

# agenda

## Ordinary Meeting of Council

NOTICE IS HEREBY GIVEN THAT THE NEXT  
ORDINARY MEETING OF THE COUNCIL  
OF THE CITY OF JOONDALUP WILL BE HELD IN  
THE COUNCIL CHAMBER, JOONDALUP CIVIC CENTRE,  
BOAS AVENUE, JOONDALUP

**ON** TUESDAY 10 OCTOBER 2017  
**COMMENCING AT** 7.00pm

**GARRY HUNT**  
Chief Executive Officer  
6 October 2017

[www.joondalup.wa.gov.au](http://www.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 9.00am on **Monday 9 October 2017**

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

**QUESTIONS TO**

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

PO Box 21 Joondalup WA 6919

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

## PROCEDURES FOR PUBLIC QUESTION TIME

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

Where a meeting of a committee is open to the public the procedures for public question time and public statement time apply. In this regard these procedures are amended by substituting "Council" with "Committee" to provide proper context.

### Questions asked verbally

- 1 Members of the public are invited to ask questions at Council Meetings.
- 2 Questions asked at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Questions asked at a Special meeting of Council must relate to the purpose for which the meeting has been called.
- 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 and may be extended in intervals of up to 10 minutes by resolution of Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed 35 minutes in total. Public question time is declared closed following the expiration of the allocated time period, or earlier than such time where there are no further questions.
- 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 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 a member of the Council 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 Council meeting.

- 9 Where an Elected Member is of the opinion that a member of the public is:
- asking a question at a Council meeting, that does not relate to a matter affecting the City
  - 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 response will be summarised and included in the minutes of the Council meeting.
- 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 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 asked at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Questions asked at a Special meeting of Council must relate to the purpose for which the meeting has been called.
- 3 The City will accept a maximum of five (5) 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 9.00am on the day immediately prior to the scheduled Council meeting will be responded to, where possible, at the Council meeting. 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 a Council meeting 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 Council meeting.
- 8 A person who submits written questions may also ask questions at a Council meeting and questions asked verbally may be different to those submitted in writing.

- 9 Questions and any response will be summarised and included in the minutes of the Council meeting.
- 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 were adopted at the Council meeting held on 19 November 2013:

- 1 Members of the public are invited to make statements, either verbally or in writing, at Council meetings.
- 2 Statements made at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Statements made at a Special meeting of Council must relate to the purpose for which the meeting has been called.
- 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 than such time where 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 Council meeting, that does not relate to a matter affecting the City, they may bring it to the attention of the Presiding Member who will make a ruling.
- 9 A member of the public attending a Council meeting 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 minutes of the Council meeting.

## CODE OF CONDUCT

Elected Members, Committee Members and City of Joondalup employees are to observe the City of Joondalup Code of Conduct including the principles and standards of behaviour that are established in the Code.

The following principles guide the behaviours of Elected Members, Committee Members and City of Joondalup employees while performing their role at the City:

- Act with reasonable care and diligence.
- Act with honesty and integrity.
- Act lawfully.
- Avoid damage to the reputation of the City.
- Be open and accountable to the public.
- Base decisions on relevant and factually correct information.
- Treat others with respect and fairness.
- Not be impaired by mind affecting substances.

Elected Members, Committee Members and employees must:

- (a) act, and be seen to act, properly and in accordance with the requirements of the law and the Code of Conduct
- (b) perform their duties impartially and in the best interests of the City uninfluenced by fear or favour
- (c) act in good faith in the interests of the City and the community
- (d) make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any person unwarranted offence or embarrassment
- (e) always act in accordance with their obligations to the City and in line with any relevant policies, protocols and procedures.

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

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

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

[Additional Information171010.pdf](#)

# CITY OF JOONDALUP

Notice is hereby given that a Meeting of the Council will be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday 10 October 2017** commencing at **7.00pm**.

GARRY HUNT  
Chief Executive Officer  
6 October 2017

Joondalup  
Western Australia

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## VISION

*“A global City: bold, creative and prosperous.”*

## PRIMARY VALUES

- Transparent.
- Accountable.
- Honest.
- Ethical.
- Respectful.
- Sustainable.
- Professional.

## DISTINGUISHING VALUES

### **Bold**

We will make courageous decisions for the benefit of our community and future generations.

### **Ambitious**

We will lead with strength and conviction to achieve our vision for the City.

### **Innovative**

We will learn and adapt for changing circumstances to ensure we are always one step ahead.

### **Enterprising**

We will undertake ventures that forge new directions for business and the local community.

### **Prosperous**

We will ensure our City benefits from a thriving economy built on local commercial success.

### **Compassionate**

We will act with empathy and understanding of our community's needs and ambitions.

# AGENDA

Note: Members of the public are advised that prior to the opening of the Council meeting, Mayor Pickard will say a Prayer.

## DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

## DECLARATIONS OF FINANCIAL INTEREST/PROXIMITY INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY

## PUBLIC QUESTION TIME

The following questions were taken on notice at the Council meeting held on 19 September 2017:

### Mr B Greedy, Heathridge:

Re: *CJ156-09/17 – Community Sporting and Recreation Facilities Fund Applications – 2018-19 Annual and Forward Planning Grant Round (Redevelopment of Prince Regent Park).*

Q1 *With respect to the proposed redevelopment of Prince Regent Park, what is the proposed lux lighting level for the park?*

A1 As a result of the proposed reconfiguration of the playing pitches and the location for the facility, there is the need to realign the floodlighting on the site. Therefore the City is proposing to change the sports floodlighting at Prince Regent Park to meet the Australian Standard for Sports Lighting football (all codes) up to amateur competition standard (AS2560.2.3). This part of the project will only see the realignment of the lighting poles and an upgrade to the lux levels from 50 to 100. While the standards quantify lighting levels (maintained average horizontal illuminance) as 100 lux, this is one of a number of metrics that must be considered when designing and constructing sports lighting.

It should also be noted that the sports lighting would be designed and certified to meet the Australian Standards for the control of obtrusive effects of outdoor lighting (AS4282).

This level of lighting is at other similar reserves across the City for community level games including Seacrest Park (West), Chichester Park (South) and Ocean Reef Park.

**Ms N Dangar, Beldon:**

*Re: Use of aluminium laminated panels on exterior walls.*

*Q1 How many building approvals have been given by the City that have permitted the use of aluminium laminated panels on exterior walls?*

It is unknown how many building approvals may have been issued that have included the use of aluminium laminated panels on exterior walls. The building audit that is currently being undertaken by the Department of Mines, Industry Regulation and Safety has included inspections of buildings in the City. Further information will be made available to the City once all stakeholders involved in the audit are informed.

*Q2 Does the City intend to investigate and ban the use of these panels?*

Once the investigation by the Department of Mines, Industry Regulation and Safety has been completed the City will have access to the findings and will be involved in actions that are deemed to be the responsibility of the local government. This will include the City working with the building owners and industry experts to ensure the cladding meets necessary requirements.

The use of aluminium cladding is regulated through the *Building Code of Australia* (BCA). There is no mechanism for local governments to ban the use of the panels without direction being given by the State Government. The City will be continuing to work closely with the Department of Mines, Industry Regulation and Safety on this issue.

**Ms T Vance, Heathridge:**

*Re: CJ156-09/17 – Community Sporting and Recreation Facilities Fund Applications – 2018-19 Annual and Forward Planning Grant Round (Redevelopment of Prince Regent Park).*

*Q1 Will adding on a clubroom to the existing structure at Prince Regent Park, forgiving the additional parking, moving the cricket nets and pitch, taking down trees and relocating the recently added lights meet the needs of the Joondalup United Football Club, who have indicated they only require a place to store their gear?*

**A1** The City understands that the proposed redevelopment at Prince Regent Park will meet the needs of the Joondalup United Football Club (JUFC) for their community-based operations. JUFC is aware that senior National Premier League (NPL) games are not permitted at Prince Regent Park and that they will need to continue to operate across multiple venues and play their senior NPL games at a venue that meets Football West's requirements, such as Percy Doyle Reserve or HBF Arena.

An extension to the existing toilet facility was investigated by the City as part of the project. One of the benefits of the proposed location is it is central to the site and further away from nearby residents. The proposed facility has been designed in line with the City's standard specifications for a facility of this type that is located on an active reserve and that provides a home venue for community level sport.

The proposed clubroom includes a meeting room of approximately 130m<sup>2</sup>, change rooms, umpire room, toilets, kitchen, associated storage, CCTV room and covered spectator verandah area. It would also include a unisex 'park toilet' designed to include the automatic timed door lock system and be accessible without compromising the security of the remainder of the facility. Facilities of this type allow for the secure storage of sporting club and community group equipment; provision for canteen sales from the kitchen for sporting clubs and food preparation for functions; appropriate and accessible change room facilities for players and umpires and space for various community meetings, functions and activities from the meeting room.

Four change rooms have been proposed in the clubroom to support the future growth of female soccer and the 'park toilet' has been included to support community members using the park.

The proposed facility will not only support the sporting clubs that use the park, JUFC (winter) and the Ocean Ridge Cricket Clubs (summer), but will also be available for hire by the community.

The City is aware that informal parking currently occurs around the park during peak periods and approximately 39 additional car bays are proposed as part of the redevelopment. The relocation of the cricket practice nets and centre cricket wicket and the removal of the trees / bushes on the site are required in order for the clubroom facility to be constructed in the proposed location on the western side of the pitches and for the existing cricket clubs to continue operating from the park.

It is proposed to change the sports lighting to enable community level games, as well as training. This will also enable the better control of obtrusive effects of outdoor lighting, help to spread peak usage, minimise light spill to the local residents and improve lighting of the park. The upgraded floodlights would use the City's new standard SMS technology, which allows for improved control of floodlighting usage.

**Ms L Dawson, Heathridge:**

*Re: CJ156-09/17 – Community Sporting and Recreation Facilities Fund Applications – 2018-19 Annual and Forward Planning Grant Round (Redevelopment of Prince Regent Park).*

*Q1 How many hours was the park booked during the 2017 winter season for both junior and senior teams of the Joondalup United Football Club?*

*A1 The Joondalup United Football Club booked Prince Regent Park for a total of 374.5 hours for its juniors and 75 hours for its seniors during 2017.*

**Mrs S Thompson, Duncraig:**

*Re: Amendment No. 88 to District Planning Scheme No. 2 - Petition requesting the inclusion of the area west of Davallia Road in Housing Opportunity Area 1.*

*Q1 If a new amendment is required specific to the area of west of Davallia Road, in what timeframe can it be drafted and presented to Council?*

*A1 It is anticipated that a report could be presented to the November 2017 Council meeting to outline Council's options in relation to the petition received for the area west of Davallia Road in Housing Opportunity Area 1.*

In the event Council elects to undertake a separate amendment to this area, a report to initiate the scheme amendment will then be presented to a subsequent Council meeting.

**Mr A Huber, Duncraig:**

*Re: Development at 185A/B Sequia Rd, Duncraig.*

Q1 *How was this development approved when it barely meets the minimum site requirements of 350sqm per lot and doesn't meet the minimum average site area of 140 metres squared per lot?*

A1 The property at No. 185 Sequoia Road, Duncraig, formed part of a subdivision application in conjunction with No. 183 Sequoia Road. Both properties are coded R20. The subdivision proposed to create three lots out of the two lots – one at 702m<sup>2</sup> and two at 352m<sup>2</sup> each. The *Residential Design Codes* require an average lot size of 450m<sup>2</sup> lot size with a minimum lot size of 350m<sup>2</sup> for R20 coded lots. When the lot sizes of the two properties are combined, the total size is 1,406m<sup>2</sup> which based on the R20 requirements, allowed for the three lots to be created. The application was approved by the Western Australian Planning Commission.

**PUBLIC STATEMENT TIME**

**APOLOGIES AND LEAVE OF ABSENCE**

**Leave of Absence previously approved**

Cr Nige Jones                      25 September to 11 October 2017 inclusive.

**CONFIRMATION OF MINUTES**

**MINUTES OF COUNCIL MEETING, 19 SEPTEMBER 2017**

**RECOMMENDATION**

**That the Minutes of the Council Meeting held on 19 September 2017 be confirmed as a true and correct record.**

**ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

**IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

**PETITIONS**

**REPORTS****CJ159-10/17                      DEVELOPMENT                      AND                      SUBDIVISION  
APPLICATIONS – AUGUST 2017**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Ms Dale Page Planning and Community Development
<b>FILE NUMBER</b>	07032, 101515
<b>ATTACHMENT</b>	Attachment 1    Monthly    Development    Applications Determined – August 2017 Attachment 2    Monthly    Subdivision    Applications Processed – August 2017
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

**PURPOSE**

For Council to note the number and nature of applications considered under delegated authority during August 2017.

**EXECUTIVE SUMMARY**

Schedule 2 (deemed provisions for local planning schemes) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) provide for Council to delegate powers under a local planning scheme to the Chief Executive Officer (CEO), who in turn has delegated them to employees of the City.

The purpose of delegating certain powers to the CEO and officers is to facilitate the timely processing of development and subdivision applications. The framework for the delegations of those powers is set out in resolutions by Council and is reviewed every two years, or as required.

This report identifies the development applications determined by the administration under delegated authority powers during August 2017 (Attachment 1 refers), as well as the subdivision application referrals processed by the City during August 2017 (Attachment 2 refers).

**BACKGROUND**

Schedule 2 clause 82 (deemed provisions for local planning schemes) of the Regulations enables Council to delegate powers under a local planning scheme to the CEO, and for the CEO to then delegate powers to individual employees.

At its meeting held on 27 June 2017 (CJ091-06/17 refers) Council considered and adopted the most recent Town Planning Delegations.

## DETAILS

### Subdivision referrals

The number of subdivision and strata subdivision referrals processed under delegated authority during August 2017 is shown in the table below:

Type of subdivision referral	Number of referrals	Potential additional new lots
Subdivision applications	6	6
Strata subdivision applications	10	13
<b>TOTAL</b>	<b>16</b>	<b>19</b>

*Of the 16 subdivision referrals 14 were to subdivide in housing opportunity areas, with the potential for 17 additional lots.*

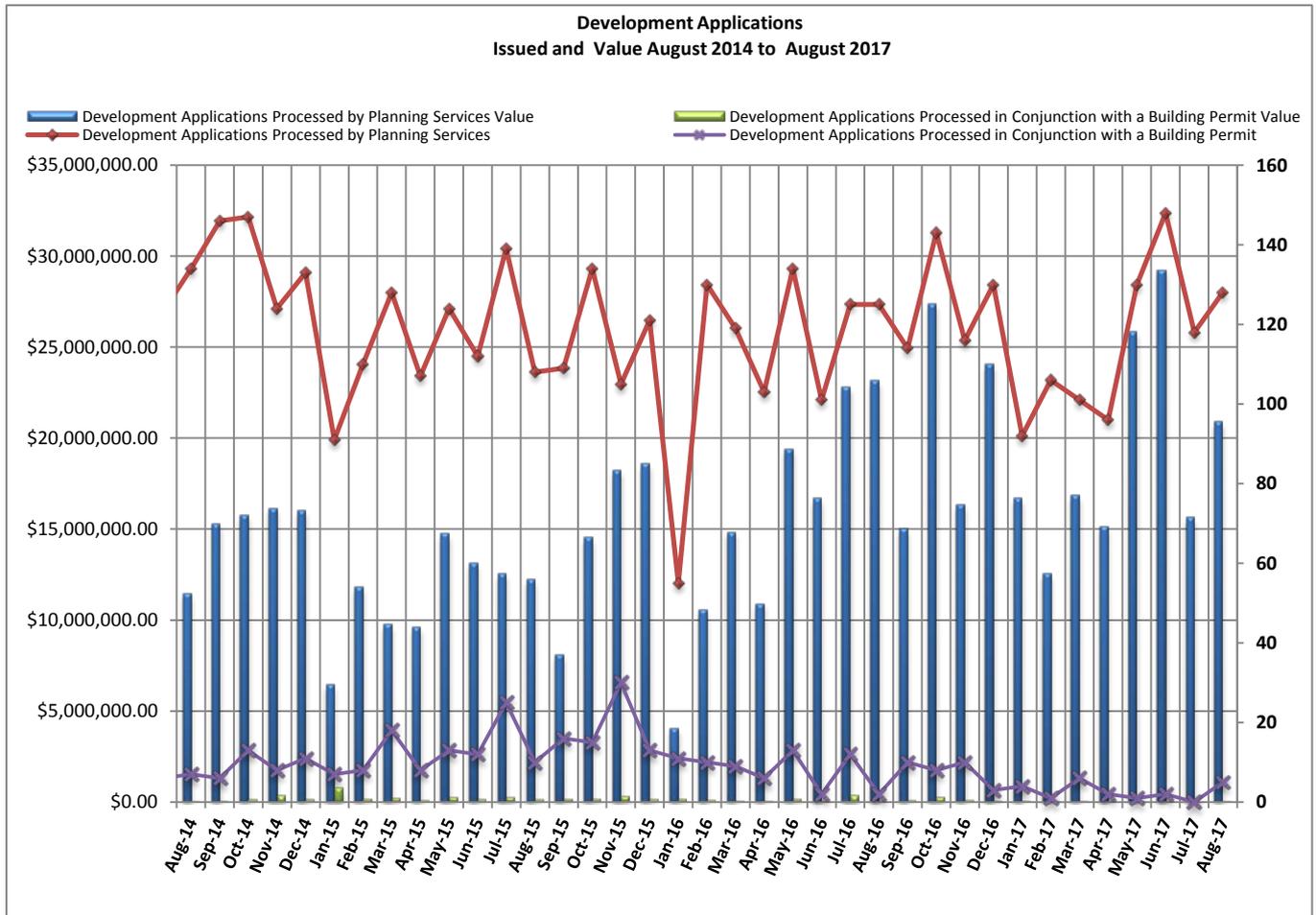
### Development applications

The number of development applications determined under delegated authority during August 2017 is shown in the table below:

Type of development application	Number	Value (\$)
Development applications processed by Planning Services	128	\$ 20,900,208
Development applications processed by Building Services	5	\$43,200
<b>TOTAL</b>	<b>133</b>	<b>\$ 20,943,408</b>

*Of the 133 development applications, 16 were for new dwelling developments in housing opportunity areas, proposing a total of 46 additional dwellings.*

The total number and value of development applications determined between July 2014 and August 2017 is illustrated in the graph below:



The number of development applications received during August was 128. (This figure does not include any development applications to be processed by Building Approvals as part of the building permit approval process).

The number of development applications current at the end of August was 218. Of these, 38 were pending further information from applicants and 11 were being advertised for public comment.

In addition to the above, 233 building permits were issued during the month of August with an estimated construction value of \$21,759,813.

### Issues and options considered

Not applicable.

### Legislation / Strategic Community Plan / policy implications

#### Legislation

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

**Strategic Community Plan**

<b>Key theme</b>	Quality Urban Environment.
<b>Objective</b>	Quality built outcomes.
<b>Strategic initiative</b>	Buildings and landscaping is suitable for the immediate environment and reflect community values.
<b>Policy</b>	Not applicable. All decisions made under delegated authority have due regard to any of the City's policies that apply to the particular development.

Schedule 2 clause 82 of the Regulations permits the local government to delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties. Development applications were determined in accordance with the delegations made under Schedule 2 clause 82 of the Regulations.

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 133 development applications were determined for the month of August with a total amount of \$71,551 received as application fees.

All figures quoted in this report are exclusive of GST.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Consultation may be required by the provisions of the R-Codes, any relevant policy and / or DPS2 and the Regulations.

## **COMMENT**

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

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

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

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

- 1 Development applications described in Attachment 1 to Report CJ159-10/17 during August 2017;**
- 2 Subdivision applications described in Attachment 2 to Report CJ159-10/17 during August 2017.**

*Appendix 1 refers*

To access this attachment on electronic document, click here: [Attach1brf171003.pdf](#)

**CJ160-10/17 MINUTES OF EXTERNAL COMMITTEES**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	00033, 03149, 101515
<b>ATTACHMENT</b>	Attachment 1 Minutes of WALGA North Metropolitan Zone meeting held on 31 August 2017 Attachment 2 Summary Minutes of the WALGA State Council meeting held on 8 September 2017 Attachment 3 Minutes of Mindarie Regional Council meeting held on 14 September 2017  <i>(Please Note: These minutes are only available electronically).</i>
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

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**PURPOSE**

For Council to note the minutes of various bodies on which the City has current representation.

**EXECUTIVE SUMMARY**

The following minutes are provided:

- Minutes of WALGA North Metropolitan Zone meeting held on 31 August 2017.
- Summary Minutes of WALGA State Council meeting held on 8 September 2017.
- Minutes of Mindarie Regional Council meeting held on 18 September 2017.

**DETAILS**

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

## **WALGA North Metropolitan Zone meeting – 31 August 2017**

A meeting of the North Metropolitan Zone was held on 31 August 2017.

At the time of this meeting Cr Philippa Taylor, Cr Russ Fishwick JP, Cr Christine Hamilton-Prime and Cr John Logan were Council's representatives on the North Metropolitan Zone.

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

### **5.4 Outcomes of Consultation – Third Party Appeal Rights in Planning**

It was resolved by the North Metropolitan Zone as follows:

- "1 That WALGA supports the limited introduction of Third Party Appeals into the Western Australian planning framework, however, considers that there would be some merit in the introduction of Third Party Appeal Rights in circumstances where determinations have been issued by the Development Assessment Panels (DAPS), the State Administrative Tribunal (SAT) and the Western Australian Planning Commission;*
- 2 That WALGA, prior to pursuing the introduction of Third Party Appeal Rights, undertake further consultation and review with relevant stakeholders."*

### **8.1 Local Government Act Review**

*"Council endorsed submission on the issues raised in this Discussion Paper, as well as any other relevant matters, can be forwarded to WALGA by Friday 20 October 2017."*

### **8.2 Presentation – Incorporation of Waste Management into Emergency Event Planning and Recovery**

It was resolved by the North Metropolitan Zone as follows:

*"That the North Metropolitan Zone invite Miss Rebecca Brown to present at the meeting to be held on 30 November 2017 at the City of Joondalup."*

### **8.3 Notice of Meetings 2018**

It was resolved by the North Metropolitan Zone as follows:

*"That the 2018 proposed schedule of meetings for the North Metropolitan Zone be adopted."*

**NOTICE OF MEETINGS  
NORTH METROPOLITAN ZONE MEETING  
2018**

<b>Zone Meeting Dates Thursday</b>	<b>Time</b>	<b>HOST COUNCIL</b>	<b>State Council Meeting Dates 2018</b>
<b>1 March</b>	Thursday 6.00 pm	City of Stirling	Wednesday 7 March 2018
<b>26 April</b>	Thursday 6.00 pm	City of Wanneroo	Regional Meeting 3-4 May 2018
<b>28 June</b>	Thursday 6.00 pm	City of Joondalup	Wednesday 4 July 2018
<b>30 August</b>	Thursday 6.00 pm	City of Stirling	Regional Meeting 6-7 September 2018
<b>29 November</b>	Thursday 6.00 pm	City of Wanneroo	Wednesday 5 December 2018

**WALGA State Council meeting – 8 September 2017**

A meeting of the WALGA State Council was held on 8 September 2017.

At the time of this meeting Cr Russell Fishwick, JP was Council's representative at the WALGA State Council meeting.

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

**5.2 2018-19 State Budget Submission**

It was resolved by the WALGA State Council as follows:

*“That WALGAs submission to the State Government in advance of the 2018-19 Budget be endorsed subject to the inclusion of the following:*

- (a) *retention of the third instalment of \$32,000 due 2017-18 under the Community Pools Revitalisation Program to enable projects already in train to be completed.*

**5.3 Review of the Emergency Services Levy**

It was resolved by the WALGA State Council as follows:

*“That the interim submission to the Economic Regulation Authority (ERA) on the review of the Emergency Services Levy (ESL) draft report be endorsed.”*

#### 5.4 Outcomes of Consultation – Third Party Appeal Rights in Planning

It was resolved by the WALGA State Council as follows:

*“That:*

- 1 *State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights;*
- 2 *WALGA undertakes further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPs, SAT and WAPC to determine a preferred model;*
- 3 *The findings to be distributed for comment and the Item then be reconsidered by State Council;*
- 4 *WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.”*

#### 5.5 Interim Submission – Development Control Policy 2.2 – Residential Subdivision

It was resolved by the WALGA State Council as follows:

*“That the interim submission to the WA Planning Commission on Development Control Policy 2.2 – Residential Subdivision be endorsed.”*

#### 5.8 Interim Submission to the Australian Government Committee on the impacts of climate change

It was resolved by the WALGA State Council as follows:

*“That the interim submission in response to the inquiry into the impacts of climate change be endorsed.”*

#### 6.3 Report Municipal Waste Advisory Council

It was resolved by the WALGA State Council as follows:

*“That the resolution of the Municipal Waste Advisory Council at its 28 June 2017 meeting be noted.”*

**Mindarie Regional Council meeting – 14 September 2017**

A meeting of the Mindarie Regional Council was held on 14 September 2017.

At the time of this meeting Cr Russ Fishwick JP was Council's representative on the Mindarie Regional Council.

Cr Mike Norman was an apology for this meeting.

For the information of Council, the following matter of interest to the City of Joondalup was resolved at the special meeting of the Mindarie Regional Council:

9.3 Review of Council Policies and Delegations to Council Committees and the Chief Executive Officer

It was resolved by the Mindarie Regional Council as follows:

*"That the Council:*

- 1 *retain the existing Council Policies as contained in Appendix 6 of this agenda;*
- 2 *retain the delegations to the Chief Executive Officer as detailed in Attachment 1 of this Report;*
- 3 *withdraw the delegation to the Audit Committee allowing it to meet with the Council's Auditor."*

9.4 Engagement of Consultant to Assist in the Annual Review of the CEOs Performance

It was resolved by the Mindarie Regional Council as follows:

*"That the report dealing with the appointment of a consultant to assist with the CEO Performance and remuneration be deferred to the next ordinary Council Meeting."*

14.1 Confidential – Resource Recovery Facility (Energy from Waste) Award of Tender

It was resolved by the Mindarie Regional Council as follows:

*"That the report dealing with the Resource Recovery Facility Tender be deferred until the next ordinary Council meeting to be held on 9 November 2017, or a Special Council meeting, if the issues can be addressed in a more timely manner."*

#### 14.2 CEO Performance Review Committee – Consideration of Committees Recommendations

It was resolved by the Mindarie Regional Council as follows:

*“That:*

- 1 *ADOPTS the 2017 Performance Review Report for the CEO;*
- 2 *Council ENDORSES the overall rating of “Meets performance indicators and associated objectives at a highly satisfactory level;*
- 3 *Council ENDORSES the Key Performance Indicators and Objectives for 2017-18;*
- 4 *Council COMMENCES the 2017-18 appraisal process by 30 May 2018 and encourages Elected Members to avail of an interview with the appointed facilitator to provide their feedback;*
- 5 *Council VARIES the annual review process to allow for the names of those Elected Members opting not to participate in the CEO’s annual review process to be provided to the Review Committee by the appointed facilitator;*
- 6 *Council AFTER giving consideration to the Performance Review Report for the CEO adopted in clause 1 above:*
  - 6.1 *acknowledges that the Salaries and Allowances Tribunal has determined that it will not increase the maximum salary levels in the various bands for Chief Executive Officers;*
  - 6.2 *Taking cognisance of the economic climate and the Salaries and Allowances Tribunal determination in clause 6.1 above, adopts the Chief Executive Officers total rewards package for the 2017 annual salary review remaining at \$256,711 being the maximum of Band 3 for Regional Council CEOs;*
- 7 *CEO to use his best endeavours to implement an Establishment Agreement amongst the Member Councils;*
- 8 *CEO to carry out a well-executed implementation of the Tender process for the RRF 2017.*

#### **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 **WALGA North Metropolitan Zone meeting held on 31 August 2017 forming Attachment 1 to Report CJ160-10/17;**
- 2 **WALGA State Council meeting held on 8 September 2017 forming Attachment 2 to Report CJ160-10/17;**
- 3 **Mindarie Regional Council meeting held on 14 September 2017 forming Attachment 3 to Report CJ160-10/17.**

To access this attachment on electronic document, click here: [Externalminutes171003.pdf](#)

## **CJ161-10/17 LOCAL GOVERNMENT ACT REVIEW - WALGA DISCUSSION PAPER**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	00033, 101515
<b>ATTACHMENT</b>	Attachment 1 WALGA Discussion Paper Attachment 2 City of Joondalup Draft Submission
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### **PURPOSE**

For Council to endorse the City's submission to the WA Local Government Association (WALGA) in response to its invitation to comment on its Discussion Paper on the *Local Government Act 1995* review.

### **EXECUTIVE SUMMARY**

The Minister for Local Government; Heritage; Culture and the Arts, has announced a review of the *Local Government Act 1995* and relevant Regulations.

WALGA has prepared a preliminary Discussion Paper which draws on a number of resources upon which WALGA's proposals for Act amendment are based. These resources represent long-standing positions on Act amendments that were developed by the sector and sector representatives.

The City of Joondalup has responded to the invitation from WALGA to comment on its Discussion Paper. The City of Joondalup's response to the Discussion Paper is, in the main, based on the City's comprehensive submissions to the Metropolitan Local Government Review Panel of December 2011, May 2012, April 2013 and previously endorsed positions.

The City's response aims to be brief in its approach, focusing on a defined position in relation to each of the Recommendations.

The City recognises that this response to the Discussion Paper is but one element of the consultation to be undertaken, and will consider further discussion papers and information distributed by the Minister on issues that have been identified over the last eight years including advocacy positions resolved by the sector. This will include a request for Local Governments to submit additional items for consideration in the Act review process.

As such this submission should not be considered a definitive response to the review. Further reports related to the Act review will be submitted to the Council as Discussion Papers are released.

It is recommended *that Council endorse the City of Joondalup submission, provided as Attachment 2, to the WA Local Government Association in response to its invitation to comment on its Discussion Paper on the Local Government Act 1995 review.*

## **BACKGROUND**

The Minister for Local Government; Heritage; Culture and the Arts, has announced a review of the *Local Government Act 1995* and relevant Regulations. The process will be undertaken in two phases as follows:

- The first will focus on modernising Local Government, with the policy work and consultation to be completed in 2017 with a Bill in 2018. Key topics in this phase will be increasing elector participation, electronic disclosure (making information more readily available), simplifying the disclosure of gifts and some reducing red tape provisions.
- The theme for the second phase is delivering for the community, with the policy work and consultation to be completed in 2018 with a Bill in 2019. Key themes for this phase will be improving behaviour and relationships, increasing community participation, enabling local government enterprises, improving financial management and reducing red tape.

It is anticipated the local government sector, including the City of Joondalup, will have significant opportunity to comment on the review of the Act. In the first instance WALGA is seeking comment to inform its own initial review.

## **DETAILS**

The review of the *Local Government Act 1995* and relevant Regulations is to be undertaken in two stages. The Minister has advised of the following issues that he is tabling for consideration:

### **Phase 1 - Modernising Local Government**

2017 consultation, 2018 legislation tabled

- Improving behaviour and relationships
  - Standards of behaviour, misconduct, breaches
  - Rules of conduct
  - Relationship between Council and administration
  - Recruitment and performance review of CEOs (including PSC involvement)
  - Elected Member training
  - Ministerial interventions (financial controllers, administrators)
- Making information available online
  - Legislative requirements to operate website
  - Public notices
  - Information available for public inspection
- Restoring public confidence
  - Simplifying gift provisions
  - Election gifts

- Regional Subsidiaries
- Reducing red tape
  - Streamlining Act and Regulations

## **Phase 2 - 'Services for the community'**

2018 consultation, 2019 legislation tabled

- Increasing participation in Local Government Elections
  - Compulsory voting
  - Online voting
  - Expanding the election timetable
  - Requiring postal voting to be offered
  - Non-legislative mechanisms
- Strengthening public confidence in local government elections
  - Mandatory use of the WAEC
  - Corporations eligibility to vote
  - Direct election of Mayors and Shire Presidents
  - Reform of wards
  - Caretaker provisions
- Increasing community participation
  - Public participation in decision-making through consultative processes
- Enabling Local Government Enterprises
  - Multi-tiered compliance regime
- Improving financial management
  - Rates, exemptions and simplification
  - Borrowing and investments
  - Financial reporting
  - Reducing red tape

Key foundations of the Act, which the sector would like considered, relate to the retention of the 'general competence' principle and consideration of a size and scale compliance regime. The Act review will incorporate regulatory amendments.

To commence the review process, WALGA has prepared a preliminary Discussion Paper which draws on a number of resources upon which WALGA's proposals for Act amendment are based. These resources represent long-standing positions on Act amendments that were developed by the Sector and Sector representatives.

The City of Joondalup has responded to the invitation from WALGA to comment on its Discussion Paper. The City of Joondalup's response to the Discussion Paper is, in the main, based on the City's comprehensive submissions to the Metropolitan Local Government Review Panel of December 2011, May 2012, April 2013 and previously endorsed positions.

The City's response aims to be brief in its approach, focusing on a defined position in relation to each of the Recommendations.

It is proposed that collated feedback will be prepared as a State Council Agenda Item for Zone consideration during the November / December 2017 round of Zone meetings. State Council will ultimately determine its position at its meeting to be held on 6 December 2017.

It is important to note that the local government sector, including the City of Joondalup will have significant opportunity to comment on the review of the Act. In the first instance WALGA is seeking comment to inform its own initial review and as such this submission should not be considered a definitive response to the review. Further reports related to the Act review will be submitted to the Council as Discussion Papers are released.

### **Issues and options considered**

In relation to the City of Joondalup's submission on the WALGA Discussion Paper there are two options for the Council's consideration:

- the Council may endorse the City of Joondalup submission on the WALGA Discussion Paper, with no change  
or
- the Council may endorse the City of Joondalup submission on the WALGA Discussion Paper, with amendment.

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

#### **Legislation**

*Local Government Act 1995* and relevant Regulations.

#### **Strategic Community Plan**

#### **Key theme**

Governance and Leadership.

#### **Objective**

Strong leadership.

#### **Strategic initiative**

Participate in State and Federal policy development processes affecting local government.

#### **Policy**

Not applicable.

### **Risk management considerations**

Providing a response to the WALGA Discussion Paper provides the City with an opportunity to comment on the proposed review of the *Local Government Act 1995* and, therefore, the future purpose and role of local government.

### **Financial / budget implications**

Not applicable.

### **Regional significance**

Not applicable.

### **Sustainability implications**

Not applicable.

### **Consultation**

WALGA has invited all local governments to comment on its *Local Government Act 1995* Review Discussion Paper.

It is anticipated that the Government will release a Discussion Paper prior to the end of the calendar year. It is considered that during the review of the *Local Government Act* the Government will refine a consultation and engagement process with the sector, relevant stakeholders and general community.

### **COMMENT**

It is considered that the WALGA Discussion Paper on the *Local Government Act* review provides an opportunity for the City of Joondalup, and local government in general, to comment on issues that are fundamental to the future role of local government.

The City of Joondalup is of the view that improvements can be made to the Act and relevant Regulations and will be an active and cooperative participant in all legislative reform reviews.

It is proposed that the Council endorse the City's submission (as shown in Attachment 2).

### **VOTING REQUIREMENTS**

Simple Majority.

### **RECOMMENDATION**

**That Council ENDORSES the City of Joondalup submission, provided as Attachment 2 to Report CJ161-10/17, to the WA Local Government Association in response to its invitation to comment on its Discussion Paper on the *Local Government Act 1995* review.**

*Appendix 2 refers*

To access this attachment on electronic document, click here: [Attach2agn171010.Pdf](#)

## CJ162-10/17 EXECUTION OF DOCUMENTS

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	15876, 10151
<b>ATTACHMENT</b>	Attachment 1 Documents executed by affixing the Common Seal during the period 25 July 2017 to 16 August 2017.
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

### PURPOSE

For Council to note the documents executed by means of affixing the Common Seal for the period 25 July 2017 to 16 August 2017 (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 executed by means of affixing the Common Seal for the period 25 July to 16 August 2017, as detailed in Attachment 1 to Report CJ162-10/17.*

### BACKGROUND

For the period 25 July to 16 August 2017, eight documents were executed by affixing the Common Seal. A summary is provided below:

Type	Number
Section 70A Notification	3
Restrictive Covenant	2
Waste Local Law 2017	1
Repeal Local Law 2017	1
Transfer of Land	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 executed by means of affixing the Common Seal for the period 25 July to 16 August 2017, as detailed in Attachment 1 to Report CJ162-10/17.**

*Appendix 3 refers*

*To access this attachment on electronic document, click here: [Attach3brf171003.pdf](#)*

**CJ163-10/17 CITY OF JOONDALUP DELEGATION TO JINAN**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Garry Hunt Chief Executive Officer
<b>FILE NUMBER</b>	52469, 101515
<b>ATTACHMENT</b>	Attachment 1 Mayor Troy Pickard Speech Notes – International Symposium of Springs Conservation
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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**PURPOSE**

For Council to receive an overview of the highlights and outcomes of the visit made by the City of Joondalup Delegation to Jinan from 5 to 9 September, 2017.

**EXECUTIVE SUMMARY**

The City received an invitation from the City of Jinan to send a delegation to Jinan in September 2017 in order to commence discussions on the negotiation of a new three year agreement to advance key aspects of the Sister City namely; relationship management, socio-cultural exchanges, environmental exchanges and economic exchanges. The invitation also included a request for the Mayor to provide a key note presentation to the 2<sup>nd</sup> Conference of International City Alliance of Springs Cultural Landscape and International Symposium on Springs Conservation convened to discuss the management, protection and conservation of Cities with natural spring and lake assets.

At its meeting held on 27 June 2017 (CJ095-06/17 refers), Council approved a City led delegation to Jinan from 4 to 10 September (travel time included) comprising City representatives and representatives from the City's key stakeholders.

This report will provide a summary of the activities undertaken by the Delegation in Jinan as well as outline the tourism and education opportunities 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 City of Jinan for the City to send a delegation to Jinan to discuss opportunities for further exchanges for the mutual benefit of both cities; to attend the 2<sup>nd</sup> Conference of International City Alliance of Springs Cultural Landscape and International Symposium on Springs Conservation; as well as to meet with the Jinan Commerce Bureau, Jinan Tourism Development Commission and Jinan University.

At its meeting held on 27 June 2017 (CJ095-06/17 refers), Council approved a City led delegation to Jinan from 4 to 10 September including City representatives and representatives from the City's key stakeholder groups.

## DETAILS

The City of Joondalup delegation consisted of Mayor Troy Pickard, Councillor Sophie Dwyer, Councillor Mike Norman, Garry Hunt (Chief Executive Officer) and Steve Marmion (Economic Development Advisor). The Delegation was joined by Professor Sam Huang from Edith Cowan University (ECU), School of Business and Law, Tourism and Services Marketing. ECU has significant networks in Jinan particularly with the University of Jinan and has a number of International students from China studying at ECU.

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

<b>5 September 2017</b>	
<b>Meeting</b>	<b>Discussions/Activities</b>
Meeting with Ms. Liu Yanqui, Director of Jinan Foreign Affairs Office.	Following arrival of the Delegation in Jinan in the early evening of 5 September, the Mayor and Chief Executive Officer met with the Director of the Jinan Foreign Affairs Office, Ms Liu Yanqui to discuss the itinerary for the week and the future three Year Exchange Plan.
<b>6 September 2017</b>	
Attendance at 2 <sup>nd</sup> Conference of International City Alliance of Springs Cultural Landscape and International Symposium on Springs Conservation.	<p>The Delegation attended the 2<sup>nd</sup> Conference of International City Alliance of Springs Cultural Landscape and International Symposium on Springs Conservation and heard from various speakers including:</p> <ul style="list-style-type: none"> <li>• Mr Wang Wentao, Party Secretary, Jinan Municipal Committee.</li> <li>• Mr Martin Veal, Vice Chairman of Bath and North East Somerset Council and Vice Chairman of Visit Bath. An overview of Bath was presented and its listing as a World Heritage City was highlighted since Jinan has recently applied for World Heritage Status of Baotu Springs.</li> <li>• Launch of "Hello Jinan" City promotion video.</li> <li>• Launch of Jinan City of Springs Smart Phone Application,</li> </ul>

	<p>highlighting Jinan and its sister cities including the City of Joondalup.</p> <ul style="list-style-type: none"> <li>• Party Secretary Mr Wang Wentao presented a gift to Mayor Pickard.</li> </ul>
Attendance at Formal Meeting and Luncheon.	The Delegation attended a formal meeting and luncheon hosted by Party Secretary Mr Wang Wentao and Mayor Wang Zhonglin where gifts were exchanged.
Tour of Baotu Springs Park.	<p>The Delegation toured the Baotu Springs and Daming Lake. These water bodies highlight how the City of Jinan has integrated its water features into the urban fabric of the City.</p> <p>This provided the Delegation with useful examples of activities and enhancements that may be considered in the future for some of the water bodies in the City such as Lake Joondalup.</p>
<b>7 September 2017</b>	
2 <sup>nd</sup> Conference of International City Alliance of Springs Cultural Landscape and International Symposium on Springs Conservation.	<p>The Delegation attended the 2<sup>nd</sup> Conference of International City Alliance of Springs Cultural Landscape and International Symposium on Springs Conservation; including presentations from the following:</p> <ul style="list-style-type: none"> <li>• Mr Wang Jingwen, Vice Mayor of Jinan Municipal Government.</li> <li>• Mr Sun Songqing, Deputy Director of Housing and Urban Rural Development, Department of Shandong Province.</li> <li>• Mr Ma Chengxin, Director Water Resources, Department of Shandong Province.</li> <li>• Mr Zhai Jun, Director, Jinan Urban and Rural Water Authority.</li> <li>• Mr Troy Pickard, Mayor of Joondalup. Mayor Pickard delivered an address to the conference delegates on the importance of conservation, management and sustainable development of springs and water catchments.</li> <li>• Professor Lu Yaoru, Academic from Chinese Academy of Geological Sciences. The Professor is a world reputed researcher on karst (karst regions contain aquifers that are capable of providing large supplies of water), hydro-engineering and environmental geology. The coastal areas and hinterland of the City of Joondalup have karst profiles, with some risk of karst collapse, or sink holes, being present in areas on the Swan Coastal Plain from Joondalup to Two Rocks.</li> <li>• Mr Libor Haas, Councillor, Marianske Lazne, Czech Republic.</li> <li>• Mr Wang Jianhua, Director of Department of Water Resources, China Institute of Water Resources and Hydropower Research.</li> <li>• Mr Kamma Ezo Emako, Mayor of Arba Minch, Ethiopia.</li> <li>• Announcement of the Manifesto of International City Alliance of Springs Cultural Landscape, outlining the principles of the Alliance and the commitment of members to share information to further the protection of ecology and springs.</li> <li>• The presentations by Mr Libor Haas (Marianske Lazne, Czech Republic) and Mr Martin Vale (Bath) highlighted how water bodies are being harnessed as tourism opportunities.</li> </ul>
Formal Meeting and	The Delegation attended a formal meeting and luncheon hosted

Luncheon hosted by Vice Mayor Wang Jingwen.	by the Vice Mayor of Jinan, Mr Wang Jingwen. Attendees included: <ul style="list-style-type: none"> <li>• Mr Martin Veal (Councillor - Bath, UK) and Steve Hansen (Sacramento, USA Council Member).</li> <li>• Vice Mayor Mr Wang Jingwen and other Jinan representatives including Ms Tian Ying, Vice Director Jinan Foreign Affairs Office, and Mr Meng Shuai, Vice Director of Jinan Urban and Rural Water Affairs Bureau.</li> </ul>
Meeting with Jinan Commerce Bureau and Jinan Tourism Development Commission.	The Delegation met with representatives from the Jinan Commerce Bureau and Jinan Tourism Development Commission. Attendees included: Mr Ren Xiaoce, Deputy Director Jinan Tourism Development Commission; Mr Liu Rongyao, Marketing Development Department Director, Jinan Tourism Development Commission; Ms Tian Ying, Vice Director, Jinan Foreign Affairs Office. <p>An overview of tourism was provided to the Delegation:</p> <ul style="list-style-type: none"> <li>• Jinan is an international hub due to the Shandong Airport, which has the largest capacity in the Province.</li> <li>• An average of one million passengers per annum depart overseas from Jinan.</li> <li>• Visitors to Jinan average 300,000 per annum from overseas.</li> <li>• Direct flights to SE Asia, Japan, Korea, Hong Kong, Los Angeles with Italy and Finland in negotiation.</li> <li>• Jinan Tourism Development Commission would like to investigate a direct flight from Jinan to Perth.</li> </ul>
Presentation to the 2 <sup>nd</sup> Tourism Promotional Conference for International City Alliance of Springs Cultural landscapes.	The Delegation attended the 2 <sup>nd</sup> Tourism Promotional Conference for the International City Alliance of Springs Cultural Landscapes chaired by Mr Zhi Linag, Deputy Director, Jinan Tourism Development Committee. <p>The City of Joondalup delivered a presentation focused on the City's visitor attractions, including Hillarys and AQWA and presented the City's Investment Attraction Video that has been translated into Mandarin.</p> <p>A number of Jinan based travel agencies were present and they were provided with flash drives containing translated information on the City of Joondalup, including the investment video. Flash drives were also provided to a number of media representatives present to enable adequate coverage in the local press and television. Mayor Pickard was interviewed by a local television crew following the presentation.</p>
Tour of the Jinan heritage precinct.	Mr Wang Jingwen hosted the Delegation on a tour through the heritage precinct of Jinan.
Attendance at Baotu Springs for Concert of traditional Chinese instruments.	The Delegation attended an evening concert at the Baotu Springs, including a variety of performances from local musicians and performing artists.
<b>8 September 2017</b>	
Meeting with Jinan No. 9 High School.	The Delegation visited Jinan No. 9 High School, which is a Sister School to Woodvale Secondary College in the City of Joondalup. The Delegation was met by the President, Party Secretary and key members of the academic staff. The President presented

	<p>some of the school's key initiatives and opportunities for links between the School and Woodvale Secondary College during the month of July each year.</p> <p>After an initial meeting, the Delegation toured some parts of the School and Mayor Pickard addressed the school students, highlighting the importance of cultural and educational exchanges between Joondalup and Jinan.</p> <p>The party visited a music group and received a spectacular drum rendition, followed by a visit to the art school to view the creation of traditional art pieces.</p>
Meeting with Jinan University.	<p>The Delegation visited the University of Jinan (UJN) and was welcomed by Professor Shiqiang Zhang, President of the University of Jinan, Professor Baoxian Wang, Vice President of UJN in charge of International Affairs, Miss Xin Liu, Deputy Director of International Affairs Office, Professor Qing Mei, Head of the Department of Tourism and Hotel Management in UJN's Business School, and Yu Xia, Director of International Communications in the Business School.</p> <p>Professor Shiqiang Zhang introduced the history and development of UJN to the Delegation. Mayor Pickard passed on the regards of Professor Steve Chapman, ECU's Vice-Chancellor, to the President of UJN. He also briefed the President of UJN and his colleagues of the purpose of the Delegation's visit to Jinan. Professor Sam Huang spoke about ECU's recent development and its strategic engagement with China and Chinese Universities. He expressed the desire to strengthen the relationship between ECU and UJN under the framework of the Sister-City relationship between Joondalup and Jinan, and proposed that the collaboration could commence between the Business Schools of both Universities. Professor Shiqiang Zhang indicated that he supported a more integrated model of inter-institutional collaboration involving multiple schools and discipline areas of the two Universities.</p> <p>The City of Jinan wishes to increase the number of sister school visits and is looking to send post graduate students of computer/IT majors to Joondalup for internships for a mutually agreed time in 2018-19.</p> <p>One of the key outcomes of the meeting included discussions around a renewed Memorandum of Understanding between UJN and ECU that will further strengthen educational and tourism links between the two Cities. There are opportunities for students from ECU to visit Jinan via a scholarship.</p>
Visit to Jinan Innovation Zone – QiluSoft Park.	<p>The Delegation visited the Jinan Innovation Zone – QiluSoft Park. QiluSoft Park covers an area of 22 square kilometres and has over two million square metres of floorspace housing incubators, accelerators, enterprise R&amp;D buildings and head offices for 55 listed companies. Companies located in the Park are focused on software, integrated circuit design and service, smart manufacturing key technology R&amp;D, information security, new technologies and formats (cloud computation, IOT, Internet+, big data and smart city).</p>

	QiluSoft Park, with its focus on fostering innovation in alignment with the comprehensive support policies that are in place, a highlight of the Delegation's visit to Jinan. Given Premier McGowan's election commitment of Joondalup becoming an Innovation Hub, the visit to the Park provided an example of such a hub which will be used to inform the City's ambitions in this regard.
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At the formal meeting with key Jinan dignitaries, both Cities, in accordance with custom and practice, exchanged gifts as a sign of respect.

The City of Joondalup provided the City of Jinan with a 'City to City gift' which was an artwork by Western Australian Glass Artist, Tania Porter showcasing Western Australian flora.

The City also provided individual gifts to key Jinan officials which included selections from the City's corporate gifts which are purchased specifically for such occasions and are branded with the City of Joondalup logo.

The City received a hand painted glass bottle indicative of local customs and artwork from the Jinan Municipal People's Government.

### **Issues and options considered**

The City of Joondalup Delegation's visit to Jinan has identified a number of opportunities for strengthening tourism, education and innovation ties with Jinan. These opportunities will be further explored in alignment with the objectives of the Sister City Relationship and the City's *International Economic Development Activities Plan*.

### **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** *Economic Development Policy*.

### **Risk management considerations**

The City's Sister City Relationship with the City of Jinan is a catalyst for the further development of investment and business opportunities in China for the City and its key stakeholders. The recent City of Joondalup Delegation to Jinan has strengthened ties between both Cities and between the University of Jinan and Edith Cowan University. 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 and delegations are therefore the most appropriate and effective way of furthering tourism, education and innovation opportunities as well as cultural exchanges.

### **Financial / budget implications**

### Current financial year impact

<b>Account no.</b>	532.A5302.3346.5003
<b>Budget Item</b>	Jinan Sister City Relationship.
<b>Budget amount</b>	\$20,000
<b>Amount spent to date</b>	\$19,320
<b>Proposed cost</b>	\$19,320
<b>Balance</b>	\$ 680

At its meeting held on 27 June 2017 (CJ095-06/17 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 \$12,228.66.

All amounts quoted in this report are exclusive of GST.

### **Regional significance**

There are opportunities for profiling Joondalup as a competitive destination for tourism visitation by providing tourism packages that include Joondalup's attractions as well as broader regional attractions.

### **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 Jinan has identified potential tangible economic benefits for key industry and business stakeholders in the City of Joondalup particularly in the areas of tourism, education and innovation.

The City's Attendance at the 2<sup>nd</sup> Conference of International City Alliance of Springs Cultural Landscapes provided an opportunity to learn from the better practice and research of Cities with natural lakes and springs in terms of management, conservation and the tourism potential of such attractions, as well as promote the collaboration in water quality research between Edith Cowan University and the City of Joondalup.

The Conference addresses more than the name identifies. While Jinan is the City of Springs, its focus is not just on springs but also on water and ecological conservation. There are numerous springs in Jinan that are used both as a water source and for recreation and conservation purposes. The most famous spring is the world renowned Baotu Spring. The spring has been a water source for Jinan for decades. It is ranked first in Jinan's 72 springs and can be traced back to Shang Dynasty. The spring is the source of ancient Luo River and is depicted in both the Ming and Qing Dynasties. The water is clear and sweet and some houses on the periphery of the spring use it as their main water source. The springs are a cultural and entertainment precinct.

### **Consultation**

Not applicable.

## COMMENT

The City of Joondalup Delegation to Jinan which included a representative from Edith Cowan University, Professor Sam Huang from the School of Business and Law, Tourism and Services Marketing was involved in a number of activities and meetings including the following:

- Attending the 2<sup>nd</sup> Conference of International City Alliance of Springs Cultural Landscape and International Symposium on Springs Conservation.
- Meeting with representatives from the Jinan Tourism Bureau.
- Meeting with the Jinan Bureau of Commerce.
- Presentation and promotion of Joondalup's tourism attractions to a group of local tour operators.

As a direct result of the Delegation's activities, a number of key opportunities for the mutual benefit of both Cities were identified particularly in terms of tourism and education including:

- the development of websites and smart phone apps to profile and promote the tourism attractions of both Cities as well as business and investment opportunities
- working with Edith Cowan University to deliver an Australia-China Tourism Forum
- working in association with Tourism Council of WA and Tourism WA to invite Jinan tourist operators to visit Perth and the Joondalup region
- attraction of international students and research collaborations between Edith Cowan University and the University of Jinan particularly related to tourism, event management and business
- exploring opportunities in association with ECU for conferencing and special tours to promote education in both the secondary and tertiary spheres of education
- exploring linkages between secondary education institutions including Woodvale Secondary College and St Mark's Anglican Community School to link with schools within Jinan during the month of July which is the Chinese summer break
- exploring opportunities for ECU students to study in Jinan via a scholarship. "Sister Cities of Jinan" Scholarship is set up by the Jinan Municipal Government in order to encourage international students from sister cities to visit Jinan for study and scientific research. Applications are taken twice per year through the Jinan universities with scholarships valued at approximately A\$4,780 per person per annum
- establishing a Friends of Jinan group to explore linkages between community, commercial organisations and institutions to build on the strong civic relationship between the City of Joondalup and the Jinan Municipal People's Government.

These initiatives are in line with the City's International Economic Development Activities Plan (IEDAP) which was endorsed by Council at its meeting held on 19 April 2017 (CJ042-04/17 refers). The IEDAP was specifically developed to provide clear guidance to the City on the key opportunities, priorities and specific activities to facilitate international relationships and progress international initiatives for the benefit of the local economy. The IEDAP notes the importance of building on existing relationships and links such as the Sister City Relationship with the City of Jinan. The initiatives also align with the City's Strategic Position Statement on Economic Development – International Activity endorsed by Council at its meeting held on 19 April 2016 (CJ055-04/16 refers).

The City is also hosting a free workshop with International experts on 25 October 2017, *Expanding Horizons Further – An International Perspective*, to present local businesses with information on how to grow business internationally with a specific focus on capitalising on opportunities across the Asia Pacific region and dealing with intellectual property protection.

The workshop will also be utilised to highlight business and investment opportunities in Jinan following the Delegation to Jinan.

The City will continue to liaise with the Jinan Municipal People's Government in relation to the opportunities identified and will also work to re-negotiate a new three year exchange plan between Jinan and Joondalup in order to determine a program for future exchange visits, educational exchanges, tourism cooperation, and economic cooperation.

### **Comments from delegation**

*The relationship the City of Joondalup has with the City of Jinan is mature and flourishing because of the hard work of the Mayor, Chief Executive Officer and City Officers over the last 13 years. Prior to this experience, I was not fully aware of the value of well functioning and active Sister City relationships nor how they are mutually beneficial to the stakeholders of each City. I encourage the Chief Executive Officer to undertake activities with our Elected Members, business community and local citizens to build awareness of the benefits and how stakeholders of the City of Joondalup may take advantage of our strong relationship with the City of Jinan.*

*There are similar economic and social challenges to what our communities face in Australia, yet the solutions and activities are of such a scale that dwarfs the Australian experience. Furthermore, the speed in which solutions are implemented are difficult to comprehend. For example, the City of Jinan's commitment to improving the environment was evident through extension planned green spaces and plantings along every roadway, conservation of quality water supplies, reducing waste and recycling were well established and extensive. The City of Jinan's commitment to creating vibrant and liveable neighbourhoods along with community well being was a clearly evident and recurring theme throughout our activities.*

*I am very grateful for the support of my fellow Elected Members to experience the City of Jinan first hand and I am looking forward to supporting the executive team to leverage these opportunities for the benefit of the community in which we live during the next two years.*

*- Cr Sophie Dwyer*

*I concur with Cr Dwyer's comments, I think it is valuable for our City to have this Sister City relationship and leverage from it. It is clear to me that the Mayor must be nimble on his feet (with interviews requested on all sides) to fully represent our City in a statesman-like manner, which the Mayor did.*

*In Jinan, they have the enormous challenge of balancing their high rate of urban growth (which I found astounding) with their environment (especially maintaining the integrity of their Karst spring aquifer system) and their cultural heritage. On a number of occasions I communicated to various senior officials that I thought this was a major challenge for the future of their City (as it is for ours) and I had concluded from the various presentations they were tackling that task with great skill and determination.*

*It is an experience that opened up my mind to the greater possibilities that can arise from a relationship with such a large City in China.*

*Personally, it was a great experience for me. We must ensure the hospitality that was extended to us is fully returned when a delegation from Jinan next visits Joondalup.*

*- Cr Mike Norman*

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

**That Council:**

- 1 RECEIVES the Report on the outcomes of the City of Joondalup Delegation's visit to Jinan from to 5 September to 9 September 2017;**
- 2 REQUESTS the Chief Executive Officer to further explore opportunities for linkages between the communities of Joondalup and Jinan.**

*Appendix 4 refers*

*To access this attachment on electronic document, click here: [Attach4brf171003.pdf](#)*

## **CJ164-10/17 LIST OF PAYMENTS DURING THE MONTH OF AUGUST 2017**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	09882, 101515
<b>ATTACHMENT</b>	Attachment 1 Chief Executive Officer's Delegated Municipal Payment List for the month of August 2017 Attachment 2 Chief Executive Officer's Delegated Trust Payment List for the month of August 2017 Attachment 3 Municipal and Trust Fund Vouchers for the month of August 2017
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

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### **PURPOSE**

For Council to note the list of accounts paid under the Chief Executive Officer's delegated authority during the month of August 2017.

### **EXECUTIVE SUMMARY**

This report presents the list of payments made under delegated authority during the month of August 2017 totalling \$13,960,229.66.

*It is therefore recommended that Council NOTES the Chief Executive Officer's list of accounts for August 2017 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 Report CJ164-10/17, totalling \$13,960,229.66.*

### **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 August 2017. Lists detailing the payments made are appended as Attachments 1 and 2. The vouchers for the month are appended as Attachment 3.

<b>FUNDS</b>	<b>DETAILS</b>	<b>AMOUNT</b>
Municipal Account	Municipal Cheques & EFT Payments 105481 - 105603 & EF065183 – EF065782 Net of cancelled payments.	\$ 6,673,795.59
	Vouchers 2008A – 2031A	\$ 7,257,368.67
Trust Account	Trust Cheques & EFT Payments 207188 - 207199 & TEF001302 – TEF001323 Net of cancelled payments.	\$ 29,065.40
<b>Total</b>		<b>\$13,960,229.66</b>

### 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 *2017-18 Annual Budget* as adopted by Council at its meeting held on 27 June 2017 (CJ084-06/17 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 August 2017 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 Report CJ164-10/17, totalling \$13,960,229.66.**

*Appendix 5 refers*

*To access this attachment on electronic document, click here: [Attach5brf171003.pdf](#)*

## **CJ165-10/17      FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 31 AUGUST 2017**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	07882,101515
<b>ATTACHMENT</b>	Attachment 1    Financial Activity Statement for the period ended 31 August 2017
<b>AUTHORITY/ DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

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### **PURPOSE**

For Council to note the Financial Activity Statement for the period ended 31 August 2017.

### **EXECUTIVE SUMMARY**

At its meeting held on 27 June 2017 (CJ084-06/17 refers), Council adopted the Annual Budget for the 2017-18 financial year. The figures in Report CJ165-10/17 are compared to the adopted budget.

The August 2017 Financial Activity Statement Report shows an overall favourable variance from operations and capital, after adjusting for non-cash items, of \$2,078,654 for the period when compared to the adopted budget.

It should be noted that this variance does not represent a projection of the end of year position or that these funds are surplus to requirements. It represents the year to date position to 31 August 2017 and results from a number of factors identified in the report.

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 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 \$148,560 higher than budget, made up of lower operating revenue \$692,459 and lower operating expenditure of \$841,019.

Operating revenue is higher than budget on Fees and Charges \$268,992, Interest Earnings \$54,139 and Contributions, Reimbursements and Donations \$9,667 offset by lower than budget revenue from Grants and Subsidies \$676,872, Profit on Asset Disposals \$240,830, Rates \$82,414, and Other Revenue \$25,142.

Operating Expenditure is lower than budget on Materials and Contracts \$1,246,720, Utilities \$133,757, Loss on Asset Disposals \$111,754, Insurance Expenses \$83,691, and Interest Expenses \$18,625 offset by higher than budget expenditure from Employee Costs \$382,398 and Depreciation \$371,131.

The Capital Deficit is \$2,716,708 lower than budget. This is due to lower than budgeted expenditure on Capital Projects \$1,144,482, Vehicle and Plant Replacements \$930,146, Capital Works \$153,236 and Loan Repayment Principal \$35,959 and higher than budgeted Capital Grants and Subsidies \$309,642, Capital Contributions \$90,909 and Other Equity Movements \$52,334.

*It is therefore recommended that Council NOTES the Financial Activity Statement for the period ended 31 August 2017 forming Attachment 1 to Report CJ165-10/17.*

## **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 31 August 2017 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*.

**COMMENT**

All expenditure included in the Financial Activity Statement is incurred in accordance with the provisions of the 2017-18 adopted budget or has 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 August 2017 forming Attachment 1 to Report CJ165-10/17.**

*Appendix 6 refers*

*To access this attachment on electronic document, click here: [Attach6brf171003.pdf](#)*

## **CJ166-10/17 TENDER 027/17 PROVISION OF TRAFFIC MANAGEMENT AND CONTROL SERVICES**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	106822, 101515
<b>ATTACHMENT</b>	Attachment 1 Schedule of Items Attachment 2 Summary of Tender Submissions
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### **PURPOSE**

For Council to accept the tender submitted by Quality Traffic Management Pty Ltd for the provision of traffic management and control services.

### **EXECUTIVE SUMMARY**

Tenders were advertised on 29 July 2017 through statewide public notice for the provision of traffic management and control services for a period of three years. Tenders closed on 15 August 2017. A submission was received from each of the following:

- Advanced Traffic Management (WA) Pty Ltd.
- Carrington's (WA) Pty Ltd t/as Carringtons Traffic Services.
- Complete Cabling & Construction Pty Ltd t/as Complete Traffic.
- Contraflow Pty Ltd.
- Evolution Traffic Control Pty Ltd.
- CT Leescott Pty Ltd t/as Pulse Locating.
- Quality Traffic Management Pty Ltd.
- The Trustee for Taborda Trading Trust t/as Taborda Contracting.
- TMSW Pty Ltd ATF TMSW Unit Trust t/as Traffic Force.
- Vigilant Traffic Management Pty Ltd.
- Warp Pty Ltd t/as Warp Traffic Management.

The submission from Quality Traffic Management Pty Ltd represents best value to the City. The company demonstrated a thorough understanding of the requirements. It demonstrated extensive experience in undertaking traffic management services for the Cities of Cockburn, Nedlands, Subiaco, Greater Geraldton, Kwinana and the Shires of Augusta Margaret-River, Murray and Serpentine-Jarrahdale. The company is resourced and has sufficient capacity to provide the services.

*It is therefore recommended that Council ACCEPTS the tender submitted by Quality Traffic Management Pty Ltd for the provision of traffic management and control services as specified in Tender 027/17 for a period of three years at the submitted schedule of rates, 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 provision of traffic management and control services to provide safe movement of traffic and the protection of persons and property through and around the sites within the City.

The City currently has a single contract for the provision of traffic management and control services with Evolution Traffic Control Pty Ltd which expires on 6 November 2017.

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

## **DETAILS**

The tender for the provision of traffic management and control services was advertised through statewide public notice on 29 July 2017. The tender period was for two weeks and tenders closed on 15 August 2017.

### **Tender Submissions**

A submission was received from each of the following:

- Advanced Traffic Management (WA) Pty Ltd.
- Carrington's (WA) Pty Ltd t/as Carringtons Traffic Services.
- Complete Cabling & Construction Pty Ltd t/as Complete Traffic.
- Contraflow Pty Ltd.
- Evolution Traffic Control Pty Ltd.
- CT Leescott Pty Ltd t/as Pulse Locating.
- Quality Traffic Management Pty Ltd.
- The Trustee for Taborda Trading Trust t/as Taborda Contracting.
- TMSW Pty Ltd ATF TMSW Unit Trust t/as Traffic Force.
- Vigilant Traffic Management Pty Ltd.
- Warp Pty Ltd t/as Warp Traffic Management.

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

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

## Evaluation Panel

The evaluation panel comprised of four members:

- one with tender and contract preparation skills
- three 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 55%.

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%

## Compliance Assessment

All offers were assessed as compliant.

## Qualitative Assessment

CT Leescott Pty Ltd t/as Pulse Locating scored 31.9% and was ranked 11<sup>th</sup> in the qualitative assessment. It did not demonstrate experience providing traffic control services. No response was submitted to demonstrate its understanding of the requirements and the Evaluation Panel is not confident in its capacity to provide the services.

Complete Cabling & Construction Pty Ltd t/as Complete Traffic scored 42.2% and was ranked 10<sup>th</sup> in the qualitative assessment. The company has the capacity to provide the services. It did not demonstrate sufficient understanding of the requirements and experience providing similar services. It has provided traffic control services on a smaller scale to Lochness Landscaping, Cobey Industries and Complete Cabling and Construction. Periods and dates of the contracts were not supplied.

Contraflow Pty Ltd scored 50% and was ranked ninth in the qualitative assessment. The company demonstrated experience in providing traffic control services the Cities of Swan, Stirling and Bayswater. It has adequate resources to provide the services but did not demonstrate sufficient understanding of the requirements.

The Trustee for Taborda Trading Trust t/as Taborda Contracting scored 51.4% and was ranked eighth in the qualitative assessment. The company demonstrated experience providing similar services to the Town of Victoria Park and the Cities of Subiaco and Armadale. It has the capacity to provide the services, but did not demonstrate sufficient understanding of the requirements.

TMSW Pty Ltd ATF TMSW Unit Trust t/as Traffic Force scored 53% and was ranked seventh in the qualitative assessment. It demonstrated an understanding of the requirements and has the capacity to meet the City's volume of work. It however, did not demonstrate sufficient experience providing services on a long-term contractual basis.

Vigilant Traffic Management Pty Ltd scored 58.7% and was ranked sixth in the qualitative assessment. It demonstrated its capacity and understanding of the City's requirements. The company demonstrated experience in providing its services to Kerb Direct, Roads 2000, Densford Civil and the Cities of Vincent and Wanneroo.

Carringtons Traffic Services scored 62.7% and was ranked fifth in the qualitative assessment. It demonstrated significant experience providing similar services to the Cities of South Perth, Melville, Subiaco, Cockburn and Kwinana and the Town of Victoria Park. It has the capacity to meet the City's volume of work and demonstrated a sound understanding of the requirements.

Warp Pty Ltd t/as WARP Traffic Management scored 65.5% and was ranked fourth in the qualitative assessment. The company demonstrated a sound understanding of the required tasks and has the capacity to undertake the works. It demonstrated experience providing similar traffic control services to Western Power, the City of Gosnells and Main Roads WA for different projects.

Evolution Traffic Control Pty Ltd scored 67.9% and was ranked third in the qualitative assessment. The company has the required capacity to carry out the works. It demonstrated extensive experience providing similar services to the Cities of Joondalup, Fremantle, Nedlands, Armadale, South Perth, Bayswater, Wanneroo and Melville and the Towns of Cambridge and Mosman Park. It demonstrated a thorough understanding of the required tasks.

Advanced Traffic Management (WA) Pty Ltd scored 73.8% and was ranked second in the qualitative assessment. It demonstrated extensive experience providing similar services to Cities of South Perth, Armadale, Canning, Bayswater and Albany. The company demonstrated a thorough understanding of the required tasks and has the capacity to meet the City's requirements.

Quality Traffic Management Pty Ltd scored 73.9% and was ranked first in the qualitative assessment. The company demonstrated a thorough understanding of the requirements. It demonstrated extensive experience undertaking traffic management services for the Cities of Cockburn, Nedlands, Subiaco, Greater Geraldton, Kwinana and the Shires of Augusta Margaret-River, Murray and Serpentine-Jarrahdale. The company is resourced and has sufficient capacity to provide the services.

Based on the minimum acceptable score (55%), the following six tenderers qualified for Stage 2 (Price) assessment:

- ATM Advanced Traffic Management (WA) Pty Ltd.
- Carrington's (WA) Pty Ltd t/as Carringtons Traffic Services.
- Evolution Traffic Control Pty Ltd.

- Quality Traffic Management Pty Ltd.
- Vigilant Traffic Management Pty Ltd.
- Warp Pty Ltd t/as Warp Traffic Management.

### Price Assessment

The panel carried out a comparison of the submitted rates offered by those that passed the stage one evaluation to assess value for money to the City.

To arrive at the estimated financial value of the tender, the tendered rates offered by each tenderer have been applied to historical usage of 10 most regularly used. 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 ongoing 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 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
Quality Traffic Management Pty Ltd	\$709,930	\$724,129	\$738,611	\$2,172,670
Advanced Traffic Management (WA) Pty Ltd	\$712,269	\$726,514	\$741,045	\$2,179,828
Warp Traffic Management	\$752,913	\$767,971	\$783,330	\$2,304,214
Vigilant Traffic Management Pty Ltd	\$763,027	\$778,287	\$793,852	\$2,335,166
Evolution Traffic Control Pty Ltd	\$767,301	\$782,647	\$798,300	\$2,348,248
Carrington Traffic Services	\$831,300	\$847,926	\$864,885	\$2,544,111

During 2016-17, the City incurred \$730,530 for the traffic management and control services.

### Evaluation Summary

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

Tenderer	Price Ranking	Total Estimated Contract Price	Qualitative Ranking	Weighted Percentage Score
Quality Traffic Management Pty Ltd	1	\$2,172,670	1	73.9
Advanced Traffic Management (WA) Pty Ltd	2	\$2,179,828	2	73.8
Evolution Traffic Control Pty Ltd	5	\$2,348,248	3	67.9
WARP Traffic Management	3	\$2,304,214	4	65.5
Carrington Traffic Services	6	\$2,544,111	5	62.7
Vigilant Traffic Management Pty Ltd	4	\$2,335,166	6	58.7

Traffic Force	N / A	\$2,223,774	7	53.0
Taborda Contracting	N / A	\$2,426,225	8	51.4
Contraflow Pty Ltd	N / A	\$2,242,550	9	50.0
Complete Traffic	N / A	\$2,418,414	10	42.2
Pulse Locating	N / A	\$2,457,715	11	31.9

Based on the evaluation result the panel concluded that the tender from Quality Traffic Management Pty Ltd provides best value to the City and is therefore recommended.

### Issues and options considered

The City has a requirement for the provision of traffic management and control services. The City does not have the internal resources to provide the required goods and services and requires an 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 clauses 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 \$150,000.

### Strategic Community Plan

**Key theme** Quality Urban Environment.

**Objective** Integrated spaces.

**Strategic initiative** 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. Traffic management is an essential component of capital works and maintenance works undertaken by the City. The City would not be able to complete these programs of work without the services of an external traffic control contractor.

### Financial / budget implications

**Account no.** Various accounts.  
**Budget Item** Traffic management and control services.  
**Budget amount** \$750,000  
**Amount spent to date** \$ 91,551  
**Proposed cost** \$591,609  
**Balance** \$ 66,840

All amounts quoted in this report are exclusive of GST.

The balance above is based upon an estimate of expenditure calculated on historical usage of the most commonly used items and an assumption that the historical pattern of usage is maintained. There is no guarantee that this will eventuate and actual costs will be incurred on actual usage in future. The balance does not, therefore, represent a saving against budget at this time.

### **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 Quality Traffic Management Pty Ltd represents best value to the City.

### **VOTING REQUIREMENTS**

Simple Majority.

### **RECOMMENDATION**

**That Council ACCEPTS the tender submitted by Quality Traffic Management Pty Ltd for the provision of traffic management and control services as specified in Tender 027/17 for a period of three years at the submitted schedule of rates, with any price variations subject to the percentage change in the Perth Consumer Price Index (All Groups).**

*Appendix 7 refers*

To access this attachment on electronic document, click here: [Attach7brf171003.pdf](#)

## **CJ167-10/17 TENDER 022/17 CLEANING OF STORMWATER DRAINAGE PIPES AND STRUCTURES**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	106754, 101515
<b>ATTACHMENT</b>	Attachment 1 Schedule of Items Attachment 2 Summary of Tender Submissions
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### **PURPOSE**

For Council to accept the tender submitted by The Trustee for Perth Pressure Jet Services Trust (Cleanflow Environmental Solutions) for the cleaning of stormwater drainage pipes and structures.

### **EXECUTIVE SUMMARY**

Tenders were advertised on 29 July 2017 through statewide public notice for the cleaning of stormwater drainage pipes and structures. Tenders closed on 16 August 2017. A submission was received from each of the following:

- Drainflow Services Pty Ltd.
- Riverjet Pty Ltd trading as Riverjet Pipeline Solutions.
- The Trustee for Rico Family Trust trading as Solo Resource Recovery.
- Suez Recycling & Recovery Pty Ltd (Conforming Offer).
- Suez Recycling & Recovery Pty Ltd (Alternative Offer).
- Veolia Environmental Services (Australia) Pty Ltd.
- The Trustee for Perth Pressure Jet Services Trust (Cleanflow Environmental Solutions).
- Western Maze Pty Ltd trading as Western Educting Service.

The submission from The Trustee for Perth Pressure Jet Services Trust (Cleanflow Environmental Solutions) represents value to the City. It demonstrated experience providing similar services to WA government clients including the City of Belmont, the Shire of Mundaring and the Water Corporation of WA. It demonstrated an understanding of the required tasks. Cleanflow Environmental Solutions has sufficient industry experience and the capacity to undertake the works for the City.

*It is therefore recommended that Council ACCEPTS the tender submitted by The Trustee for Perth Pressure Jet Services Trust (Cleanflow Environmental Solutions) for the cleaning of stormwater drainage pipes and structures as specified in Tender 022/17 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 for the cleaning of stormwater drainage pipes and structures including stormwater pollutant traps and pits of sand, silt and other deleterious materials. The general cleaning requirements applicable to all structures are inclusive of the following:

- Lifting the cover of drainage structure.
- High pressure jetting to free solids if required.
- Vacuum clearing of liquids and debris to the satisfaction of the City.
- Disposal of waste at a registered waste disposal site.
- Documented reports for cleaning of the structure.
- To ensure site safety when works are in progress, structures are to be either barricaded or temporary covers are to be used.
- All covers shall be replaced immediately on completion of the cleaning works to ensure security.

The City has a single contract in place with Drainflow Services Pty Ltd which will expire on 23 November 2017.

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

## **DETAILS**

The tender for the cleaning of stormwater drainage pipes and structures was advertised through statewide public notice on 29 July 2017. The tender period was for two weeks and tenders closed on 16 August 2017.

### **Tender Submissions**

A submission was received from each of the following:

- Drainflow Services Pty Ltd.
- Riverjet Pty Ltd trading as Riverjet Pipeline Solutions.
- The Trustee for Rico Family Trust trading as Solo Resource Recovery.
- Suez Recycling & Recovery Pty Ltd (Conforming Offer).
- Suez Recycling & Recovery Pty Ltd (Alternative Offer).
- Veolia Environmental Services (Australia) Pty Ltd.
- The Trustee for Perth Pressure Jet Services Trust (Cleanflow Environmental Solutions).
- Western Maze Pty Ltd trading as Western Educting Service.

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

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

### **Evaluation Panel**

The evaluation panel comprised of four members:

- one with tender and contract preparation skills
- three 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 55%.

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

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

### **Compliance Assessment**

The following offers received were assessed as fully compliant:

- Drainflow Services Pty Ltd.
- Riverjet Pipeline Solutions.
- Solo Resource Recovery.
- Suez Recycling & Recovery Pty Ltd (Conforming Offer).
- Cleanflow Environmental Solutions.
- Western Educting Service.

Suez Recycling & Recovery Pty Ltd (Alternative Offer) and Veolia Environmental Services (Australia) Pty Ltd were assessed as partially compliant. Both tenderers proposed amendments to the conditions of contract, in particular, price basis and variations.

The offers were included for further assessment on the basis that clarifications could be sought from Suez Recycling & Recovery Pty Ltd (Alternative Offer) and Veolia Environmental Services (Australia) Pty Ltd.

## Qualitative Assessment

Western Educting Service scored 43.5% and was ranked seventh in the qualitative assessment. The company demonstrated some understanding of the required tasks. It demonstrated its experience performing similar services through three examples of educting drainage pits for the Cities of South Perth and Melville and the Shire of Mundaring. It also indicated the company has over the years carried out works for various other local governments.

However the scope and duration of these works and similarity to the City's requirement was not provided. It demonstrated capacity to undertake the works, however, it did not address its structure of business, the number of fulltime employees and the ability to provide additional personnel.

Cleanflow Environmental Solutions scored 56.3% and was ranked sixth in the qualitative assessment. It demonstrated experience providing similar services to WA government clients. Three examples of works were provided for gully eduction, pipe/pit cleaning, pipe CCTV inspection and reporting for the City of Belmont, the Shire of Mundaring and the Water Corporation of WA. The value, period and dates or duration of these works were not supplied. However, two local government clients confirmed a high level of satisfaction with the works performed. It demonstrated an understanding of the required tasks. Cleanflow Environmental Solutions has sufficient industry experience and the capacity to undertake the works for the City.

Veolia Environmental Services (Australia) Pty Ltd scored 57% and was ranked fifth in the qualitative assessment. The company demonstrated experience providing similar services for local governments. Three examples of works were provided for drain cleaning, gully inducting and pipe CCTV inspection services for BHP Billiton Perth, the City of Bunbury and the Shire of Harvey. It has sufficient experience and the capacity to carry out the services. It demonstrated its understanding of the required tasks.

Suez Recycling & Recovery Pty Ltd (conforming and alternative offers) scored 66.2% and was ranked fourth in the qualitative assessment. The company demonstrated a sound understanding of the required tasks. It currently undertakes solid waste management and industrial services at Woodman Point and Beenyup wastewater treatment plants for the Water Corporation of WA / Aroona Alliance. Other examples of works were for engineering shutdowns at various mine sites for Monadelphous and shutdown services at a saltwater desalination plant for Degremont. These works involved vacuum work and water blasting in confined spaces. It has also carried out stormwater drain cleaning and management for various commercial and industrial customers including Crown Perth and Domain Stadium. The period and dates or duration of these works were not supplied. It has sufficient experience and the capacity to provide the services.

Solo Resource Recovery scored 68.1% and was ranked third in the qualitative assessment. It has been undertaking cleaning of drainage structures including pits, pipes and gross pollutant traps for the Cities of South Perth and Fremantle. It is a panel contractor for mechanical cleaning of stormwater drainage structures and the provision of pipe CCTV inspection on an on-call basis for the City of Stirling. These are similar services though on a smaller scale to the City's requirements. It is well established with industry experience and the capacity required to undertake the services. It demonstrated a sound understanding of the required tasks.

Riverjet Pipeline Solutions scored 72.7% and was ranked second in the qualitative assessment. The company has the capacity and industry experience required to undertake the works. It has been providing mechanical cleaning of stormwater drainage gullies, manholes, soakwells, pipes and associated structures for the Cities of Stirling, Cockburn and Canning for many years. It demonstrated a thorough understanding and appreciation of the City's requirements.

Drainflow Services Pty Ltd scored 73.4% and was ranked first in the qualitative assessment. The company has extensive experience providing similar services including educting, pressure water jetting and pipe CCTV inspection for the Cities of Gosnells, Armadale, Perth and the Shire of Kalamunda. It is the City's current contractor for cleaning of stormwater drainage pipes and structures.

It demonstrated a thorough understanding and appreciation of the City's requirements. It is well established with significant industry experience and proven capacity to complete the works.

Given the minimum acceptable qualitative score of 55%, all tenderers with the exception of Western Educting Service 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. There is no guarantee that this will occur and actual costs will be paid on the actual usage in future.

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
Drainflow Services Pty Ltd	\$270,041	\$275,442	\$280,951	\$826,433
Riverjet Pipeline Solutions	\$304,006	\$310,086	\$316,288	\$930,381
Solo Resource Recovery	\$359,016	\$366,196	\$373,520	\$1,098,731
Suez Recycling & Recovery Pty Ltd (conforming offer)	\$1,204,800	\$1,228,896	\$1,253,473	\$3,687,169
Suez Recycling & Recovery Pty Ltd (alternative offer)	\$926,782	\$945,318	\$964,224	\$2,836,324
Veolia Environmental Services (Australia) Pty Ltd	\$1,693,903	\$1,727,782	\$1,762,337	\$5,184,022
Cleanflow Environmental Solutions	\$237,543	\$242,293	\$247,139	\$726,975
Western Educting Service	\$262,919	\$268,177	\$273,541	\$804,637

During 2016-17, the City incurred \$240,469 for cleaning of stormwater drainage pipes and structures.

## Evaluation Summary

Tenderer	Price Ranking	Total Estimated Contract Price	Qualitative Ranking	Weighted Percentage Score
Drainflow Services Pty Ltd	2	\$826,433	1	73.4%
Riverjet Pipeline Solutions	3	\$930,381	2	72.7%
Solo Resource Recovery	4	\$1,098,731	3	68.1%
Suez Recycling & Recovery Pty Ltd (conforming offer)	6	\$3,687,169	4	66.2%
Suez Recycling & Recovery Pty Ltd (alternative offer)	5	\$2,836,324	4	66.2%
Veolia Environmental Services (Australia) Pty Ltd	7	\$5,184,022	5	57%
Cleanflow Environmental Solutions	1	\$726,975	6	56.3%
Western Educting Service	n/a	\$804,637	7	43.5%

Based on the evaluation result the panel concluded that the tender from Cleanflow Environmental Solutions provides value to the City and is therefore recommended.

### Issues and options considered

The City has a requirement for the cleaning of stormwater drainage pipes and structures including stormwater pollutant traps and pits of sand, silt and other deleterious materials. 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 \$150,000.

#### Strategic Community Plan

#### Key theme

The Natural Environment.

#### Objective

Environmental resilience.

#### Strategic initiative

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

#### Policy

*Stormwater Management Policy.*

### Risk management considerations

Should the contract not proceed, the risk to the City will be high as this is an essential service that is required to ensure the cleaning maintenance schedule of stormwater drainage system is maintained and to minimise the risk of localised flooding.

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

### **Financial / budget implications**

<b>Account no.</b>	Various Maintenance accounts.
<b>Budget Item</b>	Cleaning of stormwater drainage pipes and structures.
<b>Budget amount</b>	\$277,736
<b>Amount spent to date</b>	\$ 71,420
<b>Proposed cost</b>	\$138,567
<b>Balance</b>	\$ 67,749

All amounts quoted in this report are exclusive of GST.

The balance above is based upon an estimate of expenditure calculated on historical usage of the most commonly used items and an assumption that the historical pattern of usage is maintained. There is no guarantee that this will eventuate and actual costs will be incurred on actual usage in future. The balance does not, therefore, represent a saving against budget at this time.

### **Regional significance**

Not applicable.

### **Sustainability implications**

The services are an integral component in maintaining the City's storm water drainage systems and reducing the risk of flooding.

### **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 The Trustee for Perth Pressure Jet Services Trust (Cleanflow Environmental Solutions) represents best value to the City.

### **VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council ACCEPTS the tender submitted by The Trustee for Perth Pressure Jet Services Trust (Cleanflow Environmental Solutions) for the cleaning of stormwater drainage pipes and structures as specified in Tender 022/17 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 8 refers*

*To access this attachment on electronic document, click here: [Attach8brf171003.pdf](#)*

## **CJ168-10/17 TENDER 026/17 PROVISION OF PAVEMENT PROFILING SERVICES**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	106817, 101515
<b>ATTACHMENT</b>	Attachment 1 Schedule of Items Attachment 2 Summary of Tender Submissions
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### **PURPOSE**

For Council to accept the tender submitted by West Coast Profilers Pty Ltd for the provision of pavement profiling services.

### **EXECUTIVE SUMMARY**

Tenders were advertised on 29 July 2017 through statewide public notice for the provision of pavement profiling services. Tenders closed on 16 August 2017. A submission was received from each of the following:

- West Coast Profilers Pty Ltd.
- The Trustee for The Blackburn Trust (WA Stabilising).
- Dowsing Group Pty Ltd.

The submission from West Coast Profilers Pty Ltd represents best value to the City. The company demonstrated a thorough understanding and appreciation of the City's requirements. It has been providing similar services to local organisations including the Cities of Stirling, Vincent and Swan for a number of years. It is the City's incumbent supplier for pavement profiling services. It has sufficient industry experience and proven capacity to provide the services to the City.

*It is therefore recommended that Council ACCEPTS the tender submitted by West Coast Profilers Pty Ltd for the provision of pavement profiling services as specified in Tender 026/17 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 for a contractor to undertake pavement profiling services within the City on an as required basis for road preparation for capital road resurfacing works and general maintenance.

The work includes, but is not limited to:

- profiling of pavement surfaces
- sweeping
- removal and disposal of materials.

The City has a single contract in place with West Coast Profilers Pty Ltd which will expire on 9 November 2017.

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

## **DETAILS**

The tender for the provision of pavement profiling services was advertised through statewide public notice on 29 July 2017. The tender period was for two weeks and tenders closed on 16 August 2017.

### **Tender Submissions**

A submission was received from each of the following:

- West Coast Profilers Pty Ltd.
- The Trustee for The Blackburn Trust (WA Stabilising).
- Dowsing Group Pty Ltd.

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

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

### **Evaluation Panel**

The evaluation panel comprised four members:

- one with tender and contract preparation skills
- three 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 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%

### Compliance Assessment

All submissions were assessed as fully compliant.

### Qualitative Assessment

Dowsing Group Pty Ltd scored 62.7% and was ranked third in the qualitative assessment. It demonstrated a sound understanding of the required tasks. Though the company is new to the pavement profiling industry, it has recently carried out street upgrade that involved complex traffic management, profiling and asphaltting works for the Town of Victoria Park. It has sufficient capacity and experience to undertake the works.

The Trustee for The Blackburn Trust (WA Stabilising) scored 71.3% and was ranked second in the qualitative assessment. It demonstrated experience and the capacity required to complete the works. It has been undertaking road surface profiling services for various local governments in WA for many years including the Cities of Cockburn, Rockingham and Stirling. It demonstrated a thorough understanding of the required tasks.

West Coast Profilers Pty Ltd scored 73.8% and was ranked first in the qualitative assessment. The company has been providing similar services to local governments including the Cities of Stirling, Vincent and Swan for a number of years. It is the City's incumbent supplier for pavement profiling services. It demonstrated a thorough understanding and appreciation of the City's requirements. West Coast Profilers Pty Ltd has sufficient industry experience and proven capacity to provide the services to the City.

Given the minimum acceptable qualitative score of 50%, all tenderers 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. There is no guarantee that this will occur and actual costs will be paid on the actual usage in future.

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.

<b>Tenderer</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
West Coast Profilers Pty Ltd	\$333,314	\$339,980	\$346,780	\$1,020,074
WA Stabilising	\$390,606	\$398,418	\$406,387	\$1,195,412
Dowsing Group Pty Ltd	\$430,806	\$439,422	\$448,211	\$1,318,439

The schedule of rates provided by West Coast Profilers Pty Ltd shows that proposed costs have decreased by 2.9% based on actual historical usage data of all scheduled items when compared to the current contract (all existing rates effective from November 2014).

During 2016-17, the City incurred \$337,365 for pavement profiling services.

### **Evaluation Summary**

<b>Tenderer</b>	<b>Price Ranking</b>	<b>Total Estimated Contract Price</b>	<b>Qualitative Ranking</b>	<b>Weighted Percentage Score</b>
West Coast Profilers Pty Ltd	1	\$1,020,074	1	73.8%
WA Stabilising	2	\$1,195,412	2	71.3%
Dowsing Group Pty Ltd	3	\$1,318,439	3	62.7%

Based on the evaluation result the panel concluded that the tender from West Coast Profilers Pty Ltd provides best value to the City and is therefore recommended.

### **Issues and options considered**

The City has a requirement for pavement profiling services within the City on an as required basis for road preparation for capital road resurfacing works and general maintenance. 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 \$150,000.

#### **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 high as this is an essential service that is required to ensure timely road preparation for capital road resurfacing works and general maintenance.

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

**Financial / budget implications**

<b>Account no.</b>	Various Maintenance and Capital Works accounts.
<b>Budget Item</b>	Pavement profiling services.
<b>Budget amount</b>	\$350,000
<b>Amount spent to date</b>	\$ 35,583
<b>Proposed cost</b>	\$222,209
<b>Balance</b>	\$ 92,208

All amounts quoted in this report are exclusive of GST.

The balance above is based upon an estimate of expenditure calculated on historical usage of the most commonly used items and an assumption that the historical pattern of usage is maintained. There is no guarantee that this will eventuate and actual costs will be incurred on actual usage in future. The balance does not, therefore, represent a saving against budget at this time.

**Regional significance**

Not applicable.

**Sustainability implications**

A requirement of this contract is for all removed profiled material to be recycled. This material can be reused as road base and reduces the amount of waste materials going to landfill.

**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 West Coast Profilers Pty Ltd represents best value to the City.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council ACCEPTS the tender submitted by West Coast Profilers Pty Ltd for the provision of pavement profiling services as specified in Tender 026/17 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: [Attach9brf171003.pdf](#)*

## REPORT – FINANCE COMMITTEE – 2 OCTOBER 2017

### CJ169-10/17 CHICHESTER PARK, WOODVALE - PROPOSED REDEVELOPMENT

<b>WARD</b>	Central
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	00428, 03179, 101515
<b>ATTACHMENT</b>	Attachment 1 Chichester Park aerial map Attachment 2 Chichester Park existing clubroom floor plan Attachment 3 Community consultation report of findings
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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#### PURPOSE

For Council to consider the results of the community consultation undertaken for the proposed redevelopment of Chichester Park, Woodvale and to seek endorsement to progress to the concept design stage of the project.

#### EXECUTIVE SUMMARY

Chichester Park located on Trappers Drive, Woodvale is classified as a district park and includes two active sport playing fields (north and south), a clubroom, floodlighting, car parking and a playground. As a district park, the ovals and infrastructure service the local area and several surrounding suburbs. Currently five sporting clubs hire the ovals and the clubroom.

The clubroom was constructed in 1992 and consists of a small meeting room, kitchen, toilets, change rooms and user group storage. In 2008-09 the facility was refurbished with a new kitchen, change rooms, painting and user group storage.

As part of the 2014 Active Reserve and Community Facility Review, the City identified Chichester Park as the next redevelopment project to be undertaken due to the existing clubroom facility's functionality, size, layout and location issues.

Due to the identified challenges, it is proposed that a new community sporting facility is developed at Chichester Park and the existing car parking provisions and drainage issues on the southern playing field are investigated as part of the project.

At its meeting held on 18 April 2017 (CJ063-04/17 refers), Council considered the project and requested community consultation be undertaken to determine the level of support for the redevelopment of Chichester Park.

Community consultation was undertaken from Monday 24 July to Monday 21 August 2017. The City received 95 valid responses. Respondents were asked to indicate their support for the following redevelopment works:

- Redevelopment of the existing clubroom facility into a new multi-purpose community sporting facility (91.6% support, 6.3% oppose and 2.2% unsure / no response)<sup>1</sup>.
- Investigation of car parking provisions (91.6% support, 4.2% oppose and 4.3% unsure / no response)<sup>1</sup>.
- Investigation of drainage issues on the southern playing field (96.8% support, 1.1% oppose and 2.2% unsure / no response)<sup>1</sup>.

<sup>1</sup> Due to rounding, total percent may not equal exactly 100%.

Given the support from the community, it is proposed to progress to the next stage of the project which is to undertake concept design and cost estimates. A report will then be presented to Council providing this information and seek direction on progressing the project to further community consultation for feedback on the concept design.

*It is therefore recommended that Council:*

- 1 *NOTES the findings of the community consultation undertaken for the proposed redevelopment of Chichester Park;*
- 2 *REQUESTS the Chief Executive Officer to arrange the concept design and cost estimates for the proposed redevelopment of Chichester Park including the following:*
  - 2.1 *redevelopment of the existing clubroom into a new community sporting facility;*
  - 2.2 *investigation of car parking provisions;*
  - 2.3 *investigation of drainage issues on the southern playing field;*
- 3 *NOTES that the concept design will give consideration to the comments from the community consultation and that a report will be presented to Council providing this information and seek direction on progressing the project to further community consultation.*

## **BACKGROUND**

<b>Suburb/Location</b>	Chichester Park (south oval) 109 Trappers Drive Woodvale WA 6026.
<b>Applicant</b>	City of Joondalup.
<b>Owner</b>	Crown Land – City of Joondalup Management Order.
<b>Zoning</b>	<b>DPS</b> Parks and Recreation.
	<b>MRS</b> Urban.
<b>Site area</b>	81,666.4m <sup>2</sup> .
<b>Structure plan</b>	Not applicable.

Chichester Park located on Trappers Drive, Woodvale (Attachment 1 refers) is approximately 8.2 hectares (southern playing field) and is classified as a district park within the City's existing *Parks and Public Open Spaces Classification Framework*. The park includes two active sport playing fields (north and south), a clubroom, floodlighting, car parking and a playground.

The clubroom (Attachment 2 refers) was constructed in 1992 and consists of a small meeting room, kitchen, toilets, change rooms and user group storage. In 2008-09 the facility was refurbished with a new kitchen, change rooms, painting and user group storage. The current size, location and layout of the existing facility is considered poor and it is not well utilised.

The northern playing field is used by the adjacent school (North Woodvale Primary School) as part of a “shared use” agreement with the City. The southern playing field is one of the most heavily utilised sporting grounds in the City. It is used predominantly for soccer, with the ability to hold three soccer pitches. There are drainage issues on the southern playing field during winter which impact sporting club usage of the area.

The playground was upgraded in 2009 and an upgrade of the sports floodlighting on the southern playing field was completed in July 2016.

There are no annual hire groups of the existing facility (due to the size, location and layout issues). There are five sporting clubs with over 1,800 registered members that currently use Chichester Park:

- Kingsley Soccer Club.
- Woodvale Football Club (soccer).
- WA Christian Football Association (soccer).
- Kingsley Woodvale Junior Cricket Club.
- Kingsley Woodvale Cricket Club.

The City first identified the need to redevelop Chichester Park in 2010 and allocated funds within the *20 Year Strategic Financial Plan* for the project. At its meeting held on 15 July 2014 (CJ116-07/14 refers), Council considered the 2014 Active Reserve and Community Facility Review report and a list of redevelopment projects with a recommended priority order which was agreed to be used in the development of the City's future *Five Year Capital Works Program* and *20 year Strategic Financial Plan*. The Chichester Park project was listed as the next redevelopment project to be undertaken.

At its meeting held on 18 April 2017 (CJ063-04/17 refers), Council agreed to commence the project and requested community consultation be undertaken to determine the level of support for the redevelopment of Chichester Park. It was also noted that a further report would then be presented outlining the results of the consultation and seek direction on progressing the project.

## **DETAILS**

Community consultation for the proposed redevelopment of Chichester Park was undertaken from Monday 24 July to Monday 21 August 2017. The results of the community consultation have been provided in the consultation section of this Report.

### **Issues and options considered**

It is considered that Council has two options, to either agree or not to agree to progress the project. If Council agrees to progress the project, the City will undertake concept design and cost estimates. A report will then be presented to Council providing this information and seek direction on progressing the project to further community consultation for feedback on the concept design. If Council chooses not to progress the project, Chichester Park user groups will continue to operate at the existing clubroom facility.

**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 and inclusiveness and where appropriate, support decentralising the delivery of City services.

**Policy** *Requests for New or Capital Upgrades to Existing Community Buildings Policy.*

**Risk management considerations**

If the project does not progress, the sporting clubs that use Chichester Park will continue to operate within the existing limited facility. Based on the classification of the park (district park), heavy utilisation of the southern playing field and inadequate existing facilities, a redevelopment is required to better service the sporting clubs and local wider community's needs. Furthermore, the clubroom will be nearing 30 years old at the time of the proposed redevelopment, therefore it is appropriate to upgrade it.

**Financial / budget implications**

Currently \$3 million has been listed from 2018-19 to 2020-21 of the City's *Five Year Capital Works Program* for the redevelopment of Chichester Park. Construction is proposed to be undertaken in 2020-21, with detailed design and forward works to be undertaken in the two years prior. The budget is based on potential project costs only as scoping, concept design and cost estimates have not been undertaken.

Current financial year impact

<b>Account no.</b>	MPP2058.
<b>Budget Item</b>	Chichester Park redevelopment project.
<b>Budget amount</b>	\$3,000,000 2018-19 to 2020-21.
<b>Amount spent to date</b>	\$ 0.
<b>Proposed cost</b>	\$ 100,000 2018-19.
	\$ 900,000 2019-20.
	\$2,000,000 2020-21.
<b>Balance</b>	\$ 0.

### Future financial year impact

**Annual operating cost** The annual operating cost for Chichester Park and the clubroom is approximately \$178,000 per annum (2017-18 budget). It is unknown at this early stage in the project if the operating expenses will increase or decrease as a result of the project. If the project progresses, as further details of the proposed development are determined, the impact on the annual operating costs can be estimated.

**Estimated annual income** The annual income for Chichester Park and the clubroom is approximately \$30,000 per annum (2017-18 budget). It is unknown at this early stage in the project if the operating income will increase or decrease as a result of the project. If the project progresses, as further details of the proposed development are determined, the impact on the annual income can be estimated.

**Capital replacement** The capital replacement cost is unknown at this early stage in the project. If the project progresses, as further details of the proposed development are determined, the capital replacement cost can be estimated.

**20 Year Strategic Financial Plan impact** The draft *20 Year Strategic Financial Plan (2017)* includes \$3 million for this project. It is estimated that \$650,000 may be funded from grants, with the remaining \$2.35 million funded by the City (\$650,000 from loan and \$1.7 million from reserve).

All amounts quoted in this report are exclusive of GST.

### **Regional significance**

Not applicable.

### **Sustainability implications**

#### Environmental

All facility redevelopment 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 existing user groups and the local wider community to ensure that feedback received represents their diverse needs. It is expected that if the redevelopment works are undertaken, the project will lead to higher utilisation rates of the facility. Furthermore, any development at the site 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 *Masterplan Framework* is the development of 'shared' and 'multi-purpose' facilities to avoid duplication and to reduce the ongoing maintenance and future capital expenditure requirements.

## **Consultation**

Community consultation was conducted from Monday 24 July to Monday 21 August 2017 in accordance with the City's *Community Consultation and Engagement Policy and Protocol*. Targeted consultation was undertaken with residents living within 500 metres of Chichester Park and other key stakeholders such as the local Residents Association, nearby primary school and sporting clubs using the park. In addition, consultation documentation was available on the City's website for any other interested community members to make comment. The consultation was advertised through the following methods:

- Direct mail out – cover letter and frequently asked questions sheet was sent to the identified stakeholders.
- Site signage – three signs were placed at the park during the consultation period.
- City's website – frequently asked questions sheet and online comment form were available on the City's website during the consultation period.
- Newspaper – two advertisements were published in the *Joondalup Weekender* during the consultation period.

The aim of the community consultation was to determine the level of support for the following components of the proposed development:

- Redevelopment of the clubroom facility into a new community sporting facility.
- Investigation of car parking provisions.
- Investigation of drainage issues on the southern playing field.

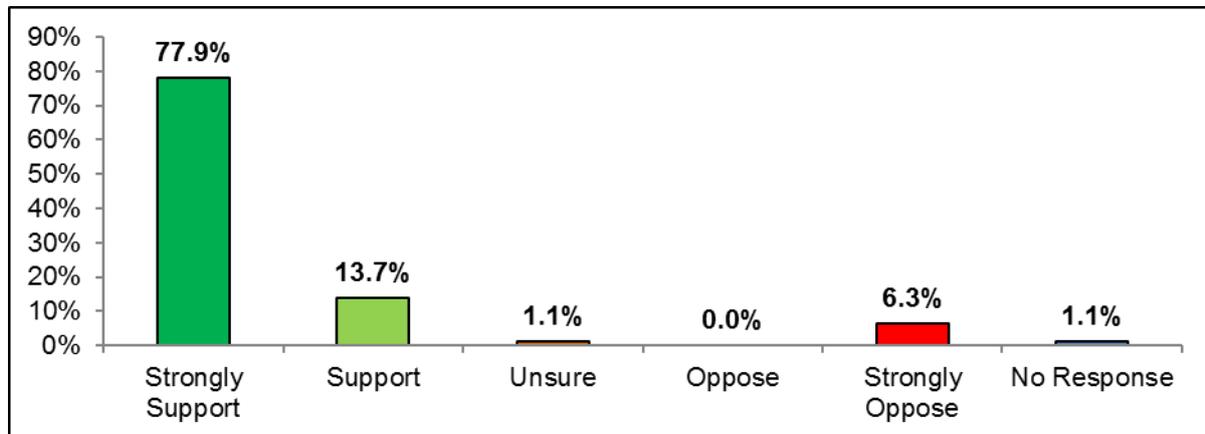
## Consultation results

The City received 95 valid responses during the consultation period (Attachment 3 refers). A summary of some of the demographic data is as follows:

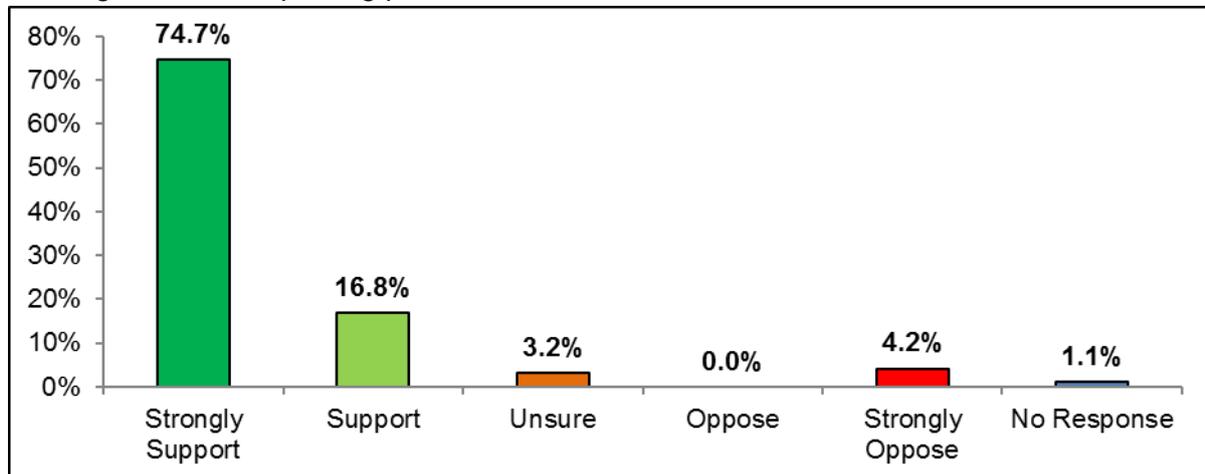
- Majority of respondents were aged 25-34 (30.8%) and 35-49 (34%).
- 54.5% use Chichester Park for organised sport or recreation, 36.4% for informal sport or recreation, while 1.8% do not use the park but are interested in the project.
- 53.1% of respondents were affiliated with Kingsley Senior Soccer Club while 22.4% indicated that they were not affiliated with any of the clubs / groups listed.

Respondents were asked to provide their level of support for each proposed component of the project. The following charts summarise the responses received:

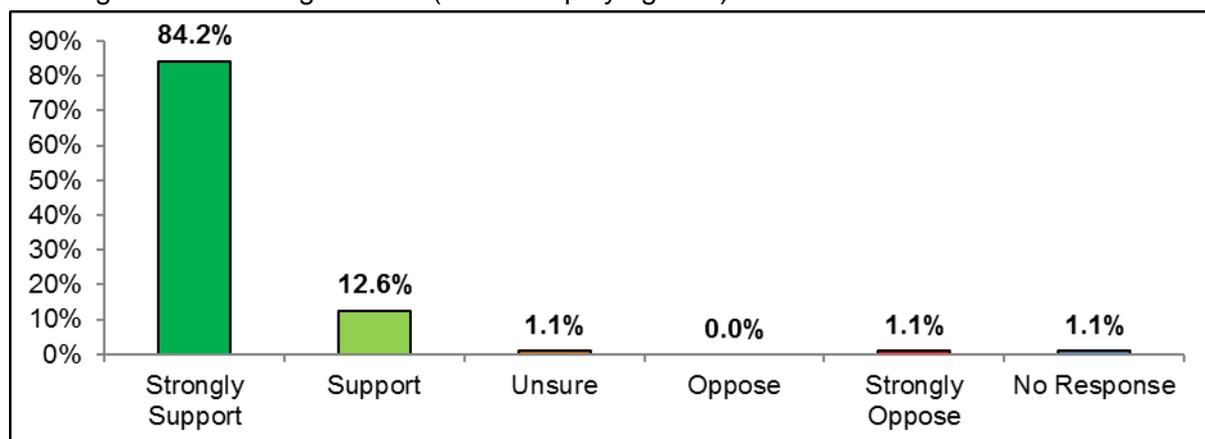
New community sporting facility<sup>1</sup>:



Investigations of car parking provisions<sup>1</sup>:



Investigation of drainage issues (southern playing field)<sup>1</sup>:



<sup>1</sup> Due to rounding, total percent may not equal exactly 100%.

### *Additional Comments*

Respondents who indicated that they opposed or strongly opposed the components of the redevelopment were asked to indicate their reasons. Of the minimal amount of opposition (total of six respondents), the three most common reasons provided were related to wanting the funds spent elsewhere (total = four), too many park users (total = three) and concerns for anti-social behaviour (total = three).

In addition, respondents were asked if they had any additional comments regarding the proposed development. A total of 109 comments were received and common themes included:

- Support for the proposal in general (total = 24).
- Concerns of parking and pedestrian safety issues (total = nine).
- Requested additional infrastructure such as BBQ and drink fountain (total = seven).

### **COMMENT**

The City identified Chichester Park as the next redevelopment project to be undertaken due to the existing clubroom facility's functionality, size, layout and location issues and several challenges that have been identified in relation to the site.

The park is one of eight district level parks within the City and its infrastructure supports five sporting clubs with over 1,800 registered members. Given the support from the community, it is proposed to progress to the next stage of the project which is to undertake concept design and a cost estimate. A report will then be presented to Council providing this information and seek direction on progressing the project to further community consultation for feedback on the concept design.

If the project is endorsed to progress, the concept design will consider the additional feedback / comments received as part of the community consultation in conjunction with the proposed scope, the City's *Parks and Public Open Spaces Classification Framework*, environmentally sustainable design features (where possible), access and inclusion principles and 'Designing Out Crime' planning guidelines.

### **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 2 October 2017.

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

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

- 1 NOTES the findings of the community consultation undertaken for the proposed redevelopment of Chichester Park;**
- 2 REQUESTS the Chief Executive Officer to arrange the concept design and cost estimates for the proposed redevelopment of Chichester Park including the following:**
  - 2.1 redevelopment of the existing clubroom into a new community sporting facility;**
  - 2.2 investigation of car parking provisions;**
  - 2.3 investigation of drainage issues on the southern playing field;**
- 3 NOTES that the concept design will give consideration to the comments from the community consultation and that a report will be presented to Council providing this information and seek direction on progressing the project to further community consultation.**

*Appendix 10 refers*

*To access this attachment on electronic document, click here: [Attach10agn171010.pdf](#)*

## REPORTS – POLICY COMMITTEE – 2 OCTOBER 2017

### CJ170-10/17 INVESTMENT POLICY REVIEW

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<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	101272, 101515
<b>ATTACHMENT</b>	Attachment 1 Revised Investment Policy
<b>AUTHORITY / DISCRETION</b>	Legislative - includes the adoption of local laws, planning schemes and policies.

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#### PURPOSE

For Council to review and consider proposed amendments to the City's *Investment Policy*.

#### EXECUTIVE SUMMARY

The *Investment Policy* governs the investment of the City's surplus operational funds that may be available from time to time, as well as funds held in the City's reserve and trust accounts. The current policy was developed and initially adopted by Council at its meeting held on 15 April 2008 (CJ052-04/08 refers). The Council subsequently adopted two significantly revised policies 24 September 2013 (CJ187/09-13 refers) and 15 March 2016 (CJ048-03/16) respectively.

The current *Investment Policy* requires a review at least once a year to ensure it continues to best support and preserve the City's cash holdings.

*It is therefore recommended that Council ADOPTS the revised Investment Policy forming Attachment 1 to Report CJ170-10/17.*

#### BACKGROUND

The uncertainty and turmoil that existed in financial markets at the time of the last significant review of the *Investment Policy* has abated considerably, but fundamental systemic weaknesses as well as economic and political volatility remain significant concerns for investors.

Since the last review of the *Investment Policy*, questions about Australia's long-term economic robustness have led to some Australian banks experiencing credit ratings downgrades.

In May 2017 Standard and Poor's (S&P) downgraded the long-term ratings of a number of financial institutions. Following this, in June 2017 Moody's also revised several long-term ratings including the four major banks. This highlights the on-going risks in the financial environment.

The Reserve Bank of Australia reduced the cash rate in August 2016 to 1.5%, where it currently sits.

A review is necessary to ensure that the City's investment objectives set out in the policy continue to be upheld, while still enabling its practical application, as well as meeting legislative compliance obligations and ensuring that returns are maximised while risk is minimised.

## DETAILS

### Issues and options considered

The current *Investment Policy* sets out the following:

- Investment objectives.
- Delegated authority to invest.
- Types of authorised and prohibited investments.
- Prudential requirements for engagement of investment advisors.
- Policy guidelines for the management and diversification of risk.
- Financial reporting.

The Department of Local Government, Sport and Cultural Industries developed an *Investment Policy Local Government Operational Guideline* that was published in 2008. The primary features of this guideline are already incorporated in the current policy.

The Department of Local Government, Sport and Cultural Industries issued an amendment to the *Local Government (Financial Management) Regulations 1996* in May 2017. This amendment to Regulation 19C now allows local governments to invest in deposits for fixed terms of up to three years, revised from the previous ceiling of 12 months.

The changes proposed to the current *Investment Policy* as a result of this review are highlighted in Attachment 1. In summary they are as follows:

- Section 3.4 Approved Investments has been amended in relation to Deposits with Authorised Deposit taking Institutions to reflect the amendments to Regulation 19C (2)(b) of the *Local Government (Financial Management) Regulations 1996*.

The current portfolio and counterparty limits have been reviewed and remain appropriate to the City's requirements. The ratings downgrades by Standard and Poor's and Moody's in May and June 2017 have not had significant impact on the City's investment opportunities.

Other restrictions on investment avenues (such as non-government bonds) in the *Local Government (Financial Management) Regulations 1996* remain in place. These are already reflected in the *Investment Policy* and no changes are proposed.

The proposed *Investment Policy* incorporating these changes is contained in Attachment 1.

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

*The Local Government Act 1995.*  
*The Trustees Act 1962.*  
*The Local Government (Financial Management) Regulations 1996.*  
*Australian Accounting Standards.*

**Strategic Community Plan****Key theme**

Financial Sustainability.

**Objective**

Effective management.

**Strategic initiative**

Manage liabilities and assets through a planned, long-term approach.

**Policy**

Not applicable.

**Risk management considerations**

There are significant risks involved in the management of the City's investment portfolio. The *Investment Policy* sets out provisions for compliance and governance that are designed to diversify and mitigate these risks. In addition to the policy there are internal processes and procedures governing investment activities and these are subject to both internal and external audit.

**Financial / budget implications**

No significant financial impact is expected from the change to the policy. The City's strategy currently does not involve investment terms in excess of 12 months but the change will permit consideration of opportunities beyond this limit where appropriate.

**Regional significance**

Not applicable.

**Sustainability implications**

Financial sustainability is imperative to the future growth and development of the City of Joondalup. The revised policy maintains the conservative approach to the City's investments which is a critical element of the long-term financial sustainability of the City.

**Consultation**

No consultation was undertaken during this review, however, investment policies currently in place at other similar local governments were reviewed.

## COMMENT

The *Investment Policy* has been reviewed in light of existing market conditions and legislative requirements. It preserves the City's conservative approach to investment that is being practised and is considered most appropriate to the needs of the City and provides further clarity and transparency of the City's approach to investment of surplus operational funds that may be available from time to time as well as funds held in the City's trust and reserve accounts.

## VOTING REQUIREMENTS

Simple Majority.

## COMMITTEE RECOMMENDATION

The committee recommendation to Council for this report (as detailed below) was resolved by the Policy Committee at its meeting held on 2 October 2017.

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

## RECOMMENDATION

**That Council ADOPTS the revised *Investment Policy* forming Attachment 1 to Report CJ170-10/17.**

*Appendix 11 refers*

*To access this attachment on electronic document, click here: [Attach11agn171010.pdf](#)*

## **CJ171-10/17      DRAFT CASH-IN-LIEU OF CAR PARKING LOCAL PLANNING POLICY**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Ms Dale Page Planning and Community Development
<b>FILE NUMBER</b>	72020, 101515
<b>ATTACHMENT</b>	Attachment 1      Draft <i>Cash-in-Lieu of Car Parking Local Planning Policy</i> Attachment 2      Existing <i>Cash-in-Lieu of Car Parking Policy</i>
<b>AUTHORITY / DISCRETION</b>	Legislative - includes the adoption of local laws, planning schemes and policies.

### **PURPOSE**

For Council to consider the draft *Cash-in-Lieu of Car Parking Local Planning Policy* for the purposes of public advertising.

### **EXECUTIVE SUMMARY**

Clause 4.11 of the City's *District Planning Scheme No. 2* (DPS2) allows Council to consider accepting a cash payment in lieu of car parking bays being provided onsite. The option of providing cash-in-lieu of car parking provides a potential alternative to the development of on-site car parking should there be a shortfall in the provision of bays required under DPS2. It does not replace the responsibility to provide onsite parking, but is a mechanism to enable otherwise desirable developments for which the full amount of parking cannot be provided on site to proceed.

The payment of cash-in-lieu is applied in accordance with the City's current *Cash-in-Lieu of Car Parking Policy*, which was last reviewed in 2012. The policy outlines when cash-in-lieu is applied and the basis for calculating the cash value per parking bay.

The current review of the policy includes minor formatting changes, the addition of definitions, the deletion of provisions for properties adjoining Royce Court (Lot 65 Winton Road), Joondalup and clarification regarding the parking bay valuation. These changes will align the policy with the provisions of draft *Local Planning Scheme No. 3* (LPS3) and ensure the policy can be easily considered and applied. The policy will apply throughout the City, with the exception of the Joondalup Activity Centre. A separate cash-in-lieu policy will be prepared for the Joondalup Activity Centre.

It is therefore recommended that Council supports the draft revised policy for the purpose of advertising for a period of 21 days.

## BACKGROUND

The City's *Cash-in-Lieu of Car Parking Policy* has been in operation since 1999 and has been reviewed on a number of occasions including most recently in 2012 (CJ160-08/12 refers) as part of a review of the City's *Policy Manual*. The car parking fees applied per bay were last reviewed in 2009.

Clause 4.11 of DPS2 allows Council to consider accepting a cash payment in lieu of car parking bays provided onsite. Cash-in-lieu of car parking provides a potential alternative to the development of onsite car parking should there be a shortfall in the provision of bays outlined under Table 2 – Car Parking Standards of DPS2. Clause 4.11 does not replace the developer's responsibility to provide onsite parking, but rather serves as a mechanism to enable otherwise desirable developments, for which the full amount of parking cannot be provided on site, to proceed. However in accordance with Clause 4.11, there must be an adequate provision or a reasonable expectation that in the immediate future that there will be adequate provision for public car parking in the proximity of the proposed development.

The payment of cash-in-lieu is applied in accordance with the City's current *Cash-in-Lieu of Car Parking Policy* and DPS2. Cash-in-lieu is only accepted where the terms outlined in the policy and DPS2 can be met.

Where the cash-in-lieu is unable to be spent on appropriate public parking within the vicinity of the proposed development, Council would need to consider whether it is appropriate to accept cash-in-lieu, or if the car parking shortfall is acceptable without the provision of cash-in-lieu, to provide for additional off-site parking.

## DETAILS

The policy has been updated to include definitions to clarify new terms, ensure consistency with the provisions of LPS3 and provide clarification as to how the cash-in-lieu sum will be calculated.

### Definitions

To provide certainty to developers and the community in regard to how the funds will be spent and where that infrastructure may be provided, it is appropriate to include definitions for the terms 'transport infrastructure' and 'vicinity'.

The draft policy defines 'transport infrastructure' as follows:

*"The works and undertakings described below for the purpose of providing public transport infrastructure, walking and cycling infrastructure, parking infrastructure and demand management:*

- (a) public transport stops, shelters and station, signs, public transport lanes, vehicles track and catenary, priority signals and associated works/designs;*
- (b) paths, signs, bikes, end of trip facilities (showers and lockers), pedestrian and cycling crossings and any associated works and designs;*
- (c) on and off street parking bays, parking machines, parking signs, shelters and any associated works/ design and technologies."*

Currently, under DPS2, funds acquired by the City through cash-in-lieu payments for car parking can only be used to provide public car parks in the locality of the development that generated the need for the car parking.

As the availability of land for the development of public car parking is limited and the shift to other modes of transport (for example, cycling or public transport) is occurring, the opportunity to upgrade existing facilities and accommodate public transport options is increasing. It is accepted that cash-in-lieu may be used for transport infrastructure such as shelters, paths, signs, bicycle lanes, end of trip facilities and pedestrian crossings. This is consistent with the definition of transport infrastructure provided in the draft LPS3. Such improvements must be provided in the vicinity of the development that generates the parking demand.

To provide clarification as to what 'vicinity' means in the context of cash-in-lieu, a definition has been included in the policy. The draft policy defines 'vicinity' as follows:

*"The area within sufficient proximity to the site of the proposed development for which parking bays or transport infrastructure may be provided to address the parking demand. Based on the proposed definition the infrastructure or upgrades need to be provided within sufficient proximity to the development that generates the parking demand and to be of benefit to those accessing the development."*

#### Parking bay valuation

Currently the fee per bay is calculated based on an area of 30m<sup>2</sup> (the area of a standard bay plus manoeuvring and landscaping area) plus a fixed fee based on whether the land is service industrial, commercial or beachfront commercial. It is proposed that the fee per bay will be based on the same minimum area plus a land valuation of that specific site. This makes the fee relative to the site specifically rather than a flat rate. It is considered this will provide a more accurate and appropriate valuation for an individual site.

#### Deletion of provisions for Royce Court

The provisions applicable to the lots that abut Royce Court, Lot 65 Winton Road, Joondalup have been deleted from the policy. This cash-in-lieu policy applies throughout the City, with the exception of the Joondalup Activity Centre (of which Royce Court is located within).

A separate cash-in-lieu policy will be prepared for the Joondalup Activity Centre. As part of this separate policy, the special concessions available to lots abutting Royce Court included in the current cash-in-lieu policy will be to consider whether they should be retained in the future policy.

#### Minor formatting modifications

Minor modifications are proposed to improve the formatting and consistency of the policy with the City's suite of local planning policies. These modifications are minor and do not materially change the intent of the policy.

### Issues and options considered

Council has the option to either:

- advertise the draft *Cash-in-Lieu of Parking Local Planning Policy*, with or without modifications  
or
- not support the advertising of the draft *Cash-in-Lieu of Parking Local Planning Policy*.

### Legislation / Strategic Community Plan / policy implications

**Legislation** *Planning and Development (Local Planning Schemes) Regulations 2015.*  
*Draft Local Planning Scheme No. 3.*

### 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** *Cash-in-Lieu of Car Parking Policy.*

### Risk management considerations

As Council has the ability to accept cash-in-lieu of the provision of car parking, the dollar amount accepted must reflect the cost to the City of providing that car parking. There is a risk that the City would not be able to fund the provision of car parking should the amount accepted not reflect the costs involved. There is also the risk that if the scope of works which can be provided through the funds received for cash-in-lieu are not clearly outlined then the City would be unable to upgrade existing public parking areas or provide improved facilities to support other modes of transport.

### Financial / budget implications

The costs associated with any public advertising and notice of any final adoption will be approximately \$1,000.

### Regional significance

Not applicable.

### Sustainability implications

Cash-in-lieu of car parking enables public car parking and transport infrastructure to be provided in appropriate locations and assist in reducing the amount of private land that is utilised for car parking which could be used for other development.

## Consultation

The deemed provisions as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* require a new policy or non-minor amendment to a policy to be advertised for public comment for a period of not less than 21 days. Any proposed amendment to the existing policy would be advertised for 21 days as follows:

- A notice published in the local newspaper.
- A notice and documents placed on the City's website.

If, in the opinion of the City, the policy is inconsistent with any State Planning Policy, then notice of the proposed policy is to be given to the Western Australian Planning Commission. The proposed policy is considered to be consistent with State Planning Policy.

## COMMENT

It is considered that the minor formatting changes, the inclusion of definitions and updates to the parking bay valuation will ensure the policy is consistent with the provisions of draft LPS3 and cash in lieu can be considered and applied where appropriate in lieu of the provision of onsite car parking bays.

It is therefore recommended that Council advertise the draft *Cash-in-Lieu of Car Parking Local Planning Policy* for public comment for a period of 21 days.

## VOTING REQUIREMENTS

Simple Majority.

## COMMITTEE RECOMMENDATION

The committee recommendation to Council for this report (as detailed below) was resolved by the Policy Committee at its meeting held on 2 October 2017.

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

## RECOMMENDATION

**That Council, in accordance with clauses 3, 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PREPARES and ADVERTISES the draft *Cash-in-Lieu of Car Parking Local Planning Policy*, as shown in Attachment 1 to Report CJ171-10/17, for a period of 21 days.**

*Appendix 12 refers*

To access this attachment on electronic document, click here: [Attach12agn171010.pdf](#)

## CJ172-10/17 RECORDS MANAGEMENT POLICY REVIEW

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	26542, 101515
<b>ATTACHMENT</b>	Attachment 1 Revised <i>Records Management Policy</i> Attachment 2 Current <i>Records Management Policy</i>
<b>AUTHORITY / DISCRETION</b>	Legislative – includes the adoption of local laws, planning schemes and policies.

### PURPOSE

For Council to adopt the revised *Records Management Policy* as part of the Policy Manual review process.

### EXECUTIVE SUMMARY

As a result of the Policy Manual review process, the *Records Management Policy* was identified as requiring the following amendments:

- Amending the wording to improve consistency with other City policies and plans.
- Remove references to internal City documents unavailable to the public.
- Remove operational content.

The current *Records Management Policy* (Attachment 2 refers) was adopted by Council at its meeting held on 9 March 2004 (CJ040-03/04 refers) to ensure all City staff, contractors and Elected Members met their statutory obligations for record keeping. The policy was reviewed in both 2005 and 2012 as part of a complete Policy Manual review.

The policy statement and intent are still considered current. Amendments to be made to the policy reflect updates to align the wording with current City policies and plans.

*It is therefore recommended that Council ADOPTS the revised Records Management Policy as detailed in Attachment 1 of Report CJ172-10/17.*

### BACKGROUND

At its meeting held on 9 March 2004 (CJ040-03/04 refers), Council adopted the *Recordkeeping Responsibilities Policy* as part of the *Recordkeeping Plan* required by the *State Records Act 2000*.

The revised *Records Management Policy* was also reviewed in 2005 as part of the overall Policy Manual review. With the purpose and intention of the policy still remaining relevant, Council adopted the policy at its meeting held on 11 October 2005 (CJ206-10/05 refers).

In 2012, the *Records Management Policy* was again reviewed for relevance and to update the policy format into a new template. Minor reviews were also conducted to update reference documentation and create consistency with other City policies. Council subsequently adopted the revised *Records Management Policy* at its meeting held on 15 May 2012 (CJ093-05/12 refers). The policy has remained unchanged since 2012.

## **DETAILS**

Since the *Records Management Policy* was adopted, the City has continued to ensure its statutory obligations are met under the *State Records Act 2000*.

As no major changes have been identified in relation to the City's stance on record management, the policy has been subjected to review to ensure consistency, relevance and currency with relevant legislation and best practice guidelines. The following sections have been amended:

### Definitions

The definition section of the policy has been modified to align the wording with other City publications. In particular, the definition of "corporate document / record" has been changed to a definition of "corporate record" to remove the extraneous word, while the criteria have been changed from question to statement form.

The definition of "ephemeral record" has been significantly reduced due to a duplication of information available in the *General Disposal Authority for Local Government Records*. The definition now refers to the information contained within this document, rather than providing it in the City policy. As a result, the policy will remain current should any future changes to the guidelines occur.

### Statement

The statement has been simplified and references to internal City documents have been removed.

### Details

The details section has been modified to remove references to internal City documents and record-management systems. The intent and position of the policy remains unchanged by these amendments.

## **Issues and options considered**

Council has the option to either:

- adopt the revised *Records Management Policy* as shown at Attachment 1 to this Report
- suggest further modifications to the revised *Records Management Policy*  
or
- retain the *Records Management Policy* in its current format as shown at Attachment 2 to this Report.

Option 1 is the recommended option.

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

- *Evidence Act 1906.*
- *Freedom of Information Act 1992.*
- *Local Government Accounting Directions 1994.*
- *Local Government Act 1995.*
- *State Records Act 2000.*
- *General Disposal Authority for Local Government Records.*

**Strategic Community Plan****Key theme**

Governance and Leadership.

**Objective**

- Corporate capacity.
- Effective representation.

**Strategic initiative**

- Continuously strive to improve performance and service delivery across all corporate functions.
- Demonstrate accountability through robust reporting that is relevant and easily accessible by the community.
- Ensure the elected body has a comprehensive understanding of its roles and responsibilities.

**Policy**

*Records Management Policy.*

**Risk management considerations**

In order to maintain transparency and to facilitate appropriate decision-making processes, it is imperative that policies reflect the current positions of Council and work practices at the City, as well as contemporary best practice approaches.

**Financial / budget implications**

Not applicable.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

## COMMENT

The *Records Management Policy* provides guidance to City staff, contractors and Elected Members with regard to the storage, access and destruction of records. The policy amendments will allow the City to continue to effectively manage City records, while also clarifying the content of the policy and removing operational content. As such, it is considered appropriate that the proposed *Records Management Policy* is adopted by Council.

## VOTING REQUIREMENTS

Simple Majority.

## COMMITTEE RECOMMENDATION

The committee recommendation to Council for this report (as detailed below) was resolved by the Policy Committee at its meeting held on 2 October 2017.

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

## RECOMMENDATION

**That Council ADOPTS the revised *Records Management Policy* as detailed in Attachment 1 of Report CJ172-10/17.**

*Appendix 13 refers*

To access this attachment on electronic document, click here: [Attach13aqn171010.pdf](#)

## **CJ173-10/17      DRAFT NON-RESIDENTIAL DEVELOPMENT IN THE RESIDENTIAL ZONE LOCAL PLANNING POLICY**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Ms Dale Page Planning and Community Development
<b>FILE NUMBER</b>	106888, 101515
<b>ATTACHMENT</b>	Attachment 1 <i>Draft Non-Residential Development in the Residential Zone Local Planning Policy</i>
<b>AUTHORITY / DISCRETION</b>	Legislative - includes the adoption of local laws, planning schemes and policies.

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### **PURPOSE**

For Council to consider the draft *Non-Residential Development in the Residential Zone Local Planning Policy* for the purposes of public advertising.

### **EXECUTIVE SUMMARY**

Currently, certain development requirements are contained in the City's *District Planning Scheme No. 2* (DPS2), while other development requirements are contained within local planning policies. In relation to the City's draft *Local Planning Scheme No. 3* (LPS3), it was proposed to Council in February 2016 that most development requirements be removed from LPS3 and contained within local planning policies (CJ005-02/16 refers).

The draft *Non-Residential Development in the Residential Zone Local Planning Policy* contains the development requirements for non-residential development on 'Residential' and 'Special Residential' zoned land. This includes land uses such as a Nursing Home and Civic Use. The draft policy includes provisions from DPS2 for car parking and landscaping and relevant provisions from other policies such as the *Height of Non-Residential Buildings Local Planning Policy* and the *Small Scale Renewable Energy Systems Policy*.

It is therefore recommended that Council supports the draft policy to allow it to be advertised for public comment for a period of 21 days.

### **BACKGROUND**

Currently, certain development requirements are contained in the City's *District Planning Scheme No. 2* (DPS2), while other development requirements are contained within local planning policies.

During the preparation and Council adoption of draft LPS3 it was proposed that all of the general development requirements be located within local planning policies, with the exception of the necessary 'head of power' provisions, for example, cash-in-lieu for car parking and the dual density code provisions applied under the *Local Housing Strategy Scheme Amendment No. 73* (CJ005-02/16 refers).

This gives Council the ability to adopt and amend these policies without the need to initiate an amendment to the scheme and the need to seek the approval of the Western Australian Planning Commission (WAPC) and Minister for Transport, Planning and Lands. It also allows Council to formulate and adopt development provisions without needing to justify specific details to the WAPC. Essentially it provides Council with control over its own development provisions and will ultimately save time as any updates to the development provisions will only need to be approved by Council rather than via a lengthy scheme amendment process.

It should be noted that whether development provisions are located in the planning scheme or in a local planning policy, the ability to vary provisions where it is considered appropriate to do so is still available. Clause 34(2) of draft LPS3 allows the local government to approve an application for development approval that does not comply with the site and development requirements of the scheme. There is no greater certainty including development provisions in the scheme as opposed to a local planning policy as both can be varied.

In addition, locating the development requirements in local planning policies provides ease of use for applicants as the provisions are found in one place rather than some in the scheme and some in local planning policies.

The *Residential Development Local Planning Policy* was adopted by Council at its meeting held on 15 December 2015 (CJ228-12/15 refers). It applies to all residential development within the City. It does not however apply to non-residential development in the 'Residential' or 'Special Residential' zone. With the removal of the development provisions from LPS3, a policy is needed to cover the non-residential development requirements that were previously contained in DPS2.

The following non-residential land uses are permissible in the 'Residential' zone however are not currently covered by other LPS3 local planning policies:

- Caravan Park.
- Civic Use.
- Home Store.
- Land Sales Office (Temporary).
- Nursing Home.
- Park Home Park.
- Retirement Village.

As draft LPS3 does not contain development provisions, this local planning policy is required to be prepared concurrently with the scheme adoption process to ensure that once final approval is given to draft LPS3, the policy has also been advertised and adopted so that these documents can work together. If the policy is not progressed in a timely manner, there is a risk that the Scheme could be adopted and there would be no provisions to guide non-residential development in the 'Residential' and 'Special Residential' zones.

At its meeting held on 16 February 2016 (CJ005-02/16 refers), Council resolved to advertise draft LPS3. After undertaking a number of modifications required by the WAPC, draft LPS3 was advertised for public comment closing on 14 February 2017. Draft LPS3 was considered by Council at its meeting held on 16 May 2017 (CJ068-05/17 refers) and referred back to the Chief Executive Officer for further consideration. At its meeting held on 27 June 2017 (CJ089-06/17 refers), Council resolved to support draft LPS3 subject to modifications and the draft scheme has now been forwarded to the WAPC for consideration.

## **DETAILS**

The draft policy provides the development requirements for non-residential development in residential areas, which includes development within the 'Residential' and 'Special Residential' zones and structure plan areas where the 'Residential' zone is applied (Attachment 1 refers).

The current provisions contained within DPS2 regarding non-residential development have been reviewed and a local planning policy has been developed. The main provisions including proposed changes are outlined below.

### Setbacks to buildings

The building setbacks for non-residential buildings are currently contained in DPS2 and are applied to all non-residential development, whether or not the development is located in a residential area. The non-residential building setbacks are large, being a nine metre front setback, six metre rear setback and three metre side setback.

It is considered that the current setback requirements do not facilitate development of non-residential buildings that are in keeping with the residential area in which they are to be located. Therefore, it is proposed within the draft policy that building setbacks be assessed in accordance with Part 5 of the *Residential Design Codes* (R-Codes) and the table included in the draft policy. This will allow new buildings and additions to existing non-residential buildings to be setback in keeping with the residential environment and maintain the residential streetscape.

### Building height

The proposed building heights are the same as those in the existing *Height of Non-Residential Buildings Local Planning Policy* for development in the 'Residential' zone. The provisions contained in the *Height of Non-Residential Buildings Local Planning Policy* have now been incorporated into each relevant policy and therefore this policy can be revoked if / when the *Non-Residential Development in the Residential Zone Local Planning Policy* is finalised.

### Building design

DPS2 contains very few provisions regarding the design and built form of development. The draft policy requires that the appearance of buildings must be sympathetic to the residential environment in which they are situated. This provision is similar to that within the *Residential Development Local Planning Policy* and will help to ensure that non-residential buildings maintain a residential appearance, and integrate with the surrounding area.

### Parking and access

DPS2 does not list a car parking standard for every land use in the scheme. It is considered preferable however, that each land use has an applicable parking standard and therefore the draft policy proposes to include a parking standard for each non-residential land use that can be undertaken in the 'Residential' and 'Special Residential' zone.

Where DPS2 contained a car parking standard, this standard has been transposed to the new policy. The current visitor car parking requirement of 'one per 10 sites' for a caravan park within DPS2 is proposed to be modified to supplement the parking standard to clarify that one car bay is also required for each caravan or chalet site. Where there was no parking standard, such as for Retirement Village and Nursing Home, a parking standard based on similar land uses has been introduced.

Provisions for car park design, vehicle and pedestrian access have also been included to provide safe vehicle and pedestrian access to these lots.

### Landscaping

The proposed landscaping requirements are the same as DPS2 in regard to the perthree 3 metre wide landscaping strip along all street boundaries where a development has a car parking area abutting the street. There is no requirement for landscaping where a car parking area does not abut the street. The policy proposes a 1.5 metre wide landscaping strip adjacent to all streets regardless of whether there is a car parking area or not. A minimum size of 4m<sup>2</sup> for landscaped areas is proposed to be included to ensure a usable area of land is provided.

### Servicing

The provisions regarding servicing have been retained from DPS2 to state that bin storage areas must be screened. In addition, provisions regarding external fixtures such as air conditioning units, rainwater tanks and letterboxes have been included requiring that they are located on the roof, basement or rear of the building and concealed from view from the street. Provisions regarding lighting have also been included to minimise the impact of lighting by requiring it to comply with the relevant Australian Standards.

### Sea containers

The provisions of the City's *Use of Sea Containers Policy* that are relevant have been incorporated into this draft policy.

### Small scale renewable energy systems

The provisions of the City's *Small Scale Renewable Energy Systems Policy* have been incorporated into this draft policy. It is proposed that this policy be revoked as, if/when the *Non-Residential Development in the Residential Zone Local Planning Policy* is finalised, the provisions will have been incorporated into all the individual zone based policies.

### Issues and options considered

Council has the option to either:

- advertise the draft *Non-Residential Development in the Residential Zone Local Planning Policy*, with or without modifications  
or
- not support the advertising of the draft *Non-Residential Development in the Residential Zone Local Planning Policy*.

### Legislation / Strategic Community Plan / policy implications

**Legislation** *Planning and Development (Local Planning Schemes) Regulations 2015.*  
*Draft Local Planning Scheme No. 3.*

### 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**

- *Height on Non-Residential Buildings Local Planning Policy.*
- *Use of Sea Containers Policy.*
- *Small Scale Renewable Energy Systems Policy.*

### Risk management considerations

General development provisions and standards are not included in draft LPS3 and instead are to be outlined in local planning policies. If the policies associated with the new planning scheme are not progressed, there is a risk that the new scheme may become operational without the development provisions and standards needed to assess development applications.

### Financial / budget implications

The costs associated with any public advertising and notice of any final adoption will be approximately \$1,000.

### Regional significance

Not applicable.

### Sustainability implications

Not applicable.

## Consultation

The deemed provisions as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* require a new policy or major amendment to a policy to be advertised for public comment for a period of not less than 21 days.

The policy is considered to be a new policy and therefore should be advertised for 21 days as follows:

- A notice published in the local newspaper.
- A notice and documents placed on the City's website.

If, in the opinion of the City, the policy is inconsistent with any State Planning Policy, then notice of the proposed policy is to be given to the Western Australian Planning Commission. The proposed policy is not considered to be inconsistent with any State Planning Policy.

## COMMENT

In accordance with the preparation and consideration of draft LSP3 by Council, it is recommended that the draft *Non-Residential Development in the Residential Zone Local Planning Policy* be progressed to ensure that provisions are in place to guide the establishment of non-residential development in residential areas in a manner that will not have an adverse impact on the amenity the residential area in which it sits.

In the event that the *Non-Residential Development in the Residential Zone Local Planning Policy* is finalised, it is recommended that the *Small Scale Renewable Energy Systems Policy* be revoked as the provisions will have been incorporated into the zone based policies and the policy will no longer be required.

It is therefore recommended that Council advertise the draft revised *Non-Residential Development in the Residential Zone Local Planning Policy* for public comment for a period of 21 days.

## VOTING REQUIREMENTS

Simple Majority.

## COMMITTEE RECOMMENDATION

The committee recommendation to Council for this report (as detailed below) was resolved by the Policy Committee at its meeting held on 2 October 2017.

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

**RECOMMENDATION**

**That Council in accordance with clauses 3 and 4 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PREPARES and ADVERTISES the draft *Non-Residential Development in the Residential Zone Local Planning Policy*, as shown in Attachment 1 to Report CJ173-10/17, for a period of 21 days.**

*Appendix 14 refers*

*To access this attachment on electronic document, click here: [Attach14agn171010.pdf](#)*

## **CJ174-10/17 DRAFT CHILD CARE PREMISES LOCAL PLANNING POLICY - CONSIDERATION FOLLOWING ADVERTISING**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Ms Dale Page Planning and Community Development
<b>FILE NUMBER</b>	85510, 101515
<b>ATTACHMENTS</b>	Attachment 1 Draft <i>Child Care Premises Local Planning Policy – tracked changes</i> Attachment 2 Draft <i>Child Care Premises Local Planning Policy – as proposed</i>
<b>AUTHORITY / DISCRETION</b>	Legislative - includes the adoption of local laws, planning schemes and policies.

### **PURPOSE**

For Council to consider the draft *Child Care Premises Local Planning Policy*, following advertising, for the purposes of final adoption.

### **EXECUTIVE SUMMARY**

At its meeting held on 27 June 2017 (CJ107-06/17 refers), Council considered the draft *Child Care Premises Local Planning Policy* and resolved that it be advertised for public comment.

The draft policy was advertised from 13 July 2017 to 3 August 2017. No submissions were received, however, minor modifications are proposed to the draft policy to clarify building setbacks in the 'Residential' zone.

It is therefore recommended that Council endorses the *Child Care Premises Local Planning Policy*, with modifications.

### **BACKGROUND**

Currently, certain development requirements are contained in the City's *District Planning Scheme No. 2* (DPS2), while other development requirements are contained within local planning policies.

During the preparation and Council adoption of draft *Local Planning Scheme No. 3* (LPS3), it was proposed that all of the general development requirements be located within local planning policies, with the exception of the necessary 'head of power' provisions, for example, cash-in-lieu for car parking and the dual density code provisions applied under the *Local Housing Strategy Scheme Amendment No. 73* (CJ005-02/16 refers).

This gives Council the ability to adopt and amend these policies without the need to initiate an amendment to the scheme and the need to seek the approval of the Western Australian Planning Commission (WAPC) and Minister for Transport, Planning and Lands. It also allows Council to formulate and adopt development provisions without needing to justify specific details to the WAPC. Essentially, it provides Council with control over its own development provisions and will ultimately save time as any updates to the development provisions will only need to be approved by Council rather than via a lengthy scheme amendment process.

It should be noted that whether development provisions are located in the planning scheme or in a local planning policy, the ability to vary provisions where it is considered appropriate to do so is still available. Clause 34(2) of draft LPS3 allows the local government to approve an application for development approval that does not comply with the site and development requirements of the scheme. There is no greater certainty including development provisions in the scheme as opposed to a local planning policy as both can be varied.

In addition, locating the development requirements in local planning policies provides ease of use for applicants as the provisions are found in one place rather than some in the scheme and some in local planning policies.

The existing *Child Care Centres Policy* requires review as a result of the name and definition change of the land use in LPS3 and the removal of the development provisions from DPS2, which will now be included in the policy. If the revised policy is not progressed in a timely manner, there is a risk that LPS could become operative and there would not be sufficient provisions to guide the development of child care premises within the City.

At its meeting held on 16 February 2016 (CJ005-02/16 refers), Council resolved to advertise draft LPS3). After undertaking a number of modifications required by the WAPC, draft LPS3 was advertised for public comment closing on 14 February 2017. Draft LPS3 was considered by Council at its meeting held on 16 May 2017 (CJ068-05/17 refers) and referred back to the Chief Executive Officer for further consideration. At its meeting held on 27 June 2017 (CJ089-06/17 refers), Council resolved to support draft LPS3 subject to modifications and the draft scheme has now been forwarded to the WAPC for consideration.

At its meeting held on 27 June 2017 (CJ107-06/17 refers), Council resolved to proceed with the draft *Child Care Premises Local Planning Policy* for the purpose of advertising.

## **DETAILS**

As with the existing policy, the draft policy applies to all child care premises within the City of Joondalup (Attachment 1 refers).

The land use name and definition has changed from 'child care centre' in DPS2 to 'child care premises' in draft LPS3. The definition change is a result of reference to updated legislation, however, there is no fundamental change to the meaning of the land use.

The provisions contained within the existing policy and DPS2 were reviewed and a revised local planning policy was developed and advertised for public comment. It is noted that the majority of provisions have been working well and remain relevant. The main policy provisions including proposed changes are outlined below.

### Location

The location requirements in the current policy have been retained. These include the preference to locate child care premises adjacent to non-residential land uses and on local distributor roads.

### Building setbacks

The building setbacks for non-residential buildings are currently contained in DPS2 and apply to all child care premises regardless of the zone in which they are located. However, the current policy indicates that setbacks in the 'Residential' zone may be varied in order to more appropriately reflect the existing building setbacks in the immediate vicinity. The non-residential building setbacks are large, being a nine metre front setback, six metre rear setback and three metre side setback.

It is considered that these setbacks do not assist in creating buildings that are in keeping with the zone in which they are located. Therefore, it is proposed within the draft policy that building setbacks are in accordance with the relevant zone in which they are located.

Within the 'Residential' zone, the building setbacks to child care premises are proposed to be assessed in accordance with the *Residential Design Codes*. This will allow new child care premises and additions to existing child care premises to be setback in keeping with the existing residential environment and maintain the residential streetscape.

In other zones, the specific zone policy will guide the building setback requirements of child care premises in order to achieve consistent streetscapes in these areas.

### Building height

The proposed building height included in the revised policy matches the requirements of the *Height of Non-Residential Buildings Local Planning Policy* for development in the 'Residential', 'Commercial R40', 'Mixed Use R40' and 'Private clubs, institutions and places of worship' zones, being a maximum height equivalent to two storeys. This height requirement is considered appropriate and equivalent to other development within these zones and will facilitate consistent streetscapes in these areas.

### Car parking and access

The proposed car parking standard is the same as within DPS2 and the current policy which is based on the number of children plus one bay per employee.

The car park design and access requirements have been retained from the current policy, but have been reformatted in accordance with the tables in the other LPS3 policies. These requirements have also been streamlined and simplified to assist in the useability of the document.

### *Bicycle parking*

As it is considered appropriate that bicycle parking is provided for staff, a bicycle parking standard has been introduced of one space per eight employees. The standard is based on the Austroads guidelines standard for consulting rooms as there were no standards specifically for child care premises.

Landscaping

The proposed landscaping requirements are the same as DPS2 in regard to the percentage of landscaping required, being 8% of the site. However, DPS2 requires a minimum three metre wide landscaping strip along all street boundaries where a development has a car parking area abutting the street. There is no requirement for landscaping where a car parking area does not abut the street. The policy proposes a 1.5 metre wide landscaping strip adjacent to all streets regardless of whether there is a car parking area or not. A minimum size of 4m<sup>2</sup> for landscaped areas is proposed to be included to ensure a usable area of land is provided.

Hours of operation

The hours of operation for child care premises located in, or adjoining, the 'Residential' zone are proposed to be the same as in the current policy, being Monday to Friday 7.00am to 6.00pm, Saturday 8.00am to 1.00pm, with no operation on Sundays. There are no restrictions on the hours of operation for premises located in non-residential areas.

**Issues and options considered**

Council has the option to either:

- proceed with the policy, with or without modification  
or
- not proceed with the policy.

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

- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- *Draft Local Planning Scheme No. 3.*

**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**

*Child Care Centres Policy.*

**Risk management considerations**

General development provisions and standards are not included in draft LPS3 and instead are to be outlined in local planning policies. If the policies associated with the new planning scheme are not progressed, there is a risk that the new scheme may become operational without the development provisions and standards needed to assess development applications.

**Financial / budget implications**

The costs associated with the public advertising and notice of any final adoption will be approximately \$1,000.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

The draft policy was advertised for public comment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* from 13 July 2017, closing on 3 August 2017, by way of:

- a notice published in the local newspaper
- a notice and documents placed on the City's website.

No submissions were received during the public consultation period.

**COMMENT**

Minor modifications are proposed to the draft policy to clarify building setbacks in the 'Residential' zone. The advertised policy stated that setbacks in the 'Residential' zone are to be in accordance with the R-Codes. This is considered appropriate for the lower density codes, however for the higher density codes such as R80, a primary street setback of two metres is not considered appropriate for a child care premises and therefore a table has been introduced to specify the street setbacks. In addition, the secondary street setback for R40 and above is one metre under the R-Codes, whereas the minimum landscaping requirement adjacent to a street boundary is 1.5 metres. This has been modified to 1.5 metres for R40 and above.

These modifications are considered to be minor and it is recommended that Council proceed with the *Child Care Premises Local Planning Policy*. It is noted that the policy will come into effect when a notice is published in the local newspaper, however this will not occur until after *Local Planning Scheme No. 3* has been approved by the Minister for Transport, Planning and Lands and published in the *Government Gazette*.

**VOTING REQUIREMENTS**

Simple Majority.

**COMMITTEE RECOMMENDATION**

The committee recommendation to Council for this report (as detailed below) was resolved by the Policy Committee at its meeting held on 2 October 2017.

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

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

- 1** in accordance with subclauses 4(3)(b)(ii) and 5(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROCEEDS with the *Child Care Premises Local Planning Policy*, as included in Attachment 1 to Report CJ174-10/17;
- 2** NOTES that the *Child Care Premises Local Planning Policy* will come into effect when published in the local newspaper which will occur once *Local Planning Scheme No. 3* comes into effect.

*Appendix 15 refers*

To access this attachment on electronic document, click here: [Attach15agn171010.pdf](#)

**URGENT BUSINESS**

**MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

**CLOSURE**



**DECLARATION OF  
FINANCIAL INTEREST/PROXIMITY INTEREST/INTEREST THAT  
MAY AFFECT IMPARTIALITY**

**To: CHIEF EXECUTIVE OFFICER  
CITY OF JOONDALUP**

<b>Name/ Position</b>	
<b>Meeting Date</b>	
<b>Item No/ Subject</b>	
<b>Nature of Interest</b>	Financial Interest * Proximity Interest* Interest that may affect impartiality* <span style="float: right;"><i>* Delete where not applicable</i></span>
<b>Extent of Interest</b>	
<b>Signature</b>	
<b>Date</b>	

Section 5.65(1) of the *Local Government Act 1995* states that:

*“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:*

- (a) in a written notice given to the CEO before the meeting; or*
- (b) at the meeting immediately before the matter is discussed.*



**QUESTION TO BE ASKED AT  
BRIEFING SESSION/COUNCIL MEETING**

<b>TITLE</b> <i>(Mr/Mrs/Ms/Dr)</i>	<b>FIRST NAME</b>	<b>SURNAME</b>	<b>ADDRESS</b>

**QUESTIONS**

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Please submit this form at the meeting or:

- **post** to The Chief Executive Officer, City of Joondalup, P O Box 21, Joondalup WA 6919
- **email** to [council.questions@joondalup.wa.gov.au](mailto:council.questions@joondalup.wa.gov.au)

**Please note that:**

- Questions asked at a **Briefing Session** must relate to matters contained on the draft agenda.
- Questions asked at a **Council meeting** can relate to matters that affect the operations of the City of Joondalup.
- Questions asked at a **Special Meeting of the Council** must relate to the purpose for which the meeting has been called



**STATEMENT TO BE MADE AT**  
**BRIEFING SESSION/COUNCIL MEETING**

<b>TITLE</b> <i>(Mr/Mrs/Ms/Dr)</i>	<b>FIRST NAME</b>	<b>SURNAME</b>	<b>ADDRESS</b>

**STATEMENT**

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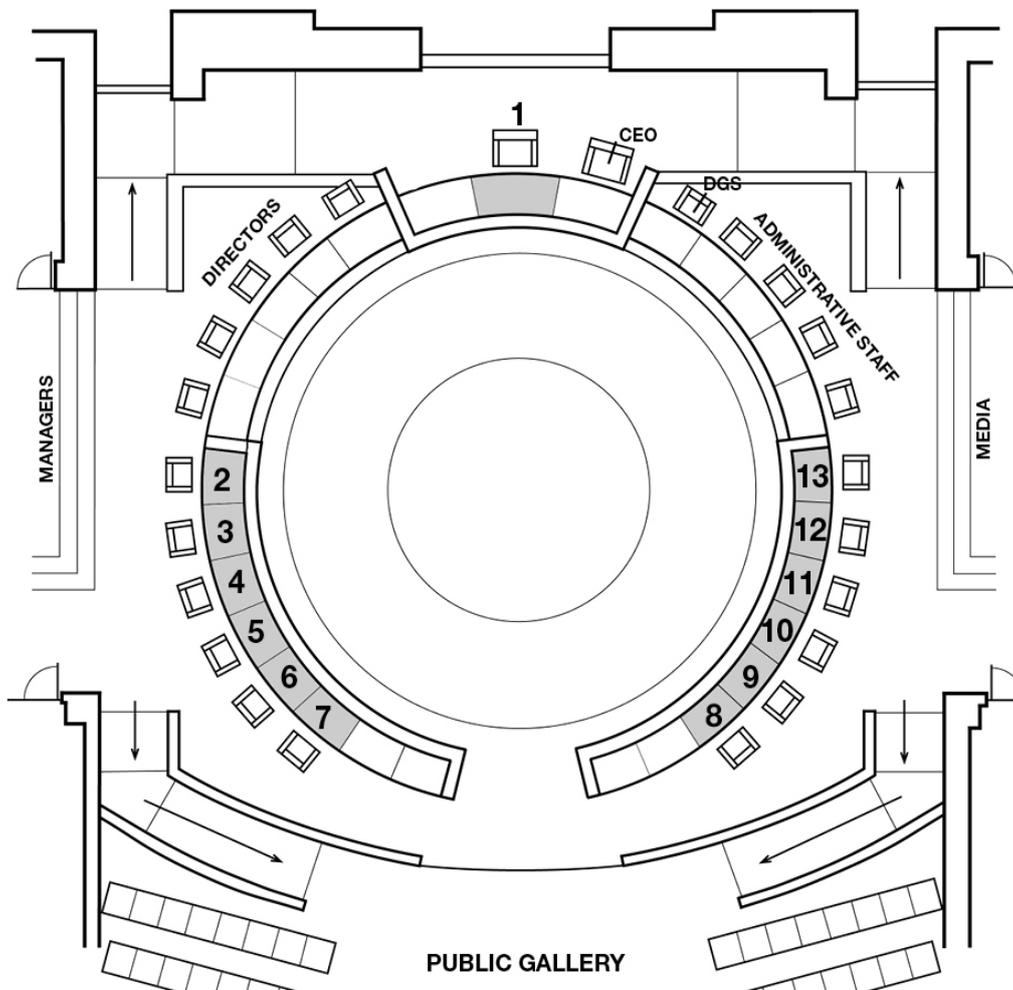
Please submit this form at the meeting or:

- **post** to The Chief Executive Officer, City of Joondalup, P O Box 21, Joondalup WA 6919
- **email** to [council.questions@joondalup.wa.gov.au](mailto:council.questions@joondalup.wa.gov.au)

**Please note that:**

- Statements made at a **Briefing Session** must relate to matters contained on the draft agenda.
- Statements made at a **Council meeting** can relate to matters that affect the operations of the City of Joondalup.
- Statements made at a **Special Meeting of the Council** must relate to the purpose for which the meeting has been called

## Council Chambers – 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)