

# agenda

## Briefing Session

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

**ON** TUESDAY, 9 APRIL 2013  
**COMMENCING AT** 6.30pm

**PUBLIC QUESTION TIME**

Members of the public are requested to lodge questions in writing by close of business on **Monday, 8 April 2013**

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

**QUESTIONS TO**

[council.questions@joondalup.wa.gov.au](mailto:council.questions@joondalup.wa.gov.au)

PO Box 21 Joondalup WA 6919

[www.joondalup.wa.gov.au](http://www.joondalup.wa.gov.au)

## BRIEFING SESSIONS

The following procedures for the conduct of Briefing Sessions were adopted at the Council meeting held on 17 March 2009:

### INTRODUCTION

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

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

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

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

### PURPOSE OF BRIEFING SESSIONS

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

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

### PROCEDURES FOR BRIEFING SESSIONS

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

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

- 4 The Mayor is to be the Presiding Member at Briefing Sessions. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside at the Briefing Session. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the Briefing Session.
- 5 There is to be no debate amongst Elected Members on any matters raised during the Briefing Session.
- 6 Relevant employees of the City will be available to make a presentation or respond to questions on matters listed on the agenda for the Briefing Session.
- 7 All Elected Members will be given a fair and equal opportunity to participate in the Briefing Session.
- 8 The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.
- 9 Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Briefing Sessions. When disclosing an interest the following is suggested:
  - (a) Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995* and the City's Code of Conduct.
  - (b) Elected Members disclosing a financial interest will not participate in that part of the Session relating to the matter to which their interest applies and shall depart the room.
  - (c) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered.
- 10 Elected Members have the opportunity to request matters to be included on the agenda for consideration at a future Briefing Session at Item 10 on the Briefing Session agenda.
- 11 A record shall be kept of all Briefing Sessions. As no decisions are made at a Briefing Session, the record need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members.
- 12 Members of the public may make a deputation to a Briefing Session by making a written request to the Mayor by 4.00pm on the working day immediately prior to the scheduled Briefing Session. Deputations must relate to matters listed on the agenda of the Briefing Session.
- 13 Other requirements for deputations are to be in accordance with the Standing Orders Local Law where it refers to the management of deputations.

## PROCEDURES FOR PUBLIC QUESTION TIME

The following procedures for the conduct of Public Question Time were adopted at the Council meeting held on 17 March 2009:

### Questions asked verbally

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

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

**Questions in Writing – (Residents and/or ratepayers of the City of Joondalup only).**

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

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

#### **DISCLAIMER**

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

## PROCEDURES FOR PUBLIC STATEMENT TIME

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

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

## DEPUTATION SESSIONS

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

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

\* *Any queries on the agenda, please contact Governance Support on 9400 4369*

## RECORDING OF THE PROCEEDINGS OF THE BRIEFING SESSION

Proceedings of the Briefing Session shall be electronically recorded for administrative purposes only, except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995*.



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### **LATE ITEMS / ADDITIONAL INFORMATION**

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

[Additional Information090413.pdf](#)

## CITY OF JOONDALUP – BRIEFING SESSION

To be held in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday, 9 April 2013** commencing at **6.30pm**.

### ORDER OF BUSINESS

#### 1 OPEN AND WELCOME

#### 2 DEPUTATIONS

#### 3 PUBLIC QUESTION TIME

The following questions were submitted to the Briefing Session held on 12 March 2013:

**Mr R Repke, Kallaroo:**

- Q1 *In relation to the Whitford Activity Centre Structure Plan, given the long term impact of this large project should the City not increase the written notification area to 1km?*
- A1 No, it is unlikely that residences beyond 400 metres will be directly affected by the proposal. Notification advertisements will be placed in the local newspaper to provide information to the wider community.
- Q2 *Can the City request that the applicant provide a physical model of the development including staging of the project?*
- A2 The proposed structure plan provides the broad parameters in which development within the Whitford Activity Centre could occur. There is currently no specific development proposed on which to base a physical model. Notwithstanding, the City cannot compel the applicant to provide a physical model.

**Mr K and Mrs J Nayda, Woodvale:**

- Q1 *With regards to the petition in relation to traffic treatments on Castlegate Way, Woodvale information within the report states that there has been no increase in traffic since 2007, where has this information come from?*
- A1 Mayor Pickard advised that road counters were placed on Castlegate Way and left for a period of time to gather information regarding the traffic volume and speed. Physical observations were also undertaken by City officers in order to capture who was using the road.
- Q2 *What is being done in relation to the amount of vehicles parking at the medical centre across from our house on Castlegate Way?*
- A2 Mayor Pickard advised that the City was yet to receive a complaint about the overflow of parking from the medical centre and encouraged correspondence to be sent to the City in relation to how the cars are parking and what time of the day this is occurring so that the matter could be investigated.
- Q3 *What is the City proposing in order to reduce the speed of the traffic travelling along Castlegate Way?*
- A3 Mayor Pickard advised that City officers are confident that an appropriate design will be developed and implemented in order to reduce vehicular speed along Castlegate Way, Woodvale.

**Ms J Roberts, Woodvale:**

- Q1 *Why haven't I received any response in relation to the letter I sent to the City in 2005 regarding parking concerns at the medical centre on Castlegate Way? I also contacted the City in 2011 with regards to this matter and provided photographs relating to the issue.*
- A1 Mayor Pickard asked if an email could be sent to himself regarding the matter to enable investigations to take place.

**4 PUBLIC STATEMENT TIME**

**The following statements were submitted to the Briefing Session held on 12 March 2013:**

**Mr R Repke, Kallaroo:**

*Re: Item 2 - Proposed Whitford Activity Centre Structure Plan*

Mr Repke spoke about his concerns regarding the proposed Whitford Activity Centre Structure Plan.

**Mrs J Roberts, Woodvale:**

*Re: Item 11 - Petition in relation to Traffic Treatments on Castlegate Way, Woodvale*

Mrs Roberts spoke about her concerns in relation to the increase in traffic on Castlegate Way and also with regard to the issue of parking at the medical centre located on Castlegate Way, Woodvale.

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

Cr Brian Corr	4 April to 13 April 2013 inclusive.
Cr Kerry Hollywood	1 May to 26 May 2013 inclusive.

**6 DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY****Disclosures of Financial Interest/Proximity Interest**

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

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer.</b>
<b>Item No/Subject</b>	Item 18 – Confidential – Chief Executive Officer – 2012-13 Key Performance Indicators.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	Mr Hunt holds the position of Chief Executive Officer.

**Disclosure of interest affecting impartiality**

Elected Members (in accordance with Regulation 11 of the *Local Government [Rules of Conduct] Regulations 2007*) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

<b>Name/Position</b>	<b>Mr Mike Tidy - Director Corporate Services.</b>
<b>Item No/Subject</b>	Item 18 – Confidential – Chief Executive Officer – 2012-13 Key Performance Indicators.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of his employment relationship with the Chief Executive Officer.

## 7 REPORTS

### ITEM 1 DEVELOPMENT, CODE VARIATION AND SUBDIVISION APPLICATIONS - FEBRUARY 2013

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Ms Dale Page Planning and Community Development
<b>FILE NUMBER</b>	07032, 101515
<b>ATTACHMENTS</b>	Attachment 1 Monthly Development Applications Determined – February 2013 Attachment 2 Monthly Subdivision Applications Processed – February 2013 Attachment 3 Monthly Building Code Applications Decision – February 2013
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

#### PURPOSE

For Council to note the number and nature of applications considered under delegated authority.

#### EXECUTIVE SUMMARY

Clause 8.6 of *District Planning Scheme No. 2* (DPS2) allows Council to delegate all or some of its development control powers to a committee or an employee of the City.

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

This report identifies the following applications determined by the administration with delegated authority powers during February 2013 (Attachments 1, 2 and 3 refer):

- 1 Planning applications (development applications and Residential Design Codes applications)
- 2 Subdivision applications
- 3 Building Code applications.

**BACKGROUND**

DPS2 requires that delegations be reviewed every two years, unless a greater or lesser period is specified by Council. At its meeting held on 15 May 2012 (CJ075-05/12 refers), Council considered and adopted the most recent Town Planning Delegations. These were then incorporated into the Delegated Authority Manual when Council considered the review of this at its meeting of 26 June 2012 (CJ108-06/12 refers).

**DETAILS**

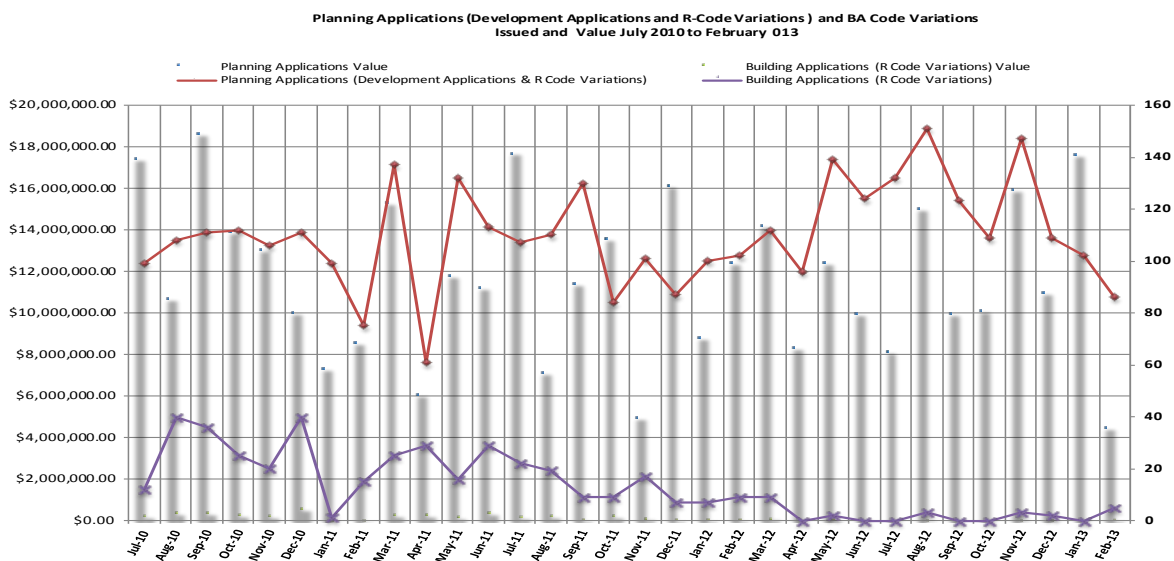
The number of applications determined under delegated authority during February 2013, is shown below:

Approvals determined under delegated authority – February 2013		
Type of Approval	Number	Value (\$)
Planning applications (development applications and R-Codes applications)	86	\$4,482,038
Building applications (R – Codes applications)	5	\$58,755
<b>TOTAL</b>	<b>91</b>	<b>\$4,540,793</b>

The number of development applications received during February was 115. (This figure does not include any applications that may become the subject of an R-Code application as part of the building permit approval process).

The number of development applications current at the end of February was 172. Of these, 44 were pending additional information from applicants, and 51 were being advertised for public comment.

In addition to the above 296 building permits were issued during the month of February with an estimated construction value of \$83,435,788.



<b>Subdivision approvals processed under delegated authority for February 2013</b>		
<b>Type of approval</b>	<b>Number</b>	<b>Potential additional new lots</b>
Subdivision applications	2	3
Strata subdivision applications	2	2

**Issues and options considered**

Not applicable.

**Legislation / Strategic Community Plan / policy implications**

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

**Strategic Community Plan**

**Key theme** Quality Urban Environment.

**Objective** Quality built outcomes.

**Strategic initiative** Buildings and landscaping is suitable for the immediate environment and reflect community values.

**Policy** Not applicable. All decisions made under delegated authority have due regard to any of the City's policies that apply to the particular development.

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

**Risk management considerations**

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

**Financial/budget implications**

A total of 91 applications were determined for the month of February with a total amount of \$22,709 received as application fees.

All figures quoted in this report are exclusive of GST.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.



## Consultation

Consultation may be required by the provisions of the Residential Design Codes, any relevant policy and/or the DPS2.

Of the 86 development applications determined during February 2013 consultation was undertaken for 55 of those applications. Applications for Residential Design Codes as part of building applications are required to include comments from adjoining landowners. Where these comments are not provided, the application will become the subject of a planning application (R Codes application). The four subdivision applications processed during February 2013 were not advertised for public comment.

## COMMENT

Large local governments utilise levels of delegated authority as a basic business requirement in relation to town planning functions. The process allows for timeliness and consistency in decision-making for rudimentary development control matters. The process also allows the Elected Members to focus on strategic business direction for the Council, rather than day-to-day operational and statutory responsibilities.

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

## VOTING REQUIREMENTS

Simple Majority.

## RECOMMENDATION

**That Council NOTES the determinations made under delegated authority in relation to the:**

- 1 Development applications and R-Codes applications described in Attachment 1 during February 2013;**
- 2 Subdivision applications described in Attachment 2 during February 2013;**
- 3 Building Code applications described in Attachment 3 during February 2013.**

*Appendix 1 refers*

*To access this attachment on electronic document, click here: [Attach1brf090413.pdf](#)*

## **ITEM 2                    UNAUTHORISED SECURITY FENCE ADDITION TO MOTOR INDUSTRY TRAINING ASSOCIATION AT LOT 805 (10) INJUNE WAY, JOONDALUP - RECONSIDERATION            FOLLOWING            STATE ADMINISTRATIVE TRIBUNAL MEDIATION**

<b>WARD</b>	North	
<b>RESPONSIBLE DIRECTOR</b>	Dale Page Director Planning and Community Development	
<b>FILE NUMBER</b>	27581, 101515	
<b>ATTACHMENT</b>	Attachment 1	Location plan
	Attachment 2	Site photographs
	Attachment 3	Development plans
<b>AUTHORITY / DISCRETION</b>	Administrative - Council administers legislation and applies the legislative regime to factual situations and circumstances that affect the rights of people. Examples include town planning applications, building licences and other decisions that may be appealable to the State Administrative Tribunal.	

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### **PURPOSE**

For Council to reconsider and determine an application for retrospective planning approval for an unauthorised security fence at Lot 805 (10) Injune Way, Joondalup in accordance with orders made by the State Administrative Tribunal (SAT).

### **EXECUTIVE SUMMARY**

During construction of the development at Lot 805 (10) Injune Way, Joondalup for the Motor Industry Training Association (MITA), a fence was constructed to prevent access to the site for reasons of security. The fence does not comply with the requirements of both the current Joondalup City Centre Development Plan and Manual (JCCDPM) and the draft Joondalup City Centre Structure Plan (JCCSP) and was constructed without prior approval from the City. In August 2011 it was brought to the City's attention that the chain mesh fence to Joondalup Drive was still in place following the completion of the construction works for the site. In addition site inspections also indicated that a black galvanised steel fence had been erected to the Injune Way boundary which did not comply with the height provisions of either structure plan.

An application was subsequently received for retrospective planning approval for the existing black galvanised steel fence constructed along the Injune Way boundary and to a portion of the truncation fronting Joondalup Drive. Approval for this galvanised fence was granted by Council at its meeting held on 11 December 2012 (CJ263-11/12 refers).

Approval was also sought as a part of that application for the existing chain mesh fence that had been constructed along the entire length of the Joondalup Drive boundary at Lot 805 (10) Injune Way, Joondalup. Conditional approval was granted by Council on 11 December 2012 with condition 3.2 stating:

*“ 3.2. The chain link fence on the Joondalup Drive frontage is to be removed for the extent of the Motor Industry Training Association development within 90 days from the date of this decision.”*

The proponent sought a review of the Council’s decision in this regard through the State Administrative Tribunal (SAT). The SAT has subsequently invited Council to reconsider its decision in light of amended plans received during the SAT mediation process. The amended plans indicate the erection of a black galvanised steel fence to replace a portion of the chain mesh fence to the boundary (a length of approximately 126 metres) fronting Joondalup Drive, immediately adjacent to the existing MITA building. The amended proposal indicates that the remainder of chain mesh fencing will be replaced in conjunction with a future development on the northern portion of the site in approximately four years time.

The site is subject to both the provisions of the current Joondalup City Centre Development Plan and Manual (JCCDPM) and the draft Joondalup City Centre Structure Plan (JCCSP), with those documents overriding the provisions relating to boundary fencing contained within the *City of Joondalup District Planning Scheme No. 2 (DPS2)*.

The amended fencing to replace the existing chain mesh fencing for the length of the MITA building along Joondalup Drive as proposed during the SAT mediation process has been assessed against the objectives of both structure plans and is now considered to satisfy these. It is recommended that Council reconsider the application and approve the construction of new security fencing along a portion of the Joondalup Drive boundary, subject to conditions.

## BACKGROUND

<b>Suburb/Location</b>	Lot 805 (10) Injune Way, Joondalup
<b>Applicant</b>	Motor Industry Training Association of WA Inc.
<b>Owner</b>	Motor Industry Training Association of WA Inc.
<b>Zoning</b>	<b>DPS</b> Centre
	<b>MRS</b> Central City Area
<b>Site area</b>	49,323m <sup>2</sup>
<b>Structure plan</b>	Joondalup City Centre Development Plan and Manual (JCCDPM). Draft Joondalup City Centre Structure Plan (JCCSP).

The subject site is located at the northern end of the City’s Southern Business District, or the area commonly known as the “Quadrangle”. It is bounded by Hodges Drive to the north, Joondalup Drive to the east and Injune Way to the south (Attachment 1 refers).

At its meeting held on 18 December 2007 (CJ286-12/07 refers), Council approved the development of an educational establishment on the site, proposed by the Motor Industry Training Association. Construction of that development, referred to as stage one, has now been completed. The site is fully operational as a training facility specialising in providing training to apprentices, pre apprentices and school to work transitional students.

The applicant has advised the City that a development application for stage two of the development on the site, is expected to be lodged with the City in a timeframe that will enable development of stage two to commence in approximately four years time.

The site is zoned Central City Area under the Metropolitan Region Scheme and Centre under DPS2. It is also subject to the provisions of both the JCCDPM where the site falls within the Southern Business District's Technology Park precinct, and the draft JCCSP, where it falls within the Business Support precinct.

The fencing provisions contained within the draft JCCSP have been amended as a part of the revisions adopted by Council on 12 December 2012 (CJ271-12/12 refers). Modifications to the structure plan reflected a need to distinguish what materials and finishes would be suitable for fencing within the Business Support zone. The structure plan now refers to the use of masonry, concrete, timber, decorative metal or painted or galvanised steel or aluminium sheeting. Additional modifications have also been made to enable the height of fencing to be increased from 1.8 metres to two metres.

This application was previously presented to Council on two separate occasions. Concerns were raised in relation to the existing chain mesh fencing on the Joondalup Drive frontage by Council at its meeting held on 23 October 2012 (CJ200-10/12 refers). At that meeting, the matter was deferred to enable further discussions to take place with the applicant. Upon receipt of additional information and justification, the matter was presented to Council at its meeting held on 11 December 2012 (CJ263-12/12 refers).

The existing black galvanised fence to Injune Way was approved as a part of that application but the applicant was advised that Council did not support the chain link fence along Joondalup Drive as it is considered not to be of a "high aesthetic standard" as required under the provisions of the JCCDPM. The applicant was however also advised that the Council had resolved that the installation of a fence on Joondalup Drive that was similar to that already installed and approved along the Injune Way frontage, would be supported.

The applicant subsequently sought a review of Council's decision and the amended plans provided following the SAT mediation process are the subject of this report.

## **DETAILS**

The applicant seeks to remove and replace the existing security chain mesh fence along the Joondalup Drive frontage of the MITA site, for a length of 126 metres. This is the portion of fencing directly adjacent to the existing MITA building. The fence will be replaced with a black galvanised steel fence (Attachment 2 refers), similar to that installed along the Injune Way frontage of the subject site.

The fence will have a maximum height of 2.2 metres as measured from natural ground level even though the current JCCDPM requires fencing for the site to be a maximum height of 1.8 metres and the draft JCCSP allows for a maximum height of two metres.

In addition to the above, the JCCDPM stipulates that fencing located between a street frontage and a building shall be of a permeable construction and of a high aesthetic standard, while the draft JCCSP requires fencing located between the street alignment and the building to be visually permeable above 0.75 metres from natural ground level. Requirements pertaining to materials and finishes have been incorporated into the latter draft structure plan to ensure that a high aesthetic quality is achieved through the use of masonry, concrete, timber, decorative metal or painted or galvanised steel or aluminium sheeting. The proposed fence is considered to meet these requirements, with the exception of its height.

## Issues and options considered

Council has the discretion to:

- approve the application without conditions
- approve the application with conditions  
or
- refuse the application.

## Legislation / Strategic Community Plan / policy implications

### Legislation

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

Clause 4.5 of DPS2 gives the Council discretion to consider the variations sought to the standards and requirements.

#### 4.5 *Variations to Site and Development Standards and Requirements*

4.5.1 *Except for development in respect of which the Residential Design Codes apply and the requirements set out in Clauses 3.7.3 and 3.11.5, if a development is the subject of an application for planning approval and does not comply with a standard or requirement prescribed under the Scheme, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit.*

4.5.2 *In considering an application for planning approval under this clause, where, in the opinion of Council, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is subject of consideration for the variation, the Council shall:*

- (a) *Consult the affected parties by following one or more of the provisions for advertising uses pursuant to clause 6.7.1; and*
- (b) *Have regard to any expressed views prior to making its decision to grant the variation.*

4.5.3 *The power conferred by this clause may only be exercised if the Council is satisfied that:*

- (a) *Approval of the proposed development would be appropriate having regard to the criteria set out in Clause 6.8; and*
- (b) *The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.*

In considering the application Council shall also have regard to matters listed in Clause 6.8 of DPS2.

#### 6.8 *Matters to be considered by Council*

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

- (a) *Interests of orderly and proper planning and the preservation of the amenity of the relevant locality.*

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

### **Strategic Community Plan**

<b>Key theme</b>	Quality Built Environment.
<b>Objective</b>	Quality built outcomes.
<b>Strategic initiative</b>	<ul style="list-style-type: none"> <li>• Environmentally sensitive building designs are showcased, promoted and encouraged.</li> <li>• Buildings and landscaping is suitable for the immediate environment and reflect community values.</li> </ul>
<b>Policy</b>	Development Proposals before the State Administrative Tribunal Policy.

The purpose of this policy is to ensure that development matters that are brought before the State Administrative Tribunal and involve the City of Joondalup, are dealt with in an open and accountable manner.

The application is referred back to Council in accordance with the provisions of this policy, which require that where the City attends mediation sessions relating to development proposals before the SAT for the purposes of defending a decision made by the Council, any potential solutions or outcomes identified must be referred back to the Council for approval.

### **Risk management considerations**

The proponents are currently exercising their right of review against Council's decision of December 2012 (CJ263-12/12 refers) in accordance with the *State Administrative Tribunal Act 2004* and the *Planning and Development Act 2005*. Should Council resolve to refuse the current proposal, or to approve it subject to conditions that are not satisfactory to the applicant, the proposal will continue to proceed through the SAT process.

### **Financial/budget implications**

Not applicable.

### **Regional significance**

Not applicable.

### **Sustainability implications**

Not applicable.

### **Consultation**

The development application has not been advertised as it is considered that the existing fence does not have a significant impact on the amenity of any adjoining or nearby landowners within the locality.

### **COMMENT**

The applicant seeks approval for a black galvanised steel fence to be erected for a length of 126 metres along the eastern boundary of the subject site, fronting Joondalup Drive. The proposed fence generally complies with the fencing provisions of both the JCCDPM and draft JCCSP, although seeks a departure to the maximum height requirement of 1.8 metres stipulated under the JCCDPM and two metres under the draft JCCSP.

The proposed fence is consistent with the fence erected along the Injune Way frontage of the site, and approved retrospectively by Council at its meeting held on 12 December 2012 (CJ263-12/12 refers). That fence was considered to allow for full visual permeability to the site while providing a high level of security to the facility, doing so in an aesthetically pleasing manner. Given the high standard of materials and finish, that fence was considered appropriate and not detrimental to the existing streetscape or the character of the precinct which is seen as the gateway to both the southern and western business districts, and the Joondalup City Centre as a whole.

It is considered that while the fence proposed as a part of this application exceeds the height requirements, the standard of the fence is appropriate in ensuring the visual quality of the building is maintained overall. It is acknowledged that the subject site is a two stage development, and that to request fencing to run the entire length of the Joondalup Drive boundary at this point may be unreasonable given that the northern portion of the site remains vacant for the time being. During the SAT mediation process, discussions with the applicant noted that the portion of chain mesh fencing to the north of the site, not the subject of this application, would remain unauthorised. The applicant was further advised that this meant that the City could at any time require the unauthorised portion of fence to be removed, and that this would likely be the case in the event that the fence has not been replaced within a period of four years as anticipated.

As such, it is appropriate in this instance to approve the removal and replacement of the existing chain mesh fence with black galvanised steel for a length of 126 metres, directly adjacent to the MITA building, within 120 days from the date of this approval, subject to conditions.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

**That Council:**

- 1 EXERCISES discretion under Clauses 4.5.1 of the *City of Joondalup District Planning Scheme No. 2* and determines that:**
  - 1.1 Black galvanised steel fence to a maximum height of 2.2 metres as measured from natural ground level is appropriate in this instance;**
- 2 NOTES that the proposal does not meet the requirements of the draft Joondalup City Centre Structure Plan in relation to the maximum “permitted” fence height;**
- 3 APPROVES the application for planning approval dated 3 April 2012, submitted by the Motor Industry Training Association, as the applicant and owner, for an unauthorised security fence addition at Lot 805 (10) Injune Way, Joondalup, subject to the following conditions:**
  - 3.1 The existing chain mesh fence along the Joondalup Drive boundary shall be removed and replaced with black galvanised steel fencing for a length of 126 metres from the corner of Injune Way and Joondalup Drive (where the existing galvanised fence along Injune Way ends) within 120 days from the date of this approval;**
  - 3.2 All construction works shall be contained within the property boundary;**
  - 3.3 The fence shall be maintained in a state of good repair at all times to the satisfaction of the City;**



- 4 NOTES that the applicant intends to lodge a development application to enable further development of the site to occur within approximately four years, and intends to replace the remainder of the chain mesh fencing to Joondalup Drive at the time of construction;**
- 5 ADVISES the applicant that the remainder of the chain mesh fence along the Joondalup Drive boundary remains unauthorised and that the City can require removal of the unauthorised fencing at any stage if it considers that further development of the site referred to in Part 4 above is being unduly delayed.**

*Appendix 2 refers*

To access this attachment on electronic document, click here: [Attach2brf090413.pdf](#)

## **ITEM 3                      PROPOSED                      AMENDMENTS                      TO                      THE METROPOLITAN REGION SCHEME**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Ms Dale Page Planning and Community Development
<b>FILE NUMBER</b>	102313, 101515
<b>ATTACHMENT</b>	Attachment 1            Plans of MRS proposals
<b>AUTHORITY / DISCRETION</b>	Administrative - Council administers legislation and applies the legislative regime to factual situations and circumstances that affect the rights of people. Examples include town planning applications, building licences and other decisions that may be appealable to the State Administrative Tribunal.

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### **PURPOSE**

For Council to consider proposed Metropolitan Region Scheme Amendment 1244/57 and endorse a submission to the Western Australian Planning Commission.

### **EXECUTIVE SUMMARY**

The Western Australian Planning Commission (WAPC) has recently initiated the above amendment to the Metropolitan Region Scheme (MRS) and is seeking public comment.

The purpose of the amendment is to update zones and reservations in the MRS. This will ensure that the MRS is kept up to date by reflecting the current use of the land and ensuring reservations and zones match lot boundaries. Six proposals relate to land within the City of Joondalup.

The WAPC resolved to advertise the amending documents from the 19 March to 24 May 2013.

The proposed amendments align with the current use of each landholding; however, will require some minor amendments to the *City of Joondalup District Planning Scheme No. 2* (DPS2).

It is recommended that the WAPC be advised that Council has no objection to proposals contained within MRS Amendment 1244/57 relating to the City of Joondalup. It is also recommended that the Council request the WAPC to amend DPS2 accordingly.

### **BACKGROUND**

The MRS is a strategic level planning scheme that applies broad land use zones and reserves to the Perth metropolitan area. Local authority planning schemes provide more detailed zonings for their specific areas; however, these are required to align with the MRS.

## DETAILS

The stated purpose of the MRS amendment is to update various zones and reservations in the City of Joondalup and City of Wanneroo in relation to both Government and individual landowner proposals, rationalisation of zones and reserves to match cadastral boundaries and generally to ensure the MRS is kept up-to-date as the statutory regional plan for Perth.

The proposed MRS amendment contains 17 separate proposals relating to the City of Joondalup and the City of Wanneroo. Six proposals relate to land within the City of Joondalup and are outlined in detail in the Comment section below. A diagram of each proposal forms Attachment 1 to this report. A copy of the amendment report has also been placed in the Councillor's reading room.

### Issues and options considered

Council has the option to:

- advise the WAPC that the Council has no objection to the MRS amendment or
- advise the WAPC that the Council objects to the proposed MRS amendment or particular parts of the MRS amendment.

### Legislation / Strategic Community Plan / policy implications

#### Legislation

*Planning and Development Act 2005.*

The *Planning and Development Act 2005* (the Act) establishes the circumstances where an amendment to a region scheme (such as the MRS) can facilitate an amendment to a local planning scheme (such as DPS2) or where a formal request can be made to the WAPC to amend a local planning scheme as the result of a region scheme amendment.

Part 126(1) of the Act states that where a region scheme is amended to reserve a portion of land previously zoned; the local planning scheme will automatically be amended to reflect the region scheme.

Part 126(3) of the Act provides the opportunity for Council to request that the WAPC amend the local planning scheme to apply a local zoning, when a region scheme zones land to 'Urban' from a previous reservation.

In the instance that a region planning scheme is amended to zone land, to a zoning other than 'Urban', the Council is required to initiate a separate local planning scheme amendment within three months of the region scheme amendment being gazetted. The local planning scheme amendment must apply a local zone to the site that is consistent with the adopted region planning scheme amendment. As a matter of efficiency, a local planning scheme amendment can be initiated prior to the region scheme amendment being gazetted.

## Strategic Community Plan

<b>Key theme</b>	Quality Urban Environment.
<b>Objective</b>	Quality built outcomes.
<b>Strategic initiative</b>	Buildings and landscaping is suitable for the immediate environment and reflect community values.
<b>Policy</b>	Not applicable.

## Risk management considerations

Not applicable.

## Financial/budget implications

Not applicable.

## Regional significance

Not applicable.

## Sustainability implications

Not applicable.

## Consultation

Advertising is being undertaken by the WAPC. Advertising commenced on 19 March 2013 and will close on 24 May 2013. The amendment document has been made available for inspection by the public at the Joondalup Customer Service Centre.

## COMMENT

The majority of the MRS amendment proposals are to rectify anomalies that currently exist in the MRS. These mainly occur due to the review and rationalisation of the road reserves under the MRS.

It is noted that the amendments to the MRS will require some changes to DPS2. For proposals which involve the reservation of land in the MRS, DPS2 will be automatically updated at the gazettal of the MRS amendment to reflect the new reservations.

With regard to proposals which involve the application of the 'Urban' zone in place of a 'Parks and Recreation' or 'Other Regional Road' reservation, DPS2 will need to be amended to apply a local zone in place of the previous MRS reservation. The *Planning and Development*

*Act 2005* provides the opportunity for the City to request the WAPC to amend DPS2 to apply a nominated local zone, but only where the MRS is being amended to zone land 'Urban'. This will circumvent the need for the City to initiate and carry out a separate DPS2 amendment process.

The table below sets out the MRS amendment proposals and the City's recommended DPS2 zonings.

MRS Amendment Proposal	Recommended DPS2 zoning/reservation	Recommendation/comment
<p>Proposal 12:</p> <p>Rezone portion of Whitfords Avenue from the 'Other Regional Roads' reservation to the 'Parks and Recreation' reservation and include within the Bush Forever overlay.</p> <p>Rezone portion of Lots 209-212 Founders Lane, Hillarys, and portion of Founders Lane from the 'Other Regional Roads' reservation to the 'Urban' zone.</p>	<p>'Parks and Recreation'</p> <p>'Residential' (R20)</p>	<p><u>Support</u> Portion of road reserve that is no longer required.</p> <p>Portion of road reserve that is no longer required.</p>
<p>Proposal 13:</p> <p>Rezone Lot 1 Sunlander Drive, Currambine, from the 'Other Regional Roads' reservation to the 'Urban' zone.</p> <p>Rezone portion of portion of Burns Beach Road from the 'Urban' zone to the 'Other Regional Roads' reservation.</p> <p>Rezone portion of Lot 1326 from 'Other Regional Roads' to 'Urban'.</p>	<p>'Residential' (R80)</p> <p>'Other Regional Road'</p> <p>'Business'</p>	<p><u>Support</u> Portion of road reserve that is no longer required.</p> <p>Rationalises the road reservation around the pedestrian underpass.</p> <p>Corrects MRS to coincide with existing cadastral boundary.</p>
<p>Proposal 14:</p> <p>Rezone Lot 10554 Gwendoline Drive, Beldon (Belridge Senior High School) from the 'Urban' zone to the 'Public Purposes (High School)' reservation.</p>	<p>Already reserved as 'Public Use' under DPS2 – no change required.</p>	<p><u>Support</u> Corrects MRS to reflect a more appropriate zoning.</p>
<p>Proposal 15:</p> <p>Rezone Lot 8633 (Crown Reserve: 31135) Merrifield Place, Mullaloo, from the 'Urban' zone to the 'Parks and Recreation' reservation and include in the Bush Forever overlay;</p> <p>Rezone portion of Lot 1055 Merrifield Place/Northshore Drive, Mullaloo, from the 'Parks and Recreation' reservation to the 'Urban' zone, and remove the Bush Forever overlay.</p>	<p>Already reserved as 'Parks and Recreation' under DPS2 – no change required.</p> <p>'Residential' (R20)</p>	<p><u>Support</u> Corrects MRS to reflect the zoning under DPS2.</p> <p>Corrects MRS by removing 'Parks and Recreation' reservation over road reserve.</p>
<p>Proposal 16:</p> <p>To rezone portion of Lot 929 Marmion Avenue (Currambine Marketplace) from the 'Other Regional Roads' reservation to the 'Urban' zone.</p>	<p>'Commercial'</p>	<p><u>Not Support</u> Request that the 'Other Regional Roads' reservation be retained in case of future road widening requirements.</p>
<p>Proposal 17:</p> <p>Rezone Lot 1 Duffy Terrace, Woodvale from the 'Rural' zone to the 'Urban' zone.</p>	<p>'Residential' (R20)</p>	<p><u>Support</u> Lot 1 is a 4046 sqm lot that adjoins existing 'Residential' (R40) zoned lots, and a 'Parks and Recreation' reservation.</p>

## Conclusion

The proposed amendments align with the current use of each landholding; however, some proposed amendments will require DPS2 to also be amended to reflect land classification from a reserve to a zone. It is recommended that the WAPC be advised that Council, with the exception of Proposal 16, has no objection to the proposals of MRS Amendment 1244/57 relating to the City of Joondalup and that Council requests that the WAPC amend DPS2 accordingly.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

### **That Council:**

- 1 ADVISES the Western Australian Planning Commission by submission that the Council, with the exception of Proposal 16, has no objection to the proposals of MRS Amendment 1244/57 relating to the City of Joondalup;**
- 2 REQUESTS that the Western Australian Planning Commission not proceed with Proposal 16 of MRS Amendment 1244/57 and the 'Other Regional Roads' reservation be retained in case of future road widening requirements;**
- 3 In the event of the finalisation of MRS Amendment 1244/57, REQUESTS that the Western Australian Planning Commission amend the *City of Joondalup District Planning Scheme No. 2* by:**
  - 3.1 Zoning portion of Lots 209-212 Founders Lane, Hillarys, and portion of Founders Lane (Proposal 12) 'Residential' (R20);**
  - 3.2 Zoning portion of Lot 1 Sunlander Drive, Currambine (Proposal 13), 'Residential' (R80);**
  - 3.3 Zoning portion of Lot 1326 Burns Beach Road, Currambine (Proposal 13), 'Business';**
  - 3.4 Zoning portion of Lot 1055 Merrifield Place/Northshore Drive, Mullaloo (Proposal 15), 'Residential' (R20);**
  - 3.5 Zoning Lot 1 Duffy Terrace, Woodvale (Proposal 17), 'Residential' (R20).**

*Appendix 3 refers*

To access this attachment on electronic document, click here: [Attach3brf090413.pdf](#)

## ITEM 4                      REVISED DRAFT LOCAL HOUSING STRATEGY

<b>WARD</b>	All	
<b>RESPONSIBLE DIRECTOR</b>	Ms Dale Page Planning and Community Development	
<b>FILE NUMBER</b>	30622, 101515	
<b>ATTACHMENT</b>	Attachment 1	Draft Local Housing Strategy
	Attachment 2	Local Housing Strategy Map
	Attachment 3	Housing Opportunity Area Maps
	Attachment 4	Schedule of submissions
	<i>Please Note: Attachment 1 is only available electronically and a hard copy is also available in the Councillor's reading room.</i>	
<b>AUTHORITY / DISCRETION</b>	Executive – The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.	

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### PURPOSE

For Council to:

- consider the outcomes of the community consultation on the revised Housing Opportunity Areas
- consider adopting the modified draft Local Housing Strategy and submitting the revised strategy to the Western Australian Planning Commission for its endorsement.

### EXECUTIVE SUMMARY

The purpose of the draft Local Housing Strategy (LHS) is to provide a firm rationale for determining future housing needs within the City of Joondalup. The draft LHS will provide a context for the preparation of the new District Planning Scheme in respect of the residential development and density provisions to be contained in the new scheme and associated policies.

A principal recommendation of the draft LHS is to introduce Housing Opportunity Areas (HOAs) as areas suitable for higher residential densities.

The draft LHS was extensively advertised in 2010, with approximately 7,000 submissions received. Council considered these submissions and, at its meeting held on 15 February 2011 (CJ006-02/11 refers), resolved to adopt the strategy with the minor expansion of two HOAs. The document was then forwarded to the Western Australian Planning Commission (WAPC), via the Department of Planning, for endorsement.

The Department of Planning then requested the City to amend the draft LHS to respond more strongly to state planning documents and policies, specifically by increasing the number and size of HOAs and by quite significantly increasing the densities. Council considered this feedback at its meeting held on 11 December 2012 (CJ289-12/12 refers), and resolved to adopt revised HOAs for the purposes of community consultation.

Consultation on the revised HOAs was undertaken between 1 February and 22 February 2013. A total of 30 submissions were received, including three submissions received after the close of advertising. Of the submissions received, 19 were letters of support, nine were letters not in support, one submission was neutral, and one requested the HOA boundary be expanded.

In addition to the modifications to the HOAs, the remainder of the draft LHS document has now been updated. These modifications include wording changes to the recommendations and updating of data and information to ensure that it is current. With the exception of modifications made to the HOAs and associated matters to address the higher densities within the HOAs, the intent of the draft LHS document has not changed.

It is recommended that Council adopts the revised draft LHS as final, and submits the document to the WAPC for endorsement. Once endorsed by the WAPC, the LHS recommendations, including any changes to densities within HOAs, will be included in the Local Planning Strategy and then implemented through a new District Planning Scheme and any supporting local planning policies.

## **BACKGROUND**

The City is undertaking a review of its current *District Planning Scheme No. 2 (DPS2)* with a view to putting in place a new Local Planning Scheme. Before the new scheme can be finalised, the City needs to develop a number of supporting documents, including a Local Planning Strategy (LPS), a LHS and a Local Commercial Strategy (LCS).

The purpose of the LHS is to provide a firm rationale for determining future housing needs within the City of Joondalup. Specifically, the LHS will provide a context for the preparation of the new scheme in respect to the residential development and density provisions and associated policies.

As a precursor to the development of the draft LHS, a Housing Intentions Community Survey was conducted in April and May 2009. Around 2,200 surveys were mailed to randomly selected residents across the City to ascertain the housing needs and requirements of local residents both at that time, and into the future. An online version of the survey and a downloadable version of the survey were also made available on the City's website.

Feedback received from the Housing Intentions Community Survey was used to inform the development of the draft LHS.

A principal recommendation of the draft Local Housing Strategy is to introduce HOAs as areas suitable for higher residential densities.

The original HOA boundaries were established utilising the following broad selection criteria:

- 800 metre catchment around Currambine, Joondalup, Edgewater, Whitfords, Greenwood and Warwick railway stations.
- 800 metre catchment around the Joondalup City Centre and the secondary centres of Whitford and Warwick.



- 400 metre catchment around the district centres of Woodvale, Greenwood and Currambine.
- 400 metre catchment around neighbourhood centres close to high frequency public transport services.
- 400 metre catchment around high frequency bus routes.
- Suburbs which would benefit from revitalisation.
- Land abutting Right of Ways (laneways).

The boundaries of the original HOAs were generally drawn along road centre lines, rather than between properties or at the rear of properties.

Council, at its meeting held on 16 March 2010, resolved to advertise the draft LHS for public comment for a period of 60 days (CJ032-03/10 refers).

Public consultation on the draft LHS was undertaken from 3 June 2010 to 16 August 2010 in the following manner:

- 63,685 letters and brochures, incorporating a survey with a reply paid envelope, were mailed out to residents and owners of the 58,087 residential properties in the City.
- Owners of commercial and mixed-use properties outside the City Centre received a letter advising them of the recommendation to change the residential density of their properties.
- Two public information sessions were held on Thursday, 17 June 2010 and Saturday, 19 June 2010 and were very well attended (100+ people at each session).
- A dedicated web page was created on the City's website and a dedicated telephone line enabled enquiries to be answered promptly.
- Numerous notices and newspaper articles also appeared in the local newspapers.
- City staff received numerous enquiries regarding the draft LHS both by phone and in person at the City's administration building.

A total of 6,926 valid surveys were returned. Separate to the survey, 88 written submissions and a number of multi-signature letters were also received.

Council considered the public submissions received and, at its meeting held on 15 February 2011 (CJ006-02/11 refers), resolved to adopt the strategy with the minor expansion of two HOAs.

The document was then forwarded to the WAPC (via the Department of Planning) for endorsement.

In January 2012, the City received formal advice from the Department of Planning which stated that the draft LHS should respond more strongly to State planning documents and policies. The Department requested that the City provide further justification for its approach in identifying the HOAs and applying the proposed residential densities.

The City provided further formal advice and justification in support of the draft LHS to the Department of Planning in February 2012.

The Department of Planning then advised the City that it was not prepared to support the draft LHS until the document responded more strongly to State planning documents and policies, specifically by increasing the number and size of HOAs and by quite significantly increasing the densities within the HOAs.

Council, at its meeting held on 11 December 2012 (CJ389-12/12 refers), considered the feedback from the Department of Planning and resolved as follows:

- 1 *ADOPTS the revised Local Housing Strategy Housing Opportunity Area maps as detailed in Attachment 1 to Report CJ289-12/12, for the purposes of:*
  - 1.1 *consultation with landowners newly included within a Housing Opportunity Area to allow these owners to provide feedback on the proposed changes in boundaries and densities within the Housing Opportunity Areas;*
  - 1.2 *informing all other landowners and residents of the proposed changes in boundaries and densities in the Housing Opportunity Areas;*
- 2 *ENDORSES the following approach to consultation with landowners newly included within a Housing Opportunity Area detailed in Part 1.1 above:*
  - 2.1 *At the end of January, letters will be sent to all landowners who were not previously included within a HOA but will now be included as a result of a boundary change;*
  - 2.2 *The letter will clarify that the City has limited scope to make further significant changes to the Housing Opportunity Areas;*
  - 2.3 *A map of each Housing Opportunity Area and a sheet of Frequently Asked Questions will accompany the letter;*
  - 2.4 *Landowners will be requested to provide feedback by 22 February 2013;*
- 3 *ENDORSES the following approach to informing all other landowners and residents of the proposed changes in boundaries and densities in the Housing Opportunity Areas detailed in Part 1.2 above:*
  - 3.1 *Advertisements will be placed in the local newspaper and notices and Frequently Asked Questions will be placed on the City's website for the benefit of all other landowners and residents;*
- 4 *NOTES that any feedback received from the community will be reported back to Council at the same time Council's endorsement of the final revised Local Housing Strategy document is sought.*

## **DETAILS**

In addition to the modifications to the HOAs adopted by Council in December 2012, a number of modifications are recommended to the draft LHS to update the document, rectify minor errors, and to address implications as a result of the changes to the HOAs.

The revised draft LHS document highlighting the changes proposed is provided at Attachment 1.

### Proposed modification to Strategy Recommendations

A key change to the draft LHS is the modification of the Strategy Recommendations. The modifications are highlighted and discussed below:

#### Recommendation 1

Accept the Housing Opportunity Areas shown on the Local Housing Strategy Plan Map in Section 10.4 as areas suitable for higher residential density codings in the new District Planning Scheme.

This recommendation is unchanged. However, the Local Housing Strategy Map has been updated in Section 10.4 to reflect the modified HOA boundaries as adopted by Council in December 2012. This revised map is also provided in Attachment 2.

#### Recommendation 2

Use the proposed new residential densities and zonings in each of the Housing Opportunity Areas described in Section 10.5 as the basis for new density codings and rezonings in the new District Planning Scheme. The rest of the City is unchanged.

The above recommendation proposes a targeted approach to residential density increases in certain areas, known as HOAs. The criteria for these areas remains unchanged, however following discussions with the Department of Planning, modifications were made to some of the areas based on general principles outlined in the report to Council on 11 December 2012 (CJ289-12/12 refers). These revised HOAs are not proposed to be modified further from those adopted by Council in December 2012, and have now been included in the draft LHS. The proposed HOAs as previously adopted by Council are provided in Attachment 3.

#### Recommendation 3

As part of the District Planning Scheme review process, develop design provisions to ensure development at the higher density of the dual density code will enhance/maintain streetscapes and incorporate universal access design elements and environmentally responsible design.

Given the increase in densities within the HOAs (more lots with an R-Code of R20/R40 and R20/R60), and feedback received from the Department of Planning, there is a need for further review of the provisions contained within the draft *Dual Density Code Policy*. It may also be more appropriate for some development controls to be contained within the new District Planning Scheme, rather than a policy. It is recommended that development provisions relating to dual densities be reviewed as part of the development of the new District Planning Scheme.

#### Recommendation 4

As part of the District Planning Scheme review process, develop provisions to encourage amalgamation and development of between two and four residential lots for aged persons' housing in appropriate locations. It will apply across the whole City with the exception of lots located in Housing Opportunity Areas and the Joondalup City Centre.

As with development provisions for the dual density code, it may also be more appropriate for provisions relating to density bonuses for Aged Persons' Housing to be contained within the new District Planning Scheme, rather than a local planning policy. As such reference to the policy has been removed. Furthermore, given the density increases in HOAs, it is considered that further density bonuses are not necessary for Aged Persons' Housing in these areas.

### Recommendation 5

In the new District Planning Scheme:

- Replace the residential coding of R20 which currently applies to all commercial and mixed use land over 1000sqm with R80. It will apply across the whole City with the exception of the Joondalup City Centre.
- Replace the residential coding of R20 which currently applies to all commercial and mixed use zoned land under 1000sqm with R40. It will apply across the whole City with the exception of the Joondalup City Centre.

The recommendation has been modified to make it clearer that all land zoned 'Commercial' or 'Mixed Use' over 1000sqm is to be re-coded to R80, and lots less than 1000sqm is to be re-coded to R40, irrespective of whether the land is located within a HOA or not.

### Recommendation 6

As part of the District Planning Scheme review process, amend Council Policy – "Height and Scale of Buildings Within Residential Areas (outside the Joondalup City Centre)" to allow a height of three or four storeys for i) large parcels of land being developed for aged persons' accommodation such as retirement villages and ii) large parcels of land with a density code of R60 and higher.

The intent of this recommendation has not changed for aged persons' accommodation. However, the extent to which three or four storey high development is considered appropriate for R60 has been modified to only be applicable for large parcels of land given the increase in the number of properties with a density code of R20/R60 in the HOAs.

### Recommendation 7

As part of the District Planning Scheme review process, develop provisions for large opportunity sites which set a minimum 'target' density in line with government policy. The requirements will apply to large opportunity sites across the whole City with the exception of the City Centre.

The intent of this recommendation has not changed. However, as it may be more appropriate for the provisions to be contained within the new District Planning Scheme rather than solely in a local planning policy, reference to a policy being developed has been removed.

### Proposed modifications to the LHS document

In addition to the modifications to the recommendations, the following has also been undertaken:

- The information on Beenyup Waste Water Treatment Plant has been updated given upgrade works undertaken, and Alkimos Waste Water Treatment Plant becoming operational in 2010. The odour buffer around the Waste Water Treatment Plant remains 500 metres, and the Water Corporation does not support further residential development within this area.
- Details of State Planning Policy 4.2 – Activity Centres for Perth and Peel have been included in the policy context section.
- The statistical information which was primarily based on the *2006 Census of Population and Housing*, has been updated with the *2011 Census of Population and Housing*. It is noted that the trends previously identified remain the same.

- Additional justification has been included on the criteria for establishing boundaries of the HOAs.
- Additional justification has been included justifying the opportunities and constraints for each HOA, and the basis for why each area is considered suitable for increased densities.
- New existing lot size maps have been generated to ensure they are more recent (as of December 2012).
- Existing and proposed dwelling yields have been recalculated. This has accounted for changes to the HOAs, and lot changes (subdivisions and amalgamation) that may have occurred since 2010.
- The potential nett gain in dwellings outside of the HOAs has been updated to reflect lot changes (subdivision and amalgamations) that have occurred since 2010.
- Changes to wording to ensure consistent terminology throughout the document, and with other state government documents.
- The zoning and coding for No 178 Camberwarra Drive, Craigie, has been updated to 'Residential' (R20/40), as this lot was rezoned from 'Civic and Cultural' to 'Residential' (R20) in 2011. The LHS should now reflect a dual density code for this property.

### Issues and options considered

Council has the option to:

- adopt the revised draft LHS as final and forward to the WAPC for consideration
- adopt the revised draft LHS as final, subject to modifications, and forward to the WAPC for consideration
- or
- not adopt the revised draft LHS.

### Legislation / Strategic Community Plan / policy implications

**Legislation** Not applicable.

#### Strategic Community Plan

**Key theme** Quality Urban Environment.

**Objective** Quality built outcome.

**Strategic initiative** Housing infill and densification is encouraged and enabled through a strategic, planned approach in appropriate locations.

**Policy** The draft LHS recommendations include the development of policies and revision of existing policies. This will be developed in line with the new District Planning Scheme.

### Risk management considerations

If changes to the draft LHS are not adopted it is unlikely the document will receive the support from the Department of Planning and the endorsement of the WAPC. This will prevent the City from finalising its new Local Planning Scheme.

### Financial/budget implications

The cost of public consultation requested at the December 2012 Council meeting, including letters to 914 land owners and two notices in the local newspaper, was \$2,623.

## **Regional significance**

The draft LHS does not have any direct impact on adjoining local authorities.

## **Sustainability implications**

The increase in the range of residential densities (up to R60) within the City of Joondalup will provide a greater choice of house and land sizes which can cater for a greater range of household types from single persons to large families. This provision of varied lot and dwelling sizes can also offer an increase in affordable housing choices. This will also improve social sustainability as it can assist residents to stay in their community, while changing housing choice to meet their needs throughout their lifecycle.

The expansion of HOAs to ensure properties within appropriate walkable catchments are included will assist in reducing dependency on the private vehicle and encourage alternative modes of transport such as walking and cycling. This has potential health (social) and energy consumption (environmental) benefits.

## **Consultation**

Consultation on modifications to the HOAs was undertaken between 1 February and 22 February 2013. This included:

- letters to land owners who were not previously located within a HOA, but are now proposed to be (914 letters)
- notices in the Joondalup Times on 5 February and The Weekender on 7 February 2013
- a notice on the City's website during the consultation period
- maps being made available at the City's administration building and Whitfords customer service centre.

In accordance with Council's resolution at its meeting held on 11 December 2012 (CJ389-12/12 refers) the purpose of this consultation was to seek feedback on the changes to the HOAs.

A total of 30 submissions were received, including three submissions received after the close of advertising. Of the submissions received, 19 were letters of support, nine were letters not in support, one submission was neutral, and one requested for a HOA boundary to be expanded.

It is noted that of the submissions received, 19 were from land owners that had received a letter as part of consultation. This included 13 submissions of support, five submissions not in support, and one neutral submission.

Those in support of the proposal made the following comments that the strategy would:

- minimise urban sprawl and be more sustainable
- promote a sense of social equity by providing opportunities for affordable housing
- be economically sensible as it provides the opportunity for development where there is existing infrastructure rather than having to install new infrastructure
- allow more people to live closer to the Perth CBD, train stations, shopping centres and other amenities
- provide the opportunity to revitalise older housing
- reduce dependency on cars
- encourage an increase in the number of storeys for dwellings.

Submissions not in support of the proposal made the following comments:

- It does not preserve the character and amenity of the area.
- Moved out of areas to get away from increased densities.
- The housing stock isn't old enough to require revitalisation.
- There was a lack of information provided, including not being consulted on revised LHS document.
- Don't see the need for higher densities.
- Higher density and subsequent development will devalue properties.
- Want the boundary of a HOA to be expanded and hasn't been.
- The increase will impact on schools which are already at capacity and doesn't allow for more services such as doctors or dentists.
- Appears the only way it will work is if existing dwellings are demolished.
- Sees it as the City and State Government bowing to big business and corporate dollars.
- There needs to be an increase and improvement of infrastructure and amenities in line with the density increases.

A schedule of submissions is provided as Attachment 4 and a copy of submissions received is provided in the Councillor's reading room.

Should Council adopt the revised draft LHS, a copy of all submissions will be sent to the Department of Planning.

## **COMMENT**

The Department of Planning has made it clear that changes are needed to the draft LHS before a positive recommendation can be made to the WAPC. The draft HOAs were reviewed with the residential density in the majority of HOAs increased, and the boundaries of six HOAs expanded to ensure the inclusion of properties within the appropriate walkable catchment.

These modifications were adopted by Council for the purposes of community consultation on 11 December 2012. As a result of the review of the remainder of the draft LHS document and community consultation, it is not proposed that these areas be further modified.

### Potential dwelling yields

The potential dwelling yields within the revised draft LHS have been updated both as a result of the modifications to the HOA areas and densities, and taking account of development that has occurred in the period since the initial drafting of the LHS.

As a result of the modifications to the HOAs, an additional 967 lots within the HOAs gain development potential, with the estimated potential nett gain in dwellings increasing from 10,804 to 22,233 dwellings.

Including the development potential within the HOAs, known development sites, and infill development potential outside of the HOAs, the total potential nett gain in dwellings is 25,145. Should there be no changes to densities, the total potential nett gain in dwellings would be approximately 6,556.

It is noted that in both cases an 85% take-up rate for infill development has been used to calculate the potential nett gain in dwellings, rather than the 35% previously used. The 85% take-up rate has been used as it aligns with the State Government's draft Outer Metropolitan Perth and Peel Sub-Regional Strategy.

Source of new dwellings	Estimated nett gain in dwellings	
	'No change in densities' scenario	As recommended in the LHS
Burns Beach and Iluka	<b><u>1,014</u></b>	<b><u>1,014</u></b>
Joondalup City Centre	<b>1,500</b>	<b>1,500</b>
Known development sites	<b><u>1,519</u></b>	<b><u>1,519</u></b>
Infill (small scale developments)	<u>2,969<sup>1</sup> @ 85% = 2 523</u>	<u>22,233 nett gain in dwellings in the HOAs @ 85% take-up = 18 898</u>  <u>2,605<sup>1</sup> nett gain in dwellings outside the HOAs @ 85% take-up = 2 214</u>  <b><u>Sub-total = 21,112</u></b>
<b>TOTAL</b>	<b><u>6,556</u></b>	<b>25,145</b>

The gain in infill development potential far exceeds the required 50% increase in infill development by 2031 under *Directions 2031 and Beyond*.

### Conclusion

The draft LHS document has been updated as outlined in the Details section of this report. Overall the intent of the draft LHS has not changed. Rather, it has been updated to include information that has become available since finalisation of the current draft in 2011 (such as census data) and to provide additional detail in support of the HOAs and recommendations as requested by the Department of Planning.

It is recommended that Council adopts the draft LHS as final, and submits the documents to the WAPC for endorsement.

### **VOTING REQUIREMENTS**

Simple Majority.



**RECOMMENDATION****That Council:**

- 1 ADOPTS the revised Local Housing Strategy forming Attachment 1 of this Report as final;**
- 2 SUBMITS the revised Local Housing Strategy forming Attachment 1 of this Report to the Western Australian Planning Commission for its endorsement;**
- 3 NOTES that a copy of the 30 submissions received will be forwarded to the Western Australian Planning Commission;**
- 4 ADVISES submitters of Council's decision.**

*Appendix 4 refers*

*To access this attachment on electronic document, click here: [Attach4brf090413.pdf](#)*

## **ITEM 5 PERMANENT YOUTH DROP-IN CENTRE AT HEATHRIDGE LEISURE CENTRE - RESEARCH REPORT**

<b>WARD</b>	North-Central
<b>RESPONSIBLE DIRECTOR</b>	Ms Dale Page Planning and Community Development
<b>FILE NUMBER</b>	18027, 101515
<b>ATTACHMENT</b>	Attachment 1      Compilation of Research Data Attachment 2      Heathridge Park Map Attachment 3      Heathridge Leisure Centre Plan
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### **PURPOSE**

For Council to note the findings from the *Youth Drop-In Centre at Heathridge Leisure Centre Research Report* undertaken by an external consultant and to consider strategies to progress this issue.

### **EXECUTIVE SUMMARY**

As a result of a Notice of Motion in February 2012 (CO8-02/12 refers), an external consultant was engaged by the City to undertake research with local young people and service providers to consider the feasibility and extent of need for a permanent Youth Drop-In Centre at the Heathridge Leisure Centre.

Consultation occurred over a four month period from September to December 2012 with local young people who currently access the City's youth programs as well as through local high schools, primary schools, parents of local young people and a wide range of service providers. The research identified a need for the expansion of youth services in Heathridge and local agencies are willing to be involved and play a role in service provision from the Heathridge Leisure Centre. Many of the respondents were residents of Woodvale and Kingsley thereby indicating a similar need in those suburbs for expanded activities for young people.

The recommendations produced by the external consultant have been reviewed in terms of the City's resource availability and knowledge of youth services and proposed new programs. The recommendations contained in this report are following a review of the research undertaken and recommendations proposed by the external consultant.

## BACKGROUND

At the Council meeting held on 21 February 2012 (CO8-02/12 refers) the following Notice of Motion was submitted:

*That Council REQUESTS the Chief Executive Officer to prepare a report for consideration at a future Council meeting to establish a permanent Youth Drop-in Centre at Heathridge Leisure Centre in Heathridge. The operation of the Youth Drop-in Centre should include potential partnerships with external stakeholders such as Police Service, Government Agencies, high schools, youth service providers and youth support networks and be funded through both internal and external funding sources and grants.*

As a result of this motion an external consultant was engaged to undertake research into the feasibility of a permanent Youth Drop-in Centre at the Heathridge Leisure Centre.

A Youth Drop-In Centre is a space designated for the use of young people which is staffed by qualified youth workers. A Youth Centre typically provides a safe space for young people to hang out, providing them the opportunity to engage in activities and programs that meet their expressed needs and giving them access to qualified staff who can support them on issues that are of concern to them.

In 1992 the Commonwealth Government identified Heathridge as a high priority area for the needs of young people. As a result of this, operational funding was granted to the City to provide youth programs targeting at-risk young people aged between 12 to 18 years.

Over the years in response to the identified needs of young residents of Heathridge, the City offered the following programs from Anchors Youth Centre (Anchors) which is located within the Heathridge Leisure Centre:

- Drop-In Centre.
- Young Women's Programs.
- Writer's Night (graffiti art workshops).
- School Holiday Program which included places for young people with disabilities.

All programs have been based at Anchors at no or low cost and days, times and service delivery models have changed in accordance with the expressed needs of the program participants.

In 2009, the Commonwealth Government withdrew the operational funding for the programs offered at Anchors. At this time a service and budget review was conducted and a decision was made for the City to continue offering programs to at-risk young people in Heathridge in modified formats.

In 2010, in response to decreasing attendance at the Drop-In youth programs at Anchors, an operational decision was taken to offer the Drop-In program at local high schools during lunch breaks and after school hours. This strategy has been successfully operating in four high schools since.

The City currently operates a successful school holiday program for young people from Anchors. The Youth Holiday Program operates over the school holidays and involves outings to popular youth activities as well as time at the youth centre.

Once a month, Anchors is also open as a Drop-In centre on a Saturday night to coincide with the monthly LivAlive Bounce Dance Party which is run by the Police and Citizens Youth Club (PCYC). This is operated as a partnership arrangement between the City and the PCYC. The Drop-In centre attracts up to 30 young people each session.

Skills-based programs such as hip hop and art courses operate throughout the school term. Some activities are conducted at Anchors; however other venues are used depending on the target audience, nature of the program and the type of equipment needed.

In the community, the City also operates a Youth Outreach Program which provides young people with the opportunity to engage with youth workers in the public spaces that they frequent such as the local café, park, train stations, shopping centres and skate parks. This is supported by the Youth-Mobile which is a bus that has been transformed into a mobile youth centre that operates out of public spaces that are popular with local young people.

While all of these programs are well utilised, they are restricted in their reach and engagement of young people - there is only one bus to cover the whole City and Anchors only runs programs once a month and during school holidays.

The research consultancy feedback is a reflection of contact with 248 young people, 35 parents and 21 service providers through online surveys, discussions and workshops.

## DETAILS

The demographics of the young people consulted were as follows:

- 51% female and 49% male.
- 51% were from the 15 - 17 year age bracket and 30% were aged 12 – 14 years.
- 32% of respondents resided in the postcode 6027 localities of Heathridge, Beldon, Joondalup, Ocean Reef, Edgewater, Mullaloo and Connolly while the same proportion (32%) of those surveyed resided in the postcode 6026 localities of Kingsley and Woodvale.
- 54% of young people lived with both parents while 23% live with a parent and step parent and 19% lived in a single parent family.
- 24% of young people spoke a language other than English at home on a regular basis.

The survey predominantly used predetermined multiple choice options as a means to answer specific questions. The following are the key responses from young people:

- Young people get bored because there is nothing to do (25%), things to do are too expensive (20%), there is no transport (16%), no one to hang out with (14%) and parents won't let me (12%).

This indicates a need for free or low cost youth spaces or activities that are either local to young people or on a public transport route and are professionally supervised in order for parents to allow their children to participate. Discussion around this subject with young people included utilising Anchors as a venue with many of those consulted supporting this as they could walk there after school and believed their parents would support their attendance as it would be professionally staffed by Youth Workers.

- Young people would like to see Heathridge Leisure Centre (Anchors Youth Centre) provide young people with cool things to do (29%), have a Youth Café style (23%) and provide a free confidential service with people to talk to about life issues including health and finances (38%). Other aspects that young people would like to see included are gym and associated programs (32%), arts programs (17%) and outdoor activities (16%).
- When asked as an open ended question young people responded that they would like more facilities (41%), cultural activities (27%) and a support centre (11%).

From a service provision perspective these responses indicate that local young people would like a youth specific space that allows them to 'hang out' but that also provides programs of arts and culture, gym and associated pursuits, outdoor activities and support services that assist them in addressing life issues.

- 55% of young people consulted said they would go to a youth centre, 28% said they would go to Anchors and 17% said they would go to one elsewhere. Young people believed that the age groups who would benefit most are those aged 12 – 17 years and that it should be open after school hours until 9.00pm and Saturday nights until 10.00pm.

Consultation with parents and service providers produced results similar to that of the consultation with young people:

- Anchors should provide a safe, supervised space (23%) for young people aged 12 – 17 years (77%) with cool things to do (21%), someone to talk to (21%), free confidential health information (18%) and help applying with jobs and so on (17%).
- Anchors should be open after school hours (31%) and Saturday nights (26%).
- Young people would need mini buses (46%) to access Anchors Youth Centre at Heathridge Leisure Centre; however only 22% of young people believed this with the remaining thinking they could get there in other ways.
- The open ended style of question held similar responses that a safe, accessible youth space is needed that offers free programs and activities and has support services for young people available.

The recommendations from the external consultant, based on the research undertaken are as follows:

- 1 That the City look seriously at opening the Anchors Youth Centre several afternoons a week immediately after school, as well as Friday and/or Saturday nights and possibly a weekend day. The findings have clearly indicated that there is a significant need and young people from surrounding areas would readily attend.
- 2 That the City progress partnerships with schools in the immediate vicinity of Anchors Youth Centre namely Belridge Senior High School, Ocean Reef Senior High School, Poseidon Primary School, Heathridge Primary School and Beldon Primary School. All of these schools participated willingly in the consultation and have indicated that they would like to provide ongoing support.

- 3 That a set time frame be put on the pilot phase of Anchors Youth Centre opening and a small team of young people be invited to be a Youth Participation Advisory Group (YPAG) so that young people are meaningfully engaged in all processes pertaining to the Centre.
- 4 That the City actively follows up interested parties to partner in the venture for example Mercy Family Services, Quarry Health, Headspace, Medicare Local and so on. This would also involve joint partnerships when examining funding options.
- 5 That the City provides a mini-bus to drop young people home after programs as needed. This idea received overwhelming support from parents, service providers and young people.

The recommendations were subsequently reviewed by City officers taking into account the resource availability, knowledge of youth services and new programs that are proposed (such as the establishment of Joondalup headspace in early 2014), and the style for formatting recommendations for Council's consideration. As a result of this review, there have been some changes made to the consultant's recommendations.

In addition to the body of work undertaken by the consultant, research into youth health needs was undertaken in December 2010 with young people within the City of Joondalup. This research highlighted a gap in the area of health services for young people that can be easily accessed and are youth friendly. This gap was also identified in the 2010 Youth Forum hosted by the City.

Young people indicated that they would utilise health services if delivered from a youth friendly space such as a youth centre and that they would most benefit from assistance in the areas of alcohol and drugs, family issues/conflict, self esteem/body image, sexual health, eating disorders and mental health. This research impacts on the type of services and organisations that need to be considered for partnership.

The suburbs of Craigie, Heathridge and Beldon rate as the City's lowest suburbs in the Australian Bureau of Statistics (ABS) SEIFA program (based on the 2011 census data) and also correspond to where there are high numbers of young people. Socio-economic Indexes for Areas (SEIFA) is a product developed by the ABS that ranks areas in Australia according to relative socio-economic advantage and disadvantage.

With the exclusion of Craigie, the highest ranked areas of disadvantage in the City of Joondalup were Heathridge and Beldon which have higher ratings than the Perth Statistical Division in the areas of disengaged young people (not in education or employment), mortgage stress, one parent families with children under 15 years and for Beldon, people with lower than Year 11 school level only.

Throughout the consultation external stakeholders indicated their willingness to develop partnerships with the City in order to offer youth services in the Heathridge community. Organisations that were particularly interested were Poseidon, Heathridge and Beldon Primary Schools for running programs with Year 6 and 7 students as they transition to high school; LivAlive (formerly PCYC Blue Light Discos) to enhance existing once-a-month dance parties; and Quarry Health (Family Planning WA) to offer Youth Health Programs.

Local high schools also showed some interest in working with the City to provide services to their students. Discussions with police indicate support for any activities that provide positive outcomes and divert young people from antisocial behaviour.

Should the recommended strategies be adopted, further discussions will be undertaken with these and other community-based youth services providers to explore partnership opportunities for delivering youth focused programs from the Heathridge Leisure Centre.

### Issues and options considered

Council can either:

- expand the provision of youth programs and services in Heathridge through the Leisure Centre in partnership with community-based youth services providers
- expand the provision of youth programs and services in other suburbs such as Woodvale and Kingsley as well as Heathridge in partnership with community-based youth services providers
- expand the provision of youth programs and services within an outreach model whereby referral to existing services is provided through City networks such as the Youth-Mobile, and Outreach Program  
or
- not expand the provision of youth programs and services within Heathridge or any other areas within the City of Joondalup.

Given the results of the research undertaken with young people and other stakeholders, option 1 is considered to be most beneficial and cost-effective. This provides for some expansion of the services offered by the City to young people, promotes working in partnership with other community-based youth services providers and increases the utilisation of the Heathridge Leisure Centre. If there is a successful uptake of the expanded service offering, then there is the option to consider further expansion of services within community facilities in other suburbs or using an outreach model at a later stage.

### Legislation / Strategic Community Plan / policy implications

**Legislation** Not applicable.

#### Strategic Community Plan

**Key Theme** Community Wellbeing.

**Objective** Quality facilities and community spirit.

**Strategic Initiative** Understand the demographic context of local communities to support effective facility planning.

Promote and support the needs of disadvantaged communities.

**Policy** Not applicable.

### Risk management considerations

The risk management considerations relate to social implications and resulting financial concerns due to related anti social behaviour and crime should people in disadvantage not have their needs addressed.

The suburbs of Craigie, Beldon and Heathridge have high social need and the risks of not implementing further services in these areas are an ongoing social disadvantage for those living there. Those with social disadvantage are more likely to have low socio-economic status, low level schooling and literacy, higher rates of unemployment, involvement in anti social behaviour/drug use/crime, mental illness and health problems to name a few. These aspects put the individual and family at risk but the associated behaviours of anti social behaviour, crime and drug use also put the community and the City's infrastructure at risk.

### **Financial/budget implications**

The funding of current programs in the Youth Services area is fully committed. Additional funds will be required to implement the recommendations if adopted. An estimate of the costs is as follows:

<b>ITEM</b>	<b>COST</b>
Open Anchors for additional shift 3.5 hours per week – one Senior Youth Worker and one Youth Worker	\$21,470
Furniture and equipment to create cafe style environment	\$5,000
Program Promotion	\$2,000
Bus Driver	\$9,051
Fuel	\$1,000
<b>Total Cost (per annum)</b>	<b>\$38,521</b>

### **Regional significance**

Not applicable.

### **Sustainability implications**

#### Environmental

This report gives consideration to utilising existing City-owned facilities and therefore has no environmental implications.

#### Social

Social sustainability is enhanced through the development of resilience and empowerment in young people, their families and members of the community. An expansion of youth services in Heathridge, Woodvale and/or Joondalup will provide people with those through offering services, activities and programs that work to enhance these traits in people.

As a result of an increase in personal resilience, self esteem and empowerment in individuals, a decrease in anti social behaviour and community based opportunistic crime occurs thereby increasing community safety.

An extension to youth service provision will be improving services to the community, meeting an already determined need, together with enhancing the use of the Heathridge Leisure Centre and any other facilities that may be used as a result.



## Economic

The running of additional youth programs from Anchors will incur expenditure that in the initial phases will need to be funded from City resources. There is the capacity to work with other community-based organisations to offset some of this expenditure and/or apply for grant funding to assist with the cost.

The utilisation of the Heathridge Leisure Centre for 2012/13 year-to-date is as follows:

Heathridge	Total YTD	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Sports Hall	680	107	109	110	107.5	109.5	60	0	77
Badminton Court 1	337	51	57	48	53	51	24	0	53
Badminton Court 2	308	47	52	44	49	47	22	0	47
Badminton Court 3	307	47	52	44	49	47	22	0	46
Badminton Court 4	307	47	52	44	49	47	22	0	46
Activity Room	17	3	0	0	0	0	0	0	14
Creche	55	0	12	3	8	16	8	0	8
Playgroup	562	88	92	83	88	88	43	0	80
Function Room	402.25	47	79	56	60	74.5	37.25	0	48.5
Anchors Room	247.5	92.5	27.5	28	81	0	4.5	0	14
Joyce Donley Room	255	46	45.75	40	42.5	37	12.75	0	31
Room 1	13	12	0	0	0	0	0	0	1
Room 2	95.75	15	19.5	17	0	17.5	7	0	19.75
Room 3/4	488.75	64.5	105	95	67.75	66	38.5	0	52
Room 5	318	28.25	68.25	37.75	44.5	63.75	17.5	0	58
Room 6 Pottery	0	0	0	0	0	0	0	0	0
<b>Total Hours Occupied</b>	<b>4393</b>	<b>695</b>	<b>771</b>	<b>649</b>	<b>699</b>	<b>664</b>	<b>318</b>	<b>0</b>	<b>595</b>
<b>Total Hours Available</b>		<b>2136</b>	<b>2184</b>	<b>1920</b>	<b>2136</b>	<b>2076</b>	<b>960</b>	<b>0</b>	<b>1920</b>
<b>% Occupancy Rate</b>		<b>32.55</b>	<b>35.30</b>	<b>33.84</b>	<b>32.74</b>	<b>32.00</b>	<b>33.18</b>	<b>0.0</b>	<b>31.00</b>

Given the current occupancy rate, the utilisation of the Heathridge Leisure Centre will be increased if provision of youth services and programs is expanded.

The most cost effective model is to partner with community-based youth services providers to deliver the programs negating the need for the full cost to be borne by the City. This would enable the City to provide the venue (Heathridge Leisure Centre) at minimal or no cost and the service provider to deliver their programs to meet the identified needs of young people.

## **Consultation**

Jude Bridgland & Associates were engaged for the period September – December 2012 to undertake the feasibility of a permanent Youth Drop-in Centre at Heathridge Leisure Centre.

The consultant utilised the existing networks of the City's Youth Services Team and engaged with 248 young people, 35 parents and 21 service providers through online surveys utilising interactive technology Qwizdom, discussions and workshops.

- 1 Consultation with young people included:
  - Discussions and survey responses from young people at Belridge Senior High School, Ocean Reef Senior High School, Poseidon Primary School, Heathridge Primary School and Beldon Primary School. The focus classes in the primary schools were years 6 and 7 as they are in transition from Primary to High School.
  - Discussions and survey responses from young people engaged on the Youth-Mobile.
  - Online survey responses from young people who were directed to the survey via the City's Hip Hop Program, Skills Based Program, youth e-newsletter and website.
  
- 2 Consultation with Youth and Community Services, Key Partners and External Stakeholders included:
  - Discussion with Service Providers and parents at the City of Joondalup Supporting Parents Forum in September 2012.
  - Discussions and survey responses with JAWS (Joondalup and Wanneroo Services) Youth Interagency Group in November 2012.
  - Survey responses from Youth Futures WA, Department for Child Protection – Joondalup Office, North Metropolitan Medicare Local – Headspace, Centrecare, Youth Focus, LivAlive PCYC, North West Metropolitan Crime Prevention and Diversity Unit, City of Wanneroo, Mercy Care and Family Planning WA.
  - Online survey responses from parents.
  - Informal discussions with Student Services team and senior staff in Belridge Senior High School, Ocean Reef Senior High School, Poseidon Primary School, Heathridge Primary School and Beldon Primary School.

## COMMENT

The *Youth Drop-In Centre at Heathridge Leisure Centre Research Report* strongly indicates the need for an increase in youth service provision in the City of Joondalup, particularly in the Heathridge and Woodvale/Kingsley areas during after school and/or weekend hours.

With respect to service provision the research indicates that local young people would like a youth specific space that allows them to 'hang out' but that also provides programs of arts and culture, gym and associated pursuits, outdoor activities and support services that assist them in addressing life issues.

A starting point could be the provision of a café style space which includes popular reading magazines, pool table, TV, playstation/Wii/X-box games and access to resources to support basic life-skill development. More specific details of the type of physical, art or cultural activities that are provided would need to be ascertained in consultation with the user group once the expanded program begins operation in order to ensure that expressed needs are met. These programs, in relation to Heathridge Leisure Centre, could be undertaken in the Centre's under-utilised areas, including the basketball court, dance and pottery rooms. The City's Hip Hop and Skills Based Programs could be transferred to Heathridge Leisure Centre and use the Anchors Youth Centre, dance room and basketball court if available on the appropriate day.

As the possible use of mini buses was raised in the research, consideration could be given to using the City's Community Buses to provide transport for future youth programs at the Heathridge Leisure Centre. As most community transport provision for older residents concludes in the early afternoon, the buses could be used for youth programs late afternoon and early evening. This increases the utilisation of the Community Transport buses during a non-peak period.

As some local schools, LivAlive and Quarry Health have indicated interest in developing partnerships, funding for specific programs could be sourced through external bodies such as Lotterywest and State Government agencies. Further discussions will be undertaken with these and other community-based youth services providers on partnership arrangements should the recommended strategies be adopted. To ensure equity, it is proposed that the offering of space at the Heathridge Leisure Centre be undertaken via an Expression of Interest process.

The strategies recommended as an outcome of the research undertaken with young people and stakeholders provide for the following:

- 1 Some expansion of the services offered by the City to young people on a trial basis to ensure that the services and programs are being utilised.
- 2 Promotes working in partnership with local schools and community-based youth services providers.
- 3 Increases the utilisation of the Heathridge Leisure Centre.

If there is a successful uptake of the expanded service offering, then there is the option to consider further expansion of services within community facilities in other suburbs or using an outreach model at a later stage.

It is proposed to commence the expansion of the service from 1 December 2013 to enable consideration in the 2013-14 budget as well as implementation activities to be undertaken.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

### **That Council:**

- 1 EXPANDS its current level of youth service delivery to include:**
  - 1.1 An additional weekly Youth Drop-In session at Heathridge Leisure Centre during after school hours on a 12 month trial basis commencing 1 December 2013;**
  - 1.2 Offering space at Heathridge Leisure Centre via an Expression of Interest to community-based youth services providers so that the Centre is better utilised and identified community needs are met;**
  - 1.3 Provision of transport for young people, using the Community Transport Program buses;**

- 1.4 **Development of partnerships with community-based youth services providers to offer programs at the Heathridge Leisure Centre;**
- 1.5 **Exploring opportunities for funding from external sources to support the implementation of the recommended expanded services;**
- 2 **LISTS for consideration in the 2013-14 budget an amount of \$24,554 to cover the costs of the purchase of the required furniture and equipment, and the expanded service for a period of seven months;**
- 3 **NOTES the research findings that indicate needs for the provision of youth activities in the Woodvale/Kingsley area.**

*Appendix 5 refers*

*To access this attachment on electronic document, click here: [Attach5brf090413.pdf](#)*

## ITEM 6 DRAFT STATE PLANNING STRATEGY

<b>WARD</b>	All	
<b>RESPONSIBLE DIRECTOR</b>	Mr Garry Hunt Office of the CEO	
<b>FILE NUMBER</b>	02152, 101515	
<b>ATTACHMENT</b>	Attachment 1	State Planning Strategy – Draft for Public Comment
	Attachment 2	Draft City of Joondalup response to the Draft State Planning Strategy
	Attachment 3	State Planning Policy Framework
	Attachment 4	WALGA interim submission to the Draft State Planning Strategy
<b>AUTHORITY / DISCRETION</b>	Advocacy - Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.	

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### PURPOSE

For Council to consider a draft submission from the City in response to the Draft State Planning Strategy (SPS), advertised for public comment.

### EXECUTIVE SUMMARY

The draft SPS is described as an overarching strategic document that informs all other State, regional and local planning strategies, policies and approvals and builds on other strategic planning positions of the Western Australian Planning Commission (WAPC) including Directions 2031.

The City's draft submission to the draft SPS shown as Attachment 2 generally supports the vision, principles and strategic goals and directions in the strategy however highlights a number of issues and recommendations for consideration by the Western Australian Planning Commission.

*It is recommended that Council ENDORSES the City of Joondalup's submission to the Department of Planning on the Draft State Planning Strategy shown as Attachment 2 to this Report.*

## **BACKGROUND**

The draft SPS was released by the Minister for Planning for public comment until 29 March 2013; the City has an extension of time to 17 April 2013.

The draft SPS was prepared by the Department of Planning under the guidance of the WAPC and is intended to replace the first State Planning Strategy prepared in 1997.

The *Planning and Development Act 2005* requires the preparation and review of a Planning Strategy and Policies for the State as a basis for coordinating and promoting land use planning, transport planning and land developments in a sustainable manner, and for the guidance of public authorities and local governments on those matters.

## **DETAILS**

The draft SPS has been designed to inform planning policies and decisions throughout Western Australia and presents a vision for Western Australia to 2050 and beyond based on a framework of planning principles, strategic goals and State strategic directions. The strategy is the State Government's proposed response to the opportunities and challenges Western Australia is likely to face in the future.

### **Issues and options considered**

As the draft SPS is presented as an overarching strategic document there are linkages to other plans including Directions 2031, Liveable Neighbourhoods and the Urban Development Program, while the Strategy is supported by a suite of other schemes, plans, codes and regulations. These include, for example, the Integrated Planning and Reporting Framework, the Lead Agency Framework, the State's Workforce Development Plan and the Treasury's Strategic Asset Management Framework, spanning some 17 major initiatives by State agencies.

The draft SPS includes a list of 22 strategic documents in all, released since 2009.

A range of factors are outlined in the strategy which provide a context for, and directly influence, Western Australia's future development, including:

- population
- workforce
- global economy
- diversification
- urbanisation and regional expansion
- technology
- climate change.

The draft SPS proposes an integrated approach to managing and adapting to these factors through its principles, strategic goals and strategic directions.

The strategy makes a number of key points:

- By 2051, Western Australia's workforce will be 1.5 - 2.2 million, up from 1.2 million in 2011 inferring an additional 700,000 skilled workers would be required (10,000 – 26,000 jobs per year to be created) to maintain the State's anticipated level of economic development.
- The changing face of the global economy will also intensify the competition for people; recruitment and retention of a skilled workforce is emerging as a new critical issue.
- Western Australia must build on its assets and link economic development opportunities to a high quality of life; this will include planning and delivering world-class urban environments, transport, education, social systems and environmental management.
- As the GDP of countries including China and India grows, opportunities for diversity in the Western Australian economy - based on exporting existing technologies and newly developed frontier technologies - will be substantial.
- Climate projections for Western Australia indicate an increase in temperatures across the State accompanied by a decline in winter rainfall in the South West and an increase in the North; along with rising sea levels and more frequent and intense natural disasters such as flooding and bushfires, these will have a wide range of impacts.
- Western Australia has abundant renewable energy sources that make it well placed to mitigate and adapt to the effects of climate change.
- The shift towards competitive markets in the provision and operation of infrastructure, and infrastructure that assists economic growth while decoupling the State from high emissions, will be best placed to meet the challenges and realise the opportunities of the 21st century.

Six inter-related principles are listed as underpinning and informing the strategy, applying across all regions, local government areas and communities:

- Community: Enable diverse, affordable, accessible and safe communities.
- Economy: Facilitate trade, investment, innovation, employment and community betterment.
- Environment: Conserve the State's natural assets through sustainable development.
- Infrastructure: Ensure infrastructure supports development.
- Regional development: Build the competitive and collaborative advantages of the regions.
- Governance: Build community confidence in development processes and practices.

## Prosperity

The draft SPS asserts that by 2050, a doubling of the State's population, a warming climate, drying in the south-west, urbanisation and rapid shifts in the global economy will all present challenges for the sustained prosperity of the State.

Five interrelated strategic goals have been identified to realise a vision of sustained prosperity for Western Australia:

- Global competitiveness will be enhanced through economic diversification.
- Economic expansion and inter-regional collaboration will build strong and resilient regions.
- Investment in infrastructure and social capital will build sustainable communities.
- Infrastructure planning and coordination will achieve efficiencies and promote economic growth.
- Sustainable development and efficient use of resources will enhance environmental conservation.

## Key Strategic Directions

Research and collaboration across agencies has resulted in the following 10 strategic directions for Western Australia's sustained growth:

- 1 Economic development.
- 2 Education, training and knowledge transfer.
- 3 Tourism.
- 4 Environment.
- 5 Agriculture and food.
- 6 Physical infrastructure (movement of people, resources and information; water; energy; waste; telecommunications).
- 7 Social infrastructure (spaces and places; affordable living; health and wellbeing).
- 8 Land availability.
- 9 Remote settlements.
- 10 Security.

The strategic directions are each described in more detail, including objectives, overview, key facts and challenges.



## Challenges

A number of challenges are noted in the strategy including:

- attracting and retaining skilled people
- improved educational facilities, learning and greater investment in research and development
- creating the level of liveability in the regions to attract a varied workforce
- conservation of significant and iconic landscapes and ecotourism assets
- minimising Western Australia's ecological footprint such as patterns of consumption, biodiversity loss, atmospheric pollution, and impacts upon water and generation of waste
- issues affecting the food sector (including water, energy and telecommunications infrastructure, freight logistics and transport systems, storage and processing facilities, skilled labour, urban expansion and fragmentation of rural land holdings, highly variable seasonal conditions and climate change)
- quantifying and funding new investment required in power generation and transmission, potable and industrial water supply, waste management, public transport, major highways, regional roads and ports
- better management of travel demand and behaviour; ensuring the protection of integrated movement networks and infrastructure corridors between major generators of heavy traffic (ports, intermodal terminals, heavy haulage road and rail routes, strategic industry and mining sites)
- the impacts of climate change and the anticipated population and economic growth state-wide on the planning and security of water supplies
- waste generation and management, the siting, design, operation, ongoing funding of waste management facilities, including securing sites and corridors
- quality spaces and places and social infrastructure for communities across the State and in attracting and retaining young and skilled professionals
- housing and land affordability, supply and diversity
- *Planning and Development Act 2005* – requires the preparation and review of a Planning Strategy for the State
- health and wellbeing issues, with the population and economic pressures on services, facilities and programs.

## Legislation / Strategic Community Plan / policy implications

**Legislation** *Planning and Development Act 2005.*

### Strategic Community Plan

**Key theme** The draft SPS has a general connection to all themes, objectives and strategic initiatives in the Strategic Community Plan – Joondalup 2022.

**Objective** Not applicable.

**Strategic initiative** Not applicable.

**Policy** Sustainability Policy.

Economic Development Policy.

State Planning Policy 4.2 (SPP 4.2): Activity Centres for Perth and Peel requires the diversification of existing shopping/commercial centres, and requires that Activity Centre Structure Plans be prepared for larger centres as a precursor to major development occurring in these centres.

The City's draft Local Commercial Strategy will replace the existing Centres Policy and will seek to reinforce and protect the hierarchy of centres established under SPP 4.2.

A review of the City's Local Planning Strategy is currently underway, which will encapsulate recommendations of the draft Local Housing Strategy and draft Local Commercial Strategy. The Local Planning Strategy will in turn inform the City's new Local Planning Scheme, which will replace current *District Planning Scheme No. 2 (DPS2)*. The Local Planning Strategy should have strong links or references back to the State Planning Strategy.

### Risk management considerations

The draft SPS outlines the State Government's proposed response to the opportunities and challenges Western Australia is likely to face in the future. The contribution of the local government sector is key to a coordinated response to the challenges of the future and it is important for the City to provide a submission on the draft SPS.

### Financial/budget implications

Not applicable.

### Regional significance

The draft SPS is significant for the whole of Western Australia. The strategy takes a broad integrated view of planning and development in the State and places priority on managing population and economic growth which are key issues for the North Metropolitan region.

## **Sustainability implications**

Through its inter-related principles, strategic goals and directions, the draft SPS proposes a high-level framework to guide the State's development through to 2050 and beyond, outlining an 'intention to undertake a collaborative approach in planning for the State's infrastructure, environment, food security, land availability, economic development, education, training and knowledge transfer'.

In addition to infrastructure provision, regional development and governance, the draft SPS specifically highlights three inter-related principles as underpinning and informing the Strategy:

### Environmental

This principle refers to conserving the State's natural assets through sustainable development, referring to clean air, water, light and open spaces, with a careful and managed balance of conservation and development. Together with the governance principle, the draft SPS is said to provide a contemporary strategic context for planning and development decisions and sustain prosperity into the long term.

### Social

The community principle aspires to enable diverse, affordable, accessible and safe communities including through choice and excellence in housing, health and education opportunities. Linking with the infrastructure principle, the strategy notes that all spheres of government have roles to play in the provision of physical and social infrastructure.

### Economic

Facilitating trade, investment, innovation, employment and community betterment are highlighted in this principle, which recognises Western Australia's trade in commodities and the opportunities to stimulate job creation, wealth and wellbeing. It acknowledges the opportunities to build on the State's strong economic base, as well as the contributions from culture and the arts, creativity and emerging technologies.

All six principles link with the strategic goals, which are each prioritised through consideration of their diversity, liveability, connectedness and collaboration, and include: Global Competitiveness; Sustainable Communities; Infrastructure; and Conservation.

It is understood that since the release of the draft SPS for comment, the Department of Planning has commissioned the preparation of a 'Perth and Peel Economic Development Strategy' to underpin structure plans, provide modelling to assist with determining residential and industrial land, housing and infrastructure frameworks, and to allocate employment targets to activity centres.

## **Consultation**

The draft SPS was released by the Minister for Planning on 19 December 2012 for public comment, with submissions closing on 29 March 2013. The Department of Planning has granted an extension to the City until 17 April 2013 in order to allow time for Council to consider the City's submission.

## COMMENT

The City supports the overall intent of the draft SPS and congratulates the WAPC and the Department of Planning for preparing a document which articulates a strategic direction and a set of aspirations designed to achieve sustained prosperity through to 2050.

The City's submission does however raise a number of issues for consideration and these issues have been encapsulated through 28 specific recommendations. The broad issues summarised are:

- The outcomes and aspirations are heavily focussed on land use planning.
- It is unclear how the draft SPS will be implemented or measured. In the absence of a clear implementation framework or specific targets, measurement of the success of the strategy will be difficult.
- While the strategy refers to 22 other strategic supporting documents developed by the State Government supporting the draft SPS it is not clear how such supporting documents integrate with the strategy. The City notes that the draft SPS does not assign lead agency responsibilities to the elements and outcomes in the plan and therefore it is unclear how the strategy will be deployed.

The City's submission also addresses the following specific sections of relevance to the City and provides recommendations relevant to these sections:

- Economic Development.
- Education, Training and Knowledge Transfer.
- Tourism.
- Telecommunications.
- Environment.
- Water.
- Energy.
- Spaces and Places.
- Affordable Living.
- Land Availability.

WALGA's interim submission to the Draft State Planning Strategy is also attached to this report (refer Attachment 4).

## VOTING REQUIREMENTS

Simple Majority.

## RECOMMENDATION

**That Council ENDORSES the City of Joondalup's submission to the Department of Planning on the Draft State Planning Strategy shown as Attachment 2 to this Report.**

*Appendix 6 refers*

*To access this attachment on electronic document, click here: [Attach6brf090413.pdf](#)*

## ITEM 7                      MINUTES OF EXTERNAL COMMITTEES

<b>WARD</b>	All	
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy	
<b>FILE NUMBER</b>	03149, 101515	
<b>ATTACHMENT</b>	Attachment 1	Minutes of the Western Australian Local Government North Metropolitan Zone meeting held on 28 February 2013
	Attachment 2	Minutes (Summary) of the Western Australian Local Government Association State Council meeting held on 6 March 2013
	Attachment 3	Minutes of the Ordinary Meeting of the Mindarie Regional Council held on 7 March 2013
	<i>(Please Note: These minutes are only available electronically)</i>	
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').	

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### PURPOSE

For Council to note the minutes of various external committees.

### EXECUTIVE SUMMARY

The following minutes are provided:

- Minutes of the Western Australian Local Government North Metropolitan Zone meeting held on 28 February 2013.
- Minutes (Summary) of the Western Australian Local Government Association State Council meeting held on 6 March 2013.
- Minutes of the Ordinary Meeting of the Mindarie Regional Council held on 7 March 2013.

## DETAILS

The following information details those matters that were discussed at those external meetings and may be of interest to the City of Joondalup.

### **Western Australian Local Government North Metropolitan Zone Meeting – 28 February 2013**

An ordinary meeting of the Western Australian Local Government (WALGA) North Metropolitan Zone was held on 28 February 2013.

The Council's representatives on the WALGA North Metropolitan Zone are Crs Geoff Amphlett, Russ Fishwick, Mike Norman and Christine Hamilton-Prime.

For the information of Council, the following matters of interest to the City of Joondalup were resolved at the WALGA North Metropolitan Zone meeting:

#### 5.1 Metropolitan Local Government Review – Submission on the Panel's Final Report

It was resolved by the WALGA North Metropolitan Zone Meeting as follows:

##### *“Amendment – Panel Recommendation 9*

*That the North Metropolitan Zone recommend that the words, ‘in the first instance’ be removed.*

##### *Panel Recommendation 15*

*That the North Metropolitan Zone advise WALGA of the positions of the Cities with regard to Panel Recommendation 15*

<i>City of Joondalup</i>	<i>10 – 12 Local Governments</i>
<i>City of Stirling</i>	<i>12 Local Governments</i>
<i>City of Wanneroo</i>	<i>TBA</i>

##### *Amendment – Panel Recommendation 16*

*That the North Metropolitan Zone recommend Panel Recommendation 16 be amended to read:*

*“That all Metropolitan Local Government elections to be conducted by the Western Australian Electoral Commission.”*

##### *Amendment – Panel Recommendation 8*

*The North Metropolitan Zone supports in principle with the following addition:*

*A Forum of Mayors be formed to facilitate regional collaboration and effective lobbying for the needs of the metropolitan area and to provide a voice for Perth pending the proposed forum of Mayors being clarified.*

*Amendment – Panel Recommendation 13*

*That the North Metropolitan Zone amends recommendation 13 to read:*

*“Periodic Local Government boundary reviews are undertaken by an independent body every 8 years to ensure the City’s Local Government structure continues to be optimal as the Metropolitan region develops.*

*LOST*

*Panel Recommendation 18*

*The North Metropolitan Zone advise WALGA that recommendation 18 is SUPPORTED.*

*WITHDRAWN”*

**WALGA – State Council Meeting – 6 March 2013.**

A meeting of the Western Australian Local Government Association (WALGA) State Council was held on 6 March 2013.

The Council’s representative on the WALGA State Council is Cr Amphlett JP. Mayor Troy Pickard is the President of WALGA and is, therefore, in attendance at the meetings.

For the information of Council, the following matters of interest to the City of Joondalup were resolved at the WALGA State Council Meeting:

**5.1 Metropolitan Local Government Review – Submission on the Panel’s Final Report**

It was resolved by WALGA as follows:

*“That the Association’s Submission to the State Government in relation to the Metropolitan Local Government Review Panel’s Final Report and Recommendations be endorsed with the following amendments:*

1 *That WALGA’s position in response to Recommendation 1 be amended to:*

*“Panel Recommendation 1 is **CONDITIONALLY SUPPORTED** subject to direct action being taken to address the inequities that exist in Local Government rating;”*

2 *That WALGA’s position in response to Recommendation 25 be amended to:*

*“Panel Recommendation 25 is **CONDITIONALLY SUPPORTED** subject to any involvement of the Public Sector Commission being at the request of the Local Government; and,”*

3 *That Part 3 of WALGA’s ‘Additional Recommendation II’ be amended to:*

*“That transitional arrangements are managed by selected serving Elected Members from the amalgamating Local Governments rather than appointed commissioners.”*

- 4 *That Part 3 of WALGA’s position in response to Recommendation 29 be amended to:*

*“That the Local Government section and Local Government peak bodies – WALGA and the LGMA – are involved in the establishment and are members of the Local Government Commission.”*

#### 5.1.1 MWAC Submission on the Metropolitan Local Government Review Final Report

It was resolved by WALGA as follows:

*“That the MWAC Submission on the Metropolitan Local Government Review Final Report be endorsed.”*

The City of Joondalup Council, at its Special Council meeting held on 2 April 2013 endorsed its submission on the Metropolitan Local Government Review Final Report (JSC01-04/13 refers).

#### 5.3 Development Assessment Panels – Legislation and Regulations Review

It was resolved by WALGA as follows:

*“That WALGA advocate to Statement Government a review of Part 11A of the Planning and Development Act 2005 and the Planning and Development (Development Assessment Panels) Regulations 2011 to clarify uncertainties with respect to responsibilities of Local Government.”*

#### 5.4 Review of Local Government Planning and Development Fees and Charges

It was resolved by WALGA as follows:

- “1 That the results of the Local Government Planning and Development Fees and Charges Review be noted;*
- 2 That this report and the interim position submitted to the Department of Planning to assist in the review of the planning fees and charges regulated under the Planning and Development Regulations 2009 be endorsed;*
- 3 That WALGA advocate through the Minister for Planning that the Department of Planning initiate and fully fund a full review of the planning fees and charges, as the current system is cumbersome and the proposed recommendations from the review have wider implications for Local Government and other key stakeholders; and*
- 4 That WALGA advocate for the following changes to the regulated fees and charges:*
- Fees to be increased by either CPI or the WA Wage Price Index (whichever is the higher) for both the 2012/13 and 2013/14 financial years;*
  - Increases to be compounded annually;*
  - This formula to automatically apply in future years, until the full review is completed.”*



**Mindarie Regional Council Ordinary Council Meeting – 7 March 2013.**

An ordinary meeting of the Mindarie Regional Council (MRC) was held on 7 March 2013.

Cr Russ Fishwick, JP (Chair) and Cr Kerry Hollywood are Council's representatives on the Mindarie Regional Council.

For the information of Council, the following matters of interest to the City of Joondalup were resolved at the Mindarie Regional Ordinary Council meeting:

**9.1 Tipface Resource Recovery Trial**

It was resolved by the MRC as follows:

*"That Council:*

- 1 *Acknowledge the success of the trial of recovering waste from the tip face as detailed in this report;*
- 2 *Approve the allocation of \$49,900 to fund the continuation of the trial to the end of the 2012/13 financial year;*
- 3 *Approve the allocation of \$49,900 detailed in (2) above to be funded in the 2012/13 half yearly budget review;*
- 4 *Consider in the formulation of the 2013/14 budget allocating the necessary funds to make the project permanent; and*
- 5 *Endorse the principle of the project being funded from the Waste Authority's Regional Funding Program and encourage the member councils' to support the application for funding to the Waste Authority.*
- 6 *Authorise the CEO to prepare a report on MRC ability to support member councils with recyclable verge collection."*

**9.3 City of Stirling Withdrawal**

It was resolved by the MRC as follows:

*"That Council:*

- 1 *Holds off any further negotiation/discussions with the City of Stirling until after the State Government has taken a position on the Metropolitan Local Government Review (Final Report). This decision to be reviewed within six months.*
- 2 *Agrees to release to the City of Stirling and the Member Councils' its submission to the Minister for Local Government including the Deloitte Report dated 23 October 2012 subject to the City of Stirling agreeing to releasing its submission to the Minister for Local Government to the MRC and the Member Councils'."*

## 9.8 Mid Year Budget Review - 2012/2013

It was resolved by the MRC as follows:

*“That Council:*

- 1 *Approve by Absolute Majority the forecast deficit position estimated to be \$1,341,541 at 30 June 2013, which includes the following:*
  - *A net decrease in non-members’ revenue of approximately \$1,083,718;*
  - *A decrease in grants and subsidies of \$360,000, offset by a corresponding saving of \$380,000 in respect of waste minimisation projects;*
  - *Expenditure of \$80,000 in respect of the Deloitte report;*
  - *An increase in Member Fees of \$42,500;*
  - *Additional expenditure in respect of Stage 2 Phase 1 capping works of \$69,531;*
  - *Additional expenditure of approximately \$49,900 in respect of the Tip Face Resource Recovery Project;*
  - *The write off of approximately \$222,000 in respect of Stage 1b cell development costs;*
  - *The amended cell development amortisation costs of approximately \$906,600; and*
  - *Additional operational cost savings of approximately \$520,000.*
- 2 *Approve by Absolute Majority the increase capital expenditures of \$21,773, which includes:*
  - *An increase of \$2,173 in respect of the Education Vehicle;*
  - *An additional \$19,600 for another tarpomatic spool;*
  - *The deferral of the \$4,000,000 land purchase to 2013/2014; and*
  - *The deferral of \$129,652 of other capital expenditure.*
- 3 *Approve by Absolute Majority that the MRC continue to run a deficit budget until 30 June 2013, at which stage the deficit at year end (forecast to be \$1,341,541) as detailed in the Annual Financial Report will be funded using the Participants’ Surplus Reserve.”*

**Legislation / Strategic Community Plan / policy implications**

**Legislation**

Not applicable.

**Strategic Community Plan**

Not applicable.

**Key theme**

Not applicable.

**Objective**

Not applicable.

**Strategic initiative**

Not applicable.

**Policy**

Not applicable.

**Risk management considerations**

Not applicable.

**Financial/budget implications**

Not applicable.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council NOTES the minutes of the:**

- 1 Western Australian Local Government North Metropolitan Zone meeting held on 28 February 2013 forming Attachment 1 to this Report;**
- 2 Western Australian Local Government Association State Council meeting held on 6 March 2013 forming Attachment 2 to this Report;**
- 3 Ordinary Meeting of the Mindarie Regional Council held on 7 March 2013 forming Attachment 3 to this Report.**

*To access this attachment on electronic document, click here: [externalminutes090413.pdf](#)*

## ITEM 8 EXECUTION OF DOCUMENTS

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	15876, 101515
<b>ATTACHMENT</b>	Attachment 1 Documents executed by affixing the Common Seal for the period 5 March 2013 to 19 March 2013
<b>AUTHORITY / DISCRETION</b>	Information - Includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting')

### PURPOSE

For Council to note the documents executed by means of affixing the Common Seal for the period 5 March 2013 to 19 March 2013 (Attachment 1 refers).

### EXECUTIVE SUMMARY

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

*It is recommended that Council NOTES the Schedule of Documents covering the period 5 March 2013 to 19 March 2013, executed by means of affixing the Common Seal, as detailed in Attachment 1 to this Report.*

### DETAILS

During the period 5 March 2013 to 19 March 2013, three documents were executed by affixing the Common Seal. A summary is provided below:

Type	Number
Deed of Agreement	1
Section 70A Notification	2

### Issues and options considered

Not applicable.

**Legislation / Strategic Community Plan / policy implications**

**Legislation** *Local Government Act 1995.*

**Strategic Community Plan**

**Key theme** Governance and Leadership.

**Objective** Corporate capacity.

**Strategic initiative** Not applicable.

**Policy** Not applicable.

**Risk management considerations**

Not applicable.

**Financial/budget implications**

Not applicable.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

The documents that have been executed by affixing the Common Seal of the City of Joondalup are submitted to Council for information (Attachment 1 refers).

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council NOTES the Schedule of Documents covering the period 5 March 2013 to 19 March 2013, executed by means of affixing the Common Seal, as detailed in Attachment 1 to this Report.**

*Appendix 7 refers*

*To access this attachment on electronic document, click here: [Attach7brf090413.pdf](#)*

## ITEM 9                      REVIEW OF GOVERNANCE FRAMEWORK

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	25548, 101515
<b>ATTACHMENT</b>	Attachment 1      Revised Governance Framework (marked-up)
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### PURPOSE

For Council to adopt the revised City of Joondalup Governance Framework.

### EXECUTIVE SUMMARY

Governance is an important concept and impacts on all parts of the City and all sectors of the community. The practice of good governance is increasingly seen as critical for ensuring that:

- the City meets legal and ethical compliance
- decisions are made in the interests of stakeholders and the broader community
- the City behaves as a good corporate citizen should.

The principles and practices of good governance plot the specific processes of decision-making, and the processes by which the City is directed, controlled and held to account. Good governance ensures that the City is able to manage its many complex responsibilities effectively in the best interests of the entire community.

For an organisation to demonstrate good governance, there needs to be a clear understanding about its strategic direction, management responsibility and accountability. The City's Governance Framework has been developed to set out these matters as well as the roles of Elected Members and the Administration and their interdependent relationships, along with the financial, legal and ethical considerations required to provide good governance.

The City's framework consists of four key principles required to achieve excellence in governance:

- Culture and vision.
- Roles and relationships.
- Decision-making and management.
- Accountability.

Each principle is divided into sub-categories where the theory of the principle is explained as well as the way the theory is put into action at the City.

The framework has been reviewed to update and reflect current operational practices and the legal framework in which all local governments throughout Western Australia operate.

*It is therefore recommended that Council ADOPTS the revised City of Joondalup Governance Framework as detailed in Attachment 1 to this Report.*

## **BACKGROUND**

In September 2003, Council established a Governance Review Panel to make recommendations on the operations of the City and specific governance-related issues that were being experienced at that time. Although the then Minister of Local Government suspended the City of Joondalup Council in December 2003, the governance review progressed on the basis it would document some of the issues being faced by the City and Council at that time, and provide guidance for the incoming Council on a range of improvements that could be implemented to improve corporate governance at the City.

Based on the recommendations contained within the Final Report of the Governance Review Panel, the City's inaugural Governance Framework was adopted by Council at its meeting held on 11 October 2005 (Item CJ204-10/05 refers). While the issues facing the City in 2005 have long been addressed, the principles and practices within the City's framework have continued to assist with guiding and understanding the processes of decision-making, and the processes by which the City is directed, controlled and held to account.

The framework was initially developed as an internal document for Elected Members to assist their understanding of the governance arrangements that exist within a local government. However the framework is also important for employees and the community in articulating the governance arrangements in place at the City.

The Governance Framework was last reviewed by Council at its meeting held on 15 September 2009 (Item CJ205-09/09 refers), which resulted in some amendments to strengthen the framework and to ensure that it remains relevant and current to the operations of the City.

## **DETAILS**

The Governance Framework has been reviewed to ensure it is relevant to the current operations of the City, taking into consideration developments in governance since the adoption of the framework. Several improvements to the document have been made including but not limited to:

- improved wording, explanations and definitions
- greater clarification on some of the aspects of the governance arrangements at the City
- improved arrangement and order of presented concepts within the document
- general formatting and grammar.

While the content of the original document largely remains the same, the more significant amendments to the framework are detailed below:



### SECTION 3 - LOCAL GOVERNMENT DEFINED

- **Section 3.1 – Role of local government** – A reference has been made to the administrative role of local government in that a local government administers legislation and applies the legislative regime to factual situations and circumstances that affect the rights of people. Further explanation of this role is explained in section 9.3.1 of the framework.

### SECTION 6 - GOVERNANCE FRAMEWORK DIAGRAM

- **Section 6 – Governance Framework Diagram** – The diagram has been updated to reflect the importance of community participation in governance as well as additional activities practised at the City that support the good governance principles. Reference to the charter has been removed as the various sections within the document articulate the mechanisms and actions that are in place that support each of the good governance principles.

### SECTION 7 - PRINCIPLE ONE: VISION AND CULTURE

- **Section 7.1 – Vision** – The framework has been updated to reflect the City's vision as part of its 10 Year Strategic Community Plan (Joondalup 2022) and also states the primary values and distinguishing values articulated in that strategic document. A section in respect of the City's Integrated Planning Framework has also been inserted (section 7.1.2) to put into context how the City's vision and strategic aspirations filter down through the organisation through the various planning documents and management tools.

The existing framework contained information in respect of the City's annual and business planning processes, however these concepts are more relevant to the principle of 'Decision-making and Management' and have subsequently been relocated to that section of the framework.

- **Section 7.2.5 – Ethical standards of behaviour** – This section now includes the general behaviour principles within the City's Code of Conduct that guide the behaviour and ethical standards of Elected Members, committee members and employees at the City. This section also states Elected Members' responsibilities under the *Local Government (Rules of Conduct) Regulations 2007*.
- **Section 7.2.8 – Acceptance of gifts and acts of hospitality** – Information in respect of gifts was previously contained within the 'Legal Framework' section of the framework, however is more relevant to the culture within the organisation, and therefore has been repositioned under the 'Culture' principle of the document. The section also has been expanded to articulate the gift provisions in the City's Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

### SECTION 8 - PRINCIPLE TWO: ROLES AND RELATIONSHIPS

- **Section 8.8 – Elected Member access to information** – Section 5.92 of the *Local Government Act 1995* (the Act) provides that an Elected Member can have access to any information that is held by the City that is relevant to the performance of their functions under the Act or any other written law. This section now indicates that the CEO makes a determination as to the extent of information that can be provided to Elected Members on the basis that the CEO is satisfied that the requested information is relevant to the Elected Members' role and functions.

## SECTION 9 - PRINCIPLE THREE: DECISION-MAKING AND MANAGEMENT

- **Section 9.1 – Effective decision-making** – This new section in the framework provides an overview of the importance of effective decision-making by Council and employees. It includes basic principles of administrative law and the need for clarity in recommendations and Council decisions required for the CEO to act on those decisions.
- **Section 9.2.2 – Committee meetings** – The establishment and work of committees is an important aspect of the City’s decision-making structure. Information on the composition of committees has been included, as well as an up-to-date list of the Council’s current committees.
- **Section 9.2.3 – Working groups and reference groups** – This includes some expanded information from the former section “9.1.3 – Advisory Committees” within the existing framework and also includes a reference to the Strategic Community Reference Group that will provide assistance to Council on matters of significant community interest and strategic initiatives.
- **Section 9.2.6 – Meeting procedures and conduct** – This section was section 9.8.6 in the existing version of the framework however has been placed under the Governance Principle of “Decision Making and Management” as it is relevant to how decisions are made and how meetings are to be conducted.
- **Section 9.3.4 – Development Assessment Panels** – A new section has been included detailing the role of the State Government’s Development Assessment Panels in the context of planning decisions made throughout the City of Joondalup district.
- **Section 9.4 – Declarations of interests** – Some expanded information has been included in relation to the various interests that an Elected Member or employee may have when making a decision at the City.
- **Section 9.4.2 – Proximity interests** – This is a new section within the framework and reflects the nature of proximity interests that are to be declared under the Act
- **Section 9.4.4 – Disclosure of interests of employees** – This is a new section within the framework and states the provisions around employees declaring interests while employed at the City. It reflects the provisions within the City’s Code of Conduct and indicates certain interests may disqualify an employee from dealing with a particular matter where an interest on that matter has been disclosed.
- **9.4.5 – Primary Returns and Annual Returns** – This is a new section in the framework and states the requirements for Elected Members and certain City employees to complete a Primary Return (within three months of their commencement) and an Annual Return each year. Primary Returns and Annual Returns assist with the decision-making process as they highlight an individual’s interests at a particular point in time, thereby clarifying whether a conflict of interest may arise.
- **9.5 – Protection from liability** – This section now includes information on the protection from liability Elected Members and employees of the City have under the Act in respect of anything they may have done (or not have done). Although this protection is offered under the Act, it does not necessarily offer the City protection from any liability that such person may have caused.

This section also makes reference to Regulation 7 of the *Local Government (Rules of Conduct) Regulations 2007* in that an Elected Member must not make improper use of their office as an Elected Member to cause detriment to the local government of any other person.

- **9.6.2 – The concept of ‘acting through’** – This is a new section under the ‘Legislative Framework’ section in the document that reflects the legislative provisions under the Act where a local government or the CEO may perform a particular function by acting through another person.
- **9.6.3 – Authorised persons** – This is a new section in the framework which highlights that authorised persons can be appointed to perform particular functions under the City’s local laws or other legislation.
- **9.7 – Business management** – Under the principle of ‘Decision-making and Management’, a range of management activities have been highlighted. A new section has been inserted in relation to how corporate business at the City is managed.

This information was previously placed under the ‘Vision’ principle of the current framework and relates to the City’s corporate business planning and annual planning processes.

- **9.8.3 – Annual Budget** – Included in this section is the legislative requirement for local governments to undertake a mid-year budget review after considering the changes in its operating environment since the beginning of the financial year with a view to forecasting the financial impacts likely to arise for the remainder of the year.
- **9.8.4 – Strategic Financial Plan** – While this information was previously placed under the Annual Budget section of the framework, a new section has been inserted with particular reference to the City’s Strategic Financial Plan and its philosophies around its development.
- **9.9 – Asset Management** - A new section has been inserted relating to the City’s asset management activities and provides information on the City’s Five Year Capital Works Program, various asset management plans and the City’s Property Management Framework.
- **9.10 – Human Resource Management** – This new section reflects the City’s activities and planning mechanisms in place to manage the City’s human resources.

## **SECTION 10 - PRINCIPLE FOUR: ACCOUNTABILITY**

- **10.2.1 – Quarterly Progress Reporting** – This is a new section and reflects the quarterly reports supplied to Council on the achievement of milestones and projects listed in the City’s Annual Plan.
- **10.2.2 – Financial Reporting** – This information was originally placed under the ‘Decision-making and management’ principle of the framework, however is more relevant to the way the City is held to account for its financial performance. It includes the range of financial reporting activities such as the monthly Financial Activity Statements; monthly List of Payment reports; and the Annual Financial Report.

- **10.2.3 – Annual Report** – This is a new section detailing an important aspect of the City's accountability to its community, being the delivery and adoption of the City's Annual Report. Other than just financial information the City's Annual Report includes, among other things, the auditor's report, internal information and an overview of the City's 'plan for the future' (being Joondalup 2022) including major initiatives that are proposed to commence or to continue. The City's electors receive the Annual Report at the Annual General Meeting of Electors where questions can be asked on various aspects of the report.
- **10.2.5 – Employee performance review** – This is a new section detailing the legislative requirement for employees to review their performance annually.
- **10.5 – Community consultation and engagement** – This section has been expanded to include the City's proposed social media activities in connecting and engaging with the City's community as well as other electronic information and feedback systems used from time to time.
- **10.6 – Customer Service Charter** – As part of its accountability to the community, information on the City's Customer Service Charter has been included. The City's charter demonstrates the City's commitment to customer service excellence and the levels of customer service performance the community should expect from the City.

### Issues and options considered

Council can either:

- adopt the revised Governance Framework
- adopt the revised Governance Framework with further amendments  
or
- retain the existing Governance Framework.

### Legislation / Strategic Community Plan / policy implications

**Legislation** *Local Government Act 1995.*  
*Local Government (Administration) Regulations 1996.*  
*Local Government (Rules of Conduct) Regulations 2007.*

### Strategic Community Plan

**Key theme** Governance and Leadership.

**Objective** Corporate capacity.

**Strategic initiative** Not applicable.

**Policy** Council Policy – Code of Conduct.

The *Local Government Act 1995* is the principal piece of legislation governing the operations of all local governments in Western Australia and contains many sections that relate to the roles and functions of the Mayor, Councillors, Chief Executive Officer and employees.

The Governance Framework describes the principles and key roles that guide Council in its decision making and demonstrates to the community the processes by which the City uses to achieve its strategic goals and undertake its daily operations. It also details how the City is directed, controlled and held to account and how the community is involved in the City's affairs and decision making processes.

The adoption of the Governance Framework has impact on all City policies and the implementation of them.

### **Risk management considerations**

The adoption of a Governance Framework highlights the City's commitment to providing good government for its community by defining systems, policies, processes and methodology for ensuring accountability, probity and openness in the conduct of City business.

### **Financial/budget implications**

There are no financial implications relating to this Report.

### **Regional significance**

Not applicable.

### **Sustainability implications**

The various practices detailed in the framework that support the good governance principles enable the City to manage its assets and operations in a sustainable manner, now and into the future.

### **Consultation**

Various documents have been sourced and referred to in the preparation and development of the City's framework.

## **COMMENT**

The practice of good governance is increasingly seen as critical for ensuring that:

- the City meets legal and ethical compliance
- decisions are made in the interests of stakeholders and the broader community
- the City behaves as a good corporate citizen should.

There are a range of benefits that can be derived from the development and implementation of an effective Governance Framework. These include:

- providing clear guidelines for the roles of the Council, Elected Members and the CEO, ensuring that all responsibilities are properly allocated and performance expectations are well understood
- enshrining best practice in relation to 'board processes' (which are relevant to the elected Council)
- assisting the City in delivering good governance
- ensuring legal and ethical compliance

- influencing processes throughout the organisation by setting guidelines for strategic planning at all levels
- acting as a point of reference for disputes
- assisting as an induction tool for new Elected Members and employees.

The City's Governance Framework assists Elected Members and employees to understand the increasing governance demands that are placed on them within the local government industry. The framework also communicates to the community the governance arrangements in place to ensure the City is performing at an optimum level and making progress towards its strategic goals.

It is necessary that the framework is reviewed on a regular basis thereby ensuring the document remains relevant to the current operations of the City and the legal framework in which it operates.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

**That Council ADOPTS the revised City of Joondalup Governance Framework as detailed in Attachment 1 to this Report.**

*Appendix 8 refers*

*To access this attachment on electronic document, click here: [Attach8brf090413.pdf](#)*

## ITEM 10 CITY OF JOONDALUP DRAFT WALKABILITY PLAN 2013 – 2018

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	101375, 101515
<b>ATTACHMENT</b>	Attachment 1 Walkability Plan Attachment 2 Community Consultation Plan
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### PURPOSE

For Council to be presented with the City of Joondalup draft *Walkability Plan 2013–2018* and to endorse the release of the plan for community consultation.

### EXECUTIVE SUMMARY

The City's draft *Walkability Plan 2013–2018* is a five-year plan designed to encourage and enable more people to walk and cycle in the City of Joondalup. It presents the analysis, results and recommendations of a detailed audit of the City's key walking and cycling routes and key trails, and identifies how these can be improved.

Ten study areas were identified for audit, representing different walking and cycling contexts in the City of Joondalup's natural and urban environments. Seven study areas were selected from three of the City of Joondalup's important biodiversity zones – the bushland, wetlands and coastal zones; three more were selected from the business and retail districts.

The draft *Walkability Plan 2013–2018* provides a strategic guide to investing in and managing walking and cycling infrastructure to ensure usability, appropriate signage and efficient and effective linkages. The plan also identifies opportunities for enhanced community education and awareness of active recreational opportunities in the region.

### BACKGROUND

Walking and cycling are now recognised as vital components of the transport system and play an important role in a community's physical, recreational and social wellbeing. Recognition of this in Western Australia is seen in the recent publication of numerous state government documents supporting the development of improved walking environments and providing guidance for the development of walkability infrastructure at the local level.

A draft *Walkability Plan 2013-2018* has been developed to enhance the City's environmental, historical, cultural and educational points of interest as well as health and recreational opportunities within the City.

The draft plan incorporates both Trails Master Planning and Walkability Planning. Trails Master Planning includes improvements required on existing trails and proposes recommendations for enhanced trails to establish a comprehensive network of recreation facilities available to all residents and visitors to the area. Walkability Planning includes assessing path usability, signage, adequate standards, efficient and effective linkages and accessibility within the City's key urban and shopping areas.

The objectives of the draft *Walkability Plan 2013–2018* include the following:

- Identify opportunities to improve walkability within the Joondalup City Centre and major suburban shopping districts.
- Develop a planned and consistent approach to the establishment and maintenance of trails within natural bushland, wetland and coastal areas.
- Promote pathways and trails to the community and ensure they are accessible to residents and visitors.

The study area for the draft *Walkability Plan 2013-2018* encompasses the Joondalup City Centre, Warwick and Whitford Shopping Centres, Yellagonga Regional Park and the Coastal Zone from Marmion to Burns Beach. The study area also includes the City of Joondalup's five Major Conservation Areas which are:

- Lilburne Park
- Hepburn Conservation Area
- Warwick Open Space
- Craigie Bushland
- Shepherds Bush Reserve.

While these key areas have been selected for detailed analysis of accessibility and walkability, the recommendations provided within the draft *Walkability Plan 2013–2018* can also be applied to areas that are outside of the core study area.

## DETAILS

The City engaged consultants JA Grant and Associates to undertake research and condition audits to inform the development of the draft *Walkability Plan*. The draft plan has been developed by the City utilising the recommendations from the consultant's condition audits and research as well as the outcomes of the community and stakeholder consultation. The draft *Walkability Plan* is included as Attachment 1.

The condition audits were conducted using three interdependent methods:

- 1 Department of Transport's *Walkability Audit Tool*.
- 2 Top Trails Western Australia assessment criteria for inclusion as a "Top Trail".
- 3 US Department of Transportation's Bikeability Checklist.

Consultation to inform the development of the Draft *Walkability Plan* was conducted in two parts: a general City-wide consultation program was undertaken in April 2012 and an on-site consultation survey was conducted at Warwick, Whitford and Lakeside Shopping Centres in June 2012. Consultation was also undertaken with centre management at each of the shopping centres.



Key findings and outcomes from the site investigations, audits and community and stakeholder consultation have been incorporated into the draft *Walkability Plan* with recommendations included to improve walking and cycling within the City of Joondalup's key walking and cycling areas which include the following:

- The development and implementation of a City of Joondalup Signage Strategy to ensure consolidation and consistency in the delivery of signage within the study area including directional, informational, interpretive and map based signage.
- Increased community information to assist in way-finding and promotion of public transport including undertaking investigations into the use of smart phone applications for the provision of community and map based information.
- Installation of infrastructure to enhance walking and cycling within the study area including seating, drinking fountains and bike racks.
- The installation or improvement of pathways within the study area.
- Development of Travel Access Guide in partnership with the City's key stakeholders.
- Undertaking a series of investigations within the study area to determine the most appropriate changes to be implemented to improve pedestrian and cycling outcomes.
- Installation of tactile ground indicators and continuous path of travel to improve accessibility within the study area.

### **Issues and options considered**

The proposed timeframe for the implementation of recommendations from within the draft *Walkability Plan* is five years (2013-2018). Estimated costs associated with full implementation of all recommendations is \$1.86 million. The City currently has \$1.10 million allocated within the City's Five Year Capital Works Program for walkability related projects. Additional funds of approximately \$760,000 would be required if full implementation of the draft *Walkability Plan* is to be achieved within the proposed timeframe.

#### **Option 1:**

Council may choose to release the draft *Walkability Plan* for community consultation without modification. It should be noted that implementation of the Plan in its current form will require additional funding to be provided from 2014-15 onwards. Additional funds will need to be provided through one of the following:

- An increase in rates.
- Loans.
- City reserves.
- Reduction of existing items within the Five Year Capital Works Program.

#### **Option 2:**

Council may choose to release the draft *Walkability Plan* for community consultation with amendments in order to reduce the costs associated with the implementation of the plan. Amending the draft *Walkability Plan* may include:

- reviewing and re-prioritising recommendations to enable implementation of the plan within the proposed five year timeframe and within the City's existing budget  
or
- extending the timeframe in which the draft *Walkability Plan* is delivered, enabling funds to be allocated to projects from future Five Year Capital Works Programs.

Option 1 is the preferred option.

## Legislation / Strategic Community Plan / policy implications

**Legislation** Not applicable.

### Strategic Community Plan

**Key theme** Quality Urban Environment.

**Objective** Integrated spaces.

**Strategic initiative** Enable safe, logical and accessible pedestrian movements through public spaces.

**Policy** The development and implementation of the draft *Walkability Plan* is consistent with objectives within the City's Sustainability Policy and Access and Equity Policy.

### Risk management considerations

The draft *Walkability Plan* includes recommendations to enhance and promote walking and cycling along key routes within the City. The implementation of strategies to increase the use of non-motorised forms of transport within the City is vital to improving the health of residents, reducing traffic congestion and decreasing greenhouse gas emission resulting from the use of motor vehicles. Without a plan to guide the enhancement of walking and cycling and associated infrastructure there is a risk that improvements in these areas will not be achieved.

### Financial/budget implications

Implementation of the City's draft *Walkability Plan* has financial implications for the City. The total cost associated with complete implementation of the Plan is approximately \$1.86 million over a five year period.

Funds to implement recommendations from within the draft *Walkability Plan* exist in the City's current Capital Works Program. This includes an amount of \$600,000 (\$150,000 per year over four years) specifically for walkability related projects and \$500,000 for projects such as signage, path upgrades, new pathways and drinking fountains.

If all of the proposed recommendations within the draft *Walkability Plan* were implemented in the current timeframe (2013-2018) an additional \$760,000 would be required from 2014-15 onwards. Additional funds will need to be provided through one of the following:

- An increase in rates.
- Loans.
- City reserves.
- or
- Reduction of existing items within the Five Year Capital Works Program.

A number of annual grant funding opportunities are available that would assist to subsidise the costs associated with the implementation of projects within the draft *Walkability Plan* including:

- Department of Sport and Recreation Trails Grants – Applications for small grants of up to \$15,000 are open all year and annual funding for large grants of \$15,000 to \$100,000 opens in March each year.
- Department of Environment and Conservation Community Environmental Grants – Applications for funding for interpretation projects including signage open each year in August. Grants of up to \$30,000 are available.
- Department of Transport Perth Bicycle Network Program – Annual funding is available to implement projects relating to the installation of cycling infrastructure. The City has received an average of \$80,000 per year since 2009-10.

Opportunities to apply for grant funding will be progressed, as they arise.

### **Regional significance**

A number of recommendations within the draft *Walkability Plan* will be implemented in partnership with regional stakeholders including the City of Wanneroo, Department of Environment and Conservation and the Joondalup Learning Precinct.

### **Sustainability implications**

The draft *Walkability Plan* includes recommendations that will lead to significant environmental benefits including the reduction of greenhouse gas emissions through reduced use of motorised transport and increased walking, cycling and use of public transport. The implementation of initiatives will also result in social benefits including greater opportunities for passive recreation and improved health of residents as a result of increased physical activity.

### **Consultation**

In order to seek stakeholder and community feedback on the major walkability issues and opportunities for improvement, consultation was conducted during 19 April to 15 May 2012. Consultation targeted three specific groups including general community, user groups and major stakeholders.

Community consultation involved encouraging the general community to contribute to the project by completing a survey. This component of the consultation was promoted through the following avenues:

- Advertising in the Joondalup Voice.
- Email with link to electronic survey to relevant databases that the City holds.
- Notice on the City's E-screens at customer service centres.

User group consultation involved gaining comment from community groups with interests or assets within or close proximity to the study areas. Consultation with user groups included the provision of the survey and follow up phone discussions or face to face interviews. This component of the consultation was promoted through the following avenues:

- Cover letter mailed or emailed with community survey attached.
- Follow up phone discussion (if required).

Consultation with major stakeholders involved gaining comment from industry stakeholders. This included phone discussions and face to face meetings. This component of the consultation was promoted through the following avenues:

- Initial phone call informing stakeholder of the project.
- Letter mailed with information about the project and type of feedback being requested.
- Follow up phone discussion.
- Face to Face meetings.

Key findings from the consultation have been incorporated into the draft *Walkability Plan*.

It is proposed that Council approve the release of the draft *Walkability Plan* for community consultation for a period of 21 days. A Community Consultation Plan is included as Attachment 2.

## COMMENT

The draft *Walkability Plan 2013–2018* provides a strategic guide to investing in and managing walking and cycling infrastructure to ensure usability, appropriate signage and efficient and effective linkages.

The implementation of initiatives within the draft plan will result in a number of social and environmental benefits for the City by increasing accessibility, useability and awareness of pathways and trails within the City of Joondalup's key walking and cycling areas.

## VOTING REQUIREMENTS

Simple Majority.

## RECOMMENDATION

### That Council:

- 1 ENDORSES the release of the draft *Walkability Plan 2013-2018*, included as Attachment 1 to this Report, for community consultation for a period of 21 days as per the Community Consultation Plan, included as Attachment 2 to this Report;**
- 2 NOTES that an additional \$760,000 will be required from 2014-15 over a four year period to fully fund the implementation of recommendations within the draft *Walkability Plan 2013-2018*.**

*Appendix 9 refers*

To access this attachment on electronic document, click here: [Attach9brf090413.pdf](#)

## ITEM 11                    DIGITAL STRATEGY

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	102774, 101515
<b>ATTACHMENT</b>	Attachment 1            Draft City of Joondalup Digital Strategy
<b>AUTHORITY / DISCRETION</b>	Executive – the substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### PURPOSE

For Council to endorse the City of Joondalup's Digital Strategy.

### EXECUTIVE SUMMARY

The Digital Strategy has been developed to provide direction to the City of Joondalup to take advantage of the opportunities provided through the digital economy and to, therefore, advance the aspirations identified in the Strategic Community Plan, Joondalup 2022.

The Strategy provides a number of strategies with corresponding projects and actions for consideration.

### BACKGROUND

The City of Joondalup engaged Explor Consulting mid-2012 to work with the City and key stakeholders to develop a *Digital Futures Strategic Snapshot*. This document established possible directions and key areas of focus for the City of Joondalup with regard to the digital economy across a number of potential activity areas from government and community services, health and education to business support, innovation and telecommuting centres.

The strategic snapshot process involved interviews with a number of key stakeholders from the business community, Joondalup Learning Precinct and State Government as well as a review of the City's strategic documents and background desktop research.

Explor Consulting identified a number of broad themes in the Digital Futures Strategic Snapshot with significant potential and opportunity for the City to develop and promote activity in relation to innovation clusters, building business capacity, promoting technology in health and education and strategically positioning the City of Joondalup as a digital leader in a number of areas.

This initial work, led by the Director of Explor Consulting, David Bartlett, resulted in the development of a more detailed consultancy brief to develop a comprehensive Digital Strategy for the City.

The overall aim was to develop a comprehensive and inclusive digital futures strategy that identifies, qualifies and prioritises actions and projects to maximise economic and community benefits from the growth of the global digital economy.

## **DETAILS**

Extensive consultation was carried out with key stakeholders. This process included round table discussions with representatives from local businesses, education and research institutions, voluntary sector, and government agencies. Focus groups covered digital media, education, health, services, retail and youth.

In addition, a number of in depth face to face discussions were carried out with key stakeholders from the Joondalup Learning Precinct, Joondalup Health Campus, State Government, business community and the City of Joondalup.

A major consultation event in November concluded the process of consultation and feedback which helped shape the final document following final discussions with the City of Joondalup.

### **Issues and options considered**

The Digital Futures Strategy highlights a number of strengths, challenges and opportunities for the City and explains why Joondalup should invest in its digital future. The document outlines the digital future that Joondalup could achieve through a set of strategies and actions. The document concludes with comments on implementation and suggested next steps.

As a result of the digital economy, many businesses already have changed the way they interact with their customers, their suppliers and their staff. Governments have changed the way they deliver their services and engage with citizens. Individuals of all ages have changed the way they work, relax, communicate, learn and shop.

The strategy will enable the City to focus on other necessary preconditions for success in the digital economy, in addition to the widely publicised telecommunications infrastructure such as the National Broadband Network.

Building the 'narrative' through creating local stories of success in the digital economy as well as investing energy and resources in a digital strategy will eventually drive better infrastructure outcomes.

The City of Joondalup Digital Futures Strategy identifies seven digital technology strategies and details their implementation:

- Lead and position Joondalup as a digital city.
- Build local infrastructure, platforms and content.
- Actively grow the City's internal digital capacity.
- Realise Joondalup's potential as an education city.
- Build small business capacity and confidence.
- Grow and attract new business in innovative sectors.
- Build community capacity and innovative government services.

The Digital Strategy includes a prioritised list of potential short, medium and long term projects across the key strategic areas highlighted above. At the heart of the Digital Strategy however, are three key issues and responses proposed. If the City and its stakeholders focus on these then it is proposed that the City of Joondalup will make significant progress towards its digital city goals.

The three key issues identified were:

- approximately 54% of Joondalup employed residents leave the city each day to attend their place of work
- the existing small business sector lacks the capacity, capability and skills to participate fully in the digital economy
- the opportunities to create and attract new digital economy businesses based on the City's strengths are not being fully realised.

The Digital Strategy proposes three key priority actions contained in seven broad strategy groupings to address these three disparate issues.

Three priority key actions in response:

- Build a teleworking facility.
- Deliver capacity building programs for the City of Joondalup.
- Establish a virtual and physical space that creates opportunities for start-ups.

These issues and actions could be considered in isolation from each other. However at the heart of this strategy is the notion that they are considered together and the potential need for three physical spaces, three virtual spaces and three suites of program delivery be brought together under one roof: the Digital City Hub.

Collectively this creates a compelling centrepiece to the Digital Strategy by building a single facility to deliver these key programs. The next stage would be to undertake a detailed feasibility study into the establishment of a Digital City Hub within the City of Joondalup to identify viability, potential partners, funding sources and scope of the project. It is proposed that this feasibility study would be undertaken independently by consultants during the first half of the 2013-14 financial year.

### **Teleworking**

While the emergence of teleworking facilities are a relatively new phenomenon in this country, the Federal Government's goal is that by 2020, Australia will have doubled its level of teleworking so that at least 12% of Australian employees report having a telework arrangement with their employer. A number of benefits have been identified including enhanced recruitment and retention of staff, reduced absenteeism, greater business resilience, increased productivity and cost savings as well as enhancements in job satisfaction and work/life balance for staff.

With a significant proportion of the Joondalup working population commuting out of the City each day, particularly into the Perth CBD, a teleworking facility within the City may generate interest from major corporate employers and State Government departments located within Perth having realised the potential benefits outlined above.

### **Business Capacity Building**

A number of Digital Hubs have been created across Australia for those cities and regions that have been part of the first stage roll out of the National Broadband Network with funding provided from the Federal Government Department of Broadband, Communications and the Digital Economy.

This has enabled the establishment of these new training facilities aimed at building the capacity of the small business sector as well providing courses for the not-for-profit sector and local community groups. Funding has already been provided to Local Government Authorities in metropolitan Perth to establish these Digital Hubs (training centres). These include the City of Melville, City of Fremantle and Town of Victoria Park.

### **Business Start-up Space**

The creation of 'co-working' spaces to encourage entrepreneurial and collaborative activity is a relatively new phenomenon but one that is growing across the world. Flexible spaces and desks that can be hired on a flexible but regular basis are presenting new opportunities for start-up businesses to not only lower initial set up costs but to also share space with like-minded entrepreneurs resulting in potential collaborative projects and new innovative business activity.

Good examples within Australia include The Hub Melbourne and Space Cubed Perth, the latter established last year as a social enterprise with corporate sponsorship and some initial funding from the City of Perth as well as a regular income generated from more regular 'tenants' and events activity.

Space Cubed has experienced a significant positive response from start-up enterprises and entrepreneurs from across metropolitan Perth and now host a number of events and activities that is generating significant business start-up activity within the flexible space on St Georges Terrace. As a result of this success, Space Cubed is now developing its business model and is actively seeking to establish similar centres at strategic locations within the metropolitan area.

### **Legislation / Strategic Community Plan / policy implications**

<b>Legislation</b>	Not applicable.
<b>Strategic Community Plan</b>	
<b>Key theme</b>	Economic Prosperity, Vibrancy and Growth.
<b>Objective</b>	Primary Centre Status. Business Capacity.
<b>Strategic initiative</b>	Support advanced technology opportunities that will foster a thriving business environment. Actively seek opportunities for improving local communication network infrastructure.
<b>Policy</b>	Economic Development.



### **Risk management considerations**

The Digital Strategy addresses the key challenges the City faces in relation to employment self-sufficiency, business sector digital capability and skill sets, and attracting new digital economy business to Joondalup. In the absence of a plan with a clear direction and priorities, the City may not be in a position to address these challenges.

### **Financial/budget implications**

The Digital Strategy includes a number of recommendations with financial implications. The Digital City Hub is the Project that will be the most resource intensive however at this stage a feasibility study is recommended to be undertaken in 2013-14 to ascertain viability, potential partners, funding sources and scope of the project. A number of other projects will require detailed scoping in order to determine viability, funding requirements, grant opportunities and possible partnership arrangements prior to progression. Projects in the strategy will be subject to the annual budgetary process and approvals.

### **Regional significance**

The North West Metropolitan Region is one of the fastest growing regions in Australia. The Digital Strategy presents a number of opportunities to respond to the challenges associated with infrastructure and technology requirements into the future, and self-sufficiency employment targets.

### **Sustainability implications**

The Digital Strategy presents a number of opportunities to advance the City's prosperity, social capital and sustainability.

The proposed projects and actions are intended to maximise economic and community benefits from the growth of the global digital economy.

### **Consultation**

The development of the Digital Strategy involved significant consultation with a number of key stakeholders from the business community, Joondalup Learning Precinct and State Government including a feedback session to provide details of the major recommendations and seek comment.

### **COMMENT**

The Digital Futures Strategy has been developed to ensure that the City of Joondalup helps build the capacity of the local community and local businesses to maximise the wide ranging benefits from the growth of online and digital activity in the future and the roll out of the National Broadband Network and other new communication infrastructure and technologies.

Whilst there have been a number of examples of local digital strategies that have been developed across Australia, it is understood that the City of Joondalup is the first Metropolitan Perth Local Government to have completed a digital strategy.

Digital technologies, including the National Broadband Network (NBN), present great opportunities to advance the City's prosperity, social capital and sustainability. The strategy document proposes a vision for Joondalup's future, enhanced by broadband and digital technologies, with strategies that link directly into the aspirations identified in the Strategic Community Plan, Joondalup 2022.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

### **That Council:**

- 1 ENDORSES the City of Joondalup's Digital Futures Strategy shown as Attachment 1 to this Report;**
- 2 NOTES the projects recommended in the City of Joondalup's Digital Futures Strategy will require further investigation and scoping and all projects will be subject to the City's annual budget process.**

*Appendix 10 refers*

*To access this attachment on electronic document, click here: [Attach10brf090413.pdf](#)*

## **ITEM 12                    APPOINTMENT OF A DEPUTY MEMBER - MINDARIE REGIONAL COUNCIL MEETINGS TO BE HELD IN MAY 2013**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	101515, 03149
<b>ATTACHMENT</b>	Nil.
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### **PURPOSE**

For Council to give consideration to appointing an Elected Member to deputise for Cr Kerry Hollywood at any meetings of the Mindarie Regional Council to be held between 1 May and 26 May 2013.

### **EXECUTIVE SUMMARY**

The Mindarie Regional Council (MRC) was established for the management of waste and comprises the following local governments:

- City of Joondalup
- City of Perth
- City of Stirling
- City of Wanneroo
- Town of Vincent
- Town of Victoria Park
- Town of Cambridge.

Each local government is represented on the MRC, with the City of Joondalup being represented by Cr Russ Fishwick, who is the Chairman, and Cr Kerry Hollywood. The MRC meets bi-monthly, with its next meeting scheduled to be held on Thursday, 2 May 2013, at the City of Wanneroo.

Cr Kerry Hollywood will be on approved leave of absence for the period 1 May to 26 May 2013, which includes the next scheduled meeting. Previous legal advice requires that where the City requires to be represented in the absence of a nominated member to the MRC it must do so by specific resolution for a specified period.

*It is therefore recommended that Council:*

- 1 *In the absence of Cr Kerry Hollywood and in accordance with the provisions of section 52 of the Interpretation Act 1984, APPOINTS an Elected Member as a deputy member to act on behalf of Cr Hollywood and represent the City at any meetings of the Mindarie Regional Council to be held between 1 May and 26 May 2013; and*
- 2 *ADVISES the Mindarie Regional Council of Council's decision.*

## **BACKGROUND**

The Mindarie Regional Council (MRC) was established for the management of waste and comprises the following local governments:

- City of Joondalup
- City of Perth
- City of Stirling
- City of Wanneroo
- Town of Vincent
- Town of Victoria Park
- Town of Cambridge.

Each local government is represented on the MRC, with the City of Joondalup being represented by Cr Russ Fishwick, who is the Chairman, and Cr Kerry Hollywood. The MRC meets bi-monthly, with its next meeting scheduled to be held on Thursday, 2 May 2013 at the City of Perth.

## **DETAILS**

Cr Hollywood will be on approved leave of absence for the next scheduled meeting. Previous legal advice indicates that where the City requires to be represented in the absence of a nominated member to the MRC it must do so by specific resolution for a specified period.

This advice indicated that there is no power for member Councils to appoint permanent deputies to the MRC. Consequently, if the City's appointed member to the MRC is unable to attend the meeting, a nominated deputy cannot just attend in his or her place. Instead, the City needs to appoint a person to act in place of the member on each occasion when the member cannot attend.

## **Issues and options considered**

The options available to the Council are to:

- agree to appoint another Elected Member to act in the place of Cr Hollywood during her absence
- or
- not agree to appoint another member.

## Legislation / Strategic Community Plan / policy implications

### Legislation

The legislation, which is constraining the appointment of deputies, is the *Interpretation Act 1984*.

Section 52(1) and (2) of the *Interpretation Act 1984* states:

- (1) Where a written law confers a power or imposes a duty upon a person to make an appointment to an office or position, including an acting appointment, the person having such a power or duty shall also have the power:
  - b) Where a person so appointed to an office or position is suspended or unable, or expected to become unable, for any other cause to perform the functions of such office or position, to appoint a person to act temporarily in place of the person so appointed during the period of suspension or other inability but a person shall not be appointed to so act temporarily unless he is eligible and qualified to be appointed to the office or position; and
  - c) To specify the period for which any person appointed in exercise of such a power or duty shall hold his appointment.
- (2) For the purposes of subsection (1)(b), “cause” includes:
  - a) Illness
  - b) Temporary absence from the State
  - c) Conflict of interest.

The key provisions, which create problems for the appointment of deputies, are the word ‘unable’ in subsection 1(b) and the requirement to specify the period of appointment in subsection 1(c).

### Strategic Community Plan

<b>Key theme</b>	The Natural Environment.
<b>Objective</b>	Community involvement.
<b>Strategic initiative</b>	Not applicable.
<b>Policy</b>	Not applicable.

### Risk management considerations

The risk to the City of Joondalup is that if another member is not appointed to represent the City in the absence of Cr Hollywood, then the City will not be fully represented and therefore not have its allocated voting rights on matters before the MRC.

**Financial/budget implications**

Not applicable.

**Regional significance**

The Mindarie Regional Council is the primary Waste Management Authority for a number of metropolitan local government authorities. The City's representation at MRC meetings is of critical importance to the regional management of waste.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

It is considered to be of regional and strategic importance that the Council exercises its ability to be represented at each and every meeting of the MRC. It is recommended that a deputy member be appointed to represent the City at any meetings of the Mindarie Regional Council to be held during the period of Cr Hollywood's leave of absence from 1 May to 26 May 2013 inclusive.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION****That Council:**

- 1 In the absence of Cr Kerry Hollywood and in accordance with the provisions of section 52 of the *Interpretation Act 1984*, APPOINTS an Elected Member as a deputy member to act on behalf of Cr Hollywood and represent the City at any meetings of the Mindarie Regional Council to be held between 1 May and 26 May 2013;**
- 2 ADVISES the Mindarie Regional Council of Council's decision.**

## **ITEM 13                    FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 28 FEBRUARY 2013**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	07882, 101515
<b>ATTACHMENT</b>	Attachment 1    Financial Activity Statement for the period ended 28 February 2013
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

### **PURPOSE**

For Council to note the Financial Activity Statement for the period ended 28 February 2013.

### **EXECUTIVE SUMMARY**

Council adopted the Mid Year Budget Review for the 2012/13 Financial Year at its meeting held on 19 February 2013 (CJ022-02/13 refers). The figures in this report are compared to the Revised Budget figures.

The February 2013 Financial Activity Statement Report shows an overall favourable variance from operations and capital, after adjusting for non-cash items, of \$2,033,204 for the period when compared to the 2012-13 Revised Budget.

The variance can be summarised as follows:

The Operating Surplus is \$739,005 below budget, made up of lower operating revenue of \$256,864 and higher operating expenditure of \$482,141.

Lower operating revenues are primarily as a result of Grants and Subsidies \$213,528, Contributions, Reimbursements and Donations \$100,684, Rates \$83,452 and Other Revenue \$35,597. These are offset by revenue above budget on Fees and Charges \$146,321 and Interest Earnings \$24,436.

Operating expenditure is below budget on Materials and Contracts \$767,811, Employee Costs \$662,676 and Loss on Asset Disposal \$68,204. These are offset by higher Depreciation and Utilities expenditure which are \$1,911,867 and \$65,281 above budget respectively.

The favourable variance on Materials and Contracts is spread across a number of areas including External Service Expenses \$293,304, Professional Fees and Charges \$120,511, Furniture, Equipment and Artworks \$201,266, Charges and Recoveries \$116,101 and Public Relations and Advertising \$142,612. These are partly offset by an unfavourable variance of \$226,349 on Waste Management Services.

The Capital Deficit is \$934,185 below budget as a result of lower expenditure on Capital Projects \$517,688, Capital Works \$1,578,717 and Equity Investments \$330, offset by higher expenditure on Motor Vehicle Replacements \$170,399 and lower capital revenue of \$992,151.

Further details of the material variances are contained in Appendix 3 of the Attachment to this Report.

*It is recommended that Council NOTES the Financial Activity Statement for the period ended 28 February 2013 forming Attachment 1 to this Report.*

## **BACKGROUND**

The *Local Government (Financial Management) Regulations 1996* requires a monthly Financial Activity Statement. At its meeting held on 11 October 2005 (CJ211-10/05 refers), Council approved to accept the monthly Financial Activity Statement according to nature and type classification.

## **DETAILS**

### **Issues and options considered**

The Financial Activity Statement for the period ended 28 February 2013 is appended as Attachment 1.

### **Legislation / Strategic Community Plan / policy implications**

#### **Legislation**

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

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

#### **Strategic Community Plan**

**Key theme** Financial Sustainability.

**Objective** Effective management.

**Strategic initiative** Not applicable.

**Policy** Not applicable.

#### **Risk management considerations**

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



**Financial/budget implications**

Not applicable.

**Regional significance**

Not applicable.

**Sustainability implications**

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

**Consultation**

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

**COMMENT**

All expenditures included in the Financial Activity Statement are incurred in accordance with the provisions of the 2012-13 Revised Budget or have been authorised in advance by Council where applicable.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council NOTES the Financial Activity Statement for the period ended 28 February 2013 forming Attachment 1 to this Report.**

*Appendix 11 refers*

*To access this attachment on electronic document, click here: [Attach11brf090413.pdf](#)*

## ITEM 14 TENDER 001/13 LAYING OF BRICK PAVERS

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	102904, 101515
<b>ATTACHMENT</b>	Attachment 1      Schedule of Items Attachment 2      Summary of Tender Submissions
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### PURPOSE

For Council to accept the tender submitted by Tapps Contracting Pty Ltd for the laying of brick pavers.

### EXECUTIVE SUMMARY

Tenders were advertised on 26 January 2013 through statewide public notice for the laying of brick pavers. Tenders closed on 12 February 2013. Three submissions were received from:

- Brakim Corporation trading as Allstyle Brickpaving.
- The Trustee for Caysson Family Trust trading as Affirmative Group.
- Tapps Contracting Pty Ltd.

The submission from Tapps Contracting Pty Ltd represents best value to the City and is the lowest priced tender. It demonstrated an adequate understanding of the requirements and capacity to undertake the works. Tapps Contracting is a well established paving company with extensive experience in providing paving services and has recently completed similar works for various local governments which include the Cities of Perth, Stirling, Nedlands, Belmont and Wanneroo and the Towns of Victoria Park, Claremont and Mosman Park. The company is the City's current service provider.

*It is therefore recommended that Council ACCEPTS the Tender submitted by Tapps Contracting Pty Ltd for the laying of brick pavers as specified in Tender 001/13 for a period of three years at the submitted schedule of rates, with annual price variations subject to the percentage change in the Perth CPI (All Groups) Index.*

### BACKGROUND

The City has a requirement for the laying of brick pavers within the City of Joondalup for various capital works projects.

The City currently has a single contract for laying of brick pavers with Tapps Contracting Pty Ltd which will expire on 29 April 2013.

Tapps Contracting Pty Ltd has met the City's requirement throughout the term of its contract.

Tender assessment is based on the best value for money concept. Best value is determined after considering whole of life costs, fitness for purpose, Respondent's experience and performance history, productive use of City resources and other environmental or local economic factors.

## **DETAILS**

Tenders were advertised on 26 January 2013 through state wide public notice for the laying of brick pavers. The tender period was for two weeks and tenders closed on 12 February 2013.

### **Tender Submissions**

Three submissions were received from:

- Brakim Corporation trading as Allstyle Brick Paving.
- The Trustee for Caysson Family Trust trading as Affirmative Group.
- Tapps Contracting Pty Ltd.

The schedule of items listed in the tender is provided in Attachment 1.

A summary of the tender submissions including the location of each tenderer is provided in Attachment 2.

### **Evaluation Panel**

The evaluation panel comprised of three members:

- One with tender and contract preparation skills.
- Two with the appropriate technical expertise and involvement in supervising the contract.

The panel carried out the assessment of submissions in accordance with the City's evaluation process in a fair and equitable manner.

### **Compliance Assessment**

All Offers received were fully compliant and were considered for further evaluation.

### **Qualitative Assessment**

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

<b>Qualitative Criteria</b>		<b>Weighting</b>
1	Capacity	50%
2	Demonstrated experience in providing similar services	25%
3	Demonstrated understanding of the required tasks	20%
4	Social and economic effects on the local community	5%

Affirmative Group scored 60.6% and was ranked third in the qualitative assessment. The company demonstrated considerable experience providing similar services to private organisations and local governments which include the Cities of Wanneroo, Stirling and Bunbury. It demonstrated a good understanding of the required tasks. The company submitted a brief list of equipment to carry out the contract however it has sufficient resources and personnel to provide the service to the City.

Tapps Contracting Pty Ltd scored 61.8% and was ranked second in the qualitative assessment. It demonstrated an adequate understanding of the requirements with an approach to the contract however a specific methodology for conducting the works on site was not addressed. The company demonstrated capacity to undertake the works. It demonstrated extensive experience providing similar services to local governments and private organisations which include the Cities of Perth, Stirling, Nedlands, Belmont and Wanneroo and Towns of Victoria Park, Claremont and Mosman Park. The company is the City's current service provider.

Allstyle Brick Paving scored 67.8% and was ranked first in the qualitative assessment. It demonstrated a comprehensive understanding of the required tasks addressing all the requirements of the City. The company is well equipped and resourced to provide the required services to the City. It demonstrated considerable experience providing similar services to private organisations and local governments which include the Cities of Melville, Stirling, Perth and Wanneroo and the Towns of Kwinana and Cambridge.

### Price Assessment

Following the qualitative assessment, the panel carried out a comparison of the submitted rates offered by each tenderer to assess value for money to the City.

To provide a comparison of the rates offered by each tenderer, the four most commonly used items and their typical usage based on historical data have been used. The table below provides a comparison of the estimated expenditure based on the rates offered by each tenderer. Any future requirements will be based on demand and subject to change in accordance with the operational needs of the City.

The rates are fixed for the first year of the contract, but are subject to a price variation in years two and three of the contract to a maximum of the percentage change in the Perth CPI (All Groups) Index for the preceding year. For estimation purposes, a 3% CPI increase was applied to the rates in years two and three.

<b>Tenderer</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
All Style Brick Paving	\$472,650	\$486,830	\$501,434	<b>\$1,460,914</b>
Tapps Contracting Pty Ltd	\$414,400	\$426,832	\$439,637	<b>\$1,280,869</b>
Affirmative Group	\$458,455	\$472,210	\$486,374	<b>\$1,417,039</b>

During the last financial year 2011-12, the City incurred \$334,855 for the laying of brick pavers and is expected to incur in the order of \$1,280,869 over the three year contract period.

### Evaluation Summary

The following table summarises the result of the qualitative and price evaluation as assessed by the evaluation panel.

<b>Tenderer</b>	<b>Total Estimated Contract Price</b>	<b>Price Rank</b>	<b>Evaluation Score</b>	<b>Qualitative Rank</b>
All Style Brick Paving	\$1,460,914	3	67.8%	1
Tapps Contracting Pty Ltd	\$1,280,869	1	61.8%	2
Affirmative Group	\$1,417,039	2	60.6%	3

Based on the evaluation result the panel concluded that the tender that provides best value to the City is that of Tapps Contracting Pty Ltd and is therefore recommended.

While All Style Brick Paving was ranked first in the qualitative assessment, its price was 12.3% higher than Tapps Contracting Pty Ltd. The Offer from All Style Brick paving did not provide any additional services that warranted the higher cost.

### **Issues and options considered**

The City has a requirement for the laying of brick pavers for the City's various capital works projects. The City does not have the internal resources to supply the required goods/services and as such requires an appropriate external service provider.

### **Legislation / Strategic Community Plan / policy implications**

#### **Legislation**

A state wide public tender was advertised, opened and evaluated in accordance with Clause 11(1) of Part 4 of the *Local Government (Functions and General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is, or is estimated to be, more, or worth more, than \$100,000.

#### **Strategic Community Plan**

##### **Key theme**

Quality Urban Environment.

##### **Objective**

Quality built outcomes.

##### **Strategic initiative**

Buildings and landscaping is suitable for the immediate environment and reflect community values.

##### **Policy**

Not applicable.

### **Risk management considerations**

Should the Contract not proceed, the risk to the City will be high as the City requires a contracted service provider for the laying of brick pavers to complete various capital works projects within the City.

It is considered that the contract will represent a low risk to the City as the recommended tenderer is a well-established company with significant industry experience and the capacity to provide the services to the City.

**Financial/budget implications**

<b>Account no.</b>	Various Maintenance and Capital Works accounts.
<b>Budget Item</b>	Laying of brick pavers.
<b>Estimated budget amount</b>	\$ 420,000
<b>Amount spent to date</b>	\$ 262,595
<b>Proposed cost</b>	\$ 70,000
<b>Balance</b>	\$ 87,405

All figures quoted in this report are exclusive of GST.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

The evaluation panel carried out the evaluation of the submissions in accordance with the qualitative criteria in a fair and equitable manner and concluded that the offer representing best value to the City is that as submitted by Tapps Contracting Pty Ltd.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council ACCEPTS the tender submitted by Tapps Contracting Pty Ltd for the laying of brick pavers for a period of three years for requirements as specified in Tender 001/13 at the submitted schedule of rates, and with annual price variations subject to the percentage change in the Perth CPI (All Groups) Index.**

*Appendix 12 refers*

*To access this attachment on electronic document, click here: [Attach12brf090413.pdf](#)*

## **ITEM 15                    TENDER 002/13 SUPPLY AND DELIVERY OF PRECAST STORMWATER DRAINAGE PRODUCTS**

<b>WARD</b>	All	
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services	
<b>FILE NUMBER</b>	102905, 101515	
<b>ATTACHMENT</b>	Attachment 1	Schedule of Items
	Attachment 2	Summary of Tender Submissions
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.	

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### **PURPOSE**

For Council to accept the tender submitted by Holcim (Australia) Pty Ltd trading as Wembley Cement for supply and delivery of precast stormwater drainage products.

### **EXECUTIVE SUMMARY**

Tenders were advertised on 26 January 2013 through statewide public notice for supply and delivery of precast stormwater drainage products. Tenders closed on 12 February 2013. Two submissions were received from:

- Holcim (Australia) Pty Ltd trading as Wembley Cement.
- Added Technical Steel Pressing Company Pty Ltd.

The submission from Holcim (Australia) Pty Ltd trading as Wembley Cement represents value to the City. Wembley Cement demonstrated a thorough understanding of the required tasks and is equipped and resourced to provide the required goods to the City. The company has considerable experience providing similar products for local governments which include the Cities of Wanneroo, Gosnells, South Perth, Stirling and Melville. It is the City's current supplier.

*It is therefore recommended that Council ACCEPTS the Tender submitted by Holcim (Australia) Pty Ltd trading as Wembley Cement for the supply and delivery of precast stormwater drainage products as specified in Tender 002/13 for a period of three years at the submitted schedule of rates, with annual price variations subject to the percentage change in the Perth CPI (All Groups) Index.*

## **BACKGROUND**

The City has a requirement for the supply and delivery of precast stormwater drainage pipes for various maintenance and capital works projects.

The City currently has a panel contract for precast stormwater drainage products with Holcim (Australia) Pty Ltd trading as Humes and Holcim (Australia) Pty Ltd trading as Wembley Cement which will expire on 26 April 2013.

Both the contractors have met the City's requirement throughout the term of its contract.

Tender assessment is based on the best value for money concept. Best value is determined after considering whole of life costs, fitness for purpose, respondent's experience and performance history, productive use of City resources and other environmental or local economic factors.

## **DETAILS**

Tenders were advertised on 26 January 2013 through statewide public notice for supply and delivery of precast stormwater drainage products. The tender period was for two weeks and tenders closed on 12 February 2013.

### **Tender Submissions**

Two submissions were received from:

- Holcim (Australia) Pty Ltd trading as Wembley Cement.
- Added Technical Steel Pressing Company Pty Ltd.

The schedule of items listed in the tender is provided in Attachment 1.

A summary of the tender submissions including the location of each tenderer is provided in Attachment 2.

### **Evaluation Panel**

The evaluation panel comprised of three members:

- One with tender and contract preparation skills.
- Two with the appropriate technical expertise and involvement in supervising the contract.

The panel carried out the assessment of submissions in accordance with the City's evaluation process in a fair and equitable manner.

### **Compliance Assessment**

Added Technical Steel Pressing Company Pty Ltd did not address any of the qualitative criteria to enable assessment of its offer. This submission was deemed to be non-conforming and was not considered further.



The submission received from Holcim (Australia) Pty Ltd trading as Wembley Cement was assessed as compliant and remained for further consideration.

### Qualitative Assessment

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

Qualitative Criteria		Weighting
1	Capacity	40%
2	Demonstrated experience in providing similar services	30%
3	Demonstrated understanding of the required tasks	25%
4	Social and economic effects on the local community	5%

Holcim (Australia) Pty Ltd trading as Wembley Cement scored 61.1% in the qualitative assessment. It demonstrated a thorough understanding of the required tasks. The submission did not address after-hours contact or the ability to provide additional resources and personnel; however the company does have the capacity in terms of personnel and equipment to meet all requirements. The company has considerable experience supplying similar products to local governments which include the Cities of Wanneroo, Gosnells, South Perth, Stirling and Melville. These Contracts are current, however no periods and dates were supplied. It is the City's current supplier.

### Price Assessment

Having assessed the compliant submission against the specified criteria in detail and with the clarification of any issues, the panel carried out a comparison of the rates offered by Wembley Cement and rates currently paid by the City in order to assess value for money to the City.

To provide a comparison of the rates offered by the tenderer, the 18 most commonly used items were identified and used in the calculation. The following table provides a summary of the comparison of the estimated expenditure of the tenderer.

The rates are fixed for the first year of the contract, but are subject to a price variation in years two and three of the contract to a maximum of the percentage change in the Perth CPI (All Groups) Index for the preceding year. For estimation purposes, a 3% CPI increase was applied to the rates in years two and three.

Tenderer		Year 1	Year 2	Year 3	Total
Holcim (Australia) Pty Ltd t/as Wembley Cement	Current Contract Rates	\$154,510	\$159,145	\$163,919	<b>\$477,574</b>
	Proposed New Rates	\$157,164	\$161,879	\$166,735	<b>\$485,778</b>

During the last financial year 2011/12, the City incurred \$100,341 for the supply and delivery of precast stormwater drainage products. This expenditure is below average in comparison to previous years' expenditure for these goods. The City is expected to incur in the order of \$485,778 over the three year contract period.

## Evaluation Summary

The following table summarises the result of the qualitative and price evaluation for the compliant submission as assessed by the evaluation panel.

Tenderer	Estimated Year 1 Contract Price	Estimated Total Contract Price	Weighted Percentage Score
Holcim (Australia) Pty Ltd trading as Wembley Cement	\$157,164	\$485,778	61.1%

Based on the evaluation the panel concluded that the tender submitted by Holcim (Australia) Pty Ltd trading as Wembley Cement provides value to the City and is therefore recommended.

The new rates submitted by Wembley Cement represent an average 1.7% increase in estimated cost. This is considered reasonable taking into account the current contract has had no price increases over the three year term.

## Issues and options considered

The City has a requirement for the supply and delivery of precast stormwater drainage products for various maintenance and capital works projects. The City does not have the internal resources to provide the required goods and services and as such requires appropriate external service provider.

## Legislation / Strategic Community Plan / policy implications

### Legislation

A statewide public tender was advertised, opened and evaluated in accordance with Clause 11(1) of Part 4 of the *Local Government (Functions and General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is, or is estimated to be, more, or worth more, than \$100,000.

### Strategic Community Plan

#### Key theme

The Natural Environment.

#### Objective

Environmental resilience.

#### Strategic initiative

Demonstrate current best practice in environmental management for local water, waste, biodiversity and energy resources.

#### Policy

Not applicable.

## Risk management considerations

Should the contract not proceed, the risk to the City will be high as the City will not have the supply of the materials when required to complete various maintenance and capital works projects.

It is considered that the contract will represent a low risk to the City as the recommended tenderer is a well-established company with significant industry experience and capacity to provide the services to the City.

**Financial/budget implications**

<b>Account no.</b>	Various Maintenance and Capital Works accounts.
<b>Budget Item</b>	Precast stormwater drainage products.
<b>Estimated budget amount</b>	\$ 210,000
<b>Amount spent to date</b>	\$ 188,100
<b>Proposed cost</b>	\$ 15,700
<b>Balance</b>	\$ 6,200

All figures quoted in this report are exclusive of GST.

**Regional significance**

Not applicable.

**Sustainability implications**

This contract is an important part in preserving the City's natural environmental assets in line with its Environment Plan to implement improved stormwater management and water quality processes.

**Consultation**

Not applicable.

**COMMENT**

The evaluation panel carried out the evaluation of the submissions in accordance with the qualitative criteria in a fair and equitable manner and concluded that the offer by Holcim (Australia) Pty Ltd trading as Wembley Cement represents value to the City.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council ACCEPTS the tender submitted by Holcim (Australia) Pty Ltd trading as Wembley Cement for the supply and delivery of precast stormwater drainage products for a period of three years for requirements as specified in Tender 002/13 at the submitted schedule of rates, and with annual price variations subject to the percentage change in the Perth CPI (All Groups) Index.**

*Appendix 13 refers*

*To access this attachment on electronic document, click here: [Attach13brf090413.pdf](#)*

## **ITEM 16                    WHITFORD        COMMUNITY        RATEPAYERS        & RECREATION ASSOCIATION (INC) - LEASE OF COMMUNITY BUS**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	07310, 101515
<b>ATTACHMENT</b>	Nil.
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### **PURPOSE**

For Council to give consideration to entering into a new lease for a community bus to the Whitford Community Ratepayers and Recreation Association (Inc).

### **EXECUTIVE SUMMARY**

The City of Joondalup currently has a lease with the Whitford Community Ratepayers and Recreation Association (Inc) (WCRRA) for the provision of a bus that it offers to the community.

The WCRRA has been established for over 30 years and its objective is to assist community groups in providing community and recreational activities.

The provision of a community bus from the City is a historical arrangement since 1979, with the latest lease agreement being established in 2007, for a five year period expiring 31 May 2013. In essence, the City purchased a bus (retains ownership) on behalf of the WCRRA and leased the bus to the association for \$1.00 per annum. There was no cost to the City for the purchase as the WCRRA paid the difference between the new bus and the trade value of the old bus.

The lease allows for the WCRRA to garage the bus at the Fleur Freame Pavilion at no cost and the City is responsible for registration and general maintenance of the bus. The WCRRA is responsible for all bookings of the bus and receives all income. The lease requires the WCRRA to make reasonable endeavours to encourage and permit the bus to be used by community groups operating within the City of Joondalup.

The WCRRA has requested that the City enter into a new lease agreement for a further five years. It is proposed that this lease be the final agreement with the bus being transferred to the WCRRA at its expiration.

*It is therefore recommended that Council:*

- 1 *AGREES to enter into a five year lease agreement with the Whitford Community Ratepayers and Recreation Association (Inc) for the provision of a community bus subject to:*
  - 1.1 *The community bus being made available to all community, charitable and other community associations within the City of Joondalup;*
  - 1.2 *The community bus remaining an asset of the City of Joondalup, with all insurance, maintenance and licensing costs being met by the City;*
- 2 *ADVISES the Whitford Community Ratepayers and Recreation Association (Inc) that no further lease agreement will be entered into at the conclusion of the new five year lease proposed in Part 1 above.*

## **BACKGROUND**

In 1979, as a service to the community, an agreement was established between the then Shire of Wanneroo and the land developers, North Whitfords Estate and the Whitford Community Ratepayers and Recreation Association Inc (WCRRA) for the provision of a community bus. The agreement was that North Whitfords Estate contributed \$15,000 towards the purchase of the bus, while the Shire of Wanneroo initially paid for the licence, insurance and servicing.

In 1995, the WCRRA requested the former City of Wanneroo to purchase a replacement bus on its behalf. The former City agreed and utilised the government agency CAMS (Contract and Management Services) to purchase a replacement Toyota 18 seat coaster bus at the cost of \$35,000 which was met by WCRRA with no cost to the former City. The arrangement continued where the WCRRA managed the bookings, while the former City continued to insure, service and register the bus.

In May 2007 the Council agreed to purchase a new Toyota Coaster (22 seat) on behalf of the WCRRA with the association meeting the changeover cost of approximately \$63,145. A part of the Council's decision to purchase a new bus was that a five year lease agreement be entered into by the City and the WCRRA that set out each parties responsibilities relating to the community bus.

That five year agreement is scheduled to expire 31 May 2013 and the WCRRA has requested the Council to give consideration to entering a new lease agreement for a further five years.

## **DETAILS**

The WCRRA is an incorporated association that comprises its membership from community groups (sporting clubs, scout groups, independent retirees, child care and after care groups and local school groups). Community groups may become members of the WCRRA for an annual fee of \$20 per annum. The membership of the WCRRA for 2011-12 is as follows:

- Padbury Childcare Centre.
- Padbury Adventurer Guide.
- Padbury Scout Group.
- Hillarys Yacht Club.
- Lions Club of Whitfords.
- Woodvale Senior High School.

It has been in existence for over 30 years and its objective is to assist community groups in providing community and recreational activities.

The lease allows the WCRRA to operate the bus for community purposes within a radius of 250 kilometres of the City of Joondalup. The lease contains the following general provisions:

- Rent payable of \$1.00 per annum.
- The bus is garaged at the Fleur Freame Pavilion.
- The term is for five years, with no obligation from either party to enter into a new agreement.
- The City is responsible for the scheduled maintenance, licensing and insurance of the bus.
- The WCRRA must make reasonable endeavours to encourage and permit the bus to be used by community groups operating within the City of Joondalup.
- The WCRRA must notify the City immediately of any damage, and is responsible for the cost of repair up to a maximum amount equivalent to the insurance excess.
- The WCRRA must keep the bus in good working order.

The WCRRA has responsibility for the management and bookings of the community bus. The Association is responsible for the fees and charges for use of the bus and retains all income.

The current arrangements relating to the hire of the bus is as follows:

- The bus is available at any time, including overnight hire.
- Drivers must hold relevant drivers licence and viewed by the WCRRA prior to the booking.
- Charges are:
  - \$80 per day non members
  - \$70 per day members (Padbury Child Care Centre is extended a half day rate of \$35.00)
  - \$0.35 cents per kilometre and refuelling.

The bus is in excellent condition with the latest odometer reading being 31,005 kilometres.

The following groups hired the bus in 2011-12:

Group	Number of Bookings	Total number of days
Hillarys yacht club	2	2
Kingsley Church of Christ	2	7
Lions Club of Kingsley	1	5
Padbury Scouts	8	18
Padbury Child Care Centre	47	78
Sorrento Bowling Club	8	8
Special Olympics WA	1	1
Whitfords Churches of Christ	1	1
Whitfords Hockey Club	2	2
Whitfords Junior Football Club	1	1
Woodvale Secondary College	2	4

**Issues and options considered**

In accordance with clause 2.5 of the lease, there is no compulsion on either the City or the WCRRA to enter into a new agreement with respect to the bus at the expiry of the term (31 May 2013). The options available to the Council are:

- not agree to a new lease agreement and determine the ownership of the bus or
- agree to a new lease agreement.

**Legislation / Strategic Community Plan / policy implications**

**Legislation** Not applicable.

**Strategic Community Plan**

**Key theme** Community Wellbeing.

**Objective** Community spirit.

**Strategic initiative** Promote the sustainable management of local organisations and community groups.

**Policy** Not applicable.

**Risk management considerations**

Not applicable.

**Financial/budget implications**

The cost to the City for the lease of the bus over the last three years totals \$4,902.00 in registration and general maintenance. In addition to those costs there has been a total of \$5,970.99 in repairs to the bus claimed against the City's insurer, with the WCRRA meeting a total of \$2,279.18 towards these repairs.

The WCRRA has sufficient funds for the future replacement of the bus.

**Regional significance**

The bus services community groups operating within the City of Joondalup district.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

## COMMENT

The City has an ongoing relationship with the WCRRA regarding the provision and maintenance of the community bus. The cost for the maintenance and licensing is relatively minor and given this relationship and the provision of the bus to the community it is recommended that the City agree to enter into a lease for a further five years.

The WCRRA has indicated that it may request the City to again support a request for the trade in for the current bus at the end of the renegotiated lease.

It is suggested that while such a request would be subject to a further report to the Council, it would be appropriate to provide an indication to the WCRRA on the Council's current position.

Under the current arrangements the WCRRA has had the resources to provide the full funding for a bus replacement and the City's only involvement has been as the conduit for the changeover transaction and to provide registration, maintenance and insurance. In view of this there would appear to be little reason why the WCRRA could not undertake the next changeover itself subject to the City donating the existing bus to facilitate this. The operating costs could also potentially be covered by the WCRRA.

It is recommended that the Council not agree to purchase a new bus for the WCRRA and therefore no further lease agreement be entered into at the conclusion of the proposed new five year lease.

## VOTING REQUIREMENTS

Simple Majority.

## RECOMMENDATION

### That Council:

- 1 AGREES to enter into a five year lease agreement with the Whitford Community Ratepayers and Recreation Association (Inc) for the provision of a community bus subject to:**
  - 1.1 The community bus being made available to all community, charitable and other community associations within the City of Joondalup;**
  - 1.2 The community bus remaining an asset of the City of Joondalup, with all insurance, maintenance and licensing costs being met by the City;**
- 2 ADVISES the Whitford Community Ratepayers and Recreation Association (Inc) that no further lease agreement will be entered into at the conclusion of the new five year lease proposed in Part 1 above.**



## REPORTS – AUDIT COMMITTEE – 18 MARCH 2013

### ITEM 17 RESIGNATION OF MEMBER FROM AUDIT COMMITTEE

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	50068, 101515
<b>ATTACHMENT</b>	Nil.
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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#### PURPOSE

For Council to note the resignation of Mr Robert (Andy) Cowin from the Audit Committee and consider appointing a replacement member.

#### EXECUTIVE SUMMARY

Mr Cowin submitted notice of his resignation from the Audit Committee in a letter dated 10 January 2013, as he is relocating interstate.

Consideration needs to be given as to whether the external member position is replaced, noting any appointment will be limited to October 2013 as a result of the Local Government Elections.

#### BACKGROUND

The Audit Committee was established at the Ordinary Council Meeting held on 14 March 2000 (CJ042-03/00 refers). The purpose of the committee is to oversee the internal and external audit, risk management and compliance functions of the City.

Membership of the Audit Committee consists of Mayor Pickard; one Councillor from each Ward; and an external member. Mr Cowin was most recently appointed as the external member by Council at its meeting held on 3 November 2011 (JSC2-11/11 refers). Mr Cowin held the position prior to the 2011 local government elections, having first been appointed by Council at its meeting held on 17 February 2009 (C06-02/09 refers).

Mr Cowin submitted notice of his resignation from the Audit Committee in a letter dated 10 January 2013, as he is relocating interstate.

## DETAILS

Subsequent to the resignation of Mr Cowin, Council needs to consider whether or not to replace the external member position on the committee; leave the committee position vacant until after the 2013 Local Government Elections; or amend the composition of the Audit Committee by removing the position of external member.

It is possible to commence an expression of interest process immediately, seeking interested applicants for the position for consideration by Council. The term of office would expire in October 2013, with the option open to Council at that time to re-appoint the same person or alternatively re-commence the appointment process.

It is anticipated that three scheduled meetings of the Audit Committee will be held prior to the October Local Government Elections.

### Issues and options considered

Council can either:

- advertise expressions of interest for the position of external member of the Audit Committee for a term to expire in October 2013
- leave the position of external member of the Audit Committee vacant and reconsider an appointment after the October 2013 local government elections  
or
- amend the composition of the Audit Committee and remove the position of external member.

Should Council opt to remove the external member position from the committee, it would need to amend the Audit Committee Charter.

### Legislation / Strategic Community Plan / policy implications

**Legislation** *Local Government Act 1995.*  
*Local Government (Audit) Regulations 1996.*

#### Strategic Community Plan

**Key theme** Governance and Leadership.

**Objective** Active democracy.

**Strategic initiative** Optimise opportunities for the community to access and participate in decision-making processes.

**Policy** Although not a policy, the Audit Committee Charter makes provision for the objectives, functions and operation of the Audit Committee. Section 4 of the charter sets out provisions in relation to membership and that includes clauses making provision for the appointment of an external member to the Audit Committee.

### **Risk management considerations**

The Audit Committee is an important element of risk management and a contributor to the mitigation of risk. It plays a significant oversight role. Having an external member on that committee adds an additional element to that oversight role by bringing a focus that is not influenced by other issues before Council. It offers the opportunity for input from a fresh perspective.

### **Financial/budget implications**

Advertising costs seeking an expression of interest to fill the position of external member can be accommodated in operational budgets.

### **Regional significance**

Not applicable.

### **Sustainability implications**

The Audit Committee plays a role in providing financial oversight of the City's activities and thereby helps in securing the long-term sustainability of the City.

### **Consultation**

Should Council determine to commence the process to recruit a replacement external member to the Audit Committee, the position will be advertised in the local paper. There is also the opportunity to contact CPA Australia and the Institute of Chartered Accountants, requesting they circulate the vacancy to their members.

### **COMMENT**

Council would need to consider any expressions of interest received in appointing an external member to the committee.

### **VOTING REQUIREMENTS**

Simple Majority.

### **COMMITTEE RECOMMENDATION**

The Committee recommendation to the Council for this report (as detailed below) was resolved by the Audit Committee at its meeting held on 18 March 2013.

The original recommendation as presented by City officers to the Committee is as follows:

*That Council:*

- 1 *NOTES the resignation of Mr Robert (Andy) Cowin from the Audit Committee;*
- 2 *THANKS Mr Cowin for his contribution to the City of Joondalup in his position of external member of the Audit Committee;*

- 3 *DETERMINES whether to commence the expression of interest process to fill the position of external member to the Audit Committee now, or following the Local Government Elections in October 2013.*

The Committee's subsequent recommendation to the Council is as follows (changes identified):

*That Council:*

- 1 *NOTES the resignation of Mr Robert (Andy) Cowin from the Audit Committee;*
- 2 *THANKS Mr Cowin for his contribution to the City of Joondalup in his position of external member of the Audit Committee;*
- 3 *INITIATES an expression of interest process to fill the position of external member to the Audit Committee.*

## **RECOMMENDATION**

**That Council:**

- 1 **NOTES the resignation of Mr Robert (Andy) Cowin from the Audit Committee;**
- 2 **THANKS Mr Cowin for his contribution to the City of Joondalup in his position of external member of the Audit Committee;**
- 3 **INITIATES an expression of interest process to fill the position of external member to the Audit Committee.**

## REPORTS – CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW COMMITTEE – 25 MARCH 2013

### Disclosure of Financial Interest

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer</b>
<b>Item No/Subject</b>	Item 18 – Confidential – Chief Executive Officer – 2012-13 Key Performance Indicators
<b>Nature of interest</b>	Financial
<b>Extent of Interest</b>	Mr Hunt holds the position of Chief Executive Officer.

### Disclosure of interest affecting impartiality

<b>Name/Position</b>	<b>Mr Mike Tidy - Director Corporate Services</b>
<b>Item No/Subject</b>	Item 18 – Confidential – Chief Executive Officer – 2012-13 Key Performance Indicators
<b>Nature of interest</b>	Interest that may affect impartiality
<b>Extent of Interest</b>	Due to the nature of his employment relationship with the Chief Executive Officer.

## ITEM 18 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER – 2012-13 KEY PERFORMANCE INDICATORS

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	74574
<b>ATTACHMENT</b>	Attachment 1      Draft Key Performance Indicators of the Chief Executive Officer for 2012-13  <i>(Please Note: This attachment is confidential and will appear in the official Minute Book only)</i>
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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

*a matter affecting an employee.*

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

## REPORTS – CAPITAL WORKS COMMITTEE – 2 APRIL 2013

### ITEM 19 ENTRY STATEMENTS REVISED DESIGN

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Nico Claassen Infrastructure Services
<b>FILE NUMBER</b>	102496, 102315, 55541, 102623
<b>ATTACHMENT</b>	Attachment 1 Northern Entry Statement Concept Design Attachment 2 Southern Entry Statement Concept Design Attachment 3 Southern Entry Statement Locations Attachment 4 Proposed and Existing Entry Statement Locations
<b>AUTHORITY / DISCRETION</b>	Executive – The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

#### PURPOSE

For Council to approve the revised design and scope of works for the entry statements located at the northern and southern entrances along Marmion Avenue to the City's district.

#### EXECUTIVE SUMMARY

At the Capital Works Committee meeting held on 6 November 2012 and the subsequent ordinary meeting of Council held on 20 November 2012, Council confirmed its commitment to the erection of entry statements and requested that a revised design be prepared which retains the key principles of the original concept design (CJ253-11/12 refers).

This report provides information to Council regarding the revised design, scope of works and proposed cost estimate for the entry statements. In-principle support has been given by Main Roads WA for the installation of the southern entry statement.

*It is recommended that Council APPROVES:*

- 1 the revised Entry Statement design and scope of works as shown on Attachments 1 and 2 to this Report;*
- 2 relocating the southern entry statement 50 metres north of the local government boundary at the intersection of Marmion Avenue and Beach Road; as shown on Attachment 3 to this Report.*

## BACKGROUND

The concept for the City's entry statements is to provide a memorable gateway into the City of Joondalup. *"A clear Joondalup sign informs people of where they are entering while the rest of the design mimics a city skyline and the individual elements are an interpretive reflection of what is the City of Joondalup (past, present and future)"*. The northern entry sign is sited approximately 215 metres south of the local government boundary; while the southern entry sign is sited 50 metres north of the local government boundary.

The concept design for the construction of three entry statements and the budget of \$375,750 was endorsed by Council on 17 February 2009 (CJ028-02/09 refers). The budget was based upon the architect's cost estimate from 2008. The City consulted Main Roads WA regarding the design, who requested that a wire rope barrier be installed between the road edge and the entry statement. Following a revised cost estimate there were insufficient funds for the installation of three entry statements. On 16 February 2010 Council approved the construction of two entry statements only at the northern and southern boundaries to the City (CJ026-02/10 refers).

Tenders were advertised on 31 March 2012 with the tender proposals received in April 2012 ranging in value from \$572,691 to \$885,987. Consequently the tenders were declined and the architect, UDLA, was requested to revise and reduce the scope of works to fit the budget. The revised estimate as reported to the Capital Works Committee held on 2 October 2012 was \$263,000 per entry statement, which was \$186,000 over the 2012-13 budget allocation. It was requested at that committee meeting for the Chief Executive Officer to review the concept design and project scope for two entry statements for the City and provide a further report for Council's consideration.

At the Capital Works Committee meeting held on 6 November 2012 and the subsequent ordinary meeting of Council held on 20 November 2012, Council confirmed its commitment to the erection of entry statements (CJ253-11/12 refers). It was resolved that Council:

- 1 *CONFIRMS its commitment to the erection of entry statements in Marmion Avenue north of Beach Road and adjacent to the northern boundary to Cranston Park and Joondalup Drive, near the intersection of Burns Beach Road;*
- 2 *RETAINS the key principles of the originally approved concept design;*
- 3 *ERECTS the entry statements only in the road median island at the designated location;*
- 4 *PREPARES the revised design, scope and cost estimates, together with confirmation from Main Roads WA that the proposed design is approved;*
- 5 *in preparing an alternate revised design, GIVES CONSIDERATION to the entry statements running parallel to the road network, mitigating the need for crash barriers.*

## DETAILS

Following Council's confirmed commitment to the two entry statements at the southern and northern boundaries of the City a revised design and location (Attachments 1 and 2 refer) has been prepared with the following proposed changes:

- Entry statements to be installed in medians only.
- Interpretive poles to be accommodated within a landscaped garden bed.
- Horizontal 'City of Joondalup' entry and exit signs incorporated among the poles unifying the entry statement.
- Relocating the southern entry statement 50 metres north of the City boundary at the intersection of Marmion Avenue and Beach Road (Attachment 3 refers).

The number and design of the poles mirrors the original design.

The original concept design was to utilise both the verges and medians along Marmion Avenue, with the southern entry statement located one kilometre north of the City's boundary. It is suggested the southern entry statement be located 50 metres north of the boundary at the intersection of Marmion Avenue and Beach Road. The revised concept design is only utilising the median strip and by moving the entry statement closer to the City's southern boundary will more clearly signify to passing traffic that they have arrived within the boundaries of the City of Joondalup. It is a prominent location which clearly marks one's journey into the City.

The revised design has been assessed by an external Quantity Surveyor for the installation of both entry statements and is within the current funding available of \$349,892.

Main Roads WA has viewed the revised design and given in-principle support for the southern entry statement. A requirement from Main Roads WA is the inclusion of a wire rope barrier. Main Roads WA has confirmed that the wire rope barrier can be set 405mm from the back of the semi-mountable roadside kerb (based on the Main Roads WA *Wire Rope Barrier Design Sheet Rev. F*, provided to the City on 7 March 2013) and including the 1.5 metre deflection zone still allows a 2.5 metre space at the southern entry statement and 9.5 metres at the northern entry statement which is sufficient to install the proposed design. The landscaping component of the design is not affected by the wire rope deflection zone.

A final design, based on the latest *Wire Rope Barrier Design Sheet*, is currently being prepared for Main Roads WA approval.

## Issues and options considered

### Option 1

Council may proceed with the entry statement project, based on the revised design subject to Main Roads WA final approval for the southern entry statement.

### Option 2

Council can decide not to proceed with the entry statement project.

## Legislation / Strategic Community Plan / policy implications

**Legislation** Not applicable.

### Strategic Community Plan

**Key theme** Quality Urban Environment.

**Objective** Quality open spaced.

**Strategic initiative** Establish landscapes that are unique to the City and provide statements within prominent network areas.



**Policy** Not applicable.

### **Risk management considerations**

The entry statements have been designed in accordance with Australian Standards to minimise any risks associated with vehicle and pedestrian movement through the proposed entry statement.

### **Financial/budget implications**

<b>Account no.</b>	W1329
<b>Budget Item</b>	SSE 2019 - Entry Statements
<b>Original budget 2010/11</b>	\$ 375,750
<b>Amount spent to 30 June 2012</b>	\$ 25,858
<b>Approved carried forward as of 30 June 2012</b>	\$ 9,892
<b>Approved budget 2012/13</b>	\$ 340,000
<b>Total project budget available</b>	\$ 349,892
<b>Amount spent and committed to date</b>	\$ 11,000

**Annual maintenance** \$15,000 per entry statement.

All amounts quoted in this report are exclusive of GST.

### **Regional significance**

Not applicable.

### **Sustainability implications**

Not applicable.

### **Consultation**

Elected Members have provided input into the entry statement design following a number of workshops with the architect designer.

Main Roads WA has given in-principle support for the southern entry statement.

### **COMMENT**

The entry statement project provides the opportunity to construct a memorable gateway into the City of Joondalup. The revised design in the median islands retains the key principles of the original concept design and can be accommodated within the existing budget.

Locating the southern entry statement 50 metres north of the City boundary as suggested will mean the entry statement is more prominent and will mark clearly one's arrival and journey into the City of Joondalup.

Once approval has been gained for the northern and southern entry statements and a style guide established, development of suburb entry statements will proceed. The suburb entry statements will draw on the form, style and colour of the northern and southern entry statements to provide uniformity in design and image.

## VOTING REQUIREMENTS

Simple Majority.

## COMMITTEE RECOMMENDATION

The Committee recommendation to the Council for this report (as detailed below) was resolved by the Capital Works Committee at its meeting held on 2 April 2013.

The original recommendation as presented by City officers to the Committee is as follows:

*That Council APPROVES:*

- 1 *the revised Entry Statement design and scope of works as shown on Attachments 1 and 2 to this Report;*
- 2 *relocating the southern entry statement 50 metres north of the local government boundary at the intersection of Marmion Avenue and Beach Road as shown on Attachment 3 to this Report.*

The Committee's subsequent recommendation to the Council is as follows (changes identified):

*That Council APPROVES:*

- 1 *the revised Entry Statement design and scope of works as shown on Attachments 1 and 2 to this Report, subject to the reinstatement of an approximate half width City of Joondalup monolith sign as per the original design and scope of works for the southern entry statement, with the original monolith sign design being used for the northern entry statement;*
- 2 *relocating the southern entry statement 50 metres north of the local government boundary at the intersection of Marmion Avenue and Beach Road as shown on Attachment 3 to this Report.*

## RECOMMENDATION

**That Council APPROVES:**

- 1 the revised Entry Statement design and scope of works as shown on Attachments 1 and 2 to this Report, subject to the reinstatement of an approximate half width City of Joondalup monolith sign as per the original design and scope of works for the southern entry statement, with the original monolith sign design being used for the northern entry statement;**
- 2 relocating the southern entry statement 50 metres north of the local government boundary at the intersection of Marmion Avenue and Beach Road as shown on Attachment 3 to this Report.**

*Appendix 14 refers*

*To access this attachment on electronic document, click here: [Attach14brf090413.pdf](#)*

## ITEM 20                    **ICONIC EAST-WEST ARTERIAL ROAD PROJECTS – SHENTON AVENUE**

<b>WARD</b>	North / North-Central	
<b>RESPONSIBLE DIRECTOR</b>	Mr Nico Claassen Infrastructure Services	
<b>FILE NUMBER</b>	102496, 53597, 101515	
<b>ATTACHMENT</b>	Attachment 1	Location of Iconic Road Projects
	Attachment 2	Concept design for Iconic Arterial Roads Projects (2008)
	Attachment 3	Design for stage 1 of Shenton Avenue Iconic Arterial Road project
	Attachment 4	Concept design for stage 2 of Shenton Avenue Iconic Arterial Road project
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.	

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### PURPOSE

For Council to approve the design and budget for the Iconic East-West Arterial Roads project for Shenton Avenue.

### EXECUTIVE SUMMARY

The pilot Iconic East-West Arterial Road project was undertaken on Burns Beach Road and Hodges Drive. The Iconic East-West Arterial Road projects are a key focus area of the Landscape Master Plan. They are intended to provide a unique image for the City of Joondalup on high usage roads using plant species that are indigenous to Joondalup while reducing water consumption.

The Burns Beach Road project was implemented in three stages and following planting to Zones 4-5 from the Mitchell Freeway to Joondalup Drive in June 2013, will be fully completed.

An evaluation of stage 1 of the Burns Beach Road project (Delgado Parade to Mitchell Freeway) was presented to Council on 25 May 2010 (CJ081-05/10 refers). The report provided a breakdown of costs and an estimated budget for the completion of Burns Beach Road and the remaining Iconic East-West Arterial Roads projects. Council agreed, in part to:

“2     *NOTE that further evaluation and costing on completion of Stage 1 of the Burns Beach Road Project in 2011 will be required before detailed budgeting and scheduling of future works is undertaken*”;

This report provides an evaluation of the costs for the Burns Beach Road Iconic Road project and seeks additional funding for the Shenton Avenue Iconic Road projects. The evaluation highlights the budget shortfall for the future Iconic East-West Arterial Road projects and suggests a rationalisation of the original design to reduce future costs while still retaining the Landscape Master Plan principles.

*It is recommended that Council:*

- 1 *APPROVES the proposed rationalised concept design, being Option 1, for Stage 2 of the Shenton Avenue Iconic Roads project;*
- 2 *NOTES the listing of \$850,763 in the draft 2013-14 Capital Works budget for consideration for the completion of the Shenton Avenue Iconic Roads Project.*

## **BACKGROUND**

In 2007 the State Minister for Water announced significant changes for local government in addressing water usage levels. The Minister required that all local governments submit a Water Usage Plan by June 2008 and conform to regulated water usage limits by July 2009. Following these changes to water usage the City undertook a desktop review of landscape planning and development to assess the approach taken to landscape master planning and develop principles and concepts to inform the Landscape Master Plan (LMP). Council endorsed the aims and principles of landscape master planning on 18 March 2008 (CJ034-03/08 refers) and requested that seven iconic projects be undertaken on the following east-west arterial roads (Attachment 1 refers):

- Burns Beach Road.
- Hodges Drive.
- Shenton Avenue.
- Ocean Reef Road.
- Whitfords Avenue.
- Hepburn Avenue.
- Warwick Road.

The LMP was adopted by Council on 16 December 2008 (CJ259-12/08 refers).

Endorsement of the draft concept design for the Iconic East-West Arterial Road projects was sought from Council on 2 September 2008 (CJ176-09/08 refers). Council endorsed the concept plan (Attachment 2 refers) and agreed to the Burns Beach Road median strip being the first iconic project for implementation during 2008-09.

The concept design for the seven iconic projects incorporated water sensitive urban design and provided a unique image for the City in high visibility and high usage roads. The concept design incorporated the use of colour and indigenous species to illustrate the biodiversity of Joondalup.

The concept design was based on a grid system of distinct garden beds which would contain native plants that represented the original species of flora that inhabited the corridor prior to development. The garden beds were followed by a section of soils that were distinct to the area to delineate the different beds of floral species. The concept design evolved to use coloured concrete panels that reflected the change in soil from the coast to the bush rather than the use of soil.

While the concept design developed provided considerable value in water reduction and sustainable water use, it was acknowledged that implementation of an iconic project was required as a pilot to ascertain all costs and to evaluate the benefits. The knowledge and experience gained in implementing an iconic project would be of importance when planning future projects and when rolling out the City-wide program.

In addition to the pilot Iconic East-West Arterial Road project for Burns Beach Road in 2008-09, Council, through the budget process, requested that the verge and median strips on Hodges Drive between the Mitchell Freeway and Joondalup Drive be included as an iconic road project.

Following Council's endorsement of the concept plan a number of operational matters were identified during the detailed design and costing process. These operational matters included the staging of the project at Burns Beach Road and Hodges Drive over three years and the supply of local provenance plant species.

Local nurseries were unable to supply sufficient plants in the quantities needed for the projects and to have them ready for delivery by April 2009. Most of the plant species would also need to go through a specialist process which included harvesting and propagating provenance plant stock, with seeds and cuttings collected in spring of the year prior to their propagation. This resulted in the need to stage the projects over three years from 2008-2009 to 2010-2011 and the requirement for a long-term supply contract with a plant propagation nursery in order to obtain a reliable supply of the unique provenance plant stock for developing the City's seven east-west major road arteries. A report was presented to Council on 25 November 2008 (CJ245-11/08 refers) addressing these operational matters and seeking approval of a revised timeframe and for the City to enter into a long term supply contract with a specialised nursery supplier. Council agreed, in part to:

- “1 *APPROVE a revised timeframe for the delivery of the Burns Beach Road and Hodges Drive Iconic Arterial Road Landscaping Projects to allow implementation over three-stages, commencing in 2008/09 and concluding in 2010/11;*
- 2 *AGREE to adopt a rolling three year program for implementation of future iconic road landscaping projects;*
- 3 *ENDORSE the City's participation in specialised supply contracts for a period of three years with nursery suppliers for the provision of local provenance plant stock for the Burns Beach and Hodges Drive projects as well as all subsequent arterial iconic landscaping projects as required”.*

It was anticipated that funding for the long-term supply contract for provenance plant stock would be sourced from future budget allocations for iconic roads projects.

The three stages for implementation of the Burns Beach Road and Hodges Drive Iconic Road Projects were:

- |                   |   |
|-------------------|---|
| Stage 1 – 2008-09 | Planning and construction works for zones 1-3 Burns Beach Road (Delgado Parade to Mitchell Freeway) and Hodges Drive (Mitchell Freeway to Joondalup Drive): |
|                   | Establish plant procurement management contract and initiate seed bank collections and propagation processes.   |

- Stage 2 – 2009-10                    Mass planting of local provenance plant species in zones 1-3 and Hodges Drive to commence in April 2010.
- Planning and construction works for Zones 4-5 Burns Beach Road (Mitchell Freeway to Joondalup Drive).
- Stage 3 – 2010-11                    Complete Zones 4-5 of Burns Beach Road (Mitchell Freeway to Joondalup Drive) with mass plantings of the required local provenance species commencing from April 2011.
- Mass planting of any remaining plants or plants that have not survived from the previous year undertaken to complete the projects for Burns Beach Road median and Hodges Drive verge and median.

## DETAILS

### Burns Beach Road – Current Status

The actual construction expenditure on the Burns Beach Road Landscaping project has been evaluated and totals \$2,123,500, excluding design costs of \$169,884. This total does not include an estimated amount of \$239,000 to complete the planting required for Zones 4-5 which will result in a total cost of \$2,362,500 on completion of the works. The estimated project total cost, including design costs, will therefore amount to \$2,532,384. This shows a marked escalation in construction cost compared to the original cost estimate identified for Burns Beach Road of \$19.40 per square metre and the budgeted amount based on the detailed design of \$43.80 per square metre with the anticipated completed construction cost likely to be \$100.60 per square metre.

The plants were ordered in December to allow the plant stock sufficient time to grow prior to the June 2013 planting program.

The actual costs for the Burns Beach Road Landscaping project are as follows:

Actual area \$/m <sup>2</sup>	Actual @ 23 November 2012
23,485m <sup>2</sup> @ \$100.60	\$2,362,500

### Shenton Avenue – Current Status

The Shenton Avenue Iconic Road project is scheduled to be undertaken in 2012-13 and 2013-14. Planning has commenced for the project and as with the Burns Beach Road the project will be split into stages. A number of options have been developed for the Shenton Avenue project based upon experience gained while implementing the Burns Beach Road project, the available funding and the tie in required with the works undertaken on Joondalup Drive and Hodges Drive. The stages for the Shenton Avenue project are listed below:

Stage 1

## Shenton Avenue - Joondalup Drive to Mitchell Freeway

This stage includes the landscape upgrade of the median plus the southern and northern verges. Some of the initial upgrade work on the verges has previously been undertaken but still requires completion. This section of Shenton Avenue will receive premium treatment due to its proximity to the City Centre and in keeping with the landscape treatment already completed in Hodges Drive between the Freeway and Joondalup Drive. Refer to Attachment 3 for the concept design for this stage of the project. The addition of a wider (1200mm) concrete border will also facilitate maintenance.

The estimated costs for stage 1 are listed below:

<b>STAGE 1</b>	
<b>Item</b>	<b>Shenton Avenue - Joondalup Drive to Freeway Median and Verges @ \$119.65m<sup>2</sup></b>
Remainder Professional Services	\$25,282
Construction Estimate Median	\$311,098
Construction Estimate Verges	\$189,693
Construction Estimate Total	\$500,791
<b>Total</b>	<b>\$526,073</b>

Note: \$19,246 has already been paid for design costs.

Stage 2

Shenton Avenue – Mitchell Freeway to Marmion Avenue, this stage includes the landscape upgrade to the median only. Two options have been developed for stage 2 for consideration, the options provide for a 'rationalised treatment' and a 'premium treatment'.

Option 1 'Rationalised treatment.'

Premium treatments as seen at Burns Beach Road to be applied to the high profile nibs on the median. For the remainder the Casuarina trees be retained, new mulch applied and border the median with a 1200mm coloured concrete seam border (see Attachment 4). Construction costs for this option are estimated at \$75.84 per square metre.

Option 2 'Premium treatment.'

Premium treatment applied to the entire length of the median. The landscaping will be to the same standard as Burns Beach Road but with a wider 1200mm coloured concrete seam border. The Casuarina trees will be removed and mass planting undertaken. Construction costs for this option are estimated at \$119.65 per square metre which has been calculated on the final unit cost for Burns Beach Road at \$100.60 per square metre with an increase to \$119.65 to allow for increased material and labour costs.

Both options allow a contingency for a degree of hard digging and unforeseen circumstances.

The following table shows the predicted budget that will be required for the Shenton Avenue future Iconic Arterial Road Project based on the proposed rate for Options 1 (rationalised) and 2 (premium) of \$75.84m<sup>2</sup> and \$119.65m<sup>2</sup> respectively and the current budget.

<b>STAGE 2</b>			
<b>Item</b>	<b>Option 1 Shenton Avenue - Freeway to Marmion Avenue Median @ \$75.84m<sup>2</sup></b>	<b>Option 2 Shenton Avenue - Freeway to Marmion Avenue Median @ \$119.65m<sup>2</sup></b>	<b>Current Budget</b>
Remainder Professional Services	\$70,216	\$70,216	\$1,000,000
Construction Estimate Median	\$1,254,474	\$1,978,965	
<b>Total</b>	<b>\$1,324,690</b>	<b>\$2,049,181</b>	

It is considered that option 1 for stage 2 of the Shenton Avenue Iconic Road project will deliver the most cost effective outcome for the City. It reduces the amount of cross section concrete and allows for the retention of the existing mature trees while delivering on the principles of the LMP.

To complete stages 1 and 2 (option 1), a budget of \$1,850,763 is required. The current budget allocation inclusive of years 2012-13 and 2013-14 is \$1,000,000. This leaves a shortfall of \$850,763. An additional sum of \$850,763 is listed in the draft 2013-14 Capital Works Budget to complete this iconic arterial road project.

#### **Legislation / Strategic Community Plan / policy implications**

##### **Legislation**

*Rights in Water and Irrigation Act 1914.*

##### **Strategic Community Plan**

##### **Key theme**

Quality Urban Environment.

##### **Objective**

Quality open spaces.

##### **Strategic initiative**

Establish landscapes that are unique to the City and provide statements within prominent network areas.

##### **Policy**

Not applicable.

#### **Risk management considerations**

It was recognised when adopting the LMP aims and principles that the costs associated with landscape master planning were a key operational and financial risk. If the Iconic East-West Arterial Road projects continue to be delivered at the standard set at Burns Beach Road the future budget for this program will need to be increased significantly.

Community expectation has been created by the landscaping of Burns Beach Road, as the pilot project, and with the stated objective of landscaping all the East-West Arterial Roads to a similar standard.

#### **Financial/budget implications**

The table below provides a summary of the Iconic East-West Arterial Road projects original budget compared with the revised and proposed budgets.



<b>ICONIC PROJECT</b>	<b>ROAD</b>	<b>Current Budget</b>	<b>Rationalised Option 1 @ \$75.84 m<sup>2</sup></b>	<b>Premium Option 2 @ \$119.65m<sup>2</sup></b>
Shenton Avenue – Stages 1 & 2		\$1,000,000	\$1,850,763	\$2,575,254

If option 1 (rationalised option) is adopted by Council for stage 2 of the Shenton Avenue Iconic Road project there is still a shortfall of \$850,763. This has been included in the draft 2013-14 Capital Works budget for consideration.

All amounts quoted in this report are to be exclusive of GST.

### **Regional significance**

Not applicable.

### **Sustainability implications**

The iconic arterial road projects of the City's Landscape Master Plan will be a major resource in ensuring the protection of the local biodiversity of the City of Joondalup. These projects will contribute to the preservation of local biodiversity through the collection, propagation and mass planting of local iconic species, thus ensuring the preservation of local native plants. Showcasing the regions unique plants through the arterial road projects, as well as in other works under the City's Landscape Master Plan, will encourage the community to include local provenance plants in home gardens, all of which will enhance the availability of suitable habitat for local fauna.

### **Consultation**

Not applicable.

### **COMMENT**

Burns Beach Road was the pilot Iconic East-West Arterial Roads project and it has been landscaped to the full scope of the concept design referred to as the 'Premium' treatment. A review of the design and associated actual costs indicate that the costs can be significantly reduced by rationalising the design by limiting the cross panels or 'Premium' landscape treatment to nibs along the median such as at intersections and also to provide greater safety when undertaking maintenance on these higher speed roads by increasing the width of the concrete seam, back-of-kerb to 1200mm.

Burns Beach Road, as the northernmost boundary Iconic East-West Arterial Road, provides an entry statement to the City through the unique landscaping style applied to the median. Future options available for the remaining projects are applying a 'Rationalised' version of this 'Premium' treatment, or a more modified treatment for all the other Iconic East-West Arterial Roads.

### **VOTING REQUIREMENTS**

Simple Majority.

## COMMITTEE RECOMMENDATION

The Committee recommendation to the Council for this report (as detailed below) was resolved by the Capital Works Committee at its meeting held on 2 April 2013.

The original recommendation as presented by City officers to the Committee is as follows:

*That Council:*

- 1 *APPROVES the proposed rationalised concept design, being Option 1, for Stage 2 of the Shenton Avenue Iconic Roads project;*
- 2 *NOTES the listing of \$850,763 in the draft 2013-14 Capital Works budget for consideration for the completion of the Shenton Avenue Iconic Roads Project.*

The Committee's subsequent recommendation to the Council is as follows (changes identified):

*That Council:*

- 1 *APPROVES the proposed rationalised concept design, being Option 1, for Stage 2 of the Shenton Avenue Iconic Roads project;*
- 2 *NOTES the listing of \$850,763 in the draft 2013-14 Capital Works budget for consideration for the completion of the Shenton Avenue Iconic Roads Project;*
- 3 *REQUESTS that a report be presented to a future Capital Works Committee meeting reviewing the Iconic East-West Arterial Roads Projects with the objective to significantly reduce project costs.*

## RECOMMENDATION

**That Council:**

- 1 **APPROVES the proposed rationalised concept design, being Option 1, for Stage 2 of the Shenton Avenue Iconic Roads project;**
- 2 **NOTES the listing of \$850,763 in the draft 2013-14 Capital Works budget for consideration for the completion of the Shenton Avenue Iconic Roads Project;**
- 3 **REQUESTS that a report be presented to a future Capital Works Committee meeting reviewing the Iconic East-West Arterial Roads Projects with the objective to significantly reduce project costs.**

*Appendix 15 refers*

*To access this attachment on electronic document, click here: [Attach15brf090413.pdf](#)*

## 8 REPORT OF THE CHIEF EXECUTIVE OFFICER

## 9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### **NOTICE OF MOTION – CR BRIAN CORR – [02154]**

In accordance with Clause 26 of the City's *Standing Orders Local Law 2005*, Cr Brian Corr has given notice of his intention to move the following Motion at the Council meeting to be held on 16 April 2013:

*"That Council REQUESTS the Chief Executive Officer to prepare a report on the "spending" of \$4,000,000 of our ratepayers' money without a decision of Council, by Premier Barnett, during the recent state election. The report to include all documentation relating to this matter (written and electronic, including, but not limited to press releases, letters, file-notes, emails (with attachments) and text messages sent and received by the City, Mayor Pickard and all Councillors. The report to highlight any governance issues and/or irregularities."*

#### **Reason for Motion**

I am concerned that \$4 million of our ratepayers money can be "spent" without a decision of Council. We have numerous other projects, including a backlog in replacing play equipment in our parks, that Council might have considered before "spending" this amount of money.

#### **Officer's Comment**

A report can be prepared.

## 10 REPORTS/PRESENTATIONS REQUESTED BY ELECTED MEMBERS



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

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

<b>Name/ Position</b>	
<b>Meeting Date</b>	
<b>Item No/ Subject</b>	
<b>Nature of Interest</b>	Financial Interest * Interest that may affect impartiality* <span style="float: right;"><i>* Delete where not applicable</i></span>
<b>Extent of Interest</b>	
<b>Signature</b>	
<b>Date</b>	

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

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

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



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

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

<b>Name/ Position</b>	
<b>Meeting Date</b>	
<b>Item No/ Subject</b>	
<b>Nature of Interest</b>	Financial Interest * Interest that may affect impartiality* <span style="float: right;"><i>* Delete where not applicable</i></span>
<b>Extent of Interest</b>	
<b>Signature</b>	
<b>Date</b>	

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

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

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



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

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

**QUESTIONS**

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Please submit this form at the meeting or:

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

**Please note that:**

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



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

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

**STATEMENT**

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Please submit this form at the meeting or:

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

**Please note that:**

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