

minutes

Policy Committee

MEETING HELD ON **Monday, 6 August 2012**

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CITY OF JOONDALUP

MINUTES OF THE POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 2,
JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON
MONDAY, 6 AUGUST 2012.

ATTENDANCE

Committee Members:

Cr Brian Corr	<i>Presiding Member</i>
Cr Liam Gobbert	<i>Deputy Presiding Member</i>
Cr Christine Hamilton-Prime	
Cr Kerry Hollywood	
Cr Teresa Ritchie	

Observer:

Cr John Chester

Officers:

Mr Garry Hunt	Chief Executive Officer	<i>from 7.55pm</i>
Mr Jamie Parry	Director, Governance and Strategy	
Mr Mike Tidy	Director, Corporate Services	
Ms Dale Page	Director, Planning and Development	
Mr John Humphreys	Manager, Planning Services	
Mrs Lesley Taylor	Governance Officer	

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 7.00pm.

APOLOGIES/LEAVE OF ABSENCE

Apologies

Mayor Troy Pickard.
Cr Philippa Taylor.
Cr Sam Thomas.

CONFIRMATION OF MINUTES

MINUTES OF THE POLICY COMMITTEE HELD ON 7 MAY 2012

MOVED Cr Ritchie, SECONDED Cr Hamilton-Prime that the minutes of the meeting of the Policy Committee held on 7 May 2012 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Cr Corr, Crs Gobbert, Hamilton-Prime, Hollywood and Ritchie.

ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

DECLARATIONS OF INTEREST

Nil.

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

In accordance with Clause 76 of the City's *Standing Orders Local Law 2005*, this meeting was not open to the public.

PETITIONS AND DEPUTATIONS

Nil.

REPORTS**ITEM 1 SMALL SCALE RENEWABLE ENERGY; SATELLITE DISHES, AERIALS AND RADIO EQUIPMENT; NOTIFICATION OF APPROVED COMMERCIAL DEVELOPMENTS; CASH IN LIEU OF CAR PARKING; REQUEST FOR SALE OF PUBLIC OPEN SPACE RESERVES – CONSIDERATION FOLLOWING ADVERTISING****WARD:** All**RESPONSIBLE DIRECTOR:** Ms Dale Page
Planning and Community Development**FILE NUMBER:** 72020, 100010, 101286, 81513, 21452 and 101515**ATTACHMENTS:**

Attachment 1	Small Scale Renewable Energy Systems Policy
Attachment 2	Satellite Dishes, Aerials and Radio Equipment Policy
Attachment 3	Notification of Approved Commercial Development Policy
Attachment 4	Cash-in-Lieu of Car Parking Policy
Attachment 5	Requests for Sale of Public Open Space Reserves Policy
Attachment 6	Schedule of submissions

PURPOSE

The purpose of this report is to consider the submissions received during the public advertising of modifications to various existing policies, and to decide whether to adopt the policies as final.

EXECUTIVE SUMMARY

The City has recently undertaken a review of the Policy Manual. As part of this review, the following policies have been updated in line with the new standard policy template:

- Small Scale Renewable Energy Systems Policy;
- Satellite Dishes, Aerials and Radio Equipment Policy;
- Notification of Approved Commercial Developments Policy;
- Cash-in-Lieu of Car Parking Policy; and
- Requests for Sale of Public Open Space Reserves Policy.

Council, at its meeting held on 20 March 2012 (CJ032-03/12 refers), resolved to advertise the modifications to the abovementioned policies for a period of 21 days, closing 28 June 2012.

Although the provisions and intent of the policies has not changed, the policies were required to be advertised for public comment in accordance with the provisions of the City of Joondalup District Planning Scheme No 2.

One submission was made on each of the updated policies, with the exception of the Requests for Sale of Public Open Space Policy where no submissions were received.

It is recommended that the updated policies be adopted as final.

BACKGROUND AND DETAILS

The City has recently undertaken a review of the Policy Manual. As part of this review the following policies are proposed to have minor amendments in line with the new standard policy template:

- Small Scale Renewable Energy Systems Policy;
- Satellite Dishes, Aerials and Radio Equipment Policy;
- Notification of Approved Commercial Developments Policy;
- Cash-in-Lieu of Car Parking Policy; and
- Requests for Sale of Public Open Space Reserves Policy.

The modifications include format improvements and wording changes to improve consistency and clarity. The modifications are highlighted in red (additions) and black strikethrough (deletions) in Attachments 1-5.

Issues and options considered:

Council has the option to:

- Adopt the updated policies as final;
- Adopt the updated policies as final, with modifications; or
- Refuse to adopt the updated policies.

Legislation/Strategic Plan/Policy Implications

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

Strategic Plan

Key Focus Area: The Natural Environment.

Objective: To ensure that the City's natural environmental assets are preserved, rehabilitated and maintained.

Key Focus Area: The Built Environment.

Objective: To ensure high quality urban design within the City.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

Costs associated with advertising the policies in the local paper, and notice of any final adoption of the amended policy, is approximately \$810.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable – the modifications to the policies relate only to format and wording updates and improvements.

Consultation:

The proposed policy changes were advertised for public comment for a period of 21 days, closing on 28 June 2012, as follows:

- A notice published in the Joondalup Times for two consecutive weeks; and
- A notice on the City's website.

One submission was made on each of the updated policies, with the exception of the Requests for Sale of Public Open Space policy, where no submissions were received. A schedule of submissions, and officer comments, is provided at Attachment 5.

COMMENT**Format Modification**

To update the policies in line with the current review of the policy manual, a number of formatting and wording improvements are proposed. These proposed modifications do not change the intent or requirements of the policy.

The submissions received are noted, however, are not considered to warrant further modification to the policies.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council:

- 1 In accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADOPTS as final the modified following policies, as outlined at Attachment 1 to this report:
 - 1.1 Small Scale Renewable Energy Systems Policy;
 - 1.2 Satellite Dishes, Aerials and Radio Equipment Policy;
 - 1.3 Notification of Approved Commercial Developments Policy;
 - 1.4 Cash-in-Lieu of Car Parking Policy; and
 - 1.5 Requests for Sale of Public Open Space Reserves Policy;
- 2 Advises the submitter of Council's decision.

MOVED Cr Corr, SECONDED Cr Ritchie that Council:

- 1 In accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADOPTS as final the modified following policies, as outlined in this Report:
 - 1.1 Notification of Approved Commercial Developments Policy forming Attachment 3 to this Report; and
 - 1.2 Cash-in-Lieu of Car Parking Policy forming Attachment 4 to this Report;
- 2 DEFERS consideration of the following policies to the next meeting of the Policy Committee to be held on Monday 12 November 2012:
 - 2.1 Small Scale Renewable Energy Systems Policy forming Attachment 1 to this Report in order to examine the development standards related to wind energy systems, including noise impact; and
 - 2.2 Satellite Dishes, Aerials and Radio Equipment Policy forming Attachment 2 to this Report to provide further information regarding the size of satellite dishes for which applications for planning approval is exempt;
- 3 ADVISES the submitter of Council's decision.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Cr Corr, Crs Gobbert, Hamilton-Prime, Hollywood and Ritchie.

MOVED Cr Hollywood, SECONDED Cr Gobbert that Council in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADOPTS as final the modified policy, as outlined at Attachment 5 to this Report relating to Requests for Sale of Public Open Space Reserves Policy.

The Motion was Put and

CARRIED (3/2)

In favour of the Motion: Crs Gobbert, Hamilton-Prime and Hollywood.

Against the Motion: Crs Corr and Ritchie.

Appendix 1 refers

To access this attachment on electronic document, click here [Attach1agnPolicy060812.pdf](#)

ITEM 2 REVOCATION OF BUILDINGS SET BACK FROM THE BOUNDARY ADDITIONAL ACCEPTABLE DEVELOPMENT PROVISIONS – CLAUSE 3.3.1 OF THE RESIDENTIAL DESIGN CODES 2002 POLICY

WARD:	All	
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Community Development	
FILE NUMBER:	51553, 101515	
ATTACHMENTS:	Attachment 1	Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy

PURPOSE

The purpose of this report is to consider revoking the Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy.

EXECUTIVE SUMMARY

The City has recently undertaken a review of the Policy Manual, in which several policies were identified to be revoked, including the Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy.

The policy was introduced to provide additional acceptable setback provisions for single houses on survey strata lots without common property and grouped dwellings within existing survey strata or strata lot boundaries. However, the release of the revised Residential Design Codes (R-Codes) in 2010 has clarified this issue and therefore the policy is no longer required.

It is recommended that Council revoke the Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy.

BACKGROUND

The City has recently undertaken a review of the Policy Manual. As part of this review, several policies have been identified for revocation as they are no longer considered necessary. This includes the Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy.

The Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy was adopted by Council on 27 April 2004.

The policy was originally implemented to clarify the setback requirements in the R-Codes 2002. When these were introduced, the setback requirements did not make any provisions for single houses on survey strata lots without common property or grouped dwellings on existing survey strata or strata lots. The City therefore introduced the policy to clarify that setbacks to these buildings should be assessed from the strata or survey strata lot boundary.

DETAILS

Since 2002, several revisions of the R-Codes have been released, with the current version being released in 2010. The wording has changed between the R-Codes 2002 and the R-Codes 2010.

Clause 3.3.1 (Buildings set back from the boundary) of the R-Codes 2002 relates to boundary setback provisions with the exclusion of street setbacks. In the R-Codes 2010, the same clause has been renumbered and is now Clause 6.3.1.

Clause 6.3.1 of the R-Codes 2010 states that:

- A1 *Buildings which are setback in accordance with the following provisions, subject to any additional measures in other elements of the codes:*
- i Buildings setback from boundaries other than street boundaries in accordance with table 1, table 2a and 2b (for wall heights 10 metres and less), figures 2a – 2e, and figure 3 (for wall heights in excess of 10 metres).*
 - iii Separate single, multiple or grouped dwelling buildings on the same site or facing portions of the same multiple dwelling building, setback from each other as though there were a boundary between them.*

The underlined words are additional words that were included in the R-Codes 2010 version.

Issues and Options Considered:

The options available to Council are:

- Support the revocation of the policy.
- Not support the revocation of the policy.

Legislation/Strategic Plan/Policy Implications

Legislation Under clause 8.11.4 of City of Joondalup District Planning Scheme No 2, Council may rescind a Local Planning Policy by preparing a new policy to supersede an existing policy, or by publishing a notice in the local newspaper.

Strategic Plan

Key Focus Area: Leadership and Governance.

Objective: To lead and manage the City effectively.

Policy:

Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

Costs associated with advertising the revocation in the local newspaper will be approximately \$600.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

In accordance with clause 8.11.4(b) of City of Joondalup District Planning Scheme No 2, the City is required to publish notification of revocation of a policy by publishing a notice in the local community newspaper once a week for two consecutive weeks.

COMMENT

The policy is no longer considered necessary as the wording of the R-Codes has changed in subsequent revisions to clarify the setback requirements for single houses on survey strata lots and grouped dwellings on existing survey strata or strata lots.

Clause 6.3.1 of the R-Codes 2010 now states that buildings are setback from boundaries other than street boundaries, whereas previously it only referred to buildings setback in accordance with the relevant tables.

Clause 6.3.1 of the R-Codes 2010 also includes reference to separate single, multiple or grouped dwelling buildings on the same site, whereas the R-Codes 2002 only made reference to multiple or grouped dwellings.

The policy is no longer relevant and no longer used by City officers. It is therefore recommended that Council revokes the Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Gobbert, **SECONDED** Cr Hollywood that Council:

- 1** **REVOKES** the Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy; and
- 2** **PUBLISHES** a formal notice of revocation of the Buildings Set Back from the Boundary Additional Acceptable Development Provisions – Clause 3.3.1 of the Residential Design Codes 2002 Policy once a week for two consecutive weeks in the local newspaper in accordance with Clause 8.11.4(b) of the City of Joondalup District Planning Scheme No 2.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 2 refers

To access this attachment on electronic document, click here [Attach2agnPolicy060812.pdf](#)

ITEM 3 REVOCATION OF DESIGN GUIDELINES FOR CARINE GLADES MEWS ESTATE AND DESIGN GUIDELINES FOR WATERVIEW ESTATE POLICIES

WARD:	All	
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Community Development	
FILE NUMBER:	101266, 46869	
ATTACHMENTS:	Attachment 1	Location Plan for Carine Glades Mews Estate, Duncraig
	Attachment 2	Location Plan for Waterview Estate, Kingsley
	Attachment 3	Design Guidelines for Carine Glades Mews Estate, Duncraig Policy
	Attachment 4	Design Guidelines for Waterview Estate, Kingsley Policy

PURPOSE

The purpose of this report is to consider revoking the Design Guidelines for Carine Glades Mews Estate, Duncraig Policy and the Design Guidelines for Waterview Estate, Kingsley Policy.

EXECUTIVE SUMMARY

The City has recently undertaken a review of the Policy Manual, in which several policies were identified to be revoked, including the design guidelines for Carine Glades Mews Estate, Duncraig Policy and the Design Guidelines for Waterview Estate, Kingsley Policy.

The City no longer creates policies to control the design and built form of new residential development. The differences between the existing policies and the Residential Design Codes (R-Codes) are not considered to be significant. In addition, the policies are no longer required as the land has been fully developed.

It is recommended that Council revoke both the Design Guidelines for Carine Glades Mews Estate, Duncraig Policy and the Design Guidelines for Waterview Estate, Kingsley Policy.

BACKGROUND

Suburb/Location: Carine Glades Mews Estate, Duncraig
Zoning: DPS: Residential R25
MRS: Urban

Suburb/Location: Waterview Estate, Kingsley
Zoning: DPS: Residential R40
MRS: Urban

The City has recently undertaken a review of the Policy Manual. As part of this review, several policies have been identified for revocation as they are no longer considered necessary. This includes the Design Guidelines for Carine Glades Mews Estate, Duncraig Policy and the Design Guidelines for Waterview Estate, Kingsley Policy.

Both the Design Guidelines for Carine Glades Mews Estate, Duncraig and the Design Guidelines for Waterview Estate, Kingsley Policies were required as conditions of subdivision approval. The Design Guidelines for Carine Glades Mews Estate, Duncraig Policy was adopted by Council on 27 January 1998 (DP02-01/98 refers) and the Design Guidelines for Waterview Estate, Kingsley Policy was adopted by Council on 11 July 2000 (CJ164-07/00 refers).

Both guidelines were required as policies in order to give the subdivisions a higher standard of appearance and residential amenity under the previous Town Planning Scheme.

DETAILS

The tables below outline the similarities and differences between the policies, the Residential Design Codes (R-Codes) and the Height and Scale of Buildings within Residential Areas Policy (where applicable).

Design Guidelines for Carine Glades Mews Estate, Duncraig Policy

Planning Condition	R-Codes Requirement	Policy Requirement
Buildings on the boundary	Avg 2.7 metres Max 3.0 metres	Max 3.25 metres
Front fencing	Max 1.2 metres solid Min 50% visually permeable above 1.2 metres	Max 1.2 metres solid Min 50% visually permeable above 1.2 metres; OR Max 0.9 metres 50% visually permeable
Storage shed	No requirement for Single Houses	Min 4m ² to be constructed beneath the roof of the main dwelling.
Highly reflective/zincalume roofing	Not Applicable	Not Permitted
Carports and garages	Where located in front of dwelling garage door not to occupy more than 50% of frontage at setback line	Where set forward of main dwelling must not occupy more than 50% of the frontage
Clothes line and bin storage	Adequate clothes drying area to be screened from view from street	Clothing and bins not to be seen from the street when viewed by an adult
Planning Condition	Height & Scale Policy	Policy Requirement
Max wall height	3.5 metres at side boundary, increasing to 8.5 metres, 5 metres in from boundary	6.0 metres
Max roof ridge height	8.5 metres	8.5 metres

Design Guidelines for Waterview Estate, Kingsley Policy

Planning Condition	R-Codes Requirement	Policy Requirement
Front setback	Min. 2 metres Avg. 4 metres	Min. 3 metres Avg. 4 metres
Rear setback	Depends on length and height of wall	Min. 2 metres Avg. 3 metres
Open Space	45%	Lots less than 400m ² 40% Lots greater than 400m ² 50%
Parking	Min two parking bays	Min two parking bays, one must be covered
Front fencing	Max 1.2 metres solid Min 50% visually permeable above 1.2 metres	Max 0.75 metres solid Min 67% visually permeable above 0.75 metres
Height and Scale	Not applicable	In accordance with Height and Scale Policy

Issues and Options Considered:

The options available to Council are:

- Support the revocation of the policies.
- Not support the revocation of the policies.

Legislation/Strategic Plan/Policy Implications

Legislation Under clause 8.11.4 of City of Joondalup District Planning Scheme No 2, Council may rescind a Local Planning Policy by preparing a new policy to supersede an existing policy, or by publishing a notice in the local newspaper.

Strategic Plan

Key Focus Area: Leadership and Governance.

Objective: To lead and manage the City effectively.

Policy:

Design Guidelines for Carine Glades Mews Estate, Duncraig Policy.
Design Guidelines for Waterview Estate, Kingsley Policy.

Risk Management Considerations:

The risk of inferior built form occurring in these areas as a result of the absence of the guidelines is considered to be low as the areas have been developed. Additionally the Residential Design Codes along with the City's planning policies provide sufficient controls.

Financial/Budget Implications:

Costs associated with advertising the revocation in the local newspaper will be approximately \$600.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

In accordance with clause 8.11.4(b) of City of Joondalup District Planning Scheme No 2, the City is required to publish notification of revocation of a policy by publishing a notice in the local community newspaper once a week for two consecutive weeks.

COMMENT

The policies are no longer considered necessary as the areas are fully developed. If the policies are revoked, any renovation or redevelopment that occurs would be assessed in accordance with the R-Codes. Compliance with the R-Codes will still enable any future development to be consistent with the existing built form. The differences between the development requirements under the policies and the development requirements under the R-Codes are considered to be minor and would not have a major impact on the streetscape or residential amenity of the area.

The City no longer creates policies to control the design and built form outcome of new residential development. If the developer wishes to impose standards that are more onerous than the R-Codes, this is done through either a structure plan or through restrictive covenants on the land title. A local planning policy is not considered to be the appropriate mechanism to control built form outcome.

It is therefore recommended that Council revoke both the Design Guidelines for Carine Glades Mews Estate, Duncraig Policy and the Design Guidelines for Waterview Estate, Kingsley Policy.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Gobbert, **SECONDED** Cr Hamilton-Prime that Council:

- 1** **REVOKES** the Design Guidelines for Carine Glades Mews Estate, Duncraig Policy and the Design Guidelines for Waterview Estate, Kingsley Policy; and
- 2** **PUBLISHES** a formal notice of revocation of the Design Guidelines for Carine Glades Mews Estate, Duncraig Policy and the Design Guidelines for Waterview Estate, Kingsley Policy once a week for two consecutive weeks in the local newspaper in accordance with Clause 8.11.4(b) of the City of Joondalup District Planning Scheme No 2.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 3 refers

To access this attachment on electronic document, click here [Attach3agnPolicy060812.pdf](#)

ITEM 4 REVIEW OF CITY POLICY - STATE ADMINISTRATIVE TRIBUNAL - MEDIATION AND REVISED DEVELOPMENT PROPOSALS

WARD:	All
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Community Development
FILE NUMBER:	101281, 101515
ATTACHMENTS:	Attachment 1 State Administrative Tribunal – Mediation and Revised Development Proposals Policy showing recommended revisions.

PURPOSE

The purpose of this report is to consider a modified version of the current City Policy – State Administrative Tribunal – Mediation and Revised Development Proposals and whether the modified policy be advertised for public comment.

EXECUTIVE SUMMARY

The City has recently undertaken a review of the Policy Manual. As part of this review, the State Administrative Tribunal – Mediation and Revised Development Proposals Policy was proposed to be updated in line with the new standard policy template. However, at its May 2012 meeting, the Policy Committee requested that a separate report be prepared on this policy.

The State Administrative Tribunal – Mediation and Revised Development Proposals Policy has been operating since its adoption by Council in October 2005. The operation of the policy has been reviewed, and is considered to operate reasonably well, where applicable.

However, the policy contains elements that are considered procedural and as such has been amended slightly to better reflect the high level values that City officers will apply when attending the State Administrative Tribunal in relation to development proposals. The specific references to mediation and revised development proposals have also been removed to better indicate that these principles will be applied throughout the State Administrative Tribunal process, where applicable. It is also proposed to modify the name of the policy to reflect this change, the policy to be titled 'Development Proposals before the State Administrative Tribunal Policy'.

BACKGROUND

The State Administrative Tribunal – Mediation and Revised Development Proposals Policy was adopted by Council in October 2005 as part of an overall review and update of the City's Corporate Policy Manual (CJ206-10/05 refers).

The policy sets out several statements regarding the manner in which matters brought before the State Administrative Tribunal which involve the City should be dealt with. These statements particularly relate to items that proceed to mediation and/or result in the consideration of revised development proposals.

The City has recently undertaken a review of the Policy Manual. As part of this review the above policy was proposed to have minor amendments in line with the new standard policy template. The Policy Committee resolved in part at its meeting of May 2012 as follows:

“5.3 REQUESTS separate reports be presented to the next meeting of the Policy Committee on the following policies:

5.3.3 The State Administrative Tribunal Mediation and Revised Development Proposals Policy.”

DETAILS

It is proposed to modify the policy to remove any elements that are purely procedural and to broaden the scope to the whole State Administrative Tribunal Process. The modified version of the policy is intended to better set out the high level objectives and principles that City officers will observe when dealing with matters before the State Administrative Tribunal.

It is also proposed to modify the name of the policy to reflect this change.

It is expected that the policy will be supported by an internal protocol for City officers. This protocol will set out details such as:

- Who will generally attend the State Administrative Tribunal for various matters; and when and how additional consultation should take place for amended or modified proposals; and
- When consultants will generally be engaged to represent the City on matters determined under Delegated Authority and matters determined by Council.

Issues and options considered:

Council has the option to:

- Advertise the amended policy for public comment;
- Advertise the amended policy for public comment with further modifications; or
- Not support the advertising of the amended policy for public comment.

Legislation/Strategic Plan/Policy Implications

Legislation City of Joondalup District Planning Scheme No 2.

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

Strategic Plan

Key Focus Area: The Built Environment.

Objective: 4.1 To ensure high quality urban development within the City.

Policy:

City Policy – State Administrative Tribunal – Mediation and Revised Development Proposals.

Risk Management Considerations:

Should Council resolve not to endorse the proposed modifications to the State Administrative Tribunal – Mediation and Revised Development Proposals Policy for the purpose of public advertising, matters will continue to be dealt with in accordance with the existing policy where possible.

Financial/Budget Implications:

Costs associated with advertising any proposed amendment to the policy in the local newspaper, and notice of any final adoption of the amended policy, will be approximately \$810.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Clause 8.11 of City of Joondalup District Planning Scheme No 2 requires a new policy or amendment to a policy to be advertised for public comment for a period of 21 days. The proposed amendments would be advertised as follows:

- A notice published once a week for two consecutive weeks in the local newspaper; and
- A notice and documents placed on the City's website.

COMMENT

A review of the operation of the State Administrative Tribunal – Mediation and Revised Development Proposals Policy has indicated that the policy is operating reasonably well. However, modifications are proposed to decrease the procedural element of the policy, and to better reflect the high level position of the City on matters of this nature.

To update the policy in line with the current review of the policy manual, a number of formatting and wording improvements are proposed. The current policy showing tracked changes is provided as Attachment 1 to this report.

It is recommended that Council adopts the proposed modifications for the purpose of public consultation.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Hamilton-Prime, **SECONDED** Cr Ritchie that Council:

- 1** **ADOPTS** the proposed amendments to the Development Proposals before the State Administrative Tribunal Policy as shown in Attachment 1 to this Report, for the purpose of public advertising; and
- 2** **ADVERTISES** the proposed amendments to the Development Proposals before the State Administrative Tribunal Policy for public comment for a period of 21 days, in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 4 refers

To access this attachment on electronic document, click here [Attach4agnPolicy060812.pdf](#)

ITEM 5 SUBDIVISION AND DWELLING DEVELOPMENT ADJOINING PUBLIC SPACE, PEDESTRIAN ACCESSWAYS AND UNIFORM FENCING - SUBDIVISION POLICIES

WARD:	All	
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Community Development	
FILE NUMBER:	57155, 44588; 00907; 101515	
ATTACHMENTS:	Attachment 1	Draft Subdivision and Dwelling Development Adjoining Areas of Public Space Policy
	Attachment 2	Draft Closure of Pedestrian Accessways Policy
	Attachment 3	Uniform Fencing – Subdivision Policy

PURPOSE

The purpose of this report is to consider the draft Subdivision and Dwelling Development Adjoining Public Space and the draft Closure of Pedestrian Accessways policies, and revoking of the Uniform Fencing – Subdivision Policy.

EXECUTIVE SUMMARY

The current Subdivision and Dwelling Development Adjoining Public Space, Pedestrian Accessways, and Uniform Fencing - Subdivision Policies have been operating since adoption in 2000, 2004 and 1999 respectively.

The operation of these policies has been reviewed, and it is considered that a greater consistency and clarity can be achieved by combining subdivision and design criteria that is currently spread across the three policies into one policy, being the draft Subdivision and Dwelling Development Adjoining Public Space. This then allows for the current Pedestrian Accessway Policy to address only the closure of pedestrian accessways (PAW), with the Uniform Fencing - Subdivision Policy able to be rescinded.

While the existing policies can be readily applied to new development, it is considered that the design provisions for development adjoining public space and PAWs within existing areas fall short in ensuring that security is provided for adjoining land owners. Amendments to these design provisions are proposed to address this, whilst still ensuring that the objectives of the draft policy are met.

It is noted that the majority of the provisions contained within the existing policies are proposed to be maintained within the draft policies, albeit with modifications as noted above.

It is recommended that Council support the draft Subdivision and Dwelling Development Adjoining Public Space policy and the draft Pedestrian Accessway Policy, and as a result, the revoking of the Uniform Fencing – Subdivision policy.

BACKGROUND

The Subdivision and Dwelling Development Adjoining Public Space, Pedestrian Accessways and Uniform Fencing - Subdivision Policies have been operating since adoption in 2000, 2004 and 1999 respectively. There have been minimal amendments to the policies since they were adopted.

A summary of the current content of each policy is provided below:

Subdivision and Dwelling Development Adjoining Public Space

- Subdivision of land surrounding public space;
- Landscaping of public space;
- Street lighting surrounding public space;
- Dwelling layout for development adjoining public space, including avoiding blank walls; and
- Design of fencing for development adjoining public space, with fencing visually permeable 750mm above natural ground level.

Pedestrian Accessways

- Guidance on the configuration and design of PAWs in new subdivisions;
- Assessment criteria for the closure of PAWs;
- Dwelling layout for development adjoining public space, including avoiding blank walls; and
- Development requirements and fencing adjoining PAWs, with fencing required to be visually permeable 750mm above natural ground level.

Uniform Fencing – Subdivision

- Guidance on the subdivision and development of land adjoining major road reserves; and
- Design of uniform fencing, being a maximum height of 1.8 metres and use of a variety of materials.

In November 2009 the Western Australian Planning Commission released the Reducing Crime and Anti-Social Behaviour in Pedestrian Accessways planning guidelines. The guidelines outline the approach for developing and refining designing out crime practices to reduce crime and anti-social behaviour in PAWs. These guidelines, in addition to other State Planning Policies, have been given consideration in the review of the policies.

In recent times, the City has supported a number of development applications for portions of fencing to be solid adjacent to public space and PAWs for a number of reasons including screening to service areas (for example clothes drying areas) and more sensitive outdoor living areas (for example pools). The existing policies do not provide guidance on fencing within existing areas.

The City has also had concerns regarding loss of privacy and security expressed by land owners who are electing to retain dilapidated fencing in some instances rather than upgrading and improving the appearance of the public space or PAW.

DETAILS

The proposed modifications involve the relocating of guidelines currently contained within the Pedestrian Accessway Policy and Uniform Fencing - Subdivision Policy to the draft Subdivision Development Adjoining Areas of Public Space Policy. The Pedestrian Accessway Policy is then proposed to deal specifically with the closure of PAWs.

All information contained within the Uniform Fencing - Subdivision Policy is now proposed to be contained within the draft Subdivision and Dwelling Development Adjoining Areas of Public Space Policy and can therefore be rescinded.

The format of the draft policies has been updated in line with the current review of the policy manual. In addition, changes to the details within the policies have been made, and are outlined below:

Draft Subdivision and Dwelling Development Adjoining Areas of Public Space

- Encouragement for retaining to a height of 500mm as part of a subdivision to elevate and provide a distinction between public and private space;
- Allowance for fencing adjacent public space to be solid for a height of 1.8 metres for up to 50% of the boundary length. The remaining 50% is to be visually permeable 1.2 metres above natural ground level;
- Development adjoining areas of public space to include a major opening or outdoor living area which offers surveillance to the public space;
- Inclusion of a required width of a PAW at a cul-de-sac head to be the minimum width of an accessway under State Planning Policy DC 2.6 – *Residential Road Planning (11.5 metres to 15 metres)*; and
- Fencing adjacent PAWs to be 1.8 metres high with the exception of the street setback area or to the front building line (whichever is the greater).

Draft Closure of Pedestrian Accessways

- Change to the name of the policy to reflect the content;
- Landscaping and lighting to be designed having regard to the requirements of Crime Prevention Through Environmental Design and Reducing Crime and Anti-Social Behaviour in Pedestrian Accessways planning guidelines; and
- Conversion of impact assessment into table format.

Issues and options considered:

Council has the option to:

- Advertise the draft policies for public comment;
- Advertise the draft policies for public comment with modifications; or
- Not support the advertising of the modified policies for public comment.

If the draft policies are not advertised, the review of the policies will not proceed, and the current policies will be retained.

Legislation/Strategic Plan/Policy Implications

Legislation City of Joondalup District Planning Scheme No 2.

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

Strategic Plan

Key Focus Area: The Built Environment.

Objective: 4.1 To ensure high quality urban design within the City.

Policy:

City Policy – Subdivision and Dwelling Development Adjoining Public Space

City Policy – Pedestrian Accessways

City Policy – Uniform Fencing - Subdivision

State Planning Policy DC 2.6 – Residential Road Planning

State Planning Policy DC 2.2 - Residential Subdivision

The above state planning policies provide recommendations on the creation of PAWs, public space and subdivision of land adjoining areas of public space. The policies have been drafted having regard to these state planning policies.

Risk Management Considerations:

Should the draft policies not be adopted, it is considered there is minimal risk given that much of the information contained within the draft policies is covered under the current policies. However, the draft policies aim to provide greater clarity on the process and matters considered in request for closures of PAWs, as well as improved development requirements to owners of sites adjoining public space.

Financial/Budget Implications:

Costs associated with advertising any proposed amendments to the policies in the local newspaper, and notice of any final adoption of the amended policies will be approximately \$810.

Regional Significance:

Not Applicable.

Sustainability Implications:

The draft Subdivision and Dwelling Development Adjoining Areas of Public Space Policy has been designed to ensure that surveillance and perceived safety of public space is provided, enhancing both the amenity and safety of the public environment.

The draft Closure of Pedestrian Accessways Policy ensures that appropriate consideration is given to the role of a PAW in the context of the pedestrian environment and access to key community facilities, particularly by aged persons.

Consultation:

Clause 8.11 of City of Joondalup District Planning Scheme No 2 requires any amendment to a policy to be advertised for public comment for not less than 21 days, including a notice published once a week for two consecutive weeks in the local newspaper.

COMMENT

Key changes to the existing policies are discussed below:

Format Modification

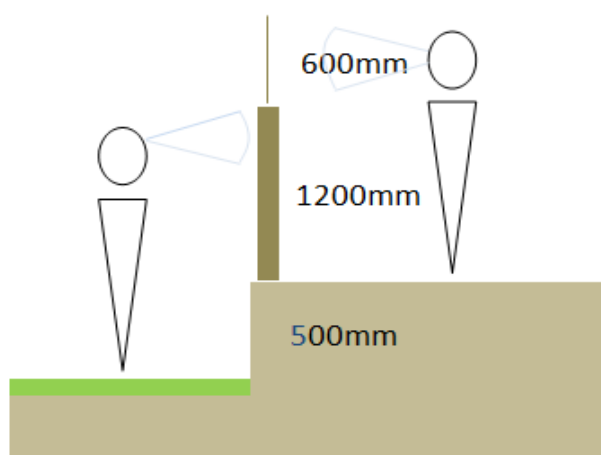
The proposed modifications involve the relocation of guidelines currently contained within the Pedestrian Accessway Policy and Uniform Fencing - Subdivision Policy to the draft Subdivision and Dwelling Development Adjoining Areas of Public Space Policy. The Pedestrian Accessway Policy is then proposed to deal specifically with the closure of PAWs.

All information contained within the Uniform Fencing - Subdivision Policy is now proposed to be contained within the draft Subdivision and Dwelling Development Adjoining Areas of Public Space Policy and can therefore be revoked.

In addition to this, the draft policies have been updated to be in line with the current review of the policy manual, including a number of formatting and wording improvements. These proposed modifications do not change the intent or requirements of the policies.

Retaining walls and fill adjacent public space

To provide a distinction between public and private space, developers are encouraged to provide retaining walls and fill to a height of 500mm. This would also assist in providing privacy for the private space by the 1.2 metre high fencing having a height of 1.7 metres as viewed from the public space, whilst still allowing surveillance from the private space as demonstrated in the figure below.



Surveillance of public space

The current policy requires fencing adjacent public space to be visually permeable 750mm above natural ground level for the total boundary length. This presents a number of issues, including:

- Reduced security for spas and pools;
- Any service areas (for example clothes drying area) for existing development are not screened from view; and
- Where dwellings are designed to take advantage of solar access meaning that their outdoor and main living areas are all orientated to front the open space, there is no privacy afforded. This has the potential for dwellings being designed not taking advantage of solar orientation principles.

To address the above, the draft policy allows for the provision of solid fencing to be 1.8 metres for 50% of the boundary length, with the remainder of the fencing required to be visually permeable above 1.2 metres above natural ground level. In addition, the draft policy also requires that a minimum of a major opening (living or bedroom window) or outdoor living area provide surveillance of the public space. It is considered that this still allows there to be adequate surveillance of the public space whilst affording the residents of the adjoining property a degree of privacy for more private outdoor living areas for example swimming pools.

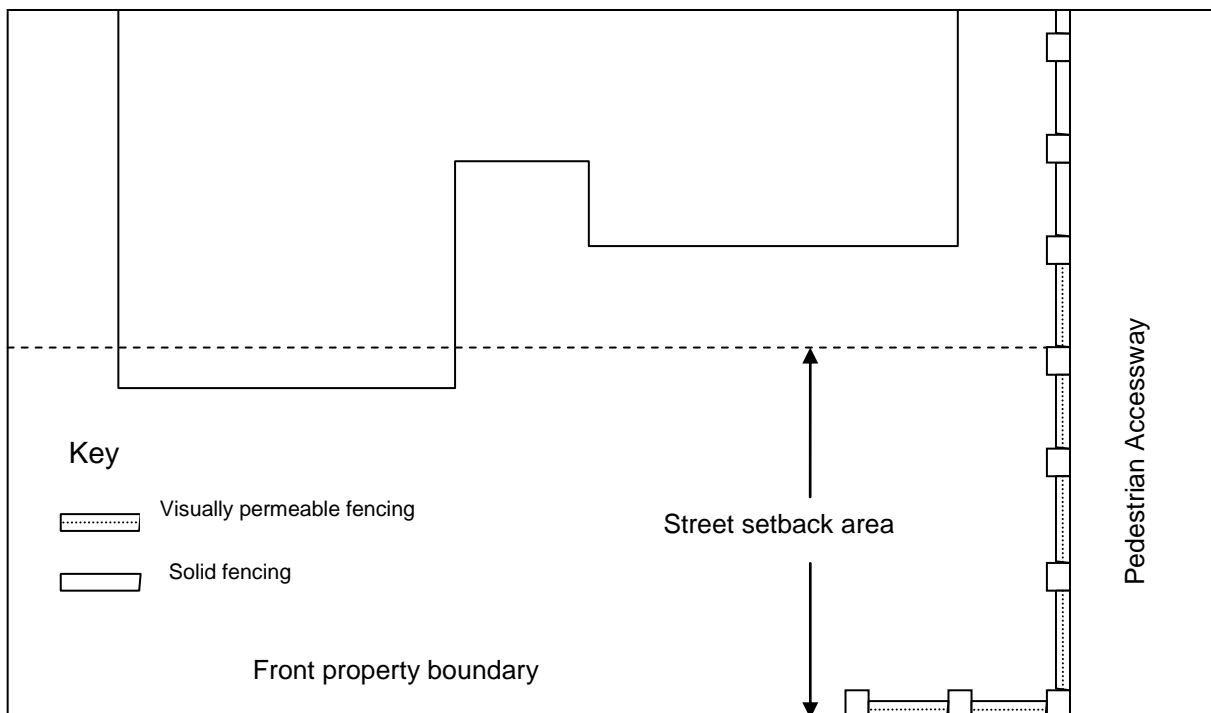
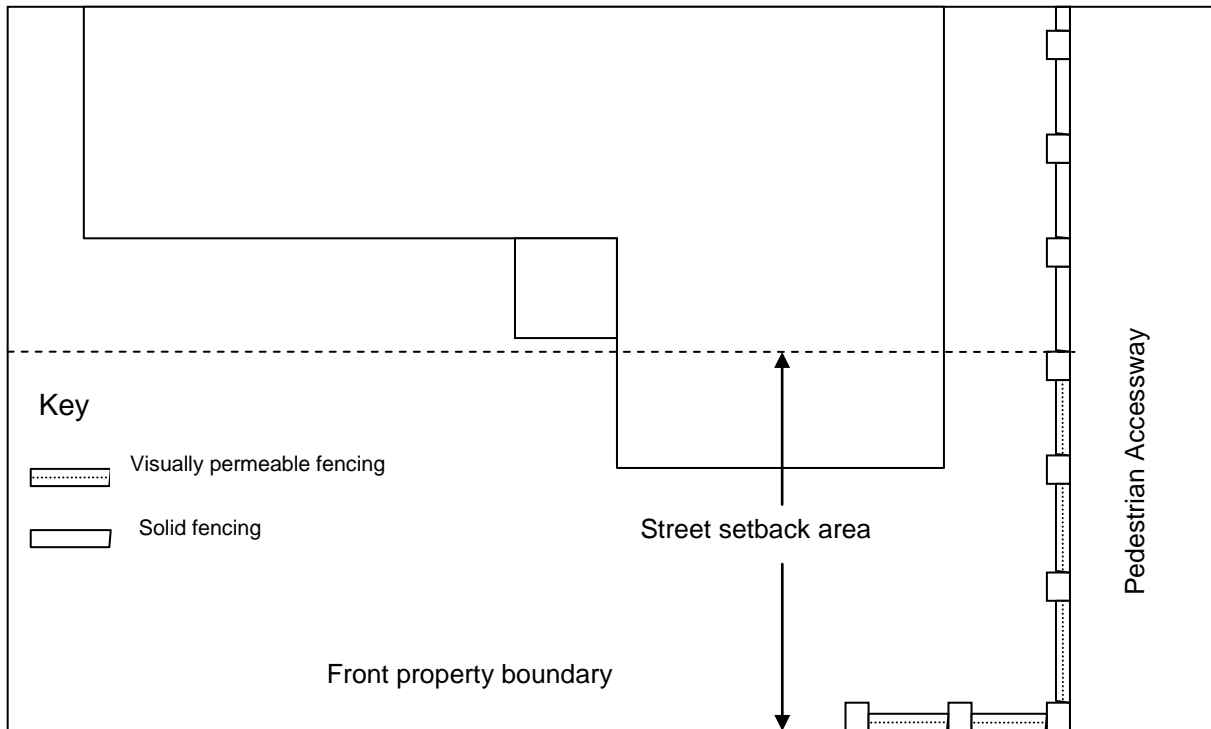
Surveillance of pedestrian accessways

The current policy requires fencing adjacent to PAWs to be visually permeable 750mm above natural ground level for the length of the boundary. Whilst this was introduced to enhance surveillance and safety of PAWs, it is considered to be counterproductive in that it does not afford an appropriate level or perception of security for adjoining land owners.

The Reducing Crime and Anti-Social Behaviour in Pedestrian Access Ways and Crime Prevention through Environmental Design planning guidelines recognise that surveillance of pedestrian paths is important, however should not compromise privacy of private space and surveillance should only be encouraged from open space areas. The Reducing Crime and Anti-Social Behaviour in Pedestrian Access Ways and Crime Prevention through Environmental Design planning guidelines states that surveillance of existing PAW's can be improved by:

- Installing permeable fencing where appropriate (such as where the pedestrian access way abuts public rather than private space) to improve sightlines; and
- Increase opportunities for passive surveillance through overlooking where possible.

Given the above guidelines, and concerns raised since the adoption of the policy regarding security and loss of privacy for adjoining land owners it is considered appropriate that fencing adjacent PAW's be permitted to a height of 1.8 metres. However, to ensure that surveillance is maximised whilst still providing security and privacy, it is recommended that fencing within the street setback area or to the front building line of the adjoining dwelling be visually permeable 1.2 metres above natural ground level the greater of the street setback area or the front building line as demonstrated in the figures below:



In addition to the fencing requirement, to maximise the opportunity for passive surveillance without compromising privacy for adjoining properties it is recommended that dwellings greater than one storey in height provides a major opening (for example living or bedroom window), or unenclosed outdoor living area (for example balcony) on the upper floor(s) which overlook the accessway.

Creation of pedestrian accessways

Whilst the draft policy still outlines that the creation of PAWs is generally not supported, in instances where they are warranted they shall be designed having regard to the provisions of the draft policy and the principles of Crime Prevention through Environmental Design and Reducing Crime and Anti-Social Behaviour in Pedestrian Accessways planning guidelines. This includes landscaping and lighting to minimise the chance of anti-social behaviour.

A minimum width has also been specified where a PAW is to be created at a cul de sac head, being equal to the width of an access way under State Planning Policy 2.6 – Residential Road Planning (11.5 metres to 15 metres).

VOTING REQUIREMENTS

Simply Majority.

MOVED Cr Hamilton-Prime, SECONDED Cr Gobbert that Council:

- 1 APPROVES the draft Subdivision and Dwelling Development Adjoining Areas of Public Space Policy and the draft Closure of Pedestrian Accessways Policy, as shown in Attachment 1 and Attachment 2 to this Report, for the purpose of public advertising;**
- 2 APPROVES the revocation of the Uniform Fencing – Subdivision Policy for the purpose of public advertising; and**
- 3 ADVERTISES the draft Subdivision and Dwelling Development Adjoining Areas of Public Space Policy, the draft Closure of Pedestrian Accessways Policy, and the revocation of Uniform Fencing – Subdivision Policy, for public comment for a period of 21 days, in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2.**

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 5 refers

To access this attachment on electronic document, click here [Attach5agnPolicy060812.pdf](#)

ITEM 6 REVIEW OF ENVIRONMENTALLY SUSTAINABLE BUILDINGS AND ENVIRONMENTALLY SUSTAINABLE BUILDINGS IN THE CITY OF JOONDALUP POLICIES

WARD: All

RESPONSIBLE DIRECTOR: Ms Dale Page
Planning and Community Development

FILE NUMBER: 21452

ATTACHMENTS: Attachment 1 Environmentally Sustainable Design Policy
Attachment 2 Environmentally Sustainable Design for City Buildings Policy

PURPOSE

The purpose of this report is to advise of the issues regarding combining the Environmentally Sustainable Buildings and Environmentally Sustainable Buildings in the City of Joondalup Policies into one policy.

EXECUTIVE SUMMARY

The City has recently undertaken a review of the Policy Manual. As part of this review, the Environmentally Sustainable Buildings Policy (adopted 2010) and the Environmentally Sustainable Buildings in the City of Joondalup Policy (adopted 2011) were proposed to be updated in line with the new standard policy template. However, at its 7 May 2012 meeting, the Policy Committee requested that a separate report be prepared with the intention that the two policies be combined.

The policies are prepared and adopted under different legislation: the Environmentally Sustainable Buildings Policy under the *Local Government Act 1995* and the Environmentally Sustainable Buildings in the City of Joondalup Policy under the City of Joondalup District Planning Scheme No 2. It is therefore not appropriate that the policies be combined.

It is, however, recommended that the policies be updated in line with the current review of the Policy Manual, including several formatting and wording improvements and a change of name to better reflect the purposes of the policies.

BACKGROUND

The Environmentally Sustainable Buildings Policy was adopted by Council in October 2010 (CJ174-10/10 refers). The Environmentally Sustainable Buildings in the City of Joondalup Policy was adopted by Council in March 2011 (CJ041-03/11 refers).

The City has recently undertaken a review of the Policy Manual. As part of this review the above two policies were proposed to have minor amendments in line with the new standard policy template. The Policy Committee resolved at its meeting of May 2012 as follows:

“5.3 REQUESTS separate reports be presented to the next meeting of the Policy Committee on the following policies:

5.3.2 the Environmentally Sustainable Design Policy and the Environmentally Sustainable Design for City Buildings Policy with the intention that the two policies be combined;”

DETAILS

The Environmentally Sustainable Buildings in the City of Joondalup Policy applies to the construction and redevelopment of residential, commercial and mixed-use buildings (excluding Single and Grouped Dwellings) in the City of Joondalup.

The Environmentally Sustainable Buildings Policy only relates to City-owned buildings. However, the Environmental Sustainable Design (ESD) principles applying to the buildings are almost the same.

One of the main differences between the two policies is that the Environmentally Sustainable Buildings in the City of Joondalup Policy is a Local Planning Policy prepared and adopted under Clause 8.11 of City of Joondalup District Planning Scheme No 2 whereas the Environmentally Sustainable Buildings Policy is a Council Policy prepared under the *Local Government Act 1995*.

Both policies have been updated in line with the current review of the policy manual, therefore several formatting and wording improvements are proposed. These proposed modifications are highlighted in red underlined (additions) and black strikethrough (deletions) as shown in Attachments 1 and 2.

Issues and Options Considered:

Council has the option to:

- Retain the existing policies with minor modifications; or
- Revoke the Environmentally Sustainable Buildings Policy and incorporate into the Environmentally Sustainable Buildings in the City of Joondalup Policy.

Legislation/Strategic Plan/Policy Implications

Legislation *Local Government Act 1995.*

Clause 8.11 of City of Joondalup 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.

Strategic Plan

Key Focus Area: The Natural Environment.

Objective: To ensure that the City's natural environmental assets are preserved, rehabilitated and maintained.

Key Focus Area: The Built Environment.

Objective: To ensure high quality urban development within the City.

Policy: Environmentally Sustainable Buildings Policy.
Environmentally Sustainable Buildings in the City of Joondalup Policy.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

Costs associated with advertising any proposed amendment to a local planning policy in the local newspaper, and notice of any final adoption of the amended policy, will be approximately \$810.

Regional Significance:

Not Applicable.

Sustainability Implications:

The policies provide encouragement for the integration of environmentally sustainable design principles into new buildings and redevelopments in the City of Joondalup which would support the environmental sustainability of the City and help to reduce greenhouse gas emissions.

Consultation:

Clause 8.11 of City of Joondalup District Planning Scheme No 2 requires a new Local Planning Policy or amendment to a Local Planning Policy to be advertised for public comment for a period of 21 days. The proposed amended policy would be advertised as follows:

- A notice published once a week for two consecutive weeks in the local newspaper; and
- A notice and documents placed on the City's website.

COMMENT

It is not considered appropriate that the Environmentally Sustainable Buildings in the City of Joondalup Policy and the Environmentally Sustainable Buildings Policy be combined as they are prepared and adopted under different legislation.

Public works by a public authority are exempt from requiring planning approval, therefore any works carried out by the City of Joondalup regarding the construction or renovation of a City owned or managed building do not require planning approval. The policy could not be 'enforced' as a Local Planning Policy.

If the policies were to be combined, the new policy would be trying to control development that has no legislative base to control. It is therefore not considered appropriate to combine the policies.

It is however still considered appropriate to maintain the two policies as the policies provide guidance to internal and external stakeholders as to what the City's expectations are in regard to environmentally sustainable development within the City.

It is also recommended that the policies are updated in line with the current review of the policy manual, including several formatting and wording improvements and a change of name to better reflect the purposes of the policies.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Gobbert, SECONDED Cr Hollywood that Council:

- 1 APPROVES the proposed amendments to the Environmentally Sustainable Design Policy as shown in Attachment 1 to this Report for the purpose of public advertising;**
- 2 ADVERTISES the proposed amendments to the Environmentally Sustainable Design Policy for public comment for a period of 21 days, in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2; and**
- 3 ADOPTS the proposed amendments to the Environmentally Sustainable Design for City Buildings Policy as shown in Attachment 2 to this Report.**

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 6 refers

To access this attachment on electronic document, click here [Attach6agnPolicy060812.pdf](#)

ITEM 7 INSTALLATION OF TELECOMMUNICATIONS FACILITIES POLICY – CONSIDERATION FOLLOWING ADVERTISING

WARD:	All
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Community Development
FILE NUMBER:	101289, 101515
ATTACHMENTS:	Attachment 1 Draft Installation of Telecommunications Facilities Policy Attachment 2 Schedule of Submissions

PURPOSE

The purpose of this report is to consider the submissions received during the public advertising of the draft Installation of Telecommunications Facilities Policy and to decide whether to adopt the policy as final.

EXECUTIVE SUMMARY

Council at its meeting held on 22 November 2011 (CJ204-11/11 refers), resolved that a report be prepared on a review of the Telecommunication Facilities policy to provide greater clarity with respect to the definition of the term 'vicinity. As a result of the review undertaken a modified policy was presented to Council at its meeting held on 15 May 2012, to seek approval for the purpose of public advertising (CJ093-05/12 refers).

Council resolved to approve the proposed modifications to the Telecommunications Policy for the purpose of public advertising with changes. The changes included modifying the existing advertising radius of 500 metres to 400 metres and replacing the term 'vicinity' with 'unnecessarily close'.

The policy was advertised for a period of 21 days, closing 28 June 2012. One submission was received being a comment regarding the suitability of the proposed 400 metres advertising radius.

The proposed modifications to the policy, including the changes requested by Council prior to advertising, aim to provide clarity as well as update the policy in line with the current policy manual review.

It is recommended that the modified Installation of Telecommunications Facilities Policy be adopted as final.

BACKGROUND

The Telecommunications Facilities Policy has been in operation since December 2002. Council at its meeting on 22 November 2011, resolved that a report be prepared on a review of the policy to provide greater clarity with respect to the definition of the term 'vicinity' (CJ204-11/11 refers). The policy has been reviewed and is generally considered to be operating well however, modifications have been made to provide additional factors in the Details section of the policy to assist Council in the determination of applications.

A draft modified policy was compiled taking into consideration a range of factors, including prevailing legislation, research material, recent State Administration Tribunal decisions and a general need to reformat the existing document in line with the current review of the policy manual. In considering the modifications for the purpose of advertising Council at its meeting held 15 May 2012 (CJ093-05/12 refers) resolved as follows:

- 1 *APPROVES the proposed amendments to the Telecommunications Policy as shown in Attachment 1 to this Report, for the purpose of public advertising, with the following changes;*
 - 1.1 *replace 'in the vicinity' with 'unnecessarily close to' in 3;*
 - 1.2 *replace '500' with '400' in 4.2; and*
 - 1.3 *insert an appropriate definition for 'non-low impact facility' in 2; and*
- 2 *ADVERTISES the proposed amendments to the Telecommunications Policy for public comment for a period of 21 days, in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2.*

DETAILS

The proposed modifications to the Telecommunications Facilities Policy are as follows:

- Define relevant terms such as 'telecommunications facility' and 'low impact facility';
- Replace the term 'vicinity' with 'unnecessarily close';
- Modify the advertising radius for the purpose of advising residents and landowners of the proposed facility; and
- Format and text changes in line with the current policy manual review.

The proposed modifications are outlined in Attachment 1.

Issues and options considered:

Council has the option to:

- Adopt the policy as final;
- Adopt the draft policy as final, with modifications; or
- Refuse to adopt the policy.

Legislation/Strategic Plan/Policy Implications

Legislation Clause 8.11 of 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.

Strategic Plan

Key Focus Area: The Built Environment.

Objective: 4.1 To ensure high quality urban design within the City.

Policy:

Telecommunications Facilities.

Risk Management Considerations:

There is a risk in placing a figure on the required setback of a telecommunications facility from sensitive areas as, whilst providing clarity with regard to the location of telecommunication facilities, this could have the undesirable effect of unjustifiably alarming surrounding residents and landowners in the area.

Financial/Budget Implications:

The costs associated with advertising the policy amendment in the local newspaper and to publicise the final adopted policy is expected to be approximately \$810. All figures quoted in this report are exclusive of GST.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

The modified policy was advertised for public comment for a period of 21 days, closing on 28 June 2012, as follows:

- A notice published in the Joondalup Weekender for two weeks; and
- A notice placed on the City's website.

One submission was received during the advertising period. The submission was in regard to the suitability of the proposed advertising radius of 400 metres in lieu of 500 metres.

COMMENT

One submission was received during the advertising period which was in regard to the proposed advertising radius of 400 metres. The submitter indicated that the radius should be retained at 500 metres to ensure the maximum number of people are consulted.

The proposed 400 metres radius is considered to be appropriate for the purpose of consulting with a large number residents and landowners on applications for telecommunications infrastructure. The 400 metres radius is used by the City when advertising other significant development applications and is therefore considered to be appropriate.

The proposed radius is not intended in any way to be indicative of the level of impact the facility may have on an area.

Format Modification

In addition to the modifications identified above, to update the policy in line with the current review of the policy manual, a number of formatting and wording improvements are proposed. These proposed modifications do not change the intent or requirements of the policy. These modifications are highlighted in red (additions) and black strikethrough (deletions) in Attachment 1.

Conclusion

The advertising of the modified Telecommunication Facilities Policy has not raised any issues that would warrant not proceeding with the proposal. It is recommended that the Installation of Telecommunication Facilities Policy as modified be adopted as final.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Ritchie, SECONDED Cr Hamilton-Prime that Council:

- 1 In accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADOPTS as final the modified Installation of Telecommunications Facility policy, as outlined in Attachment 1 to this Report; and**
- 2 Advises the submitter of Council's decision.**

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 7 refers

To access this attachment on electronic document, click here [Attach7agnPolicy060812.pdf](#)

**ITEM 8 MODIFIED SIGNS POLICY – CONSIDERATION
FOLLOWING ADVERTISING**

WARD:	All
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Community Development
FILE NUMBER:	01907, 101515
ATTACHMENTS:	Attachment 1 Signs Policy with modifications

PURPOSE

The purpose of this report is to consider the submissions received during the public advertising of the modified Signs Policy and decide whether to adopt the policy as final.

EXECUTIVE SUMMARY

The Signs Policy has been in operation since October 2009 and provides guidance for the types and locations of signage within the City. The operation of the Signs Policy has been reviewed, and is generally operating well. It is considered, however, that the policy can be updated with additional provisions for inflatable signs, and the prohibition of illuminated variable message signs.

Council, at its meeting held on 20 March 2012 (CJ032-03/12 refers), resolved to advertise the modifications to the Signs Policy for a period of 21 days, closing 10 May 2012. No comments were received.

It is recommended that the modified Signs Policy be adopted as final.

BACKGROUND

Council, at its meeting held on 13 October 2009, adopted a new Signs Policy that provides guidance for the types and locations of signage within the City (CJ225-10/09 refers).

The Signs Policy has been in operation for two years and the review has found it is operating well. However, it has been identified that further clarification is required in regards to inflatable signage and variable message signs.

Council, at its meeting held on 20 March 2012 (CJ032-03/12 refers), resolved to advertise the modifications to the Signs Policy for a period of 21 days.

DETAILS

The proposed modifications to the Signs Policy are as follows:

- Clarification that Inflatable Signs cannot be located at ground level, must not have moving parts, and that 'air dancer' signs are not permitted; and
- Addition of the category 'Illuminated Variable Message Signs' and prohibition of their use within the City.

The proposed modifications are outlined on pages 15 and 17 of Attachment 1.

Issues and Options Considered:

Council has the option to:

- Adopt the draft policy as final;
- Adopt the draft policy as final, with modifications; or
- Refuse to adopt the policy.

Legislation/Strategic Plan/Policy Implications

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

Strategic Plan

Key Focus Area: The Built Environment.

Objective: 4.1 – To ensure high quality urban design within the City.

Policy: The subject of this report is the modified Signs Policy.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

Costs associated with advertising any proposed amendment to the policy in the local paper, and notice of any final adoption of the amended policy, is approximately \$810.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

The proposed policy was advertised for public comment for a period of 21 days, closing on 10 May 2012, as follows:

- A notice published in the Joondalup Times for two consecutive weeks; and
- A notice on the City's website.

No submissions were received during the advertising period.

COMMENTProposed Modifications

The proposed modifications to the Signs policy are in regard to the location and type of inflatable signs that may be permitted and illuminated variable message signs being prohibited.

These signs are considered to be potentially distracting to passing motorists and therefore considered to be a hazard. They also contribute to visual clutter in the commercial and industrial areas. To reinforce this issue the State Administrative Tribunal in May 2012 dismissed an appeal against the City's refusal for the placement of a trailer mounted variable message sign board at 3 Winton Road, Joondalup fronting Joondalup Drive.

These modifications are highlighted in green in Attachment 1.

Format Modification

In addition to the modifications identified above, to update the policy in line with the current review of the policy manual, a number of formatting and wording improvements are proposed. These proposed modifications do not change the intent or requirements of the policy. These modifications are highlighted in red (additions) and black strikethrough (deletions) in Attachment 1.

Conclusion

The advertising of the modified Signs Policy has not raised any issues that would warrant not proceeding with the proposal. It is recommended that the Signs Policy as modified be adopted as final.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Hollywood, SECONDED Cr Hamilton-Prime that Council, in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADOPTS as final the modified Signs Policy, as outlined at Attachment 1 of this Report.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 8 refers

To access this attachment on electronic document, click here [Attach8agnPolicy060812.pdf](#)

ITEM 9 CUBBY HOUSES POLICY - CONSIDERATION FOLLOWING ADVERTISING

WARD:	All	
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Community Development	
FILE NUMBER:	74619, 101515	
ATTACHMENTS:	Attachment 1	Draft Cubby Houses Policy
	Attachment 2	Schedule of Submissions

PURPOSE

The purpose of this report is to consider the submissions received during the public advertising of the amended Cubby Houses Policy and to decide whether to adopt the policy as final.

EXECUTIVE SUMMARY

At its meeting held on 15 May 2012 (CJ093-05/12 refers) Council resolved to approve the amended Cubby Houses Policy for the purpose of advertising for a period of 21 days. The amended policy seeks to introduce a provision for assessing visual privacy where the floor level of a cubby house is to be raised more than 0.5 metres above natural ground level. The amended policy, as advertised, proposes a setback distance of 4.5 metres to openings where the cubby house floor level is more than 0.5 metres above natural ground level. The proposed amendment, if implemented, will address a fundamental shortcoming in the existing policy.

The amended Cubby Houses Policy was advertised for 21 days from 7 to 28 June 2012, inclusive. A comment of support was received in regard to the proposed policy amendment.

The Cubby Houses Policy, if adopted in its revised form, will represent a more comprehensive and effective planning tool. It is the recommendation of this report, therefore, that the revised Cubby Houses Policy, reflecting the amendments supported by Council on 15 May 2012, be adopted as final.

BACKGROUND

Council at its meeting held on 17 February 2009 adopted the Cubby Houses Policy. The policy was prepared to provide guidance on the acceptable standards for the erection of cubby houses, as well as to clarify when cubby houses require planning approval.

The Cubby Houses Policy has been operating well, however it has been found that provisions are required in regard to the visual privacy setbacks. The current policy does not include any provisions to address visual privacy where cubby house floor levels are raised more than 0.5 metres above natural ground level. Currently, the only way to assess visual privacy is through the R-Codes, which were designed for normal dwellings and not cubby houses. Accordingly, the new draft policy incorporates the following important provision:

“For cubby houses with a floor level of more than 0.5 metres above natural ground level, openings or balconies shall be set back 4.5 metres from the boundary, or screened in accordance with the Residential Design Codes.”

In addition to the incorporation of the abovementioned provision the policy has been partially restructured so as to clearly differentiate between ‘Structures Not Requiring Planning Approval’ and ‘Structures Requiring Planning Approval’. Various editorial amendments have also been made to the policy document in an effort to rationalise terminology.

Council at its meeting held on 15 May 2012 (CJ093–05/12 refers) resolved to advertise the modifications to the Cubby Houses Policy for a period of 21 days.

DETAILS

The proposed modifications to the Cubby Houses Policy are as follows:

- Addition of criteria to address visual privacy;
- Restructure of policy into ‘Structures Not Requiring Planning Approval’ and ‘Structures Requiring Planning Approval’; and
- Format modifications in line with the current review of the policy manual.

The proposed modifications are outlined in Attachment 1.

Issues and Options Considered:

Council has the option to:

- Adopt the policy as final;
- Adopt the policy as final, with modifications; or
- Refuse to adopt the policy.

Legislation/Strategic Plan/Policy Implications

Legislation Clause 8.11 of 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.

Strategic Plan

Key Focus Area: The Built Environment.

Objective: 4.1 - To ensure high quality urban design within the City.

Policy Cubby Houses.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

The costs associated with advertising the policy amendment in the local newspaper and to publicise the final adopted policy is expected to be approximately \$810.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

The amended policy was advertised for public comment for a period of 21 days, closing on 28 June 2012, as follows:

- A notice published in the Joondalup Times for two consecutive weeks; and
- A notice placed on the City's website.

One submission of no objection was received during the advertising period.

COMMENT

Since the policy amendments were brought before the Council on 15 May 2012, no objections were received during the advertising period. Accordingly, the modified policy remains unchanged from that advertised for comment in June 2012.

The revised policy under consideration represents an improvement on the current version as it establishes additional criteria for assessing cubby house applications that require planning approval. More specifically, the principal additional criteria provides that for cubby houses with a floor level in excess of 0.5 metres above natural ground level, openings and balconies shall be set back 4.5 metres from the boundary, or screened in accordance with the Residential Design Codes.

It is considered that 4.5 metres is an appropriate setback distance as it must be recognised that a cubby house is a children's play house and not a habitable room or outdoor living area. This setback provision will provide some separation between the cubby house and adjoining property and help to reduce any perceived adverse impacts on the adjoining property due to potential overlooking.

Format Modification

To update the policy in line with the current review of the policy manual, a number of formatting and wording improvements are proposed. These proposed modifications are highlighted in red underlined (additions) and black strikethrough (deletions) in Attachment 1. These proposed modifications do not undermine the philosophy or the intent of the policy, but rather represent a further refinement of an evolving document. The refined policy will benefit both prospective applicants and assessing officers.

It is recommended that the Cubby House Policy, as modified (See Attachment 1), be adopted as final.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Hamilton-Prime, SECONDED Cr Ritchie that Council:

- 1 In accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADOPTS as final the modified Cubby Houses Policy as outlined in Attachment 1 to this report; and**
- 2 ADVISES the submitter of Council's decision.**

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 9 refers

To access this attachment on electronic document, click here [Attach9agnPolicy060812.pdf](#)

ITEM 10 DISPOSAL OF SURPLUS ASSETS (MINOR) POLICY MAJOR REVIEW

WARD:	All
RESPONSIBLE DIRECTOR:	Mr Jamie Parry Governance and Strategy
FILE NUMBER:	101267, 101515
ATTACHMENTS:	Attachment 1 Revised Disposal of Surplus Assets (Minor) Policy

PURPOSE

To consider the proposed amendments to the Disposal of Surplus Assets (Minor) Policy as a result of the 2011 Policy Manual review process.

EXECUTIVE SUMMARY

During the 2011 Policy Manual review, the Disposal of Surplus Assets (Minor) Policy was identified as requiring several significant amendments to:

- Allow the Chief Executive Officer to apply discretion to undertake an application process for disposing of surplus minor assets;
- To incorporate a definition of minor assets that aligns to current accounting practices; and
- Amend the title for improved readability.

The policy was first introduced in March 2002 as a means of disposing of surplus personal computers to community groups and education providers. During the 2005 Policy Manual review, the policy was expanded to incorporate any surplus minor assets identified by the Chief Executive Officer at his/her discretion.

A major gap in the policy was recently identified relating to a definition of a minor asset. Further issues were also raised regarding a compulsory application process for disposing of minor assets, which may be considered burdensome in some circumstances. In light of these issues, it is proposed that Council adopts the amended Disposal of Surplus Assets (Minor) Policy (to be renamed the Disposal of Minor Surplus Assets Policy), in the format provided in Attachment 1 of this report.

BACKGROUND

A review of the Policy Manual was conducted in 2011 to assess all current policies against the following criteria:

- 1 Consistency — with regard to language, style and format.
- 2 Relevance — in terms of new plans and strategies that now supersede previously endorsed positions within existing policies.
- 3 Duplication — identified sections of policies that duplicate other policies, City plans and strategies, local laws, and/or State legislation.

- 4 Operational content — identified sections of policies deemed as being too operational and therefore more appropriate to be incorporated into a City protocol or operational plan.

As a result of the review process, a standardised policy format was developed and current policies were categorised as requiring either:

- Minor amendments (changes that do not impact on the application of the policy); or
- Major amendments (significant changes that alter the City's position on an issue or matter).

The Disposal of Surplus Assets (Minor) Policy was identified as a policy requiring major review based on the omission of an appropriate definition for a minor asset. A major policy review schedule was developed and recently noted by Council (CJ093-05/12 refers), where the Disposal of Surplus Assets (Minor) Policy was listed for consideration by the Policy Committee at its May 2012 meeting. Due to the significant size of the May Policy Committee meeting agenda, a revised schedule was developed, listing this policy for consideration by the Policy Committee in August 2012. In accordance with the revised schedule, this report outlines the proposed amendments to this policy and the justification for the proposed changes.

DETAILS

Policy History

The policy originated as a Disposal of Surplus Personal Computers Policy when it was first adopted by Council in March 2002 (CJ060-03/02 refers). It served as a mechanism for identifying community groups and education providers as appropriate recipients of surplus computer assets following upgrade processes. This ensured that surplus minor assets were sustainably disposed of and reused by local community groups that may require support and assistance for undertaking community activities.

During the 2005 Policy Manual review, the scope of the policy was broadened to incorporate any form of minor asset and as such, its title was consequently amended to become the Disposal of Surplus Assets (Minor) Policy. No further amendments have been made to the policy since 2005.

Proposed Amendments

As part of the 2011 Policy Manual review, it was noted that the application process for disposing of minor assets was compulsory in all circumstances within the policy. The application process was originally introduced to the policy to ensure the equitable distribution of surplus minor assets to community groups where high demand is present. Given that this demand will not always be high and that some minor assets (such as excess files or stationery, and the like), would not benefit from being subjected to such an involved process, it is proposed that the policy be amended to allow the Chief Executive Officer the discretion to determine whether an advertised application process is necessary. This aims to improve efficiency and reduce the amount of resources required to undertake an application process that may be considered excessive in some circumstances.

In addition to minor amendments to enhance readability (including a minor title adjustment), it was also identified that no definition of a 'minor asset' was currently contained within the policy. As such, it is proposed that an application statement be introduced that aligns the definition of a minor asset to the current Western Australian Local Government Accounting Manual. This document defines a minor asset to be any asset with an acquisition value below the local government's capitalisation threshold, which for the City, is anything below \$5,000.

Issues and options considered:

Council has the option to:

- 1 Adopt the proposed amendments to the Disposal of Surplus Assets (Minor) Policy, as outlined in Attachment 1;
- 2 Request further modifications to the Disposal of Surplus Assets (Minor) Policy; or
- 3 Retain the policy in its current format.

It is recommended that option 1 be adopted by the Council.

Legislation/Strategic Plan/Policy Implications

Legislation: *Local Government (Financial Management) Regulations 1996.*

Strategic Plan:

Key Focus Area: Leadership and Governance.

Objective: 1.3 - To lead and manage the City effectively.

Policy:

This report outlines the outcome of a review of the current Disposal of Surplus Assets (Minor) Policy.

Risk Management considerations:

The policy currently contains a position on risk which states that no risk liability is to be attached to any minor assets provided to groups through the disposal process. Examples of risks the City would associate with undertaking a process to distribute surplus assets include:

- Electrical items providing a fire risk;
- IT equipment holding sensitive/confidential information;
- Authorisation/recording processes;
- Misappropriation of surplus assets; and
- Perceptions that assets are distributed inequitably.

The City's current Risk Management Framework and associated processes provide a system for ensuring that potential risks to the City are minimised.

Financial/Budget Implications:

The City receives no money for the minor assets it disposes of, but ensures they are sustainably reused by identified community groups. If an application process is utilised, some costs are incurred to advertise and process applications. Proposed amendments to this policy aim to reduce some of these costs in circumstances where the cost-benefit outcome of undertaking such a process is considered low.

Regional Significance:

Not Applicable.

Sustainability implications:

Encouraging the re-use of surplus minor assets ensures that waste is diverted from land fill in accordance with the City's commitment to environmentally sustainable outcomes.

Consultation:

Not Applicable.

COMMENT

Not Applicable.

VOTING REQUIREMENTS

Simple Majority.

The Chief Executive Officer entered the Room at 7.55pm.

MOVED Cr Ritchie, SECONDED Cr Hollywood that Council ADOPTS the proposed amendments to the Disposal of Surplus Assets (Minor) Policy, as outlined in Attachment 1 of this Report.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 10 refers

To access this attachment on electronic document, click here [Attach10agnPolicy060812.pdf](#)

ITEM 11 COMMUNITY FUNDING POLICY MAJOR REVIEW

WARD:	All
RESPONSIBLE DIRECTOR:	Mr Jamie Parry Governance and Strategy
FILE NUMBER:	39290, 101515
ATTACHMENTS:	Attachment 1 Revised Community Funding Policy

PURPOSE

To consider proposed amendments to the Community Funding Policy as a result of the 2011 Policy Manual review process.

EXECUTIVE SUMMARY

During the review of the Policy Manual in 2011, the Community Funding Policy was identified as requiring significant amendments to:

- update the Community Funding Program categories;
- reflect the current period for determining funding priorities;
- align the policy to the new standardised policy template;
- remove administrative elements from the policy; and
- expand the policy to incorporate ongoing, Council endorsed funding programs delivered by the City, in addition to its core Community Funding Program.

The policy was first introduced in 1999 as a framework for delivering the strategic and accountable allocation of funds to community groups, organisations and individuals requiring financial assistance. It has since been amended on several occasions, with the most recent amendments adopted in 2005 during the last Policy Manual review process.

As a consequence of the six year period between reviews, there are several elements of the policy that are significantly out of date. It is therefore recommended that Council adopts the proposed amendments to the Community Funding Policy, as outlined in Attachment 1 of this Report.

BACKGROUND

A review of the Policy Manual was conducted in 2011 to assess all current policies against the following criteria:

- 1 Consistency — with regard to language, style and format.
- 2 Relevance — in terms of new plans and strategies that now supersede previously endorsed positions within existing policies.
- 3 Duplication — identified sections of policies that duplicate other policies, City plans and strategies, local laws, and/or State legislation.
- 4 Operational content — identified sections of policies deemed as being too operational and therefore more appropriate to be incorporated into a City protocol or operational plan.

As a result of the review process, a standardised policy format was developed and current policies were categorised as requiring either:

- Minor amendments (changes that do not impact on the application of the policy); or
- Major amendments (significant changes that alter the City's position on an issue or matter).

The Community Funding Policy was identified as requiring major amendments, based on a preliminary review of its relevance and last review date. A major policy review schedule was developed and recently noted by Council (CJ093-05/12 refers), where the Community Funding Policy was listed for consideration by the Policy Committee at its May 2012 meeting. Due to the significant size of the May Policy Committee meeting agenda, a revised schedule was developed, listing this policy for consideration by the Policy Committee in August 2012. In accordance with the revised schedule, this report outlines the proposed amendments to this policy and the justification for the proposed changes.

DETAILS

Policy History

The Community Funding Policy was first adopted by the Joint Commissioners in 1998 with an endorsed application date of 1 July 1999, (aligning with the establishment of the Cities of Joondalup and Wanneroo following their split). The impetus for the policy followed an audit process that reviewed the City's approach to allocating subsidies and financial assistance to community groups and individuals. The findings of the audit highlighted inconsistent practices with regard to community funding allocations and recommended the development of a strategic and accountable process that followed clear guidelines in the assessment and distribution of these funds.

The first iteration of the Community Funding Policy identified six funding categories: sport and recreation development; culture and the arts development; environmental improvement; community services; sponsorship; and economic development. General funding guidelines, eligibility requirements, funding program promotions, reporting requirements and delegated authorities for decision making were also covered in the policy.

In September 1999, the policy was reviewed again (CJ303-09/99 refers), incorporating several minor amendments as well as introducing a reference to infrastructure funding and removing references to individuals, ensuring that only incorporated bodies were eligible for funding, (although organisations could still apply for funding on behalf of an individual).

Further minor amendments were also endorsed by Council in September 2001 (CJ298-09/01 refers), before a major review was conducted as part of the Policy Manual Review in 2005. During this review process (CJ206-10/05 refers), Council endorsed the consolidation of the Sports Development Program Policy and Junior and Disabled Sport and Recreation Donations Policy into the existing Community Funding Policy and increased the Chief Executive Officer's delegated authority from \$2,500 to \$10,000. Procedural matters were also removed at this stage, which significantly reduced the length and breadth of the policy as most of the detail was contained within existing funding guidelines.

Proposed Amendments

As a result of the current Policy Manual review process, several amendments are recommended to the Community Funding Policy to better reflect the City's current approach to community funding and the extent of the funding programs the City delivers on an annual basis. The rationale for expanding the policy in this manner is to ensure transparency and to enhance external stakeholders' understanding of the application of City-managed grant programs.

With this in mind, the following amendments are recommended as outlined in Attachment 1 of this report:

- Introduction of a clear policy statement, (in accordance with the new standardised policy template), that outlines the City's role as a facilitator and supporter of sustainably managed community-based organisations and to recognise the achievements of community members and groups;
- A new policy format that differentiates funding programs and outlines their relationship to each other. Those programs being: the Community Funding Program, specific sport and recreation funding programs and specific culture and arts funding programs;
- Outlining the current categories of the Community Funding Program, namely, community development, culture and arts development, sport and recreation development and environmental development;
- Brief outline of what items and activities the Community Funding Program seeks to provide financial assistance for;
- Amending the review period for funding programs from a triennial basis to an annual basis, to reflect current practices;
- Outlining an annual commitment to the following funding programs, including a rationale for the benefits they seek to provide the community:
 - Sports Development Program;
 - Joondalup Sporting Achievement Grants;
 - Arts Development Scheme;
 - Mural Arts Program; and
- Various minor amendments to enhance the readability of the policy.

Issues and options considered:

Council has the option to:

- 1 Adopt the proposed amendments to the Community Funding Policy, as outlined in Attachment 1;
- 2 Request further modifications to the Community Funding Policy; or
- 3 Retain the policy in its current format.

It is recommended that Option 1 be adopted by Council.

Legislation/Strategic Plan/Policy Implications

Legislation: Not Applicable.

Strategic Plan:

Key Focus Area: Leadership and Governance.

Objective: 1.3 To lead and manage the City effectively.

Policy:

This report outlines the outcome of a review of the current Community Funding Policy.

Risk Management considerations:

In order to remain transparent and to facilitate appropriate decision-making processes, it is imperative that policies reflect the current positions of Council and work practices at the City. If not effectively maintained, there are risks associated with potentially misleading the community through publicly available, unreviewed policies.

Financial/Budget Implications:

Amendments to the Community Funding Policy will not have financial implications on the City, as the proposed changes reflect the City's current approach to managing community funding programs.

Regional Significance:

Not Applicable.

Sustainability implications:

The Community Funding Policy is underpinned by principles relating to sustainability, which are reflected in the current funding categories of the Community Funding Program; namely, community development, culture and arts development, sport and recreation development and environmental development.

The proposed policy statement also supports the City's role as a facilitator of sustainable local-organisations for the benefit of the broader community.

Consultation:

Given that the proposed changes to the Community Funding Policy do not seek to change the manner in which community funding programs are delivered by the City, rather, they aim to reflect current City practices; it is not recommended that community consultation on the amendments be pursued.

COMMENT

Not Applicable.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Hamilton-Prime, SECONDED Cr Hollywood that Council ADOPTS the proposed amendments to the Community Funding Policy as outlined in Attachment 1 of this Report.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 11 refers

To access this attachment on electronic document, click here [Attach11agnPolicy060812.pdf](#)

ITEM 12 PARKING POLICIES MAJOR REVIEW**WARD:** All**RESPONSIBLE
DIRECTOR:** Mr Jamie Parry
Governance and Strategy**FILE NUMBER:** 05787, 101287 101285 101515**ATTACHMENTS:** Attachment 1 Resident/Visitor Parking Permits for Joondalup
City Centre Policy (current)
Attachment 2 Parking Schemes for Suburban Areas Outside of
the Joondalup City Centre Policy (current)
Attachment 3 Parking Schemes Policy (draft)
Attachment 4 Parking Permits — Conditions of Issue and Use**PURPOSE**

To consider the adoption of a draft Parking Schemes Policy as a result of the 2011 Policy Manual review process.

EXECUTIVE SUMMARY

During the review of the Policy Manual in 2011, the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy and Resident/Visitor Parking Permits for Joondalup City Centre Policy were identified as requiring significant amendments to:

- align the policies to the new standardised policy template;
- remove a considerable number of administrative elements from the policies; and
- consolidate the significant duplication currently present across the two policies.

The Resident/Visitor Parking Permits for Joondalup City Centre Policy was originally adopted in 2008 as the Resident/Visitor Parking Permit Policy. Its aim was to facilitate the parking requirements of residents who resided in areas affected by parking restrictions. Implementation of the Policy was then deferred in late 2008 following a decision of Council to undertake further consultation with affected communities. An amended version of the policy was subsequently adopted in 2009 as the Resident/Visitor Parking Permits for Joondalup City Centre Policy (see Attachment 1).

In late 2009, Council then adopted the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy (Attachment 2 refers). The intention behind this policy was to present a consistent approach to the development of Parking Schemes and the distribution of Parking Permits for areas outside of the Joondalup City Centre.

A joint review of these policies has been undertaken, revealing significant duplication between the two. It is therefore recommended that Council revoke both the Resident/Visitor Parking Permits for Joondalup City Centre Policy and the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy and adopt the draft Parking Schemes Policy, as outlined in Attachment 3 of this report.

BACKGROUND

A review of the Policy Manual was conducted in 2011 to assess all current policies against the following criteria:

- 1 Consistency — with regard to language, style and format.
- 2 Relevance — in terms of new plans and strategies that now supersede previously endorsed positions within existing policies.
- 3 Duplication — identified sections of policies that duplicate other policies, City plans and strategies, local laws, and/or State legislation.
- 4 Operational content — identified sections of policies deemed as being too operational and therefore more appropriate to be incorporated into a City protocol or operational plan.

As a result of the review process, a standardised policy format was developed and current policies were categorised as requiring either:

- minor amendments (changes that do not impact on the application of the policy); or
- major amendments (significant changes that alter the City's position on an issue or matter).

The Resident/Visitor Parking Permits for Joondalup City Centre Policy (Attachment 1 refers) and the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy (Attachment 2 refers) were identified as requiring major amendments. A major policy review schedule was developed and recently noted by Council (CJ093-05/12 refers), where the two policies were listed for consideration by the Policy Committee at its May 2012 meeting. Due to the significant size of the May Policy Committee meeting agenda, a revised schedule was developed, listing these policies for consideration by the Policy Committee in August 2012. In accordance with the revised schedule, this report outlines the proposed draft Parking Schemes Policy and the justification for the proposed changes.

DETAILS

Policy History:

The Resident/Visitor Parking Permits for Joondalup City Centre Policy (Attachment 1 refers) was originally considered by Council in 2008 as the Resident/Visitor Parking Permit Policy, with the aim of facilitating the parking requirements of residents who resided in areas affected by parking restrictions. Following an urgent notice of motion of Council in September 2008 (C52-09/08 refers) implementation of the policy was deferred until March 2009 to enable further community consultation on the parking permit system proposed within the policy.

After the completion of the consultation process an amended version of the policy was adopted by Council in February 2009, retitled as the Resident/Visitor Parking Permits for Joondalup City Centre Policy (CJ014-02/09 refers). This policy focused on the eligibility criteria and issuing process for parking permits for residents that were adversely affected by the introduction of paid parking within the Joondalup City Centre.

In August 2009, Council then adopted the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy, to provide guidelines for the establishment of Parking Scheme areas in general, as well as details on the eligibility criteria and issue of parking permits for residents in areas other than the Joondalup City Centre. It has since been identified that significant duplication exists across the two policies and as such, consolidation of the policies is recommended.

Proposed Amendments:

Due to similarities in their content, the Resident/Visitor Parking Permits for Joondalup City Centre Policy and Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy were reviewed jointly. As a result of this process, the following issues were identified:

- A considerable amount of administrative elements are contained within both policies; and
- Significant duplication exists across the two policies.

Several amendments are recommended in the form of a new draft Parking Schemes Policy. The draft policy provided at Attachment 3 considerably simplifies the content of the two policies and removes sections that are deemed too operational. The rationale for simplifying the policies in this manner is to ensure the City's policy position remains high-level and strategic, rather than administrative. It should be noted that in applying these proposed amendments, the draft policy does not alter the City's current position in relation to Parking Schemes or Parking Permits, rather, it ensures the policy intent is appropriately reflected at the policy level.

With this in mind, the following amendments are recommended, as provided in Attachment 3 of this report:

- Introduction of a clear policy statement, (in accordance with the new standardised policy template), that outlines the City's rationale for introducing Parking Schemes. Namely, where:
 - parking demands are causing a hazard to residents and/or other road users;
 - parking is damaging City infrastructure or infrastructure owned by other government agencies; and/or
 - parking is having a significant detrimental effect on local amenity.
- A new policy format (in accordance with the new standardised policy template) that differentiates the:
 - components of Parking Schemes;
 - requirement for a community engagement process; and
 - entitlement to parking permits.
- Removal and simplification of repetitive language and various minor amendments to enhance the readability of the policy.
- Addition of 'paid parking' to the potential components of a Parking Scheme (see section 31(a)). This was previously described only in the City's Parking Local Law 1998 and has been included in the draft Parking Schemes Policy for consistency.

- Simplification of parking permit information (which is currently duplicated across both Policies) to succinctly state that:
 - Parking Permit Areas may be established within Parking Schemes;
 - residents within these areas may be entitled to Parking Permits; and
 - residents with Parking Permits must comply with the conditions of the Parking Permit (section 3.3 of Attachment 3 refers).

This amendment effectively removes all of the administrative information that is currently included within both policies. This information is deemed to be operational in nature and therefore, not suitable within a Council policy. To ensure this information is still made available to Parking Permit holders, the City has developed a new Conditions of Issue and Use document (Attachment 4 refers) to be provided to each resident upon receiving new parking permits, in addition to its permanent availability on the City's website.

It is considered that this will make it easier for residents to understand the conditions under which parking permits will be issued by the City and the conditions under which parking permits may be used by residents. This intends to be a more 'user-friendly' format for residents, as they are unlikely to seek out Council policies for this type of administrative information, which may also assist with greater levels of compliance. Attachment 4 proposes to replace the current Conditions of Use document that is available on the City's website, which is less comprehensive than the revised document.

Issues and Options Considered:

Council has the option to:

- 1 Revoke the Resident/Visitor Parking Permits for Joondalup City Centre Policy and the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy (provided as Attachment 1 and 2) and adopt the draft Parking Schemes Policy (as outlined in Attachment 3);
- 2 Request further modifications to the draft Parking Schemes Policy; or
- 3 Retain the Resident/Visitor Parking Permits for Joondalup City Centre Policy and the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy in their current formats (provided as Attachment 1 and 2).

It is recommended that option 1 be adopted by Council.

Legislation/Strategic Plan/Policy Implications:

Legislation: Parking Local Law 1998.

Strategic Plan:

Key Focus Area: Leadership and Governance.

Objective: 1.3 To lead and manage the City effectively.

Key Focus Area: Economic Prosperity and Growth.

Objective: 3.1 To encourage the development of the Joondalup CBD.

Policy:

This report outlines the outcome of a review of the current resident/visitor parking permits for Joondalup City Centre Policy and the Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy and presents a new policy, the draft Parking Schemes Policy.

Risk Management Considerations:

The draft Parking Schemes Policy does not propose to alter the City's current policy position in relation to Parking Schemes or the issue and use of parking permits. It is therefore not considered that there are any significant risk management considerations in adopting this approach.

Financial/Budget Implications:

The draft Parking Schemes Policy does not propose to alter the City's current policy position in relation to Parking Schemes or the issue and use of parking permits. It is therefore not considered that there are any financial/budget implications.

Regional Significance:

Not Applicable.

Sustainability Implications:

The draft Parking Schemes Policy is underpinned by principles relating to sustainability, particularly in relation to community wellbeing for residents living in areas where parking is having a significant detrimental effect on local amenity.

Consultation:

Given that the draft Parking Schemes Policy does not seek to change the City's current policy position in relation to Parking Schemes or the issue and use of parking permits, it is not recommended that community consultation on the amendments be pursued.

COMMENT

Not Applicable.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Ritchie, SECONDED Cr Hamilton-Prime that Council:

- 1 REVOKES the current Resident/Visitor Parking Permits for the Joondalup City Centre Policy, provided as Attachment 1 to this Report;**
- 2 REVOKES the current Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy, provided as Attachment 2 to this Report;**
- 3 ADOPTS the draft Parking Schemes Policy, provided as Attachment 3 to this Report; and**
- 4 NOTES the Parking Permits — Conditions of Issue and Use document, provided as Attachment 4 to this report, to be provided to residents upon receiving new Parking Permits and available electronically via the City's website.**

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 12 refers

To access this attachment on electronic document, click here [Attach12agnPolicy060812.pdf](#)

ITEM 13 STORMWATER DRAINAGE POLICY MAJOR REVIEW

WARD:	All
RESPONSIBLE DIRECTOR:	Mr Jamie Parry Governance and Strategy
FILE NUMBER:	101283, 101515
ATTACHMENTS:	Attachment 1 Revised Stormwater Drainage Policy

PURPOSE

To consider the adoption of proposed amendments to the Stormwater Drainage Policy as a result of the 2011 Policy Manual review process.

EXECUTIVE SUMMARY

During the 2011 Policy Manual review, the Stormwater Drainage Policy was identified as requiring significant amendments to:

- Broaden the scope of the policy to incorporate stormwater management in general, rather than focussing on drainage in isolation;
- Reflect current State Government directions regarding water sensitive design principles; and
- Facilitate the integration of these principles into planning and development activities within the City.

The policy was first established by the City of Wanneroo to articulate a position on the discharge of piped or artificially channelled stormwater into lakes and wetlands and the construction of sumps within these locations. Having undergone several amendments since its adoption by the City of Joondalup, the policy is now expanded to include coastal reserve and bushland areas.

Since the policy's last review date (October 2005), the State Government has released several guidance materials that provide direction to local governments with regard to best practice stormwater management approaches. In order to reflect current best practice standards and ensure integration with planning and development activities at the City, it is proposed that Council adopts the amended Stormwater Drainage Policy (to be renamed the Stormwater Management Policy), as outlined in Attachment 1 of this report.

BACKGROUND

A review of the Policy Manual was conducted in 2011 to assess all current policies against the following criteria:

- 1 Consistency — with regard to language, style and format.
- 2 Relevance — in terms of new plans and strategies that now supersede previously endorsed positions within existing policies.
- 3 Duplication — identified sections of policies that duplicate other policies, City plans and strategies, local laws, and/or State legislation.
- 4 Operational content — identified sections of policies deemed as being too operational and therefore more appropriate to be incorporated into a City protocol or operational plan.

As a result of the review process, a standardised policy format was developed and current policies were categorised as requiring either:

- Minor amendments (changes that do not impact on the application of the policy); or
- Major amendments (significant changes that alter the City's position on an issue or matter).

The Stormwater Drainage Policy was identified as requiring major amendments based on the introduction of new State Government endorsed best practice measures since the policy's last review date. A major policy review schedule was developed and recently noted by Council (CJ093-05/12 refers), where the Stormwater Drainage Policy was listed for consideration by the Policy Committee at its May 2012 meeting. Due to the significant size of the May Policy Committee meeting agenda, a revised schedule was developed, listing this policy for consideration by the Policy Committee in August 2012. In accordance with the revised schedule, this report outlines the proposed amendments to this policy and the justification for the proposed changes.

DETAILS

Policy History

The policy originated as a Stormwater Drainage into Wetlands Policy prior to the creation of the Cities of Wanneroo and Joondalup. Its purpose was to establish an in principle position to oppose the discharge of piped or artificially channelled stormwater into specific lake and wetland areas and discourage the establishment of sumps within these locations. Two qualifications were also provided that permitted such stormwater discharges if there were no other reasonable discharge alternatives or if satisfactory pre-treatments could be applied.

In 2004 (CJ214-09/04 refers), Council endorsed a complementary Preventing of Stormwater Discharge into Natural Bushland Areas Policy on the recommendation of the Conservation Advisory Committee, to incorporate bushland areas into the stormwater management process. During the 2005 Policy Manual review (CJ206-10/05 refers) the policy duplication was acknowledged, resulting in the consolidation of the abovementioned policies to form the current Stormwater Drainage Policy. No further amendments have occurred to the policy since 2005.

Proposed Amendment

As a result of the current Policy Manual review process, several amendments are recommended to the Stormwater Drainage Policy in order to reflect current best practice standards and to outline the principles upon which general stormwater management approaches should be based. The recommended amendments are as follows:

- Re-title the policy from the Stormwater Discharge Policy to the Stormwater Management Policy, to reflect the broader policy objectives;
- Amend the objective of the policy to achieve all elements of sustainability and encourage the effective integration of water sensitive design principles into the City's planning and development activities;
- Create a new policy statement that reflects the City's pursuit for best management practice and alignment with State Government guidelines (i.e. State Planning Policy 2.9: Water Resources, Better Urban Water Management and Stormwater Management Manual for Western Australia);
- Establish clear objectives for stormwater management that align to the Stormwater Management Manual for Western Australia;
- Articulation of specific circumstances the disposal of stormwater into natural areas (whether wetlands or not) cannot occur without appropriate flow and pollutant controls; and
- Inclusion of a statement to incorporate urban stormwater management principles into all relevant planning and development phases at the City.

Issues and options considered:

Council has the option to:

- 1 Adopt the proposed amendments to the Stormwater Drainage Policy, as outlined in Attachment 1;
- 2 Request further modifications to the Stormwater Drainage Policy; or
- 3 Retain the policy in its current format.

It is recommended that option 1 is adopted by the Policy Committee.

Legislation/Strategic Plan/Policy Implications

Legislation: *Planning and Development Act 2005.*

Strategic Plan:

Key Focus Area: Leadership and Governance.
The Natural Environment.

Objective: 1.3 To lead and manage the City effectively.
2.1 To ensure that the City's natural environmental assets are preserved, rehabilitated and maintained.

Policy:

This report outlines the outcome of a review of the current Stormwater Drainage Policy.

Risk Management Considerations:

The inadequate management of stormwater has the potential to impact on natural and built environments, through both low quality water entering sensitive natural areas and aggregated levels of floodwater damaging property.

By establishing a policy that reflects current best practice objectives, a system for appropriate stormwater management is able to be implemented by the City, ensuring that the risk to the local natural and built environments from untreated and unmanaged stormwater is minimised.

Financial/Budget Implications:

The City has commenced the implementation of water sensitive urban design practices within its operations. and as such, financial/budget implications are unlikely to increase as a result of amending the policy.

Regional Significance:

Not Applicable.

Sustainability Implications:

The Stormwater Drainage Policy aims to protect the local environment through the improved management of water resources; enhanced social values by increasing amenity of spaces occupied by drainage infrastructure; and protected built environments through the implementation of flood mitigation practices.

Consultation:

Not Applicable.

COMMENT

The proposed amendments to the City's Stormwater Drainage Policy seek to ensure that stormwater is managed in a way that protects environmental, social and economic values. In addition, the changes also attempt to integrate water sensitive urban design principles into planning and development activities within the City.

The development and implementation of the proposed Stormwater Management Policy will also provide guidance for the appropriate design and maintenance of drainage systems within the City that align with best practice standards.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Gobbert, SECONDED Cr Hamilton-Prime that Council ADOPTS the proposed amendments to the Stormwater Drainage Policy, as outlined in Attachment 1 to this Report.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Corr, Gobbert, Hamilton-Prime, Hollywood and Ritchie.

Appendix 13 refers

To access this attachment on electronic document, click here [Attach13agnPolicy060812.pdf](#)

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Nil.

CLOSURE

There being no further business, the Presiding Member declared the Meeting closed at 8.00pm, the following Committee Members being present at that time:

Cr Brian Corr
Cr Liam Gobbert
Cr Christine Hamilton-Prime
Cr Kerry Hollywood
Cr Teresa Ritchie