City of Joondalup

minutes

Policy Committee

MEETING HELD ON **MONDAY 10 AUGUST 2026**

Acknowledgement of Traditional Custodians
The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

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Note:

Clause 15.10 of the City's *Meeting Procedures Local Law 2013* states:

This local law applies generally to committee meetings except for clause 7.1 in respect of members seating and clause 7.8 in respect of limitation on members speaking.

CITY OF JOONDALUP

MINUTES OF THE POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 10 AUGUST 2026.

1 DECLARATION OF OPENING

1.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 6.02pm.

ATTENDANCE

Committee Members:

Cr Rebecca Pizzey	*Deputy Presiding Member*
Cr Bettina Gould	
Cr Russ Fishwick, JP	
Cr John Chester	
Cr Phillip Vinciullo	

Observers:

Cr Matthew Count

Officers:

Mr Craig Lloyd	Chief Executive Officer	
Mr Jamie Parry	Director Governance and Strategy	
		absent from 6.43pm to 6.45pm
Mrs Marlaine Lavery	Director Planning and Community Development	
		absent from 6.43pm to 6.45pm
Mrs Cathrine Temple	Manager Planning Services	*to 6.17pm*
Mrs Kylie Bergmann	Manager Governance	
Miss Caitlin Wood	Acting Senior Governance Officer	

There were 2 members of the public and no members of the press in attendance.

1.2 REQUESTS FOR ELECTRONIC ATTENDANCE

Nil.

2 DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY

2.1 DISCLOSURES OF FINANCIAL INTEREST / PROXIMITY INTEREST

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees are able to continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

Name / Position	**Mr Jamie Parry, Director Governance and Strategy.**
Meeting Type	Policy Committee.
Meeting Date	10 August 2026
Item No. / Subject	Item 8.8 - Appointment of an Acting or Temporary Chief Executive Officer Council Policy (Ward - All).
Nature of Interest	Financial Interest.
Extent of Interest	Mr Parry is one of four Directors, and the decision could impact his remuneration.

Name / Position	**Mrs Marlaine Lavery, Director Planning and Community Development.**
Meeting Type	Policy Committee.
Meeting Date	10 August 2026
Item No. / Subject	Item 8.8 - Appointment of an Acting or Temporary Chief Executive Officer Council Policy (Ward - All).
Nature of Interest	Financial Interest.
Extent of Interest	Mrs Lavery is one of four Directors, and the decision could impact her remuneration.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr Lewis Hutton	10 August 2026 to 1 September 2026 inclusive.
Cr Denise Mercer	17 October to 30 November 2026 inclusive.

3.2 APOLOGIES

Mayor Daniel Kingston.

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE POLICY COMMITTEE HELD ON 18 MAY 2026

MOVED Cr Fishwick, SECONDED Cr Pizzey that the Minutes of the Policy Committee held on 18 May 2026 be CONFIRMED as a true and correct record.

The Motion was Put and CARRIED (5/0)

In favour of the Motion: Cr Pizzey, Cr Chester, Cr Fishwick, Cr Gould and Cr Vinciullo.
Against the Motion: Nil.

5 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

6 IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil.

7 PETITIONS AND DEPUTATIONS

Nil.

8 REPORTS

8.1 PROPOSED LOCAL DEVELOPMENT PLAN - 95 WOODVALE DRIVE, WOODVALE (WARD - CENTRAL)

WARD	Central
RESPONSIBLE DIRECTOR	Mrs Marlaine Lavery Director Planning and Community Development
FILE NUMBER	112820, 101515
AUTHORITY / DISCRETION	Legislative - includes the adoption of local laws, planning schemes and policies.

PURPOSE

For Council to consider a draft Local Development Plan for 95 Woodvale Drive, Woodvale, following public advertising.

EXECUTIVE SUMMARY

The City has received a draft Local Development Plan (LDP) for a portion of 95 Woodvale Drive, Woodvale, prepared by Urbis (planning consultants) on behalf of the landowners.

The draft LDP has been prepared in accordance with a condition of the subdivision approval for the site granted by the Western Australian Planning Commission (WAPC) on 13 January 2026 and a subsequent strata subdivision approval on 16 April 2026.

As required by the relevant subdivision approvals, the draft LDP sets out specific development provisions for the two grouped dwelling lots adjacent to Woodvale Drive. The provisions relate to dwelling orientation, fencing and pedestrian access to Woodvale Drive, as well as private open space and waste collection.

The application was advertised for a period of 21 days, concluding on 6 July 2026, with a total of eight submissions received, one support and seven opposing. Key areas of concern include environmental and traffic impacts, the tenure of dwellings, and building bulk and solar access impacts from future dwellings. It is noted that the majority of the submissions received relate to matters which have previously been determined through separate statutory processes and did not relate to the provisions of the draft LDP. The purpose of the LDP is limited to establishing development provisions for the grouped dwelling lots in accordance with subdivision approval conditions.

The draft LDP is required to be considered by Council, noting that one provision of the draft LDP also requires endorsement by the Western Australian Planning Commission in accordance with clause 3.2.4 of the *Residential Design Codes*.

It is considered that the draft LDP provides an appropriate planning response to the conditions of the relevant subdivision approvals. It is therefore recommended that the draft LDP is supported.

BACKGROUND

Suburb/Location		Lot 9000 (95) Woodvale Drive, Woodvale.
Applicant		Urbis Pty Ltd.
Owner		Riverswan Holdings Pty Ltd.
Zoning	**LPS**	Residential.
	MRS	Urban.
Site area		4,950m^2.
Structure plan		Not applicable.

Amendment No. 15 to *Local Planning Scheme No. 3* (LPS 3) came into effect on 10 June 2025 to rezone the subject site from 'Rural' to 'Residential', with a residential density code of R30.

Approval to subdivide the site into 32 residential lots was granted by the WAPC on 13 January 2026 and included a condition for a local development plan to cover the two grouped dwelling lots adjacent to Woodvale Drive, addressing the following:

a) Dwelling orientation to front Woodvale Drive to provide good streetscape amenity and surveillance; and

b) Direct pedestrian access from Woodvale Drive and from their subdivisional road.

A subsequent strata subdivision approval was granted by the WAPC on 16 April 2026 for the two grouped dwelling lots, and included a condition for the local development plan to address the additional following requirements:

a) Dwelling orientation to front Woodvale Drive to provide good streetscape amenity and surveillance.

b) Direct pedestrian access from Woodvale Drive and from their subdivisional road.

c) Location of private open space behind the dwellings and fencing on Woodvale Drive of a type that provides good streetscape amenity and surveillance.

d) Waste storage and collection.

The draft LDP (Attachment 1 refers) has been prepared by the applicant to address these conditions of subdivision approval.

DETAILS

The grouped dwelling lots have a prominent interface with Woodvale Drive and are intended to provide an attractive streetscape outcome at the subdivision frontage. The LDP has therefore been required by the WAPC to coordinate development outcomes on these lots. The draft LDP (to be known as the Woodvale Drive Local Development Plan) sets out development provisions for lots adjacent to Woodvale Drive relating to dwelling orientation, fencing and pedestrian access to Woodvale Drive, as well as private open space and waste collection. These provisions, together with the subdivision conditions they relate to, are discussed in further detail in the table below.

Requirement of subdivision condition	Associated LDP provision
Dwelling orientation to front Woodvale Drive to provide good streetscape amenity and surveillance.	For lots abutting Woodvale Drive, the LDP designates Woodvale Drive as the primary street frontage. The R-Codes Volume 1 require a dwelling to address the primary street frontage with a clearly definable entry point, and a major opening to a habitable room.
Direct pedestrian access from Woodvale Drive and from their subdivisional road.	In addition to the above, the LDP requires lots abutting Woodvale Drive to provide a pedestrian access point from both Woodvale Drive and the common property driveway. Where front fencing is provided to Woodvale Drive, the LDP requires that a pedestrian gate/access point be provided to allow direct pedestrian access from Woodvale Drive.
Location of private open space behind the dwellings and fencing on Woodvale Drive of a type that provides good streetscape amenity and surveillance.	The LDP requires private open space to be located behind the dwelling. The LDP requires that any front fencing to Woodvale Drive is to be visually permeable in accordance with the relevant provisions of the R-Codes Volume 1.
Waste storage and collection.	The LDP shows bin pad locations along the subdivision road which are appropriately setback from intersections.

Issues and options considered

Council may choose to:

- support the draft local development plan
- require modifications to the draft local development plan
  or
- refuse the draft local development plan.

Legislation / Strategic Community Plan / Policy implications

Legislation *City of Joondalup Local Planning Scheme No. 3.*
Planning and Development (Local Planning Schemes) Regulations 2015.
Planning and Development Act 2005.

10-Year Strategic Community Plan

Key theme 3. Place.

Outcome 3-2 Well-planned and adaptable - you enjoy well-designed, quality buildings and have access to diverse housing options in your neighbourhood.

Policy *Residential Design Codes Volume 1 (R-Codes Volume 1).*

Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the LPS Regulations) outlines the process for determining local development plans. The LPS Regulations state that a local development plan may be prepared under the following circumstances:

- A condition of subdivision approval requires the preparation of a local development plan.
- A local planning policy or structure plan requires a local development plan.
- Another provision of the Scheme requires a local development plan, or
- The WAPC and the local government consider one necessary for the purposes of orderly and proper planning.

Once the local government has accepted a draft LDP application for assessment, the local government must advertise the LDP within 28 days for a minimum of 14 days. It is noted that the City's *Planning Consultation Local Planning Policy* requires an LDP to be advertised for 21 days.

After the close of advertising the draft LDP is required to be determined by the local government within 60 days. The local government can approve, require modifications or refuse the LDP taking into account the submissions received during advertising.

Notwithstanding the above, Clause 3.2.4b of the R-Codes Volume 1 sets out that an LDP may only modify certain deemed-to-comply provisions of the R-Codes with WAPC approval. This includes deemed-to-comply provisions relating to private open space. Given the draft LDP includes a provision relating to private open space, that provision of the draft LDP will require approval by the WAPC pursuant to Clause 3.2.4b of the R-Codes Volume 1. The local government will still make the final determination in accordance with Clause 52(1) of the LPS Regulations.

When an area is covered by an approved LDP, the decision-maker must have due regard to, but is not bound by, the LDP when determining an application for development approval.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

Risk	**DECISIONS**	**REPUTATION**
Risk Event Description	Ineffective / improper decision making	Loss of community trust
Risk Responsibility	Director Governance and Strategy	Chief Executive Officer
Residual Risk	High	
Control Effectiveness	Strong	
Risk Appetite	High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels. requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels.	
Risk Control	The relevant control, to mitigate risk, is the provision of a report to review proposed planning controls and determine support or amendments prior to submission to Western Australian Planning Commission for endorsement.	

Other risk information

If Council refuses the draft LDP, the applicant has a right to apply to the State Administrative Tribunal for a review of that decision. A refusal may also affect the applicant's ability to satisfy the relevant conditions of the subdivision approval, as the City would not be able to provide clearance to those conditions unless an appropriate LDP is approved.

Financial / budget implications

The applicant has paid fees of $5,027 for the assessment of the application.

Regional significance

Not applicable.

Sustainability implications

Environmental

Subdivision approval for the subject site includes conditions relating to wetland and revegetation management, tree retention and fauna management. These matters can be sufficiently addressed through the subdivision conditions and are not required to be addressed through the LDP.

Social

The draft LDP will support the provision of housing in the area by facilitating coordinated development outcomes for the subject site, contributing to housing supply while promoting appropriate streetscape amenity, surveillance and pedestrian access.

Consultation

The application was advertised in accordance with the LPS Regulations and City's *Planning Consultation Local Planning Policy* for a period of 21 days, which was undertaken between 15 June 2025 and 6 July 2025.

Consultation was undertaken in the following manner:

- 44 letters were sent to the landowner/occupiers of properties in the vicinity of the subject lot, including all properties accessed by Waterview Drive, as well as Woodvale Secondary College.
- The draft LDP was made available for public viewing on the City's website.

During the advertising period, eight submissions were received, comprising one in support and seven opposing. Key areas of concern were in relation to the following:

- Environmental impacts of the subdivision approval.
- Traffic impacts of the subdivision approval.
- Tenure of future dwellings.
- Land use of lots being created.
- Building bulk and solar access impacts from future dwellings.

A summary of key issues raised during consultation and City comments is provided in Attachment 2 to this Report. The opposing submissions did not relate to the draft provisions of the LDP and therefore it is not considered necessary to make any modifications to the draft LDP in response to submissions received.

COMMENT

It is important to note that Council are not reconsidering the rezoning of the site, the approved residential density or the approved subdivision. These matters have already been determined through separate statutory processes. Future development on the affected lots will remain subject to the requirements of the Residential Design Codes and any applicable planning approval process.

The purpose of this report is to determine whether the draft LDP appropriately addresses the specific design and development requirements imposed as conditions of subdivision approval.

The draft LDP has been prepared in accordance with conditions of subdivision approval for the subject site. It is not considered that the advertising of the draft LDP has raised any issues that would require modifications to the LDP.

It is recommended that Council supports the draft LDP and refers it to the Western Australian Planning Commission for consideration and approval of the provision relating to private open space.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Cr Gould, SECONDED Cr Fishwick that Council:

1 SUPPORTS the draft Woodvale Drive Local Development Plan as provided in Attachment 1 to this Report;

2 REFERS the draft Woodvale Drive Local Development Plan to the Western Australian Planning Commission for consideration;

3 In the event that the Western Australian Planning Commission approves the draft Woodvale Drive Local Development Plan in accordance with Council's decision, AUTHORISES the Chief Executive Officer to APPROVE the draft Local Development Plan;

4 In the event that the Western Australian Planning Commission requires modifications to the draft Woodvale Drive Local Development Plan NOTES that the matter will be presented back to Council for further consideration.

The Motion was Put and CARRIED (4/1)

In favour of the Motion: Cr Chester, Cr Fishwick, Cr Gould and Cr Vinciullo.
Against the Motion: Cr Pizzey.

ATTACHMENTS

1. Draft Local Development Plan - Lot 9000 (95) Woodvale Drive, Woodvale [**8.1.1** - 1 page]
2. Schedule of Submissions Proposed LDP 95 Woodvale Drive Woodvale [**8.1.2** - 2 pages]

8.2 DRAFT AMENDED HERITAGE LIST (WARD - ALL)

WARD	All
RESPONSIBLE DIRECTOR	Mrs Marlaine Lavery Director Planning and Community Development
FILE NUMBER	16086, 101515
AUTHORITY / DISCRETION	Legislative - includes the adoption of local laws, planning schemes and policies.

PURPOSE

For Council to consider the draft amended Heritage List for the purpose of public advertising.

EXECUTIVE SUMMARY

The *Heritage Act 2018* requires each local government to identify places of cultural heritage significance in a Local Heritage Survey. Additionally, the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) requires local governments to establish and maintain a Heritage List which identifies places which are afforded statutory protection under the Local Planning Scheme.

The City's first Local Heritage Survey was prepared by Element Advisory consultants and endorsed by Council at its meeting held on 28 May 2024. The Local Heritage Survey recommends eight places for inclusion in the City's Heritage List and it is therefore proposed that the current list, which includes one heritage place, be amended to include these recommended heritage places.

It is therefore recommended that Council advertise the draft amended Heritage List for a period of 21 days. Following advertising, a report will be presented to Council to further consider the draft amended Heritage List, and any submissions received during the advertising period.

BACKGROUND

The *Heritage Act 2018* requires each local government to identify and record places that are, or may become, of cultural heritage significance in the form of a Local Heritage Survey (formally known as a Municipal Heritage Inventory). Local Heritage Surveys are a starting resource for local heritage planning and have no statutory role under the *Planning and Development Act 2005*. The Local Heritage Survey can be used to inform the promotion of heritage places and the inclusion of places on the Heritage List which is maintained as part of *Local Planning Scheme No. 3* (LPS3).

The City appointed Element Advisory consultants to prepare its first Local Heritage Survey, which included a review of the existing Municipal Heritage Inventory as well as an assessment of community nominations for new heritage places.

The Local Heritage Survey includes 20 heritage places. Each of these heritage places has been assigned a management category recognising the varying degrees of importance and intactness of heritage places, provides guidance to the City on the importance of the place, and includes recommendations for the level of care that should be taken of that place.

The Local Heritage Survey outlines five management categories. Places assigned a classification of Category 1 or Category 2 are recommended for inclusion in the City's Heritage List given they hold exceptional or considerable significance to the local area.

Two places were assigned a classification of Category 3, being Tom Simpson Park, Mullaloo and Pinnaroo Valley Memorial Park, Padbury. While these places were assessed to have some heritage value**,** and their significance should be recognised and interpreted, they are not considered to require the level of protection provided by inclusion in a Local Heritage List. Notwithstanding, Council may consider including these places with a Category 3 classification on the Heritage List.

A summary of the assessment of places classified as Category 1, 2 and 3 in the Local Heritage Survey is provided below.

Level of significance to the local area	Classification	Description	Places in Local Heritage Survey
Exceptional	Category 1	Essential to the heritage of the locality, as well as being of significance to the State. Rare or outstanding example. Recommended for inclusion in the Heritage List.	1. Luisini Winery Group
Considerable	Category 2	Very important to the heritage of the locality. Recommended for inclusion in the Heritage List.	1. Lake Joondalup Reserve 2. Neil Hawkins Park, Joondalup 3. Shepherds Bush Reserve, Kingsley 4. Galaxy Drive-In Cinema, Kingsley 5. Hepburn Heights, Padbury 6. Duffy House (fmr), Woodvale 7. Pearsall House (fmr), Woodvale
Some/ moderate	Category 3	Contributes to the heritage of the locality. Places may be included in Heritage List.	1. Tom Simpson Park, Mullaloo 2. Pinnaroo Valley Memorial Park, Padbury

Place records for each of these heritage places are provided as Attachment 1. These include relevant historical information, a physical description of the place, historical and current photographs and the assigned classification and management category.

The Local Heritage Survey was endorsed by Council at its meeting held on 28 May 2024 (CJ129-05/24 refers).

DETAILS

As detailed in the table above, the Local Heritage Survey has assigned one place with a classification of Category 1, and seven places with a classification of Category 2 (including Duffy House), meaning these eight places are recommended for inclusion in the City's Heritage List. It is noted that Duffy House at Lot 69 (108) Duffy Terrace, Woodvale, is currently on the City's Heritage List.

The Local Heritage Survey itself has no role in respect to the *Planning and Development Act 2005* and is not used as the basis of decision making on development proposals. This function is served by a Heritage List, which local governments are required to establish and maintain in accordance with the LPS Regulations.

The draft amended Heritage List is provided as Attachment 2.

As part of the consultation on the Local Heritage Survey, the landowners of Galaxy Drive-In Cinema, Kingsley, advised that they do not support their property being included in the City's Heritage List on account of the following:

- Restrictions to the future development of the site, which would create a financial burden to the owners and potentially devalue the site.
- The site is located within a Housing Opportunity Area and has good potential to deliver much needed housing.
- Patronage is low, and once operations cease, the site will become inaccessible to the public, rundown and unsightly.
- While the property has social and cultural value, this value is not tied to the structures onsite, which are rundown and unsightly. A photographic record and placement of equipment in a museum would be more appropriate.

In response to the above, it is noted that:

- While including a place on the City's Heritage List will give a place recognition under the local planning scheme, it does not limit or restrict how a local government is to determine an application or prohibit building works or other development from occurring.
- This site is the last drive-in theatre in the Perth metropolitan area and is therefore significant to the history of Western Australia.
- The site is scheduled to be assessed as part of the Heritage Council's Assessment Program. It is considered highly likely that, once assessed, the site will be entered into the State Register of Heritage Places. As outlined in the Heritage Council's *Guidelines for Establishing a Heritage List*, all places in the State Register warrant inclusion in a local government's Heritage List.

While no formal submission was received from the owners of Pearsall House, Woodvale, during the consultation undertaken for the Local Heritage Survey, it is noted that they informally advised that they do not support this place being included in the City's Heritage List.

While the landowner's submissions should be taken into account, the City must still independently determine whether the place is of cultural heritage significance and worthy of inclusion on the Heritage List. It is noted that all other sites recommended for inclusion are Crown land.

While Council has the option to consider modifying the draft amended Heritage list prior to advertising, in the event Council supports advertising of the list as proposed, these owners will have a further opportunity to provide comment on the proposed inclusion on the Heritage List.

Implications for places on the Heritage List

The Heritage Council's *Guidelines for Establishing a Heritage List* outlines the following in relation to the inclusion of places on a heritage list:

- Owners must submit development applications for proposals that would otherwise be exempt from the requirement for development approval under the LPS Regulations. This includes demolition, applications for internal building works, single dwellings, ancillary buildings, and outbuildings and other external structures.
- Does not limit how a local government determines a development application or prohibit building works or other development from occurring.
- Gives the place recognition and protection under the local planning scheme. It requires the local government to give due regard to the heritage significance of the listed place when determining a related development application.
- May assist in defending a subsequent appeal to the State Administrative Tribunal for a refused development application or a condition of approval imposed on heritage grounds.

In addition to the above, it is noted that the inclusion of a place on a heritage list does not:

- prevent the sale of a property
- require restoration works
- require public access to the property
- change the zoning or residential density code (if applicable) of a property
- freeze a property in its current form.

State Planning Policy 3.5 Historic Heritage Conservation (SPP 3.5) provides further clarity to landowners and the community on the assessment of development applications for heritage places. The following table provides a summary of development control principles set out in SPP 3.5 for places on a local government heritage list.

Form of development	**Development control principles**
Alterations or extensions	• Development should conserve and protect the cultural significance of a heritage place based on respect for the existing building or structure and should involve the least possible change to the significant fabric. • Alterations and additions to a heritage place should not detract from its significance and should be compatible with the siting, scale, architectural style and form, materials and external finishes of the place. Compatibility requires additions or alterations to sit well with the original fabric rather than simply copying or mimicking it.
Change of use	• In some cases, the conservation and protection of a heritage place may require a change of use to ensure a reasonable beneficial use. Sympathetic adaptation and change of use should be supported in such cases.
Demolition	• Demolition of a local heritage place should be avoided wherever possible, although there will be circumstances where demolition is justified. The onus rests with the applicant to provide a clear justification for it. • Consideration of a demolition proposal should be based upon the significance of the building or place; the feasibility of restoring, adapting or incorporating it into new development and the extent to which the community would benefit from the proposed redevelopment.

The LPS Regulations also allow the local government to:

- Vary any site or development requirement specified in a local planning scheme in order to facilitate the built heritage conservation of a place on a heritage list.
- Require a heritage assessment to be carried out prior to the approval of any development proposed in relation to a place on a heritage list.

The heritage assessment referred to above may be in the form of a Heritage Impact Statement which is a clear and concise account of the proposed development that addresses three basic questions:

- How will the proposed development affect the significance of the place or area
- What measures (if any) are proposed to ameliorate any adverse impacts
- Will the proposal result in any heritage conservation benefits that might offset any adverse impacts.

Further information on the preparation of a Heritage Impact Statement, including considerations for different forms of development and a template, is provided in the Heritage Council's *Heritage Impact Statement Guide*.

While the City is able to prepare a local planning policy which addresses heritage, it is considered that the State planning framework relating to heritage outlined above provides sufficient guidance for the City of Joondalup context, noting that the majority of places proposed for inclusion on the Heritage List are government owned and/or open space reserves. To assist landowners and the broader community, information summarising the above can be included on the City's website.

Issues and options considered

Council may choose to:

- advertise the draft amended Heritage List, without modifications
- advertise the draft amended Heritage List, with modifications
  or
- not advertise the draft amended Heritage List.

Legislation / Strategic Community Plan / Policy implications

Legislation *Heritage Act 2018.*
Local Planning Scheme No. 3.
Planning and Development (Local Planning Schemes) Regulations 2015.
Planning and Development Act 2005.

10-Year Strategic Community Plan

Key theme 1. Community.

Outcome 1-5 Cultural and diverse - you understand, value and celebrate the City's unique Aboriginal and other diverse cultures and histories.

Policy Not applicable.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

Risk	**DECISIONS**	**REPUTATION**
Risk Event Description	Ineffective / improper decision making	Loss of community trust
Risk Responsibility	Director Governance and Strategy	Chief Executive Officer
Residual Risk	High	
Control Effectiveness	Strong	
Risk Appetite	High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels.	
Risk Control	The relevant control, to mitigate risk, is the provision of a report that outlines the statutory requirements and other relevant information to support informed and transparent decision-making.	

Other risk information

Council may choose to modify the draft amended Heritage List to remove one or more proposed listings, prior to advertising. If Council does not include the recommended places on the Heritage List, there is a reputational risk that the City may be perceived as not acting on the findings of its endorsed Local Heritage Survey or not adequately recognising places identified as having local heritage significance. This could reduce community confidence in the City's heritage planning processes, particularly if the places are later altered, redeveloped or demolished without appropriate heritage consideration.

Financial / budget implications

The costs associated with any public advertising of the draft amended Heritage List will be approximately $180.

Regional significance

Separate to a local government's Local Heritage Survey or Heritage List, the State Register of Heritage Places (State Register) is a statutory list of places prepared under the *Heritage Act 2018* and managed by the Heritage Council of Western Australia. Inclusion in the State Register is reserved for places of State cultural heritage significance and is the highest recognition afforded at the State level. Heritage places are entered in the State Register after an assessment and registration process which includes consultation with owners, local governments and other stakeholders.

Entry into the State Register means that owners must submit development (planning) applications for proposals that would otherwise be exempt from the requirement for development approval under the LPS Regulations (including demolition and internal building works). Any development applications for that place need to be referred to the Heritage Council for advice. As outlined in the Heritage Council's *Guidelines for Establishing a Heritage List*, all places in the State Register warrant inclusion in a local government's Heritage List.

There is currently one place located within the City on the State Register, being Luisini Winery, Kingsley. This place has been classified as a Category 1 heritage place in the City's Local Heritage Survey and is recommended for inclusion in the Heritage List.

The Galaxy Drive-In Cinema, Kingsley is scheduled to be assessed as part of the Heritage Council's Assessment Program, meaning that the Heritage Council has an interest in the place and it will be assessed and considered for inclusion on the State Register.

Sustainability implications

Not applicable.

Consultation

The deemed provisions as set out in the LPS Regulations require that any proposed changes or additions to a heritage list be advertised to affected owners and occupiers for at least 21 days. The draft Heritage List is proposed to be advertised for 21 days as follows:

- Letters to landowners and occupiers of places recommended for inclusion in the draft amended Heritage List.
- Emails to registered resident and ratepayer groups.
- A notice and documents placed on the City's website.
- A notice published in the local newspaper.
- A notice in the Community Engagement Network eNewsletter.
- A notice on the City's social media accounts.

COMMENT

The City currently has one place on its Heritage List, being Duffy House at Lot 69 (108) Duffy Terrace, Woodvale.

The City's Local Heritage Survey was endorsed in May 2024 and recommends eight places for inclusion on the City's Heritage List:

- Luisini Winery Group.
- Lake Joondalup Reserve.
- Neil Hawkins Park, Joondalup.
- Shepherds Bush Reserve, Kingsley.
- Galaxy Drive-In Cinema, Kingsley.
- Hepburn Heights, Padbury.
- Duffy House (fmr), Woodvale.
- Pearsall House (fmr), Woodvale.

It is recommended that Council advertise the draft amended Heritage List as above for a period of 21 days. Following advertising, a report will be presented to Council to further consider the draft amended Heritage List, as well as any submissions received during the advertising period.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Cr Chester, SECONDED Cr Vinciullo that Council ADVERTISES the draft amended Heritage List, provided as Attachment 2 to this Report, for a period of 21 days.

The Motion was Put and CARRIED (5/0)

In favour of the Motion: Cr Pizzey, Cr Chester, Cr Fishwick, Cr Gould and Cr Vinciullo.
Against the Motion: Nil.

ATTACHMENTS

1. Place records for Category 1, 2 and 3 places [**8.2.1** - 33 pages]
2. Draft Amended Heritage List [**8.2.2** - 3 pages]

8.3 STANDARDS FOR CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION, PERFORMANCE REVIEW AND TERMINATION COUNCIL POLICY (WARD - ALL)

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	00561, 101515
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to reaffirm the *City of Joondalup Standards for CEO Recruitment and Selection, Performance Review and Termination Council Policy* as it relates to the Model CEO Standards for Chief Executive Officer (CEO) recruitment and selection, performance review and termination as required by the *Local Government (Administration) Amendment Regulations 2021*.

EXECUTIVE SUMMARY

The *Local Government (Administration) Amendment Regulations 2021* (CEO Standards Regulations) were published in the *Government Gazette* on 2 February 2021, which introduced new regulations within the *Local Government (Administration) Regulations 1996* including new mandatory minimum model standards for the recruitment, selection, performance review and early termination of local government Chief Executive Officers (Model CEO Standards).

The Model CEO Standards provide a framework for local governments to select a CEO in accordance with the principles of merit, probity, equity and transparency.

Local governments were required to prepare and adopt the Model Standards within three months of the regulations coming into effect (by 3 May 2021). The Council adopted the model standards at its meeting held in April 2021 (CJ056-04/21 refers).

Given five years have passed since the adoption of the Policy related to the standards, the item is presented to Council to reaffirm it, as part of the City's policy review process.

It is therefore recommended that Council in accordance with section 5.39B(2) of the Local Government Act 1995 and the requirements of the Local Government (Administration) Regulations 1996, BY AN ABSOLUTE MAJORITY REAFFIRMS ADOPTION of the City of Joondalup Standards for CEO Recruitment and Selection, Performance Review and Termination Council Policy as detailed in Attachment 1 to this Report.

BACKGROUND

The *Local Government (Administration) Amendment Regulations 2021* were published in the *Government Gazette* on 2 February 2021, which introduced new regulations and mandatory minimum standards into the *Local Government (Administration) Regulations 1996* for the recruitment, selection, performance review and early termination of local government CEOs. In the main the Model CEO Standards have been included as a new Schedule 2 to the *Local Government (Administration) Regulations 1996.*

The Council adopted the Model Standards at its meeting held in April 2021 (CJ056-04/21 refers).

Given five years have passed since the adoption of the Policy related to the standards, the item is presented to Council to reaffirm it, as part of the City's policy review process. It should be noted that the policy reflects the *Local Government (Administration) Amendment Regulations 2021* (CEO Standards Regulations).

S5.29B(4) of the Act provides that: *A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.*

There have been no amendments or updates to the regulations/standards which would require an amendment to the policy. No additional provisions have been made by the Council to the Policy.

The policy provisions were utilised during the recent recruitment and selection of the City's CEO and worked well in guiding the Council in the process.

DETAILS

The *Local Government (Administration) Amendment Regulations 2021* (CEO Standards Regulations) introduce mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government CEOs. The aim of the Model CEO Standards is to provide a consistent and equitable process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

It is important to note that local governments may introduce additional standards where appropriate, however, any additional standards must be consistent with the Model CEO Standards that have been introduced as part of the *Local Government (Administration) Amendment Regulations 2021*.

Given the City has recently appointed a CEO, and the process is considered to have worked well, there are no actions proposed for the introduction of additional standards.

Issues and options considered

The Council can either:

- reaffirm the C*ity of Joondalup Standards for CEO Recruitment and Selection, Performance Review and Termination Council Policy* as presented in Attachment 1 to this Report
  or
- reaffirm the *City of Joondalup Standards for CEO Recruitment and Selection, Performance Review and Termination Council Policy* as presented in Attachment 1 to this Report with further amendments, noting that local governments may only introduce additional standards that are consistent with the Model CEO Standards as prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The City is not recommending any changes between the Model CEO Standards and the City of Joondalup Standards for *CEO Recruitment and Selection, Performance Review and Termination Council Policy.*

Legislation / Strategic Community Plan / Policy implications

Legislation *Local Government (Administration) Amendment Regulations 2021.*
Schedule 2 of the Local Government (Administration) Regulations 1996.
Local Government Act 1995.

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-3 Engaged and informed - you are able to actively engage with the City and have input into decision-making.

Policy Not applicable.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

Risk	**DECISIONS**	**EXPECTATIONS**	**REPUTATION**
Risk Event Description	Ineffective / improper decision making	Inability to understand community expectations	Loss of community trust
Risk Responsibility	Director Governance and Strategy		Chief Executive Officer
Residual Risk	High		
Control Effectiveness	Strong		
Risk Appetite	High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels.		
Risk Control	The relevant control, to mitigate risk, is the provision of an updated Policy to ensure it remains current, relevant and aligned with the City's governance expectations. A clearly articulated *City of Joondalup Standards for CEO Recruitment and Selection, Performance Review and Termination Council Policy* supports compliance with the mandatory minimum standards for the recruitment, selection, performance review, and early termination of local government chief executive officers. This helps ensure transparent, consistent, and effective governance practices throughout the CEO employment lifecycle.		

Consultation

Not applicable.

COMMENT

The CEO Standards Regulations brought into effect changes to the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* by introducing mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government chief executive officers.

The Model CEO Standards provide a framework for local governments to select a CEO in accordance with the principles of merit, probity, equity and transparency.

The City of Joondalup, as are all local governments, were required to prepare and adopt the Model CEO Standards.

Given five years have passed since the adoption of the Policy related to the standards, the item is presented to Council to reaffirm it. It should be noted that the policy reflects the *Local Government (Administration) Amendment Regulations 2021* (CEO Standards Regulations).

There have been no amendments or updates to the standards which would require an amendment to the policy.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER'S RECOMMENDATION MOVED Cr Pizzey, SECONDED Cr Vinciullo that Council in accordance with section 5.39B(2) of the *Local Government Act 1995* and the requirements of the *Local Government (Administration) Regulations 1996*, BY AN ABSOLUTE MAJORITY REAFFIRMS ADOPTION of the *City of Joondalup Standards for CEO Recruitment and Selection, Performance Review and Termination Council Policy* as detailed in Attachment 1 to this Report.

The Motion was Put and CARRIED (5/0)

In favour of the Motion: Cr Pizzey, Cr Chester, Cr Fishwick, Cr Gould and Cr Vinciullo.
Against the Motion: Nil.

ATTACHMENTS

1. City of Joondalup Standards for CEO Recruitment Performance and Termination [**8.3.1** - 8 pages]

8.4 CIVIC CENTRE COUNCIL POLICY (WARD - ALL)

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	101270, 101515
AUTHORITY / DISCRETION	Legislative - includes the adoption of local laws, planning schemes and policies.

PURPOSE

For the Council to adopt the revised *Civic Centre Council Policy.*

EXECUTIVE SUMMARY

The *Civic Centre Council Policy* (the Policy) provides guidance around the use of the City's Council Chamber and Civic Centre meeting rooms, as well as a number of activities relating to meetings. The Policy was initially created in 1999 and was last reviewed by Council at its meeting held on 20 March 2012 (CJ032-03/12 refers) where a range of changes were made to the City's overall policy framework.

The Policy Committee has considered the item at a number of meetings (refer to meetings of 2 August 2021; 21 February 2022; 9 May 2022 and 1 August 2022. At the August 2022 meeting it was resolved *that the Civic Centre Policy BE REFERRED BACK to the Chief Executive Officer to be considered at a Strategy Session.*

Consideration of the item at a Strategy Session has not occurred.

Given the significant change in Elected Member composition since the last time the Policy Committee considered the *Civic Centre Council Policy* it is proposed that the Committee consider proposed revisions to the Policy and provide any further direction with regard the policy objectives.

It is therefore recommended that Council ADOPTS the revised Civic Centre Council Policy, as provided in Attachment 1 to this Report.

BACKGROUND

A revised *Civic Centre Council Policy* was presented to the Policy Committee on 2 August 2021, where some minor changes were suggested to improve its operation and to reflect current legislative intent. At that meeting, the Committee resolved:

> *"That Item 2 – Revised Civic Centre Policy BE REFERRED BACK to the Chief Executive Officer to:*
>
> 1 *`retain the current provisions in clause 2.1;*
>
> *2 provide further clarity in regard to the use of other rooms and facilities within the Civic Centre, such as ward rooms and the Councillors' Lounge"*

With regard to point two above, clause 2.2 – Use of Councillors' Lounge and other rooms – was inserted into the Policy.

The revised Policy was presented to the Policy Committee held on 22 February 2022 where it was resolved:

> *"That Item 1 - Revised Civic Centre Policy BE REFERRED BACK to the Chief Executive Officer to provide further clarity in regard to use of other rooms and facilities within the Civic Centre."*

A wide range of ideas were presented to the Committee at its February meeting. Following the meeting an invitation was made to members of the Committee (by the Presiding Member) to help inform the review of the Policy.

Two members responded with a range of views. Given the limited feedback received and the range of views provided the specific direction of the Policy Committee was requested at its meeting held on 9 May 2022 to assist with the review of the Policy.

At the 9 May 2022 meeting of the Policy Committee, it was resolved *that Item 8 – Revised Civic Centre Policy BE DEFERRED to a meeting of the Policy Committee to be scheduled for July 2022.*

Further comment was sought from members of the Committee, provided in Attachment 2 to this Report.

Given the feedback received, the range of views provided, and the desire of the Policy Committee to engage with all Elected Members on the revision of the Policy, the Policy Committee at its meeting of 1 August 2022 resolved *that the Civic Centre Policy BE REFERRED BACK to the Chief Executive Officer to be considered at a Strategy Session.*

Consideration of the item at a Strategy Session has not occurred.

Given the significant change in Elected Member composition since the last time the Policy Committee considered the *Civic Centre Council Policy* it is proposed that the Committee consider proposed revisions to the Policy and provide any further direction with regard the policy objectives.

Since the Policy Committee meeting in August 2022 some further revisions to the Policy are proposed including the following:

- Alignment with the Council's *Procedures for Strategy Sessions, Briefing Sessions, Council / Committee meetings and Electronic Meetings.*
- Alignment with the Council's *Recording and Live-Streaming of Council Meetings Council Policy* (adopted in December 2022).

DETAILS

The Policy (refer Attachment 1 as presented to the February 2022 meeting of the Committee), following comments from the August 2021 meeting, is retained in the form presented to the February meeting, with some minor changes to the wording where "*Civic Centre Meeting Rooms*" is now referred to conference rooms, plus inclusion of reference to the *Elected Members' Entitlements Council Policy*. There is also the proposed inclusion of clause 2.2 – Use of Councillors' Lounge – to provide clarity in regard to the use of other rooms and facilities within the Civic Centre, such as ward rooms and the Councillors' Lounge, as suggested by the Committee.

The inclusion of clause 2.2, following comments from the August 2021 meeting, were intended to specify when the Councillors' Lounge may be used, and who can grant approval outside of the listed uses. It also specifies when the Ward offices may be used and how they can be booked; as well as the reading room which is available for elected member use at any time and does not need to be booked.

Member Comments – February and May 2022

Following the February 2022 meeting an invitation was made to members of the Committee to help inform the review of the Policy. Comments from the meeting and from two members following the meeting included the following:

February 2022 Committee/Committee Member Comments

- The change from Council to City Business needs to be considered further, as City Business may be understood to be Administrative and discrete from Council, or Council may be seen as a subset, in which case the policy broadens the intent of the use of the Civic Centre from the previous wording.
- The wording for Part 2.1 describing 'political parties or relevant opposition' may be too narrow and not, for example, capture independents.
- It was questioned whether there is an access and inclusion issue with removing the wording in 2.3c.
- It was questioned whether the casual use of the Ward Rooms needs to be included.
- It was questioned whether the examples provided in 2.2a defining City Business are clear enough or too open-ended.
- It was questioned whether the Policy should include what happens if the Council disagrees with how the Mayor exercises his/her discretion.
- It was questioned whether allocating meeting rooms is an operational role.
- It was questioned whether Councillors should have to ask permission from the Mayor to use the Lounge.
- It was questioned whether the purpose and intent of the filming/videoing of Council Meetings was required within the Policy.
- It was requested that some clarity be placed on the definition of Committee rooms.

Committee Member One

- Incorporate some definitions into the policy, for example, 'City Business'; 'Council Business'; 'political engagement'.

- Preference for Civic Centre Facilities to be described in detail, including all the areas that this Policy pertains to; including provision of a map.

- In the Statement, some rooms are listed, some excluded. Preference is for all rooms in the Civic Centre to be listed, including reading rooms and perhaps even Councillor Change Rooms. Have a preference for the Conference Rooms to be referred to as Civic Centre Conference Rooms, to clearly delineate them.

- Consider that the Policy should cover off the Administration's procedure for gaining use of the Civic Centre as it is considered it is not made explicit. If this does not belong in policy, but rather protocol documents, then such a Protocol should be drafted and considered at the same time as the Civic Centre Policy document, though the preference is that this be included in the Policy.

Committee Member Two

- The Civic Centre Policy is far too detailed. If there is a need to address political engagement in detail then it should be within a separate stand-alone policy, as political engagement can take place anywhere, and not just in the Civic Centre.

- It is not considered that the recording of meetings should be within the Policy. Given that the City is moving to video recording of Council Meetings a stand-alone policy to cover recording of meetings is perhaps warranted.

- A revised Policy Statement might read as follows:

  "This Policy covers use of the City of Joondalup Civic Centre facilities (being the Council Chamber, Conference Rooms, Ward Rooms and Councillors' Lounge) by Elected Members and City Officers. This Policy does not cover the Mayoral Office, which is for the exclusive use of the Mayor."

- Revised Policy Details might contain the following:

  - *"Civic Centre facilities may be used by City Officers and Elected Members for official City or Council business only.*
  - *City Officers and Elected Members must make bookings for Civic Centre facilities through the Office of the Mayor.*
  - *City Officers and Elected Members must not invite guests into the Civic Centre unless a prior booking has been made through the Office of the Mayor.*
  - *Where an Elected Member requests a booking to use the Councillor's Lounge to host guests, the number of guests shall be up to four (4) only.*
  - *The Councillors Lounge is strictly closed to guests of Elected Members at 2230hrs.*
  - *When City Officers (other than the CEO) plan to meet with representatives of State or Federal Political Parties in the Civic Centre they must obtain prior approval from the CEO.*
  - *When the CEO plans to meet with representatives of State or Federal Political Parties in the Civic Centre, the CEO should provide advance notice to the Mayor.*
  - *When Elected Members (other than the Mayor) plan to meet with representatives of State or Federal Political Parties in the Civic Centre they must obtain prior approval from the Mayor.*
  - *When the Mayor plans to meet with representatives of State or Federal Political Parties in the Civic Centre, the Mayor should provide advance notice to the CEO.*
  - *Should any external parties (including community and not-for-profit groups) wish to utilise Civic Centre facilities they must be directed to submit a request through the Office of the Mayor."*

May 2022 Committee Member Comments

Following the May meeting an invitation was made to members of the Committee to help inform the review of the Policy. Comments from five members following the meeting were received by the Presiding Member and are included in Attachment 2 to the Report.

Additional Proposed Changes

With regard additional amendments since August 2022 the following is proposed:

Revocation of Part 2.3 - Recording of the Proceedings of Meetings

It is proposed that this Part of the Policy be revoked as the Council adopted its *Recording and Live-Streaming of Council Meetings Council Policy* (December 2022), and as such is a duplication of the policy intent.

Further, the Council's *Procedures for Strategy Sessions, Briefing Sessions, Council / Committee meetings and Electronic meetings* related to the recording of meetings meet the policy intent.

To assist the Policy Committee a number of Civic Centre policy documents have been sourced (this is not to say that a local government may not have civic arrangements contained within a protocol) as follows:

- City of Stirling – Civic Facilities Policy here.
- City of Melville - Use of Elected Member Meeting Rooms and Facilities Policy here.
- City of Gosnells – Civic Centre Elected Member Lounge here.
- City of Perth – no comparable policy document.
- City of Wanneroo – no comparable policy document.
- City of Swan – no comparable policy document.
- City of Albany - Civic Receptions, Ceremonies and use of Council and Civic Rooms here.
- City of Cockburn - Administration Building Access Policy here.

Issues and options considered

The Policy Committee can either:

- recommend to the Council that it adopt the revised *Civic Centre Council Policy* as presented provided in Attachment 1 to this Report
- recommend to the Council that it adopt the revised *Civic Centre Council Policy* with further amendments
  or
- recommend to the Council that it revoke the Policy and give consideration to development of new Policies related to:
  - use of the Council chamber and civic centre rooms; and/or
  - political engagement by Elected Members.

Legislation / Strategic Community Plan / Policy implications

Legislation *City of Joondalup Meeting Procedures Local Law 2013. Local Government Act 1995.*

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

Policy *Civic Centre Council Policy,*
Recording and Live-Streaming of Council Meetings Council Policy.

Legislative Provisions Related to Policy

Section 2.7 the *Local Government Act 1995* provides that one of the roles of Council is to determine the policies of the local government. Policies provide strategic direction and principles to guide the activities of, and decision-making by, Council and the administration.

One of the roles of the Policy Committee is to make recommendations to Council on the development and review of the City's policies and overall policy framework.

In order to assist in the development and review of a policy document the following is required to establish the Committee/Council's objective on a policy or to provide further guidance in respect to a policy requirement:

- Policy Committee/Council to identify the requirement for the Council to form and document an objective or agenda position through a policy document, which may include the following:
    - A legislative requirement.
    - New or changing industry standards.
    - To meet the City's strategic objectives.
    - Community need or expectation.
    - As a result of a Council resolution.
- Council/Policy Committee to agree on the objectives; scope and intent of the policy document aligned to the agreed requirements (as above).
- Council/Policy Committee to provide clear direction and clarity to the Administration that will assist in the drafting of any new policy document or the review of an existing policy; including whether the Policy is still relevant/required.
- The Administration develop a draft policy document and any such supplementary documents as are necessary to ensure effective implementation of policies based upon the clear direction of the Council/Policy Committee that will lead to clarity and consistency in decision making; improved efficiency and effectiveness; and/or improved community outcomes.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

Risk	DECISIONS	EXPECTATIONS	REPUTATION
Risk Event Description	Ineffective / improper decision making	Inability to understand community expectations	Loss of community trust
Risk Responsibility	Director Governance and Strategy		Chief Executive Officer
Residual Risk	High		
Control Effectiveness	Strong		
Risk Appetite	High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels.		
Risk Control	The relevant control, to mitigate risk, is the provision of an updated Policy to ensure it remains current, relevant and aligned with the City's governance expectations. A clearly articulated *Civic Centre Policy* supports the impartial use of civic facilities and reduces the risk of perceived political bias or alignment when facilities are used for official Council business or by Elected Members in their engagement with external organisations and political parties.		

Financial / budget implications

There are no financial implications associated with the adoption of the revised Policy.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Consultation was undertaken with Elected Members at the Policy Committee meetings held on 2 August 2021, 22 February 2022, 9 May 2022; and 1 August 2022 including an invitation to Committee members to provide comment on the revised Policy.

COMMENT

In alignment with the need for periodic reviews of policies, it is proposed that the *Civic Centre Council Policy* be reviewed by the Policy Committee to consider a revised *Civic Centre Council Policy* that meets the Council's objectives.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Cr Pizzey, SECONDED Cr Chester that Council ADOPTS the revised *Civic Centre Council Policy*, as provided in Attachment 1 to this Report.

The Motion was Put and CARRIED (5/0)

In favour of the Motion: Cr Pizzey, Cr Chester, Cr Fishwick, Cr Gould and Cr Vinciullo.
Against the Motion: Nil.

ATTACHMENTS

1. Civic Centre Edits Attachment 1 Revised Civic Centre Policy [**8.4.1** - 4 pages]
2. Civic Centre Elected Member Edits Attachment 2 Report to Policy Committee Revised Civic Centre Policy [**8.4.2** - 6 pages]

8.5 HONORARY FREEMAN OF THE CITY OF JOONDALUP COUNCIL POLICY (WARD – ALL)

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	89597, 101515
AUTHORITY / DISCRETION	Legislative - includes the adoption of local laws, planning schemes and policies.

PURPOSE

For Council to consider a review of the *Honorary Freeman of the City of Joondalup Council Policy* as part of the Policy Manual review process and a request for a report on whether the Policy could include a section related to behavioural conduct.

EXECUTIVE SUMMARY

The *Freeman of the City of Joondalup Council Policy* (the Policy) was adopted by Council at its meeting held on 21 November 2006 to honour individuals who, through their personal endeavours and commitment, have made an outstanding contribution to the community (CJ210-11/06 refers).

The Policy was last reviewed in August 2023 (CJ155-08/23 refers). Identified as part of the City's ongoing Policy Manual review process, the *Honorary Freeman of the City of Joondalup Council Policy* was benchmarked against other Western Australian local governments to determine whether the policy remained relevant and appropriate. The review process indicated that the Policy remained relevant and suitable for awarding the title of 'Honorary Freeman'.

During recent deliberations on the appointment of Honorary Freeman, it was considered that the approval process as detailed within the Policy required review. Further, at the Policy Committee meeting held on 18 May 2026 Councillors Hutton and Pizzey *requested that the Chief Executive Officer prepare a report on the review of the Honorary Freeman of the City of Joondalup Council Policy to include a section relating to the expectations of behavioural conduct of the Honorary Freeman of the City.*

It is therefore recommended that Council ADOPTS the revised Honorary Freeman of the City of Joondalup Council Policy provided as Attachment 2 to this Report.

BACKGROUND

At its meeting held on 21 November 2006 (CJ210-11/06 refers), Council adopted the *Freeman of the City of Joondalup Council Policy* to enable the City to honour individuals who, through their personal endeavours and commitment, have made an outstanding contribution to the community, Australia and humanity.

At a Special Council Meeting held on 10 December 2007 (JSC03-12/07 refers), Council resolved to bestow the title of Honorary Freeman of the City of Joondalup on:

- Margaret Jane Cockman OAM CSTJ
- William (Bill) Harold Marwick OAM
- Nicolas (Nick) Trandos OAM JP.

At a Special Council Meeting held on 11 July 2019 (JSC01-07/19 refers), the Council resolved to bestow the title of Honorary Freeman of the City of Joondalup on:

- Brian Anthony Cooper OAM.

At a Council Meeting held on 24 June 2025 (CJ179-06/25, CJ181-06/2, CJ183-06/2 refer), the Council resolved to bestow the title of Honorary Freeman of the City of Joondalup on:

- Hon Pamela Beggs
- Mike Norman
- Hon Cheryl Edwardes AO.

At a Meeting held on 24 February 2026 (CJ034-02/26 refers), the Council resolved to bestow the title of Honorary Freeman of the City of Joondalup on:

- Carmel Ward.

DETAILS

The City's policies are regularly reviewed to ensure their continued relevance and applicability.

During recent deliberations on the appointment of Honorary Freeman, it was considered that the approval process as detailed within the Policy required review. Further, at the Policy Committee meeting held on 18 May 2026 Councillors Hutton and Pizzey *requested that the Chief Executive Officer prepare a report on the review of the Honorary Freeman of the City of Joondalup Council Policy to include a section relating to the expectations of behavioural conduct of the Honorary Freeman of the City.*

Approval Process

Part 2.3(d) of the Policy provides that with regard the process of nomination:

d. Any nominations received will be validated and the findings presented at a Meeting of Council behind closed doors, with recommendations to approve/not approve a nominee for the award. The decision will be based on a Simple Majority vote.

Whilst it is considered appropriate that all nominations be validated by the Chief Executive Officer (CEO) and those findings be presented to the Council, it is not considered appropriate that the CEO recommend approval or otherwise for nominations.

The conferral of Honorary Freeman of the City represents the highest civic recognition bestowed by the Council of the City of Joondalup. The following principles should guide the consideration and approval of such honours:

- **Community Representation**
  The award reflects recognition on behalf of the community. As elected representatives, Council is best placed to determine recipients, ensuring the honour carries democratic legitimacy.

- **Civic Significance**
  The Honorary Freeman title is ceremonial and symbolic in nature, recognising exceptional service or contribution to the City. Decisions of this significance appropriately rest with the governing body.

- **Separation of Roles**
  Council is responsible for governance, strategic direction and civic representation, while the administration provides professional advice, assessment, and implementation. The approval of honorary titles is considered a governance function of Council.

- **Integrity and Impartiality**
  The process will be supported by an assessment and due diligence by the administration to ensure nominations are considered fairly, minimising bias or perceived conflicts of interest.

- **Reputational Stewardship**
  As the award reflects on the City's identity and values, Council should be the body that exercises careful judgement in conferring the honour, recognising its enduring and prestigious nature.

It is therefore proposed that Part 2.3(d) of the Policy be amended to read as follows:

d. Any nominations received will be validated and the findings presented at a Meeting of Council behind closed doors, with a recommendation that Council give consideration to approving/not approving the nominee for the award. The decision will be based on a Simple Majority vote.

Freeman Conduct Expectations

At the Policy Committee meeting held on 18 May 2026 Councillors Hutton and Pizzey *requested that the Chief Executive Officer prepare a report on the review of the Honorary Freeman of the City of Joondalup Council Policy to include a section relating to the expectations of behavioural conduct of the Honorary Freeman of the City.*

In giving consideration to such a proposal it is important to note:

- An Honorary Freeman is not an employee or office holder, and as such the Council/City cannot impose enforceable codes of conduct in the same way as staff or Elected Members.
- The title of Honorary Freeman does not create a contractual relationship. Any expectations with regard behaviour should be framed as reputational and symbolic, not a legal duty.

Should the Council consider that expectations of behavioural conduct be included within the Policy, consideration might be given to a statement of expectations or standards and frame these as aspirational expectations, not binding Code of Conduct style obligations. Any expectations must be reasonable, proportionate, and connected to the honour.

Council might give consideration to the following wording:

"Statement of Expectations

Recipients are expected to uphold the reputation and dignity of the City and act in a manner consistent with its values."

Should the Council wish to include provisions that the honour may be reviewed or revoked if conduct brings the City/Council into disrepute, the following wording might be considered:

"Review/Revocation of Title
Council may review/revoke the title where:

- *The recipient's conduct is inconsistent with the honour and values of the City.*
- *The recipient has engaged in serious misconduct or criminal activity.*
- *Continued holding of the title would undermine community confidence."*

S2.7 (2)(a) of the *Local Government Act 1995* provides that the Council's governing role includes determining the local government's policies. It is therefore a matter for Council to consider whether a statement of expectations and provisions related to the review of the title bestowed are considered appropriate for inclusion in the Policy.

Issues and options considered

Council may choose to:

- retain the *Honorary Freeman of the City of Joondalup Council Policy* as shown in Attachment 1 to this Report
- amend the *Honorary Freeman of the City of Joondalup Council Policy* as shown in Attachment 2 to this Report, to provide clarity regarding the approval process for bestowing the title of "Honorary Freeman of the City of Joondalup" (for example, amendment to Part 2.3(d))
  or
- amend the *Honorary Freeman of the City of Joondalup Council Policy* as shown in Attachment 2 to this Report, to provide clarity regarding the approval process for bestowing the title of "Honorary Freeman of the City of Joondalup" (for example, amendment to Part 2.3(d)); and give consideration to the inclusion of a statement of expectations and provisions related to the review of the title bestowed (for example, new Parts to the Policy.

Legislation / Strategic Community Plan / Policy implications

Legislation *Local Government Act 1995.*

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-2 Proactive and represented- you are confident that the City is advocating on your behalf for initiatives that benefit the community.

Policy *Freeman of the City of Joondalup Council Policy.*

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

Risk	**DECISIONS**	**EXPECTATIONS**	**REPUTATION**
Risk Event Description	Ineffective / improper decision making	Inability to understand community expectations	Loss of community trust
Risk Responsibility	Director Governance and Strategy		Chief Executive Officer
Residual Risk	High		
Control Effectiveness	Strong		
Risk Appetite	High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels.		
Risk Control	The relevant control, to mitigate risk, is the provision of an updated Policy to ensure it remains current, relevant and aligned with the City's governance expectations. The inclusion of explicit behavioural conduct expectations and criteria for Honorary Freeman appointees supports informed appointment decisions and provides a basis for addressing conduct-related issues should they arise.		

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The *Honorary Freeman of the City of Joondalup Council Policy* continues to provide clear direction on the City's position to recognise individuals who make an outstanding contribution to the local and broader community.

It is considered that a review of the approval process to clarify that it is the Council that will give consideration to approving the honour, is appropriate as the conferral or otherwise against the assessment of the criteria is more aligned to Council's role as the steward of such titles.

With regard to consideration being given to inclusion of a statement of expectations and provisions related to the review of the title, this is a matter for Council to determine given S2.7 (2)(a) of the *Local Government Act 1995* provides that the Council's governing role includes determining the local government's policies.

VOTING REQUIREMENTS

Simple Majority.

The Manager Planning Services left the Room at 6.17pm.

OFFICER'S RECOMMENDATION

That Council ADOPTS the revised *Honorary Freeman of the City of Joondalup Council Policy* provided as Attachment 2 to this Report.

ALTERNATE RECOMMENDATION MOVED Cr Fishwick, SECONDED Cr Chester that Council:

1 ADOPTS the revised *Honorary Freeman of the City of Joondalup Council Policy* provided as Attachment 2 to the Report; subject to the following amendments:

a inserting the following new clause 3:

3 Statement of Expectations

Recipients are expected to uphold the reputation and dignity of the City and act in a manner consistent with its values.

b inserting the following new clause 4:

4 Review/Revocation of Title

4.1 Council may, by resolution, review or revoke the title of Honorary Freeman where, having regard to the particular circumstances:

a The recipient's conduct is seriously inconsistent with the honour, dignity or values of the City;

b The recipient has engaged in serious misconduct or criminal activity of a nature that materially affects the appropriateness of continuing to hold the honour; or

c Continued use of the title is likely to cause significant and demonstrable harm to the reputation of the City or materially undermine community confidence in the integrity of the honour;

4.2 Before determining whether to revoke the title, Council is to provide the recipient with reasonable notice being 7 days of the proposed action and a reasonable opportunity being 14 days to respond;

4.3 For the avoidance of doubt, disagreement with, criticism of, or advocacy against a decision, policy, proposal or action of the Council or the City, whether expressed publicly or privately, does not of itself constitute grounds for review or revocation of the title.

The Alternate Motion was Put and **CARRIED (5/0)**

In favour of the Motion: Cr Pizzey, Cr Chester, Cr Fishwick, Cr Gould and Cr Vinciullo.
Against the Motion: Nil.

Reason for departure from Officer's Recommendation

In accordance with clause 11(da) of the *Local Government (Administration) Regulations 1996* the reason for the decision made that is significantly different from the written recommendation of an employee is:

1 The title of Honorary Freeman is the highest civic recognition bestowed by the City and that the honour carries significant reputational significance for both the recipient and the City.

2 As an Honorary Freeman carries an ongoing association with the City the Council needs to establish a mechanism to respond to serious subsequent conduct which is fundamentally inconsistent with the dignity, values and reputation associated with the honour.

ATTACHMENTS

1. Honorary Freeman of the City of Joondalup Council Policy [**8.5.1** - 2 pages]
2. Updated track changes Honorary Freeman of the City of Joondalup Council Policy [**8.5.2** - 2 pages]

8.6 ELECTED MEMBERS' ENTITLEMENTS COUNCIL POLICY - TRAINING AND EDUCATION ENTITLEMENTS (WARD - ALL)

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	101269, 101515
AUTHORITY / DISCRETION	Legislative - includes the adoption of local laws, planning schemes and policies.

PURPOSE

For the Policy Committee to give consideration to the *Elected Members' Entitlements Council Policy* subsequent to a Notice of Motion submitted to the Council meeting held on 23 June 2026 relating to Elected Member training and education entitlements.

EXECUTIVE SUMMARY

At the Council meeting held on 23 June 2026 (CJ160-06/26 refers), consideration was given to a Notice of Motion related to the *Elected Members' Entitlements Council Policy* and proposed amendments relating to Elected Member training and education entitlements.

In relation to the Notice of Motion, Council resolved as follows:

"That Item 16.2 – Notice of Motion No. – Cr Rebecca Pizzey – Elected Member Training and Education Entitlements, BE REFERRED BACK to the Policy Committee, as per clause 10.1(c) of the City of Joondalup Meeting Procedures Local Law 2013.'

It is therefore recommended that the Policy Committee gives consideration to the following Notice of Motion submitted to the Council meeting held on 23 June 2026 (CJ160-06/26 refers):

"That Council:

1 AMENDS the Elected Members' Entitlements Council Policy to include accountability provisions for training and education undertaken at City expense;

2 REQUIRES that where training or courses include examinations, tests, assessments, or other evaluative components, elected members must:

2.1 Complete all required assessments;
2.2 Achieve a passing standard as defined by the training provided;

3 ESTABLISHES that failure to complete required assessments or achieve a passing standard will result in the elected member being personally responsible for reimbursing the City for the full cost of the training;

4 IMPLEMENTS a practical reimbursement mechanism for circumstances where the City has pre-paid for training including:

4.1 Clear notification to the elected members of their reimbursement obligation;
4.2 Reasonable timeframes for reimbursements;
4.3 Payment plan options where appropriate.

BACKGROUND

At the Council meeting held on 23 June 2026, the Council considered a report on the *Elected Members' Entitlements Council Policy* related to continuing professional development (Item 13.1.8 of the Council Agenda refers).

The Policy Committee's recommendation in relation to this item was as follows:

"That Council:

1 NOTES a review of the Elected Members' Entitlements Council Policy has been undertaken in accordance with section 5.128(5)(a) of the Local Government Act 1995, with regard to continuing professional development;

2 BY AN ABSOLUTE MAJORITY ADOPTS the revised Elected Members' Entitlements Council Policy, as provided in Attachment 4 to this Report, subject to the following amendments:

a Amendment of clause 7.7.6(a)(i) and 7.7.8(c)(iii) as follows:

"meals and refreshments, excluding alcohol, for the Elected Member that are not covered by the conference and training registration cost".

During discussion on the item, an Alternate Motion was moved by Cr Mercer, and Council subsequently resolved as follows (CJ157-06/26 refers):

"That Council:

1 NOTES a review of the Elected Members' Entitlements Council Policy has been undertaken in accordance with section 5.128(5)(a) of the Local Government Act 1995, with regard to continuing professional development;

2 BY AN ABSOLUTE MAJORITY ADOPTS the revised Elected Members' Entitlements Council Policy, as provided in Attachment 4 to this Report, subject to the following amendments:

a Amendment of clause 7.7.6(a)(i) and 7.7.8(c)(iii) as follows:

"meals and refreshments, excluding alcohol, for the Elected Member that are not covered by the conference and training registration cost."

b Add a new clause 7.8.1 – Expectations:

"Where training or courses funded by the City include examinations, tests, assessments or other evaluative components, Elected Members are expected to:

(a) actively participate in the training;
(b) complete all required assessment components;
(c) make a genuine attempt to satisfy the assessment requirements of the course; and
(d) where a passing standard is specified by the training provider, use reasonable endeavours to achieve that standard."

c Add a new clause 7.8.2 – Reimbursement:

"An Elected Member may be required to reimburse the City for all or part of the training costs where the Council determines that the Elected Member has:

(a) withdrawn from approved training without reasonable cause;
(b) failed to participate in or complete the training without reasonable cause;
(c) failed to complete required assessment components without reasonable cause; or
(d) acted in a manner that demonstrates a deliberate or reckless disregard for the proper use of public funds.

Failure to achieve a passing assessment result, of itself, will not constitute grounds for reimbursement where the Elected Member has otherwise complied with clause 7.8.1."

d Add a new clause 7.8.3 – Consideration of Circumstances:

"In determining whether reimbursement should be sought, the CEO (or delegate) will have regard to:

(a) the reasons for non-completion or non-attendance;
(b) the Elected Member's level of participation and commitment;
(c) any illness, injury, family or employment commitments or other reasonable circumstances; and
(d) whether recovery of the costs would be fair and proportionate in the circumstances."

e Add a new clause 7.8.4 – Administration:

"Before approving or funding any professional development that is subject to this clause, the City will provide the Elected Member with written advice outlining:

(a) the circumstances in which reimbursement may be required;
(b) the process that will be followed in determining any reimbursement obligation;
(c) available repayment arrangements, including payment plans where appropriate; and
(d) any other relevant conditions applicable to the approved professional development.
(e) A decision by the CEO may be referred to Council for further review."

At the same Council meeting held on 23 June 2026, Council later considered a Notice of Motion from Cr Pizzey related to Elected Member Training and Education Entitlements.

DETAILS

At the Council meeting held on 23 June 2026, the following Notice of Motion was moved by Cr Pizzey:

"That Council:

1 AMENDS the Elected Members' Entitlements Council Policy to include accountability provisions for training and education undertaken at City expense;

2 REQUIRES that where training or courses include examinations, tests, assessments, or other evaluative components, elected members must:

2.1 Complete all required assessments;
2.2 Achieve a passing standard as defined by the training provided;

3 ESTABLISHES that failure to complete required assessments or achieve a passing standard will result in the elected member being personally responsible for reimbursing the City for the full cost of the training;

4 IMPLEMENTS a practical reimbursement mechanism for circumstances where the City has pre-paid for training including:

4.1 Clear notification to the elected members of their reimbursement obligation;
4.2 Reasonable timeframes for reimbursements;
4.3 Payment plan options where appropriate.

Cr Pizzey gave the following reasons for her Notice of Motion:

"REASON FOR MOTION

Background

The City of Joondalup recognises that ongoing education and professional development for elected members is integral to effective local governance. Current elected member entitlements appropriately provide for training, courses, and professional development opportunities that enhance the knowledge, skills, and capacity of councillors to serve the community.

However, the existing framework lacks accountability mechanisms to ensure that when ratepayer funds are invested in elected member education, that investment yields measurable outcomes. When elected members undertake training or courses that include assessments, examinations, or other evaluative components, there is currently no requirement to complete these assessments or achieve a passing standard.

This gap in accountability means ratepayers may fund incomplete or unsuccessful training without any mechanism for cost recovery. In the current economic climate, where every ratepayer dollar must be justified and spent responsibly, this represents a weakness in fiscal stewardship.

This motion is recommended for the following reasons:

1. Fiscal Responsibility in Challenging Economic Times

Western Australian households are facing significant cost-of-living pressures, with ratepayers scrutinising every aspect of local government expenditure. In this economic climate, it is essential that elected member training entitlements deliver value for money. When ratepayer funds are invested in professional development, there must be a reasonable expectation that elected members will complete the training and demonstrate competency through required assessments.

2. Protection of Ratepayer Investment

Training and education programs often involve substantial costs, including course fees, materials, travel, and accommodation. These funds are drawn from rates paid by our community. Without accountability mechanisms, there is a risk that ratepayer money is spent on training that is commenced but not completed, or where assessments are not undertaken, resulting in no verified learning outcome or professional development benefit.

3. Maintaining Professional Standards

Many professional development programs include assessments for good reason—they ensure participants have genuinely acquired the knowledge and skills the training is designed to impart. By requiring elected members to complete and pass assessments, the City ensures that its investment in training translates to enhanced capability and improved governance outcomes.

4. Alignment with Community Expectations

The community rightly expects that when public funds are used for elected member development, those opportunities are taken seriously and completed to a satisfactory standard. This motion brings elected member entitlements into line with standard professional development practices in both public and private sectors, where training must be completed and assessed to justify the expense.

5. Fairness and Personal Accountability

This policy does not prevent elected members from accessing training — it simply establishes that if they choose not to complete assessments or do not achieve the required standard, the cost should not fall to ratepayers. This is a fair and reasonable accountability measure that respects both the elected member's autonomy to make choices about their development and the community's right to responsible expenditure of public funds.

6. Practical Implementation

The motion includes provisions for practical reimbursement mechanisms, including payment plans where appropriate, recognising that circumstances may vary. This ensures the policy can be implemented fairly while maintaining its core principle of accountability.

Conclusion

Education and training remain integral to effective local government representation. This motion does not diminish the importance of elected member professional development — rather, it strengthens it by ensuring that when ratepayer funds are invested in training, there is accountability for completing that training to the required standard. In times of economic constraint and heightened community scrutiny of public expenditure, this represents responsible fiscal management and good governance."

The following Officer's comment was provided for the Notice of Motion:

"OFFICER'S COMMENT

Elected Members are encouraged to attend conferences and training relating to the business of the City and to enable them to be more informed and better able to fulfil their duties of Office. In accordance with regulation 37(2) of the Local Government (Administration) Regulations 1996, continuing professional development must be relevant to the Elected Members' role as defined under the Act, or the Council's role as defined under the Act.

In general continued professional development should aim to:

- *Enhance the understanding of Elected Member roles and responsibilities, and/or the role and function of local government;*
- *Assist Elected Members to develop knowledge and skills in relation to the strategic objectives of the City;*
- *Enable Elected Members to further develop personal and professional skills necessary for excellence in performance of their role; or*
- *Support Elected Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the City of Joondalup community.*

It should be noted that there are already some courses (for example, mandatory elected member training courses) that require an assessment be completed (and passed) before a certificate of completion can be issued. Where training or courses include an optional assessment, Elected Members would be encouraged to complete the assessment however, successful completion of an examination would not normally be the primary measure of value from a professional development activity.

S2.7(2)(a) of the Local Government Act 1995 provides that the Councils' governing role includes determining the local government's policies. It is therefore a matter for Council to consider whether examinations, tests and assessments for training and/or courses should be mandatory for elected members to complete and where there is a failure to do so, or the elected member does not pass the assessment, including a requirement to reimburse the City for the costs of the training course."

The key differences between the Notice of Motion and recently amended Policy include:

- Part 2 of the Notice of Motion proposes that with regard examinations, tests, assessments, or other evaluative components, elected members ***must complete*** all required assessments and achieve a passing standard, whereas the Policy provides in Part 7.9.1 that elected members ***are expected to complete*** assessments and achieve a passing standard.

The Notice of Motion proposes a compulsory element to undertaking and passing any assessments.

- Part 3 of the Notice of Motion proposes that failure to complete required assessments or achieve a passing standard ***will result*** in the elected member being personally responsible for reimbursing the City for the full cost of the training, whereas the Policy provides in Part 7.9.2 that an Elected Member ***may be required*** to reimburse the City when they, amongst other things, have not completed the training or assessment.

The Notice of Motion proposes a compulsory element to reimbursing the City when not completing the training or any assessments. The Policy provides that the elected member must provide reasonable grounds for non-participation.

It is at the Council's discretion to amend the Policy however, care should be taken so as not to duplicate or contradict elements of the Policy as adopted by Council at its meeting on 23 June 2026.

Issues and options considered

Council may choose to:

- Retain the *Elected Members' Entitlements Council Policy* as provided in Attachment 1 to this Report
  or
- Amend the *Elected Members' Entitlements Council Policy* in relation to Elected Member training and education entitlements.

Legislation / Strategic Community Plan / Policy implications

Legislation *Local Government Act 1995.*

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

Policy *Elected Members' Entitlements Council Policy.*

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

Risk	**DECISIONS**
Risk Event Description	Ineffective/improper decision making
Risk Responsibility	Director Governance & Strategy
Residual Risk	High
Control Effectiveness	Strong
Risk Appetite	High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels.
Risk Control	The relevant control, to mitigate risk, is the provision of information supporting updates to conduct and governance arrangements that aim to protect workplace safety.

Other risk information

Not applicable.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

It is at the Council's discretion whether to amend the *Elected Members' Entitlements Council Policy* in relation to the removal of the provisions related to Elected Member training and education entitlements.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That the Policy Committee gives consideration to the following Notice of Motion submitted to the Council meeting held on 23 June 2026 (CJ160-06/26 refers):

"That Council:

1 AMENDS the Elected Members' Entitlements Council Policy to include accountability provisions for training and education undertaken at City expense;

2 REQUIRES that where training or courses include examinations, tests, assessments, or other evaluative components, elected members must:

2.1 Complete all required assessments;
2.2 Achieve a passing standard as defined by the training provided;

3 ESTABLISHES that failure to complete required assessments or achieve a passing standard will result in the elected member being personally responsible for reimbursing the City for the full cost of the training;

4 IMPLEMENTS a practical reimbursement mechanism for circumstances where the City has pre-paid for training including:

4.1 Clear notification to the elected members of their reimbursement obligation;
4.2 Reasonable timeframes for reimbursements;
4.3 Payment plan options where appropriate."

ALTERNATE RECOMMENDATION MOVED Cr Pizzey, SECONDED Cr Vinciullo that Council REQUESTS the Chief Executive Officer prepare a further report on the *Elected Members Entitlements Council Policy,* with the following principles to be adopted:

1 AMENDS the *Elected Members' Entitlements Council Policy* to include accountability provisions for training and education undertaken at City expense;

2 REQUIRES that where training or courses include examinations, tests, assessments, or other evaluative components, elected members must:

2.1 Complete all required assessments;
2.2 Achieve a passing standard as defined by the training provided;

3 ESTABLISHES that failure to complete required assessments or achieve a passing standard will result in the elected member being personally responsible for reimbursing the City for the full cost of the training;

4 IMPLEMENTS a practical reimbursement mechanism for circumstances where the City has pre-paid for training including:

4.1 Clear notification to the elected members of their reimbursement obligation;
4.2 Reasonable timeframes for reimbursements;
4.3 Payment plan options where appropriate.

The Alternate Motion was Put and CARRIED (4/1)

In favour of the Motion: Cr Pizzey, Cr Chester, Cr Fishwick and Cr Vinciullo.
Against the Alternate Motion: Cr Gould.

ATTACHMENTS

1. Elected Members Entitlements Council Policy ADOPTED [**8.6.1** - 21 pages]

8.7 ELECTED MEMBERS' ENTITLEMENTS COUNCIL POLICY - ICT EQUIPMENT/ALLOWANCE (WARD - ALL)

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	101269, 101515
AUTHORITY / DISCRETION	Legislative - includes the adoption of local laws, planning schemes and policies.

PURPOSE

For the Policy Committee to give consideration to the *Elected Members' Entitlements Council Policy* following a recent determination from the Salaries and Allowances Tribunal with regard to ICT Equipment and Allowances.

EXECUTIVE SUMMARY

On 7 April 2026, the Salaries and Allowances Tribunal published the Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2026, to come into effect from 1 July 2026.

The Tribunal recently determined a 3.5% increase in relation to Elected Member attendance fees, and annual allowance ranges, with effect from 1 July 2026. In addition, the Tribunal has amended wording with regard to the ICT allowance, clarifying that where ICT equipment is supplied to elected members by the local government, the allowance is to be reduced by the cost of the supplied ICT equipment.

This Report addresses the Tribunal's determination with regard to ICT equipment and allowances.

It is therefore recommended that the Policy Committee gives consideration to the current provisions in the Elected Members' Entitlements Council Policy for ICT Equipment and the ICT Allowance.

BACKGROUND

In accordance with the *Salaries and Allowances Act 1975*, the Salaries and Allowances Tribunal, at intervals of not more than twelve months, is required to review the previous determination it made in respect of the levels set for meeting fees, allowances and reimbursement levels for local government elected members under the *Local Government Act 1995.*

On 7 April 2026, the Salaries and Allowances Tribunal published the Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2026, to come into effect from 1 July 2026.

The Tribunal determined a 3.5% increase in relation to Elected Member attendance fees, and annual allowance ranges, with effect from 1 July 2026.

As per the decision of Council at its meeting held on 16 July 2013 (CJ128-07/13 refers) and in accordance with the *Elected Members' Entitlements Council Policy*, the City is to pay the maximum amounts set by the Tribunal, and in this regard the levels set for 2026-27 will be as follows:

Allowance or Fee Type	**2025-26**	**2026-27**
Councillor Annual Meeting Fee (in lieu of per meeting fee)	$35,480	$36,722
Mayoral Annual Meeting Fee (in lieu of per meeting fee)	$53,215	$55,078
Annual Mayoral Allowance	$100,514	$104,032
Annual Deputy Mayoral Allowance (25% of Mayoral Allowance)	$25,128	$26,008
Child Care expenses rate	$35 p/hour	$35 p/hour
ICT Allowance	$3,500	$3,500

The Tribunal has maintained the travel reimbursement rates for Elected Members being those set under Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2021*. The rates are as follows:

Engine displacement (in cubic centimetres)			
Area and Details	**Over 2600cc**	**Over 1600cc to 2600cc**	**1600cc and under**
Cents per kilometre			
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37
Motor cycle		Rate c/km	
Distance travelled		32.55	

For Elected Members with electric vehicles, the 1600cc Motor Vehicle Allowance rate will be applied.

In addition, the Tribunal has amended wording with regard to the ICT allowance, clarifying that where ICT equipment is supplied to Elected Members by the local government, the allowance is to be reduced by the cost of the supplied ICT equipment.

This report addresses the Tribunal's determination with regard to ICT equipment and allowances.

DETAILS

Part 9 of the Determination deals with annual allowances that a local government may decide to pay its Elected Members.

"9.1 General

1. Pursuant to Section 5.99A of the LG Act, a local government or regional local government council may decide by absolute majority that instead of reimbursing elected council members under the LG Act Section 5.98(2) for all of a particular type of expense, it will pay all elected council members, for that type of expense, the annual allowance determined in Section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.

a. Where a local government or regional local government council has decided to pay elected council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under Section 5.98(2) of the LG Act, Section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.

2. In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the:

a. intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members

b. capacity of local governments to set allowances appropriate to their varying operational needs

c. particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads)

d. varying travel requirements of elected council members in local governments associated with geography, isolation and other factors.

3. With respect to ICT expenses, the annual allowance is provided to cover expenses incurred by an elected council member if they purchase ICT equipment and for related expenses. If ICT equipment is supplied to elected council members by a local government, the allowance is to be reduced by the cost of the supplied ICT equipment.

9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members

1. In this Part,

***ICT expenses** means:*

a. rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;

b. any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or

c. any expenses related to ICT equipment that is incurred in the course of an elected council member undertaking their duties."

With regard to the ICT Allowance, the *Elected Members' Entitlements Council Policy* currently provides as follows:

5.4. Annual allowance for ICT expenses:

a. The City will pay all Elected Members the maximum annual allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid to Elected Members (see Item CJ128 07/13). Additional to the annual allowance for ICT expenses, a mobile telephone is provided to Elected Members under 4.2 of this policy.

b. Any claims by Elected Members for expenses incurred over the maximum annual allowance for ICT expenses detailed in 5.4(a) above are to be submitted on the form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.

c. Subject to 5.4(d) full payment of the annual allowance for ICT expenses will be made in advance at the commencement of the financial year.

d. Where an Elected Member's term of Office ceases at a local government election in a financial year, the Elected Member will be paid the annual allowance for ICT expenses on a pro-rata basis up until the local government election day. Should that Elected Member be re-elected at the local government election the remainder of the annual allowance for ICT expenses will be paid following the local government election day.

e. Where an Elected Member commences their term of Office at a local government election, the annual allowance for ICT expenses will be paid on a pro-rata basis following the local government elections (end of October) and for the period between the local government election day and the end of the financial year in which the local government election occurred.

In addition, the *Elected Members' Entitlements Council Policy* provides the following in relation to the provision of ICT equipment:

4.2. Equipment:

The following equipment, documents, stationery and other items will be issued to Elected Members:

a. Either a Macbook Air, Macbook Pro or an iMac (or similar Microsoft Windows based device); an Apple iPhone; an Apple iPad; and all-in-one printer.
b. A file backup device and a Wi-Fi capable broadband modem (such as a Time Capsule device for Mac, or an external USB device and a Wi-Fi modem for non Mac).
c. Elected Member Lounge key.
d. Security card/building access card.
e. Satchel or briefcase (optional).

Computer equipment supplied (if required) will be issued new and replaced following each local government election where the Elected Member is elected (that is every four years). Apple iPhones will be issued new and replaced following each local government election (that is every two years). Notwithstanding, equipment issued under 4.2(a) and 4.2(b) will be replaced on failure if this occurs prior to its scheduled replacement.

At the end of each two and four year period (for mobile phones and computer equipment respectively), Elected Members will have the option to either return or purchase the devices provided by the City, at fair value. The Chief Executive Officer is authorised to approve the purchase of devices at a value to be determined by the Chief Executive Officer.

The specification of the equipment supplied under 4.2(a) and 4.2(b) shall be the highest specification for the model proposed. Elected Members will be consulted prior to the provision of the equipment and have the opportunity to make requests for changes to the equipment supplied."

A full copy of the *Elected Members' Entitlements Council Policy* is provided at Attachment 1 to this Report.

Recent advice received from the Salaries and Allowances Tribunal has provided that broadly speaking with regard the operation of the ICT allowance, local governments are required to satisfy themselves that the allowance is being applied consistently with its stated intent. Namely, ***'to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members.'***

The determination also states that *'the annual (ICT) allowance is provided to cover expenses incurred by an elected council member if they purchase ICT equipment and for related expenses. If ICT equipment is supplied to elected council members by a local government, the allowance is to be reduced by the cost of the supplied ICT equipment."*

A further issue is that the Determination does not provide a definition of 'ICT equipment.' Specifically, whether a mobile phone would be regarded as ICT equipment?

The following advice is provided with regard the definition of 'ICT equipment':

- Tax law treats mobile phones as electronic devices and depreciating assets. For tax purposes, a mobile phone is clearly recognised as a form of ICT/electronic equipment.
- Government ICT and procurement frameworks routinely include mobile phones within ICT, computing or telecommunications equipment.

Australian tax law

The Australian Taxation Office specifically treats **mobile phones, smartphones, tablets and similar devices as depreciating assets and electronic devices** used for work or business purposes. The ATO's guidance expressly refers to mobile phones and tablets as examples of depreciating assets and equipment.

Western Australian Government practice

WA Government procurement arrangements classify mobile phones, smartphones and feature phones within its Computing and Mobile Devices procurement category. The relevant Common Use Arrangement (CUA) lists:

- Smartphones
- Feature phones
- Tablets
- Other computing devices

as device products within the same technology procurement framework. This indicates that, from a WA Government asset and procurement perspective, mobile phones are treated as technology/ICT devices.

Computing and Mobile Devices CUACMD2021 CUACMD2021 Computing and Mobile Devices Western Australian Government

City of Joondalup Policy

The *Elected Members' Entitlements Council Policy* does not provide a definition for ICT equipment. It may be worthwhile including a definition within the Policy to make it clear as to what is considered 'ICT equipment.'

The following definition may be considered for inclusion within the Policy:

> *ICT equipment includes computers, laptops, tablets, mobile phones, smartphones, telephones, audiovisual equipment, peripherals, networking equipment and other electronic devices used to create, process, store or communicate information.*

Given the recent advice from the Salaries and Allowances Tribunal, it is requested that Council give consideration to the following options:

Option 1 – provide equipment only (remove provision of ICT Allowance)

Amend the *Elected Members' Entitlements Council Policy* (clause 5.4) to remove the provision of the ICT Allowance.

The City will continue to provide ICT equipment to Elected Members, with Elected Members permitted to submit a reimbursement claim for the cost of any related telephone/internet costs, noting that the Determination provides that only the following ICT expenses may be claimed:

1 rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;

2 any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or

3 any expenses related to ICT equipment that is incurred in the course of an elected council member undertaking their duties.

It is the City's preference to supply Elected Members with the required ICT equipment to maintain security and control over the devices when accessing City networks.

Option 1 is considered to be the most principled option aligned to the SAT Determination ensuring that provision of the ICT allowance does not result in a windfall gain to elected members.

Option 2 – provide ICT Allowance only (no equipment)

Amend the *Elected Members' Entitlements Council Policy* (clause 4.2) to remove the provision of ICT Equipment.

The City will continue to provide the ICT Allowance ($3,500) with Elected Members required to purchase their own ICT equipment (laptop, iPad, phone etc).

As previously mentioned, it is the City's preference to supply Elected Members with the required ICT equipment to maintain security and control over the devices when accessing City networks.

Option 2 is not recommended.

Option 3 – provide ICT Allowance AND ICT equipment

Continue providing ICT Allowance and ICT equipment to Elected Members.

In years 1 and 3, following election, the ICT Allowance would be provided *less* the cost of any ICT equipment purchased for the elected member.

In years two, and four provide full allocation of the ICT Allowance ($3,500).

Issues and options considered

Council may choose to:

1 Amend the *Elected Members' Entitlements Council Policy* to remove the provision of the ICT Allowance (clause 5.4); or

2 Amend the *Elected Members' Entitlements Council Policy* to remove the provision of ICT Equipment (clause 4.2); or

3 Retain the *Elected Members' Entitlements Council Policy* without amendment. In years 1 and 3 following election, the ICT Allowance would be provides *less* the cost of any ICT equipment purchased for the elected member. In years 2 and 4 the ICT Allowance would be provided in full.

Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.
5-4 Responsible and financially sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.

Policy Not applicable.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

Risk	**DECISIONS**	**REPUTATION**
Risk Event Description	Ineffective/improper decision making	Loss of community trust
Risk Responsibility	Director Governance and Strategy	Chief Executive Officer
Residual Risk	High	
Control Effectiveness	Strong	
Risk Appetite	High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels.	
Risk Control	The relevant control, to mitigate risk, is the provision of a report detailing the implications of the Salaries and Allowances Tribunal Determination and the options available to Council to ensure informed, transparent and compliant decision-making.	

Other risk information

Not applicable.

Financial / budget implications

The *Elected Members' Entitlements Council Policy* currently provides for the maximum ICT Allowance to be provided to each Elected Member, being $3,500 annually.

The *Elected Members' Entitlements Council Policy* also provides for the provision of ICT Equipment such as:

- MacBook Air, MacBook Pro or iMac (or similar Microsoft Windows based device).
- Apple iPhone.
- Apple iPad.
- All-in one printer.

Based on purchases made in 2025 following the Local Government Elections, the following estimates are provided for the cost of ICT equipment:

Equipment	Estimated cost (ex GST)
MacBook Air, MacBook Pro or iMac	$2,220
Microsoft Windows based laptop	$1,750
Apple iPhone (or similar)	$1,270
Apple iPad (or similar)	$1,270

Based on average costs for Elected Member IT Equipment, the cost for IT Equipment will exceed the $3,500 ICT Allowance in most cases.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

It is at the Council's discretion whether to amend the *Elected Members' Entitlements Council Policy* in relation to the ICT Allowance and/or provision of ICT equipment.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That the Policy Committee gives consideration to the current provisions in the *Elected Members' Entitlements Council Policy* for ICT Equipment and the ICT Allowance.

ALTERNATE RECOMMENDATION MOVED Cr Pizzey, SECONDED Cr Fishwick that Council:

1 NOTES a review of the *Elected Members' Entitlements Council Policy,* with regard to ICT Allowances and Equipment;

2 ADOPTS the *Elected Members' Entitlements Council Policy,* as provided in Attachment 1 to this Report, subject to the following amendments:

a that clause 5.4 – Annual allowance for ICT expenses – be deleted;

b amend the definition of 'ICT expenses' under clause 1 - Definitions, as follows:

"ICT expenses has the meaning given in the Local Government Chief Executive Officers and Elected Council Members Determination, as amended from time to time."

c add a definition of ICT equipment under clause 1 – Definitions, as follows:

"ICT Equipment includes computers, laptops, tablets, mobile phones, smartphones, telephones, audiovisual equipment, peripherals, networking equipment and other electronic devices used to create, process, store or communicate information."

The Alternate Motion was Put and CARRIED (5/0)

In favour of the Motion: Cr Pizzey, Cr Chester, Cr Fishwick, Cr Gould and Cr Vinciullo.
Against the Motion: Nil.

ATTACHMENTS

1. Elected Members Entitlements Council Policy ADOPTED [**8.7.1** - 21 pages]

Declarations of Financial Interest

Name / Position	**Mr Jamie Parry, Director Governance and Strategy.**
Meeting Type	Policy Committee.
Meeting Date	10 August 2026
Item No. / Subject	Item 8.8 - Appointment of an Acting or Temporary Chief Executive Officer Council Policy (Ward - All).
Nature of Interest	Financial Interest.
Extent of Interest	Mr Parry is one of four Directors, and the decision could impact his remuneration.

Name / Position	**Mrs Marlaine Lavery, Director Planning and Community Development**
Meeting Type	Policy Committee.
Meeting Date	10 August 2026
Item No. / Subject	Item 8.8 - Appointment of an Acting or Temporary Chief Executive Officer Council Policy (Ward - All).
Nature of Interest	Financial Interest.
Extent of Interest	Mrs Lavery is one of four Directors, and the decision could impact her remuneration.

8.8 APPOINTMENT OF AN ACTING OR TEMPORARY CHIEF EXECUTIVE OFFICER COUNCIL POLICY (WARD - ALL)

WARD All

RESPONSIBLE DIRECTOR Mr Jamie Parry
Director Governance and Strategy

FILE NUMBER 74574

AUTHORITY / DISCRETION Legislative - includes the adoption of local laws, planning schemes and policies.

PURPOSE

For Council to consider the *Appointment of an Acting or Temporary Chief Executive Officer Council Policy.*

EXECUTIVE SUMMARY

The City's *Appointment of an Acting or Temporary Chief Executive Officer Council Policy* (the Policy) was adopted by Council in 2021 (CJ128-08/21 refers) as a result of changes to the *Local Government Act 1995* (the Act), and the inclusion of section 5.39C requiring local governments to prepare and adopt a policy that sets out the process to be followed in relation to the appointment of an acting or temporary Chief Executive Officer (CEO).

The Policy was last reviewed in May 2023 (CJ079-05/23 refers).

At the Council meeting held on 24 February 2026 (CJ038-02/26 refers) it was resolved in part *that Council:*

7 REFERS Policy "Appointment of an Acting or Temporary Chief Executive Officer Council Policy" to the Policy Committee for review and in particular clauses:

"3.3 Appointment of Acting CEO periods greater than 35 days but less than 12 months; and
3.4 Appointment of temporary CEO – substantive vacancy."

It was suggested at the meeting that Clauses 3.3(a)(ii) and 3.4(b)(ii) may be interpreted that multiple persons may be appointed to the Acting/Temporary CEO role at the same time.

It is considered that the *Local Government Act 1995* provides clarity that there can only be one person appointed to the position of CEO, however, it is proposed to make a minor amendment to Clauses 3.3(a)(ii) and 3.4(b)(ii) to provide absolute clarity that multiple persons cannot act in the role of CEO simultaneously.

S2.7 (2)(a) of the *Local Government Act 1995* provides that the Council's governing role includes determining the local government's policies. It is therefore a matter for Council to consider whether amendment or provision of clarity regarding elements of the policy are required.

It is therefore recommended that Council ADOPTS BY AN ABSOLUTE MAJORITY the revised Appointment of an Acting or Temporary Chief Executive Officer Council Policy provided as Attachment 1 to this Report.

BACKGROUND

Council adopted the *Appointment of an Acting or Temporary Chief Executive Officer Council Policy* at its meeting held on 17 August 2021 (CJ128-08/21 refers). The Policy was adopted as a result of changes to the Act and the inclusion of section 5.39C which provides as follows:

5.39C Policy for temporary employment or appointment of CEO

(1) A local government must prepare and adopt a policy that sets out the process to be followed by the local government in relation to the following -*

(a) the employment of a person in the position of CEO for a term not exceeding 1 year;
(b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.
** Absolute majority required.*

(2) A local government may amend the policy.*

** Absolute majority required.*

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website.

The Policy sets out the process to be followed for the appointment of an acting or temporary CEO when the CEO is on planned or unplanned leave.

The Policy was last reviewed in May 2023 (CJ079-05/23 refers).

At the Council meeting held on 24 February 2026 (CJ038-02/26 refers) consideration was given to an item related to the appointment of a Temporary CEO and an Acting CEO. An amendment was resolved in part at the meeting *that Council:*

7 REFERS Policy "Appointment of an Acting or Temporary Chief Executive Officer Council Policy" to the Policy Committee for review and in particular clauses:

"3.3 Appointment of Acting CEO periods greater than 35 days but less than 12 months; and
3.4 Appointment of temporary CEO – substantive vacancy."

DETAILS

The Policy was adopted as a result of changes to the Act and the inclusion of section 5.39C which provides that a local government must prepare and adopt a policy that sets out the process to be followed by the local government in relation to the following:

- The employment of a person in the position of CEO for a term not exceeding 1 year.
- The appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

At the Council meeting held on 24 February 2026 (CJ038-02/26 refers) it was resolved in part *that Council:*

7 REFERS Policy "Appointment of an Acting or Temporary Chief Executive Officer Council Policy" to the Policy Committee for review and in particular clauses:

"3.3 Appointment of Acting CEO periods greater than 35 days but less than 12 months; and
3.4 Appointment of temporary CEO – substantive vacancy."

The reasons provided at the Council meeting for referring the Policy back to the Policy Committee related to the following:

- Referencing Clause 3.3(a)(ii) - Appointment of Acting CEO - it may be interpreted that multiple persons may be appointed to the Acting CEO role at the same time.
- Referencing Clause 3.4(b)(ii) - Appointment of Temporary CEO – it may be interpreted that multiple persons may be appointed to the Temporary CEO role at the same time.
- If the City's intention under these policy clauses is that multiple employees could be appointed to the position of CEO at the same time, this is likely to create risks that each of those appointed will not have clear accountability for who has authority as the CEO and in what capacity in regard to what duties and functions at a given time during their period of appointment.
- Clarity should be provided that multiple employees may be appointed as Acting or Temporary CEO for successive, or separate, periods.

It is considered that the Policy fulfils the requirements of the legislation and the City given:

- S5.36 of the Act requires a local government to employ *"a person to be the CEO of the local government"*. The singular wording supports the concept of a single CEO office.

- S5.39C refers to the appointment of an employee "to act in the position of CEO" or the temporary employment of a person *"in the position of CEO"* for up to one year, again treating CEO as a single position.

The Policy could not envisage multiple people acting in the CEO role at the same time as the legislation does not provide for this to occur given the singular wording of the Act. If it is considered that the Policy requires amendment to clarify that appointments are to be made for separate defined periods, then such an amendment can be supported.

It is suggested that to provide absolute clarity the following clauses be amended to read as follows:

3.3. Appointment of Acting CEO — periods greater than 35 days but less than 12 months:

a. Where the CEO's extended period of leave is greater than 35 days but less than 12 months, Council is to appoint an Acting CEO in accordance with one of the following options:

ii. Appoint another employee, or multiple employees listed in clause 3.1(b) for ~~a~~ separate defined periods to ensure the CEO position is filled continuously for the extended period of leave; or

3.4. Appointment of Temporary CEO – substantive vacancy:

b. Council when determining to appoint a Temporary CEO, may either:

ii. appoint multiple employees listed in clause 3.1(b) as the Temporary CEO for ~~a~~ separate defined periods, and until such time that a new substantive CEO has commenced their employment with the City;

Issues and options considered

Council can either:

- note the *Appointment of an Acting or Temporary Chief Executive Officer Council Policy* without amendment
  or
- approve the revised *Appointment of an Acting or Temporary Chief Executive Officer Council Policy*.

Legislation / Strategic Community Plan / Policy implications

Legislation Sections 5.39(1a)(a) and 5.39C of the *Local Government Act 1995.*

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

Policy *Appointment of Acting or Temporary CEO Council Policy.*

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

Risk	**DECISIONS**	**WORKFORCE**	**REPUTATION**
Risk Event Description	Ineffective / improper decision making	Inability to attract or retain skilled and competent workforce	Loss of community trust
Risk Responsibility	Director Governance and Strategy		Chief Executive Officer
Residual Risk	High		
Control Effectiveness	Strong		
Risk Appetite	High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels.		
Risk Control	The relevant control, to mitigate risk, is the provision of a report that supports informed decision making and provides clarity around temporary leadership arrangements.		

Other risk information

Adoption of the Policy reduces the risk of the City not having a process in place for the appointment of an acting or temporary Chief Executive Officer, which is also required by legislation.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The City's *Appointment of an Acting or Temporary Chief Executive Officer Council Policy* is required as a result of changes to the *Local Government Act 1995*, and the inclusion of section 5.39C requiring local governments to prepare and adopt a policy that sets out the process to be followed in relation to the appointment of an acting or temporary Chief Executive Officer.

S2.7 (2)(a) of the *Local Government Act 1995* provides that the Council's governing role includes determining the local government's policies. It is therefore a matter for Council to consider whether amendment or provision of clarity regarding elements of the policy are required.

VOTING REQUIREMENTS

Simple Majority.

The Director Governance and Strategy and Director Planning and Community Development left the Room at 6.43pm.

OFFICER'S RECOMMENDATION MOVED Cr Fishwick, SECONDED Cr Vinciullo that Council ADOPTS BY AN ABSOLUTE MAJORITY the revised *Appointment of an Acting or Temporary Chief Executive Officer Council Policy* provided as Attachment 1 to this Report.

The Motion was Put and CARRIED (5/0)

In favour of the Motion: Cr Pizzey, Cr Chester, Cr Fishwick, Cr Gould and Cr Vinciullo.
Against the Motion: Nil.

ATTACHMENTS

1. Appointment of an Acting or Temporary Chief Executive Officer Council Policy Propose [**8.8.1** - 4 pages]

The Director Governance and Strategy and Director Planning and Community Development entered the Room at 6.45pm.

9 URGENT BUSINESS

Nil.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

11 REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Nil.

12 CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 6.46pm the following Committee Members being present at that time:

CR REBECCA PIZZEY
CR BETTINA GOULD
CR RUSS FISHWICK, JP
CR JOHN CHESTER
CR PHILLIP VINCIULLO

10 AUGUST 2026 - POLICY COMMITTEE - AGENDA ATTACHMENTS

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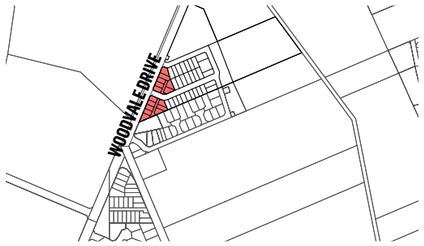
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LOCATION PLAN



LEGEND

- Local Development Plan Area
- Primary Street Frontage
- Vehicle Access Point
- Pedestrian Access Point
- Preferred Private Open Space Location
- Bin Pad Locations
- Location of Front Fencing if Provided

LDP PROVISIONS

This Local Development Plan (LDP) and requirements detailed below relate to Western Australian Planning Commission (WAPC) approved subdivision of lot 9000 Woodvale Drive, Woodvale (WAPC Reference 27-26).

Where a development standard is specifically stipulated within this LDP, that standard prevails over the requirements of Residential Design Codes of WA (R-Codes), and any requirements of LPS3. For all other matters not addressed in the LDP, the requirements of the R-Codes, local and state planning policies apply where relevant.

Appearance and Streetscape

1. For the purpose of the R-Codes Part B 5.2.3 Street surveillance and Part C - 3.6 Streetscape, Woodvale Drive is designated as the primary street frontage for lots abutting Woodvale Drive.
2. Where provided, front fencing within the Woodvale Drive street setback area is to include a pedestrian gate/access point to allow direct pedestrian access from Woodvale Drive. Any front fencing is to be visually permeable in accordance with the relevant provisions of the R-Codes.
3. For lots abutting Woodvale Drive, private open space is to be located behind the dwelling.

Vehicle Access

4. Vehicle access to be in accordance with the nominated location of this Local Development Plan.

ENDORSEMENT TABLE

This LDP has been approved by the City of Joondalup under clause 52 (1) (a) of Schedule 2 - Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, City of Joondalup Local Planning Scheme No. 3.

..... Signature

..... Date

Note: This LDP is valid until xyz, being 10 years from the original approval date of xyz.

URBIS

Local Development Plan

LOT 9000 WOODVALE DRIVE, WOODVALE

Level 8, 1 William Street | Perth WA 6000 Australia | +61 8 9346 0500 | URBIS Ltd | ABN 50 105 256 228

CLIENT

RiverSwan Holdings

1:750 @ A3

0 5 10 15m

PROJECT NO. P0048990

DATE 04/06/2026

DRAWING NO. 07

REVISION C

PROPOSED LOCAL DEVELOPMENT PLAN – LOT 9000 (95) WOODVALE DRIVE, WOODVALE

SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING

NO	OVERALL POSITION	SUMMARY OF SUBMISSION	ADMININSTRATION COMMENTS
1.	Oppose	• Impact on environment. • Displacement of fauna.	• Whilst these matters are not relevant to the proposed local development plan, it is noted that subdivision approval for the subject site includes conditions relating to wetland and revegetation management, tree retention and fauna management. These matters can be sufficiently addressed through the subdivision conditions and are not required to be addressed through the local development plan.
2.	Oppose	• Will this land just be for residential purposes? • Will it be for Council housing?	• The local development plan area is zoned Residential under the City's *Local Planning Scheme No. 3*. • The tenure of future dwellings is not a relevant planning consideration.
3.	Oppose	• Impact on traffic.	• Whilst this matter is not relevant to the proposed local development plan, it is noted that the subdivision layout, including the road configuration, has been approved by the Western Australian Planning Commission through the relevant subdivision approvals. The road configuration has been assessed through a Transport Impact Assessment, with overall traffic impacts associated with the subdivision deemed minimal.
4.	Oppose	• The local development plan does not show the location of trees to be retained in accordance with the subdivision conditions and engineering plans. As such, it is not possible to comment on the suitability of the local development plan.	• Subdivision approval for the subject site includes a condition requiring certain trees on site, and within the adjoining Woodvale Drive road reserve, to be retained. The conditions of subdivision approval requiring the preparation of a local development plan do not require tree retention to be shown on the local development plan. Notwithstanding, it is noted that the locations of trees to be retained do not interfere with proposed bin pad locations or vehicle access points shown on the proposed local development plan.
5.	Support	• No comment provided.	• Noted.
6.	Oppose	• Impact on environment.	• Whilst this matter is not relevant to the proposed local development plan, it is noted that subdivision approval for the subject site includes conditions relating to wetland and revegetation management, tree retention and fauna

PROPOSED LOCAL DEVELOPMENT PLAN – LOT 9000 (95) WOODVALE DRIVE, WOODVALE

SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING

NO	OVERALL POSITION	SUMMARY OF SUBMISSION	ADMININSTRATION COMMENTS
			management. These matters can be sufficiently addressed through the subdivision conditions and are not required to be addressed through the local development plan.
7.	Oppose	• Impact on traffic. • Waterview Drive does not need to extend into the subdivision area.	• Whilst these matters are not relevant to the proposed local development plan, the subdivision layout, including the road configuration, has been approved by the Western Australian Planning Commission through the relevant subdivision approvals. The road configuration has been assessed through a Transport Impact Assessment, with overall traffic impacts associated with the subdivision deemed minimal.
8.	Oppose	• Opposed to two-storey dwellings being developed on the subject site due to impact on solar access and building bulk.	• Any residential development on the subject site would need to meet the building height, building setback and solar access requirements of the Residential Design Codes Volume 1.

Luisini Winery Group

LHS No. 11.
Place No. (inHerit): P02676



Place Details			
Former and other names			
Street Address	10 Lakeway Drive		
Locality	Kingsley		
Location Description	Bounded by Hocking Road, Lakeway Drive and Lake Goollelal		
GIS coordinates	-31.80512905, 115.81551525		
Reserve No.	49976	**Diagram/Plan No.**	P060778
Lot No.	801	**Vol/Fol**	LR3155/584
Place Type	Group of Buildings		
Original Use	Farming/Pastoral – Other - See Historical Notes		
Current Use	Social/Recreational		
Statutory Listings	State Register of Heritage Place (16/03/2001)		
Other Heritage Surveys	Local Heritage List 1/11/2009 Classified by the National Trust of Australia (WA) – 5 Dec 1988		

Cultural Heritage Significance	
Statement of Significance	The following is extracted from the 'Luisini Winery Group (P02676), State Register of Heritage Places assessment documentation, 16 March 2001. Luisini Winery Group, consisting of the surviving 1929, concrete block with corrugated galvanised roof, winery building, other structures and features associated with the former operation of the winery, together with the remaining introduced vegetation, natural vegetation and landscape, has cultural heritage significance for the following reasons: the place is associated with the agricultural development of the Wanneroo district, and the dominant Italian occupation of the area from the 1920s through to the 1960s for market gardening; the winery was formerly the largest privately owned winery in Western Australia, operating between 1929 and 1986. It was established by Ezio Luisini, an important patron of the Italian community in Western Australia; from 1929 to the 1960s, the place was a well-known as the first place of employment in Western Australia for many new Italian migrants; the 1929 winery building is a representative industrial building that displays a method of wine production and distillation that is no longer practiced in Western Australia. The still equipment is the last one of its kind in the Metropolitan Area; and, the area surrounding Luisini Winery has the potential to reveal archaeological deposits relating to Italian migrants, the daily activities of the winery and the vernacular construction of the buildings.
Values	Aesthetic, Historic, Scientific, Social, Rarity, Representativeness
Level of Significance	Exceptional - Essential to the heritage of the City of Joondalup. Rare or outstanding example.
Classification and Management	Category 1 - Conservation of the place is essential. The place should be retained and conserved. Any alterations or extensions should reinforce the significance of the place and be in accordance with a Conservation Plan (if one exists).

Physical Description			
Construction Materials	Walls: Concrete - Block Roof: Metal - Corrugated Iron Other: Brick		
Architectural Period	Inter-War (c.1915-c.1940)	**Architectural Style**	N/A
Demolished	No	**Year of demolition**	N/A
Description	Luisini Winery Group is situated on the banks of Lake Goollelal. All that remains as evidence of the former winery is a 1929 concrete block building with a corrugated galvanised roof. It is set in an area of introduced vegetation, natural vegetation and landscaping. In June 2023 the site is surrounded by mesh link fencing, and is about to undergo a major redevelopment.		
Condition	Poor – *assessed from street view only*		

Historical Description		
Heritage Themes	Peopling WA - Demographic Development Integrated Stories - Non-British Migrants Economy - Rural Occupations International Links	
Construction Date/s	1929	
Associations	Architect:	
	Builder:	
	Previous owners or occupants:	Ezio Luisini
	Other:	

Historical Notes	The winery was established by Ezio Luisini, who settled in the area in 1924. The winery operated from 1929 until 1986 and was at one time the largest privately owned winery in WA. It operated as a sideline to his wine cellar on William Street in Perth. Ezio Luisini became an important patron of the Italian community in WA, and his wine cellar was a well-known landmark for the Italian community, especially for new migrants. Ezio Luisini died in 1964. The business was taken over by his nephew Ernie Mondello. By the 1980s the winery succumbed to pressures of surrounding urban development. In 1988 the land was redeveloped into suburban lots. Wine sales continued from the winery building until 1989, and then the winery closed. All buildings associated with the winery were demolished in 1989 with the exception of the main cellar which contains the original 1929 section and 1950s additions. The place was purchased by the State Government in 1989, and has been closed to the public since. In 2001 the National Trust took up a lease to investigate the place's future potential. In June 2023 the State Government announced that Luisini Winery will undergo a multi-million dollar conversion into an eatery as part of a broader revamp of Yellagonga Regional Park that will include the installation of a nature playground and boardwalk in partnership with the Department of Biodiversity, Conservation and Attractions. The WA Government will invest $8.5m over four years to improve and protect the Yellagonga Regional Park. The redevelopment will be carried out in a public-private partnership between the National Trust of Western Australia and Be Our Guest Holdings, with the restaurant component expected to take around 18 months to complete. Plans for the site include preserving most of the concrete wine barrels and honouring the current hand-built structures by reusing limestone walls, wooden eaves and steel doors. The overarching vision for the place is 'to help create a Kings Park of the north by including an all-abilities nature playground on the banks of Lake Goollelal, with signage in Aboriginal, English and Italian.'
Historical Photos	 *Luisini Winery in 1986. (City of Joondalup Local History Collection P02360)*

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ Palassis Architects, 'Luisini Winery, Lakeway Drive, Kingsley, Western Australia: Conservation Plan', for the Western Australian Planning Commission, 2000. ▪ Heritage Council of Western Australia, 'Luisini Winery Group (P02676)', State Register of Heritage Places assessment documentation, 16 March 2001: ▪ 'The Luisini Winery: Redevelopment Study and Recommendations,' Report by Asset Research, March 2001, prepared for the National Trust of Western Australia. ▪ 'Heritage winery to shine in Yellagonga Regional Park'. Media Statement, 18 June 2023, Cook Labor Government:

Additional Current Photos	
	
	

Lake Joondalup Reserve

LHS No. 06.
Place No. (inHerit): P09486



Place Details			
Former and other names	Bush Forever Area 299		
Street Address	580 Joondalup Drive		
Locality	Joondalup		
Location Description	Yellagonga Regional Park		
GIS coordinates	-31.74734738, 115.78645876		
Reserve No.	43290	**Diagram/Plan No.**	192002
Lot No.	12050	**Vol/Fol**	LR3104/281
Place Type	Large Conservation Area		
Original Use	Park/Reserve		
Current Use	Park/Reserve		
Statutory Listings	N/A		
Other Heritage Surveys	RHP Does not warrant assessment (28 Jun 2019) Register of the National Estate, Registered (21/03/1978) Place ID 10759.		

Cultural Heritage Significance	
Statement of Significance	Lake Joondalup Reserve has social significance for its long and continued connection to Country for Noongar people. The place may have scientific research value for the archaeological potential demonstrating evidence of use. Lake Joondalup Reserve has aesthetic significance as a landscape with natural vegetation, lake and wetlands. As an environmental conservation area the lake is outstanding for the number and variety of its waterbirds.
Values	Aesthetic, Scientific, Social
Level of Significance	Considerable - Very important to the heritage of the City of Joondalup.
Classification and Management	Category 2 - Conservation of the place is highly desirable. The place should be retained and managed sensitively. For buildings, this means original fabric should be retained; and any alterations or extensions should reinforce the significance of the place.

Physical Description			
Construction Materials	Walls: N/A		
	Roof: N/A		
	Other: N/A		
Architectural Period	N/A	**Architectural Style**	N/A
Demolished	No	**Year of demolition**	N/A
Description	Lake Joondalup Reserve has social significance for its long and continued connection to Country for Noongar people. The place may have scientific research value for the archaeological potential demonstrating evidence of use. Lake Joondalup Reserve has aesthetic significance as a landscape with natural vegetation, lake and wetlands. As an environmental conservation area the lake is outstanding for the number and variety of its waterbirds.		
Condition	*N/A*		

Historical Description		
Heritage Themes	Environment Integrated Stories - Aboriginal People	
Construction Date/s	N/A	
Associations	Architect:	
	Builder:	
	Previous owners or occupants:	
	Other:	
Historical Notes	The original inhabitants of this area were Whadjuk and Yued Noongar people. Yellagonga, a prominent and highly regarded Aboriginal Elder, was the leader of his family group, the Oor-dal-kalla people. It is from the Oor-dal-kalla people that Joondalup derives its name. The Noongar word 'Doondalup' means 'the lake that glistens'. The region was still predominately bush in 1914 and the local Noongar people were still living a traditional lifestyle, especially around Lake Joondalup. In 1975 under the Metropolitan Regional Scheme most of the land which now comprises of Yellagonga Regional Park were reserved as 'Parks and Recreation'. Since then most of the private lands within the park have been acquired by State planning authorities. The Park was named 'Yellagonga Regional Park' in 1990 to honour Yellagonga. The current reserve of 27.1146ha was gazetted on 30 May 1995. 'Bush Forever' was a strategic plan released in 2000 for the conservation of bushland within the Swan Coastal Plain portion of the Perth Metropolitan Region. A key objective of Bush Forever was to retain the Swan Coastal Plain's rich biodiversity by protecting, where possible, representative areas of each of the 26 naturally occurring unique vegetation types (called 'vegetation complexes') that occur within the Swan Coastal Plain portion of the Perth Metropolitan Region. Yellagonga Regional Park was designated as Bush Forever Area 299 in 2000. In 2023 Lake Joondalup Reserve is part of Yellagonga Regional Park, one of eleven regional parks within the Perth metropolitan area.	

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ Pratt, S, 'City of Joondalup and Wanneroo snapshot', City of Joondalup, no date. ▪ Australian Heritage Database, Department of Climate Change, Energy, the Environment and Water, 'Lake Joondalup Reserves, Wanneroo, WA, Australia', Place ID 10759. ▪ Martinick, W. G, 'City of Wanneroo Inventory of Heritage Places', 1994, pp. 76, 84-85. ▪ Department of Environmental Protection, 'Bush Forever,' Government of Western Australia, 2000. ▪ Western Australian Land Information Authority, Reserve Information.

Additional Current Photos







Neil Hawkins Park, Joondalup

LHS No. 07.
Place No. (inHerit): P09489



Place Details			
Former and other names	Old North Stock Route		
Street Address	202 Boas Avenue		
Locality	Joondalup		
Location Description	Yellagonga Regional Park		
GIS coordinates	-31.74564166, 115.77925156		
Reserve No.	28544	**Diagram/Plan No.**	P182909
Lot No.	8202	**Vol/Fol**	LR3046/50
Place Type	Urban Park		
Original Use	Farming/Pastoral		
Current Use	Park/Reserve		
Statutory Listings	Aboriginal Cultural Heritage Register – 'Waugal Cave', Site ID 17498 (Creation / Dreaming Narrative; Modified Tree; Other; Water Source)		
Other Heritage Surveys	N/A		

Cultural Heritage Significance	
Statement of Significance	Neil Hawkins Park, Joondalup has social significance for its long and continued connection to Country for Noongar people and may have scientific significance for its research value for the archaeological potential demonstrating evidence of use. It has aesthetic significance for its natural bushland and vegetation. The place has historic significance for its association with the period in which pastoralists travelled the Northwest Stock Route and made use of a watering point and well located on the site.
Values	Aesthetic, Historic, Scientific, Social
Level of Significance	Considerable - Very important to the heritage of the City of Joondalup.
Classification and Management	Category 2 - Conservation of the place is highly desirable. The place should be retained and managed sensitively. For buildings, this means original fabric should be retained; and any alterations or extensions should reinforce the significance of the place.

Physical Description			
Construction Materials	Walls: N/A		
	Roof: N/A		
	Other: N/A		
Architectural Period	N/A	**Architectural Style**	N/A
Demolished	No	**Year of demolition**	N/A
Description	Neil Hawkins Park is a landscaped area of 5.5ha on the western shore of Lake Joondalup, set among a natural bushland reserve. Playground facilities, parking and barbeque facilities are provided in this recreational space. The park features a dual limestone staircase leading towards the lake, that provides an alcove for the bronze statue 'Bibulmun woman'. The park also features a wooden jetty that extends out over the edges of the lake for bird watching.		
Condition	*N/A*		

Historical Description		
Heritage Themes	Environment Economy - Rural Occupations Cultural Life - Recreation – Arts, Culture and Entertainment	
Construction Date/s	1880s; 1979	
Associations	Architect:	
	Builder:	
	Previous owners or occupants:	
	Other:	Neil Hawkins
Historical Notes	The original inhabitants of this area were Whadjuk and Yued Noongar people. Yellagonga, a prominent and highly regarded Aboriginal Elder, was the leader of his family group, the Oor-dal-kalla people. It is from the Oor-dal-kalla people that Joondalup derives its name. The Noongar word 'Doondalup' means 'the lake that glistens'. A cadastral map dated 1890 indicates that most of the land along the coast and around the circular lakes was leased for pastoral purposes by 1880. The Crown land was at first used by farmers without authority. Dairy farmers settled along the linear lakes while the rest of the district developed mainly for pastoral use. Pastoral leases were of a minimum of 3,000 acres and an area called Reserve 313A was allocated as a 'watering place for stock'. A stock route between Sorrento and Dongara had been developed to the west of present Wanneroo Road and then west of Lake Joondalup, with usage peaking around 1884. In 1889 it was widened to about 800m and was gazetted in 1889 as freehold land. The original 5.5ha reserve was gazetted on 2 June 1967 for recreation. A portion of it was for the purpose 'Camping (Boy Scouts)' and was a popular camping place. Neil Hawkins Park was established in UNESCO's 'Year of the Child' in 1979 as a joint venture between the Metropolitan Region Planning Authority (MRPA), Shire of Wanneroo and the Joondalup Development Corporation. Neil Hawkins was a former Chairman of the MRPA. He visited the park in 1982 for a special tree planting ceremony and planted the first of 2,000 trees on the foreshores of Lake Joondalup. Trees were supplied by the Joondalup Development Corporation. On 17 January 2000 the vesting was changed from the City of Wanneroo to the City of Joondalup. Neil Hawkins Park now forms the starting point for the Yaberoo Budjara Heritage Trail that runs through Yellagonga Regional Park, Neerabup National Park and into Yanchep National Park. The name Yaberoo Budjara is translated as the land (Budjara) of the people of north of Perth (Yaberoo). The 28km walking trail opened in 1988 and highlights features of natural, Aboriginal and historic significance. It is based on the tracks made by Yellagonga and his group that linked together the linear lakes of the coastal plain. Neil Hawkins Park features the bronze sculpture of a Bibbulmun woman and a dingo, created by Rod Corbett and installed in 1988. The statue denotes the importance of the area to Noongar people. 'Bibul' means 'breast', hence the Bibbulmun group name which indicates a matrilineal society, with succession from the mother's line.	

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ City of Wanneroo, 'Yaberoo Budjara Heritage Trail', ▪ Martinick, W. G, 'City of Wanneroo Inventory of Heritage Places', 1994, p. 144. ▪ Chambers, Adrian, 'The Pioneers: a story of Wanneroo', 1991, pp.146-147. ▪ City of Joondalup, Local History Collection, 'Ephemera C3212'. ▪ City of Joondalup, Local History Collection, 'Newspapers N136 (ca. 1988; ca. 1994)'. ▪ City of Joondalup, Local History Collection, 'Picture Joondalup: P00152, P03220, P02511'. ▪ Monument Australia, 'Bibulmun woman': ▪ Western Australian Land Information Authority, Reserve Information.

Additional Current Photos







Shepherds Bush Reserve, Kingsley

LHS No. 10.
Place No. (inHerit): P09487



Place Details			
Former and other names	Bush Forever Area 39		
Street Address	59 Shepherds Bush Drive		
Locality	Kingsley		
Location Description	Bounded by Newhaven Place to the north, Barridale Drive to the east, Robertson Road Cycleway to the south and Shepherds Bush Drive to the west.		
GIS coordinates	-31.80987363, 115.79452977		
Reserve No.	26052	**Diagram/Plan No.**	P220959
Lot No.	10406; 7265	**Vol/Fol**	LR3122/642
Place Type	Large Conservation Area		
Original Use	Park/Reserve		
Current Use	Park/Reserve		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

Cultural Heritage Significance	
Statement of Significance	Shepherds Bush Reserve, Kingsley has aesthetic significance for its natural bush landscape and vegetation, and for its classification as a conservation reserve. The place has social significance as a passive recreational area central to a residential area with associations to the local community who purchased land there due to the proximity of the reserve.
Values	Aesthetic, Social
Level of Significance	Considerable - Very important to the heritage of the City of Joondalup.
Classification and Management	Category 2 - Conservation of the place is highly desirable. The place should be retained and managed sensitively. For buildings, this means original fabric should be retained; and any alterations or extensions should reinforce the significance of the place.

Physical Description			
Construction Materials	Walls: N/A		
	Roof: N/A		
	Other: N/A		
Architectural Period	N/A	**Architectural Style**	N/A
Demolished	No	**Year of demolition**	N/A
Description	Shepherds Bush is located within the Spearwood Dune System and comprises of sand derived from Tamala Limestone. It contains vegetation characteristic of the northern Swan Coastal Plain including regionally significant Banksia and Jarrah open woodland with the occasional Allocasuarina fraseriana (Sheoak) and tuart tree. Vegetation is relatively pristine in the interior and west. The reserve covers 14.3662ha of bushland and is bounded by Newhaven Place to the north, Barridale Drive to the east, Robertson Road Cycleway to the south and Shepherds Bush Drive to the west. The Barridale Drive side has some urban landscaping with paths and a grassed area, with angle parking along the boundary. There is also a playground and large grassed recreation oval.		
Condition	Good – *assessed from street view only*		

Historical Description		
Heritage Themes	Environment	
Construction Date/s	2000	
Associations	Architect:	
	Builder:	
	Previous owners or occupants:	
	Other:	
Historical Notes	The suburb of Kingsley is thought to be named after the village of Kingsley, near Winchester in County Hampshire, England. George Shenton, who leased land in the area, was from this village but the connection has yet to be confirmed. It is thought that Shepherd's Bush was subsequently named after a district of London, in keeping with the English theme. A reserve was gazetted on 08 September 1961. The following year the Metropolitan Region Scheme (MRS) was established, setting out the broad pattern of land use for the whole Perth Metropolitan Region, at which time the area was zoned as Urban, putting the area under development pressure. On 12 October 1979 the reserve was set aside for Recreation. Up until the early-1970s, Kingsley was primarily rural, used for stock grazing and market gardening. By 1979 Whitfords Avenue had been built and a small suburban development was formed south of it, forming the now western boundary of a much larger reserve than now exists. The northern and eastern boundaries of the original reserve was developed intensively between 1985 and 1995, leaving the current reserve parameters. The suburb had a rich bush presence which attracted many of the first settlers to the area. The area was described by Conservation and Land Management in 1987 as having flora generally of high-quality, enough to warrant conservation. 'Bush Forever' was a strategic plan released in 2000 for the conservation of bushland within the Swan Coastal Plain portion of the Perth Metropolitan Region. A key objective of Bush Forever was to retain the Swan Coastal Plain's rich biodiversity by protecting, where possible, representative areas of each of the 26 naturally occurring unique vegetation types (called 'vegetation complexes') that occur within the Swan Coastal Plain portion of the Perth Metropolitan Region. Shepherds Bush was designated as Bush Forever Area 39 in 2000. The MRS Amendment 1082/33 – Bush Forever and Related Lands (2010) amended the zoning from 'Urban' to 'Parks and Recreation'.	

Historical Notes	On 14 January 2000 the vesting was changed from the City of Wanneroo to the City of Joondalup. Within the 'Perth and Peel Green Growth Plan for 3.5million' released in December 2015 by the West Australian State Government, Shepherds Bush was included as a proposed specific conservation commitment, to be classified as a 'conservation reserve'. In 2016, the 'Shepherds Bush Reserve Management Plan' was developed by the City of Joondalup. To inform the report, a flora, fauna and fungi survey was conducted in spring 2015. The results of this survey were combined with previous surveys to develop a comprehensive species list and ecological assessment of the site. The majority of the native vegetation on site is in very good or good condition and surveys have identified 110 native flora species (including one priority species and two significant species of the Perth Metropolitan Region), two native mammals, 29 native birds (including two species of conservation significance), 10 native reptile species and 34 native invertebrates. In 2023, Shepherds Bush is Crown Land, managed by the City of Joondalup and reserved for the purposes of Parks and Recreation. It is classified as a Major Conservation Area and is ranked in the City of Joondalup's top five bushland natural areas due to its high biodiversity values.

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ Western Australian Land Information Authority, Landgate Map Viewer Plus. ▪ City of Joondalup, 'Shepherds Bush Reserve Management Plan', Perth, 2016. ▪ Martinick, W.G, 'City of Wanneroo Inventory of Heritage Places', 1994, pp. 74-75. ▪ Department of Environmental Protection, 'Bush Forever,' Government of Western Australia, 2000. ▪ Western Australian Land Information Authority, Reserve Information.

Additional Current Photos



Boundary of Shepherds Bush Reserve (Bush Forever Area 39)

Galaxy Drive-In Cinema, Kingsley

LHS No. 09.
Place No. (inHerit): P26079



Place Details			
Former and other names			
Street Address	159 Goollelal Drive		
Locality	Kingsley		
Location Description			
GIS coordinates	-31.80525425, 115.80706321		
Reserve No.		**Diagram/Plan No.**	D031149
Lot No.	26	**Vol/Fol**	1828/643
Place Type	Other Structure		
Original Use	Social/Recreational	Theatre or Cinema	
Current Use	Social/Recreational		
Statutory Listings	N/A		
Other Heritage Surveys	RHP - To be assessed 22 Feb 2019		

Cultural Heritage Significance	
Statement of Significance	The Galaxy Drive-In Cinema has historic significance as one of the last drive-ins built and is representative of an iconic place type from a specific time period. It has rarity value as the only remaining drive-in located in the Perth metropolitan area. It has social significance to the local and wider community for its continuity of use.
Values	Historic, Social, Rarity, Representativeness
Level of Significance	Considerable - Very important to the heritage of the City of Joondalup.
Classification and Management	Category 2 - Conservation of the place is highly desirable. The place should be retained and managed sensitively. For buildings, this means original fabric should be retained; and any alterations or extensions should reinforce the significance of the place.

Physical Description			
Construction Materials	Walls: N/A		
	Roof: N/A		
	Other: N/A		
Architectural Period	Late Twentieth Century (1960-)	**Architectural Style**	N/A
Demolished	No	**Year of demolition**	N/A
Description	The Galaxy Drive-In Cinema is located on a 1.5ha lot in Kingsley opposite Lake Goollelal. The place consists of a drive-in screen in one corner of the lot, with the projection house in the opposite corner. The projection house is a red brick, single storey building that also contains the café and toilet block. The surface of the lot is coated with bitumen tarmac, with upright speaker stands at regular intervals across the lot. The screen is made from steel frame with a flat white screen at the front. The entrance to the drive-in is via an uphill road, which results in an elevated view across the lake area. The entrance is via two large, steel gates. Prior to development of the adjacent residential lot, both gates led into the drive-in area. Access is currently via the left gate. The perimeter shows a neon sign advising that this is the Galaxy Drive-In. The entire lot is surrounded by vegetation and a blue Colorbond fence.		
Condition	Fair – *assessed from street view only*		

Historical Description		
Heritage Themes	Peopling WA - Demographic Development Cultural Life - Recreation – Arts, Culture and Entertainment	
Construction Date/s	1972	
Associations	Architect:	
	Builder:	
	Previous owners or occupants:	
	Other:	
Historical Notes	The boom of Perth's suburban drive-ins began with the opening of 'The Highway', Bentley, in October 1955. Over the following two years, three more drive-ins were opened, reaching a combined capacity of 6,000 cars. Within four years there were no less than ten drive-ins in Perth. In 1957 Perth's fifth drive-in, the Metro of Innaloo, opened with considerable fanfare. A throng of 300 people were invited to the gala opening, including members of Parliament, civic leaders, heads of commerce and of industry. In all, eight drive-in cinemas opened in Perth metropolitan area in the 1950s, a further nine in the 1960s, and five in the 1970s. This included the Galaxy Drive-in Cinema at Kingsley. In country areas the introduction of drive-in cinemas was slower, with just three established in the 1950s. This changed rapidly and numbers soon grew to more than sixty in regional areas by the late-1960s. The Galaxy Drive-in Cinema in Kingsley was built in 1972, at a time when the introduction of color TV, combined with the rise in property values, caused city drive-ins to decline. At the time the area surrounding the Galaxy Drive-in was undeveloped bushland. By the end of 1970s, Whitfords Avenue had been constructed to the north, and the nearby areas had been cleared for residential development to commence in the early-1980s. During the mid-1990s the northern portion of the Galaxy Drive-in car park was subdivided and sold, with new houses being constructed on the land. The semicircular car parking space was made smaller, but the café, toilet block and screen were not relocated to accommodate the reduction in parking. Apart from this subdivision, little has changed to the Galaxy Drive-in since its construction. The predominant change has occurred in the delivery of sound associated with the cinematography: film sound is no longer projected into cars via speaker poles, it is now delivered through car radios. In 2023, the Galaxy Drive-In Cinema is rare as the only one in operation in the Perth metropolitan area. There are only two surviving country drive-ins; at Koorda (constructed 1965) and Port Denison (constructed 1966). The Galaxy Drive-In offers a regular screening of movies and is a popular entertainment venue.	

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ Western Australian Land Information Authority, Landgate Map Viewer Plus. ▪ Honniball, J. H. M., 'The Cinemas of South Perth.' South Perth: The Vanishing Village, City of South Perth Historical Society, 2002, p. 22. ▪ Richardson, J, 'Movies under the Stars: Drive ins and Modernity,' Continuum 1, no. 1, 1988, (p.111–15), https://doi.org/10.1080/10304318809359323 ▪ DriveInMoview.com: https://www.driveinmovie.com/Australia

Additional Current Photos







Hepburn Heights, Padbury

LHS No. 16.
Place No. (inHerit): P04522



Place Details			
Former and other names	Hepburn Conservation Area; Pinnaroo Park; Bush Forever Area 303		
Street Address	319 Hepburn Avenue		
Locality	Padbury		
Location Description	Bounded by Hepburn Avenue to the south, Parkinhurst Rise to the east, and linkage to the Pinnaroo Valley Memorial Park to the north		
GIS coordinates	-31.81641931, 115.77151434		
Reserve No.	42987	**Diagram/Plan No.**	P218324
Lot No.	11900	**Vol/Fol**	LR3117/18
Place Type	Large Conservation area		
Original Use	Park/Reserve		
Current Use	Park/Reserve		
Statutory Listings	N/A		
Other Heritage Surveys	National Trust of Australia (WA) - Classified {Landscape} 02 Dec 1991 Register of the National Estate Interim List 30 June 1992 Place ID 18055		

Cultural Heritage Significance	
Statement of Significance	Hepburn Heights has scientific significance for its biodiversity and the habitat it provides to a variety of species. It has aesthetic significance for its natural bush landscape and vegetation, and historic and social significance as the site of natural bushland area retained in the face of development as a result of community action.
Values	Aesthetic, Historic, Scientific, Social
Level of Significance	Considerable - Very important to the heritage of the City of Joondalup.
Classification and Management	Category 2 - Conservation of the place is highly desirable. The place should be retained and managed sensitively. For buildings, this means original fabric should be retained; and any alterations or extensions should reinforce the significance of the place.

Physical Description			
Construction Materials	Walls: N/A		
	Roof: N/A		
	Other: N/A		
Architectural Period	N/A	**Architectural Style**	N/A
Demolished	No	**Year of demolition**	N/A
Description	Hepburn Heights is comprised of a prominent wooded hill in the south, and the southern and western slopes of a valley in the north. A total of 314 species of flora have been recorded, including 250 native species. The fauna of the area are typical of the jarrah and banksia woodlands of the northern Swan Coastal Plain. The area is fully fenced to ensure fauna is protected, and limestone pathways invite visitors and bush walkers. Interpretive signage provides an overview of the species located within the conservation area.		
Condition	N/A		

Historical Description		
Heritage Themes	Environment	
Construction Date/s	1993	
Associations	Architect:	
	Builder:	
	Previous owners or occupants:	
	Other:	
Historical Notes	In May 1972 Hepburn Heights land was transferred to the Crown and vested as a 'C' Class Reserve. The purpose of Crown Reserve 33286 was for tertiary education (Government Gazette, 6 April 1973.) It was anticipated that a tertiary facility would be built on the site, with considerable bushland left in its natural state. This view was widely held until 1987, when State Planning Minister Bob Pearce announced plans to develop Hepburn Heights Bushland for housing. Following the announcement, concerned community members formed the Hepburn Woodlands Preservation Group. In May 1988, the City of Wanneroo supported the rezoning of Hepburn Heights from Public Purpose to Residential, despite growing community concerns. This was evidenced when Opposition Leader Barry McKinnon presented 12, 928 signatures to State Government opposing development. The City of Wanneroo subsequently revoked its decision in June of the same year, and the matter was referred back to the City's Town Planning Committee. The petition requested the Government undertake an Environmental Protection Authority (EPA) Survey of the bushland, but in July 1988 the EPA noted that there was no environmental reason to prevent development. By July 1989 LandCorp was presenting development options to the Planning Minister, Pam Beggs. In a report leaked to 'The West Australian' newspaper in December 1989, Kings Park Board Botanist Kingsley Dixon declared Hepburn Heights Bushland healthier than Kings Park. Dr Dixon went on to comment that the team who had assessed the bushland was impressed with its environmental value and reserve potential. The City of Wanneroo continued to oppose State Government plans to develop the site. The 1990s saw the continued fight by residents for the retention of Hepburn Heights Bushland. Plans for development of the site wavered from Homeswest housing, an aged care facility, and a mosque, while City of Wanneroo Councillors' admonished State Government for overlooking the site as a potential wildflower tourist attraction. The battle between the State Government and the Wanneroo Council over the validity of amendments to the Metropolitan Region Scheme escalated to such a point that a Supreme Court hearing was scheduled for 20 March 1991. Faced with exorbitant costs, Wanneroo City Council dropped legal action to prevent development.	

Historical Notes	The battle turned to 'residents versus bulldozers', with clearing of the Hepburn Heights Bushland commencing in April 1991. Landcorp defends its proposal to turn the bushland into a residential area despite receiving a 15,000 petition against the proposal. Residents gather support from the Conservation Council of WA and botanist Mary White. In December 1991 the National Trust of Australia (WA) classified Hepburn Heights Bushland as important remnant vegetation. A second environmental study was commissioned and forwarded to the Heritage Commission in Canberra. On learning of LandCorp's decision to commence clearing of the site in 1992, the Australian Heritage Commission stressed the importance of the values of the site to the Government. Environmental consultants Alan Tingay and Associates prepared a management plan to protect the 18.5ha of public open space at Hepburn Heights. The Wanneroo City Council broadly supported the draft management plan when it is released for public comment in June 1993. Years of campaigning to save the site resulted in over 18,000 people signing petitions and protesting the development of the natural bushland at Hepburn Heights. On 22 March 1994 the Hepburn Heights Conservation Area was vested in the City of Wanneroo, subject to LandCorp uniformly fencing the entire Hepburn Heights reserve. The residents of the area demonstrated their commitment to the bush and woodland, in all saving 38% of the Hepburn Heights bushland to be enjoyed by future generations. The 'Hepburn Heights - Pinnaroo Park Area' listing in the Australian Heritage Database, Place ID 18055 reads: The site is significant as a transitional zone between the Quindalup dune system and the Cottesloe and Karrakatta divisions of the Spearwood dune system. Naturally vegetated examples of such transitional zones are now increasingly rare on the Swan Coastal Plain due to extensive clearing for urban development. The vegetation of the site is highly diverse. A total of nineteen vegetation association types have been mapped for Hepburn Heights/Pinnaroo Park. The flora of the site is also diverse for an area this size in the Perth metropolitan region. A total of 250 species of native flora have been recorded for the Spearwood dune system areas of Hepburn Heights/Pinnaroo Park alone. The site contains populations of three species of flora of special significance: Ptilotus caespitulotus; Cartonema phyliroides; and, the poorly known species Carpobrotus cg modestus. Several vegetation associations which are limited to limestone outcrops and shallow soil over limestone are found on the site. These include Acacia truncata, Acacia truncata/Dryandra sessilis, and limestone mallet (Eucalyptus decipiens) low woodland. With the urbanisation of the region, the site has become a refuge site for woodland and heath bird species. The site is also likely to form part of a network of feeding, nesting and habitat areas utilised by nomadic and migratory bird species. On 12 January 2000 the vesting was changed from the City of Wanneroo to the City of Joondalup. 'Bush Forever' was a strategic plan released in 2000 for the conservation of bushland within the Swan Coastal Plain portion of the Perth Metropolitan Region. A key objective of Bush Forever was to retain the Swan Coastal Plain's rich biodiversity by protecting, where possible, representative areas of each of the 26 naturally occurring unique vegetation types (called 'vegetation complexes') that occur within the Swan Coastal Plain portion of the Perth Metropolitan Region. Hepburn Heights was included in the Whitfords Avenue Bushland Bush Forever Area 303 in 2000. In 2023, the area is a recognised conservation area of 21.7909ha. Fencing ensures fauna is protected, and limestone pathways invite visitors and bush walkers. Interpretive signage provides an overview of the species located within the conservation area.

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ Australian Heritage Database, Department of Climate Change, Energy, the Environment and Water, 'Hepburn Heights - Pinnaroo Park Area, Hepburn Av, Padbury, WA, Australia', Place ID 18055. ▪ Western Australian Land Information Authority, Landgate Map Viewer Plus. ▪ Marwick, W, & Lloyd, A, 'Saving Hepburn Heights Bushland: the saga of the Hepburn Heights Bushland campaign', 2009, pp. 209-216. ▪ Department of Environmental Protection, 'Bush Forever,' Government of Western Australia, 2000. ▪ Western Australian Land Information Authority, Reserve Information.

Additional Current Photos	
	
	

Duffy House (fmr), Woodvale

LHS No. 19.
Place No. (inHerit): P09496



Place Details			
Former and other names	Frederick Duffy House; Jack Duffy House		
Street Address	108 Duffy Terrace		
Locality	Woodvale		
Location Description			
GIS coordinates	-31.79329889, 115.80532158		
Reserve No.		**Diagram/Plan No.**	D033589
Lot No.	69	**Vol/Fol**	2845/999
Place Type	Individual Building		
Original Use	Residential	Single Storey Residence	
Current Use	Other - see Historical Notes		
Statutory Listings	Local Heritage List 1/11/2009		
Other Heritage Surveys	RHP assessed below threshold 13/04/2018		

Cultural Heritage Significance	
Statement of Significance	Duffy House (fmr), Woodvale, comprising a single storey iron, brick and limestone cottage (1911-1913), and a ruinous limestone dairy building (1925) has cultural heritage significance for the following reasons: ▪ the place is a representative example of the development of the market gardening and dairying industries in Western Australia in the early 20th century; ▪ the place is a rare, representative example of the practice of cottage market gardening in the wetland areas along the Swan Coastal Plain; ▪ the place is likely to yield information, through archaeological investigation, about the former use of the site as a market garden, as a dairy, and as a simple worker's residence since the early twentieth century; ▪ the place is a good example of vernacular architecture, combining Federation and Georgian elements applied to a rural residence; and ▪ the place has aesthetic value as it retains much of its original open wetland setting within Yellagonga Regional Park, which is becoming less common in the State due to increased urbanisation.
Values	Aesthetic, Historic, Scientific, Rarity, Representativeness
Level of Significance	Considerable - Very important to the heritage of the City of Joondalup.
Classification and Management	Category 2 - Conservation of the place is highly desirable. The place should be retained and managed sensitively. For buildings, this means original fabric should be retained; and any alterations or extensions should reinforce the significance of the place.

Physical Description			
Construction Materials	Walls: Stone - Limestone		
	Roof: Metal - Corrugated Iron		
	Other: N/A		
Architectural Period	Federation (c.1890-c.1915)	**Architectural Style**	Bungalow
Demolished	No	**Year of demolition**	N/A
Description	Duffy House (fmr), Woodvale comprises a single storey cottage built 1911-1913, and a ruinous dairy, built 1925 located approximately 100m to the south west. It sits in an open rural setting between Beenyup Swamp and Lake Goollelal. The cottage is a simple corrugated iron, red brick and limestone residence constructed in a vernacular style, incorporating Federation and Georgian elements. The front has a symmetrical façade with centrally placed door flanked by sash windows. The interior layout, commencing from the front entrance, includes a hallway connecting two front rooms and former kitchen to the rear, with another room situated adjacent to the kitchen. The former dairy is a simple limestone rubble building in a ruinous condition. Situated on a raised earth platform, the entrance faces east toward Beenyup Swamp. A single window opening exists on the northern side.		
Condition	Fair – *assessed from street view only*		

Historical Description		
Heritage Themes	Peopling WA – Demographic Development Cultural Life – Domestic Life Governing – Government and Politics	
Construction Date/s	1913	
Associations	Architect:	
	Builder:	George Dawson
	Previous owners or occupants:	Frederick John Duffy (1875-1924)
	Other:	

Historical Notes	In 1909, after having already managed the place since 1890, a portion of George Shenton's Perthshire Location 103 holding (Lots 24 and 25) was transferred to Barney Duffy. In 1912, his son Frederick John Duffy (1875-1924) purchased Lot 25, comprising just over 25 acres. Frederick employed a local builder, George Dawson, to construct a family residence on Lot 25, which is now known as Duffy House, Woodvale. By 1913, the house was complete and comprised four rooms with a front verandah, built of local limestone sourced from the quarry at Perry's Paddock, Cottage and Stables (P09484). A ceiling was never constructed, as Frederick, on advice from a local doctor, believed that it would be healthier not to do so. Frederick Duffy and his wife, Eva Matilda nee Cockman, lived in a stone cottage further up the Wanneroo Road at the 13-mile peg so it is assumed the house was never occupied by them. Frederick Duffy was the first secretary of the Wanneroo Roads Board (1903-1924) and he and the extended Duffy family were prominent members of the community. The proximity of the land to Beenyup Swamp, as well as reference to contemporary historical land titles, suggests that the Duffy's market garden may have been located south east of the cottage. However, given that the Duffy family owned land parcels surrounding the original allotment, there is the potential that the market garden area extended elsewhere (and may not be located within the current boundaries of the place). After Frederick Duffy's death in 1924, Eva and the young family were unable to maintain the vegetable garden and abandoned it in favour of establishing a dairy. In 1925, the Duffy family established the dairy in a building 100m to the south west of the cottage. In later years, despite most of the Duffy children leaving the family house, the second youngest son, John, remained and ran the dairy with his brother Bernard (Bob), who from 1955 until the mid-1980s was the owner of Perry's Paddock, Cottage and Stables. The dairy continued production until 1976. In the 2000s, an area of Woodvale, including Duffy House, was ceded to the City of Joondalup. This meant that the Duffy House became, by default, the oldest extant residence in Joondalup. The archaeological record of the place is likely to be highly intact. As the site was occupied as a private residence until c. 2009 and no major development has been undertaken within Yellagonga Regional Park, limited ground disturbance has occurred. Some elements of the dairy have been removed; however, this appears to have involved the removal of above-ground features and is therefore unlikely to have impacted on the archaeological potential relating to the dairy. Some archaeological potential inside the kitchen may be compromised, as vandalism has disturbed the original floorboards and underlying ground. In 2019, conservation works were undertaken for the building, including a new roof and verandah. The dairy was partially deconstructed as the structure was unsafe. Material from the dairy has been retained onsite for future use. Architectural plans of the conservation work and progress pictures are available from the City of Joondalup. In 2023, the City of Joondalup and the Department of Biodiversity, Conservation and Attractions will commence works within Yellagonga Regional Park and the Duffy House site to support improved access, path connections and revegetation activities. Proposed works include a pathway connecting Duffy Terrace and Duffy House, widening of the existing entry road to Duffy House, and revegetation works to the south. The City of Joondalup will be progressing an expression of interest for a potential commercial operator.

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ Western Australian Land Information Authority, Landgate Map Viewer Plus. ▪ Martinick, W, G, 'City of Wanneroo Inventory of Heritage Places', 1994, pp. 133-136. ▪ City of Joondalup, 'Notification of Works: Duffy House and Yellagonga Regional Park'.

Additional Current Photos







Pearsall House (fmr), Woodvale

LHS No. 20.
Place No. (inHerit): P09513



Place Details			
Former and other names	William (Charles) Pearsall's House		
Street Address	67 Woodvale Drive		
Locality	Woodvale		
Location Description			
GIS coordinates	-31.78926136, 115.80327902		
Reserve No.		**Diagram/Plan No.**	D002615
Lot No.	28	**Vol/Fol**	1755/754
Place Type	Individual Building		
Original Use	Residential	Single Storey Residence	
Current Use	Religious	Other – See Historical Notes	
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

Cultural Heritage Significance	
Statement of Significance	Pearsall House (fmr), Woodvale has historic significance for its associations with the Pearsall family, who had considerable impact on the development of the district. The place has aesthetic significance as an example of an early homestead in Joondalup.
Values	Aesthetic, Historic, Social
Level of Significance	Considerable - Very important to the heritage of the City of Joondalup.
Classification and Management	Category 2 - Conservation of the place is highly desirable. The place should be retained and managed sensitively. For buildings, this means original fabric should be retained; and any alterations or extensions should reinforce the significance of the place.

Physical Description			
Construction Materials	Walls: Stone - Limestone		
	Roof: Metal - Corrugated Iron		
	Other:		
Architectural Period	Inter-War (c.1915-c.1940)	**Architectural Style**	Bungalow
Demolished	No	**Year of demolition**	N/A
Description	Pearsall House (fmr) is a single storey, former residence constructed of painted limestone blocks and a corrugated hipped iron roof that continues over the verandah. The verandah extends around three sides of the house and is supported by jarrah posts at regular intervals. A concrete floor extends around the entire building, interrupted only by the skillion-roofed addition to the rear. The façade has a centralised doorway entrance with a large lawned area in front, and climbing roses adorning the verandah posts. The building is fenced on three sides with Colorbond. The front of the house is exposed to both the carpark associated with the Church, and the nearby road.		
Condition	Fair – *assessed from street view only*		

Historical Description		
Heritage Themes	Economy – Rural Occupations Infrastructure – Transport and Communications Peopling WA - Demographic Development	
Construction Date/s	1922	
Associations	Architect:	
	Builder:	Alan Brown
	Previous owners or occupants:	Charles Frederick Thomas Pearsall (1910-2001)
	Other:	
Historical Notes	The house is the former residence of William Charles Pearsall, known as Charles. The suburb of Pearsall was named after him in honor of his long contribution to the community and his position as a member of the Wanneroo Road Board. Originally from Albury, William Charles Pearsall left Victoria in 1906 when he was 24. He paid his way from Melbourne to Perth by shoveling coal on a freighter. Pearsall met and married Constance Backshall of Leederville in 1908. They lived at 36 Salisbury Street behind the Oxford Hotel. Pearsall had a workshop at 66 Vincent Street (1915), and then 133 Oxford Street (1918) for a plumbing and metal working business with his partner Fred Phillips. Pearsall was skilled in making milk buckets, billy cans and water cans, but developed respiratory problems and was advised by his doctor to move to the country. In 1922 William Charles Pearsall, along with his brother Bert Pearsall and his father-in-law, moved to a seven and a quarter acre lot on Cockman Road, which is now Duffy Terrace and Woodvale Drive. He paid £400 for the acreage and house, which although recently built, was unfinished. The house had a long cement passage, but the other rooms had the more common tongue and groove, jarrah floorboards. The family intended to establish a market garden, but soon found it difficult as when they ploughed the fields, they found ironstone a foot to 18 inches beneath the surface. Water sat on the ironstone and the vegetable crops withered. Disappointed with this venture, William Charles Pearsall returned to metal working. He manufactured cans and water tanks: in those days everyone in Wanneroo needed a water tank. The Pearsall family were the first to screen silent pictures for the community, located in the old Wanneroo Road Board Hall in the mid-1920s.	

Historical Notes	In December 1929, William Charles Pearsall applied for permission to open Wanneroo's first petrol station. The garage was erected at the 13-mile peg, 21km north of Perth on Wanneroo Road (the present junction of Ocean Reef Road and Wanneroo Road). The Pearsalls moved to a new house adjacent, at 4 Calabrese Avenue and on the corner of Villanova Street, Wanneroo. The garage was run largely by William and Constance's son Charles, known as Charlie. He also carried out a business contract to deliver mail from Wanneroo through to Yanchep, and did the mail run on his weekends off from the garage. As the roads in the area were of poor quality for vehicles, he delivered the mail by horseback. Modifications to Pearsall House (fmr) in Woodvale have included verandah posts, a concrete verandah, and an additional concrete fascia walled room at the rear. Aerial photographs show that a driveway and carparking was built south of the house, and new buildings to the south and east were erected between 1985 and 1995. In 2008/09 more carparking was built to the north side of the former house, and in 2012 a new building was erected for the Woodvale Baptist Church on the south west corner of the lot. In 2023, the former residence is owned and used by the Woodvale Baptist Church, which was founded in 1985.

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ Woodvale Baptist Church: https://www.woodvalebaptist.com.au/about/ ▪ 'Post Office Directories.' State Library of Western Australia, https://slwa.wa.gov.au/collections/collections/post-office-directories. ▪ Western Australian Land Information Authority, Landgate Map Viewer Plus. ▪ Martinick, W. G, 'City of Wanneroo Inventory of Heritage Places', 1994, pp. 129-132. ▪ Marwick, Bill, 'Stories of Old Wanneroo', 2002, pp. 45-52. ▪ City of Joondalup, Local History Collection, 'Oral History 0030-E0031 Charles Pearsall 21/02/1994'.

Additional Current Photos





Tom Simpson Park, Mullaloo

LHS No. 13.
Place No. (inHerit):



Place Details			
Former and other names			
Street Address	19 Oceanside Promenade		
Locality	Mullaloo		
Location Description			
GIS coordinates	-31.78460251, 115.73482739		
Reserve No.	32074	**Diagram/Plan No.**	P009195
Lot No.	8891	**Vol/Fol**	LR3046/981
Place Type	Urban Park		
Original Use	Social/Recreational	Other – See Historical Notes	
Current Use	Park/Reserve		
Statutory Listings	N/A		
Other Heritage Surveys	N/A		

Cultural Heritage Significance	
Statement of Significance	Tom Simpson Park has historic significance for its association with local identity Thomas Simpson, who donated the land for the establishment of the beach reserve. The place has social significance for the community through its association with the Mullaloo beach shacks, holiday making and recreation, and aesthetic significance for its setting and location.
Values	Aesthetic, Historic, Social
Level of Significance	Some - Contributes to the heritage of the City of Joondalup.
Classification and Management	Category 3 - Conservation of the place is desirable. The place should be retained and managed sensitively. For buildings, this means original fabric should be retained wherever feasible; most importantly that which is visible from the street. Any alterations or extensions should reinforce the significance of the place.

Physical Description			
Construction Materials	Walls: N/A		
	Roof: N/A		
	Other: N/A		
Architectural Period	N/A	**Architectural Style**	N/A
Demolished	No	**Year of demolition**	N/A
Description	Tom Simpson Park is comprised of a well maintained public open space, bordered by a site-specific car park, a beach access way and a café. The park also borders Bush Forever Area 325, delineated by a multi-use pedestrian pathway. Toilets blocks are located at either end of the park space; the southern block has a large mural and mosaic work, while the northern block has a pathway lined by limestone blocks with sculpted tiles attached depicting a coastal theme. The park includes children's play equipment, multiple seating areas with shelters, and BBQ facilities. Interpretive signage on the edge of the conservation area provides information on Tom Simpson, and the conservation of the dunes.		
Condition	Good – *assessed from street view only*		

Historical Description		
Heritage Themes	Cultural Life – Recreation – Sport Peopling WA – Demographic Development	
Construction Date/s	1974	
Associations	Architect:	
	Builder:	
	Previous owners or occupants:	Tom Simpson
	Other:	
Historical Notes	Thomas William Simpson ran a dairy business in North Perth. In the 1920s he purchased around 3,100 acres from the Midland Rail Company property which is today occupied by the suburbs of Hillarys, Kallaroo, Craigie and Padbury. He leased the coastal section for beach shacks, and the rest of his landholding to graziers and dairy operators who supplied his business with milk. He also used the land to run his trotting horses. Simpson was a well-known and respected person in WA racing circles, and a member of the WA Trotting Association for 38 years. This included a term as President, and eventual presentation of life membership. In 1939, Simpson donated three hectares of land at Mullaloo to the Wanneroo Road Board, on condition that it become public open space. The rest of Simpson's land was eventually sold in 1954 for the sum of £38,000. The land was bought by a syndicate of shack owners, Whitfords Beach Limited, in 1967, and subsequently purchased by another syndicate consisting of Taylor Woodrow General Agencies and another company, for subdivision and development in 1971. Part of the sale contract allowed the selection of any half-acre for himself, but Simpson died in 1968 without having made any selection. The land Simpson donated to the public was gazetted for 'Recreation & Parking' on 6 July 1973, and the land began to be developed in 1974 with a car park and grassed area which defines the park today. In 1990 the grassed area of the foreshore between Iluka Avenue in the north to Merrifield Place in the south was formally named Tom Simpson Park, at a ceremony attended by Wanneroo mayor Wayne Bradshaw, and the late Tom Simpson's daughters Sylvia Morffitt, Dr Elsie Simpson, and Dorothy Carstairs. On 14 March 2000 the vesting was changed from the City of Wanneroo to the City of Joondalup.	

Historical Photos	 *Whitfords Beach Shacks, 1950. (City of Joondalup Local History Collection P02332)*

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ Interpretive signage on site. ▪ Western Australian Land Information Authority, Landgate Map Viewer Plus. ▪ Chambers, A, 'The Pioneers: a story of Wanneroo', 1991, pp. 77-78. ▪ Gentilli, J, 'Wanneroo, Joondalup, Yanchep', 1998, pp. 135-137. ▪ Western Australian Land Information Authority, Reserve Information. ▪ 'Park name switch to honour donor.' Wanneroo Times, 18 Dec 1990, p. 8. ▪ 'Legacy from milkman.' Wanneroo Times, 8-14 June 1999, p. 1.

Additional Current Photos







Pinnaroo Valley Memorial Park, Padbury

LHS No. 17.
Place No. (inHerit): P09497



Place Details			
Former and other names	Bush Forever Area 303		
Street Address	746 Whitfords Avenue		
Locality	Padbury		
Location Description	Bounded by Mitchell Freeway & Whitfords Avenue		
GIS coordinates	-31.8053408, 115.77801985		
Reserve No.		**Diagram/Plan No.**	P045211
Lot No.	1001	**Vol/Fol**	2696/460
Place Type	Urban Open Space		
Original Use	Monument/Cemetery		
Current Use	Monument/Cemetery		
Statutory Listings	N/A		
Other Heritage Surveys	RHP - *To be assessed 28 Jun 2002*		

Cultural Heritage Significance	
Statement of Significance	Pinnaroo Valley Memorial Park has aesthetic significance as an expansive landscape inclusive of lake, natural vegetation and fauna. The place has social and spiritual significance as a memorial place for families of those interred in the park. It is representative of an environmentally responsible cemetery.
Values	Aesthetic, Social, Spiritual
Level of Significance	Some - Contributes to the heritage of the City of Joondalup.
Classification and Management	Category 3 - Conservation of the place is desirable. The place should be retained and managed sensitively. For buildings, this means original fabric should be retained wherever feasible; most importantly that which is visible from the street. Any alterations or extensions should reinforce the significance of the place.

Physical Description			
Construction Materials	Walls: N/A		
	Roof: N/A		
	Other: N/A		
Architectural Period	N/A	**Architectural Style**	N/A
Demolished	No	**Year of demolition**	N/A
Description	The main entrance to Pinnaroo Valley Memorial Park is on Whitfords Avenue, Padbury. It has been developed and maintained as a natural bushland cemetery planted only with native species. The natural environment provides a haven for many native animals including kangaroos. Headstones, plaques and tablets to memorialise graves are flush with the lawn and made only of bronze or natural stone. There is a large, limestone coloured memorial building with peaked tiled roof where memorial ceremonies are held, and areas of carparking adjacent. There is a circular area with amphitheatre-style seating, and a man-made lake with a gazebo on a small island. Roads with carparking and pedestrian paths meander throughout the landscape.		
Condition	Good – *assessed from street view only*		

Historical Description		
Heritage Themes	Social Services - General Social Services	
Construction Date/s	1978	
Associations	Architect:	
	Builder:	
	Previous owners or occupants:	Pinnaroo Memorial Park Board
	Other:	Metropolitan Cemeteries Board
Historical Notes	On 18 May 1962 Pinnaroo Valley was declared a public cemetery and a board of trustees was appointed with H.L. Downe J.P as Chairman. The 303-hectares allocated for cemetery purposes was developed as a memorial park similar to King's Park. The aim was to create 'the living among the dead' concept encouraging people to walk through the park and have picnics, using the barbecue and playground facilities. Only native tree species and wildflowers were used in the landscaping. In keeping with the natural bushland theme burial areas have been named after native flora. On 22 May 1977, Sir Thomas Meagher, by then chairman of the Pinnaroo Memorial Park Board and chairman of Karrakatta and King's Park boards, denied that BBQ and bushland areas would replace traditional headstones and rose gardens. Headstones, plaques and tablets were permitted to memorialise graves, to be flush with the lawn and made of bronze or natural stone. The cemetery was to be non-denominational. On 28 April 1978 Pinnaroo was officially opened by Cyril Rushton, Minister for Local Government. It was the first opening of a major cemetery in WA since 1899. Pinnaroo Valley Memorial Park received its first burial in May 1978: Cecil Malcolm Cockman (b.1887, Wanneroo). He was the son of James and Emma Cockman and the grandson of James Cockman, who arrived in the Swan River Colony in 1829 aboard the 'Calista'. Cecil died on 21 May 1978. Although the official opening had occurred, the cemetery was not yet authorised for internments. The family lobbied members of parliament to have him interred there. Management of the place passed to the Metropolitan Cemeteries Board in 1988. The 303ha was reduced to 119ha by 1996 due to residential development, with 32ha in the southern portion of the place protected as part of Bush Forever Area 303. The East Chapel and Crematorium were opened in 2002. The West Chapel was constructed in 2012. In 2023 Pinnaroo Valley Memoria Park is home to many native animals, the most common being kangaroos. A lake created in the middle of the park is named after Sir Thomas Meagher who was a member of Pinnaroo Valley Cemetery Board for 17 years. The grounds are a popular attraction for walks, jogging and picnics. The park is widely considered to be the most environmentally responsible cemetery in Australia.	

References	
Date of assessment	18 July 2023. Photographs by **element**.
Sources	▪ Western Australian Land Information Authority, Landgate Map Viewer Plus. ▪ Metropolitan Cemeteries Board: 'Pinnaroo Valley Memorial Park,' https://www.mcb.wa.gov.au/our-cemeteries/pinnaroo-valley-memorial-park ▪ Metropolitan Cemeteries Board, 'Annual Report 2000/2001: Chairman's Report', ▪ State Records Office of Western Australia, 'AU WA A1153 Pinnaroo Valley Memorial Park Board'. ▪ McDonald, D. J., 'The cultural landscape of Perth's cemeteries: Thesis Edith Cowan University', 2009, https://ro.ecu.edu.au/thesis_hons/1402 ▪ City of Joondalup, Local History Collection, 'Stories from the Suburbs – Padbury'. ▪ City of Joondalup, Local History Collection, 'Newspaper articles - N45 Pinnaroo Valley and Padbury May 1960 – July 2012 - N97 FESA/Bushfires'. ▪ City of Joondalup, Local History Collection, 'Ephemera - C3529, C3517, C4825, C5855, C0016, C0244, C0516'. ▪ City of Joondalup, Local History Collection, 'Oral History: E0611 Bill Bullock (MCB Community relations consultant), Wanneroo Times, 6 July 2004 p. 49 [N45])'.

Additional Current Photos











All images supplied by the Metropolitan Cemeteries Board, 2023.

Heritage List

This Heritage List is made pursuant to Schedule 2, Part 3, Clause 8 of the *Planning and Development (Local Planning Schemes) Regulations, 2015*.

Place Number	Place Name	Address	Location	Statement of Significance
LHS No. 6 **Place No. inHerit: P09486**	**Lake Joondalup Reserve**	**580 Joondalup Drive**	**Joondalup**	Lake Joondalup Reserve has social significance for its long and continued connection to Country for Noongar people. The place may have scientific research value for the archaeological potential demonstrating evidence of use. Lake Joondalup Reserve has aesthetic significance as a landscape with natural vegetation, lake and wetlands. As an environmental conservation area the lake is outstanding for the number and variety of its waterbirds.
LHS No. 7 **Place No. inHerit: P09489**	**Neil Hawkins Park**	**202 Boas Avenue**	**Joondalup**	Neil Hawkins Park, Joondalup has social significance for its long and continued connection to Country for Noongar people and may have scientific significance for its research value for the archaeological potential demonstrating evidence of use. It has aesthetic significance for its natural bushland and vegetation. The place has historic significance for its association with the period in which pastoralists travelled the Northwest Stock Route and made use of a watering point and well located on the site.
LHS No. 9 **Place No. inHerit: P26079**	**Galaxy Drive-In Cinema**	**159 Goollelal Drive**	**Kingsley**	The Galaxy Drive-In Cinema has historic significance as one of the last drive-ins built and is representative of an iconic place type from a specific time period. It has rarity value as the only remaining drive-in located in the Perth metropolitan area. It has social significance to the local and wider community for its continuity of use.
LHS No. 10 **Place No. inHerit: P09487**	**Shepherds Bush Reserve**	**59 Shepherds Bush Drive**	**Kingsley**	Shepherds Bush Reserve, Kingsley has aesthetic significance for its natural bush landscape and vegetation, and for its classification as a conservation reserve. The place has social significance as a passive recreational area central to a residential area with associations to the local community who purchased land there due to the proximity of the reserve.

Place Number	Place Name	Address	Location	Statement of Significance
LHS No. 11 **Place No. inHerit: P02676**	**Luisini Winery Group**	**10 Lakeway Drive**	**Kingsley**	The following is extracted from the *Luisini Winery Group (P02676), State Register of Heritage Places* assessment documentation, 16 March 2001. Luisini Winery Group, consisting of the surviving 1929, concrete block with corrugated galvanised roof, winery building, other structures and features associated with the former operation of the winery, together with the remaining introduced vegetation, natural vegetation and landscape, has cultural heritage significance for the following reasons: · the place is associated with the agricultural development of the Wanneroo district, and the dominant Italian occupation of the area from the 1920s through to the 1960s for market gardening; · the winery was formerly the largest privately owned winery in Western Australia, operating between 1929 and 1986. It was established by Ezio Luisini, an important patron of the Italian community in Western Australia; · from 1929 to the 1960s, the place was a well-known as the first place of employment in Western Australia for many new Italian migrants; · the 1929 winery building is a representative industrial building that displays a method of wine production and distillation that is no longer practiced in Western Australia. The still equipment is the last one of its kind in the Metropolitan Area; and · the area surrounding Luisini Winery has the potential to reveal archaeological deposits relating to Italian migrants, the daily activities of the winery and the vernacular construction of the buildings.
LHS No. 16 **Place No. inHerit: P04522**	**Hepburn Heights**	**319 Hepburn Avenue**	**Padbury**	Hepburn Heights has scientific significance for its biodiversity and the habitat it provides to a variety of species. It has aesthetic significance for its natural bush landscape and vegetation, and historic and social significance as the site of natural bushland area retained in the face of development as a result of community action.

Place Number	Place Name	Address	Location	Statement of Significance
LHS No. 19 **Place No. inHerit: P09496**	**Duffy House (fmr)**	**108 Duffy Terrace**	**Woodvale**	Duffy House (fmr), Woodvale, comprising a single storey iron, brick and limestone cottage (1911-1913), and a ruinous limestone dairy building (1925) has cultural heritage significance for the following reasons: · the place is a representative example of the development of the market gardening and dairying industries in Western Australia in the early 20th century; · the place is a rare, representative example of the practice of cottage market gardening in the wetland areas along the Swan Coastal Plain; · the place is likely to yield information, through archaeological investigation, about the former use of the site as a market garden, as a dairy, and as a simple worker's residence since the early twentieth century; · the place is a good example of vernacular architecture, combining Federation and Georgian elements applied to a rural residence; and · the place has aesthetic value as it retains much of its original open wetland setting within Yellagonga Regional Park, which is becoming less common in the State due to increased urbanisation.
LHS No. 20 **Place No. inHerit: P09513**	**Pearsall House (fmr)**	**67 Woodvale Drive**	**Woodvale**	Pearsall House (fmr), Woodvale has historic significance for its associations with the Pearsall family, who had considerable impact on the development of the district. The place has aesthetic significance as an example of an early homestead in Joondalup.

City of Joondalup Standards for CEO Recruitment, Performance and Termination Council Policy

Responsible directorate: Governance and Strategy

Objective: To establish the standards to be observed by the City of Joondalup in relation to the recruitment, performance, and termination of CEOs in accordance with Schedule 2 of the *Local Government (Administration) Regulations 1996*.

Division 1 — Preliminary provisions:

1. Citation:

These are the City Standards for CEO Recruitment, Performance and Termination.

2. Terms used:

2.1. In these standards:

"Act" means the *Local Government Act 1995*.

"additional performance criteria" means performance criteria agreed by the Council and the CEO under clause 16.1(b).

"applicant" means a person who submits an application to the City for the position of CEO.

"City" means the City of Joondalup, being a local government established as a body corporate under section 2.5 of the Act.

"contract of employment" means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO.

"contractual performance criteria" means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act.

"Council' means the Council of the City.

"job description form" means the job description form for the position of CEO approved by the Council under clause 5.2.

"selection criteria" means the selection criteria for the position of CEO determined by the Council under clause 5.1 and set out in the job description form.

"selection panel" means the selection panel established by the Council under clause 8 for the employment of a person in the position of CEO.

2.2. Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act unless the contrary intention appears.

Division 2 — Standards for Recruitment of CEOs:

3. Overview of division:

This Division sets out standards to be observed by the City in relation to the recruitment of CEOs.

4. Application of division:

4.1. Except as provided in subclause 4.2, this Division applies to any recruitment and selection process carried out by the City for the employment of a person in the position of CEO.

4.2. This Division does not apply:

a. if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

b. in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13.2.

5. Determination of selection criteria and approval of job description form:

5.1. The Council must determine the selection criteria for the position of CEO, based on the Council's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the City.

5.2. The Council must, by resolution of an absolute majority of the Council, approve a job description form for the position of CEO which sets out:

a. the duties and responsibilities of the position; and

b. the selection criteria for the position determined in accordance with subclause 5.1.

6. Advertising requirements:

6.1. If the position of CEO is vacant, the City must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

6.2. If clause 13 applies, the City must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by the City:

If a person requests the City to provide to the person a copy of the job description form, the City must:

a. inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

b. if the person advises the City that the person is unable to access that website address:

i. email a copy of the job description form to an email address provided by the person; or

ii. mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO:

8.1. In this clause:

"**independent person"** means a person other than any of the following:

a. Council member;

b. an employee of the City;

c. a human resources consultant engaged by the City.

8.2. The Council must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

8.3. The selection panel must comprise:

a. Council members (the number of which must be determined by the Council); and

b. at least 1 independent person.

9. Recommendation by selection panel:

9.1. Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

9.2. Following the assessment referred to in subclause 9.1, the selection panel must provide to the Council:

a. a summary of the selection panel's assessment of each applicant; and

b. unless subclause 9.3 applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

9.3. If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the Council:

a. that a new recruitment and selection process for the position be carried out in accordance with these standards; and

b. the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

9.4. The selection panel must act under subclauses 9.1, 9.2 and 9.3:

a. in an impartial and transparent manner; and

b. in accordance with the principles set out in section 5.40 of the Act.

9.5. The selection panel must not recommend an applicant to the Council under subclause 9.2(b) unless the selection panel has:

a. assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

b. verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

c. whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

9.6. The Council must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out:

10.1. This clause applies if the Council accepts a recommendation by the selection panel under clause 9.3(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

10.2. Unless the Council considers that changes should be made to the duties and responsibilities of the position or the selection criteria:

a. clause 5 does not apply to the new recruitment and selection process; and

b. the job description form previously approved by the Council under clause 5.2 is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO:

Before making an applicant an offer of employment in the position of CEO, the Council must, by resolution of an absolute majority of the Council, approve:

a. the making of the offer of employment to the applicant; and

b. the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment:

12.1. This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the Council a contract of employment (the "negotiated contract") containing terms different to the proposed terms approved by the Council under clause 11(b).

12.2. Before entering into the negotiated contract with the applicant, the Council must, by resolution of an absolute majority of the Council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts:

13.1. In this clause:

"commencement day" means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

13.2. This clause applies if:

a. upon the expiry of the contract of employment of the person (the "incumbent CEO") who holds the position of CEO:

i. the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

ii. a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

b. the incumbent CEO has notified the Council that they wish to have their contract of employment renewed upon its expiry.

13.3. Before the expiry of the incumbent CEO's contract of employment, the City must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

13.4. This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause 13.3 to be employed in the position of CEO.

14. Confidentiality of information:

The City must ensure that information provided to, or obtained by, the City in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs:

15. Overview of division:

This Division sets out standards to be observed by the City in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between Council and CEO:

16.1. The Council and the CEO must agree on:

a. the process by which the CEO's performance will be reviewed; and

b. any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

16.2. Without limiting subclause 16.1, the process agreed under subclause 16.1(a) must be consistent with clauses 17, 18 and 19.

16.3. The matters referred to in subclause 16.1 must be set out in a written document.

17. Carrying out a performance review:

17.1. A review of the performance of the CEO by the Council must be carried out in an impartial and transparent manner.

17.2. The Council must:

a. collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

b. review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by Council:

Following a review of the performance of the CEO, the Council must, by resolution of an absolute majority of the Council, endorse the review.

19. CEO to be notified of results of performance review:

After the Council has endorsed a review of the performance of the CEO under clause 18, the City must inform the CEO in writing of:

a. the results of the review; and

b. if the review identifies any issues about the performance of the CEO — how the Council proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs:

20. Overview of Division:

This Division sets out standards to be observed by the City in relation to the termination of the employment of CEOs.

21. General principles applying to any termination:

21.1. The Council must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

21.2. The Council must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including:

a. informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

b. notifying the CEO of any allegations against the CEO; and

c. giving the CEO a reasonable opportunity to respond to the allegations; and

d. genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons:

22.1. This clause applies if the Council proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

22.2. The Council must not terminate the CEO's employment unless the Council has:

a. in the course of carrying out the review of the CEO's performance referred to in subclause 22.3 or any other review of the CEO's performance, identified any issues (the "performance issues") related to the performance of the CEO; and

b. informed the CEO of the performance issues; and

c. given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

d. determined that the CEO has not remedied the performance issues to the satisfaction of the Council.

22.3. The Council must not terminate the CEO's employment unless the Council has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate:

Any decision by the Council to terminate the employment of a CEO must be made by resolution of an absolute majority of the Council.

24. Notice of termination of employment:

24.1. If the Council terminates the employment of a CEO, the City must give the CEO notice in writing of the termination.

24.2. The notice must set out the Council's reasons for terminating the employment of the CEO.

Creation date:	April 2021 (CJ056-04/21)
Formerly:	
Amendments:	
Last reviewed:	
Related documentation:	• Local Government (Administration) Regulations 1996 • Local Government Act 1995
File reference:	110020

Civic Centre Policy

City Policy

Responsible Directorate: Governance and Strategy

Objective: To guide the use of the City's civic facilities.

1. ~~Authority~~Statement:

The City's civic facilities (being the Council Chamber, conference rooms, ward rooms and Councillors' Lounge) should only be used for official ~~Council~~ City business and Elected Member activities.

~~h~~However, it is recognised that the City will, from time to time, need to engage with external bodies including political parties. The use of the ~~C~~civic facilities should be controlled ~~and offer equity when the City engages with political parties so that a perception of any political alignment is avoided~~.

2. Details:

2.1. Use of Council Chamber and ~~Civic Centre Meeting Rooms~~ conference rooms:

a. The City of Joondalup Council Chamber and ~~Civic Centre Meeting~~ conference ~~R~~rooms are to be used predominantly for official ~~Council~~ City purposes, however it is considered important for the City to engage with politicians at both the State and Federal level, to progress the interests of the City and the Joondalup community. Such engagement may occur within the City's buildings, including the Council Chamber and the ~~Civic Centre Meeting~~ conference ~~R~~rooms. However, it is considered important that such political engagement is controlled to:

- prevent the City being aligned with any particular party; and
- avoid such engagement being used for electoral advantage.

b. To achieve political engagement, the following requirements shall apply:

i. All requests to be made in writing.

ii. Approval for engaging a politician or political party must be given by the Mayor.

iii. The engagement should relate to a matter of concern to the City or its residents.

iv. Where engagement occurs with a political party or government member on a particular matter, equal opportunity should be given to alternative political parties or relevant opposition members.

v. The Council Chamber and ~~Civic Centre Meeting~~ conference ~~R~~rooms shall not be used for political engagement when the election process commences for a local government ordinary election.

vi. The Mayor shall make a decision on whether it is appropriate to use the Council Chamber and ~~Civic Centre Meeting~~ conference ~~R~~rooms for political purposes in situations where an extraordinary election has been called but the election has yet to occur.

c. Outside of political engagement, the Council Chamber and ~~Civic Centre Meeting~~ conference ~~R~~rooms located in the Joondalup Civic Centre may only be used for official ~~Council purposes~~ City business unless the Mayor provides prior consent.

d. Requests to use the Council Chamber or ~~Civic Centre Meeting~~ conference ~~R~~rooms, other than for political engagement, should generally fall into one of the following categories:

i. The request is directly related to the business of local government.

ii. The request is directly related to the support of community service within the City or the region.

iii. The request is from a not-for-profit agency operating within the region.

e. Approaches from external parties to use the Council Chamber or ~~Civic Centre Meeting~~ conference ~~R~~rooms should be via the Office of the Mayor.

2.2 Use of Councillors' Lounge and other rooms:

a. The Councillors' Lounge is for the exclusive use of City business including civic receptions and events; presentations; and dining for elected members.

b. The use of the Councillors' Lounge by elected members outside of 2.2(a) and provisions of the *Elected Members' Entitlements Council Policy* is at the discretion of the Mayor.

c. Where an elected member is granted permission to use the Councillors' Lounge, a maximum of four guests are permitted to accompany an elected member. The Councillor's Lounge is to close at 10.30pm and is not to be accessed after hours.

d. Ward offices are available for the exclusive use of elected members for official City business only. These rooms may be booked through the Executive Assistant to the Mayor.

e. A reading room is available for elected members use at any time and does not need to be booked.

~~**2.23 Recording of the Proceedings of Meetings:**~~

~~a. All Council Meetings, including Electors' Meetings, shall be electronically recorded. Electronic recordings of Council Meetings are to be made available to the members of the public on the City's website.~~

~~b. Elected Members may obtain a copy of the electronic recording free-of-charge and may obtain a transcript of a particular section or all of a Council Meeting at the discretion of the Chief Executive Officer.~~

~~c. Members of the public may purchase a copy of the electronic recording of the proceedings or may listen to the electronic recording under the supervision of a person designated by the Chief Executive Officer.~~

~~d. All recordings of Council Meetings and Electors' Meetings will be retained as part of the City's records in accordance with the *General Disposal Authority for Local Government Records* produced by the State Records Office.~~

2.3 Filming/Videoing of Council Meetings:

In accordance with the City's *Meeting Procedures Local Law 2013*, r~~R~~ecording of Meetings (through video or other means) must only occur with the prior approval of the ~~Chief Executive Officer~~ Mayor. Approval to record will not be granted where, in the opinion of the ~~Chief Executive Officer~~ Mayor, the Meeting is, or could be closed to the public in accordance with the *Local Government Act 1995*.

Creation Date:	March 2012 Formally: • *Elected Members — General Policy*
Amendments:	CJ213-06/99, CJ227-09/00, CJ001-02/01, CJ187-06/01, C212-09/03, CJ121-06/02, C169-08/03, CJ206-10/05, CJ238-12/06, CJ207-10/07, CJ052-04/08, CJ123-06/09, CJ032-03/12 CJXXX-XX/XX
Related Documentation:	• *Local Government Act 1995* • *Meeting Procedures Local Law 2013* • *Elections Caretaker Policy* • *General Disposal Authority for Local Government Records* • ~~*Register of Delegation of Authority*~~

Elected Member 1

Joondalup Civic Centre Policy

Responsible Directorate:
Governance and Strategy

Objective:
This policy details the permissible functions of the rooms within the Joondalup Civic Centre Building along with the events and activities that can utilise the various rooms therein.

Definitions:

Civic Centre Building This Civic Centre Building facilities, as outlined on the map below, comprising Council Chamber, Ground Floor Entrance Lobby, Council Chamber Foyer (*if that's what we call it*), Conference Rooms, Mayoral Office, Ward Meeting Rooms, Councillor's Reading Room, Councillor's Lounge.

Provide map detailing the Civic Centre Building for ease of reference including marking out Councillor's restrooms, kitchen etc.

Official City & Council Business – Business that enables the City of Joondalup to carry out its civic duties and functions, including Council and Committee Meetings, Civic Functions, Ceremonies, Receptions and/or the Provision of Hospitality for the benefit of the City of Joondalup residents and ratepayers.

Policy Statement:

The Joondalup Civic Centre facilities fall under the jurisdiction of the Council with authorisation of their use delegated to the Mayor. Civic Centre facilities are chiefly to be used for Official City & Council business.

Should any external parties (including community and not-for-profit groups) wish to utilise Civic Centre facilities they must be directed to submit a request through the Office of the Mayor, with Councillors being informed of approval for such events, via email.

Requests may be approved if conditions below are met:

- Demonstrate a benefit for the City of Joondalup or Joondalup's community
- Are non-profit groups and organisations
- Are not private events, receptions or functions

Use of Rooms:

Council Chamber
The Council Chamber may be used for:
- City of Joondalup Council Meetings and Committee Meetings
- Citizenship Ceremonies
- Strategy and Committee Meetings

Ground Floor Entrance Lobby & Council Chamber Foyer
These areas may be used for:
- Council Meetings and Briefing sessions
- Civic Functions and Receptions

Conference Rooms
Priority for the use of these rooms must be provided to Councillors for the purposes of Committee Meetings, Strategy Sessions or Budget Meetings. These room may be booked by the Administration for other purposes, via the Office of the Mayor.

Mayoral Office
The Office of the Mayor is for the exclusive use of the Mayor and may not be booked for other purposes.

Ward Rooms
Ward Rooms are for the exclusive use of Councillors to provide meeting/ work rooms to carry out their civic duties. Subject to availability, booking is not necessary, however bookings may be made via the Office of the Mayor and will take precedence over casual use.

Councillors' Reading Room
The Councillor's Reading Room is for the use of Councillors and is available at all times. The room will be regularly updated with the latest City of Joondalup publications and policies.

Councillors' Lounge
I seldom use the Councillor's Lounge and welcome other's views on how this should function.

Other
Kitchens
No preference on whether the policy needs to include the use of these.

Locker rooms
No preference on whether the policy needs to include the use of these.

Booking of Rooms:

Civic Centre Booking is to be directed through the Office of the Mayor.
Officeofthemayor@cityofjoondalup.wa.gov.au
Tel: 08 9400 4486

To check bookings and availability, all bookings will be recorded and made visible to Elected Members and Administration on the City's Shared Outlook Calendar.

Elected Member 2

Joondalup Civic Centre Policy

Responsible Directorate:
Governance and Strategy

Objective:
This policy details the permissible functions of the rooms within the Joondalup Civic Centre Building along with the events and activities that can utilise the various rooms therein.

Definitions:

Civic Centre Building This Civic Centre Building facilities, as outlined on the map below, comprising Council Chamber, Ground Floor Entrance Lobby, Council Chamber Foyer (*if that's what we call it*), Conference Rooms, Mayoral Office, Ward Meeting Rooms, Councillor's Reading Room, Councillor's Lounge.

Provide map detailing the Civic Centre Building for ease of reference including marking out Councillor's restrooms, kitchen etc.

Official City & Council Business – Business that enables the City of Joondalup to carry out its civic duties and functions, including Council and Committee Meetings, Civic Functions, Ceremonies, Receptions and/or the Provision of Hospitality for the benefit of the City of Joondalup residents and ratepayers.

Policy Statement:

The Joondalup Civic Centre facilities fall under the jurisdiction of the Council with authorisation of their use delegated to the Mayor. Civic Centre facilities are chiefly to be used for Official City & Council business.

Should any external parties (including community and not-for-profit groups) wish to utilise Civic Centre facilities they must be directed to submit a request through the Office of the Mayor, with Councillors being informed of all applications and approvals for such events, via email.

Requests may be approved if conditions below are met:

- Demonstrate a benefit for the City of Joondalup or Joondalup's community
- Are non-profit groups and organisations
- Are not private events, receptions or functions

Use of Rooms:

Council Chamber
The Council Chamber may be used for:

- City of Joondalup Council Meetings and Committee Meetings
- Citizenship Ceremonies
- Strategy and Committee Meetings
- Civic Functions & Receptions
- Educational Tours?

Ground Floor Entrance Lobby & Council Chamber Foyer
These areas may be used for:

- Council Meetings and Briefing sessions

- Civic Functions and Receptions

Conference Rooms
Priority for the use of these rooms must be provided to Councillors for the purposes of Committee Meetings, Strategy Sessions or Budget Meetings. These room may be booked by the Administration for other purposes, via the Office of the Mayor.

Mayoral Office
The Office of the Mayor is for the exclusive use of the Mayor for Official City and Council Business and may not be booked for other purposes.

Ward Rooms
Ward Rooms are for the exclusive use of Councillors to provide meeting/ work rooms to carry out their civic duties. Subject to availability, booking is not necessary, however bookings may be made via the Office of the Mayor and will take precedence over casual use.

Councillors' Reading Room
The Councillor's Reading Room is for the use of Councillors and is available at all times. The room will be regularly updated with the latest City of Joondalup publications and policies.

Councillors' Lounge
I seldom use the Councillor's Lounge and welcome other's views on how this should function. I don't use it much either and would not go out of my way to take people there to show them around however I do support the views put forward by others of permitting EMs to take a few guests there and having a meeting but not needing to seek the approval of the Mayor but still notify the Mayor's office of the visit. Such visits and the attendees could be listed along with the EM dinners for the A&R committee to provide some level of review on the visits.

Other
Kitchens
No preference on whether the policy needs to include the use of these.
I think reference to these being for use by City staff and whilst access by EMs is available, they are limited to not using the food preparation facilities and appliances?

Locker rooms
No preference on whether the policy needs to include the use of these.
The locker rooms are part of the shower/end-of-trip facilities within the toilets so perhaps a basic reference to their usage by Elected Members as required to perform their roles.

Booking of Rooms:

Civic Centre Booking is to be directed through the Office of the Mayor.
Officeofthemayor@cityofjoondalup.wa.gov.au
Tel: 08 9400 4486

To check bookings and availability, all bookings will be recorded and made visible to Elected Members and Administration on the City's Shared Outlook Calendar.

Elected Member 3

Joondalup Civic Centre Policy

Responsible Directorate:
Governance and Strategy

Statement

This Policy covers use of the City of Joondalup Civic Centre facilities (being the Council Chamber, Conference Rooms, Ward Rooms, Reading Room and Councillors' Lounge) by Elected Members and City Officers. This Policy does not cover the Mayoral Office, which is for the exclusive use of the Mayor.

Details

- Civic Centre facilities may be used by City Officers and Elected Members for official City or Council business only.
- City Officers and Elected Members must make bookings for Civic Centre facilities through the Office of the Mayor.
- City Officers and Elected Members must not invite guests into the Civic Centre unless a prior booking has been made through the Office of the Mayor.
- Where an Elected Member requests a booking to use the Councillor's Lounge to host guests, the number of guests shall be up to four (4) only.
- The Councillors Lounge is strictly closed to guests of Elected Members at 2230hrs.
- Should any external parties (including community and not-for-profit groups) wish to utilise Civic Centre facilities they must be directed to submit a request through the Office of the Mayor.

Elected Member 4

Support draft of Elected Member 3 with the following comments:

- The only points I disagree with are the third and second last ones. It is considered that Councillors should be free to meet with local MPs to discuss Ward matters. Equally, the Mayor meets with local MPs from time to time for different matters too. This is an ordinary part of our Elected Member roles.

- However, there is probably a distinction between meeting with local MPs versus meeting with members of the Executive (Ministers). If there is a meeting in a formal capacity with a member of the Executive, it is agreed that the Mayor should liaise with the CEO on this and that Councillors should liaise with the Mayor and the CEO on this.

Elected Member 5

Support draft of Elected Member 1.

Honorary Freeman of the City of Joondalup Council Policy

Responsible directorate: Governance and Strategy

Objective: To enable the City to honour exceptional individuals who have made an outstanding contribution to the local and broader community.

1. Statement:

The City acknowledges the importance of recognising exceptional contributions by individuals within the community through the bestowing of an honorary award at the local level.

The "Honorary Freeman of the City of Joondalup" is an award used to honour individuals who, through their personal endeavours and commitment, have made an outstanding contribution to the local and broader community.

2. Details:

2.1. Award criteria:

A person may be nominated for the award, Honorary Freeman of the City of Joondalup, under the following circumstances:

a. Their exceptional service is a matter of public record.

b. They have lived, worked or served in the City of Joondalup or its former entity for a significant number of years (20 or more).

c. They have identifiable and long-standing connections with the community in the City of Joondalup or its former entity.

d. Their endeavours have benefited the local and broader community.

2.2. Entitlements:

a. Any person declared an Honorary Freeman of the City of Joondalup may designate themselves an "Honorary Freeman of the City of Joondalup".

b. An Honorary Freeman of the City of Joondalup will be invited to all civic events and functions.

c. An Honorary Freeman of the City of Joondalup will be provided with a plaque to commemorate receipt of their award.

d. A portrait of the Honorary Freeman will be hung in the Civic Centre.

2.3. Process of nomination:

Nominations will be considered as the need is identified by Council.

a. A nomination must be sponsored by an Elected Member and supported in writing by at least three other Elected Members.

b. A nomination may be submitted by any person at any time, provided that nomination is in writing and addresses the criteria for the award.

c. A nominee must not be made aware of their nomination.

d. Any nominations received will be validated and the findings presented at a Meeting of Council behind closed doors, with recommendations to approve/not approve a nominee for the award. The decision will be based on a Simple Majority vote.

2.4. Conference of award:

a. Acceptance of the award must be determined prior to being conferred.

b. Conferring the award upon an individual will take place at a meeting of Council or at a special event to be determined by Council.

Creation date:	November 2006 (CJ210-11/06)
Formerly:	Freeman of the City of Joondalup Council Policy
Amendments:	CJ093-05/12, CJ230-12/18, CJ155-08/23
Last reviewed:	August 2023 (CJ155-08/23)
Related documentation:	
File reference:	89597

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Elected Members' Entitlements Council Policy

Responsible directorate: Governance and Strategy

Objective: To set out the support and allowances available to the City's Elected Members.

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1. Definitions:

"annual period" means the third Saturday in October to the third Saturday in October in the following year.

"conferences and training" means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of local government and held within Australia.

"fair value" means the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (AASB 13).

"ICT expenses" means:

a. rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996*; or

b. any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the *Local Government (Administration) Regulations 1996*.

2. Statement:

This policy has been prepared to comply with the provisions relevant to Elected Members' entitlements under the *Local Government Act 1995* and supporting Regulations.

3. Provision of support:

3.1. Objective:

To provide Elected Members with appropriate facilities, equipment, material and information to support them in performing their duties of Office.

3.2. Mayor:

a. The Mayor shall, in carrying out the duties and responsibilities of that Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

i. The provision of a luxury sedan type motor vehicle with unrestricted use for all official and civic duties connected to the Office of Mayor and for personal private use. This vehicle will be changed over in accordance with the City's general management of its light vehicles fleet. The Mayor may elect to have City of Joondalup vehicle licence number plates fitted to the vehicle at the City's expense for their term of Office (i.e. COJ 1, COJ 001, COJ 001 etc.).

ii. Where the Mayor is provided with a vehicle as detailed in 3.2(a)(i) above, the costs associated with the Mayor's private use of the vehicle are to be reimbursed by the Mayor.

The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office.

iii. Membership of the Qantas Club.

iv. The registration cost or ticket cost for the Mayor to attend a pre-approved event or non-approved event under the City's Attendance at Events Council Policy, provided the event does not fall into the category of a conference and training event (as defined in section 1 of this policy).

v. The registration cost or ticket cost of the Mayor's accompanying person (such as a spouse, family member or relative) to an event, where the Mayor is attending, or been invited to attend in an official capacity (as prescribed in clause 4(a) of the City's Attendance at Events Council Policy).

vi. Suitable contemporary office accommodation within the Civic Centre.

vii. Administrative support associated with the role of Mayor in accordance with the provisions of the *Local Government Act 1995*.

viii. Access to the Elected Member Lounge and refreshments. However, alcohol outside of functions and events is prohibited.

b. All equipment and facilities subject of this policy are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

3.3. Deputy Mayor and Councillors:

a. The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of their Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

i. Access to the Elected Member Lounge and refreshments. However, alcohol outside of functions and events is prohibited.

ii. Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile, internet and telephone facilities.

iii. Some secretarial support as resources allow, including limited word processing, photocopying, and postage.

iv. The registration cost or ticket cost for the Deputy Mayor or Councillor to attend a pre-approved event or non-approved event under the City's Attendance at Events Council Policy provided the event does not fall into the category of a conference and training event (as defined in section 1 of this policy).

v. The registration cost or ticket cost of the Deputy Mayor's or Councillor's accompanying person (such as a spouse, family member or relative) to an event, where the Deputy Mayor or Councillor is attending, or been invited to attend in an official capacity (as prescribed in clause 4(a) of the City's Attendance at Events Council Policy).

b. All equipment and facilities subject of this policy are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

4. Issue and return of Council equipment:

4.1. Objective:

To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

4.2. Equipment:

The following equipment, documents, stationery and other items will be issued to Elected Members:

a. Either a Macbook Air, Macbook Pro or an iMac (or similar Microsoft Windows based device); an Apple iPhone; an Apple iPad; and all-in-one printer.

b. A file backup device and a Wi-Fi capable broadband modem (such as a Time Capsule device for Mac, or an external USB device and a Wi-Fi modem for non-Mac).

c. Elected Member Lounge key.

d. Security card/building access card.

e. Satchel or briefcase (optional).

Computer equipment supplied (if required) will be issued new and replaced following each local government election where the Elected Member is elected (that is every four years). Apple iPhones will be issued new and replaced following each local government election (that is every two years). Notwithstanding, equipment issued under 4.2(a) and 4.2(b) will be replaced on failure if this occurs prior to its scheduled replacement.

At the end of each two and four year period (for mobile phones and computer equipment respectively), Elected Members will have the option to either return or purchase the devices provided by the City, at fair value. The Chief Executive Officer is authorised to approve the purchase of devices at a value to be determined by the Chief Executive Officer.

The specification of the equipment supplied under 4.2(a) and 4.2(b) shall be the highest specification for the model proposed. Elected Members will be consulted prior to the provision of the equipment and have the opportunity to make requests for changes to the equipment supplied.

4.3. Other items:

a. The following items will be issued to Elected Members:

i. Two name badges, and one name badge for their partner.

ii. Business cards.

iii. City of Joondalup Elected Members' letterhead.

iv. Christmas cards or a Christmas e-card.

v. Elected Member uniform (optional) (one jacket, two trousers/skirts and three shirts/blouses) and two casual City of Joondalup polo-shirts (or similar).

b. Each Elected Member is entitled to be reimbursed to a maximum amount of $1,610 ***(July 2025)*** following their inaugural election and every second ordinary election thereafter in which they are elected, or where an Elected Member is elected as a result of an extraordinary election, for the purchase of relevant home office furniture/equipment to assist them to perform their role as an Elected Member and to be used for Council-related purposes.

The amount allocated for reimbursement will be inflated annually as from 1 July based on the Consumer Price Index (All Groups Perth) Rate, rounded to the nearest $10.

4.4. Return of equipment issued:

a. An Elected Member must return the following equipment to the City within 14 days of ceasing to be an Elected Member:

i. Any mobile phone or computer equipment issued by the City (unless otherwise negotiated to purchase, at fair value). The Chief Executive Officer is authorised to approve the purchase of devices at a value to be determined by the Chief Executive Officer.

ii. All equipment leased by the City and provided to the Elected Member.

iii. Security card/building access card.

iv. Elected Member Lounge key.

v. City of Joondalup vehicle licence number plates (to be returned and exchanged at the Department of Transport Licensing Centre at the cost of the City).

b. The value of any equipment retained by an Elected Member on retirement cannot be more than the limits set under regulation 34AC of the *Local Government (Administration) Regulations 1996*. This value will also be deducted from the value of any retirement gift given by the City under 11.2 of this policy.

5. Payment of fees and allowances:

5.1. Objective:

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

5.2. Annual meeting attendance fees in lieu of Council meeting and committee meeting attendance fees:

a. In lieu of paying the Mayor and Councillors a meeting attendance fee for each prescribed meeting, the City will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid annually for meeting attendance fees for the Mayor and Councillors (see Item CJ128-07/13).

b. Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

5.3. Annual local government allowances — Mayor and Deputy Mayor:

a. The City will pay the maximum annual local government allowance within the range set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid to the Mayor and Deputy Mayor (see Item CJ128-07/13).

b. Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

5.4. Annual allowance for ICT expenses:

a. The City will pay all Elected Members the maximum annual allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid to Elected Members (see Item CJ128-07/13). Additional to the annual allowance for ICT expenses, a mobile telephone is provided to Elected Members under 4.2 of this policy.

b. Any claims by Elected Members for expenses incurred over the maximum annual allowance for ICT expenses detailed in 5.4(a) above are to be submitted on the form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.

c. Subject to 5.4(d) full payment of the annual allowance for ICT expenses will be made in advance at the commencement of the financial year.

d. Where an Elected Member's term of Office ceases at a local government election in a financial year, the Elected Member will be paid the annual allowance for ICT expenses on a pro-rata basis up until the local government election day. Should that Elected Member be re-elected at the local government election the remainder of the annual allowance for ICT expenses will be paid following the local government election day.

e. Where an Elected Member commences their term of Office at a local government election, the annual allowance for ICT expenses will be paid on a pro-rata basis following the local government elections (end of October) and for the period between the local government election day and the end of the financial year in which the local government election occurred.

5.5. Conditions of payment:

a. All allowances and fees shall be paid automatically unless an Elected Member has advised the Chief Executive Officer, in writing, that he/she does not want to claim any or part of those fees and allowances.

b. If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back paid but accrue from the date of the Chief Executive Officer receiving such a request.

c. The taxation liability arising from these payments is the individual responsibility of each Elected Member.

6. Mandatory Elected Member Training:

Elected Members are required to complete the Council Member Essentials Course within 12 months from the day on which they are elected, unless exempt under regulation 36 of the *Local Government (Administration) Regulations 1996.* Elected Members should confirm with the Chief Executive Officer whether they are eligible for an exemption.

All costs associated with mandatory Elected Member training will be paid for by the City. The Annual Budget will include an allocation for Council as a whole, to be used for this purpose.

The City of Joondalup will provide new Elected Members with information on training options from which the Elected Member may select according to their preferred delivery mode and availability. The City will make the necessary arrangements for enrolment.

7. Continuing Professional Development within Australia:

7.1. Objective:

To enable Elected Members to develop and maintain skills and knowledge relevant to either their role as an Elected Member or the Council's role as defined under the Act.

7.2. Statement:

Elected Members are encouraged to attend conferences and training relating to the business of the City and to enable them to be more informed and better able to fulfil their duties of Office. In accordance with regulation 37(2) of the *Local Government (Administration) Regulations 1996,* Continuing Professional Development must be relevant to the Elected Member's role as defined under the Act, or the Council's role as defined under the Act.

7.3. Annual conference and training expense allocation:

a. The following conference and training expense allocation shall be made available to Elected Members during an annual period:

   i. The Mayor shall be entitled to $19,800 ***(July 2025)*** inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest $100.

   ii. All Councillors shall be entitled to $9,000 ***(July 2025)*** inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest $100.

b. In addition to the conference and training expense allocation detailed in 7.3(a) above, the Mayor shall be entitled to attend the following conferences, at the City's cost:

   i. Annual Western Australian Local Government Association.

   ii. Annual National Australian Local Government Association.

   iii. Annual National Congress of the Local Government Professionals Australia.

c. In addition to the conference and training expense allocation detailed in 7.3(a) above, Councillors shall be entitled to attend the Annual Western Australian Local Government Association conference, at the City's cost.

7.4. Request for Approval:

Subject to section 8 of this policy for overseas travel, Elected Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing:

a. Course or event title, provider or organiser name, location and date;

b. Copy of, or link to program, course outline or other summary of content;

c. An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and

d. Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the City will seek to take advantage of reduced prices for early registration.

In accordance with regulation 37(3) of the *Local Government (Administration) Regulations 1996,* approval will not be granted for training or continuing professional development that is scheduled to occur within the last three (3) months of an Elected Member's term of office or upon delivery of a notice of resignation to the Chief Executive Officer.

7.5. Approval

Approval for Elected Member attendance may be granted by:

a. the Chief Executive Officer where:

   i. the application complies with this policy;

   ii. the event is to be held within Australia; and

   iii. the Elected Member has sufficient funds available in their annual conference and training expense allocation to meet all costs of attendance.

b. resolution of the Council where:

   i. the application has been refused by the Chief Executive Officer;

   ii. the application does not comply with this policy;

   iii. the estimated costs of attendance exceed the available balance of the Elected Member's annual conference and training expense allocation; or

   iv. the event is to be held outside of Australia.

7.6. Conferences and training that may be attended:

The conferences and training to which this policy applies shall generally be limited to the following:

a. Western Australian Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences.

b. Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important local government issues.

c. Annual conferences of the major professions in local government and other institutions of relevance to local government activities.

d. Australian Sister Cities conferences.

e. Western Australian Local Government Association Elected Members' training and development.

f. Training relating to the role of Elected Members.

g. Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

7.7. Payment of conference and training expenses:

7.7.1. Payment from conference and training expense allocation:

The City will pay conference or training expenses where the Elected Member has been authorised to attend and there are sufficient funds remaining within the Elected Member's annual conference and training expense allocation. Should sufficient funds be unavailable, the Elected Member may meet the difference between the actual cost and their remaining conference and training expense allocation themselves.

7.7.2. Booking arrangements:

Registration, travel and accommodation for Elected Members will be arranged directly by the City, with the appropriate City discount for travel and accommodation being provided.

7.7.3. Support activities:

The City will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

7.7.4. Accommodation:

a. The City will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference and training event where this is necessary because of travel and/or the conference and training event timetables which make it unreasonable to arrive at or return home in normal working hours.

b. Accommodation shall normally be booked at the conference and training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the conference and training venue.

c. Only accommodation costs for hotels, motels or accommodation of a similar type will be paid utilising an Elected Member's annual conference and training

expense allocation. Accommodation provided by relatives or friends at a private address will not be reimbursed by the City although a meal and refreshment costs can be offered in return to the hosts under 7.7.6(e).

7.7.5. Travel:

a. Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference and training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the City.

b. Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements.

c. All air travel within Australia shall be by Economy Class.

d. If accommodation is at the conference or training venue, or in close proximity, taxis (or similar type service) should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares (or similar type service), vehicle hire and parking, which are reasonable, required and incurred in attending conferences and training, will be reimbursed by the City.

e. Where, in particular circumstances, Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

7.7.6. Extent of expenses to be reimbursed:

a. An Elected Member attending a conference and training event is entitled to be reimbursed for ‘normally accepted’ living costs while travelling. Such living costs would include, but are not limited to:

   i. meals and refreshments, excluding alcohol, for the Elected Member (that are not covered by the conference and training registration costs);

   ii. dry-cleaning and laundry expenses; and

   iii. reasonable telephone, internet and facsimile charges.

b. Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.

c. Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

   i. for the days of the conference and training event only; and

ii. for the cost of travel to and from the airport to the accommodation to be used for the conference and training.

d. Where a visit is extended, as discussed in 7.7.6(c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the conference and training event. In such situations, the reimbursement of taxi fares (or similar type service) will be to the estimated cost of travel between the conference and training event's accommodation and the airport. The Elected Member will be required to pay any greater amount.

e. Where an Elected Member does not require paid accommodation for a conference and training event because the Elected Member is able to source accommodation from another party (the hosts), the Elected Member is entitled to be reimbursed for meal and refreshment costs provided to the hosts up to the amount that would have been incurred had paid accommodation been used.

f. Where an Elected Member attends two conference and training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than three days, only three days reimbursement can be claimed.

7.7.7. Payment of expense reimbursements:

a. The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is as set by the Salaries and Allowances Tribunal through a determination published from time to time.

b. Nothing prevents an Elected Member from being reimbursed expenses for intrastate and interstate travel and accommodation costs above the levels set in 7.7.7(a) where an Elected Member produces receipts or other sufficient information for the total cost to support their claim.

7.7.8. Cash advances associated with interstate and overseas travel:

a. A cash advance of $170 per day ***(July 2025)*** for interstate travel and $270 per day ***(July 2025)*** for overseas travel shall be made available to Elected Members for each day the Elected Member is travelling. The cash advances per day will be inflated annually from 1 July based on the Consumer Price Index (All Groups Perth) Rate and rounded to the nearest $10.

b. Payments will be made by Electronic Funds Transfer into the Elected Member's nominated bank account. Any other administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.

c. The cash advance shall be paid to cover all reasonable incidental expenses associated with attending conference and training events attendance such as:

i. hotel/motel charges other than accommodation, such as dry-cleaning and laundry expenses;

ii. reasonable telephone, or facsimile or internet use;

iii. meals and refreshments, excluding alcohol, for the Elected Member that are not covered by the conference and training registration cost; and

iv. any optional activity in a conference and training program.

d. Documentary evidence, in the form of original invoices and receipts, must be provided for the acquittal of all cash advances. All cash advances must be acquitted within two weeks of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City or, where agreed by the Elected Member, deducted from their annual attendance meeting fee.

7.8. Elected Member / delegate accompanying person:

a. Subject to 7.8(d) where an Elected Member is accompanied at a conference and training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/accompanying person and not by the City. The exception to the above being the cost of attending any official conference and training event dinner where partners would normally attend as well as accommodation costs associated with a shared room with the Elected Member where such costs are not above a room rate for the Elected Member alone.

b. An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.

c. Where the City meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the City by the Elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the conference and training event.

d. Where an Elected Member is attending a conference and training event and has a 'disability' as defined in the *Disability Services Act 1993*, the City will meet the travel, accommodation, and registration costs for a carer (as defined by section 3A of the *Disability Services Act 1993)* to accompany that Elected Member where that carer is a person who provides ongoing care or assistance. Costs paid by the City will not be deducted from the relevant Elected Member's annual conference and training expense allocation.

7.9. Guidelines for conference and training attendance:

Subject to the provisions of 7.3 of this policy the guidelines detailed in this section shall apply to all conference and training under this policy:

a. An Elected Member is only entitled to attend up to two interstate conference and training events per financial year.

b. Generally, no more than two Elected Members may attend a particular conference or training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.

c. All unspent funds within an Elected Member's conference and training expense allocation shall be carried forward at the completion of each annual period.

d. Following each ordinary local government election, Elected Members will forfeit any unspent funds, and commence their annual Elected Member's conference and training expense allocation as detailed in 7.3 of this policy.

e. Elected Members will only be registered for conference and training events itemised in this policy if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs.

f. The cost of training that is specifically arranged for attendance by all Elected Members (e.g. team-building) shall be paid from a separate allocation for the purpose and not considered as part of, and debited to, the individual Elected Member's conference and training expense allocation referred to in this policy.

7.9.1 Expectations:

Where training or courses funded by the City include examinations, tests, assessments or other evaluative components, Elected Members are expected to:

a. actively participate in the training;

b. complete all required assessment components;

c. make a genuine attempt to satisfy the assessment requirements of the course; and

d. where a passing standard is specified by the training provider, use reasonable endeavours to achieve that standard.

7.9.2 Reimbursement

An Elected Member may be required to reimburse the City for all or part of the training costs where the Council determines that the Elected Member has:

a. withdrawn from approved training without reasonable cause;

b. failed to participate in or complete the training without reasonable cause;

c. failed to complete required assessment components without reasonable cause; or

d. acted in a manner that demonstrates a deliberate or reckless disregard for the proper use of public funds.

Failure to achieve a passing assessment result, of itself, will not constitute grounds for reimbursement where the Elected Member has otherwise complied with clause 7.9.1.

7.9.3 Consideration of Circumstances

In determining whether reimbursement should be sought, the CEO (or delegate) will have regard to:

a. the reasons for non-completion or non-attendance;

b. the Elected Member's level of participation and commitment;

c. any illness, injury, family or employment commitments or other reasonable circumstances; and

d. whether recovery of the costs would be fair and proportionate in the circumstances.

7.9.4 Administration

Before approving or funding any professional development that is subject to this clause, the City will provide the Elected Member with written advice outlining:

a. the circumstances in which reimbursement may be required;

b. the process that will be followed in determining any reimbursement obligation;

c. available repayment arrangements, including payment plans where appropriate; and

d. any other relevant conditions applicable to the approved professional development.

A decision by the CEO may be referred to Council for further review.

8. Attendance at overseas conferences:

a. An Elected Member may, with Council approval, attend an overseas conference. The Council report must include details of the anticipated benefits to the City and the Elected Member in attending the requested overseas conference. The specific Council resolution must state the authorised travel period that would include sufficient time to travel to and from the conference location (including a reasonable acclimatisation period) and attendance at the conference; and

b. An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas conference or training in the Elected Member’s conference and training expense allocation, Council approval must be obtained before costs are incurred in keeping with 7.9(d) above or the Elected Member agrees to meet the additional costs personally.

c. Air travel overseas may be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.

d. Cash advances are payable for overseas conferences (see 7.7.8).

9. Report:

Upon return from any interstate or overseas conference and training event as detailed within this policy, where registration and other associated costs are met by the City of Joondalup, the attending Elected Member is required to:

a. prepare a detailed written report on their attendance and benefits to them and the City, to be circulated to all Elected Members within one month; or

b. present a verbal report on their attendance and benefits to them and the City, at the next available Strategy Session.

10. Reimbursement of expenses:

10.1. Objective:

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their Office.

10.2. Child care:

a. In accordance with regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published from time to time for an Elected Member's attendance at a Council meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.

b. Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.

c. Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.

d. Child care costs will not be paid for where the care is provided by a relative living in the same premises as the Elected Member. For this purpose "relative" means a spouse, de facto partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, cousin, lineal descendant of the Elected Member or a relative of the Elected Member's spouse or de facto partner.

e. Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Member's annual expense reimbursement limit as referred to in 10.4 of this policy.

10.3. Travel:

a. The payment of travel costs is covered under regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*.

b. Travel costs incurred and paid by Elected Members will be reimbursed for the following:

i. Travel and parking expenses incurred by an Elected Member using a private motor vehicle or bicycle to, from and attending:

- meetings of the Council or a committee of the Council and civic or Council-related functions;

- as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, local government association or industry groups or committees of them;
- a specific request or instruction of the Council and/or including inspection, ratepayer/electors' requests or other Council duty; and
- social functions where the Elected Member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity.

ii. The amount payable in respect of travelling expenses shall be paid from when a Councillor-Elect makes their declaration of Office.

iii. Travel expenses claimed for motor vehicles under this policy are to be calculated in accordance with the rate set by the Salaries and Allowances Tribunal through a determination published from time to time.

iv. Travel expenses claimed for bicycles under this policy are to be calculated in accordance with the rate of $0.10 per kilometre.

v. A claim for reimbursement of expenses form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by members to ensure that the transport expense can be verified.

c. Where an Elected Member deems it is more appropriate to attend a Council-related commitment without a motor vehicle or bicycle, a taxi or similar type service may be used and the costs incurred reimbursed.

d. Should an Elected Member travel by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with 10.3(b) above.

10.4. Other specified expenses:

Outside of child care and travel costs an annual reimbursement limit of $1,470 **(*July 2025)*** shall be available to Elected Members during an annual period for reimbursement of costs incurred as a result of performing their duties as an Elected Member. Other specified expenses include:

a. business attire, including footwear;

b. dry-cleaning;

c. stationery; and

d. paid tickets to events where the Elected Member has been invited and attendance is approved under the City's Attendance at Events Council Policy, including costs of tickets for accompanying persons to events under 3.2(a)(v) and 3.3(a)(v) of this policy.

The amount allocated for reimbursement of other specified expenses will be inflated annually from 1 July, based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest $10.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual period. When an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval. All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.

10.5. Time limit on claims and approval process:

Members electing to receive reimbursement of expenses in accordance with the provisions of this policy should submit the appropriate claim form to the Chief Executive Officer, together with supporting documentation, within two calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the City's annual financial statements.

10.6. Allowances and limits are exclusive of G.S.T:

Unless otherwise specified in this policy, all allowances and limits set out in this policy are exclusive of G.S.T.

Where an Elected Member does not provide appropriate documentary evidence to enable G.S.T to be claimed, the full amount of the expense incurred by the City, inclusive of G.S.T, will be applied to the relevant allocation.

10.7. Supporting documentation:

Documentary evidence is required for all expenses claimed. Original tax invoices and receipts are required for audit purposes and to enable G.S.T to be claimed.

11. Other entitlements:

11.1. Elected Member dinners:

a. To provide an avenue to facilitate networking possibilities and for Elected Members to undertake discussions with various representatives of the community, the Council has agreed to host Elected Member dinners.

b. Each Elected Member may host up to 2 (two) dinners per calendar year.

c. Each table will allow for the Elected Member as host, plus up to a maximum of nine guests. Except for the Elected Member's spouse or partner, all guests invited are to have a relationship with the City or be a stakeholder of the City. Prior to an Elected Member dinner, Elected Members are to advise the City the details of their invited guests and their relationship with the City. Details of invited guests that attend Elected Member dinners are to be reported to the Audit and Risk Committee on a quarterly basis.

d. Administration will propose up to six (6) Elected Member dinner dates in each calendar year. Elected Member dinners will only proceed if a minimum of three tables is confirmed for each event, and the maximum number of tables for each dinner shall be six (6) tables.

e. Service of alcohol at Elected Member dinners shall comprise a selection of beers and wines only.

11.2. Acknowledgement of service:

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate memento, which will take the form of an engraved plate (or plaque) commemorating the Elected Member's service and a suitable gift.

The value of any gift provided to a retiring Elected Member plus the residual value of any furniture and/or office equipment retained by a retiring Elected Member is limited to the prescribed amount (excluding GST) as set out in regulation 34AC of the *Local Government (Administration) Regulations 1996*.

Creation date:	June 2002 (CJ121-06/02)
Formerly:	• Elected Member — Allowances • Elected Member Training • Elected Members' Attendance Fees • Issue and Return of Council Related Equipment to Elected Members • Members of Council — Reimbursement of Expenses • Travel/Accommodation — Elected Members and Staff
Amendments:	CJ121-06/02, CJ206-10/05, CJ007-02/07, CJ052-04/08, CJ007-02/09, CJ094-06/10, CJ174-10/10, CJ041-03/11, CJ032-03/12, CJ185-09/13, CJ050-03/15, CJ051-04/17, CJ072-05/21, CJ077-05/22, CJ067-05/23, CJ058-03/24, CJ153-06/26, CJ155-06/26, CJ157-06/26
Last reviewed:	June 2026 (CJ153-06/26, CJ155-06/26, CJ157-06/26 refers)
Related documentation:	• Annual Budget • Attendance at Events Council Policy • Code of Conduct for Employees, Elected Members and Committee Members • Information Technology Service Agreement for Elected Members • Local Government Act 1995 • Local Government (Administration) Regulations 1996 • Public Service Officers Award • Register of Delegation of Authority • Salaries and Allowances Tribunal Determination for Local Government Chief Executive Officers and Elected Members
File reference:	101269

2022-2023 CPI (6.2%)	Existing (July 2022)	New (July 2023)	Rounded (July 2023)
Office Equipment	$1,411.77	$1,499.29	$1,500
Conference	(Mayor) $17,337.58 (Councillors) $7,925.73	$18,412.50 $8,417.12	$18,400 $8,400
Cash Advance	(Interstate) $148.56 (International) $235.30	$157.77 $249.88	$160 $250
Other Specified Exp.	$1,287.92	$1,367.77	$1,370

2023-2024 CPI (4.3%)	Existing (July 2023)	New (July 2024)	Rounded (July 2024)
Office Equipment	$1,499.29	$1,563.75	$1,560
Conference	(Mayor) $18,412.50 (Councillors) $8,417.12	$19,204.23 $8,779.05	$19,200 $8,800
Cash Advance	(Interstate) $157.77 (International) $249.88	$164.55 $260.62	$160 $260
Other Specified Exp.	$1,367.77	$1,426.58	$1,430

2024-2025 CPI (3.0%)	Existing (July 2024)	New (July 2025)	Rounded (July 2025)
Office Equipment	$1,563.75	$1,610.66	$1610
Conference	(Mayor) $19,204.23 (Councillors) $8,779.05	$19,780.35 $9,042.42	$19,800 $9,000
Cash Advance	(Interstate) $164.55 (International) $260.62	$169.48 $268.43	$170 $270
Other Specified Exp.	$1,426.58	$1,469.37	$1,470

Elected Members' Entitlements Council Policy

Responsible directorate: Governance and Strategy

Objective: To set out the support and allowances available to the City's Elected Members.

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1. Definitions:

"annual period" means the third Saturday in October to the third Saturday in October in the following year.

"conferences and training" means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of local government and held within Australia.

"fair value" means the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (AASB 13).

"ICT expenses" means:

a. rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996*; or

b. any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the *Local Government (Administration) Regulations 1996*.

2. Statement:

This policy has been prepared to comply with the provisions relevant to Elected Members' entitlements under the *Local Government Act 1995* and supporting Regulations.

3. Provision of support:

3.1. Objective:

To provide Elected Members with appropriate facilities, equipment, material and information to support them in performing their duties of Office.

3.2. Mayor:

a. The Mayor shall, in carrying out the duties and responsibilities of that Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

i. The provision of a luxury sedan type motor vehicle with unrestricted use for all official and civic duties connected to the Office of Mayor and for personal private use. This vehicle will be changed over in accordance with the City's general management of its light vehicles fleet. The Mayor may elect to have City of Joondalup vehicle licence number plates fitted to the vehicle at the City's expense for their term of Office (i.e. COJ 1, COJ 001, COJ 001 etc.).

ii. Where the Mayor is provided with a vehicle as detailed in 3.2(a)(i) above, the costs associated with the Mayor's private use of the vehicle are to be reimbursed by the Mayor.

The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office.

iii. Membership of the Qantas Club.

iv. The registration cost or ticket cost for the Mayor to attend a pre-approved event or non-approved event under the City's Attendance at Events Council Policy, provided the event does not fall into the category of a conference and training event (as defined in section 1 of this policy).

v. The registration cost or ticket cost of the Mayor's accompanying person (such as a spouse, family member or relative) to an event, where the Mayor is attending, or been invited to attend in an official capacity (as prescribed in clause 4(a) of the City's Attendance at Events Council Policy).

vi. Suitable contemporary office accommodation within the Civic Centre.

vii. Administrative support associated with the role of Mayor in accordance with the provisions of the *Local Government Act 1995*.

viii. Access to the Elected Member Lounge and refreshments. However, alcohol outside of functions and events is prohibited.

b. All equipment and facilities subject of this policy are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

3.3. Deputy Mayor and Councillors:

a. The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of their Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

i. Access to the Elected Member Lounge and refreshments. However, alcohol outside of functions and events is prohibited.

ii. Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile, internet and telephone facilities.

iii. Some secretarial support as resources allow, including limited word processing, photocopying, and postage.

iv. The registration cost or ticket cost for the Deputy Mayor or Councillor to attend a pre-approved event or non-approved event under the City's Attendance at Events Council Policy provided the event does not fall into the category of a conference and training event (as defined in section 1 of this policy).

v. The registration cost or ticket cost of the Deputy Mayor's or Councillor's accompanying person (such as a spouse, family member or relative) to an event, where the Deputy Mayor or Councillor is attending, or been invited to attend in an official capacity (as prescribed in clause 4(a) of the City's Attendance at Events Council Policy).

b. All equipment and facilities subject of this policy are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

4. Issue and return of Council equipment:

4.1. Objective:

To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

4.2. Equipment:

The following equipment, documents, stationery and other items will be issued to Elected Members:

a. Either a Macbook Air, Macbook Pro or an iMac (or similar Microsoft Windows based device); an Apple iPhone; an Apple iPad; and all-in-one printer.

b. A file backup device and a Wi-Fi capable broadband modem (such as a Time Capsule device for Mac, or an external USB device and a Wi-Fi modem for non-Mac).

c. Elected Member Lounge key.

d. Security card/building access card.

e. Satchel or briefcase (optional).

Computer equipment supplied (if required) will be issued new and replaced following each local government election where the Elected Member is elected (that is every four years). Apple iPhones will be issued new and replaced following each local government election (that is every two years). Notwithstanding, equipment issued under 4.2(a) and 4.2(b) will be replaced on failure if this occurs prior to its scheduled replacement.

At the end of each two and four year period (for mobile phones and computer equipment respectively), Elected Members will have the option to either return or purchase the devices provided by the City, at fair value. The Chief Executive Officer is authorised to approve the purchase of devices at a value to be determined by the Chief Executive Officer.

The specification of the equipment supplied under 4.2(a) and 4.2(b) shall be the highest specification for the model proposed. Elected Members will be consulted prior to the provision of the equipment and have the opportunity to make requests for changes to the equipment supplied.

4.3. Other items:

a. The following items will be issued to Elected Members:

i. Two name badges, and one name badge for their partner.

ii. Business cards.

iii. City of Joondalup Elected Members' letterhead.

iv. Christmas cards or a Christmas e-card.

v. Elected Member uniform (optional) (one jacket, two trousers/skirts and three shirts/blouses) and two casual City of Joondalup polo-shirts (or similar).

b. Each Elected Member is entitled to be reimbursed to a maximum amount of $1,610 ***(July 2025)*** following their inaugural election and every second ordinary election thereafter in which they are elected, or where an Elected Member is elected as a result of an extraordinary election, for the purchase of relevant home office furniture/equipment to assist them to perform their role as an Elected Member and to be used for Council-related purposes.

The amount allocated for reimbursement will be inflated annually as from 1 July based on the Consumer Price Index (All Groups Perth) Rate, rounded to the nearest $10.

4.4. Return of equipment issued:

a. An Elected Member must return the following equipment to the City within 14 days of ceasing to be an Elected Member:

i. Any mobile phone or computer equipment issued by the City (unless otherwise negotiated to purchase, at fair value). The Chief Executive Officer is authorised to approve the purchase of devices at a value to be determined by the Chief Executive Officer.

ii. All equipment leased by the City and provided to the Elected Member.

iii. Security card/building access card.

iv. Elected Member Lounge key.

v. City of Joondalup vehicle licence number plates (to be returned and exchanged at the Department of Transport Licensing Centre at the cost of the City).

b. The value of any equipment retained by an Elected Member on retirement cannot be more than the limits set under regulation 34AC of the *Local Government (Administration) Regulations 1996*. This value will also be deducted from the value of any retirement gift given by the City under 11.2 of this policy.

5. Payment of fees and allowances:

5.1. Objective:

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

5.2. Annual meeting attendance fees in lieu of Council meeting and committee meeting attendance fees:

a. In lieu of paying the Mayor and Councillors a meeting attendance fee for each prescribed meeting, the City will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid annually for meeting attendance fees for the Mayor and Councillors (see Item CJ128-07/13).

b. Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

5.3. Annual local government allowances — Mayor and Deputy Mayor:

a. The City will pay the maximum annual local government allowance within the range set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid to the Mayor and Deputy Mayor (see Item CJ128-07/13).

b. Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

5.4. Annual allowance for ICT expenses:

a. The City will pay all Elected Members the maximum annual allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid to Elected Members (see Item CJ128-07/13). Additional to the annual allowance for ICT expenses, a mobile telephone is provided to Elected Members under 4.2 of this policy.

b. Any claims by Elected Members for expenses incurred over the maximum annual allowance for ICT expenses detailed in 5.4(a) above are to be submitted on the form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.

c. Subject to 5.4(d) full payment of the annual allowance for ICT expenses will be made in advance at the commencement of the financial year.

d. Where an Elected Member's term of Office ceases at a local government election in a financial year, the Elected Member will be paid the annual allowance for ICT expenses on a pro-rata basis up until the local government election day. Should that Elected Member be re-elected at the local government election the remainder of the annual allowance for ICT expenses will be paid following the local government election day.

e. Where an Elected Member commences their term of Office at a local government election, the annual allowance for ICT expenses will be paid on a pro-rata basis following the local government elections (end of October) and for the period between the local government election day and the end of the financial year in which the local government election occurred.

5.5. Conditions of payment:

a. All allowances and fees shall be paid automatically unless an Elected Member has advised the Chief Executive Officer, in writing, that he/she does not want to claim any or part of those fees and allowances.

b. If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back paid but accrue from the date of the Chief Executive Officer receiving such a request.

c. The taxation liability arising from these payments is the individual responsibility of each Elected Member.

6. Mandatory Elected Member Training:

Elected Members are required to complete the Council Member Essentials Course within 12 months from the day on which they are elected, unless exempt under regulation 36 of the *Local Government (Administration) Regulations 1996.* Elected Members should confirm with the Chief Executive Officer whether they are eligible for an exemption.

All costs associated with mandatory Elected Member training will be paid for by the City. The Annual Budget will include an allocation for Council as a whole, to be used for this purpose.

The City of Joondalup will provide new Elected Members with information on training options from which the Elected Member may select according to their preferred delivery mode and availability. The City will make the necessary arrangements for enrolment.

7. Continuing Professional Development within Australia:

7.1. Objective:

To enable Elected Members to develop and maintain skills and knowledge relevant to either their role as an Elected Member or the Council's role as defined under the Act.

7.2. Statement:

Elected Members are encouraged to attend conferences and training relating to the business of the City and to enable them to be more informed and better able to fulfil their duties of Office. In accordance with regulation 37(2) of the *Local Government (Administration) Regulations 1996,* Continuing Professional Development must be relevant to the Elected Member's role as defined under the Act, or the Council's role as defined under the Act.

7.3. Annual conference and training expense allocation:

a. The following conference and training expense allocation shall be made available to Elected Members during an annual period:

   i. The Mayor shall be entitled to $19,800 ***(July 2025)*** inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest $100.

   ii. All Councillors shall be entitled to $9,000 ***(July 2025)*** inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest $100.

b. In addition to the conference and training expense allocation detailed in 7.3(a) above, the Mayor shall be entitled to attend the following conferences, at the City's cost:

   i. Annual Western Australian Local Government Association.

   ii. Annual National Australian Local Government Association.

   iii. Annual National Congress of the Local Government Professionals Australia.

c. In addition to the conference and training expense allocation detailed in 7.3(a) above, Councillors shall be entitled to attend the Annual Western Australian Local Government Association conference, at the City's cost.

7.4. Request for Approval:

Subject to section 8 of this policy for overseas travel, Elected Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing:

a. Course or event title, provider or organiser name, location and date;

b. Copy of, or link to program, course outline or other summary of content;

c. An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and

d. Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the City will seek to take advantage of reduced prices for early registration.

In accordance with regulation 37(3) of the *Local Government (Administration) Regulations 1996,* approval will not be granted for training or continuing professional development that is scheduled to occur within the last three (3) months of an Elected Member's term of office or upon delivery of a notice of resignation to the Chief Executive Officer.

7.5. Approval

Approval for Elected Member attendance may be granted by:

a. the Chief Executive Officer where:

   i. the application complies with this policy;

   ii. the event is to be held within Australia; and

   iii. the Elected Member has sufficient funds available in their annual conference and training expense allocation to meet all costs of attendance.

b. resolution of the Council where:

   i. the application has been refused by the Chief Executive Officer;

   ii. the application does not comply with this policy;

   iii. the estimated costs of attendance exceed the available balance of the Elected Member's annual conference and training expense allocation; or

   iv. the event is to be held outside of Australia.

7.6. Conferences and training that may be attended:

The conferences and training to which this policy applies shall generally be limited to the following:

a. Western Australian Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences.

b. Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important local government issues.

c. Annual conferences of the major professions in local government and other institutions of relevance to local government activities.

d. Australian Sister Cities conferences.

e. Western Australian Local Government Association Elected Members' training and development.

f. Training relating to the role of Elected Members.

g. Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

7.7. Payment of conference and training expenses:

7.7.1. Payment from conference and training expense allocation:

The City will pay conference or training expenses where the Elected Member has been authorised to attend and there are sufficient funds remaining within the Elected Member's annual conference and training expense allocation. Should sufficient funds be unavailable, the Elected Member may meet the difference between the actual cost and their remaining conference and training expense allocation themselves.

7.7.2. Booking arrangements:

Registration, travel and accommodation for Elected Members will be arranged directly by the City, with the appropriate City discount for travel and accommodation being provided.

7.7.3. Support activities:

The City will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

7.7.4. Accommodation:

a. The City will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference and training event where this is necessary because of travel and/or the conference and training event timetables which make it unreasonable to arrive at or return home in normal working hours.

b. Accommodation shall normally be booked at the conference and training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the conference and training venue.

c. Only accommodation costs for hotels, motels or accommodation of a similar type will be paid utilising an Elected Member's annual conference and training

expense allocation. Accommodation provided by relatives or friends at a private address will not be reimbursed by the City although a meal and refreshment costs can be offered in return to the hosts under 7.7.6(e).

7.7.5. Travel:

a. Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference and training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the City.

b. Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements.

c. All air travel within Australia shall be by Economy Class.

d. If accommodation is at the conference or training venue, or in close proximity, taxis (or similar type service) should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares (or similar type service), vehicle hire and parking, which are reasonable, required and incurred in attending conferences and training, will be reimbursed by the City.

e. Where, in particular circumstances, Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

7.7.6. Extent of expenses to be reimbursed:

a. An Elected Member attending a conference and training event is entitled to be reimbursed for ‘normally accepted’ living costs while travelling. Such living costs would include, but are not limited to:

   i. meals and refreshments, excluding alcohol, for the Elected Member (that are not covered by the conference and training registration costs);

   ii. dry-cleaning and laundry expenses; and

   iii. reasonable telephone, internet and facsimile charges.

b. Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.

c. Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

   i. for the days of the conference and training event only; and

ii. for the cost of travel to and from the airport to the accommodation to be used for the conference and training.

d. Where a visit is extended, as discussed in 7.7.6(c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the conference and training event. In such situations, the reimbursement of taxi fares (or similar type service) will be to the estimated cost of travel between the conference and training event's accommodation and the airport. The Elected Member will be required to pay any greater amount.

e. Where an Elected Member does not require paid accommodation for a conference and training event because the Elected Member is able to source accommodation from another party (the hosts), the Elected Member is entitled to be reimbursed for meal and refreshment costs provided to the hosts up to the amount that would have been incurred had paid accommodation been used.

f. Where an Elected Member attends two conference and training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than three days, only three days reimbursement can be claimed.

7.7.7. Payment of expense reimbursements:

a. The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is as set by the Salaries and Allowances Tribunal through a determination published from time to time.

b. Nothing prevents an Elected Member from being reimbursed expenses for intrastate and interstate travel and accommodation costs above the levels set in 7.7.7(a) where an Elected Member produces receipts or other sufficient information for the total cost to support their claim.

7.7.8. Cash advances associated with interstate and overseas travel:

a. A cash advance of $170 per day ***(July 2025)*** for interstate travel and $270 per day ***(July 2025)*** for overseas travel shall be made available to Elected Members for each day the Elected Member is travelling. The cash advances per day will be inflated annually from 1 July based on the Consumer Price Index (All Groups Perth) Rate and rounded to the nearest $10.

b. Payments will be made by Electronic Funds Transfer into the Elected Member's nominated bank account. Any other administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.

c. The cash advance shall be paid to cover all reasonable incidental expenses associated with attending conference and training events attendance such as:

i. hotel/motel charges other than accommodation, such as dry-cleaning and laundry expenses;

ii. reasonable telephone, or facsimile or internet use;

iii. meals and refreshments, excluding alcohol, for the Elected Member that are not covered by the conference and training registration cost; and

iv. any optional activity in a conference and training program.

d. Documentary evidence, in the form of original invoices and receipts, must be provided for the acquittal of all cash advances. All cash advances must be acquitted within two weeks of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City or, where agreed by the Elected Member, deducted from their annual attendance meeting fee.

7.8. Elected Member / delegate accompanying person:

a. Subject to 7.8(d) where an Elected Member is accompanied at a conference and training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/accompanying person and not by the City. The exception to the above being the cost of attending any official conference and training event dinner where partners would normally attend as well as accommodation costs associated with a shared room with the Elected Member where such costs are not above a room rate for the Elected Member alone.

b. An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.

c. Where the City meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the City by the Elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the conference and training event.

d. Where an Elected Member is attending a conference and training event and has a 'disability' as defined in the *Disability Services Act 1993*, the City will meet the travel, accommodation, and registration costs for a carer (as defined by section 3A of the *Disability Services Act 1993)* to accompany that Elected Member where that carer is a person who provides ongoing care or assistance. Costs paid by the City will not be deducted from the relevant Elected Member's annual conference and training expense allocation.

7.9. Guidelines for conference and training attendance:

Subject to the provisions of 7.3 of this policy the guidelines detailed in this section shall apply to all conference and training under this policy:

a. An Elected Member is only entitled to attend up to two interstate conference and training events per financial year.

b. Generally, no more than two Elected Members may attend a particular conference or training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.

c. All unspent funds within an Elected Member's conference and training expense allocation shall be carried forward at the completion of each annual period.

d. Following each ordinary local government election, Elected Members will forfeit any unspent funds, and commence their annual Elected Member's conference and training expense allocation as detailed in 7.3 of this policy.

e. Elected Members will only be registered for conference and training events itemised in this policy if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs.

f. The cost of training that is specifically arranged for attendance by all Elected Members (e.g. team-building) shall be paid from a separate allocation for the purpose and not considered as part of, and debited to, the individual Elected Member's conference and training expense allocation referred to in this policy.

7.9.1 Expectations:

Where training or courses funded by the City include examinations, tests, assessments or other evaluative components, Elected Members are expected to:

a. actively participate in the training;

b. complete all required assessment components;

c. make a genuine attempt to satisfy the assessment requirements of the course; and

d. where a passing standard is specified by the training provider, use reasonable endeavours to achieve that standard.

7.9.2 Reimbursement

An Elected Member may be required to reimburse the City for all or part of the training costs where the Council determines that the Elected Member has:

a. withdrawn from approved training without reasonable cause;

b. failed to participate in or complete the training without reasonable cause;

c. failed to complete required assessment components without reasonable cause; or

d. acted in a manner that demonstrates a deliberate or reckless disregard for the proper use of public funds.

Failure to achieve a passing assessment result, of itself, will not constitute grounds for reimbursement where the Elected Member has otherwise complied with clause 7.9.1.

7.9.3 Consideration of Circumstances

In determining whether reimbursement should be sought, the CEO (or delegate) will have regard to:

a. the reasons for non-completion or non-attendance;

b. the Elected Member's level of participation and commitment;

c. any illness, injury, family or employment commitments or other reasonable circumstances; and

d. whether recovery of the costs would be fair and proportionate in the circumstances.

7.9.4 Administration

Before approving or funding any professional development that is subject to this clause, the City will provide the Elected Member with written advice outlining:

a. the circumstances in which reimbursement may be required;

b. the process that will be followed in determining any reimbursement obligation;

c. available repayment arrangements, including payment plans where appropriate; and

d. any other relevant conditions applicable to the approved professional development.

A decision by the CEO may be referred to Council for further review.

8. Attendance at overseas conferences:

a. An Elected Member may, with Council approval, attend an overseas conference. The Council report must include details of the anticipated benefits to the City and the Elected Member in attending the requested overseas conference. The specific Council resolution must state the authorised travel period that would include sufficient time to travel to and from the conference location (including a reasonable acclimatisation period) and attendance at the conference; and

b. An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas conference or training in the Elected Member’s conference and training expense allocation, Council approval must be obtained before costs are incurred in keeping with 7.9(d) above or the Elected Member agrees to meet the additional costs personally.

c. Air travel overseas may be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.

d. Cash advances are payable for overseas conferences (see 7.7.8).

9. Report:

Upon return from any interstate or overseas conference and training event as detailed within this policy, where registration and other associated costs are met by the City of Joondalup, the attending Elected Member is required to:

a. prepare a detailed written report on their attendance and benefits to them and the City, to be circulated to all Elected Members within one month; or

b. present a verbal report on their attendance and benefits to them and the City, at the next available Strategy Session.

10. Reimbursement of expenses:

10.1. Objective:

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their Office.

10.2. Child care:

a. In accordance with regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published from time to time for an Elected Member's attendance at a Council meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.

b. Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.

c. Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.

d. Child care costs will not be paid for where the care is provided by a relative living in the same premises as the Elected Member. For this purpose "relative" means a spouse, de facto partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, cousin, lineal descendant of the Elected Member or a relative of the Elected Member's spouse or de facto partner.

e. Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Member's annual expense reimbursement limit as referred to in 10.4 of this policy.

10.3. Travel:

a. The payment of travel costs is covered under regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*.

b. Travel costs incurred and paid by Elected Members will be reimbursed for the following:

i. Travel and parking expenses incurred by an Elected Member using a private motor vehicle or bicycle to, from and attending:

- meetings of the Council or a committee of the Council and civic or Council-related functions;

- as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, local government association or industry groups or committees of them;
- a specific request or instruction of the Council and/or including inspection, ratepayer/electors' requests or other Council duty; and
- social functions where the Elected Member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity.

ii. The amount payable in respect of travelling expenses shall be paid from when a Councillor-Elect makes their declaration of Office.

iii. Travel expenses claimed for motor vehicles under this policy are to be calculated in accordance with the rate set by the Salaries and Allowances Tribunal through a determination published from time to time.

iv. Travel expenses claimed for bicycles under this policy are to be calculated in accordance with the rate of $0.10 per kilometre.

v. A claim for reimbursement of expenses form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by members to ensure that the transport expense can be verified.

c. Where an Elected Member deems it is more appropriate to attend a Council-related commitment without a motor vehicle or bicycle, a taxi or similar type service may be used and the costs incurred reimbursed.

d. Should an Elected Member travel by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with 10.3(b) above.

10.4. Other specified expenses:

Outside of child care and travel costs an annual reimbursement limit of $1,470 **(*July 2025)*** shall be available to Elected Members during an annual period for reimbursement of costs incurred as a result of performing their duties as an Elected Member. Other specified expenses include:

a. business attire, including footwear;

b. dry-cleaning;

c. stationery; and

d. paid tickets to events where the Elected Member has been invited and attendance is approved under the City's Attendance at Events Council Policy, including costs of tickets for accompanying persons to events under 3.2(a)(v) and 3.3(a)(v) of this policy.

The amount allocated for reimbursement of other specified expenses will be inflated annually from 1 July, based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest $10.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual period. When an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval. All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.

10.5. Time limit on claims and approval process:

Members electing to receive reimbursement of expenses in accordance with the provisions of this policy should submit the appropriate claim form to the Chief Executive Officer, together with supporting documentation, within two calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the City's annual financial statements.

10.6. Allowances and limits are exclusive of G.S.T:

Unless otherwise specified in this policy, all allowances and limits set out in this policy are exclusive of G.S.T.

Where an Elected Member does not provide appropriate documentary evidence to enable G.S.T to be claimed, the full amount of the expense incurred by the City, inclusive of G.S.T, will be applied to the relevant allocation.

10.7. Supporting documentation:

Documentary evidence is required for all expenses claimed. Original tax invoices and receipts are required for audit purposes and to enable G.S.T to be claimed.

11. Other entitlements:

11.1. Elected Member dinners:

a. To provide an avenue to facilitate networking possibilities and for Elected Members to undertake discussions with various representatives of the community, the Council has agreed to host Elected Member dinners.

b. Each Elected Member may host up to 2 (two) dinners per calendar year.

c. Each table will allow for the Elected Member as host, plus up to a maximum of nine guests. Except for the Elected Member's spouse or partner, all guests invited are to have a relationship with the City or be a stakeholder of the City. Prior to an Elected Member dinner, Elected Members are to advise the City the details of their invited guests and their relationship with the City. Details of invited guests that attend Elected Member dinners are to be reported to the Audit and Risk Committee on a quarterly basis.

d. Administration will propose up to six (6) Elected Member dinner dates in each calendar year. Elected Member dinners will only proceed if a minimum of three tables is confirmed for each event, and the maximum number of tables for each dinner shall be six (6) tables.

e. Service of alcohol at Elected Member dinners shall comprise a selection of beers and wines only.

11.2. Acknowledgement of service:

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate memento, which will take the form of an engraved plate (or plaque) commemorating the Elected Member's service and a suitable gift.

The value of any gift provided to a retiring Elected Member plus the residual value of any furniture and/or office equipment retained by a retiring Elected Member is limited to the prescribed amount (excluding GST) as set out in regulation 34AC of the *Local Government (Administration) Regulations 1996*.

Creation date:	June 2002 (CJ121-06/02)
Formerly:	• Elected Member — Allowances • Elected Member Training • Elected Members' Attendance Fees • Issue and Return of Council Related Equipment to Elected Members • Members of Council — Reimbursement of Expenses • Travel/Accommodation — Elected Members and Staff
Amendments:	CJ121-06/02, CJ206-10/05, CJ007-02/07, CJ052-04/08, CJ007-02/09, CJ094-06/10, CJ174-10/10, CJ041-03/11, CJ032-03/12, CJ185-09/13, CJ050-03/15, CJ051-04/17, CJ072-05/21, CJ077-05/22, CJ067-05/23, CJ058-03/24, CJ153-06/26, CJ155-06/26, CJ157-06/26
Last reviewed:	June 2026 (CJ153-06/26, CJ155-06/26, CJ157-06/26 refers)
Related documentation:	• Annual Budget • Attendance at Events Council Policy • Code of Conduct for Employees, Elected Members and Committee Members • Information Technology Service Agreement for Elected Members • Local Government Act 1995 • Local Government (Administration) Regulations 1996 • Public Service Officers Award • Register of Delegation of Authority • Salaries and Allowances Tribunal Determination for Local Government Chief Executive Officers and Elected Members
File reference:	101269

2022-2023 CPI (6.2%)	Existing (July 2022)	New (July 2023)	Rounded (July 2023)
Office Equipment	$1,411.77	$1,499.29	$1,500
Conference	(Mayor) $17,337.58 (Councillors) $7,925.73	$18,412.50 $8,417.12	$18,400 $8,400
Cash Advance	(Interstate) $148.56 (International) $235.30	$157.77 $249.88	$160 $250
Other Specified Exp.	$1,287.92	$1,367.77	$1,370

2023-2024 CPI (4.3%)	Existing (July 2023)	New (July 2024)	Rounded (July 2024)
Office Equipment	$1,499.29	$1,563.75	$1,560
Conference	(Mayor) $18,412.50 (Councillors) $8,417.12	$19,204.23 $8,779.05	$19,200 $8,800
Cash Advance	(Interstate) $157.77 (International) $249.88	$164.55 $260.62	$160 $260
Other Specified Exp.	$1,367.77	$1,426.58	$1,430

2024-2025 CPI (3.0%)	Existing (July 2024)	New (July 2025)	Rounded (July 2025)
Office Equipment	$1,563.75	$1,610.66	$1610
Conference	(Mayor) $19,204.23 (Councillors) $8,779.05	$19,780.35 $9,042.42	$19,800 $9,000
Cash Advance	(Interstate) $164.55 (International) $260.62	$169.48 $268.43	$170 $270
Other Specified Exp.	$1,426.58	$1,469.37	$1,470

Appointment of an Acting or Temporary Chief Executive Officer Council Policy

Responsible directorate: Governance and Strategy

Objective: To establish the processes for appointing an Acting CEO or Temporary CEO for periods of less than twelve months.

1. Definitions:

"Act" means the Local Government Act 1995.

"Acting CEO" means a person appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.

"CEO" means the Chief Executive Officer of the City.

"City" means the City of Joondalup.

"Temporary CEO" means a person appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

2. Statement:

This policy has been prepared to comply with the provisions of section 5.39C of the Local Government Act 1995 in regard to the appointment of an Acting CEO or Temporary CEO.

3. Details:

3.1. Acting CEO and Temporary CEO requirements and qualifications:

a. When the CEO is on planned or unplanned leave, or the CEO's employment with the City has ended, an Acting CEO or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions and perform the duties of CEO under the Act or any other written law.

b. Any employee holding the substantive role of:

i. Director Corporate Services

ii. Director Governance and Strategy

iii. Director Infrastructure Services

iv. Director Planning and Community Development,

is considered suitably qualified to perform the role of Acting CEO or Temporary CEO.

c. An employee appointed to temporarily act in a senior employee position referred to in clause 3.1(b) is not considered to be suitably qualified to perform the role of Acting CEO or Temporary CEO.

3.2. Appointment of Acting CEO — periods of up to 35 days:

a. The CEO is authorised to appoint in writing one of the employees identified in clause 3.1(b) as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 35 days, subject to the CEO's consideration of that employee's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity between all senior employees.

b. The CEO must appoint an Acting CEO for any planned or unplanned leave periods between 7 days and 35 days.

c. Nothing in clause 3.2(a) prevents the CEO from appointing more than one senior employee detailed in clause 3.1(b) to share the duties of Acting CEO for the planned or unplanned leave period.

d. Following an appointment under clause 3.2(a), the CEO is to advise Elected Members which employee (or employees) has been appointed as Acting CEO and for what duration, as soon as possible.

e. If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with clause 3.2(a), then the following line of succession shall apply:

i. The Director Corporate Services will be appointed as Acting CEO; or

ii. If the Director Corporate Services is unable or unwilling to act, the Director Governance and Strategy will be appointed as Acting CEO.

3.3. Appointment of Acting CEO — periods greater than 35 days but less than 12 months:

a. Where the CEO's extended period of leave is greater than 35 days but less than 12 months, Council is to appoint an Acting CEO in accordance with one of the following options:

i. Extend any Acting CEO appointment made by the CEO under clause 3.2(a);

ii. Appoint another employee, or multiple employees listed in clause 3.1(b) for ~~a~~ separate defined periods to ensure the CEO position is filled continuously for the extended period of leave; or

iii. Commence an external recruitment process in accordance with clause 3.4(b)(iii).

b. For the purposes of clause 3.3(a) extended leave may arise by way of:

i. The CEO clearing extended planned leave which may include accumulated or combined annual leave, long service leave or personal leave; or

ii. The CEO taking unplanned leave or is absent from duty which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.

c. The Mayor will liaise with the CEO, or in their unplanned absence, the Director Governance and Strategy to coordinate the necessary Council reports to facilitate an Acting CEO appointment.

d. Subject to Council's resolution, the Mayor will execute in writing the Acting CEO appointment with administrative assistance from the Director Governance and Strategy.

3.4. Appointment of Temporary CEO – substantive vacancy:

a. In the event the CEO's employment with the City is ending, Council may appoint a Temporary CEO.

b. Council when determining to appoint a Temporary CEO, may either:

i. appoint an employee identified in clause 3.1(b) to be Temporary CEO until such time a new substantive CEO has commenced their employment with the City;

ii. appoint multiple employees listed in clause 3.1(b) as the Temporary CEO for ~~a~~ separate defined periods, and until such time that a new substantive CEO has commenced their employment with the City;

iii. appoint a Temporary CEO following an external recruitment process for a Temporary CEO in accordance with principles of merit and equity prescribed in section 5.40 of the Act; or

iv. appoint an employee identified in clause 3.1(b) to be an interim Temporary CEO until an external recruitment process for a Temporary CEO can be completed under clause 3.4(b)(iii) and their employment with the City as Temporary CEO has commenced.

c. The Mayor will liaise with the Director Governance and Strategy to coordinate the necessary Council reports to facilitate a Temporary CEO appointment.

d. The Mayor is authorised to execute in writing the appointment of a Temporary CEO in accordance with Council's resolution with administrative assistance from the Director Governance and Strategy.

3.5. Renumeration and conditions of Acting or Temporary CEO:

a. Unless Council otherwise resolves, an employee appointed as Acting CEO or Temporary CEO should be remunerated at 90% of the substantive CEO's total reward package.

b. Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.

c. Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

Creation date:	17 August 2021 (CJ128-08/21)
Formerly:	
Amendments:	May 2023 (CJ079-05/23)
Last reviewed:	August 2021 (CJ128-08/21) May 2023 (CJ079-05/23)
Related documentation:	• *Local Government Act 1995* • *Local Government (Administration) Regulations 1996*
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