

### City of Joondalup Local Government Reform Checklist for Stages 2 - 4

Task		Commencement Date	Completion Date	Status/Comments
	<b>Stage 2</b>			
1.	Project team established.	22 April 2009	22 April 2009	Project team to be established.
2.	Project team to meet with adjoining local governments to discuss the reform agenda.	22 April 2009	30 April 2009	Preliminary meetings held between the CEOs and Mayors of the Cities of Stirling and Wanneroo to discuss the reform agenda.
3.	Research previous State and Council decisions/direction regarding reform matters related to the City of Joondalup.	30 April 2009	8 May 2009	Relevant reports determined.
4.	Examination of required Reform Submission content.	11 May 2009	15 May 2009	<p>Staff Project Team to give preliminary consideration to:</p> <ul style="list-style-type: none"> <li>• How the preferred amalgamated structure will improve social, economic and environmental capacity on behalf of the City of Joondalup community;</li> <li>• How the gaps identified in the Stage 1 checklist (if any) will be addressed;</li> <li>• How community identity and representation will be preserved or improved;</li> <li>• Community consultation strategies;</li> <li>• Elected Member representation;</li> <li>• Membership of regional groupings;</li> </ul>

				<ul style="list-style-type: none"> <li>• City of Joondalup boundaries;</li> <li>• The transition timeframe; and</li> <li>• Estimated reasonable additional costs that are likely to be incurred as part of the transition.</li> </ul> <p>Assessment of the above will take into consideration:</p> <ul style="list-style-type: none"> <li>• Study of previous decisions/direction, studies and benchmarks regarding reform issues.</li> <li>• The Local Government Reform Steering Group's findings and recommendations regarding reform matters.</li> </ul>
5.	Development of a community consultation plan	11 May 2009	29 May 2009	To be progressed.
6.	Project Team to consider local government regional grouping and/ or resource sharing arrangements.			Proposed meeting, if required, with the Cities of Stirling and Wanneroo regarding any regional grouping and/ or resource sharing arrangements, if appropriate.
7.	Seek State Government funding assistance for a consultant to assist in preparing the reform submission.	20 May 2009	20 May 2009	Individual local governments may be eligible for initial payments of up to \$10,000 to assist with tasks associated with the development of their reform submission.
8.	<p>Preliminary report to Council (for the purposes of community consultation) on:</p> <ul style="list-style-type: none"> <li>• Preferred amalgamation structure or other types of boundary adjustments.</li> <li>• Proposed number of Elected Members.</li> <li>• Feasible regional sharing</li> </ul>	16 June 2009 Council meeting	16 June 2009 Council meeting	<p>In relation to the transition timeline the Project Team is to give consideration to:</p> <ul style="list-style-type: none"> <li>• The planned timing of the amalgamation including consideration of, though not limited to; <ul style="list-style-type: none"> <li>• Organisational change processes;</li> <li>• Human resources management;</li> <li>• Development of governance systems such as local laws and policies; and</li> </ul> </li> </ul>

	<p>arrangements (if any).</p> <ul style="list-style-type: none"> <li>• Transition timeline including estimated costs, if appropriate.</li> </ul>			<ul style="list-style-type: none"> <li>• Information technology and communication infrastructure.</li> <li>• The impact on council elections;</li> <li>• The impact on staff contracts;</li> <li>• The impact on Council operations during the transition period; and</li> <li>• Details of estimated transition costs.</li> </ul>
9.	Community consultation undertaken.	17 June 2009	15 July 2009	<p>Consultation to be undertaken in accordance with the City of Joondalup's community consultation guidelines.</p> <p>Consultation will also include communication with and involvement of City of Joondalup employees in the process.</p>
10.	Review of the Local Government Reform Steering Committee's findings.	1 July 2009	15 July 2009	<p>To include a review of the findings of the four Working Groups of the Steering Committee, including the:</p> <ul style="list-style-type: none"> <li>• Corporate and Strategic Planning Working Group;</li> <li>• Commercial Enterprise and Urban Development Working Group;</li> <li>• Training and Capacity Building Working Group;</li> <li>• Legislation Reform Working Group.</li> </ul>
	<b>Stage 3</b>			
11.	Project team to develop a draft reform submission (giving	16 July 2009	5 August 2009	The Project Team to draft a response to the Local Government Reform Criteria Checklist (as attached) that

	consideration to public submissions) on matters related to Point 8 above.			supports the view that amalgamation or boundary change will, or will not, result in a more sustainable local government or better service delivery to the City of Joondalup.
12.	Briefing of Elected Members on the draft reform submission.	11 August 2009	11 August 2009	To also include statements against the Local Government Reform Criteria Checklist (as attached).
	<b>Stage 4</b>			
13.	Project team to finalise the reform submission and circulate to affected local governments, if appropriate.			To be progressed.
14.	Report to Council to resolve to: <ul style="list-style-type: none"> <li>• Proceed based on the findings of the submission.</li> <li>• Identify a date any amalgamation is to take effect, if appropriate.</li> <li>• Agree to a date at which Elected Member numbers will be reduced, if appropriate.</li> </ul>	18 August 2009	18 August 2009	To be progressed.
	<b>Stage 5</b>			
15.	Local government to forward the reform submission to the Minister for Local Government.	-	31 August 2009	To be progressed.

# Local Government Reform Criteria Checklist

## Local Government Advisory Board Criteria

Consideration should be given to the following criteria for amalgamation, with particular emphasis on the first four.

### 1. Community of interest

*Similarity in the characteristics of the residents of a community and economic activities*

Key considerations:

- Mechanisms introduced to ensure local identity and community representation is maintained under the new structure created;
- Communities of shared interests and facilities;
- Location of commercial and social infrastructure to create sustainable centres; and
- Regional matters of interest.

### 2. Local government viability

*Local governments to have adequate financial capacity*

Key considerations:

- Capacity to efficiently and effectively exercise its proper functions and delegated powers to operate its facilities and services to an appropriate standard;
- Sufficient and diverse rate base to facilitate community and economic growth;
- Capacity to fund current and future service and infrastructure obligations;
- Ability to attract and retain appropriate professional expertise and skills to deliver local government services in a timely manner;
- Organisational capacity to undertake financial and strategic planning; and
- Appropriate community interest in providing breadth and diversity to the composition of a local government council.

### **3. Effective delivery of local government services**

*Capacity to meet community expectations*

Key considerations:

- Capacity to fund existing and future service and infrastructure obligations;
- Governance and administrative mechanisms to review and refine service provision to ensure effective service delivery;
- Revenue generation to meet operating demands and provide funds to maintain community assets; and
- Financial planning to respond to impacts of cost shifting.

### **4. Financial assessment**

*Capacity to increase financial resources and derive long term cost efficiencies*

Key considerations:

- Combined costs, asset evaluation and improved financial efficiencies;
- Revenue and expenditure of combined local governments; and
- Indicative savings expected from the proposal and ways the savings can be used to benefit the community.

### **5. Economic factors**

*Characteristics of economic factors and resources in the area*

Key considerations:

- Industries within the local area;
- Distribution of community assets;
- Diversification of business mix; and
- Infrastructure and asset maintenance.

## **6. Demographic trends**

*Appropriate planning for current and projected population characteristics*

Key considerations:

- Population forecasts, including assessment of immigration and interstate and intrastate migration and implications for local human capital;
- Demographic composition; and
- Classification of high growth and low growth areas.

## **7. Transport and communication**

*Identifiable transport linkages to support connectivity between regions*

Key considerations:

- Neighbouring towns' road and rail infrastructure;
- Telecommunication infrastructure; and
- Port access.

## **8. History of the area**

*Historical community ties*

Key considerations:

- Historical links between neighbouring communities in adjacent local governments.

## **9. Physical and topographic features**

*Structures and boundaries to facilitate the integration of human activity and common land use*

Key considerations:

- Catchment boundaries;
- Water features; and
- Coastal plain and foothills.