

agenda

Briefing Session

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

ON TUESDAY 1 DECEMBER 2015

COMMENCING AT 6.30pm

GARRY HUNT
Chief Executive Officer
27 November 2015

joondalup.wa.gov.au

This document is available in alternate formats upon request

PUBLIC QUESTION TIME

Members of the public are requested to lodge questions in writing by close of business on Monday 30 November 2015

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

PO Box 21 Joondalup WA 6919

www.joondalup.wa.gov.au

BRIEFING SESSIONS

The following procedures for the conduct of Briefing Sessions were adopted at the Council meeting held on 19 November 2013:

INTRODUCTION

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

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

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

and ensures that the elected body is fully informed to make the best possible decisions for the City of Joondalup community.

PURPOSE OF BRIEFING SESSIONS

Briefing Sessions will involve Elected Members, employees as determined by the Chief Executive Officer 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:

- 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 among 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 matters listed for the Briefing Session. 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*, the *Local Government (Rules of Conduct) Regulations 2007* 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, however there is no legislative requirement to do so.
- 10 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.
- 11 Elected Members have the opportunity to request the Chief Executive Officer to prepare a report on a matter they feel is appropriate to be raised and which is to be presented at a future Briefing Session.

PROCEDURES FOR PUBLIC QUESTION TIME

The following procedures for the conduct of Public Question Time at Briefing Sessions were adopted at the Council meeting held on 19 November 2013:

Questions asked verbally

- 1 Members of the public are invited to ask questions at Briefing Sessions.
- 2 Questions asked at a Briefing Session must relate to a matter contained on the agenda.
- 3 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 full address.
- 4 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.
- 5 Statements are not to precede the asking of a question during public question time. Statements should be made during public statement time.
- 6 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.
- 7 Public question time will be allocated a 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 10 minutes, but the total time allocated for public question time is not to exceed 35 minutes in total.
- 8 Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory on a particular Elected Member or City employee. The Presiding Member shall decide to:
 - accept or reject any question and his/her decision is final
 - nominate an Elected Member and/or City employee to respond to the question
or
 - 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.
- 9 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.

- 10 Questions and any responses will be summarised and included in the agenda of the next Briefing Session.
- 11 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 Act 1992* (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 may 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 agenda of the next 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 Act 1992* (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 may 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 at Briefing Sessions were adopted at the Council meeting held on 19 November 2013:

- 1 Members of the public are invited to make statements at Briefing Sessions.
- 2 Statements made at a Briefing Session must relate to a matter contained on the agenda.
- 3 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 full address.
- 4 Public statement time will be limited to two minutes per member of the public.
- 5 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.
- 6 Public statement time will be allocated a maximum time of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier if there are no further statements.
- 7 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.
- 8 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 agenda, they may bring it to the attention of the Presiding Member who will make a ruling.
- 9 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.
- 10 Statements will be summarised and included in the notes of the Briefing Session.

PROCEDURES FOR DEPUTATIONS

- 1 Prior to the agenda of a Briefing Session being discussed by Elected Members, members of the public will be provided an opportunity to make a deputation at the Briefing Session.
- 2 Members of the public wishing to make a deputation at a Briefing Session may make a written request to the Chief Executive Officer by 4.00pm on the working day immediately prior to the scheduled Briefing Session.
- 3 Deputation requests are to be approved by the Presiding Member and must relate to matters listed on the agenda of the Briefing Session.
- 4 Other requirements for deputations are to be in accordance with clause 5.10 of the *City of Joondalup Meeting Procedures Local Law 2013* in respect of deputations to a committee.

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 Information011215.pdf](#)

CITY OF JOONDALUP – BRIEFING SESSION

To be held in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday 1 December 2015** commencing at **6.30 pm**.

ORDER OF BUSINESS

1 OPEN AND WELCOME

2 DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY

3 DEPUTATIONS

4 PUBLIC QUESTION TIME

The following question was submitted to the Briefing Session held 9 November 2015:

Mr M Wild, Kingsley:

Re: Item 20 – Request for Additional Subsidies – Facility hire Subsidy Policy.

Q1 As the WA Sky Pirate Paramotor Club will not be operating from the site for the entire 12 months, will the fee be calculated on a pro rata basis and how much will the club be expected to pay?

A1 The Director Corporate Services advised the City is not proposing a pro rata fee. The normal fee that would apply for 2016 is \$511.30. The club has suggested to the City it is only going to use the site for a limited number of days per year. In view of the fact that the City is unaware when those days will be, it has treated the fee payable as the club having hired the facility for the entire year.

5 PUBLIC STATEMENT TIME

The following statement was submitted to the Briefing Session held 9 November 2015:

Mr M Wild, Kingsley:

Re: Item 20 – Request for Additional Subsidies – Facility hire Subsidy Policy.

Mr Wild spoke in relation to the fees applicable to the WA Sky Pirate Paramotor Club's usage of the Pinnaroo Point site and stated the annual fee of \$511.30 represented approximately 90% of the club's annual income.

Mr Wild commented that the club had put a proposal to the City suggesting the club pay for usage of the site covering a period of 35 days per year, even though the club may only fly 10 days per year. The maximum possible flying days per year at this site is in the vicinity of 20 days.

Mr Wild advised that in the event the club had to increase its annual fees to cover fees payable to the City, the club may no longer continue to be viable and requested that Council look favourably on adjusting the fees payable by the club accordingly.

6 APOLOGIES AND LEAVE OF ABSENCE

Apology

Mayor Troy Pickard.

Leave of Absence Previously Approved:

Cr John Chester	30 November 2015 to 8 December 2015 inclusive;
Cr Mike Norman	7 December to 11 December 2015 inclusive;
Cr Liam Gobbert	10 December to 15 December 2015 inclusive;
Cr Nige Jones	14 December to 18 December 2015 inclusive;
Cr Russell Poliwka	26 December 2015 to 6 January 2016 inclusive;
Cr John Logan	4 January to 10 January 2016 inclusive;
Cr Nige Jones	24 January to 26 January 2016 inclusive.
Cr Mike Norman	21 February to 5 March 2016 inclusive.

7 REPORTS

ITEM 1 DEVELOPMENT, R-CODE, AND SUBDIVISION APPLICATIONS – OCTOBER 2015

WARD	All
RESPONSIBLE DIRECTOR	Ms Dale Page Planning and Community Development
FILE NUMBER	07032, 101515
ATTACHMENTS	Attachment 1 Monthly Development Applications Determined – October 2015 Attachment 2 Monthly Subdivision Applications Processed – October 2015 Attachment 3 Monthly Building R-Code Applications Determined – October 2015
AUTHORITY / DISCRETION	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 during October 2015.

EXECUTIVE SUMMARY

Prior to the *Planning and Development (Local Planning Schemes) Regulations 2015* taking effect from 19 October 2015, clause 8.6 of *District Planning Scheme No. 2 (DPS2)* allowed Council to delegate all or some of its development control powers to an employee of the City. From 19 October development control powers were delegated to the Chief Executive Officer, who in turn has delegated them to employees of the City.

The purpose of delegating certain powers to officers and the CEO is to facilitate timely processing of development applications, *Residential Design Codes (R-Code)* 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 October 2015 (Attachments 1, 2 and 3 refer):

- 1 Development applications (applications for development approval and R-Code 2 applications processed by Planning).
- 2 Subdivision applications.
- 3 Building R-Code applications

BACKGROUND

At its meeting held on 21 October 2014 (CJ180-10/14 refers), Council considered and adopted the Town Planning Delegations via its review of the Register of Delegation of Authority.

At its meeting held on 6 October 2015 (CJ167-10/15 refers), Council considered and adopted changes to the delegations necessitated by the *Planning and Development (Local Planning Schemes) Regulations 2015* taking effect from 19 October 2015. These delegations took effect from 19 October 2015.

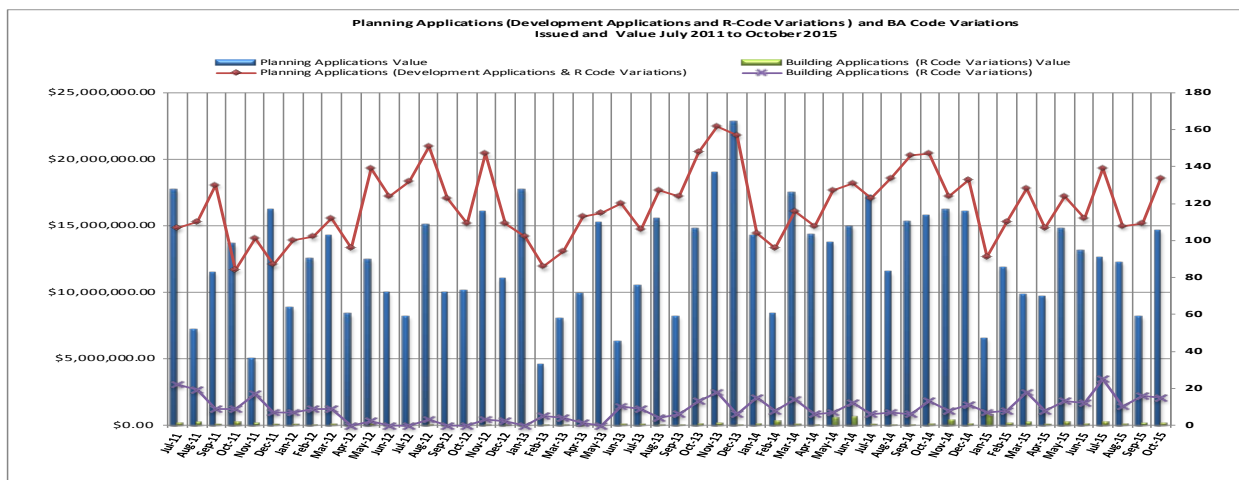
As this report relates to decisions made during October 2015, applications determined prior to 19 October were determined under the delegations adopted by Council on 21 October 2014. Decisions made from 19 October were made under the delegations adopted by Council on 6 October 2015 and delegations from the Chief Executive Officer dated 19 October 2015.

DETAILS

The number of applications determined under delegated authority during October 2015 is shown in the table below:

Applications determined under delegated authority – October 2015		
Type of Application	Number	Value (\$)
Development applications (development applications and R-Code applications)	134	\$ 14,574,319
Building applications (R-Code applications)	15	\$166,913
TOTAL	149	\$ 14,741,232

The total number and value of development applications and building R-Code applications determined between July 2011 and October 2015 is illustrated in the graph below:



The number of development applications received during October was 122. 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 October was 246. Of these, 60 were pending additional information from applicants, and 18 were being advertised for public comment.

In addition to the above, 325 building permits were issued during the month of October with an estimated construction value of \$23,628,725.

The number of subdivision and strata subdivision referrals processed under delegated authority during October 2015 is shown in the table below:

Subdivision referrals processed under delegated authority for October 2015		
Type of referral	Number	Potential additional new lots
Subdivision applications	8	20
Strata subdivision applications	3	12

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.

Until 19 October 2015, clause 8.6 of DPS2 permitted development control functions to be delegated to a committee or an employee of the City. This function of DPS2 has subsequently been superseded by the *Planning and Development (Local Planning Schemes) Regulations 2015*, which came into effect from 19 October 2015.

As this report relates to decisions made during October 2015, applications determined prior to 19 October were determined under the delegations made under clause 8.6 of DPS 2. Applications determined from 19 October were determined in accordance with the delegations made under clause 83 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

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 149 applications were determined for the month of October with a total amount of \$62,428 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 have been required by the provisions of the R-Codes, any relevant policy and/or DPS2.

Of the 134 development applications determined during October 2015, consultation was undertaken for 25 of those applications. R-Code applications for assessment against the applicable Design Principles, which are made as part of building applications, are required to include comments from adjoining landowners. Where these comments are not provided, the application will remain the subject of an R-Codes application, but be dealt with by Planning Services. The eleven subdivision applications processed during October 2015 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 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 and recommendations made under delegated authority in relation to the:

- 1 Applications for development approval and R-Code applications described in Attachment 1 to this Report during October 2015;**
- 2 Subdivision applications described in Attachment 2 to this Report during October 2015;**
- 3 Building Residential Design Code applications described in Attachment 3 to this Report during October 2015.**

Appendix 1 refers

To access this attachment on electronic document, click here: [Attach1brf011215.pdf](#)

ITEM 2 PROPOSED TEMPORARY CAR PARKS TO FACILITATE FUTURE DISPLAY VILLAGE AT VENICE ENTRANCE AND KALLATINA DRIVE, ILUKA

WARD	North
RESPONSIBLE DIRECTOR	Ms Dale Page Planning and Community Development
FILE NUMBER	105373, 101515
ATTACHMENTS	Attachment 1 Location plan Attachment 2 Display Village plan Attachment 3 Car parking plan Attachment 4 Consultation map
AUTHORITY / DISCRETION	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.

PURPOSE

For Council to determine an application for development approval for four 'Display Home' car parks on Lot 1972 (18) Kallatina Drive and Lots 2013, 2021 and 2009 (42, 47 and 50) Venice Entrance, Iluka, and to request that Council delegate to the Chief Executive Officer the authority to determine future applications for development approval for 15 'Display Homes' on the surrounding lots.

EXECUTIVE SUMMARY

An application for development approval has been received for four car parks on Lot 1972 (18) Kallatina Drive and Lots 2013, 2021 and 2009 (42, 47 and 50) Venice Entrance, Iluka. The car parks are to provide parking for the future development of 15 individual 'Display Homes' on Lots 2004-2008, 2010-2012, 2017-2020, and 2022-2024 Venice Entrance, Iluka (Attachment 1 and 2 refer).

The applicant is seeking development approval for three years, after which time the car parks will be required to be removed and the display homes sold as private residences, if a new approval has not been issued by that time.

The sites are zoned 'Urban Development' under the City's DPS2, and are subject to the requirements of the *Iluka Structure Plan*. Under the structure plan the sites are within the 'Residential' zone, with a residential density code of R20. As the car parks are considered incidental to the development of future display homes, the car parks are considered to fall within the land use 'Display Home', which is a permitted ("P") use within the 'Residential' zone.

Under the *City of Joondalup District Planning Scheme No. 2 (DPS2)* any car park is to provide a minimum area of 8% landscaping; a landscaping strip of at least three metres in width along all street boundaries; and one shade tree for every four car parking bays. The four temporary car parks provide some landscaping, but do not meet these requirements, and as such the application is required to be determined by Council.

Given the temporary nature of the development and the available opportunity to provide quality landscaping in the verge, the development is not considered to be detrimental to the amenity of the locality. As the car parks are temporary and only used while the display homes are open, it is considered that shade trees should not be required. It is noted that landscaping not being provided on-site is consistent with the approach taken for other display village car parks within Iluka and Burns Beach.

The display homes proposed on surrounding lots will be subject to separate applications for development approval, and do not form part of this application. Under DPS2 each display home will require five on-site car parking bays. It is anticipated that none of the proposed display homes will provide the required parking on-site, as the temporary car parks will provide adequate car parking to service all of the future display homes. As such, under the current Register of Delegations from Council, development applications for each of the 15 display homes will be required to be presented to Council for determination. This is because of car parking shortfalls greater than 10% on each of the individual development sites.

It is recommended that the application for development approval for the temporary car parks be approved, subject to conditions. As the temporary car parks will provide adequate car parking to service all of the future development, it is also requested that Council delegates decision-making authority to the Chief Executive Officer, who will in turn delegate to the Director Planning and Community Development and Manager Planning Services to determine applications for the 'Display Homes'. This will enable the City to process applications for development approval in a timely and efficient manner.

BACKGROUND

Suburb/Location	Lot 1972 (18) Kallatina Drive, Iluka. Lots 2004-2013, and 2017-2024 (39, 41-54 and 56-60) Venice Entrance, Iluka.
Applicant	Roberts Day.
Owner	Roman Catholic Archbishop of Victoria Square, Perth and Davidson Pty Ltd.
Zoning	DPS: Urban Development. MRS: Urban.
Site area	The above lots vary in size from approximately 500m ² to 650m ² .
Structure plan	<i>Iluka Structure Plan.</i>

The subject sites are located in a partially developed residential area of Iluka known as Beaumaris Beach Estate. The lots are situated on Venice Entrance between Kallatina Drive and Kurrawa Way, Iluka (Attachment 1 refers).

The sites are zoned 'Urban Development' under DPS2, and are subject to the requirements of the *Iluka Structure Plan*. Under the structure plan the sites are within the 'Residential' zone, with a residential density code of R20. As the 'Display Home' car parks are considered incidental to the development of future display homes, the car parks are considered to fall within the land use 'Display Home', which is a permitted ("P") use within the 'Residential' zone.

DETAILS

The applicant has proposed to provide a total of 75 car parking bays across four lots, to service 15 future display homes (Attachment 2 and 3 refer). The access to the car parks will be restricted and managed to prevent misuse, being open from 1.00pm to 5.00pm on Mondays, Wednesdays, Saturdays and Sundays only. A chain barrier will be utilised to restrict access to the car park outside opening hours. The applicant is seeking development approval for three years, after which time the car parks will be required to be removed and the display homes sold as private residences, if a new approval has not been issued by that time.

The four temporary car parks do not meet the requirements of DPS2 in regard to the landscaping proposed on-site. Under DPS2 any car park is to be provided with a minimum area of 8% landscaping; a three metre wide landscape strip adjacent the street boundaries; and one shade tree for every four car parking bays. None of the car parks satisfy these requirements, with the table below setting out the landscaping proposed:

	Lot 1972 Kallantina Drive	Lot 2009 Venice Entrance	Lot 2013 Venice Entrance	Lot 2021 Venice Entrance
Number of bays proposed	15	18	23	19
% of landscaping (8% required)	Nil.	4.32%	2.78%	4.79%
Street boundary landscaping (three metres required)	Nil.	0.7 metres maximum	Nil.	Nil.
Shade trees (one tree per four bays required)	Nil.	Nil.	Nil.	Nil.

In support of the application, the applicant has justified that it is in the proponent's best interests to ensure the village and streetscape presents well, from a sales and marketing perspective, and that the verges will be landscaped with low lying shrubs and/or grass cover to the satisfaction of the City.

In accordance with DPS2, five on-site car parking bays are required for each of the 15 display home sites, requiring a total of 75 car bays. The car parking bays provided on the lots are therefore adequate to support the future development of the proposed display homes.

Under the current Register of Delegation of Authority from Council, applications for the displays homes would need to be presented to Council for determination, as a car parking shortfall of greater than 10% will exist on the individual lots. It is considered that the technical shortfall for each individual development site will not impact on the operation of the display village, or adversely impact on the amenity of surrounding property owners. On this basis, it is requested that Council delegate decision making to the Chief Executive Officer, who will in turn delegate to the Director Planning and Community Development and Manager Planning Services to determine future applications for development approval for the display homes. Any approvals issued will be for a period of time that is consistent with the approval period of the car parks.

Issues and options considered

Council must consider whether the landscaping for the four temporary car parks is appropriate in consideration of the provisions of DPS2.

Council may determine an application for development approval by:

- granting development approval without conditions
- granting development approval with conditions
or
- refusing to grant development approval.

Council must also consider whether delegation should be given to the Chief Executive Officer to determine applications for display homes on Lots 2004-2008, 2010-2012, 2017-2020, and 2022-2024 Venice Entrance, Iluka.

The options available to Council in considering the changes to the Register of Delegation of Authority are:

- delegate to the Chief Executive Officer the authority to determine applications for display homes on Lots 2004-2008, 2010-2012, 2017-2020, and 2022-2024 Venice Entrance, Iluka
or
- reject the proposed change to delegations.

It is noted that rejecting the changes to the delegation will require the above mentioned applications to be presented to Council for determination in accordance with the current Register of Delegation of Authority.

Legislation / Strategic Community Plan / policy implications

Legislation

*City of Joondalup District Planning Scheme No. 2.
Planning and Development (Local Planning Schemes)
Regulations 2015 (the Regulations).
Iluka Structure Plan.*

Strategic Community Plan

Key theme

Quality Urban Environment.

Governance and Leadership.

Objective

Quality built outcomes.

Corporate capacity.

Strategic initiative

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

Continuously strive to improve performance and service delivery across all corporate functions.

Policy

Not applicable.

City of Joondalup District Planning Scheme No. 2 (DPS2)

Clause 4.5 of DPS2 allows for certain standards and requirements of DPS2 to be varied by Council.

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, 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 64 of the deemed provisions 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 67 of the deemed provisions; 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.*

Clause 4.8 of DPS2 sets out the requirements for the provision of car parking.

4.8 CAR PARKING STANDARDS

- 4.8.1 *The design of off-street parking areas including parking for disabled shall be in accordance with Australian Standards AS 2890.1 or AS 2890.2 as amended from time to time. Car parking areas shall be constructed and maintained to the satisfaction of the Council.*
- 4.8.2 *The number of on-site car parking bays to be provided for specified development shall be in accordance with Table 2. Where development is not specified in Table 2 the Council shall determine the parking standard. The Council may also determine that a general car parking standard shall apply irrespective of the development proposed in cases where it considers this to be appropriate.*

Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)

Clause 67 of Schedule 2 of the Regulations sets out the matters to be considered by Council when determining an application for development approval.

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development of the subject of the application —

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;*
- (c) any approved State planning policy;*
- (d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);*
- (e) any policy of the Commission;*
- (f) any policy of the State;*
- (g) any local planning policy for the Scheme area;*
- (h) any structure plan, activity centre plan or local development plan that relates to the development;*
- (i) any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015;*
- (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;*
- (k) the built heritage conservation of any place that is of cultural significance;*
- (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;*
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following —*
 - (i) environmental impacts of the development;*
 - (ii) the character of the locality;*
 - (iii) social impacts of the development;*

- (o) *the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;*
- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) *the adequacy of —*
 - (i) *the proposed means of access to and egress from the site; and*
 - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) *the availability and adequacy for the development of the following —*
 - (i) *public transport services;*
 - (ii) *public utility services;*
 - (iii) *storage, management and collection of waste;*
 - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
 - (v) *access by older people and people with disability;*
- (v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;*
- (za) *the comments or submissions received from any authority consulted under clause 66;*
- (zb) *any other planning consideration the local government considers appropriate.*

Clause 82 of Schedule 2 enables Council to delegate powers under DPS2 to the Chief Executive Officer.

Risk management considerations

The applicant has a right to seek a review of any planning decision made under the *Planning and Development Act 2005* and the *State Administrative Tribunal Act 2004*.

Financial / budget implications

The applicant has paid fees of \$304 (excluding GST) in accordance with the City's Schedule of Fees and Charges for the assessment of the application.

Separate development application fees will be payable for the determination of each display home application in accordance with the City's Schedule of Fees and Charges.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

The application was advertised for a period of 21 days, from 8 October to 29 October 2015. Consultation was undertaken in the following manner:

- A letter outlining the nature of the proposal was sent to land owners of 18 neighbouring properties (Attachment 4 refers).
- Details of the application including development plans were made available on the City's website.
- Development plans and submission documentation were made available at the City's administration building.

One submission was received.

The submission raised concerns regarding visual privacy and the potential for anti-social behaviour associated with the proposed car parks. Clarification in writing was provided to the submitter regarding the proposed management of the car parks after hours to prevent anti-social behaviour. The submitter was also advised that the dividing fence between the two properties would prevent overlooking of this property.

COMMENT**Land use**

As the 'Display Home' car parks are considered incidental to the future development of the display homes, the car parks are considered against the land use 'Display Home'.

Under the *Iluka Structure Plan*, land use permissibility is as per the 'Residential' zone under DPS2. 'Display Home' is a permitted ("P") land use within the zone, and therefore is considered appropriate.

Car parks

The proposed temporary 'Display Home' car parks located in the proposed display village in Iluka provide adequate car parking to service all the intended display homes. The applicant is seeking approval of the car parks for three years, after which time the car parks will be required to be removed and the display homes sold as private residences, if a new approval has not been issued by that time.

While the landscaping provided on each of the car parking lots does not meet the requirements of DPS2, it is considered that there will be no detrimental impact to the amenity of the locality as a result of the development. The applicant is proposing to landscape the verge and unutilised space abutting the street boundary to ensure that an attractive streetscape is provided. The establishment of the car parks on four lots will provide a better outcome for the streetscape rather than large areas of hardstand to accommodate five bays on each individual display home lot, allowing the display home lots to provide quality landscaping within the streetscape.

Furthermore, the temporary nature of the car parks means that any established landscaping would be required to be removed at the expiration of the approval.

A condition of approval is recommended, should the application be approved, requiring a landscaping plan to be submitted to the City for approval prior to commencement of development. A further condition will also require landscaping to be installed in accordance with the approved plan and maintained to a high standard.

Response to submitter

The submission raised concerns regarding visual privacy and the potential for anti-social behaviour associated with the proposed car parks. Clarification in writing was provided to the submitter regarding the proposed management of the car parks after hours to prevent anti-social behaviour. The car parks are proposed to only be used during the operation of the 'Display Homes' and will be secured outside of these hours to prevent access. Given the proposed management of the 'Display Home' car parks, there is not considered to be any significant impact by way of anti-social behaviour. Furthermore, the submitter was also advised that the dividing fence between the two properties would prevent overlooking of this property.

Delegation of Authority

The proposed temporary 'Display Home' car parks will provide adequate car parking to service the future display homes, which will be subject to separate applications for development approval. The proposed 15 dwellings will require 75 car bays, which are provided within the car parks. As such, it is considered that the shortfall for each individual display home lot is only a technical shortfall and that there will not be any adverse impact on the operation of the display village or the amenity of surrounding property owners as a result of the car parking being provided on lots separate to the display homes.

It is requested that Council delegates to the Chief Executive Officer, the authority to determine applications for 'Display Homes' on lots 2004-2008, 2010-2012, 2017-2020, and 2022-2024 Venice Entrance, Iluka.

It is proposed that subject to Council adopting the recommendations of this report, that the Chief Executive Officer sub-delegate the power to determine these applications to the Director Planning and Community Development and Manager Planning Services, in line with similar delegations of authority.

Any approvals issued will be for a period of time that is consistent with the approval period for the temporary car park only.

VOTING REQUIREMENTS

Absolute Majority.

RECOMMENDATION

That Council:

- 1 EXERCISES discretion under clause 4.5.1 of the *City of Joondalup District Planning Scheme No. 2* and determines that the landscaping provided on Lot 1972 Kallatina Drive and Lots 2009, 2013 and 2021 Venice Entrance, Iluka is appropriate in this instance;**
- 2 APPROVES under clause 68(2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* the application for development approval submitted by Roberts Day on behalf of the owners, Roman Catholic Archbishop of Victoria Square, Perth and Davidson Pty Ltd for four temporary car parks on Lots 1972 (18) Kallatina Drive and Lots 2013 (42), 2021 (47) and 2009 (50) Venice Entrance, Iluka, subject to the following conditions:**
 - 2.1 The approval period for the car parks and associated works is limited to 15 December 2018 in accordance with clause 72 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;**
 - 2.2 All stormwater shall be collected on-site and disposed of in a manner acceptable to the City. Details shall be provided to the City prior to commencement of development. Works shall be undertaken in accordance with the approval;**
 - 2.3 The car parking bays, driveways and access points shown on the approved plans are to be designed, constructed, drained and marked in accordance with the Australian Standard for Off-street Car Parking (AS/NZS2890.1 2004), Off-street Parking for People with Disabilities (AS/NZS2890.6 2009) and Off-street Commercial Vehicle Facilities (AS2890.2:2002), prior to the use of the car parks. These bays are to be thereafter maintained to the satisfaction of the City;**
 - 2.4 All development shall be contained within the property boundaries;**
 - 2.5 The opening hours for the car parks are from 1.00pm to 5.00pm on Mondays, Wednesdays, Saturdays and Sundays only;**

- 2.6** Access to the car park shall be restricted through a mechanism which prevents access at all times outside of the opening hours set out under condition 2.5. Details of how access to the car park will be restricted shall be provided to and approved by the City prior to commencement of development. Works shall be undertaken in accordance with the approval;
- 2.7** Detailed landscaping plans shall be submitted to the City for approval prior to the commencement of construction. These landscaping plans are to indicate the proposed landscaping treatment(s) of the subject site and the adjoining road verge(s), and shall:
- 2.7.1** Be drawn at an appropriate scale of either 1:100, 1:200 or 1:500;
 - 2.7.2** Provide all details relating to landscaping on the site and treatment of verges;
 - 2.7.3** Show spot levels and/or contours of the site;
 - 2.7.4** Be based on water sensitive urban design principles to the satisfaction of the City;
 - 2.7.5** Be based on Designing out Crime principles to the satisfaction of the City;
 - 2.7.6** Show all irrigation design details;
- 2.8** Landscaping and reticulation shall be established in accordance with the approved landscaping plans, Australian Standards and best trade practice prior to the development first being occupied and thereafter maintained to the satisfaction of the City;
- 3** BY AN ABSOLUTE MAJORITY and in accordance with section 5.42 of the *Local Government Act 1995* and clause 85 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DELEGATES the local government function to the Chief Executive Officer to determine development applications for ‘Display Homes’ on Lots 2004 – 2008, 2010 – 2012, 2017 – 2020, and 2022 – 2024 Venice Entrance, Iluka, to be effective from 15 December 2015;
- 4** NOTES that approvals issued for Display Homes will be temporary, and for a period of time that is consistent with the approval period of the temporary car park;
- 5** NOTES that at the expiration of the approval period specified in 2.1 the car parks and associated works will be required to be removed and the verge and kerbing reinstated, unless a further approval is sought and obtained from the City.

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2brf011215.pdf](#)

ITEM 3 PREVENTING AND RESPONDING TO HOMELESSNESS IN THE CITY OF JOONDALUP

WARD	All
RESPONSIBLE DIRECTOR	Ms Dale Page Planning and Community Development
FILE NUMBER	78031, 101515
ATTACHMENTS	Attachment 1 Report into Preventing and Responding to Homelessness in the City of Joondalup – Shelter WA
AUTHORITY / DISCRETION	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 receive a research report prepared by Shelter WA on potential preventative actions and responses to homelessness within the City of Joondalup and to consider recommendations for implementation by the City and its stakeholders.

EXECUTIVE SUMMARY

At its meeting held on 31 March 2015 (C14-03/15 refers), Council requested the Chief Executive Officer (CEO) to conduct research and prepare a report into the prevalence of homelessness and people sleeping rough within the northern corridor; the possibility of partnering with adjoining local governments to share resources; the allocation of space for a drop-in centre; and active participation in the local Homelessness Action Group.

A similar notice of motion was concurrently requested by the City of Wanneroo (COW) Council at its March 2015 meeting. It is understood that additional research on the issue is currently being pursued by the COW, following the consideration of an interim report presented to its Council at a briefing session in September 2015. The City of Joondalup will continue to liaise with the COW in preparing and finalising regional research into the issue of homelessness.

In August 2015, the City commissioned Shelter WA to undertake research in accordance with the issues highlighted in the abovementioned resolution. This included the collation and analysis of available data; interviews with key stakeholders; and a review of relevant literature from which to develop recommendations for the City's consideration in responding to homelessness within the region.

In addition to specific recommendations, innovative approaches to preventing and responding to homelessness were also suggested through stakeholder engagement activities, however, further exploration and research would be required to assess the viability of these solutions if pursued.

Analysis was also undertaken on the benefits of establishing a drop-in or resource centre for people at risk of or experiencing homelessness. Shelter WA recommends the development of a resource centre as part of a broader, staged approach to address homelessness within the City of Joondalup. Further to this recommendation, the not-for-profit organisation, Ruah, has recently approached the City, seeking financial support to extend their Registry Week for homeless persons to the City of Joondalup in February 2016. This will enable the collation of important information on the prevalence of homelessness in the City of Joondalup, as well as the housing and support services required for persons engaged through this process.

This report provides an overview of the findings and recommendations of the research conducted by Shelter WA; comments on the potential timeframes associated with implementing these recommendations as well as other opportunities presented to the City; and recommends the development of a strategic position statement to clarify the City's role and commitment to responding to incidences of homelessness within the northern corridor in partnership with external service providers, organisations and government agencies.

BACKGROUND

At its meeting held on 31 March 2015 (C14-03/15 refers), Council resolved that the Chief Executive Officer:

“...prepare a report for consideration at a future Council meeting addressing the incidence of homelessness and sleeping rough in the City of Joondalup and the North Western Corridor. The report should consider, but not be limited to, partnering with an adjoining Local Government Authority to co-host a full time equivalent resource, the allocation of space at an appropriate City facility as a drop-in centre, identification of appropriate funds to fit-out a drop-in centre and active participation in the Homelessness Action Group to coordinate and facilitate relevant State Government Departments and Not-For-Profit organisations.”

Support for the motion was predicated on the understanding that incidences of homelessness and people sleeping rough within the Cities of Joondalup and Wanneroo were increasing and that, despite current local government efforts to participate in a response, the lack of a dedicated resource was limiting the extent of outcomes that could be achieved.

The absence of a drop-in centre and crisis housing was also noted as an issue, requiring a response from the City to assist stakeholders (such as local churches, not-for-profit organisations and service providers) in addressing the issue.

In response to this request, the CEO commissioned Shelter WA to undertake the following research:

- Investigate the prevalence of homelessness within the City of Joondalup, including rough sleepers, those living in their cars and couch surfers.
- The extent to which members of the community are at risk of homelessness.
- Identification of specialist homelessness services provided in the northern corridor and gaps in service provision.
- Partnership opportunities in the delivery of specialist homelessness services in the City of Joondalup.
- The feasibility of establishing a homeless drop-in centre within the City of Joondalup, possible service delivery models, estimated costs and funding options.

- Identification of the broader role of local government and other spheres of government in supporting people who are homeless.

The outcomes of this research and the various recommendations made by Shelter WA for the City's consideration are outlined in the details section of this report.

DETAILS

In compiling the report, Shelter WA pursued consultation with a variety of stakeholders and undertook desktop research into the range of different and complementary approaches to preventing and responding to homelessness currently available.

Stakeholder consultation included the following:

- One-on-one interviews with local government employees, specialist service providers, not-for-profit organisations and State Government agencies.
- A workshop with the Joondalup and Wanneroo Interagency Homelessness Action Group (JWIHAG) to discuss local issues pertaining to homelessness, ideas for possible responses and feedback on the proposed establishment of a drop-in centre.
- Follow up survey of 17 JWIHAG members relating to the establishment of a drop-in centre.
- A survey of 26 people who experienced homelessness in Joondalup to discuss possible causes of homelessness and identified service needs.
- Examination of social media for issues relating to homelessness in the City of Joondalup.

The key findings of the report prepared by Shelter WA included the following:

Requested Research	Key Findings
Prevalence of homelessness within the City of Joondalup	<ul style="list-style-type: none"> • The number of people rough sleeping, in tents or cars, is relatively small (20-40) but appears to be growing. • Homelessness in the form of couch surfing, residing in insecure accommodation and marginal housing (secondary and tertiary homelessness) is more common (270), although the exact figures are difficult to ascertain.
Extent to which members of the community are at risk of homelessness	<ul style="list-style-type: none"> • People experiencing tertiary homelessness, along with those in housing stress are at risk of homelessness.
Identification of specialist homelessness services provided in the northern corridor and gaps in service provision	<ul style="list-style-type: none"> • There are many services available within the community, however, they are often oversubscribed and unable to meet growing needs, particularly for crisis and supported accommodation. • There is a shortage of crisis and transitional accommodation facilities in the City, particularly for families, young people, and people with mental health issues who have difficulty maintaining housing due to underlying health conditions.
Partnership opportunities in the delivery of specialist homelessness services in the City of Joondalup	<ul style="list-style-type: none"> • There are several specialist homelessness service providers within the City, who expressed interest in coordinating with other services to support people experiencing homelessness in the area.

Requested Research	Key Findings
The feasibility of establishing a homeless drop-in centre within the City of Joondalup, possible service delivery models, estimated costs and funding options	<ul style="list-style-type: none"> • There may also be untapped potential for support from local churches and businesses. • The costs of establishing and operating a drop-in centre vary greatly, depending on the number of people served, types of services offered and facilities. • More successful drop-in centres are largely staffed by paid employees and cater to a relatively high volume of people, compared to the number of people that could be expected to use a drop-in centre in Joondalup, requiring a smaller annual budget. • Many of the existing drop-in centres, despite receiving government funding, run at a loss every year. This is made up by fundraising, philanthropic contributions and cross-subsidies from other programs. • Estimated start-up costs ranged from \$32K – \$63K annually to lease a property or \$560K – \$950K to purchase a property within the Winton Road and surrounding areas. • Comparable annual operating costs were estimated at \$600K, based on the current Ruah Centre's budget. This may vary depending on the model pursued and volumes of people using the service. The use of some trained and qualified staff was recommended.
Identification of the broader role of local government and other spheres of government in supporting people who are homeless	<ul style="list-style-type: none"> • Prevention through the availability of social and affordable housing and support services benefit the community and are more cost effective than other interventions. • The role of local government can be to: (a) ensure by-laws do not negatively impact people who are experiencing homelessness; (b) facilitate the provision of services for people experiencing homelessness; and (c) support the provision of affordable housing through the planning system and provision of land where feasible.

Based on the key findings identified above, Shelter WA has made several recommendations for consideration by the City. The recommendations do not have specific timeframes associated with their implementation, nor are they allocated in a particular order of priority. To assist Council in considering the recommendations, the City has provided commentary against each with regard to current levels of influence and possible implementation timeframes.

Recommendations that may require resourcing and funding by the City that are unbudgeted, or outside of the current ambit of services provided, are noted as suggestions for consideration by Council through the development of a strategic position statement on homelessness. This is to ensure clarity in the future roles, responsibilities and resources the Council will commit to in responding to the issue of homelessness going forward.

Recommendation		City Comment
To increase coordination and prevent homelessness, Shelter WA recommends the City of Joondalup:	In conjunction with the City of Wanneroo, develop and implement a Homelessness Strategy.	Before the development of a regional Homelessness Strategy is considered, it is suggested that a strategic position statement is first adopted by Council to confirm its roles and responsibilities in responding to homelessness. This could inform the potential content of a strategy.
	Advocate to State and Commonwealth Governments to fund early intervention and prevention services. Where funding is unavailable, but there is demonstrated need, the City may consider funding the preventative service to be provided directly or via a community organisation.	Prior to progressing targeted advocacy initiatives to State and Federal Governments, it is suggested that a strategic position statement is developed to identify the specific services and resources the City would be advocating for. It is also likely that advocacy efforts would be more influential if progressed with regional partners , requiring consultation with the Cities of Wanneroo and Stirling and other not-for-profit organisations.
	Approach the Housing Authority about appropriate opportunities to expand the development and provision of social housing within the City of Joondalup as part of the Social Housing Investment Package.	The potential expansion and development of social housing within the City requires the identification of appropriate areas and land to accommodate properties of this nature. Priority suburbs within the City, identified by the Department of Housing (i.e. where demand is considered “very high”) include Beldon, Craigie, Currambine, Edgewater, Heathridge, Hillarys, Joondalup, Kallaroo, Kingsley, Kinross, Mullaloo, Padbury and Woodvale. The Department of Housing is currently calling for submissions from not-for-profit and local government organisations interested in developing social housing on land in priority locations. Interest relates to the acquisition of existing social housing by the Department, or the purchase and development of land owned by organisations that are suitably capable

Recommendation		City Comment
		<p>of providing property and tenancy management services. (Neither of these scenarios applies to the City of Joondalup).</p> <p>In recent months the City has engaged in discussions with social housing providers, such as Foundation Housing Ltd., to confirm assumptions with regard to the current need for social housing within the City.</p> <p>Given that the City does not currently have a position on social housing, there is limited input and feedback that can be offered to external service providers. As such, it is suggested that the matter is considered by Council through the development of a strategic position statement to provide clarity on the potential identification of appropriate areas for social housing within the City and to clarify the City's advocacy and support roles when approached by service providers and government agencies.</p>
	Identify opportunities to utilise the land use system to encourage the development of social and affordable housing (i.e. inclusionary zoning).	<p>The current land use planning system is limited by the absence of a head of power within the <i>Planning and Development Act 2005</i> on affordable housing. As such, it can only be encouraged through streamlined planning requirements, rather than broader incentives that will encourage the market to develop affordable housing.</p> <p>The Western Australian Planning Commission (WAPC) has indicated an intention to amend legislation that would enable local governments to introduce voluntary incentives into their planning schemes that encourage affordable housing developments (such as density and height bonuses). However, a timeframe is yet to be provided.</p> <p>A toolkit for local governments is currently in development by the State Government to use in the development of voluntary provisions. The City will consider its options when the toolkit is publicly released and presented to Council.</p>

Recommendation	City Comment	
		<p>In the interim, the City will continue to consider affordable housing as part of the implementation of its <i>Local Housing Strategy</i> and the development of its new <i>Local Planning Scheme</i>.</p> <p>It should also be noted that the Joondalup City Centre already has significant development incentives in place to encourage new development and as such, there may be little scope to further leverage planning controls to encourage the specific development of affordable housing in this area. Again, specific incentives will be considered when a toolkit is released by the State Government.</p>
<p>As part of a Homelessness Strategy, Shelter WA recommends the City of Joondalup considers addressing the accommodation and support service needs of people who experience homelessness by:</p>	<p>Partnering with existing Street to Home providers to link assertive outreach services with existing programs.</p>	<p>Partnering opportunities to link outreach services with existing programs is a strategy the City currently implements and could develop further in the short-term. It is also within the current ambit of responsibility for providing community referral and advocacy services by the City.</p> <p>Ruah's Registry Week is an example program the City could participate in with other local governments and service providers to collect valuable data on homeless persons to inform housing and support services required within the region.</p> <p>Further opportunities for partnering with Street to Home providers could be considered in the development of a regional strategy.</p>
	<p>Collaborating with community housing providers, State Government and private industry to identify opportunities to develop accommodation and support services (similar to Foyer model) for families and young people in the City of Joondalup.</p>	<p>As noted by Shelter WA, the establishment of support and accommodation services, (such as the Foyer model highlighted within the report), are considered long-term plans that form part of a broader, staged approach to addressing homelessness within the City.</p> <p>It would be appropriate for such collaborations to be coordinated through a regional strategy, if developed.</p>

Recommendation		City Comment
To effectively manage public space as part of a Homelessness Strategy, Shelter WA recommends:	Review City local laws to ensure they do not adversely impact people experiencing homelessness.	<p>A review of the City's local laws is a strategy that could be undertaken in the short-medium term and is within the current ambit of responsibility of the City.</p> <p>However, rather than amending local laws, it is considered more effective that continued training of front-line City employees is provided to engage and respond appropriately and compassionately to persons experiencing homelessness in public spaces.</p> <p>Local laws are designed to apply to a broad class of persons and if amended to specifically limit their application to a few, could compromise the safety and protection of others.</p> <p>In practice, the City assists homeless persons found camping on City land or within facilities, to access services and temporary accommodation. Leveraging legislative mechanisms, that are punitive in nature, are rarely utilised in these circumstances as the issuing of fines to persons with limited resources is considered counter-intuitive. The City may also refer matters on to the WA Police if the safety of City employees is considered at risk and persons may be moved into specialist care.</p>
	Provide ongoing education for front-line City employees and information sharing for WA Police and other relevant agencies.	Education for front-line City employees and information sharing with key stakeholders is within the current ambit of responsibility for the City and is anticipated to continue .
	Designate safe places for people to sleep in their cars, with access to toilets, and provide security to ensure safety if allowable under local laws.	The designation of safe places within public areas is considered problematic as it could encourage higher number of persons experiencing homelessness to travel to these designated spaces; effectively exacerbating the prevalence of homelessness in these areas. A secondary outcome of promoting designated spaces is the inability for the City and Police to ensure the safety of persons within these areas and their exposure to disreputable people who may prey on the fact that

		<p>vulnerable persons are congregating in these areas.</p> <p>The City considers the ongoing training of frontline staff to informally engage persons experiencing homelessness and referring them to appropriate services, as a more effective means of managing the safety and prevalence of homelessness in public spaces.</p>
<p>Shelter WA recommends the City of Joondalup supports the development of a resource centre (drop-in centre) to:</p>	<p>Provide a safe, supportive environment for people experiencing homelessness</p> <p>Offer immediate, practical relief to people experiencing homelessness through the provision of food, clothing, etc.</p> <p>Assist in accessing specialised services, either on-site or through referrals, to create pathways out of homelessness</p> <p>Assist in accessing affordable accommodation through referrals to crisis accommodation and links with community housing providers, the Housing Authority, and other low cost accommodation providers.</p> <p>Recommends the City of Joondalup supports the development of a resource centre (drop-in centre) in an easily accessible location, close to public transport, ideally combined with existing services. If not, Winton Road might be a possibility with further investigation as to the availability of facilities in that location.</p> <p>Recommends the City of Joondalup extends an invitation to local stakeholders to collaborate on the development of a drop-in centre, optimising the use of existing and shared resources as much as possible.</p> <p>Recommends the City of Joondalup leverages</p>	<p>The establishment of a resource or drop-in centre within the City of Joondalup is considered a medium term strategy to assist in addressing homelessness within the region.</p> <p>The City currently provides advice and support to the Homeless Drop-In Centre Working Group; a group of local churches, not-for-profit organisations and specialist service providers interested in establishing a day drop-in facility for homeless people in the City of Joondalup. Mayor Pickard is also a current member of the group in a private capacity.</p> <p>As indicated in the Shelter WA report, the City's primary role in supporting the establishment of a drop-in or resource centre is to identify suitable premises, with some additional assistance in raising public awareness and linking existing outreach services with the centre.</p> <p>It is suggested that any assistance provided over and above this would be the subject of consideration through the development of a strategic position statement.</p> <p>It should also be noted that the procurement of premises by the City may conflict with its statutory land-use planning role and as such, is not recommended as a responsibility the City would consider pursuing.</p> <p>In terms of funding the potential establishment of a drop-in centre, a variety of options have been identified within the Shelter WA report. If targeted advocacy to external partners is pursued by the City, it is again</p>

	support from potential partners to minimise the establishment costs of a drop-in centre.	suggested that a regional approach is adopted including neighbouring local governments, not-for-profit organisations and specialist service providers.
In addition to developing a Homelessness Strategy and other recommendations above, Shelter WA recommends the City of Joondalup:	Works with the WA Local Government Association (WALGA) and other local governments to advocate for a strong response to homelessness from the Commonwealth and States, and that those responsibilities (and funding) are not diminished as part of the Reform of the Federation.	Again, it is suggested that targeted advocacy initiatives are considered through the development of a strategic position statement and be pursued on a regional basis .
	Considers developing a Homeless Charter of Rights.	Internally, the City continues to implement its Protocol for Responding to People Experiencing Homelessness, ensuring that vulnerable persons are treated without stigma or discrimination by front-line City employees. Ongoing training opportunities are also provided for staff and key external partners. Externally, the City regularly updates and distributes resource information to persons experiencing homelessness within the City of Joondalup and provides homeless care packs to those in need. The City's involvement in the JWIHAG provides ongoing opportunities to discuss key strategies and responses to address homelessness in the region with external stakeholders and partners. The opportunity to expand community awareness on issues pertaining to homelessness could be pursued through the City's existing involvement in regional collaborations such as the JWIHAG.
	Raises community awareness about homelessness and works to enable people experiencing homelessness in the City to participate fully in community life without stigma or discrimination.	

Issues and options considered

Strategic Position Statement

The research prepared by Shelter WA offers many recommendations for Council's consideration. To clarify the City's roles and responsibilities in responding to the issue of homelessness on a regional basis, it is suggested that a strategic position statement is developed and endorsed by Council.

The strategic position statement could consider matters such as:

- defining the City's role in addressing homelessness in the region – what the City can do and what the City will not or should not do
- regional partnership opportunities
- a targeted advocacy program
- the City's role and responsibilities associated with the establishment and ongoing management of a drop-in or resource centre
- the identification of suitable locations for social housing.

If supported, a strategic position statement would be prepared for consideration by Elected Members in early 2016.

Development of a Regional Homelessness Strategy

In recognition of the regional impacts of homelessness and the need for a coordinated approach to the prevention and response to the issue, it is also recommended that Council supports the development of a Regional Homelessness Strategy in partnership with the City of Wanneroo.

The strategy would be informed by the parameters considered in the strategic position statement, if adopted, and additional research currently underway by the City of Wanneroo to support the Shelter WA report prepared for the City of Joondalup. In the interim, a commitment to engage the City of Wanneroo in preparing a Regional Homelessness Strategy in 2016-17 is recommended.

Participation in the Ruah Register Week 2016

To assist in the preparation of a regional strategy, it is important that sufficient data is collected to identify the housing and support service requirements of people experiencing homelessness within the region.

The City was recently engaged by the not-for-profit group, Ruah, to participate in their collaborative, biennial Registry Week event. Currently held in the inner City of Perth, there is an opportunity for the event to be extended to areas, such as the City of Joondalup, to assist in the preparation of appropriate and targeted responses to homelessness across a variety of locations.

It is recommended that the City of Joondalup supports the event by accepting the offer to participate in 2016.

Legislation / Strategic Community Plan / policy implications

Legislation	There is no legislation that addresses homelessness in the community.
Strategic Community Plan	
Key theme	Community Wellbeing
Objective	To have proud and active residents who participate in local activities and services for the betterment of the community.
Strategic initiative	Promote and support the needs of disadvantaged communities.
Policy	Protocol for Responding to People Experiencing Homelessness.

Risk management considerations

Whilst the prevalence of homelessness is not significant within the City of Joondalup compared to other locations within the Perth Metropolitan region, there is evidence to suggest that it is increasing.

If the City does not develop a clear and well-informed response to addressing the issue of homelessness whilst the matter is still relatively manageable, there is a risk that the City will be ill-prepared to cope with increased demands as the City Centre develops over the medium term.

As such, it is considered timely and beneficial that the City works with its regional neighbours and stakeholders to develop long-term strategies for preventing and responding to homelessness now, in order to have long-lasting impacts in the future.

Financial / budget implications

The City currently provides some in-kind and operational support to external organisations in responding to regional homelessness issues. The financial impacts of providing increased contributions and assistance in this area are unknown at this stage and require confirmation of Council's intentions before accurate costings can be calculated.

There is an opportunity for the City to contribute to the Ruah Registry Week in February 2016.

This would require \$5,000 to be considered during the mid-year budget process if pursued.

Regional significance

The City of Wanneroo is a partner and stakeholder to the City in responding to the prevalence of homelessness within the region. Opportunities for collaboration have been presented within the Shelter WA report, and partners will continue to be engaged through the JWIHAG forum.

The City of Joondalup will also continue to liaise with the City of Wanneroo in undertaking research in response to the concurrent notice of motion presented to their Council.

Sustainability implications

Any response to homelessness will require long-term planning, high levels of collaboration between multiple agencies and security of funding in order to be sustainable into the future.

Consultation

As mentioned earlier in this report, in conducting its research Shelter WA consulted with many key stakeholders and people experiencing homelessness, including:

- interviews with 27 key stakeholders
- workshop with members of the JWIHAG
- survey of 26 people who experienced homelessness in Joondalup
- examining social media for issues relating to homelessness in Joondalup
- follow up survey of 17 JWIHAG members relating to the establishment of a drop-in centre.

COMMENT

Addressing homelessness requires a whole of community response, including from Government-funded specialist services, faith-based and community organisations, private industry and local government. The City has been commended for recognising the role local governments can play in addressing homelessness and actively engaging in partnerships with relevant agencies to proactively responding to homelessness in the Joondalup region.

This report provides the opportunity to take the next step in addressing the many layers of homelessness ranging from prevention through to advocating for affordable housing to the provision of practical help for people sleeping rough.

RECOMMENDATION

That Council:

- 1 RECEIVES the report prepared by Shelter WA, entitled “Preventing and Responding to Homelessness in the City of Joondalup”, as shown in Attachment 1 of this Report;**
- 2 SUPPORTS the development of a strategic position statement on homelessness in 2016;**
- 3 REQUESTS the Chief Executive Officer to engage the City of Wanneroo in committing to the development of a Regional Homelessness Strategy;**
- 4 SUPPORTS the City’s participation in the 2016 Ruah Registry Week, noting the requirement for a \$5,000 contribution by the City of Joondalup.**

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3brf011215.pdf](#)

ITEM 4 MINUTES OF EXTERNAL COMMITTEES

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	29094, 41196, 03149, 101515
ATTACHMENTS	Attachment 1 Minutes of Joondalup Lotteries House Management Committee held on 13 August 2015. Attachment 2 Minutes of Special Tamala Park Regional Council held on 5 November 2015. Attachment 3 Minutes of the ordinary meeting of the Mindarie Regional Council held on 5 November 2015.
	<i>(Please Note: These minutes are only available electronically).</i>
AUTHORITY / DISCRETION	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 minutes of various bodies on which the City has current representation.

EXECUTIVE SUMMARY

The following minutes are provided:

- Minutes of Joondalup Lotteries House Management Committee meeting held on 13 August 2015.
- Minutes of Tamala Park Regional Council (TPRC) special meeting held on 5 November 2015.
- Minutes of the ordinary meeting of the Mindarie Regional Council (MRC) held on 5 November 2015.

DETAILS

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

Joondalup Lotteries House Management Committee – 13 August 2015

A meeting of the Joondalup Lotteries House Management Committee was held on 13 August 2015.

The City's representative on the Joondalup Lotteries House Management Committee is the Community Development Coordinator, Julie Forrester.

There were no matters requiring action or decision by the City of Joondalup resolved at the meeting of the Joondalup Lotteries House Management Committee.

Tamala Park Regional Council – 5 November 2015

A special meeting of the Tamala Park Regional Council was held on 5 November 2015.

The City's representatives on the Tamala Park Regional Council are Cr Kerry Hollywood and Cr John Chester.

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

- Election of Chairman Cr Giovanni Italiano.
- Election of Deputy Chairman Cr Dianne Guise.

In addition, membership to the following committees was resolved:

- Audit Committee.
- Management Committee.
- CEO Performance Review Committee.

Mindarie Regional Council ordinary meeting – 5 November 2015.

An ordinary meeting of the Mindarie Regional Council (MRC) was held on 5 November 2015.

The City's representatives on the Mindarie Regional Council are Cr Russ Fishwick (Chair) and Cr Mike Norman.

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

2 Election of Deputy Chair

Cr Boothman was declared elected as Deputy Chairperson unopposed.

10.1 Appointment on Committees and Other Groups

Membership to the following committees was resolved:

- Audit Committee.
- CEO Performance Review Committee.
- RRF Project Advisory Group Details.
- Municipal Waste Advisory Council.

10.2 Local Government (Functions and General) Amended Regulations 2015 – Consequential Changes to Council Policy CP06 – Purchase of Goods and Services

It was resolved by the MRC as follows:

“That the Council endorse the following amendments to Council Policy CP06 – Purchase of Goods and Services:

1 *Increase the values of the tendering and quoting requirements as follows:*

- (a) *Part 1 Increase lower value from \$999 to \$1,999.*
- (b) *Part 2 Increase lower value from \$1,000 to \$2,000 and retain higher value at \$19,999.*
- (c) *Part 3 Retain lower value at \$20,000 and higher value from \$39,999 to \$69,999.*
- (d) *Part 4 Increase lower values from \$40,000 to \$70,000 and higher value from \$99,000 to \$149,999.*
- (e) *Part 5 Increase value from \$100,000 to \$150,000.*
- (f) *Part 5a Increase value from \$100,000 to \$150,000.*

2 *Amend Part 5k as follows:*

- (c) *Delete heading “Minor Variation” and replace it with “Variation of Contract”.*
- (d) *Existing Part be split into (1) and (2) with:*
 - (iii) *New Part (1) having a heading “Minor Variation” and retaining the existing clause;*
 - (iv) *New Part (2) with a heading of “Contracts Entered Into” with the following additional words:*

“A contract that has been entered into may only be varied if the variation is necessary for the supply of the goods and service and the variation does not change the scope of the contract or it is a renewal or a term extension of a contract required for emergency under 6.8(1)(c) of the Local Government Act 1995.”

14.1 Tender Assessment – Pick Up and Drop Off of Green Waste to be Recycled – 13/129

It was resolved by the MRC as follows:

“That Council:

- 1 *Award the Tender for the collection of raw green waste from Tamala Park and Wangara Recycling Centre and processing it into a compost complying with Australian Standard AS 4454 (2012) Compost, Soil Conditioners and Mulches to Western Tree Recyclers for a period of five years with two by one year options.*
- 2 *Award the Tender for the collection of processed raw green waste from Tamala Park and Wangara Recycling Centre and further processing it into a compost complying with Australian Standard AS 4454 (2012) Compost, Soil Conditioners and Mulches to Western Tree Recyclers for a period of five years with two by one year options.*
- 3 *Award the Tender for the raw green waste being dropped off by the Principal or its agents at a facility nominated by the contractor for processing into a compost complying with Australian Standard AS 4454 (2012) Compost, Soil Conditioners and Mulches to the joint venture between Community Green Waste Recycling and Soils Aint Soils for a period of five years with two by one year options.”*

Legislation / Strategic Community Plan / policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Governance and Leadership.

Objective Strong leadership.

Strategic initiative Seek out City representation on key external and strategic bodies.

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 Joondalup Lotteries House Management Committee meeting held on 13 August 2015 forming Attachment 1 to this Report;**
- 2 Tamala Park Regional Council special meeting held on 5 November 2015 forming Attachment 2 to this Report;**
- 3 Mindarie Regional Council ordinary meeting held on 5 November 2015 forming Attachment 3 to this Report.**

To access this attachment on electronic document, click here: [EXTERNAL MINUTES011215.pdf](#)

ITEM 5 STATUS OF PETITIONS

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	05386, 101515
ATTACHMENT	Attachment 1 Status of Petitions – 23 June 2015 to 15 September 2015
AUTHORITY / DISCRETION	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 status of outstanding petitions.

BACKGROUND

At its meeting held on 16 December 2008 (CJ261-12/08 refers), Council considered a report in relation to petitions.

As part of that report, it was advised that quarterly reports would be presented to Council in the future.

DETAILS

Issues and options considered

Attachment 1 provides a list of all outstanding petitions, which were received during the period 23 June 2015 to 15 September 2015, with a comment on the status of each petition.

Legislation / Strategic Community Plan / policy implications

Legislation *City of Joondalup Meeting Procedures Local Law 2013.*

Strategic Community Plan

Key Themes Governance and Leadership.

Objective Active democracy.

Strategic Initiatives

- Fully integrate community consultation practices into City activities.
- Optimise opportunities for the community to access and participate in decision-making processes.
- Adapt to community preferences for engagement formats.

Policy Implications

Each petition may impact on the individual policy position of the City.

Risk Management Considerations

Failure to give consideration to the request of the petitioners and take the appropriate actions may impact on the level of satisfaction of the community.

Financial/Budget Implications

Individual requests made by the way of petitions may have financial implications.

Regional Significance

Not applicable.

Sustainability Implications

Not applicable.

Consultation

Not applicable.

COMMENT

The list of petitions is presented to Council for information, detailing the actions taken to date and the actions proposed to be undertaken for those petitions that remain outstanding.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION**That Council NOTES:**

- 1 the status of outstanding petitions submitted to Council during the period 23 June 2015 to 15 September 2015, forming Attachment 1 to this Report;
- 2 that a report in relation to the petition requesting a farmer's market be held every Saturday on Central Walk, Joondalup to increase more traffic and acknowledgement of the area was presented to Council at its meeting held on 15 September 2015 (CJ161-09/15 refers);
- 3 that a report in relation to the petition requesting that Council improve the facilities at Camberwarra Park, Craigie by the:
 - 3.1 erection of two barbeques;
 - 3.2 erection of two solid covered areas with seating;
 - 3.3 supply of two extra rubbish bins with dog waste disposal bags at the southern and northern ends of the park,was presented to Council at its meeting held on 23 November 2015 (CJ201-11/15 refers);
- 5 that a petition rejecting the development of multiple dwellings at 11 Royal Scot Loop, Currabine due to the negative impact this will place on the neighbourhood with the high increase in traffic, was considered as part of the assessment of the development application on 8 October 2015, with the lead petitioner being notified of the outcome by letter on 21 October 2015;
- 6 in relation to the petition that Council engage with, and where appropriate, initiate proceedings against the owners of the Ocean Reef Shopping Centre to address the state of its disrepair:
 - 6.1 the City has met with the owner's representatives during November advising them of the petition and requesting action be taken to address the concerns of the petition;
 - 6.2 the City will continue to liaise with the owner regarding the site;
 - 6.3 the City will continue to keep the lead petitioner informed of progress;
- 7 that a report in relation to the petition requesting that Council provide safer crossing facilities to and from Kinross and Burns Beach via the installation of underpasses or overpasses across Marmion Avenue is proposed to be presented to Council at its meeting to be held on 15 December 2015;
- 8 that a report in relation to the petition requesting Council give permission for a plaque to be placed in the beach hut on Iluka Beach in memory of the late Daniel Tade Odina was presented to Council at its meeting held on 23 November 2015 (CJ200-11/15 refers).

Appendix 4 refers

To access this attachment on electronic document, click here: [Attach4brf011215.pdf](#)

ITEM 6 EXECUTION OF DOCUMENTS

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	15876, 101515
ATTACHMENT	Attachment 1 Documents executed by affixing the Common Seal for the period 29 September to 9 November 2015.
AUTHORITY / DISCRETION	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 29 September to 9 November 2015 (Attachment 1 refers).

EXECUTIVE SUMMARY

The City 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 therefore recommended that Council NOTES the Schedule of Documents for the period 29 September to 9 November 2015 executed by means of affixing the Common Seal, as detailed in Attachment 1 to this Report.

BACKGROUND

During the period 29 September to 9 November 2015, 10 documents were executed by affixing the Common Seal. A summary is provided below:

Type	Number
Section 70A Notification.	1
Withdrawal of Caveat.	3
Lease Agreement.	2
Deed of Easement.	2
Amendment to <i>District Planning Scheme No. 2</i> .	1
<i>Local Government and Public Property Amendment Local Law 2015</i> .	1

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 Demonstrate accountability through robust reporting that is relevant and easily accessible by the community.

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 for the period 29 September to 9 November 2015, executed by means of affixing the Common Seal, as detailed in Attachment 1 to this Report.

Appendix 5 refers

To access this attachment on electronic document, click here: [Attach5brf011215.pdf](#)

ITEM 7 CITY OF JOONDALUP DELEGATION TO SHANGHAI AND JINAN

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	52469, 101515
ATTACHMENTS	Nil.
AUTHORITY / DISCRETION	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 receive an overview of the highlights and outcomes of the visit made by the City of Joondalup Delegation to:

- Shanghai from 26 to 29 August 2015
- the City of Jinan in China from 30 August to 4 September 2015.

EXECUTIVE SUMMARY

The purpose of the City of Joondalup delegation's visit to Shanghai and Jinan was twofold:

- 1 The visit to Shanghai provided the City with an opportunity to meet with key government and industry representatives to gain an appreciation and understanding of investment and business opportunities for City of Joondalup industry stakeholders and businesses in China following the formal signing of the China-Australia Free Trade Agreement (ChAFTA), and provided the City with a gateway to launch its new Investment Attraction Prospectus, *Joondalup has the Edge*, to the Chinese market.
- 2 The visit to the Jinan was to formally celebrate the 10 Year Anniversary of the Sister City Relationship between the City of Joondalup and the City of Jinan, as well as meet with key government and industry representatives to explore avenues for the City to support and encourage investment opportunities in Jinan for key City stakeholders particularly in the education, health, aged care, tourism, and digital space.

This report will provide a summary of the activities undertaken by the delegation in Shanghai and Jinan, provide a progress report on actions taken following the delegation's return to Joondalup, as well as outline the economic development and investment opportunities across all appropriate industry sectors that were identified for further advancement by the delegation.

BACKGROUND

The City of Joondalup has a Sister City Relationship with the City of Jinan. The signing of a Memorandum of Understanding which was endorsed by Council at its meeting held on 25 July 2000 (CJ183-07/00 refers) marked the commencement of the Sister City Relationship. In 2004, the two Cities signed an official protocol agreement formalising the Sister City Relations between the two Cities (CJ007-02/04 refers).

At its meeting held on 1 November 2005 (CJ224-11/05 refers), Council endorsed a long term Relationship Plan to assist in guiding the growth and continuity of the Jinan-Joondalup Sister City Relationship. The plan highlighted the following four key focus areas for the relationship:

- 1 Relationship Management.
- 2 Social-Cultural Exchange.
- 3 Environmental Exchange.
- 4 Economic Exchange.

The Sister City Relationship has included a number of inbound and outbound delegations with the most recent outbound delegation led by Mayor Pickard following an invitation from the newly appointed Mayor of Jinan, Mayor Yang for the City to send a delegation to Jinan to celebrate the achievements of the Sister City Relationship as well as discuss opportunities for further exchanges for the mutual benefit of both cities.

At its meeting held on 23 June 2015 (CJ097-06/15 refers) Council approved a City led delegation to Jinan from the 30 August to 4 September 2015 which included representatives from the City, Edith Cowan University, Woodvale Secondary College and St Mark's Anglican Community School.

The City of Joondalup representatives from the delegation visited Shanghai en route to Jinan following discussions with the WA Department of State Development, Australian Trade Commission, and the Australian Chamber of Commerce in Shanghai (Austcham) which informed the delegation's itinerary in Shanghai.

DETAILS

The delegation's visit to Shanghai presented a number of opportunities to introduce and promote the City's new Investment Attraction Prospectus, *Joondalup has the Edge* to the Chinese market, as well as better understand how the City can support key industry and business stakeholders in Joondalup to understand and capitalise on the new ChAFTA signed between the Australian and Chinese Governments in June 2015. The visit also established new connections and networks for the City which will assist with business and investment investigations and introductions.

The following is a summary of the itinerary and activities undertaken by the delegation in Shanghai:

26 August, 2015	
Meeting	Discussions/Activities
Breakfast Briefing with the Federal Minister for Trade and Investment, Andrew Robb.	The City of Joondalup delegation attended a briefing by Minister Robb who provided an overview of the ChAFTA signed between the Australian and Chinese Governments on 17 June 2015. The delegation was provided with information on what the ChAFTA means for Australia given that China is Australia's largest export market for both goods and services, accounting for nearly a third of total exports, and a growing source of foreign investment.
Visit to the Shanghai Urban Planning Exhibition Centre	The delegation visited the Shanghai Urban Planning Exhibition Centre which displays Shanghai's urban planning and development. The focus of the exhibit is a large scale model of the entirety of urban Shanghai, showing existing buildings and approved future buildings. Other exhibits relate to Shanghai's history and planned development, including smaller scaled models focusing on particular areas of interest such as the Bund.
27 August, 2015	
Meeting with the Consul General, Mr Graeme Meehan	<p>The City of Joondalup delegation met with the Australian Consul General, Mr Graeme Meehan. The Consul General provided a number of suggestions to inform future meetings in Shanghai and Jinan including:</p> <ul style="list-style-type: none"> • China has a significant interest in opportunities related to tourism • China has a significant interest in opportunities related to education including through the establishment of relationships with universities for collaboration and research, and through student pathways to vocational and educational training and university studies • China's demographic changes have resulted in an interest in attracting knowledge from Retirement Village Operators specialising in aged care/health – opportunities exist in China for joint ventures particularly in the Retirement Village Operators field.
Meeting with Austrade and WA Department of State Development, Shanghai Office	<p>The City of Joondalup delegation met with representatives of Austrade and the WA State Development Office in Shanghai. The delegation introduced the City's new Investment Attraction Prospectus, '<i>Joondalup has the Edge</i>', and discussed mechanisms for distributing the prospectus to maximise potential investment attraction opportunities. Key topics discussed included:</p> <ul style="list-style-type: none"> • There are considered to be five actions/priorities for trade between Australia and China being agri-business; tourism; advanced manufacturing, services and technology; energy and resources; and major infrastructure. • There are 1 million tourist visitors to Australia from China representing a significant market. It was suggested that tourism programs targeting specific Chinese markets need to

	<p>be explored/established, and the Chinese migration agents in Australia identified to assist with attracting Chinese tourists to Western Australia generally and Joondalup specifically.</p> <ul style="list-style-type: none"> • Chinese investment in Australia is approximately 46% commercial real estate. • The City should identify other locations where market opportunities might exist to present to, including Singapore, Indonesia (education), Korea, and other Chinese provinces. • The Department of State Development has undertaken research in VET and pathways to Universities which would be of interest to West Coast Institute.
<p>Meeting with the Australian Chamber of Commerce in Shanghai (AustCham)</p>	<p>The City of Joondalup Delegation met with representatives of the Australian Chamber of Commerce in Shanghai (AustCham) where it introduced its new Investment Attraction Prospectus, <i>Joondalup has the Edge</i>, and discussed mechanisms for distributing the prospectus to maximise potential investment attraction opportunities.</p> <p>AustCham Shanghai works on behalf of 420 members including 330 corporate members represented by more than 2000 card-carrying employees. Austcham's role is to strengthen Australia-China business, government and community relationships.</p> <p>Issues discussed during the meeting included:</p> <ul style="list-style-type: none"> • AustCham Shanghai has a number of Industry Committees and Working Groups providing members access to industry-specific and technical information, including Construction and Property, Education and Training, Small Medium Enterprises (SME's) Transport and Logistics, Financial Services, Food, Beverage and Agriculture, and Women in Business. • Joondalup has advantages to leverage with the Chinese markets including: <ul style="list-style-type: none"> ○ 'World class' education facilities. ○ Liveability/environment (clean air). ○ Partnerships/relationships – particularly the Sister City Relationship with Jinan. ○ Food safety.

The City of Joondalup delegation was joined by senior representatives from Edith Cowan University, Woodvale Secondary College and St Mark's Anglican Community School for the delegation's visit to the City of Jinan. Edith Cowan University has significant networks in Jinan particularly with the University of Jinan and also has a number of International students from China studying at ECU. Woodvale Secondary College has a well established Sister School Relationship with Jinan Number 9 School and St Mark's Anglican Community School has just established Friendly Relations with Jinan Number 11 School.

The following is a summary of the activities undertaken by the delegation in Jinan:

30 August, 2015	
Meeting	Discussions/Activities
Welcome Banquet with Vice Mayor, Jinan	<p>The delegation attended a Welcome Banquet hosted by Mr Zhang Haibo, Vice Mayor of Jinan; Ms Liu Yanqiu, Deputy Director of the Jinan Foreign Affairs Office; and Mr Li Xingchun, Deputy Director of the Jinan Foreign Affairs Office.</p> <p>Major topics of discussion included:</p> <ul style="list-style-type: none"> • Ramsay Health Care recently announced its entry into the China market in health care. • Access to excellence in education is very important to the Chinese. Matters discussed included critical thinking in education; migrant entry; exchange of teachers; encouraging Chinese students to study in Australia (with families). • Jinan was keen to encourage ECU to participate in the Jinan University exchange and for Australian students to study in Jinan. • Jinan wishes to learn about the barriers to entry to Australian markets.
Meeting with the Jinan Tourism Bureau and private tourism operators in Jinan.	<p>The delegation met with officials of the Jinan Tourism Bureau, Jinan Foreign Affairs Office and representatives of the Jinan tourism industry.</p> <p>Major topics of discussion included:</p> <ul style="list-style-type: none"> • Jinan representatives discussed tourism strengths of the City of Jinan, in particular its culture, heritage, and springs and the fact that there are more than 200 travel agents in Jinan who are keen to promote the tourism advantages of Jinan to the Australian market as well as work with tourism operators in Australia to promote visits from tourists in China to Australia generally and Joondalup specifically. • Direct flight routes to Australia (from Jinan) are expected to commence this year which provides opportunities for a reciprocal tourism exchanges. • Opportunities to encourage Chinese tourists travelling to Sydney/Melbourne to extend their travel plans and visit Perth with the promotion of attractive packages targeted at the Chinese Market. • Chinese tourists to Australia tend to be more mature (25-45 years) and are more likely to be professionals and travelling with children and interested in packaged products/tours. • Reference was made to Tuniu, a leading online leisure travel company in China that offers a large selection of packaged tours, including organised and self-guided tours, as well as travel-related services for leisure travellers through its website tuniu.com and mobile platform. Tuniu has over 1,000,000 stock keeping units (SKUs) of packaged tours, covering over 140 countries worldwide and all the popular tourist attractions in China. Tuniu provides one-stop leisure travel solutions

	<p>through its online platform and offline service network, including over 1,100 tour advisors and there are opportunities for the Australian tourism market to have a presence on this site.</p> <ul style="list-style-type: none"> • Development of any tourism exchanges/packages will require official Chinese Government involvement. • Overseas tourism destinations are encouraged to participate in Chinese Spring Festivals/Tourism Fairs. • Tourism operators in Jinan have access to the student market and are interested in having a teleconference with Joondalup tourism operators to further discuss opportunities. • There are a number of market segments that can be explored including mature adults/families/students/students and parents (schooling, VET and University) and business, where differentiated packages could be developed.
31 August 2015	
Meeting with the Shandong Academy of Medical Sciences	<p>The delegation met with officials of the Jinan Foreign Affairs Office and representatives of the Shandong Academy of Medical Sciences. Major topics of discussion included:</p> <ul style="list-style-type: none"> • The Academy is a Government public medical science institution established in 1958 dealing with traditional Chinese medicines. The Academy has nine specialist hospitals within the Province, with a total of 2,747 beds and a budget of \$1,400 million RMB. The Shandong Academy of Medical Sciences is one of the nine hospitals with a focus on medical research and medical prevention focus (neck and back is a primary focus). The SAMS has 80 beds, 100 doctors, 30 interns and sees between 500-600 patients per day. A degree in traditional medicine is five years plus a three year practicum. SAMS is the largest natural medicine hospital in China and has international cooperation with more than 25 countries. • There is a growing market to use traditional medicines in Australia or a mixture of traditional/normal medicine. It was suggested that health and medical student exchanges might form part of the Sister City relationship growth over the next 10 years.
Meeting with the Jinan Commerce Bureau	<p>The delegation met with officials of the Jinan Foreign Affairs Office and representatives of the Jinan Commerce Bureau.</p> <p>The City made a presentation, introduced its new Investment Attraction Prospectus, '<i>Joondalup has the Edge</i>', and discussed mechanisms to maximise potential investment attraction opportunities.</p> <p>Major topics of discussion included:</p> <ul style="list-style-type: none"> • Shandong Province has significant involvement with Australia. Australia is its biggest country of involvement with more than \$7.6 billion (US) direct investment in Australia in 2014. • More than 160 programs with Australia were approved by the

	<p>Government last year and most have offices located in Jinan.</p> <ul style="list-style-type: none"> • The signing of ChAFTA is a significant milestone and both Jinan and Joondalup discussed a mutual commitment to exploring opportunities to further trade and business interests. Jinan has significant investment interest in South Australia and Western Australia. • Jinan is interested in technology/digital areas and collaboration with Australia to explore opportunities.
1 September 2015	
Meeting with Jinan Vocational College	<p>The delegation met with representatives of the Jinan Vocational College and major topics of discussion included:</p> <ul style="list-style-type: none"> • As part of a Sino-Australian Agreement of Co-operation, West Coast Institute and Jinan Vocational College deliver programs within the Certificate III in Hospitality. West Coast Institute lecturers travel to Jinan each year to deliver specific components of the program. Students from the programs also travel to Perth and complete further studies at WCI. In 2010, new contracts were signed to expand the Sino- Australian Agreements to include Certificate IV in Financial Services and Certificate IV in Information Technology (Multimedia). WCI and JVC are currently in the process of extending their contracts to 2018 and adding education support. • Opportunity for West Coast Institute and Vocational and Education Training providers to offer Chinese students a range of pathways into higher learning, either through articulation arrangements with universities in Western Australia, or through innovative programs in higher education delivered on-campus. Jinan Vocational College does not provide a pathway program to University. • Barriers to entry for International students to directly access entry into University and opportunities for students to enhance their cultural understanding and language skills in order to secure maximum benefit from their Australian education. • Importance of trade based skills development emphasised by Chinese Government. • Growing market for middle school students to study in Australia and transition to University. Pathways through school and VET into University discussed- two options one year of English speaking to transition into three years study at University/VET two years English to undertake three year's study at University/VET.

Meeting with Jinan No. 9 and Jinan No. 11 Schools	<p>The delegation met with representatives of Jinan No. 9 School and Jinan No. 11 School.</p> <p>Representatives of Woodvale Secondary College and St Mark's Anglican Community School discussed the current Sister School Relationship between Woodvale and Jinan No. 9 School, and Friendly Relations Agreement between St Mark's Anglican Community School and Jinan No. 11 School. Future exchanges were discussed.</p> <p>A new Memorandum of Understanding was signed by the Principal of Woodvale Secondary College and Jinan School No. 9.</p>
Visit to view the Jinan Urban Planning Exhibition Hall	<p>The delegation visited the Jinan Urban Planning Exhibition Hall, to gain an understanding and appreciation of the social and economic development, urban planning and Springs culture of Jinan.</p>
Visit to view the Jinan Cultural Centre and Performing Arts Facility	<p>The delegation visited the Jinan Cultural Centre and Performing Arts Facility. The main building includes an art gallery, a library, a public art gallery and ancillary buildings; two public and ancillary facilities, including conferences, exhibitions, training centres, youth experience centre, bookstore and business functions. These spaces, along with rehearsal rooms and workshops, are situated under an elaborate roof structure.</p>
2 September 2015	
Attendance at the Connectivity by Confucianism Exhibition and the Dialogue	<p>The delegation attended the <i>Connectivity by Confucianism Exhibition and the Dialogue – Confucianism and Diverse Cultures</i> at which Mayor Pickard had been invited to provide the key note address.</p> <p>Official representatives from the Chinese Communist Party (CPC) and City of Jinan were in attendance including Party Secretary of the CPC Jinan Municipal Committee; Deputy Party Secretary of the CPC Jinan Municipal Committee; Director General of China Confucius Fund; Vice Secretary-General of Jinan; and Deputy Director of Jinan Foreign Affairs Office.</p>
Official meeting with Mayor Yang and formal MOU Signing Ceremony	<p>Mayor Pickard and the Chief Executive Officer of the City of Joondalup, Garry Hunt met with the Mayor Yang from Jinan; Mr Li, Secretary General of Jinan; Mr Li Yanqui, Deputy Director of Jinan Foreign Affairs Office; and senior representatives from other Delegations also visiting Jinan.</p> <p>Mayor Pickard and Mayor Yang signed a new Memorandum of Understanding to signify the 10 Year Anniversary of the Sister City Relationship as well as set a new direction for the future of the relationship.</p> <p>Mayor Yang also made time to meet with all of the City of Joondalup Delegation members following the meeting with Mayor Pickard and the Chief Executive Officer.</p>

International Springs Alliance Meeting	<p>The delegation attended the International Springs Alliance Meeting at which Mayor Pickard addressed all delegates.</p> <p>Official representatives from the City of Jinan were in attendance including the Vice Mayor of Jinan; Vice Secretary-General of Jinan; Director of Jinan Landscape and Forestry Bureau; and Deputy Director of Jinan Springs Protection Committee.</p>
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Issues and options considered

The City of Joondalup's delegation's visit to Shanghai and Jinan has identified a range of significant opportunities for key industry stakeholders and businesses in China. The City's role, through its networks and connections, and the formal Sister City Relationship with the City of Jinan, is as follows:

- Create close and effective diplomatic relationships, through networks and the Sister City Relationship with Jinan in order to be able to speak with the appropriate Government officials in China about the business possibilities for Joondalup industry stakeholders and businesses.
- Leverage off the strong and trusted Sister City Relationship with the City of Jinan for the benefit of industry stakeholders and businesses in Joondalup including arranging introductions to key government and industry officials.
- Work strategically with a number of key government, business and peak industry bodies to support the opportunities for industry stakeholders and businesses in Joondalup to do business with China and, therefore achieve beneficial economic outcomes for the Joondalup community.
- Advocate for the WA State Government to consider establishing a Sister State Relationship with the Shandong Province (which is where Jinan is located) in order for the State to take advantage of trade and investment opportunities with the Province and to leverage the City's Sister City Relationship with Jinan in such discussions.

The City has been actively progressing a number of initiatives following the delegation to Shanghai and Jinan including meetings with key industry stakeholders to explore interest, issues and capacity to progress opportunities in China. Meetings have been conducted with:

Stakeholders	Date
Education Providers	16 October 2015
Tourism Operators	19 October 2015
West Coast Institute and Director of Department of State Development.	23 October 2015
Perth Institute of Business and Technology	26 October 2015
Digital/IT companies	27 October and 2 November 2015
Woodvale Secondary College and St Mark's Anglican Community School.	2 November 2015
Vice-President of AustCham Shanghai, James O'Loughlin	4 November 2015
Aged Care providers	4 November 2015

All of the industry stakeholders involved in these meetings expressed strong interest in further exploring opportunities associated with doing business with China, and the City is currently liaising with Jinan Government officials to secure further information on avenues to progress investment and business opportunities including contact points in Jinan. The City is best placed to do this through the Sister City Relationship and the strong and trusted relations forged with the City of Jinan over the last ten years.

The City has also written to the WA State Government in relation to the opportunities for the State to consider a Sister State Relationship with the Shandong Province and has offered to meet with Premier Barnett to advance these discussions.

The City is also developing a Strategic Position Statement on International Relations for consideration by Council in 2016 in order to confirm the City's direction, priorities and roles and responsibilities in this area. Council has previously endorsed a number of strategic position statements in order to provide flexibility to capitalise on unplanned opportunities for external funding and investment as well as guiding the development of future strategic planning documents where current gaps exist.

The Strategic Position Statement would provide general parameters and consider and address the risks associated with the overall goals and objectives of the City's role in International activities as well as setting the broad direction for how the City will progress a number of key matters and projects.

The Strategic Position Statement, if endorsed by Council, would be underpinned by an International Relations Strategy which would establish a suite of prioritised activities in collaboration with key industry stakeholders, businesses and State and Federal Government agencies aimed at:

- establishing a sustainable governance framework for advancing International partnerships and activities
- raising the City's profile at an International level particularly in relation to the City's competitive advantage areas
- forging global connections with strategic International partners
- leveraging existing partnerships and connections.

Legislation / Strategic Community Plan / policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Governance and Leadership.

Objective Strong leadership.

Strategic initiative Foster strategic alliances to deliver key transformational projects and initiatives in partnership with key stakeholders.

Policy Not applicable.

Risk management considerations

The City's Sister City Relationship with the City of Jinan is a catalyst for the development of investment and business opportunities in China. The recent City of Joondalup Delegation to Shanghai and Jinan has identified potential investment opportunities (inward and export). The Sister City Relationship with the City of Jinan provides a formal mechanism and trusted relationship for advancing such opportunities in a measured and sustainable manner.

Financial / budget implications

Current financial year impact

Account no.	532.A5302.3346.5003
Budget Item	Jinan Sister City Relationship.
Budget amount	\$ 20,000
Amount spent to date	\$ 35,000
Proposed cost	\$ 35,000
Balance	\$ -15,000

The 2015-16 Budget was endorsed by Council prior to confirmation of acceptance of the invitation to participate in the delegation to Jinan.

At its meeting held on 23 June 2015 (CJ097-06/15 refers), Council resolved that any costs for a Councillor to participate in the Jinan delegation would be sourced from their individual training and conference allocation under the *Elected Members' Entitlements Policy*. The cost for participating Councillors on the delegation was an additional \$31,300.

Future financial year impact

Future financial impacts are unknown at this stage. The development of an International Strategy will provide the City with a clear pathway forward in terms of international relations with China and other Countries in alignment with the City's future plans and priorities and the plans and priorities of key industry and business stakeholders, as well as an indication of future resource requirements.

All amounts quoted in this report are exclusive of GST.

Regional significance

There are opportunities for profiling the North West metropolitan region as a competitive destination for tourism visitation, business delegations, and property and infrastructure investment particularly through the City's relationships with the City of Wanneroo and the City of Stirling. This is particularly the case with tourism opportunities in terms of providing the Chinese and other International markets with attractive tourism packages for the region.

Sustainability implications

The Sister City Relationship between the City of Joondalup and the City of Jinan has been developed with the intent of achieving positive social/cultural, economic, and environmental exchange opportunities.

In addition, the recent City of Joondalup Delegation to Shanghai and Jinan has identified potential tangible economic benefits for key industry and business stakeholders in the City of Joondalup.

The key economic benefits include the following:

- Promoting the City's export capabilities (goods and services) in high-value industries – notably education and research; tourism, aged care, health and wellbeing and digital and knowledge initiatives.
- Promoting Joondalup as a destination for the Chinese tourism market, business delegations, and property and infrastructure investment.
- Establishing networks of industry and business stakeholders and supporting opportunities for international opportunities.

Consultation

The City has been consulting with a wide range of key industry and business stakeholders in October and November 2015 to explore issues and opportunities following the delegation to Shanghai and Jinan. Meetings with key stakeholders are outlined in this report.

COMMENT

The Sister City Relationship between the City of Joondalup and City of Jinan has had a strong focus on cultural and education exchanges. The recent delegation to Jinan has identified the opportunity to use this relationship as a catalyst to forge investment and business opportunities with key industry and business stakeholders which will benefit the Joondalup economy and, therefore, the Joondalup community.

The recent signing of the ChAFTA between the Australian and Chinese Governments has also created a mechanism for progressing such opportunities with China under the auspices of the strong and trusted Sister City Relationship.

The City's Economic Development Strategy endorsed by Council outlines a strong commitment to global initiatives including:

- internationally focussed investment attraction campaigns based around the City's business and research expertise
- support for locally based small and medium sized companies in developing trade links overseas and e-commerce activity focused on a global market place
- development of partnership activity to attract international activity to the City – including students, researchers and entrepreneurs
- recognition of the high number of overseas migrants living in the City and the positive impact of the Visiting Friends and Relatives market.

The City of Joondalup delegation's visit to Shanghai and Jinan has resulted in the establishment of new connections and networks as well as the fortification of existing relationships. A number of future activities have been identified.

The development of a Strategic Position Statement and an International Strategy will provide a focus and relevance for the City's International activities for the advantage of not only key industry and business stakeholders but also for the Joondalup economy and community.

The Strategic Position Statement and International Strategy will focus on clearly articulating the City's role in International activities as well as facilitating gateways to new markets and trade alliances, provide a springboard and catalyst for new investment and knowledge-sharing opportunities, while also promoting tourism, inbound education and providing a platform from which the City can address strategically targeted global issues with local and international partners.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 RECEIVES the report on the outcomes of the City of Joondalup Delegation's visit to Shanghai and Jinan from to 26 August to 4 September 2015;**
- 2 SUPPORTS the development of a strategic position statement on international relations in 2016.**

ITEM 8 STRATEGIC COMMUNITY REFERENCE GROUP – 2016 WORKPLAN

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	102605, 101515
ATTACHMENTS	Attachment 1 Proposed 2016 Work Plan Attachment 2 SCRG Meeting Notes for Community Development Plan – 5 June 2014 Attachment 3 SCRG Meeting Notes for Waste Management Plan – 27 October 2014 Attachment 4 SCRG Meeting Notes for Bike Plan – 30 July 2015 Attachment 5 SCRG Meeting Notes for Waste Management Plan – 23 September 2015 Attachment 6 SCRG Meeting Notes for Bike Plan – 5 October 2015
AUTHORITY/ DISCRETION	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 adopt a new 2016 Work Plan for the Strategic Community Reference Group (SCRG) and to note the Group's achievements throughout 2014 and 2015.

EXECUTIVE SUMMARY

In 2012, Council established a SCRG as a new participation mechanism for the external provision of advice to Council. The group consists of appointed community representatives from each Ward, Elected Members and seconded experts utilised on an as-needs basis.

The Work Plan for the SCRG for 2014 and 2015 included the following programs:

- Finalise development of the Community Development Plan.
- Review of the Strategic Waste Minimisation Plan.
- Review of the Bike Plan.

The SCRG has completed the Work Plan for 2014 and 2015. The group met on four occasions between June 2014 and October 2015 and its work has resulted in the finalisation and adoption by Council of the *Community Development Plan*, a draft *Waste Management Plan*, and a draft *Bike Plan* – both of which are scheduled to progress to Council in November 2015 and December 2015 respectively.

The proposed 2016 Work Plan for the group includes consideration of the following matters:

- Major review of the *Strategic Community Plan, Joondalup 2022* – major review is due in 2016.
- Development of a program to support community leaders – in implementing the *Community Development Plan* the City will be developing a Leaders in Focus program (Community Leaders Program) which will include; leadership professional development opportunities, formal and informal mentoring, and networking with other community leaders. The design of such a program would benefit from SCRG input.
- Development of a program to recognise and support volunteer activities in the City – in implementing the *Community Development Plan* the City will be undertaking a review of the relevant policies relating to volunteer recognition in order to develop and implement a volunteer recognition program. The design of such a program would benefit from SCRG input.

BACKGROUND

At its meeting held on 26 June 2012 (CJ112-06/12 refers), Council considered options for future engagement with the community in reviewing the existing Working Group and Community Forum formats.

As an alternative option, Council supported the establishment of a Strategic Community Reference Group with the objective of providing advice to the Council on:

- matters of significant community interest
- strategic initiatives, as determined by the Council.

At its meeting held on 5 November 2013 (JSC06-11/13 refers), Council adopted the following format for the Group:

- One Council-appointed community representative from each Ward.
- Up to four Elected Members, one of whom acts as a Presiding Member.
- Up to four temporary-appointed professionals to provide expert advice and information on specific matters as required.
- Resident and/or ratepayer group representatives if matters presented to the Group are relevant to a specific location.

The Community Members of the SCRG, up until October 2015 were as follows:

- North Ward Mrs Penny Gilpin
- North Central Ward Mr Wes Buzza
- Central Ward Mr Bryan Saunders
- South-West Ward Mr Brian Yearwood
- South-East Ward Dr Zarrin Siddiqui
- South Ward Dr Susan King

In accordance with the Terms of Reference for the SCRG, the terms for members concluded in October in line with the ordinary Council election cycle. Community members were advised of this in September 2015 and were also advised that Council would consider the re-establishment of the SCRG and membership composition following the local government elections on 17 October 2015.

Members were invited to advise the City by 23 October 2015 whether they would remain as a ward representative on the group should Council resolve that the current membership be invited to continue for a further two years, until October 2017. Mr Bryan Saunders (Central Ward), Mr Wes Buzza (North Central Ward), Dr Susan King (South Ward), Mrs Penny Gilpin (North Ward) and Mr Brian Yearwood (South-West Ward) advised that they would continue on the group if Council resolved as such.

However with the adjustment of the City's ward boundaries between the North and North Central Ward from the 2015 Local Government Elections (with the transfer of the suburb of Connolly from the North Ward to the North Central Ward), Mrs Penny Gilpin will no longer be able to represent the North Ward as she no longer resides in the North Ward.

At its meeting on 3 November 2015 (JSC03-11/15 refers) Council:

- endorsed the current Terms of Reference of the Strategic Community Reference Group
- re-appointed the community representatives for the North-Central Ward, Central Ward, South Ward and South-West Ward
- authorised the Chief Executive Officer to seek nominations to fill the vacant community representative positions for the North Ward and South-East Ward.

During 2014 and 2015, the SCRG has considered the following matters:

Date/s	Matter Considered	Status	Seconded Experts
June 2014	<i>Community Development Plan</i>	Final – adopted by Council	Mr Tim Muirhead (Director Community Spirit Development Network). Ms Melissa Rudez (Department of Sport and Recreation).
July 2014 Sept 2015	<i>Waste Management Plan</i>	Draft ready for community consultation	Ms Rebecca Brown (Manager Waste and Recycling WALGA). Ms Victoria Bond (WA Group Manager at Umwelt Consultancy). Mr Gunther Hoppe (A/CEO Mindarie Regional Council).

Date/s	Matter Considered	Status	Seconded Experts
July 2015 Oct 2015	<i>Bike Plan</i>	Draft ready for community consultation	Mr Edward Rose (Cycling and Pedestrian Coordinator - Main Roads WA). Mr Jeremy Murray (Chief Executive Officer - Bicycling WA). Ms Cilla de Lacy (Cycling and Urban Strategies - Team Leader - Department of Transport).

DETAILS

Achievements in 2014 and 2015

In 2014 and 2015, the SCRG met on four occasions to consider the following matters:

- Finalisation of the *Community Development Plan* - the plan was adopted by Council at its meeting held on 17 February 2015 (CJ002-02/15 refers).
- Review of the *Waste Management Plan* - two meetings were conducted and a draft plan is now ready to progress to Council seeking endorsement for community consultation.
- Review of the *Bike Plan* – two meetings were conducted and a draft plan is now ready to progress to Council seeking endorsement for community consultation.

The full notes of all meetings are provided at Attachments 2 to 4 of this report for Council's consideration.

The City is currently seeking expressions of interest for nominations to fill the vacant community representative positions for the North Ward and South-East Ward to ensure that representation for these Wards are maintained on the Group.

Proposed 2016 Work Plan

The following items have been identified for consideration by the SCRG in 2016:

- review of the *Strategic Community Plan, Joondalup 2022*
- development of approach and program for supporting and mentoring community leaders
- development of approach and program for supporting and recognising community volunteers.

The listing of three items within the Work Plan is considered an appropriate and manageable number of projects to prepare for consideration by the group for 2016. It should be noted that the proposed Work Plan does not restrict the Council from referring additional matters to the SCRG if they are considered to be of significant community interest or of a strategic nature.

Issues and options considered

Council has the option to adopt the proposed 2016 Work Plan for the SCRG as outlined in Attachment 1 of this Report, or to amend the program according to alternative preferences or additional matters for consideration.

It should be noted that if additional matters are added to the Work Plan, facilitation fees to conduct the meetings will increase for the management of the SCRG.

Legislation / Strategic Community Plan / policy implications

Legislation

Section 1.3(2) of the *Local Government Act 1995* states:

This Act is intended to result in –

- (a) *Better decision making by local governments;*
- (b) *Greater community participation in the decisions and affairs of local government;*
- (c) *Greater accountability of local governments to their communities; and*
- (d) *More efficient and effective local government.*

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.

Adapt to community preferences for engagement formats.

Policy

Community Consultation and Engagement Policy.

Risk management considerations

If the adopted 2016 Work Plan for the SCRG is expanded, there is a risk that the program will not be deliverable within existing resources. As such, it is recommended that the identification of three key projects is referred to the group for advice within the 2016 period that would benefit the most from input by the group.

Financial / budget implications

The budget below reflects the costs associated with conducting meetings for the SCRG, including external facilitation and catering costs.

Current financial year impact

Account no.	1.534.A5304.3359.0000. 1.534.A5304.3281.0000.
Budget Item	External Contractors and Services. Catering.
Budget amount	\$ 6,900
Amount spent to date	\$ 6,300
Proposed cost	\$ 8,400
Balance	\$ -1,500

Costs associated with the SCRG meetings include those items from the 2014-15 Work Plan that were carried forward to 2015-16. Three meetings of the SCRG have, therefore, already been conducted in the 2015-16 financial year. It is therefore proposed that the new Work Plan for the SCRG is for the 2016 calendar year which will align with the recent re-establishment of the group and the costs associated with the group will, therefore, be incorporated into the 2015-16 Budget and the 2016-17 Budget.

Regional significance

Not applicable.

Sustainability implications

The proposed 2016 Work Plan for the SCRG has been developed with an intention of considering a variety of matters of a strategic nature and of significant interest to the community.

Consultation

The SCRG provides an innovative forum for the City to conduct meaningful consultation and engagement activities with community representatives and local experts on strategic matters affecting the City.

COMMENT

Local government undertakes a variety of roles within the community all of which have the potential to be enhanced and influenced by community participation and engagement. Increasingly, communities are concerned about their future and in many areas community networks are being driven by active citizens.

The SCRG continues to demonstrate its value in providing a unique and relevant platform for effective engagement with the community.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION**That Council:**

- 1 NOTES the achievements of the Strategic Community Reference Group for 2014 and 2015;**
- 2 ADOPTS the 2016 Work Plan for the Strategic Community Reference Group, as shown in Attachment 1 of this Report;**
- 3 NOTES that nominations are currently being sought to fill the vacant community representative positions for the North Ward and South-East Ward.**

Appendix 6 refers

To access this attachment on electronic document, click here: [Attach6brf011215.pdf](#)

ITEM 9 CONTRIBUTION TO THE LORD MAYOR'S DISTRESS RELIEF FUND – 2015 ESPERANCE FIRES APPEAL

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	08032, 101515
ATTACHMENT	Nil.
AUTHORITY / DISCRETION	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 give consideration to donating an amount of \$7,500 to the Lord Mayor's Distress Relief Fund to assist victims of the recent Esperance fires.

EXECUTIVE SUMMARY

In November 2015, a large bushfire engulfed areas of the Shire of Esperance which has seen the tragic loss of four lives and many people lose their property.

In response to the disaster, the City of Perth has activated the Lord Mayor's Distress Relief Fund to assist individuals and communities affected by the fires in the Shire of Esperance.

The City of Joondalup has a long-standing history of contributing donations to the fund in the wake of significant disasters and as such, it is recommended that the Council approves a donation of \$7,500 to the 2015 Esperance Fires Appeal to assist victims and demonstrate support to the broader community of the Goldfields-Esperance region.

BACKGROUND

In November 2015, a large bushfire engulfed areas of the Shire of Esperance which has seen the loss of four lives and many people lose their property.

Historically, the Council has donated the following to assist with similar significant disasters:

October 2002

\$5,000 to the Lord Mayor's Distress Relief Fund for the victims and their families of the Bali bombing tragedy.

January 2005

\$10,000 (\$5,000 to Save the Children Australia and \$5,000 to CARE Australia) as part of the Asian Tsunami Disaster.

February 2009

\$10,000 to the Victorian Bushfire Appeal (managed by Red Cross Australia).

February 2010

\$5,000 to the Lord Mayor's Distress Relief Fund for the Toodyay Fires.

February 2011

\$7,500 each to the Lord Mayor's Distress Relief Fund for the Carnarvon and Gascoyne Region floods and the Perth Hill's bushfires.

December 2011

\$10,000 to the Lord Mayor's Distress Relief Fund for the Margaret River Bushfire Appeal.

February 2014

\$7,500 to the Lord Mayor's Distress Relief Fund for the Parkerville Bushfire Appeal.

DETAILS

In November 2015, bushfires engulfed areas of the Shire of Esperance which has seen the loss of four lives and many people lose their property. As a result the Lord Mayor's Distress Relief Fund has been activated to coordinate donations to assist victims. In accordance with the City's donation guidelines and historical association with the fund Council is requested to consider approval for a donation of \$7,500 towards the fund.

The Lord Mayor's Distress Relief Fund was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The perpetual fund is a registered charitable body and has the approval of the Australian Taxation Office for tax deductibility of contributions.

The objectives of the fund are as follows:

- To provide a permanent fund for the alleviation and relief of distress, suffering, hardship and misfortune to individuals brought about by any disaster or emergency of a general application which has been declared as such by the Western Australian government through the Fire and Emergency Services Authority of Western Australia (FESA).
- To provide relief and aid as determined by the Lord Mayor Distress Relief Fund Board to individuals undergoing such distress, suffering, hardship or misfortune brought about by any event mentioned above.
- To provide assistance to individuals for the alleviation and relief of distress, suffering, hardship or misfortune following a minor localised disaster.

The Lord Mayor’s Distress Relief Fund has a history of coordinating the raising of funds to assist Western Australians in times of disaster. Recent examples where the fund has been used to directly support Western Australian communities include the:

- 2007 Dwellingup fires
- 2003 Bridgetown fires
- Western Australians affected by the 2002 Bali bombings
- 2007 Dwellingup fires
- 2009 Toodyay bushfires
- 2011 Gascoyne and Mid-West Floods
- 2011 Perth Hills fires
- 2011 Margaret River fires
- 2014 Parkerville bushfires.

Issues and options considered:

The Council may:

- agree to donate an amount to the Esperance Fires Appeal (recommended \$7,500)
or
- not agree to donate to the Esperance Fires Appeal.

Legislation / Strategic Community Plan / policy implications

Legislation Not applicable.

Strategic Community Plan Not applicable.

Risk management considerations

Not applicable.

Financial/budget implications

The 2014-15 budget does not include funds for such a donation, therefore, it will be necessary to approve the expenditure by an Absolute Majority.

Account no.	1.130.A1301.3292.0000.
Budget Item	Council Administration – Donations.
Budget amount	\$ 0
Amount spent to date	\$ 0
Proposed cost	\$ 7,500
Balance	\$ (7,500)

All amounts quoted in this report are exclusive of GST.

Regional significance

Supporting the broader community of the Goldfields-Esperance region.

Sustainability implications

Donations to the appeal will greatly assist individuals and communities affected by the devastation caused by the fires.

Consultation

Not applicable.

COMMENT

The impact of the fires has been devastating for the communities in the Shire of Esperance. A donation of \$7,500 from Council to the 2015 Esperance Fires Appeal is comparable with the donations made to previous natural disasters and tragedies. There are many ways that the community and organisations can donate to the Lord Mayor Distress Relief Fund, including through any BankWest branch (either in person, EFT, cheque or credit card payment) or at the City of Perth Council offices.

VOTING REQUIREMENTS

Absolute Majority.

RECOMMENDATION

That Council BY AN ABSOLUTE MAJORITY DONATES an amount of \$7,500 to the Lord Mayor's Distress Relief Fund 2015 Esperance Fires Appeal in response to the disaster.

ITEM 10 LIST OF PAYMENTS DURING THE MONTH OF OCTOBER 2015

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	09882, 101515
ATTACHMENTS	Attachment 1 Chief Executive Officer's Delegated Municipal Payment List for the month of October 2015. Attachment 2 Chief Executive Officer's Delegated Trust Payment List for the month of October 2015 Attachment 3 Municipal and Trust Fund Vouchers for the month of October 2015.
AUTHORITY / DISCRETION	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 list of accounts paid under the Chief Executive Officer's delegated authority during the month of October 2015.

EXECUTIVE SUMMARY

This report presents the list of payments made under delegated authority during the month of October 2015 totalling \$14,483,120.04.

It is therefore recommended that Council NOTES the Chief Executive Officer's list of accounts for October 2015 paid under delegated authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 in Attachments 1, 2 and 3 to this Report, totalling \$14,483,120.04.

BACKGROUND

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

DETAILS

The table below summarises the payments drawn on the funds during the month of October 2015. Lists detailing the payments made are appended as Attachments 1 and 2. The vouchers for the month are appended as Attachment 3.

FUNDS	DETAILS	AMOUNT
Municipal Account	Municipal Cheques & EFT Payments 102136 - 102300 & EF050939 – EF051552 Net of cancelled payments.	\$9,662,731.22
	Vouchers 1516A-1518A & 1521A-1523A & 1527A-1532A	\$4,794,331.49
Trust Account	Trust Cheques & EFT Payments 206859 - 206872 & TEF000408 – TEF000436 Net of cancelled payments.	\$26,057.33
Total		\$14,483,120.04

Issues and options considered

There are two options in relation to the list of payments.

Option 1

That Council declines to note the list of payments paid under delegated authority. The list is required to be reported to Council in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, and the payments listed have already been paid under the delegated authority. This option is not recommended.

Option 2

That Council notes the list of payments paid under delegated authority. This option is recommended.

Legislation / Strategic Community Plan / policy implications

Legislation

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

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

All expenditure from the Municipal Fund was included in the Annual Budget as adopted or revised by Council.

Regional significance

Not applicable.

Sustainability implications

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

Consultation

Not applicable.

COMMENT

All Municipal Fund expenditure included in the list of payments is incurred in accordance with the 2015-16 Annual Budget as adopted by Council at its meeting held on 23 June 2015 (CJ085-06/15 refers) and subsequently revised or has been authorised in advance by the Mayor or by resolution of Council as applicable.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council NOTES the Chief Executive Officer's list of accounts for October 2015 paid under Delegated Authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* forming Attachments 1, 2 and 3 to this Report, totalling \$14,483,120.04.

Appendix 7 refers

To access this attachment on electronic document, click here: [Attach7brf011215.pdf](#)

ITEM 11 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 31 OCTOBER 2015

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	07882, 101515
ATTACHMENTS	Attachment 1 Financial Activity Statement for the period ended 31 October 2015
AUTHORITY / DISCRETION	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 31 October 2015

EXECUTIVE SUMMARY

At its meeting held on 23 June 2015 (CJ085-06/15 refers), Council adopted the Annual Budget for the 2015-16 Financial Year. The figures in this report are compared to the Adopted Budget.

The October 2015 Financial Activity Statement Report shows an overall favourable variance from operations and capital, after adjusting for non-cash items, of \$1,685,125 for the period when compared to the adopted Budget. This variance does not represent the end of year position. It represents the year to date position to 31 October 2015. There are a number of factors influencing the favourable variance but it is predominantly due to the timing of revenue and expenditure compared to the adopted budget estimate. The notes in Appendix 3 to Attachment 1 identify and provide commentary on the individual key material revenue and expenditure variances to date.

The variance can be summarised as follows:

The operating surplus is \$3,237,268 higher than budget, made up of higher operating revenue \$2,387,622 and lower operating expenditure of \$849,646.

Operating revenue is higher than budget on Contributions, Reimbursements and Donations \$856,608, Profit on Asset Disposals \$1,708,028, Rates \$85,046, Specified Area Rates \$5,254 and Interest Earnings \$169,687 partly offset by lower than budget revenue from Fees and Charges \$107,332, Grants and Subsidies \$325,875 and Other Revenue \$3,794.

Operating Expenditure is lower than budget on Materials and Contracts \$1,899,126, Utilities \$116,338, Interest expenses \$35,461 and Insurance \$101,686. These are partly offset by higher than budget expenditure on Depreciation and Amortisation \$762,294, Employee Costs \$495,819 and Loss on Asset Disposals \$44,853.

The Capital Deficit is \$425,899 higher than budget primarily owing to lower than budgeted capital revenue for Capital Grants and Subsidies \$209,726 and higher expenditure on Capital Works \$1,969,835. These are partly offset by lower than budgeted expenditure on Capital Projects \$1,776,309 and Loan Principal Repayments \$82,512, as well as higher than budgeted revenue from Capital Contributions \$300,569 and higher than budgeted Vehicle and Plant Replacements \$405,728.

It is therefore recommended that Council NOTES the Financial Activity Statement for the period ended 31 October 2015 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 30 September 2015 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* 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 funds for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

Financial / budget implications

All amounts quoted in this report are exclusive of GST.

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 expenditure included in the Financial Activity Statement are incurred in accordance with the provisions of the 2015-16 Adopted 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 31 October 2015 forming Attachment 1 to this Report.

Appendix 8 refers

To access this attachment on electronic document, click here: [Attach8brf011215.pdf](#)

ITEM 12 TENDER 033/15 - SWEEPING OF URBAN AND ARTERIAL ROADS, CAR PARKS, PAVEMENTS AND PATHWAYS WITHIN THE CITY

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	105365, 101515
ATTACHMENTS	Attachment 1 Summary of Tender Submissions
AUTHORITY / DISCRETION	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 Austra Environmental Services Pty Ltd for sweeping of urban and arterial roads, car parks, pavements and pathways within the City of Joondalup.

EXECUTIVE SUMMARY

Tenders were advertised on 3 October 2015 through statewide public notice for sweeping of urban and arterial roads, car parks, pavements and pathways within the City of Joondalup. Tenders closed on 20 October 2015. A submission was received from each of the following:

- E W C S Unit Trust trading as Enviro Sweep.
- Austra Environmental Services Pty Ltd.
- Cleansweep (WA) Pty Ltd.
- Drainflow Services Pty Ltd.
- The Trustee for the Lambert Family Trust (Auto Sweep WA).

The submission from Austra Environmental Services Pty Ltd represents best value to the City. The company has been providing similar services to various organisations including the City of Canning, Transfield Services and Downer EDI for many years. It is the City's current contractor for road sweeping services. It demonstrated a sound understanding of the City's requirements. Austra Environmental Services Pty Ltd is a well established company with industry experience and proven capacity to complete the works for the City.

It is therefore recommended that Council ACCEPTS the tender submitted by Austra Environmental Services Pty Ltd for sweeping of urban and arterial roads, car parks, pavements and pathways within the City as specified in Tender 033/15 for a period of three years at the submitted schedule of rates, with any price variations subject to the percentage change in the Perth CPI (All Groups).

BACKGROUND

The City has a requirement to engage a suitably resourced contractor for sweeping of urban and arterial roads, car parks, pavements and pathways within the City for 12 months of the year meeting annual program frequencies.

The City currently has a contract with Austra Environmental Services Pty Ltd (formerly Austra Sweep) which expires on 13 January 2016. Austra Environmental Services Pty Ltd has provided a satisfactory level of service 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, tenderers' experience and performance history, productive use of City resources and other environmental or local economic factors.

DETAILS

The tender for sweeping of urban and arterial roads, car parks, pavements and pathways within the City was advertised through statewide public notice on 3 October 2015. The tender period was for two weeks and tenders closed on 20 October 2015.

Tender Submissions

A submission was received from each of the following:

- E W C S Unit Trust trading as Enviro Sweep.
- Austra Environmental Services Pty Ltd.
- Cleansweep (WA) Pty Ltd.
- Drainflow Services Pty Ltd.
- The Trustee for the Lambert Family Trust (Auto Sweep WA).

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 was composed of three members being:

- one with tender and contract preparation skills
- two with the appropriate operational 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.

Evaluation Method and Weighting

The qualitative weighting method of tender evaluation was selected to evaluate the offers for this requirement. Prior to assessment of individual submissions a determination was made, based on the selection criteria, of what would be an acceptable qualitative score that would indicate the ability of the tenderer to satisfactorily deliver the services. The predetermined minimum acceptable qualitative score was set at 65%.

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

Qualitative Criteria		Weighting
1	Capacity	50%
2	Demonstrated experience in completing similar projects	25%
3	Demonstrated understanding of the required tasks	20%
4	Social and economic effects on the local community	5%

Compliance Assessment

All submissions received were assessed as compliant and remained for further consideration.

Qualitative Assessment

Auto Sweep WA scored 53.2% in the qualitative assessment. It has carried out sweeping services for the Cities of Belmont, Melville and Cockburn, though these were mainly for regular and emergency call-out works. It demonstrated its understanding of the required tasks. It has the capacity to carry out the works, however a copy of its safety procedures was not provided.

Drainflow Services Pty Ltd scored 63.2% in the qualitative assessment. The company demonstrated an understanding of the required tasks. It is currently providing sweeping services to a number of local governments including the Cities of Wanneroo, Gosnells, Subiaco and Perth. It has industry experience and the capacity to provide the services. However, it is predominantly a drainage service provider and utilises the same plant and equipment to undertake sweeping and drainage works for a number of local governments.

Cleansweep (WA) Pty Ltd scored 65.8% in the qualitative assessment. The company demonstrated experience in providing similar services to various organisations including local governments. Examples of works included depot sweeping for Cockburn Cement and road sweeping for Hanson Concrete and UWA. Two other examples of works were provided and these were for the City of Kwinana and the Shire of Serpentine-Jarrahdale. It demonstrated its understanding of the required tasks. It has sufficient capacity to carry out the works.

Austra Environmental Services Pty Ltd scored 74.2% in the qualitative assessment. The company demonstrated a sound understanding of the City's requirements. It has been providing similar services to various organisations including the City of Canning, Transfield Services and Downer EDI for many years. It is the City's current contractor for road sweeping services. Austra Environmental Services Pty Ltd is a well established company with industry experience and proven capacity to complete the works for the City.

Enviro Sweep scored 78.3% in the qualitative assessment. It has extensive experience in providing similar services to local governments including the Cities of South Perth, Nedlands and Swan. It has the capacity required to undertake the works. Enviro Sweep demonstrated a thorough understanding and appreciation of the City's requirements.

Given the minimum acceptable qualitative score of 65%, Enviro Sweep, Austra Environmental Services Pty Ltd and Cleansweep (WA) Pty Ltd qualified for stage two of the assessment.

Price Assessment

The panel carried out a comparison of the rates offered by each tenderer in order to assess value for money to the City.

The estimated expenditure over a 12 month period will vary based on demand and is subject to change in accordance with operational requirements. For the purposes of comparison of the financial value of the tenders, the tendered rates offered by each tenderer have been applied to actual historical usage data of all scheduled items. This provides a value of each tender for comparative evaluation purposes based on the assumption that the historical pattern of usage is maintained.

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 CPI for the preceding year. For estimation purposes, a 2% CPI increase was applied to the rates in years two and three.

Tenderer	Year 1	Year 2	Year 3	Total
Enviro Sweep	\$415,037	\$423,338	\$431,804	\$1,270,179
Austra Environmental Services Pty Ltd	\$341,030	\$347,851	\$354,808	\$1,043,689
Cleansweep (WA) Pty Ltd	\$375,551	\$383,062	\$390,724	\$1,149,337
Drainflow Services Pty Ltd	\$626,366	\$638,893	\$651,671	\$1,916,931
Auto Sweep WA	\$499,760	\$509,756	\$519,951	\$1,529,467

During 2014-15, the City incurred \$309,644 for road sweeping services.

Evaluation Summary

Tenderer	Price Ranking	Total Estimated Contract Price	Qualitative Ranking	Weighted Percentage Score
Enviro Sweep	3	\$1,270,179	1	78.3%
Austra Environmental Services Pty Ltd	1	\$1,043,689	2	74.2%
Cleansweep (WA) Pty Ltd	2	\$1,149,337	3	65.8%
Drainflow Services Pty Ltd	Failed to meet the acceptable score (total estimated price tendered was \$1,916,931)			63.2%
Auto Sweep WA	Failed to meet the acceptable score (total estimated price tendered was \$1,529,467)			53.2%

Based on the evaluation result the panel concluded that the tender from Austra Environmental Services Pty Ltd provides best value to the City and is therefore recommended.

While Enviro Sweep scored 78.3% in the qualitative assessment, it was 22% (\$226,490) more expensive, when compared to Austra Environmental Services Pty Ltd.

Issues and options considered

The City has a requirement for sweeping of urban and arterial roads, car parks, pavements and pathways within the City of Joondalup. The City does not have the internal resources to provide the required services and requires the appropriate external contractor to undertake the works.

Legislation / Strategic Community Plan / policy implications

Legislation A statewide public tender was advertised, opened and evaluated in accordance with regulations 11(1) and 18(4) 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. This level has recently increased to \$150,000 after the tender was called.

Strategic Community Plan

Key theme Quality Urban Environment.

Objective Integrated spaces.

Strategic initiative Provide for diverse transport options that promote enhanced connectivity.

Policy Not applicable.

Risk management considerations

Should the contract not proceed, the risk to the City will be moderate as the City requires this essential sweeping service in order to keep roads and access ways free of litter, debris and shifting sand.

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

Financial / budget implications

Account no.	Various accounts.
Budget Item	Sweeping of urban and arterial roads, car parks, pavements and pathways within the City.
Budget amount	\$ 466,000
Amount spent to date	\$ 153,843
Proposed cost	\$ 157,398
Balance	\$ 154,759

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

The provision of sweeping improves the safety and enhances the appearance of the City's roads, car parks, pavements and pathways.

Consultation

Not applicable.

COMMENT

The evaluation panel carried out the evaluation of the submission in accordance with the City's evaluation process and concluded that the offer submitted by Austra Environmental Services Pty Ltd represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by Austra Environmental Services Pty Ltd for sweeping of urban and arterial roads, car parks, pavements and pathways within the City as specified in Tender 033/15 for a period of three years at the submitted schedule of rates, with any price variations subject to the percentage change in the Perth CPI (All Groups).

Appendix 9 refers

To access this attachment on electronic document, click here: [Attach9brf011215.pdf](#)

ITEM 13 TENDER 038/15 - REFURBISHMENT OF KINGSLEY MEMORIAL CLUBROOMS

WARD	South-East
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	105382, 101515
ATTACHMENTS	Attachment 1 Summary of Tender Submissions
AUTHORITY / DISCRETION	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 CPD Group Pty Ltd for the refurbishment of Kingsley Memorial Clubrooms.

EXECUTIVE SUMMARY

Tenders were advertised on 26 September 2015 through statewide public notice for the refurbishment of Kingsley Memorial Clubrooms. Tenders closed on 14 October 2015. A submission was received from each of the following:

- Adrina Project Management Pty Ltd.
- Quality Group Services Pty Ltd trading as Cercon Building.
- CPD Group Pty Ltd.
- The Trustee for the Devereux Family Trust trading as Devco Builders.
- Devlyn Constructions Pty Ltd.
- PRC Building Services Pty Ltd.
- ZD Constructions 93 Pty Ltd.

The submission from CPD Group Pty Ltd represents best value to the City. It demonstrated considerable experience in completing similar new and refurbishment projects for local governments including the Cities of Canning, Belmont and Melville. It demonstrated a good understanding of the project requirements and has sufficient capacity to complete the works.

It is recommended that Council ACCEPTS the tender submitted by CPD Group Pty Ltd for the refurbishment of Kingsley Memorial Clubrooms as specified in Tender 038/15 for the fixed lump sum of \$495,402 (Option 1) (GST Exclusive) and schedule of rates for additions/deletions, temporary change rooms and ancillary facilities with practical completion of works by 24 June 2016.

BACKGROUND

The City has a requirement to engage an appropriately qualified and experienced contractor to undertake the works for the refurbishment of Kingsley Memorial Clubrooms.

Due to budget restrictions, the tender asked for two price options (fixed lump sum) from the tenderers for the works mentioned below:

Option 1	Option 2
Activity Room 2 Refurbishment	Activity Room 2 Refurbishment
Activity Room 2 UAT	Activity Room 2 UAT
Bin Wash Down Area	Bin Wash Down Area
Changerooms, Umpire room and Park UAT	Changerooms, Umpire room and Park UAT
Lesser Hall Refurbishment	Lesser Hall Refurbishment
Security Screens to all windows and doors	Security Screens to all windows and doors
Activity Room 1 and Main Hall making good	Activity Room 1 and Main Hall Patch up
Activity Room 1 Kitchen Ventilation	
New Storerooms Southern End	
Solar panel installation	

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

DETAILS

The tender for the refurbishment of Kingsley Memorial Clubrooms was advertised through statewide public notice on 26 September 2015. The tender period was for two weeks and tenders closed on 14 October 2015.

Tender Submissions

A submission was received from each of the following:

- Adrina Project Management Pty Ltd.
- Quality Group Services Pty Ltd trading as Cercon Building.
- CPD Group Pty Ltd.
- The Trustee for the Devereux Family Trust trading as Devco Builders.
- Devlyn Constructions Pty Ltd.
- PRC Building Services Pty Ltd.
- ZD Constructions 93 Pty Ltd.

A summary of the tender submissions including the location of each tenderer is provided in Attachment 1.

Evaluation Panel

The evaluation panel comprised 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.

Evaluation Method and Weighting

The qualitative weighting method of tender evaluation was selected to evaluate the offers for this requirement. Prior to assessment of individual submissions a determination was made, based on the selection criteria, of what would be an acceptable qualitative score that would indicate the ability of the tenderer to satisfactorily deliver the services. The minimum acceptable score for this tender was set at 50%.

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

Qualitative Criteria		Weighting
1	Demonstrated experience in completing similar projects	40%
2	Demonstrated understanding of the required tasks	35%
3	Capacity	20%
4	Social and economic effects on the local community	5%

Compliance Assessment

The following offers were assessed as compliant:

- Adrina Project Management Pty Ltd.
- Quality Group Services Pty Ltd t/as Cercon Building.
- CPD Group Pty Ltd.
- The Trustee for the Devereux Family Trust t/as Devco Builders.
- Devlyn Constructions Pty Ltd.
- PRC Building Services Pty Ltd.

The following offer was assessed as non-compliant:

ZD Constructions 93 Pty Ltd: It did not provide a fixed lump sum price for any of the price options and submitted trade break down only for Option 1. The submission also did not provide any quality assurance/management document of the company.

This Submission was deemed to be non-conforming and was not considered further.

Qualitative Assessment

Devlyn Constructions scored 32.5% in the qualitative assessment. The company did not demonstrate adequate experience to undertake the works. All three project examples supplied were for bathroom and toilet facility upgrades. Its submission did not provide after-hours contact, the ability to provide additional resources and safety records. In addition, it did not submit a response to demonstrate its understanding of the required tasks.

PRC Building Services scored 37.7% in the qualitative assessment. The company has the capacity to undertake the project but did not demonstrate adequate understanding of the City's requirements. It did not demonstrate sufficient experience completing similar projects. Out of five project examples supplied only heritage building upgrade of Fremantle Markets is similar in scope.

Devco Builders scored 41.5% in the qualitative assessment. It demonstrated considerable experience completing similar new and refurbishment projects for local governments including the Cities of Melville, Vincent, Belmont, Swan and Joondalup. The company has the capacity to undertake the project but did not demonstrate an understanding of the City's requirements.

Cercon Building scored 50.6% in the qualitative assessment. The company demonstrated an understanding of the required tasks. It demonstrated experience completing refurbishment projects for private, local and state government organisations including refurbishment works for various police stations and high schools for the Department of Finance, remodelling works for various outlets of KFC and McDonalds, insurance repair works to commercial and residential properties for HBF Insurance and Wesfarmers and renovation works of various public car park ablutions for the City of Perth. The company is resourced and has the capacity to carry out the works.

CPD Group Pty Ltd scored 56.9% in the qualitative assessment. It has been in the building industry for many years and has successfully completed similar projects for various local governments including the refurbishment of Merv McIntosh Pavilion for the City of Canning, Belmont Sports Club renovations for the City of Belmont, alterations and additions to Yunderup Sport and Recreation Centre for the Shire of Murray and Troy Park and Marmion Reserve Clubroom refurbishment for the City of Melville. It demonstrated a good understanding of the City's requirements. The company has the required capacity to complete the works for the City but did not provide after-hours contact details.

Adrina Project Management Pty Ltd scored 62.8% in the qualitative assessment. The company demonstrated experience completing similar refurbishment and extension projects for private and local government organisations including Administration Building extension for Mindarie Regional Council, refurbishment of classrooms for Gilmore College and North Perth Primary School and refurbishment works of various community facilities for the City of Stirling. It demonstrated a good understanding of the City's requirements and sufficient capacity to carry out the works.

Based on the minimum acceptable score (50%), Adrina Project Management Pty Ltd, CPD Group Pty Ltd and Quality Group Services Pty Ltd trading as Cercon Building qualified for stage 2 (price) assessment.

Price Assessment

Following the qualitative assessment, the panel carried out a comparison of the submitted lump sum prices offered by each tenderer qualified for stage 2 to assess value for money to the City.

Tenderer	Total Price Option 1 (exclusive of GST)	Total Price Option 2 (exclusive of GST)
CPD Group	\$495,402	\$368,560
Cercon Building	\$503,589	\$409,509
Adrina Project Management	\$679,649	\$554,040

Evaluation Summary

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

Tenderer	Total Contract Price		Price Rank (Option 1)	Evaluation Score	Qualitative Rank
	Option 1	Option 2			
CPD Group	\$495,402	\$368,560	1	56.9%	2
Cercon Building	\$503,589	\$409,509	2	50.6%	3
Adrina Project Management	\$679,649	\$554,040	3	62.8%	1

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

Issues and options considered

The City has a requirement for the refurbishment of Kingsley Memorial Clubrooms. The City does not have the internal resources to provide the required services and requires the appropriate external contractor to undertake the works.

Legislation / Strategic Community Plan / policy implications

Legislation

A statewide public tender was advertised, opened and evaluated in accordance with regulations 11(1) and 18(4) 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. This level has recently increased to \$150,000 after the tender was called.

Strategic Community Plan

Key theme

Community Wellbeing.

Objective

Quality facilities.

Strategic initiative

Support a long-term approach to significant facility upgrades and improvements.

Policy Not applicable.

Risk management considerations

Should the contract not proceed, the risk to the City will be moderate as there is a community expectation for the refurbishment works of Kingsley Memorial Clubrooms.

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

Financial / budget implications

Project number	BCW2524.
Cost Code	W2820.
Budget Item	Refurbishment of Kingsley Memorial Clubrooms.
Budget amount	\$ 650,000
Commitment	\$ 29,000
Proposed cost	\$ 495,402
Contingencies (including provision of temporary change rooms with ancillary facilities)	\$ 100,000
Balance	\$ 25,598

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

Environmental

The facility refurbishment project is planned to reduce the impact of the carbon footprint and consider environmental sustainability design features where possible within the project budget.

Social

The project has included consultation with existing user groups to ensure that feedback received represents their needs. Furthermore, any refurbishment works will consider access and inclusion principles and will aim to enhance the amenity of the public space.

Economic

One of the main principles of the City's *Master Planning Framework* is the development of 'shared' and 'multipurpose' facilities to avoid their duplication, and to reduce the ongoing maintenance and future capital expenditure requirements.

Consultation

Consultation was undertaken with existing user groups of the Kingsley Memorial Clubrooms during the site and needs analysis stage of the project. In addition, the City also consulted with users during the concept design stage of the project.

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 submitted by CPD Group Pty Ltd represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by CPD Group Pty Ltd for the refurbishment of Kingsley Memorial Clubrooms as specified in Tender 038/15 for the fixed lump sum of \$495,402 (Option 1) (GST Exclusive) and schedule of rates for additions/deletions, temporary change rooms and ancillary facilities with practical completion of works by 24 June 2016.

Appendix 10 refers

To access this attachment on electronic document, click here: [Attach10brf011215.pdf](#)

ITEM 14 TENDER 039/15 - SUPPLY, DELIVERY AND INSTALLATION OF TURF

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	105395, 101515
ATTACHMENTS	Attachment 1 Schedule of Items Attachment 2 Summary of Tender Submissions
AUTHORITY / DISCRETION	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 Turfmaster Pty Ltd t/as Turfmaster Facility Management for the supply, delivery and installation of turf.

EXECUTIVE SUMMARY

Tenders were advertised on 12 September 2015 through statewide public notice for the supply, delivery and installation of turf for a period of three years. Tenders closed on 30 September 2015. A submission was received from Turfmaster Pty Ltd t/as Turfmaster Facility Management.

The submission from Turfmaster Pty Ltd t/as Turfmaster Facility Management represents value to the City. The company demonstrated a thorough understanding and appreciation of the City's requirements. It demonstrated considerable experience completing large-scale turf installation projects for local governments and private organisations and has turf installation contracts with the Cities of Rockingham, Swan, Kwinana, Stirling, Perth, Albany and the Towns of Cambridge and Port Hedland. It is well established with proven capacity to provide the goods and services to the City.

It is recommended that Council ACCEPTS the tender submitted by Turfmaster Pty Ltd t/as Turfmaster Facility Management for the supply, delivery and installation of turf as specified in Tender 039/15 for a period of three years at the submitted rate with any price variations subject to the percentage change in the Perth Consumer Price Index (All Groups).

BACKGROUND

The City has a requirement for the supply, delivery and installation of turf to streetscapes and parks within the City.

The City currently has a panel contract for the supply, delivery and installation of turf with A & S Lawn Supplies, Carabooda Roll-On Instant Lawn and Allwest Turfing which expires on 1 January 2016.

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

DETAILS

Tenders were advertised on 12 September 2015 through statewide public notice for the supply, delivery and installation of turf for a period of three years. The tender period was for two weeks and tenders closed on 30 September 2015.

Tender Submissions

A submission was received from Turfmaster Pty Ltd t/as Turfmaster Facility Management.

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

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

Evaluation Panel

The evaluation panel comprised three members:

- one with tender and contract preparation skills
- two with the appropriate operational expertise and involvement in supervising the contract.

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

Compliance Assessment

The submission received was assessed as compliant and remained for further consideration.

Evaluation Method and Weighting

The qualitative weighting method of tender evaluation was selected to evaluate the offers for this requirement. The minimum acceptable score was set at 60%.

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

Qualitative Criteria		Weighting
1	Capacity	35%
2	Demonstrated understanding of the required tasks	30%
3	Demonstrated experience in providing similar services	30%
4	Social and economic effects on the local community	5%

Qualitative Assessment

Turfmaster Facility Management scored 73.9% in the qualitative assessment. It demonstrated a thorough understanding and appreciation of the City's requirements. It demonstrated considerable experience completing large-scale turf installation projects for local governments and private organisations and has turf installation contracts with the Cities of Rockingham, Swan, Kwinana, Stirling, Perth, Albany and the Towns of Cambridge and Port Hedland. It is well established with proven capacity to provide the goods and services to the City.

Based on the minimum acceptable score (60%), Turfmaster Facility Management qualified for stage 2 (price) assessment.

Price Assessment

As there were no other tenderers and the existing schedule of items has been updated to address the current operational requirements of the City, no price comparison was carried out.

To arrive at the estimated financial value of the tender, the tendered rates offered by the tenderer have been applied to historical usage of six items currently part of the existing schedule and estimated usage of three new items added to requirements. This provides a value of the tender based on the assumption that the historical pattern of usage is maintained. The estimated expenditure over a 12 month period will vary based on demand and is subject to change in accordance with operational requirements.

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 2% CPI increase was applied to the rates in years two and three.

Tenderer	Year 1	Year 2	Year 3	Total
Turfmaster Facility Management	\$235,900	\$240,618	\$245,430	\$721,948

During the financial year 2014-15, the City incurred \$261,501 for the supply, delivery and installation of turf and is expected to incur in the order of \$750,000 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.

Tenderer	Estimated Total Contract Price	Price Rank	Weighted Percentage Score	Qualitative Rank
Turfmaster Facility Management	\$721,948	N/A	73.9%	N/A

Based on the evaluation result the panel concluded that the tender from Turfmaster Facility Management provides value to the City and is therefore recommended.

Issues and options considered:

The supply, delivery and installation of turf is required to maintain the playing surface of the City's parks and open spaces. The City does not have the internal resources to provide the required services and requires an appropriate external supplier to undertake the services.

Legislation/Strategic Plan/Policy Implications

Legislation A statewide public tender was advertised, opened and evaluated in accordance with regulations 11(1) and 18(4) 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. This level has recently increased to \$150,000 after the tender was called.

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:

Should the contract not proceed, the risk to the City will be moderate as the City will not be able to maintain its turfed areas to the standards required for use by sporting groups.

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

Financial/Budget Implications:

Account No:	Various accounts.
Budget Item:	Supply, delivery and installation of turf.
Estimated Budget Amount:	\$ 250,000
Amount spent to date:	\$ 59,545
Estimated expenditure under current Contract:	\$ 29,773
Proposed Cost:	\$ 117,950
Balance:	\$ 42,732

All figures quoted in this report are exclusive of GST.

Regional Significance:

Not applicable.

Sustainability Implications:

The provision of turf enhances the appearance of the City's streetscapes, parks and open spaces and ensures playing surfaces meet the safety standards required of sporting groups.

Consultation:

Not applicable.

COMMENT

The evaluation panel carried out the evaluation of the submission in accordance with the City's evaluation process and concluded that the offer submitted by Turfmaster Pty Ltd t/as Turfmaster Facility Management represent best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by Turfmaster Pty Ltd t/as Turfmaster Facility Management for the supply, delivery and installation of turf as specified in Tender 039/15 for a period of three years at the submitted rate with any price variations subject to the percentage change in the Perth Consumer Price Index (All Groups).

Appendix 11 refers

To access this attachment on electronic document, click here: [Attach11brf011215.pdf](#)

ITEM 15 TENDER 040/15 - SUPPLY AND INSTALLATION OF CONCRETE PATHS, DUAL USE PATHS, CROSSOVERS, HAND RAILS, PEDESTRIAN RAMPS AND ASSOCIATED WORKS

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	105406, 101515
ATTACHMENTS	Attachment 1 Schedule of Items Attachment 2 Summary of Tender Submissions
AUTHORITY / DISCRETION	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 AXIIS Contracting Pty Ltd trading as AXIIS Contracting for the supply and installation of concrete paths, dual use paths, crossovers, hand rails, pedestrian ramps and associated works.

EXECUTIVE SUMMARY

Tenders were advertised on 26 September 2015 through statewide public notice for the supply and installation of concrete paths, dual use paths, crossovers, hand rails, pedestrian ramps and associated works for a period of three years. Tenders closed on 14 October 2015. A submission was received from each of the following:

- All Civils WA Pty Ltd.
- J.L Close and M.R Close trading as Cobble Stone Concrete.
- Flex Holdings Pty Ltd trading as Dash Civil Contracting.
- Nextside Pty Ltd.
- AXIIS Contracting Pty Ltd trading as AXIIS Contracting.
- Techsand Pty Ltd.
- The Trustee for the Dowsing Family Trust trading as Dowsing Group.

The submission from AXIIS Contracting Pty Ltd trading as AXIIS Contracting represents best value to the City. The company demonstrated considerable experience in providing similar services to the Cities of Rockingham, Belmont and Bayswater. It demonstrated good understanding of the City's requirements and has the capacity to undertake the works for the City.

It is recommended that Council ACCEPTS the tender submitted by AXIIS Contracting Pty Ltd trading as AXIIS Contracting for the supply and installation of concrete paths, dual use paths, crossovers, hand rails, pedestrian ramps and associated works as specified in Tender 040/15 for a period of three years at the submitted schedule of rates with annual price variations subject to the percentage change in the Perth Consumer Price Index (All Groups).

BACKGROUND

The City has a requirement for the supply and installation of concrete paths, dual use paths, crossovers, hand rails, pedestrian ramps and associated works within the City. The work involves the removal of existing concrete, asphalt and slab footpaths and crossovers, the construction of cast in-situ footpaths, dual use paths and vehicle crossovers.

The City currently has a single contract for the service with Techsand Pty Ltd, which will expire on 31 December 2015.

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

DETAILS

The tender for the supply and installation of concrete paths, dual use paths, crossovers, hand rails, pedestrian ramps and associated works was advertised through statewide public notice on 26 September 2015. The tender period was for two weeks and tenders closed on 14 October 2015.

Tender Submissions

A submission was received from each of the following:

- All Civils WA Pty Ltd.
- J.L Close and M.R Close trading as Cobble Stone Concrete.
- Flex Holdings Pty Ltd trading as Dash Civil Contracting.
- Nextside Pty Ltd.
- AXIIS Contracting Pty Ltd trading as AXIIS Contracting.
- Techsand Pty Ltd.
- The Trustee for the Dowsing Family Trust trading as Dowsing Group.

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 four members:

- one with tender and contract preparation skills
- three 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 weighting method of tender evaluation was selected to evaluate the offers for this requirement. The minimum acceptable score was set at 50%.

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%

All Civils scored 41.7% and was ranked seventh in the qualitative assessment. The company did not demonstrate sufficient understanding of the required tasks and experience in providing similar services. Five project examples were provided without any dates and periods of the contracts. The company is resourced to carry out the works but did not provide its safety records of past two years.

Nextside Pty Ltd scored 55.6% and was ranked sixth in the qualitative assessment. The company demonstrated a good understanding of the required tasks. It demonstrated experience providing similar services to local governments and private organisations including the City of Vincent, the Shires of Mundaring and Murray, Georgiou Group and Horizon West. Nextside has the capacity to provide the services to the City but did not specifically address its ability to provide additional personnel and resources.

Dash Civil scored 56.5% and was ranked fifth in the qualitative assessment. The company demonstrated experience in undertaking similar works for Leighton/Broad, Gateway WA, the City of Cockburn, Civil East Alliance and MSP Engineering. It has the required capacity to carry out the works and demonstrated an understanding of the required tasks.

Cobble Stone Concrete scored 62.9% and was ranked fourth in the qualitative assessment. The company has the required capacity to carry out the works and demonstrated an understanding of the required tasks. It demonstrated experience in providing similar services to the City of Subiaco and the Towns of Cambridge and Cottesloe.

AXIIS Contracting scored 63.5% and was ranked third in the qualitative assessment. The company demonstrated a good understanding of the requirements. It demonstrated considerable experience providing similar services for the Cities of Belmont, Bayswater and Rockingham. AXIIS Contracting is resourced and has the capacity to provide the services to the City.

Techsand scored 66.8% and was ranked second in the qualitative assessment. The company demonstrated extensive experience providing similar services for the Cities of Stirling and Nedlands and the Town of Cambridge. Techsand has been the City's current contractor for the supply and installation of concrete paths, dual use paths and crossovers since 2008. The company demonstrated a thorough understanding of the requirements. It has sufficient capacity to undertake the works for the City.

Dowsing Group scored 68.1% and was ranked first in the qualitative assessment. The company demonstrated a thorough understanding and appreciation of the requirements. It demonstrated extensive experience providing similar services for 12 local governments including the Cities of South Perth, Swan, Gosnells, Armadale and Wanneroo. Dowsing Group is well established and has adequate capacity to carry out the works for the City.

Based on the minimum acceptable score (50%), all tenderers except All Civils (WA) Pty Ltd qualified for stage 2 (price) assessment.

Price Assessment

Following the qualitative assessment, the panel carried out a comparison of the rates offered by each tenderer qualified for stage 2 in order to assess value for money to the City.

The estimated expenditure over a 12 month period will vary based on demand and is subject to change in accordance with operational requirements. For the purposes of comparison of the financial value of the tenders, the tendered rates offered by each tenderer have been applied to actual historical usage data of 13 most commonly used scheduled items. This provides a value of each tender for comparative evaluation purposes based on the assumption that the historical pattern of usage is maintained.

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 2% CPI increase was applied to the rates in years two and three.

Tenderer	Year 1	Year 2	Year 3	Total
Dowsing Group	\$1,035,790	\$1,056,506	\$1,077,636	\$3,169,932
Techsand Pty Ltd	\$1,026,200	\$1,046,724	\$1,067,659	\$3,140,583
AXIIS Contracting	\$978,585	\$998,157	\$1,018,120	\$2,994,862
Cobblestone Concrete	\$985,930	\$1,005,649	\$1,025,761	\$3,017,340
Dash Civil Contracting	\$1,100,758	\$1,122,772	\$1,145,228	\$3,368,758
Nextside Pty Ltd	\$1,125,000	\$1,147,500	\$1,170,450	\$3,442,950

During the last financial year 2014-15, the City incurred \$1,154,644 for the supply and installation of concrete paths, dual use paths, crossovers, hand rails, pedestrian ramps and associated works and is expected to incur in the order of \$3,000,000 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.

Tenderer	Estimated Total Contract Price	Price Rank	Evaluation Score	Qualitative Rank
Dowsing Group	\$3,169,932	4	68.1%	1
Techsand Pty Ltd	\$3,140,583	3	66.8%	2
AXIIS Contracting	\$2,994,862	1	63.5%	3
Cobblestone Concrete	\$3,017,340	2	62.9%	4
Dash Civil Contracting	\$3,368,758	5	56.5%	5
Nextside Pty Ltd	\$3,442,950	6	55.6%	6

Based on the evaluation result the panel concluded that the tender from AXIIS Contracting Pty Ltd trading as AXIIS Contracting provides best value to the City and is therefore recommended.

Issues and options considered:

The City has a requirement for the supply and installation of concrete paths, dual use paths, crossovers, hand rails, pedestrian ramps and associated works at various locations within the City. The City does not have the internal resources to provide the required services and requires an appropriate external contractor to undertake the services.

Legislation/Strategic Plan/Policy Implications

Legislation A statewide public tender was advertised, opened and evaluated in accordance with regulations 11(1) and 18(4) 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. This level has recently increased to \$150,000 after the tender was called.

Strategic Community Plan

Key Theme: Quality Urban Environment.

Objective: Integrated spaces.

Strategic Initiatives: Improve the interface between the urban and natural environments.

Policy Not applicable.

Risk Management Considerations:

Should the contract not proceed, the risk to the City will be high as a contract for these services is an essential component of the capital works program.

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

Financial/Budget Implications:

Account No:	Various Capital Works accounts.
Budget Item:	Supply and installation of concrete paths, dual use paths, crossovers, hand rails, pedestrian ramps and associated works.
Estimated Budget Amount	\$ 1,000,000
Amount spent to date	\$ 412,820
Proposed Cost:	\$ 571,857
Balance:	\$ 15,323

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 submission in accordance with the City's evaluation process and concluded that the Offer submitted by AXIIS Contracting Pty Ltd trading as AXIIS Contracting represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by AXIIS Contracting Pty Ltd trading as AXIIS Contracting for the supply and installation of concrete paths, dual use paths, crossovers, hand rails, pedestrian ramps and associated works as specified in Tender 040/15 for a period of three years at the submitted schedule of rates with annual price variations subject to the percentage change in the Perth Consumer Price Index (All Groups).

Appendix 12 refers

To access this attachment on electronic document, click here: [Attach12brf011215.pdf](#)

ITEM 16 MAKING A DETERMINATION IN RESPECT OF CHARITY CLOTHING BINS ON CITY OF JOONDALUP PROPERTY

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	22513, 101515
ATTACHMENTS	Attachment 1 Determination - Collection Bins on Local Government Property
AUTHORITY / DISCRETION	Legislative - includes the adoption of local laws, planning schemes and policies.

PURPOSE

For Council to consider the making of a determination under the *City of Joondalup Local Government and Public Property Local Law 2014* that the placement of charity clothing bins on City of Joondalup property is a prohibited activity.

EXECUTIVE SUMMARY

At its meeting held on 9 December 2014 (CJ233-12/14 refers), Council adopted the *City of Joondalup Local Government and Public Property Local Law 2014* (the local law) which has been in operation since 28 January 2015. The local law provides for the regulation, control and management of activities and facilities on local government and public property within the district.

The City has been dealing with the issue of the management of charity clothing collection bins placed on City of Joondalup and public property under the local law. The issues have included the dumping of rubbish, vandalism and graffiti. In response to these issues, Council resolved at its meeting held on 23 June 2015 (CJ104-06/15 refers) that permits will no longer be issued for charity clothing bins under Part 3 of the local law.

While the resolution sets out a clear position of Council, it does not prevent an application for a permit being made under the local law to place a charity clothing collection bin on City property. The City is required to consider any application for a permit, and if approval is declined, the applicant has a right of objection and review.

To prohibit an activity completely thereby removing a person's appeal and review rights requires the activity to be classed as a prohibited activity under the local law, by way of a determination. In this regard Council at its meeting held on 9 November 2015 (JSC04-11/15 refers) adopted a local law amendment to list the placement of charity clothing bins as a prohibited activity on local government property. This amendment has been gazetted and is now in force, which provides Council the ability to follow the determination process under the local law in relation to prohibiting collection bins.

It is therefore recommended that Council:

- 1 *DECLARES its intention to make a determination, in accordance with clause 2.2 of the City of Joondalup Local Government and Public Property Local Law 2014, that the placement of collection bins is a prohibited activity that can be pursued on all local government property throughout the district;*
- 2 *GIVES notice of its intention to make a determination as detailed in part 1 above for public comment as detailed in Attachment 1 to this Report.*

BACKGROUND

At its meeting held on 9 December 2014 (CJ233-12/14 refers), Council adopted the *City of Joondalup Local Government and Public Property Local Law 2014* (the local law) which came into effect on 28 January 2015. The purpose of this local law is to provide for the regulation, control and management of activities and facilities on local government and public property within the district as well as to establish the requirements with which any persons using or being on local government and public property, must comply.

The City has been dealing with the issue of the placement and management of charity clothing collection bins on City of Joondalup property which has included the dumping of rubbish around the bins; vandalism and graffiti. In response to these concerns, Council resolved at its meeting held on 23 June 2015 (CJ104-06/15 refers) that permits will no longer be issued under the local law, for charity clothing bins to be placed on local government property.

While the resolution sets out the clear position of Council, it does not prevent an application for a permit being made under the local law to place a charity clothing collection bin on City property. In this regard and due to the provisions of the *Local Government Act 1995*, where an application for a permit is refused under a local law, the applicant has a right of appeal and review.

However the local law enables Council to make determinations in relation to setting aside City property for the pursuit of activities, or prohibiting certain activities from being undertaken on City property. In view of Council's decision on 23 June 2015 (CJ104-06/15 refers), Council at its special meeting held on 9 November 2015 (JSC04-11/15), adopted an amendment to the local law to allow a determination to be made to prohibit the placement of collection bins on local government property.

As the amendment to the local law has now come into effect, it is therefore proposed Council initiate the process for making a determination in respect of prohibiting collection bins on local government property, thereby removing the ability for an application for a permit to be made and a right of appeal to be lodged.

DETAILS

Clause 2.2 of the local law sets out the process for making a determination to either:

- set aside City property for the pursuit of certain activities
or
- prohibit certain activities from being undertaken on City property.

There are three steps to the process as follows:

- 1 Council is required to resolve that it intends to make a determination.
- 2 Local public notice of Council's intention with a summary of the purpose and effect of the proposed determination is then required to be given together with information about where it may be inspected and inviting written submissions to be lodged within 21 days after the date of publication.
- 3 After the submission period has closed, Council then needs to consider any submissions and determine whether to continue, amend or not continue with the determination. A Council decision to continue unchanged or with an amended determination is then required to be given local public notice and becomes effective from the date of publication.

A copy of the proposed determination that the placement of collection bins is a prohibited activity on local government property throughout the district is at Attachment 1.

Issues and options considered

Council can either:

- initiate the process to make a determination that the placement of collection bins on local government property is a prohibited activity
or
- not proceed with the determination process.

Legislation / Strategic Community Plan / policy implications

Legislation

*Local Government Act 1995.
Local Government (Functions and General) Regulations 1996.
City of Joondalup Local Government and Public Property Local Law 2014.*

Strategic Community Plan

Key theme Governance and Leadership.

Objective Corporate capacity.

Strategic initiative Not applicable.

Policy Not applicable.

Risk management considerations

Although the local law amendment has been gazetted and is now in force, it is yet to be considered by the Joint Standing Committee on Delegated Legislation (JSCDL), which reviews local laws created by local governments (including amendments) as well as other subsidiary legislation.

Should the JSCDL consider the amendment to the local law to be beyond the power of local government or offend its terms of reference, it may table a motion of disallowance in State Parliament that the local law be disallowed. Should Parliament agree and accept the motion, the local law amendment would cease to be in force thereby ceasing Council's determination process and the ability to prevent permits for the placement of charity clothing bins, from being made.

Financial / budget implications

The cost associated with the determination making process is approximately \$1,000, being public advertising costs. Funds are available in the *2015-16 Budget* for statutory advertising.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

The determination process in accordance with clause 2.2 of the local law requires the City to give notice of its intent to make a determination and inviting submissions on the proposal for 21 days. After which time Council is required to consider any submissions received and to consider whether to continue, amend or not continue with the making of a determination.

COMMENT

The City has been dealing with the issue of the management of charity clothing collection bins on City of Joondalup property that have included the dumping of rubbish, vandalism and graffiti issues. In response Council resolved at its meeting held on 23 June 2015 (CJ104-06/15 refers) that permits will no longer be issued for charity clothing bins under Part 3 of the local law. While the resolution sets out the position of Council it does not prevent an application under the local law for a permit to place a charity clothing collection bin on City property.

Clause 2.8(1) of the City's the local law provides that the Council may make a determination that a person is prohibited from pursuing all or any of the following activities on specified local government property. At its special meeting held on 9 November 2015 (JSC04-11/15 refers), Council adopted an amendment to the local law to include as one of the activities in clause 2.8 (1), the placing and maintaining of a collection bin which is defined as a receptacle for the collection of clothing or goods.

It is proposed to that in order to achieve the position resolved by Council on 23 June 2015 (CJ104-06/15 refers) that Council initiate the process for making a determination in respect of collection bins.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION**That Council:**

- 1** **DECLARES** its intention to make a determination, in accordance with clause 2.2 of the *City of Joondalup Local Government and Public Property Local Law 2014*, that the placement of collection bins is prohibited activity that can be pursued on all local government property throughout the district;
- 2** **GIVES** notice of its intention to make a determination as detailed in part 1 above for public comment as detailed in Attachment 1 to this Report.

Appendix 13 refers

To access this attachment on electronic document, click here: [Attach13brf011215.pdf](#)

ITEM 17 DRAFT SORRENTO COASTAL FORESHORE RESERVE MANAGEMENT PLAN 2015 - 2020

WARD	South
RESPONSIBLE DIRECTOR	Mr Nico Claassen Infrastructure Services
FILE NUMBER	04048, 101515
ATTACHMENTS	Attachment 1 Draft Sorrento Coastal Foreshore Reserve Management Plan 2015 - 2020
AUTHORITY / DISCRETION	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 endorse the draft *Sorrento Coastal Foreshore Reserve Management Plan 2015 - 2020*.

EXECUTIVE SUMMARY

At its meeting held on 21 October 2014 (CJ193-10/14 refers), Council endorsed the *Coastal Foreshore Management Plan 2014 - 2024*. This document forms the basis for strategic planning and broader operational management of the coastal foreshore reserves for a period of 10 years.

The *Coastal Foreshore Management Plan 2014 - 2024* is intended as a guide for the natural areas contained within the coastal foreshore reserves. The plan was designed as an overarching document, aimed to broadly define management actions. It is intended that individual management action plans will be produced for discrete sections of the City's coastal foreshore.

The individual management action plans will set out specific operational tasks for localised areas. The draft *Sorrento Coastal Foreshore Reserve Management Plan 2015 - 2020* (the plan) (Attachment 1 refers), is the second of the local plans to be produced to manage local areas of the City of Joondalup foreshore. The *Marmion Coastal Foreshore Reserve Management Plan 2014 – 2019* was adopted by Council at its meeting held on 17 February 2015 (CJ022-02/15 refers). It is proposed that three additional individual management action plans will be produced for the following:

- Kallaroo and Hillarys Foreshore Reserve.
- Mullaloo Beach Foreshore Reserve.
- Ocean Reef – Iluka Foreshore Reserve.

A local plan is in place for a large section of the Burns Beach foreshore and will require revision in the future.

The City of Joondalup's coastal foreshore reserves are an important regional resource. The reserves receive many visitors who access coastal locations on a daily basis. The foreshore reserves are under constant environmental threat. These threats are expected to increase in future years with the rise in the population of the Swan Coastal Plain. The plan identifies these environmental threats and makes recommendations to lessen their impact.

It is therefore recommended that Council ENDORSES the draft Sorrento Coastal Foreshore Reserve Management Plan 2015 - 2020 forming Attachment 1 to this Report.

BACKGROUND

The City began developing *Natural Area Management Plans* for its natural areas according to the individual priority ranking of the reserve as established as part of the City's participation in the Perth Biodiversity Project. Management plans are being developed for the majority of the City's natural areas and will vary in detail and content depending on whether the area is classified as a:

- major conservation or coastal area
- high priority area
- medium priority area
- generic wetland area.

The City's coastal foreshore reserves are given high priority within this classification model. Sorrento Coastal Foreshore Reserve (Sorrento foreshore) is not part of the Bush Forever Reserve protected under State Government regulation. This highlights the fact that when the Bush Forever surveys were undertaken in the late 1990s, Sorrento foreshore was badly degraded and was not deemed to be of suitable quality to be considered for inclusion.

Within the City's previous coastal foreshore management plan (*The Joondalup Coastal Foreshore Management Plan 2000*) the condition of the Sorrento foreshore was not classified as a conservation zone because of its degraded status. In the last 10 years the City, with the assistance of the bushland environmental volunteer group (Friends' of Sorrento Beach and Marmion Foreshore), vegetation condition has greatly improved. The Friends' Group have volunteered many hours, weeding, planting and caring for native dunal species, with the City providing fencing, pathways, herbicide application and contract hand weeding services on the Sorrento Foreshore.

The foreshore is now listed as a conservation zone (because of the improved condition) in the City of Joondalup's *Coastal Foreshore Management Plan 2014 - 2024*.

DETAILS

The City manages approximately 206 hectares of bushland within coastal foreshore reserves. The reserves extend from Burns Beach in the north to the suburb of Marmion which forms the southern boundary. The study area included in the plan extends from the southern sea wall at Hillarys Marina, south to the northern end of the Marmion Angling and Aquatic Club (MAAC) car park adjacent to Marine Terrace.

The objectives and purpose of the plan are as follows:

- Establish a baseline description of the environment to guide future environmental planning and recommended management actions.
- Outline key environmental threats and management strategies to minimise impact and protect conservation and recreation values.
- Outline management issues apparent at various locations of the Sorrento foreshore and suggest management strategies to manage those in the short to medium term.
- Outline management actions to address key threats including monitoring and reporting.
- Identify areas within the Sorrento foreshore that are considered to have the highest conservation values, giving consideration to natural features including landform, flora and fauna, along with cultural values.
- Identify current best practice management practices that can be implemented by the City.
- Guide the future development of the City's *Capital Works Program*.
- Increase opportunities for grant funding by having a detailed schedule of projects.
- Provide guidance to City employees, contractors and Friends' Groups operating within the coastal foreshore reserve.

Issues and options considered

The endorsement and implementation of the plan will help retain and improve upon the current biodiversity values of the bushland.

Legislation / Strategic Community Plan / policy implications

Legislation

Planning and Development Act 2005.

Strategic Community Plan

Key theme

The Natural Environment.

Objective

Environmental resilience.

Strategic initiative

- Identify and respond to environmental risks and vulnerabilities.
- Understand the local environmental context.
- Demonstrate current best practice in environmental management for local water, waste, biodiversity and energy resources.

Policy

The objectives of the plan are consistent with the City's *Sustainability Policy*.

Risk management considerations

Without sound strategic planning the coastal bushland will degrade. This in turn can add to the risk of bush fires and a considerable loss of amenity for the City and the residents and visitors who enjoy the coastline.

Financial/budget implications

The plan was developed using internal and external resources. The implementation of the plan will have budget implications relating to the delivery of management actions and will be subject to the City's annual budget approval process.

Regional significance

A large section of the vegetation contained within the City's coastal foreshore reserves has been recognised as having regional significance and is included in bushland protected under the State Government's *Bush Forever* legislation. The Sorrento Foreshore is not included in this legislation, but is an amenity utilised by a much wider catchment than the residents of the City of Joondalup.

Sustainability implications

Environmental

Environmental threats have the potential to degrade natural areas and reduce biodiversity values. The development and implementation of the plan will ensure that measures are taken to address threats within natural area reserves, and provide strategies for ongoing long term management which will result in protection of the City's coastal environment.

Consultation

A full community consultation was undertaken in June 2014 as part of the development of the *Coastal Foreshore Management Plan 2014-2024* which has guided the development of this specific plan.

The draft plan was developed with input from the Joondalup Community Coast Care Forum (JCCCF). The Chair of the JCCCF is also the coordinator of the Friends' of Sorrento Beach and Marmion Foreshore. This group's activities include a history of extensive bushland rehabilitation work on the Sorrento and Marmion foreshores.

Targeted consultation was undertaken with the Chair of the JCCCF and Friends' of Sorrento Beach and Marmion Foreshore who was invited to provide comment. Minor amendments to the plan were made following responses received.

The JCCCF has always been very supportive of, and willing to have an input into the City's coastal management plans, and have assisted the consultant and the City with this draft plan.

COMMENT

The City of Joondalup's coastal foreshore reserves are an important regional resource. The reserves receive many visitors accessing various coastal locations on a daily basis. The reserves are under existing environmental threat. These threats are expected to increase with the rise in the population of the Swan Coastal Plain in future years. The plan identifies these environmental threats and makes recommendations to lessen their impact.

The plan will inform and prioritise broad scale maintenance activities and *Capital Works Programs* over the forthcoming five year period. It will increase opportunities for the City to apply for grant funding and guide employees, contractors and friends' groups operating within the coastal bushland. The plan is acknowledged as a crucial step on the path to managing this important bushland to a standard deserving of its biodiversity values. Actions contained within the plan will be monitored with a review to be undertaken after five years.

Key Performance Indicators (KPIs) are currently being developed for bushland reserves with a report to be submitted to Council in February 2016. Recommended outcomes from this report will be incorporated into the actions of the management plan.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ENDORSES the draft *Sorrento Coastal Foreshore Reserve Management Plan 2015 – 2020* forming Attachment 1 to this Report.

Appendix 14 refers

To access this attachment on electronic document, click here: [Attach14brf011215.pdf](#)

ITEM 18 CITY OF JOONDALUP DRAFT BIKE PLAN 2015-2020

WARD	All
RESPONSIBLE DIRECTOR	Mr Nico Claassen Infrastructure Services
FILE NUMBER	56564, 101515
ATTACHMENTS	Attachment 1 Draft Bike Plan 2015-2020 Attachment 2 Community Consultation Plan
AUTHORITY / DISCRETION	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 endorse the draft *City of Joondalup Bike Plan 2015-2020* and to release the plan for community consultation.

EXECUTIVE SUMMARY

The City of Joondalup *Bike Plan 2009-2015* (Bike Plan 2009) was developed to provide the strategic direction for cycling in the City in order to meet the needs of cyclists and increase cycling in the City.

The timeframe for *Bike Plan 2009* is now complete and a new plan to guide the implementation of bike improvement initiatives within the City of Joondalup has been developed. The draft plan identifies a vision for the City of Joondalup to be recognised as *the bike friendly city* where riding a bike is considered an easy and convenient way to get around, part of a normal everyday healthy lifestyle and where all types and abilities of riders are catered for.

The draft plan is based on a framework of the Four P's – People, Pathways, Places and Promotions. The Four P's form the four focus areas addressed within the draft plan. Twelve projects are identified across the four key focus areas to be implemented over the life of the plan.

The draft plan includes a number of indicators that will be reported against on an annual basis in order to track the progress and effectiveness of the plan.

It is therefore recommended that Council APPROVES the release of the draft Bike Plan 2015-2020 as shown in Attachment 1 to this Report, for community consultation in accordance with the Community Consultation Plan included as Attachment 2 to this Report.

BACKGROUND

The City of Joondalup *Bike Plan 2009-2015* was endorsed by Council at its meeting held on 16 June 2009 (CJ129-06/09 refers). *Bike Plan 2009* set the strategic direction for cycling in the City over a six year period. It recognised that a number of short-term and long-term strategies for infrastructure, education and encouragement were required to meet the needs of cyclists and increase cycling in the City.

Bike Plan 2009 made 19 recommendations across the following four areas:

- Infrastructure Works.
- Maintenance.
- Strategic Works.
- Management and Implementation.

Bike Plan 2009 also included a Schedule of Infrastructure Works containing 50 work items to be implemented over the life of the plan. The implementation of *Bike Plan 2009* has contributed to the improvement of the City's bicycle network and the City's bike education and promotion activities.

Implementation of the *Bike Plan 2009* included the following key achievements:

- Over the life of the plan the City has installed a total of 7.65km of new shared path at various locations around the City. The City received joint funding for the majority of these projects through the Perth Network Grant funding rounds.
- Installation of three new permanent bike counters located on City shared paths in Joondalup, Mullaloo and Burns Beach.
- Installation of bicycle parking at various locations within the City including Joondalup CBD, Heathridge Leisure Centre, Sorrento-Duncraig Library, Sorrento-Duncraig Leisure Centre, Joondalup Courthouse, Department of Transport, Sorrento Beach, Mullaloo Beach, and Tom Simpson Park.
- Line marking of shared paths, bicycle symbols on roads and directional and regulatory signage on local PBN routes NW1, NW2, NW4, NE2, the coastal shared path and Joondalup Drive.
- Road widening including the provision of bicycle lanes along Connolly Drive, Moore Drive and Hodges Drive.
- Traffic calming measures have been undertaken in accordance with Main Roads WA and AUSTRROAD guidelines to ensure they are convenient and safe for usage by cyclists. Examples include Cook Avenue, Meridian Drive, Timbercrest Rise, Castlegate Way, and the roundabout at the intersection of Ocean Reef Road and Craigie Drive.
- Annual community Bike Week events and promotion and distribution of TravelSmart Maps and brochures and Share the Path messages.

The timeframe for *Bike Plan 2009* is now complete and a new plan to guide the implementation of bike improvement initiatives within the City of Joondalup has been developed. The draft plan will continue to improve the City's bike network and will also place a greater emphasis on promoting and supporting bike riding.

DETAILS

The bike as a form of transport or recreation provides many benefits for both individuals and the community. Riding a bike is environmentally friendly, improves the health of those who ride and contributes to safer and more liveable streets and suburbs.

Given the benefits offered by the bike it is an often under-utilised, under-promoted and under-supported form of transport. Increasing bike riding in the City and making it a central part of how people move around has the potential to transform the City of Joondalup to a place that is greener, safer, less congested, more socially connected and more liveable.

The draft plan recognises that creating the right social environment to support bike riding is equally important as creating the right physical environment. Creating positive outcomes for bike riding and maximising the number of people riding requires the coupling of strategic infrastructure improvements (including bike paths, bike lanes, signage, lighting and end of trip facilities) with promotion and education that gets people excited and motivated about riding.

The City's vision for the draft plan is "*City of Joondalup is recognised as the bike friendly city*". The overarching aim is "*to make bike riding a part of everyday life in the City of Joondalup*". The draft plan will guide how the City promotes, celebrates and supports bike riding so the City can achieve its vision of a bike friendly city.

The draft plan identifies the Four P's. The Four P's – *people, pathways, places* and *promotions* represent the four approaches the City will take to increase bike riding within the City. Each of the Four P's is an essential, integrated and equally important component of creating a bike friendly city.

To ensure a strategic, comprehensive and holistic approach to increasing bike riding in the City the Four P's have been used as the key focus areas of the draft plan. Expected outcomes for each key focus area are shown in Table 1.

PEOPLE	<ul style="list-style-type: none"> • The who, where, why and how of bike riders is understood. • Attitudes, behaviours and perceptions towards bike riding are positive. • All types and abilities of bike riders are catered for. • Bike riding is a part of an everyday, healthy lifestyle in the City of Joondalup.
PATHWAYS	<ul style="list-style-type: none"> • Bike paths and bike lanes within the City are expanded, improved and maintained. • City bike paths and bike lanes are improved. • Local bicycle routes for riding within the City. • Innovative design for bike paths, bike lanes and supporting infrastructure is applied.
PLACES	<ul style="list-style-type: none"> • Local destinations (Joondalup City centre, shops, schools, work, transport hubs and recreation sites) can be accessed easily and safely by bike. • Local destinations cater for bike riders and provide end of trip facilities. • Regional destinations can be connected to easily by bike.
PROMOTIONS	<ul style="list-style-type: none"> • City of Joondalup is known as a bike-friendly city. • Key City events can be accessed by bike. • The City advocates for bike riding and bike riders. • The community is aware of the City's bike network.

Table 1- Focus areas and expected outcomes identified in draft *Bike Plan 2015-2020*.

In order to achieve the outcomes, 12 projects have been identified across the four key focus areas, see Table 2. Projects will be implemented over the life of the plan and will be subject to regular monitoring and review.

PEOPLE	P1	Counting Bike Riders.
	P2	Understanding Bike Riders.
	P3	Changing Behaviour.
PATHWAYS	P4	Bike Infrastructure.
	P5	Innovative Design.
	P6	Local Bike Friendly Routes.
PLACES	P7	Bike Friendly Planning Developments.
	P8	A Bike Friendly Joondalup CBD.
	P9	Strategic Partnerships.
PROMOTIONS	P10	Promoting a Bike Friendly City.
	P11	Bike Friendly City Events.
	P12	Advocating for Bike Riding.

Table 2- List of projects identified in draft *Bike Plan 2015-2020*.

Infrastructure improvements to the City's bike network are included in Project 4 – Bike Infrastructure which outlines an approach for an annual program of bike infrastructure upgrades. These infrastructure upgrades will be based on, but not limited to, the 13 priority upgrades identified in the technical review.

A number of key performance indicators have been developed to monitor progress towards the vision and aim of the draft plan.

Issues and options considered

Option 1:

Council may choose to release the draft *Bike Plan 2015–2020* for community consultation without modification.

Option 2:

Council may choose to release the draft *Bike Plan 2015–2020* for community consultation with amendments.

It is proposed that Council approve the release of the draft *Bike Plan 2015–2020* for public consultation for a period of 21 days.

A Community Consultation Plan is included as Attachment 2.

Legislation / Strategic Community Plan / policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Quality Urban Environment.

Objective Integrated Spaces.

Strategic initiative

- Provide for diverse transport options that promote enhanced connectivity.
- Understand issues arising from the interaction between current transport modes.

Policy Development and implementation of the draft *Bike Plan 2015–2020* is consistent with the objectives within the City's *Sustainability Policy*.

Risk management considerations

The provision of a well designed, constructed and maintained bike network within the City is important for minimising conflict and ensuring the safety of all road and path users. The design and construction of bike infrastructure requires significant resources and there is a limited amount of funding available annually for bike infrastructure improvements.

The outcomes of the technical review and the development and implementation of the draft plan will ensure that the City's investment in bike infrastructure achieves the most positive outcomes for increasing bike riding and improving connectivity and safety.

Financial / budget implications

Implementation of the draft plan has financial implications for the City. Funds to implement projects within the plan will be subject to the City's annual budget approval process. Projects identified as existing within the plan are approved within existing service levels and have budgets allocated within existing operating or capital works budgets.

New projects with budget requirements will be subject to detailed costing and the City's budget approval process prior to implementation.

Regional significance

The City's bike network is part of the wider Perth Bicycle Network. Ensuring connectivity between local bike routes, the Perth Bicycle Network, public transport hubs and regional destinations is an important aspect of the draft plan.

The draft plan identifies the importance of working with adjoining local governments, state government departments and other stakeholders including developing partnerships that improve connectivity, increase bike riding and create better outcomes.

Sustainability implications

The bike, as a form of transport provides many benefits for individuals, the community, the economy and the environment. Bike riders can be any age and any fitness level. Bikes are more affordable than a car to purchase and maintain. Bike riding is 100% greenhouse friendly and emits no noxious fumes or particulate matter. Bike riding will improve the health of those who ride and will make local streets and suburbs safer and more liveable.

By creating a bike friendly city, the City can create a healthier, safer and more liveable environment for everyone.

Consultation

The draft plan has been developed in consultation with the community and Elected Members. A proposed framework, for developing the draft plan including a proposed purpose, themes and objectives was presented to the City's Strategic Community Reference Group in July 2015 for review and comment. Following this meeting significant changes were made to the draft framework based on comments by the Strategic Community Reference Group and a new plan was then drafted.

The draft plan was provided to the City's Strategic Community Reference Group in October 2015 for their further review and feedback. Comments and feedback obtained were incorporated into the draft plan provided in Attachment 1.

The City has also consulted with the Department of Transport regarding the general approach and development of the draft plan.

The City now seeks Council approval to release the draft plan for public feedback from the community and stakeholders, as outlined in the Consultation Plan provided at Attachment 2.

COMMENT

The implementation of *Bike Plan 2009* has been successful. The majority of actions within the plan have now been completed and have contributed to improvements in the City's bike network and bike promotion activities.

The development and implementation of the draft plan will continue to improve the City's bike network and will also place a greater emphasis on promoting and supporting bike riding.

While key performance indicators have been identified for the draft plan the plan does not set a target for increasing bike riding with the City. The number of people currently riding is unknown and there are limited existing data sources which the City could use to comprehensively measure progress towards such a target. Instead aspirational trends have been identified and targets will be considered in the future once a baseline data set has been established and is better understood. A key element of the draft plan is to improve the City's understanding and knowledge of bike riders; who they are, where they ride and how often.

Thirteen priority infrastructure upgrades were identified as part of the technical review. *Project 4 - Bike Infrastructure* outlines how the City will undertake an annual program of bike infrastructure improvements. It should be noted that given existing funding arrangements, implementation of the thirteen infrastructure upgrades will take considerably longer than the five year timeframe of the draft plan. These thirteen upgrades provide a strategic and flexible framework that will guide bike infrastructure improvements within the City over the long-term.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council APPROVES the release of the draft *Bike Plan 2015-2020*, as shown in Attachment 1 to this Report, for community consultation in accordance with the Community Consultation Plan included as Attachment 2 to this Report.

Appendix 15 refers

To access this attachment on electronic document, click here: [Attach15brf011215.pdf](#)

ITEM 19 PETITION REQUESTING THE INSTALLATION OF A PEDESTRIAN CROSSING UNDERPASS OR OVERPASS ON MARMION AVENUE, KINROSS

WARD	North
RESPONSIBLE DIRECTOR	Mr Nico Claassen Infrastructure Services
FILE NUMBER	05386, 101515
ATTACHMENTS	Attachment 1 Locality plan Attachment 2 Existing pedestrian crossings Attachment 3 Pedestrian crossing options Attachment 4 Pedestrian underpass concept Attachment 5 Pedestrian overpass concept Attachment 6 Signalised pedestrian crossing concept Attachment 7 Multi stage pedestrian crossing concept
AUTHORITY / DISCRETION	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 consider the installation of a pedestrian underpass or overpass on Marmion Avenue, Kinross.

EXECUTIVE SUMMARY

A petition of electors signed by 1,820 electors of the district was received by Council at its meeting held on 15 September 2015 (C55-09/15 refers). The petition requested that Council improve the connectivity and safety to and from Kinross and Burns Beach across Marmion Avenue (Attachment 1 refers) and to provide safe uninterrupted access to the respective suburbs via the installation of underpasses or overpasses.

In August 2014 an assessment of the Marmion Avenue pedestrian crossing situation for Kinross was undertaken. In response to the assessment findings \$150,000 has been allocated in the 2015-16 financial year to improve the crossing situation at the Marmion Avenue/Edinburgh Avenue/Grand Ocean Entrance roundabout.

Other options to enable pedestrians to cross Marmion Avenue including a pedestrian underpass, pedestrian overpass or signalised pedestrian crossing have also been assessed. Advantages and disadvantages of each option plus funding requirements for these treatments are detailed in Attachment 3.

The preferred option is for a multi-stage pedestrian crossing to be installed on the northern leg of the roundabout to assist with pedestrian movements at this location. The multi-stage crossing will enable pedestrians to cross Marmion Avenue lane by lane in lieu of two lanes at a time which is the current situation. This section of Marmion Avenue is under the care and control of the City, however Main Roads WA has jurisdiction over traffic treatments. Main Roads WA (MRWA) has approved the proposal on a 12 month trial basis. The trial will enable the crossing to be monitored to confirm its operation for safe pedestrian access.

It is therefore recommended that Council:

- 1 *DOES NOT SUPPORT the request for a pedestrian underpass or overpass on Marmion Avenue, Kinross;*
- 2 *SUPPORTS the installation of a multi stage pedestrian crossing facility for the northern leg of the Marmion Avenue/Edinburgh Avenue/Grand Ocean Entrance roundabout on a 12 month trial basis;*
- 3 *NOTES the 2015-16 Capital Works Program funding allocation of \$150,000 for pedestrian crossing improvements to Marmion Avenue/Edinburgh Avenue/Grand Ocean Entrance roundabout;*
- 4 *ADVISES the lead petitioner of Council's decision.*

BACKGROUND

At its meeting held on 15 September 2015 (C55-09/15 refers) Council received a Petition of Electors signed by 1,820 electors of the district requesting that Council improves the connectivity and safety to and from Kinross and Burns Beach across Marmion Avenue and provide safe uninterrupted access to the respective suburbs via the installation of underpasses or overpasses.

The pedestrian crossing situation for Marmion Avenue, Kinross was investigated in detail in 2014. As a result of the investigation, pedestrian infrastructure improvements to the Marmion Avenue/Edinburgh Avenue/Grand Ocean Entrance roundabout have been approved as part of the *2015-16 Capital Works Program*.

DETAILS

Marmion Avenue is a major district distributor road connecting Karrinyup Road in the south to Yanchep Beach Road in the north. The section of Marmion Avenue within Kinross consists of a median separated four lane carriageway. The current traffic volumes north of Burns Beach Road are approximately 47,000 vehicles per day which is consistent with other major district distributor roads. The posted speed limit for Marmion Avenue in the vicinity of the Edinburgh Avenue is 80 kilometres per hour. The speed limit reflects the speed environment for this section of Marmion Avenue and is consistent with other sections of Marmion Avenue south of Burns Beach Road.

Existing Pedestrian Crossing Locations

Currently there are two primary locations where infrastructure has been provided for Burns Beach and Kinross residents to cross Marmion Avenue (Attachment 2 refers). These locations include:

- signalised pedestrian crossing at the intersection with Burns Beach Road
- at grade pedestrian crossings including footpaths and kerb ramps on all approach legs of the Marmion Avenue/Edinburgh Avenue/Grand Ocean Entrance roundabout.

Technical assessment

A technical assessment was undertaken for Marmion Avenue, Kinross in August 2014. The assessment involved an independent technical review (Road Safety Audit) of the pedestrian safety situation on Marmion Avenue in the vicinity of the Marmion Avenue/Edinburgh Avenue/ Grand Ocean Entrance roundabout. The assessment also involved a twelve hour traffic video to gauge the extent of the road safety situation and confirm pedestrian crossing numbers and travel routes at this location.

The assessment findings confirmed the difficulties currently being experienced by pedestrians when crossing Marmion Avenue during peak periods and the need to improve the situation for pedestrians to access the Kinross school precinct. In response to the findings, \$150,000 was allocated in the *2015-16 Capital Works Program* to improve the pedestrian crossing situation.

Five Year Crash Analysis

A review of the most recent MRWA's five year crash data to 1 January 2015 confirmed that there were 51 reported crashes at the roundabout. Of these crashes there were 27 rear end crashes, seven side swipes and nine off road out of control crashes plus eight other reported crashes. There were no reported pedestrian crashes within the five year assessment period.

Pedestrian Counts

To confirm the extent of pedestrians crossing numbers in the vicinity of the roundabout, a 12 hour traffic video assessment was undertaken on Wednesday 25 June 2014. The assessment revealed that approximately 77 pedestrians and 27 cyclists crossed Marmion Avenue in the vicinity of the roundabout in the twelve hour period from 7.00am to 7.00pm. The majority of these pedestrians and cyclists crossed on the northern side of the roundabout.

Issues and options considered

The results of the traffic assessment confirmed the need to improve the pedestrian crossing situation on Marmion Avenue in Kinross. On this basis, there are five options available for consideration as listed below:

Option One

No change to the pedestrian crossing situation on Marmion Avenue, Kinross.

Option Two

Install a pedestrian underpass on Marmion Avenue, Kinross (Attachment 4 refers).

Option Three

Install a pedestrian overpass on Marmion Avenue, Kinross (Attachment 5 refers).

Option Four

Install pedestrian signalised crossing on Marmion Avenue, Kinross (Attachment 6 refers).

Option Five

Install a multi-stage pedestrian crossing facility to the northern leg of the roundabout (Attachment 7 refers).

The preferred option is option 5. Advantages and disadvantages of each option plus funding requirements are detailed in Attachment 3.

Legislation / Strategic Community Plan / policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Quality Urban Environment.

Objective Integrated space.

Strategic initiative Understand issues arising from the interaction between current transport modes.

Policy Not applicable.

Risk management considerations

The City receives many requests to provide infrastructure treatments on the local road network.

The requests are prioritised based on a number of factors including road safety, road function and overall cost benefit. It is essential however to have effective and appropriate pedestrian crossings on major roads to ensure high road safety standards are maintained.

Financial / budget implications

\$150,000 has been allocated in the *2015-16 Capital Works Program* to improve the pedestrian crossing situation at the Marmion Avenue/Edinburgh Avenue/Grand Ocean Entrance roundabout.

Additional financial and budget implications will need to be considered if alternative options are adopted as follows:

Option	Description	Cost
Two	Pedestrian underpass	In excess of \$1.4 million
Three	Pedestrian overpass	In excess of \$3.5 million
Four	Signalised pedestrian crossing	\$150,000 to \$250,000

Current financial year impact

Account no. CW001808.
Cost Code W2861.

Budget Item Marmion Avenue/Edinburgh Avenue Pedestrian Crossing.

Budget amount \$ 150,000
Amount spent to date \$ 8,951
Proposed cost \$ 150,000
Balance \$ 0

Future financial year impact

20 Year Strategic Financial Plan impact The \$150,000 project is listed for infrastructure capital upgrade under asset management provision in the *20 Year Strategic Financial Plan*.

Impact year Not applicable.

Regional significance

Not applicable.

Sustainability implications

An appropriately designed pedestrian crossing facility on Marmion Avenue, Kinross will provide options for local residents to safely access community facilities to further enhance the social aspects of living in the area.

Consultation

There has been no community consultation undertaken as part of the investigation and site assessment for a pedestrian crossing facility in response to this petition. There has, however, been community engagement previous to this petition including an on-site meeting with local residents and school representatives.

COMMENT

The August 2014 technical assessment confirmed the need to improve the pedestrian crossing situation on Marmion Avenue in the vicinity of Edinburgh Avenue and Grand Ocean Entrance. The options available to improve the situation are limited due to site constraints and the significant costs involved for either a pedestrian underpass or pedestrian overpass. MRWA has also advised that a signalised pedestrian crossing on Marmion Avenue is unlikely to be approved. On this basis, it is considered that the multi-stage pedestrian crossing will provide an appropriate level of service for pedestrians to cross Marmion Avenue. The treatment will enable pedestrians to cross Marmion Avenue lane by lane in lieu of two lanes at a time which is the current situation.

MRWA is the responsible authority for the approval and installation of regulatory road signage plus line marking for traffic treatments such as pedestrian crossings. In the case of the proposed multi-stage pedestrian crossing, MRWA has endorsed the changes to the existing roundabout and crossing facility on a trial basis. A 12 month trial period is proposed to determine the suitability of the crossing and need for any further modifications such as road signage, pavement markings or kerb modifications.

The staged pedestrian crossing will involve the widening of the northern leg of the roundabout plus the installation of two pedestrian refuge islands as detailed in Attachment 7 to allow pedestrians to stage their crossing. To gauge the road safety situation of the crossing facility once installed, a comprehensive monitoring program over the twelve month period is proposed. The monitoring will include on-site investigations, traffic video assessments plus pedestrian count surveys.

If successful, there is the potential for this type of treatment to be utilised at other dual lane roundabouts within the City. Due to this potential, State Government grant funding opportunities will also be explored to further support this project.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 DOES NOT SUPPORT the request for a pedestrian underpass or overpass on Marmion Avenue, Kinross;**
- 2 SUPPORTS the installation of a multi stage pedestrian crossing facility for the northern leg of the Marmion Avenue/Edinburgh Avenue/Grand Ocean Entrance roundabout on a 12 month trial basis;**
- 3 NOTES the 2015-16 Capital Works Program funding allocation of \$150,000 for pedestrian crossing improvements to Marmion Avenue/Edinburgh Avenue/Grand Ocean Entrance roundabout;**
- 4 ADVISES the lead petitioner of Council's decision.**

Appendix 16 refers

To access this attachment on electronic document, click here: [Attach16brf011215.pdf](#)

REPORTS – FINANCE COMMITTEE – 24 NOVEMBER 2015

ITEM 20 DRAFT 20 YEAR STRATEGIC FINANCIAL PLAN 2014-15 TO 2033-34

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	104470, 101515
ATTACHMENT	Attachment 1 Scenario 1 Schedules Attachment 2 Scenario 2 Schedules Attachment 3 Draft 20 Year Strategic Financial Plan 2014-15 to 2033-34
AUTHORITY / DISCRETION	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 adopt the draft *20 Year Strategic Financial Plan* for the period 2014-15 to 2033-34 and *Guiding Principles 2015*.

EXECUTIVE SUMMARY

The *20 Year Strategic Financial Plan* for the period 2013-14 to 2032-33 was adopted by Council at its meeting held on 24 June 2014 (CJ101-06/14 refers).

The updated draft *20 Year Strategic Financial Plan* was presented to the former Strategic Financial Management Committee at its meeting held on 14 July 2015. It was requested that the schedules of the plan be recast in a way that highlights the financial impact of the plan by the removal of the Joondalup Performing Arts and Cultural Facility (JPACF) and the inclusion of the Hawker Park Clubrooms project.

As requested, scenarios have been prepared with:

- 1 Scenario 1 – JPACF included.
- 2 Scenario 2 – JPACF excluded and Hawker Park Clubrooms reinstated.

With regards to Scenario 2:

- The removal of the JPACF would improve the financial sustainability of the plan and the projected reserves at 2033-34 would increase significantly. The removal of the JPACF however would not have a material impact in improving the achievement of the key ratios, with 84 projected instead of 83. For those years where the ratios are not achieved it is not due to the JPACF but due to existing conditions. The removal of the JPACF would ensure the plan has less risk.

- If the Hawker Park Clubrooms project was reinstated, this has been assumed to be completed by 2020-21. The reinstatement would have no impact on the number of guiding principles achieved and a relatively minor impact in the cash held at 2033-34. The City would need to identify users of the facility as all clubs who had initially been identified to use Hawker Park Clubrooms now have alternative arrangements at other facilities.

The draft *20 Year Strategic Financial Plan 2014-15 to 2033-34* (Attachment 3 refers) is based on Scenario 1 and shows tracked changes from the previously adopted plan, however it should be noted that all charts and tables, other than those proposed to be deleted, have also been updated.

It is therefore recommended that Council:

- 1 *ADOPTS the draft 20 Year Strategic Financial Plan 2014-15 to 2033-34 as detailed in Attachment 3 to this Report;*
- 2 *NOTES that the Guiding Principles 2015 are included as Appendix 1 to the 20 Year Strategic Financial Plan.*

BACKGROUND

The current adopted *20 Year Strategic Financial Plan* covers the years 2013-14 to 2032-33 and was adopted by Council at its meeting held on 24 June 2014 (CJ101-06/14 refers). The plan is updated annually, and was presented to the former Strategic Financial Management Committee at its meeting held on 14 July 2015. The key changes that were included in the update in July were as follows:

- Rates Business Growth has higher projections than the previously adopted plan. A more detailed analysis has been undertaken which now projects an increase in business rates revenue of 43% by 2033-34, the previous plan assumed a 14% increase.
- Tamala Park proceeds – the draft *20 Year Strategic Financial Plan* now includes an updated forecast with the proceeds received over a longer period of time (2028-29), where the previous plan assumed proceeds received by 2024-25.
- Capital Renewal Expenditure – the previous plan estimated additional expenditure from 2020-21, but did not identify specific programs. The draft *20 Year Strategic Financial Plan* has identified that additional renewal expenditure for road resurfacing and paths.
- Joondalup Performing Arts and Cultural Facility:
 - \$10 million grant funding assumed, subject to successful application to the National Stronger Regions Fund
 - Annual operating subsidy increased from \$400,000 to \$900,000 following further research by the City.

The draft *20 Year Strategic Financial Plan* was presented to the former Strategic Financial Management Committee at its meeting held on 14 July 2015 which resolved as follows:

“The 20 Year Strategic Financial Plan for the period 2014-15 to 2033-34 BE REFERRED BACK to the Chief Executive Officer to allow the schedules of the plan to be recast in a way that highlights the financial impact of the plan by the removal of the Joondalup Performing Arts and Cultural Facility and the inclusion of the Hawker Park Clubrooms project.”

DETAILS

Disclaimer

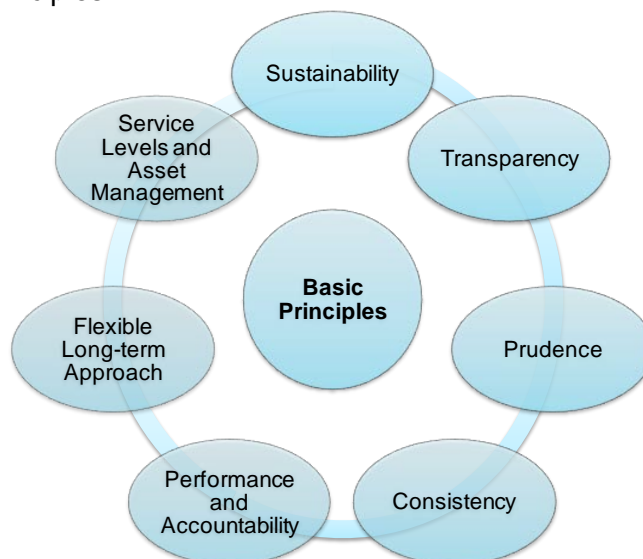
Readers of the 20 Year Strategic Financial Plan should note that the document is used predominantly as a planning tool. As such it is based on many assumptions and includes several projects and proposals that in some cases:

- *have been approved by Council and are in progress*
- *have been considered by Council but are yet to receive final approval*
- *have only been considered by Elected Members at a strategy level*
- *have only been considered by Officers*
- *are operational in nature and based on the continued provision of services and maintenance of City assets and infrastructure in accordance with management and other plans.*

Any of the assumptions and any of the projects or proposals not already approved could prove to be inaccurate both as to likely requirement, timing and financial estimates or may not come to pass at all. They have, however, been included based on the best available information and knowledge to hand at this time in relation to likely requirement, timing and financial estimates. Adoption of the 20 Year Strategic Financial Plan by Council does not constitute a commitment or agreement to any of the projects or proposals that have not already been approved or the financial estimates and projections.

Drivers and Philosophies

The 20 Year SFP has been developed using a set of Guiding Principles. These are reviewed annually and were last adopted by Council at its meeting held on 24 June 2014 (CJ101-06/14 refers). There are seven basic principles which form the foundation of the overall Guiding Principles:



The core of the guiding principles is the key ratios.

Key Ratios

There are five key ratios that the *20 Year Strategic Financial Plan* aims to achieve. These are referred to throughout the report. The five key ratios are listed in the table below. There is a maximum possible achievement of 100 ratios over the 20 years of the plan (five per year x 20 years). Ideally the City should achieve at least 90 of the key ratios, because there are three ratios (Net Municipal Closing Funds, Rates % Increase and Debt Service Coverage Ratio) where the City should be achieving the ratio in every year, while the other two Ratios (Operating Surplus Ratio and Asset Sustainability Ratio) should be achieved in most years.

Table 1 – Key Ratios

Ref	Key Ratios	Details
1	Net Municipal Closing Funds	<ul style="list-style-type: none"> Balanced budget (Net Municipal Funds) is a key requirement. Flexible use of reserves and disposal proceeds can be used to help shortfalls in municipal funds, although these have to be paid back to the required reserve at some point in future.
2	Operating Surplus Ratio	<ul style="list-style-type: none"> This is the key ratio for evaluation of operating results, and indeed the most important ratio overall. Operating Surplus ratio is calculated as Operating Surplus as a % of own source revenue. Operating Surplus is the difference between Operating Income and Operating Expenses (including Depreciation). A desired ratio for Operating Surplus is between 2% and 8%, as a five year average.
3	Rates Increase	% <ul style="list-style-type: none"> Rates % Increases capped at no more than 5% of the overall rates revenue.
4	Asset Sustainability Ratio	<ul style="list-style-type: none"> Evaluates asset management. Asset Sustainability compares the amount of expenditure on replacement capital projects versus depreciation. The ratio is an indicator of whether the City is spending adequate amounts on its replacement program in comparison to the consumption (depreciation) of its assets. The target for Asset Sustainability Ratio, as per the Department Local Government and Communities (DLGC) guidelines, is between 90% and 110%. The City has slightly varied the targets to achieve between 90% and 110% based on a five year average, rather than each individual year. While the minimum threshold is 90%, the long-term average that the City should aim for is 100%.
5	Debt Service Coverage Ratio	<ul style="list-style-type: none"> This is the key ratio to evaluate treasury management. Used by Western Australian Treasury Corporation (WATC) to help evaluate requests for loans. The ratio is the calculation of how much operating cash flow (excluding depreciation) covers the cost of loan repayments (principal and interest).

Ref	Key Ratios	Details
		<ul style="list-style-type: none"> ○ The target for Debt Service Coverage Ratio is that the ratio does not fall less than five that is the City should have surpluses that are at least five times greater than the loan repayments. ○ The City has determined that some years legitimately fail the threshold, such as if the City were repaying a lot of debt based on one-off proceeds, and consequently the City target is to avoid having a ratio of less than five for five years in a row.

Ratios are not merely figures that are calculated for the purpose of complying with a reporting requirement. The Ratios provide an assessment of the current and future financial sustainability of the City. While some of the ratios are far from ideal in their calculation (such as the Debt Service Coverage Ratio), they provide a useful overall barometer of the City's financial management.

Guiding Principles 2015

The Guiding Principles 2015 are included in the *Draft 20 Year Strategic Financial Plan* as Appendix 1. There are no changes proposed to the Guiding Principles and therefore they would remain the same as the Guiding Principles adopted by Council at its meeting held on 24 June 2014 (CJ101-06/14 refers).

How the 20 Year Strategic Financial Plan is produced

There are five sets of assumptions used to build up the *20 Year Strategic Financial Plan*, as summarised below. These assumptions are explained in more detail in Section 6 of the plan itself (Attachment 3 refers).

- 1 External Environment
 - Demographics.
 - Economic indicators.
 - Housing Strategy.
 - Business Growth.

- 2 Operating Income and Expenses
 - Baseline analysis. Adopted Budget 2015-16 is used as the baseline.
 - Escalation factors (such as % increases) are then applied to each individual service item.
 - Volume changes based on approved projects and planned projects. Where information is available from a feasibility study (such as Joondalup Performing Arts and Cultural Facility) or a decision by Council, then this information is used.

- 3 Capital Expenditure
 - Adopted *Five Year Capital Works Program 2015-16 to 2019-20* is embedded into the draft *20 Year Strategic Financial Plan*.
 - Forecast for each of the programs from 2020-21 to 2033-34 have been made.
 - Other 'business as usual' capital programs (Information Technology, Fleet, and Parking) have been forecast.
 - Major Projects – based on feasibility studies or council papers.
 - Escalation factors (such as % increases) are then applied to each individual project.

- 4 Capital Disposals
 - Sale of land such as Tamala Park.
- 5 Funding. Each program or project has been separately assessed, to identify whether the project is funded by either:
 - municipal funds
 - specific reserves
 - strategic asset management reserve
 - disposal proceeds (for example Grove Child Care / Dorchester Hall)
 - borrowings.

The projected key ratios have been reviewed with consideration given to changes that are required to achieve a balanced budget and achievement of as many of the key ratios as possible.

Attachments

There are three attachments to this report:

- 1 Attachment 1 relates to Scenario 1 and comprises eight parts 1.1 to 1.8. Each of these attachments is explained in the table below.
- 2 Attachment 2 relates to Scenario 2 (JPACF excluded and Hawker Park Clubrooms included) comprising the same eight parts as Attachment 1 and is also explained in the table below.
- 3 Attachment 3 is the draft plan itself. The contents of this are explained in a separate table.

Table 2 – Attachments 1.1 to 1.8 and 2.1 to 2.8 – Detailed Schedules

No	Report	Purpose
1.1 2.1	Key Ratios Summary	<ul style="list-style-type: none"> ○ Summary of the Key Ratios achieved versus adopted plan. ○ Other key indicators are also summarised. ○ Graphs of key indicators.
1.2 2.2	20 Year Financial Projections	<ul style="list-style-type: none"> ○ Operating statement, capital expenditure, funding.
1.3 2.3	Assumptions	<ul style="list-style-type: none"> ○ Escalation assumptions applied for operating income and operating expenditure. ○ Also includes other key assumptions, such as costs of borrowing.
1.4 2.4	Major Project Assumptions	<ul style="list-style-type: none"> ○ List of major projects. ○ Comparison of updated capital cost versus adopted SFP, and comparison of timescales for completion.
1.5 2.5	Capital Expenditure by Year – excluding escalation	<ul style="list-style-type: none"> ○ Summary of all capital requirements, both for existing programs and new projects. ○ Projects that are highlighted in yellow are in Attachment 1.7.
1.6 2.6	Capital Expenditure by Year – including escalation	<ul style="list-style-type: none"> ○ Summary of all capital requirements, both for existing programs and new projects. ○ Projects that are highlighted in yellow are in Attachment 1.7.
1.7 2.7	Capital Projects Funding	<ul style="list-style-type: none"> ○ Funding summary to explain how each of the large / significant projects are funded. ○ This only includes those projects that are not funded solely by municipal.

No	Report	Purpose
1.8 2.8	Reserves	○ Projected reserve balances and movements.

The table below provides a summary view of the content of the plan (Attachment 3 refers):

The plan has been prepared using Scenario 1.

Table 3 – Explanation of the draft *20 Year Strategic Financial Plan (Attachment 3)*

Summary	Reference	Pages	Details
Introduction	Sections 1 to 3	3 to 9	Introductory sections, explaining the purpose of the draft <i>20 Year Strategic Financial Plan</i> , executive summary and description of the City of Joondalup.
Strategy	Sections 4 to 5	11 to 13	These two sections explain the strategy used to prepare the projections. Includes: <ul style="list-style-type: none"> • Summary of the guiding principles, adopted by Council at its meeting held on 24 June 2014 (CJ101-06/14 refers). • <i>Asset Management Policy</i> and <i>Five Year Capital Works Program</i>.
Assumptions	Section 6	14 to 22	This section provides details of the five sets of assumptions used to build up the projections: <ul style="list-style-type: none"> • External environment. • Operating income and expenses. • Capital Expenditure. • Capital Proceeds. • Funding.
Impacts Key Ratios & Funding	Sections 7 to 9	23 to 41	These three sections explain the ratio projections and the supporting schedules.
Risk and Sensitivity	Sections 10 to 11	42 to 47	Analysis of risk and scenario analysis.
Guiding Principles	Appendix 1	48 to 50	<i>20 Year Strategic Financial Plan</i> - Guiding Principles Statement as adopted by Council at its meeting held on 24 June 2014 (CJ101-06/14 refers) with one proposed change.
Capital Projects	Appendix 2	50 to 51	List of capital programs/projects, and associated operating impacts.

Summary	Reference	Pages	Details
Financial Statements	Appendix 3 and Financial Statements FS1 to FS4	52 to 62	<p>The supporting Financial Statements to the draft <i>20 Year Strategic Financial Plan</i>.</p> <p>The Financial Statements are:</p> <ul style="list-style-type: none"> As per the DLGC Long Term Financial Planning (LTFP) Framework and Guidelines (note Statement of Financial Position and Equity Statement have been combined as a single statement). Similar statements required for the Budget and Annual Financial Statements, but in an abridged format. Each followed by a table that explains each line.
Supporting Schedules	Supporting Schedules SS1 to SS5	63 to 71	Five supporting schedules provide additional detail on calculations and projections.

Changes Since July 2015

There are five changes to the model since the draft *20 Year Strategic Financial Plan* was presented in July 2015. The table below provides the details of the changes. The impacts of the changes increase the cash balance at 2033-34 from \$374.4 million (as presented in July 2015) to \$428.6 million now presented.

Table 4 – Changes to draft *20 Year Strategic Financial Plan* since July 2015

Issue	Source	Details	Cash Impact \$ million #1
a) Draft 20 Year Strategic Financial Plan (July 2015)			\$374.4
1) Greenwood Community Centre (Calectasia Hall / GSGH)	Active Reserve / Review	The Active Reserve Review, as noted by Council in July 2014, identified the redevelopment as a lower priority and deferred to 2037-38. The updated plan now addresses this.	\$12.6
2) Joondalup Performing Arts & Cultural Facility (JPACF)	JPACF Draft Business Case (July 2015)	<p>The plan presented in July 2015 was prepared prior to the completion of the draft JPACF Business Case. The draft Business Case was presented to JPACF Steering Committee in June 2015 and to Council in July 2015. The draft <i>20 Year Strategic Financial Plan</i> is aligned with the draft JPACF Business Case, with the following 2 changes:</p> <ul style="list-style-type: none"> i) Capital Costs increased from \$93.9 million to \$97.6 million ii) Operating Subsidy reduced from \$869,000 to \$818,000 	(\$3.6)

Issue	Source	Details	Cash Impact \$ million #1
3) Tamala Park Proceeds	Tamala Park Regional Council (TPRC)	An updated forecast has been received and is included in the updated plan. This reduces the overall estimated proceeds by (\$2 million). The forecast proceeds for the next four years (up to 2019-20) is (\$3 million) less than previously forecast, which results in higher borrowing requirements for the JPACF.	(\$2.4)
4) Asset Rationalisation Proceeds	Council Sep 2015	The sale of lots at Gibson Avenue and Caridean Street has been approved by Council. The proceeds are higher than the forecast previously included.	\$1.1
5) Baseline	Draft Accounts 2014-15	<p>The 20 Year Strategic Financial Plan uses the current 2015-16 year as the baseline for projecting future estimates. The Draft Accounts 2014-15 have been used to review/update the baseline. The following changes have been made to 2015-16 Baseline:</p> <ul style="list-style-type: none"> • 2015-16 Opening cash balance based on 2014-15 closing balance • Reserve Opening Balances based on 2014-15 Closing Balances • Depreciation increased by \$1.4 million • Materials & Contracts reduced by \$1 million • Interest earned increased by \$300,000 • Utility costs reduced by \$200,000. <p>The impacts result in a \$100,000 improvement to Operating Surplus and a \$1.5 million improvement in Operating Cash flow (excluding Depreciation).</p> <p>As a result of the higher opening balance and the improved operating cash flow, there is an additional \$6 million available in the <i>Strategic Asset Management Reserve (SAMR)</i> at 2017-18 to assist with the JPACF. Previously the SAMR was not considered for the JPACF as it was depleted by other projects. The SAMR contribution to the JPACF has therefore reduced the overall borrowings for the JPACF.</p>	\$46.9
6) Penistone Park	Council Aug 2015	Council requested an additional amount of \$277,000 be listed for consideration within the City's <i>Five Year Capital Works Program</i> for the construction of two tennis courts as part of the Penistone Park redevelopment project. The overall impacts to the City over a 20 year period are estimated to be (\$500,000).	(\$500,000)
b) Draft 20 Year Strategic Financial Plan (Nov 2015)			\$428.6

#1 Cash Impact relates to the total cash held at 2033-34

Issues and options considered

Scenarios

As requested scenarios have been prepared as:

Scenario 1 – JPACF included.

Scenario 2 – JPACF excluded and Hawker Park Clubrooms reinstated (2020-21).

The tables and graphs below compare the two scenarios. The differences are as follows:

- Key Ratios (Table 5) – the removal of the JPACF (Scenario 2) and inclusion of Hawker Park Clubrooms would result in 84 Guiding Principles achieved, which is one more than Scenario 1. The removal of the JPACF does not provide a large improvement in the achievement of the ratios, because the ratios that are not being achieved (Operating Surplus Ratio and Asset Sustainability Ratio) are due to current values and are not caused by the introduction of the JPACF.
- Other Financial Indicators (Table 6) – this provides further information to confirm that Scenario 2 would provide improved financial sustainability compared to Scenario 1, with the total cash held at end of 2033-34 increasing from \$428.6 million to \$667 million.
- Operating Surplus Ratio (Figure 1). This indicates that the target would be achieved one year earlier (2020-21) than is currently projected in Scenario 1 (2021-22)
- Asset Sustainability Ratio (Figure 2). Scenario 2 would achieve the target in 10 of the 20 years, the same as Scenario 1.
- Debt Service Coverage Ratio (Figure 3). Both scenarios are within target for all 20 years. However the impacts of Scenario 2 are very different, as the borrowings for the City would be significantly reduced if there was no JPACF and as a result the ratio is very high from 2024-25.

Table 5 – Key Ratios – Scenario 1 versus Scenario 2

<u>KEY RATIO</u> as per the City's Guiding Principles		<u>Target Range</u>		<u>Scenario 1 Recommended</u>		<u>Scenario 2 JPACF Excluded #1</u>	
		Low	High	Number of Years within Tolerance	Number of Years Outside Tolerance	Number of Years Within Tolerance	vs. Projection
1	Rate % Increase	0.0%	5.0%	20	0	20	0
2	Balanced Books	\$0	\$0	20	0	20	0
3	Operating Surplus Ratio %	2.0%	8.0%	13	7	14	-1
4	Asset Sustainability Ratio %	90.0%	110.0%	10	10	10	0
5	Debt Service Coverage Ratio	< 5	>5	20	0	20	0
	Total			83	17	84	-1

#1 Also includes Hawker Park Clubrooms

Table 6 – Other Financial Indicators – Scenario 1 versus Scenario 2

OTHER FINANCIAL INDICATORS		Scenario 1 Recommended	Scenario 2 JPACF Excluded #1	Diff erence	
Indicator	Measure				
1	Financial Sustainability: Yr 1 to 10	Score out of 100 (less than 70 is below average)	71	74	-2
2	Proposed Borrowings	20 Year Total (\$m)	\$89.9	\$45.0	\$44.9
3	Treasury Borrowings Criteria	No of Years where borrowings fails Test	0	0	0
4	Cash Held less Borrowings Owing:	at end of 2033-34 \$ms	\$428.6	\$667.0	(\$238.4)
5	Rates % Increase:	Average Increase Years 1 to 10	4.4%	4.4%	0.0%
6	Operating Surplus Ratio:	What Year does SFP first achieve target ?	2021-22	2020-21	1
7	Operating Surplus Ratio:	Average Performance Years 1 to 10	2.7%	5.0%	-2.4%

Figure 1 – Operating Surplus Ratio – Scenario 1 versus Scenario 2

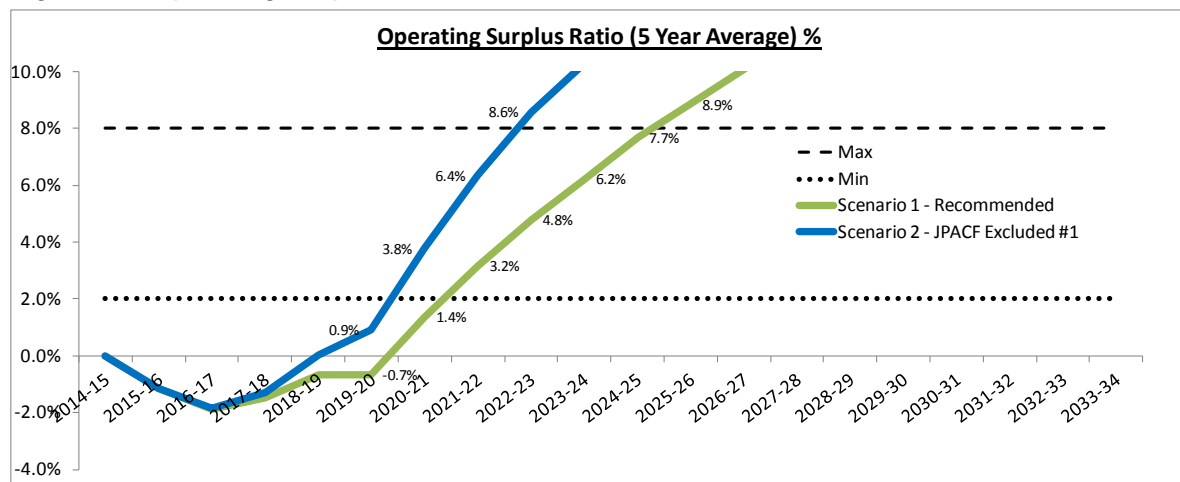


Figure 2 – Asset Sustainability Ratio – Scenario 1 versus Scenario 2

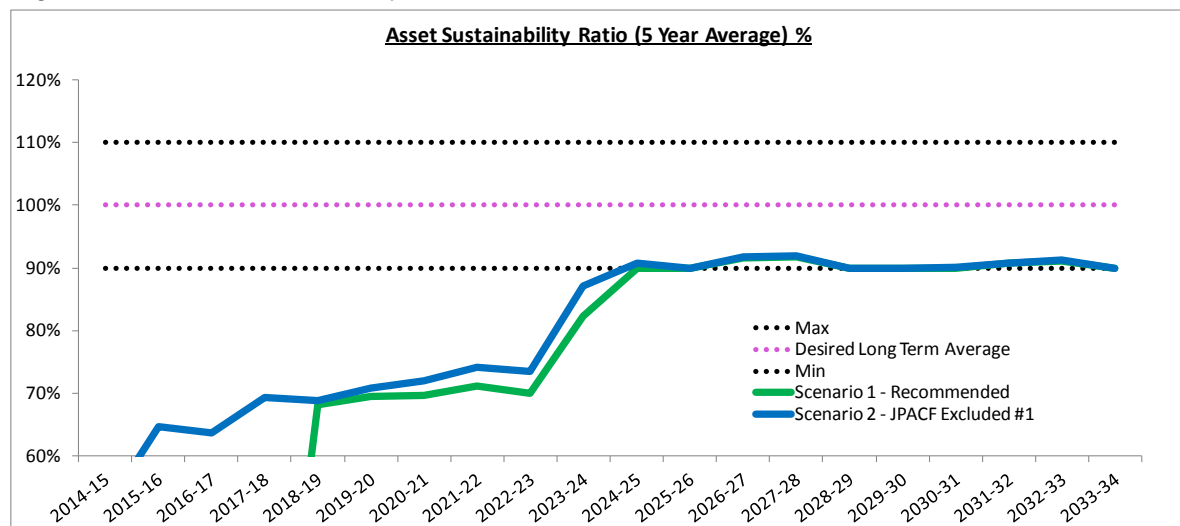
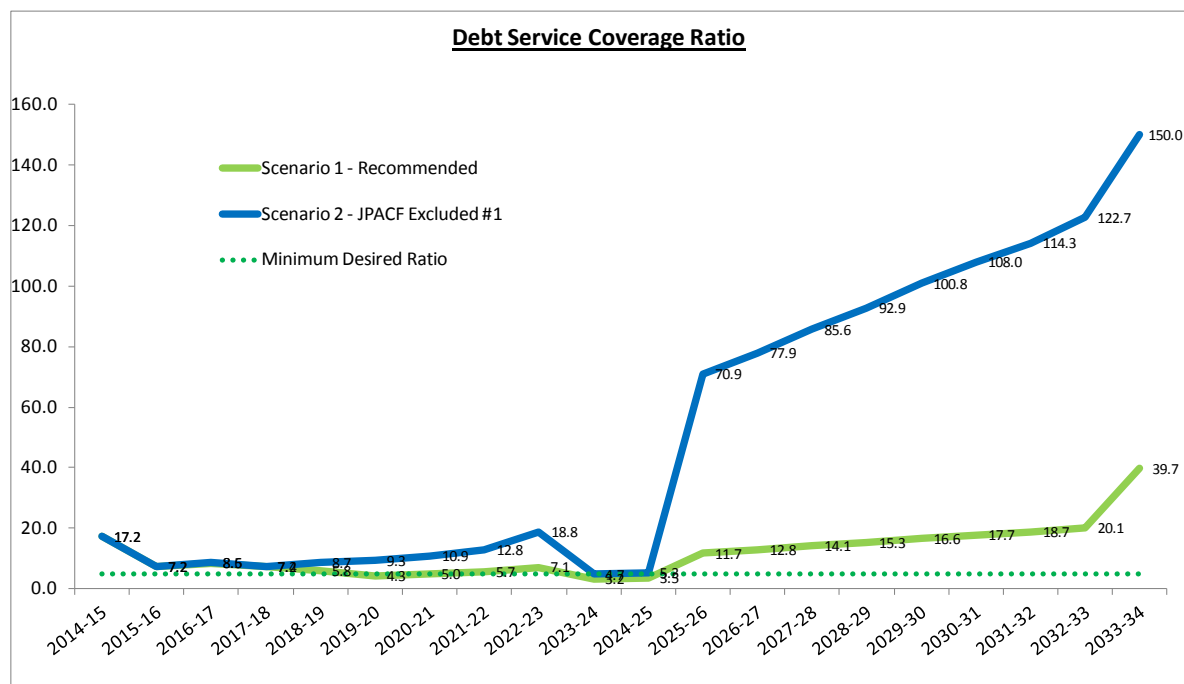


Figure 3 – Debt Service Coverage Ratio – Scenario 1 versus Scenario 2



Scenario Summary

Table 7 below summarises the two scenarios and provides a Red/Amber/Green critique with supporting comment. The overall summary is:

- 1) Financial Sustainability - Scenario 2 would provide a more financially sustainable plan but only marginally improves the achievement of the key ratios. Scenario 1 was already indicating that the City would have excess cash (\$429 million) at 2033-34, Scenario 2 would leave a lot more excess cash with the funds from Asset Rationalisation and Tamala Park not used.
- 2) Asset Renewal - The City's infrastructure is currently young in comparison to the estimated useful life, however in later years there will be a greater requirement for renewal expenditure to maintain existing service levels. Increases have already been made to the planned renewal expenditure from 2020-21, and these are affordable in both plans. Scenario 2 would provide a lot more flexibility if there was higher renewal requirements than currently projected, however both scenarios are classed green as they are acceptable based on current estimates of renewal requirements.
- 3 & 4) Risk - The JPACF project itself has risks for both the one-off costs and the recurring impact and therefore Scenario 2 is regarded as green compared to amber for scenario 1. There are economic risks with the plan, for example if the costs of borrowing were higher than projected, this puts more risk with Scenario 1, although it should be noted that the City has opportunities to fix borrowing costs at an early stage if it wanted to minimise the risk of rising interest rates.

Table 7 – Scenario Summary

SCENARIO SUMMARY (RAG Analysis)		Scenario 1 Recommend ed	Scenario 2 JPACF Excluded #1	Comments
1	<u>Financial Sustainability</u> Guiding Principles & Cash	Amber	Amber	The removal of the JPACF would marginally improve the ratios and would increase cash held at end of 2033-34
2	Asset Renewal Ability to fund higher renewals	Green	Green	Both plans provide flexibility to fund higher renewal expenditure as the City's infrastructure gets older.
3	<u>Risk</u> JPACF Capital & Operating	Amber	Green	JPACF has a risk of higher capital costs, and the operating subsidy being higher than \$818k p.a.
4	<u>Risk</u> External & Economic	Amber	Green	The JPACF project would make the SFP much more at risk from adverse economic conditions.

Hawker Park Clubrooms

The Hawker Park Clubroom project was included in the last adopted plan (June 2014) and was assumed to be completed in 2016-17. The committee discussed this project in March 2015 and asked the City to review the viability of project. The project was subsequently removed from the draft *20 Year Strategic Financial Plan* presented to the Strategic Financial Management Committee meeting held on 14 July 2015 because there are other nearby facilities (Penistone, Percy Doyle Reserve, and Warwick Open Space) that provide adequate facilities for all local clubs. Meanwhile all clubs who were initially intended as users of Hawker Park Clubrooms now have alternative arrangements at other facilities.

Options

At the time of presenting the *20 Year Strategic Financial Plan* for adoption, there are likely to be projects and plans being reviewed that have different assumptions to those included in the *20 Year Strategic Financial Plan*. The *20 Year Strategic Financial Plan* is updated annually, and therefore revised assumptions can be included in future updates of the *20 Year Strategic Financial Plan*.

The options are:

- adopt Scenario 1 as the draft *20 Year Strategic Financial Plan* (Attachment 1 and Attachment 3), without any further changes
- adopt Scenario 2 as the draft *20 Year Strategic Financial Plan*
- adopt the draft *20 Year Strategic Financial Plan* with other specified changes
or
- do not adopt the draft *20 Year Strategic Financial Plan* at this stage pending further changes.

Option 1 that the draft *20 Year Strategic Financial Plan* be adopted with its current assumptions is recommended.

Legislation / Strategic Community Plan / policy implications

Legislation Section 5.56(i) of the *Local Government Act 1995* provides that:

“A local government is to plan for the future of the district.”

Strategic Community Plan

Key theme Financial Sustainability.

Objective Effective management.

Strategic initiative

- Manage liabilities and assets through a planned, long-term approach.
- Balance service levels for assets against long-term funding capacity.

Policy *20 Year Strategic Financial Plan – Guiding Principles.*

Risk management considerations

The plan is based on many assumptions. There is a risk that those assumptions could be wrong or may not come to pass, however, it is a planning tool and the City is not committed to anything in the plan by virtue of endorsing it. Periodic review and update of the plan will ensure that it remains a relevant and useful document to manage the City’s financial affairs into the future.

Within some years of the plan (notably 2017-18 and 2019-20), there are multiple planned projects, although some of these projects are not yet fully scoped, for example Grove Child Care / Dorchester Hall / Warwick Hall. There may appear to be a risk in the capacity of the City in implementing multiple projects. However this risk can be mitigated by outsourcing some of the activities such as detailed design if necessary. The City reviews the scheduling and implementation of major projects on an annual basis, as part of the review of *Five Year Capital Works Program* and *20 Year Strategic Financial Plan*, and will continue to evaluate capacity as part of the annual reviews.

Financial / budget implications

The draft *20 Year Strategic Financial Plan* represents projections and estimates, based on many assumptions and is a primary planning tool for the development of future budgets. Adoption of the draft *20 Year Strategic Financial Plan*, however, does not constitute a commitment or agreement by the City to the projects and proposals it contains or the financial estimates and projections included in the draft *20 Year Strategic Financial Plan*.

The plan has been prepared and reviewed during the annual Budget process, which will enable the plan to be used as an enabler to the annual Budget for the following year.

Regional significance

Not applicable.

Sustainability implications

The draft *20 Year Strategic Financial Plan* represents the primary and key strategic financial planning document for the City and has a direct bearing on planning for the financial sustainability of the City.

Consultation:

The draft *20 Year Strategic Financial Plan* has been prepared after extensive consultation with City Business Units, the Executive Leadership Team and Elected Members.

COMMENT







The draft *20 Year Strategic Financial Plan 2014-15 to 2033-34* (Attachment 3 refers), sets out a significant program of works and projects for the City of Joondalup over the next 20 years. These are in keeping with and represent the *Joondalup 2022* vision for the City: “A global City: bold, creative and prosperous”.

Although the program is ambitious it is achievable with financial discipline and the draft *20 Year Strategic Financial Plan* maps out how this can be done.

The draft *20 Year Strategic Financial Plan 2014-15 to 2033-34* replaces the previous plan adopted in 2014.

The table below summarises the key ratios.

Table 8 – Key Ratio Projections

KEY RATIO as per the City's Guiding Principles		Target Range		Updated 20 Year SFP		Previously Adopted		
		Low	High	Number of Years within Tolerance	Number of Years Outside	Number of Years Within Tolerance	vs. Current Proposal	
1	Rate % Increase	0.0%	5.0%	20	0	19	1	
2	Balanced Books	\$0	\$0	20	0	20	0	
3	Operating Surplus Ratio %	2.0%	8.0%	13	7	10	3	
4	Asset Sustainability Ratio %	90.0%	110.0%	10	10	8	2	
5	Debt Service Coverage Ratio	< 5	>5	20	0	17	3	
Total				83	17	74	9	

Of the five key ratios identified within the *Guiding Principles*, 83 out of 100 are achieved, although there is only 33 out of 50 achieved in the first 10 years. Although the projected achievement of 83 ratios out of 100 is nine higher than the adopted plan, it is far from ideal because the City should achieve at least 90 of the key ratios. Indeed the Operating Surplus Ratio, which is the most important ratio, is below the threshold for the first seven years and only comes within tolerance from 2021-22. For those ratios that are not achieved (Operating Surplus Ratio and Asset Sustainability Ratio), there is a positive trend. The ratios are explored in great detail within the plan at Attachment 3; some summary comments to note include the following:

- Rates increases at no more than 5%. This is achieved in 20 of the 20 years.
- Balance the books is a ratio that must be achieved every year, and the recommended option achieves that.

- Operating Surplus Ratio is the most important indicator out of all the ratios, as it has a mix of all the other ratios combined (liquidity, asset management, operating performance). The City currently has an Operating Surplus Ratio that is below the target, however steady improvements are projected. The target is to have a five year average between 2% and 8% which is projected to be achieved in 13 of the 20 years. The starting point of the projections of 2015-16 is negative 4.8% and it becomes difficult for the City to improve this in the next few years due to the new investment and the additional operating expenses required to operate new facilities. For example the Joondalup Performing Arts and Cultural Facility will depress the Operating Surplus Ratio by 2.8% each year due to the operating subsidy required, interest expense on borrowings and Depreciation. The projections from 2021-22 onwards are all within the target or exceed it.
- Asset Sustainability Ratio - measures the rate at which the City spends capital expenditure on replacement versus depreciation. The target is to be between 90% and 110%, the long-term average should be 100%. This ratio fails the target in the first 10 years which suggests that there is insufficient expenditure on replacement of existing assets and too much on new assets. The City's assets and infrastructure are relatively young and at this stage in their life cycle it is reasonable for the Asset Sustainability Ratio to be depressed. The City will need to increase expenditure on renewals in later years as the City becomes older; this has been factored into the capital forecast. This ratio will be subject to ongoing review with updates to the asset management plans and the ratio calculated separately for each asset class.
- Debt Service Coverage Ratio compares the amount of operating cash flow available versus loan repayments. Ideally there should be surplus from operating cash flow of five times or more of loan repayments. It is intended that the ratio does not fall below the range of two to five, and the target is to avoid this occurring for five years in a row. This ratio is achieved in all 20 years, however there are four years where the ratio falls below the desired threshold of five, this is a short term impact caused by the borrowings for major investment including the Joondalup Performing Arts and Cultural Facility and Edgewater Quarry.

In the early years of the plan cash reserves are depleted, reducing from \$55 million at June 2014 to \$24 million by June 2018, with the *Strategic Asset Management Reserve* reduced to \$1 million by 2017-18. The early years of the plan (and in particular 2017-18 and 2018-19) are projected to have a high level of new investment and consequently deplete the *Strategic Asset Management Reserve* and then cause higher external borrowings than the City has normally used.

Between the years 2015-16 to 2018-19 the City projects borrowings of \$53 million. \$44 million of this relates to the Joondalup Performing Arts and Cultural Facility. Within the previous plan it was assumed that the future proceeds from Tamala Park land sales would allow the City to repay this quickly within six years. However the proceeds from Tamala Park will now be received over a longer period of time and in total will be insufficient to cover all of the costs of borrowings. The total cost of the borrowings to the City, including interest, of the Joondalup Performing Arts and Cultural Facility is \$62 million. As the future Tamala Park proceeds are estimated at \$46 million, there is a shortfall of \$16 million, which in the plan is assumed to be funded by general municipal funds.

There are \$90 million in borrowings projected within the 20 years of the plan, however these are spread across multiple years and begin to be repaid immediately. The maximum balance owing at any one time is estimated to be \$58 million in 2021-22. The borrowings of \$90 million may appear to be a high value, but in terms of the bold projects taken on and the ring-fencing of specific land proceeds (Tamala Park and Edgewater Quarry) to help fund major projects, the use of borrowings in the draft *20 Year Strategic Financial Plan* is deemed appropriate.

VOTING REQUIREMENTS

Simple Majority.

COMMITTEE RECOMMENDATION

The committee recommendation to Council for this Report (as detailed below) was resolved by the Finance Committee at its meeting held on 24 November 2015.

The committee recommendation is the same as recommended by City officers.

RECOMMENDATION

That Council:

- 1 ADOPTS the draft *20 Year Strategic Financial Plan* for the period 2014-15 to 2033-34 as detailed in Attachment 3 to this Report;**
- 2 NOTES that the *Guiding Principles 2015* are included as Appendix 1 to the *20 Year Strategic Financial Plan*.**

Appendix 17 refers

To access this attachment on electronic document, click here: [Attach17brf011215.pdf](#)

ITEM 21 2016-17 UNDERCROFT BRIDGE CLUBROOM REFURBISHMENT PROJECT

WARD	South
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	17817, 101515
ATTACHMENT	Attachment 1 Aerial map of Undercroft Bridge Clubroom Attachment 2 Undercroft Bridge Clubroom floor plan (existing) Attachment 3 City's endorsed Masterplanning Process Attachment 4 Undercroft Bridge Clubroom concept plan Attachment 5 Undercroft Bridge Clubroom cost estimate
AUTHORITY / DISCRETION	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 consider the concept plans, estimated capital costs and recommendations for the 2016-17 Undercroft Bridge Clubroom refurbishment project.

EXECUTIVE SUMMARY

Each year the City plans to undertake one or two refurbishments of community and sporting facilities.

The Undercroft Bridge Clubroom is located on Warwick Road, Duncraig. The facility was constructed in 1993 and consists of a hall, meeting room, kitchen and toilets. The facility had a heating/cooling system upgrade in 2011-12. The facility is leased to the Undercroft Bridge Club who has approximately 466 members.

At its meeting held on 21 April 2015 (CJ061-04/15 refers), Council agreed to undertake a building extension and a refurbishment of the toilets at Undercroft Bridge Clubroom at a total project cost estimate of \$445,547 in 2016-17, subject to the club contributing \$140,000.

As part of the needs analysis stage of the project, stakeholder consultation was undertaken with the Undercroft Bridge Club. Considering the feedback from the club and priorities identified by the City, a scope of works was developed in order to develop concept plans and a cost estimate.

The proposed facility concept plan includes a building extension with a new playing area, office and storeroom. The existing toilets will also be refurbished and reconfigured. Replacing the carpet in the main hall, replacing the tiles in the foyer and meeting room with carpet and a verandah extension was also included for consideration as part of the project.

The estimated capital cost for the Undercroft Bridge Clubroom refurbishment project is \$498,400 (includes an estimated \$2,000 that is required for modifications to an alternative facility for the club to be relocated to during construction) which is \$52,853 over the existing budget allocation.

It is recommended that the existing \$445,547 budget within the City's 2016-17 *Capital Works Program* for the project is not increased. Based on the determined project priorities, some items can be removed from the proposed refurbishment project following the tender process, if required to provide cost savings.

It is therefore recommended that Council:

- 1 *NOTES that \$445,547 (\$305,547 reserve funds, \$140,000 Undercroft Bridge Club contribution) is currently listed within the City's 2016-17 Five Year Capital Works Program for the Undercroft Bridge Clubroom refurbishment project;*
- 2 *APPROVES the proposed refurbishment works at the Undercroft Bridge Clubroom as detailed in this Report at a project cost estimate of \$498,400;*
- 3 *NOTES that \$52,000 has been identified within the 2015-16 budget to prepare tender documentation for the Undercroft Bridge Clubroom refurbishment project;*
- 4 *subject to tender documentation being prepared in 2015-16 as outlined in Part 3 above, REQUESTS that a revised amount of \$393,547 (\$253,547 reserve funds, \$140,000 Undercroft Bridge Club contribution) be listed for consideration within the City's 2016-17 Five Year Capital Works Program for the Undercroft Bridge Clubroom refurbishment project;*
- 5 *BY AN ABSOLUTE MAJORITY DELEGATES to the Chief Executive Officer in accordance with section 5.42 of the Local Government Act 1995 the authority to accept tenders for the Undercroft Bridge Clubroom refurbishment project subject to the price of tenders not exceeding \$393,547.*

BACKGROUND

Suburb/Location	Percy Doyle Reserve 46 Warwick Road Duncraig WA 6023.
Applicant	City of Joondalup.
Owner	Crown Land – City of Joondalup Management Order.
Zoning	DPS Parks and Recreation.
	MRS Urban.
Site area	190,290m ² .
Structure plan	Not applicable.

Since 2007, the City has undertaken one or two community facility refurbishment projects each year. Refurbishment projects intend to improve the functionality and aesthetics of the facility and are not designed to undertake general maintenance. The scope of each project is generally confined to the following aspects:

- painting
- replacing fixtures and fittings
- upgrading external environments – for example building pathways, landscaping around the building, signage
- kitchen facilities

- floor coverings
- toilets and changerooms (including refurbishment or new extensions)
- storage facilities (extensions to the facility)
- heating/cooling systems
- window treatments.

Major structural changes or modification to a facility that include major extensions and/or reconfigurations of areas are normally classified as a redevelopment project. However, due to the delay in the Percy Doyle Reserve masterplan project, this project will include a building extension.

The Undercroft Bridge Clubroom is located on Warwick Road, Duncraig (Attachment 1 refers). The facility was constructed in 1993 and consists of a hall, meeting room, kitchen and toilets (Attachment 2 refers). The facility had a heating/cooling system upgrade in 2011-12.

The facility is leased to the Undercroft Bridge Club (UBC) who has approximately 466 members. The club currently uses the facility daily running three morning sessions, seven afternoon sessions and four evening sessions for regular games, lessons, tournaments, meetings and other club events.

For a number of years, the club has identified that they have out-grown the clubroom. Currently they utilise Mildenhall on Saturdays for beginner and advanced lessons, as there is not space for these activities to be undertaken in the clubroom. In 2014 the club submitted an application to the City for a “club funded facility upgrade” project that would create an extension to the west of the existing building by 11 metres and a refurbishment of the existing toilets.

At its meeting held on 21 April 2015 (CJ061-04/15 refers), Council agreed to undertake a building extension and a refurbishment of the toilets at a total project cost estimate of \$445,547 in 2016-17, subject to the club contributing \$140,000 to the project.

DETAILS

Stakeholder consultation

Planning for the projects commenced in line with the City’s endorsed *Masterplanning Process* (Attachment 3 refers). As part of the needs analysis stage of the project, stakeholder consultation was undertaken with the Undercroft Bridge Club.

The following items were agreed to be included in the scope of works at the Council meeting held on 21 April 2015 (CJ061-04/15 refers):

- Building extension.
- Toilet refurbishment/reconfiguration.

The following additional items were identified during consultation and were included for consideration in the scope of works:

- Replacement of carpet in main hall.
- Replacement of tiles with carpet in foyer and meeting room.
- Verandah extension (to link existing verandah and new building extension).

Relocation during construction

The UBC currently use the clubroom daily running three morning sessions, seven afternoon sessions and four evening sessions. Based on this usage and the extent of works that will be undertaken at their clubroom, an alternative facility will be required for the UBC during construction. The Percy Doyle Football Tee-ball Clubroom (PDFTC) has been identified as a suitable alternative venue due to its size (the main hall is approximately 50m² larger than UBC's main hall), the close proximity to the Undercroft Bridge Clubroom (both facilities are located at Percy Doyle Reserve and are approximately 300 metres apart) and the availability of the facility based on UBC's current sessions/usage.

The UBC has confirmed that they would require storage for equipment (approximately 10m²), kitchen cupboard storage, fridge, oven, and an internet connection to a temporary facility.

An estimated \$2,000 of modifications is required to be made to the PDFTC to accommodate the UBC. These modifications are to provide an internet connection to the facility to allow the UBC to use their electronic scoring system and devices.

The existing kitchen at the PDFTC would provide kitchen cupboard storage and a fridge and oven for UBC to utilise. Storage for the club's equipment would be accommodated for within the clubroom. There would be no implication on cost for the project for these items.

Concept plans and capital cost estimate

A scope of works was developed based on addressing the challenges identified for the facility and stakeholder consultation with the Undercroft Bridge Club. Facility concept plans were developed based on the scope of works and a cost estimate was obtained from an external Quantity Surveyor.

The proposed facility concept plan (Attachment 4 refers) includes a building extension with a new playing area (dividable from the existing main hall by a moveable wall), office and storeroom. The existing toilets will also be refurbished and reconfigured to meet compliance requirements for the larger facility.

Replacing the carpet in the main hall, replacing the tiles in the foyer and meeting room with carpet and a verandah extension were also included as part of the scope for investigation as they were identified through the stakeholder consultation. The club agreed these items could be removed if over-budget at the time of tender submissions being evaluated. The following is a summary of the items and cost estimate (Attachment 5 refers):

Item	Cost (\$)
Building extension including playing area, office and storeroom (approximately \$2,610 per square metre)	280,300
Toilet refurbishment/reconfiguration (approximately \$3,334 per square metre)	117,700
Verandah extension	33,000
Replacement of hall carpet	12,300
Replacement of tiles in foyer and meeting room with carpet	3,900
External works and services	49,200
Relocation costs (not included in the cost estimate)	2,000
TOTAL	498,400

The cost estimate summary table includes preliminaries and small works margin (15%), professional fees in order to undertake detailed design (12%), design contingencies (5%), building contingencies (5%) and cost escalation to June 2016 (2.4%).

Issues and options considered

Currently, there is \$445,547 (\$305,547 reserve funds, \$140,000 Undercroft Bridge Club contribution) listed in 2016-17 of the City's *Five Year Capital Works Program* for this project. The total cost estimate to undertake all the works as part of the refurbishment project is \$498,400 which includes the additional \$2,000 that is estimated to modify Percy Doyle Football Tee-ball Clubroom for the clubs relocation during construction.

It is important to note that the budget amount within the City's *Five Year Capital Works Program* was indicative and the figure was not based on any project scoping, concept plan or cost estimate.

The project's cost estimate has been itemised and the feasibility of each item determined. As the cost estimate exceeds the current amount listed in the City's *Five Year Capital Works Program*, there are two options for the project – either list an additional \$52,853 for consideration as part of the 2016-17 budget or remove some of the recommended facility refurbishment items (if required once a tender price is received).

Extending the building and refurbishing/reconfiguring the toilets are considered items required to meet compliance standards or are important to the user group's functionality of the facility.

Therefore, based on the determined project priorities, the following items could be removed from the project scope if cost savings are required in the following order as agreed by the club:

- 1 Replacement of tiles in foyer and meeting room with carpet - \$3,900.
- 2 Replacement of hall carpet – \$12,300.
- 3 Full verandah extension – \$25,200.
- 4 Movable wall - \$25,000.

TOTAL saving of approximately \$66,400.

The full verandah extension was included in the project as desirable and the full verandah extension (26m²) is not required to meet compliance or safety standards. A small verandah extension (4m²) and stairway is required to meet compliance and safety standards and is estimated to cost \$7,800, resulting in a saving of approximately \$25,200.

The movable wall is included as part of the building extension cost estimate. This item was included in the project to allow the Undercroft Bridge Club to operate teaching sessions/lessons in the new playing area and bridge games in the existing main hall, at the same time. If cost savings are required and this item removed from the project, it is proposed to provide the infrastructure and space for the movable wall at the time of construction. The movable wall can then be added to the facility at a later date, if the club requires.

The flooring works were included in the project as desirable and are not required to meet compliance or safety standards. The replacement of the hall carpet and replacement of tiles for carpet in the foyer and meeting room were proposed to improve the aesthetics of the facility and to match the new carpet in the building extension. Given the existing carpet and tiles are in satisfactory condition, these items are considered the lowest priority for the project.

Removing the movable wall, flooring works and full verandah extension from the project will reduce the total project cost to an estimated \$432,000. It is proposed however, to include all the recommended works as part of the tender for the project. If the tender price received is over the \$445,547 budget, these would be the refurbishment items removed from the project.

Legislation / Strategic Community Plan / policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Community Wellbeing.

Objective Quality facilities.

Strategic initiative

- Support a long-term approach to significant facility upgrades and improvements.
- Understand the demographic context of local communities to support effective facility planning.
- Employ facility design principles that will provide for longevity, diversity, inclusiveness and where appropriate support the decentralising of City services.

Policy Not applicable.

Risk management considerations

All capital projects bring risks in relation to contingencies and over runs against original design. The capital cost estimate is based on high level concept plans and may differ once further detailed designs are undertaken for the project.

Financial / budget implications

The following is listed within the City's *2016-17 Capital Works Program*:

Account no.	MPP2057.
Budget Item	Percy Doyle Reserve refurbishment works.
Budget amount	\$445,547 (\$305,547 reserve funds, \$140,000 Undercroft Bridge Club contribution).
Amount spent to date	\$ Nil.
Balance	\$ \$445,547.

At its meeting held on 21 April 2015 (CJ061-04/15 refers), Council agreed to the refurbishment project at the Undercroft Bridge Clubroom at a total project cost estimate of \$445,547 in 2016-17, subject to the club contributing \$140,000.

The estimated capital cost as provided by the external Quantity Surveyor for this project is \$496,400 (plus an additional estimated amount of \$2,000 to modify Percy Doyle Football Tee-ball Clubroom for the clubs relocation during construction).

There are therefore two options for the project – either list an additional \$52,853 for consideration as part of the 2016-17 budget or remove some of the recommended facility refurbishment items as discussed in the issues and options section of this report (if required once a tender price is received).

Based on the determined project priorities, the following items could be removed from the project scope if cost savings are required in the following order as agreed by the club:

- 1 Replacement of tiles in foyer and meeting room with carpet - \$3,900.
- 2 Replacement of hall carpet – \$12,300.
- 3 Full verandah extension – \$25,200.
- 4 Movable wall - \$25,000.

TOTAL saving of approximately \$66,400.

Future financial year impact

Annual operating cost The operating cost for the Undercroft Bridge Clubroom was \$4,391 for 2014-15.

It is estimated that with the proposed refurbishment works the annual operating costs would increase by \$2,020 to \$6,411. This increase includes additional maintenance and utilities as a result of the refurbishment.

Estimated annual income The income for the Undercroft Bridge Clubroom was \$2,080 for 2014-15.

It is expected that the proposed refurbishment works would not have an impact on the annual income for the facility.

20 Year Strategic Financial Plan impact The estimated net cash impact over the current adopted *20 Year Strategic Financial Plan* is estimated to be \$40,415. This is based on the estimated increase to the annual operating costs for a 20 year period (does not include escalation/inflation costs).

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

Environmental

All facility refurbishment projects are planned to reduce the impact of the carbon footprint and consider environmental sustainability design features where possible within the project budget.

Social

The project has included consultation with the existing user group to ensure that feedback received represents their needs. Furthermore, any refurbishment works will consider access and inclusion principles and will aim to enhance the amenity of the public space.

Economic

Not applicable.

Consultation

Consultation was undertaken with the Undercroft Bridge Club during the site and needs analysis stage of the project. Information on the consultation has been included in the details and issues/options sections of this report.

COMMENT

The estimated capital cost for the Undercroft Bridge Clubroom refurbishment project is \$498,400 (includes an estimated \$2,000 that is required to modify Percy Doyle Football Tee-ball Clubroom for the clubs relocation during construction) which is \$52,853 over the existing budget allocation. It is recommended that the existing \$445,547 (\$305,547 reserve funds, \$140,000 Undercroft Bridge Club contribution) budget within the City's *2016-17 Capital Works Program* for the project is not increased. As outlined, based on the determined project priorities, the full verandah extension can be reduced to a small verandah extension, the replacement of the hall carpet, the replacement of tiles for carpet in the foyer and meeting room and the movable wall can be removed from the proposed refurbishment project following the tender process, if required to provide cost savings.

The PDFTC is heavily utilised during the winter sporting season (April to September). During the summer sporting season (October to March) the facility has much greater availability and it is proposed that construction be undertaken at the Undercroft Bridge Clubroom during the 2016-17 summer sporting season.

In order to meet this proposed construction timeline, detailed design will need to occur in 2015-16. This work is estimated at \$52,000 and funds have been identified as being available in the 2015-16 budget to undertake detailed design.

To assist in meeting these timelines, it is suggested the authority to appoint a construction contractor be delegated to the Chief Executive Officer.

VOTING REQUIREMENTS

Absolute Majority.

COMMITTEE RECOMMENDATION

The committee recommendation to Council for this report (as detailed below) was resolved by the Finance Committee at its meeting held on 24 November 2015.

The committee recommendation is the same as recommended by City officers.

RECOMMENDATION**That Council:**

- 1** NOTES that \$445,547 (\$305,547 reserve funds, \$140,000 Undercroft Bridge Club contribution) is currently listed within the City's *2016-17 Five Year Capital Works Program* for the Undercroft Bridge Clubroom refurbishment project;
- 2** APPROVES the proposed refurbishment works at the Undercroft Bridge Clubroom as detailed in this Report at a project cost estimate of \$498,400;
- 3** NOTES that \$52,000 has been identified within the 2015-16 budget to prepare tender documentation for the Undercroft Bridge Clubroom refurbishment project;
- 4** subject to tender documentation being prepared in 2015-16 as outlined in Part 3 above, REQUESTS that a revised amount of \$393,547 (\$253,547 reserve funds, \$140,000 Undercroft Bridge Club contribution) be listed for consideration within the City's *2016-17 Five Year Capital Works Program* for the Undercroft Bridge Clubroom refurbishment project;
- 5** BY AN ABSOLUTE MAJORITY DELEGATES to the Chief Executive Officer in accordance with section 5.42 of the Local Government Act 1995 the authority to accept tenders for the Undercroft Bridge Clubroom refurbishment project subject to the price of tenders not exceeding \$393,547.

Appendix 18 refers

To access this attachment on electronic document, click here: [Attach18brf011215.pdf](#)

**ITEM 22 CONFIDENTIAL - PINNAROO POINT CAFÉ/KIOSK
EXPRESSION OF INTEREST - PROGRESS REPORT**

WARD	South West
RESPONSIBLE DIRECTOR	Mr Garry Hunt Chief Executive Officer
FILE NUMBER	102656, 101515
ATTACHMENT	Attachment 1 Site Location, Photos and Development Plans Attachment 2 Project Program
	<i>(Please Note: The Report and Attachment is confidential and will appear in the official Minute Book only).</i>
AUTHORITY / DISCRETION	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)(c) of the *Local Government Act 1995*, which also permits the meeting to be closed to the public for business relating to the following:

a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

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

- 8 REPORT OF THE CHIEF EXECUTIVE OFFICER**
- 9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 10 REPORTS REQUESTED BY ELECTED MEMBERS**
- 11 CLOSURE**



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

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

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

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

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

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

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

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

Name/ Position	
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- (a) *in a written notice given to the CEO before the meeting; or*
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**QUESTION TO BE ASKED AT
BRIEFING SESSION/COUNCIL MEETING**

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

QUESTIONS

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Please submit this form at the meeting or:

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

Please note that:

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



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

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

STATEMENT

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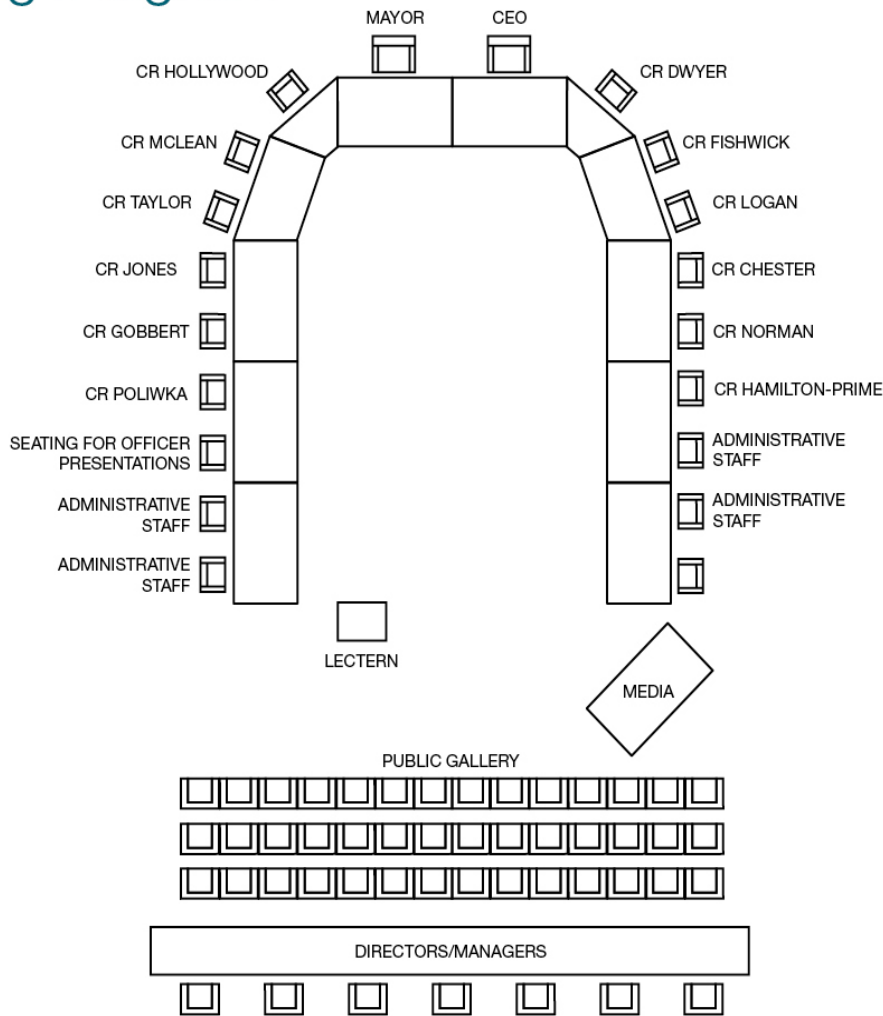
Please submit this form at the meeting or:

- **post** to The Chief Executive Officer, City of Joondalup, P O Box 21, Joondalup WA 6919
- **email** to 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

Conference Room 1 – Briefing Session Seating Diagram



Mayor

- 1 His Worship the Mayor, Troy Pickard (Term expires 10/17)

North Ward

- 2 Cr Kerry Hollywood (Term expires 10/17)
3 Cr Tom McLean, JP (Term expires 10/19)

North-Central Ward

- 4 Cr Philippa Taylor (Term expires 10/17)
5 Cr Nige Jones (Term expires 10/19)

Central Ward

- 6 Cr Liam Gobbert (Term expires 10/17)
7 Cr Russell Poliwka (Term expires 10/19)

South-West Ward

- 8 Cr Christine Hamilton-Prime (Term expires 10/17)
9 Cr Mike Norman (Term expires 10/19)

South-East Ward

- 10 Cr John Chester (Term expires 10/17)
11 Cr John Logan (Term expires 10/19)

South Ward

- 12 Cr Russ Fishwick, JP (Term expires 10/17)
13 Cr Sophie Dwyer (Term expires 10/19)