

minutes

Policy Committee

MEETING HELD ON **Monday, 7 May 2012**

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CITY OF JOONDALUP

MINUTES OF THE POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY, 7 MAY 2012.

ATTENDANCE

Committee Members:

Cr Liam Gobbert *Deputy Presiding Member*
Mayor Troy Pickard
Cr Kerry Hollywood
Cr Philippa Taylor
Cr Teresa Ritchie *Arrived at 6.15pm*

Officers:

Mr Jamie Parry Director Governance and Strategy
Mr Mike Tidy Director Corporate Services
Ms Dale Page Director Planning and Community Development
Mr John Humphreys Manager Planning Services
Mr Brad Sillence Manager Governance and Marketing

DECLARATION OF OPENING

The Deputy Presiding Member declared the meeting open at 6.05pm.

APOLOGIES/LEAVE OF ABSENCE

Cr John Chester

Leave of Absence previously approved

Cr Brian Corr 4 May - 23 May 2012 inclusive
Cr Mike Norman 5 May - 12 May 2012 and 3 June to 8 June 2012 inclusive
Cr Liam Gobbert 22 May - 27 May 2012 inclusive and 12 July -
29 July 2012 inclusive
Cr Teresa Ritchie 20 May - 26 May 2012 inclusive
Cr Christine Hamilton-Prime 1 June - 30 June 2012 inclusive

CONFIRMATION OF MINUTES

MINUTES OF THE POLICY COMMITTEE HELD ON 6 FEBRUARY 2012

MOVED Cr Hollywood, **SECONDED** Cr Taylor that the minutes of the meeting of the Policy Committee held on 6 February 2012 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Cr Gobbert, Mayor Pickard, Crs Hollywood and Taylor

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 SOLAR PANELS ON RESIDENTIAL DWELLINGS****WARD:** All**RESPONSIBLE
DIRECTOR:** Ms Dale Page
Planning and Community Development**FILE NUMBER:** 21452, 101515, 09717**ATTACHMENTS:** Attachment 1 Small Scale Renewable Energy Systems Policy**PURPOSE**

The purpose of this report is to advise the Policy Committee of the existing provisions regarding the location of solar panels on residential dwellings.

EXECUTIVE SUMMARY

At the Policy Committee meeting held on 29 November 2011, a request was made for a report on the need for a policy in relation to the placement of solar panels on dwellings.

Guidance on the location of solar panels on dwellings is currently provided through the Residential Design Codes (R-Codes) and the City's Small Scale Renewable Energy Systems policy.

The R-Codes permit solar panels as of right on residential dwellings, requiring them to be located so as to maximise the efficiency of the units.

The guidance provided through the R-Codes and the City's policy is considered to be appropriate and therefore it is not recommended that a separate policy be developed.

BACKGROUND/ DETAILS

Council, at its meeting held on 15 March 2011, resolved to adopt the Small Scale Renewable Energy Systems Policy. This policy provides criteria for the development of small scale renewable energy systems which includes solar energy and wind energy systems.

The policy also clarifies that planning approval is not required for solar energy system installation where it is installed on a dwelling in a residential zone.

At the Policy Committee meeting held on 29 November 2011, the following request was made:

"... a report in relation to the placement of solar electric panels on rooves of residences. Currently there is no policy in place that would determine the best place for the positioning of such panels."

Clause A5.1 of the R-Codes states:

“The location of solar collectors attached to or emerging from buildings is permitted as of right as primacy must be given to maximising the efficiency of these units.”

Issues and options considered:

Part 5 of the R-Codes specifies which provisions of the R-Codes may be varied or replaced or by a Local Planning Policy. Clause A5.1 is not a clause that can be modified by a Local Planning Policy.

Despite the above, with the approval of the Western Australian Planning Commission (WAPC), any acceptable development provisions within the R-Codes can be varied by a Local Planning Policy where it can be demonstrated that there is a specific need to a *particular region* that warrants such a variation.

Council has the option to:

- Request the preparation of a Local Planning Policy on the location of solar panels on residential dwellings, and obtain the approval of the WAPC by demonstrating that the City of Joondalup has a specific need to warrant the variation to the provisions of the R-Codes.
- Retain the existing R-Code provisions in regard to the location of solar panels on residential dwellings.

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 a Local Planning Policy that relate to any planning and development matter within the Scheme area.

Clause 5.3 of the R-Codes specifies which provisions of the R-codes may be varied or replaced or replaced by a Local Planning Policy.

Strategic Plan

Key Focus Area: The Built Environment.

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

Policy:

City Policy – Small Scale Renewable Energy Systems.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

The City's Small Scale Renewable Energy Systems Policy provides clear guidelines on approvals and acceptable development provisions for solar energy and wind energy systems, and the 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.

Notwithstanding the anticipated difficulty in obtaining the WAPC approval for a Local Planning Policy on solar panels, it may be perceived by the community that any restrictions on solar panels would be a negative move, given concerns in regard to climate change and increasing energy costs.

Consultation:

Should Council wish to initiate a draft policy for the purpose of public advertising, Clause 8.11 of DPS2 requires any amendment to a policy to be advertised for public comment, for a period of not less than 21 days. This includes a notice published once a week for two consecutive weeks in the local newspaper.

The above consultation would only take place in the event that the WAPC approved the draft Local Planning Policy in accordance with the provisions of the R-Codes.

COMMENT

The R-Codes permit solar panels as of right on residential dwellings in order to maximise the efficiency of the units. This allows solar panels to be located in the most appropriate position to be effective.

Clause 5.2 of the R-Codes, states that any local planning policy developed by the City that affects residential development is to be consistent with the R-Codes and may not provide for a greater or lesser requirement than the codes unless expressly permitted under the codes.

It is anticipated that approval from the WAPC for a Local Planning Policy on solar panels would not be forthcoming as it would be difficult to argue why the City of Joondalup is sufficiently different from the rest of the metropolitan region to warrant a variation to the solar panel provisions on the R-Codes.

Both the R-Codes and the City's Small Scale Renewable Energy Systems Policy indicate the solar panels should preferably be located so as not to detract from the building or impose on the streetscape. That said the most appropriate location for solar panels, to maximise efficiency, is in the north facing portion of the property and this often results in solar panels being located within the front setback area or on the front of the dwelling.

It is considered that the R-Codes and the City's Small Scale Renewable Energy Systems Policy provides sufficient guidance for the purpose of assessing development and advising landowners of development requirements for solar panels (and other small scale renewable energy systems) within residential areas.

The development of a policy containing additional provisions would be contrary to clause 5.2 of the R-Codes. On this basis it is recommended that a separate policy not be developed for the purpose of guiding the location of solar panels on dwellings.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Hollywood, **SECONDED** Mayor Pickard that the Policy Committee recommends that Council:

- 1** **NOTES** the information regarding the location of solar panels on residential dwellings contained within this Report; and

- 2** **DOES NOT** progress with the development of a Solar Panels on Residential Policy in view of the provision within the Residential Design Codes and the City's Small Scale Renewable Energy Systems Policy.

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Cr Gobbert, Mayor Pickard, Crs Hollywood and Taylor

Appendix1 refers

To access this attachment on electronic document, click here: [Attach1agnPolicy070512.pdf](#)

ITEM 2 CUBBY HOUSES POLICY

WARD:	All
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Community Development
FILE NUMBER:	74619
ATTACHMENTS:	Attachment 1 Cubby Houses Policy (amended)

PURPOSE

To consider an amendment to the Cubby Houses Policy to provide additional clarity.

EXECUTIVE SUMMARY

The Cubby Houses Policy has been operating since its adoption by Council at its meeting held on 17 February 2009 (CJ007-02/09 refers). The operation of the Cubby Houses Policy has been reviewed, and is generally considered to be operating well.

However, the policy does not include any provisions to assess visual privacy where a cubby house floor level is raised more than 500mm above natural ground level. The policy is proposed to be amended to include a setback distance of 4.5m to openings where the cubby house is more than 500mm above natural ground level.

It is recommended that the Policy Committee recommend to Council that the proposed amendment to the Cubby Houses Policy be advertised for public comment.

BACKGROUND

Council at its meeting held on 17 February 2009 (CJ007-02/09 refers) adopted the Cubby Houses Policy. The policy was prepared to provide guidance on the acceptable standards for the erection of cubby houses, as well as to clarify when cubby houses require planning approval.

DETAILS

The current policy does not include any provisions to address visual privacy where cubby house floor levels are raised more than 500mm above natural ground level. Currently, the only way to assess visual privacy is through the R-Codes which were designed for normal dwellings and not cubby houses.

The policy is proposed to be modified to include the following wording:

For cubby houses with a floor level of more than 500mm above natural ground level, openings or balconies shall be setback 4.5 metres from the boundary, or screened in accordance with the Residential Design Codes.

The policy is also proposed to be updated by replacing the term 'Building Licence' with 'Building Permit' in accordance with the new *Building Act 2011*.

Issues and options considered:

Council has the option to:

- Retain the policy without modification; or
- Modify the policy to provide additional clarity.

Legislation/Strategic Plan/Policy Implications**Legislation**

Clause 8.11 of DPS2 enables Council to prepare, amend and add to local planning policies that relate to any planning and development matter within the Scheme area.

Strategic Plan

Key Focus Area: The Built Environment.

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

Policy City Policy – Cubby Houses.

Risk Management considerations:

Not Applicable.

Financial/Budget Implications:

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

Regional Significance:

Not Applicable.

Sustainability implications:

Not Applicable.

Consultation:

Clause 8.11 of DPS2 requires a new policy or amendment to a policy to be advertised for public comment for a period of 21 days. The proposed amendment would be advertised as follows:

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

COMMENT

Issues can arise with cubby houses when they are elevated above natural ground level and therefore have the potential to overlook adjoining properties. It is therefore proposed to include a setback distance of 4.5 metres for cubby house floor levels which are raised more than 500mm above natural ground level, or as an alternative, screen the openings of the cubby house (windows and balconies) in accordance with the Residential Design Codes.

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

Format Modification

To update the policy in line with the current review of the policy manual, a number of formatting and wording improvements are also proposed. These proposed modifications are highlighted in red underlined (additions) and red strikethrough (deletions) in Attachment 1.

A review of the operation of the Cubby Houses Policy has indicated that the policy is operating well, however, increased clarity as outlined above will assist the City in the determination of applications. It is recommended that the Policy Committee support the proposed modifications.

VOTING REQUIREMENTS

Simple Majority.

MOVED Mayor Pickard, SECONDED Cr Hollywood that the Policy Committee RECOMMENDS that Council:

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

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Cr Gobbert, Mayor Pickard, Crs Hollywood and Taylor

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2agnPolicy070512.pdf](#)

ITEM 3 TELECOMMUNICATIONS FACILITIES POLICY REVIEW

WARD:	All
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Community Development
FILE NUMBER:	101289, 101515
ATTACHMENTS:	Attachment 1 Telecommunications Facilities Policy (amended)

PURPOSE

The purpose of this report is to consider amendments to the *Telecommunications Facilities Policy* to provide clarity with respect to the policy statement.

EXECUTIVE SUMMARY

Council, at its meeting held on 22 November 2011, resolved that a report be prepared on a review of the policy to provide greater clarity with respect to the definition of the term 'vicinity' (item CJ204-11/11 refers).

It is considered the way to clarify the term 'vicinity' would be to specify a distance that telecommunications facilities must be from sensitive land uses (for example, schools, hospitals, residential areas). However, specifying a particular buffer distance around proposed telecommunications facilities may hinder rather than assist Council in making appropriate decisions in regard to these proposals, as it would reduce Council's ability to consider the site specific circumstances or characteristics of a particular proposal.

The Western Australian State Administrative Tribunal has previously upheld review requests where local governments have refused an application where their respective planning policy relating to telecommunication facilities has stipulated a buffer distance from sensitive areas and this buffer distance has been used as a reason for refusal.

It is recommended that the policy be amended to provide additional factors to consider when making a determination, in the details section of the policy. Other modifications are proposed in line with the current review of the policy manual including a number of formatting and wording improvements, and an amendment to the title of the policy. It is recommended that the Policy Committee recommend that Council supports the proposed amendments to the policy to allow it to be advertised for public comment.

BACKGROUND

The *Telecommunication Facilities Policy* has been in operation since October 2002 when it replaced a moratorium on the installation of telecommunications facilities throughout the City of Joondalup. Since then, the policy has been reviewed on two occasions and is generally considered to be satisfactory in outlining the City's approach to the assessment of applications for the installation of telecommunication facilities.

The applicable part of the current policy statement reads as follows:

Wherever practicable, the City does not support the installation of telecommunication facilities, in the vicinity of schools, childcare establishments, hospitals and general residential areas. The City will take into consideration the comments of the local community, if required to consider a Development Application for telecommunications facilities.

Currently, 13 telecommunication facilities are located within 100m of sensitive sites such as schools, childcare establishments, hospitals and general residential areas within the City. In recent months, the City has received three development applications for telecommunication facilities.

Council, at its meeting of 22 November 2011 (item CJ204-11/11 refers), resolved to advise the Western Australian Planning Commission (WAPC) that it did not support an application for planning approval for a telecommunications facility at the Greenwood train station car park, Greenwood, as it was considered that the location of the proposed facility was not consistent with the policy, due to its proximity to a school site.

The WAPC granted conditional approval to commence development. In this instance, the proposed facility was approximately 135 metres from a school site boundary and 200 metres from the nearest school building.

As part of its November resolution, Council also resolved as follows:

“REQUESTS that a report be prepared for the Policy Committee on a review of City Policy – Telecommunications Facilities, to provide greater clarity with respect to the definition of the term ‘vicinity’”.

At the same November meeting, Council resolved to advise the WAPC that it supported an application for planning approval for a telecommunications facility at the Currumbine train station car park, Currumbine. In this instance, the proposed facility was approximately 80 metres from the nearest residential lot.

Council, at its meeting of 21 February 2012 (item CJ005-02/12 refers), resolved to refuse a development application for a telecommunication facility at 160 Dampier Park, Kallaroo, for the following reasons:

“The proposed development will adversely impact on the amenity of surrounding residents and the locality, as people will suffer reduced enjoyment of their homes, recreation ground(s), place(s) of worship and the like due to ongoing concerns about the potential (health) impacts of the development;

The proposed tower is considered to be visually obtrusive and will adversely impact on the amenity of surrounding residents.”

The proposed telecommunication facility at Dampier Park was a minimum of approximately 75 metres from the nearest residential lot.

DETAILS

A planning application received by the City for telecommunication facilities is assessed having regard to the relevant local planning policy for guidance, in addition to the WAPC No. 5.2 - *Telecommunications Infrastructure* (SPP 5.2).

Radio frequency electromagnetic emissions (EME) from telecommunication facilities and the potential health impacts are not necessarily a planning concern as these matters are covered by Federal legislation however, it is noted that the perceived impact of the effects of EME on residents has the ability to impact on amenity. EME exposure limits are set by the Australian Communications and Media Authority (ACMA) in accordance with the maximum EME levels determined by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

The siting and consultation requirements for telecommunication facilities are prescribed by the *Telecommunications Act 1997* and its subordinate legislation, the *Telecommunications (Low Impact Facilities) Determination 1997 (amended 1999)* and the *Telecommunications Code of Practice 1997*. Furthermore, the Australian Communications Industry Forum (ACIF) Code supplements the requirements already imposed under the existing legislation.

Australian Government advice on siting of telecommunication facilities

The ACMA provides the following information in relation to the siting of telecommunication facilities:

Regulations to protect the public from RF EME exposure from telecommunications facilities established by the Australian Communications and Media Authority (ACMA) do not set any distance requirements between the facility and other land uses such as residences, schools or hospitals. Similarly, the ACIF Code does not specify arbitrary distances at which infrastructure must be sited from community sensitive locations, because arbitrary distances do not necessarily reflect a precautionary approach.

In fact, infrastructure sited further from a community sensitive area may need to operate at a higher power and may result in higher EME exposures in that sensitive area. Furthermore, it must be remembered that evidence gathered by ARPANSA confirms that exposure levels in public areas are typically hundreds or thousands of times less than the exposure limit set by ACMA.

WAPC Statement of Planning Policy No. 5.2 - Telecommunications Infrastructure (SPP 5.2)

The WAPC SPP 5.2 requires telecommunication facilities to be located and designed so as to cause minimal visual impact. SPP 5.2 does not stipulate a buffer distance for telecommunication facilities from sensitive areas.

The SPP 5.2 Guidelines for the Location, Siting and Design of Telecommunication Infrastructure state:

Particular care should be taken in the design of facilities near certain land uses such as childcare centres, schools and aged persons' accommodation to minimise visual intrusion and community concern regarding electromagnetic emissions.

Western Australian State Administrative Tribunal determinations on telecommunication facilities

The Western Australian State Administrative Tribunal (SAT) in determining requests for review against Local Government decisions on development applications for telecommunication facilities have regard to the potential impact on the amenity of locality. The SAT has previously upheld review requests where local governments have refused an application based on proximity to sensitive land uses.

In *Taylor and City of Swan [2003] WATPAT 33*, where the relevant telecommunication facility policy required a telecommunication facility to be a minimum of 200 metres from a dwelling, WATPAT (now the SAT) determined that an exclusion area in relation to a sensitive land use such as a residential dwelling was not relevant, in that the impact of a particular proposal on the amenity of the locality should be the determining factor, not the location of the proposed facility within a particular exclusion area. This is explained in the following excerpt from the reasons for deciding on the appeal:

No evidence was led to establish the rationale from any field of discipline to show the basis for such a figure. Without such direct evidence it can be seen to be arbitrary and in any event Council, as a policy, has a discretion in order to deal with the particular of each development application.

In a similar case, the SAT decided to grant development approval for a proposed 40 metre high telecommunications facility which had been refused by the City of Wanneroo. In *Telstra Corporation Limited and City of Wanneroo [2011] WASAT 77*, the SAT referred to SPP 5.2 in deciding to approve the telecommunication facility 50 metres from the nearest residential development. The relevant local council policy in this instance requires an exclusion zone of 500 metres from the nearest residential land use from a telecommunications facility. The SAT in this instance found that the proposed facility would be a desirable and important addition to the telecommunications network in the area and formed the opinion that the overall impact of the facility on the locality was not so significant as to outweigh the benefits that would result from reliable telecommunication services in the area as quoted:

The Tribunal has found no reference to EMEs in the Base Stations Policy.

The Base Stations Policy does not include any explanation of the need for a 500 metre separation distance but the distance would ensure the minimal visual impact required by cl 2.1.2 of the policy.

The Tribunal has formed the view that if there is a requirement that a facility be provided for the service area then consideration can be given to a reduced setback from the residences in the service area.

Electromagnetic Emissions and health impacts

The main community concern is the adverse long term health risk associated with telecommunication facilities as a result of EME. It is a mandatory requirement for all telecommunications carriers to comply with the Australian Safety Standards set by the Australian Communication and Media Authority and the electromagnetic emission limits established by the Australian Radiation Protection and Nuclear Safety Agency.

The Australian Radiation Protection and Nuclear Safety Agency explains that mobile phone base stations and telecommunications towers produce weak radiofrequency electromagnetic energy exposure levels which pose little risk to health:

The weight of national and international scientific opinion is that there is no substantiated evidence that RF emissions associated with living near a mobile phone base station or telecommunications tower poses a health risk. Levels of RF EME from mobile phone base stations are well below the limits specified by the Australian Communications and Media Authority (ACMA). In fact, surveys conducted by ARPANSA have found typical exposure levels from mobile phone base stations to be hundreds and sometimes thousands of times below the regulated limit.

However, the City recognises that the perceived impact of EME from telecommunications facilities has the ability to reduce the amenity of people living in close proximity to them. It is considered that the current policy addresses these concerns by guiding Council, in determining an application, to having regard to comments and concerns of the local community.

Issues and options considered:

Council has the option to:

- Retain the policy without modification; or
- Modify the policy to provide additional clarity by including additional factors to consider when making a determination; or
- Modify the policy to provide additional clarity to the term 'vicinity' by specifying a particular distance from the telecommunication facility to sensitive land uses.

Legislation/Strategic Plan/Policy Implications:

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

Strategic Plan

Key Focus Area: The Built Environment.

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

Policy: Telecommunications Facilities.

Risk Management Considerations:

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

Financial/Budget Implications:

No costs are associated with the policy remaining in its current form. In the event that a modification is proposed, costs associated with advertising the amended policy in the local newspaper and notice of any final adoption of the amended policy, will be approximately \$810.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Clause 8.11 of DPS2 requires a new policy or amendment to a policy to be advertised for public comment for a period of 21 days. The proposed amendment would be advertised as follows:

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

COMMENT

It is considered that the term 'vicinity' is used in the policy to describe an area in close proximity to a proposed telecommunication facility. The term affords Council the discretion to determine individual applications based on the site specific circumstances, context and characteristics of the proposal. In the context of the *Telecommunications Facilities Policy*, the term enables discretion to be used in determining proximity of a proposed facility to sensitive sites such as schools, childcare establishments, hospitals and general residential areas.

Having regard to the above information, it is evident that the use of a specific buffer distance to sensitive areas is problematic. A buffer distance may lead to an impression areas within the buffer area would be hazardous or result in a greater level of impact on visual amenity, which may not be the case. This may result in reducing the amenity of residents within the buffer area as it could create a perception that EME levels within the buffer area may be harmful. Conversely, Council may wish to refuse an application where the closest sensitive land use falls outside of the buffer area, and having a buffer distance in the policy may lead to an impression that the application cannot be refused.

Whilst including a specific buffer distance between sensitive land uses such as schools, child care establishments, hospitals and general residential areas and telecommunication facilities would clarify what is considered to be the 'vicinity', it is unlikely that there can be any definitive evidence on which to base that distance, be it visual amenity or potential exposure to EME. Numerous factors can change the impact a telecommunication facility will have on sensitive areas including, the topography of the site and surrounding area, the size, height and type of the proposed facility, the location and density of surrounding vegetation, and the nature and density of adjacent development. These factors should be considered in making a determination on an application rather than whether or not the telecommunication facility falls within a designated buffer area.

On this basis, it is not considered appropriate to specify a buffer distance from proposed telecommunications facilities to potentially sensitive land uses. However, providing additional factors to consider in making a determination, as outlined above, in the Details section of the policy, will assist Council in the determination of applications. It is recommended that the Policy Committee support the proposed modifications. The proposed modifications are highlighted in the attached policy.

Format Modification

To update the policy in line with the current review of the policy manual, a number of formatting and wording improvements are proposed, including amending the title of the policy. These proposed modifications do not change the intent or requirements of the policy. These proposed modifications are highlighted in red underlined (additions) and red strikethrough (deletions) in Attachment 1.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That the Policy Committee recommends that Council:

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

Cr Ritchie arrived at the meeting at 6.15pm.

MOVED Mayor Pickard, SECONDED Cr Ritchie that the Policy Committee recommends that Council:

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

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Cr Gobbert, Mayor Pickard, Crs Hollywood, Ritchie and Taylor

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3agnPolicy070512.pdf](#)

ITEM 4 REVIEW OF POLICY MANUAL

WARD: All

RESPONSIBLE DIRECTOR: Mr Jamie Parry
Governance and Strategy

FILE NUMBER: 26176, 101515

ATTACHMENTS:

Attachment 1	Standard template for City and Council Policies
Attachment 2	List of current Policies with comments identifying issues specific to each
Attachment 3	Timetable for review of remaining policies (2012)
Attachments 4 – 29	Amended Policies

PURPOSE

To re-present the outcomes the recent review of the City of Joondalup *Policy Manual*, following a decision to defer the item at the February 2012 Policy Committee meeting.

EXECUTIVE SUMMARY

This report is being re-presented to the Policy Committee after the Committee's decision to defer the item at its February 2012 meeting (item CJ032-03/12 refers).

In accordance with good governance practices, regular reviews of the City's policies are required to ensure their continued relevance and applicability.

It has been six years since the last major review of the City's *Policy Manual* and as such, it was considered timely that a thorough review process be pursued in 2011. This process is now complete and has resulted in the development of a standard policy template and the identification of various minor and major amendments to existing City and Council Policies.

Following the Committee's consideration of the standard policy template at its February 2012 meeting, this report re-presents to the Policy Committee a list of minor amendments to existing policies and a schedule for review of policies requiring further major amendments, which are yet to be comprehensively considered.

Composite reports relating to the current group of reviewed policies that require major amendments are presented concurrently with this report.

It is recommended that the Policy Committee RECOMMENDS that Council ADOPTS the amended policies.

BACKGROUND

At its meeting on 6 February 2012, the Policy Committee was presented with a report outlining the outcomes of a Policy Manual review process undertaken throughout 2011. In light of the significant number of reports presented at this meeting, the Committee made a decision to defer the item until its May 2012 meeting. As such, this report re-presents the outcomes of this process to the Policy Committee for its consideration.

In 2011, the City undertook a comprehensive review of the City of Joondalup *Policy Manual*. A complete review of the Manual was last carried out in 2005 (item CJ206–10/05 refers). Reviews of individual policies have, however, been conducted since this time on an ‘as required’ basis.

The City's *Policy Manual* categorises policies into City and Council. City Policies are those which are developed for administrative and operational imperatives and have an internal focus. Council Policies are those which set governing principles and guide the direction of the organisation to align with community values and aspirations.

All policies are considered by the Policy Committee and endorsed by Council. Amongst the Council Policies are local planning policies that are developed in accordance with the *City of Joondalup District Planning Scheme No. 2* and are therefore subject to a specific process for their development and endorsement.

DETAILS

The intention of this review was to assess the *Policy Manual* as a whole, rather than conducting independent reviews of discrete policies. In doing so, the following broad issues were identified:

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

In order to address the first of these issues (consistency), the City has developed a standard template for City and Council Policies, of which Council subsequently noted at its March 2012 meeting (item CJ032-03/12 refers). The template is again provided as Attachment 1 to support consideration of all minor policy amendment reviews listed within this report. In reiteration of the previous report to the Policy Committee, it should be noted that this template suggests the removal of the heading ‘Sustainability Statement’ which currently exists in 10 of the 74 City and Council Policies. It is suggested that this heading be removed for the purposes of consistency across all policies as well as to enhance readability by collapsing the ‘Statement’ and ‘Sustainability Statement’ sections under the same heading. The removal of the ‘Sustainability Statement’ heading is not intended to diminish the environmental, social and/or economic impact of these policies, as indeed, all City and Council policies are intended to preserve or enhance the sustainability of the City. Rather, for policies that specifically address the overall objectives of sustainability, such detail should be contained under the overall ‘Statement’.

In addressing the remainder of the above issues, the City has developed a table listing all current City and Council policies (including local planning policies). This includes comments specific to each policy, identifying, in detail, the issues noted above. This is provided as Attachment 2.

Issues and Options Considered:

As a result of this review, the City has categorised all of its current policies into two groups:

- 1 Policies requiring only minor amendments (language, style, formatting etc.).
- 2 Policies requiring major amendments.

Minor Amendments

Included in the first of these groups (i.e. policies requiring only minor amendments or changes to reflect legislative amendments) are as follows:

- *Access and Equity Policy*
- *Burning on Private Property Policy*
- *Cash-in-Lieu of Car Parking Policy*
- *Centres Strategy*
- *Child Care Centres Policy*
- *Coastal Limestone Hazards Policy (**listed in previous report as requiring major amendments, but re-evaluated as a minor review**)*
- *Community Consultation and Engagement Policy*
- *Dedicated Car Parking for Seniors and Parents with Prams*
- *Environmentally Sustainable Buildings in the City of Joondalup Policy (*suggested new name* — *Environmentally Sustainable Design Policy*)*
- *Environmentally Sustainable Buildings Policy (*suggested new name* — *Environmentally Sustainable Design for City Buildings Policy*)*
- *Freeman of the City of Joondalup Policy*
- *Height of Buildings Within the Coastal Area (Non-Residential Zones) Policy*
- *Joondalup City Centre Car Parking for Commercial Development (*suggested new name* — *Car Parking for Commercial Development (Joondalup City Centre) Policy*)*
- *Memorials in Public Reserves Policy*
- *Naming of Public Facilities Policy*
- *Notification of Approved Commercial Development Policy*
- *Payment of Rates and Charges Policy*
- *Records Management Policy*
- *Recovery of Costs Awarded to the City Policy*
- *Requests for Sale of Public Open Space Reserves Policy*

- *Satellite Dishes, Aerials and Radio Equipment Policy*
- *Small Scale Renewable Energy Systems Policy*
- *Specified Area Rates Policy* (*suggested new name* — *Specified Area Rating Policy*)
- *Statement on Circuses Policy* (*suggested new name* *Circuses Policy*)
- *Streetlight Shading Policy*
- *Vandalism to Vegetation on Land Owned or Managed by the City Policy*

Minor amendments have been made to these policies and these have been provided as Attachments 4–29, including suggested changes to the name of the policy where the current name was deemed inappropriate or not reflective of the purpose of the policy.

Note that 12 of the above policies are local planning policies (prepared in accordance with Clause 8.11 of *City of Joondalup District Planning Scheme No. 2*), namely:

- *Cash-in-Lieu of Car Parking Policy*
- *Centres Strategy*
- *Child Care Centres Policy*
- *Environmentally Sustainable Buildings in the City of Joondalup Policy* (*suggested new name* — *Environmentally Sustainable Design Policy*)
- *Height of Buildings Within the Coastal Area (Non-Residential Zones) Policy*
- *Joondalup City Centre Car Parking for Commercial Development* (*suggested new name* — *Car Parking for Commercial Development (Joondalup City Centre) Policy*)
- *Notification of Approved Commercial Development Policy*
- *Requests for Sale of Public Open Space Reserves Policy*
- *Satellite Dishes, Aerials and Radio Equipment Policy*
- *Small Scale Renewable Energy Systems Policy*

For these policies, a consultation process will need to be carried out in accordance with Clause 8.11 of the *City of Joondalup District Planning Scheme No. 2*, regardless of the extent of the amendment, due to the wording of the clause, namely that “*any amendment or addition to a Policy shall follow the procedures set out in (a)–(e)*”. It is therefore recommended that these be advertised simultaneously to more efficiently complete the amendment process.

Major Amendments

For the second group of policies (i.e. those identified as requiring major amendments); a timetable for review has been developed and provided at Attachment 3, outlining the Policy Committee Meetings in 2012 in which each policy will be presented. At the February Policy Committee Meeting, the following major policy reviews were considered:

- *Elected Members Allowances Policy*
- *Elected Members – General Policy*
- *Communications Policy*

- *Signs Policy*
- *Financial Planning — Strategic Matters Policy (Repealed)*
- *Review and Development of Policies Policy (Repealed)*

Since the February Policy Committee meeting, the timetable for review has been revised to bring forward less complex policy amendments, as several policies stated in the original schedule have demanded more time to complete. As such, in accordance with the revised Attachment 3, the following policies will be presented concurrently within separate reports:

- *Community Funding Policy*
- *Cubby Houses Policy*
- *Disposal of Surplus Assets (Minor) Policy (*suggested new name* — Disposal of Minor Surplus Assets)*
- *Employment Policy (*moved forward from timetable and suggested new name* — Payments to Employees in Addition to a Contract or Award Policy)*
- *Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy*
- *Pedestrian Accessways Policy*
- *Resident/Visitor Parking Permits for Joondalup City Centre*
- *Stormwater Drainage Policy*
- *Subdivision and Development Adjoining Areas of Public Space Policy*
- *Telecommunications Policy*
- *Uniform Fencing — Subdivision Policy*

Legislation / Strategic Plan / Policy Implications:

Legislation:

This report refers to various City and Council policies (including local planning policies), some of which relate to State and Federal legislation. Such legislation is detailed on each individual policy in the 'Related Documentation' section.

Strategic Plan:

Key Focus Area: Leadership and Governance.

Objective: 1.3 To lead and manage the City effectively.

Policy:

This report refers to the City of Joondalup *Policy Manual* in its entirety.

Risk Management Considerations:

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

Financial / Budget Implications:

Minor advertising costs will be associated with fulfilling the consultation requirements for amending identified local planning policies. This is not anticipated to exceed \$2,000.

Regional Significance:

Not Applicable.

Sustainability Implications:

A number of Council and City Policies have been developed to provide policy direction for the sustainable management of the City's activities and services. It is important to ensure that these policies remain relevant and consistent with best practice through regular review processes.

Consultation:

In accordance with Clause 8.11 of the *City of Joondalup District Planning Scheme No. 2*, local planning policies are required to be made available for public comment for a period of 21 days (regardless of the extent of their amendments). It is therefore recommended that the 12 amended local planning policies (identified in the 'Issues and Options Considered' section above) be advertised simultaneously.

With regard to the remainder of the amended policies, it is not recommended that these be advertised for public comment, as these policies have only received minor amendments (i.e.: language, style and formatting).

(Note: For the policies identified for separate review, the issue of consultation can be dealt with on a case-by-case basis as each policy is presented to the Policy Committee.)

COMMENT

This review of the *Policy Manual* has been comprehensive in addressing the issues of consistency, relevance, duplication and the operational nature of some of the policies. The City is confident that the policies provided as Attachments 4-29 require only minor amendments at this stage and can be recommended for adoption by Council.

VOTING REQUIREMENTS

Simple Majority.

The Director Governance and Strategy advised the Committee that the following policy reviews were to be withdrawn given the Council's decision in April 2012 to progress the Local Commercial Strategy and Joondalup City Centre Structure Plan:

- *Centres Strategy;*
- *Car Parking for Commercial Development (Joondalup City Centre) Policy.*

OFFICER'S RECOMMENDATION

That the Policy Committee recommends that Council:

- 1 ADOPTS the following amended Policies:
 - 1.1 *Access and Equity Policy* provided as Attachment 4 to this Report;
 - 1.2 *Burning on Private Property Policy* provided as Attachment 5 to this Report;
 - 1.3 *Cash-in-Lieu of Car Parking Policy* for advertising provided as Attachment 6 to this Report;
 - 1.4 *Centres Strategy* for advertising provided as Attachment 7 to this Report;
 - 1.5 *Child Care Centres Policy* for advertising provided as Attachment 8 to this Report;
 - 1.6 *Coastal Limestone Hazards Policy* provided as Attachment 9 to this Report;
 - 1.7 *Community Consultation and Engagement Policy* provided as Attachment 10 to this Report;
 - 1.8 *Dedicated Car Parking for Seniors and Parents with Prams* provided as Attachment 11 to this Report;
 - 1.9 *Environmentally Sustainable Design Policy* for advertising provided as Attachment 12 to this Report to this Report;
 - 1.10 *Environmentally Sustainable Design for City Buildings Policy* provided as Attachment 13 to this Report;
 - 1.11 *Freeman of the City of Joondalup Policy* provided as Attachment 14 to this Report;
 - 1.12 *Height of Buildings within the Coastal Area (Non-Residential Zones Policy* for advertising provided as Attachment 15 to this Report;
 - 1.13 *Car Parking for Commercial Development (Joondalup City Centre) Policy* for advertising provided as Attachment 16 to this Report;
 - 1.14 *Memorials in Public Reserves Policy* provided as Attachment 17 to this Report;
 - 1.15 *Naming of Public Facilities Policy* provided as Attachment 18 to this Report subject to replacing 'Chief Executive Officer' with 'Council' throughout the policy;
 - 1.16 *Notification of Approved Commercial Development Policy* for advertising provided as Attachment 19 to this Report to this Report;
 - 1.17 *Payment of Rates and Charges Policy* provided as Attachment 20 to this Report;

- 1.18 *Records Management Policy* provided as Attachment 21 to this Report;
 - 1.19 *Recovery of Costs Awarded to the City Policy* provided as Attachment 22 to this Report;
 - 1.20 *Requests for Sale of Public Open Space Reserves Policy* for advertising provided as Attachment 23 to this Report;
 - 1.21 *Satellite Dishes, Aerials and Radio Equipment Policy* for advertising provided as Attachment 24 to this Report;
 - 1.22 *Small Scale Renewable Energy Systems Policy* for advertising provided as Attachment 25 to this Report;
 - 1.23 *Specified Area Rating Policy* provided as Attachment 26 to this Report;
 - 1.24 *Circuses Policy* provided as Attachment 27 to this Report;
 - 1.25 *Streetlight Shading Policy* provided as Attachment 28 to this Report; and
 - 1.26 *Vandalism to Vegetation on Land Owned or Managed by the City Policy* provided as Attachment 29 to this Report;
- 2 In accordance with Clause 8.11 of the *City of Joondalup District Planning Scheme No 2*, ADVERTISES the following amended policies for public comment for a period of 21 days:
- 2.1 *Cash-in-Lieu of Car Parking Policy* provided as Attachment 6 to this Report;
 - 2.2 *Centres Strategy* provided as Attachment 7 to this Report;
 - 2.3 *Child Care Centres Policy* provided as Attachment 8 to this Report;
 - 2.4 *Environmentally Sustainable Design Policy* provided as Attachment 12 to this Report;
 - 2.5 *Height of Buildings within the Coastal Area (Non-Residential Zones) Policy* provided as Attachment 15 to this Report;
 - 2.6 *Car Parking for Commercial Development (Joondalup City Centre) Policy* provided as Attachment 16 to this Report;
 - 2.7 *Notification of Approved Commercial Development Policy* provided as Attachment 19 to this Report;
 - 2.8 *Requests for Sale of Public Open Space Reserves Policy* provided as Attachment 23 to this Report;
 - 2.9 *Satellite Dishes, Aerials and Radio Equipment Policy* provided as Attachment 24 to this Report; and
 - 2.10 *Small Scale Renewable Energy Systems Policy* provided as Attachment 25 to this Report.

MOVED Cr Ritchie, SECONDED Cr Hollywood that the Policy Committee recommends that Council:

1 ADOPTS the following amended Policies:

- 1.1 ***Access and Equity Policy*** provided as Attachment 4 to this Report;
- 1.2 ***Burning on Private Property Policy*** provided as Attachment 5 to this Report;
- 1.3 ***Cash-in-Lieu of Car Parking Policy*** for advertising provided as Attachment 6 to this Report;
- 1.4 ***Coastal Limestone Hazards Policy*** provided as Attachment 9 to this Report;
- 1.5 ***Community Consultation and Engagement Policy*** provided as Attachment 10 to this Report;
- 1.6 ***Dedicated Car Parking for Seniors and Parents with Prams*** provided as Attachment 11 to this Report;
- 1.7 ***Freeman of the City of Joondalup Policy*** provided as Attachment 14 to this Report;
- 1.8 ***Memorials in Public Reserves Policy*** provided as Attachment 17 to this Report;
- 1.9 ***Naming of Public Facilities Policy*** provided as Attachment 18 to this Report subject to:
 - 1.9.1 replacing '*Chief Executive Officer*' with '*Council*' throughout the policy;
- 1.10 ***Notification of Approved Commercial Development Policy*** for advertising provided as Attachment 19 to this Report to this Report;
- 1.11 ***Payment of Rates and Charges Policy*** provided as Attachment 20 to this Report subject to:
 - 1.11.1 renumbering 2.2 e. to 2.2 f. and inserting the following new 2.2 e.:
 - 'e. *In the case of severe financial hardship as determined by the Chief Executive Officer, the City will not impose additional charges and interest.*”;
- 1.12 ***Records Management Policy*** provided as Attachment 21 to this Report;
- 1.13 ***Recovery of Costs Awarded to the City Policy*** provided as Attachment 22 to this Report subject to:
 - 1.13.1 replacing '*the situation*' with '*this Policy*'; and
 - 1.13.2 deleting Part 3 from the Policy in its entirety;

- 1.14 ***Requests for Sale of Public Open Space Reserves Policy*** for advertising provided as Attachment 23 to this Report;
 - 1.15 ***Satellite Dishes, Aerials and Radio Equipment Policy*** for advertising provided as Attachment 24 to this Report;
 - 1.16 ***Small Scale Renewable Energy Systems Policy*** for advertising provided as Attachment 25 to this Report;
 - 1.17 ***Specified Area Rating Policy*** provided as Attachment 26 to this Report subject to:
 - 1.17.1 inserting '*between representatives of the City and the Representative Property Owners Group*' after 'agreed' in 2.2;
 - 1.18 ***Circuses Policy*** provided as Attachment 27 to this Report;
 - 1.19 ***Streetlight Shading Policy*** provided as Attachment 28 to this Report; and
 - 1.20 ***Vandalism to Vegetation on Land Owned or Managed by the City Policy*** provided as Attachment 29 to this Report;
- 2 In accordance with Clause 8.11 of the ***City of Joondalup District Planning Scheme No 2***, ADVERTISES the following amended policies for public comment for a period of 21 days:
- 2.1 ***Cash-in-Lieu of Car Parking Policy*** provided as Attachment 6 to this Report;
 - 2.2 ***Notification of Approved Commercial Development Policy*** provided as Attachment 19 to this Report;
 - 2.3 ***Requests for Sale of Public Open Space Reserves Policy*** provided as Attachment 23 to this Report;
 - 2.4 ***Satellite Dishes, Aerials and Radio Equipment Policy*** provided as Attachment 24 to this Report; and
 - 2.5 ***Small Scale Renewable Energy Systems Policy*** provided as Attachment 25 to this Report;
- 3 REQUESTS separate reports be presented to the next meeting of the Policy Committee on the following policies:
- 3.1 the ***Child Care Centres Policy***;
 - 3.2 the ***Environmentally Sustainable Design Policy*** and the ***Environmentally Sustainable Design for City Buildings Policy*** with the intention that the two policies be combined;
 - 3.3 the ***State Administrative Tribunal Mediation and Revised Development Proposals Policy***; and

- 4 REFERS the *Height of Buildings within the Coastal Area (Non-Residential Zones Policy)* back to the Administration until such time that 'State Planning Policy 2.6 – State Coastal Planning Policy' is adopted by the Western Australian Planning Commission.**

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Cr Gobbert, Mayor Pickard, Crs Hollywood, Ritchie and Taylor

Appendix 4 refers

To access this attachment on electronic document, click here: [Attach4agnPolicy070512.pdf](#)

**ITEM 5 CONFIDENTIAL - ELECTED MEMBERS
ENTITLEMENTS POLICY****WARD:** All**RESPONSIBLE
DIRECTOR:** Mr Jamie Parry
Governance and Strategy**FILE NUMBER:** 27122, 101515, 44688, 13399**ATTACHMENTS:** Attachment 1 Elected Members Entitlements Policy

(Please Note: *The Report and Attachment is confidential and will appear in the official Minute Book only)*

This report was confidential in accordance with Section 5.23 (2)(d) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

Legal advice obtained, or which may be obtained, by the local government, and which relates to a matter to be discussed at the meeting.

A full report was provided to Elected Members under separate cover. The report is not for publication.

MOVED Mayor Pickard, **SECONDED** Cr Gobbert that the Policy Committee recommends that Council:

- 1** **NOTES** the information on Elected Member entitlements as detailed in Attachment 1 to this Report and does not proceed with the amendment to clause 9.4 of the Elected Members Entitlements Policy, as recommended by the Policy Committee at its meeting held on 6 February 2012; and
- 2** **REQUESTS** the Department of Local Government to update *Guideline No 15 – Meeting Fees, Allowances and Expenses* to clarify the functions of an Elected Member that would enable an expense, whilst performing that function, to be reimbursed.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Cr Gobbert, Mayor Pickard, Crs Hollywood, Ritchie and Taylor

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Nil.

CLOSURE

There being no further business, the Presiding Person declared the Meeting closed at 7.37pm, the following Committee Members being present at that time:

Cr Liam Gobbert
Mayor Troy Pickard
Cr Kerry Hollywood
Cr Teresa Ritchie
Cr Philippa Taylor

CUBBY HOUSES POLICY

CATEGORY: **City Council 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 DIRECTORATE: Planning and Community Development

OBJECTIVE: To establish a criteria for determining when Planning Approval is required for the construction of cubby houses. ~~that ensures that the structures are of a minor nature, are not detrimental to the amenity of adjoining properties, and therefore do not require planning or building licence approvals.~~

1. AUTHORITY

This Policy has been prepared in accordance with Clause 8.11 of the *City of Joondalup District Planning Scheme No. 2 (DPS2)* which allows Council to prepare planning policies relating to planning or development within the Scheme area.

2. APPLICATION

This Policy applies to the whole of the City of Joondalup.

3. DEFINITIONS

~~Interpretations and definitions of terms used in this policy are as per DPS2 and the Residential Design Codes, with the addition and clarification of the following:~~

“architectural feature” means finial or other minor decorative feature built into the design and construction of the building.

“amenity” ~~shall have the same meaning as DPS2: meaning~~ **means** all those factors which combine to form the character of the area to residents and passers-by and shall include the present and likely future amenity, as defined within the City of Joondalup District Planning Scheme No. 2.

“building” ~~shall have the same meaning as DPS2: meaning~~ **means** any structure or appurtenance thereto, whether fixed or moveable, temporary or permanent, and without limiting the generality of the foregoing, includes a shed, stall, fence, wall, barrier, hoarding, outbuilding, tent, caravan or swimming pool, as defined within the City of Joondalup District Planning Scheme No. 2.

“**cubby house**” means an enclosed structure, such as a small-scale replica of a dwelling, and includes tree houses, which is usually of simple construction ~~which is~~ and used primarily by children for the purposes of play, but excludes unenclosed platforms. A cubby house may also be commonly referred to by other names, such as an outdoor fort or children’s den.

“**natural ground level**” ~~shall have the same meaning as the Codes: meaning~~ means the levels on a site which precede the proposed development, excluding any site works unless approved by the Council or established as part of subdivision of the land proceeding development, as defined within the Residential Design Codes of Western Australia.

4. STATEMENT

In order to ensure that cubby house structures are not detrimental to the amenity of adjoining properties, the City supports the establishment of criteria to determine when planning approval and building permits are required for the construction of cubby houses on residential land.

5. DETAILS

5.1. Structures Not Requiring Planning Approval

A cubby house structure does not require planning approval provided each of the following criteria are met:

~~A Cubby House shall:~~

- a. The structure does not have a floor level elevated more than 500mm 0.5 metres above natural ground level.
- ~~b. not have balconies, windows, doors and like which overlook adjoining properties.~~
- b. The structure is not be located within the primary street setback area.
- c. The structure will not be used for habitable purposes.
- d. There will be a limited limit to of one cubby house per survey strata or green title lot.
- e. The structure will not exceed 2.1 metres in height above the natural ground level, with the exception of architectural features or a flagpole, which shall not exceed 2.5 metres above natural ground level.
- f. The structure will not exceed 6m² square metres in total floor area.
- g. The structure will not be attached to a boundary fence or other buildings.
- h. The structure will not abut more than one side or rear boundary.

- i. Apart from statement h, must be setback a minimum of 1.0 metre from all other boundaries.
- j. The structure will contain all stormwater run-off on-site.

5.2. Structures Requiring Planning Approval

If a cubby house structure fails to satisfy any one or more of the above in section 5.1, an application for planning approval ~~and thereafter a building licence permit~~ will be required.

Planning Consideration

Where an application for planning approval is required, such applications will be considered on their individual merits.

- a. For cubby houses with a floor level of more than 500mm 0.5 metres above natural ground level, openings or balconies shall be setback 4.5 metres from the boundary, or screened in accordance with the Residential Design Codes of Western Australia.

Advertising of Applications

- b. All applications for planning approval will require the City of Joondalup to consult with property owners likely to be affected by the proposal for a minimum period of 14 days, prior to the determination of the application.
- c. In determining whether to approve an application for planning approval, the City of Joondalup will consider whether the proposal has the potential to adversely impact adjoining properties and/or streetscape with regard to:
 - the comments of any objectors or supporters of the application;
 - the degree to which the proposal impacts the amenity of adjoining properties and/or streetscape;
 - the need to protect the privacy of adjoining properties by preventing views into adjoining active habitable spaces and outdoor living areas;
 - the requirement to consider matters stipulated under Clause 6.8 of the ~~DPS2~~ City of Joondalup District Planning Scheme No. 2; and
 - any other relevant planning matter the City of Joondalup considers appropriate or is required to consider.
- d. When submitting an application for planning approval, the applicant is required to provide justification addressing the abovementioned planning considerations.

CREATION DATE: February 2009

AMENDMENTS: CJ007-02/09

RELATED DOCUMENTATION:

- *City of Joondalup District Planning Scheme No. 2*
- *Residential Design Codes of Western Australia*



INSTALLATION OF TELECOMMUNICATIONS FACILITIES POLICY

CATEGORY:	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 DIRECTORATE:	Planning and Community Development
OBJECTIVE:	<u>To outline the City's position on the installation of telecommunications facilities.</u>

1. APPLICATION:

This policy shall apply to all telecommunications facilities which are proposed to be installed in the City of Joondalup.

2. DEFINITIONS:

“telecommunications facility” means any facility as described in the Telecommunications (Low-impact Facilities) Determination 1997, (eg: mobile phone towers); does not include facilities covered by the City's Satellite Dishes, Aerials and Radio Equipment Policy.

“low impact facility” means a facility used for telecommunications as described in the Telecommunications (Low-impact Facilities) Determination 1997, (eg: small radio communications dishes and antennae; underground cabling and cable pits; etc.).

“carrier” means a telecommunications company that is licensed by the Australian Communications and Media Authority as a carrier.

3. STATEMENT:

2Wherever practicable, ~~T~~the City, ~~as a general rule,~~ does not support the installation ~~or location~~ of telecommunication facilities, ~~particularly~~ in the vicinity of schools, childcare establishments, hospitals and general residential areas. ~~The City will take into consideration the comments of the local community, if required to consider a Development Application for telecommunications facilities.~~

4. DETAILS:

4.1 Installation of Low Impact Telecommunications Facilities:

4The City recognises that it is bound by ~~the~~ Federal legislation relating to telecommunication facilities and that it has no jurisdiction over the location or installation of “low impact” facilities ~~as defined under the Telecommunications~~

~~(Low-Impact Facilities) Determination Act 1997. Notwithstanding, the above policy statement remains applicable.~~

4.2 Installation of Other Telecommunications Facilities:

~~3~~The City recognises the right of landowners/applicants to ~~make applications for planning approval~~ submit Development Applications for telecommunication facilities deemed to be other than low impact under the *Telecommunications Act 1997*; ~~and The City also~~ acknowledges its obligation to make a recommendation to the WAPC-Western Australian Planning Commission or determine the aApplication in its own right.

~~4~~Having On receiving a Development Application for a telecommunication facility, the City will advertise the proposal for a 30-day period and consult with the local community surrounding the proposed site. Owners and occupiers of property within a radius of 500m metres from the location of the proposed facility will be advised in writing, at the cost of the applicant, and afforded an opportunity to make comment ~~to the Council~~ prior to the matter being considered at a Council mMeeting.

~~5~~In making a recommendation to the WAPC-Western Australian Planning Commission or determining the application the Council will have regard to:

- (a) the comments and concerns of the local community;
- (b) the merits of the particular proposal;
- (c) compliance with the Telecommunications Code of Practice 1997; ~~industry code of practice~~;
- (d) compliance with matters required to be considered under the *District Planning Scheme*; ~~and~~
- (e) the general concerns of the Council regarding the potential effects of telecommunication facilities ~~referred to in point 2 above~~; and
- (f) the topography of the site and surrounding area, the size, height and type of the proposed facility, the location and density of surrounding vegetation, and the nature and density of adjacent development.

Creation Date: December 2002

Amendments: CJXXX-XX/XXINT10/29153, C172-12/02, CJ206-10/05
CJ207-10/07

Related Documentation: Telecommunications Act 1997
Telecommunications Code of Practice 1997
Telecommunications (Low-impact Facilities) Determination 1997

Issued: October 2007



ACCESS AND EQUITY POLICY

CATEGORY:	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 DIRECTORATE:	Office of the Chief Executive Officer
OBJECTIVE:	To ensure that there is equitable access to the City's information, services and facilities for all residents.

1. APPLICATION

This Policy shall apply to all residents, visitors and workers within the City of Joondalup who require access to services, facilities and information provided by the City.

2. STATEMENT

The City is committed to ensuring that its activities and services are inclusive of all members of the community, including people with disabilities and their families or carers, and people from culturally and linguistically diverse backgrounds. The City will make every effort to ensure that any person who lives, works in, or visits the City of Joondalup will not be denied access to any City facility, program, service or information prepared by the City on the basis of a personal disability or background.

3. DETAILS

3.1 Access and Inclusion Plan

The City will plan for and deliver equitable access to residents ~~This will be achieved through the staged implementation and regular review of the City's~~ an Access and Inclusion Plan, which shall incorporate matters relating to the following:

- facilities
- services
- events
- information dissemination
- buildings, footpaths, fencing and the like
- staff employment and training
- Elected Member Induction Program

- making complaints [procedures](#)
 - community consultation
 - raising awareness-[raising](#) in the community
 - strategic planning
-

CREATION DATE: October 2005

Formerly:

- *Access to Council Services and Facilities for People within Disabilities, their Families and Carers Policy*
- *Access to Information for People with Disabilities Policy*

AMENDMENTS: CJ052-04/08, [CJXXX-XX/XX](#)

RELATED DOCUMENTATION:

- *Access and Inclusion Plan*
- *Access to Premises Standards 2010*
- *Disability Services Act 1993*



BURNING ON PRIVATE PROPERTY POLICY

CATEGORY:	City Policy – A policy that is developed for administrative and operational imperatives and has an internal focus. <i>Developed by the Policy Committee and/or the administration and adopted by Council.</i>
RESPONSIBLE DIRECTORATE:	Infrastructure and Operations <u>Corporate Services</u>
OBJECTIVE:	To provide for the prevention and control of fires and to preserve local amenity.

1. APPLICATION

This Policy shall apply to the burning of garden refuse and rubbish on private property within the City's district at all times.

2. STATEMENT

In order to prevent and control the spread of fires, the City does not support the burning of garden refuse or rubbish on private properties within its district.

3. DETAILS

3.1 Burning Garden Refuse and Rubbish

In addition to, and in accordance with the provisions in ~~Section 25~~ of the *Bush Fires Act 1954*, and the ~~Private Property Local Law~~, the following conditions shall apply to burning on private property.

- a. Burning of residential garden refuse and rubbish on private property and the use of incinerators are prohibited within the City of Joondalup at all times, excluding devices used for the purposes of cooking or heating.
 - b. Permits for the burning of residential garden refuse and rubbish on private property and the use of incinerators will not be issued by the City.
-

CREATION DATE: June 1999

AMENDMENTS: CJ253-11/03, CJ094-06/10, [CJXXX-XX/XX](#)

RELATED DOCUMENTATION:

- *Bush Fires Act 1954*
- [Bushfire Prevention and Control Local Law 1998](#)
- [Government Gazettal Notice, No. 141, 23/7/10, p. 3,411](#)



CASH-IN-LIEU OF CAR PARKING POLICY (Excluding the Joondalup City Centre)

CATEGORY:	<p>City Policy – A policy that is developed for administrative and operational imperatives and has an internal focus.</p> <p>Developed by the Policy Committee and/or the administration and adopted by Council.</p>
RESPONSIBLE DIRECTORATE:	<p>Planning and Community Development Planning and Development</p>
OBJECTIVE:	<p>To ensure an adequate provision of off-street parking to cater for the normal parking demand of land uses in all areas.</p> <p>To provide an option for developers for the development of on-site parking.</p> <p>To provide an equitable basis for apportioning charges for cash-in-lieu of the provision of car parking to contribute towards a fund for Council to meet future parking demand within the locality of the City of Joondalup.</p> <p><u>To provide guidance on the application of cash-in-lieu parking arrangements for developments outside of the Joondalup City Centre.</u></p>

1. AUTHORITY

This Policy has been prepared in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No. 2, which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

2. APPLICATION

This Policy applies to all non-residential development in the City of Joondalup, except in the Joondalup City Centre Zone, the Rural, and Special Residential Zones.

3. STATEMENT

The Council acknowledges the need to provide to ensure an adequate provision of off-street parking to cater for the normal parking demand of land uses in all areas: as well as the importance of providing an options for developers for the development of to establish alternative on-site parking arrangements.

~~In accordance with Part 4.8 of Council's District Planning Scheme No. 2, all developers must provide parking bays, as required under Table 2.~~

The Council's City of Joondalup District Planning Scheme No. 2 provides that Council may accept a cash payment in lieu of the provision of on-site parking in certain circumstances. Council may approve a development involving the payment of cash-in-lieu of car parking provided at least 75 per cent of the required car park is provided on-site.

It is also the City's position that the proceeds of any cash-in-lieu of parking arrangements should be appropriately apportioned to car parking infrastructure needs as they arise within the City of Joondalup. ~~To provide an equitable basis for apportioning charges for cash-in-lieu of the provision of car parking to contribute towards a fund for Council to meet future parking demand within the locality of the City of Joondalup.~~

Policy Area

1. Policy Statement

4. DETAILS

4.1 Parking Bay Valuation

For the purpose of this Policy, a typical parking bay and its associated manoeuvring and landscaping areas is assumed to occupy an area of 30 square metres. The cash value in any particular case will depend on the land value.

- a. The cash value that will be accepted for each parking bay is the sum of the construction cost of an at-grade car bay as determined by the Council and the land component.

For practical purposes, these costs have been calculated and grouped into two categories:

- Service industrial/commercial land
- Beachfront commercial (being any lot which is directly opposite the coastal Regional Parks and Recreation Reservation)

The cash value of a car bay within each of the above categories is as notated in the *Schedule of Fees and Charges*. The cash value of a car bay is reviewed on an annual basis.

4.2 Policy Exceptions

- a. In particular instances involving compatible land uses in close proximity, Council may approve, as an alternative to the payment of cash-in-lieu:
 - an aggregate reduction in car parking;
 - support by reciprocal parking; and/or
 - access agreements when the different land uses are located on separate lots.

- b. In case of purpose-built developments involving a single occupancy where the parking demand can be estimated with a high degree of confidence, the Council may approve a reduction in required parking without the payment of cash-in-lieu. In these instances the Council may require an appropriate area of land to remain undeveloped for the provision of additional car parking or the payment of cash-in-lieu, if, in Council's opinion, additional parking becomes required.

4.3 Royce Court, Joondalup

~~4.~~ Policy Area

~~This policy~~ **The following** applies to all lots that abut Royce Court, Lot 65 Winton Road, Joondalup.

~~5.~~ Policy Statement

- a. The public parking provided in Royce Court is considered adequate for development up to 0.7 plot ratio on the surrounding lots. Any development on lots within this policy area above a plot ratio of 0.7 will require a cash-in-lieu of car parking contribution to be made to Council in accordance with the Service Industrial Category of Council's ~~Cash-In-Lieu of Car Parking Policy~~ **this Policy**.
- b. Should the applicant provide on-site car parking for the equivalent portion of the proposed development that is above a plot ratio of 0.7, a cash-in-lieu payment is not required.

4.4 Sustainability

~~This policy promotes sustainability by allowing the opportunity for a mix of public and private car parking. Cash-in-lieu of car parking enables public car parking to be provided in strategic locations, and assists in reducing the amount of private land that is given over to car parking, and which could be used for other development.~~

CREATION DATE: June 1999

AMENDMENTS: CJ206-10/05, CJ056-04/06, **CJXXX-XX/XX**

RELATED DOCUMENTATION:

- *City of Joondalup District Planning Scheme No. 2*



COASTAL LIMESTONE HAZARDS POLICY

CATEGORY:	City Policy – A policy that is developed for administrative and operational imperatives and has an internal focus. <i>Developed by the Policy Committee and/or the administration and adopted by Council.</i>
RESPONSIBLE DIRECTORATE:	Infrastructure and Operations <u>Services</u>
OBJECTIVE:	To recognise <u>and manage</u> risks associated with coastal limestone cliffs.

1. APPLICATION

This policy shall apply to all limestone cliff locations along the City of Joondalup coastline.

2. STATEMENT

The City aims to manage its coastal limestone cliffs with a conservative approach, in order to minimise the potential for injuries and misadventure to residents and visitors; in a manner that does not render the environment sterile, detract from its natural beauty or unnecessarily diminish use and enjoyment in the process.

3. DETAILS

3.1 Risk Management Strategy

~~It will do this~~ The City will manage the risks associated with coastal limestone cliffs through the implementation of a risk management strategy, developed by the City's staff or external consultants as required, and approved by the City's insurer.

3.2 Insurer Approval

This policy, its associated strategy and guidelines shall not be changed without prior consultation with the City's Insurer.

Creation Date:	November 2004
Amendments:	CJ279-11/04, CJ206-10/05, CJXXXX
Related Documentation:	<ul style="list-style-type: none"> Guide for Assessing Risks for Coastal Limestone Hazards; <u>Minimising Coastal Limestone Hazards Strategy</u>



COMMUNITY CONSULTATION AND ENGAGEMENT POLICY

CATEGORY:	<p>Council Policy – A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations.</p> <p>Council policies are developed by the Policy Committee for approval by Council.</p>
RESPONSIBLE DIRECTORATE:	Governance and Strategy
OBJECTIVE:	<u>To outline the principles of community consultation and engagement</u> to encourage greater community participation in the decisions and affairs of the City of Joondalup.

1. STATEMENT

Community consultation and engagement processes assist Council in deliberating and then making decisions based on a clear understanding of the wishes of its community.

The This Policy provides a clear statement of the Council's intention to make itself aware of community opinion in order to inform decision-making. The Policy seeks to ensure that all groups in the community have the opportunity to engage with the Council on matters that affect them, and will contribute to an improved quality of the decisions reached, and greater acceptance of the final Council decision by members of the community. ~~Decisions which are owned by the community are far more likely to be sustainable.~~

2. DETAILS

2.1 Principles of Community Consultation Engagement

To enable Council to consult with the community on any matter, and in ways that are ethical, transparent and accountable, the following principles will apply:

- a. The purpose and scope of each consultation exercise is to be clear and unambiguous.
- b. Timeframes for any consultation undertaken, including the opening and closing dates, are to be stated. A minimum of 21 days should be allowed for a consultation period, unless otherwise stipulated by legislation.

- c. Consultations are not to be conducted during the summer break (between the last Ordinary Meeting of Council in December to the first Ordinary Meeting of Council in February), unless otherwise stipulated by Council. Consultations to meet statutory planning requirements may be conducted during the summer break, as they are approved by the Chief Executive Officer.
- d. Non-negotiable or otherwise 'out of scope' aspects of a consultation are to be identified and stated from the outset.
- e. The target audience for any consultation exercise ~~will~~ is to be identified from the outset and may involve random selection of participants. The following is to be taken into consideration.

 - i. Where the matter impacts on a specific location within the City, those most closely affected are to be consulted.
 - ii. Where the matter concerns service users, participation is to be sought from user groups/organisations and individuals.
 - iii. Where a matter is deemed to impact on all residents and ratepayers of the City, random selection will be used to invite participation from a representative sample of the community.
- f. The consultation methods to be employed for each consultation exercise are to be stated.
- g. Accurate, adequate and unbiased information is to be provided for the public to enable them to give informed opinions on the matter in hand. Information is to be made available in alternative formats on request.
- h. Adequate time and resources are to be provided for consultation processes to take place.
- i. Analysis of the feedback from a consultation process is to be published on the City's website.
- j. Where applicable, statutory legislative requirements for community consultation are to be satisfied.

2.2 Circumstances for Non-Consultation

Circumstances where Council may decide not to consult are as follows:

- a. Emergencies — matters concerning public safety and the like.
- b. Legal constraints.

2.3 Community Education

In the interests of encouraging 'active citizenship' and greater community participation in local governance, community education initiatives in the City of Joondalup will focus on the following.

- a. The role and functions of the City in local governance.
- b. Why citizen participation in local governance is important for a sustainable future.
- c. The obligations of 'active citizenship'.
- d. The range of opportunities for participating.
- e. How those opportunities will be communicated and managed.

Sustainability Statement

~~This Policy ensures that decisions by the Council are made with full knowledge which may potentially support sustainable outcomes.~~

~~The Policy provides a clear statement of the Council's intention to make itself aware of community opinion in order to inform decision-making. The Policy seeks to ensure that all groups in the community have the opportunity to engage with the Council on matters that affect them, and will contribute to an improved quality of the decisions reached, and greater acceptance of the final Council decision by members of the community. Decisions which are owned by the community are far more likely to be sustainable.~~

CREATION DATE: October 2010

AMENDMENTS: CJXXX-XX/XX

RELATED DOCUMENTATION:

- Local Government Act 1995
- ~~Summary of Community Consultation Processes, Procedures and Timeframes.~~



DEDICATED CAR PARKING FOR SENIORS AND PARENTS WITH PRAMS POLICY

CATEGORY:	Council Policy – A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations. Council policies are developed by the Policy Committee for approval by Council.
RESPONSIBLE: DIRECTORATE	Planning and Development
OBJECTIVE:	To outline the City's position on the establishment of dedicated parking bays for seniors and parents with prams.

1. APPLICATION

This Policy applies to City of Joondalup facilities and privately-owned land throughout the whole of the district.

2. DEFINITIONS

“pram” means a wheeled vehicle used for carrying an infant which is pushed from behind (e.g.: a perambulator, stroller, buggy, child-carrier etc.).

“senior” means a person aged 60 years or over.

3. STATEMENT

~~To provide guidance on~~ Council recognises the need for a safe passage and ease of mobility for parents of young children and seniors within popular car parking facilities. To achieve this, Council supports the establishment of dedicated parking bays for seniors and parents with prams at City of Joondalup facilities and on privately owned land.

4. DETAILS

4.1 Privately-Owned Land

- a. The City encourages and supports the provision of dedicated parking bays for the exclusive use of seniors and parents with prams on privately-owned land.
- b. Where formally approached by private landowners, the City may undertake enforcement of the use of dedicated parking bays for the exclusive use of seniors and parents with prams, subject to the City entering into a formal agreement with the private land owner.

4.2 City of Joondalup Community Facilities

- a.** The provision of dedicated car parking bays by the City at its community facilities, for exclusive use by seniors and parents with prams, is to take the following criteria into consideration:
- i.** Whether the particular facility is well used by seniors and parents with prams.
 - ii.** Whether the overall number of parking bays is sufficient to enable the restricted use of a number of bays, such that other user groups will not be unduly disadvantaged.
 - iii.** Whether there are appropriate bays that can be marked for exclusive use by seniors and parents with prams, directly adjacent to or in close proximity to the building, such that seniors and parents with prams/young children will benefit from improved safety and ease of access by virtue of the location of the bays.
- b.** Any parking bays for exclusive use of seniors and parents with prams at a particular City facility will be clearly marked and signs will be erected alerting the public as to the status of the bays.
- c.** Decisions regarding enforcement of the exclusive use of the bays will be made by the City on a case-by-case basis.

CREATION DATE:	December 2010
AMENDMENTS:	<u>CJXXX-XX/XX</u>
RELATED DOCUMENTATION:	<ul style="list-style-type: none">• <i>Access and Inclusion Plan</i>• <i>Parking Local Law 1999</i>



FREEMAN OF THE CITY OF JOONDALUP POLICY

CATEGORY:	<p>Council Policy —A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations.</p> <p>Council policies are developed by the Policy Committee for approval by Council.</p>
RESPONSIBLE DIRECTORATE:	Governance and Strategy
OBJECTIVE:	To enable the City to honour exceptional individuals as: “Freemen of the City of Joondalup” who, through their personal endeavours and commitment, have made an outstanding contribution to the community, Australia and humanity.

1. STATEMENT

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

The purpose of this policy is to institute an award, entitled ‘Freeman of the City of Joondalup’ so that from time to time, is an award used to the City may honour exceptional individuals, who through their personal endeavours and commitment, have made an outstanding contribution to the community, Australia and humanity.

2. DETAILS

2.1 Award Criteria

A person may be nominated for the honorary award ‘Freeman of the City of Joondalup’ under the following circumstances:

- a. Their exceptional service is a matter of public record.
- b. They will have lived in, worked or served the City of Joondalup or its former entity for a significant number of years (20 or more).
- c. They will have identifiable and long-standing connections with the community in the City of Joondalup or its former entity.
- d. Their endeavours will have benefited the community, Australia and humanity.

2.2 Entitlements

- a.** Any person declared a Freeman of the City of Joondalup may designate themselves Freeman of the City of Joondalup.
- b.** A Freeman of the City of Joondalup will be invited to all civic events and functions.
- c.** A Freeman of the City of Joondalup will be provided with a plaque to commemorate receipt of their award.
- d.** A portrait of the Freeman will be hung in the Civic Centre.

2.3 Process of Nomination

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

- a.** A nomination must be sponsored by an Elected Member and supported in writing by at least three other Elected Members.
- b.** A nomination may be submitted by any person at any time, provided that nomination is in writing and addresses the criteria for the award.
- c.** A nominee must not be made aware of their nomination.
- d.** Any nominations received will be validated and the findings presented at a Meeting of Council behind closed doors, with recommendations to approve/not approve a nominee for the award. The decision will be based on a simple majority vote.

2.4 Conference of Award

- a.** Acceptance of the award must be determined prior to being conferred.
- b.** Conferring the award upon an individual will take place at a meeting of Council or at a special event to be determined by Council.

CREATION DATE: November 2006

AMENDMENTS: CJXXX-XX/XX

RELATED DOCUMENTATION: N/A



MEMORIALS IN PUBLIC RESERVES POLICY

CATEGORY:	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 DIRECTORATE:	Infrastructure Services
OBJECTIVE:	To provide guidance on the installation of memorials in public reserves within the City of Joondalup

1. STATEMENT

The City acknowledges the use of memorials as a means of assisting people to grieve for loved ones and to honour the past contributions of deceased persons within their local communities.

Notwithstanding the above, it is also recognised that the installation of memorials within public open spaces must be managed in a way so as to maintain local amenity, ensure the safety of residents and minimise maintenance requirements.

It is the City's position that persons be encouraged to install memorials within designated memorial facilities (e.g.: cemeteries). However, applications for the installation of memorials in public reserves within the City may be considered in accordance with the conditions of this Policy.

2. DETAILS

2.1 General Conditions

Memorials in public reserves within the City of Joondalup are limited to temporary memorials for people who have died in tragic circumstances or permanent memorials for significant persons as approved by Council.

2.2 Conditions for Temporary Memorials

2.2.1 Applicants

- a. Only applications from family members of the deceased person, who are residents of the City of Joondalup, are eligible for consideration.
- b. Only one memorial per deceased person may be applied for.

2.2.2 Locations

- a.** Memorials may only be installed in Crown Land that is vested in the management of the City and is reserved for the purposes of recreation, public open space or road reserves.
- b.** Memorials must be contained within an existing garden bed area or integrated with an existing tree.
- c.** Memorials can only be installed where there is minimal impact on the local amenity and surrounding residents.

2.2.3 Design and Specifications

- a.** Temporary memorials permit items such as flowers, crosses, toys and notes to be placed on site for a period of up to six months after the date of notification to the deceased's family from the City's CEO [Chief Executive Officer](#).
- b.** Temporary memorials must be constructed from robust and durable materials and must not present a risk to the public.
- c.** If wording for the memorial is considered by the City to be potentially offensive or inappropriate, it will not be approved. General wording and graphic artwork will be considered on a case-by-case basis.
- d.** Approval for the design and location of the memorial must be obtained from the City's CEO [Chief Executive Officer](#).

2.2.4 Maintenance

Applicants are responsible for the ongoing maintenance of their memorial, including, but not limited to, graffiti and weed removal.

2.2.5 Memorial Removal

- a.** Should, for any reason, an installed memorial become disturbed through works, either by the City or by external contractors working for another Government Department or Agency, the memorial shall be removed at the expense of the party undertaking the works and returned to the family of the deceased. Subject to CEO [Chief Executive Officer](#) approval, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby.
- b.** Should the ongoing maintenance of an installed memorial become neglected, the City reserves the right to remove the memorial and return it to the family of the deceased.
- c.** The City will contact the deceased's family prior to the completion of the agreed period of installation to arrange for the memorial's removal or transfer^{al}.

2.3 Conditions for “Significant Person” Memorials

2.3.1 Applicants

- a.** Community members and groups may seek the installation of a memorial for a person who has contributed significantly to the local Joondalup community. **However**, applications for such memorials must, ~~however~~, be supported by family members of the deceased.
- b.** Only one memorial per deceased person may be applied for.
- c.** All eligible applications must be considered and approved by Council.

2.3.2 Locations

- a.** Memorials may only be installed in Crown Land that is vested in the management of the City and is reserved for the purposes of recreation, public open space or road reserves.
- b.** Memorials can only be installed where there is minimal impact on the local amenity and surrounding residents.
- c.** Memorials may take the following forms:
 - i.** In-ground memorial plaque contained within an existing garden bed area or integrated with an existing tree (refer diagram below [see Figure 1](#)).

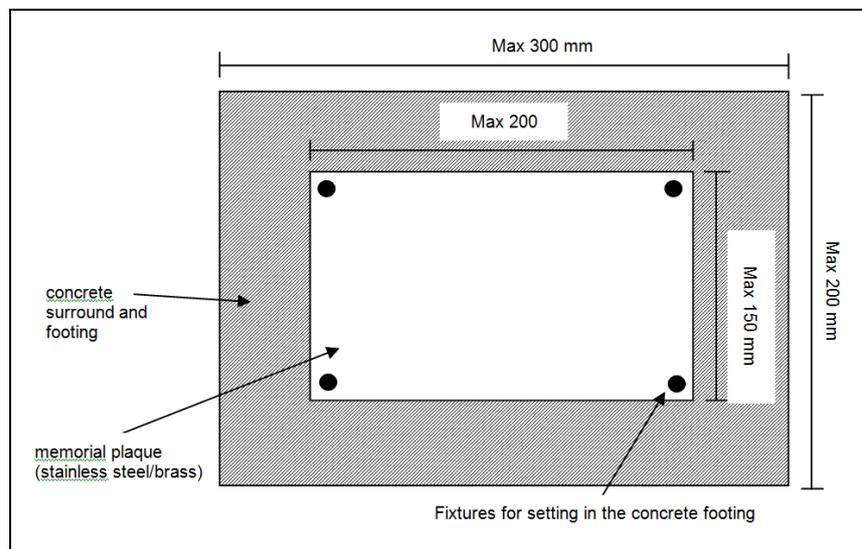


Figure 1. In-ground memorial plaque

- ii.** Bench, that conforms to the City’s street furniture standard, with integrated plaque located within a City-managed reserve.

2.3.3 Design and Specifications

- a. The design and specifications of memorials for significant people will be considered on a case-by-case basis and require Council approval prior to installation.
- b. All memorials must be purchased and supplied by the applicants or by individuals/groups who have agreed to fund the cost of purchasing the memorial on behalf of the deceased's family.

2.3.4 Maintenance

- a. Applicants are responsible for the ongoing maintenance of their memorial, including, but not limited to, graffiti and weed removal.

2.3.5 Memorial Removal

- a. Should for any reason an installed memorial become disturbed through works, either by the City or by external contractors working for another Government Department, the memorial shall be removed at the expense of the party undertaking the works and returned to the family of the deceased. Subject to CEO Chief Executive Officer approval, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby.
- b. Should the ongoing maintenance of an installed memorial become neglected, the City reserves the right to remove the memorial and return it to the family of the deceased. Reinstalling the memorial will require a recommencement of the application process.
- c. Should for any reasons the family of the deceased seek the removal of an installed memorial, an application from the family must be submitted to the City for Officers to remove the memorial and return it to the family.

2.4 Temporary Memorials

Members of the deceased's family who originally applied for the installation of a temporary memorial may also apply for a Significant Person Memorial. The determination of the approval still remains with Council.

CREATION DATE	December 2009
AMENDMENTS	<u>CJXXX-XX/XX</u>
RELATED DOCUMENTATION	N/A



NAMING OF PUBLIC FACILITIES POLICY

CATEGORY:	City Policy —A policy that is developed for administrative and operational imperatives and has an internal focus. <i>Developed by the Policy Committee and/or the administration and adopted by Council.</i>
RESPONSIBLE DIRECTORATE:	Planning and Community Development Planning and Development
OBJECTIVE:	To provide a policy for <u>guide the process for</u> the naming of public facilities.

1. STATEMENT

~~The Chief Executive Officer shall arrange for the naming of streets and reserves, and the allocation of house numbers.~~

The City supports a consistent approach to the naming of public facilities within its district, which is guided by State Government standards. As such, the naming of all City streets, reserves and buildings shall be named in accordance with Landgate's Geographic Names Committee Guidelines.

2. DETAILS

2.1 Parks and Reserves

Subject to the approval of the Chief Executive Officer, parks and reserves shall be named after an adjacent boundary road, where possible, to facilitate ease of identification.

~~The Chief Executive Officer shall liaise with Directors in determining the names of Council buildings and make a recommendation to the Council.~~

2.2 Buildings and Facilities

Subject to the approval of the Chief Executive Officer, buildings and facilities shall be named after the locality in which they reside or after an adjacent road, where possible, to facilitate ease of identification.

2.3 Exceptions

Notwithstanding the foregoing approach outlined above, exceptions may be permitted with the prior approval of Council.



CREATION DATE June 1999

AMENDMENTS [CJXXX-XX/XX](#)

RELATED DOCUMENTATION *Geographic Names Committee Guidelines*



NOTIFICATION OF APPROVED COMMERCIAL DEVELOPMENT POLICY

CATEGORY:	<p>City Policy – A policy that is developed for administrative and operational imperatives and has an internal focus.</p> <p>City policies are referred to Council for review and endorsement.</p>
RESPONSIBLE DIRECTORATE:	Planning and Development
OBJECTIVE:	To ensure that owners of Residential Zoned land are informed of approved development occurring on adjoining Mixed-Use, Business, Commercial or Service Industrial Zoned land.

1. AUTHORITY

This Policy has been prepared in accordance with Clause 8.11 of the *City of Joondalup District Planning Scheme No. 2 (DPS2)* which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

2. APPLICATION AREA

This Policy applies to the whole of the City of Joondalup.

3. STATEMENT BACKGROUND

From time to time, the City receives applications that comply with the provisions of the Scheme and Council Policies. In these instances, or where minor variations to standards are unlikely to affect adjoining owners, the application is not referred to adjacent or nearby landowners for comment.

Within the City, there are many areas where the a Residential Zone abuts a Mixed-Use, Business, Commercial or Service Industrial Zone. It is considered appropriate that these landowners be notified of development that is approved, notwithstanding that the proposal complies with standards, or only involves minor variations to standards.

This Policy has been developed to set out the process of notification of approved commercial development on land that abuts the a Residential Zone, where public advertising has not otherwise been carried out.

4. DETAILS STATEMENT

4.1 Notification Process

- a. Where planning approval is granted for a development on land zoned in a Mixed-Use, Business, Commercial or Service Industrial Zone that:
- complies with the provisions of the Scheme City of Joondalup District Planning Scheme No. 2 and Council Policies; or
 - public advertising has not otherwise been carried out,
- the owners of any land zoned in a Residential Zone that directly abuts, or is within 30 metres of the development site, will be notified of the approved development in writing.
- b. Notification will include details of the proposed development and/or land use.

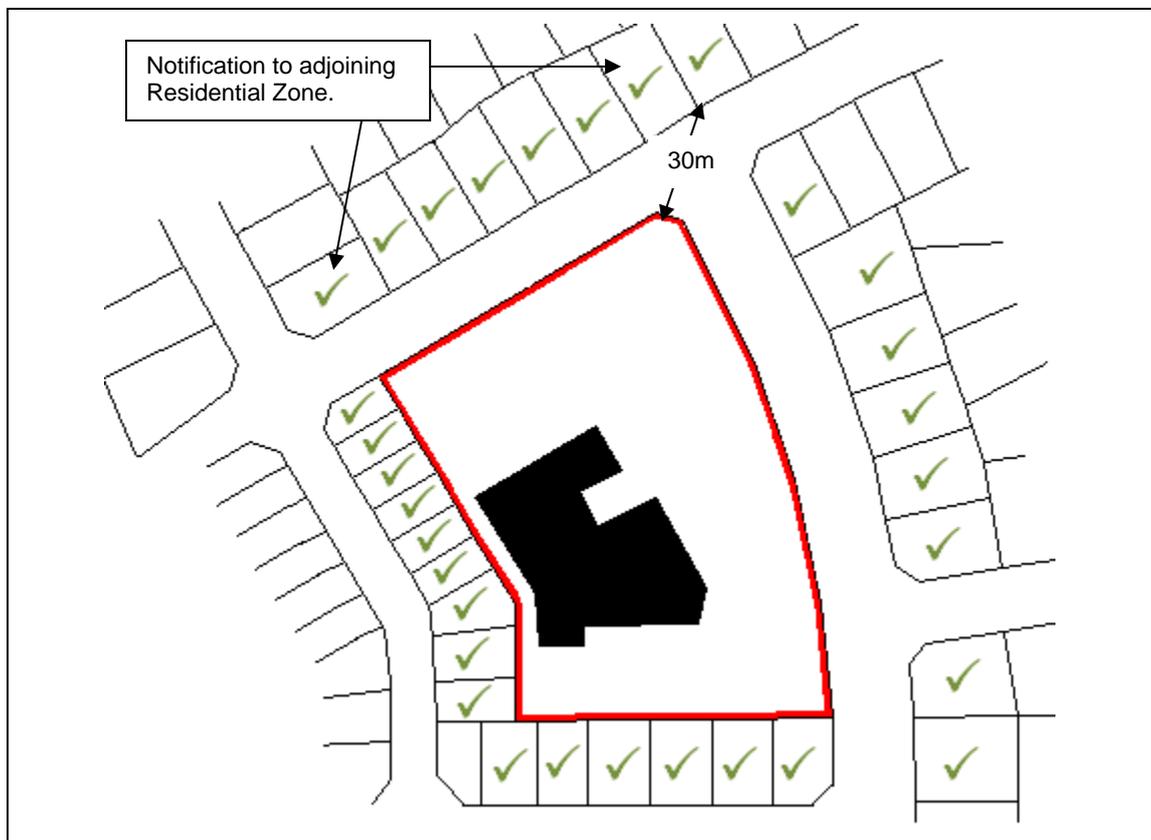


Figure 1. Example of residences requiring notification

Creation Date: October 2009

Amendments: CJXXXX

Related Documentation: • City of Joondalup District Planning Scheme No. 2



PAYMENT OF RATES AND CHARGES POLICY

CATEGORY:	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 DIRECTORATE:	Corporate Services and Resource Management
OBJECTIVE:	To enable flexibility and choice, appropriate for the needs of the community, in the payment of rates and charges established by the City, while also acknowledging individual financial circumstances and recognising the fiscal responsibility of the City in meeting the community's service expectations.

1. STATEMENT

The Council City of Joondalup recognises that individual financial circumstances may differ across the community- and that, as a government organisation, it has a fiscal responsibility to meet the community's service expectations with regard to flexible options for the payment of rates and charges that it establishes.

This Policy seeks to guide Council in determining alternative payment options as part of the Annual Budget process.

2. DETAILS

2.1 General Payment Options

- a. In accordance with the requirements of the *Local Government Act 1995*, as part of the Budget adoption process, the Council will adopt a four payment option for the payment of annual rates and services charges, with payment schedules to form part of the *Annual Budget*.
- b. ~~In addition,~~ As part of the Budget adoption process, the Council may determine incentive options for early payment of rates and charges.

2.2 Financial Hardship

- a. The City recognises its responsibility in responding to the needs of residents experiencing severe financial hardship by the ensuring that they are treated with respect, dignity, fairness, equity and confidentiality.
- b. The level of relief applicants may receive will be based on the evidence of genuine hardship ~~because of~~ due to trauma/tragedy, level of income, reliance on social security, illness/disability, business

failure or other factors considered relevant by the Chief Executive Officer.

- c. The City will determine the financial contribution amount an applicant may contribute to the reduction of the debt.
- d. If the Chief Executive Officer is satisfied that the contribution will exacerbate the level of hardship then consideration may be given to writing off all or part of the late payment interest.
- e. Authority is delegated to the Chief Executive Officer to determine alternative payment options based on individual circumstances.

CREATION DATE: June 1999

AMENDMENTS: CJ121-06/02, JSC30-08/04, CJ206-10/05, CJXXX-XX/XX

RELATED DOCUMENTATION:

- *Annual Budget*
- *Local Government Act 1995*
- *Register of Delegation of Authority*

RECORDS MANAGEMENT POLICY

CATEGORY:	City Policy – A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations. Council policies are developed by the Policy Committee for approval by Council.
RESPONSIBLE DIRECTORATE:	Office of the CEO <u>Governance and Strategy</u>
OBJECTIVE:	To ensure that the City meets the statutory requirements of the <i>State Records Act 2000</i> .

1. APPLICATION

This Policy applies to all City of Joondalup Elected Members, staff and contractors.

2. DEFINITIONS

~~The definition of a “corporate document/record” is:~~ means If any document/record that meets one or more of the following criteria, ~~they are deemed a corporate record:~~

- ~~1a.~~ 1a. Does it convey information essential or relevant in making a decision?
- ~~2b.~~ 2b. Does it convey information upon which others will be, or are likely to make decisions affecting the City’s operations, or rights and obligations under legislation?
- ~~3c.~~ 3c. Does it commit the City to certain courses of action or the commitment of resources or provision of services?
- ~~4d.~~ 4d. Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?
- ~~5e.~~ 5e. Is the information likely to be needed for future use, or is it of historical value or interest?

“ephemeral record” means any document/record that has ~~have~~ no continuing value to the City and is generally only needed for a few hours or a few days. As defined within the State Records Office of Western Australia’s publication, General Disposal Authority for Local Government Records. The following are considered to be ephemeral records:

- a. Duplicate (or exact) copies of records, documents, circulars, forms, etc.

- b. Information material including price lists, catalogues, advertising material, brochures etc., produced by other organisations.
- c. Reference sets of directories, addresses and contact lists, including internal directories and lists produced by the local government, other agencies and organisations or suppliers.
- d. Unsolicited letters or promotional material ~~that offering~~ goods or services to the local government.
- e. Messages in the form of voice mail, e-mail, telephone messages, post-it or sticky notes when the message does not relate to the business functions of the local government. (N.b.: Messages that do relate to the business functions of the local government must be transcribed and placed on the appropriate subject file. Once transcribed the original message may be destroyed.)
- f. Rough drafts of reports, or correspondence, routine or rough calculations not circulated to other staff in the local government, and of which a final draft has been produced and placed on the appropriate subject file. (N.b.: Note: versions of drafts that contain significant changes to context must be placed in the appropriate subject file e.g.: internal policy.)
- g. Transitory messages giving minor instructions and of a routine or instruction nature that are used to further some activity in either a paper-based or electronic format (e.g.: correcting typing errors; requesting file creation or retrieval; filing a letter; formatting documents; duplicating; etc.)
- h. Letters or cards of appreciation, sympathy or greetings of no enduring value.
- i. Working papers, background notes and reference materials used to prepare or complete other documents. (Those documents become the record of the local government and are placed on the appropriate subject file.) (N.b.: Note: working papers and background notes relating to the development of internal policy must be placed on the appropriate subject file.)

3. STATEMENT

Under the *State Records Act 2000*, the City has an obligation as a 'government organisation' to develop a Recordkeeping Plan that sets out the manner in which records are created and kept by the City.

This Policy informs the Policies and Procedures Principle within the Recordkeeping Plan, by establishing the City's position in relation to appropriate definitions, records accessibility, destruction of records, management of ephemeral records and training and education.

For greater detail on the processes and legislative requirements relating to recordkeeping responsibilities, refer to the City's *Recordkeeping Plan*.

2. DETAILS

2.1 General Recordkeeping

a. The City's corporate records are to be managed in accordance with the City's *Recordkeeping Plan*.

b. All Elected Members, staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions, and ensuring all corporate documents are retained within the City's official recordkeeping system (~~RMS~~TRIM) at the point of creation, regardless of the format of the record, ~~being~~ in accordance with the following:

- ~~• Acts Amendment (Evidence) Act 2000~~
- *Evidence Act 1906*
- *Freedom of Information Act 1992*
- *Local Government Accounting Directions 1994*
- *Local Government Act 1995*
- *State Records Act 2000*

~~All must abide by the recordkeeping requirements of the City as defined in the publication titled Recordkeeping Plan, which is a requirement of the State Records Act 2000.~~

2.2 Access

a. Access to corporate records by City staff and contractors will be in accordance with designated access and security classifications, as determined by the Records Services Coordinator.

b. Access to the City's records by the general public will be in accordance with the *Freedom of Information Act 1992*.

c. Access to the City's records by Elected Members and Committee Members will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

2.3 Destruction

The Records Services Coordinator will dispose of records kept by the City in accordance with the 1999 State Records Office of Western Australia's publication, *General Disposal Authority for Local Government Records* (~~produced by the State Records Office of Western Australia~~), following authorisation from the Chief Executive Officer.

2.4 Ephemeral Records

~~Ephemeral records have no continuing value to the City and are generally only needed for a few hours or a few days., and they~~ Ephemeral records may not need be required to be placed within the City's official recordkeeping system. In accordance with this schedule Elected Members, staff or

contractors or ~~Elected Members~~ may dispose of such ephemeral records once reference ceases.

2.5 Training and Education

Training in recordkeeping practices and the use of the City's document and records management system (RMS~~TRIM~~) is available to all newcomers upon commencement and refresher ongoing training is ~~courses are~~ available upon request to the Records Services Coordinator.

Elected Members will be made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program.

CREATION DATE: March 2004

AMENDMENTS: CJ206-10/05

RELATED DOCUMENTATION:

- [Evidence Act 1906](#)
- [Freedom of Information Act 1992](#)
- [Local Government Accounting Directions 1994](#)
- [Local Government Act 1995](#)
- *Recordkeeping Plan*
- *State Records Act 2000*

RECOVERY OF COSTS AWARDED TO THE CITY POLICY

CATEGORY:	<p>City Policy – A policy that is developed for administrative and operational imperatives and has an internal focus.</p> <p>Developed by the Policy Committee and/or the administration and adopted by Council.</p>
RESPONSIBLE DIRECTORATE:	Corporate Services
OBJECTIVE:	To obtain monies due to the City.

1. APPLICATION

This Policy ~~only~~ applies to situations where court action is taken against the City. It does not apply to ordinary operational situations where the City commences a prosecution for a breach of one of its Laws.

2. STATEMENT

The City will, as a general principle, seek to recover costs which are awarded to the City as a result of legal proceedings which have been taken against the City by another body. People involved in legal proceedings with the City should be made aware of the situation.

3. DETAILS

3.1 Approval Process

Before any action is taken to recover costs under such circumstances, a report will be presented to Council and Council will make the final decision on whether to proceed with recovery action.

CREATION DATE:	February 2007
AMENDMENTS:	<u>CJXXX-XX/XX</u>
RELATED DOCUMENTATION:	N/A



REQUESTS FOR SALE OF PUBLIC OPEN SPACE RESERVES POLICY

CATEGORY:	<p>Council Policy – A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations.</p> <p>Council policies are developed by the Policy Committee for approval by the Council.</p>
RESPONSIBLE DIRECTORATE:	<p>Planning and Community Development <u>Planning and Development</u></p>
OBJECTIVE:	<p>To establish guidelines for the assessment of requests for sale of public open space reserves.</p>

1. AUTHORITY RELATED DOCUMENTATION

This Policy has been prepared in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No. 2, which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

~~This policy should be read in conjunction with Part 2 (“Reserves”) of District Planning Scheme No.2 (“DPS2”).~~

2. APPLICATION

This Policy applies to all local public recreation reserves within the City and land reserved for parks and recreation under City of Joondalup District Planning Scheme No. 2.

3. STATEMENT

~~1~~ **Policy Aims**

It is the Council’s position that requests for the sale of public open space reserves should be considered within the context of the following aims:

- a. To preserve land reserved for public recreation, being public open space (POS), where it provides a benefit to the community.
- b. To give due consideration to the current and future needs of the community and environmental matters in assessing requests for excision or sale of POS public open space.

~~2~~ **Policy Area:**

~~This Policy applies to all local public recreation reserves within the City and land reserved for parks and recreation under District Planning Scheme No. 2.~~

4. DETAILS

~~3~~ **Policy Statement**

4.1 Assessment Guidelines

- a. The Council views POS public open space as an extremely valuable community asset.
- b. A clear benefit to the community, outside of any direct financial contribution, is to be established before a proposal seeking the sale of a portion of a POS public open space reserve is advertised for public comment.
- c. Maintenance of a reserve is not a relevant matter in assessing whether the proposed excision would have a clear benefit to the community.
- d. If such a proposal does not provide a clear benefit to the community and/or does not promote sustainability objectives, the Director Planning and Development and Manager Planning Services have the delegated authority to determine that the request not proceed.
- e. If the proposed excision of portion of the POS public open space reserve provides a benefit for the community and promotes sustainability objectives, the request will be advertised for a minimum period of 30 days as follows:
 - i. A sign ~~is to be~~ erected on the site, at the applicant's cost.
 - ii. A notice ~~is to be~~ placed in a local newspaper, at the applicant's cost.
 - iii. Letters sent to nearby landowners.
 - iv. Liaison with identified local community and interest groups.
 - v. Referral to the Department of Land Information, Department of Planning and other relevant servicing authorities for comment.
 - vi. A notice ~~is to be~~ placed on the City's notice boards and the City's website.
- f. Upon the closure of advertising, the request shall be referred to Council having due regard for the aims and statements of this Policy. Comments received as a result of advertising carried out in accordance with Clause 3(e) above, and the requirements of the

Department of Planning's *Guidelines for Administration of Section 20A 'Public Recreation' Reserves.*

The applicant shall also obtain a valuation at their cost, from the Valuer General's Office, on the portion of land proposed to be purchased.

4. Sustainability

This policy promotes sustainability objectives by:

- Ensuring existing natural bush land is retained within the POS reserves.
- Recognising that the role of POS reserves in providing visual relief in addition to passive and active recreation areas should not be diminished without appropriate benefit to the community.
- Recognising that POS reserves are a public asset for the enjoyment of the wider community, and ensuring that any proposed excision of POS is of benefit to the community, outside of any direct financial contribution.

CREATION DATE: September 2006

AMENDMENTS: [CJXXX-XX/XX](#)

RELATED DOCUMENTATION:

- [City of Joondalup](#) District Planning Scheme No. 2
- *Guidelines for Administration of Section 20A 'Public Recreation' Reserves*
- *Register of Delegation of Authority*



SATELLITE DISHES, AERIALS, AND RADIO EQUIPMENT POLICY

CATEGORY:	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 DIRECTORATE:	Planning and Community Development
OBJECTIVE:	To specify standards relating to the installation of devices including satellite dishes, aerials and radio equipment in residential areas.

1. AUTHORITY

This Policy has been prepared in accordance with Clause 8.11 of the *City of Joondalup District Planning Scheme No. 2*, which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

2. AREA APPLICATION

This Policy applies to the Residential Zone of the City of Joondalup.

3. STATEMENT AIMS

To The City of Joondalup values the protection of the quality of the streetscape and the amenity of adjoining residents by minimising the visual impact of satellite dishes, aerials and radio equipment.

4. DETAILS STATEMENT

4.1 Planning Approval Requirement

An *Application for Planning Approval* is required prior to the issuing of a Building Licence (where required) for the erection of a satellite dish, aerial, or radio equipment except when:

- a satellite dish is located on the roof and has a diameter of not greater than 0.9 metres;
- a satellite dish (combined dish and support) is located at existing ground level and is 2.4 metres or less in any dimension (the dish is to be located so as not to be visible from any street or adjoining property);

- a radio antenna is not greater than 2.0 metres in height if mounted on the roof, or does not project more than 2.0 metres above the roof ridge if located at ground level and is not located between the street and the house; and/or
- a domestic TV television antenna not greater than 4.0 metres in any dimension.

A maximum of one satellite dish and one form of radio equipment is permitted, exclusive of a domestic antenna. Where additional equipment is sought, an *Application for Planning Approval* is required.

4.2 Development Provisions

Where an *Application for Planning Approval* is required, the proposal is to conform to the following:

4.2.1 Satellite Dishes

- a. The satellite dish is to be located so to minimise the visual impact on the adjoining owners.
- b. The satellite dish is to be located or screened so as not to be visible from the street.
- c. Satellite dishes with a diameter greater than 0.9 metres should be located at ground level only. Any dish located at ground level is to be a maximum height (combined dish and support) of 4.0 metres above natural ground level.

4.2.2 Aerials and Masts

- a. Such Applications will be considered on their individual merits, however, assessment will include consideration of the visual impact of the aerial or mast on the streetscape and adjoining properties.

4.3 Advertising of Applications for Planning Approval, including Satellite Dishes, Aerials and Radio Equipment

All *Applications for Planning Approval* will require the City of Joondalup to consult with adjoining property owners in accordance with the provisions of the *Residential Design Codes of Western Australia*, 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.

CREATION DATE: October 2006

AMENDMENTS: [CJXXX-XX/XX](#)

RELATED DOCUMENTATION:

- [City of Joondalup District Planning Scheme No. 2](#)
- *Register of Delegation of Authority*
- [Residential Design Codes](#)

SMALL SCALE RENEWABLE ENERGY SYSTEMS POLICY

CATEGORY: 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 DIRECTORATE: 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.~~

1. AUTHORITY

This Policy has been prepared in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No.2, which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

2. APPLICATION

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

3. DEFINITIONS

“solar energy system” means 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” means a solar energy system of up to 100 kilowatts capacity or a small wind energy system of up to 10 kilowatts capacity.

“total height” means 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” **means** 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.

4. STATEMENT

The City supports and encourages the use of small scale renewable energy systems on land or buildings within its district in order to reduce the production of greenhouse gas emissions at a household level.

In doing so, it also seeks to balance and protect the quality of the streetscape and amenity (particularly visual and acoustic amenity) of adjoining properties from the impact of these technologies.

5. DETAILS

5.1 Solar Energy System

5.1.1 Approvals Required

- a. 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.
- b. 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.

5.1.2 Development Provisions

Where development is not subject to the provisions of the *Residential Design Codes of Western Australia*, 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.

5.2 Wind Energy System

5.2.1 Approvals Required

- a. An *Application for Planning Approval* is required for all wind energy system installations.
- b. A Building Licence is required for the installation of any wind energy system.

5.2.2 Development Provisions

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

- a. The system must be well setback from any overhead power lines.
- b. The turbine system must be fitted with an automatic and manual braking system or an over-speed protection device.
- c. 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.
- d. No signage, other than the manufacturer's or installer's identification, shall be attached to the system.
- e. Any electrical components and wires associated with a small wind energy system must not be visible from the street.
- f. The system must not be located on a property/building on the City's Heritage List.

OTHER

5.2.3 Compliance with other Legislation

- a. 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.
- b. Manufacturer's specifications and a statement demonstrating compliance with the *Environmental Protection (Noise) Regulations 1997* must be submitted with the planning Application for Planning Approval.

5.3 Advertising

- a. *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.
- b. 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.

5.4 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.

CREATION DATE: March 2011

AMENDMENTS: [CJXXX-XX/XX](#)

RELATED DOCUMENTATION:

- [City of Joondalup District Planning Scheme No. 2](#)
- *Environmental Protection (Noise) Regulations 1997*
- [Residential Design Codes of Western Australia](#)

Table 1 — Development Standards

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

SPECIFIED AREA RATES RATING POLICY

CATEGORY:	Council Policy – A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations. The policy has a strategic focus and aligns with the Mission, Vision and Strategic Directions Council policies are developed and reviewed by the Policy Committee
RESPONSIBLE DIRECTORATE:	Corporate Services
OBJECTIVE:	To provide guidance on the circumstances under which a Specified Area Rate may be applied and the arrangements for the management and control the Specified Area Rate collected.

1. **STATEMENT:**

A Specified Area Rate (SAR) may be imposed under Section 6.37 of the *Local Government Act 1995* for the purpose of meeting the cost of a specific work, service or facility that the Council considers has benefited or will benefit the ratepayers or residents within the proposed Specified Area or that they have contributed or will contribute to the need for that work, service or facility.

2. **DETAILS**

2.1 **Imposition of Specified Area Rate Rating:**

The Council may consider applying a SAR Specified Area Rate where under the following circumstances.

4a. In a new land development area, the developer has provided a higher standard of landscaping than the standard that the City would normally expect to be provided and for which the City would normally accept responsibility for ongoing maintenance. In this circumstance, the following will apply.

(a)i. The landscaping standard and the proposal to fund the higher level of ongoing maintenance by a SAR Specified Area Rate must be agreed between the developer and the City prior to the proposed landscaping being implemented.

(b)ii. It will be conditional on the developer marketing the properties as having a SAR Specified Area Rate applying in addition to the general rates levied by the Council City.

- (e)iii. It will be conditional on an incorporated property owners' body being formed representing property owners within the proposed SAR Specified Area Rate area to be responsible for representing property owner interests between it and the City in relation to the SAR Specified Area Rate.
- 2b. An incorporated body representing the property owners of an established residential area requests that the City provides a specific work, service or facility to their area to be funded by a SAR Specified Area Rate imposed on the property owners. In this circumstance, the following will apply.
- (a)i. If the Council considers the proposal has merit, then, prior to a Council decision on such a proposal, the City will conduct a survey of all proposed affected property owners.
- (b)ii. It is solely at the Council's discretion as to whether or not it will agree to impose a SAR Specified Area Rate, however, the Council will not consider agreeing to a proposal unless the survey results show support by not less than 75% of all property owners surveyed.
- 3c. For any area to be considered for a SAR Specified Area Rate, whether as a result of 1 or 2 above, it must be a reasonable size in terms of the number of properties and defined by clear and discernable geographic boundaries which may include main streets, or natural features. It shall be of a sufficient size and encompass an area significant enough that the Council believes a SAR Specified Area Rate can be effectively applied. A SAR Specified Area Rate will not be considered for a minor area such as a single property, small group of properties, or a single street. As a general guide, it is expected that a SAR Specified Area Rate area would include no less than 100 properties.
- 4d. It is a condition for any SAR Specified Area Rate to be imposed that there will be a Representative Property Owners Group operating as an incorporated body, open to membership of all property owners in the SAR Specified Area Rate area. The body will meet regularly to discuss the issues related to the services provided as part of the SAR Specified Area Rate arrangement. The City will provide representation to attend meetings of the body to provide technical advice with respect to the services and the operation of the SAR Specified Area Rate.

2.2 Management of the Specified Area Rate:

- 4a. City representatives will consult with the Representative Property Owners Group on a regular basis in relation to the operation of the SAR Specified Area Rate. The program of works and services proposed to be funded by the SAR Specified Area Rate in a financial year will be agreed prior to the adoption by the Council of the budget for that year.

- ~~2~~b. The gross amount to be imposed for the SAR Specified Area Rate is to be ascertained from the agreed program of works and services as part of the City's annual budgeting process. Consideration will be given to any surplus SAR Specified Area Rate funds held in reserve from prior years when determining the gross amount to be imposed.
- ~~3~~c. The gross amount of the SAR Specified Area Rate that needs to be raised is to be apportioned between the properties within the specified area based on the gross rental value applicable to each property and will be imposed in addition to the general rate levied by the Council.
- ~~4~~d. The delivery method of the work, service or facility the subject of the SAR Specified Area Rate arrangement will be determined at the sole discretion of the City.
- ~~5~~e. The City will remain at all times the custodian of the SAR Specified Area Rate and will administer the funds collected in compliance with the relevant provisions of the *Local Government Act 1995* as amended, including establishing a reserve fund to hold any unspent or surplus funds at the end of the financial year.
- ~~6~~f. The City will ensure that there are appropriate management arrangements in place to maintain its relationship with the Representative Property Owners Group, that there are processes to deal with concerns and issues raised by property owners in regard to the SAR Specified Area Rate and to inform property owners of the City's requirements in regard to the operation of the SAR Specified Area Rate. For any issue not able to be resolved by other means, Council will determine the matter at its sole discretion.

2.3 Termination of a Specified Area Rate Arrangement:

- ~~4~~a. The power to impose and to terminate a SAR Specified Area Rate rests with the Council and will be considered on its merits as and when required.
- ~~2~~b. A Specified Area Rate will be considered for termination if it is established, to the satisfaction of the Council, that any of the following apply.
- ~~(a)~~i. The Representative Property Owners Group has ceased to operate, whether through loss of incorporation, loss of office bearers and/or membership, or through failure to meet on a regular basis to discuss the issues related to the services provided as part of the SAR Specified Area Rate arrangement.
- ~~(b)~~ii. The Representative Property Owners Group no longer represents all of the property owners affected by the SAR Specified Area Rate.
- ~~(c)~~iii. The Representative Property Owners Group has, by a formal process at a duly constituted meeting of the Group, resolved that ~~they~~ it no longer ~~want~~ wishes to continue with a SAR Specified Area Rate arrangement.

~~(d)iv.~~ It is no longer appropriate, necessary or viable to continue to provide the additional services and to levy the Specified Area Rate.

~~the Council may terminate the SAR.~~

~~3c.~~ Once an SAR Specified Area Rate arrangement is terminated, the service level in the area concerned will revert back to the normal service level. Where there was no previous normal service level (such as a new development that started as a SAR Specified Area Rate area) it shall be that which the City may determine, at its sole discretion, is an appropriate normal level of service for the area.

~~4d.~~ If, for any reason, a SAR Specified Area Rate arrangement terminates, it shall be effective from the conclusion of the financial year in which that occurs, unless it occurs prior to the adoption of the budget for that year, in which case it will be effective immediately. Any unspent or surplus funds held in reserve at the termination of the SAR Specified Area Rate arrangement will be dealt with in accordance with the provisions of Section 6.37 the *Local Government Act 1995* ~~section 6.37~~ relating to Specified Area Rates and Section 6.11 relating to reserve funds.

CREATION DATE: March 2010

AMENDMENTS: CJXXX-XX/XX

RELATED DOCUMENTATION:

- *Local Government Act 1995*

STATEMENT ON CIRCUSES POLICY

CATEGORY:	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 DIRECTORATE:	Planning and Development
OBJECTIVE:	To provide a statement of intent with respect to the operation of circuses <u>within the City's district.</u> City policies are referred to the Policy Committee for review and endorsement prior to Council adoption.

1. APPLICATION

This Policy shall apply to all organisations which use live performing animals for entertainment purposes in the City of Joondalup.

2. DEFINITIONS

“domestic animal” means any of the various animals which have been domesticated by man, so as to commonly live and breed in a tame condition.

3. STATEMENT

Council opposes the ~~use~~ operation of circuses or organisations with performing exotic animals including (but not limited to) lions, tigers, leopards, other great cats, elephants, bears, giraffes, monkeys, apes or any type of animal which, in the opinion of the ~~local government~~ City, is either dangerous or not domesticated.

4. DETAILS

Council considers circuses or organisations that use human acts and/or domestic animals (such as cats and dogs) are as a preferred alternative for public entertainment. ~~Domestic animals are as defined by the Code of Practice for Conduct on Circuses in Western Australia (2003) as “any of the various animals which have been domesticated by man, so as to commonly live and breed in a tame condition.”~~

CREATION DATE: April 2008

AMENDMENTS: [CJXXX-XX/XX](#)

RELATED DOCUMENTATION:

- *Code of Practice for the Conduct of Circuses in Western Australia 2003*



STREETLIGHT SHADING POLICY

CATEGORY:	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 DIRECTORATE:	Director Infrastructure Services
OBJECTIVE:	To outline <u>establish</u> the City's position on the provision of shading for streetlights owned by Western Power and located on roads within the City of Joondalup.

1. APPLICATION

This Policy shall apply to streetlights owned by Western Power and located on roads within the City of Joondalup.

2. DEFINITIONS

“streetlight” means a any raised ~~source of~~ electric light source located on the edge of a road within the City of Joondalup.

“streetlight shading” means a shade installed on a streetlight by Western Power which takes the form of a metal deflector or painted-out section of lens.

3. STATEMENT

~~To provide guidance on the installation of shading for streetlights that are owned by Western Power and located on roads within the City of Joondalup.~~

The City acknowledges the loss of amenity associated with unwanted or unreasonable levels of light emitted from lighting infrastructure on public land that is adjacent to private residences.

In order to balance the issue of amenity loss with public safety and cost recovery, the City will consider requests for streetlight shading from residents in accordance with the criteria outlined below.

4. DETAILS SCOPE

4.1 Requests for Streetlight Shading

The City will consider requests for streetlight shading where:

- additional streetlights or streetlight fittings have been installed as a result of road or other works;
- additional streetlights or streetlight fittings have caused a significant change to illumination levels;
- Western Power has advised the City that streetlight shading is appropriate; and/or
- a change to illumination levels is due to lamp replacement by Western Power.

The City will not consider requests for streetlight shading where:

- carriageway, path and verge illumination or safety would be compromised;
- amenity to neighbouring properties would be negatively affected; and/or
- Western Power has advised the City that streetlight shading is inappropriate and/or cannot be installed.

4.2 Contribution to Cost of Streetlight Shading

Where a decision has been made to request the installation of streetlight shading, the cost of installing the shading will be met by the applicant.

If the applicant is a pensioner, the applicant will meet the full cost of installing the shade, less the appropriate pensioner discount in accordance with the *Rates and Charges (Rebates and Deferments) Act 1992*, and with the City will meeting the balance of the cost.

CREATION DATE: December 2010

AMENDMENTS: CJXXX-XX/XX

RELATED DOCUMENTATION:

- *Rates and Charges (Rebates and Deferments) Act 1992*



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

CATEGORY: 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
DIRECTORATE:** Director of Infrastructure Services

OBJECTIVE: To provide a system for restoring vandalised or damaged vegetation on City land and establishing a mechanism for penalising offenders.

1. APPLICATION

This Policy shall apply to all land owned or managed by the City.

2. DEFINITION

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

3. STATEMENT

The City recognises 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,~~ The City’s current roles include that of steward and manager of vegetation, which requires responsibility in ~~increase awareness and to educating~~ the community and developers on the value of vegetation in the urban landscape.

To achieve this, it is the City’s position that it should employ the most appropriate restoration mechanisms on a situation-specific basis and ~~To provide a mechanism to encourage community members to report illegal damage to vegetation on land owned or managed by the City~~ land and establish punitive measures for offenders who intentionally vandalise or damage vegetation.

4. DETAILS

4.1 Approved Responses

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 one or more of the following actions:

- 1) a. Erect signage advising of the vegetation vandalism or damage detailing the penalties of such offences, a request for information from the public regarding the vandalism, and site-specific information regarding vegetation removal and replacement proposed.
- 2) b. Leave in situ selected poisoned vegetation ~~may be left in situ~~, subject to safety requirements, until an agreed timeframe (to be determined on a case-by-case basis or until the vegetation requires removal).
- 3) c. Establish replacement planting following any required remediation works and removal of the poisoned or damaged vegetation (will to 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).
- 4) d. Establish replacement planting and rehabilitation works following the removal of the poisoned or damaged vegetation (will to be determined on a site-by-site basis and may include the placement of two or more of an appropriate plant species at the affect locality, of a similar maturity if possible).
- 5) e. When ongoing vandalism occurs, ~~then further investigative~~ investigate responses (such as including CCTV closed-circuit television). ~~may be considered by the Chief Executive Officer.~~

CREATION DATE: March 2011

AMENDMENTS: CJXXX-XX/XX

RELATED DOCUMENTATION: N/A



ELECTED MEMBERS ENTITLEMENTS POLICY

STATUS:	City Policy
RESPONSIBLE DIRECTORATE:	Governance and Strategy
OBJECTIVE:	To set out the support and allowances available to the City's Elected Members.

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1. DEFINITIONS

“**annual period**” means from October to October in the following year.

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

2. STATEMENT

This Policy has been prepared to comply with the provisions relevant to Elected Member entitlements under the *Local Government Act 1995*, and supporting Regulations.

3. PROVISION OF SUPPORT

3.1 Objective

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

3.2 Mayor

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

i. The provision of a luxury sedan type motor vehicle with unrestricted use for all official and civic duties connected to the Office of Mayor and for personal private use. This vehicle will be changed over in accordance with the City’s general management of its light vehicles fleet.

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

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

iii. Membership of the Qantas Club.

iv. The registration cost or ticket cost for the Mayor, plus his or her partner 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 Section 1 of this Policy) or is not for an election purposes.

- v. Suitable contemporary office accommodation within the Civic Centre.
 - vi. Secretarial services, including word processing, photocopying and postage.
 - vii. Administrative assistance associated with any Council functions, Meetings, publications and the like.
 - viii. Access to the Elected Member's Lounge and refreshments.
- b. All equipment and facilities subject of this Policy are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

3.3 Deputy Mayor and Councillors

- a. The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of their Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:
- i. Access to the Elected Member's Lounge and refreshments;
 - ii. Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile, internet and telephone facilities;
 - iii. Some secretarial support as resources allow including limited word processing, photocopying, and postage.
 - iv. The registration cost or ticket cost for the Deputy Mayor or Councillor, 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 Section 1 of this Policy) or is not for an election purposes.
- b. All equipment and facilities subject of this Policy are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

4. ISSUE AND RETURN OF COUNCIL EQUIPMENT

4.1 Objective

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

4.2 Equipment

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

- a. Either a Macbook Air, Macbook Pro or an I-Mac; an Apple I-Phone, an Apple I-Pad and all-in-one printer.
- b. Time capsule or Airport Express for internet connection and use.
- c. Elected Member lounge key.
- d. Security Card/Building Access Card.
- e. Satchel or briefcase (optional).
- f. A set of City of Joondalup vehicle licence number plates, selection of numbers 2 to 20 (optional - see 4.5).

This equipment will be new and replaced in accordance with the City's replacement program. The specification of the equipment supplied under 4.2(a) and 4.2(b) shall be the highest specification for the model proposed. Elected Members will be consulted prior to the provision of the equipment and have the opportunity to make requests for changes to the equipment supplied.

4.3 Documentation

The following documentation will be issued to Elected Members:

- a. *Local Government Act 1995.*
- b. *Code of Conduct Policy.*
- c. *City of Joondalup District Planning Scheme No. 2* and local planning policies.
- d. *Annual Budget.*
- e. *Information Technology Service Agreement for Elected Members.*

4.4 Other Items

- a. The following items will be issued to Elected Members:
 - i. Two name badges, and one name badge for their partner.
 - ii. Business cards.
 - iii. Appropriate stationery.
 - iv. Christmas cards and postage, including a Christmas e-card.

- v. Street directory.
 - vi. Elected Member Uniform (optional) (one jacket, two trousers/skirts and three shirts/blouses).
 - vii. Driz-a-bone jacket or similar (optional).
- b. Each Elected Member is entitled to be reimbursed to a maximum amount of \$1,140 (**July 2011**) 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 home office furniture/equipment to assist them to perform their role as an Elected Member and to be used for Council-related purposes.

The amount allocated for reimbursement will be inflated annually as from 1 July based on the Consumer Price Index (All Groups Perth) Rate, rounded to the nearest \$10.

4.5 Vehicle Licence Number Plate

- a. Elected Members may have a City of Joondalup vehicle licence number plates fitted to their vehicle for their term of Office at the City's cost.
- b. Vehicle Licence plate numbers 1 and 2 (and variations on this (e.g.: 01; 001; 001)) are reserved for use by the Mayor and the Deputy Mayor respectively.
- c. An Elected Member is eligible to transfer the vehicle licence number plate to another vehicle once every two years at the City's cost.
- d. 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.
- e. Retiring Elected Members must return the issued vehicle licence number plate to the City within 14 days of ceasing to be an Elected Member. Any costs associated with this transfer of the Elected Member's vehicle licence number plates shall be met by the City.
- f. Where an Elected Member is issued with a vehicle licence number plates as detailed within this Policy, that vehicle fitted with the licence number plates shall not have electoral advertising placed on or in the vehicle.

4.6 Return of Equipment Issued

- a. An Elected Member must return the following equipment to the City within 14 days of ceasing to be an Elected Member:
 - i. Any equipment issued by the City that is less than three years old.
 - ii. All equipment leased by the City and provide to the Elected Member.

- iii. Security Card/Building Access Card.
 - iv. Elected Member Lounge Key.
 - v. City of Joondalup Vehicle Licence Number Plates.
- b. The value of any equipment retained by an Elected Member on retirement cannot be more than the limits set under regulation 34AC of the *Local Government (Administration) Regulations 1996*. This value will also be deducted from the value of any retirement gift given by the City under 10.2 of this Policy.

5. PAYMENT OF FEES AND ALLOWANCES

5.1 Objective

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

5.2 Annual Meeting Attendance Fees

The City will pay the maximum amount within the prescribed legislation that may be claimed annually for Meeting attendance fees for the Mayor and Councillors.

Payments will be made monthly in arrears throughout the annual period.

5.3 Annual Local Government Allowances — Mayor and Deputy Mayor

The City will pay the maximum Annual Local Government Allowance within the prescribed legislation that may be paid to the Mayor and Deputy Mayor.

Payments will be made monthly in arrears throughout the annual period.

5.4 Telecommunications Allowance

- a. The City will pay all Elected Members an annual Telecommunications Allowance to the maximum amount as prescribed within legislation.
- b. The annual Telecommunications Allowance is for costs relating to telephone usage (including plans/contracts, payments and purchase of fax machines and extra telephone lines) and costs and consumables associated with that use.
- c. Any claims by Elected Members for expenses incurred over the maximum annual Telecommunications Allowance detailed in 5.4(a) 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 plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.

- d. Full payment of the Telecommunications Allowance will be made at the commencement of the annual period.

5.5 Information Technology Allowance:

- a. The City will pay all Elected Members an annual Information Technology Allowance to the maximum amount as prescribed within legislation.
- b. The Information Technology Allowance is in addition to the City-issued equipment detailed in 4.2 of this Policy, and is in recognition of costs associated with internet connection(s) and other information technology expenses.
- c. Any claims by Elected Members for expenses incurred over the maximum annual Information Technology Allowance detailed in 5.5(a) 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 an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- d. Full payment of the Information Technology Allowance will be made at the commencement of the annual period.

5.6 Conditions of Payment

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

6. ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA

6.1 Objective

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

6.2 Statement

Elected Members are encouraged to attend appropriate Conferences and Training to enable them to be more informed and better able to fulfil their duties of Office.

6.3 Annual Conference and Training Expense Allocation

- a. The following Conference and Training Expense Allocation shall be made available to Elected Members during an annual period.
 - i. The Mayor shall be entitled to \$14,000 (**July 2011**) inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100.
 - ii. All Councillors shall be entitled to \$6,400 (**July 2011**) inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100.
- b. In addition to the Conference and Training Expense Allocation detailed in 6.3(a) above, the Mayor shall be entitled to attend the following conferences:
 - i. Annual Western Australian Local Government Association
 - ii. Annual National Australian Local Government Association
 - iii. Annual National Congress of the Local Government Managers Australia
- c. In addition to the Conference and Training Expense Allocation detailed in 6.3(a) above, Councillors shall be entitled to attend the Annual Western Australian Local Government Association conference.

6.4 Approval

- a. Subject to Section 7 of this Policy for overseas travel, Elected Members may attend conferences and training:
 - following approval by the Council where such approval is required; or
 - by informing the Chief Executive Officer in advance of attendance.

6.5 Conferences and Training that may be Attended

The Conferences and Training to which this Policy applies shall generally be limited to the following.

- a. West Australian Local Government Association and Australian Local Government Association conferences.
- b. Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- c. Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- d. Australian Sister Cities Conferences.

- e. Municipal Training Service's Councillor Induction Program.
- f. West Australian Local Government Association Elected Member Training and Development.
- g. Training relating to the role of Elected Members.
- h. Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

6.6 Payment of Conference and Training Expenses

6.6.1 Payment from Conference and Training Expense Allocation

The City will pay Conference or Training expenses where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation. Should sufficient funds be unavailable, the Elected Member may meet the difference between the actual cost and their remaining Conference and Training Expense Allocation themselves, or receive funds from another Elected Member's Conference and Training Expense Allocation (see 6.8(f)).

6.6.2 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 6.6.8.

6.6.3 Support Activities

The City will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

6.6.4 Accommodation

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

- b. Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.

6.6.5 Travel

- a. Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the City.
- b. Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements.
- c. All air travel within Australia shall be by 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.

6.6.6 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. Such living costs would include, but are not limited to:
 - meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
 - dry-cleaning and laundry expenses; and
 - reasonable telephone, internet and facsimile charges.
- b. Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to

another person is in response to a meal or refreshments previously received.

- c. Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
 - for the days of the Conference and Training event only; and
 - for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.
- d. Where a visit is extended, as discussed in paragraph 6.6.6(c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport. The Elected Member will be required to pay any greater amount.
- 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.

6.6.7 Cash Advances Associated with Payment through the Reimbursement of Expenses

- a. A Cash Advance of \$120 per day (**July 2011**) for interstate travel and \$190 per day (**July 2011**) for overseas travel shall be made available to Elected Members. The cash advances per day will be inflated annually from 1 July based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.

- b. 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 attending Conference and Training events attendance such as, including:
 - hotel/motel charges other than accommodation, such as dry-cleaning and laundry expenses;
 - reasonable telephone, or facsimile or internet use;
 - meals and refreshments for the Elected Member that are not covered by the Conference and Training registration cost; and
 - any optional activity in a Conference and Training program.
- d. Documentary evidence, in the form of original invoices and receipts, must be provided for the acquittal of all Cash Advances. All Cash Advances must be acquitted within two week of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City or, where agreed by the Elected Member, deducted from their annual attendance Meeting fee.

6.6.8 Public Service Award Allowance

- a. Instead of being reimbursed for actual expenses, an Elected Member may receive a fixed allowance for travel and accommodation, in lieu of 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.
- b. 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.

- i. When a trip necessitates an overnight stay and the Elected Member is fully responsible for his or her own accommodation, meals and incidental expenses:
 - 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
 - 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.

- ii. 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.
- iii. To calculate reimbursement under (a) and (b) for a part of a day, the following formula shall apply:

If departure from Joondalup is:

before 8 am	100% of the daily rate
8 am or later but prior to 1 pm	90% of the daily rate
1 pm or later but prior to 6 pm	75% of the daily rate
6 pm or later	50% of the daily rate

If arrival back at Joondalup is:

8 am or later but prior to 1 pm	10% of the daily rate
1 pm or later but prior to 6 pm	25% of the daily rate
6 pm or later but prior to 11 pm	50% of the daily rate
11 pm 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 6.6.6 and all of the allowance monies have been used for items that can be reimbursed.

6.7 Elected Member/Delegate Accompanying Person

- a. Where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/accompanying person and not by the City. The exception to the above being the cost of attending any official Conference and Training event dinner where partners would normally attend.
- b. An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.

- c. Where the City meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the City by the Elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

6.8 Guidelines for Conference and Training Attendance

Subject to the provisions of Section 6.3 of this Policy the guidelines detailed in this Section shall apply.

- a. Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.
- b. All unspent funds within an Elected Members Conference and Training Expense Allocation shall be carried forward at the completion of each annual period.
- c. Following each Ordinary Local Government election, Elected Members will forfeit any unspent funds, and commence their annual Elected Members conference and Training Expense Allocation as detailed in Section 6.3 of this Policy.
- d. 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.
- e. The cost of training that is specifically arranged for attendance by all Elected Members (e.g.: team-building) shall be paid from a separate allocation for the purpose and not considered as part of, and debited to, the individual Elected Member's Conference and Training Expense Allocation referred to in this Policy.
- f. 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.

In such cases, the Elected Member agreeing to meet those costs shall provide the Chief Executive Officer with a written statement to that effect, signed by both Elected Members and authorising the Chief Executive Officer to initiate necessary arrangements and debit the authorising Member's allocation.

7. ATTENDANCE AT OVERSEAS CONFERENCES

- a. 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.
- b. An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual Conference and Training Expense Allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas Conference or Training in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before costs are incurred in keeping with 6.8(d) above or the Elected Member agrees to meet the additional costs personally.
- c. 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.
- d. Cash advances are payable for overseas conferences (see 6.6.7).

8. REPORT

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

9. REIMBURSEMENT OF EXPENSES

9.1 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.

9.2 Child Care

- a. In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, 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.
- b. Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.

- c. Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
- d. Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.
- e. Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Member's Annual Expense Reimbursement Limit as referred to in 9.4 of this Policy.

9.3 Travel

- a. The payment of travel costs is covered under Regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*.
- b. Travel costs incurred and paid by Elected Members will be reimbursed for the following:
 - i. Travel and parking expenses incurred by a Member using a private motor vehicle or bicycle to, from and attending:-
 - Meetings of the Council or a Committee of the Council and civic or Council-related functions;
 - as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, local government association or industry groups or committees of them;
 - a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty; and
 - 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;
 - ii. The amount payable in respect of travelling expenses shall be paid from when a Councillor-Elect makes their declaration of Office.
 - iii. Travel expenses claimed for motor vehicles under this Policy are to be calculated in accordance with the rate-per-kilometre prescribed for the class of vehicle as detailed in the Public Service Award where the Member's vehicle is used (see Schedule F of the Award).
 - iv. Travel expenses claimed for bicycles under this Policy are to be calculated in accordance with the rate of \$0.10 per kilometre.
 - v. A claim for reimbursement of expenses form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by Members to ensure that the transport expense can be verified.

- c. Where an Elected Member deems it is more appropriate to attend a Council-related commitment without a motor vehicle or bicycle, a taxi may be used and the costs incurred reimbursed.
- d. Should an Elected Member travel by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with 9.3(b) above.

9.4 Other Specified Expenses

- a. Outside of child care and travel costs an Annual Reimbursement Limit of \$1,040 (**July 2011**) shall be available to Elected Members during an annual period for reimbursement of costs incurred as a result of performing their duties as an Elected Member.

The amount allocated for reimbursement of other specified expenses will be inflated annually from 1 July, based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.

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

9.5 Time Limit on Claims and Approval Process

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

9.6 Allowances and Limits are exclusive of GST

Unless otherwise specified in this Policy, all allowances and limits set out in this Policy are exclusive of GST.

Where an Elected Member does not provide appropriate documentary evidence to enable GST to be claimed, the full amount of the expense incurred by the City, inclusive of GST, will be applied to the relevant allocation.

9.7 Supporting Documentation

Documentary evidence is required for all expenses claimed. Original Tax Invoices and receipts are required for audit purposes and to enable GST to be claimed.

10. OTHER ENTITLEMENTS

10.1 Elected Member Dinners

To provide an avenue to facilitate networking possibilities and for Elected Members to undertake discussions with various representatives of the community, the Council has agreed to host Elected Member dinners.

The Mayor is entitled to host six dinners per calendar year, and each Ward a total of 12 each year, based on six dinners per Ward Councillor.

Each table will allow for the Elected Member as host, plus up to a maximum of nine guests.

Where a Ward Councillor confirms he/she is unable or unwilling to host part or all of his/her allocated dinners, the fellow Ward Councillor, in the first instance, or the Mayor or another Elected Member may host these unused dinners, however, total number of dinners must not exceed the annual allocation of twelve.

10.2 Acknowledgement of Service

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate memento, which will take the form of an engraved plate (or plaque) commemorating the Member's service and a suitable gift.

The value of any gift provided to a retiring Elected Member plus the residual value of any furniture and/or office equipment retained by a retiring Elected Member is limited to the prescribed amount set out in Regulation 34AC of the *Local Government (Administration) Regulations 1996*.

CREATION DATE: 20 March 2012

Formerly:

- *Elected Member — Allowances*
- *Elected Member Training*
- *Elected Members Attendance Fees*
- *Issue and Return of Council Related Equipment to Elected Members*
- *Members of Council — Reimbursement of Expenses*
- *Travel/Accommodation — Elected Members and Staff*
- *Elected Members Allowances*

AMENDMENTS: CJ121-06/02, CJ206-10/05, CJ007-02/07, CJ052-04/08, CJ007-02/09, CJ094-06/10, CJ174-10/10, CJ041-03/11, CJ032-03/12

RELATED DOCUMENTATION:

- *Local Government (Administration) Regulations 1996*
- *Local Government Act 1995*

- *Public Service Officers Award*
- *Register of Delegation of Authority*