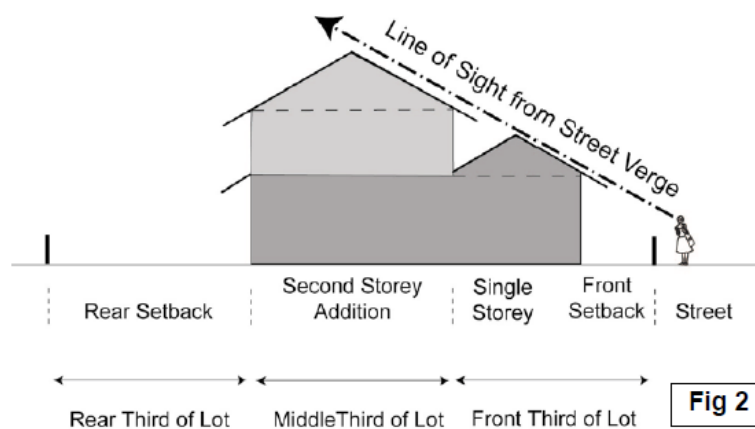


Figure 2

It is acknowledged that there may be circumstances where the lot may not permit two storey development to be located in the middle third of the lot (e.g. lots with a shallow depth). The primary concern of the Council is to maintain an attractive and harmonious streetscape. Therefore, the Council may permit two storey development located outside the middle third of the lot where there is evidence of existing developments of a similar nature on adjacent properties.

It is preferred that second level development should be contained within the roof space where the surrounding development in the immediate locality is single storey or viewed as single storey from the verge immediately in front of the development site.

The Council is unlikely to support a second storey element where the proposal is considered to be disruptive of established and valued neighbourhood character, and impact negatively on the streetscape, or on the amenity of adjoining properties. In general terms, where surrounding development is predominantly single storey or appears as such, the maximum floor area of the footprint of the second storey of the proposed development should not exceed 50% of the footprint of the ground floor dwelling.

Where surrounding development in the immediate locality is not predominantly single storey or designed to appear as such, the footprint of the second storey may be greater than 50% of the footprint of the ground floor of the dwelling and located outside of the middle third of the lot, provided the new development will not, in the opinion of Council, impact negatively on the streetscape, or on the amenity of adjoining properties.

Measurement of the ground floor footprint area may include a garage or carport, but only if it is attached to the ground floor of the dwelling.

Large expanses of flush, unrelieved walls are to be avoided on the front elevation. Elevations to the primary street are to be enhanced through horizontal and vertical articulation, by the use of at least two walling materials, and the use of elements such as balconies, awnings, verandas, terraces, windows or other architectural features.

Front Setbacks

Any new development:

- a) Is to be setback from the primary street at a distance no less than the prevailing street setback, which is the setback calculated by averaging the setback of surrounding development in the immediate locality, or
- b) Should match the setback of the houses on either side of the subject property. Where the front setbacks of the two adjoining houses vary, the setback of the proposed development should be approximately midway between those of the adjoining houses.

Roof Forms

The Council encourages traditional roof forms such as hipped and gabled roofs for those parts of a single dwelling which contribute to the immediate streetscape, unless it can be demonstrated that the alternative roof form proposed can be comfortably accommodated within the streetscape of the immediate area and not detract for the established streetscape.

Roof pitches between 25 degrees and 35 degrees are encouraged. Roofs of lower pitch may be acceptable where they can be demonstrated to be compatible with the existing streetscape and existing surrounding development in the immediate locality.

The Council recognises that in some residential areas, however, there may be opportunities for more innovative design and architectural styles, and in these instances, may consider alternative roof forms. These will be assessed on their merit at the time of application.

Development Applications

Requirements

The definition of development and requirements for submissions of Development Applications are as set out in Schedule 2, Part 8, Clause 63 of the LPS Regs..

Under LPS3 a Development Application must be submitted for any development on land zoned for residential use.

Accompanying Material

The scale and proportion of surrounding development should be demonstrated by the submission of appropriate photographs, plans and street elevations, which will accurately show the proposed development in its street context. More significance will be given to the scale and proportions of buildings that are closer to the subject property.

This information is additional to the requirement for accompanying material for a Development Application set out in Schedule 2, Part 8, Clause 63 of the LPS Regs..

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted		17/08/2010	Ordinary Council Meeting
Reviewed		00/02/2010	SPPC
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	157/14	16/09/2014	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 124 - RETENTION OF HERITAGE PROPERTY AND ASSETS

	Local Planning Policy124 Retention of Heritage Property and Assets
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to ensure that the heritage places, areas and precincts that contribute to the cultural heritage significance of the Town are retained and that, where adaptations or additions are necessary to ensure their ongoing sustainability, development does not reduce the heritage value of the heritage places, areas or precincts.

Background

This Local Planning Policy has been developed by the Town of Claremont ('the Town') to provide specific guidance on the achievement of the Town's strategic objectives related to heritage conservation.

Claremont Ahead 2023 ('the Town's Strategic Community Plan') and Clearly Claremont ('the Town's Local Planning Strategy 2010-2025') both identify the protection and enhancement of cultural assets of the Town as important in maintaining and improving a quality urban environment.

The Town adopted a Heritage Management Plan in 2005 as a means of implementing Council's mission statement:

"Develop a vibrant, harmonious and safe village, embracing the future, respecting the past." The Town contains a significant collection of heritage assets which have, in accordance with the *Heritage of Western Australia Act 1990*, been identified in the Town of Claremont Local Government Inventory (LGI) that was endorsed and adopted by Council in 2014. Subsequently, new inclusions within the LGI were considered for inclusion in the Schedule of Historic and Other Buildings and Places (Heritage Schedule) attached to the Local Planning Scheme No. 3 (LPS3). The Heritage Schedule is now known as the Heritage List and is available on the Town's website.

Objectives

- To conserve and enhance the heritage significance of heritage places, areas and precincts within the Town of Claremont.
- To provide design and development guidance to ensure that development does not adversely affect the heritage significance of heritage places, areas or precincts.
- To ensure that heritage places, areas and precincts are developed in a manner that ensures their long-term use and viability.
- To ensure that heritage significance is given due consideration in the planning decision making process.
- To provide guidance to landowners and the community about the planning processes for heritage identification and protection in the Town of Claremont.
- To encourage the conservation of heritage places, areas and precincts through the provision of planning and financial incentives.
- To protect the heritage characteristics of streetscapes within the locality and where possible accommodate modern development trends.
- Within each of the heritage Management Categories (A – Exceptional Significance, B – Considerable Significance and C – Some Significance) there is a presumption against removal or demolition of a heritage property.

Status/ Application of This Policy

This policy was originally adopted by Council on 17 August 2010 as Policy 108 – Retention of Residential Heritage and has been reviewed to reflect changes to planning and heritage practice and legislation, and to provide for the following specific matters:

- The inclusion of commercial heritage precincts. The Town has identified groups of nineteenth and twentieth century commercial buildings, which are both aesthetically and historically significant, as examples of the changing development in commercial premises and the business districts that have developed along the railway line between Perth and Fremantle.
- The inclusion of residential heritage areas. The Town of Claremont almost in its entirety demonstrates a special urban heritage character. Within the overall urban character there are distinct heritage areas which exhibit specialised qualities such as common architectural styles, periods of construction or historical significance. These areas are established on the basis of a clear statement of significance and identification with the significant heritage fabric of the area. Each area has been accorded a level of significance and management category.
- Guidance on development contained within the immediate locality of heritage areas and precincts.
- The inclusion of procedures for adding, amending or deleting entries on the Heritage List.
- Guidance on the assessment of Development Applications for Category C entries on the Heritage List.

This policy was prepared in accordance with Clause 82 of LPS3 and reviewed in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regs).

This means that both the Town and prospective applicants are obliged to take the policy into account. Variations and departures from the policy may be possible; however these will need to be suitably justified by both the applicant and the Town and address the provisions and objectives of the policy.

This policy applies only to:

- Heritage places, areas and precincts included on the Heritage List.
- Places within the immediate locality of a heritage area or precinct (refer glossary) included on the Heritage List.

Relevant Considerations

In considering any Development Application in relation to (or within the immediate locality of) a heritage place, area or precinct entered on the Heritage List, the Town will be guided by this policy and have regard to:

- The matters set out in sections 6.5 and 6.6 of State Planning Policy 3.5 Historic Heritage Conservation (2007).
- The principles of The Burra Charter: the Australia ICOMOS Charter for Places of Cultural Significance 2013 (The Burra Charter).
- The information contained in the Town's LGI and in particular the Management Category and the Statement of Significance for the place, area or precinct.
- Material contained in Conservation Plans, Heritage Assessments, Heritage Impact Statements, Design Guidelines and any other heritage documents or reports pertaining to the place, area or precinct.
- The structural condition of a heritage building, and whether the building is reasonably capable of conservation.
- Any other matters considered appropriate, for example the extent to which the community would benefit from the proposed redevelopment.
- Advice of the Heritage Council of Western Australia.
- Advice of the National Trust of Australia (WA).
- The impact that the proposed development will have on the heritage significance of any heritage place, area or precinct.

Policy Statement

General Principles:

Conservation of a heritage place, area or precinct includes managing change in a way so that the heritage significance is retained and/or enhanced. The following general principles apply to all development (including maintenance, conservation, adaptation, alterations, additions, demolition and new buildings) affecting heritage places, areas and precincts (including development within the immediate locality of a heritage area or precinct) included in the Heritage List:

- Significant heritage fabric should be retained, protected and restored with 'like for like' authentic restoration to original detail wherever possible.
- Original front elevations and features should be retained wherever possible.
- Intrusive finishes and elements where they conceal or negatively impact upon the heritage significance of a building may be removed.

- Work that can be reversed in the future is desirable. Work that cannot be reversed may be supported, provided the heritage significance of the building is not compromised.
- The location of 'new technologies' on a heritage building should be undertaken in an unobtrusive manner so they do not negatively impact upon the heritage significance of the building.
- Additions should not overwhelm the existing building in terms of bulk, form and scale.
- Additions should be designed so the existing building remains the dominant structure on the site when viewed from the street.
- Additions should be designed to respect but not copy or mimic features or the design of the heritage place.
- Additions should be designed so there is a clear distinction from the existing heritage building.
- Additions may be designed in a contemporary style that is respectful to the existing heritage building.
- New development within the immediate locality of a heritage area or precinct should be respectful of the heritage area or precinct and not detract from its heritage significance.

Development Applications

The definition of development and requirements for submissions of Development Applications are set out in LPS3. Clause 25(2) details permitted development for heritage listed building.

Accompanying Material:

In addition to material required in accordance with Schedule 2, Part 8, Clause 63 of the LPS Regs the following material is required to accompany Development Applications for all development affecting heritage places, areas or precincts and for places within the immediate locality of a heritage area or precinct.

- Photographs showing the existing front elevation and areas affected by the proposed development.
- A schedule of existing and proposed external colours and finishes.

In some instances the Town may also require an applicant to provide, at the applicant's expense, one or more of the following to assist the Town in the determination of a Development Application.

Archival Record - If a proposal will have a substantial impact on the significant heritage fabric of a heritage place, including but not limited to demolition.

Heritage Assessment - Where the Town requires additional information to assist in the determination of a Development Application.

Heritage Impact Statement - If a proposal will have a substantial impact on the significant heritage fabric of a heritage place, area or precinct.

Historical data or evidence – To support the proposed removal of non-heritage fabric or reinstatement of heritage features or details.

Conservation Plan - If a proposal affects a heritage place that is entered in the State Register of Heritage Places, or affects a large or complex heritage place of exceptional significance. Such cases will be rare.

Conservation Strategy - If a proposal affects a heritage place that is entered in the State Register of Heritage Places, or affects a large or complex place of exceptional significance. Such cases will be rare.

Structural Condition Assessment - If structural failure is cited as a justification for the demolition of a heritage building, evidence should be provided from a registered structural engineer with demonstrated heritage experience that the structural integrity of the building has failed to the point where it cannot be rectified without removal of a majority of its significant heritage fabric and/or rectification costs would be prohibitive.

Interpretation Plan – If a proposal will have a substantial impact on the significant heritage fabric of a heritage place, area or precinct.

The following criteria will be used to assess this requirement:

- The extent to which the proposed development will impact on the cultural heritage significance of the heritage place, area or precinct.
- The level and nature of cultural heritage significance of the heritage place, area or precinct and the extent to which interpretative material will increase community understanding of the heritage place, area or precinct and its history.

State Register of Heritage Places

All Development Applications for places entered on the State Register of Heritage Places will be referred to the Heritage Council of Western Australia for comment. The Town will take into account comments provided by Heritage Council in determining the Development Application.

Places Classified by the National Trust of Australia (WA)

All Development Applications for places classified by the National Trust Australia (WA) will be referred to the National Trust for comment. Although there is no statutory requirement associated with such places the Town will take into account comments provided by the National Trust in determining the Development Application.

Levels of Significance

The level of heritage significance of a heritage place, area or precinct is fundamental to the assessment of any Development Application and will be taken into account when a Development Application is determined.

Each assessment of a heritage place, area or precinct includes a Statement of Significance that outlines the essential heritage values and features of the place, area or precinct.

One of the following recommended management levels is applied to each heritage place, heritage area and precinct in the LGI and Heritage List. For all properties in all categories there is a presumption against demolition or substantial changes to the exterior appearance.

Category A — Exceptional significance

- This place has been entered in the Heritage Council of Western Australia's Register of Heritage Places. All Development Applications must be referred to the Development Committee of the Heritage Council for advice.

- This place is considered by the Town of Claremont to be of exceptional significance to the Town and its conservation is required.

Category B — Considerable significance

- This place is considered by the Town of Claremont to be of considerable significance to the Town and its conservation is required.

Category C — Some significance

- This place is considered by the Town of Claremont to be of some significance to the Town and its conservation is encouraged.

In addition, each individual place within a heritage area or precinct has been determined to make some contribution, considerable contribution, or exceptional contribution to the area or precinct. Places ascertained to make an exceptional contribution will be assessed as a 'Category A' individual place. Places ascertained to make a considerable contribution will be assessed as a 'Category B' individual place. Places ascertained to make some contribution will be assessed as a 'Category C' individual place.

The determination of a Development Application will take into consideration all of the information that contributes to determining the level of significance of a place, area or precinct. The Town may require additional information to be supplied to assist in the determination of a Development Application as detailed above.

Category C Heritage Places:

For Category C heritage places, which are of lower heritage significance than Category A and Category B places, there will be greater planning flexibility applied when determining an application. For example less stringent conditions on the reinstatement of original features may allow similar materials to be used instead of 'like for like', or the removal of significant heritage fabric not visible from the primary street may be allowed.

In exceptional circumstances the Town may allow a substantial alteration of a Category C place. In these cases a Development Approval may impose conditions which require interpretation of the place or submission of an Archival Record.

In some circumstances, such as where an application for Development Approval for a new building requires removal of an existing heritage building, or where an owner lodges a request for the removal of a heritage listing, the Town may require further heritage assessment of a place to be undertaken at the applicant's expense. In these circumstances the application may be referred to a Peer Review Panel to assist in determining the proposal affecting a Category C heritage place.

The conservation of Category C heritage places is encouraged and there is a presumption against removal or demolition of a heritage property unless the heritage significance of a property is reduced to such an extent that it no longer warrants inclusion on the LGI or the Heritage List after observing the following procedures.

Procedures for Adding, Deleting or Amending Entries in the Heritage List

The Procedures for adding places to the Heritage List as set out in the deemed provisions contained in Schedule 2, Part 3, Clause 8 of the LPS Regs.

The Town may consider amending the Heritage List over time in the following circumstances:

Event	Council Policy
In a place, area or precinct is found to be significant in a new or reviewed LGI.	The Town will consider inclusion of a place, area or precinct in the Heritage List if the findings of a new or reviewed LGI support it and the consultation requirements of LPS3 have been undertaken.
A place is nominated for inclusion in the Heritage List by the owner or a member of the public.	<p>The Town will consider inclusion of a place in the Heritage List in accordance with the provisions of LPS3 on lodgement of a nomination on the Town's heritage assessment form.</p> <p>A full assessment and subsequent inclusion on the Heritage List may be deferred until the next planned review of the Heritage List.</p>
A place is found to no longer meet the threshold for inclusion based upon the findings of a detailed Heritage Assessment.	The Town may consider the removal of a place from the Heritage List (e.g. Category C listing) if, following consideration of a detailed Heritage Assessment by both the Town and a Peer Review Panel, the place no longer is considered to meet the threshold for inclusion in the Heritage List. Such cases will be rare.
A place is substantially damaged or destroyed.	The Town will consider removing a place from the Heritage List if it is damaged or destroyed to the extent that it can be demonstrated to the Council's satisfaction that its significance is lost. Such cases will be rare.
In response to a request for delisting to allow demolition.	A place may be removed from the Heritage List where the Town considers an application for delisting is warranted to allow the demolition of a place so as to deliver exceptional benefits to the community or for any other reason the Council finds warrants the demolition.

Re-Classification of Category Listing

In all but exceptional circumstances reclassification of a heritage place will only be considered at a scheduled review of the LGI.

Where an owner seeks reclassification of a heritage place the request must be lodged in writing with the Town. If the Town agrees to consider the request outside of the scheduled review period, the owner will be required to provide, at their own expense, an independent detailed Heritage Assessment of the place, to be prepared by an experienced heritage professional. The Town may consider the application in consultation with a Peer Review Panel (at the owner's cost).

Demolition

Demolition of any individually listed heritage place or heritage place within a heritage area or precinct requires agreement from Council for removal from the LGI and the Heritage List and a Development Approval.

It is strongly recommended that where demolition of all or part of a heritage building is contemplated, the applicant seek advice from the Town well before the preparation of a proposal for a new building on the site.

Generally, Council will not approve demolition of all or part of a heritage building. Demolition will not be determined solely on the basis that it provides a more attractive economic proposition. Council encourages retention of heritage buildings over demolition and replacement with new buildings in all cases. Alterations and additions to existing dwellings should be designed such that the significant areas of the building and the significant heritage fabric are retained. In all cases the onus rests with the applicant to provide a clear justification for demolition.

Approval for complete demolition of an individually listed heritage place or heritage place within a heritage area or precinct on the Heritage List will only occur in the rarest of circumstances. Council should in the first instance agree to the delisting of the place for one or more of the following reasons:

- The Council believes the demolition of a place is required to deliver exceptional benefits to the community.
- It has been proven that it is not feasible to restore or adapt the place.
- Structural failure is proven and the building is beyond reasonable conservation.
- A place is found to no longer meet the threshold for inclusion based upon the findings of a detailed Heritage Assessment and Council consideration of a recommendation from the Peer Review Panel.
- Any other reason the Council finds to warrant the delisting.

Development Applications for Individual Heritage Places

Where redevelopment of an individually listed heritage place is made, the agreement for removal of the place from the LGI and the Heritage List will be subject to the lodgement of a Development Application which proposes demolition.

As a condition of Development Approval for the demolition and redevelopment of an individually listed heritage place on the Heritage List, the Town will require an Archival Record/Interpretation Plan to be submitted and/or an element of interpretation to be included within the new

development, i.e. an engraved plaque, or other element to the satisfaction of Council. Following satisfaction of these requirements, the property may be removed for the LGI and the Heritage List.

Development Applications for Heritage Places within Heritage Areas or Precincts

Where redevelopment of a heritage place is proposed within a heritage area or precinct, the agreement for removal of the place from the LGI and the Heritage List will be subject to the lodgement of a Development Application, which proposes demolition and a new development which addresses the requirements of this policy with regard to the Guidelines for Development within the Immediate Locality of Heritage Areas and Heritage Precincts to the satisfaction of Council.

As a condition of Development Approval for the demolition and redevelopment the heritage place within a heritage area or precinct on the Heritage List, the Town will require an Archival Record/Interpretation Plan to be submitted and/or an element of interpretation to be included within the new development (e.g. an engraved plaque, or other element to the satisfaction of Council). Following satisfaction of these requirements, the property may be removed for the LGI and the Heritage List.

Development Applications for Non-Heritage Places within the Immediate Locality of a Heritage Area or Precinct

Where a property is located within or in the immediate locality of a heritage area or precinct, but does not have any heritage value in itself, redevelopment of that property will be subject to the lodgement of a Development Application, which proposes demolition and a new development which addresses the requirements of this policy with regard to the Guidelines for Development within the Immediate Locality of Heritage Areas and Heritage Precincts to the satisfaction of Council.

Summary of Delisting Process

Required Process for De-Listing and Development	Individually Listed Heritage Property	Listed Property in Heritage Area or Precinct	Unlisted Property Within or Immediate Locality of a Heritage Area or Precinct
Submit Heritage Assessment Report	X	X	N/A
Peer Review Panel assessment and recommendation	Where required	X	N/A
Satisfaction of removal requirements	X	X	N/A
Development Application for demolition	X	X	X

Development Application for new dwelling	N/A	X	X
Development Approval for demolition subject to archival record/ interpretation plan and element	X	X	N/A
Development Approval for new building subject to compliance with Policy Design Guideline requirements for compatible development	N/A	X	X

Table 2

Legal Agreements

Heritage Agreements

The Town may, in accordance with the *Heritage of Western Australia Act 1990*, enter into a Heritage Agreement with an owner or occupier of land or a building for the purpose of providing for the conservation of the heritage place and binding the land or affecting the use of the land or building insofar as the interest of that owner or occupier permits.

Detailed provisions relating to Heritage Agreements are set out in the *Heritage of Western Australia Act 1990*. The principal purpose of a Heritage Agreement is to secure the long-term conservation of a heritage place.

Where the Town grants or supports planning concessions or other incentives to places not included on the State Register of Heritage Places, but included on the Town's Heritage List, a Heritage Agreement to provide for the conservation of the heritage place may be required.

A Heritage Agreement in respect of any place, whether or not it is State Registered, once signed by all parties must be certified by the Minister for Heritage under section 32(1) of the *Heritage of Western Australia Act 1990* before it has legal effect. This is consistent with Clause 10(2) of the deemed provisions that appear in Schedule 2 of the LPS Regulations.

As a consequence, all Heritage Agreements are now to be drawn up by the State Heritage Office before being signed by the Town of Claremont and the owner of the place, and returned to the State Heritage Office for certification by the Minister for Heritage. While there is currently no fee charged by the State Heritage Office for drawing up the Heritage Agreement, lifting a previous Heritage Agreement and/or lodging a new memorial with Landgate, and any necessary legal advice obtained by the Town of Claremont, are at the applicant's expense.

Local Heritage Contracts

Where the Town grants or supports planning concessions or other incentives to places not included on the State Register of Heritage Places, but included on the Heritage List, a legally binding Local Heritage Contract to provide for the conservation of the heritage place may be

required between the owner of the place and the Town. This Contract is to be prepared and registered on the Certificate of Title at the applicant's expense.

Council Owned or Managed Property

The Town will seek to lead by example by managing its own property in accordance with this policy.

Incentives

The Town is committed to assisting owners to conserve heritage places wherever possible. The Town has developed a programme of incentives that it can offer to owners in return for the owner's commitment to conservation of the heritage place.

Planning Incentives

The Town will consider relaxation or modification of planning requirements that would normally apply under LPS3 for places included on the Heritage List, including but not limited to the following:

- Where the proposed development comprises a single storey addition that will not be visible from the primary street the heritage application fee will be waived.
- Where development is proposed for a front fence/fence modifications, the Development Application fee will be 50% of the normal Heritage Application Fee.
- Council will allow a variation of up to 30% increase in the site coverage requirements for single storey additions.
- Consideration of clause 53 of LPS3 "Bonus Densities". This clause enables Council to award a higher residential density to a place in a split coded area on the Heritage List where the owner enters into a Local Heritage Contract or Heritage Agreement with the Minister for Heritage ensuring that the place is conserved and maintained to Council's satisfaction.

Non-Financial Assistance

Owners of places on the Heritage List may seek professional advice and guidance involving proposed development and conservation from the Town's Heritage Officer.

Financial Assistance

- Civic Design Awards; Council seeks to publicly recognise examples of best practice in heritage conservation and urban design. Owners of award winning places are presented with a plaque and receive a once off rate rebate that reflects the minimum 'general rate' of that financial year to mark their commitment to heritage conservation.
- Mike Balfe Maintenance Grant; Council recognises that in some circumstances an owner may not have the financial resources to properly maintain a heritage place. Council will consider an annual budget allocation for the purpose of this grant. Where an owner can provide suitable justification for the grant, indicating that a lack of maintenance may result in the deterioration of heritage features of a heritage place, they may apply for a grant from Council for the partial contribution to the cost of improving the maintenance standard of the place. The agreed contribution to the maintenance of the heritage place will be at the complete discretion of the Council.

Design Guidelines for Heritage Places, Heritage Areas and Heritage Precincts

Guidelines for Restoration and Alterations

- Original materials should be retained and conserved. For example, existing face brick should be retained unpainted, timber joinery should not be replaced with metal framed windows and roof materials should be retained as existing. Where material requires replacement, the policy of replacing 'like for like' shall be applied. Where there is evidence that fabric is not original, another material may be used provided it is appropriate to the heritage significance of the building.
- Original internal and external significant heritage features should be retained, including but not limited to original fireplaces and chimneys; verandahs and verandah posts; awnings; decorative cornices, mouldings and friezes; architraving; and sills. The repair of significant heritage elements should be, where possible, 'like for like' authentic restoration to original detail.
- Original front elevations should maintain their form wherever possible, with original door and window openings being retained and no additional openings being formed.
- Intrusive finishes and elements where they conceal or negatively impact upon the heritage significance of a building may be removed.
- Work that can be reversed in the future is desirable. Work that cannot be reversed may be supported, provided the heritage significance of the building is not compromised.
- The Town encourages the reuse of any material salvaged from any demolition of the original building to be kept for reuse on the site either for repair of the building or interpretation.
- Where internal and external walls are removed, where possible, the Town encourages the renovation to include some element to indicate the original layout of the building.
- Replacement downpipes and gutters should be metal and where possible match original profiles.
- Where an original roof is clad with corrugated iron, this may be replaced with zincalume or Colorbond in a matching profile and approved colour subject to glare assessment considerations.
- Where there is evidence of original colours through existing fabric, paint scrapes or similar, these should be incorporated in the new colour scheme. Full authentic restoration of original colour schemes is not intended or required, however a new colour scheme should be sympathetic to the heritage significance of the place.

Guidelines for Additions

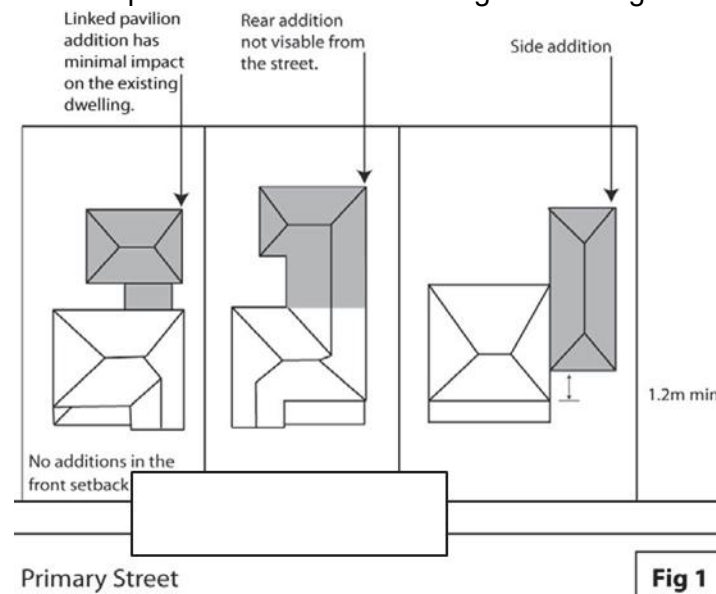
Scale and Proportion

- Additions shall be designed to complement the scale and proportion of the existing building, which shall remain the dominant structure on the site when viewed from the primary street.
- Additions within the immediate locality of a heritage area or precinct shall be designed to be compatible with the scale and proportion of surrounding development in the immediate locality and of the streetscape generally. Where that surrounding development is single storey, additions should preserve the single storey presentation to the street.

Form and Location of Additions

Residential:

- Where possible, additions should be designed to appear as single storey and not visible from the primary street.
- No additions to existing buildings may be constructed in the front setback other than an open carport with no garage door fitted.
- An addition to the side of an existing building shall be set back a minimum of 1.2m from the main facade of the original residence, excluding the width of the verandah or porch.
- Additions that take the form of a pavilion linked to the original building are encouraged as they have the least impact on the fabric of the original building.



Commercial:

- The form of any addition should respond to the scale, site and proportion of the existing building.
- No additions to existing buildings should be constructed forward of the front setback of the existing building.

Upper Storey Alterations

- A second storey addition should be constructed behind the existing building where possible.
- A second storey addition shall be designed to avoid having an overpowering impact on neighbours, the streetscape or the original form and fabric of the building.
- Double storey additions contained within the roof space are encouraged provided alterations to the roof form and pitch do not distort the appearance of the original building when viewed from the street.
- Linked pavilions may be double storey provided that they are contained within the site line of a person standing on the opposite side of the street.

- Additions over the original building will only be permitted where the front two thirds of the building are retained in their original form and where the addition is not visible from the site line of a person standing on the opposite side of the street. Generally this will only apply to buildings that have a complex floor plan comprising more than four original rooms. For simple four roomed buildings double storey additions should be located behind the original building.
- Notwithstanding these requirements, as all buildings are different, Council shall have regard to the manner in which the design of a second storey addition is resolved and shall ensure that the integrity of the roof form of the original building is not compromised by the design of the additions.

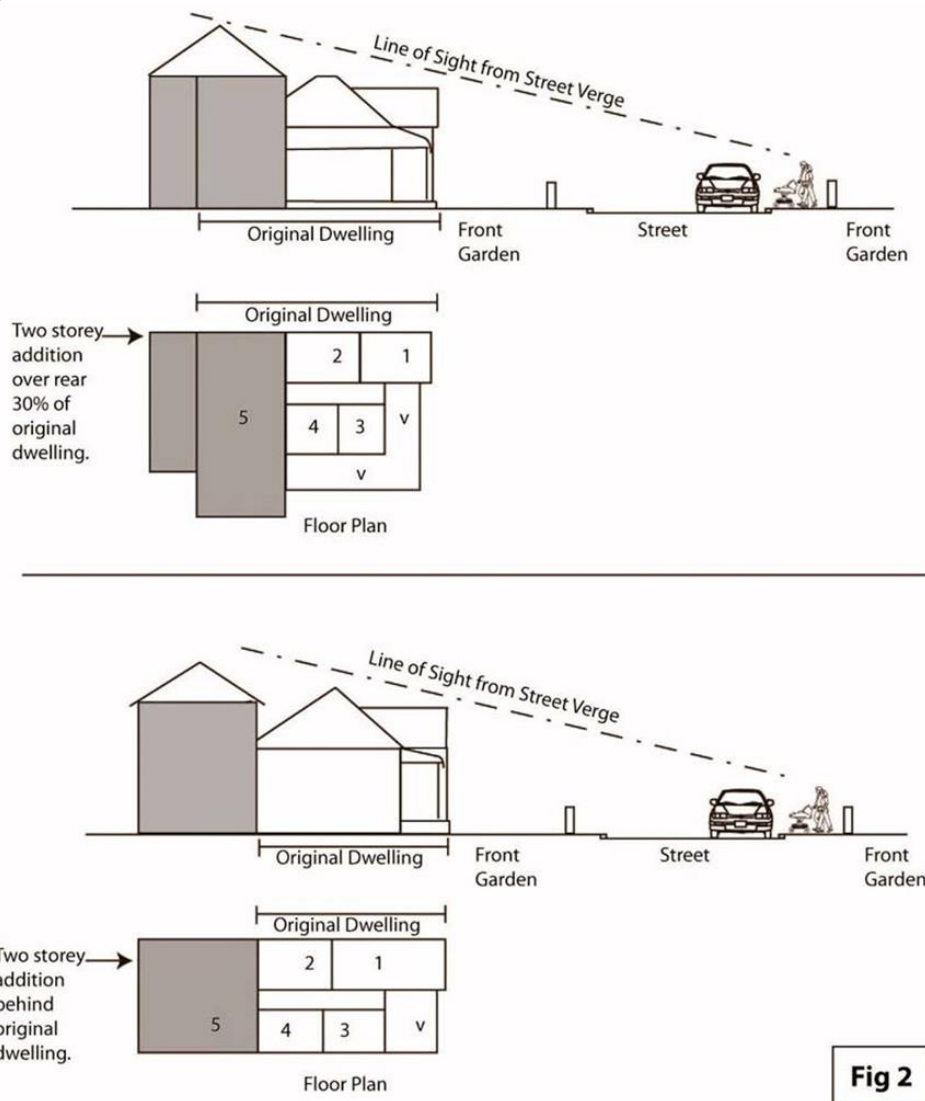


Fig 2

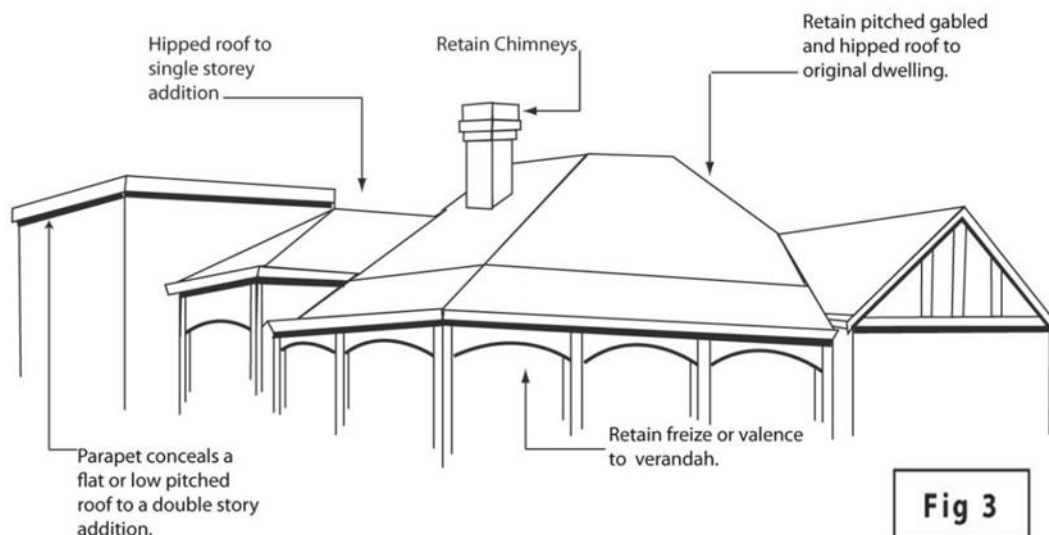
Commercial:

- Upper floor additions should be located behind the front setback area to reduce the human scale impact of the proposed development when viewed from the street.

- Upper floor additions should be constructed above the base development in the form of multiple floors above a podium.

Roof Forms

- Additions should complement or respond to the roof form of the existing building. Generally the roof pitch should match the pitch of the existing roof. The form of the roof of the addition should be similar to the roof of the original building in terms of form scale and proportions. Commercial roof forms with a low pitch may be obscured from the primary street view by a parapet.
- In some instances a different roof form or pitch may be approved if the applicant provides justification for this in the context of the significance of the building and provided the roof form is compatible with the streetscape. The Town supports good innovative design and recognises that in some instances different roof forms may be appropriate for an addition to an existing building. For example a parapet concealing a flat roof may be approved for an addition at the rear of the existing building where it can be demonstrated that there is no detrimental visual effect on the existing building or the streetscape.



Materials and Colours

- Additions may be constructed of materials that match the original building, or provide a respectful contrast that distinguishes new work from old. For example rendered brick may be chosen for additions to a face brick building, or steel frame clad with Colorbond may be chosen for the additions to a timber framed, weatherboard clad building. Where materials match the original, the design and form of the building and/or features should provide the necessary evidence to distinguish new work from old.
- Cladding to roofs that form part of an addition which is not constructed as a pavilion extension should generally match the roof cladding of the existing building, however consideration should be given to the use of Colorbond roofing colours which closely match traditional galvanized roofing to reduce the potential glare impacts associated with Zincolume roofing.
- Paint schemes should be complementary to the existing building.

Guidelines for Car Ports

- Carports or garages should not visually dominate the original building or obscure the original front door or main entrance as viewed from the street.
- Where possible, back lanes should be used for access to garages, carports or parking areas to reduce their impact on views of the building from the street and on the streetscape itself.
- Garages or carports may be constructed to match the style of the existing building or in a style that is compatible with the original. Simple contemporary designs will be encouraged.
- Where possible the overall width of carports or garages should be restricted to 6m overall or 35% of the frontage of the lot, whichever is the lesser.
- Where possible, garages or carports should be set back a distance of 1.2m behind the building line in the same manner as additions.
- Where there is no viable alternative, carports without garage doors may be constructed within the front setback but extreme care must be taken to ensure that the design of the structure is sympathetic to the building and is not visually dominant.

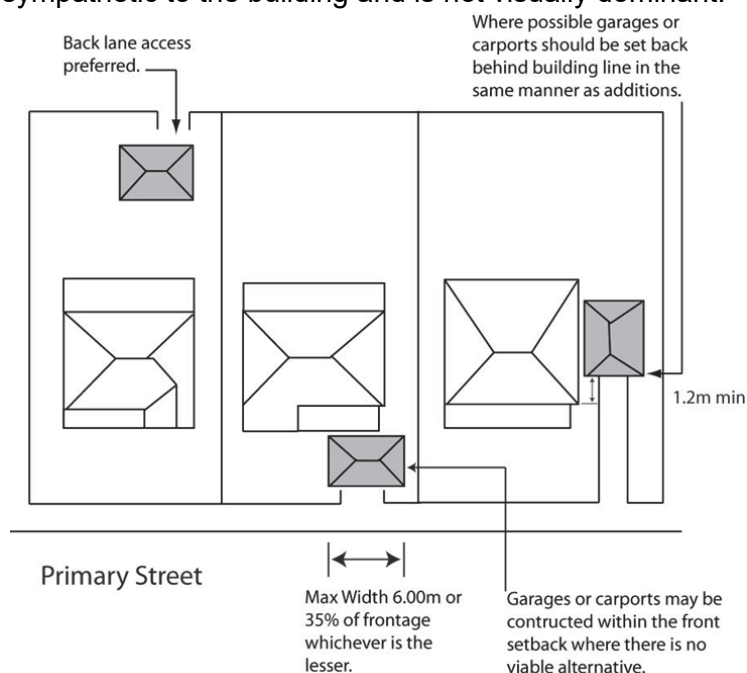


Fig 4

Guidelines for Services and New Technologies

- Changes to cater for air conditioning, solar collectors, communication devices and the like, together with electrical wiring, cabling, plumbing or other services should be installed to ensure that they are fixed as discreetly as possible without damaging the existing significant heritage fabric.
- Chasing of wiring or cabling into existing walls is not generally appropriate. Where possible, cavities should be used for service lines and ductwork. Exhaust vents, skylights, air conditioning ducts and units, solar panel collectors, TV antennae and satellite dishes

- and the like should not be located on the primary elevation of the building, nor attached to chimneys or other roof features where they will be visually obvious from the public domain.
- Services on secondary elevations should be located or screened appropriately to reduce their visual impact.
- Where penetrations through significant heritage fabric cannot be avoided, they should be minimised in terms of both dimensions and number of openings and finished as neatly as possible.
- Penetrations should never be made through decorative elements such as friezes, cornices or vents.

Guidelines for Boundary Fences and Hedges

Hedges

- Hedges on the street boundary are encouraged and, where these exist, they should be retained wherever possible.
- Where evidence of an original front boundary hedge exists, owners should be encouraged to reinstate the hedge.

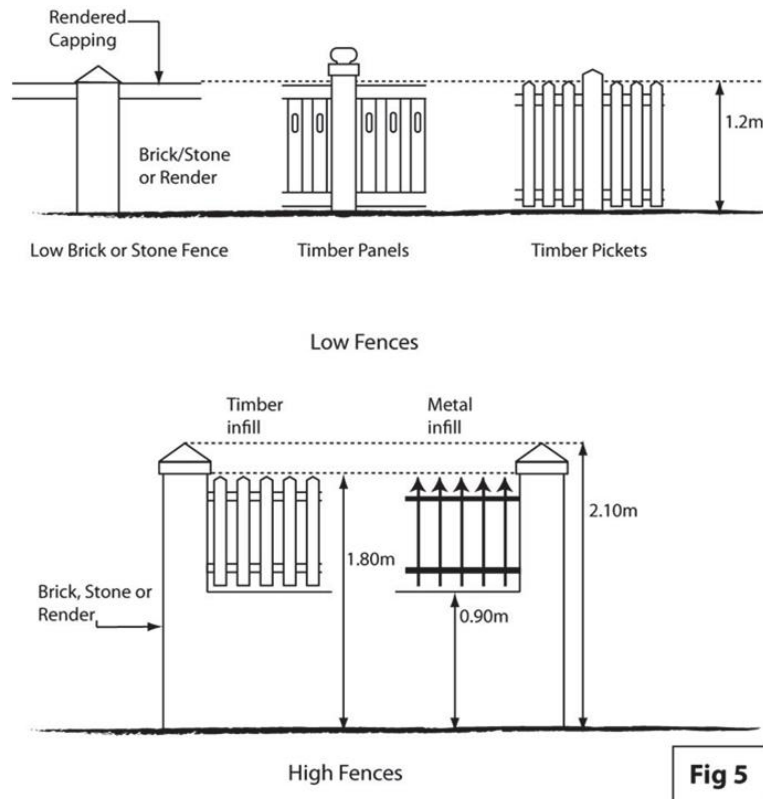
Front Fences

Front fences to heritage places shall meet the following requirements:

- Where an original front fence remains, this should be retained and restored or if a new fence is required, this should match the detail of the original fence as closely as possible.
- Fences should be designed to complement the design of the heritage place, area or precinct.
- Fences may be based on examples seen in historic photographs of the Claremont area or be contemporary in design.
- Fences should be limited in height to 1.2m.
- Timber pickets or panels and low brick, stone or rendered fences are preferred for fences to 1.2m.
- Fences above 1.2m in height should be designed to be visually permeable, to allow the building behind to be viewed from the street.
- Where fences are above 1.2m and include piers these should be brick, stone or rendered and should be complimentary to the heritage value of the existing building and/or streetscape. Infill panels should be vertical timber or metal.
- Fences should be limited to a maximum height of 1.8m not including the height of piers that may be up to 2.1m to the top of the capping.
- Full height 1.8m solid fencing is not supported under this policy as they can change the heritage value of the streetscape and limit the views to heritage places. Only in exceptional circumstances will Council consider variations to this requirement.

Secondary Street Fences

Other fence styles for secondary street fences will be considered provided they are designed in a manner that is in keeping with the existing building.



Guidelines for Development within the Immediate Locality of Heritage Areas and Heritage Precincts

These guidelines apply to any development that is within the immediate locality of a heritage area or precinct, meaning all development within the boundaries of a heritage area or precinct, across the road from, or adjoining the side boundaries of a property listed in a heritage area or precinct. They may also apply to any other place the Town considers to have a potential impact on a heritage area or precinct. They are designed to ensure that the significance of a heritage area or precinct is not adversely affected by new development.

Design

- New development should not detract from the heritage significance of the existing heritage area or precinct.
- New buildings and structures may be designed in a contemporary style provided they are harmonious with the existing heritage area or precinct.
- The design should respect the materials, scale and proportions of the features of existing buildings without mimicking or copying historical details or styles.

Building Materials, Colours and Finishes

Materials, colours and finishes of new buildings and structures should take reference from and enhance the character of the existing heritage area or precinct without visually dominating the streetscape.

Roof Pitch and Form

Roof pitch and forms should take reference from the heritage area or precinct, unless it can be demonstrated that the alternative roof form proposed does not detract from the heritage significance of the area or precinct.

Provision of a Verandah, Porch, Balcony or Awning to the Street Elevation

- Verandahs, porches, balconies and awnings to new buildings should be designed to take reference from heritage buildings within the heritage area or precinct. The design should respect the materials, scale and proportions of the features of existing buildings without mimicking or copying historical details.
- Where these features are a dominant feature of a heritage area or precinct, development should be designed to continue the existing form and line to the street.

Fencing Style and Material

- Front fences should complement the design of buildings within the heritage area or precinct.
- Fences should be designed with reference to the original dominant fence style within a heritage area or precinct.
- Fencing style and materials should not mimic or replicate heritage fencing in the heritage area or precinct but rather be reflective of the style of the new development.

Location of Garages or Carports

- Carports or garages should not visually dominate the streetscape and be simple in design.
- Where possible, back lanes should be used for access to garages, carports or parking areas to reduce their impact on views of the building from the street and on the streetscape itself.
- Where possible, garages or carports should be set back a distance of 1.2m behind the building line in the same manner as additions.
- Open carports may be constructed forward of the main dwelling where no garage door is erected.
- Garages should not be constructed forward of the main dwelling.

Setbacks

- New buildings should match the setback of the houses on either side of the subject property. Where the front setbacks of the two adjoining buildings vary, the setback of the proposed development should be approximately midway between those of the adjoining buildings.
- Boundary walls adjoining heritage places are discouraged.

Scale and Proportion

- New buildings should not dominate or have an overpowering impact on the buildings within the area or precinct.
- New development should have comparable scale and proportion to the heritage places within the area or precinct as viewed from the street.

- Uncharacteristic, one-off examples of buildings already occurring in the immediate locality of a heritage area or precinct will not be considered in the streetscape assessment (i.e. single buildings of excessive bulk, scale or height).

Additional Considerations for Commercial Buildings

For all heritage listed commercial buildings the following additional matters will be considered in determining a Development Application.

Shop Fronts

Where original shopfronts remain:

- Elements dating from original or early shopfronts should be retained and conserved.
- Original shop-fronts should be reinstated to accord with documentary evidence of the original.

Street Facades

- It is common for commercial buildings to have substantial alterations at ground level to allow for increased display potential and accessibility. Where this has occurred the Council encourages the reinstatement of original form, symmetry and detailing of facades.
- Original street front facades are to be retained at both ground and upper floor levels.

Parapets

- Existing original parapets are to be retained.
- Reinstatement of missing historical parapets on heritage buildings as evidenced in historical documentary evidence is encouraged.

Verandahs and Awnings

- Existing original verandahs and awnings are to be retained where possible.
- Where practical, reinstatement of missing original verandahs and awnings as evidenced in historical documentary evidence is encouraged.

Signage

- New signage should not be visually dominant, obstruct key features of heritage buildings or detract from the visual appreciation of the place or precinct.
- Where new signage is being applied to heritage buildings it should be located on elements of the building traditionally used for signage.
- The colours and materials used for signage should complement the form of the heritage building and surrounding streetscape.
- Signage should be kept to a reasonable minimum when applied to heritage buildings.
- In addition to the objectives outlined above, all signage needs to take into consideration the
- Town's Local Law Relating to Signs and Signage Policy.

Glossary

Archival Record is a document containing drawing, photographs, written and electronic information prepared in order to record the state of a place at a given time, usually prior to demolition or major change. Archival records should be prepared in accordance with the State Heritage Office's (SHO) Guide to Preparing an Archival Record. A link to this document can be found on the Town of Claremont website and is available on the SHO website.

Adaptation means modifying a place to suit an existing use or proposed use.

Burra Charter means the Australian ICOMOS Charter for the Conservation of Places of Cultural Heritage Significance 2013. The Charter has been generally accepted as the standard for heritage practitioners in Australia. The broad concept of conservation for heritage places in the Charter is to "do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its heritage significance is retained."

Conservation means the management of a place in a manner that will enable its cultural heritage significance to be retained and yield the greatest sustainable benefit for the present community without diminishing the heritage significance of that place. It includes the preservation, stabilisation, protection, restoration, reconstruction, adaptation, and maintenance of a place.

Conservation Plan (also known as a Conservation Management Plan). A Conservation Management Plan is the principal guiding document for the conservation and management of a heritage place. The Conservation Management Plan should include information on the assessment of the place's heritage significance and clear and justifiable policies and actions to guide future sustainable development of the place. Conservation Plans should be developed in accordance with the to the SHO's Conservation Management Plan Standard Brief. This information is available on the SHO website.

Conservation Strategy (also known as a Conservation Management Strategy). Is a practical guide for the maintenance and conservation of a heritage place. It should contain an assessment of the building's condition and a schedule of maintenance and conservation works. A Conservation Strategy should be developed in accordance with the to the SHO's Conservation Management Strategy Brief. This information is available on the SHO website.

Cultural Heritage Significance means the relative heritage value of a place in terms of its aesthetic, historic, scientific or social significance for the present community and future generations.

Heritage Agreement means an agreement entered into pursuant to section 32(1) of the Heritage of Western Australia Act 1990. It is a legal contract between a landholder and the State to manage an area of private land in such a way as to protect its high conservation value. The agreement is registered on the property title and may cover part or all of a property.

Heritage Area means an area which exhibit specialised qualities, such as common architectural styles, periods of construction or historical significance.

Heritage Assessment means a systematic assessment that describes a place and its setting and states it's significant with reference to its nature and degree of significance, condition, integrity and authenticity. Heritage assessments should be undertaken in accordance with the State

Heritage Office's Assessment Criteria for Cultural Heritage Significance guidelines. This information is available on the SHO website.

Heritage Impact Statement means a report that evaluates the likely impact of a proposed development on the significance of a heritage place and its setting, or on the area within which it is situated. The report may also outline measures by which any detrimental impact may be minimised. The Heritage Impact Statement should address:

- How will the proposed works affect the significance of the place?
- What alternatives have been considered to ameliorate any adverse impacts?
- Will the proposal result in any heritage conservation benefits that may offset any adverse impacts?

Heritage Impact Statements should be prepared in accordance with the State Heritage Office's Guide. This information is available on the State Heritage Office website.

Heritage Place means a building, structure, site, area of land or other physical element valued for its heritage significance, together with associated contents and surrounds.

Heritage Precinct means groups of nineteenth and twentieth century commercial buildings which are both aesthetically and historically significant as examples of the changing development in commercial premises and the business districts that have developed along the railway line between Perth and Fremantle.

Immediate Locality of a Heritage Area or Precinct means any property within the boundaries of a heritage area or precinct; across the road from or adjoining the side boundaries of a property listed in a heritage area or precinct; or any other place otherwise considered by the Town to have a potential impact on a heritage area or precinct.

Interpretation means all the ways of presenting the significance of a heritage place. Interpretation can include the use of colour, lighting, furnishings, historic material or signage or a combination of these to tell the story of a heritage place.

Interpretation Plan is a document that explains the ways in which a place could be interpreted. Interpretation Plans should aim to increase both our understanding and our enjoyment of heritage places.

New Technologies includes solar collectors, hot water systems, air conditioning units and communication devices and the like.

Peer Review Panel means a panel appointed by the Town to review the assessment category of a heritage building. The Panel will consist of a chairman, the Town's heritage consultant, the applicant's heritage consultant and a further heritage consultant. The Panel's role is to make a recommendation on the review of a heritage classification of a place to Council.

Structural Condition Assessment means a report prepared by a registered structural engineer with demonstrated heritage experience that assesses the structural state of a building or element.


Other Relevant Policies and Documents

Local Planning Policy 123 – Retention of Residential Character

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	210/10	17/08/2010	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	154/15	01/09/2015	Ordinary Council Meeting
Modified	195/15	03/11/2015	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 127 – BICYCLE PARKING AND FACILITIES

	Local Planning Policy 127: Bicycle Parking and Facilities
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

The purpose of this policy is to guide Council on requirements for bicycle parking bays and end-of-trip facilities to assist in the satisfaction of concessions for parking provision under Local Planning Scheme No. 3 (LPS3) for non-residential development (excluding private junior, middle and senior schools) and encourage sustainable transport initiatives through the provision of facilities to encourage the use of bicycles for all types of journeys.

Policy

This policy applies to all non-residential development in excess of 400m² gross floor area (GFA). Where bicycle parking bays and end-of-trip facilities are provided in accordance with this policy, the proposed development may qualify for parking discounts as provided for under LPS3.

All developments with 400m² or more GFA are encouraged to provide bicycle parking bays in accordance with the following ratios.

ACTIVITY / USE	NUMBER OF BIKE PARKING SPACES FOR EMPLOYEES	NUMBER OF BIKE PARKING SPACES FOR CUSTOMERS / VISITORS
Shop (Small & Intermediate) Retail Store and Showroom 0 – 5,000m ² 5,000m ² – 10,000 m ² 10,000 m ² plus	1 space per 400m ² of GFA	1 space per 200m ² of GFA 1 space per 300m ² of GFA 1 space per 400m ² of GFA
All other uses	1 space per 400m ² of GFA	N/A

End of Trip Facilities

'End of Trip Facilities' means facilities which enable cyclists to securely park their bicycles, shower and change at the beginning or end of their journey to and from work. The facilities include separate male and female change rooms, showers and storage lockers.

'End of Trip Facilities' support the use of bicycle transport by allowing cyclists the opportunity to shower and change at the beginning or end of their journey to and from work. The following facilities are encouraged to be provided for all developments that provide 10 or more bicycle parking spaces:

- A minimum of one female and one male shower, located in separate changing rooms is encouraged. The changing rooms shall be secure facilities capable of being locked;
- Additional shower facilities are provided at rate of 1 female and 1 male shower for every additional 10 bicycle parking spaces, to a maximum of five male and five female showers per building; and
- Lockers are provided for every bicycle parking space provided (only if 10 or more spaces provided). Lockers shall be well ventilated and be of a size sufficient to allow the storage of cycle attire and equipment.

Location of Bicycle Parking and Facilities

All bicycle parking spaces and end-of-trip facilities should comply with the following:

- Bicycle parking shall be located at ground floor level and not require access via steps
- Bicycle parking shall be located as close as possible to main entrance points
- Bicycle parking shall be located in an area that allows informal surveillance of the facility to occur where ever possible, and
- Bicycle parking shall be located away from areas of high pedestrian activity in order to minimise inconvenience or danger to pedestrians.

This policy was initially prepared as a Local Planning Policy in accordance with Schedule 2 Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regs).

Other Relevant Policies and Documents

LPS3 Parking Provisions.

Residential Design Code requirements for bicycle parking.

Claremont North East Precinct Structure Plan.

Local Planning Policy 128 NEP Design Guidelines and Detailed Area Plans.

North East Precinct Structure Plan requirements for bicycle parking.


Local Planning Policy - Public Parking 205

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	30/16	01/03/16	Ordinary Council Meeting

Modified	228/18	18/12/2018	Ordinary Council Meeting
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LOCAL PLANNING POLICY 128 – NEP DESIGN GUIDELINES

	Local Planning Policy 128: NEP Design Guidelines
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

These design guidelines aim to encourage high quality architectural expression, form and consistency throughout the Claremont North East Precinct (NEP), as well as set out the primary design principles, objectives and requirements for all new development.

The Claremont NEP Design Guidelines are structured to include the following three elements to assist proponents in preparing their designs and applications.

Part A – Design Guidelines

Design Guidelines are detailed within the Claremont NEP Design Guidelines relating to:

- Urban design requirements relating to climate and site, interface to the public domain, precinct context, “discovery”, development diversity (commercial/retail and residential), active edges, public art, safety and surveillance, access, parking and service (vehicle access and parking) and signage.
- Built form design requirements relating to primary building controls (building depth, heights, and floor levels), architectural character (building character and proportions, facades, oval’s edge interface zone, building corners, roof forms, materials and colour, building entrances and balustrades and fencing), environmental design and performance (solar access, openings and ventilation, screens and awnings, noise and acoustics, street overhangs and shading, energy efficiency, water saving, lighting and stormwater management), outdoor space (private and communal) and building services (waste management, drying areas, mechanical services, storage and end of trip facilities).
- Landscaping Design.

Part B – Detailed Area Plans

It is noted that as part of the NEP Design Guidelines document approved by Council on 9 December 2014, Part B contains Detailed Area Plans (DAP) which outline the mandatory fundamental development controls to address specific requirements of development site and its local context. The DAP are adopted as a variation to in accordance with Clause 75P of the Scheme. All developments will be assessed against the requirements and intent of the DAP. Where there is inconsistency between the Residential Design Codes and DAP, the requirements of the DAP shall prevail. Where there is an inconsistency between the Scheme and the DAP, the Scheme shall prevail

The DAP are structured in two parts:


- General Provisions - Outlines key requirements and considerations that apply to all lots within the Claremont NEP.
- Site Specific Provisions - Articulates the mandatory criteria that must be met for all development on a site by site basis.

[NEP Design Guidelines](#)

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	200/14	09/12/2014	Ordinary Council Meeting
Modified	107/15	16/06/2015	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 129 – RESIDENTIAL AMENITY

	Local Planning Policy 129: Residential Amenity
Key Focus Area: Liveability	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

This Policy has been prepared by the Town of Claremont in response to community concerns regarding the incompatibility of some new dwellings, and additions to existing dwellings, with existing residential development. The community believes that some aspects of residential development are not suitably addressed by the Residential Design Codes (RDC) and may result in unreasonable amenity impacts.

The Town of Claremont seeks to protect neighbourhood amenity.

This Policy is highly selective in terms of the areas of its application. It applies to single dwelling developments in the first instance, however may also apply to other forms of residential development in the locality.

The RDC encourages local governments to prepare local planning policies to address local issues.

Local Planning Scheme No. 3 (LPS3) (Clause 46) requires (among other things) that development in the Residential zone shall have regard to the following objectives:

- the continuation of the domestic scale and architectural character of the area of the proposed development and
- the preservation of the traditional housing character of the zone.

The Claremont community has registered some disquiet with various residential development proposals, and more generally with the erosion of amenity resulting from zincalume or other highly reflective roofs and overlooking from significant windows to non-habitable rooms.

Policy

The objectives of this Policy are to:

- ensure that when new residential development is proposed, due consideration is given to the preservation of reasonable amenity for occupiers of adjoining properties and the surrounding area.
- provide guidance in the consideration of amenity impacts arising from proposals seeking a Building Permit without the submission of a Development Application due to exemptions for development provided for under Schedule 2, Part 7, Clause 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regs).
- to ensure development does not impact on local amenity in terms of roof reflectivity or overlooking from large windows to non-habitable rooms and areas which may otherwise comply with the deemed-to-comply provisions of the (RDC).

Status/Application:

When dealing with applications for a Building Permit or Development Application for residential development, an assessment of the amenity impacts of the development is to be taken of the proposal consistent with the intent of Clauses 76 and 77 of LPS3 and Schedule 2, Part 7, Clause 67 of the LPS Regs.

This Policy has initially adopted under Clause 82 of LPS3 as a Local Planning Policy and reviewed under Schedule 2, Part 2, Clause 5 of the LPS Regs. This means that both the Town and prospective applicants for Building Permits and Development Approvals are obliged to take the Policy into account. Variations and departures may be possible, however these will need to be suitably justified by the both the applicant and the Town.

This Policy endeavours to complement the RDC by augmenting and further developing specific provisions with more specific policy measures pertinent to residential development within the Town of Claremont. If there are inconsistencies between the provisions of the RDC and this Policy, the provisions of this Policy shall prevail.

Interpretations:

Amenity for the purposes of this Policy means all those factors which combine to form the character of an area and include the present and likely future amenity.

Policy Statement:

In considering the impacts of a proposed residential development on the amenity of an adjoining property and/or the surrounding locality, the Council may have regard to any factor relevant to the amenity of the adjoining property and/or the surrounding locality and the impact of the proposed development upon that amenity including but not limited to:

- Impacts of roof reflectivity and glare.
- The design and external appearance of a wall cladding of any new building or addition and its effect on the amenity of existing buildings on the adjoining properties or on the surrounding area.
- Impacts of overlooking from non-habitable rooms and areas.
- Access to daylight and ventilation to major openings.
- The sense of confinement resulting from cumulative building bulk.
- Any relevant development amenity matter relating to residential development which is not addressed under the provisions of the RDC.

- Any other relevant aspect of the character of the adjoining property and/or the surrounding area (as the case may be) that may be affected by the proposed development.

Development Applications:

The definition of development and requirements for submissions of Development Applications are as set out in LPS3 Schedule 2, Part 8 of the LPS Regs.

Under LPS3 a Development Application must be submitted for any development on land zoned for residential use where it is not exempted from this requirement under the terms of LPS3 Schedule 2, Part 7, Clause 61 of the LPS Regs. If an application is lodged for a Building Permit which complies with the deemed-to-comply provisions of the RDC, LPS3 provisions or requirements of other local planning policies, Structure Plans or Detailed Area Plans adopted by Council in accordance with LPS3 and Schedule 2, Part 7, Clause 2 of the LPS Regs, and the plans do not adequately address the amenity considerations of this Policy, the building plans are to be modified to address the amenity considerations of this policy to the satisfaction of the Town, or the owner is to lodge a formal application for Development Approval for the determination of the amenity impacts of the development in accordance with the provisions of Schedule 2, Part 7, Clause 67 of the LPS Regs.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	89/15	19/05/2015	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 201 – LICENSED PREMISES WITHIN THE TOWN OF CLAREMONT

	Local Planning Policy 201: Licensed Premises Within the Town of Claremont
Key Focus Area: Prosperity	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

To guide decision making with respect to the location and operation of premises licensed by the WA Department of Racing, Gaming and Liquor (the Department) to sell alcohol to members of the public in the Town of Claremont.

Policy

The Town recognises the intent of amendments to liquor licensing legislation made by the State in May 2007 amongst other things aimed at:

1. Making licensing less legalistic.
2. Dealing with problems of alcohol abuse in some communities.
3. Balancing changes in opening hours and the types and operation of liquor licenses with increased responsibilities for licensees such as mandatory staff training, management plans, and public impact assessments, and
4. Maintaining a sense of vitality and vibrancy in the State.

The Town also recognises the opportunities that changes to liquor licensing provides in terms of potentially differentiating commercial, business and entertainment areas of Claremont from other competing regional centres, as well as their use in working towards achieving the aims of the Town's Community Safety and Crime Prevention Plan aimed at introducing a variety of licensed premises in the Town Centre, as well as the objectives of the Town Centre Review in encouraging redevelopment of potentially non compatible uses such as nightclubs.

In terms of balancing the contribution that licensed premises can make to the vibrancy and viability of Claremont, the Town will request the Department as part of its conditions of approval to require licensees to:

1. Commit to the principles and endorsed guidelines of the Western Accord or as amended.

2. Attend meetings of the Licensed Premises Community Group hosted by the Town of Claremont.

The Town will monitor operation of licensed premises to the extent that it is authorised to do so in terms of maximum patron numbers, littering and noise abatement, and will make observations about matters that may be outside its jurisdiction to the Licensed Premises Community Group, for resolution wherever possible.

The number of inspections of licensed premises to be carried out will depend on performance, with a focus on particular premises that may be of concern, while those that have demonstrated a good track record may have a reduced level.

Serious or repeated problems will be reported to the Department for resolution. The number specified within the Number of Uses Table will determine the maximum number of a particular type of premise, as defined by the type of licence granted under the provisions of the *Liquor Control Act 1988*, which can be developed within the Town.

Number of Uses Table:

Land Use	Zone	Number Permitted
Small Bars	Claremont Town Centre	Four
Small Bars	Local Centre	1 in Each Local Centre

The requirements specified within the Uses Restriction Table will be considered when determining an application for development approval where the proposal involves the sale of liquor in accordance with a licence granted under the provisions of the *Liquor Control Act 1988*, or any extension of trading in accordance with an extended trading permit granted under that Act.

Uses Restriction Table:

Land Use	Restrictions
Small Bars	A Small Bar is not to be located within 20 metres of any other hotel, nightclub, tavern or Small Bar.

In all cases where licensees propose to make use of amplified music, the Town will request the Department to require the applicant to provide it with a noise consultant's report and associated recommendations for noise attenuation measures to be installed on the premises as a condition of approval.

With respect to 'liquor without a meal' applications, the Town will issue Section 40 – Certificates of Local Planning Authority under the *Liquor Licensing Act 1988* for properties where 'restaurant' is an approved use under its Scheme providing applicants comply with the public impact assessment tests required by the Department, and that applicants agree to participate in the Western Accord (or as amended) and the Licensed Premises Community Group as detailed in item 3 above.

In principle, the Town supports the extension of 'liquor without a meal' permits to alfresco areas, subject to any conditions that has been or is imposed by the Department in the balance of the restaurant also applying to the alfresco area, and which should include:

1. The restaurant kitchen to be open at all times that liquor is sold to patrons in the alfresco area, and that the full menu is available.
2. Liquor may only be consumed by patrons while seated at a table or a fixed structure used as a table.
3. The sale of liquor can only be to patrons seated at tables by restaurant staff only.
4. The alfresco area while in operation must always be set up and presented for dining – tables and fittings must not be removed or relocated in order to create 'talk' spaces, function areas or dance floors.
5. The alfresco area cannot be promoted or advertised as anything other than being part of a restaurant.

The Town does not support 'breakout' areas on Council property or areas under Council's care, control and management.

The Town will continue to monitor the impact of licensed premises via the Licensed Premises Community Group and amend its Policy as required from time to time.

Other Relevant Policies and Documents

NIL


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/ Modified	Minutes Reference	Date	Meeting Type
Adopted	86/09	2009	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Reviewed	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	20/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 202 – TOWN CENTRE ZONE SIGNAGE

	Local Planning Policy 202: Town Centre Zone Signage
Key Focus Area: Prosperity	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

This policy sets out the requirements of the Town of Claremont for all signs with the exception of those outlined in 5.4.2, within the Town Centre Zone including the erection and management of signs fixed on or adjacent to private buildings viewable from the public domain and signs located in the public domain. In developing this policy the Town:

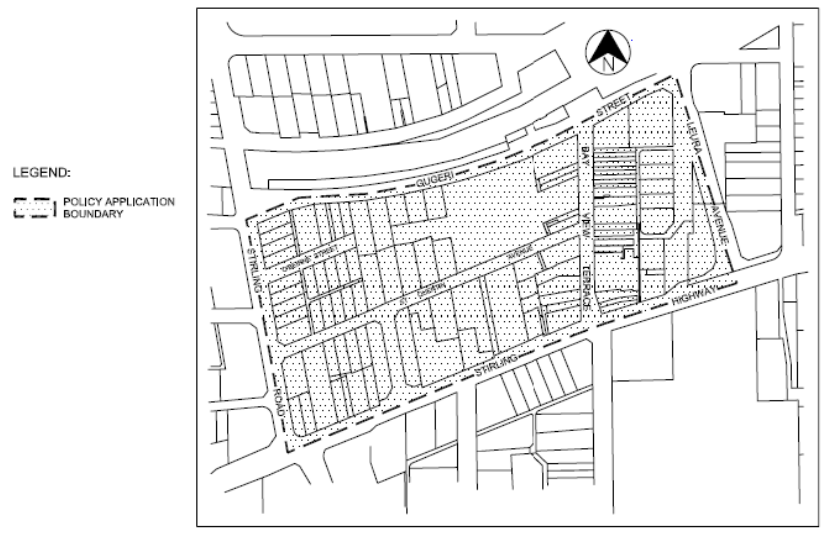
1. Recognises the legitimate need for signs to give direction and to identify and promote businesses and buildings;
2. Acknowledges that signage should achieve these legitimate objectives without negatively impacting on the amenity of the Town Centre environment or constituting a hazard for pedestrians or motorists; and
3. Accepts a responsibility to the wider community to ensure that signage is appropriately assessed and managed.

The policy has been prepared by the Town under clause 82 of the Town's Local Planning Scheme No. 3 ('LPS3') and has been reviewed in accordance with Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regs). It is noted however that Clause 61(h) of the LPS Regs exempts signage proposals from the need to apply for Development Approval unless a property is heritage listed in the Town Centre Zone. Notwithstanding, the associated Local Law – Relating To Signs provides discretion for this Policy to allow for variations to the Local Law in accordance with this Policy within the Town Centre Zone.

The Policy applies to the Town Centre Zone as delineated in LPS3 Map 1 illustrates the policy area boundary, but for clarity, the Town Centre Zone does not include land contained in the

Metropolitan Region Scheme Primary Regional Roads Reserve along Stirling Highway or the former Primary Regional Roads Reserve removed as a result of Metropolitan Region Scheme Amendment No. 1210/41.

Map 1: Policy Area Boundaries



Map 1

Policy

1. Objectives

Signs should be in keeping with the character of the street and the prevailing building style, should avoid causing unnecessary distraction and be safe. In this regard, signs within the Town Centre Zone shall conform to the following Policy Objectives:

1.1 Aesthetics

- To encourage signs which contribute to the visual quality of the Town Centre and are in sympathy with the street and building type on which they are located
- To protect significant heritage characteristics of buildings, streetscapes, vistas and the Town Centre skyline against offensive and any other inappropriate signage
- To encourage innovative, unique and creative signs where appropriate
- To prevent visual pollution caused by unnecessary proliferation of signs by encouraging signs that adequately and effectively serve their purpose, and To encourage the rationalisation of existing signs when amendments are made to existing signs.

1.2 Amenity

- To ensure that the appearance, size, illumination, materials and other aspects of signs do not adversely affect an area through overshadowing, glare or in any other way, and

- To ensure that signs do not block important views, obscure architectural detailing or are detrimental in any other way to the amenity of adjoining properties and/or the surrounding streetscape.

1.3 Safety

- To ensure that signs are designed and located to avoid danger or unnecessary distraction to motorists, pedestrians or other road users.

2. Procedural Requirements

2.1 Signage Approval from the Town of Claremont

- The Town shall require that signage approval be obtained for the construction or erection of:
 - Any permanent sign visible from a public space
 - Any change or alteration to a permanent sign visible from a public place, unless the sign is of a type listed in Schedule 3.
- Existing authorised advertising signs may continue to be displayed in accordance with any licence or approval previously granted by the Town.
- Until such time as the deemed provisions under Schedule 2 Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* are amended, signage proposals within this Policy area do not require and application for Development Approval unless the sign is proposed to be located on a heritage building.

2.2 Main Roads Western Australia (MRWA)

Note: MRWA has a responsibility in administering and approving roadside signage along Stirling Highway where the signage is proposed to be located on the main road reserves. Additional information on the referral requirements for applications for roadside signage along Stirling Highway can be obtained from the Town.

Applications for roadside signage along Stirling Highway should be made direct to the Town, which will refer the application onto MRWA for its consideration.

2.3 Information to be Submitted as Part of Signage Application

Information to be submitted as part of a signage application under this policy is stipulated in Schedule 2 of this policy.

2.4 Development Approval Not Required

Types of signs that are exempt from the requirement to obtain Development Approval from the Town under this Policy are stipulated in Schedule 3 and under Clause 61(h) of the LPS Regs. Notwithstanding any exemptions which apply under the LPS Regs, applications for Sign Licences will take into account the provisions of this Local Planning Policy.

3. Policy Statement – Assessment Criteria

In assessing any proposed signage, the Town shall apply the following criteria:

3.1 Location of Signs

Unless otherwise approved by the Council, no sign may be erected or maintained:

- So as to obstruct a view of traffic from a street or other public place such that it may cause a hazard to pedestrians or motorists or cyclists
- On any ornamental tower, spire, dome or similar architectural feature
- So as to obstruct the access to or from any door, fire escape or window (other than a window designed for the display of goods)
- So as to hinder pedestrian movement and constitute a danger
- So as to obstruct the movement of any pedestrian or vehicle in any street or thoroughfare
- On any light, power pole or traffic light or traffic sign
- On any tree, shrub or plant, and
- Such that the light from the sign, in the opinion of the Town, is so intense as to cause, or potentially cause, a nuisance to the public.

3.2 Signs Not Permitted

To protect the aesthetics and amenity of the Town Centre, the following signs are not permitted in the Town Centre Zone:

- Above roof or sky signs
- Roof signs
- Third party advertising or general advertising signs
- Tower signs
- Tethered signs, and
- Offensive signs (signs the content of which could cause offense to members of the local community).

Note: Definitions of the abovementioned signs can be obtained in this Policy and Section 5 of the Town of Claremont Local Law Relating to Signs.

3.4 Maximum Size and Number of Signs

The maximum size and number of signs permitted in the Town Centre are stipulated in relation to the categories of signs set out in Table 1 below:

TABLE 1: SIGNAGE TYPOLOGIES			
Permanent signs fixed on or adjacent to a private building			Other signs not intended to be assessed under this Policy
Primary Advertising Sign (see clause 3.4.1)	Secondary Advertising Sign (see clause 3.4.1)	Lifestyle Advertising Sign (see clause 3.4.1)	Local Law requirements apply
<u>Signs include:</u> 1. Illuminated Sign 2. Clock 3. Horizontal Sign			<u>Signs Include:</u> • Illuminated Sign • Clock

4. Projected Sign 5. Verandah Sign 6. Vertical Sign	<ul style="list-style-type: none"> • Development Sign • Direction Sign • Hoarding • Institutional Sign • Low Level Sign • Panel Sign • Portable Sign • Pylon Sign • Sale Sign • Semaphore Sign • Sign under Verandah • Temporary Community Banner • Temporary Community Sign • Window Sign
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Note: Definitions for 'Primary Advertising Sign', 'Secondary Advertising Sign' and 'Lifestyle Advertising Sign' and the types of signs included in Table 1 are included in Schedule 1 of this Policy and the Town of Claremont Local Law Relating To Signs.

3.4.1 Permanent Signs Fixed on or Adjacent to Private Building

The assessment criteria for permanent signs fixed on or adjacent to a private building include the following:

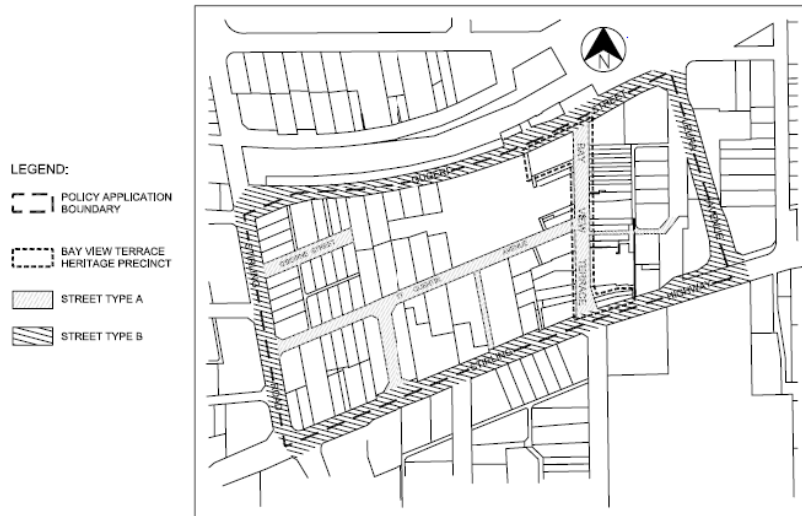
- Lifestyle Advertising Signs are only permitted on buildings that have a minimum Gross Leasable Area of 500m².
- Where a building includes more than 2 retail/commercial tenants and subject to an application conforming to 5.3, tenancy identification signs as identified in 5.4.3 may be allowed in addition to primary advertising and are to conform to the Town's Local Relating to Signs.
- Permanent signs fixed on or adjacent to private buildings that are located on a street that falls within the definition of 'Street Type A' depicted on Map 2 are to conform to the specific requirements included in Table 2, which are in addition to and do not detract from the requirements set out in clause 5.3.

TABLE 2: 'STREET TYPE A' REQUIREMENTS (Refer to Map 2)		
Typology	Maximum Size	Total Number of Signs Allowed
Primary Advertising Sign	10m ² per sign	2
Secondary Advertising Sign	5m ² per sign	1
Lifestyle Advertising Sign	5m ² per sign	3

- Permanent signs fixed on or adjacent to private buildings that are located on a street that falls within the definition of 'Street Type B' in Map 2 are to additionally conform to the specific requirements included in Table 3, which are in addition to and do not detract from the requirements set out in clause 5.3.

TABLE 3: 'STREET TYPE B' REQUIREMENTS (Refer to Map 2)		
Typology	Maximum Size	Total Number Of Signs Allowed
Primary Advertising Sign	25m ² per sign	3
Secondary Advertising Sign	15m ² per sign	2
Lifestyle Advertising Sign	15m ² per sign	3

In accordance Streets that are categorised as either 'Street Type A' or 'Street Type B' are indicated below in Map 2.



Map 2 – Location of Street Types A and B

3.4.2 Other Signs Not Intended to be Assessed Under This Policy

The following types of signs shall conform to the relevant requirements included in the Town's Local Law Relating to Signs:

- Illuminated Sign
- Clock
- Development Sign
- Direction Sign
- Hoarding
- Low Level Sign
- Panel Sign
- Portable Sign

- Projecting Sign
- Pylon Sign
- Sale Sign
- Semaphore Sign
- Sign under Verandah
- Temporary Community Banner
- Temporary Community Sign, and
- Window Sign.

3.5 Sign Types Not Listed

In assessing any signage application that is considered not to be included within the abovementioned signage typologies contained in this Policy, the Council will have regard to the context of the proposed signage and the application's compliance with all of the Policy objectives.

3.6 Bay View Terrace Heritage Precinct

It should be recognised that the Town Centre Zone includes the Bay View Terrace Heritage Precinct ("Heritage Precinct") (see Map 2) of this Policy and that the heritage values of buildings and places located within the Heritage Precinct shall be protected. Additional information in relation to the Heritage Precinct can be obtained from the Town.

In addition to the requirements for all signs stipulated in 5.4.1 and 5.4.2, applications for signs on a heritage building or place within the Heritage Precinct shall conform to the following criteria;

1. Materials, style, design and lettering are to address and conform to the heritage features of the building
2. Appropriate colouring and lettering should be incorporated into the proposed sign in order to reflect the historical time period of the building
3. Signs should be in harmony with the exterior design of the building to which they are fixed
4. Signs may be applied to the façade in a manner appropriate to the period and function of the building or otherwise shall be below the awning level, and
5. Signs shall be affixed in such a way that they cause no damage to the building and may be removed without leaving evidence of the sign having been affixed.

3.7 Additional Criteria

Notwithstanding that a sign complies with the provisions of this Policy, Council may refuse consent if such a sign would, in its opinion, be injurious to the amenity, aesthetics or safety of the Town Centre.

3.8 Assessment of Non-Complying Applications

An application for approval of signage that:

- a) Complies with the assessment criteria contained in clause 3.5 of this Policy may be approved under Delegated Authority.
- b) Does not comply with the assessment criteria contained in clause 3.5 of this Policy may be approved under Delegated Authority, having regard to the objectives of the Policy.

Schedule 1 – Dictionary of Defined Words and Expressions

Note: Unless stated otherwise, any word or expression in this Policy that is not defined in Schedule 1, has the same meaning as is given to it by the Town of Claremont Local Law Relating to Signs as amended.

The following Terms are used in this Policy:

‘Aesthetics’ means that aspect of planning that deals with visual quality. The aesthetic features of signage are dependent on the following circumstances:

- Location, setting and use of the building
- Location of the sign in the context of the building
- The size of the sign
- The number of signs
- The impact of the sign, and
- The purpose of the sign.

‘Adjoining property’ means any lot which shares a boundary or portion of a boundary with a lot upon which there is a building or is separated from that lot by a right-of-way, vehicle access-way, pedestrian access way or the equivalent not more than 6 metres in width;

‘Amenity’ means the quality, conditions and the characteristics of a locality or a lot or building (as the context requires) which contribute to their pleasantness, harmony and better enjoyment. In considering the impact on amenity caused by signage applications, the following outcomes should be considered:

- a) Overshadowing, glare and substantial (and inappropriate) illumination;
- b) Blocking important views around the Town Centre;
- c) Obscuring architectural detailing on heritage buildings; and
- d) Distraction caused by visual pollution.

‘Application’ means the completed form lodged for the purpose of obtaining a planning approval from the Town of Claremont.

‘Building Area’ means the area of the building façade facing the street calculated by multiplying the height and length of the building wall.

‘Gross Leasable Area’ means the area of all floors capable of being occupied by a tenant for the tenant’s exclusive use, which area is measured from the centre lines of joint partitions or walls and from outside faces of external walls or the building alignment, including shop fronts, and includes basements, mezzanines and storage areas.

‘Height of Building Wall’ means the vertical distance from natural ground level to the roof or parapet at any point.

‘Heritage Building or Place’ means a building or place:

- Entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990 (administered by the Heritage Council of WA), or
- Subject to Clause 79 of Local Planning Scheme No.3, relating to places of cultural heritage significance, or
- Listed in the Town of Claremont Municipal Heritage Inventory.

‘Lifestyle Advertising Sign’ means a sign that functions to position members of the public to associate a group of retail or commercial tenancies, range of retail offerings or products with a certain way of life in either a positive or negative manner. Outstanding or distinctive features of particular lifestyles, such as glamour, indulgence, excitement or risk, may also be evoked as being connected with a product in this type of advertising. This type of sign may also have the purpose of providing an umbrella brand or trademark for a number of sub-brands or retailers.

‘Length of Building Wall’ means the horizontal distance of the wall.

‘Offensive Sign’ means a sign the contents or design of which may, in the opinion of Council, cause offence to some members of the local community or a majority of people. Offensive signage may involve the use of obscene or insulting language and/or images, the discriminatory or inappropriate portrayal of people including children, the portrayal of violence, the portrayal or suggestion of sex acts, nudity, and abuses of health and safety.

‘Development Approval’ means approval by the responsible authority under any Local Planning Scheme controlling land development and use within the district.

‘Primary Advertising Sign’ means a sign the primary purpose of which is to identify a site by:

1. Identifying the name of a company or other organisation that owns or substantially occupies the site or building on which the advertisement is located; and/or
2. Displaying directional or other related specific information of the name of a company or other organisation that owns or substantially occupies the site or building on which the advertisement is located.

‘Projected Signs’ means a sign projected onto a building, screen or other structure and for the purposes of this Policy are considered permanent signs fixed onto a private building.

‘Public Place’ means any place to which the public has access;

‘Secondary Advertising Sign’ means that type of sign that is not essential or primarily intended for site identification, but rather serves the function of attracting customers by identifying the logo or catchphrase of the company or other organisation that owns or substantially occupies the site or building on which the advertisement is located.

‘Sign’ includes a signboard or any message, direction or representation whatsoever displayed on a building or structure, a bunting sign, a clock other than a clock which is built into a wall and does not project beyond the face of the wall, a flag, and bunting, whether they contain a written message or not, and every other type or style of sign defined or referred to in this Policy and the Town of Claremont Local Relating to Signs.

‘Signage Typology’ is a categorisation of permanent signs fixed on or adjacent to a private building according to the intended purpose or function of those signs. For the purposes of this Policy these typologies include:

- Primary Advertising Signs,
- Secondary Advertising Signs, and
- Lifestyle Advertising Signs.

‘Street Type A’ means those streets located within the Town Centre Zone such as Bay View Terrace, St Quentin Avenue, Avon Way, Church Lane and any other laneway or Right-of-Way which are narrow, pedestrian focused streets as depicted in Map 2.

‘Street Type B’ means those streets located within the Town Centre Zone such as Stirling Highway, Gugerri Street, Stirling Road and Leura Avenue which are listed in Appendix XI of the LPS as ‘streets deemed to carry high volumes of vehicle traffic’ and are therefore considered vehicle focused streets as depicted in Map 2.

‘Temporary Community Sign’ means any sign intended to be in situ for a defined period of time only, generally being up to 3 months.

‘Third Party Advertising or General Advertising’ means that type of sign:

1. Displaying the name, logo, or symbol of a company or other organisation that does not own or substantially occupy the site or building on which the advertisement is located, or
2. For a product or service not provided on the site on which the advertisement is located, or
3. For a product or service that does not form part of the signage displaying the name, logo or symbol of a company or other organisation that owns or substantially occupies the site or building on which the advertisement is located, or
4. For an activity or event not occurring on the site on which the advertisement is located.

‘Sign Area’ incorporates the outer dimension of the frame, border, structure or silhouette containing the letters, numbers, illustrations and background, which together constitute the total contents of the sign.

‘Visual Pollution’ includes an over-proliferation of ad-hoc signage with a variety of different styles and colours on the one site, too much text, and building addresses not easily identifiable under a mass of information which potential customers are unlikely to be able to read.

Where applicable, any word or expression in this Policy and not defined in Schedule 1 of this Policy has the same meaning as is given to it in the Town of Claremont Local Law Relating to Signs as amended.

Schedule 2 – Information to be Submitted with Application

A Development Application or application for a Sign Licence is to be accompanied by supporting information in the form of such plans, elevations, graphics, photographs or other information considered necessary by the Town to present the scope and nature of the proposed advertisements. Unless the Town waives any particular requirement, every application is to be accompanied by:

- a) Details of all materials to be used in the fabrication of the sign
- b) The shape and dimensions of the sign
- c) The shape and dimensions of the building on which the sign will be located
- d) The number, size and location of existing signs on the site, and the proposed signs placement and visibility of the proposed sign
- e) Details of the proposed means of illumination of the sign, if any, and the associated impact of this illumination on the surrounding environment
- f) Details of the proposed means of animation, if any
- g) Details of the structural adequacy of the advertisement
- h) Information about whether or not the sign is wholly or partly for third party advertising
- i) The signs scale relationships (dimensional or proportional relationships to spaces and other physical elements such as buildings, landscaping and people), and
- j) The nature of existing signs on adjoining properties.

Schedule 3 – Signs That Are Exempt from Obtaining Development Approval

The following signs are exempt from obtaining Development Approval but **may require a Sign Licence to be obtained from the Town's Building Services department** regardless of whether or not Development Approval is required:

- a) A sign erected by Council on land under the care, control and management of Council;
- b) A sign within a building
- c) An election sign from a period of three weeks before the subject election to three days following that election
- d) Temporary community signs or notices or an advertisement affixed to or painted on a shop window by or on behalf of the occupier thereof and relating to the business carried on therein provided that not more than 25 percent of the area of the window is so used
- e) A sign that is required by the Builders Registration Board or other government body or authority to be displayed on a building site provided that
- f) The area of the sign does not exceed 1.5m², and
- g) No part of the sign's structure is more than 20m above the ground directly below it
- h) Any such sign shall be removed within seven days of completion of the building works on the building site, and
- i) A portable sign not exceeding 1 metre in height and 0.8 metres in width that is placed on privately owned land, it is the only portable sign to be on that land and is located at least 1 metre inside the front boundary of that land.

Other Relevant Policies and Documents

Local Law – Relating to Signage


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	72/08	01/04/2008	Ordinary Council Meeting
Reviewed	210/10	05/10/2010	Ordinary Council Meeting
Reviewed	360/13	10/12/2013	Ordinary Council Meeting
Reviewed	203/14	09/12/2014	Ordinary Council Meeting
Reviewed	226/15	15/12/2015	Ordinary Council Meeting
Modified	206/16	13/12/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 205 – PUBLIC PARKING

	Local Planning Policy 205: Public Parking
Key Focus Area: Prosperity	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

The purpose of this Policy is to guide Council on the application of costs associated with the satisfaction of car parking provisions of Local Planning Scheme No. 3 (LPS3) relative to non-residential development, with particular emphasis on cash-in-lieu requirements under the Scheme for car parking.

Policy

This Policy identifies where land available for Council to make plans for the provision of public or joint venture parking stations within the town.

This Policy clarifies the arrangements for cash-in-lieu payments under LPS3.

Cash-in-lieu payments may be made to Council to satisfy the parking requirements of LPS3. The payment will vary dependant on the realistic cost for construction of a future decked parking station. Opportunity for public parking adjacent to or within the Town Centre and Local Centre zones must be identified by the Town prior to accepting a cash-in-lieu payment for parking.

Public parking provided on land owned or controlled by the Council is a finite resource. In managing the use and allocation of public parking bays, Council is making a conscious decision on depletion of this resource and the long term availability of public parking for uses which are considered desirable within the Town. Whether the proposed land use should be encouraged is a contributory factor to the allocation of these parking bays.

Opportunity for construction of a parking station along Stirling Highway is limited except for within (and immediately adjacent) the town centre. Accordingly, this Policy does not propose that cash-in-lieu for parking be allowed for development in the Highway zone unless safe access can be provided and the parking station will not have a detrimental impact on the amenity of adjoining residential properties.

This Policy assigns cost estimates relative to the long term construction cost for decked parking bays. These cost estimates are subject to review bi-annually at the time Council sets its annual budget.

Where existing land owned or controlled by the Town in or adjacent to the Town Centre and Local Centre zones is available for the construction of a decked public parking station, the cost of providing public parking does not include land acquisition, but is based on the realistic cost of providing for decked parking facilities at \$30,000 per bay (see note on 'preferred uses' below).

Council under the terms of this Policy, may take into account the desirability of the use being contemplated in setting the cash-in-lieu payment under the Scheme. A 'preferred use' in the town centre may be afforded the maximum support by applying a concession for cash-in-lieu parking bays.

This Policy identifies 'preferred uses' as being existing buildings containing 'Shops (small)', 'Restaurants', 'Small Bars', 'Consulting Rooms' and 'Office' (above ground level), 'Hairdressers and Barbers', and 'Beauty Salons' with a gross floor area of 300m² or less located within the Town Centre in Bay View Terrace, St Quentin Avenue or the associated laneways.

In order to encourage 'preferred uses' in the town centre, the Town will allow a 50% concession to apply to the cash-in-lieu payment of \$30,000(reduced to \$15,000).

This policy was initially prepared as a Local Planning Policy in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regs).

Other Relevant Policies and Documents

- LPS3 Parking Provisions
- Claremont North East Precinct Structure Plan
- Claremont NEP Design Guidelines and Residential Design Codes Requirements for Bicycle Parking
- Local Planning Policy on Bicycle Parking and Facilities LV127.


Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	30/16	01/03/2016	Ordinary Council Meeting
Modified	228/18	18/12/2018	Ordinary Council Meeting

LOCAL PLANNING POLICY 206 – CHILD CARE CENTRES

	Local Planning Policy 206: Child Care Centres
Key Focus Area: Leadership and Governance	Responsibility: Director Planning and Development Relevant Council Delegation: NIL

Purpose

The purpose of this Policy is to guide Council on requirements relating to the location, site characteristics, environmental suitability, design, traffic, access, noise and health impacts and safety issues relating to and when considering applications for Development Approval for Child Care Centres.

This Policy relates to the provision of a “Day Care Centre” in accordance with LPS3, and where appropriate, the provision of limited “Family Day Care Centres” in single house or grouped dwellings subject to the specific requirements referred to below.

The objectives of the Policy are to:

- Provide guidance on the appropriate location of Child Care Centres in the Town relative to their surrounding area
- Minimise the impact of Child Care Centres on the surrounding locality, in particular the amenity of existing residential areas
- Minimise the impact of the surrounding area has on the Child Care Centre, and
- Consider the health and safety of children attending the centre.

Policy

Location Requirements

Child Care Centres are to be located where they:

- Provide a strategic distribution of centres for the community it serves
- Are close to or part of appropriate commercial, recreation or community nodes and education facilities. Preferred locations are on lots zoned “Local Centre”,

“Town Centre”, “Highway”, or “Educational”, or on “Residential” lots immediately adjacent to these zones, subject to compliance with the LPS3 provisions.

- Are in areas where adjoining land uses are compatible with Child Care Centres, serviced by public transport, considered suitable from a traffic engineering/safety point of view, and
- Are of sufficient size and dimension to accommodate the development without impacting on the amenity of the surrounding area.

Child Care Centres are not to be located:

- In or adjacent to areas of soil contamination or groundwater pollution (where play areas and gardens are reticulated)
- Where access is from major roads or in close proximity to a major intersection where there may be safety concerns or where access is from a local access street which may result in traffic, parking or associated amenity concerns in the street
- Where adjoining uses/potential uses may produce unacceptable levels of noise, fumes or emissions or pose a potential hazard by reason of activities or materials stored on site, or where noise from nearby roads and railways are likely to have an adverse impact on the site.

Site Requirements

Sites should be of sufficient size, shape and dimension to accommodate the development (inclusive of buildings with required setbacks, parking, outdoor play areas and landscape buffer strips); and be level/non elevated sites to reduce impacts on access and noise transfer/mitigation.

Development Requirements

The following development requirements are stipulated in addition to specific requirements applicable under LPS3, in particular cl.36(6) and cl.37(A):

- Visual appearance of developments should reflect the character of the area, enhance its amenity and ideally be purpose built or adapted to be suitable/appropriate for regular use of children.
- Parking areas are to be located at the front of the building and provide for access to and egress from the site in forward gear.
- Parking for staff and children is to be at a rate of one space per five children. Where located in areas or with access from streets with limited capacity to accommodate overflow parking, on-site parking should be increased at a rate of 0.5 bays per staff member.
- Outdoor play areas to be in a safe location away from high traffic areas and also away from any adjoining noise sensitive premises such as dwellings and nursing homes.
- Landscaping and masonry fencing is to be provided along all adjoining residential property boundaries to reduce potential amenity and visual impacts on adjoining

residents. Landscaping shall not contain toxic plants, and be provided along street frontages with a minimum width of 2 metres compatible with adjoining residential properties and at a height which does not result in an access/visibility hazard at the access crossover.

- A traffic impact statement shall be provided with all applications which addresses the site and its location, the expected trip generation, parking requirements and parking area design (including access located in accordance with LPS3 requirements), existing and future traffic conditions, current road safety conditions including crash history in the immediate locality, and the expected impact on existing and future traffic conditions.
- No access is to be permitted direct from a Primary or Regional Distributor Road, a Right of Way or short Access Road such as a cul-de-sac or no through roads.
- A noise impact assessment shall be provided with all applications which address the prime objectives of limiting the impact of a Child Care Centre on adjacent residential properties and also limit the impact of external noise sources on the Child Care Centre.
- Hours of operation should be limited to between the hours of 7.00am and 7.00pm weekdays and Saturdays.
- All servicing and deliveries to the site are to take place during the operational hours and not during peak morning drop-off or peak afternoon pick-up periods of the Child Care Centre.
- Where located adjacent to noise sensitive uses, all noise generating activities such as outdoor and indoor play areas, parking areas and any plant or equipment are to be located away from the noise sensitive use. Where located adjacent to noise sensitive areas amenity impacts are to be mitigated by appropriate fencing, non-openable and double glazing (or equivalent) windows together with landscaping.
- The design and construction of the Day Care Centre is to also mitigate against impacts from external noise and vibration sources.
- In order to assess the impact to the local community that a proposed Child Care Centre has on the level of service of similar or approved facilities, applications are to include information on the level of existing (or proposed) services in the locality, proximity to other centres, population catchments for the proposed centre and the number of primary schools and kindergartens in the locality, together with the number of students at these facilities.
- “Family Day Care Centres” for up to seven children (including the applicant’s own children) may be approved in single houses or grouped dwellings where suitable access and parking is provided on site with easy access to the dwelling which does not interfere with sightlines or prejudice road safety; and where internal and external play spaces are designed and located to minimise impacts on adjoining residents.

Approvals should only be issued where it can be demonstrated that the Child Care Centre will have minimal impact on the functionality and amenity of an area and will not create

or exacerbate any unsafe conditions for children and families using the centre, or for pedestrians, cyclists or road users.

This policy was prepared as a Local Planning Policy in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Other Relevant Policies and Documents

- LPS3 setback, fencing, landscaping, parking and access requirements under cl.36(6) and cl.37A.

Work Procedures

NIL

Policy Adoption and Amendment History

Reviewed/Modified	Minutes Reference	Date	Meeting Type
Adopted	69/19	18 June 2019	OCM