



# Policy Manual

Note: This manual does not contain all the City's policies. The remainder can be accessed via the City's website or upon request to the City of Stirling Corporate Compliance Sub-Unit.

# A203000 TRAINING

## A203001 Staff Training and Development

### PRINCIPLE

It is an aim of Council to provide training and staff development programmes to ensure sufficient resources in terms of people with the requisite skills and knowledge to achieve the City's present and future goals.

### PROCEDURE

#### 1. **Responsibility**

The training and development of people is a management responsibility and ensures that staff within the organisation are able to develop in such a way that the maximum personal career development takes place, consistent with the organisation's needs and the limits of the individual's personal potential.

#### 2. **Identification of Training Needs**

The Manager - Human Resources will assist senior managers to interpret training needs in terms of Council objectives and policies. No allocation of resource to training/development should take place unless there are clearly defined aims which contribute to the overall purposes of the City.

#### 3. **Implementation**

3.1 In order to co-ordinate training within the City, it will be necessary for each senior officer of the City with the assistance of the Manager - Human Resources to:-

3.1.1 Assess the training needs within his/her section and the most appropriate methods of satisfying those needs.

3.1.2 Agree the relative priorities and resources required.

3.1.3 Prepare a plan of training to meet the needs, priorities and available resources.

3.1.4 Review the operation of the training plan and the effectiveness of the training process to re-determine the needs and priorities on a routine basis.

3.1.5 Ensure that the training plan is effectively implemented.

3.2 Training may be used to introduce new concepts of management methods and techniques relevant to the City's operations. In this, the Executive Management Committee will play a controlling part.

(Adopted 2.10.84)

(Amended - Item 9.2/A9 Council 1.5.90, Item 10.2/A8 Council 24.11.98)

## **A203003**

### **Staff Attendance at Conferences, Seminars, Lectures and Courses**

#### PRINCIPLE

The City supports staff attendance at conferences, seminars, lectures and courses as a means of training and development for the benefit of the City, the employee and the local government generally.

#### POLICY

1. Provision for attendance at seminars, conferences and courses shall be included in the draft budget following identification of particular training needs.
2. Where specific budgetary allocation has been approved, the Departmental Manager or Section Head shall authorise conference attendances.
3. In cases where specific budgetary allocation has not been made, or where attendance requires travel outside of Western Australia the matter shall be reported to Committee for consideration of the attendance of a Councillor.
4. Briefing and debriefing of each officer attending shall be the responsibility of the appropriate Manager. Personnel records will be updated to include new skills or experience.
5. Conference and course papers will be retained in the Administrative Library.
6. Travel arrangements will be organised in accordance with the provisions of Policy A001402 - Conference Attendance - Travel Arrangements.
7. Overseas travel at Council expense shall be limited to the City Manager and Executive Managers and shall not be associated with recreational leave.
8. It shall be the responsibility of Managers to counsel officers both prior to and after attending either internal and external training and development courses.
9. Officers attending conferences at the City's expense shall provide a report to the appropriate committee within six weeks.

(Adopted 2.10.84)

(Amended 29.10.85, Item 9.2/A9 Council 1.5.90, Item 10.2/A8 Council 24.11.98)

## **A601500 EVENTS ON ROADS**

### **A601501**

#### **Events on Roads**

#### POLICY

Applications for the conduct of events on roads as defined under the Road Traffic Act 1974, Road Traffic (Events on Roads) Regulation 1990 shall be determined as follows:-

1. The Manager, Administrative Services shall carry out the requirements of this policy in accordance with the regulations.

2. Each application shall pay to the City an administrative fee prior to the grant of an approval under regulation 4 (1) of the Road Traffic (Events on Roads) Regulations 1991.
3. Before making an application, each applicant conforming to category four of the regulations shall obtain and record the consent of not less than two-thirds of the occupiers of land immediately adjacent to the road it is proposed to close. The record of consent shall be on the prescribed form.

(Adopted - Item 9.2/A10 Council 3.11.92)  
(Amended Item 10.2/A8 Council 24.11.98)

## **B301000 VOLUNTARY EMERGENCY SERVICE**

### **B301001 Stirling Voluntary Emergency Service**

1. Authority is delegated to the Chief Executive Officer, the City of Stirling Emergency Service Coordinator, or the chairman of the Stirling Local Emergency Management Advisory Committee to activate Council support according to the City of Stirling Local Emergency Plan.
2. The City of Stirling Voluntary Emergency Service, in conjunction with the State Emergency Service of Western Australia (SESWA) and the Fire and Rescue Services of Australia (FESA), shall be titled the Stirling State Emergency Services unit Incorporated (SSES).
3. The SSES and the City of Stirling shall enter into an Emergency Services Assistance Agreement where the City of Stirling agrees to provide assistance to the SSES in return for the provision of agreed services and performance criteria.
4. All dealings by the SSES with the City of Stirling will be directed through the City of Stirling Emergency Services Coordinator and will involve the administration of the provisions contained in the Emergency Services Assistance Agreement.
5. All dealings by SESWA and FESA with the City of Stirling on Emergency Management will be directed through the City of Stirling Emergency Services Coordinator.
6. An employee of the Council who is a voluntary member of the SSES and who is called upon by that service to tender volunteer assistance in the event of an emergency or natural disaster during normal working hours shall:
  - 1) Obtain permission from their immediate supervisor
  - 2) After gaining permission from the supervisor be granted leave of absence to attend such matters without loss of pay or entitlements.

(Adopted 4.11.75)  
(Amended 6.9.83, 7.8.84, Item 9.2/A9 Council 1.5.90, Item 10.2/A8 Council 24.11.98, Item 11.1/EO1 Council 5.9.00)

## **C902000 SCHOLARSHIP AWARDS**

POLICY

1. City of Stirling Scholarships, for the sum of \$400 for each of the two years of the Award, shall be offered each to six candidates (three female and three male) whose parents reside within the district.
2. Book tokens to the total value of \$500 per annum shall be awarded to the unsuccessful shortlisted students.
3. Wherever possible the Mayor or Ward Councillor are requested to make the presentations.

PROCEDURE

1. Applications close on 30 November of each year.
2. The Scholarship conditions are:-
  - 2.1 Candidates must be in Year 10 of Secondary School at the time applications are accepted.
  - 2.2 The candidate's parent(s)/guardian(s) must reside in the district.
  - 2.3 A successful candidate who holds another Scholarship shall have the value of that Scholarship deducted from the value of the City of Stirling Scholarship.
  - 2.4 Applications will only be accepted on the official Application Form.
3. The Selection Committee, will be guided by qualities of citizenship after considering:-
  - 3.1 Achievement Certificate results.
  - 3.2 School report on progress, interest in sport and school activities and knowledge of community affairs.
4. The Scholarship is tenable for two years at any recognised Government or Independent Secondary School.
5. The Scholarship will continue to the second year subject to good conduct and progress.
6. The appointment of the Selection Committee will be made at the first meeting of Council after the Council elections.

(Adopted 15.3.77)

(Amended 2.4.85, Item 10.2/A8 Council 24.11.98)

# D101600 ALCOHOL POLICY

## D101601 Alcohol Policy

### 1. City of Stirling Statement

For centuries alcohol has been a widely used and socially acceptable drug, even when used to excess. More recently, however, society has been demanding greater personal responsibility in the use of this drug and, as a result, per capita consumption has been gradually declining.

The City of Stirling has developed this Alcohol Policy because:

- community members expect Local Government to manage costly alcohol-related problems including noise, property damage, inconvenience, graffiti and litter;
- alcohol-related public nuisance affects the normal flow of community activities;
- Local Government authorities have a responsibility to their residents and ratepayers to provide public safety, health and amenities.

### 2. Policy Objective

The objective of this Policy is to reduce alcohol-related problems in the City of Stirling by:

- effective management of liquor licence applications and changes to existing licences by:
  - i. establishing standard procedures for all licence applications;
  - ii. Policy management for other venues and alcohol related issues.
- management policies focussing on the responsible service of alcohol;
- raising community awareness of the City's Alcohol Policy;
- encouraging individuals to take personal responsibility for their alcohol consumption.

### 3. Policy Coordination

The City's Health Department will be responsible for managing the Alcohol Policy and any additional strategies relating to the Policy, including a public awareness program and liaison with key community groups and organisations.

### 4. Alcohol Policy

The City of Stirling will continue to work with the community to find solutions to the problems associated with people consuming alcohol to excess.

These initiatives include:

- Council will process each specific licence application according to the requirements set out in this Policy. This involves applications for new licences, alterations to existing licences, Extended Trading Permits, Occasional Licences, Special Facility Licences, Club Licences, and liquor licences for public events.
- This may include consultation with relevant community groups, local Police, and the North Metropolitan Health Service. Council may

recommend to the Director of Liquor Licensing that a liquor licence application be refused, or that specific conditions be included on the licence.

- Where Council considers it appropriate, it will complain to the Director of Liquor Licensing, at the request of and on behalf of ratepayers/residents, who object to an application for a liquor licence;
- The Council will take prompt, appropriate action when complaints are lodged by members of the community. (Liquor Licensing Amendment Act 1998, Section 95 provides for disciplinary action following complaints against licensed premises, Section 117 relates to noise or behaviour related to licensed premises, Sections 69 and 73 apply to license objections.)
- Not having alcohol available at occasions or events for sale or supply, or consumed on or around City owned or managed property, such as:
  - road reserves
  - parks
  - beach areas, or
  - designated open spaces,**except** for occasions or events where approval has been granted by the Council and a licence to serve alcohol has been obtained from the Director of Liquor Licensing;

The City of Stirling will implement the procedures outlined within this Policy to deal responsibly with all matters relating to the impact of alcohol in the community. This may be achieved by Council coordinating the community response and/or identifying the resources and facilities for the development and implementation of comprehensive action plans.

## **5. HOW THE POLICY WILL WORK - Procedures for Specific Licence Applications**

### **5.1 New Licence Applications and Changes to Existing Licences (Sections 39 and 40 Certificates)**

Local Government Certificates under the Liquor Licensing Amendment Act 1998, Sections 39 and 40, are required for all new liquor licence applications and any alterations to existing licensed premises. This applies to Licensed liquor outlets include hotels, restaurants, cabarets, liquor stores, special facilities, club licences and other facilities nominated by the Director of Liquor Licensing.

These certificates are defined as:

**Section 39 certificate** confirms that the premises comply/can be made to comply/do not comply, with the Health Act 1911, the Local Government Act 1995, the Local government (Miscellaneous Provisions) Act 1960, and laws relating to sewerage and drainage;

**Section 40 certificate** confirms that the premises comply/would comply with Planning Laws if consent was given by a nominated authority/do not comply with the relevant Planning Laws.

## **Council Action**

When Council receives a written application for Sections 39 and 40 certificates:

- the City's Health Department will assess the application for compliance with all relevant Acts and Laws. A Section 39 certificate is issued when the premises comply with the required standards. If the premises has outstanding work to be completed, the application may be withheld until the work is finished. If the premises cannot be made to comply with the legislation, the applicant will be given a written explanation;
- the Planning Department will assess the application for compliance with the Town Planning Scheme. The completed Section 40 certificate will be forwarded to the City's Health Department;
- a House Management Policy (see Appendix A) for all Council owned buildings is to be submitted to Council at the time of application and will form part of the assessment.

### **5.2 Extended Trading Permits**

The Liquor Licensing Act 1988, Section 60, allows extended trading permits to be issued, authorising the sale or supply of alcohol at times outside normal licensed trading hours. For example, after twelve midnight on Fridays.

The licensee requesting the permit applies to the Director of Liquor Licensing who forwards a copy to Council.

## **Council Action**

When Council receives the copy of the application it may:

- review the application and history of the facility with respect to noise, vandalism, complaints from neighbours, anti-social behaviour, social issues and other forms of complaint unique to the application;
- discuss the issues with the applicant to identify appropriate management strategies;
- undertake consultation with the community and police with the outcomes forming part of a report to Council;
- ensure a House Management Policy has been prepared for Council owned buildings addressing:
  - i. effective management practices
  - ii. responsible service of alcohol
  - iii. availability of low and mid-strength alcohol drinks and non-alcohol alternatives;
- Council's decision will be forwarded to the Director of Liquor Licensing.

### **5.3 Occasional Licences**

The Liquor Licensing Amendment Act 1998, Section 59, permits occasional licences, for a period of up to three weeks, to be issued. These licences can be issued for functions such as fairs, concerts and festivals.

If the proposed event is to be conducted on a Council Reserve or in public open space, for example, Scarborough Beach, certain requirements apply. (See Section Events on City of Stirling Reserves, Beaches and Public Open Space.)

The person requesting the licence applies to the Director of Liquor Licensing who forwards a copy to Council.



## **Council Action**

When Council receives the copy of the application it may:

- ensure a House Management Policy (see Appendix A) is attached to the application especially if the building is owned by Council;
- request a community consultation to be undertaken,
- review the application taking into consideration the nature of the function, venue, social aspects, public safety and any other unique features;
- suggest to the Director of Liquor Licensing that special conditions be imposed, for example, compliance with the 'Operational Guidelines for Rave Parties, Concerts and Large Public Events';
- give consideration to: promoting low alcoholic drinks; crowd control during and after the event; availability of food during the event; photographic proof of age;
- Council's decision will be forwarded to the Director of Liquor Licensing.

### **5.4 Special Facility Licence**

The Liquor Licensing Act 1988, Section 46, allows Special Facility Licences to be issued. A special facility includes a theatre or cinema, reception centre, tourism, post secondary or tertiary institutions, sports promotion, works canteen and private and public transport.

The function organiser will make application to the Director of Liquor Licensing who will forward a copy to Council.

## **Council Action**

When Council receives a copy of the application it will make an assessment against the criteria for Sections 39 and 40 certificates.

### **5.5 Club License**

The Liquor Licensing Amendment Act 1988, Section 48, allows Club and Restricted Club licences to be issued.

Facilities include clubs, institutions and other incorporated bodies.

The club organiser will make application to the Director of Liquor Licensing who will forward a copy to Council.

## **Council Action**

When Council receives a copy of the application it will make an assessment against the criteria for Sections 39 and 40 certificates.

### **5.6 Council Property**

Clubs and organisations occupying Council's buildings and reserves operate under either a lease or management licence. The club or organisation is responsible for the safety of people using the facility and to ensure alcohol is served in a responsible manner.

The licensee must:

- ensure people serving or consuming alcohol are over the age of 18 years;
- cease serving alcohol by twelve midnight with all functions ending by 1 am. If written application has been made to Council for an extra ordinary function, Council may make changes to alcohol serving and finish times if permission is granted
- ensure that when the premises are hired by a sub-lessee an occasional licence is obtained if alcohol is being sold at the function;
- prepare a House Management Policy and agree to implement it.

Council will keep and maintain a register of licensees and organisations applying to use Council venues.

Unfavourable reports detailing patron behaviour will be recorded in the register and may impact on future applications.

### **5.7 Events on City of Stirling Reserves, Beaches and Public Open Space**

Events to be held on reserves, beaches or public open space must be approved by Council as part of the process of applying for an occasional licence.

Council will require the following details:

- safety and security arrangements for the event;
- crowd control arrangements to be in accordance with the Securities and Related (Control) Act 1990;
- noise control methods;
- a House Management Policy; and
- ensure compliance with the appropriate sections of the Operational Guidelines for Rave Parties, Concerts and Large Public Events.

Council may prepare and distribute minimum requirements where alcohol is being served or sold including:

- appropriate identification for people who appear to be less than 18 years old (s 126 Liquor Licensing Amendment Act 1998);
- serving intoxicated patrons; and
- standard of behaviour for patrons.

***Drinks must not be served in glass containers at any functions.***

### **5.8 Intervention to a Liquor Licence Application**

If Council received a request from residents/ratepayers to complain in a liquor licence application or permit, Council will:

- consider the type of licence; property zoning; effects on the locality; the number of people objecting and the grounds;
- bear any legal costs incurred on behalf of the objector if Council decides to complain ( s69 and s73 Liquor Licensing Amendment Act 1998);

- if a complaint is to be lodged with the Director of Liquor Licensing, the following procedure shall be followed;

the objectors shall elect a committee of not more than six people which will include the Ward Councillor(s);

this committee must elect a spokesperson to liaise with the Council;

the Council will nominate an officer to deal with the matter;

all contact between the committee and Council's solicitor (if a solicitor is instructed) must be via the nominated Council officer;

if the Council officer is invited to attend a committee meeting, the Council's solicitor can also be invited at the officer's discretion;

if the committee decides to proceed against the Council officer/solicitor's advice, the complaint will be referred back to Council for resolution. (Section 73 Liquor Licensing Amendment Act 1998, provides for the public to independently lodge an objection);

any objector not willing to be represented by the committee will not be covered by Council's action.

## **6 Special Issues**

### **6.1 Environmental Health**

The Council's Environmental Health Department may:

- impose conditions regarding noise from: licensed premises, occasional licensees and other functions where alcohol is available;
- impose Public Building accommodation limits to all public buildings where alcohol is served;
- regularly monitor the accumulation of litter/rubbish within the close vicinity of the licensed premises;
- keep records of complaints by residents/ratepayers regarding hygiene standards, anti-social behaviour, overcrowding or other complaints/disturbances from licensed premises or licensed events;
- with the approval of council, make submissions to the Director of Liquor Licensing regarding premises where complaints have been recorded;
- support the liquor industry regarding responsible training of bar staff;
- promote Council's Alcohol Policy throughout the liquor industry;
- participate in community consultation.

Council's Health Department will liaise with key stakeholders, the Police and the community to monitor: alcohol-related disruption at licensed premises; changes to existing licences (extended trading permits); existing alcohol promotions on licensed premises (two for one deals) and occasional licence promotions.

## 6.2 Safety

Council will work cooperatively with licensees to maintain a high safety standard in and around licensed premises by:

- working in conjunction with Main Roads, Western Australia to maintain street lighting and clear pathways in the vicinity of the licensed premises, Council buildings and specific functions;
- negotiating with Telstra to locate public telephones and/or taxi ordering phones near licensed premises so patrons can order taxis;
- endeavour to have taxi ranks within the vicinity of licensed premises.

## 6.3 Town Planning

Where the Planning Department considers it necessary it will specify conditions for a new development regarding the location of the facility's main entry doors and car parks. It may also impose special planning controls for advertising and public safety, such as lighting, vegetation, security. Consideration may be given to surrounding residential developments and nearby businesses.

(Adopted Council 7.7.98 Item 11.7)

### **Appendix A** (Policy D101601)

Guidelines for Developing a House Management  
Policy for Licensed Premises

Applicants applying for new licences, special facility licenses, occasional licences, extended trading permits, or changes to an existing licence must prepare a detailed House Management Policy and attach it to the application. This Policy must include the following.

#### Sale of Alcohol

- 1  Trading hours.
- 2  Drinking age requirements.
- 3  Encouragement by Staff and management to promote moderate or low consumption of alcohol.
- 4  Alcohol will not be sold or served to juveniles or intoxicated people:
  - 4.1 monitoring doors where juveniles can gain access;
  - 4.2 low and non-alcohol drinks and substantial food to be made available;
  - 4.3 management practices include:
    - adequate door and floor supervision;
    - limit the number of drinks purchased at one time;
    - responsible training for people operating, supervising and serving at events where alcohol is sold;

prohibiting drinking contests, free or discounted drinks, all-you-can-drink admission tickets, advertising and marketing practices that encourage heavy drinking and rapid consumption (for example, double shots). These practices are prohibited (s63 Liquor Licensing Amendment Act 1998).

#### House Standards

Licensees will prepare and distribute a summary of their entry standards and identification requirements to be used within their premises.

1. Staff must not drink alcohol while working or immediately before starting work.
2. Promote responsible behaviour and alcohol consumption by patrons. Licensees to initiate a designated driver program, plus procedures to ensure people who have become intoxicated arrive home safely without driving, for example, providing a taxi telephone, free to patrons.
3. Licensee and staff to deal responsibly with behaviour problems both on and off site.
4. Provide substantial meals or bar snacks for patrons who are consuming alcohol.
5. At the end of trading, the licensee will ensure no-one is at risk; discourage disorderly conduct and clear the area of people.
6. Provide a high standard of security arrangements.
7. Have access to adequate parking.
8. Staff should be aware of taxi rank locations and direct patrons to them if requested.

#### Staff Training

1. Responsible service of alcohol.
2. Ongoing/refresher training on all aspects of staff duties.
3. Crowd control training and accreditation under the Security Agents and Crowd Controllers Act 1996. Staff to learn how to deal with difficult situations in a firm, non-confrontational manner and trained to use verbal means to defuse potential situations. Force should only be used as a last resort.

#### Facility Standards

Applicants are advised to follow Council's 'Operational Guidelines for Rave Parties, Concerts and Large Public Events'.

#### Control of Noise Emissions

All applicants who are granted licences must follow the Noise Abatement Regulations 1997 and take all necessary steps to reduce excessive noise/disturbances flowing from the licensed premises.

## **E303000 USE OF WELFARE DEPARTMENT BUSES**

### **E303001 Bus Use**

1. Target Group

The Buses are to be used predominantly for the transport of City of Stirling residents who are eligible for Home and Community Care services.

2. Priority of Use

2.1 Services co-ordinated by the Welfare Department.

2.2 Volunteer Care Groups, Autumn Clubs or Pensioner Leagues, Retirement Villages.

2.3 Other eligible groups as determined by the Manager Welfare Services.

3. Conditions of Use

3.1 The buses are to operate only within a 100 kilometre radius of the Perth GPO. The Manager Welfare Services has discretion to extend this limit in appropriate circumstances.

3.2 Groups hiring the vehicles must provide their own driver.

3.3 Hirers must comply with the Conditions of Use.

3.4 Use for Council activities will be free.

3.5 Volunteer Care Groups, Autumn Clubs or Pensioner Leagues may use the bus free of charge between 8am and 5pm on Council Working days to transport members to regular meetings.

3.5.1 Donations are encouraged from these passengers.

3.5.2 Use of the buses by these groups outside these criteria (ie. for social tours) will be charged at the prescribed fee set annually.

3.6 Other groups will be charged the set hire fee.

3.7 Fees will be reviewed annually on June 30.

(Adopted Item 9.1/W3 Council 19.4.94)

# H101100 RECREATION ADMINISTRATION

## H101115 Conduct of Concerts, Parties and Large Public Events

### POLICY

The Council will consider requests to stage concerts, parties and large public events in facilities under the City's control and management including beaches, parks and reserves, sporting clubs, Autumn Centres and community centres subject to compliance with the following procedures.

#### 1. General Procedure for Approval

The following procedure will apply:

1. Organisers must enter into consultation with officers of the City to confirm availability and appropriateness of venue.
2. Applications must be submitted in writing to the Chief Executive Officer not less than 8 weeks prior to the staging of the event.
3. Full details of the date, time, venue, supporting services, program and anticipated attendance must be supplied.

#### 2. Category 1 - Community Events

Events that meet the following criteria are considered to be Community Events. These are low impact events which have little or no potential to create concern for residents or the City. The CEO is granted delegated authority to approve events that meet the requirements of this type of event.

#### Basic Criteria

1. No amplified music will be played after 1.00am.
2. The event is organised by a community organisation and is sponsored by the City.
3. The event is a family activity such as a wedding, 21<sup>st</sup> birthday and will not be open to the general public. These parties will not exceed 200 people and all premises will be vacated by 3.00am.

In addition, events that have been successfully conducted within the past twelve month period and will be conducted under the same conditions as previously imposed by the Council may be approved under delegated authority by the Chief Executive Officer.

#### 3. Category 2 - Extraordinary Requests

Events that do not meet the basic criteria outlined in Category 1 above are considered to be Extraordinary Requests. Category 2 events require Council approval and significant community and inter-agency consultation before being allowed to proceed. This procedure imposes conditions designed to protect the City and the community in the event of cancellation or mishap during an event.

1. The organisation of the event will comply with:
    - 1.1 "Operational Guidelines for Rave Parties, Concerts and Large Public Events" (1995) Health Department of Western Australia.
    - 1.2 Health (Public Buildings) Regulations 1992
    - 1.3 Environment Protection (Noise) Regulations 1997.
  2. Organisers will enter into a deed of agreement with the City which sets out the responsibilities of both parties including financial arrangements, insurance arrangements, cleaning, security, waste disposal, consultation with the community and other agencies.
  3. Organisers will be required to pay a bond not less than 14 days prior to the event, at a value to be set by the council, which will be wholly or partly forfeited in the event of:
    - 3.1 cancellation less than 7 days prior to the event;
    - 3.2 agreed noise levels and conditions being exceeded;
    - 3.3 damage to the facility;
    - 3.4 inadequate cleaning after the event;
    - 3.5 non-compliance with finish and clean-up times;
    - 3.6 non-compliance with any terms and conditions set during the approval process or Deed of Agreement or requirements of another authority.
  4. Organisers will be required to consult with residents, Police Services and the Health department or any other relevant authority in order to hear community concerns and provide solutions to anticipated problems to the City's satisfaction.
  5. Organisers will be required to provide appropriate supervision of the event and provide numbers and details of any security personnel to be used and the availability of first aid and emergency services personnel.
  6. The City is to be informed of the potential for any illegal activities to occur including the availability of drugs and measures to be taken to prevent such occurrences.
  7. The City requires evidence of Public Liability Insurance to a value to be determined by the City's legal and insurance advisers and provided not less than 7 days prior to the event.
  8. The Organiser or their agent must be contactable at all times by the City or Police prior to and during the event.
  9. The City's health and building requirements must be complied with and all relevant certifications obtained prior to the event.
  10. The City will be provided with copies of all promotional material distributed.
  11. Details of all proposed catering of food, liquor service and water for the anticipated numbers for the duration of the event must be provided.
  12. Organisers will be responsible for arranging a briefing prior to the event and a post event evaluation for City officers, Police and Health Department officials.
4. Application to Conduct an Event



Applications to conduct a concert, party or large event must be made in writing to the Chief Executive Officer not less than 8 weeks prior to the event and contain the following information.

1. The nature of the event
2. Client contact details
3. Justification
4. Number of clients attending the event
5. Client background and reference checks
6. Security details and confirmation of police notification
7. Insurance details
8. Liquor licensing requirements
9. Australian Performing Rights Association application
10. Details of staffing including attendance of Red Cross/ St Johns Ambulance and other emergency services
11. Financial details and proposed fee to the City for use of the venue
12. Requirements for space and equipment
13. Ticketing arrangements
14. Clean up and rubbish removal details
15. Details of all buildings, structures and equipment to be used
16. Details of any proposed alterations and modifications to the event venue
17. A public safety audit of the site.

The Manager Leisure Services will be responsible for co-ordinating an integrated report to Council for approval after consultation with the following City Departments as required:

1. Sanitation;
2. Health;
3. Buildings;
4. Parks and Reserves;
5. Rangers.

The City will nominate an officer (s) responsible for monitoring compliance with the conditions imposed.

(Adopted Council Item 10.4/A6 3.2.98)

## **H401100    PARKS ADMINISTRATION**

### **H401105    Adopt-a-Park**

#### POLICY

Private firms, service clubs and sporting organisations are encouraged to sponsor either the development or maintenance of a Council reserve or park, under the guidelines set down for the Adopt-a-Park scheme.

#### PROCEDURE

1. Sponsorship may be in the form of:-
  - (a) Direct financial contribution annually or once-up.
  - (b) Erection of facilities.
  - (c) Provision of material or equipment.
  - (d) Subsidy to the City of materials, equipment and services purchased or utilised.
  - (e) Provision of human resources in either development or maintenance activities.
2. Recognition of sponsorship may take the form of:-

- (a) Erection of timber sign depicting reserve name and that of the sponsor(s).
  - (b) Erection of approved sign and logo by the Sponsor.
  - (c) Prominently displayed commemorative plaque.
  - (d) Periodic press releases.
  - (e) No perimeter arena advertising will be permitted, except on special occasions and with the prior approval of Council.
  - (f) Naming of the reserve should it be unnamed.
3. Recognition of sponsors by use of banner advertising will not be permitted.
4. Concessions available to sponsors shall include:-
  - 4.1 Use of the reserve or facility at no cost one day per year. This use, subject to Council approval, may take the form of a social event, trade exhibition, machinery display or similar on the condition that the reserve or facility would not normally be used by a community group on the day in question.
  - 4.2 The restrictions outlined in 4.1 shall not apply to the Golf Course.
  - 4.3 The use by the sponsor of the reserve or facility in any media advertising or promotion campaign.
5. Any proposed sponsorship arrangement is to pay due regard to the current use of the reserve or facility.
6. The community adjacent to the location of a proposed sponsorship arrangement is to be advised through the media of the proposal, be invited to submit comments and then be advised of the final agreement reached between the Sponsor and the City.
7. The introduction of the Adopt-a-Park Scheme shall be on the basis of an invitation to potential sponsors to express an interest.
8. Future unsolicited applications shall be received and assessed by the Manager - Parks and Reserves prior to being placed before the Technical Services Committee for consideration.

(Adopted 6.11.84)

(Amended 2.4.85, Item 9.2/A9 Council 1.5.90, Item 10.2/A8 Council 24.11.98)

## **H700100 BEACHES**

### **H700110 Future Building Requests**

Any future building requests and ancillary facilities on the City's coastal strip shall be examined with reference to the Coastal Report and any current concept plan for the area.

## **J108000 SUBSOIL DRAINAGE**

### **J108002 City of Stirling Requirements for On-site Drainage**

#### POLICY

Plans for on-site drainage shall be submitted to the City's Building Department and must include site plan showing the following drainage details:

- Existing ground levels or contours
- Proposed levels of paved or concreted areas
- Details of roof drainage disposal
- Size (depth and diameter) and locations of all soakwells

#### PROCEDURE

1. The following formula shall be used to determine the soakwell capacities required.

$$\text{Impervious Area (M}^2\text{)} \times 0.0122\text{m} = \text{Capacity required M}^3$$

2. The following conditions shall also apply:
  - 2.1 All soakwells installed in paved or concreted areas are to be provided with trafficable lids and made accessible for maintenance purposes.
  - 2.2 All soakwells used shall be of an approved manufacture and standard.
  - 2.3 All soakwells installed within flexible pavement areas (bitumen or brick paving) shall be provided with an approved base to prevent any subsidence of the well liners.
  - 2.4 All roof water run-off shall be disposed of separately from paved or concreted areas.
  - 2.5 The City shall be paid a refundable deposit of \$250 prior to the issue of a Building Licence.

Such a deposit shall be refunded upon satisfactory completion of the on-site drainage disposal works.
  - 2.6 The City's Health Department shall be contacted at least 48 hours prior to commencement of construction of the drainage system and shall be again contacted for inspection of the drainage system prior to backfill.

- 2.7 All enquiries relating to on-site drainage should be directed to the Engineering Department.

(Adopted 2.9.86)

## **J500100 STREET LIGHTING**

### **J500102 Car Park Lighting**

#### POLICY

1. Safety lighting shall be to a level equal to Australian Standard 1158 used for local distributor and access roads, and provide adequate illumination for users to negotiate between car park and reserve facility.
2. Safety and Security lighting shall be to a level of lighting with an average lux level of not less than 10 lux and shall provide a practical level of lighting for user safety and security of user property and facilities.

#### PROCEDURE

##### 1. **Car Parks Requiring Safety Only Lighting**

Those car parks defined as requiring safety only lighting, would be those which only have the following facilities:-

- 1.1 Changeroom / toilet / storeroom and/or floodlights.
- 1.2 Picnic facilities, boat ramp.
- 1.3 Reserves which have multiple car parks of which only selected car parks will need safety only lighting.
- 1.4 Various river and ocean foreshore reserves.

In situations where it has been determined that safety only lighting is necessary, and it is the most economically practical method, car park lighting should be connected to the street lighting circuit. Where this is not the case, lighting should be connected to the existing facility and controlled by a time clock.

##### 2. **Car Parks Requiring Safety and Security Lighting**

2.1 Those car parks defined as requiring safety and security lighting would be those on reserves which have:-

- 2.1.1 Community Recreation Centres.
- 2.1.2 Multiple Use Building - B3.
- 2.1.3 Multiple grouped facilities which service the community as clubrooms, meeting rooms, activity or entertainment centres, fund raising venues and other varied recreational purposes.

2.2 In situations where safety and security lighting is necessary and existing safety lighting is connected to the street lighting circuit, extra lighting to bring the lighting up to security

standard will be connected to the reserve facility and controlled by a time clock or manual switch.

- 2.3 Where safety and security lighting is necessary and no safety lighting exists, lighting will be connected to the reserve facility and controlled by a time clock or manual switch.

3. **Factors to Consider in Car Park Lighting:-**

- 3.1 Reserve location in relation to immediate surrounds.
- 3.2 Location of car parks within reserves.
- 3.3 Location of car parks in relation to existing and proposed facilities.
- 3.4 Type of reserve facility(ies).
- 3.5 Reserve usage-numbers, frequency and user groups.
- 3.6 Extent and type of existing lighting to facilities within the reserve and that of adjacent street.
- 3.7 Methods of lighting control.
- 3.8 Type, height and spacing of poles and lighting equipment.

(Adopted 4.12.84)

(Amended 5.8.86)

## **J801100 ENGINEERING ADMINISTRATION**

### **J801109 Subdivisional Development - Road and Other Works**

#### POLICY

All design work for private subdivisions including estimates of cost, shall be the responsibility of the developer, with the City acting only as advisers to the developer's consultants.

#### PROCEDURE

1. If the work load of the City's staff permits, and it is mutually acceptable to the developer and the City, the Executive Manager - Works may agree to design and construct the subdivision subject to the payment of an agreed fee.
2. Prior to the commencement of construction of this subdivision the design drawings shall be approved by the City Engineer. The Executive Manager - Works may obtain from the developer calculations to support the design prior to approval.
3. When the developer constructs the subdivision, the works shall be inspected by the City during construction at the expense of the developer in accordance with Section 295 of the Local Government (Miscellaneous Provisions) Act 1960.

4. When the construction of the subdivision is carried out by the Council using either its day labour force and/or sub-contractors, the Engineering supervision will be provided by the Council at the developer's expense.

(Adopted 2.11.76)

(Amended 2.10.79, 5.8.86, Item 9.2/A9 Council 1.5.90, Item 10.2/A8 Council 24.11.98)

## **N101000 TOWN PLANNING ADMINISTRATION**

### **N101008 Rights of Way – Closures**

#### **Status of Rights of Way**

The majority of Rights of Way within the City are privately owned by the original subdivider of the land or their descendants. Unless otherwise noted, the owners of lots created on the same survey as the Right of Way have a Right of Carriageway over the Right of Way.

Under suitable circumstances, Council may apply to State Lands at the Department of Regional Development and Lands to have a Right of Way dedicated as a public street. The land would then have the same status as any public street within the City.

Closure of Rights of Way is also possible under certain circumstances and is also managed by State Lands at the Department of Regional Development and Lands. However, applications must be made to the Local Authority, which will determine whether the application has merit and should be submitted to State Lands. Closures also require the approval of the Department of Planning's Statutory Area Teams and can not proceed without this approval.

#### **OBJECTIVE**

The City receives frequent requests to support the closure of Rights of Way (ROWs) in residential areas, each of which must be considered on its merits. The aims of this policy are to:

- Clarify Council's position on the closure of ROWs, and
- Provide guidance to applicants on how to initiate a ROW closure.

It should be noted that the City is currently developing a more comprehensive strategy for the management of ROWs that aims to provide guidance for alternative management measures, as well as closure. This policy will be reviewed once Council has adopted the general strategy.

#### **BACKGROUND**

Council recognises that there are often problems affecting the residents of properties adjoining ROWs. These include perceived security risks, dust, noise, and minor collisions due to poor manoeuvrability. However, it is also recognised that the use of ROWs is a right of the adjoining property owners and that such rights should not be removed without those owners' support.

Moreover, Council considers that many ROWs offer potential benefits to the wider community. These benefits include:

- Improving traffic management on busy roads by providing alternative access and parking;

- Facilitating more efficient and amenable forms of development in infill areas (where residential density is being increased through small-scale subdivision), by providing an alternative access option to the space-wasting "battleaxe" block; and
- Protecting streetscape in heritage areas where garages and carports might otherwise need to be constructed in front of character homes.

To inform Council's position on ROW closures and management, all ROWs in the City have been classified according to a consistent framework. Five categories are included in this framework:

- ROWs parallel to major roads and thus offering traffic management benefits. The City has in place a program of acquiring such ROWs, upgrading them and dedicating them as public streets;
- ROWs in infill development areas, offering land-use benefits;
- ROWs in Heritage Protection Areas, offering streetscape benefits;
- ROWs with no perceived strategic value; and
- ROWs less than five metres wide, posing particular traffic management problems.

## **1. ASSESSMENT OF CLOSURE APPLICATIONS**

Once an application for closure of a ROW has been submitted to the City, the application will be assessed and, if it receives preliminary support, referred to Council for consideration.

In considering applications for closure of a ROW, Council will have regard to the following issues:

### **1.1 Strategic value/classification of the ROW**

- Closure of a Category 1 ROW will be opposed unless the circumstances are exceptional and involve health and/or safety issues that cannot practically be addressed otherwise.
- In general, the closure of a Category 2 or 3 ROW will be opposed, unless the applicant(s) can provide evidence supporting their request for special consideration (see below for guidance on the type of evidence required).
- Closure of a Category 4 ROW will be supported, subject to Clause 2.1 of this Policy.
- Full closure of a Category 5 ROW will usually be supported, subject to Clause 2.1 of this Policy. However, if the Category 5 ROW is in a Heritage Protection Area, unanimous support of adjoining property owners is preferred.
- Partial closure of a Category 5 ROW, resulting in an under width cul-de-sac, will generally be opposed on traffic management grounds. However, consideration might be given if the resulting cul-de-sac serves less than 11 properties and all buildings accessed from it have sufficient setbacks and visibility truncations to enable safe manoeuvring to the satisfaction of the City's Engineering Design Business Unit.

### **1.2 Owner support**

Council's support of any ROW closure will usually be conditional on the support of all adjoining owners, including all owners or the bodies corporate of any abutting strata properties.

### 1.3 Past closure applications

- a) Once Council have considered an application for closure of a ROW and opposed it on the grounds of its strategic value/classification, no fresh application for closure of that ROW will be considered within three years of that decision.
- b) If, however, Council's opposition was purely on the grounds of inadequate owner support, that opposition may be reconsidered if the applicant(s) can demonstrate that owner support has increased to the required level.

## 2. **PROCESS OF APPLYING FOR CLOSURE**

2.1 Applicants seeking to close a ROW are required to provide the following information to the City's Policy and Strategic Development Business Unit:

A letter requesting closure containing:

- a) The Category of the ROW (which can be obtained from the City's City Planning Business Unit);
- b) Written agreement to the closure from the owners of all abutting properties, including all the owners or the bodies corporate of any abutting strata plans;\*
- c) Written agreement to the proposed land division from the owners of all abutting properties, including all the owners or the bodies corporate of any abutting strata plans, together with a sketch of the proposed land division;
- d) Written agreement from those owners who wish to acquire a portion of the ROW land that they are prepared, in principle, to purchase the land and bear all the associated costs; and
- e) If the ROW is Category 1, 2 or 3, additional evidence supporting the request for variation to Council's usual position (see Clause 3 of this Policy).

\* Council may choose to accept an application for closure where unanimous support from owners of all abutting owners is not evident, however it is likely that closure may be refused in the final outcome.

2.2 The City's City Planning Business Unit will then:

- a) Assess the application and, if supported, refer it to Council for approval to advertise;
- b) Administer advertising;
- c) Refer the outcomes of advertising to Council for determination; and, if all approvals received,
- d) Refer the application to State Lands at the Department of Regional Development and Lands for resolution.

2.3 The closure process is bound by specific legal requirements that usually take a considerable time (usually around 18 months) to administer.

## 3. **APPLICATIONS SEEKING VARIATION TO COUNCIL'S POLICY**

Supporting justification for applications that do not comply with the provisions of this Policy may comprise one or more of the following:

- 3.1 Evidence that there are significant health or safety issues associated with retaining the ROW. The City's Engineering Business Unit will assess this evidence and ascertain whether or not an alternative solution can be found.
- 3.2 Evidence that all costs associated with the closure can be met by abutting owners.



3.3 For Category 2 ROWs, evidence that there is limited potential for infill development abutting the ROW, for example:

- a) Because the majority of adjoining properties are already fully developed and address the primary streets, or
- b) Because of engineering/practical constraints to upgrading the ROW, such as excessive slope.

The City's City Planning Business Unit will assess this evidence. If the evidence is found to be valid but the closure application nonetheless fails for any reason (such as its rejection by the Department of Regional Development and Lands), the ROW's Category may be amended to Category 4, so as not to preclude future closure.

3.4 For Category 3 ROWs, or other ROWs in Heritage or Streetscape Protection Area, evidence that the streetscape of the primary streets will not suffer for the lack of rear access options, for example:

- a) Because a substantial majority of homes already have front garages or carports which are considered not to negatively impact on the streetscape;
- b) Because there is scope to place garages behind dwellings even if they are accessed from the front; or
- c) Because of engineering or manoeuvring constraints to using the ROW for access.

The City's City Planning Business Unit will assess this evidence. If the evidence is found to be valid but the closure application nonetheless fails for any reason (such as its rejection by the Department of Regional Development and Lands), the ROW's Category will be amended to Category 4, so as not to preclude future closure.

If Council resolve, under the criteria of this policy, to support a closure application, the City will forward this recommendation to State Lands at the Department of Regional Development of Lands for their action, indicating that the proposed closure is in accordance with the City's ROW management strategy.

#### **4. ADVERTISING PROCEDURE**

Where Council gives preliminary approval for a ROW closure, the closure must be advertised in accordance with the requirements of the Land Administration Act 1997.

A notice will be sent to the owners of all the abutting properties and comments sought from State Government and utility agencies, including:

- Department of Planning's Statutory Area Teams;
- Water Corporation;
- Western Power;
- Telstra;
- WestNetEnergy; and
- State Lands at the Department of Regional Development and (for setting of land purchase prices, to be met by abutting owners).

**Please note** that closure can not occur without the approval of the Department of Planning Statutory Area Teams.

*Adopted: 15-3-83.*

*Amended: Item 11.1/PL9 17-10-2000, Item PL4 17.4.01, Item LA2 3.2.04, 19.07.2006 under Council Policy N101002 'Delegation of Authority – Development' and Register of Delegations of Authority B1.6 to the Director of Planning and Development, 05/01/2010 under Council Policy N101002 'Delegation of Authority – Development' and Register of Delegations of Authority B1.6 to the Director Planning and Development*

Version current as at 11 June 2019

## **Z100100 NON-SPECIFIC ACTIVITIES**

### **Z100104 Disclaimer Statement**

The following Disclaimer Statement shall be displayed on all views, plans, documents and proposals prepared by officers, consultants or other persons engaged by the City and which are intended for public viewing:-

"The views, plans and proposals herein contained are preliminary only, intended for discussion and comment and may be subject to change, amendment or alteration. The City of Stirling shall not be bound by any of the views, plans and proposals herein contained and accepts no liability for any reliance being placed upon the views, plans and proposals herein contained."

(Adopted 4.9.84)

## **Z303100 BUILDING CONSTRUCTION - COUNCIL BUILDINGS**

### **Z303101 Council Buildings - Design**

#### POLICY

All the City's buildings shall be of brick or reinforced concrete construction, and designed according to the terms set down in this policy.

#### PROCEDURE

1. For projects to a value of less than \$50,000, design and construction will be under the Manager - Engineering Operations' control.

(Adopted 21.12.76)

(Amended 26.7.77, 4.12.79, 15.7.86, 16.9.86, Item 10.2/A8 Council 24.11.98)

### **Z303102 Plaques on Council Buildings**

#### POLICY

A plaque commemorating the official opening is to be affixed to the original structure of any major community building.

#### PROCEDURE

1. Funds for commemorative plaques are to be included in the budget provision for the conduct of official opening ceremonies.
2. In addition to the Mayor and CEO the Council by resolution may include on the plaque the name of any current or Ward Councillors deemed to have had a significant involvement in the project.

3. Buildings that are classified as City-wide projects shall have plaques that bear the name of the Mayor and CEO and other such acknowledgements as deemed appropriate by Council.
4. Official openings are to be conducted by the Mayor of the City, unless the Mayor elects to refer the matter to the appropriate Standing Committee for nomination of another Councillor.
5. That on application, Council will consider requests for placement of a commemorative plaque on a Council building or on a central location if more than one building is involved. Such a plaque will commemorate the long term continual use (i.e. 25,50,75 or 100 years) of that building for a Council purpose. This policy will not apply to Council buildings which are leased out, e.g. sporting club facilities.

(Adopted 19.6.79)

(Amended 1.10.85, 5.5.87, item 9.2/A4.4 Council 7.9.93, Item 10.2/A8 Council 24.11.98)

## **Z303104**

### **Delegation of Authority to Manager City Building Operations - Building Construction**

#### POLICY

The Manager City Building Operations is authorised to:

1. Authorise minor additions/alterations to the City's buildings, up to a sum of \$15,000.
2. Authorise variations to contracts relating to time, and costs, to the extent of approved contingency sums, subject to periodic reporting to Council.

(Adopted - Item 9.2/A1 Council 4.5.93 refers)

(Amended Item 10.2/A8 Council 24.11.98)