

AGENDA

Briefing Session City of Joondalup

A BRIEFING SESSION

WILL BE HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE,
BOAS AVENUE, JOONDALUP

On

MEETING DATE



TUESDAY, 3 JUNE 2008

PUBLIC QUESTION TIME



Public Question Time

Members of the public are requested to lodge questions in writing by close of business on Monday, 2 June 2008.

Answers to those questions received within that timeframe will, where practicable, be provided in hard copy form at the Briefing Session.



GARRY HUNT

Chief Executive Officer

30 May 2008



City of
Joondalup

www.joondalup.wa.gov.au

BRIEFING SESSIONS

The following procedures for the conduct of Briefing Sessions were adopted at the Council meeting held on 18 December 2007:

INTRODUCTION

The modern role of the Elected Council is to set policy and strategy, and provide goals and targets for the local government (City of Joondalup). The employees, through the Chief Executive Officer, have the task of implementing the decisions of the Elected Council.

A well-structured decision-making process that has established procedures will provide the elected body with the opportunity to:

- have input into the future strategic direction set by the Council;
- seek points of clarification;
- ask questions;
- be given adequate time to research issues;
- be given maximum time to debate matters before the Council;

and ensure that the elected body is fully informed to make the best possible decision for all the residents of the City of Joondalup.

PURPOSE OF BRIEFING SESSIONS

Briefing Sessions will involve Elected Members, staff, and external advisors (where appropriate) and will be open to the public.

Briefing Sessions will provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next ordinary meeting of Council for formal consideration and decision.

PROCEDURES FOR BRIEFING SESSIONS

The following procedures will apply to Briefing Sessions that are conducted by the City of Joondalup.

- 1 Briefing Sessions will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the Local Government Act 1995.
- 2 Dates and times for Briefing Sessions will be set well in advance where practicable, and appropriate notice given to the public.
- 3 The Chief Executive Officer will ensure timely written notice and an agenda for each Briefing Session will be provided to all Elected Members, Members of the public and external advisors (where appropriate).

- 4 The Mayor is to be the Presiding Member at Briefing Sessions. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside at the Briefing Session. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the Briefing Session.
- 5 There is to be no debate amongst Elected Members on any matters raised during the Briefing Session;
- 6 Relevant employees of the City will be available to make a presentation or respond to questions on matters listed on the agenda for the Briefing Session;
- 7 All Elected Members will be given a fair and equal opportunity to participate in the Briefing Session;
- 8 The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered;
- 9 Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Briefing Sessions. When disclosing an interest the following is suggested:
 - (a) Interests are to be disclosed in accordance with the provisions of the Local Government Act 1995 and the City's Code of Conduct.
 - (b) Elected Members disclosing a financial interest will not participate in that part of the Session relating to the matter to which their interest applies and shall depart the room;
 - (c) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered.
- 10 Elected Members have the opportunity to request matters to be included on the agenda for consideration at a future Briefing Session at Item 10 on the Briefing Session agenda.
- 11 A record shall be kept of all Briefing Sessions. As no decisions are made at a Briefing Session, the record need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members.
- 12 Members of the public may make a deputation to a Briefing Session by making a written request to the Mayor by 4pm on the working day immediately prior to the scheduled Briefing Session. Deputations must relate to matters listed on the agenda of the Briefing Session.
- 13 Other requirements for deputations are to be in accordance with the Standing Orders Local Law where it refers to the management of deputations.

PROCEDURES FOR PUBLIC QUESTION TIME

The following procedures for the conduct of Public Question Time were adopted at the Council meeting held on 18 December 2007:

Questions asked verbally

- 1 Members of the public are invited to ask questions at Briefing Sessions. Questions asked at a Briefing Session must relate to a matter contained on the agenda.
- 2 A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 3 Public question time will be limited to two minutes per member of the public, with a limit of two verbal questions per member of the public.
- 4 Statements are not to precede the asking of a question during public question time. Statements should be made during public statement time.
- 5 Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.
- 6 Public question time will be limited to the legislative minimum of 15 minutes. Public question time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions. The Presiding Member may extend public question time in intervals of ten minutes, but the total time allocated for public question time is not to exceed thirty five (35) minutes in total.
- 7 Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory on a particular Elected Member or City employee. The Presiding Member shall decide to:
 - accept or reject any question and his/her decision is final;
 - nominate a member of the Council and/or City employee to respond to the question;
 - take a question on notice. In this case a written response will be provided as soon as possible, and included in the agenda of the next briefing session.
- 8 Where an Elected Member is of the opinion that a member of the public is:
 - asking a question at a Briefing session that is not relevant to a matter listed on the agenda, or;
 - making a statement during public question time;they may bring it to the attention of the Presiding Member who will make a ruling
- 9 Questions and any response will be summarised and included in the notes of the Briefing Session.

- 10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

Questions in Writing

- 1 Members of the public may submit questions to the City in writing.
- 2 Questions must relate to a matter contained on the agenda.
- 3 The City will accept a maximum of 5 written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by the close of business on the working day immediately prior to the scheduled Briefing Session will be responded to, where possible, at the Briefing Session. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
- 5 The Presiding Member shall decide to accept or reject any written question and his/her decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting, including the reason(s) for the decision.
- 6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- 7 Written questions unable to be responded to at the Briefing Session will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Briefing Session.
- 8 A person who submits written questions may also ask questions at a Briefing Session and questions asked verbally may be different to those submitted in writing.
- 9 Questions and any response will be summarised and included in the notes of the Briefing Session.

- 10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

DISCLAIMER

Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

PROCEDURES FOR PUBLIC STATEMENT TIME

The following procedures for the conduct of Public Statement Time were adopted at the Council meeting held on 18 December 2007:

- 1 Members of the public are invited to make statements at Briefing Sessions. Statements made at a Briefing Session must relate to a matter contained on the agenda.
- 2 A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 3 Public statement time will be limited to two minutes per member of the public.
- 4 Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.
- 5 Public statement time will be limited to a maximum of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier if there are no further statements.
- 6 Statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.
- 7 Where an Elected Member is of the opinion that a member of the public is making a statement at a Briefing session, that is not relevant to a matter listed on the draft agenda, they may bring it to the attention of the Presiding Member who will make a ruling.
- 8 A member of the public attending a Briefing Session may present a written statement rather than making the Statement verbally if he or she so wishes.
- 9 Statements will be summarised and included in the notes of the Briefing Session.

DEPUTATION SESSIONS

Council will conduct an informal session on the same day as the Briefing Session in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup, commencing at 6.30 pm where members of the public may present deputations by appointment only. (Please note that deputation requests are to be received by no later than 4.00 pm on the Monday prior to a Briefing Session.)

A time period of fifteen (15) minutes is set-aside for each deputation, with five (5) minutes for Elected members' questions. Deputation sessions are open to the public.

* *Any queries on the agenda, please contact Council Support Services on 9400 4369*

CITY OF JOONDALUP – BRIEFING SESSION

to be held in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup on **TUESDAY, 3 JUNE 2008** commencing at **6.30 pm**

ORDER OF BUSINESS

1 OPEN AND WELCOME

2 DEPUTATIONS

3 PUBLIC QUESTION TIME

The following questions were submitted to the Briefing Session held on 6 May 2008:

Mr S Magyar, Heathridge:

Re: Item 4 – List of Payments made during the month of March 2008

Q1 *Stamped Page 58 – payments of \$400.14, \$950.01 and \$146.50 (EFT Payment No 15604) to Harbottle on-Premise for the purchase of Corona beer and other drinks. When and where were these drinks consumed?*

A1 The drinks were purchased for bar stocks for civic functions.

Q2 *Stamped Page 59 – six payments, totalling \$1,017.89 (EFT Payment No 15607) to HBC Newspapers Delivery for newspapers. Is this solely for newspapers or for the supply of magazines and other services?*

A2 For the supply of newspapers and magazines.

Ms J O'Donoghue:

Re: Sacred Heart College, Sorrento – Auditorium and Classroom Additions including canteen: Lot 16 (15) Hocking Parade, Sorrento:

Q1 *We understand Sacred Heart College has relayed information to the respective Councillors that the original height of the proposed development at Lot 16 (15) Hocking Parade, Sorrento is 11.4 metres. Is this correct and if so how can the College provide to the councillors this height anomaly when the residents have had the proposed height of the development confirmed by the City of Joondalup planning dept at 15.3 metres which is well outside the City of Joondalup height policy of 10 metres?*

- A1 The City is not in a position to comment on information that may have been sent to Councillors.

In relation to the proposed development, the maximum height of the original auditorium proposal submitted to the City was 15.3 metres above natural ground level. The College has since submitted amended plans with a reduction in height of the proposed auditorium by 0.7m. The height of the development is now proposed to be 14.6m above natural ground level (which is 8.5m above the old boarding house roof).

To avoid any misunderstanding, please refer to Briefing Agenda Item 14 for details on the levels relating to the proposed development.

Mr R McEvoy, Warwick:

Re: Item 11 – Request for Parking Prohibitions – Hawker Avenue (and adjacent streets)

- Q1 *Was the idea of prohibiting residents from verge parking canvassed in your survey?*

- A1 The only prohibitions for residents parking on verges canvassed in this survey was at intersections and adjacent to the school grounds as shown on the Attachment 1 to the report.

- Q2 *When implementing the proposed parking prohibitions for Hawker Avenue and adjacent streets, will the Council ensure verge parking is made available for the 30% or so of local residents who have requested it, by erecting appropriate signage and issuing resident permits?*

- A2 As stated within the report:

“Residents may park on their own verges during this time, however vehicles parked on residential verges without the permission of the residents are covered under the City’s Parking Local Law (section 42(2))”. The offending vehicles can then be issued with infringement notices. The report also states: “During the collation of the feedback it was noted that a number of residents had asked for residential parking permits. The City is currently working towards the potential introduction of this type of permit within specific areas”.

4 PUBLIC STATEMENT TIME

The following statements were submitted to the Briefing Session held on 6 May 2008:

Mr S Magyar, Heathridge:

Re: Item 14 – Sacred Heart College, Sorrento – Auditorium and Classroom Additions including canteen: Lot 16 (15) Hocking Parade, Sorrento.

Mr Magyar spoke in relation to the proposal for Sacred Heart College and was of the belief that the application should be considered in context with the undulating landscape.

Mr McNamara, Sorrento:

Re: Item 14 – Sacred Heart College, Sorrento – Auditorium and Classroom Additions including canteen: Lot 16 (15) Hocking Parade, Sorrento.

Mr McNamara spoke against the proposed development and urged Elected Members to refuse the application and uphold the standards of the local area.

Mr S Wren, Padbury Circle, Sorrento:

Re: Item 14 – Sacred Heart College, Sorrento – Auditorium and Classroom Additions including canteen: Lot 16 (15) Hocking Parade, Sorrento.

Mr Wren spoke in support of the proposed development and stated his children attended Sacred Heart College.

Mr R Clark, Woodvale:

Item 10 – Request for Parking Prohibitions – Trailwood Drive, Woodvale.

Mr Clark spoke in relation to the proposed parking prohibitions and stated he was opposed to any parking in Trailwood Drive, Woodvale.

5 APOLOGIES AND LEAVE OF ABSENCE**Leave of Absence previously approved**

Cr T McLean	10 May 2008 – 12 June 2008 inclusive
Cr G Amphlett	13 – 22 June 2008 inclusive
Cr R Fishwick	1 September 2008 – 19 October 2008 inclusive

6 DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY**Disclosure of Financial Interests**

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.

Disclosure of interest affecting impartiality

Elected members and staff are required under the Code of Conduct, in addition to declaring any financial interest, to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected member/employee is also encouraged to disclose the nature of the interest.

7 REPORTS

ITEM NO	TITLE	WARD	PAGE NO
1	EXECUTION OF DOCUMENTS - [15876]	All	1
2	REGISTRATION OF VOTING DELEGATES FOR THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) 2008 ANNUAL GENERAL MEETING - [00033]	All	5
3	MINUTES OF EXTERNAL COMMITTEES - [18879] [41196]	All	9
4	SPECIAL MEETING OF COUNCIL AND ADJUSTMENT TO DATE FOR BRIEFING SESSION - [85586]	All	11
5	TRADING IN PUBLIC PLACES AMENDMENT LOCAL LAW - [10047]	All	15
6	REGISTERING AND IDENTIFYING CATS: A NEW LOCAL LAW - [29182]	All	18
7	BED AND BREAKFAST SECTOR IN THE CITY OF JOONDALUP - [29182]	All	23
8	MINUTES OF THE SUSTAINABILITY ADVISORY COMMITTEE HELD ON 17 APRIL 2008 - [00906]	All	29
9	LEGAL REPRESENTATION FOR ELECTED MEMBERS - [01173]	All	34
10	LIST OF PAYMENTS MADE DURING THE MONTH OF APRIL 2008 - [09882]	All	38
11	FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 30 APRIL 2008 - [07882]	All	41
12	INVESTIGATION INTO NEW COLLECTION FORMAT FOR BULK WASTE COLLECTION SERVICE - [39835]	All	44
13	CONSERVATION ADVISORY COMMITTEE MINUTES - [00906]	All	52
14	MONTHLY TOWN PLANNING DELEGATED AUTHORITY REPORT, DEVELOPMENT AND SUBDIVISION APPLICATIONS – APRIL 2008 - [07032] [05961]	All	55
15	PROPOSED LIQUOR STORE: LOT 929 (1244) MARMION AVENUE, CURRAMBINE - [75606]	North	58
16	OUTCOME OF STATE ADMINISTRATIVE TRIBUNAL HEARING - PROPOSED 14 GROUPED DWELLINGS AT LOT 11483 (4) BURNS PLACE, BURNS BEACH - [43305]	North	68
17	PROPOSED CHANGE OF USE FROM CONSULTING ROOMS TO CIVIC BUILDING AT LOT 119 (14) DAVALLIA ROAD, DUNCRAIG - [08043]	South	77

18	DEDICATION AS ROAD RESERVE - PORTION OF LAND ADJACENT TO LOT 1 (113) GRAND BOULEVARD, JOONDALUP - [47996]	North	85
19	TENDER 004/08 CONSTRUCTION OF A CAR PARK AT LOT 451 SHENTON AVENUE JOONDALUP - [68609]	North	88
20	MINUTES OF THE SENIORS INTERESTS ADVISORY COMMITTEE MEETING HELD ON 2 APRIL 2008 - [55511]	All	93

8 REPORT OF THE CHIEF EXECUTIVE OFFICER

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NOTICE OF MOTION – MAYOR TROY PICKARD – IMPROVED LOCAL PAPER DISTRIBUTION

10 REPORTS/PRESENTATIONS REQUESTED BY ELECTED MEMBERS

LATE ITEMS / ADDITIONAL INFORMATION

In the event that further documentation becomes available prior to this Briefing Session, the following hyperlink will become active:

[Additional Information 030608.pdf](#)

ITEM 1 EXECUTION OF DOCUMENTS - [15876]

WARD: All

RESPONSIBLE DIRECTOR: Mr Garry Hunt
Office of CEO

PURPOSE

To provide a listing of those documents recently executed by means of affixing the Common Seal for noting by the Council for the period 2 May 2008 to 8 May 2008.

EXECUTIVE SUMMARY

The City of Joondalup enters various agreements by affixing its Common Seal. The Local Government Act 1995 states that the City is a body corporate with perpetual succession and a common seal. Those documents that are to be executed by affixing the Common Seal or signed by the Mayor and the CEO are reported to the Council for information on a regular basis.

BACKGROUND

Not Applicable.

DETAILS

The following documents have been executed by affixing the Common Seal.

Document:	Amendment – Joondalup City Centre Development Plan and Manual
Parties:	City of Joondalup and W A Planning Commission
Description:	Amendment to Joondalup City Centre Development Plan No 1 – Arena Joondalup Precinct – Lot 101 (No 25) Kennedy Drive, Joondalup to include development provisions for the Arena Joondalup complex site
Date:	02.05.08
Signed/Sealed:	Sealed

Document:	Withdrawal of Caveat – temporary
Parties:	City of Joondalup and Midvale Welding and Steel Fabrication Pty Ltd
Description:	Temporary withdrawal of caveat strata lot 2/8 Dugdale Street, Warwick to enable settlement to occur for sale of property. Caveat is to be replaced.
Date:	05.05.08
Signed/Sealed:	Sealed

Document:	Transfer of Land
Parties:	City of Joondalup and Amana Living Inc
Description:	Transfer of land re disposal of City owned Lot 1254 (21) Edinburgh Avenue, Kinross to Amana Living Inc
Date:	05.05.08
Signed/Sealed:	Sealed

Document:	Form 1 – Appointment of Settlement Agent
Parties:	City of Joondalup and Estel Pty Ltd for Stenhouse Settlement Services
Description:	Appointment to act and undertake settlement to Amana Living – Lot 1254 (21) Edinburgh Avenue, Kinross
Date:	05.05.08
Signed/Sealed:	Sealed

Document:	Disbursement of Funds Authority
Parties:	City of Joondalup and Estel Pty Ltd for Stenhouse Settlement Services
Description:	Disbursement of Funds for sale of Lot 1254 (21) Edinburgh Avenue, Kinross
Date:	05.05.08
Signed/Sealed:	Sealed

Document:	Withdrawal of Caveat – Temporary
Parties:	City of Joondalup and Deany
Description:	Temporary Withdrawal of Caveat Strata Lot 6/8 Dugdale Street, Warwick to enable settlement to occur for sale of property. Caveat is to be replaced
Date:	05.05.08
Signed/Sealed:	Sealed

Document:	Amendment to District Planning Scheme No 2
Parties:	City of Joondalup and Minister for Planning and Infrastructure
Description:	Amendment No 36 to District Planning Scheme No 2 to provide a definition of short stay accommodation and in which zones such accommodation, would be permitted.
Date:	05.05.08
Signed/Sealed:	Sealed

Document:	Management Statement
Parties:	City of Joondalup and Peet Grand 56 Pty Ltd
Description:	City's consent to the Management Statement – No 56 – Lot 100 Grand Boulevard, Joondalup as it has a registered interest in the land. The City's consent to the Management Statement will not impact on the City's interests in relation to the restrictive covenant restricting vehicular access to Grand Boulevard and Queensbury Road
Date:	07.05.08
Signed/Sealed:	Sealed

Document:	Sponsorship Agreement executed as Deed
Parties:	City of Joondalup and WA Health Promotion Foundation ("Healthway")
Description:	Sponsorship Agreement from Healthway for "Summer in the City" 2008 program of events
Date:	08.05.08
Signed/Sealed:	Sealed

Issues and options considered:

Not Applicable.

Link to Strategic Plan:

Some of the documents executed by affixing the common seal may have a link to the Strategic Plan on an individual basis.

Legislation – Statutory Provisions:

Sub-sections (2) and (3) of section 2.5 of the Local Government Act 1995 states:

- (2) The local government is a body corporate with perpetual succession and a common seal.
- (3) The local government has the legal capacity of a natural person.

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

Some of the documents executed by the City have financial and budget implications.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The various documents that have been executed by affixing the Common Seal of the City of Joondalup are submitted to the Council for information.

ATTACHMENTS

Nil.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council NOTES the schedule of documents covering the period 2 May 2008 to 8 May 2008 executed by means of affixing the common seal.

ITEM 2 REGISTRATION OF VOTING DELEGATES FOR THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) 2008 ANNUAL GENERAL MEETING - [00033]

WARD: All

RESPONSIBLE DIRECTOR: Mr Garry Hunt
 Office of CEO

PURPOSE

For Council to endorse its voting delegates for the Western Australian Local Government Association (WALGA) 2008 Annual General Meeting.

EXECUTIVE SUMMARY

The 2008 WALGA Annual General Meeting will be held on Saturday 2 August 2008. Member Councils wishing to have representatives attend the meeting and participate in voting are required to register their voting delegates by Friday 4 July 2008.

BACKGROUND

The Annual General Meeting of WALGA is traditionally held during the WA Local Government Convention (previously referred to as Local Government Week Conference). The majority of local governments in the State have representatives attending.

Mayor Troy Pickard and former Councillor Richard Currie were nominated as the City's voting delegates in 2007, with former Councillor Stephen Magyar and the Chief Executive Officer as their 'proxy' delegates.

DETAILS

In order to participate in the voting on matters received at the Annual General Meeting, each member Council must register their voting delegates by Friday 4 July 2008. Part 22 of WALGA's Constitution states:

"22 General Meetings

- (1) The Annual General Meeting of the Association shall be held at a date to be determined by the State Council, provided that such date occurs in August or September of each year.*
- (2) The Chief Executive Officer shall give at least ninety (90) days notice of the date of the Annual General Meeting and the closing date on which notice of proposed business for the Annual General Meeting will be received by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.*

- (3) *At an Annual General Meeting, greater than one half of the delegates of Ordinary Members who are eligible to vote and are present in person constitute a quorum.*
- (4) *At each such Annual General Meeting the order of business shall be as follows:*
- (a) attendance, apologies and announcements;*
 - (b) adoption of standing orders;*
 - (c) confirmation of minutes from last Annual General Meeting;*
 - (d) adoption of President’s annual report;*
 - (e) consideration of annual financial statements; and*
 - (f) consideration of Executive and Member motions.*
- (5) *In respect of the Annual General Meeting:*
- (a) a notice of motion may only be submitted by the State Council or an Ordinary Member; and*
 - (b) a motion may only be moved seconded or voted upon by a delegate of an Ordinary Member.*
- (6) *An agenda paper shall be forwarded by the Chief Executive Officer to each Ordinary Member, at the address appearing in the records of the Association for the time being, at least thirty (30) days before the date of the Annual General Meeting. The agenda paper shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.*
- (7) *Where the State Council considers that a direction or decision from an Annual General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the State Council may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the State Council and the reasons for that decision.*
- (8) *Notwithstanding the provisions of sub-clause (7), the State Council is required to give consideration to any direction or decision made at an Annual General Meeting in its discharge of responsibilities and functions.”*

Voting delegates may be either elected members or serving officers.

The current City of Joondalup members of the WALGA – North Metropolitan Zone are:

Members	Deputies
Mayor Troy Pickard	Cr Mike Norman
Cr Trona Young	Cr Geoff Amphlett
Cr Russ Fishwick	Cr Albert Jacob
Cr Tom McLean	Cr Kerry Hollywood

Mayor Troy Pickard currently serves as the North Metropolitan Zone representative on the State Council of WALGA.

Issues and options considered:

Not Applicable.

Link to Strategic Plan:

Not Applicable.

Legislation – Statutory Provisions:

Not Applicable.

Risk Management considerations:

If the City of Joondalup does not submit its voting members, it will not be able to vote on the matters to be debated as part of the Annual General Meeting of WALGA.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Matters considered at the 2008 WALGA Annual General Meeting relate to local government as an industry.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The North Metropolitan Zone Committee of WALGA, consisting of the Cities of Joondalup, Stirling and Wanneroo, is the main link the City has in considering matters relating to WALGA activities.

ATTACHMENTS

Nil.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

- 1 ENDORSES the following as voting delegates on behalf of the City of Joondalup at the 2008 Annual General Meeting of the Western Australian Local Government Association to be held on Saturday, 2 August 2008:**

(1)

(2)

- 2 NOTES that in the event that the abovementioned Elected Members are unable to attend the convention that the 'proxy' delegates be:**

(1)

(2)

**ITEM 3 MINUTES OF EXTERNAL COMMITTEES - [18879]
[41196]****WARD:** All**RESPONSIBLE
DIRECTOR:** Mr Ian Cowie
Governance and Strategy

PURPOSE

To submit minutes of external committees to Council for information.

EXECUTIVE SUMMARY

The following minutes are provided:

- Meeting of Western Australian Local Government Association – North Metropolitan Zone held 20 March 2008
- Meeting of Tamala Park Regional Council held 24 April 2008
- Special Meeting of Tamala Park Regional Council held 15 May 2008

ATTACHMENTS

- | | |
|--------------|--|
| Attachment 1 | Minutes of Meeting of Western Australian Local Government Association – North Metropolitan Zone held 20 March 2008 |
| Attachment 2 | Minutes of Meeting of Tamala Park Regional Council held 24 April 2008 |
| Attachment 3 | Minutes of Special Meeting of Tamala Park Regional Council held 15 May 2008 |

(Please Note: These minutes are only available electronically)

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council NOTES the minutes of the:

- 1 Meeting of Western Australian Local Government Association – North Metropolitan Zone held 20 March 2008 forming Attachment 1 to this Report;**
- 2 Meeting of Tamala Park Regional Council held 24 April 2008 forming Attachment 2 to this Report;**
- 3 Special Meeting of Tamala Park Regional Council held 15 May 2008 forming Attachment 3 to this Report.**

To access this attachment on electronic document, click here: [externalminutes030608.pdf](#)

ITEM 4 SPECIAL MEETING OF COUNCIL AND ADJUSTMENT TO DATE FOR BRIEFING SESSION - [85586]

WARD: All

RESPONSIBLE DIRECTOR: Mr Ian Cowie
Governance and Strategy

PURPOSE/EXECUTIVE SUMMARY

To set a date for a Special Meeting of Council and to adjust the date set for the Briefing Session.

BACKGROUND

At its meeting held on 20 November 2007, Council set the dates for Briefing Sessions and Council meetings for the 2008 calendar year. As part of that resolution, a Briefing Session was scheduled to be held on Tuesday, 1 July 2008, commencing at 6.30 pm.

DETAILS

Issues and options considered:

It is proposed that a Special Meeting of Council be held at 7.00 pm on Tuesday 1 July 2008 to acknowledge the 10th Anniversary of the City of Joondalup. To enable this to occur, the Briefing Session previously set for that date requires adjustment.

Options available to the Council are to:

- Resolve not to convene a special meeting of Council on Tuesday, 1 July 2008, and maintain the existing meeting cycle;
- Hold both the special meeting of Council and the Briefing Session on Tuesday, 1 July 2008;
- Amend the meeting schedule to hold the Briefing Session on Monday, 30 June 2008 and hold the Special Council meeting on Tuesday, 1 July 2008.

Link to Strategic Plan:

Objective

- 1.1 To ensure that the processes of local governance are carried out in a manner that is ethical, transparent and accountable.

Strategies

- 1.1.3 The City ensures that all Council documents involving decision-making processes and Council procedures are available and accessible to the community.

Legislation – Statutory Provisions:

Sections 5.3(1), 5.4 and 5.5 of the Local Government Act 1995 states:

“5.3. Ordinary and special council meetings

(1) *A Council is to hold ordinary meetings and may hold special meetings;*

5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held —

(a) *if called for by either —*

(i) *the mayor or president; or*

(ii) *at least $\frac{1}{3}$ of the councillors,*

in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) *if so decided by the council.*

5.5. Convening council meetings

(1) *The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.*

(2) *The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.”*

Regulation 12 of the Local Government (Administration) Regulations 1996 states:

Public Notice of Council or Committee meetings

“12 (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which –

(a) *the ordinary Council meetings; and*

(b) *the Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public;*

are to be held in the next 12 months;

(2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1);*

(3) *Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*

- (4) *If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable."*

Risk Management considerations:

If the Council does not alter the meeting schedule, 1 July 2008 would not be available to commemorate the 10th Anniversary of the City of Joondalup.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The 10th Anniversary of the City of Joondalup is a significant milestone and the convening of a special meeting of Council to commemorate the achievement is recommended.

ATTACHMENTS

Nil.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION**That Council:**

- 1** AMENDS its decision of 20 November 2007 (Item CJ226-11/07 refers) by CANCELLING the Briefing Session scheduled for Tuesday 1 July 2008 and in its place HOLDS a Briefing Session at 6.30 pm on Monday 30 June 2008, in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup;
- 2** in accordance with Section 5.4 of the Local Government Act 1995, CALLS a Special Meeting of Council to commemorate the 10th anniversary of the City of Joondalup to be held at 7.00 pm on Tuesday 1 July 2008 in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup;
- 3** in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996, GIVES local public notice of the meeting dates detailed in (1) and (2) above.

ITEM 5 TRADING IN PUBLIC PLACES AMENDMENT LOCAL LAW - [10047]

WARD: All

RESPONSIBLE DIRECTOR: Mr Ian Cowie
 Governance and Strategy

PURPOSE/EXECUTIVE SUMMARY

To provide Council with a draft copy of the *Trading in Public Places Amendment Local Law 2008* relating to a smoking ban in alfresco areas for consideration and approval.

It is recommended that Council approves the draft content of the proposed Amendment Local Law and agrees to its release for a six-week public consultation period.

BACKGROUND

At the meeting of Council on 15 April 2008, (CJ053-04/08 refers) Council resolved the following:

“AGREES in principle to the introduction of a smoking ban within alfresco areas throughout the City of Joondalup; and

SUPPORTS the drafting of a local law amendment for Council’s consideration that involves a ban applying across the entire local government area and includes offences for both proprietors and individuals.”

Accordingly, an Amendment to the City’s *Trading in Public Places Local Law 1999* has been drafted for Council’s consideration and approval, (Attachment 1 refers).

DETAILS

The report presented to Council on 15 April 2008 (COJ053-04/08 refers) referred to the recent City of Fremantle approach as a case study for the implementation of a smoking prohibition within alfresco areas located on public property. Provided at Attachment 1 is a copy of the City’s proposed Amendment Local Law which has been drafted on the basis of the City of Fremantle approach (with some modification). It was considered appropriate that the City reflect as closely as possible the City of Fremantle Amendment given that legal advice was obtained by Fremantle on drafting matters before undertaking its Amendment process.

The modification made by the City is the removal of a six month phase-in period. This is because the City considers the public consultation process as a sufficient means of raising awareness prior to introducing a ban. Also, applying a phased approach would be contrary to the manner in which the City has introduced other bans, most notably its “smoke-free beaches” initiative, which utilised an immediate implementation approach. In addition, there are only 12 businesses within the City of Joondalup that would be subject to the ban. Direct correspondence with these businesses would ensure they are fully informed. They will also have access to City Officers who can respond to any questions or concerns.

Purpose and effect of Amendment Local Law:

Pursuant to section 3.12(2) of the *Local Government Act 1995*, the following purpose and effect applies to the proposed *Trading in Public Places Amendment Local Law 2008*:

Purpose The purpose of this local law is to prohibit the act of smoking in outdoor dining areas that are situated on public property within the City of Joondalup.

Effect The effect of this local law is that patrons to restaurants and cafes within the City of Joondalup will be prohibited from smoking in licenced outdoor dining areas situated on public property.

Issues and options considered:

Option 1 - Approve the Amendment Local Law and agree to its release for public consultation

It is recommended that Council pursues this option in order for the City to effectively gauge public opinion on the issue and to determine the extent of support within the general and business communities.

Option 2 - Do not approve the Amendment and request changes to the document

This option is *not* recommended as due consideration has been given to the drafting of the Amendment.

Option 3 - Do not approve the Amendment

This option is *not* recommended given the 'in principle' support Council provided for the initiative at its April Meeting.

Link to Strategic Plan:

Objective 5.2 To facilitate healthy lifestyles within the community.

Outcome The Joondalup community is provided with opportunities to lead a healthy lifestyle.

Legislation – Statutory Provisions:

Relevant Legislation:

- Local Government Act – section 3.12
- City of Joondalup Trading in Public Places Local Law – clauses 14 and 50(3).

Risk Management considerations:

There is a risk that business owners affected by the ban's introduction will oppose the proposed Amendment given that it is not applicable to all businesses that provide outdoor dining areas (where such areas are located on private property). Despite such a concern, in the City of Fremantle's experience strong support was received from the business community regarding the ban's introduction, as it was believed that customers who do not smoke will appreciate a business that provides a smoke-free outdoor environment.

Financial/Budget Implications:

Any consultation process undertaken will incur costs to the City. Most consultation processes for local law amendments require approximately \$5,000 to pursue, including Statewide and local notification as well as mail-outs and general administrative costs.

Policy Implications:

The proposed Amendment relates to a general policy considered by Council in relation to smoking prohibitions in public open space.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Consultation will be undertaken should Council choose to pursue Option 1.

COMMENT

Not Applicable.

ATTACHMENTS

Attachment 1 City of Joondalup *Trading in Public Places Amendment Local Law 2008*.
Attachment 2 Process for amending Local Laws.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council, in accordance with Section 3.12 of the Local Government Act 1995, APPROVES the Draft City of Joondalup Trading in Public Places Amendment Local Law 2008 in the manner prescribed in Attachment 1 to this Report as the basis for public consultation with the following purpose and effect:

“The purpose of this local law is to prohibit the act of smoking in outdoor dining areas that are situated on public property within the City of Joondalup”.

“The effect of this local law is that patrons to restaurants and cafes within the City of Joondalup will be prohibited from smoking in licenced outdoor dining areas situated on public property”.

Appendix 1 refers

To access this attachment on electronic document, click here: [Attach1brf030608.pdf](#)

ITEM 6 REGISTERING AND IDENTIFYING CATS: A NEW LOCAL LAW - [29182]

WARD: All

RESPONSIBLE DIRECTOR: Mr Ian Cowie
Governance and Strategy

PURPOSE/EXECUTIVE SUMMARY

For the Council to consider beginning the process of making a new local law to provide for the registration of cats within the City.

The proposed local law will implement a system for the registering of cats in a similar way to the requirements for dog registration as contained in the Dog Act 1976.

BACKGROUND

At the Council meeting of 24 April 2007 (CJ064–04/07 refers) it was resolved that a local law requiring the registration of cats within the City be enacted. Specifically, the resolution stated that the new local law provisions should mirror as closely as possible those contained in the Dog Act 1976 including:

- (a) creating an offence for the owner of the cat and the occupier of the premises where the cat is ordinarily kept if the cat is not registered;
- (b) establishing a penalty for this offence of \$500;
- (c) that registration not apply to:
 - Cats under the age of 3 months;
 - Cats kept during the period when the owner is applying for registration;
 - Cats in the custody of an animal welfare group;
 - Cats held by a registered veterinary surgeon in the course of his or her professional practice;
 - Any cattery establishment;
- (d) the City maintaining a register of cats which contains information similar to the register maintained for dogs;
- (e) the registration periods concluding on 31 October;
- (f) the concessional rates applying to dog registration apply to cats.
- (g) a form similar to the form for registering dogs being prepared for registering cats;

- (h) a specific process for registering cats in a similar manner to the process for registering dogs in the Dog Act being established;
- (i) provisions relating to a change of ownership and the refusal or cancellation of a registration similar to those within the Dog Act being established;
- (j) that the City prescribes registration tags for cats each year;
- (k) establishing penalties for false or misleading claims in relation to registration.

Further, Council resolved that the proposed new local law will need to include the identification of all registered cats either by a microchip or a collar and tag similar to that which applies to dogs.

The proposed Cats Local Law, which incorporates these provisions, can be found in Attachment 1 to this report. It also includes a range of control measures similar to the *Dog Act 1976* ("the Act") that were adopted either from the Act itself or from other local government's local laws relating to cats. These provide a rationale and purpose for the registration provisions.

Issues and options considered:

Several local governments within the State have introduced local laws relating to cats. Below is a table outlining the various elements included in these local laws.

Local Government	Elements within Local Law Relating to Cats
Shire of Ashburton	Identification, max number of cats, nuisance, abandonment, impounding and trapping, penalties and infringements.
Shire of Busselton	Identification, registration, permits for keeping cats, cat control, nuisance, impounding of cats, destruction of cats and offences and penalties.
Shire of Capel	Max number of cats, nuisance, enclosures.
Shire of Mundaring	Identification, permits for keeping cats, fauna protection and buffer zones, removal and impounding of cats, abandonment and offences and penalties.
City of Stirling	Identification, permits for keeping cats, prohibited cat areas, removal and impounding of cats, destruction of cats, abandonment and offences and penalties.

Options for Council to consider:

Option 1

Council may decide not to proceed with a new Cats Local Law.

Option 2

Council may decide to proceed with the proposed Cats Local Law and advertise it for public comment.

Option 3

Council may decide to amend the proposed Cats Local Law and advertise it for public comment.

Link to Strategic Plan:

Objective 1.2: To engage proactively with the community

Legislation – Statutory Provisions:

Local Government Act 1995, Sections 3.5 and 3.12. Attachment 2 presents a flow chart of the process.

Risk Management considerations:

Registering cats is likely to be strongly supported by some and opposed by others.

Financial/Budget Implications:

Should Council decide to progress the new local law, additional costs will be involved in completing the process. This may be in the region of some \$2,000, including advertising and any additional consultation undertaken on the matter. Further, as noted in the previous report to Council on this matter (CJ064–04/07 refers), whilst revenue from registration of cats will be generated, this will be dependent on cat owners being prepared to register their pets and may not offset the costs of processing registrations and maintaining the registration database.

In 2007, \$202,166 of revenue was raised from the processing of 9532 dog registrations. (This was a combination of renewals and new registrations and the application of full and concessional rates). The administrative costs of processing this number of registrations was \$91,970 including the purchasing of registration tags, time taken to process applications, costs of providing online payment services and mailing distributions. This equates to a revenue-administrative cost ratio of almost 2:1, (meaning that for every \$2 generated from revenue, \$1 is spent on administrative costs).

Operationally, the annual cost of enforcing the registration provisions of the *Dog Act 1976* is \$215,330. This includes the time taken to address inquiries, relocate animals either back to their owner or to Malaga for impounding and the administration of the register of offences. Consequently, the implementation of the *Dog Act 1976* costs the City \$82,500 overall. Given that State legislation requires the City to enforce dog-related offences, the City is obligated to provide satisfactory resources to ensure that its responsibilities are fulfilled. Should a Cats Local Law be introduced, the City will be imposing additional operational costs upon itself which will not be offset by revenue from registrations and infringement payments. In addition, set-up costs of purchasing microchip scanners and cat traps would also be imposed on the City should the proposed cats local law be pursued.

Policy Implications:

This report relates to a new policy provision for cats.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Opportunities for the public to make submissions on the proposed local law are contained within the provisions of 3.12 of the Local Government Act 1995, and will involve Statewide and local advertising of both the notice of the City's intention to introduce the new local law and the proposed local law itself. It is anticipated that this will serve to identify the extent of public acceptance of the proposed new local law relating to cat registration.

COMMENT

City officers recommended against enacting a Cat Local Law in the report to Council dated April 2007. Reasons for this included:

- (a) There are no real benefits in just registering cats. Public concerns tend to reflect on sterilisation to address the number of unwanted cats and cat nuisance. These matters can, at best, be only indirectly influenced by a Local Law requiring registration. (For example, a discounted registration fee could be adopted for a sterilised cat).
- (b) It is unlikely that large numbers of cats would be registered, even with a local law in place. Across local government, it is generally accepted that only around 50% of dogs are registered by their owners. A local government can door knock residences to identify where dogs are kept to increase this percentage but this would be far more difficult with cats which do not 'come to the door' in the same manner as a dog when a stranger approaches the house. Consequently, it is likely that there will be comparatively low levels of compliance with a cat registration system.
- (c) The State Government should regulate cats, as it does with dogs, and not shift the issue to local government. By local government taking on this role, it is supporting a cost shift from the State Government.

Further to the concerns listed above, the City has received a recent position statement from the Western Australian Rangers Association (WARA) in relation to the management of cats. It is the Association's recommendation that the identification and registration of cats in a local law should *not* be supported (unless State legislation is introduced) due to the associated responsibilities of local government to enforce the offences.

It is also postulated that the majority of owners who register their cats will have 'good' cats (that is, cats which do not cause a nuisance, are well controlled and which are sterilised). Consequently, registration will do little to change the approach of owners whose cats are not well controlled, cause a nuisance and breed excessively.

In addition to this, the costs associated with registration will create expectations that a service will be provided by the local government, most likely being the provision of a cat pound. For most local governments, providing such a service would run at a significant loss. This report demonstrates that administering the requirements of the *Dog Act 1976* costs the City \$82,500 annually. If only half as many cats are registered, it could be estimated that administering this Local Law would end up costing the City around \$40,000. However, this is considered a significant underestimation as revenue is being set at a level equivalent to that generated under the *Dog Act* while costs associated with capturing and impoundment are likely to be much higher than dogs.

City officers agree with the position statement provided by WARA and maintain their previously held reservations. However, this report is presented to Council with a recommendation in keeping with the April 2007 direction from Council.

ATTACHMENTS

Attachment 1 Proposed Cats Local Law
Attachment 2 Local Law making process flow chart

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council, in accordance with Section 3.12 of the Local Government Act 1995, APPROVES the proposed Cats Local Law contained in Attachment 1 to this Report as the basis for public consultation with the following purpose and effect:

“The purpose of this local law is to provide for the registration, control and identification of cats within the City of Joondalup”;

“The effect of this local law is that a system for the registering and controlling of cats will be operational within the City of Joondalup.”

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2brf030608.pdf](#)

ITEM 7 BED AND BREAKFAST SECTOR IN THE CITY OF JOONDALUP - [29182]

WARD: All

RESPONSIBLE DIRECTOR: Mr Ian Cowie
Governance and Strategy

PURPOSE/EXECUTIVE SUMMARY

To provide Council with an outline of the 'Bed and Breakfast' (B&B) sector in Joondalup and its role in the tourism industry.

The report identifies the current status of tourist accommodation within the City, assesses occupancy trends and presents other relevant information about the sector.

BACKGROUND

At the Council meeting of 13 May 2008, it was requested that a report be provided to analyse the B&B Industry in Joondalup. Specifically, Council requested information on:

- How the B&B market could support and enhance tourism within the City;
- How it could provide accommodation to business and short-term visitors;
- How other larger Cities in Western Australia support the B&B industry;
- How the City could be involved in assisting and promoting the B&B industry.

DETAIL

Responses to each of the four questions asked are as follows:

1 How the B&B market could support and enhance tourism within the City.

In order to determine how the B&B market could support and enhance tourism within Joondalup it is necessary to understand how the B&B industry is placed within the Joondalup accommodation sector and also within the broader tourism sector.

It is estimated that there are approximately 18 B&B's in the City of Joondalup. By way of comparison the following table provides the estimated number of B&B's in our neighbouring Cities.

City of Joondalup	18
City of Stirling	30
City of Wanneroo	12

B&B's are one of six types of accommodation that are offered in Joondalup. Others include: resorts and luxury accommodation, hotels, caravan parks, serviced apartments and holiday rentals.

It should be noted that there is a lack of accurate information about the holiday rentals sector across Joondalup and throughout WA in general. Holiday rentals have been an established part of tourism in Western Australia, particularly in the regions and have become an increasingly sophisticated part of the short stay accommodation sector.

A breakdown of the accommodation types available in Joondalup is provided in **Attachment 1**. The source for the information in attachment 1 includes the following:

- Brooke Stone Real Estate
- Travel Sites:
 - www.australianbedandbreakfast.com.au (Australian Bed and Breakfast Council);
 - www.tacawa.com.au (Town and Country Accommodation Western Australia);
 - www.ozbedandbreakfast.com;
 - www.scooptraveller.com.au (Scoop Travel); and
 - www.sunsetcoast.com.au (Sunset Coast Tourism Association).

Allowing 6 beds per B&B property, this sector provides an estimated 108 beds across the City which represents 12% of total tourism beds across the City.

As a proportion of total accommodation, B&B's in Joondalup represent a much higher percentage than in many other local governments. In high tourism regions like the Swan Valley, Busselton and Mandurah, B&B's represent between 1% and 6% of total accommodation. The reason for this is related to profitability and the strength of tourism in a region. A region which has strong visitor numbers and high visibility as a tourism destination attracts investment. The investment is channelled into operations which offer the best return on investment which are larger business propositions, like hotels and resorts. Accordingly, with greater activity in larger operations, the proportion of product offering from the B&B sector diminishes. A breakdown of the accommodation available in Busselton is provided in **Attachment 2** which demonstrates the diminishing viability of B&B operators.

As accommodation for visitors to Joondalup, the B&B sector representing 12% of total capacity is significant, but B&B's consistently achieve lower than average occupancy rates.

The Sunset Coast Tourism Association collated statistics on occupancy for 18 months between 2004 and 2005. **Attachment 3** highlights graphically six separate monthly results spread across the 18 months. For statistical reasons, accommodation providers had to be grouped into three categories of which B&B's are combined with Cottages and Houses. Hotels are combined with Motels and Apartments. In the period shown, Hotels averaged 65% occupancy, Caravan Parks 55% and B&B's with Cottages and Houses averaged only 42%.

While it may be perceived that the potential market for this type of accommodation is growing, the practical aspects of service provision act as a constraint. The survival rate of B&B's within the market is relatively low as they tend to be owner-operated by proprietors with insufficient prior knowledge or experience of the tourism/small business industry systems. The income is very marginal and the quality and extent of promotion is also variable. The B&B is frequently run as a secondary income to a household and frequently its operation is secondary to other interests of the family. For example, they will often close the business for a number of months during the year when they go on holidays etc.

Tourism WA has identified the importance and value of B&B's and other small or niche businesses. They recognise that for the B&B sector to be able to support and enhance tourism it needs to take a more focussed commercial approach, gain a strategic understanding to marketing for the sector and ensure its customer service provision is competitive with the larger tourism accommodation market. Courses are periodically offered through Tourism WA and in partnership with the Small Business Development Corporation (SBDC) to focus operators on the benefits and opportunities which can be enjoyed in these businesses.

2 How it could provide accommodation to business & short-term visitors.

In order to examine how B&B's could provide accommodation to business and short-term visitors it is necessary to understand the expectations of the market and the competition in that market.

Nationally the business traveller market represents approximately 15% to 17% of total visitor nights. Within Perth, Tourism WA estimates the business traveller represents 21% of visitor nights. On average they stay less than 2 days and as a market segment the business visitors seek accommodation that offers convenience to their work, proximity to offices and their appointments. For Perth CBD hotels, the business market is close to 40% of mid-week guests.

The business traveller prefers premises that offer meeting or conference facilities and dining facilities (in room or on the premises). They require freedom to check in late and depart early, with adequate room space to carry out basic office work, report writing, internet connectivity etc.

B&B's are overwhelmingly located outside of City centres. The Bed and Breakfast Council report that over 80% are located in the regions. While business travellers do utilise B&B's in the regions, this is considered to be related to limited choice rather than preference for this type of accommodation. Across Metropolitan Perth and in Joondalup B&B's are in residential locations with the greatest emphasis being on their proximity to the beach and other leisure facilities and attractions. The Joondalup B&B's are primarily located in Sorrento, Mullaloo and Kallaroo.

For short-term visitors, B&B's are directly positioned to attract this market. All the advertising for local B&B's promote their comfort, peacefulness, privacy and location which provides easy access to the beach, Hillarys Boat Harbour, the Rottnest Ferry etc. This is their prime market. If short term visitors are seeking to stay for extended periods, e.g. for a month, B&B's become uncompetitive and short stay accommodation options are more economically priced.

3 How other larger Cities in Western Australia support the B&B industry.

The Local Governments of Swan, Mundaring, Mandurah, Rockingham and Subiaco have indicated that the only specific reference they have to B&B's relates to planning applications.

Mundaring for example has a brief Bed and Breakfast policy which purely provides guidelines to assist its assessments of applications received.

The Shires of Augusta-Margaret River and Busselton have a similar position. B&B's are considered relatively minor or ancillary to residential needs and requirements. The B&B is a home based industry and must comply with regulations on car parking and impacting on neighbouring residents. The Building Codes of Australia stipulate minimum levels of construction which are incorporated into the Planning Application

assessments. The WAPC Model Scheme Text provides a definition of B&B's that most local planning schemes follow and accordingly there is little variation between local governments. The definition in the City of Joondalup DPS2 is fairly typical of other local governments:

Bed and Breakfast means any dwelling in which the resident of the dwelling provides accommodation on an overnight or short-term basis, usually to the travelling public, and may include the provision of breakfast.

In other local governments, in addition to the above, visitor accommodation is often restricted to no more than 2 bedrooms and /or a maximum of 4 or 6 adults or one family. Joondalup's planning guidelines mention that the public bedrooms will not constitute more than 50% of total bedrooms available.

From a marketing perspective, a local government's treatment of B&B's does not vary. However for rural local governments the importance of B&B's is more clearly addressed and their Tourism Strategies generally make direct reference to this accommodation sector.

The role and value of B&B's in rural settings takes on a destination value. Research has shown that over 40% of guests considered the particular Bed and Breakfast the sole or primary attraction of an area.

B&B's are a niche market. Often proprietors specifically enhance their personal and homely atmosphere by forming partnerships with aligned small accommodation providers, hold gourmet weekends and support healthy living principles.

Across the state the B&B industry is an integral part of the overall product offering to visitors. As such, B&B operators participate in marketing campaigns, advertising opportunities and cooperative marketing initiatives without distinguishing themselves for special treatment. For example, the Augusta Margaret River Tourism Association is active in supporting B&Bs through the preparation of a holiday planner and various seasonal campaigns. In their recent "winter breaks campaign" B&B's were listed by their location rather than as an industry sector separated from alternative accommodation choices.

4 How the City could be involved in assisting and promoting the B&B industry.

The most effective method to assist the B&B industry is through the promotion of the City overall. The City has an endorsed Tourism Development Plan which notes that as a region, Joondalup has not positioned and promoted itself to tourism markets in any cohesive way.

One of the key focus areas of the Plan lays out strategies and actions the City can undertake to increase its support for marketing Joondalup as a tourism destination. It suggests that the role of the City is to participate in the communication and marketing of visitor experiences to selected tourism markets and to the community and a corner stone of the Plan is developing a coordinated marketing strategy for the industry.

The City has recently launched a Tourism Marketing Campaign with key partners including the Joondalup Business Association (JBA) and major tourism operators across Joondalup. The City has engaged a professional marketing agency to help develop a branding strategy and associated logos which will lead to development of a marketing campaign. The project is currently underway and it is anticipated that the

brand and positioning of tourism in Joondalup will be finalised and launched by October 2008.

The strength and success of the campaign will be its ability to differentiate Joondalup from alternate destinations and this will be achieved by engaging small and large operators and portraying the diversity and individuality of the region. B&B's fall within this distinction.

Issues and Options:

This report has responded to the questions rather than presenting issues and options.

Link to Strategic Plan:

Objective 3.2: To increase employment opportunities within the City. The City will achieve this through the implementation of the Tourism Development Plan.

Legislation – Statutory Provisions:

Not Applicable.

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

The City has made a commitment to support the Tourism Marketing Campaign with an initial allocation of \$10,000.00. The City is committed to a number of other projects including supporting the Sunset Coast Tourism Association in the development of tourism generally which will benefit the B&B sector.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable

Sustainability Implications:

Supporting growth and development of a given industry sector within the City of Joondalup, will only result in enhanced sustainability of the City.

Consultation:

The current Tourism Marketing Campaign is being substantially developed through consultation with all industry stakeholders including B&B operators.

COMMENT

The City acknowledges the role and importance of the local B&B industry. It represents a significant proportion of total bedspaces in Joondalup. As a niche market, B&B's add greater depth and interest to the overall product offering of the City and strengthen endeavours to establish Joondalup as a tourism destination. With its ongoing support for the Tourism Marketing Campaign, the tourism industry will be in its best position to increase

its current market share against growing competitive forces emerging from the less regulated holiday homes sector.

ATTACHMENTS

- | | |
|--------------|--|
| Attachment 1 | Graph of total tourism beds available in Joondalup by accommodation types |
| Attachment 2 | Graph of total Tourism Beds available in the Shire of Busselton |
| Attachment 3 | Graph of occupancy figures for accommodation providers in the Sunset Coast Region 2004 -2005 |

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council NOTES the response to the questions relating to the Bed and Breakfast sector in Joondalup and the level of support that the City is currently providing particularly through the development of the Tourism Marketing Campaign.

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3brf030608.pdf](#)

ITEM 8 MINUTES OF THE SUSTAINABILITY ADVISORY COMMITTEE HELD ON 17 APRIL 2008 - [00906]

WARD: All

RESPONSIBLE DIRECTOR: Mr Ian Cowie
 Governance and Strategy

PURPOSE

To submit the unconfirmed minutes of the Sustainability Advisory Committee to Council for noting and endorsement of the recommendations contained therein.

EXECUTIVE SUMMARY

A meeting of the Sustainability Advisory Committee was held on 17 April 2008.

The items of business that were considered by the Committee were:

- Replacement of Mercury Vapour lamps with energy efficient lamps as part of the maintenance cycle
- Presentation on City of Joondalup's environmental initiatives
- Incentives for fuel efficient vehicles

It is recommended that Council:

- 1 *NOTES the unconfirmed minutes of the Sustainability Advisory Committee held on 17 April 2008 forming Attachment 1 to this Report;*
- 2 *REQUESTS a report on the City's current initiatives and progress in relation to stormwater quality and stormwater outfalls along the City of Joondalup coastline;*
- 3 *REQUESTS a report on the feasibility of installing a grid-connected 2kW photovoltaic system on one of the City's community buildings as a means of showcasing the City' sustainability credentials. The report should address:*
 - *The suitability of this proactive action by the City as a means of encouraging Joondalup residents to install grid-connected photovoltaic panels on their own homes;*
 - *The Federal government's current offer of a 50% rebate on the cost of such a system for local government and a rebate of 75% for private residences;*
 - *The overall expenditure required by the City for the project with confirmation that the project would cost approximately \$10,000.*

BACKGROUND

The objectives of the Sustainability Advisory Committee are:-

- 1 To recommend to the City of Joondalup Council on policy, advice and appropriate courses of action which promote sustainability, which is:
 - (a) environmentally responsible,
 - (b) socially sound, and
 - (c) economically viable
- 2 To provide advice to Council on items referred to the Committee from the City of Joondalup Administration.

The Committee membership comprises of four (4) Elected Members and eight (8) Community Representatives.

DETAILS

Issues and options considered:

The Motions carried at the Sustainability Advisory Committee meeting held on 17 April 2008 are shown below, together with officer's comments.

1 Replacement of Mercury Vapour lamps with energy efficient lamps as part of the maintenance cycle

The following Motion was carried at the meeting on 17 April 2008:

“That the Sustainability Advisory Committee NOTES:

- 1 that the City will CONTINUE to install energy efficient lighting in the areas in which it has responsibility;
- 2 that Council is taking or will take a leading role in liaising with the Western Australian Local Government Association, Western Power and Synergy for the introduction of best practice street lighting.”

Officer's Comment

No comment.

2 Presentation on City of Joondalup's environmental initiatives

The following Motion was carried at the meeting on 17 April 2008:

“That the Sustainability Advisory Committee:

- 1 NOTES the presentation provided on the City's environmental initiatives;
- 2 COMMENDS the City Officers on the quality of the presentation.

Officer's Comment

No comment.

3 Incentives for fuel efficient vehicles

The following motion was carried at the meeting on 17 April 2008:

“That the Sustainability Advisory Committee NOTES that, due to administrative difficulties with delivery and enforcement, no incentives are included in the CBD parking policy at this time.

Officer’s Comment

No comment.

Request for Reports for Future Consideration

Two reports were requested as follows:

- A report on the City’s current initiatives and progress in relation to stormwater quality and stormwater outfalls along the City of Joondalup coastline.

Officer’s Comment

A report can be prepared.

- A report on the feasibility of installing a grid-connected 2kW photovoltaic system on one of the City’s community buildings as a means of showcasing the City’s sustainability credentials. The report should address:
 - The suitability of this proactive action by the City as a means of encouraging Joondalup residents to install grid-connected photovoltaic panels on their own homes;
 - The Federal government’s current offer of a 50% rebate on the cost of such a system for local government and a rebate of 75% for private residences;
 - The overall expenditure required by the City for the project with confirmation that the project would cost approximately \$10,000.

Officer’s Comment

A report can be prepared.

Link to Strategic Plan:

Key Focus Area: Organisation Development

Objective 4.3 To ensure the City responds to and communicates with the community

Legislation – Statutory Provisions:

The Committee is established in accordance with the Local Government Act 1995.

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

The Sustainability Advisory Committee provides an opportunity for consideration of regional matters that may impact on local sustainability.

Sustainability Implications:

The Sustainability Advisory Committee provides a forum for consideration of a range of sustainability issues by elected members and community representatives with local knowledge and expertise.

Consultation:

Not Applicable.

COMMENT

Nil.

ATTACHMENTS

Attachment 1 Minutes of the Sustainability Advisory Committee meeting held on 17 April 2008.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION**That Council:**

- 1 NOTES the unconfirmed minutes of the Sustainability Advisory Committee held on 17 April 2008 forming Attachment 1 to this Report;**
- 2 REQUESTS a report on the City's current initiatives and progress in relation to stormwater quality and stormwater outfalls along the City of Joondalup coastline;**
- 3 REQUESTS a report on the feasibility of installing a grid-connected 2kW photovoltaic system on one of the City's community buildings as a means of showcasing the City's sustainability credentials. The report should address:**
 - o The suitability of this proactive action by the City as a means of encouraging Joondalup residents to install grid-connected photovoltaic panels on their own homes;**

- **The Federal government's current offer of a 50% rebate on the cost of such a system for local government and a rebate of 75% for private residences;**
- **The overall expenditure required by the City for the project with confirmation that the project would cost approximately \$10,000.**

Appendix 4 refers

To access this attachment on electronic document, click here: [Attach4brf030608.pdf](#)

ITEM 9 LEGAL REPRESENTATION FOR ELECTED MEMBERS - [01173]

WARD: All

RESPONSIBLE Mr Ian Cowie
DIRECTOR: Governance and Strategy

PURPOSE/EXECUTIVE SUMMARY

To request comment from Council on a matter raised at a recent Western Australian Local Government Association North Metropolitan Zone Committee (WALGA NMZC) Meeting which relates to the issue of legal representation for Elected Members.

This report recommends that Council does not support the introduction of amendments to the *Local Government Act 1995* to address issues of legal representation for Elected Members.

BACKGROUND

At the Meeting of the WALGA NMZC on 22 May 2008, a report was presented to the Committee by the City of Stirling which included the following statement:

“The increasing complexity of the Local Government Act 1995 regarding Councillor(s) roles and responsibilities require Councillors to have ready access to independent legal representation in order for procedural fairness and equity with members of staff and that the Local Government Act 1995 BE AMENDED to address such issues at the next WALGA North Zone meeting and that this matter be LISTED by the City of Stirling for discussion at the WALGA AGM to be held on 2 August 2008.”

The matter was deferred to allow Member Councils to consider the proposal and provide a response to the Committee before the next Committee Meeting.

This report outlines the City’s and the Department of Local Government and Regional Development’s current position on the issue and relevant elements of the *Local Government Act 1995* that govern the financial responsibilities of Council.

DETAILS

In April 2006, the Department released operational guidelines relating to legal representation for Council Members and Employees (provided at Attachment 1). The guidelines were produced as a response to the Joondalup Inquiry where the Inquiry Panel “criticised some Council Members for making uninformed and ill-advised decisions to pay [the] personal legal expenses of the Chief Executive Officer (CEO)”. As such, these guidelines seek to assist Councils when making decisions and developing policies in relation to this issue, as well as providing direction for the reverse situation (where Elected Members require financial assistance for legal representation).

Following the Inquiry, the City of Joondalup developed and implemented a policy, (provided at Attachment 2), which closely reflected the Department’s model policy.

The policy covers the following matters:

- Under what circumstances would financial assistance be provided?
- Who would make the decision that financial support would be provided?
- Who would provide the legal services?
- What limits, if any, would be placed on financial assistance?
- How applications would be made for assistance;
- What obligations a Council Member or employee receiving assistance should have?
- Whether contingent authorisation in urgent cases would be provided for and who would exercise that authority?
- Under what circumstances would financial assistance be withdrawn?
- Provision for the recoup of money already provided under the Policy where approval is withdrawn; and
- A clear statement that legal representation will not be provided for matters that relate to the personal affairs of a council member or employee.

Some of the major principles and elements contained in the policy include:

- 1 Legal representation costs must relate to a matter that **arises from the performance**, by the Elected Member or Employee, **of his or her functions** as an Elected Member or Employee.
- 2 In performing their functions, the Elected Member or Employee must have **acted in good faith**, must **not have acted unlawfully** or in a **manner that constitutes improper conduct**.
- 3 The **ultimate decision** for determining whether funding should be provided lies with **Council**.
- 4 The CEO can authorise applications expeditiously in urgent situations, however, **Council is able to revoke the CEO's approval**.
- 5 **Legal representation does not have to come from an approved list of legal practitioners**, only a 'certified practitioner' under the *Legal Practice Act 2003* is required.

The City's policy is considered detailed, fair, logical and best practice. It also allows Elected Members to have ready access to independent legal representation, which was a fundamental concern for the City of Stirling. As such, it would seem unnecessary to require legislative amendments to the *Local Government Act 1995* when Council policy is able to sufficiently provide for an equitable approach to the issue.

Relevant Legislation

Section 6.8 – *Local Government Act 1995*

- “(1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government;*
 - (b) *is authorised in advance by resolution*; or*

(c) *is authorised in advance by the mayor or president in an emergency.*

**Absolute majority required.*

(1a) *In subsection (1) –*

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) *Where expenditure has been incurred by a local government –*

(a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*

(b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.”*

The effect of this section of the Act is that despite the financial restrictions placed on Council to expend funds, there is still provision for independent expenditure decisions to be made outside of the adopted budget. This provides Council with the ability to overcome potential situations of conflict between the CEO and Elected Members where the CEO is able to control the provision of legal advice for Council under section 5.41(b) of the *Local Government Act 1995*. Section 5.41(b) states, “*The CEO’s functions are to...ensure that advice and information is available to the Council so that informed decisions can be made.*”

By implementing a model policy and applying provisions within the *Local Government Act 1995*, Elected Members are able to apply for financial assistance for legal representation in a manner that is equitable, based on sound governance principles, provides for a resolution when conflict between Elected Members and a CEO is present and allows for independent advice to be obtained. To lobby for legislative amendments would seem unnecessary and duplicative of already existing capacity in this regard.

Issues and options considered:

Option 1: Support the City of Stirling’s proposal

This option is *not* recommended given the already sufficient capacity Elected Members have to seek financial assistance for independent legal representation.

Option 2: Do not support the City of Stirling’s proposal and provide comment on Council’s rationale for this decision.

This option is recommended.

Link to Strategic Plan:

Not Applicable.

Legislation – Statutory Provisions:

Sections 6.8 and 5.41 of the *Local Government Act 1995*.

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

This matter relates to the City of Joondalup Policy 8-7, “Legal Representation for Elected Members and Employees”.

Regional Significance:

The City should perceive this matter as an opportunity to model best practice standards to Member Councils of the WALGA NMZC by promoting the City’s current approach in dealing with financial assistance for legal representation for Elected Members.

Sustainability Implications:

It could be perceived as an unsustainable practice to dedicate resources to an initiative that will duplicate an already sufficient process.

Consultation:

No Applicable.

COMMENT

The WALGA NMZC has requested a response from Member Councils on this matter. Should Council choose to pursue option 2, it is suggested that the Committee be provided with a copy of this report as the basis of Council’s response.

ATTACHMENTS

- | | |
|--------------|--|
| Attachment 1 | Department of Local Government and Regional Development Operational Guidelines on Legal Representation for Council Members and Employees |
| Attachment 2 | City of Joondalup Policy 8-7, “Legal Representation for Elected Members and Employees”. |

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council ENDORSES Option 2 by not supporting the City of Stirling’s proposal to lobby the State Government for an inclusion of independent legal representation for Elected Members issues in the Local Government Act 1995.

Appendices 5 and 6 refer

To access this attachment on electronic document, click here: [Attach5brf030608.pdf](#)
[Attach6brf030608.pdf](#)

ITEM 10 LIST OF PAYMENTS MADE DURING THE MONTH OF APRIL 2008 - [09882]

WARD: All

RESPONSIBLE DIRECTOR: Mr Mike Tidy
Corporate Services

PURPOSE

To present to Council the list of accounts paid under the CEO's delegated authority during the month of April 2008 to note.

EXECUTIVE SUMMARY

This report presents the list of payments made under delegated authority during the month of April 2008 totalling \$7,187,530.69.

It is recommended that Council NOTES the CEO's list of accounts for April 2008 paid under delegated authority in accordance with regulation 13 (1) of the Local Government (Financial Management) Regulations in Attachments A, B and C to this Report, totalling \$7,187,530.69.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's Municipal and Trust funds. In accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996 a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

DETAILS

The table below summarises the payments drawn on the funds during the month of April 2008. Lists detailing the payments made are appended as Attachments A and B. The vouchers for the month are appended as Attachment C.

FUNDS	DETAILS	AMOUNT
Municipal Account	Cheques 81144 - 81339 and EFT 15819 - 16246 Net of cancelled payments	\$4,665,376.21
	Vouchers 390A – 393A & 395A - 399A,	\$2,503,104.48
Trust Account	Cheques 202052 - 202098 Net of cancelled payments	\$19,050.00
Total		\$7,187,530.69

Issues and Options Considered:

Not Applicable.

Link to Strategic Plan:

Strategy 4.1.1 – Ensure financial viability and alignment to plan.

Legislation – Statutory Provisions:

The Council has delegated to the CEO the exercise of its authority to make payments from the Municipal and Trust Funds, therefore in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, a list of accounts paid by the CEO is prepared each month showing each account paid since the last list was prepared.

Risk Management Considerations:

In accordance with section 6.8 of the Local Government Act 1995, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

Financial/Budget Implications:

All expenditure from the Municipal Fund was included in the 2007/8 Annual Budget as adopted by Council at its meeting of 3 July 2007 or approved in advance by Council.

Policy Implications:

All expenditure included in the list of payments is drawn from the City's accounting records.

Sustainability Implications:

Expenditure has been incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

Consultation:

In accordance with Section 6.2 of the Local Government Act 1995, the annual budget was prepared having regard to the Strategic Financial Plan 2006/07-2009/10 which was available for public comment from 29 April 2006 to 29 June 2006 with an invitation for submissions in relation to the plan.

COMMENT

All Municipal Fund expenditure included in the list of payments is in accordance with the 2007/8 Annual Budget as adopted by Council at its meeting of 3 July 2007 or has been authorised in advance by Council where applicable.

ATTACHMENTS

Attachment A	CEO's Delegated Municipal Payment List for the month of April 2008
Attachment B	CEO's Delegated Trust Payment List for the month of April 2008
Attachment C	Municipal and Trust Fund Vouchers for the month of April 2008

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council NOTES the CEO's list of accounts for April 2008 paid under delegated authority in accordance with regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 forming Attachments A, B and C to this Report, totalling \$7,187,530.69.

Appendix 7 refers

To access this attachment on electronic document, click here: [Attach7brf030608.pdf](#)

ITEM 11 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 30 APRIL 2008 - [07882]

WARD: All

RESPONSIBLE DIRECTOR: Mr Mike Tidy
Corporate Services

PURPOSE

The April 2008 Financial Activity Statement is submitted to Council to be noted.

EXECUTIVE SUMMARY

The April 2008 year to date report shows an overall increase in budgeted surplus from operations and capital of \$9,054K when compared to the 2007-2008 revised budget (CJ038-03/08 refers).

This variance can be summarised as follows:

- The **Operating** surplus at the end of April 2008 is \$4,654K above budget, comprising higher Revenue of \$153K and lower operating expenditure of \$4,501K.

Revenue variances mainly arose from a \$(372)K variance in the timing of receipts of Government Grants and Subsidies, which are later than expected. There was additional revenue of \$253K for Rates, \$107K for Interest and \$101K for Contributions, Reimbursements and Donations.

Expenditure variances arose principally from Materials and Contracts \$2,678K, Depreciation \$1355K and Utilities \$173K being below budget as detailed in the attached notes.

- **Capital Expenditure** is \$7,189K below the year to date revised budget of \$19,310K. The variance relates mainly to lower than expected expenditure on the Fee Paid Car Parking project of \$1200K, Joondalup Works Depot project \$1,106K, Road Re-surfacing and Road Works \$1,132K, implementations of the Library and Document Management Systems \$563K, Joondalup Drive Master Plan \$192K and other corporate and community projects, plus delayed vehicle replacements of \$374K.

It is recommended that Council NOTES the Financial Activity Statement for the period ended 30 April 2008 forming Attachment A to this Report.

BACKGROUND

The Local Government (Financial Management) Regulations 1996 requires the production of financial activity statements. Council approved at the 11 October 2005 meeting to accept the monthly Financial Activity Statement according to nature and type classification.

DETAILS**Issues and options considered:**

The Financial Activity Statement for the period ended 30 April 2008 is appended as Attachment A.

Link to Strategic Plan:

Objective 1.3 – To lead and manage the City effectively.

Legislation – Statutory Provisions:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial report for the preceding year and such other financial reports as are prescribed.

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 as amended, requires the local government to prepare each month a statement of financial activity reporting on the sources and applications of funds as set out in the annual budget.

Risk Management considerations:

In accordance with section 6.8 of the Local Government Act 1995, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

Financial/Budget Implications:

Refer Attachment A.

Policy Implications:

All expenditure included in the Financial Activity Statement is drawn from the City's accounting records.

Regional Significance:

Not Applicable.

Sustainability Implications:

Expenditure has been incurred in accordance with revised budget parameters, which have been structured on financial viability and sustainability principles.

Consultation:

In accordance with Section 6.2 of the Local Government Act 1995, the annual budget was prepared having regard to the Strategic Financial Plan, prepared under Section 5.56 of the Local Government Act 1995, which was made available for public comment.

COMMENT

All expenditures included in the Financial Activity Statement are incurred in accordance with the revised 2007-08 Annual Budget or have been authorised in advance by Council where applicable.

ATTACHMENTS

Attachment A Financial Activity Statement for the period ended 30 April 2008.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council NOTES the Financial Activity Statement for the period ended 30 April 2008 forming Attachment A to this Report.

Appendix 8 refers

To access this attachment on electronic document, click here: [Attach8brf030608.pdf](#)

ITEM 12 INVESTIGATION INTO NEW COLLECTION FORMAT FOR BULK WASTE COLLECTION SERVICE - [39835]

WARD: All

**RESPONSIBLE
DIRECTOR:** Mr Martyn Glover
 Infrastructure Services

PURPOSE

To provide Council with information relating to collection options for the bulk waste collection service.

EXECUTIVE SUMMARY

The current bulk waste collection service at the City of Joondalup is based on a nine-monthly rotating schedule which provides four collections every three years (combined bulk yard rubbish and green waste services).

The City has developed three additional options including the same service at six-monthly rotations (twice a year); a verge pick-up on demand (twice a year) and a skip bin service on demand (two bins per year).

Both the “demand” services have a premium cost due to the individual nature of the service, including staff, vehicles and customer service.

The current Service Agreement with the City of Wanneroo provides for the increase in services from nine monthly to six-monthly but it does not allow for the “demand” options. The current Service Agreement finishes on 30 June 2009.

It is recommended that Council:

- 1 *SUPPORTS the retention of the nine-monthly bulk waste collection in 2008/09;*
- 2 *ADVISES the City of Wanneroo that it will competitively tender the bulk waste service on completion of the current Service Agreement on 30 June 2009;*
- 3 *SUPPORTS the inclusion of a six-monthly bulk waste collection in the new contract to commence on 1 July 2009.*

BACKGROUND

On 28 August 2007 Council resolved as follows:

- 1 *a REPORT be prepared investigating an alternate verge collection method whereby the current practice of bulk collections be replaced with a system where each household has the ability to book two individual verge collections to be removed by the City upon request in a given twelve month period;*
- 2 *Council also investigates a collection method whereby residents are no longer provided with a verge pickup but instead given the option to book up to two skip bins within a 12-month period at their convenience.*

DETAILS

Current Service

The City provides residents with a bulk collection service based on a nine-monthly rotating schedule that equates to four collections every three years.

Each service collection involves two streams; one for bulk yard rubbish disposed of to landfill and the second, a green waste service, separated and mulched at the Green Waste Recycling Depot in Wangara. The current “put out” rate is estimated to be approximately 65% of the City’s households and the crews are scheduled to collect from approximately 225 residences per day. The method of collection is highly efficient and is comparable to other services provided by Local Governments in Perth.

The service is extremely popular and provides a valuable service to residents who are unable to transport their own waste to land fill sites. Residents who miss the collection or who need another bulk collection outside of the scheduled times can request an individual collection at a cost of \$77.00.

This collection format has environmental benefits where the separated green waste is collected separately and mulched which diverts it from landfill. The collection rates vary highly on customer satisfaction surveys with the results in 2006 providing a satisfaction level of 83%.

In the 2006/07 budget year, the service collected 10,953 tonnes of bulk yard waste and 3,275 tonnes of green waste. The average collection cost per resident for a collection according to the schedule for the 2006/07 financial year was approximately \$22.00.

The contract is provided by a Service Level Agreement with the City of Wanneroo until 30 June 2009. If Council wishes to extend the Agreement beyond its current period, it would require a Deed of Variation which stipulates the new extension period(s) and any other changes Council may consider appropriate. Alternatively, the Council could seek a competitive tender instead.

The main disadvantage of the current service is that the collections are at different times each year and consequently cannot always coincide with the best green waste collection periods (Spring and Autumn).

The City of Wanneroo has just advised the City of Joondalup that there is anticipated to be a significant increase in the rates for waste collection in 2008/09 due to the recent escalation of fuel costs and a new staff EBA negotiation.

Proposed Service Options

Option 1 Bulk Verge Collection every 6 months

This option would increase the current bulk collection schedule to provide two collections per year, that is, one collection of bulk waste and green waste every six months. The benefits of this type of collection include:

- the ability to recycle a high percentage of green waste
- virtually unlimited volume of waste per household per serve
- there is no need for residents to call and book a skip bin
- the two weeks put-out time gives all residents the ability to work around other commitments and still be on time for the collection

- sustainable environmental benefits due to diversion of green waste from landfill – toxic and environmentally unsafe waste can be readily identified and segregated
- no need to re-educate residents on the process

The only real negative with this type of collection is that waste is not contained in a receptacle and if placed out too early, can give an untidy appearance to a streetscape.

Residents are not likely to increase their tonnages or volumes over the longer term but would have two collections plus their green vouchers to dispose of their bulk waste. They would also be able to continue to request unscheduled collections at the current cost of \$77 per collection if required. The shorter collection schedule may help alleviate early put-out problems over the longer term.

The City's Service Agreement relating to the supply of bulk refuse collection services includes the following clause in Schedule 2:

- (2) *Bulk refuse collection currently services each property at least every 9 months as part of a rolling schedule. During the Term this may be changed at the Customer's request to a 6-monthly schedule in which event the Customer shall pay the additional fee specified in Schedule 3.*

The additional serve fee in Schedule 3 is described as:

Six (6) monthly schedule – add 14% to the nine (9) monthly schedule fee above

The change in service from nine-monthly to six-monthly would realise a household cost of \$25.46 per annum.

Option 2 – Two Bulk Collections Removals per Year on Demand

This format is similar to the current collection format with the exception that collections are on demand by the resident and limited to two per year. They would however be limited to one collection of bulk waste and one collection of green waste.

The obvious impact on the service will be efficiency levels. The factors taken into account to calculate these impacts were:

- Travelling time between collection points;
- Setup at the collection points for loading and off loading skid steer loaders, including safety issues;
- Participation rates based on current levels for the bulk collection service; and
- Based on current method of collection with skid steers and rear end compactor trucks

It is considered that there would be considerable waiting time for collections under this method and consequently a higher complaint level. Delays in collections in the high demand period could extend out to six weeks or longer. Waiting times have elsewhere caused a high level of complaint during these popular periods. There would also be a perceived service reduction because the individual collections would be bulk waste or green waste, not both.

Based on the current method of collection with skid steer loaders and rear end compactor trucks, along with the reduction in productivity, the average collection cost per resident is anticipated to be approximately \$43.00. The requirement for two customer service personnel would increase the cost to approximately \$45.00.

If Option 2 is to be considered as the preferred option, then given the estimated increases in costs and perceived reduction in service, it is suggested the community should be surveyed

for expected usage and invited to comment on the value for money for the proposed service. The City of Wanneroo conducted a similar survey in December 2001 and one of the major issues raised was the increase in cost.

This service option is contrary to the existing Agreement consequently a service could not commence until 1 July 2009 unless the City is prepared to pay the redundancy of the seven employees directly involved with the service. This would be a maximum of the equivalent of 224 weeks pay or just less than \$200,000.

Option 3 – Two skip bins per year at the resident's convenience

This proposal has two bins which can cater for both bulk waste and green waste; however the cost has assumed that most of the customers would use the two bins as a single service, that is, they would order both bins at once.

The proposal is based on the City of Bayswater experience where residents are provided with up to three bulk bins per year at three cubic metres per bin or there is an option to have a combination of bins and tip passes. All bulk waste is placed in the bins and sent to land fill. In order to improve efficiencies, bin storage areas have been set up at strategic locations throughout the City, which is often a source of complaint (Attachment 1 refers).

The system works well and is popular with residents except where waiting times are extended during the spring and autumn periods. The schedule is based on collection days for individual suburbs and a request from a resident is allocated into the collection schedule for that area. Consequently, when it gets busy there can be longer waiting times. This has proven to be an ongoing cause of resident dissatisfaction due to the expectation that the skip could be ordered exactly when it was wanted.

The City of Bayswater has 250 skip bins placed at different locations throughout the local government. The City of Bayswater owns all storage locations and the skip bins are owned by the Contractor, Cleanaway. The current manufactured cost for the bins is between \$900 and \$1000 each. The cost of the vehicles and skips are amortised over a period of years by the Contractor and then factored into their price.

In the City of Joondalup, an average of approximately 300kg per year per household is placed out for collections. This is approximately the capacity of a skip bin when filled loosely with household waste and/or green waste. The estimates provided have been calculated on the basis that residents in the City will use the service once per year and not split the load, that is they will use their full allocation of the two bins in one go.

After discussing this option with other Councils and Contractors it is evident that the City would experience an increase in damage claims to lawns and gardens during the collection. There is also the potential of graffiti and vandalism to the bins while they are in the field which is detrimental to the presentation of the streetscapes. Overloading of bins and non-compliant refuse is also a common occurrence which has resulted in the skip bin being refused collection or environmentally damaging materials being hidden within the skip bin. In high density areas, placement may become a significant issue with residents. Currently the City of Joondalup Contractors sweep through high-density areas twice during each collection to ensure that bulk items are not left placed out for excessive periods.

The City of Stirling conducted a similar investigation into bulk collection in March 2002. In the report, it was estimated that they would need 17.5 trucks and 2000 of the 3m³ skip bins to service the 78,000 residences. The increase in the number of skip bins when compared to the City of Bayswater is because a "demand" system needs double the skip bins compared to a schedule system. Based on these figures, the City of Joondalup would need approximately 13 trucks and 1500 skip bins to service the 56,000 residences.

Furthermore, based on information from the City of Stirling and the City of Bayswater, there would be up to 100,000 phone enquiries to the City for service requests associated with the skip bins. This would require the employment of at least two extra customer service personnel to manage the service.

The best cost estimate able to be established for this service is \$74.00 per household which includes the skip bins, trucks, staff and customer service.

In terms of contractual arrangements, the scope of works changes completely, therefore it would not be possible to implement the change within the current agreement. If Council selected this method of service then it would need to be tendered and the earliest date of implementation would be from 1 July 2009 unless the City met the redundancy requirements as stipulated in Option 2.

It is considered this option is not consistent with the City's Waste Management Strategy 2005 because all waste collected is sent to landfill.

Contractual Arrangements

If the preferred options are to remain with the current service or take Option 1 – increase to six-monthly collections then these can be accommodated within the current service level agreement with the Contractor, the City of Wanneroo. The cost to increase to six-monthly collection would be 14% above the current rates.

Both Option 2 and 3 cannot be implemented within the current Service Agreement and would therefore need to be tendered.

Link to Strategic Plan:

The proposal has links to the strategic plan as follows:

<i>Objective 2</i>	<i>To effectively manage waste.</i>
<i>Strategy 2.2.1</i>	<i>Further develop and implement recycling strategies; and</i>
<i>Strategy 2.2.2</i>	<i>Plan for the development of waste management.</i>

Option 1 and 2 are considered consistent with the directions of the Strategic Plan as the collection method allows for the separation of green waste for recycling.

Option 3 is not considered consistent with the Strategic Plan as all waste collected in the bins is disposed of to landfill.

Legislation – Statutory Provisions:

The City's Local Laws for Local Government and Public Property provide clauses which generally protect the verge and prevent illegal disposal of waste. It may however be appropriate to strengthen these Local Laws with respect to bulk collection services from the verge and limit intermittent dumping.

Risk Management considerations:

Option 1 is considered to have the least risk of the 3 options and provides residents with increased service with only a marginal increase in current costs.

Option 2 is anticipated to generate a high level of complaint regarding waiting times in spring and autumn as well as increased movement of heavy vehicles through suburbs with collection crews travelling past previously collected houses many times.

Option 3 also has the waiting time issues. To gain efficiencies, bin storage areas will need to be identified and these are usually located in nearby parks. Resident objections are anticipated to be high with respect to the siting of these storage areas.

Financial/Budget Implications:

Option	Household Cost	Collections Per Year				Cost/Collection
		Bulk	Green	Mixed	Total	
Current	\$22.33	1.33	1.33		2.66	\$8.39
1	\$25.46	2	2		4	\$6.36
2	\$45.00	1	1		2	\$22.50
3	\$74.00			2	2	\$37.00

It is noted that the alternative services 2 and 3 actually provide a reduced service at a higher cost and only the six-month verge collection provides an improved service at a lower cost per service.

The estimated annual increases in costs for the three options are:

Option 1: \$ 173,000
 Option 2: \$1,247,000
 Option 3: \$2,842,000

Policy Implications:

The City's Waste Management Strategy 2005 states:

Strategy 3 Bulk Collection Service

Continue with current service consisting of a bulk rubbish collection service and a green waste collection service at nine monthly intervals.

Key Performance Indicator

- *Recover in excess of 34% of waste collected from the bulk collection service*
- *Achieve a customer service satisfaction rating in excess of 80%*.*

The introduction of Option 3 is contrary to Council's Strategy for recovery of waste.

Sustainability Implications:

Not Applicable.

Consultation:

The City has consulted with the City of Wanneroo; City of Swan; City of Bayswater; Cleanaway; Stampalia Contracting (municipal waste removal contractors); and the City of Stirling.

COMMENT

The current bulk waste Service Agreement will be completed on 30 June 2009. During this time there will have been a collection across the whole City plus the southern suburbs during 2008/09. Effectively, this will have covered the high bulk and green waste areas twice.

The advice from the City of Wanneroo that there is likely to be a substantial increase in fees in 2008/09 due to the combination of escalating fuel costs and a new City of Wanneroo EBA. This will mean that there will be significant pressure on the City of Joondalup Waste budget without increasing the bulk waste collection frequency.

Because the current Agreement finishes on 30 June 2009, it may be appropriate to test the market with the bulk waste at this point. The domestic waste and recycling contracts are synchronised to finish on 30 June 2011 so any award of the bulk waste either as an extension to the existing Agreement with the City of Wanneroo or a new Contractor would be structured to finish on the same date. This would allow the City to tender the waste services as a single contract and maximise the opportunity for economies of scale in the Contractor's costs as part of the tender process.

Investigations throughout the metropolitan area have identified that the City's service is midway in the bulk waste services in terms of collection rates. Although the City has 1.33 collections per annum, this is in fact the equivalent of 2.66 collections because the residents can put out both bulk waste and green waste provided they are separated.

An increase to two collections per annum while still retaining both bulk waste and green waste is essentially the equivalent of four collections compared to the City's who only have individual bulk waste or green waste. If Council chooses to increase the frequency in the new Contract/Agreement, then this would place the City at the higher end of the waste services throughout the metropolitan area.

It is therefore recommended that Council retains the current bulk waste service in 2008/09 and includes the six-monthly collection option in the specification for the new Contract or Service Agreement.

This recommendation is in consideration that there is likely to already be a significant increase in the waste charges due to the City of Wanneroo costs. There are only 12 months until the existing contract is completed, and the higher bulk waste and green waste producing areas will receive two services in 2008/09 as part of the existing programme.

ATTACHMENTS

Attachment 1 Photographs of stacked bins

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION**That Council:**

- 1 SUPPORTS the retention of the nine-monthly bulk waste collection in 2008/09;**
- 2 ADVISES the City of Wanneroo that it will competitively tender the bulk waste service on completion of the current Service Agreement on 30 June 2009;**
- 3 SUPPORTS the inclusion of a six-monthly bulk waste collection in the new contract to commence on 1 July 2009.**

Appendix 9 refers

To access this attachment on electronic document, click here: [Attach9brf030608.pdf](#)

ITEM 13 MINUTES OF THE CONSERVATION ADVISORY COMMITTEE HELD ON 23 APRIL 2008 - [12168]

WARD: All

RESPONSIBLE Mr Martyn Glover
DIRECTOR: Director, Infrastructure Services

PURPOSE

To submit the unconfirmed minutes of the Conservation Advisory Committee to Council for noting.

EXECUTIVE SUMMARY

A meeting of the Conservation Advisory Committee was held on 23 April 2008.

The item of business that was considered by the Committee was:

- Conservation Advisory Committee – Environmental Education Planning Workshop

It is recommended that Council:

- 1 *NOTES the unconfirmed minutes of the Conservation Advisory Committee meeting held on 23 April 2008 forming Attachment 1 to this Report;*
- 2 *REQUESTS a report in relation to future works proposed for Bushland and Natural Area reserves.*

BACKGROUND

The Conservation Advisory Committee is a Council Committee that advises Council on issues relating to biodiversity and the management of natural areas within the City of Joondalup. The Conservation Advisory Committee meets on a monthly basis.

The Committee membership comprises of four Councillors, a representative from each of the City's Bushland Friends Groups and community members with specialist knowledge of biodiversity issues.

DETAILS

Issues and options considered:

The Motion carried at the Conservation Advisory Committee meeting held on 23 April 2008 is shown below, together with officer's comments.

- 1 **Conservation Advisory Committee – Environmental Education Planning Workshop**

The following Motion was carried at the meeting on 23 April 2008:

“That this workshop be conducted after the closure of the meeting.”

Officer's Comments

Not Applicable.

Requests for Reports

At the 23 April 2008 meeting a report was requested in relation to future works proposed for Bushland and Natural Area reserves.

Officer's Comments

A report can be prepared.

Link to Strategic Plan:Key Focus Area

Caring for the environment.

Outcomes

The City is environmentally responsible in its activities.

Objectives

To plan and manage the City's natural resources to ensure environmental sustainability.

Strategies

- 2.1.1 Maintain and protect natural assets to retain biodiversity.
- 2.1.2 Further develop environmentally effective and energy-efficient programs.
- 2.1.3 Develop a coordinated environmental framework, including community education.

Legislation – Statutory Provisions:

The Local Government Act 1995 allows a council to establish committees to assist a council to exercise the powers and discharge duties that can be delegated to a committee.

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:Environmental

Conservation Advisory Committee objective - "To make recommendations to Council for the Conservation of the City's natural biodiversity".

Social

To promote partnerships between Council and the Community to protect the City's natural biodiversity as contained within its various natural areas (bushland, wetlands and the coastal environment).

Consultation:

The Conservation Advisory Committee provides a forum for community consultation and engagement on natural areas.

COMMENT

Not Applicable.

ATTACHMENTS

Attachment 1 Minutes of the Conservation Advisory Committee Meeting held on 23 April 2008

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION**That Council:**

- 1 NOTES the unconfirmed minutes of the Conservation Advisory Committee held on 23 April 2008 forming Attachment 1 to this Report;**
- 2 REQUESTS a report in relation to future works proposed for Bushland and Natural Area reserves.**

Appendix 10 refers

To access this attachment on electronic document, click here: [Attach10brf030608.pdf](#)

ITEM 14 MONTHLY TOWN PLANNING DELEGATED AUTHORITY REPORT, DEVELOPMENT AND SUBDIVISION APPLICATIONS – APRIL 2008 - [07032] [05961]

WARD: All

RESPONSIBLE DIRECTOR: Mr Clayton Higham
Planning & Community Development

PURPOSE

To report on the number and nature of applications considered under Delegated Authority.

EXECUTIVE SUMMARY

The provisions of clause 8.6 of the text to the District Planning Scheme No 2 allow Council to delegate all or some of its development control powers to a committee or an employee of the City.

The purpose of delegation of certain powers by Council, in addition to other Town Planning matters, is to facilitate timely processing of development applications and subdivision applications. The framework for the delegation of those powers is set out in resolutions adopted by Council and is reviewed generally on a two yearly basis, or as required. All decisions made by staff, acting under delegated authority as permitted under the delegation notice, are reported to Council on a monthly basis.

The normal monthly report on Town Planning Delegations identifies:

- 1 Major Development Applications
- 2 Residential Design Codes
- 3 Subdivision Applications

This report provides a list of the development and subdivision applications determined by those staff members with delegated authority powers during the month of April 2008 (see Attachments 1, and 2 respectively) for those matters identified in points 1-3 above.

BACKGROUND

The number of development and subdivision applications determined for April 2008 under delegated authority and those applications dealt with as “R-code variations for single houses” for the same period are shown below:

Approvals Determined Under Delegated Authority – Month of April 2008		
Type of Approval	Number	Value (\$)
Development Applications	88	\$50,135,169
R-Code variations (Single Houses)	61	\$ 7,542,605
Total	148	\$57,677,774

The value of the development applications determined under Delegated Authority is high for April as it includes the approval of the Department Store (Myer) and associated car parking additions at Lakeside Shopping Centre in Joondalup. This application did not propose any variations to DPS2 and therefore was determined under Delegated Authority.

The number of development applications received in April 2008 was 97. (This figure does not include any applications that may become the subject of the R-Code variation process).

Subdivision Approvals Processed Under Delegated Authority Month of April 2008		
Type of Approval	Number	Potential new Lots
Subdivision Applications	5	2
Strata Subdivision Applications	4	8

The above subdivision applications may include amalgamation and boundary realignments which may not result in any additional lots.

The District Planning Scheme No 2 requires that delegation be reviewed annually, unless a greater or lesser period is specified by Council. The Council, at its meeting of 25 September 2007 considered and adopted the most recent Town Planning Delegation for the period to 17 July 2009.

DETAILS

Link to Strategic Plan:

The strategic plan includes a strategy to provide quality value-adding services with an outcome to provide efficient and effective service delivery. The use of a delegation notice allows staff to efficiently deal with many simple applications that have been received and allows the elected members to focus on strategic business direction for the Council, rather than day-to-day operational and statutory responsibilities.

Legislation – Statutory Provisions:

Clause 8.6 of the District Planning Scheme No 2 permits development control functions to be delegated to persons or Committees. All subdivision applications were assessed in accordance with relevant legislation and policies, and a recommendation made on the applications to the Western Australian Planning Commission.

Risk Management considerations:

The delegation process includes detailed practices on reporting, checking and cross checking, supported by peer review in an effort to ensure decisions taken are lawful, proper and consistent.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Consultation may be required by the provisions of the Residential Design Codes, any relevant Town Planning Scheme Policy and/or the District Planning Scheme.

Of the 88 development applications determined during April 2008, consultation was undertaken for 25 of those applications. Of the 9 subdivision applications determined during April 2008, no applications were advertised for public comment, as the proposals complied with the relevant requirements.

COMMENT

Large local governments utilise levels of delegated authority as a basic business requirement in relation to Town Planning functions. The process allows determination times to be reasonably well accepted and also facilitates consistent decision-making in rudimentary development control matters. The process also allows the elected members to focus on strategic business direction for the Council, rather than day-to-day operational and statutory responsibilities.

All proposals determined under delegated authority are assessed, checked, reported and crosschecked in accordance with relevant standards and codes.

ATTACHMENTS

Attachment 1 April 2008 - Decisions - Development Applications
Attachment 2 April 2008 - Subdivision Applications Processed

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council NOTES the determinations made under Delegated Authority in relation to the:

- 1 development applications described in Attachment 1 to this Report for April 2008;**
- 2 subdivision applications described in Attachment 2 to this Report for April 2008.**

Appendix 11 refers

To access this attachment on electronic document, click here: [Attach11brf030608.pdf](#)

**ITEM 15 PROPOSED LIQUOR STORE: LOT 929 (1244)
MARMION AVENUE, CURRAMBINE - [75606]****WARD:** North**RESPONSIBLE** Mr Clayton Higham
DIRECTOR: Planning and Community Development

PURPOSE

The purpose of this report is to request Council's determination of an application for planning approval for a liquor store at Lot 929 (1244) Marmion Avenue, Currambine.

EXECUTIVE SUMMARY

An application has been received for a liquor store on a lot within the Currambine District Centre. Development of this area is controlled by the Currambine District Centre Structure Plan (Structure Plan). The subject lot is zoned Business under this Structure Plan. A liquor store is a discretionary land use within the Business zone.

The proposal includes variations to the Structure Plan in regard to setbacks, active frontages, glazing, landscaping and footpath width. It is considered that the proposed variations are acceptable and should be supported. The proposed liquor store has been located such that there is scope to develop the site in the future in a manner that will more closely comply with the requirements of the Structure Plan.

The application was considered at the Council meeting of 18 March 2008 (CJ047-03/08 refers) where Council required that it be advertised for public comment. The proposal was subsequently advertised, and one neutral submission and 45 objections were received (including four late submissions). The objections primarily raised concerns that the liquor store will lead to an increase in the antisocial behaviour of youths in the area.

The proposal does not conflict with the objectives of DPS2 or the Structure Plan and therefore it is recommended that the application be approved.

BACKGROUND

Suburb/Location: Lot 929 (1244) Marmion Avenue, Currambine
Applicant: TPG Town Planning and Urban Design
Owner: Davidson Pty Ltd
Zoning: **DPS:** Business
 MRS: Urban
Site Area: 7.5000 ha
Structure Plan: Currambine District Centre Structure Plan

The subject site is located on the eastern side of Marmion Avenue, immediately north of Shenton Avenue (Attachment 1 refers). The proposed liquor store is located in the north western corner of the subject site on a 1.024 ha portion of the 7.5 hectare site.

The Currambine Shopping Centre and Cinema complex is located on the southern portion of the subject site and residential development is located to the west across Marmion Avenue. The remainder of the surrounding land is vacant, however there are several applications currently being considered by the City for the development of this land.

The subject site is located within the Currambine District Centre Structure Plan (Structure Plan) which guides development within the area. The development of the Currambine District Centre will contain a range of land uses to provide a variety of facilities and services within the area.

The subject site is zoned Business under the Structure Plan, therefore there is no maximum retail floorspace applicable to this site under DPS2. The maximum retail net lettable area (NLA) only applies to Commercial zoned land.

Council previously considered this application at its meeting of 18 March 2008 where it was resolved to defer a determination on the application:

- pending the submission of amended plans to improve the appearance of the building and its relationship to the surrounding spaces;
- following the submission of satisfactory plans the application be advertised for public comment for a period of 21 days; and
- the application be referred to Council for determination.

DETAILS

The applicant proposes to construct a single storey liquor store on a portion of the subject site (Attachment 2 refers).

The proposed development incorporates the following:

- One single storey building with a maximum building height of 9 metres above natural ground level and an average height of 6 metres;
- Provision of 98 car parking bays, including three disabled bays;
- Drive through loading dock;
- Bin storage area;
- Landscaping throughout the car park and along the access road;
- Awnings along the southern side of the building; and
- Vehicle access to the site from an access road off Marmion Avenue and the future Main Street.

Compliance with the relevant requirements of the Structure Plan is summarised below:

Required	Provided	Compliance
<u>Setbacks</u>		
South: nil	60m	No
North: no requirement	6.5m	Yes
East: nil	14.5m	No
West: no requirement	39m	Yes
<u>Awnings along building</u>		
South	Awnings provided	Yes
East	Partially provided	No
<u>Building facades</u>		
South: Active frontage with 70% glazing	24%	No
North: Blank façade	Blank façade	Yes
East: Blank façade	Blank façade	Yes
West: Active frontage with 70% glazing	5.2%	No
<u>Landscaping</u>		
South: 3m along street boundary	2.5m	No
West: 3m along street boundary	2m	No

Required	Provided	Compliance
<u>Car parking</u> Liquor Store: 7 per 100 m ² 1350 m ² = 95 bays	98 bays	Yes
<u>3m footpath along building edge</u> South West	2.5m 1.5m	No No

The applicant has provided written justification for the variations to the Structure Plan stating:

- *The liquor store is not located directly abutting the envisaged Main Street, but is instead located behind a proposed future development of commercial or office space that abuts the Main Street.*
- *The development will facilitate a retail offer that is in a convenient location to the surrounding residential community and easily accessible from the existing shopping centre.*
- *The orientation of the store to the car park will deliver a high level of passive surveillance to public and private spaces.*
- *The liquor store has been located behind the Main Street as it is not able to achieve the Main Street urban design requirements of the Structure Plan due to the nature of the goods sold. The area allocated for future commercial/office development will be better able to create the two storey active urban edge envisaged by the Structure Plan.*
- *The setbacks provided are greater than required under the Structure Plan, largely due to the provision of car parking.*
- *The proposed building is orientated to the south, towards at grade parking areas and has been provided with an awning along the entire length of the southern boundary to give pedestrians protection from the weather.*
- *The proposed liquor store preserves the integrity of the Structure Plan whilst initiating development of the area.*

Issues and options considered:

Council has the discretion to:

- Approve the application without conditions;
- Approve the application with conditions; or
- Refuse the application.

Link to Strategic Plan:

Not Applicable.

Legislation – Statutory Provisions:

District Planning Scheme No 2 (DPS2)

Liquor Store is a 'D' use in the Business Zone. A 'D' use means:

“A use class that is not permitted, but to which the Council may grant its approval after following the procedures laid down by sub clause 6.6.2.”

Clause 6.6.2 requires that Council in exercising discretion to approve or refuse an application shall have regard to the provisions of clause 6.8.

6.8 *Matters to be considered by Council*

6.8.1 *The Council when considering an application for Planning Approval shall have due regard to the following:*

- (a) *interests of orderly and proper planning and the preservation of the amenity of the relevant locality;*
- (b) *any relevant submissions by the applicant;*
- (c) *any agreed Structure Plan prepared under the provisions of Part 9 of the Scheme;*
- (d) *any planning policy of the Council adopted under the provisions of clause 8.11*
- (e) *any other matter which under the provisions of the Scheme the Council is required to have due regard;*
- (f) *any policy of the Commission or its predecessors or successors or any planning policy adopted by the Government of the State of Western Australia;*
- (g) *any relevant proposed new town planning scheme of the Council or amendment or proposed Metropolitan Region Scheme Amendment insofar as they can be regarded as seriously entertained planning proposals;*
- (h) *the comments or wishes of any public or municipal authority received as part of the submission process;*
- (i) *the comments or wishes of any objectors to or supporters of the application;*
- (j) *any previous decision made by the Council in circumstances which are sufficiently similar for the previous decision to be relevant as a precedent, provided that the Council shall not be bound by such precedent; and*
- (k) *any other matter which in the opinion of the Council is relevant.*

As the proposed use is a “D” use, the additional matters identified in Clause 6.8.2 also require Council consideration in relation to this application for planning approval.

6.8.2 *In addition to the matters referred to in the preceding sub clause of this clause, the Council when considering whether or not to approve a “D” or “A” use application shall have due regard to the following (whether or not by implication or otherwise they might have required consideration under the preceding subclasses of this clause):*

- (a) *the nature of the proposed use and its relationship to the use of other land within the locality;*
- (b) *the size, shape and character of the parcel of land to which the application relates and the nature and siting of any proposed building;*
- (c) *the nature of the roads giving access to the subject land;*
- (d) *the parking facilities available or proposed and the likely requirements for parking, arising from the proposed development;*
- (e) *any relevant submissions or objections received by the Council; and*
- (f) *such other matters as the Council considers relevant, whether of the same nature as the foregoing or otherwise.*

Risk Management considerations:

The proponent has a right of appeal against Council's decision, or any conditions included therein, in accordance with the State Administrative Tribunal Act 2004 and the Planning and Development Act 2005.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

The application was advertised for a period of 24 days by way of a sign on site, letters to adjoining owners, notification on the City's website and two advertisements in the local newspaper (Attachment 3 refers). The advertising period closed on 12 May 2008. At the close of the advertising period one neutral submission and 41 objections from 38 households had been received. In addition, four late submissions from four households were received after the close of the advertising period, which were all objections.

The main issues raised in the objections were:

- There is an existing problem with antisocial behaviour by drunken youths in the area and the liquor store will increase this.
- It will lead to more binge drinking in the local parks and associated graffiti and vandalism.
- The location of the liquor store on a major road and in proximity to fast food outlets could make it a "destination location" and popular meeting place for young people and lead to antisocial behaviour.
- The area is already well serviced with liquor stores and another one is not necessary.
- This type of development belongs in a larger commercial area like Joondalup not in an area surrounded by family housing.
- A better use for this site would be a family orientated activity such as bowling alley or family friendly restaurant/entertainment area.
- The liquor store is not in accordance with the planning objectives and strategies of the City or Structure Plan.
- If the liquor store is approved then conditions should be put on to restrict trading hours and extra security should be provided by the store.
- The liquor store will have a negative impact on the amenity and value of the area.
- The liquor store is very large and in a highly visible position on a busy road and will detract from the appearance of the road.
- The liquor store will increase traffic on the surrounding road network.

Copies of the submissions are available for review in the Councillor Reading Room.

COMMENT

Council previously considered this application at its meeting of 18 March 2008 where it was resolved to defer a determination on the application, pending the submission of amended plans to improve the appearance of the southern and western façades and the subsequent advertising of the proposal. The changes to these façades are discussed in this report, together with the response to submissions received during the advertising period. The comments regarding land use, setbacks, footpath width, car parking and landscaping are unchanged from the previous report to Council and are included as Attachment 4.

Active frontages, blank facades and glazing

Under the provisions of the Structure Plan, the northern and eastern sides of the proposed liquor store are permitted to have blank façades as the northern side abuts the loading bay and the eastern side will abut the future office/commercial building. The Structure Plan requires the other building façades to have active frontages towards vehicle and pedestrian routes with continuous awnings to provide protection from the weather. The southern side of the liquor store complies with this requirement as it has been orientated towards the car park and has been provided with an awning and verandah for the entire length of the building. The western side has an awning for part of the length of the building which covers the doorway. This is considered acceptable as the awnings cover the entrances to the liquor store which pedestrians will use to access the building.

The Structure Plan also requires active building frontages to comprise a minimum of 70% windows and visually permeable doors. The plans considered by Council at its meeting of 18 March 2008, had glazing of 7.8% and 1.8% to the southern and western façades respectively. This was not considered to be acceptable and Council requested the applicant to provide more glazing to these façades. The southern and western sides of the building are now proposed to have 24% and 5.2% glazing. Whilst this still does not comply with the 70% glazing requirement of the Structure Plan (which requires 70% glazing to all frontages of the building that do not abut a loading bay, including the frontages that face the car park), it is an improvement from the previous plans and is considered to be acceptable.

In addition, the southern and western elevations have been provided with a higher degree of articulation to improve the overall appearance of these elevations. The southern façade has a large entry feature, more glazing, variety of materials and texture, landscaping and verandah for the entire length of the building which has improved the appearance of the southern elevation. The western façade has a greater variety of colours and materials than previously proposed and more glazing.

These modifications to the southern and western façades of the building have improved the overall appearance of the building and it is considered that the proposal is now acceptable in regards to its design.

It is considered that the variations to the active frontage and glazing requirements are appropriate for the reasons outlined above, and it is recommended that they be supported.

Issues from the Consultation Process

Antisocial behaviour

The majority of the submissions were mainly concerned with the antisocial behaviour caused by youths drinking in the area. The submitters were concerned that the liquor store will contribute to the issue of graffiti and vandalism. Whilst this may be a genuine concern of the surrounding residents, it is (with respect) not reasonable to definitively attribute these concerns to the proposal. Youth antisocial behaviour is a social issue and is a matter for the

teenagers, parents or guardians of the teenagers, and the police to ensure law and order is maintained.

The sale of alcohol to underage people and possible public consumption are matters for the Department of Racing, Gaming and Liquor, and the operator, to be regulated by management practices. It is also the responsibility of the owners of the liquor store to ensure that they do not sell alcohol to underage people.

Appropriateness and permissibility of land use

The permissibility of land uses within the various zones is controlled through the Zoning Table in DPS2. A liquor store is a discretionary or 'D' land use in the Business Zone, therefore the owners of the site can apply for this use.

The proposed use complies with the objectives of the Business Zone under DPS2 which states that the Business Zone is intended to accommodate wholesaling, retail warehouses, showrooms and trade and professional services. The development also complies with some of the objectives of the Business Zone under the Structure Plan such as uses that generate day and evening activity and efficient vehicle access. Individual developments are not required to comply with all of the general objectives of the Business Zone of the Structure Plan as these apply to the entire area of Business zoned land within the Currambine District Centre. The liquor store is therefore considered to be an appropriate land use for this location.

The Department of Racing, Gaming and Liquor is the body responsible for issuing liquor licences and determining the appropriate number of licences to be issued in a locality. Further, the City determines applications based on planning merits and its role is not to control market forces in terms of the number of similar uses that may seek to operate in a particular area, such as the number of restaurants or supermarkets.

Conditions of planning approval

The determination of an application can only be based on valid planning grounds. Any conditions imposed on a development approval must be based on valid planning reasons that reasonably relate to the proposed development. In this instance, having regard to the:

- proposed land use and its method of operation;
- location of the development within a major commercial node; and
- separation of the development proposal from surrounding residential properties by Marmion Avenue (a major traffic distributor road) and existing/future development of this commercial node;

It is considered unreasonable to restrict the hours of operation or impose management controls on this development proposal.

However, the Department of Racing, Gaming and Liquor could consider the need to restrict the liquor store's trading hours or require additional security measures. Therefore, it is recommended that the Department be provided with copies of all submissions in order to inform its decision making on the licence application.

Appearance of the liquor store

The elevations of the liquor store have been modified to improve the overall appearance of the building and make the building more attractive when viewed from Marmion Avenue and the access road.

Traffic

The liquor store is a suitable land use for this location and it is considered that it will lead to no more traffic on the surrounding road network than another land use that could also be developed on this site such as a showroom, warehouse or office development.

Conclusion

The proposed liquor store development is an appropriate land use for this location. The proposed development does not comply with the requirements of the Structure Plan with regard to setbacks, active frontages, glazing, landscaping and footpath width. However, due to the location of the building within the Structure Plan area, the proposal will combine with the existing and future developments to provide the range of facilities intended for the area. It is considered that the variations are acceptable and should be supported as they will not have an adverse impact on adjoining development or the surrounding locality.

Additionally, whilst the proposed liquor store does not comply with all the requirements of the Structure Plan, there is scope to develop the site in the future so that it does comply with the Structure Plan. The proposed liquor store has been sited such that a future office/commercial building with active frontages and a nil boundary setback can be built along the eastern lot boundary in accordance with the Structure Plan.

Although there have been objections to the proposal, the development is considered to be acceptable as it is an appropriate land use for the location under the provisions of DPS2 and the Structure Plan.

It is recommended that the proposed variations be supported and the application be approved with conditions.

ATTACHMENTS

Attachment 1	Location Plan
Attachment 2	Site Plan
Attachment 3	Consultation Plan
Attachment 4	Comments from 18 March 2008 Council Report

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

- 1 EXERCISES discretion under Clause 4.5 of the District Planning Scheme No. 2, and determines that the:**
 - (a) Setback of 14 metres in lieu of nil to the eastern boundary;**
 - (b) Setback of 60 metres in lieu of nil to the southern boundary;**
 - (c) Glazing of 24% in lieu of 70% on the southern building façade;**
 - (d) Glazing of 5.2% in lieu of 70% on the western building façade;**

- (e) Landscaping strip of 2.5 metres in lieu of 3 metres along the southern street boundary;
- (f) Footpath width of 2.5 metres in lieu of 3 metres along the southern building edge;
- (g) Footpath width of 1.5 metres in lieu of 3 metres along the western building edge;

are appropriate in this instance;

2 APPROVES the application for Planning Approval dated 24 October 2007 and the amended plans dated 18 February 2008 submitted by TPG Town Planning and Urban Design, the applicant, on behalf of the owner, Davidson Pty Ltd for a liquor store at Lot 929 (1277) Marmion Avenue, Currambine, subject to the following conditions:

- (a) The colours and materials of the southern and western façades of the building shall be to the satisfaction of the Manager Approvals, Planning and Environmental Services;
- (b) The southern and western facades shall be treated with non-sacrificial anti-graffiti coating;
- (c) The parking bays, driveways and points of ingress and egress to be designed in accordance with the Australian Standard for Offstreet Car Parking (AS2890.01 2004). Such areas are to be constructed, drained, marked and thereafter maintained to the satisfaction of the Manager Approvals, Planning and Environmental Services prior to the development first being occupied. These works are to be done as part of the building program;
- (d) Parking bays adjacent to landscaping shall be a minimum of 2.8 metres wide as marked in RED on the approved plans;
- (e) A minimum 3 metre wide landscaping strip shall be provided along Marmion Avenue as marked in RED on the approved plans;
- (f) The lodging of detailed landscaping plans for the development site with the Building Licence Application. For the purpose of this condition a detailed landscaping plan shall be drawn to a scale of 1:100. All details relating to paving and treatment of verges are to be shown on the landscaping plan. All landscaping, reticulation and verge treatments, based on water wise principles, are to be established in accordance with the approved plans prior to the development first being occupied and thereafter maintained to the satisfaction of the Manager Approvals, Planning and Environmental Services;
- (g) Shade trees shall be planted and maintained in the car parking areas at the rate of one tree for every four car parking bays, to the satisfaction of the Manager Approvals, Planning and Environmental Services;

- (h) An onsite stormwater drainage system with the capacity to contain a 1:100 year storm of a 24-hour duration is to be provided prior to the development first being occupied and thereafter maintained to the satisfaction of the Manager Approvals, Planning & Environmental Services;
 - (i) Suitably screened bin storage area shall be provided prior to the development first being occupied with minimum dimensions of 1.5 metres x 1.5 metres. Such an area must be constructed with a 100mm thick concrete floor graded to a commercial floor waste connected to sewer and the provided with a hose cock;
 - (j) A refuse management plan indicating the method of rubbish collection is to be submitted as part of the building licence and approved by the Manager Approvals, Planning and Environmental Services;
 - (k) Any advertising signage shall be subject to a separate development application;
 - (l) Car park levels, car park lighting, the internal access road and any proposed retaining walls do not form part of this approval and shall be subject to a separate development application;
- 3 PROVIDES the Department of Racing, Gaming and Liquor with copies of all submissions in order to inform its decision making on the licence application.

Appendix 12 refers

To access this attachment on electronic document, click here: [Attach12brf030608.pdf](#)

ITEM 16 OUTCOME OF STATE ADMINISTRATIVE TRIBUNAL HEARING - PROPOSED 14 GROUPED DWELLINGS AT LOT 11483 (4) BURNS PLACE, BURNS BEACH - [43305]

WARD: All

RESPONSIBLE A/DIRECTOR: Mr Clayton Higham
Planning and Community Development

PURPOSE

To consider the outcome of a State Administrative Tribunal (SAT) hearing.

EXECUTIVE SUMMARY

At its October 2007 meeting, (CJ223-10/07 refers) Council refused an application for 14 Grouped Dwellings at Lot 11483 (4) Burns Place Burns Beach.

The applicant subsequently lodged an Application for Review with the SAT. Amended plans have been developed as a result of this process, and address a number of the variations that were proposed as part of the original application.

The Council is required to consider these amended plans and advise the SAT of its acceptance or rejection of the amended plans.

It is recommended that Council accepts the revised plans and advise the SAT that it supports the proposed development subject to a number of conditions.

BACKGROUND

Suburb/Location: Lot 11483 (4) Burns Place, Burns Beach
Applicant: Design & Construct
Owner: Moonvale Enterprises Pty Ltd
Zoning: **DPS:** Residential R40
 MRS: Urban
Site Area: 3690m²
Structure Plan: Not applicable

The subject site is located on the corner of Ocean Parade, Second Avenue and Burns Place, Burns Beach (Attachment 1 refers). Ocean Parade is located to the south of the subject site, Burns Place to the north of the site and Second Avenue to the east of the site.

There are existing single houses opposite the proposed development on both Burns Place and Second Avenue. The development site abuts only one single house, this being 8 Burns Place.

The subject site is zoned Residential, with a density coding of R40, and the surrounding residential lots are zoned Residential with a density coding of R20.

In May 2007, an application for planning approval for 14 Grouped Dwellings was lodged with the City.

On 16 October 2007 Council resolved to refuse the application for the following reasons:

1. (a) *excessive use of discretion from the acceptable development standards, incorporating:*
 - *Wall setbacks,*
 - *Front setbacks,*
 - *Boundary wall variations,*
 - *Cone of vision variations,*
 - *Open space variations,*
 - *Over-shadowing,*
 - *Retaining setbacks and,*
 - *Garage doors variations.*
- (b) *the adverse impact it will have on the future residents of the development if it were approved in the manner submitted;*
2. *A visual truncation is not provided for the Unit 11 vehicle access.*
3. *The Unit 5 garage does not have a minimum internal dimension of 5.4m*

The applicant subsequently lodged an Application for Review with the SAT, the proceedings of which form the basis of this report.

The matter was heard at a Hearing on 11 March 2008, and the Senior Member ordered that:

1. *The applicant must file and provide to the respondent amended plans in scalable form reflecting changes foreshadowed in the evidence or proposed without prejudice conditions by 26 March 2008.*
2. *By 10 April 2008 the planning experts must meet and prepare a supplementary statement based on the amended plans and file that statement.*
3. *The matter is adjourned to a further directions hearing.*

The matter was then referred to a further Directions Hearing on 29 April 2008.

At the further directions hearing held on 29 April 2008 it was ordered that:

1. *By Friday 2 May 2008 Ms Butterworth and Mr Penheiro must confer and sign their joint witness statement and Mr Penheiro must thereafter file a copy of the statement.*
2. *Pursuant to s 31(1) of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider its decision by 10 June 2008 with advice from Allering and Associates.*
3. *The proceedings are adjourned to a further directions hearing on 13 June 2008 to consider further conduct of the matter.*

In response to Part 2 of the SAT orders, the amended plans lodged by the applicant through the Review process have been re-assessed and submitted for consideration by Council.

DETAILS

The applicant proposes to construct 14 grouped dwellings on the subject site. The original and revised development proposal both include(d) the following features:

- 14 two storey grouped dwellings, with eight having separate vehicular access from Burns Place or Second Avenue and the remaining six having access from a common drive (entering from Second Avenue);
- the provision of a double garage for each dwelling and an additional two visitor parking bays for dwellings accessed from the common drive;
- vehicle access to the site from Second Avenue and Burns Place; and
- store rooms for each dwelling.

The refused site and elevation plans are provided in Attachment 2. A full set of the refused plans is available in the Councillor Reading Room.

The main features of the revised plans are as follows:

- Balconies to Units 1-6 and 8-14 have been screened to reduce or remove cone of vision variations.
- Windows to Units 2, 4, 5, 7, 9, 11 and 14 have been obscure glazed or changed to highlight windows, removing cone of vision variations and reducing or removing setback variations.
- Windows to Units 8, 10 and 12 have been relocated removing cone of vision variations and reducing or removing setback variations.
- Landscaping has been added to the common driveway area, including modifications to the front of Unit 4.
- Units 7, 8, 9, 11, 12 and 14 have been redesigned or modified to reduce site cover.
- Redesign Unit 2 roofline to reduce projection through the Building Height Envelope.

Due to the large number of plans associated with the development, only the revised site plan is shown in Attachment 3. All other amended plans are available in the Councillor Reading Room.

Numerous variations were proposed in the original development application, which are shown in table format in Attachment 4. Most of these variations were addressed at the SAT Hearing and as such, the table also indicates the variations that have been reduced or removed through the amended plans. (Some variations were not addressed through the SAT due to time constraints, however the variations that were considered not to satisfy the performance criteria have been addressed through the amended plans).

The above modifications, together with the reasons for refusal are discussed further in the Comments section of this report.

The orders issued by the SAT require the Council to reconsider its decision on advice from the City's Representative, Allering and Associates. As such, the following advice has been provided:

In determining the application, Council must assess the proposal in terms of specifically what does not meet the Acceptable Development Criteria of the Residential Design Codes and whether or not each variation meets the Performance Criteria.

In the SAT, a decision to refuse an application due to excessive use of discretion is not a decision that can be readily defended on planning grounds.

In regards to the proposed variations:

- *The revised plans satisfy the Acceptable Development or Performance Criteria with regard to visual privacy, front setbacks to the common driveway, open space and some side setbacks.*
- *The plans comply with the solar access requirements as this is required to be calculated on the parent lot only.*
- *The protrusions through the Building Height Envelope for unit 2 have been reduced and the development is now consistent with Policy 3.2 – Height and Scale of Buildings in Residential Areas.*
- *The reduced upper setbacks to the eastern boundary of units 1, 2 and 3, and the reduced upper setbacks to the southern boundary of units 9, 10 and 11 do not satisfy all of the Performance Criteria for Buildings Set Back from the Boundary.*

It is considered that the revised plans address many of the concerns raised and it is recommended that Council reconsiders the revised application and if supported provides a list of conditions it seeks be imposed.

Given the amendments to the plans undertaken by the applicant to address many of the matters raised, if the application were to be sent back to SAT for determination it is likely that SAT would approve the application.

Issues and options considered:

Council has the discretion to:

- Accept the amended plans as recommended;
- Accept the amended plans with further modifications; or
- Reject the amended plans.

Should Council resolve to accept the modifications, Council is then required to provide the SAT with a schedule of draft conditions, and a minute of consent is to be prepared to this effect. This will bring the appeal to a conclusion, and allow the applicant to proceed with the proposed development following the issue of a Building Licence.

Should the Council reject the modifications, it is requested the Council identifies which of the variations to the Acceptable Development Criteria do not satisfy the Performance Criteria of the R-Codes. The matter will then be determined by the SAT.

The final position of the Council regarding the modified proposal will be presented to the next SAT Hearing, which is to be held on Friday 13 June 2008.

Link to Strategic Plan:

Not Applicable.

Legislation – Statutory Provisions:

The applicants have requested the SAT to review Council's decision under the State Administrative Tribunal Act 2004 (SAT Act), which has a different decision making process to DPS2.

Council is required to determine and convey its position on the amended plans to the SAT and the applicant. Council does not make a formal planning decision as such. The review process of the SAT means that it effectively operates in place of the Council on the review.

The process under the SAT Act will result in a “Minute of Consent” if both parties agree to an outcome, or if no agreement is reached, the matter will be taken back to the SAT and the SAT will make its decision.

Risk Management considerations:

Section 87 of the SAT Act allows for the awarding of costs where the Tribunal is not satisfied that a party has genuinely attempted to make a decision on a matter under appeal, based purely on the merits (planning aspects) of the proposal.

Financial/Budget Implications:

The City engaged Allering and Associates (Town Planning Consultants) to represent the Council at the Hearings.

If the proposal is not agreed, the determination of the review by the SAT may result in further expenditure to facilitate the Council’s position being reaffirmed in the proceedings brought by the landowner.

Furthermore, as stated in the Risk Management Considerations, Section 87 of the SAT Act allows for the awarding of costs against a party in certain circumstances.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

The original application was advertised for public comment for a period of 21 days, in June 2007, by way of two signs being erected on site and an advertisement being placed in the Joondalup Times for three consecutive weeks. The proposal was also advertised on the City’s website for these 21 days.

At the conclusion of advertising, four submissions had been received. A further two submissions were received following the close of the advertising period. The submissions received raised concerns over density, car parking, traffic flow and noise.

The modified proposal received by the City on 4 April 2008 was not re-advertised as significantly less variations are sought than the previous proposal.

COMMENT

The applicant has requested the SAT to review Council’s decision to refuse the application for planning approval for 14 grouped dwellings on the development site.

As a result of the hearing held in March, the SAT ordered that amended plans be drawn, addressing a number of variations that were considered not to meet the performance criteria.

Amended Plans

The amended plans have removed a number of proposed variations and have generally addressed the performance criteria for the variations that are still proposed.

The original application proposed 118 internal variations, ie. variations within the development. Through the submission of amended plans, 44 of these variations have been removed and a further 12 reduced. In addition, 3 open space variations have been removed, with 3 lesser ones being created. The revised proposal requests 74 internal variations to the R-Codes, with 15 of these being less than the variations proposed as part of the original application.

A further 5 external variations were proposed, and this has been reduced to 3 with overlooking and retaining setback variations being removed.

It is considered that the proposed variations generally satisfy the performance criteria of the R-Codes and should be supported.

Furthermore, the roofline of Unit 2 has been altered to substantially reduce the portion of building exceeding the City's Building Height Envelope. It is considered that the objectives of Policy 3.2 – Height and Scale of Buildings in Residential Areas – have also been satisfied through the amended plans.

Original Reasons of Refusal

The following section sets out Council's reasons for refusal and the response to those reasons by the applicant during the SAT process:

Excessive use of discretion from the acceptable development standards, incorporating Wall setbacks, Front setbacks, Boundary wall variations, Cone of vision variations, Open space variations, Over-shadowing, Retaining setbacks and, Garage doors variations, and the adverse impact it will have on the future residents of the development if it were approved in the manner submitted;

The number of variations have been reduced through the submission of amended plans. The proposed variations are generally considered to satisfy the performance criteria and as such, are unlikely to adversely impact on the amenity of the future residents. In particular, a large number of the cone of vision variations have been removed, which will ensure more privacy for the future residents.

It is considered unlikely that this reason for refusal would be upheld by the SAT.

A visual truncation is not provided for the Unit 11 vehicle access.

This variation has been addressed through the amended plans and as such, this aspect of the development is no longer non-compliant.

The Unit 5 garage does not have a minimum internal dimension of 5.4m

This variation has not been addressed as part of the revised plans. Compliance with this requirement will only require minor modifications to the internal layout and as such, is considered appropriate for the applicant to comply with this standard.

Conclusion

The modified plans as prepared by the applicant are considered to be an acceptable outcome. It is therefore recommended that Council:

- (a) agrees to advise the SAT that it supports the modified development subject to the imposition of a number of conditions of approval;
- (b) agrees to a Minute of Consent to finalise the application for review, based on the adopted approval and associated conditions of approval; and
- (c) authorises Allerding and Associates to attend the next Directions Hearing on 13 June 2008 to further discuss Council's position on this matter, and to remain faithful to the intent of Council's decision if required.

ATTACHMENTS

Attachment 1	Location Plan
Attachment 2	Original Development Plans
Attachment 3	Revised Site Plan
Attachment 4	Table of R-Codes Variations

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

- 1 Pursuant to Order 2 (Matter DR 375 of 2007) issued by the State Administrative Tribunal at the Hearing held on the 29 April 2008:**
 - (a) has reconsidered its decision regarding the application for 14 grouped dwellings on Lot 11483 (4) Burns Place, Burns Beach;**
 - (b) and having regard to the revised plans prepared as a consequence of the Hearing, recommends APPROVAL of those plans subject to imposition of the following conditions:**
 - (i) The parking bays, driveways and points of ingress and egress to be designed in accordance with the Australian Standard for Offstreet Car Parking (AS/NZS 2890.01 2004). Such areas are to be constructed, drained, marked and thereafter maintained to the satisfaction of the Manager Approvals, Planning and Environmental Services prior to the development first being occupied. These works are to be done as part of the building program;**
 - (ii) Visitor parking bays are to be a minimum of 2800mm in width;**
 - (iii) Visitor car parking bays are to be clearly marked and signposted to the satisfaction of the Manager Approvals, Planning and Environmental Services;**
 - (iv) The driveway/s and crossover/s to be designed and constructed to the satisfaction of the Manager Infrastructure Management before the occupation of the development;**

- (v) An onsite stormwater drainage system with the capacity to contain a 1:100 year storm of a 24-hour duration is to be provided prior to the development first being occupied and thereafter maintained to the satisfaction of the City. The proposed stormwater drainage system is required to be shown on the Building Licence submission and be approved by the Manager Infrastructure Management prior to the commencement of construction;
- (vi) The lodging of detailed landscaping plans in accordance with water sensitive urban design principles, to the satisfaction of the Manager Approvals, Planning and Environmental Services, for the development site with the Building Licence Application. For the purpose of this condition a detailed landscaping plan shall be drawn to a scale of 1:100. All details relating to paving and treatment of verges, to be shown on the landscaping plan;
- (vii) Landscaping, reticulation and all verge treatment is to be established in accordance with the approved plans prior to the development first being occupied and thereafter maintained to the satisfaction of the Manager Approvals, Planning and Environmental Services;
- (viii) All highlight windows shall have a sill height not less than 1.6 metres above the finished floor level.
- (ix) Boundary walls and retaining walls shall be of a clean finish and made good to the satisfaction of the Manager Approvals, Planning & Environmental Services.
- (x) All construction works shall be contained within property boundaries;
- (xi) Unit 5 garage shall have a minimum internal dimension of 5.4m.
- (xii) Any fencing within the street setback area of units 1, 8, 9, 10, 11, 12, 13 and 14 shall be visually permeable above 1.2 metres from natural ground level.
- (xiii) The truncated retaining wall adjacent to unit 7 shall be stepped down in 300mm intervals so as to allow landscaping to be viewed from the common driveway.
- (xiv) All landscaping adjacent to the unit 7 truncated retaining wall shall not be groundcover, and shall be visible from the common driveway so as to contribute to the desired streetscape.

2 AUTHORISES the Chief Executive Officer to endorse a Minute of Consent prepared in accordance with Part 1. above;

- 3 AUTHORISES the appointed firm of Allering and Associates to respond to any challenges made to the conditions of approval or any alternative recommendations presented by the applicant, for this review application, and to remain faithful to the intent of Council's decision of 10 June 2008.**

Appendix 13 refers

To access this attachment on electronic document, click here: [Attach13brf030608.pdf](#)

ITEM 17 PROPOSED CHANGE OF USE FROM CONSULTING ROOMS TO CIVIC BUILDING AT LOT 119 (14) DAVALLIA ROAD, DUNCRAIG - [08043]

WARD: South

RESPONSIBLE Mr Clayton Higham
DIRECTOR: Planning and Community Development

PURPOSE

The purpose of this report is to request Council's determination of an application for planning approval for a change of use to a Civic Building at Lot 119 (14) Davallia Road, Duncraig.

EXECUTIVE SUMMARY

The applicant proposes to convert an existing Consulting Room into a Civic Building at 14 Davallia Road, Duncraig. The proposed works include construction of a new parking area at the front of the property.

The applicant is Community Vision Incorporated which is a not-for-profit community based organisation originally established by the City in 2001, which is proposing to locate part of its operations at the development site.

The application is required to be determined by Council as there is no prescribed Car Parking Standard for a Civic Building within District Planning Scheme No. 2 (DPS2). Council is therefore required to determine the car parking standard for the proposed use.

The proposed development was advertised to 17 adjoining and nearby landowners for a period of 14 days. A total of 3 responses were received which raised various concerns.

It is considered that the proposed development meets the objectives of DPS2 for the Residential Zone. The proposed development meets all other requirements of DPS2 apart from compliance with a prescribed car parking standard, which Council is required to determine. As such, the application is recommended for approval with a car parking standard of 1 car parking bay per 30m² Gross Lettable Area (GLA).

BACKGROUND

Suburb/Location: Duncraig
Applicant: Community Vision Inc
Owner: Seen Yee Lee & San Chung Lum
Zoning: **DPS:** Residential
 MRS: Urban
Site Area: 710.65m²
Structure Plan: Not Applicable

The subject site is located on Davallia Road, Duncraig and adjoins the Carine Glades Commercial Centre on the southern boundary. The northern and eastern boundaries abut existing residential properties.

The existing building was constructed in 1972 and was originally used as a residential dwelling. This was converted in 1975 to a consulting room for one practitioner. This use has continued to date and no complaint or issues have been recorded on file by the City.

DETAILS

Community Vision Inc is a not-for-profit community-based organisation established by the City in 2001 as a charity. The organisation's administration functions are currently operated from the administration offices of the City. Community Vision Inc also has smaller premises in Woodvale (for an Adult Centre) and Kingsley (for a Resources and Activity Centre).

Community Vision Inc will offer the following services from the proposed development site:

- Parent education and support;
- In home support;
- Access to resources and training, including a Toy Library;
- Small groups to teach and educate on parenting and child care; and
- As a base for staff who will visit family day carers and parents at their own homes.

It is not proposed to move the existing Community Vision administrative functions from the City's Administration Centre into the proposed development site.

The development site is proposed to be used as a base for 3 Community Vision staff who will conduct home visits in the surrounding area. Staff would go out to homes for activities and return to the site. Visits from adults and families to the site would occur on a daily basis to access the community services offered.

The proposed operating hours of the development are 8.30am to 5pm, Monday to Friday.

The consulting room approval in 1975 required the provision of 6 car parking bays. Using today's standards the current car parking layout would only allow for 5 car parking bays. The applicants are proposing to modify the existing parking layout to increase the number of on-site car parking spaces from 5 to 6. The proposed car parking layout is safer and will make manoeuvring vehicles easier than the existing arrangement. This will entail relocation of the existing driveway to the centre of the site, modifications to the existing retaining wall, and adjustments to site levels to accommodate the transition for vehicles from the street down and into the site.

Issues and options considered:

Council has the discretion to:

- Approve the application without conditions;
- Approve the application with conditions; or
- Refuse the application, with grounds for refusal.

Link to Strategic Plan:

Not Applicable.

Legislation – Statutory Provisions:

The following clauses are relevant under the District Planning Scheme No. 2.

6.8 MATTERS TO BE CONSIDERED BY COUNCIL

6.8.1 The Council when considering an application for Planning Approval shall have due regard to the following:

- (a) interests of orderly and proper planning and the preservation of the amenity of the relevant locality;*
- (b) any relevant submissions by the applicant;*
- (c) any Agreed Structure Plan prepared under the provisions of Part 9 of the Scheme;*
- (d) any planning policy of the Council adopted under the provisions of clause 8.11;*
- (e) any other matter which under the provisions of the Scheme the Council is required to have due regard;*
- (f) any policy of the Commission or its predecessors or successors or any planning policy adopted by the Government of the State of Western Australia;*
- (g) any relevant proposed new town planning scheme of the Council or amendment or proposed Metropolitan Region Scheme Amendment insofar as they can be regarded as seriously entertained planning proposals;*
- (h) the comments or wishes of any public or municipal authority received as part of the submission process;*
- (i) the comments or wishes of any objectors to or supporters of the application;*
- (j) any previous decision made by the Council in circumstances which are sufficiently similar for the previous decision to be relevant as a precedent, provided that the Council shall not be bound by such precedent; and*
- (k) any other matter which in the opinion of the Council is relevant.*

4.8 CAR PARKING STANDARDS

4.8.2 The number of on-site car parking bays to be provided for specified development shall be in accordance with Table 2. Where development is not specified in Table 2 the Council shall determine the parking standard. The Council may also determine that a general car parking standard shall apply irrespective of the development proposed in cases where it considers this to be appropriate.

Risk Management considerations:

The proponent has a right of appeal against Council's decision, or any conditions included therein, in accordance with the State Administrative Tribunal Act 2004 and the Planning and Development Act 2005.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

The proposal was advertised for public comment for a period of 14 days. A total of 17 adjoining and nearby owners were advised in writing. Whilst a total of three submissions were received, all being non-objections, the submitters raised certain matters in relation to the development proposal. The following is a summary of the matters raised in the submissions:

- The use of the building shall be within reasonable operating hours;
- Noise levels are to be kept at a reasonable level;
- The rear fence shall be repaired and made secure;
- The paved verge area shall not be used for car parking;
- The building shall not be flood lit; and
- Once the building is used for Civic purposes it may be converted to other uses which may be detrimental to the neighbourhood.

COMMENT

The proposed development is compliant with the requirements of the Scheme with exception of the following issues:

Use of the Building

A 'Civic Building' is a discretionary use within the Residential Zone. Given that the applicant, Community Vision Inc, is and provides a community service the proposed use of the building complies with the definition of a 'Civic Building' within the DPS2.

The Residential Zone is intended for development with high standards of amenity and safety. DPS2 states that cultural and recreational development may be located within the Residential Zone where the Council considers it appropriate.

The subject site is located adjacent to the Carine Glades Commercial Centre which is a significant traffic and activity attractor. It is considered that the proposed use of the site, like the existing land use, will be an appropriate transition between the Commercial Centre and the adjoining residential properties. There will be no activity occurring on site after the proposed hours of operation, which will maintain a high quality of amenity amongst the neighbourhood during times which it is most desired.

It is considered that the proposed use of the building will not cause a significant detrimental impact or loss of amenity to neighbouring properties and is consistent with the type and scale of development to be expected adjacent to a commercial centre.

The proposed use of the property and proposed works are considered to improve the amenity of the existing property, and will improve safety and security of the area by providing a day time use which improves surveillance within the neighbourhood.

Car Parking

The Scheme does not provide a car parking standard for a Civic Building use and therefore Council is required to determine the parking standard as required under clause 4.8.2 of DPS2. The applicant has provided the following details regarding the proposed use of the building.

Existing Room	Proposed Use	Capacity
Living Room	Office	2 staff members
Family Room	Office	1 staff member
Bedroom 1	Interview Room	1 visitor
Bedroom 2	Meeting Room	1 visitor
Bedroom 3	Toy Storage	0

The applicant has also advised that the organisation will receive visitors to the site on a daily basis, such as families and parents to access the community services offered. Additionally, the building will not be fully staffed at all times due to the nature of the services conducted from the premise, as the premises will mainly be a base for the three staff members who will conduct home visits in the surrounding area.

There are three staff members that can be potentially accommodated in the office rooms and two visitors can be accommodated in the interview room and meeting rooms, which will be used on an intermittent basis. Therefore, for the purposes of assessing this proposal, there is the potential demand for five car parking spaces.

The nett lettable area (NLA) of the building has been calculated to be 109m². The calculation of the NLA of a building excludes certain parts of the building such as service and toilet areas. Applying a standard of 1 car parking per 30m² NLA (the general office standard) the development would require 4 car parking bays, whereas the potential demand could be for 5 car parking spaces.

It is noted that the City of Wanneroo Town Planning Scheme No. 1 applied a car parking standard of 1 car parking space per 30m² GLA for Civic Buildings. Gross Leaseable Area (GLA) includes all the floor space within the external walls of the building. The GLA of the building is 133.4m², therefore requiring 5 car parking spaces (rounded up from the calculated figure of 4.5 car parking bays). This standard would satisfy the potential car parking demand.

The applicant proposes a total of 6 car parking bays, which in both scenarios, would result in a surplus of car parking on the site.

Additionally, Davallia Road has been constructed with two on-street car parking bays built into the verge directly adjacent to the property, which is available for safe use at any time that the proposed car park is full.

Davallia Road is a local distributor with an approximate traffic volume of 10,000 vehicles per day. The proposed use will have little additional impact on traffic volumes on Davallia Road.

Given the proposed use of the building, submitted parking generation assessment, and nature of the services provided by the organisation it is recommended a parking standard of 1 car parking space per 30m² GLA is applied to the proposed development. If adopted, the proposed development will have one surplus car parking space.

Response to Submissions

Three submissions were received which raised the following concerns:

Comment Received	Comment
The use of the building shall be within reasonable operating hours.	The proposed operating hours are 8.30am to 5pm Monday to Friday only. This is considered appropriate allowing for the predominantly Residential character of the area.
Noise levels are to be kept to a reasonable level.	The use of the property is required to comply with Environmental Protection (Noise) Regulations 1997 at all times.
The rear fence being repaired and made secure.	Dividing fences are a matter between land owners. However, the applicant has advised of their intention to replace the boundary fence.
The paved verge area may be used for car parking.	The verge area is not considered for car parking in assessing the suitability of the site.
The building shall not be flood lit.	The applicant has submitted that they will not erect flood lighting.
Once the building is used for Civic purposes it may be converted to other uses which may be detrimental to the neighbourhood	The application is for a Civic Building only. If the use of the building were to change another development application would be required.

Conclusion

It is considered that the proposed use of the building will result in an appropriate transition between the existing Commercial Centre and residential properties on Davallia Road.

The nature and proposed operation of the building will have no significant impact on the amenity or enjoyment of surrounding residential properties.

It is considered the proposed use of the building meets the objectives of the Residential Zone and the proposed location is appropriate for this type of Civic Building. The application is recommended for approval.

ATTACHMENTS

Attachment 1 Aerial Photo and Site Plan
Attachment 2 Submitted Plans
Attachment 3 Consultation Diagram

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION**That Council:**

- 1 DETERMINES that, having regard to the provisions of clause 4.8 of DPS2, a car parking standard of 1 car parking bay per 30m² GLA for Civic Buildings is appropriate;**
- 2 APPROVES the application dated 2 April 2008 submitted by Community Vision Incorporated for a change of use from Consulting Room to Civic Building on Lot 119 (14) Davallia Road, Duncraig subject to the following conditions:**
 - (a) This approval is for a “Civic Building” as defined by the City of Joondalup District Planning Scheme No. 2 only;**
 - (b) Operating hours shall be between 8.30am and 5.00pm Monday to Friday only;**
 - (c) Any signage shall be the subject of a separate development application;**
 - (d) The parking bay/s, driveway/s and points of ingress and egress to be designed in accordance with the Australian Standard for off street Carparking (AS2890.1-1993) unless otherwise specified by this approval. Such areas are to be constructed, drained, sealed and thereafter maintained to the satisfaction of the Manager Approvals, Planning and Environmental Services prior to the development first being occupied;**
 - (e) The submission of more detailed plans for approval by the Manager Approvals, Planning & Environmental Services, such plans showing details of:**
 - (i) the proposed driveway and crossover;**
 - (ii) modifications to the existing retaining wall;**
 - (iii) grades of the proposed driveway;****Such works are to be constructed to the satisfaction of the Manager Approvals, Planning & Environmental Services;**
 - (f) The applicant shall remove the existing crossover and make good the verge to the satisfaction of the Manager Approvals, Planning and Environmental Services;**
 - (g) The lodging of detailed landscaping plans for the development site with the Building Licence Application. For the purpose of this condition a detailed landscaping plan shall be drawn to a scale of 1:100. All details relating to paving and treatment of verges are to be shown on the landscaping plan. All landscaping, reticulation and verge treatments, based on water wise principles, are to be established in accordance with the approved plans prior to the development first being occupied and thereafter maintained to the satisfaction of the Manager Approvals, Planning and Environmental Services;**

- (h) **An onsite stormwater drainage system with the capacity to contain a 1:100 year storm of 24-hour duration is to be provided prior to the development first being occupied and thereafter maintained to the satisfaction of the City. The proposed stormwater drainage system is required to be shown on the Building Licence submission and be approved by the Manager Infrastructure Management prior to the commencement of construction;**
- (i) **A bin store with wash down facilities shall be provided on site to the satisfaction of the Manager Approvals, Planning & Environmental Services;**
- (j) **Flood lighting is not permitted to be used on the property.**

3 ADVISES the submitters of its decision.

Appendix 14 refers

To access this attachment on electronic document, click here: [Attach14brf030608.pdf](#)

ITEM 18 DEDICATION AS ROAD RESERVE - PORTION OF LAND ADJACENT TO LOT 1 (113) GRAND BOULEVARD, JOONDALUP - [47996]

WARD: North

RESPONSIBLE DIRECTOR: Mr Clayton Higham
Planning and Community Development

PURPOSE

The purpose of this report is to request Council's support for the dedication of a portion of land adjacent to Lot 1 (113) Grand Boulevard, Joondalup as road reserve.

EXECUTIVE SUMMARY

Council resolved on 28 August 2007 to close a portion of a 0.1m wide pedestrian accessway (PAW) abutting Lot 1 (113) Grand Boulevard to enable vehicular access to the land and its subsequent development.

It is recommended that Council requests the Minister for Lands to dedicate the subject portion of land as public road reserve. This is required in order to complete the process.

BACKGROUND

Suburb/Location: Portion of Grand Boulevard, Joondalup
Applicant: Complex Land Solutions
Owner: City of Joondalup
Zoning: **DPS:** Centre
 MRS: Other Regional Roads
Site Area: N/A
Structure Plan: Joondalup City Centre Plan and Manual

DETAILS

On 28 August 2007, Council resolved to close a portion of 0.1m wide PAW abutting Lot 1 (113) Grand Boulevard (CJ178-08/07 refers). The process was started in order to facilitate the future development of the land with vehicular access from Grand Boulevard, as has now been determined in April 2008 (CJ064-04/08 refers).

The next step in the process is for the subject portion of PAW to be created (dedicated) as public road reserve and incorporated within Grand Boulevard.

On 15 April 2008, Council considered and approved a development application for a 7 storey mixed use development on the site.

Issues and options considered:

The options available to Council are as follows:

- Support a request to dedicate the subject portion of land as road reserve.
- Not support a request to dedicate the subject portion of land as road reserve.

It is noted that the PAW closure process is dependant on the dedication of the portion of PAW. If the dedication of the portion of land does not proceed, the current vehicular access restriction from Grand Boulevard will remain and the approved development could not proceed.

Link to Strategic Plan:

Not Applicable.

Legislation – Statutory Provisions:

A dedicated road reserve is created under section 56 of the Land Administration Act 1997 (LAA). Unless a road is created through the subdivision process, a Council resolution is required with the request to the Minister for Lands for dedication.

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

The community was consulted during the consideration of the closure of the PAW access restriction, being the portion of land to be created as road reserve. No objections were received.

COMMENT

Converting the closed portion of PAW to road reserve is the final step in Council's involvement in the process. No issues have been identified and the recommendation is that Council support the dedication request.

ATTACHMENTS

Attachment 1 Location plan of Lot 1, showing the portion of land to be dedicated.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council REQUESTS the Minister for Lands to dedicate the subject portion of land, as shown on Attachment 1 to this Report, as public road reserve, in accordance with section 56 of the Land Administration Act 1997.

Appendix 15 refers

To access this attachment on electronic document, click here: [Attach15brf030608.pdf](#)

ITEM 19 TENDER 004/08 CONSTRUCTION OF A CAR PARK AT LOT 451 SHENTON AVENUE JOONDALUP - [68609]

WARD: North

RESPONSIBLE Mr Clayton Higham
DIRECTOR: Planning and Community Development

PURPOSE

This report is to seek the approval of Council to accept the offer submitted by Griffin Civil Contractors for the Construction of a Car Park at Lot 451 Shenton Avenue Joondalup (Tender 004/08).

EXECUTIVE SUMMARY

Tenders were advertised on 12 April 2008 through state wide public notice for the Construction of a Car Park at Lot 451 Shenton Avenue Joondalup. Tenders closed on 6 May 2008. Three (3) Submissions were received from:

- Griffin Civil contractors;
- Curnow Earthmoving and Civil Contractors;
- Scott Construction and Development.

The submission from Griffin Civil represents best value to the City and is the second lowest priced Tender. The evaluation panel has confidence in their ability to complete the works in the required timeframe and their price and construction plan reflects an appropriate understanding of the requirements. They have sufficient resources and the appropriate experience to complete the City's requirements with their recently completed projects of similar requirements being completed from November 2006 to May 2008.

It is recommended, in relation to Tender Number 004/08 that Council ACCEPTS the Tender submitted by Griffin Civil Contractors for the Construction of a Car Park at Lot 451 Shenton Avenue Joondalup in accordance with the statement of requirements in Tender 004/08 for the fixed lump sum of \$476,683 (GST Exclusive), SUBJECT to the City finalising a Lease Agreement for the land in question being a portion of Lot 451 Shenton Avenue, Joondalup.

BACKGROUND

At its meeting on February 2008, Council adopted the Joondalup City Centre Public Parking Strategy which supported maximisation of ground level on and off street parking before progressing with more expensive multi level parking stations.

A prime site was identified (via a report from the City's consultants Uloth and Associates Consultants in 2005) in the Joondalup CBD North, and ongoing negotiations with the Police Service have been taking place to acquire a lease over land adjacent to the Police Station in order to expand existing at grade off-street public parking.

Agreement has now been reached with the Department of the Attorney General (DOAG) to lease a portion of Lot 451 Shenton Avenue for the purpose of public car parking and the Lease Agreement document is currently with the Police Department awaiting their comments and agreement prior to signature. The signing of the Lease Agreement is imminent.

DETAILS

Tenders were advertised on 12 April 2008 through state wide public notice for the Construction of a Car Park Lot 451 Shenton Avenue Joondalup. Tenders closed on 6 May 2008. Three (3) submissions were received from:

- Griffin Civil Construction;
- Curnow Earthmoving and Civil Contractors;
- Scott Construction and Development Pty Ltd.

Evaluation Criteria

The qualitative criteria and weighting used in evaluating the submissions received were as follows:

Qualitative Criteria		Weighting
1	Capacity	25%
2	Demonstrated experience in completing similar projects	45%
3	Demonstrated understanding of the required tasks	25%
4	Social and economic effects on the local community	5%

Evaluation Panel

The evaluation panel comprised of three members; one with tender and contract preparation skills and two with the appropriate technical expertise and involvement in supervising the Contract. The panel carried out the assessment of submissions in accordance with the City's evaluation process in a fair and equitable manner.

Tender Submissions

A summary of the Tender submissions is provided in Attachment 1.

This Contract is for a fixed lump sum with completion of the works within twelve weeks (12) for Stage 1 and twelve (12) weeks for Stage 2 from issue of the letter of acceptance.

Evaluation Summary

Respondent	Evaluation Score	Price	Qualitative Rank
Griffin Civil	74.5%	\$476,683	1
Curnow Earthmoving and Civil Contractors	36.5%	\$430,971	2
Scott Construction and Development Pty Ltd	34%	\$492,360	3

Refer to Attachment 1 for summary of submissions.

Issues and options considered:

The project is to be completed by as soon as possible subject to the signing of a Lease document by the Commissioner of Police for a portion of Lot 451 Shenton Avenue Joondalup to enable commencement of the work under the Contract.

Link to Strategic Plan:

This requirement is linked to the Strategic Plan in accordance with the following item:

3. Economic Prosperity and Growth

Objective 3.1 To encourage the development of the Joondalup CBD.

Strategy 3.1.5 The City implements its CBD Parking Strategy.

Legislation – Statutory Provisions:

A state wide public tender was advertised, opened and evaluated in accordance with the *Local Government (Functions & General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is, or is estimated to be, more, or worth more, than \$100,000.

Risk Management considerations:

Should the Contract not proceed, the risk to the City will be low to moderate in the short term, but longer term will impact on the ability to achieve strategy 3.1.5 (above).

It is considered that the Contract will represent a low risk to the City as the recommended Respondent is a well-established company with significant industry experience; they have demonstrated a good understanding of the City's requirements and can complete the works in the required timeframe.

Financial/Budget Implications:

Current Year Budget Allocation for this Contract	Projected Expenditure on this project to 30 June 2008	Projected Expenditure for this Contract if Accepted	Projected Expenditure on this Contract over the Life of the Contract if Accepted
\$850,000	\$50,761	\$476,683	\$476,683

Project 7037 – Expected expenditure based on previous estimates was \$850,000.

*Note: The above figure of \$850,000 was based on previous estimates for the full turnkey requirements of this project which included but was not limited to the Construction of the Car Park, Consultancy fees, Design, Contract Administration, Legal fees, Survey requirements and the like.

Following the Construction Tender it is now estimated that the total cost of the project will be up to \$700,000.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

Griffin Civil submitted the second lowest price and achieved the highest qualitative score and provided full details of similar projects undertaken and completed for both the private and government sectors. Those projects had a similar requirement in the technical content, scale and financial capacity and were undertaken and completed from November 2006 to May 2008.

Griffin Civil has more than adequate capacity to undertake and complete the requirements and estimated that only 25% of its resources and plant would be required. Full details were provided for those nominated personnel of the project team and the organization seems very well structured to manage the requirements.

Details for a project plan were provided along with a safety Management Plan and full details of plant and equipment to be used.

Attachment 1 summarises the tender submissions and identifies the reasons why the evaluation scores for Scott Construction and Development Pty Ltd and Curnow Earthmoving and Civil Contractors were marked low.

It is understood that Curnow Earthmoving and Civil Contractors are a local organisation with a business address in Reid Promenade, Joondalup. However, in their tender submission they did not provide key qualitative information as required by the Request for Tender document, and therefore the evaluation panel were unable to recommend them as the preferred tenderer.

The evaluation panel considered all factors and concluded that the submission from Griffin Civil represented the best value to the City, and although \$45,712 or 10.6% greater than the lowest offer, the panel has confidence in their ability to complete the works in the required timeframe with minimal supervision and a low level of risk to the City.

The attached summary of Tender submissions includes the location of each of the Tenderers.

ATTACHMENTS

Attachment 1 Summary of Tender Submissions

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That in relation to Tender 008/08, Council ACCEPTS the Tender submitted by Griffin Civil Contractors for the Construction of a Car Park at Lot 451 Shenton Avenue Joondalup in accordance with the statement of requirements in Tender 004/08 for the fixed lump sum of \$476,683 (GST Exclusive), SUBJECT to the City finalising a Lease Agreement for the land in question being a portion of Lot 451 Shenton Avenue, Joondalup.

Appendix 16 refers

To access this attachment on electronic document, click here: [Attach16brf030608.pdf](#)

ITEM 20 MINUTES OF THE SENIORS INTERESTS ADVISORY COMMITTEE MEETING HELD ON 2 APRIL 2008 - [55511]

WARD: All

RESPONSIBLE DIRECTOR: Mr Clayton Higham
Director Planning and Community Development

PURPOSE

To submit the unconfirmed minutes of the Seniors Interests Advisory Committee to Council for noting and endorsement of the recommendations contained therein.

EXECUTIVE SUMMARY

A meeting of the Seniors Interests Advisory Committee was held on 2 April 2008.

The items of business that were considered by the Committee were:

- Presentation - Elder Abuse
- Presentation - Tales of Times Past
- Presentation - Age-Friendly Strategy for Seniors City of Melville
- Seniors Interest Advisory Committee Industry Representative Vacancy

It is recommended that Council NOTES the:

- 1 *unconfirmed minutes of the Seniors Interests Advisory Committee held on 2 April 2008 forming Attachment 1 to this Report;*
- 2 *resignation of Mr Peter Boam from the membership of the Seniors Interests Advisory Committee, and thanks him for his valuable contribution to the Committee.*

BACKGROUND

The SIAC was established for the benefit of exchanging views with residents of the City on matters related to seniors, an ageing population and the need for community input into the Seniors Plan, the Strategic Plan and other matters that impact upon seniors.

In accordance with its role, the Committee identified priority focus areas that complement various tasks and actions of the City's Seniors Plan 2004-2008. These include: seniors' health issues, transport accessibility and affordability and staying active through leisure and entertainment.

DETAILS

Besides three motions of thanks for presentations, the other motion moved at the Seniors Interests Advisory Committee meeting held on 2 April 2008 is shown below, together with officer's comments.

1 Seniors Interest Advisory Committee Industry Representative Vacancy

The following Motion was carried at the meeting on 2 April 2008:

“That the Seniors Interest Advisory Committee RECOMMENDS that Council:

- 1 ACCEPTS the resignation of Mr Peter Boam and thanks him for his valuable contribution in the past;
- 2 NOTES the process undertaken to fill the “industry representative” vacancies;
- 3 NOTES the nominations received;
- 4 DETERMINES the most appropriate nominees given the Committee’s objectives as being:

Mr Bruce Dufty, Concordia Lutheran Church
Ms Anne Pike, Advocare Inc.

Officer’s Comment

In its meeting on 2 April 2008, the SIAC recommended the appointment of two new industry representative members to the committee. Subsequently, it has been brought to light that the process the SIAC followed was not correct and needs to be rectified.

The problem occurred with the late resignation of Mr Peter Boam from the WA Retirement Complexes Residents Association. The committee selected a person to fill Mr Boam’s vacancy without offering his organisation the opportunity to replace Mr Boam. This matter will be reconsidered at the 4 June 2008 meeting of the Seniors Interests Advisory Committee, when committee vacancies will be discussed and resolved.

As the outcome of the vacancy appointment is not yet known, part 4 of the above motion cannot be endorsed by Council.

Link to Strategic Plan:

The Seniors Interests Advisory Committee is linked to the Strategic Plan through the following objectives:

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

Legislation – Statutory Provisions:

Not Applicable.

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

Not Applicable.

Policy Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The “Age-Friendly Communities: A Western Australian Approach” framework from Melville, which was considered by the committee, will be a useful research tool to identify areas which will form the basis for the new Seniors Plan 2009-2011. The City is seeking funding support to undertake this research from the Office of Seniors Interests and Carers.

ATTACHMENTS

Attachment 1 Minutes of the Seniors Interests Advisory Committee meeting held on 2 April 2008

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION**That Council NOTES the:**

- 1 unconfirmed minutes of the Seniors Interests Advisory Committee held on 2 April 2008 forming Attachment 1 to this Report;**
- 2 resignation of Mr Peter Boam from the membership of the Seniors Interests Advisory Committee, and thanks him for his valuable contribution to the Committee.**

Appendix 17 refers

To access this attachment on electronic document, click here: [Attach17brf030608.pdf](#)

8 REPORT OF THE CHIEF EXECUTIVE OFFICER

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NOTICE OF MOTION – MAYOR TROY PICKARD – IMPROVED LOCAL PAPER DISTRIBUTION

In accordance with Clause 26 of Standing Orders Local Law 2005, Mayor Pickard has given notice of his intention to move the following motion at the Council Meeting to be held on 10 June 2008:

“That Council REQUESTS a report in relation to seeking WALGA’s support in having the Litter Act 1979 amended to enable a local government to designate that a local newspaper can be distributed by being thrown onto the front of each resident’s property in order to facilitate local newspaper distribution.”

Reason for Motion

Mayor Pickard submitted the following comment in support of his Notice of Motion:

“The City has received several comments from community members regarding “blackspots” in the delivery and distribution of local newspapers. From the community’s perspective, it seems that specific suburban areas are not receiving local newspaper deliveries due to “holes” in the distribution network.

Despite some positive improvements achieved through the combined efforts of the City and the Community Newspaper Group, there is still no guarantee that all community members will be captured through current distribution methods.

To overcome this, the City could look to facilitate the expeditious delivery of local newspapers by lobbying for amendments to the *Litter Act 1979*. These amendments will enable papers to be delivered in a traditional manner by “throwing the paper on the lawn”; reducing the time it takes to deliver large quantities of papers across an entire suburb. It is currently considered littering under the *Litter Act* to deliver papers, without the resident’s consent, in this manner. Amending the Act could overcome this issue and ensure that a greater delivery of local newspapers is achieved.

Notwithstanding the littering issue described above, the Community News Group are currently trialing this method of newspaper delivery, with the support of the Keep Australia Beautiful Council, in areas severely affected by “blackspots”. Current newspapers delivered in this manner include the Western Suburbs Weekly, Fremantle-Cockburn Gazette, Comment News, Melville Times and the Mandurah Coastal Times, although, it is only specific areas within the distribution network that this method of delivery applies.

The papers are contained within a plastic bag that is delivered onto residents’ lawns by motorbike deliverers. Residents are able to stop the delivery of newspapers in this manner by contacting the Community News Group’s Distribution Headquarters.

The trials are currently being assessed and reviewed by the Keep Australia Beautiful Council and the proposed outcomes of this review are still being considered by Community News Group Management and the Keep Australia Beautiful Council. Currently, the number of complaints received in relation to the non-delivery of local

newspapers far outweighs complaints received for delivering newspapers onto residents' lawns. There have been few requests to cease "lawn deliveries"; however, the majority of residents seem to appreciate the new method of delivery.

Given the current situation with delivery trials, it would seem prudent for the City to contact WALGA to further assist a process already en train which aims to improve the distribution of local newspapers."

Officer's Comment

A report can be prepared. However, since the notice of motion was submitted, correspondence has been received which may allow the Council to deal with the matter at its meeting of 10 June 2008.

The City of Joondalup has for some time experienced distribution problems of the community newspaper in sections of some suburbs within its region. The City has been discussing these issues with the community newspaper for some time in an effort to find some resolution to the lack of distribution of the local paper within the certain locations.

The local newspaper is a major medium in which the City communicates with its residents in the form of advertisements and media releases. Research in 2006 indicated that the local newspaper was the main source that local residents sourced information regarding the activities and operations of the City.

In an effort to address some concerns raised about the lack of the distribution of the local paper in some areas, the City launched on-line versions of key corporate communications which included electronic newsletters relating to:

- public notices;
- library information;
- employment opportunities;
- general issues.

Despite a concerted effort in promoting these electronic newsletters, the subscriptions have not been as high as anticipated.

The City has received correspondence from the Community Newspaper group advising that it is considering the option of 'rolling and throwing' its newspapers to residents in the same way as the daily newspapers are distributing throughout the metropolitan area. The newspaper group is requesting that this method be trialled throughout the City of Joondalup.

The newspaper has been unable to introduce this distribution method due to the restrictions of the Litter Act 1979. However, with the increasing difficulty in employing 'walkers' within certain areas, the newspaper group contacted the Minister for Environment regarding the issue. The Minister subsequently raised the proposition with the Keep Australia Beautiful Council, which administers the legislation. The Minister has subsequently approved the proposition subject to the following conditions:

- the local council agrees in writing to the proposal;
- Community Newspaper Group and local councils agree to widely publicise the proposed new delivery method;

- the local council commits to responding to any resident's complaints that may arise from the proposed delivery method; and
- Community Newspaper Group provides a dedicated contact number for residents wishing to register a complaint and/or that they do not wish to receive the newspaper.

The Community Newspaper has agreed to meet the conditions placed on themselves which includes:

- an advert in every edition of any community newspaper and corporate website advising residents of the new delivery service; and
- a dedicated phone number and email address for residents to register complaints or advising that they do not wish to receive the newspaper.

The Community Newspaper Group is requesting the City of Joondalup to consider the proposed conditions to be placed on it.

In principle, it is suggested that the additional distribution method be supported but concern is raised with regards to the requirement for the City to promote and deal with complaints relating to this. The proposal is from a commercial operator and the emphasis on promoting and dealing with operational issues of the distribution of the newspaper should be the sole responsibility of the commercial operator, being the Community Newspaper Group. The paper is an independent publication and not one from the City. There are currently some residents who associate the newspaper with the City. If the City were to assist with promoting its distribution and dealing with associated complaints it will only reinforce that perception.

If the Council wishes to deal with the matter at its meeting of 10 June 2008, a recommended course of action would be:

That Council:

- 1 AGREEES to allow the Community Newspaper Group to distribute its two community papers via a roll and throw method, similar to the way daily newspapers are distributed to households on a trial basis until 31 December 2008;
- 2 SEEKS the support of the Western Australian Local Government Association in having the Litter Act 1979 amended to allow a local government to designate that a local newspaper can be distributed by the roll and throw method as detailed in (1) above;
- 3 NOT AGREEE to being responsible to responding to residents' complaints relating to the revised distribution method as detailed in (1) above and that responsibility be maintained by the publisher of the local newspaper.

10 REPORTS/PRESENTATIONS REQUESTED BY ELECTED MEMBERS



**DECLARATION OF
FINANCIAL INTEREST/INTEREST THAT MAY AFFECT
IMPARTIALITY**

**To: CHIEF EXECUTIVE OFFICER
CITY OF JOONDALUP**

Name/ Position	
Meeting Date	
Item No/ Subject	
Nature of Interest	Financial Interest * Interest that may affect impartiality* <i>* Delete where not applicable</i>
Extent of Interest	
Signature	
Date	

Section 5.65(1) of the Local Government Act 1995 states that:

“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) *in a written notice given to the CEO before the meeting; or*
- (b) *at the meeting immediately before the matter is discussed.*



**DECLARATION OF
FINANCIAL INTEREST/INTEREST THAT MAY AFFECT
IMPARTIALITY**

**To: CHIEF EXECUTIVE OFFICER
CITY OF JOONDALUP**

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- (a) *in a written notice given to the CEO before the meeting; or*
- (b) *at the meeting immediately before the matter is discussed.*



**QUESTION TO BE ASKED AT
BRIEFING SESSION/COUNCIL MEETING**

TITLE <i>(Mr/Mrs/Ms/Dr)</i>	FIRST NAME	SURNAME	ADDRESS

QUESTIONS

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Please submit this form at the meeting or:

- **post** to The Chief Executive Officer, City of Joondalup, P O Box 21, Joondalup WA 6919
- **email** to council.questions@joondalup.wa.gov.au

Please note that:

- Questions asked at a **Briefing Session** must relate to matters contained on the draft agenda.
- Questions asked at a **Council meeting** can relate to matters that affect the operations of the City of Joondalup.
- Questions asked at a **Special Meeting of the Council** must relate to the purpose for which the meeting has been called



**STATEMENT TO BE MADE AT
BRIEFING SESSION/COUNCIL MEETING**

TITLE <i>(Mr/Mrs/Ms/Dr)</i>	FIRST NAME	SURNAME	ADDRESS

STATEMENT

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Please submit this form at the meeting or:

- **post** to The Chief Executive Officer, City of Joondalup, P O Box 21, Joondalup WA 6919
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Please note that:

- Statements made at a **Briefing Session** must relate to matters contained on the draft agenda.
- Statements made at a **Council meeting** can relate to matters that affect the operations of the City of Joondalup.
- Statements made at a **Special Meeting of the Council** must relate to the purpose for which the meeting has been called