

# AGENDA

Policy Committee

## MEETING OF THE POLICY COMMITTEE

TO BE HELD ON

MEETING DATE



**MONDAY 8 OCTOBER 2007**

commencing at 7.00 pm

in Conference Room 2  
JOONDALUP CIVIC CENTRE,  
BOAS AVENUE, JOONDALUP



**GARRY HUNT**  
Chief Executive Officer  
5 October 2007

# CITY OF JOONDALUP

Notice is hereby given that a meeting of the **POLICY COMMITTEE** will be held in Conference Room 2, Joondalup Civic Centre, Boas Avenue, Joondalup on **MONDAY 8 OCTOBER 2007** commencing at **7.00 pm**.

GARRY HUNT  
Chief Executive Officer  
5 October 2007

Joondalup  
Western Australia

## AGENDA

### **Committee Members**

<i>Cr Sue Hart</i>	<i>– Presiding Person</i>
<i>Cr Kerry Hollywood</i>	<i>– Deputy Presiding Person</i>
<i>Mayor Troy Pickard</i>	
<i>Cr Steve Magyar</i>	
<i>Cr Marie Macdonald</i>	
<i>Cr Michele John</i>	
<i>Cr Russ Fishwick</i>	

### **Terms of Reference**

- (a) *To make recommendations to Council on the development and review of strategic (Council) policies to identify the direction of the Council;*
- (b) *To Initiate and formulate strategic (Council) policies;*
- (c) *To devise and oversee the method of development (level and manner of community consultation) for the development of strategic (Council) policies;*
- (d) *To review the Council Policy Governance Framework in order to ensure compliance with provisions of the Local Government Act 1995.*

### **DECLARATION OF OPENING**

### **APOLOGIES/LEAVE OF ABSENCE**

Apology – Cr Steve Magyar

**CONFIRMATION OF MINUTES**

**MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 14 AUGUST 2007**

**RECOMMENDATION**

**That the minutes of the meeting of the Policy Committee held on 14 August 2007 be confirmed as a true and correct record.**

**ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**DECLARATIONS OF INTEREST**

**IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS**

**PETITIONS AND DEPUTATIONS**

**REPORTS**

<b>Item 1</b>	<b>Policy Committee - Terms of Reference</b>	<b>Page 3</b>
<b>Item 2</b>	<b>Policy for the operation of Circuses in the City of Joondalup</b>	<b>Page 6</b>
<b>Item 3</b>	<b>Draft Amended Policy 3-1 Child Care Centres</b>	<b>Page 9</b>
<b>Item 4</b>	<b>Signs Policy</b>	<b>Page 13</b>
<b>Item 5</b>	<b>Draft City Policy – Hire of Community Facilities and Venues</b>	<b>Page 16</b>

**MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION**

**CLOSURE**

## **ITEM 1            POLICY COMMITTEE - TERMS OF REFERENCE – [26176]**

**WARD:**            All

**RESPONSIBLE**    Mr Ian Cowie  
**DIRECTOR:**      Governance and Strategy

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### **PURPOSE/EXECUTIVE SUMMARY**

To amend the existing Terms of Reference of the Policy Committee.

### **BACKGROUND**

Council endorsed the Policy Framework and City Policy 8.1 Review and Development of Policies in 2005.

Following a request by the Policy Committee on 14 August 2007 that the Terms of Reference be amended so that: -

*“...both Council and City Policies are referred to the Policy Committee for recommendation and referral to Council...”;*

consideration has been given to the effect of such an amendment on implementation of the following:

- The current Policy Framework
- City Policy 8.1 Review and Development of Policies

The Policy Committee Terms of Reference are presently identified in City Policy 8.1 Review and Development of Policy as follows:

- To make recommendations to Council on the development and review of strategic (Council) policies to identify the direction of Council
- To initiate and formulate strategic (Council) policies
- To devise and oversee the method of development (level and manner of community consultation) for the development of strategic (Council) policies
- To review the Council Policy Governance Framework in order to ensure compliance with the provisions of the Local Government Act 1995

### **DETAILS**

To comply with the Policy Committee requirement that the Terms of Reference be amended to enable City policies to be brought before the Policy Committee, the following amendments are proposed for consideration: -

The Policy Committee will:

- Make recommendations to Council on the development and review of Council and City policies to identify the direction of Council.
- Initiate and request the formulation and drafting of both Council and City policies.
- Devise and oversee the method of development (level and manner of community consultation) for the development of Council and City policies.
- Review the Council Policy Framework in order to ensure compliance with the provisions of the Local Government Act 1995.

**Link to Strategic Plan:**

Not applicable

**Legislation – Statutory Provisions:**

Local Government Act 1995

**Risk Management considerations:**

Not applicable

**Financial/Budget Implications:**

Not applicable

**Policy implications:**

If the proposed Terms of Reference are adopted, City Policy 8.1 will need to be revised to reflect that amendment.

**Regional Significance:**

Not applicable

**Sustainability implications:**

Not applicable

**Consultation:**

Nil

**COMMENT**

In order to effect the amendment being proposed it will be necessary to amend the introduction to the Policy Manual and City Policy 8.1.

**ATTACHMENTS**

Attachment 1 Amended Policy Framework  
Attachment 2 Amended Policy 8-1

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATIONS**

**That the Policy Committee RECOMMENDS that Council:**

**1 APPROVES the proposed amendments to the Terms of Reference for the Policy Committee that:**

**“The Policy Committee will:**

- Make recommendations to Council on the development and review of Council and City policies to identify the direction of Council.**
- Initiate and request the formulation and drafting of both Council and City policies.**
- Devise and oversee the method of development (level and manner of community consultation) for the development of Council and City policies.**
- Review the Council Policy Framework in order to ensure compliance with the provisions of the Local Government Act 1995.”**

**2 APPROVES the amendments shown as attachment 1 and 2 to this Report to the Policy Manual and City Policy 8.1 to reflect the amendments to the Policy Committee Terms of Reference.**

Appendix 1 refers

## **ITEM 2            POLICY FOR THE OPERATION OF CIRCUSES IN THE CITY OF JOONDALUP**

**WARD:**            All

**RESPONSIBLE**    Mr Ian Cowie  
**DIRECTOR:**        Governance and Strategy

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### **PURPOSE/EXECUTIVE SUMMARY**

To provide a report on circuses in the City of Joondalup and to provide options for consideration by the Policy Committee.

### **BACKGROUND**

A request was received from the Policy Committee meeting of 14 August 2007 for a report on circuses.

At a previous meeting of Council in 2000 (*CJ085 – 04/00 refers*) the matter of Circus Policies was addressed. On this occasion, Council recognised the fact that there are no suitable Council reserves to accommodate circuses in the City of Joondalup and made the decision that Council would not endorse any policy regarding circuses “...due to the fact that Council has no wish to interfere with the right of residents in the City of Joondalup to attend performances if they so desire.”

### **DETAILS**

Given the background history of the City with respect to circus policy, the Policy Committee may wish to consider the following:

#### **Issues and options considered:**

Option 1

Abide by the previous decision of Council, that a policy on circuses is unnecessary.

Option 2

Adopt the draft Policy (Attachment 1) that provides a clear statement on Council’s position on the use of exotic animals for circus performances whilst supporting entertainments that employ the use of human acts and/or domestic animals such as cats and dogs.

#### **Link to Strategic Plan:**

Key Focus Area: Community Wellbeing

Objective: To meet the cultural needs and values of the community

**Legislation – Statutory Provisions:**

Not applicable

**Risk Management considerations:**

Not applicable

**Financial/Budget Implications:**

Not applicable

**Policy implications:**

Possible amendment to Policy Manual

**Regional Significance:**

Not applicable

**Sustainability implications:**

Not applicable

**Consultation:**

Not applicable

**COMMENT**

Research has been undertaken on this matter and the Council needs to be aware that by pursuing Option 2, the City will not be fully aligned with either the Code of Practice for the Conduct of Circuses in Western Australia or the RSPCA Policy on Performing Animals. The former allows that some animals may be more suited to and appropriate for circuses whilst stipulating the care and control of all animals in circuses. The latter decries the use of “animals for any form of entertainment where suffering is likely to be caused. ‘Entertainment’ is an inclusive term taking in all animal acts including the use of animals by street traders...RSPCA Australia is totally opposed to exhibitions or presentations of animals in circuses, travelling menageries and theatres”

Notwithstanding the above, it is still recommended that Council adopts a Policy on this matter given the ongoing demand for this type of entertainment in the City.

**ATTACHMENTS**

Attachment 1 – Draft Circus Policy

**VOTING REQUIREMENTS**

Simple Majority



**RECOMMENDATION**

**That the Policy Committee RECOMMENDS that Council ADOPTS the draft City Policy – Statement on Circuses shown as Attachment 1 to this Report.**

Appendix 2 refers

### **ITEM 3            DRAFT AMENDED POLICY 3-1 CHILD CARE CENTRES – [85510]**

**WARD:**            All

**RESPONSIBLE**    Mr Clayton Higham  
**DIRECTOR:**      Planning and Community Development

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#### **PURPOSE**

The purpose of this report is for the Policy Committee to consider draft amendments to Council Policy 3-1 Child Care Centres.

#### **EXECUTIVE SUMMARY**

Recent development applications for Child Care Centres have attracted public interest and raised issues regarding the current Policy 3-1 Child Care Centres. Review and clarification of aspects of Policy 3-1 Child Care Centres to bring it in line with current community expectations is considered appropriate. This would also assist in the assessment of applications for this land use.

The issues of amenity, appropriate location, operating hours and location of outdoor play areas are included in the draft policy. Due to the number of elements of the policy that are proposed to be amended, and the difficulty of clearly showing these on the existing policy, a new draft policy document is provided.

*It is recommended that the Policy Committee RECOMMENDS that Council, in accordance with Clause 8.11 of the City of Joondalup's District Planning Scheme No 2, ADVERTISES the draft amended Council Policy 3-1 - Child Care Centres, as shown in Attachment 1 to this Report, for public comment for a period of thirty five (35) days.*

#### **BACKGROUND**

When the City of Joondalup was formed on 1 July 1998, Council adopted the former City of Wanneroo's planning policy manual under District Planning Scheme No 2 (DPS2) (CJ213-06/99 refers). This included adoption of (then) Policy 3.3.1 – Child Care Centres.

A review of policies was conducted in 2001 when minor amendments were made to Policy 3.3.1 (CJ318-09/01 refers). All policies were reviewed in 2005 under a new policy framework and Policy 3.3.1 was designated as a Council policy, known thereafter as Policy 3-1 Child Care Centres (CJ2076-10/05 refers).

The operation of Child Care Centres is regulated by the Child Care Centres (Child Care) Regulations 2006 and the Child Care Centres Regulations 2007.

**DETAILS**

Planning approval is required for the development of a Child Care Centre and Policy 3-1 Child Care Centres provides guidance to the location and development of those centres.

The following summary identifies issues that require review in the current Policy 3-1:

- Increased focus on amenity issues;
- Building setback requirements to be consistent with District Planning Scheme No 2;
- Clarification of where Child Care Centres are suitable in terms of the road hierarchy;
- Car parking and access requirements to be clarified and expanded;
- Additional provisions relating to operating days and hours, and outdoor play areas to be included.

**Issues and options considered:**

The options available to Council are:

- Adopt the draft amended Policy 3-1 Child Care Centres for the purposes of public advertising;
- Adopt the draft amended Policy 3-1 Child Care Centres, with modifications, for the purposes of public advertising;
- Not adopt the draft amended Policy 3-1 Child Care Centres.

**Link to Strategic Plan:**

The following objective and strategy of the City's Strategic Plan 2003-2008 are applicable to this report:

Objective 3.3 To continue to meet changing demographic needs.

Strategy 3.3.2 integrate plans to support community and business development.

**Legislation – Statutory Provisions:**

Clause 8.11 of the City of Joondalup's District Planning Scheme No 2 enables Council to prepare, amend and add to local planning policies that relate to any planning and development matter within the Scheme area.

Should Council adopt a draft policy, or amendment to an existing policy, the proposal is required to be advertised for a period of not less than twenty one (21) days. Advertising is undertaken by way of a notice published once a week for two consecutive weeks in a local newspaper, as well as on the City's website, giving notice where the draft policy or amendment may be inspected.

**Risk Management considerations:**

Not applicable

**Financial/Budget Implications:****Policy implications:**

Not applicable

**Regional Significance:**

Not applicable

**Sustainability implications:**

Not applicable

**Consultation:**

In the event that Council adopts the draft amendment to the policy for advertising, in view of the fact that applications for Child Care Centres attract public interest, advertising of the proposal for a period of thirty five (35) days is recommended. Upon completion of advertising, Council is required to consider all submissions and proceed to either adopt, modify or refuse the amendment to the policy.

**COMMENT**

Issues identified in the existing policy that are proposed in the draft amended policy are discussed below:

Amenity

The current objective of Policy 3-1 refers to maintaining a high level of amenity in residential areas. Additional wording has been added to emphasise this objective, including the requirement for a Traffic and Road Safety Impact Report and a Noise Impact Assessment to be submitted with the application.

Location

The preferred location of Child Care Centres in relation to the road hierarchy in Policy 3-1 is contradictory in some circumstances, and requires clarification. The draft amended policy clearly states that Local Distributor roads are the preferred location for Child Care Centres.

Building Setbacks

Child Care Centres are non-residential buildings that are subject to the generic setback provisions for all non-residential buildings as prescribed in DPS2. The current policy, however, indicates the Child Care Centres in residential areas should comply with the R-Codes. The policy provision promotes development of buildings in keeping with the residential area, however, Council is required to exercise discretion in terms of the DPS2 standards. The inclusion of statements addressing the relationship of the Policy to the DPS2 provisions is proposed.

### Car Parking

Car parking requirements in the policy do not extend to include large Child Care Centres, with more than 72 children, and differs according to different car park and access arrangements. That is, fewer bays are required for smaller Centres catering for up to 56 children where a flow-through access and parking arrangement is provided.

It is proposed to expand the car parking provision table to cater for centres of up to 104 children. It is also proposed to simplify the required provision of car parking by not differentiating between car park access arrangements.

### Additional Provisions

The current policy does not offer any guidance regarding days or hours of operation for Child Care Centres. It is proposed to include days and hours for weekdays and Saturdays.

Outdoor play areas are high use areas that have the potential to generate significant noise and disturbance to surrounding properties. Additional guidance regarding location of these areas is proposed. In addition, the provision of cover over a portion of these areas to give protection from the weather, in particular from the sun, is included.

### Conclusion

The proposed amended Policy 3-1 will clarify suitable locations for Child Care Centres, setbacks, car parking and access requirements, amenity and Council's exercise of discretion. It will also include car parking requirements for large Centres, operating days and hours and additional provisions relating to outdoor play areas to improve the safety of the children.

## **ATTACHMENTS**

Attachment 1	Draft Amended Policy 3-1 -Child Care Centres
Attachment 2	Existing Policy 3-1 Child Care Centres

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

**That the Policy Committee RECOMMENDS that Council, in accordance with Clause 8.11 of the City of Joondalup's District Planning Scheme No 2, ADVERTISES the draft amended Council Policy 3-1 - Child Care Centres, as shown in Attachment 1 to this Report, for public comment for a period of thirty five (35) days.**

Appendix 3 refers.

## **ITEM 4            SIGNS POLICY**

**WARD:**            All

**RESPONSIBLE**    Mr Clayton Higham  
**DIRECTOR:**        Planning and Community Development

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### **PURPOSE/EXECUTIVE SUMMARY**

To update the Policy Committee on the development of a Signs Policy to guide the size and location of business signage within the City.

### **BACKGROUND/DETAILS**

Council at its meeting held 28 August 2007 resolved to request a report on Business Signage within the City of Joondalup.

Currently, while the majority of signs require planning approval, the City does not have a policy that specifies the size and/or location of these signs. A Signs Local Law is in place, however, this focuses on issues such as maintenance and safety of signs, rather than their size or location.

Planning applications for signage are considered on the merits of the proposal, considering the objectives of the District Planning Scheme No 2, being:

- (a) to ensure that the visual quality and character of particular localities and transport corridors are not eroded;
- (b) to achieve advertising signs that are not misleading or dangerous to vehicular or pedestrian traffic;
- (c) to minimize the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;
- (d) to prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of its colours, height, prominence, visual impact, size, relevance to the premises on which it is located, number and content;
- (e) to reduce and minimise clutter; and
- (f) to promote a high standard of design and presentation in outdoor advertising.

### **Link to Strategic Plan:**

Key Focus Area: City Development

Objective 3.1 - To develop and maintain the City of Joondalup's assets and built environment.

**Legislation – Statutory Provisions:**

Not applicable.

**Risk Management considerations:**

Not applicable.

**Financial/Budget Implications:**

Not applicable.

**Policy implications:**

It is proposed to implement a new policy.

**Regional Significance:**

Not applicable.

**Sustainability implications:**

Not applicable.

**Consultation:**

Not applicable.

**COMMENT**

A drafting of a Signs Policy is underway. The policy will provide guidance on the location and size of the various forms of signage. Once the draft policy is complete, it will be presented to the Policy Committee for consideration.

The draft policy is likely to include guidance on the following aspects:

- Limiting certain types of signs to particular land uses
- Regulating the amount of building façade that can be covered by signage
- Providing parameters to regulate on-roof signage and minimising the impact of that (for example within the Joondalup City Centre on-roof signage is generally not approved).
- Limiting the amount of signage to avoid “clutter” on a building
- Providing prescriptive limits for the maximum size of types of signage including:
  - (a) pylon signs
  - (b) panel signs
  - (c) free standing hoardings
  - (d) product displays

- Encouraging multi panel shared pylon signs in lieu of individual signs
- Regulating and providing reasonable limits on temporary signage
- Regulating inflatable balloon signage
- Illumination of signs
- Public safety and amenity

The Policy Committee's input is invited on any other themes that it wishes to have included in the proposed policy.

### **ATTACHMENTS**

Nil.

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

**That:**

- 1** **Comments be sought from the Policy Committee in relation to the required scope and content of the proposed policy;**
- 2** **the Policy Committee NOTES that the development of a Signs Policy is underway, and when completed the draft policy will be presented to the Policy Committee for consideration.**



## **ITEM 5            DRAFT CITY POLICY – HIRE OF COMMUNITY FACILITIES AND VENUES – [26176]**

**WARD:**            All

**RESPONSIBLE**    Mr Clayton Higham  
**DIRECTOR:**        Planning and Community Development

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### **PURPOSE/EXECUTIVE SUMMARY**

To identify the issues and options associated with development of a new policy to provide free use of the City's facilities to 'Service' organisations such as Lions Clubs, Rotary and Apex.

### **BACKGROUND**

At the meeting of Council on 27 February 2007, the Chief Executive Officer was requested to provide a report "...on the development of a policy to provide free use of the City's facilities to organisations such as Lions Club, Rotary and Apex."

The report was presented to the Policy Committee meeting of 14 August 2007. At this meeting, the committee resolved that consideration of free use of City facilities to service organisations be deferred for further review and a report be presented to the next meeting of the Policy Committee.

This report reconsiders the issue of charges associated with the use of City facilities in light of the Policy Committee's resolution.

### **DETAILS**

Currently, there are 28 community facilities available for hire within the City, which are regularly accessed by a range of sporting and recreation clubs, seniors groups and two service groups, namely: the Lions Club (Whitfords and Ocean Reef branches) and a branch of the Red Cross. Apex has not booked Council facilities since 1999 and there is no record of Rotary having made a booking at all. Total bookings for the Lions and Red Cross service groups combined amounts to approximately 20 hours per week.

A range of Council and City policies make reference to the City charging for the use of City facilities as do a number of internal City procedures. Relevant references are as follows:

#### Council Policy 1-1 Leisure

One belief and value identified in this policy is:

"The City must manage its limited leisure resources, including human, financial and physical assets, in a manner that ensures equity, efficiency and effectiveness."

One outcome identified in this policy is:

“Resources are allocated and services, facilities and programmes are delivered efficiently, effectively and equitably.”

#### Council Policy 4-2 Setting Fees and Charges

The objective of Policy 4-2 reflects the concepts of equity and effectiveness in Policy 1-1 using the following words:

“To establish a fair and equitable fee structure on a user contributes basis which reflects actual costs for goods and services provided by Council and takes into account the City’s objectives and community obligations.”

This policy includes a specific section on hire charges and will need to be reviewed in light of adoption of draft City Policy – Hire of Community Facilities and Venues.

#### Internal City Procedures

The City’s Procedures Manual for Community Facilities makes a variety of references to charging for the use of such facilities. Those references which are specifically relevant are as follows:

- The Statement of Principle contains the following references:

“Efficient use of financial resources is a goal that does not prohibit subsidised use by key sectors of the community.”

“Whilst acknowledging its role within the wider region, the City of Joondalup seeks to protect the interests of its ratepayers by ensuring priority access to the City’s residents and restricting subsidised use by individuals and clubs from other local government authority areas.”

- The definitions section provides a range of relevant definitions (Attachment 1).
- The manual then addresses the subsidised use of community facilities in detail (Attachment 2).
- Operating procedure 5 makes the following comments in relation to special event bookings.

“Standard hire rates apply (half day, full day, senior ‘in season’ use, junior subsidised use, commercial), however other Business Units may have additional fees for particular licenses or requirements”.

- Operating procedure 6 is entitled “subsidised use” and contains a number of pertinent comments as identified in Attachment 3.

### Summary of existing situation

In summary, most Service Clubs are likely to be registered charities. Under the Council Policy 4-2 Setting Fees and Charges, it is stated that hire charges will be determined on a venue-by-venue basis and, amongst other criteria, whether the booking group is recognised as a charitable organisation by the ATO. However, the Policy does not advise on the percentage of commercial rate to be applied. The new draft City Policy – Hire of Community Facilities and Venues will address this matter.

Under current operating procedures the following criteria are applied with respect to inside venue hire:

1. Commercial rate = 100%
2. Community rate = 50% of the commercial rate
3. Charity rate = 25% of the commercial rate for registered charities
4. Free of Charge = where at least 50% of the members are 55+ or under 18 and reside in the City of Joondalup.

Service Clubs are defined within the procedures as:

*"...organisations where members may volunteer to perform community services in alignment with organisational goals and objectives. To be eligible under this definition, funds raised must be donated to a charitable cause and/or research designed to improve standards and overall quality of life. Where a service club is also a registered charity they will be charged at the Charity Rate."*

Under operating procedures, a service club registered as a charity pays the "Charity Rate" at 50% of the "Community Rate" and is 25% of the "Commercial Rate." Further, a service club may be considered for "Free of Charge" in circumstances where at least 50% of the members are over 55 and reside in the City.

### A new approach

Given the disparity between existing policies and operating procedures, it is recommended that Council adopt a new policy to address the issues and clearly mandate fees associated with the hiring of community facilities.

It should be noted that, in conjunction with such a decision, the CEO would amend the Procedures Manual and change the operating procedures. The draft City Policy – Hire of Community Facilities and Venues can be found in Attachment 4 to this report.

### **Issues and Options considered:**

The Policy Committee could:

- Support all the suggested changes;
- Seek to amend some of the suggested changes;
- Seek to add additional changes;
- Make no changes at this time.

**Link to Strategic Plan:**

Key Focus Area: Community Wellbeing

Objective 1.3 To continue to provide services that meet changing needs of a diverse and growing community.

**Legislation – Statutory Provisions:**

The new Policy in relation to Managing Community Facilities would need to comply with Section 6.17, Setting Fees and Charges, of the *Local Government Act (1995)*.

**Risk Management considerations:**

Amending the Policy and Procedures will reduce confusion, which creates the potential for complaints.

**Financial/Budget Implications:**

Not applicable.

**Policy implications:**

This report recommends changes to Policy, which will require updating the Policy manual.

**Regional Significance:**

Not applicable

**Sustainability implications:**

Providing access to City facilities at below recovery costs could be viewed as economically unsustainable. However, the provision of free use could be viewed as supporting social sustainability.

**Consultation:**

Council policies may be subject to community consultation.

**COMMENT**

The draft City Policy – Hire of Community Facilities and Venues outlines the level of subsidy provided to clubs, groups and associations in the City. The level of subsidy relates to hire fees and bond charges.

In addressing the issues of hire rates and bonds in draft City Policy – Hire of Community Facilities and Venues, it is important for the Policy Committee to note that current practice is not in line with existing Council Policy 4.2 - Fees and Charges.

Currently, it is difficult for the City to measure the level of subsidy provided to Clubs and the amount of time allocated for clubs booking community facilities. This is a result of the existing policy:

1. Making no provisions for free or discounted use of community facilities (buildings).
2. Providing no limitation to the amount of free use or discounted hire rates provided to eligible clubs/groups for the booking of community facilities and venues.

The intent of draft City Policy – Hire of Community Facilities and Venues is to provide guidelines to manage the level of subsidy provided by the City to community clubs/groups and establish equity in that provision. The extent, to which the subsidy is offered, will enable the City to determine the level of financial support provided to community groups.

A level of subsidy and weekly booking allocation has been set for the specific clubs and groups to conduct their activities. This provides a consistent approach to the amount of hours that can be booked at a subsidised rate by Clubs, with additional hours being charged at standard community rate. The setting of allocated subsidised use hours will help prevent blanket bookings being made by Clubs, therefore improving equity of access to the community.

## **ATTACHMENTS**

- Attachment 1 – Definitions
- Attachment 2 – Subsidised Use of Facilities
- Attachment 3 – Exemptions: Operating Procedure 6
- Attachment 4 – Draft City Policy – Hire of Community Facilities and Venues

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

**That the Policy Committee RECOMMENDS that Council;**

- 1 ADOPTS the draft City Policy – Hire of Community Facilities and Venues as shown as Attachment 4 to this Report;**
- 2 REVIEWS Council Policy 4-2 Setting of Fees and Charges to reflect the changes instigated by virtue of draft City Policy – Hire of Community Facilities and venues;**
- 3 REVIEWS Council Policy 4-2 Setting of Fees and Charges to reconsider how the City should deal with leased community facilities.**

Appendix 4 refers

## APPENDICES

ITEM	TITLE	APPENDIX	PAGE
<b>Item 1</b>	<p><b>Policy Committee - Terms of Reference</b></p> <p>Attachment 1 Amended Policy Framework</p> <p>Attachment 2 Amended Policy 8-1</p>	<b>1</b>	1 5
<b>Item 2</b>	<p><b>Policy for the operation of Circuses in the City of Joondalup</b></p> <p>Attachment 1 – Draft Circus Policy</p>	<b>2</b>	8
<b>Item 3</b>	<p><b>Draft Amended Policy 3-1 Child Care Centres</b></p> <p>Attachment 1 Draft Amended Policy 3-1 -Child Care Centres</p> <p>Attachment 2 Existing Policy 3-1 Child Care Centres</p>	<b>3</b>	9 13
<b>Item 5</b>	<p><b>Draft City Policy – Hire of Community Facilities and Venues</b></p> <p>Attachment 1 Definitions</p> <p>Attachment 2 Subsidised Use of Facilities</p> <p>Attachment 3 Exemptions: Operating Procedure 6</p> <p>Attachment 4 Draft City Policy – Hire of Community Facilities and Venues</p>	<b>4</b>	17 18 20 21



# **POLICY MANUAL**



## INTRODUCTION TO POLICY MANUAL

Council established a Policy Committee and endorsed a new Policy Framework on 26 April 2005. (Refer CJ064 – 04/05). The framework separated the policies of the Council into two categories:

- 1 Council Policies - Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic external focus and align with the Mission, Vision and Strategic Directions; and
- 2 City Policies - Policies that are developed for administrative and operational imperatives and have an internal focus.

Council policies are to be developed and reviewed by the Policy Committee and may be subject to community consultation processes in recognition of the community leadership role Council has in guiding the formation and development of the City, and in representing the values and interests of the broader community. Officers may be requested by the Policy Committee to draft specific policies as required for referral to the Policy Committee.

City policies are to be developed and drafted by the Policy Committee and/or will be drafted—by officers for Policy Committee consideration and endorsement recommendation to the Council. The Policy Committee may determine, if appropriate, to request that a City Policy is be subject to public comment prior to recommending it for Council adoption.

~~Council consideration and these policies will still require Council endorsement however this will occur as part of the normal Council meeting cycle.~~

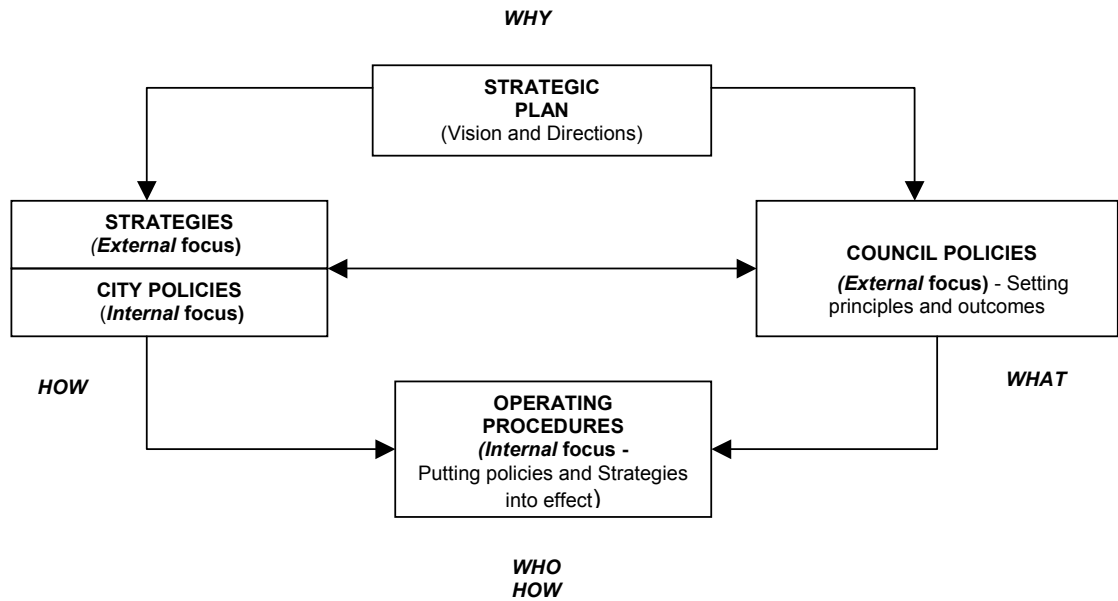
Council may also direct that some or all City Policies be advertised for public comment prior to endorsement. In the case of Local Planning Policies it is a statutory requirement that draft policies are to be advertised, and that public submissions are to be considered prior to adoption of the policy.

The Policy Framework also delineates operating procedures from policies. Operating procedures are administrative procedures and implementation plans giving effect to the Council Policies and Strategies determined by Council and supporting sound administration of the organisation.

Operating procedures are to be approved by the CEO unless the CEO specifically refers them to Council.



## Policy Framework



This policy manual has been divided into sections that align to the key focus areas of the City's Strategic Plan, being:

### Community Wellbeing:

- To develop, provide and promote a diverse range of lifelong learning opportunities.
- To meet the cultural needs and values of the community.
- To continue to provide services that meet the changing needs of a diverse and growing community.
- To work with the community to enhance safety and security in a healthy environment.

### Caring for the Environment:

- To plan and manage our natural resources to ensure environmental sustainability.
- To manage waste effectively and efficiently in alignment with environmentally sustainable principles.

### City Development:

- To develop and maintain the City of Joondalup's assets and built environment.
- To develop and promote the City of Joondalup as a tourist attraction.
- To continue to meet changing demographic needs.
- To provide integrated transport to meet regional and local needs.
- To provide and maintain sustainable economic development

**Organisational Development:**

- To manage the business in a responsible and accountable manner.
- To provide quality services with the best use of resources.
- To ensure the City responds to and communicates with the community.
- To develop community pride and identity.
- To manage our workforce as a strategic business resource.



## Draft revised POLICY 8-1 - REVIEW AND DEVELOPMENT OF POLICIES

<b>STATUS:</b>	<p><b>City Policy</b> - <i>A policy that is developed for administrative and operational imperatives and has an internal focus.</i></p> <p><i>City policies are referred to Policy Committee Council for review and endorsement prior to Council adoption.</i></p>
<b>RESPONSIBLE DIRECTORATE:</b>	Office of the CEO
<b>OBJECTIVE:</b>	<p>To establish a “Council Policy Framework providing a structure and process for initiation, development and review of policy documents ensuring:</p> <ol style="list-style-type: none"> <li>1 Definitions of documents comprising the Council Policy Framework;</li> <li>2 Types and relationship of Council policy document for different purposes;</li> <li>3 A clear relationship between Council and management responsibilities in decision making and implementation;</li> </ol>

### STATEMENT:

#### **Definitions of Documents Comprising the Council Policy Framework.**

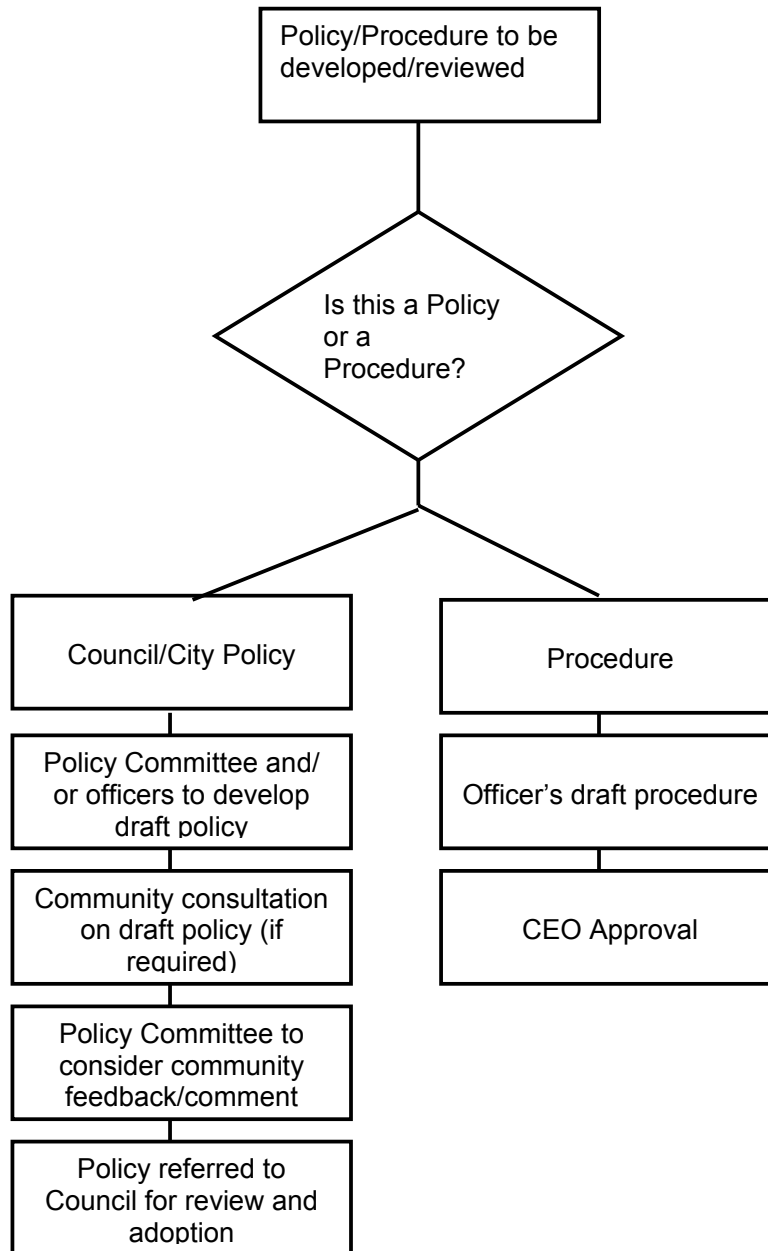
**Council Policies** - Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic external focus and align with the Mission, Vision and Strategic Directions. Developed by the Policy Committee and/ or the administration and adopted by Council.

**City Policies** - Policies that are developed for administrative and operational imperatives and have an internal focus. Developed by the Policy Committee and/ or the administration and adopted by Council

**Strategic Plan** - Statement of Council’s vision, strategic intent, priorities and longer-term targets. Developed and adopted by Council.

**Strategy** - The means by which Strategic Plan will be achieved. Developed and adopted by Council.

**Procedures** - Administrative guidelines and procedures for the implementation of policies supporting sound administration of the Corporation. (*Generally technical and/or operational in nature*). To be approved by the CEO.



**Policy Committee Terms of Reference**

- (a) *To make recommendations to Council on the development and review of Council and City policies to identify the direction of Council*
- (b) *To initiate and request the formulation and drafting of both Council and City policies*
- (c) *To devise and oversee the method of development (level and manner of community consultation) for the development of Council and City policies*
- (d) *To review the Council Policy Framework in order to ensure compliance with the provisions of the Local Government Act 1995*

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Amendments: CJ206-10/05

Related Documentation:

Issued:

## **Draft CITY POLICY – STATEMENT ON CIRCUSES**

<b>STATUS:</b>	<b>City Policy</b> - <i>A policy that is developed for administrative and operational imperatives and has an internal focus.</i>  <i>City policies are referred to the Policy Committee for review and endorsement prior to Council adoption</i>
<b>RESPONSIBLE DIRECTORATE:</b>	<b>Planning and Community Development</b>
<b>OBJECTIVE:</b>	<b>To provide a statement of intent with respect to the operation of circuses</b>

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### **STATEMENT:**

Council opposes the use of circuses or organisations with performing exotic animals including (but not restricted to) lions, tigers, elephants, bears and monkeys.

Council considers circuses or organisations that use human acts and/or domestic animals (such as cats and dogs) are a preferred alternative for public entertainment. Domestic animals are as defined by the Code of Practice for Conduct of Circuses in Western Australia (2003) as “any of the various animals which have been domesticated by man, so as to commonly live and breed in a tame condition.”

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File No:  
Previous Policy No:  
Amendments:  
Related Documentation:      Circus Protocol and Procedure  
Issued:

## POLICY 3-1 CHILD CARE CENTRES

**STATUS:** **Council Policy** - *A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations. The policy has a strategic focus and aligns with the Mission, Vision and Strategic Directions.*

Council policies are developed and reviewed by the policy Committee.

**RESPONSIBLE DIRECTORATE:** Planning and Community Development

**OBJECTIVE:** To provide guidelines for the location, siting and design of Child Care Centres to ensure that such developments are compatible with, and have minimal adverse impacts on the amenity of, adjoining and surrounding areas.

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### AUTHORITY

This policy has been prepared in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2 which allows Council to prepare planning policies relating to planning or development within the scheme area.

### POLICY AREA

This policy applies to the whole of the City of Joondalup.

### POLICY STATEMENT

A Child Care Centre means premises providing a service for the casual, part-time or day-to-day care of children as defined within District Planning Scheme No 2 (DPS2).

In considering applications for Child Care Centres, Council shall take the following criteria into consideration:

#### 1 Location

The appropriate location of Child Care Centres is crucial in minimising adverse impacts on surrounding properties, particularly in terms of additional traffic, car parking and noise.

##### 1.1 Neighbouring Uses

To minimise potential adverse impacts such Centres may have on the amenity of residential properties, wherever possible, it is preferred to locate Child Care

Centres adjacent to non-residential uses such as shopping centres, medical centres or consulting rooms, schools, parks and community purpose buildings.

## 1.2 Road Hierarchy

In Western Australia, Main Roads Western Australia lists the types of roads that perform designated functions required of the road network. This is known as the 'Functional Hierarchy of Roads'. The suitability of locating Child Care Centres on the different types of roads is considered in this policy.

Residential amenity, safety and aesthetics take priority in considering vehicular access for Child Care Centres. Child Care Centres should be located on Local Distributor roads in such a manner that they would not conflict with traffic control devices and will not encourage the use of nearby Access Roads for turning movements.

As Child Care Centres can be reasonably high traffic generators, vehicular access should not be located on District Distributor Roads, the primary function of which is to cater for through-traffic. Only under exceptional circumstances may vehicular access be considered from a District Distributor or Access Roads.

## 2 **Parking and Traffic**

### 2.1 Traffic Impacts and Safety

Council shall have regard to the need to minimise disruption of existing traffic safety measures and traffic flows in close proximity to proposed Child Care Centres, the potential for substantial traffic increases, particularly on residential streets, and the provision of safe access to proposed on-site car parking areas.

### 2.2 Design and Location of Car Parking

Car parking is to be located on site in an arrangement that enables a free flow of traffic movement internal and external to the site. Vehicular access to and from must enable vehicles to move in a forward direction. A car park design using 'one-way' traffic flow, shown as Type 1 on Figure 2 is preferred. Alternatively, a 'two-way' crossover shown as Type 2 is required. Incorporation of a designated 'pick-up/drop-off' area is recommended to reduce congestion and improve safety for patrons and prevent traffic build-up on access roads.

Car parking and associated driveways should be easily visible from the street to encourage patrons to park on-site instead of road verges. Car bays that are least visible or difficult to access should be allocated for staff use.

Landscaping of car park areas abutting a street is required in accordance with the requirements of DPS2.

A Traffic and Road Safety Impact Report, including consideration of traffic flows to and within the on-site car park, is required with all Child Care Centre applications.



### 2.3 Number of Car Bays

The required number of car parking bays required to be provided onsite is set out in Table 2 of DPS2, and in Figure 1 of this policy. The allocation of car parking bays for use of disabled persons is required in accordance with the provisions of the Building Code of Australia, being 1 bay for every 100 car parking bays or part thereof.

## 3 **Building Design and Outdoor Play Area**

### 3.1 Orientation and Building Setbacks

Building setbacks are to be in accordance with the requirements of DPS2, or any relevant Structure Plan. Council may consider the exercise discretion to vary the setback provisions under DPS2 for Child Care Centres located in residential areas, in order to more appropriately reflect the existing building setbacks in the immediate vicinity.

Openings to activity rooms and doors to the outside should be orientated in such a manner as to minimise noise to adjoining properties. A Noise Impact Assessment is required to be submitted with all Child Care Centre applications.

### 3.2 Outdoor Play Areas

Outdoor play areas should be located away from adjoining noise-sensitive premises such, as residences where possible. In order to assist in minimising noise from these areas and to screen these areas from sources of pollution, such as vehicular traffic, suitable fencing or landscaping should be considered.

A portion of the outdoor play area with play equipment is required to be covered with a shade structure for sun protection. The colours of shade or sailcloth should be considered in relation to the streetscape and surrounding properties.

## 4 **Landscaping**

### 4.1 On-site

Landscaping for Child Care Centres is required in accordance with DPS2.

### 4.2 Verge

The verge areas of all Child Care Centres are required to be suitably landscaped, reticulated and maintained to discourage patrons from parking on the verge. Under no circumstances is the verge to be paved or sealed as this would encourage its use for parking, compromising safety by inhibiting visibility and detracting from the amenity of the area.

## 5 Operating Times

Within the Residential zone, days and times of operation are restricted to 7.00am to 6pm weekdays and 8am to 1pm Saturday, unless otherwise approved by Council. Operation of Child Care Centres on Sundays within the Residential zone will not be approved by Council.

## 6 Application and Advertising

### 6.1 Applications

A planning application for a Child Care Centre requires submission of a Metropolitan Region Scheme (MRS) Form 1 - Approval to Commence Development. In addition to the general requirements for planning applications, the following are required:

- i) Traffic and Road Safety Impact Report;
- ii) Noise Impact Assessment.

### 6.2 Advertising

In view of the potential of Child Care Centres to generate significant traffic and noise, all applications will, at a minimum, be advertised to adjoining and affected properties, require a sign to be erected on site, and a notice placed in the local newspaper.

## 7 Related Documents

District Planning Scheme No 2  
Planning Application Fact Sheet  
Child Care Services (Child Care) Regulations 2006  
Child Care Services Regulations 2007  
Functional Hierarchy of Roads – Main Roads WA

**POLICY 3-1 – CHILD CARE CENTRES**

**STATUS:** **Council Policy** - *A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations.*

Council policies are developed by the Policy Committee for approval by Council.

**RESPONSIBLE DIRECTORATE:** Planning and Community Development

**OBJECTIVE:** The purpose of this policy is to provide guidance for the location and development of Child Care Centres to maximise user convenience and maintain a high level of amenity in residential areas.

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**STATEMENT:****Relevant Legislation*****District Planning Scheme No.2 Clause 1.9:***

*CHILD CARE CENTRE means premises used for the daily or occasional care of children in accordance with the Community Services (Child Care) Regulations 1988.*

***Table No 1 Zoning Table***

The use class **Child Care Centre** is a 'D' use in the Residential, Mixed Use, Business, Commercial, Civic and Cultural, Private Clubs/Recreation and Special Residential Zones. A 'D' use is a use that is not permitted, but the Council may grant its approval after following the procedures of the scheme that relate to matters to be considered by Council and advertising. The use is not permitted in the Service Industrial and Rural zones.

## TABLE 6

USE	NUMBER OF CARS
Child Care Centre	Not less than 5 and 1 per staff member

**Related Legislation And Policies**

Community Services (Child Care) Regulations 1988 (Government Gazette 25/11/1988)

## Location

### 1 Road Hierarchy

Child Care Centres are reasonably high traffic generators and therefore should not be located on Primary District Distributors where the primary function is to cater for through traffic or on Local Distributors in close proximity to District Distributors or in or adjacent to Access Roads in residential areas where amenity, safety and aesthetics must take priority. Accordingly, these Centres should be located on Local Distributor roads in such a fashion that they will not conflict with traffic control devices and will not encourage the use of nearby Access Roads for turning movements.

### 2 Neighbouring Uses

Wherever possible it is preferred to locate Child Care Centres adjacent to non-residential uses such as Shopping Centres, Medical Centres/Consulting Rooms, School Site, Parks and Community Purpose Buildings to minimise the impact such Centres will have on the amenity of residential areas.

### 3 Existing Child Care Centres

When submitting an Application for Approval to Commence Development for a new child care centre, the proponents should demonstrate their awareness of the number, size and location of existing or approved centres within the locality.

## Parking

### 1 Location

All parking areas should be located in front of buildings or at least be easily visible from the entry to the site so that patrons are encouraged to use the on-site parking and not the road verges. Any difficult to use or access parking bays should be allocated to staff.

### 2 Design

Parking areas should preferably be designed to allow traffic to flow through using entry and exit crossovers so that traffic conflicts and congestion do not unnecessarily restrict the use of the parking area. For the purposes of determining parking requirements, designs incorporating through flow are referred to as **Type 1** and those accessed only by a two-way crossover as a **Type 2**. In certain circumstances, detailed below, Type 2 designs require more parking bays than Type 1 designs.

### 3 Number - Children And Staff

All Child Care Centres must provide a minimum of one parking bay for each staff member and at least five parking bays for up to 25 children. For Centres with more than 25 children the required parking bays are determined by reference to the attached figure. The actual parking requirement for Centres in this category varies with the configuration of the parking area and the number of children.

At least one parking bay must conform to ACROD standards and be set aside for that purpose.

## **Setbacks**

### **1 Street**

In residential areas all buildings should be set back from the street boundary at least as far as the lesser of the two adjoining residences and if the adjoining lots are vacant should be set back a minimum of six metres.

### **2 Other**

Side and rear setbacks should generally be in accordance with the Residential Planning Codes for residential buildings. Care should be taken to ensure outdoor play areas are not located adjacent to private open space or living areas.

## **Landscaping**

### **1 Onsite**

All street frontages of the site to a depth of three metres are required to be suitably landscaped and reticulated to assist to preserve the character of residential areas.

### **2 Verge**

The verge area in front of all Child Care Centres is required to be suitably landscaped and reticulated and maintained to discourage patrons from parking on the verge instead of using the parking areas provided. Under no circumstances is the verge to be paved or sealed as this would encourage its use for parking and detract from the amenity of the area.

## **Advertising**

### **1 Application**

Because of the possible detrimental effect Child Care Centres can have on the amenity, safety and aesthetics of residential areas, all applications must be advertised for public comment prior to consideration for approval.

Approved Child Care Centres can display only one advertising sign approved by the Chief Executive Officer. The maximum lettering height is 20cm. Where letters or numerals are individually fixed to walls, the Chief Executive Officer shall approve the colours and materials. Where signboards are used the board shall not exceed 50cm in height and 100cm in length, and lettering shall be black on a gold/bronze background. Signs shall not be illuminated after 8.00pm each night.

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Amendments: CJ213-06/99, CJ318-09/01, CJ206-10/05

Related Documentation: Delegated Authority Manual

Issued: October 2005

## PARKING FOR CHILDCARE CENTRES

### TYPE 1 PARKING

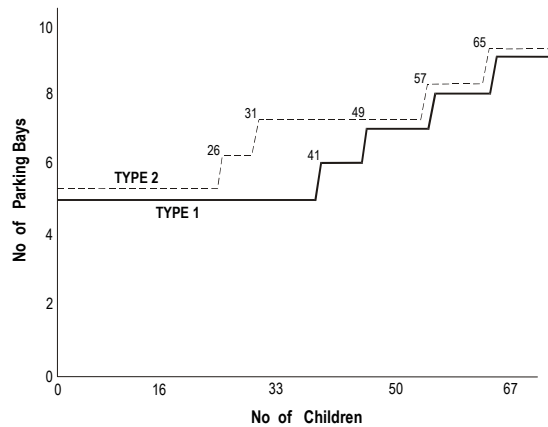
CHILDREN	BAYS
< 40	5
41 - 48	6
49 - 56	7
57 - 64	8
65 - 72	9

### TYPE 2 PARKING

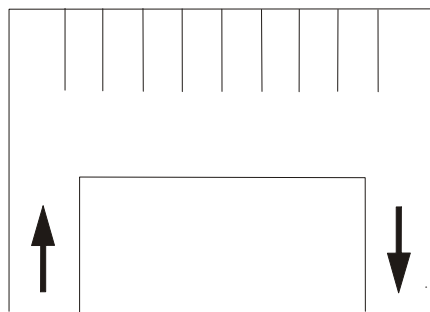
CHILDREN	BAYS
< 25	5
26 - 30	6
31 - 56	7
57 - 64	8
65 - 72	9

**NOTE:** ABOVE BAYS ARE FOR NUMBERS OF CHILDREN ONLY. ADDITIONAL BAYS ARE REQUIRED FOR EACH STAFF MEMBER.

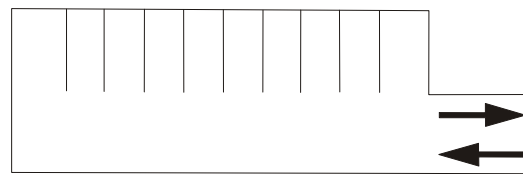
### CHILDCARE PARKING



### PARKING LAYOUTS



**TYPE 1**



**TYPE 2**

**Definitions**Junior clubs, organisations or groups

Junior clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for residents of the City aged 18 years or under. Junior clubs, organisations or groups must be based within the City of Joondalup and consist of over 50% junior members to be eligible for special conditions noted under this procedure.

Senior clubs, organisations or groups

Senior clubs, organisations or groups are defined as those organisations where the majority of members are aged 55 years or over. Senior clubs, organisations or groups must be based within the City of Joondalup and consist of over 50% senior members to be eligible for special conditions noted under this policy.

Service Clubs, Charitable Institutions and Emergency Service Organisations

Charitable institutions are those organisations recognised as licensed charities by the Charitable Collections Advisory Committee and officially listed by the Ministry of Fair Trading in their listing of licensed charities in Western Australia.

Service Clubs are defined as those organisations where members may volunteer to perform community services and where these activities form a principal part of the organisation's objectives and goals. Funds raised by these groups, to be eligible under this Service Club definition, must be donated to a charitable cause and/or research designed to improve standards and overall quality of life.

Examples of service clubs include Rotary Clubs, Lions Clubs and Apex Clubs. Specific emergency service organisations included in this definition are the State Emergency Service and Volunteer Bushfire Brigades based within the City of Joondalup.

Active Reserve Hire

Defined as the usage of the City's Active Reserves for sporting and/or recreational purposes and entitles the hirer to two training sessions (max 2 hours each session) and one match/game session per week per team during the relevant season as defined by the City. Each additional training or game session required will be charged at 1/3 of the normal season fee. Junior and Senior teams will be required to pay for additional training game sessions at 50% of the adult rate.

Commercial User Groups

A commercial user group is one, which is a registered business with the Ministry of Fair Trading and results in private pecuniary gain (i.e income generation and profit). Those user groups deemed to be of a commercial nature would be charged the commercial hire fee for all use of the City's community facilities and parks and reserves.

Community User Groups

A community user group is defined as a not-for-profit organisation and shall include, but is not limited to sporting clubs (that are incorporated under the Associations Incorporations Act), stated not-for-profit community groups, religious groups, education institutions and groups that have a focus on community needs with a social benefit. This definition also applies to private bookings such as weddings, birthday parties, christenings etc. Those groups deemed to be of a community nature would be charged the community hire fee for all use of the City's community facilities and parks and reserves.

## **Subsidised Use of Facilities**

### 5.4 Subsidised Use of Community Facilities and Parks and Reserves

In line with the City's current practice. Subsidised use of the City's community facilities and parks and reserves defined in this policy are available to the following groups:

#### Juniors

All juniors and junior groups defined under this procedure shall have free use of the City's community facilities and parks and reserves (subject to the provision noted below) except when the facility is used for fundraising purposes or when a commercial operator promotes the activity. In this instance, the term 'fundraising purposes' does not include the operation of a canteen during a club's regular season booking.

It does however include major functions and social events such as quiz nights, award nights and the conduct of other social events with the expressed view of raising funds for the organisation. When a community facility or park/reserve is used for these purposes, relevant hire and bond charges shall be applicable. Bonds applicable to community facilities and parks and reserves for the types of activities nominated in this procedure shall also apply to juniors and junior groups.

Groups must consist of over 50% junior members and have over 50% members residing within the City of Joondalup to be eligible for subsidised use. If less than 50% of members are juniors or more than 50% of members reside outside the City of Joondalup then normal adult rates will apply.

#### Seniors Groups

All seniors and seniors groups defined under this procedure shall have free use of the City's facilities and reserves (subject to the provision noted below) except when the facility or reserve is used for fund raising purposes or when a commercial operator promotes the activity.

When a facility or reserve is used for these purposes, the relevant hire fees and bond charges shall be applicable. Bonds applicable to community facilities and parks and reserves for the types of activities nominated in this procedure shall also apply to seniors groups. Groups must consist of over 50% senior members and have over 50% members residing within the City of Joondalup to be eligible for subsidised use. If less than 50% of members are senior or more than 50% of members reside outside the City of Joondalup, then normal adult rates will apply.

#### Service Clubs, Charitable Institutions and Emergency Service organisations

All Service Clubs, Charitable Institutions and Emergency Service organisations defined under this policy shall be eligible to hire any of the City's community facilities and parks and reserves at 50% of the community rate nominated in the City's Schedule of Fees and Charges, except when the community facility or park/reserve is used for fund raising purposes or when the activity is promoted by a commercial operator. When a facility or reserve is used for these purposes, the relevant hire fees and bond charges shall be applicable. Bonds applicable to facilities for the types of activities nominated in this procedure shall also apply to Service Clubs, Charitable Institutions and Emergency Service organisations. Lions Clubs, Apex and Rotary groups will be charged the applicable charity rate for regular meetings and fundraising events. The following list of service clubs, charitable institutions and emergency organisations shall be exempt from this provision and have free use of facilities for their regular meetings:

- Red Cross
- Joondalup Volunteer Bushfire Services
- Joondalup Volunteer Emergency Services
- Sea Rescue Services



- Progress and Ratepayers Associations
- Recreation Management Committees/Associations

This exemption only applies to regular meetings, with all other activities and events held by these organisations subject to the provisions for Service Clubs, Charitable Institutions and Emergency Service organisations.

The City's Community Development Directorate shall supply to Council, on a quarterly basis, a full financial schedule of subsidised use for all facilities and reserves defined in this policy.

### **Exemptions: Operating Procedure 6**

All hire charges related to facility and reserve bookings by groups who are exempt from hire charges and those who have been granted a reduction or waiver shall be credited to the appropriate allocation through subsidised use.

#### **Exemptions**

The following groups shall be exempt from facility hire charges:

- Juniors under the age of 18 years resident within the municipality
- Creative Arts and Therapy Activities Group (CATA) resident within the municipality
- Senior Citizen Groups resident within the municipality
- Red Cross
- Wanneroo Volunteer Bushfire Services
- Wanneroo Volunteer Emergency Services
- Sea Rescue Services
- Progress and Ratepayers Associations
- Community Recreation Associations
- Neighbourhood Watch Groups
- St John's Ambulance Groups

These groups shall have free use of community facilities and reserves except when used for fundraising or when the activity is promoted by a commercial operator. In this instance a bond will also apply. This does not prevent the Recreation Coordinator from charging these groups in respect of events for which there is a cost other than hire charges.

A concessional rate of 50% of the community regular rate shall apply to service groups and charitable institutions as defined by the West Australian Government's Charitable Institutions Advisory Committee.

## DRAFT CITY POLICY – HIRE OF COMMUNITY FACILITIES AND VENUES

<b>STATUS:</b>	<b>City Policy</b> - <i>A policy that is developed for administrative and operational imperatives and has an internal focus.</i>  <i>City policies are referred to the Policy Committee for review and endorsement prior to Council adoption.</i>
<b>RESPONSIBLE DIRECTORATE:</b>	<b>Planning and Development</b>
<b>OBJECTIVE:</b>	<b>To identify a fair and equitable method for determining fees and charges for the hire of Community Facilities and Venues</b>

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### STATEMENT:

#### Hire Fees

A fee will be established for the hire of community facilities and venues as part of the City's annual budget process. Hire fees will be consistent for each classification of community facility based on its size and capacity. Fees and charges are designed to assist the City subsidise the costs of operating and maintaining community facilities.

Reduced fees and charges will apply to not-for-profit, incorporated clubs and groups based within the City of Joondalup. To obtain reduced fees and charges, clubs and groups are required to provide evidence that demonstrates 50% of their members reside within the City of Joondalup.

#### Bond Charges

A 'Bond' is a security measure designed to protect the City's assets. Bond charges will apply to all casual bookings for the hire of the City's community facilities and venues.

Bond charges may also be applied to regular bookings when alcohol is being served and/or previous issues have arisen. In the event that damage is caused to a community facility or venue and a bond discount has been approved, the City will seek restitution to cover the costs for repairs.

Hire Fees and Bond charges will be reviewed annually in line with the City's budget process.

The following clubs and groups are eligible for reduced fees and charges. If the club or group uses a City facility in excess of the hours identified, the applicable fees and charges would be applied.

CLUB / GROUP	CLUB / GROUP DEFINED	RATE APPLICABLE	EXTENT TO WHICH REDUCED FEES & CHARGES APPLY	BONDS
Playgroups	Provide childcare services coordinated by volunteer parents.	100% of regular community hire rate.	Activities - 20hrs p/week (4hrs p/day Mon-Fri) Meetings – 2hrs p/month	75% discount
Community Child Care Providers	Provide childcare services operated by paid, qualified professionals.	50% of regular community hire rate.	School Terms Activities - 25hrs p/week (5hrs p/day Mon-Fri)  School Holidays Activities - 55hrs p/week (11hrs p/day Mon-Fri) Meetings – 2hrs p/month	75% discount
Junior Sporting Clubs & Community Groups	Provide leisure & recreation activities for people aged 18 years and under.  Sports Seasons: Winter (1 April – 30 Sept) Summer (1 Oct – 31 March)	100% of regular community hire rate.	< 100 Members 6hrs p/week  100 – 300 Members 15hrs p/week  > 300 Members 20hrs p/week  Out of Sports Season 2hrs p/month	75% discount  ** Includes senior sporting clubs.
Service Clubs & Groups	Recognised groups that operate to raise funds for charity and provide benefits the community.	50% of regular community hire rate.	Activities - 10hrs p/week	75% discount
Older Adult Groups	Provide leisure & recreation activities for people aged 55 years and over.	100% of regular community hire rate.	< 50 Members 4hrs p/week  > 50 Members 8hrs p/week	75% discount
Senior Citizen Clubs	Recognised City of Joondalup Senior Citizen Clubs (Whitford, Duncraig, Warwick, Kingsley, Ocean Reef and Wanjo).	100% of regular community hire rate.	Activities - 30hrs p/week  Functions – 12hrs p/month	75% discount
Public Schools	Government Primary and Secondary Schools.	100% of regular community hire rate.	Functions - 6hrs p/term	50% discount

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Amendments:  
Related Documentation:  
Issued: