



WARRINGAH
COUNCIL

SUPPLEMENTARY MEETING AGENDA

Notice is hereby given that an Ordinary Meeting of Council will be held at the Civic Centre, Dee Why on

Tuesday 27 August 2013

Beginning at 6:00pm for the purpose of considering and determining matters included in this agenda.

Rik Hart
General Manager



**Supplementary Agenda for an Ordinary Meeting of Council
to be held on Tuesday 27 August 2013
at the Civic Centre, Dee Why
Commencing at 6:00pm**

7.0	COMMUNITY DIVISION REPORTS	
7.3	Parking Permit Policy (CS-PL 01)	1

ITEM 7.3	PARKING PERMIT POLICY (CS-PL 01)
REPORTING MANAGER	DEPUTY GENERAL MANAGER COMMUNITY
TRIM FILE REF	2013/228555
ATTACHMENTS	1 Parking Permit Policy

EXECUTIVE SUMMARY

PURPOSE

To advise Council of the results of public exhibition submissions and to make recommendation regarding proposed amendment to the Parking Permit Policy CS-PL 01.

SUMMARY

The proposed amendment to the Parking Permit Policy was publicly exhibited from 12 August until 25 August 2013. Written submissions were accepted up to Sunday, 25 August.

One (1) external submission was received during the exhibition period being in favour of the amendment. As such, there are no further amendments to the policy.

FINANCIAL IMPACT

Nil

POLICY IMPACT

Minimal – proposed policy reflects the process to follow and provides for the allocation of temporary permits for organisers of fixed duration Community based events held at Council parking reserves.

RECOMMENDATION OF DEPUTY GENERAL MANAGER COMMUNITY

That Council adopt the revised Parking Permit Policy CS-PL 01

REPORT

BACKGROUND

Council resolved on 6 August 2013;

That the proposed amendment to the Parking Permit Policy (CS-PL 01) be placed on public exhibition for 14 days and outcomes of the exhibition be the subject of a future report to Council.

CONSULTATION

The Parking Permit Policy was publicly exhibited from Monday, 12 August until Sunday, 25 August 2013.

Advertisement was placed in the Manly Daily on Saturday, 10 August 2013. The policy was also placed for public view at the Civic Centre, on Council's website and under "Your Say Warringah".

One (1) external submission was received during the exhibition period and was in favour of the amendment. As such, there are no further amendments to the policy.

FINANCIAL IMPACT

NIL

POLICY IMPACT

Minimal – proposed policy reflects the process to follow and provides for the allocation of temporary permits for organisers of fixed duration Community based events held at Council parking reserves.

Warringah Council Policy

Policy No. CS-PL 01

Parking Permits

1 Purpose of Policy

- To provide a clear statement of the responsibility for the issuing of Parking Permits to ratepayers, residents, community groups, service groups, retirement villages, schools, Council employees and Council "contract" service providers.
- To clarify the purpose and distribution of Event Parking Permits to community groups and service groups for a fixed duration.
- To identify the key roles and responsibilities of Warringah Council in meeting the needs of ratepayers, residents, community groups, service groups, retirement villages, schools, Council employees and Council "contract" service providers with regards to parking in Councils' pay and display reserve car parks.
- To define the criteria for eligibility to obtain a Parking Permit.
- To define the areas where Parking Permits are valid.
- To establish that no parking fees apply at Manly Dam on ANZAC Day (25 April) and Remembrance Day (11 November)

2 Principles

This policy provides Council with a framework for determining the criteria and eligibility in which Parking Permits and Event Parking Permits are issued.

The policy relates to the allocation of Parking Permits and Event Parking Permits which allow free parking in Councils' pay and display reserve car parks.

In developing this policy, a review of our procedures and allocation of Parking Permits was undertaken following an audit.

Warringah Council will:

- Plan and support the development of a responsible and equitable Parking Permit allocation consistent with the needs of the community groups, our ratepayers and residents.
- Ensure the equitable and transparent issue and distribution of Parking Permits.

The principles of distribution of Parking Permits or Event Parking Permits that Council will apply are:

- Recipients have varied and diverse parking needs which need to be recognised in the allocation and distribution of Parking Permits.
- Applications will be considered by Council before the issuing of any Parking Permits to community groups. A requirement to will need to be demonstrated by community groups prior to Parking Permits being issued. Application forms will need to be completed and authorised before any applications will be considered by Council. Council reserve the right to refuse applications where a need to access Pay and Display reserves free in order to benefit the community is not demonstrated.

3 Criteria for Eligibility for Allocation of Parking Permits

The criteria used to determine the eligibility for the allocation of Parking Permits is as follows:

3.1 Ratepayers

Two (2) Parking Permits will be issued on the back of the first instalment of the Rates notice to all Warringah ratepayers.

Purchasers of property in the Warringah Council LGA will be issued with two (2) Parking Permits upon receipt of the property transfer from the Land Titles Office.

3.2 Warringah Residents

Residents are entitled to purchase Parking Permits in accordance with the current Fees and Charges schedule. Proof of residence is required.

3.3 Pittwater Residents

Pittwater residents are entitled to purchase Parking Permits in accordance with the current Fees and Charges schedule. Proof of residence is required.

3.4 Non Warringah / Non Pittwater Residents

Non Warringah / non Pittwater Residents are entitled to purchase Parking Permits in accordance with the current Fees and Charges schedule.

3.5 Community Groups (including Surf Life Saving Clubs, Rural Fire Service and State Emergency Service)

Community groups who demonstrate a community and/or volunteer service activity requiring parking at Pay and Display parking reserves are entitled to one (1) Parking Permit per vehicle owned by the organisation.

Individual members of the organisation may also apply for Parking Permits if a community and/or volunteer service activity requiring parking at Pay and Display parking reserves is demonstrated.

Application forms must be completed and signed by the applicant and authorised by a responsible Officer and returned to Council in order for applications to be considered (refer to Attachment 2).

To comply with Councils' audit controls the number of Parking Permits distributed to each organisation will be monitored and Council expects the distribution to reflect active membership. Should Council perceive that an organisation has breached what is "reasonably expected" Council may conduct an audit.

3.6 Retirement Villages

Residents of retirement villages are entitled to one (1) Parking Permit per household upon application. A second Parking Permit may be obtained if there is a valid requirement. The application form is to be completed and signed by an authorised administrator of the retirement village (refer to Attachment 3).

3.7 Schools

Local schools are entitled to one (1) Parking Permit per school vehicle used to transport pupils to and from these reserves for the education of children in the Warringah community. Parking Permits will be distributed to each school in Warringah upon application.

If private vehicles are used for regular transporting of pupils to and from these reserves, then authorisation from the Head Master / Mistress will be required prior to Parking Permits being issued.

The application form needs to be completed and signed by the Headmaster / Headmistress in order for applications to be considered (refer to Attachment 2).

3.8 Council Owned Vehicles

One (1) Parking Permit will be issued for all Council-owned vehicles.

Council employees that use their personal vehicle for Council related activities at Pay and Display parking reserves are entitled to one (1) Parking Permit upon justification of an operational need and authorisation by the employee's Group Manager.

3.9 Council "Contract" Service Providers

Council "contract" service providers are not entitled to a free Parking Permit. These service groups however are entitled to purchase permits under Council's current Fees and Charges schedule.

3.10 Event Parking Permits

Event Parking Permits may be issued to organisers where temporary parking is required for a fixed duration. To be eligible for an event parking permit the events organisers must submit an event application form which specifies the number of event parking spaces required (refer to Attachment 4).

The event fee will be assessed according to council's fees and charges and will be inclusive of the requested parking spaces.

Events of charitable nature or specify a community benefit may apply for a reduced fee according to council's fees and charges. Event organisers that seek a reduced or waived fee not specified in council's fees and charges require a council resolution to waive the pay and display parking fees.

4 Locations where Parking Permits are Valid

Parking Permits are only valid at Warringah Councils' pay and display reserve car parks (refer to Attachment 1).

5 Replacements of Parking Permits

A Statutory Declaration will be required before replacement Parking Permits are issued.

A fee is payable for the replacement of Parking Permits according to the current Fees and Charges schedule. Replacement fee is applicable when;

- Parking Permits have been lost, misplaced or disposed of.
- A vehicle has been sold and the Parking Permit has not been returned to Council*.
 - * In order to receive a replacement at the rate listed in the current Fees and Charges schedule, documentary evidence of the sale is required.
 - * If a Parking Permit is returned to Council due to the sale of a vehicle but is not intact.
- A vehicle has been written off or the windscreen has been damaged. Documentary evidence is required to support the request.

6 Authorisation

This Policy was adopted by Council on 24 August 2004.

It is due for review on 25 June 2015

7 Amendments

This policy was reviewed and amended on;

- 27 November 2007 and
- 25 November 2011
- 22 May 2012
- 25 June 2013

8 Who is responsible for implementing this Policy?

Deputy General Manager Community

9 Document owner

Group Manager Customer Support and Library Services

10 Related Council Policies, Operational Management Standards and Legislation

This Policy should be read in accordance with:

- a) Policy No. PL-530-Events Sustainable Events
- b) Policy No. CCS-PL 610 - Beach Safety
- c) Local Government Act, 1993, Section 355 and Section 632

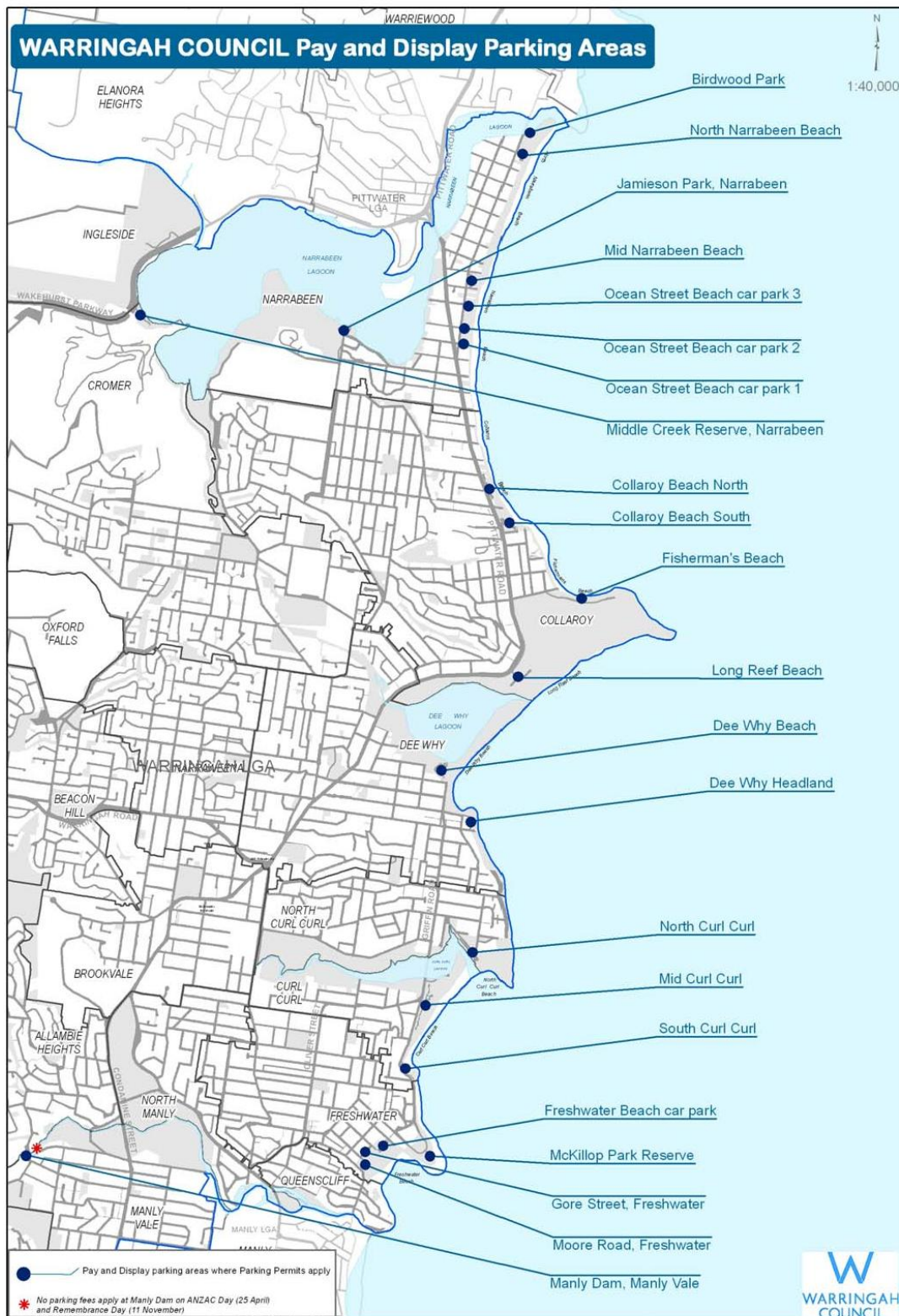
11 Definitions

Parking Permit – authorised parking permit issued by Warringah Council.

Event Parking Permit – authorised parking permit issued by Warringah Council for short term parking for a specific purpose.


ATTACHMENT

1. Warringah Councils' Pay and display Reserve Car Parks



ATTACHMENT

2. Community Group Parking Permit Application Form



WARRINGAH
COUNCIL

Community Groups Parking Permit Application

Excludes Retirement Villages

ORGANISATION'S DETAILS

Name of Organisation _____ Phone Number _____
 Address _____ Email Address _____
(Please note: provide full details for use in this address) _____ page ____ of ____

MEMBERS DETAILS (please print)

In completing this form and signing this application, I am declaring that I am required to use the beach managed parking area to carry out my volunteer duties.

Name	Address	Position in Organisation	Signature	Reason requiring permit				If other, please provide further information
				Public Area	Not a public area	Weekend	Other	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

TO BE COMPLETED BY A DULY AUTHORISED OFFICER (CLUB CAPTAIN OR SECRETARY)


As the responsible officer, I declare that I have checked the authenticity of the applicant's request and confirm that each of the above applicants/members are required to use the beach managed parking area to carry out their volunteer duties. I also confirm that the applicant(s) have not previously applied through this Community Group for this year's Beach Parking Permit.

Name _____ Signature _____ Position _____ Date _____

Please return this form to: Warringah Council 725 Pittwater Road DEE WHY NSW 2089 Email: council@warringah.nsw.gov.au Fax: 02 9871 4522

For Office Use Only Date Received: _____ Date Permits Sent: _____ Permit Numbers: _____ Version 1.2 (Sept 2013)

3. Retirement Village Parking Permit Application Form



WARRINGHAM
COUNCIL

Retirement Villages Parking Permit Application

ORGANISATION'S DETAILS

Name of Organisation _____ Phone Number _____
 Address _____ Email Address _____
(Please note permits will be sent to this address) _____ Page ____ of ____

RESIDENT'S DETAILS (please print)

Name	Address	Position in Organisation	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			


TO BE COMPLETED BY AN AUTHORISED REPRESENTATIVE OF THE ORGANISATION
 I confirm that all applicants are residents of the Retirement Home (with the exception of community vehicles which require permits):

Name _____ Signature _____ Position _____ Date _____

Please return this form to: Warringham Council 725 Pittwater Road DEE WHY NSW 2089 Email: council@warringham.nsw.gov.au Fax: 02 9971 4522

For Office Use Only Date Received: _____ Permit Numbers: _____ Version 4.1 (March 2015)

4. Event Parking Permit Application Form

 <p>WARRINGHAM COUNCIL</p>		<h2 style="text-align: center;">Event Parking Permit Application</h2> <p style="text-align: center; font-size: small;">This form applies only to temporary parking permits within the 'Pay and Display' parking areas, issued under the provisions of Policy No. "CS-PL01 Beach Parking Permits"</p>	
ORGANISATION'S DETAILS			
Name of Organisation		Phone Number - mobile	
Name of Contact		Email Address	
EVENT DETAILS			
Event Name		Number of Permits required	
Event Date			
Event Location		Parking Areas Required	
		1	
		2	
		3	
CRITERIA FOR ALLOCATION OF PERMITS (see Policy no. CS-PL01 Beach Parking Permits)			
Allocation of Event Beach Parking Permits are authorised through: (please tick appropriate)			
<input type="checkbox"/> Included in reserve booking fee Reserve Booking number:		<input type="checkbox"/> Resolution of Council to waive parking fees Resolution date and ref number:	
<p>Please return this form to: Warringham Council 725 Plymouth Road DEE WHY NSW 2089 Email: council@warringham.nsw.gov.au Fax: 02 9971 4522</p> <p>TO BE COMPLETED BY COUNCIL OFFICER</p> <p>Application to be entered into TechOne - EP</p>			
Date Received: Name:	Date Permits Collected: Date completed in TechOne:	Permit Numbers:	
Version 1.0 (May 2012)			

