

minutes

Policy Committee

MEETING HELD ON **MONDAY, 7 FEBRUARY 2011**

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CITY OF JOONDALUP

MINUTES OF THE POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY, 7 FEBRUARY 2011

ATTENDANCE

Committee Members:

Cr Kerry Hollywood	Presiding Person
Cr John Chester	Deputy Presiding Person
Cr Trona Young	
Cr Liam Gobbert	
Cr Christine Hamilton-Prime	
Cr Fiona Diaz	

Officers:

Mr Jamie Parry	Director Governance and Strategy
Ms Dale Page	Director Planning and Development
Mr Martyn Glover	Director Infrastructure Services
Mrs Brenda Lothead	Governance Officer

DECLARATION OF OPENING

The Presiding Person declared the meeting open at 6.02 pm.

APOLOGIES/LEAVE OF ABSENCE

Apology: Mayor Troy Pickard

Leave of Absence previously approved

Cr Christine Hamilton-Prime 27 February 2011 – 3 March 2011 inclusive

CONFIRMATION OF MINUTES

MINUTES OF THE POLICY COMMITTEE HELD ON 23 NOVEMBER 2010

MOVED Cr Diaz, SECONDED Cr Gobbert that the minutes of the meeting of the Policy Committee held on 23 November 2010 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (6/0)

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

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

DECLARATIONS OF INTEREST

Nil.

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

Nil.

PETITIONS AND DEPUTATIONS

Nil.

REPORTS**ITEM 1 DRAFT SMALL SCALE RENEWABLE ENERGY SYSTEMS AND DRAFT ENVIRONMENTALLY SUSTAINABLE BUILDINGS IN THE CITY OF JOONDALUP POLICIES AND DRAFT ENVIRONMENTALLY SUSTAINABLE DESIGN CHECKLIST**

WARD: All

RESPONSIBLE: Ms Dale Page, Director Planning and Development

FILE NUMBER: 21452, 09717

ATTACHMENTS: Attachment 1 Draft Small Scale Renewable Energy Systems Policy
Attachment 2 Draft Environmentally Sustainable Buildings in the City of Joondalup Policy
Attachment 3 Draft Environmentally Sustainable Design Checklist
Attachment 4 Schedule of submissions

PURPOSE

The purpose of this report is for the Policy Committee to consider the submissions received during the public advertising of the Draft Small Scale Renewable Energy Systems Policy and the Draft Environmentally Sustainable Buildings in the City of Joondalup Policy and checklist, and decide whether to recommend adoption of the policies and checklist to Council.

EXECUTIVE SUMMARY

At its meeting held on 19 October 2010 (CJ174-10/10 refers), Council resolved to advertise the Draft Small Scale Renewable Energy Systems Policy and Draft Environmentally Sustainable Buildings in the City of Joondalup Policy and Checklist.

It is to be noted that at the same meeting (CJ174-10/10 refers), Council adopted the Environmentally Sustainable Buildings Policy aimed at ensuring that all City buildings consider environmentally sustainable design in construction and/or retro-fitting.

The draft policies and checklist were advertised for a period of 21 days, closing on 16 December 2010. Four submissions were received during the advertising period. The submissions generally supported the proposal however seek modifications to the policies.

The modifications requested were in relation to making the requirements compulsory rather than encouraged, requiring the policies to apply to single and grouped dwelling sites, and to generally review the provisions for the location of the small scale renewable energy systems.

The provisions currently outlined in the policies are considered to meet the objectives of the respective policies. The policies may be reviewed in the future and if necessary modifications may be made at that time.

It is recommended that the Policy Committee recommends that Council adopts the Draft Small Scale Renewable Energy Systems Policy and the Draft Environmentally Sustainable Buildings in the City of Joondalup Policy and Checklist as final, without modification.

BACKGROUND

At its meeting held on 17 February 2009 (CJ037-02/09 refers), Council requested that:

- “4 a Green Building Policy to encourage construction and retro-fitting of Green Star buildings in the City of Joondalup be prepared for consideration by the Policy Committee.”*

At its meeting held on 16 March 2010 (CJ039-03/10 refers), Council requested that:

- “5 a report be submitted to the Policy Committee on the current trend of greening of houses, addressing issues such as PV cells, wind turbines and other initiatives, and information on the guidelines for installation on existing and new homes from a development perspective.”*

In response to Council's requests, three draft policies and a checklist were developed to address environmentally sustainable design for City owned buildings, environmentally sustainable buildings within the City and small scale energy systems. The policies and checklist were considered by the Policy Committee at its meeting on 24 August 2010 and recommended for adoption by Council.

At its meeting held on 19 October 2010 (CJ174-10/10 refers) Council resolved to:

- “4 ADOPTS the Policy Environmentally Sustainable Buildings, provided as Attachment 3 – (Discussion Paper – Attachment 1) to Report CJ174-10/10;*
- 5 In accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2 ADVERTISES the following draft policies for public comment for a period of twenty-one (21) days:*
- 5.1 Small Scale Renewable Energy Systems, forming Attachment 3 – (Discussion Paper – Attachment 2) to Report CJ174-10/10;*

- 5.2 *Environmentally Sustainable Buildings in the City of Joondalup and the checklist City of Joondalup— Environmentally Sustainable Design Checklist, provided as Attachments 3 – (Discussion Paper - Attachments 3 and 4) to Report CJ174-10/10;”*

DETAILS

In response to Council's request, the Draft Small Scale Renewable Energy Systems Policy and the Draft Environmentally Sustainable Buildings in the City of Joondalup Policy and Checklist were developed.

Draft Small Scale Renewable Energy Systems Policy (Attachment 1)

This policy sets out criteria for the development of small scale renewable energy systems on land or buildings within the City, with the view of permitting sustainable energy efficient development whilst protecting the streetscape and amenity of adjoining properties.

The policy also outlines when planning approval or a building licence is required for the installation of the systems.

Draft Environmentally Sustainable Buildings in the City of Joondalup Policy and Checklist (Attachments 2 and 3)

This policy encourages the integration of environmentally sustainable design principles for new and redeveloped residential, commercial and mixed use buildings (excluding single and grouped dwellings) within the City.

The supporting checklist is required to be submitted with an application for planning approval for all new residential, commercial and mixed-use buildings (excluding single and grouped dwellings, internal fit outs and minor extensions) and redevelopments. The checklist is designed to assist applicants in demonstrating how their development has been designed to incorporate environmentally sustainable design features.

Issues and options considered:

The options available to Council in considering the proposals are:

- Adopt the draft policies and checklist.
- Adopt the draft policies and checklist, with modifications, or
- Refuse to adopt the draft policies and checklist.

Legislation/Strategic Plan/Policy Implications

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

Strategic Plan

Key Focus Area: The built environment.

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

Key Focus Area: The natural environment.

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

Policy

Not Applicable.

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

The Draft Small Scale Renewable Energy Systems Policy provides clear guidelines on approvals and acceptable development provisions for solar energy and wind energy systems, and the Draft Environmentally Sustainable Buildings in the City of Joondalup Policy provides encouragement for the integration of environmentally sustainable design into new buildings and redevelopments in the City of Joondalup.

These draft policies encourage energy and water efficiency, use of non-toxic and recycled materials, enhancement of indoor air quality, minimisation of waste, and use of alternative energy systems.

Consultation:

The draft policies and checklist were advertised for public comment for a period of 21 days ending on 16 December 2010. Notifications were placed in the Joondalup Community newspaper, on the City's website and at each of the City's customer service centres.

Four submissions were received, all of which supported the policies subject to significant modifications (Attachment 4 refers).

COMMENT

Small scale renewable energy systems

Comments were received requesting that the provisions relating to the small scale renewable energy systems be reviewed as they are considered to be too onerous and act to discourage the development of these systems.

The parameters outlined in the policy have been developed to allow landowners to incorporate environmentally sustainable practices on their site without detrimentally impacting on the amenity of the surrounding area. This is considered to be an appropriate, balanced approach.

The draft policy aims to provide clear guidelines on the acceptable development standards for these energy systems. However, the development approval process allows any proposed variations to the requirements of the 'Small Scale Renewable Energy Systems Policy' to be assessed, and where necessary consultation with nearby landowners may be carried out. This is considered to be an appropriate means of accommodating small scale renewable energy systems, rather than removing provisions such as setbacks and height limits.

Environmentally sustainable buildings in the City of Joondalup

Comments were received requesting that the policy requirements be made compulsory rather than encouraged.

In developing the policies, it was determined that, as the Green Building Council of Australia has strongly recommended the Green Star Rating be used as a voluntary tool and not as a mandatory standard, it would not be appropriate for the City to make these, or similar, requirements obligatory. Additionally, it was felt that making the policy provisions mandatory may act as a deterrent to developers and landowners wanting to develop or redevelop their properties.

Comments were received requesting that the policies apply to single and grouped dwelling sites.

Currently, guidance is provided through the Residential Design Codes for external fixtures such as solar collectors for single, grouped and multiple dwelling developments. The Building Codes of Australia also address energy efficiency requirements through the building licence process. At this point in time, these mechanisms are considered to be adequate without the City developing a separate policy for single and grouped dwellings.

It is to be noted that at the October 2010 Council meeting the Environmentally Sustainable Buildings Policy aimed at ensuring that all City buildings consider environmentally sustainable design in construction and/or retro-fitting, was adopted. This Policy ensures the City is leading by example in the promotion of environmentally sustainable building design in the community.

CONCLUSION

The policies and checklist have been prepared to guide and encourage developers and landowners looking to adopt environmentally sustainable practices for their developments. The provisions currently outlined in the policies are considered to meet the objectives of the respective policies. The policies may be reviewed in the future, and if necessary, modifications may be made.

It is recommended that the Draft Small Scale Renewable Energy System Policy and Draft Environmentally Sustainable Buildings in the City of Joondalup Policy and checklist be adopted as final without modification.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Young, SECONDED Cr Hamilton-Prime that the Policy Committee RECOMMENDS that Council:

- 1 in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2 ADOPTS the following:**
 - 1.1 Draft Small Scale Renewable Energy Systems Policy forming Attachment 1 to this Report;**
 - 1.2 Draft Environmentally Sustainable Buildings in the City of Joondalup Policy forming Attachment 2 to this Report;**
 - 1.3 Draft Environmentally Sustainable Design Checklist forming Attachment 3 to this Report;**
- 2 NOTES the submissions received and advises the submitters of Council's decision.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Crs Hollywood, Chester, Diaz, Gobbert, Hamilton-Prime and Young

Appendix 1 refers

To access this attachment on electronic document, click here: [Attach1agnPolicy070211.pdf](#)

ITEM 2 DRAFT VANDALISM TO VEGETATION ON LAND OWNED OR MANAGED BY THE CITY POLICY

WARD: All

RESPONSIBLE: Mr Martyn Glover, Director Infrastructure Services

FILE NUMBER: 45293

ATTACHMENTS: Attachment 1 Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy
Attachment 2 Operational Protocol – Vandalism to Vegetation on Land Owned or Managed by the City

PURPOSE

To provide the Policy Committee with the Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy for its consideration.

EXECUTIVE SUMMARY

The Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy (Attachment 1 refers) has been developed to provide the City's position on vandalism to vegetation within its jurisdiction. The Operational Protocol (Attachment 2 refers) provides guidance to City Officers in responding to these activities in accordance with the City's proposed policy position.

BACKGROUND

At its meeting held on 30 September 2008, Council received a ten signature petition from the Joondalup Community Coast Care Forum Inc. requesting Council develop a policy on the City's response to illegal damage to any vegetation Indigenous to the Swan Coastal Plain.

At its meeting held on 16 December 2008 (CJ 261 – 12/08 refers), Council resolved to develop a policy or protocol to respond to vandalism which results in the destruction of vegetation in public open space and road reserves.

DETAILS

Illegal damage to both native and exotic vegetation on City reserves is a problem, particularly in foreshore and coastal reserves. Vegetation is damaged for a number of reasons, ranging from random acts of vandalism to deliberately planned and repeated acts of vandalism that may be for private benefit, such as the enhancement of views. The Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy provides the City's position on such vandalism, and the protocol provides guidance to City Officers in responding to these activities in accordance with the City's proposed policy position.

The Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy applies to all City reserves and vacant crown land, including coastal foreshore reserves, bushland reserves and road reserves.

Vandalism to vegetation is defined as the unlawful destruction, damage or injury to vegetation which can include poisoning, mowing, pruning, removal and ring barking.

This policy has been developed to achieve a number of outcomes including the following:

- To increase awareness and to educate the community and developers on the value of vegetation in the urban landscape.
- To provide a mechanism to encourage community members to report illegal damage to vegetation on land owned or managed by the City.
- To send a strong message to the community that illegal damage to vegetation on the City's reserves will not be tolerated and to provide a deterrent against future damage to vegetation on land owned or managed by the City.

Issues and options considered:

A number of local government authorities in Australia have introduced policies to protect vegetation within their reserves, with examples in Western Australian including the Town of Mosman Park and the Shire of Busselton. Both local governments report that the policies have proven effective in addressing the protection of vegetation within their jurisdiction.

A detailed protocol has been developed to provide City Officers with guidance on the implementation of the policy and which is attached for information (Attachment 2 refers).

Legislation/Strategic Plan/Policy Implications

Legislation	Regulation 5 of the Local Government (Uniform Local Provisions) Regulations 1996 Clause 13 of the City's Local Government and Public Property Local Law Criminal Code 1913
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Strategic Plan

Key Focus Area: The Natural Environment

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

Risk Management considerations:

The City's vegetation is currently at risk due to instances of vandalism of vegetation. The Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy has been developed to address such risks by:

- providing a mechanism to encourage community members to report illegal damage to vegetation on land owned or managed by the City;
- sending a strong message to the community that illegal damage to vegetation on the City's reserves will not be tolerated and to provide a deterrent against future damage to vegetation on land owned or managed by the City.

Financial/Budget Implications:

There will be costs associated with implementation of the policy. Such costs relate to actions associated with investigation and deterrence measures. It is not possible to project the financial implications as the City's response to vandalism to vegetation on land owned or managed by the City will be determined on a case by case basis, as outlined in the policy and the Operational Protocol.

Regional Significance:

Not Applicable.

Sustainability implications:

The intent of the Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy is to protect vegetation on City owned or managed land. There have been incidents where vegetation has been intentionally damaged, particularly in coastal reserves. This policy will assist in preserving vegetation that forms an important component of the City's rich biodiversity.

Consultation:

The matter of a policy responding to vandalism or damage to vegetation specifically related to views was extensively discussed at the Conservation Advisory Committee with representatives from Friends Groups and the conservation community.

COMMENT

Vandalism to vegetation can occur in a variety of forms, including poisoning, pruning, removal and destruction and the like, which can have a significant and cumulative impact on the environment, such as reduced visual and community amenity, loss of natural wind-breaks and erosion control and loss of wildlife habitat.

The Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy provides a clear position on the preservation of the biodiversity on land owned or managed by the City, and is intended to deter such vandalism.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION: That the Policy Committee RECOMMENDS that Council ADOPTS the Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy, forming Attachment 1 to this Report.

MOVED Cr Young, SECONDED Cr Chester, that the Policy Committee RECOMMENDS that Council ADOPTS the Draft Vandalism to Vegetation on Land Owned or Managed by the City Policy, forming Attachment 1 to this Report, subject to the following amendments:

1 An additional point 4) be added to the Policy to read as follows:

“Replacement planting and rehabilitation works will be determined on a site by site basis (and may include the placement of two or more of an appropriate plant species at the affected locality, of a similar maturity if possible) following the removal of the poisoned or damaged vegetation”.

2 An additional point 5) be added to the Policy to read as follows:

“When ongoing vandalism occurs then further investigative responses including CCTV may be considered by the Chief Executive Officer.”

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Crs Hollywood, Chester, Diaz, Gobbert, Hamilton-Prime and Young

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2agnPolicy070211.pdf](#)

ITEM 3 AMENDMENT TO ELECTED MEMBERS - ALLOWANCES POLICY - CONFERENCES/ TRAINING

WARD:	All
RESPONSIBLE:	Mr Jamie Parry, Director Governance and Strategy
FILE NUMBER:	101270, 01435
ATTACHMENTS:	Attachment 1 Elected Members – Allowances Policy

PURPOSE

The purpose of this report is for the Policy Committee to consider an amendment to Part 4.3(2) of Policy – Elected Members - Allowances to provide the following entitlements:

- WA Local Government Association:
 - North Metropolitan Zone representatives; or
 - AGM voting delegates (as endorsed by the Council);
- to attend the Annual WA Local Government Association (“WALGA”) Conference;
- Council endorsed Elected Member representatives on external Boards or Committees to attend a conference or training associated with the primary function of that Board/Committee.

EXECUTIVE SUMMARY

At its meeting held on 19 October 2010, Council resolved as follows:

“REQUESTS a report be submitted to the Policy Committee in 2011 that examines an amendment to Part 4.3(2) of Policy – Elected Members – Allowances to provide:

1. *An entitlement for WA Local Government Association:*
 - *North Metropolitan Zone representatives; or*
 - *AGM voting delegates (as endorsed by the Council);*

to attend the Annual WA Local Government Association Conference;
2. *An entitlement for a Council endorsed Elected Member representative on an external Board or Committee to attend a conference or training associated with the primary function of that Board/Committee.”*

The purpose of the Annual Conference and Training Expense Allocation, prescribed within the Elected Members – Allowances policy, is to provide each Elected Member with an annual allocation and training expense that enables the Elected Member to develop and maintain skills and knowledge relevant to their role as a representative of the City of Joondalup.

Elected Members have requested that a review of the Policy be undertaken to determine whether the current provisions of the Policy meet the objectives of the Council in relation to training and development needs.

BACKGROUND

Part 4.3(2)(a) of the Elected Members – Allowances policy provides an annual expense allocation of \$6,200 (*July 2010*), inflated annually at the CPI rate for Australia. Conferences and training to which this policy applies are set out in Clause 4.6 of the Elected Members – Allowances policy and include WALGA conferences, conferences of the major professions in local government, as well as those related to the role of Elected Members.

The purpose of the Annual Conference and Training Expense Allocation, prescribed within the Elected Members – Allowances policy, is to provide each Elected Member with an annual allocation and training expense that enables the Elected Member to develop and maintain skills and knowledge relevant to their role as a representative of the City of Joondalup.

At its meeting held on 24 August 2010, the Policy Committee requested a report be submitted to the Committee examining an amendment of the Elected Members – Allowances policy in relation to the following entitlements:

- WA Local Government Association:
 - North Metropolitan Zone representatives; or
 - AGM voting delegates (as endorsed by the Council);to attend the Annual WA Local Government Association Conference;
- Council endorsed Elected Member representatives on external Boards or Committees to attend a conference or training associated with the primary function of that Board/Committee.

DETAILS

Local Government Policies

The matter of conference and training allowances is not dealt with in a uniform way by Local governments. Local governments have some discretion, within budgetary, legislative and financial constraints, to specify conference and training allowances that serve the needs of the particular local government.

Policies addressing Elected Member conference and training allowances in a number of large, Western Australian local governments were reviewed to determine whether or not the City's Elected Member – Allowances policy provided conference and training entitlements that were reasonable and comparable with similar local governments in Western Australia. However, comparing the level and composition of Elected Member – Allowances and conference and training entitlements between local governments is not a straightforward matter of comparing the allowance identified in each local government's policy, as each local government sets out different requirements in relation to conference and training allowances.

Funding and relevant requirements for conference and training allowances for Elected Members in the local governments selected for review are set out below, together with a comparison to the City's approach.

City of Perth	City of Joondalup
<p data-bbox="188 253 762 286"><i>Annual Conference and Training Allowance:</i></p> <p data-bbox="188 320 769 521">The City of Perth prescribes an annual allowance to a maximum of \$13,000 for each Elected Member which, in addition to funding the Elected Member's conference and training expenditure, also includes the following:</p> <ul data-bbox="196 555 769 1462" style="list-style-type: none"> • Travel and parking. • Professional development. • Interstate and overseas travel. • Childcare. • Telephone and/or facsimile expenses associated with Council business. • Representing the Mayor and the Council at social functions, where required. • Clothing, apparel and dry cleaning associated with attendance at Council related functions. • Protocol gifts. • Spectacles and other aids. • Personal donations to charity, to a maximum of \$50. • Electronic diary. 	<p data-bbox="794 320 1396 555">The City of Joondalup provides each Elected Member with a specific conference and training allocation of \$6,200 (<i>July 2010</i>), as well as prescribing additional allowances and reimbursements specific to the expenditure categories addressed in the City of Perth's annual allowance, as follows:</p> <ul data-bbox="802 589 1396 1395" style="list-style-type: none"> • Reimbursement to a maximum amount of \$1,100 (<i>July 2010</i>) following every ordinary election at which they were elected. • Annual telecommunications allowance to the maximum amount within the prescribed legislated limit. • Annual information technology allowance to the maximum amount within the prescribed legislated limit. • Child care costs for attendance at Council or Committee meetings, or other events set out in s7.2 of the Elected Members – Allowances policy. • Travel and parking. • Other specified expenses, outside of child care and travel costs, to an annual reimbursement limit of \$1,030 (<i>July 2010</i>)

City of Perth	City of Joondalup
<p><i>WALGA Annual Conference:</i></p> <p>Two WA Local Government Zone representatives to attend the WALGA annual conference at the expense of the City. However, the City of Perth's policy also limits the number of other Elected Members who can attend the WALGA Annual Conference to two, both of whom are required to fund attendance at the conference from their Elected Member allowance.</p> <p>The City of Perth also permits substitution of attendees, subject to a decision of Council to appoint the substitute delegates as voting delegates.</p>	<p>The City of Joondalup does not currently provide specific entitlement for the two WA Local Government Zone representatives to attend the Annual WALGA Conference. However, nor does the City limit the number of Elected Members who may attend the conference.</p>
<p><i>Elected Member representatives on external Boards or Committees:</i></p> <p>The City of Perth does not provide a specific entitlement for Council endorsed Elected Member representatives on external Boards or Committees to attend conferences or training associated with the primary function of that Board or Committee, other than within the general provisions governing Elected Members' attendance at Conferences.</p>	<p>The City of Joondalup does not currently provide specific entitlement for Council endorsed Elected Member representatives on external Boards or Committees to attend conferences or training associated with the primary function of that Board or Committee, other than within the general provisions governing Elected Members' attendance at Conferences.</p>
City of Wanneroo	City of Joondalup
<p><i>Annual Conference and Training Allowance:</i></p> <p>The City of Wanneroo provides an individual allowance of \$4,000 per annum for each Elected Member to attend professional conferences. A further \$1,000 is provided for training conducted by WALGA or at any training session considered by the CEO to be directly relevant to the City's affairs.</p>	<p>The City of Joondalup provides each Elected Member with a conference and training allocation of \$6,200 (<i>July 2010</i>).</p>

<p><i>WALGA Annual Conference:</i></p> <p>The City of Wanneroo does not provide specific entitlement for Zone representatives or AGM voting delegates to attend the Annual WALGA Conference.</p>	<p>The City of Joondalup does not currently provide specific entitlement for the two WA Local Government Zone representatives to attend the Annual WALGA Conference.</p>
<p><i>Elected Member representatives on external Boards or Committees:</i></p> <p>The City of Wanneroo does not provide specific entitlement for Council endorsed Elected Member representatives on external Boards or Committees to attend conferences or training associated with the primary function of that Board or Committee, other than within the general provisions governing Elected Members' attendance at Conferences.</p>	<p>The City of Joondalup does not currently provide specific entitlement for Council endorsed Elected Member representatives on external Boards or Committees to attend conferences or training associated with the primary function of that Board or Committee, other than within the general provisions governing Elected Members' attendance at Conferences.</p>
<p>City of Stirling</p>	<p>City of Joondalup</p>
<p><i>Annual Conference and Training Allowance:</i></p> <p>An individual allowance of \$8,200 per annum to attend professional conferences.</p>	<p>The City of Joondalup provides each Elected Member with a specific conference and training allocation of \$6,200 (<i>July 2010</i>).</p>
<p><i>WALGA Annual Conference:</i></p> <p>The City of Stirling will pay conference costs for Elected Members to attend the WALGA Annual Conference from a City budget allocation.</p>	<p>The City of Joondalup does not currently provide entitlement for the two WA Local Government Zone representatives to attend the WALGA Annual Conference.</p>
<p><i>Elected Members representatives on external Boards or Committees:</i></p> <p>The City of Stirling does not provide a specific entitlement for Council endorsed Elected Member representatives on external Boards or Committees to attend conferences or training associated with the primary function of that Board or Committee, other than within the general provisions governing Elected Members' attendance at Conferences.</p>	<p>The City of Joondalup does not currently provide a specific entitlement for Council endorsed Elected Member representatives on external Boards or Committees to attend conferences or training associated with the primary function of that Board or Committee, other than within the general provisions governing Elected Members' attendance at Conferences.</p>

External Boards and Committees with Elected Member representatives:

The City currently has Elected Member representation on 12 external Boards and Committees, which includes 14 representatives, four deputy representatives and two proxies.

External Boards/Committees and Elected Member representatives are set out below.

Committee	Members
Community Board of Advice (Joondalup Health Campus)	<ul style="list-style-type: none"> • Cr Trona Young • Cr Philippa Taylor (deputy)
District Emergency Management Committee	<ul style="list-style-type: none"> • Cr John Chester
Joondalup Business Centre	<ul style="list-style-type: none"> • Cr Tom McLean • Cr Geoff Amphlett
Mindarie Regional Council	<ul style="list-style-type: none"> • Cr Russ Fishwick • Cr Kerry Hollywood
North West District Planning Committee	<ul style="list-style-type: none"> • Cr Liam Gobbert • Cr Christine Hamilton-Prime (deputy)
North Western Metropolitan Regional Road Sub-Group	<ul style="list-style-type: none"> • Cr Christine Hamilton-Prime • Cr Liam Gobbert (deputy)
Perth Region NRM Local Government Reference Group	<ul style="list-style-type: none"> • Cr Mike Norman • Cr Brian Corr (proxy)
Small Business Centre Inc	<ul style="list-style-type: none"> • Cr Tom McLean • Cr Geoff Amphlett (proxy)
Tamala Park Coastal Reserve Community Advisory Committee	<ul style="list-style-type: none"> • Cr Kerry Hollywood • Cr Tom McLean (deputy)
Tamala Park Regional Council	<ul style="list-style-type: none"> • Cr Tom McLean • Cr Geoff Amphlett
Western Australian Local Government Association – North Metropolitan Zone	<ul style="list-style-type: none"> • Mayor Troy Pickard • Cr Russ Fishwick • Cr Tom McLean • Cr John Chester • Cr Christine Hamilton-Prime (deputy) • Cr Kerry Hollywood (deputy) • Cr Mike Norman (deputy) • Cr Liam Gobbert (deputy)
Yellagonga Regional Park Community Advisory Committee	<ul style="list-style-type: none"> • Cr John Chester • Cr Mike Norman (deputy)

Issues and options considered:

It is recommended that the following matters be taken into consideration by the Policy Committee in considering the proposed changes to the Elected Members – Allowances policy:

- Whether or not the provisions within the City's current Elected Members – Allowances policy provide conference and training entitlements that are reasonable and comparable with other, similar local governments;
- Whether or not the current policy provides adequate funding for Zone representatives, AGM voting delegates and Council endorsed representatives on external Boards/Committees to attend the Annual WALGA Conference and/or other relevant training or conferences associated with the primary function of that Board/Committee; and
- Whether or not the financial implications of the proposed amendments under examination are commensurate with the benefits that may flow to the City as a result of the proposed amendment.

Legislation/Strategic Plan/Policy Implications

Legislation Local Government Act 1995
 Local Government (Administration) Regulations 1996

Strategic Plan

Key Focus Area: Leadership and Governance

Objective: To ensure that the processes of local government are carried out in a manner that is ethical, transparent and accountable.
 To lead and manage the City effectively.

Policy Elected Members – Allowances policy

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

Financial and budget implications will be dependent on a number of factors to be considered by the Policy Committee, which includes whether the amendment being considered would be applicable to Elected Member representatives, deputy representatives and/or AGM voting delegates.

For conferences and training relating to Elected Members' roles on external Boards and Committees, consideration also needs to be given to the location of the conference. As an example, an approximate cost for a local conference could be estimated at approximately \$1,500, whereas the approximate cost for an interstate conference could be estimated at approximately \$2,500.

Account No:	120-A1201-3207-000
Budget Item:	Elected Members Conferences and Training Expenses
Budget Amount:	\$ 74,400
Amount Spent To Date:	\$ 28,462
Proposed Cost:	TBA
Balance:	TBA

All figures quoted in this report are exclusive of GST

Regional Significance:

Not Applicable.

Sustainability implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The Elected Members – Allowances policy provides Elected Members with an individual conference and training expense allocation of \$6,200 (*July 2010*), which is rolled over to the next year.

Since the 2006/07 financial year, only three Elected Members have used the total conference and training funds allocated to them under the current Policy guidelines. A significant portion of funds allocated for conference attendance under the Policy were forfeited in accordance with Part 4.9(4) of the Elected Members – Allowances policy.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION:

That the Policy Committee RECOMMENDS that Council:

- 1 GIVES CONSIDERATION to amending Clause 4.3 of Policy – Elected Members – Allowances to provide:
 - 1.1 An entitlement for WA Local Government Association:

North Metropolitan Zone representatives (Member and/or Deputy Member); or
AGM voting delegates (as endorsed by the Council);

to attend the Annual WA Local Government Association Conference;

- 1.2 An entitlement for a Council endorsed Elected Member representative (Member and/or Deputy Member) on an external Board or Committee to attend a conference or training associated with the primary function of that Board/Committee.
- 2 GIVES CONSIDERATION to an appropriate budgetary amount to support the entitlement in part 1 above.

MOVED Cr Young, SECONDED Cr Diaz , that the Policy Committee RECOMMENDS that Council:

- 1 **AMENDS Clause 4.3 of Policy – Elected Members – Allowances to provide an entitlement for Elected Members to attend the Annual WA Local Government Association Conference.**
- 2 **ENDORSES the inclusion of appropriate funding in the Elected Members Conferences and Training budget to support the entitlement in part 1 above.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Crs Hollywood, Chester, Diaz, Gobbert, Hamilton-Prime and Young

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3agnPolicy070211.pdf](#)

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Cr Young requested the Art Collection Advisory Committee consider reviewing the City's Art and Memorabilia Collections Policy in relation to:

- 1 An appropriate process and budget provision for the commissioning of artwork(s);
- 2 Appropriate flexibility within the Policy requirements that would not commit the City to the purchase of exhibits from the City's Art Awards and allow budgeted funds to be utilised on artworks that satisfy the City's acquisition guidelines;

and provide a report to the Policy Committee on any proposed amendments to the Policy.

CLOSURE

There being no further business, the Presiding Person declared the Meeting closed at 7.03 pm, the following Committee Members being present at that time:

Cr Kerry Hollywood
Cr John Chester
Cr Fiona Diaz
Cr Liam Gobbert
Cr Christine Hamilton-Prime
Cr Trona Young



DRAFT

SMALL SCALE RENEWABLE ENERGY SYSTEMS

STATUS: *City Policy* — A policy that is developed for administrative and operational imperatives and has an internal focus.

Developed by the Policy Committee and/or the administration and adopted by Council.

RESPONSIBLE: Director Planning and Development

OBJECTIVE: To establish criteria for the development of small scale renewable energy systems on land or buildings within the City.

To protect the quality of the streetscape and amenity (particularly visual and acoustic amenity) of adjoining properties from the impact of renewable energy technologies.

POLICY AREA

This policy shall apply to the installation of all small scale renewable energy systems within the City of Joondalup.

DEFINITIONS

Solar energy system: A system which converts energy from the sun into useable electrical energy, heats water or produces hot air or a similar function through the use of solar panels.

Small scale renewable energy system: A solar energy system of up to 100kW capacity, or a small wind energy system of up to 10kW capacity.

Total height: The vertical distance from natural ground level to the tip of a wind generator blade when the tip is at its highest point.

Wind energy system: Equipment that converts and then stores or transfers energy from the wind into usable forms of energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other component used in the system.



APPROVALS REQUIRED

Solar energy system:

An application for planning approval is **required** for a solar energy system installation except where it is installed on a dwelling in a residential zone.

A *Building Licence* is **not required** for the installation of a solar energy system. However, it remains the property owner's duty of care to ensure that any installation does not impact on the structural integrity of the building on which it is installed or any other structure.

Wind energy system:

An application for planning approval is **required** for all wind energy system installations.

A *Building Licence* is **required** for the installation of any wind energy system.

STATEMENT

Solar energy system:

Development provisions:

Solar energy systems should be designed and positioned on rooftops so as not to detract from the building itself or impose on the existing streetscape.

Wind energy system:

Development provisions:

All wind energy systems are to comply with the general provisions listed below and the development standards provided in Table 1:

- The system must be well setback from any overhead power lines.
- The turbine system must be fitted with an automatic and manual braking system or an over-speed protection device.
- Unless colour-matched to the supporting roof, the wind energy system and any tower structure must remain painted or finished in the colour or finish applied by the manufacturer.
- No signage, other than the manufacturer's or installer's identification, shall be attached to the system.
- Any electrical components and wires associated with a small wind energy system must not be visible from the street.



- The system must not be located on a property/building on the City's Heritage List.

Table 1: Development standards

	Residential and Special Residential zones	All other zones:
	and Single and grouped dwellings in City North and Lakeside District of the Joondalup City Centre	
Number of turbines	<ul style="list-style-type: none"> • Maximum of 1 per lot 	<ul style="list-style-type: none"> • Maximum of 1 per 1,000m² of lot area
Minimum lot size	<ul style="list-style-type: none"> • 350m² 	<ul style="list-style-type: none"> • 1,000m²
Nameplate capacity	<ul style="list-style-type: none"> • Maximum 2 kW 	<ul style="list-style-type: none"> • Unlimited
Height	Pole Mounted: <ul style="list-style-type: none"> • Maximum 5m total height above natural ground level Roof Mounted: <ul style="list-style-type: none"> • Maximum total height 3m above roofline if mounted on a single-storey dwelling • Minimum 1m clearance above roofline • Not permitted on dwellings 2-storeys or more 	Pole Mounted: <ul style="list-style-type: none"> • Maximum 10m total height above natural ground level Roof Mounted: <ul style="list-style-type: none"> • Maximum total height 7.5m above roofline
Diameter	<ul style="list-style-type: none"> • Maximum blade diameter 2m 	<ul style="list-style-type: none"> • Maximum blade diameter 5.5m
Boundary setbacks (street)	<ul style="list-style-type: none"> • Not permitted between the building and the street alignment 	<ul style="list-style-type: none"> • Not permitted between the building and the street alignment
Boundary setbacks (side and rear)	Pole Mounted: <ul style="list-style-type: none"> • Setback from boundaries is not less than the total height of the wind energy system Roof Mounted: <ul style="list-style-type: none"> • No minimum setback from boundary, however, wind energy system to be located a minimum of 7.5m from major opening of adjoining dwelling 	Pole Mounted: <ul style="list-style-type: none"> • Setback from boundaries is not less than half of the total height of the wind energy system Roof Mounted: <ul style="list-style-type: none"> • No minimum setback from boundary, however, wind energy system to be located a minimum of 7.5m from major opening of adjoining building



ADVERTISING

Applications for planning approval that do not comply with this policy will require consultation with adjoining property owners likely to be affected by the proposal for a minimum period of 21 days prior to the determination of the application. Consultation will include neighbours on the opposite side of the street where the structure may be visible from the street and will be undertaken by the City.

Where planning approval is granted for development that complies with this policy, the owners of adjoining properties will be notified of the approved development in writing.

OTHER

Compliance with other legislation:

All wind energy systems are required to comply with the *Environmental Protection (Noise) Regulations 1997*. In addition, wind energy systems that connect to the electric utility supply must comply with the requirements of the relevant public authorities.

Manufacturer's specifications and a statement demonstrating compliance with the *Environmental Protection (Noise) Regulations 1997* must be submitted with the planning application.

VARIATIONS

Where a proposal does not meet the specific requirements of this policy, the applicant is to provide appropriate justification, and the proposal will be considered in accordance with the objectives of this policy.

AMENDMENTS:

RELATED *Environmental Protection (Noise) Regulations 1997*
DOCUMENTATION: Office of the Renewable Energy Regulator

ISSUED:



D R A F T

ENVIRONMENTALLY SUSTAINABLE BUILDINGS IN THE CITY OF JOONDALUP

STATUS: *City Policy* — A policy that is developed for administrative and operational imperatives and has an internal focus.

Developed by the Policy Committee and/or the administration and adopted by Council.

RESPONSIBLE: Director Planning and Development

OBJECTIVE: To encourage the integration of environmentally sustainable design principles into the siting, design and construction of both new and redeveloped residential, commercial and mixed-use buildings (excluding single and grouped dwellings, internal fitouts and minor extensions) in the City of Joondalup. Environmentally sustainable design considers the environmental impact of a building for the entire life of the asset.

POLICY AREA

This policy shall apply to the construction and redevelopment of residential, commercial and mixed-use buildings (excluding single and grouped dwellings, internal fitouts and minor extensions) in the City of Joondalup.

STATEMENT

In pursuance of its commitment to sustainability, the City seeks to encourage the integration of environmentally sustainable design principles into the construction and redevelopment of residential, commercial and mixed-use buildings (excluding single and grouped dwellings, internal fitouts and minor extensions) within the City of Joondalup.

To this end, the City will seek to prioritise the assessment of planning applications and associated, subsequent building applications that demonstrate the development has been designed and assessed against a national recognised rating tool.



The incorporation of the following design principles is encouraged:

- Designing and constructing buildings to preserve the natural features of the site.
- Designing and constructing buildings to include passive solar design.
- Increasing the energy efficiency of buildings by using low energy technologies for lighting, heating and cooling, appliances and equipment.
- Using renewable energy technologies.
- Increasing water efficiency and encouraging water reuse and water recycling for buildings and landscaping.
- Selecting sustainable building materials, such as locally sourced and recycled content.
- Reducing the amount of waste that is created through the construction process by implementing waste management practices on site.
- Encouraging adaptability in the design and construction to ensure longevity of the building;
- Increasing the indoor air quality of buildings by using low allergic and low volatile organic compound (VOC) fittings, furniture, paints and adhesives.
- Utilising water wise and native gardening techniques.

OTHER

City of Joondalup — Environmentally Sustainable Design Checklist:

Applications for planning approval for residential, commercial and mixed-use buildings (excluding single and grouped dwellings, internal fitouts and minor extensions) must be accompanied by a completed *City of Joondalup — Environmentally Sustainable Design Checklist*.

AMENDMENTS:

RELATED DOCUMENTATION: *Local Government Act 1995*
Joondalup City Centre Structure Plan
Joondalup City Centre — Environmentally Sustainable Design Checklist
Policy — Sustainability

ISSUED:



DRAFT

City of Joondalup

Draft Environmentally Sustainable Design Checklist

Under the City's planning policy, *Environmentally Sustainable Design in the City of Joondalup*, the City encourages the integration of environmentally sustainable design principles into the construction of all new residential, commercial and mixed-use buildings and redevelopments (excluding single and grouped dwellings, internal fitouts and minor extensions) in the City of Joondalup.

Environmentally sustainable design is an approach that considers each building project from a 'whole-of-life' perspective, from the initial planning to eventual decommissioning. There are five fundamental principles of environmentally sustainable design, including: siting and structure design efficiency; energy efficiency; water efficiency; materials efficiency; and indoor air quality enhancement.

For detailed information on each of the items below, please refer to the *Your Home Technical Manual* at: www.yourhome.gov.au, and *Energy Smart Homes* at: www.clean.energy.wa.gov.au.

This checklist must be submitted with the planning application for all new residential, commercial and mixed-use buildings and redevelopments (excluding single and grouped dwellings, internal fitouts and minor extensions) in the City of Joondalup.

The City will seek to prioritise the assessment of your planning application and the associated building application if you can demonstrate that the development has been designed and assessed against a national recognised rating tool.

Please tick the boxes below that are applicable to your development.

Siting and structure design efficiency

Environmentally sustainable design seeks to affect siting and structure design efficiency through site selection, and passive solar design.

Does your development retain:

- existing vegetation; and/or
- natural landforms and topography.

Does your development include:

- northerly orientation of daytime living/working areas with large windows, and minimal windows to the east and west;
- passive shading of glass;
- sufficient thermal mass in building materials for storing heat;



- insulation and draught sealing;
- floor plan zoning based on water and heating needs and the supply of hot water; and/or
- advanced glazing solutions.

Energy efficiency

Environmentally sustainable design aims to reduce energy use through energy efficiency measures that can include the use of renewable energy and low energy technologies.

Do you intend to incorporate into your development:

- renewable energy technologies (for example photo-voltaic cells, wind generator system and the like), and/or
- low energy technologies (for example energy efficient lighting, energy efficient heating and cooling, and the like) and/or
- natural and/or fan forced ventilation.

Water efficiency

Environmentally sustainable design aims to reduce water use through effective water conservation measures and water recycling. This can include stormwater management, water reuse, rainwater tanks, and water efficient technologies.

Does your development include:

- water reuse system(s) (for example: greywater reuse system); and/or
- rainwater tank(s).

Do you intend to incorporate into your development:

- water efficient technologies (for example: dual-flush toilets, water efficient showerheads, and the like).

Materials efficiency

Environmentally sustainable design aims to use materials efficiently in the construction of a building. Consideration is given to the lifecycle of materials and the processes adopted to extract, process and transport them to the site. Wherever possible, materials should be locally sourced and reused on-site.



Does your development make use of:

- recycled materials (for example: recycled timber, recycled metal, and the like);
- rapidly renewable materials (for example: bamboo, cork, linoleum, and the like); and/or
- recyclable materials (for example: timber, glass, cork, and the like).
- natural/living materials such as roof gardens and “green” or planted walls.

Indoor air quality enhancement

Environmentally sustainable design aims to enhance the quality of air in buildings, by reducing volatile organic compounds (VOCs) and other air impurities such as microbial contaminants.

Do you intend to incorporate into your development:

- low-VOC products (for example: paints, adhesives, carpet, and the like).

‘Green’ Rating

Has your proposed development been designed and assessed against a nationally recognised “green” rating tool?

- Yes No

If yes, please indicate which tool was used and what rating your building will achieve:

If yes, please attach appropriate documentation to demonstrate this assessment.

If you have not incorporated or do not intend to incorporate any of the principles of environmentally sustainable design into your development, can you tell us why:



Is there anything else you wish to tell us about how you will be incorporating the principles of environmentally sustainable design into your development:

When you have checked off your checklist, sign below to verify you have included all the information necessary to determine your application.

Thank you for completing this checklist to ensure your application is processed as quickly as possible.

Applicant's Full Name: _____ Contact Number: _____

Applicant's Signature: _____ Date Submitted: _____

Accepting Officer's Signature: _____

ATTACHMENT 5

**PROPOSED DRAFT POLICIES
Small Scale Renewable Energy Systems,
Environmentally Sustainable Buildings &
Environmentally Sustainable Design Checklist**

**SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING
(CLOSED 16 DECEMBER 2010)**

NO	NAME AND ADDRESS OF SUBMITTER	DESCRIPTION OF AFFECTED PROPERTY	SUBMISSION SUMMARY	OFFICER OR COUNCIL'S RECOMMENDATION
1	A True 119 High Street Sorrento WA 6020	N/A	<p>Suggests that the following points be made mandatory rather than encouraged:</p> <ul style="list-style-type: none"> • Designing and constructing buildings to include passive solar design. • Increase water efficiency and encouraging water reuse and recycling for buildings and landscaping. • Increase the energy efficiency of buildings by using low energy technologies for lighting, heating and cooling appliances and equipment. • Increasing air quality of buildings by using low allergic and low volatile organic compound (VOC) fittings, furniture, paints and adhesives. • Joondalup should aim for 6 star rated green buildings. • City of Joondalup should avoid brick paving verges and median strips and plant more trees and shrubs. 	<p>Noted.</p> <p>The aim of developing these policies is to provide developers with guidance and encourage them to incorporate environmentally sustainable practices for development within the City. As the Green Building Council of Australia has strongly recommended that the Green Star Rating be used as a voluntary tool and not as a mandatory standard the City does not believe it is appropriate to mandate specific requirements.</p> <ul style="list-style-type: none"> • This is beyond the scope of the draft policies under consideration.

ATTACHMENT 5

**PROPOSED DRAFT POLICIES
Small Scale Renewable Energy Systems,
Environmentally Sustainable Buildings &
Environmentally Sustainable Design Checklist**

**SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING
(CLOSED 16 DECEMBER 2010)**

2	S Magyar 31 Drummer Way Heathridge WA 6027	N/A	<ul style="list-style-type: none"> • Requests the policy applies to single and grouped dwellings or a separate policy is developed. • Requests the deletion of 'electrical components and wires associated with a small wind energy system must not be visible from the street.' • Request that small scale renewable energy systems be permitted between the building and the street alignment. • Boundary setbacks (side and rear) should be reviewed to encourage instead of discourage residents to install systems. 	<p>Noted.</p> <ul style="list-style-type: none"> • The Residential Design Codes (2010) permit solar collectors on single and grouped dwellings without the need for planning approval. Additionally applicants are required to demonstrate how the energy efficiency requirements are met when they apply for a building licence. The application for a building licence is then assessed against the Building Codes of Australia • The aim of these requirements, as stipulated in policy objective is to establish criteria for the development of small scale renewable energy systems whilst protecting the quality of the streetscape and amenity of the adjoining property. Proposals outside the provisions of the policy can be considered, however, would require consultation with adjoining owners.
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ATTACHMENT 5

**PROPOSED DRAFT POLICIES
Small Scale Renewable Energy Systems,
Environmentally Sustainable Buildings &
Environmentally Sustainable Design Checklist**

**SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING
(CLOSED 16 DECEMBER 2010)**

3	S Young (email address provided)	N/A	<ul style="list-style-type: none"> • Requests the deletion of 'electrical components and wires associated with a small wind energy system must not be visible from the street.' • Request that small scale renewable energy systems be permitted between the building and the street alignment. • Boundary setbacks (side and rear) should be reviewed to encourage instead of discourage residents to install systems. • Delete 'Solar energy systems should be designed and positioned on rooftops so as not to detract from the building itself or impose on the existing streetscape.' • Delete 'The system must not be located on a property/ building on the City's Heritage List.' • The height limits effectively disallow any 	<p>Noted.</p> <ul style="list-style-type: none"> • The aim of these requirements, as stipulated in policy objective is to establish criteria for the development of small scale renewable energy systems whilst protecting the quality of the streetscape and amenity of the adjoining property. Proposals outside the provisions of the policy can be considered, however, would require consultation with adjoining owners.
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ATTACHMENT 5

**PROPOSED DRAFT POLICIES
Small Scale Renewable Energy Systems,
Environmentally Sustainable Buildings &
Environmentally Sustainable Design Checklist**

**SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING
(CLOSED 16 DECEMBER 2010)**

			<p>sensible installation of wind generators. Requests these parameters be reviewed.</p> <ul style="list-style-type: none"> • The limit of a solar energy system of up to 100kW capacity or a small wind energy system of up to 10kW capacity limits installation of systems to those that are one tenth of the possible solar energy system. • Recommends the requirement of consultation with neighbours where the structure may be visible from the street be deleted as this will mean some projects won't be permitted due do visual appearance. • The Building Codes of WA should be included as related documentation. 	<ul style="list-style-type: none"> • It is the City's practice to seek public comment in regard to a development which is considered to impact on an adjoining landowner. In the event an objection is received through the consultation process the application is not automatically refused. Alternative solutions and further negotiations with the affected landowners may be necessary. • There are numerous documents which may relate to the policies however the documents listed were the most relevant to the development of the policies specifically.
4	B Hermann 41 Cutter Crescent Beldon WA 6027		Identical to Submission 3,	See submission 3.

DRAFT VANDALISM TO VEGETATION ON LAND OWNED OR MANAGED BY THE CITY

STATUS: **City Policy** - *A policy that is developed for administrative and operational imperatives and has an internal focus.*

City policies are referred to Council for review and endorsement.

RESPONSIBLE: Director Infrastructure Services

- OBJECTIVES:**
- To recognise the importance of vegetation in the public realm and the crucial role it plays in providing habitat and food for native fauna.
 - To enhance the City of Joondalup's reputation within the community on land owned or managed by the City, as a steward and manager of vegetation.
 - To increase awareness and to educate the community, and developers on the value of vegetation in the urban landscape; and
 - To provide a mechanism to encourage community members to report illegal damage to vegetation on land owned or managed by the City.

DEFINITIONS

“Vandalism or Damage to Vegetation” means the unlawful destruction, damage or injury to vegetation which can include poisoning, mowing, pruning, removal and ringbarking.”

STATEMENT

The City of Joondalup will assess the required site specific response, following vegetation vandalism or damage, in order to notify the community of the illegal works and the consequences of vandalising or damaging vegetation on City owned or managed land.

In the event of vegetation vandalism or damage, the City may undertake the following actions:

- 1) Erect signage advising of the vegetation vandalism or damage. The signage may detail the penalties for such offences, request information from the public regarding the vandalism, and site specific information regarding vegetation removal and replacement proposed.

- 2) Selected poisoned vegetation may be left in situ, subject to safety requirements, until an agreed time frame to be determined on a case by case basis or until the vegetation requires removal.
- 3) Replacement planting will be determined on a site by site basis, following any required remediation works, following the removal of the poisoned or damaged vegetation.
- 4) Replacement planting and rehabilitation works will be determined on a site by site basis (and may include the placement of two or more of an appropriate plant species at the affected locality, of a similar maturity if possible) following the removal of the poisoned or damaged vegetation.
- 5) When ongoing vandalism occurs then further investigative responses including CCTV may be considered by the Chief Executive Officer.

Amendments:
Related Documentation:
Issued:

ELECTED MEMBERS - ALLOWANCES

STATUS:	City Policy - <i>A policy that is developed for administrative and operational imperatives and has an internal focus.</i> <i>Developed by the Policy Committee and/or the administration and adopted by Council.</i>
RESPONSIBLE DIRECTORATE:	Office of the CEO
OBJECTIVE:	The objective of this document is to provide a clear outline of the support and allowances available to the City's Elected Members.

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INTRODUCTION

The document has been prepared to conform with the provisions relevant to Elected Member entitlements under the Local Government Act 1995, Local Government Amendment Act 2004 and Regulations made under these Acts.

Where this policy refers to an annual period, the period shall be from October to October in the following year.

PART 1 – PROVISION OF SUPPORT

1.1 Objective

To provide elected members with appropriate facilities, equipment, material and information to support them in performing their duties of office.

1.2 Mayor

(1) The Mayor shall, in carrying out the duties and responsibilities of that office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under Section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995:

- (a) The provision of a luxury sedan type motor vehicle with unrestricted use for all official and social duties connected to the office of Mayor and for personal private use. This vehicle will be changed over in accordance with the City's general management of its light vehicles fleet.
- (b) Where the office of Mayor is provided with a vehicle as detailed in (a) above, the costs associated with the Mayor's private use of the vehicle are to be reimbursed by the Mayor.

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

- (c) Membership of the Qantas Club;
- (d) The registration cost or ticket cost of the Mayor and Partner of attending any breakfast, dinner or similar function where invited as the Mayor and representative of the City provided such function does not fall into the category of a conference and training event as defined in clause 4.4 of this policy or is not for election purposes;
- (e) Suitable contemporary office accommodation within the Civic Centre;
- (f) Secretarial services including word processing, photocopying and postage;

- (g) Administrative assistance associated with any Council functions, meetings, publications and the like;
- (h) Access to the Elected Members Lounge and Office refreshments;
- (2) All equipment and facilities subject of this policy are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

1.3 Deputy Mayor and Councillors

- (1) The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of their office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under Section 5.98, 5.98A, 5.99 and 5.99A of the Act:
 - (a) Access to the Elected Member Lounge and refreshments;
 - (b) Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile and telephone facilities;
 - (c) Some secretarial support as resources allow including limited word processing, photocopying, and postage;
 - (d) The registration cost or ticket cost of the Deputy Mayor or Councillor, plus his or her partner, attending any breakfast, dinner or similar function where invited as the Deputy Mayor or Councillor and representative of the City or Ward, provided such function does not fall into the category of a conference and training event as defined in clause 4.4 of this policy or is for election purposes.
- (2) All equipment and facilities subject of this document are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

PART 2 – ISSUE AND RETURN OF COUNCIL EQUIPMENT

2.1 Objective

To enable elected members to be accessible to the community, their colleagues and the City's staff.

2.2 Equipment

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

- (1) laptop computer and all in one printer (The Elected Member to determine whether new or second-hand).
- (2) Router and hub for internet use.
- (3) Elected Member lounge key
- (4) Security Card/Building Access Card and ID Card

- (5) Satchel or briefcase (optional)
- (6) 1 City of Joondalup vehicle licence number plate, selection of numbers 2 to 20 (optional) (See 2.5 below)

This equipment should either be new or in very good condition.

2.3 Documentation

The following documentation will be issued to Elected Members:

- (1) Committee members' booklet
- (2) Community Directory
- (3) Local Government Act 1995 and Regulations
- (4) Local Laws Manual
- (5) Policy Manual
- (6) Code of Conduct
- (7) Western Australian Local Government Association - Elected Member Manual
- (8) Internal Telephone directory
- (9) Planning Scheme text and report
- (10) Budget
- (11) Service Agreement – Elected Members & Information Services Business Unit
- (12) Short Guides produced by the City

2.4 Other Items

The following items will be issued to Elected Members:

- (1) Two name badges for the members, and one name badge for their partners.
- (2) Business cards
- (3) Appropriate stationery
- (4) Street directory
- (5) Elected Member Uniform issue (non -compulsory)
(1 Jacket, 2 Trousers/Skirts and 3 Shirts/Blouses)
- (6) Driz-a-bone Jacket or similar (optional)

Each elected member is entitled to be reimbursed to a maximum amount of \$1,100 (**July 2010**) following every ordinary election at which they were elected, or where an elected member is elected as a result of an extraordinary election, for the purchase of relevant office furniture/equipment to assist them to perform their role as an elected member and to be used for Council related purposes.

The amount allocated for reimbursement will be inflated annually as from 1 July 2008 based on the CPI rate of Australia, and rounded to the nearest \$10.

2.5 Vehicle Licence Number Plate

- (1) Elected Members may have a City of Joondalup vehicle licence number plate fitted to their vehicle for their term of office at the City's cost.
- (2) Vehicle Licence plate numbers 1 and 2 (and variations on this (eg 01; 001; 001)) are reserved for use by the Mayor and deputy Mayor.
- (3) An Elected Member is eligible to transfer the vehicle licence number plate to another vehicle once every two years at the City's cost.
- (4) If the vehicle licence number plate is to be transferred more than once every two years, then the second and subsequent transfer shall be at the cost of the Elected Member. The exception is where there is a change in the office of Deputy Mayor. Where this occurs this is not to be treated as a transfer for those affected members as per above.
- (5) Retiring Elected Members shall return the Council issued vehicle licence number to the City within fourteen (14) days of ceasing to be an Elected Member. Any costs associated with this transfer of the Elected Member's vehicle licence number plate shall be met by the City.
- (6) Where an Elected Member is issued with a vehicle licence number plate as detailed within this policy, that vehicle fitted with the licence number plate shall not have electoral advertising placed on or in the vehicle.

2.6 Return of Equipment Issued

- (1) An Elected Member is entitled to retain, at no charge, equipment, documents and other items issued by Council *with the exception of the following, which cannot be retained:*
 - (a) Any equipment that is less than three years old
 - (b) Equipment leased by Council;
 - (c) Security Card/Building Access Card and ID Card;
 - (d) Elected Member Lounge Key; and
 - (e) City of Joondalup Vehicle Licence Number Plate

PART 3 – PAYMENT OF FEES AND ALLOWANCES

3.1 Objective

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid

3.2 Annual Meeting Attendance Fees

Council will pay the maximum amount within the prescribed legislated limit that may be claimed annually for meeting attendance fees for the Mayor and Councillors.

Payments will be made monthly in arrears.

3.3 Annual Local Government Allowances - Mayor and Deputy Mayor

Council will pay the maximum Annual Local Government Allowance within the prescribed legislated limit that may be paid to the Mayor and Deputy Mayor.

Payments will be made monthly in arrears.

3.4 Telecommunications Allowance

- (1) Council will pay all Elected Members an annual telecommunication allowance to the maximum amount within the prescribed legislated limit.
- (2) The annual telecommunication allowance is for costs relating to telephone usage (including plans/contracts, payments and purchase of fax machines, mobile phones and extra telephone lines) and call costs and consumables associated with that use.
- (3) Any claims by Elected Members for expenses incurred over the maximum annual telecommunication allowance detailed in (1) above are to be submitted on the form provided. (Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit and the additional amounts claimed). Where a member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- (4) In recognition of possible capital costs associated with telecommunications expenses, payment will be made as follows:
 - One third in advance on election, then;
 - monthly in arrears from the commencement of the fifth month of the term of office to the completion of the term.
- (5) Where Elected Members are re-elected to a second or further term of office, they will receive one third of the telecommunications allowance in advance at the commencement of the next term of office, in recognition of the potential need to upgrade associated telecommunications equipment.

3.5 Information Technology Allowance:

- (1) Council will pay all elected members an annual information technology allowance to the maximum amount within the prescribed legislated limit.
- (2) This allowance is in addition to the council provided laptop and printer and is in recognition of costs associated with Internet connection, electronic diaries and the like.

- (3) Any claims by elected members for expenses incurred over the maximum annual **telecommunication information technology** allowance detailed in (1) above are to be submitted on the form provided. (Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit and the additional amounts claimed). Where a member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- (4) Payment will be made as follows:
 - 50% in advance on election, then;
 - 25% at completion of third quarter;
 - 25% on completion of each subsequent quarter during the period of office.
- (5) Where elected members are re-elected to a second or further term of office, they will receive one half of the information technology allowance in advance at the commencement of the next term of office, in recognition of the potential need to upgrade information technology equipment.

3.6 Conditions of Payment

- (1) All allowances and fees shall be paid automatically unless an elected member has advised the CEO in writing that he/she does not want to claim any or part of those fees and allowances.
- (2) If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back paid but accrue from the date of such request.
- (3) The taxation liability arising from these payments is the individual responsibility of each Elected Member.

PART 4 – ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA

4.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the City of Joondalup.

4.2 Statement

Elected Members are encouraged to attend appropriate conferences and training to enable them to be more informed and better able to fulfill their duties of office. In order to support this, the following is provided.

4.3 Annual Conference and Training Expense Allocation

- (1) The following annual conference and training expense allocation shall be made available to Elected Members:

- (a) The Mayor shall be entitled to an annual expense allocation of \$12,600 (**July 2010**), inflated annually from the date the \$10,000 was first set at the CPI rate for Australia on 1 July each year and rounded to the nearest \$100; and
 - (b) All Councillors shall be entitled to an annual expense allocation of \$6,200 (**July 2010**), inflated annually from the date the \$5,000 was first set at the CPI rate for Australia on 1 July each year and rounded to the nearest \$100.
- (2) In addition to the annual expense allocation detailed in clause (1) (a) above, the Mayor shall be entitled to attend the following conferences:
- Annual Western Australian Local Government Association;
 - Annual National Australian Local Government Association;
 - Annual National Congress of the Local Government Managers Australia.
- (3) In addition to the annual expense allocation detailed in clause (1) (b) above, Elected Members shall be entitled to attend the Annual Western Australian Local Government Association conference.

4.4 Definition

In this part, “Conferences and Training” means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of local government and held within Australia.

4.5 Approval

- (1) Subject to Part 5 for overseas travel, Elected Members may attend conferences and training following:
 - (a) approval by the Council through a resolution passed at a Council Meeting; or
 - (b) by informing the CEO in advance of attendance.

4.6 Conferences and Training that may be attended

The conferences and training to which this policy applies shall generally be limited to:

- (1) West Australian Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences;
- (2) Special “one off” conferences called or sponsored by or for the WALGA and/or ALGA on important issues;

- (3) Annual Conferences of the major Professions in Local Government;
- (4) Australian Sister Cities Conferences;
- (5) Municipal Training Service's Councillor Induction Program;
- (6) WALGA Elected Member Training and Development;
- (7) Training relating to the role of elected members; and
- (8) other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of Elected Members, meeting procedures, etc.

4.7 Payment of Conference and Training Costs

- (1) Payment from Conference and Training Allocation

The City will pay Conference or Training costs where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation. Should insufficient funds be available, the Elected Member may meet the difference between the actual cost and the allowance themselves or receive funds from another Elected Member's allowance (see 4.9(7)).

- (2) Booking Arrangements

Registration, travel and accommodation for Elected Members will be arranged through the Office of the Chief Executive Officer with the appropriate City discount for travel and accommodation being provided. In general, all costs including airfares, registration fees and accommodation will be paid direct by the City. The main exception relates to the payment of daily allowances in lieu of accommodation as considered in paragraph 4.7(8).

- (3) Registration

The City will pay all normal registration costs for Elected Members/delegates that are charged by organisers, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Council.

- (4) Accommodation

- (a) The City will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference and training event where this is necessary because of travel and/or the conference and training event timetables which make it impossible to arrive at or return home in normal working hours.

- (b) Where available, accommodation shall normally be booked at the venue.

(5) Conference and Training Travel

- (a) Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members/ delegates to and from the venue/accommodation will be met by the City.
- (b) Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking.
- (c) All air travel within Australia shall be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.
- (d) If accommodation is at the Conference or Training venue or in close proximity, taxis should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the City.
- (e) Where in particular circumstances Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

(6) Reimbursement of Expenses

- (a) An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling.
- (b) Such living costs would include, but are not limited to:
 - taxi fares to and from the airport;
 - taxi fares to and from the venue if the accommodation used is a substantial distance from the venue;
 - meals for the Elected Member;
 - refreshments for the Elected Member; and
 - vehicle hire, petrol and parking.
- (c) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.

- (d) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home.

Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the event; and
- for the cost of travel from the airport directly to the accommodation to be used for the event and also, vice versa, from the accommodation to the airport.

- (e) Where a visit is extended, as discussed in paragraph (d), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the event's accommodation and the airport and vice versa. The Elected Member will be required to pay any greater amount.

- (f) Where an Elected Member does not require paid accommodation for a Conference and Training event because the Elected Member is able to source accommodation from another party (the hosts), the Elected Member is entitled to be reimbursed for meal and refreshment costs provided to the hosts up to the amount that would have been incurred had paid accommodation been used.

- (g) Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than three days, only three days reimbursement can be claimed.

- (7) Cash Advances associated with payment through the reimbursement of expenses

- (a) A cash advance of \$120 per day (**July 2010**) for interstate travel and \$180 per day (**July 2010**) for overseas travel shall be made available for food, drink and incidental expenses that are of a reasonable nature. The cash advances per day above will be inflated annually as from 1 July 2008 based on the CPI rate of Australia, and rounded to the nearest \$10.
- (b) The administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.

- (c) The Cash Advance shall be paid to cover all reasonable incidental expenses associated with the conference attendance such as:
 - (i) hotel/motel charges other than accommodation, such as laundry;
 - (ii) reasonable telephone or facsimile use;
 - (iii) breakfasts, lunches, dinners and other meals not included in the conference registration fee;
 - (iv) any optional activity in a conference program.
 - (e) Documentary evidence in the form of original invoices and receipts must be provided for the acquittal of all advances. All advances must be acquitted within one week of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City.
- (8) Public Service Commission Allowance

Instead of being reimbursed for actual expenses, an Elected Member may receive a fixed allowance as reimbursement for attending a Conference and Training event. This allowance will be the amount identified in the Public Service Award as is specified in legislation.

The allowance will be paid in the following circumstances from the Elected Member's Conference and Training Expense Allocation.

The following is drawn from the Public Service Award.

- (a) When a trip necessitates an overnight stay and the Elected Member is fully responsible for his or her own accommodation, meals and incidental expenses:
 - (i) where hotel or motel accommodation is utilised, reimbursement shall be in accordance with the rates prescribed in Column A, Items (4) to (8) of Schedule I – Travelling, Transfer and Relieving Allowance of the Award; and
 - (ii) where other than hotel or motel accommodation is utilised, reimbursement shall be in accordance with the rates prescribed in Column A, Items (9), (10) or (11) of Schedule I – Travelling, Transfer and Relieving Allowance of the Award.
- (b) When a trip necessitates an overnight stay and accommodation only is provided at no charge to the Elected Member, reimbursement shall be made in accordance with the rates prescribed in Column A, Items 1, 2 or 3 and Items 12, 13 or 14 of Schedule I – Travelling, Transfer and Relieving Allowances of the Award subject to the Elected Member's certification that each meal claimed was actually purchased.

- (c) To calculate reimbursement under (a) and (b) for a part of a day, the following formula shall apply:
- (i) If departure from Joondalup is:
 - before 8:00am – 100% of the daily rate.
 - 8:00am or later but prior to 1:00pm – 90% of the daily rate.
 - 1:00pm or later but prior to 6:00pm – 75% of the daily rate.
 - 6:00pm or later – 50% of the daily rate.
 - (ii) If arrival back at Joondalup is:
 - 8:00am or later but prior to 1:00pm – 10% of the daily rate.
 - 1:00pm or later but prior to 6:00pm – 25% of the daily rate.
 - 6:00pm or later but prior to 11:00pm – 50% of the daily rate.
 - 11:00pm or later – 100% of the daily rate.

Should the allowance not cover the actual costs of attendance, an Elected Member is entitled to be reimbursed the difference between the actual cost and the allowance amount as long as the reimbursement sought accords with 4.7(6) and all of the allowance monies have been used for items that can be reimbursed.

4.8 Elected Member/Delegate Accompanying Person

- (1) Where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/accompanying person and not by the City. The exception to the above being the cost of attending any official event dinner where partners would normally attend.
- (2) An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.
- (3) Where the City meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Council by the Elected Member/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

4.9 Guidelines for Conference and Training Attendance

- (1) Subject to the provisions of clause 4.3 "Annual Conference and Training Expense Allocation" the guidelines detailed in this clause shall apply.

- (2) Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The CEO or Council may however approve attendance by more than two members if a particular purpose or need arises.
- (3) All unspent funds shall be carried forward at the completion of each annual period.
- (4) Following each Ordinary Council election, elected members will forfeit any unspent funds, and commence their annual expense allowance as detailed in Clause 4.3.
- (5) Elected Members will only be registered for conference and training events itemised in this policy, if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the Conference and Training event in the Elected Member's conference and training expense allocation, Council approval must be obtained before attendance if the additional costs are going to be claimed.
- (6) The cost of training that is specifically arranged for attendance by all Elected Members, (eg team-building) shall be paid from a separate allocation for the purpose and not considered as part of, and debited to, the individual Elected Member's allocation referred to in this policy.
- (7)
 - (a) An Elected Member may agree to meet Conference and Training costs for another Elected Member and forfeit the relevant amount from his/her own annual conference and training expense allocation, to enable another Elected Member to attend a Conference and Training event, where that member has insufficient funds remaining in their allocation.
 - (b) In such cases, the Elected Member agreeing to meet those costs shall provide the CEO with a written statement to that effect, signed by both Elected Members and authorising the CEO to initiate necessary arrangements and debit the authorising member's allocation.

PART 5 – ATTENDANCE AT OVERSEAS CONFERENCES

- (1) An Elected Member may, with Council approval, attend an overseas conference. The Council approval must include a specific Council resolution indicating that the conference attendance will be of benefit to the City and the Elected Member and detailing any conditions that may apply.

- (2) An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas Conference or Training in the Elected Member's conference and training expense allocation, Council approval must be obtained before costs are incurred in keeping with 4.9(5) above or the Elected Member agrees to meet the additional costs personally.
- (3) All air travel overseas shall be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.
- (4) Cash advances are payable for overseas conferences (see Section 4.7(7)).

PART 6 - REPORT

Upon attendance at any interstate or overseas Conference or Training event as detailed within this policy, where registration and other associated costs are met by the City of Joondalup, the attending Elected Member is required to prepare a report on their attendance and benefits, to be circulated to all members of the Council.

PART 7 – REIMBURSEMENT OF EXPENSES

7.1 Objective

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

7.2 Child Care

- (1) In accordance with Regulation 31, child care costs will be paid for an Elected Member's attendance at a Council meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.
- (2) Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council related activity and incurs child care costs, such costs may be claimed provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.
- (3) Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.

- (4) Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.
- (5) Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Member's Annual Expense Reimbursement Limit as referred to in clause 7.3 of this policy.

7.3 Travel

- (1) The payment of travel costs is covered under Regulation 31 and 32 of the *Local Government (Administration) Regulations 1996*.
- (2) Travel costs incurred and paid by Elected Members will be reimbursed for:
 - (a) Travel and parking expenses incurred by a member using a private motor vehicle or bicycle to, from and attending:-
 - (i) meetings of the Council or a Committee of the Council and civic or Council related functions;
 - (ii) as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, local government association or industry groups or committees of them;
 - (iii) a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty;
 - (iv) attending social functions where the member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity;
 - (b) The amount payable in respect of travelling expenses shall be paid from the time the Returning Officer has declared a person elected as a Council member.
 - (c) Travel expenses claimed for motor vehicles under this policy are to be calculated in accordance with the rate per kilometre prescribed for the class of vehicle as detailed in the Public Sector Award where the member's vehicle is used.
 - (d) Travel expenses claimed for bicycles under this policy are to be calculated in accordance with the rate of \$0.10 per kilometre.
 - (e) A claim for reimbursement of expenses form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by members to ensure that the transport expense can be verified.

- (3) Where an Elected Member deems it is more appropriate to attend a Council related commitment without a motor vehicle or bicycle, a taxi may be used and the costs incurred claimed.
- (4) Should an Elected Member travel by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with (2) above.

7.4 Other Specified Expenses

- (1) Outside of child care and travel costs an Annual Reimbursement Limit of \$1,030 shall be available to Elected Members for reimbursement of costs incurred as a result of performing their duties as an Elected Member.

The amount allocated for reimbursement of other specified expenses will be inflated annually as from 1 July 2008, based on the CPI rate of Australia, and rounded to the nearest \$10.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual expense period. When a member reaches the limit, all claims for reimbursement shall be referred to the Council for approval. All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.

- (2) Original invoices and receipts are required for audit purposes and to enable GST to be claimed. Where a GST refund is received it will be credited to the Elected Members Expense Reimbursement record.

7.5 Time Limit on Claims and Approval Process

Members electing to receive reimbursement of expenses in accordance with the provisions of this policy should submit the appropriate claim form to the CEO, together with supporting documentation, within two calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the annual financial statements.

Amendments:	CJ422-12/01, CJ121-06/02, C212-09/03, CJ206-10/05, CJ007-02/07, CJ207-10/07, CJ052-04/08, CJ007-02/09, C29-06/10, CJ094-06/10, CJ174-10/10
Related Documentation:	Delegated Authority Manual Local Government Act 1995
Issued:	October 2010