

agenda

Briefing Session

A BRIEFING SESSION WILL BE HELD IN THE COUNCIL CHAMBER,
JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP

ON **TUESDAY 14 JUNE 2022**

COMMENCING AT **6.30pm**

JAMES PEARSON
Chief Executive Officer
10 June 2022

Acknowledgement of Traditional Custodians

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

This document is available in alternate formats upon request

PUBLIC QUESTION TIME

Residents and / or ratepayers of the City of Joondalup are requested to lodge questions in writing by 9.00am on **Monday 13 June 2022.**

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

QUESTIONS TO

council.questions@joondalup.wa.gov.au

PO Box 21 Joondalup WA 6919

www.joondalup.wa.gov.au

IMPORTANT INFORMATION

ATTENDANCE AT MEETINGS DURING STATE OF EMERGENCY

On Tuesday 26 April 2022, the Premier announced that Covid-19 public health measures will be eased in Western Australia.

From 12:01am Friday 29 April 2022 the following will apply to the Council Chambers and Civic Centre building:

- masks are no longer required however, will be encouraged where physical distancing is not possible
- capacity limits will be removed
- check-in requirements are no longer required
- access doors to the Civic Centre Building will be no longer be locked prior to a public Briefing/Council meeting however, City Staff and Security staff will be present to provide assistance to members of the public and to ensure public safety is maintained
- hand sanitiser will continue to be provided by the City and members of the public are encouraged to use it when required
- City staff will continue to clean the public microphone/lectern following each use
- members of the public are encouraged not to attend a meeting should they feel unwell or if they have been in contact with a known Covid-19 case.

Members of the public are able to access audio of the proceedings at <https://joondalup.wa.gov.au/kb/resident/live-council-meeting-audio-feed>.

Further information can be provided by contacting the Governance Coordinator on 9400 4369.

CIVIC CENTRE EMERGENCY PROCEDURES

The City of Joondalup values the health and safety of all visitors to City of Joondalup facilities. The following emergency procedures are in place to help make evacuation of the City of Joondalup Civic Centre safe and easy.

Alarms

The City of Joondalup emergency system has two alarm tones:

- Alert Tone (Beep... Beep... Beep)
- Evacuation Tone (Whoop...Whoop...Whoop)

On hearing the Alert Tone (Beep... Beep... Beep):

- DO NOT EVACUATE ON THIS TONE.
- Remain where you are.
- All designated Fire Wardens will respond and assess the immediate area for danger.
- Always follow instructions from the designated Fire Wardens.

On hearing the Evacuation Tone (Whoop...Whoop...Whoop):

- Evacuate the building immediately as directed by a Fire Warden or via the nearest safe exit.
- Do not use lifts.
- Remain calm and proceed to the designated Assembly Area (refer to site plan below).
- People with impaired mobility (those who cannot use the stairs unaided) should report to a Fire Warden who will arrange for their safe evacuation.
- Do not re-enter the building until authorised to do so by Emergency Services.



CODE OF CONDUCT

Council Members and Committee Members are to observe the City's adopted *Code of Conduct for Council Members, Committee Members and Candidates*. The following general principles guide the behaviours of Council Members (being the Mayor and Councillors) and other committee members while performing their role at the City:

Personal Integrity

- (1) A council member or committee member should –
 - (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) identify and appropriately manage any conflict of interest; and
 - (e) avoid damage to the reputation of the City.
- (2) A council member or committee member should –
 - (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the City in relation to the performance of their role.

Relationship with others

- (1) A council member or committee member should –
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

Accountability

A council member or committee member should –

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to Council or Committee meetings, Briefing Sessions or Strategy Sessions; and
- (d) be open and accountable to, and represent, the community in the district.

Employees are bound by the City's *Code of Conduct for Employees* which details similar provisions to be observed.

BRIEFING SESSIONS

The following procedures for the conduct of Briefing Sessions were adopted at the Council meeting held on 21 April 2020:

INTRODUCTION

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

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

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

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

PURPOSE OF BRIEFING SESSIONS

Briefing Sessions will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public.

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

PROCEDURES FOR BRIEFING SESSIONS

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

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

- 4 The Mayor is to be the Presiding Member at Briefing Sessions. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside at the Briefing Session. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the Briefing Session.
- 5 There is to be no debate among Elected Members on any matters raised during the Briefing Session.
- 6 Relevant employees of the City will be available to make a presentation or respond to questions on matters listed on the agenda for the Briefing Session.
- 7 All Elected Members will be given a fair and equal opportunity to participate in the Briefing Session.
- 8 The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.
- 9 Good governance principles recommend that Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Briefing Sessions. When disclosing an interest, the following provisions apply:
 - (a) Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Model Code of Conduct) Regulations 2021* and the *City's Code of Conduct*.
 - (b) Elected Members disclosing a financial interest, or a proximity interest will not participate in that part of the session relating to the matter to which their interest applies and shall depart the room.
 - (c) The remaining Elected Members may agree that an Elected Member disclosing a financial or proximity interest may participate in discussion on the matter if the remaining Elected Members agree:
 - (i) is so trivial or insignificant as to be unlikely to influence the disclosing Elected Member's conduct in relation to the matter
or
 - (ii) is common to a significant number of electors and ratepayers of the City,and a record of that agreement is to be made in the notes kept for the Briefing Session.
 - (d) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.
- 10 A record shall be kept of all Briefing Sessions. As no decisions are made at a Briefing Session, the record need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members.

RECORDING OF THE PROCEEDINGS OF THE BRIEFING SESSION

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

PROCEDURES FOR DEPUTATIONS

- 1 Prior to the agenda of a Briefing Session being discussed by Elected Members, members of the public will be provided an opportunity to make a deputation at the Briefing Session.
- 2 Members of the public wishing to make a deputation at a Briefing Session may make a written request to the Chief Executive Officer through the on-line form on the City's website by close of business on the working day immediately prior to the scheduled Briefing Session.
- 3 Deputation requests are to be approved by the Presiding Member and must relate to report listed in the agenda of the Briefing Session. The City will confirm with the person if a deputation request is approved including any limitations that apply.
- 4 Any visual presentation in support of the deputation (such as a PowerPoint presentation) must be received by the City by 12.00 noon of the day of the Briefing Session. No other information or material will be distributed to Elected Members at the Briefing Session.
- 5 A deputation may consist of no more than five people, only three of which may address the Briefing Session. Other parties of the Deputation may be called on by the Elected Members to respond to questions should they so wish.
- 6 A maximum time of one hour will be set aside for all deputations at Briefing Sessions. Each deputation can address the Briefing Session up to a maximum period of 15 minutes (including time for Elected Member questions) however the Presiding Member may reduce this time where the number of approved deputations would exceed the maximum one hour limit set aside for deputations.
- 7 A person that forms part of a deputation is prevented from making a public statement at the Briefing Session on the same matter.

To request an opportunity to make a Deputation complete the [Deputation Request Form](#).

PROCEDURES FOR PUBLIC QUESTION TIME

Questions asked Verbally

- 1 Members of the public are invited to ask questions at Briefing Sessions.
- 2 Questions asked at a Briefing Session must relate to a report contained in the agenda.
- 3 A register will be provided for those persons wanting to ask questions to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state 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 person.
- 5 Statements are not to precede a question during public question time and questions must be succinct and to the point. Statements can only be made during public statement time.
- 6 Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.
- 7 Public question time will be allocated a minimum of 15 minutes. Public question time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions. The Presiding Member may extend public question time in intervals of 10 minutes, but the total time allocated for public question time is not to exceed 35 minutes in total.
- 8 Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory on a particular Elected Member or City employee. The Presiding Member shall decide to:
 - accept or reject any question and their decision is final
 - nominate a City employee to respond to the question
 - or
 - take a question on notice. In this case a written response will be provided as soon as possible and included in the agenda of the next Briefing Session.
- 9 Where an Elected Member is of the opinion that a member of the public is:
 - asking a question at a Briefing Session that is not relevant to a report listed in the agenda
 - or
 - making a statement during public question time,they may bring it to the attention of the Presiding Member who will make a ruling.
- 10 Questions and any responses will be summarised and included in the agenda of the next Briefing Session.

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

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

- 1 Only City of Joondalup residents and / or ratepayers may submit questions to the City in writing.
- 2 Questions must relate to a report contained in the agenda.
- 3 The City will accept a maximum of five written questions per City of Joondalup resident / ratepayer. To ensure equity 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 Briefing Session will be responded to, where possible, at the Briefing Session. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
- 5 The Presiding Member shall decide to accept or reject any written question and their 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.
- 6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- 7 Written questions unable to be responded to at the Briefing Session will be taken on notice. In this case, a written response will be provided as soon as possible and included in the agenda of the next Briefing Session.
- 8 A person who submits written questions may also ask questions at a Briefing Session and questions asked verbally may be different to those submitted in writing.
- 9 Questions and any response will be summarised and included in the agenda of the next Briefing Session.
- 10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act 1992). Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and may refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

Written questions should be sent via email to council.questions@joondalup.wa.gov.au.

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

- 1 Members of the public are invited to make public statements verbally at Briefing Sessions.
- 2 Statements made at a Briefing Session must relate to a report contained in the agenda.
- 3 A register will be provided for those persons wanting to make a statement to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state their name and full address.
- 4 Public statement time will be limited to two minutes per person.
- 5 Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.
- 6 Public statement time will be allocated a maximum time of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier if there are no further statements.
- 7 Statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.
- 8 Where an Elected Member is of the opinion that a member of the public is making a statement at a Briefing Session, that is not relevant to a report listed in the agenda, they may bring it to the attention of the Presiding Member who will make a ruling.
- 9 Public statements will be summarised and included in the agenda of the next Briefing Session.

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LATE ITEMS / ADDITIONAL INFORMATION

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

[*AdditionalInformation.pdf*](#)

CITY OF JOONDALUP – BRIEFING SESSION

To be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday 14 June 2022** commencing at **6.30pm**.

ORDER OF BUSINESS

OPEN AND WELCOME

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

DEPUTATIONS

The following summarised deputations were submitted to the Briefing Session held on Tuesday 10 May 2022.

DEPUTATION NO. 1 – ITEM 4 - PROPOSED SEVEN MULTIPLE DWELLINGS AT LOT 503 (9) TOTTENHAM ROAD, JOONDALUP

Mr Trevor Phillips addressed the Elected Members speaking against the proposed development at Lot 503 (9) Tottenham Road, Joondalup.

Mr Phillips addressed the concerns of those living in close proximity to the proposed development, stating that whilst the height of the proposed development complies with parts of the amended Joondalup Activity Centre plan, it is at odds with the surrounding streetscape. Mr Phillips said the privacy of many will be impinged by being overlooked by the proposed structure, and that the proposed development will look incongruous in the midst of the single, two, and three-storey existing structures in the area.

Mr Phillips stated that the area forms part of the Activity Centre Plan which is to promote health and wellness, and that the built environment to date is compliant with the requirements as they contribute to wellness by providing a pleasant environment. Mr Phillips went on to say the proposed development does nothing that could be considered as contributing to health and wellness, but instead, will create anxiety and dissatisfaction.

Mr Phillips also stated that parking around the proposed development was limited, and that the issue of future parking permits for the undeveloped land may cause a major parking problem. Mr Phillips added the stacker arrangement for parking in the proposed development is awkward, with limited tolerances to negotiate the system, and may cause difficulty in parking for residents, which may, therefore, lead to residents parking in the street.

Mr Phillips stated that there are undeveloped sites with Tottenham Road frontage, and there is concern that similar structures may be approved for these sites, which he claimed would have a disastrous effect on residents. He stated that any development on the Tottenham Road site will favour the City by reducing the number of vacant lots, and provide additional cashflow in the form of rates, but that a reduction in the height of the proposed structure would still provide a favourable outcome, albeit with a reduction in rates.

Mr Phillips urged Elected Members to take into account the effect on the local community should the proposed development be approved.

DEPUTATION NO. 2 – ITEM 4 - PROPOSED SEVEN MULTIPLE DWELLINGS AT LOT 503 (9) TOTTENHAM ROAD, JOONDALUP

Mr Carlo Famiano addressed the Elected Members speaking in favour of the proposed development at Lot 503 (9) Tottenham Road, Joondalup, stating that he is supportive of the recommendation for approval by the City's planning staff, and the conditions imposed as part of that report are also supported.

Mr Famiano, the representative for the developer and landowner, stated that feedback from City staff (as part of their assessment), comments made by the design review panel, as well as submissions received by the City as part of the public advertising period had been analysed and amendments had been made to:

- reduce the number of dwellings
- a reduced height of the building
- a reduction to the yield of the building
- an increase to landscaping to the proposed development
- a removal of solid fencing to McClarty Avenue
- include onsite waste disposal pickup
- include more pedestrian access links
- allow for a diverse design that, in the future, the frontage on Tottenham Road could be converted to, possibly an office.

Mr Famiano noted that the Joondalup Activity Centre plan has a minimum height limit of 13.5 metres, which could be a four-storey building and a maximum height limit of 20.5 metres, which could be a six-storey building, and that the planning framework that has been put in place allows for the height.

Mr Famiano advised that the proposed development comprises additional parking, more than what is required for this type of development, adding that a traffic impact statement was undertaken by KCTT and that a number of changes were made to the proposed development to ensure that vehicles could enter, park, and exit adequately in accordance with the Australian Standards.

Mr Famiano stated that the proposed development is consistent with the Planning Framework; the objectives of the *Joondalup Activity Centre Plan*, the R-Codes, and the City's Scheme, adding that the proposed development has gone through a lengthy process, with the City of Joondalup recommending approval.

Mr Famiano urged Elected Members to support the proposed development as recommended.

PUBLIC QUESTION TIME

The following summarised questions were submitted to the Briefing Session held on Tuesday 10 May 2022.

M Kwok, Ocean Reef:

Re: Item 13 - Coastal Paid Parking Petition.

Q1 Was there paid public car parking in the Ocean Reef Marina Business Plan?

A1 The Director Corporate Services advised that the City in its Business Plan for the Ocean Reef Marina, considered some of the income source from paid parking.

Q2 The recommendation in the report requests for a policy for paid parking in coastal areas, how would you structure this policy?

A2 The Director Corporate Services advised that typically a policy would contain a statement outlining what Council's intent is with regard to the management of a particular issue, and then clarifying any specifics that relate to that particular policy statement.

The Director Corporate Services explained that the policy would look to address the issues and concerns raised in the petition and allow Council to consider all of the nuanced information that relates to paid parking in and around coastal areas, including specific-use-type parking.

PUBLIC STATEMENT TIME

APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence Previously Approved

Cr Russ Fishwick	19 to 22 June 2022 inclusive;
Cr Tom McLean	14 to 20 July 2022 inclusive;
Mayor Albert Jacob	4 to 22 July 2022 inclusive.

REPORTS

ITEM 1 DEVELOPMENT AND SUBDIVISION APPLICATIONS – APRIL 2022

WARD	All		
RESPONSIBLE DIRECTOR	Mr Chris Leigh Planning and Community Development		
FILE NUMBER	07032, 101515		
ATTACHMENTS	Attachment 1	Monthly Development Determined – April 2022	Applications
	Attachment 2	Monthly Subdivision Processed – April 2022	Applications
AUTHORITY / DISCRETION	Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for ‘noting’)		

PURPOSE

For Council to note the number and nature of applications considered under delegated authority during April 2022.

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 annually, or as required.

This report identifies the development applications determined by the administration under delegated authority powers during April 2022 (Attachment 1 refers), as well as the subdivision application referrals processed by the City during April 2022 (Attachment 2 refers).

BACKGROUND

Clause 82 of schedule 2 (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 15 June 2021 (CJ079-06/21 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 April 2022 is shown in the table below:

Type of subdivision referral	Number of referrals	Potential additional new lots
Subdivision applications	7	7
Strata subdivision applications	3	3
TOTAL	10	10

Of the subdivision referrals, six were to subdivide in housing opportunity areas, with the potential for six additional lots.

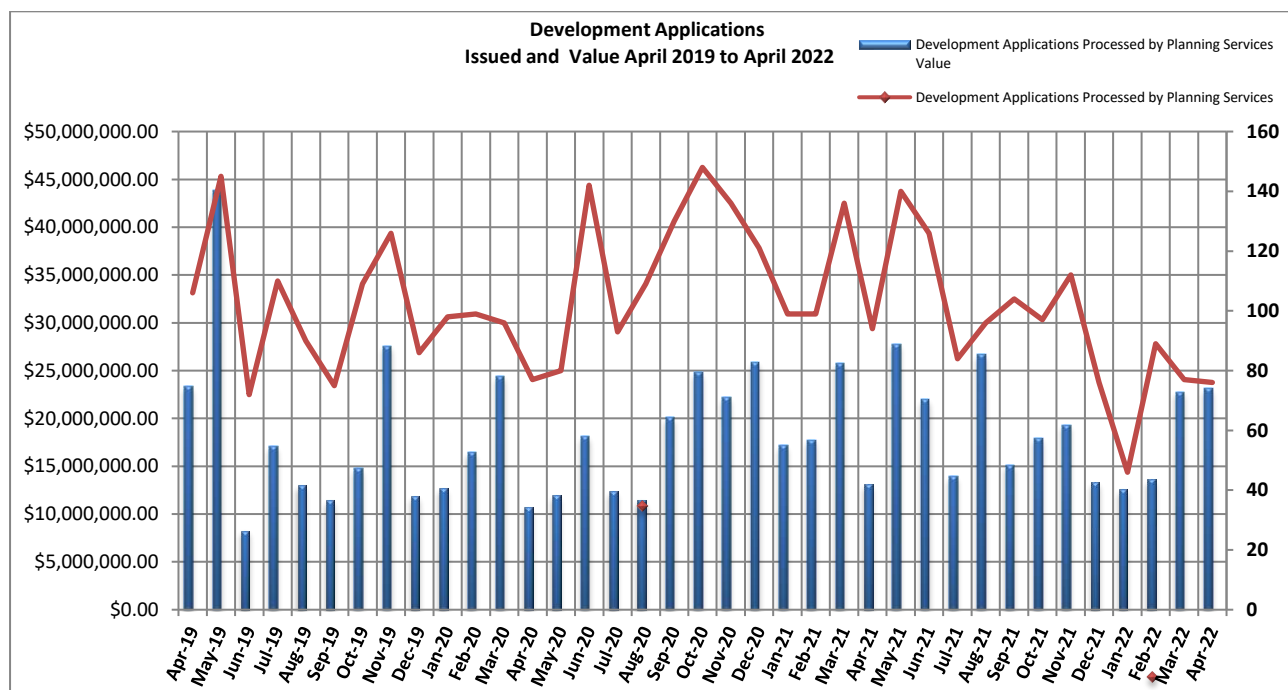
Development applications

The number of development applications determined under delegated authority during April 2022 is shown in the table below:

	Number	Value (\$)
Development applications processed by Planning Services	76	\$23,132,172

Of the 76 development applications, 11 were for new dwelling developments in housing opportunity areas, proposing a total of 11 additional dwellings.

The total number and value of development applications determined between April 2019 and April 2022 is illustrated in the graph below:



The number of development applications received during April 2022 was 75.

The number of development applications current at the end of April was 216. Of these, seven were pending further information from applicants and 10 were being advertised for public comment.

In addition to the above, 174 building permits were issued during the month of April with an estimated construction value of \$25,323,070.

Issues and options considered

Not applicable.

Legislation / Strategic Community Plan / Policy implications

Legislation *City of Joondalup Local Planning Scheme No. 3.
Planning and Development (Local Planning Schemes) Regulations 2015.*

Strategic Community Plan

Key theme Quality Urban Environment.

Objective Quality built outcomes.

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

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

Clause 82 of schedule 2 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 Clause 82 of schedule 2 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 76 development applications were determined for the month of April with a total amount of \$73,441.20 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 LPS3 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 this Report during April 2022;**
- 2 subdivision applications described in Attachment 2 to this Report during April 2022.**

Appendix 1 refers

To access this attachment on electronic document, click here: [Attach1brf220614.pdf](#)

ITEM 2 REGIONAL HOMELESSNESS PLAN 2022-23 – 2025-26

WARD	All
RESPONSIBLE DIRECTOR	Mr Chris Leigh Planning and Community Development
FILE NUMBER	78031, 101515
ATTACHMENTS	Attachment 1 <i>Regional Homelessness Plan 2018-19 – 2021-22</i> Attachment 2 <i>City of Joondalup Regional Homelessness Plan Annual Progress Report for 2020-21</i> Attachment 3 <i>Draft Regional Homelessness Plan 2022-23 – 2025-26</i>
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to consider the draft Regional Homelessness Plan 2022-23 – 2025-26.

EXECUTIVE SUMMARY

The City of Joondalup's Regional Homelessness Plan 2018-19 – 2021-22, developed and managed in partnership with the City of Wanneroo is due to expire in 2022.

The City has worked closely with the City of Wanneroo and the Joondalup Wanneroo Ending Homelessness Group (JWEHG) to review the current plan and assess the current and projected trends for homelessness in the area and have prepared the draft Regional Homelessness Plan 2022-23 – 2025-26 for consideration (Attachment 3 refers).

In preparing this document the Cities and the JWEHG identified that the three pillars within the current plan as well as many of the goals and focus areas, continue to have relevance to the Cities' approaches to homelessness in the region. As a result, the draft plan proposes to continue many of the previous plan's action items, while others have been consolidated or expanded.

The draft Regional Homelessness Plan 2022-23 – 2025-26 is presented for consideration by Council. As this is a regional document, created in partnership with the City of Wanneroo, it is understood that the City of Wanneroo Council will also consider the draft plan at its meeting scheduled for Tuesday, 14 June 2022.

It is therefore recommended that the Council endorses the Regional Homelessness Plan 2022-23 – 2025-26.

BACKGROUND

Preventing and Responding to Homelessness in the City of Joondalup report

In August 2015 the City commissioned Shelter WA to develop and present a report on homelessness within the City of Joondalup titled *Preventing and Responding to Homelessness in the City of Joondalup*, Council subsequently considered that report at its meeting held on 15 December 2015 (CJ207-12/15 refers) and resolved that:

- “1 RECEIVES the report prepared by Shelter WA, entitled “Preventing and Responding to Homelessness in the City of Joondalup”, as shown in Attachment 1 of Report CJ207-12/15;
- 2 SUPPORTS the development of a strategic position statement on homelessness in February 2016;
- 3 NOTES that the Chief Executive Officer will engage the City of Wanneroo to commence the development of a Regional Homelessness Strategy in early 2016;
- 4 SUPPORTS the City’s participation in the 2016 Ruah Registry Week, noting the requirement for a \$5,000 contribution by the City of Joondalup.”

City of Joondalup Strategic Position Statement (Homelessness)

Resulting from that decision, the City prepared, and Council endorsed a new Strategic Position Statement on homelessness at its meeting held on 19 April 2016 (CJ055-04/16 refers). This Strategic Position Statement was subsequently reaffirmed at Council meetings held on 17 April 2018 (CJ061-04/18 refers) and 8 December 2020 (CJ185-12/20 refers) as follows:

“The City of Joondalup recognises that a whole of community response is required to reduce and prevent homelessness and minimise the impact of homelessness on families, individuals, and the community.

The City’s role in addressing homelessness will be one of coordination, support, and advocacy in responding to homelessness in collaboration and partnership with the State and Federal Government, neighbouring local governments, homeless support services, community organisations and other relevant stakeholders to ensure that people experiencing homelessness are provided with effective and coordinated responses.”

Regional Homeless Plan 2018-19 – 2021-22

Guided by the Shelter WA report and its Strategic Position Statement, the City commenced work with the City of Wanneroo to prepare the first Regional Homelessness Plan. Informed by a significant public and stakeholder consultation process the Regional Homelessness Plan 2018 – 2021-22 was adopted by Council at its meeting held on 11 December 2018 (CJ216-12/18 refers) (Attachment 1 refers).

The Regional Homelessness Plan 2018-19 – 2021-22 vision is that:

“people at-risk of experiencing homelessness have the optimum opportunity to improve their circumstances”

And its purpose is to:

“articulate publicly the collaborative commitment of preventing and responding to end homelessness in the region”.

The plan is underpinned by the following three pillars:

- 1 Building community capacity, understanding and engagement.
- 2 Prevention and early intervention.
- 3 Responding to homelessness.

Each year the City undertakes a review of the plan's action items and develops an Annual Progress Report to measure its performance (Attachment 2 refers). The current plan has supported several positive outcomes to support people experiencing homelessness including:

- the development and implementation of a new City Protocol: *Responding to and Reporting of People Experiencing Homelessness*
- enhanced referral pathways, case conferencing and collaboration through Joondalup Wanneroo Ending Homelessness Group (JWEHG) meetings
- an increased partnership with Community Field Officers from the Australian Bureau of Statistics (ABS) in 2021 that is expected to deliver more accurate data for the census of those experiencing homelessness and rough sleeping
- increased communication and collaboration with agencies and groups to support an increase in local homelessness support services, resulting in support for people experiencing homelessness across Joondalup being able to access the following services:
 - Red Cross Meal Connect – a weekly mobile meal service at Lotteries House car park.
 - Ruah Community Services (Ruah) – weekly service in partnership with Meal Connect, assisting people to secure and maintain housing and support assertive outreach team conducting case work for people who are street present (limited capacity in the northern corridor).
 - Foodbank Mobile Service – a weekly mobile low-cost grocery service co-located with Meal Connect and Ruah.
 - St Vincent de Paul Vinnies Joondalup Support Centre - emergency assistance with food, utility bills, household furniture and bedding, free financial counselling, advocacy, emotional support and referrals.
 - No Limits Heart on the Street – assertive outreach to people who are street present, referrals, food and essentials.
 - Grace Church Drop-in Café - twice weekly meals, refreshments, hampers, social connection, toiletries, blankets and clothing.
 - Street Chaplain support on Friday evenings in the Joondalup CBD area.

It is important that the work resulting from the *Regional Homelessness Plan 2018-19 - 2021-22* continues to address the growing issue of homelessness within the Joondalup and Wanneroo region, so that the positive outcomes can be built on and strengthened to continue the vision and purpose going forward.

Joondalup Wanneroo Ending Homelessness Group (JWEHG)

The Cities of Joondalup and Wanneroo are founding members of the Joondalup Wanneroo Ending Homelessness Group (JWEHG). JWEHG is open to members from all sectors who are seeking to share information, collaborate and serve the community to end homelessness in the northern corridor. The Red Cross is currently the lead organisation of the group with the City of Joondalup, City of Wanneroo, community groups, faith-based organisation, service providers and people with lived experience also participating members of the group.

Collectively, the group represents the key stakeholders involved in supporting efforts to prevent and end homelessness in the northern region and the group is integral to the delivery of the Regional Homeless Plan.

Current homelessness statistics

Despite a JWEHG commitment to data collection and several attempts to address this there continues to be challenges in both data collection and aggregation, and no centralised way of collecting meaningful and accurate homelessness data. Both the City of Joondalup and the City of Wanneroo rely on the number of reports that each receive from the public to inform its data collection. In 2021, the City of Joondalup received 106 reports of people experiencing homelessness, most of which represent people who are street present / rough sleepers.

Due to the current data collection methods, it is not known how many of these reports relate to individuals or are multiple reports of the same person. Previous information provided by the ABS in relation to homelessness has also been found to be unreliable. This is mainly due to the challenges with accurately reporting on those who are street present with traditional census methods. With a more focussed and determined effort by the ABS in engaging with street present people, through the 2021 census, the City believes this data will give a more detailed snapshot of the current statistics in relation to homelessness within the region.

DETAILS

The City commenced discussions with the City of Wanneroo and the Joondalup Wanneroo Ending Homelessness Group (JWEHG) in 2021 relating to the upcoming expiration of the current plan and the development of a new plan.

Through these discussions, a review of the current plan and the actions and outcomes delivered was undertaken along with a review of the current response to homelessness state-wide (led by the State Government's *All Paths Lead to a Home: Western Australia's 10-year strategy on homelessness 2020-30*). As an outcome from these reviews, the Cities identified that the three pillars within the current plan, as well as many of the goals and focus areas, continue to have relevance to the Cities' approaches to homelessness in the region.

As a result, the draft Regional Homelessness Plan 2022-23 to 2025-26 (Attachment 3 refers) largely continues the commitments and work identified in the current plan, with only minor updates recommended.

Draft Regional Homelessness Plan 2022-23 – 2025-26

The three pillars underpinning the current plan remain both responsive to community need and suitable to the role of local government. The pillars, goals and focus areas of the draft plan remain largely unchanged:

Pillar 1	Building Capacity, Understanding and Engagement	
Goal	Focus Areas	
Stakeholders communicate and collaborate effectively with clear purpose to end homelessness.	<ul style="list-style-type: none"> • Strengthening JWEHG • Data Collection and Analysis • Strategic Relationships • Community and Stakeholder Education 	
Pillar 2	Prevention and Early Intervention	
Goal	Focus Areas	
People have a strong sense of wellbeing and are capable of recognising triggers that lead to homelessness enabling early action.	<ul style="list-style-type: none"> • Services • Community Connection and Support • Housing Accessibility 	

Pillar 3	Responding to Homelessness	
Goal	Focus Areas	
People experiencing homelessness or sleeping rough have their basic needs met and ultimately are transitioned into appropriate support services.	<ul style="list-style-type: none"> • Direct Response • Advocacy 	

Actions from the current plan that have been completed or are now considered business as usual have been removed from the proposed plan, these include:

Pillar	Focus Area	Action	Reason for removal
1. Building Capacity, Understanding and Engagement	1.1. Maintain a formalised interagency of stakeholders in the northern suburbs to ensure the sector works effectively, efficiently and collaboratively.	a) Annual review of JWEHG and its alignment to sector strategies and policy. b) Actively participate in JWEHG.	JWEHG is well established and will be supported to develop annual priorities, with a proposal to change to a bi-annual review in relation to its alignment to sector strategies, policy and membership.
	1.6. Improve understanding of the interrelationships between providers to encourage increased communication and collaboration.	a) Hold networking events to build relationships and encourage stakeholders to be aware of their own strengths and limitations. b) Advocate to improve referrals and communication between agencies to optimise the likelihood of individuals finding safe and secure accommodation when transitioning between different tiers of homelessness.	Both actions have been an ongoing success for JWEHG and will continue to grow through the new focus area: 1.3 Strategic Relationships.
2. Prevention and Early Intervention	2.1. Support opportunities that benefit the wellbeing of the community and keep people connected.	a) Continue to offer a wide range of programs that support the 'Act-Belong-Commit' message	This has become business as usual and will be incorporated within 2.2a Advocate for and support programs that enhance community wellbeing and address social isolation.
	2.4 Support an effective	a) Review respective local housing strategies to include	Although research and plans were made for these actions, there were

Pillar	Focus Area	Action	Reason for removal
	affordable housing system.	support for the provision of affordable housing. b) Identify opportunities to utilise the land system to optimise the development of social and affordable housing.	difficulties getting traction to address them. In the new plan it is expected that a more strategic approach will support this focus area.
3.Responding to Homelessness	3.2 Local Government approaches are considerate of those experiencing homelessness.	a) When Council and City policies, local laws, protocols and procedures are reviewed consideration of actions that may have a negative impact on those experiencing homelessness are taken into account. b) Review and implement process for responding to rough sleepers.	This has become business as usual incorporating the City's position statement on homelessness, and with the finalisation of the Protocol for Responding to and Reporting of People Experiencing Homelessness, as well as provision of training for City staff at least twice a year.
	3.3 Respond proactively to reports of rough sleepers being cognisant of differing needs.	a) Explore options for provision of an Outreach Response program delivered by a specialist homelessness service provider. b) Advocate for the implementation of the findings from Outreach Response program report.	This focus area has been addressed partially, internally through focus area 3.2 (above). Although there is currently no funded community services outreach team dedicated to this area a limited number of reports of people experiencing homelessness with the City have been referred and supported by metro-based services. There are several voluntary groups linked to JWEHG that regularly respond and support people experiencing homelessness in the region. In the new plan this will have a renewed strategic focus on advocacy.

A number of new actions have been introduced into the plan and are outlined below:

Pillar	Focus Area	Action	Reason for inclusion
1.Building Capacity,	JWEHG	d) Support JWEHG to collaborate with the North	To strengthen support at a high cross-sector

Pillar	Focus Area	Action	Reason for inclusion
Understanding and Engagement	Collaborative approach to identify, understand and improve local needs and outcomes.	West Metropolitan District Leadership Group to generate strategic support and awareness of homelessness matters within the region.	level linking across other priorities identified across the region.
3.Responding to Homelessness	Advocacy Advocate for crisis and social accommodation services and funded outreach in the region.	a) Advocate for the expansion of funded, specialised homelessness outreach services in region. b) Advocate for the provision of crisis accommodation, social housing and associated wrap around services in the region.	Linking with 1.1d (above) advocacy will strengthen support at a high level within the homelessness sector across the region.

Issues and options considered

Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Community Wellbeing.

Objective Community safety.

Strategic initiative Build a community that works in partnership with government and non-government organisations to achieve real and long-lasting improvements in safety and wellbeing.

Policy Not applicable.

Risk management considerations

The adoption of the Regional Homelessness Plan (along with the City's Strategic Position Statement) provides the City with a clear vision and direction for its approach to responding to homelessness. This not only guides the City's efforts with the JWEHG, industry stakeholders and government organisations, but also directly with those experiencing homelessness.

Financial / budget implications

Should the draft plan be adopted by Council, there would not be any additional funds required to deliver its actions.

The previous, current, and proposed spending and budget allocations for the City's response to homelessness is outlined below:

2018-19 expenditure	2019-20 expenditure	2020-21 expenditure	2021-22 (YTD expenditure)	2022-23 (proposed)
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\$5,754	\$5,090	\$2,725	\$3,194	\$18,820
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The last three financial periods (2019-20, 2020-21 and 2021-22) have all been significantly affected by the COVID-19 pandemic and significantly reduced the City's ability to deliver workshops and training using traditional in-person methods, significantly decreasing the expenditure amounts.

Despite the low expenditure figures in each of these three periods, the City's budgeted expenditure in its response to homelessness had increased over these periods. In 2020-21 the City budgeted approximately \$12,000 and in 2021-22 \$14,000 to respond to homelessness. It is expected the 2022-23 period will return to normal and allow for a full schedule of activities to occur. Plans for this period include re-prints of the Hardship and Homelessness Directory, printing of a pocket guide of essential services, staff and community training events including the development of training for local businesses, and a stakeholder networking event.

Regional significance

Homelessness has no boundaries and is a growing concern throughout the northern suburbs region, and beyond. Leveraging regional partnerships to address homelessness allows the City to maximise not only its response but also its advocacy voice.

The partnership with the City of Wanneroo to develop a regional plan formed naturally given the two Cities already have an existing relationship and similar approaches and responses to homelessness.

Collaboration between public and private organisations as well as community organisations and the community itself are essential to responding to societal challenges like homelessness. The City's regional approach to homelessness, led through the Joondalup Wanneroo Ending Homelessness Group (JWEHG) and by the Regional Homelessness Plan ensures the interested stakeholders are not only at the table to discuss the response to homelessness but also in the community responding to it.

Consultation

Through the development of Shelter WA's *Preventing and Responding to Homelessness in the City of Joondalup* report and the City's current Regional Homelessness Plan extensive consultation was undertaken with local stakeholders, the community as well as with people with lived experience.

As the City is not proposing any significant changes to the proposed Regional Homelessness Plan further public consultation is not recommended.

The City has engaged with the JWEHG and its stakeholders, who represent the key groups involved in supporting efforts to end homelessness in the northern region, throughout the development of the draft plan. Through this engagement, the JWEHG has provided its support for the draft plan as presented.

COMMENT

The current *Regional Homelessness Plan 2018-19 – 2021-22* is due to expire in 2022. A review of the plan along with consideration of broader, state-wide approaches to homelessness has been undertaken to identify what elements of the current plan should be retained, what may no longer be relevant and what additional initiatives should be introduced.

The review demonstrates that the current plan remains fit-for-purpose with only minor updates recommended such that the draft Regional Homelessness Plan 2022-23 – 2025-26 (Attachment 3 refers) will largely continue the commitments and work identified in the current plan.

As this is a regional plan that is endorsed by both the City of Joondalup and City of Wanneroo, it is intended that the City of Wanneroo will present the draft Regional Homelessness Plan 2022-23 – 2025-26 to its Council for consideration and endorsement at its meeting scheduled to be held on Tuesday 14 June 2022.

Should the Regional Homelessness Plan be adopted by the Council of each local government each City will oversee the implementation, review, evaluation and reporting of the plan in context of its respective local government area.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ENDORSES the Regional Homelessness Plan 2022-23 – 2025-26 as detailed in Attachment 3 to this Report.

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2brf220614.pdf](#)

ITEM 3 PLACE ACTIVATION STRATEGY AND JOONDALUP CITY CENTRE PLACE ACTIVATION PLAN – OUTCOMES OF PUBLIC ADVERTISING

WARD	All
RESPONSIBLE DIRECTOR	Mr Chris Leigh Planning and Community Development
FILE NUMBER	108355, 101515
ATTACHMENTS	Attachment 1 Draft Place Activation Strategy (as advertised) Attachment 2 Joondalup City Centre Place Activation Plan (as advertised) Attachment 3 Community Consultation Outcomes Report Attachment 4 Place Activation Strategy (amended) Attachment 5 Joondalup City Centre Place Activation Plan (amended)

(Please note: Attachments are only available electronically).

AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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PURPOSE

For Council to consider the outcomes of advertising and endorse an (amended) Place Activation Strategy and Joondalup City Centre Place Activation Plan.

EXECUTIVE SUMMARY

At its meeting held on 18 August 2020 (CJ104-08/20 refers), Council endorsed a two-tiered approach to place activation comprising an overarching Place Activation Strategy and place plans for specific places. At its meeting held on 15 March 2022 (CJ032-03/22 refers), Council considered a draft Place Activation Strategy and draft Joondalup City Centre Place Activation Plan and endorsed the documents for the purposes of public advertising.

The City invited stakeholders to provide feedback on the draft Place Activation Strategy and draft Joondalup City Centre Place Activation Plan. The City collected a total of 13 valid submissions throughout the 21-day advertised consultation period from 21 April 2022 to 11 May 2022.

Advertising outcomes (discussed in the “consultation” section of this report) indicate general support for the community-led approach of the draft Place Activation Strategy and the activation priorities articulated in the draft Joondalup City Centre Place Activation Plan. Stakeholder feedback has resulted in some amendments to the Place Activation Strategy and Joondalup City Centre Place Activation Plan, better aligning the documents with stakeholder expectations.

It is therefore recommended that Council endorse the amended Place Activation Strategy and Joondalup City Centre Place Activation Plan.

BACKGROUND

At the Ordinary Council meeting held on 12 December 2017 (C96-12/17 refers), a Notice of Motion was presented to and subsequently resolved by Council that requested the Chief Executive Officer to prepare a report to examine initiatives which can stimulate opportunities and employment in hospitality and tourism ventures in the City of Joondalup. The report responding to this Notice of Motion was presented to Council at its meeting held on 16 October 2018 (CJ170-10/18 refers). This report noted and Council resolved that progression of a Place Activation Plan for the City would provide a clear set of priority projects and aim to attract business and visitors to Joondalup particularly in the tourism and hospitality sectors.

At its meeting held on 18 August 2020 (CJ104-08/20 refers), Council endorsed a two-tiered approach to place activation comprising an overarching Place Activation Strategy and place plans for specific places.

A Place Activation Strategy would address the “how” of placemaking: providing a framework for the City to deliver and support place activation in a consistent way across the City of Joondalup. Place plans would address the “what”: developing a suite of place-specific activation initiatives for a specific place or precinct. The Joondalup City Centre was identified as a location for a pilot place activation plan to be developed alongside the broader Strategy.

At its meeting held on 16 February 2021 (C08-02/21 refers), a Notice of Motion was presented to and subsequently resolved by Council that requested the Chief Executive Officer to investigate, as part of the development of the City’s Place Activation Strategy, a mechanism whereby local communities can add colour and vibrancy to their neighbourhoods, and enhance community involvement and social connection, through activities such as yarn bombing. These activities are examples of community-led placemaking, recognising the benefits that placemaking provides to social connection in addition to local economic benefits.

At its meeting held on 15 March 2022 (CJ032-03/22 refers), Council considered a draft Place Activation Strategy and draft Joondalup City Centre Place Activation Plan and endorsed the documents for the purposes of public advertising.

DETAILS

The Place Activation Strategy and Joondalup City Centre Place Activation Plan (as advertised and amended) are provided as Attachments 1 and 2 to this Report.

Place Activation Strategy

The Place Activation Strategy (the strategy) has been developed to provide a consistent framework for the City to facilitate and foster community-led placemaking across the City.

The strategy includes the following key sections:

- Benefits of activation: providing the rationale for the strategy, articulating why the City values and is planning for placemaking and activation.
- Strategic aspirations: recognising that each place will have its own place vision, but establishing an enduring aspiration from a whole of local government perspective to acknowledge the role and function of place in the community.
- Aspirational outcomes: articulating the two key outcomes that can be achieved through placemaking.
- Placemaking principles: providing the critical enabling strategies to facilitate placemaking.

- A collective responsibility for and commitment to place activation: empowering the community, including business, to share that responsibility.
- Key focus areas, each with objectives and actions: establishing a considered, aligned approach to the delivery and support of placemaking projects and investment.
- Place activation planning framework: providing a consistent approach for when the City will contribute to activation of local places, with place activation plans prepared to guide those contributions.
- Evaluation success: providing a framework for the review of strategic actions, social and economic trends and the City's interventions relating to place activation.

The collective commitment element of the draft strategy articulates the role of the community (including residents, local businesses, landowners, and other users of local places) and the role of the City in placemaking. These roles are:

- the role of the community: **Make It. Own It. It's your place**
- the role of the City of Joondalup: **Enable.**

There are three components of the City's enabling role; these reflect the City's responsibility in regulatory processes, infrastructure provision, and community and economic development and are the following key focus areas of the strategy:

- **Empower** community placemakers.
- **Provide the right canvas** for local placemaking.
- **Foster** community-led activation of places and neighbourhoods in response to social and economic needs.

The draft strategy was reviewed as the pilot Joondalup City Centre Place Activation Plan was developed and refined in response to outcomes of the community consultation process for that project. At the same time, the strategic elements and principles developed for the strategy have informed the activation plan pilot project, particularly more clearly articulating the City's role in placemaking.

Draft Joondalup City Centre Place Activation Plan

Shape Urban were engaged to facilitate a collaborative consultation process to develop the Joondalup City Centre Place Activation Plan (the activation plan); a pilot for projects of this type.

The process included the following two-stage consultation approach:

- Open engagement which encouraged community and business members to share their ideas for activating the core of the City Centre, through:
 - survey
 - social pinpoint: online ideas mapping tool
 - drop-in ideas hub: pop up consultation stand set up at multiple times and locations across the City Centre for in person engagement.
- Deliberative workshops, within which community, business, and City representatives worked together to develop a vision and evaluate ideas collected from the open engagement through a multi-criteria assessment.

Deliberative workshops identified and developed the following vision statement for the activation plan:

“Joondalup City Centre will be the heart and soul of the north, loved and enjoyed by its community and visitors”

The top 15 ideas from the evaluation are expanded and spatially mapped within the resulting activation plan, providing a framework for City and community-led delivery of placemaking initiatives. These ideas are as follows:

- Redesign Grand Boulevard to make it less of a barrier to pedestrians.
- Art in the streets.
- Piazza and courtyard spaces as focal points.
- Transform a large carpark into a piazza (Boas Avenue).
- Pedestrian friendly streets.
- Alfresco dining.
- Youth playscapes (facilities for teenagers).
- Markets.
- Better connectivity to train and bus stations.
- Attract more land use diversity into the CBD.
- Amphitheatre space for performances in Central Park.
- Cafes in Central Park and Neil Hawkins Park.
- Playspaces and playgrounds for small children.
- Pedestrian mall along Boas Avenue.
- Art venues and Aboriginal culture.

Many of the ideas link back to good wayfinding and the idea of a wayfinding strategy for improved discovery of services, locations, and experiences across the City Centre.

The top 15 priorities to activate the City Centre have been generated and evaluated through a community-led planning process. The activation plan does not envisage that all ideas and projects are delivered by the City; many solutions would be community and business-led.

Articulation of the top 15 ideas will enable the City to align future decision-making and investment with community placemaking priorities; the implementation section of the draft activation plan includes a list of City initiatives which communicates how the City can contribute to the 15 activation priorities.

Many of the ideas presented in the activation plan are aligned with existing projects being explored by business units across the City, and solutions listed in the draft activation plan recognise this alignment. The consultation process to develop the activation plan has provided a community-based, place-based justification for many existing projects. For some projects, the activation plan identifies opportunity to review existing initiatives to better respond to activation opportunities and align with community expectations. The activation plan also identifies new opportunities and projects for the City to consider through further community consultation and business cases.

The preparation of business case(s) may be necessary to properly evaluate new initiatives arising from the activation plan and undertake necessary financial modelling where those initiatives would require provision of new or upgraded infrastructure. This approach aligns with the project methodology outlined in the City's *Project Management Framework* (PMF), which is a guide to managing projects across the City. The PMF provides a standard approach for managing projects across the organisation, ensuring a consistent process for project proposals, planning, implementation, monitoring and closure.

Resourcing and scheduling of initiatives and actions will be factored into the City's annual budgeting and business planning processes.

Issues and options considered

Council has the option to:

- adopt the *Place Activation Strategy (amended)* and *Joondalup City Centre Place Activation Plan (amended)* (Attachments 4 and 5 refer)
- adopt the *Place Activation Strategy* and *Joondalup City Centre Place Activation Plan* with further modifications
or
- not adopt the *Place Activation Strategy* and *Joondalup City Centre Place Activation Plan*.

Adopting the *City of Joondalup Place Activation Strategy* and *Joondalup City Centre Place Activation Plan* will provide the strategic direction for the City to support community-led placemaking, and provide guidance to align the City's infrastructure and investment into the City Centre with activation priorities evaluated and recommended by community. Therefore, it is recommended the documents are endorsed by Council.

Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Economic Prosperity, vibrancy and growth.

Objective Activity centre development.

Key theme Community Wellbeing.

Objective Cultural development.
Community spirit.
Community safety.

Policy Not applicable.

Risk management considerations

Place activation will require the City to "get out of the way" and empower the community to directly deliver projects in their public spaces. This may include events such as public art and landscaping. Part of the placemaking journey will be subject to experimentation and failure. Alongside this, there may be projects seeking to utilise City assets for community initiatives for example; buildings, open spaces or road verges.

Objectives and actions of the draft strategy recognise the need to remove bureaucratic barriers for local placemakers, however also acknowledges the role of necessary regulatory processes to manage risk and public liability. Objectives and actions of the draft strategy appropriately identify a role to assist community placemakers navigate the necessary approval and risk management aspects of place projects in public places.

Financial / budget implications

Implementation of the draft City of Joondalup Place Activation Strategy, with focus on facilitating community-led placemaking, is anticipated to be delivered through the City's existing community and economic development mentoring and capacity building programs, therefore aligned with current resourcing. As the strategy is implemented, any need for additional coordination resources will be reviewed and considered as part of future budget processes.

Implementation of the draft Joondalup City Centre Place Activation Plan will have financial implications. In some instances, the individual projects identified in the draft activation plan, such as the redesign of Grand Boulevard to make it less of a barrier to pedestrians and a pedestrian mall along Boas Avenue, have already been identified and are being progressed by the City. These projects are already included in the five year capital works program and therefore the financial implications accounted for.

In other instances, individual projects recommended by the draft activation plan will be evaluated through businesses cases in accordance with the City's Project Management Framework prior to including projects on the City's capital works program. Other projects will be included in the annual budgeting process, with the activation plan providing context for Council's consideration of the required budget.

Regional significance

The draft Joondalup City Centre Place Activation Plan reflects the regional role of the City Centre. Implementation of the activation plan will facilitate greater activation of the City Centre in accordance with its important role in the region.

Sustainability implications

Progressing a place approach in the City will support social and economic sustainability elements.

Social

Increasing focus and support for community driven placemaking across the City will foster greater connection between community and place. By enabling and fostering community involvement in public spaces through placemaking, the City will be supporting greater levels of social cohesion and collaboration.

Economic

A trend noted across Australia, and in many areas of the Perth metropolitan region, is that town centres and main streets have been in decline. There is strong desire for increased foot traffic across the city centre to support retail, hospitality and tourism businesses in the area. Anecdotally, much of this commentary relates to the aesthetic of the streetscape, however the issues affecting local business and the activation of the city centre are complex and many.

At the strategic level, promoting the Joondalup City Centre as a Destination City and working toward Primary Centre status are key objectives of the City's current *Strategic Community Plan (Joondalup 2022)*. Alongside major initiatives relating to the regional and significant identity of the city centre, localised place activation provides the authentic, community-scale experiences that support a unique, iconic identity. The activation strategy will provide an effective framework for place activation across the City to contribute to the City's economic development goals.

The City has been investing considerable resources into events and projects to activate the Joondalup City Centre. The activation plan for the Joondalup City Centre will align the City's investment into the City Centre with identified activation priorities and enable community-led placemaking efforts to complement the City's programs, supporting positive economic outcomes for the locality.

Consultation

Consultation undertaken to develop the Joondalup City Centre Place Activation Plan

The Engagement Summary Report, provided as an appendix to the draft Joondalup City Centre Place Activation Plan (Attachment 2 refers), includes a description and all outcomes of the community consultation activities undertaken to develop the draft Joondalup City Centre Place Activation Plan.

Engagement sought to raise awareness of the project, identify how people use the city centre and understand the ideas they have for its activation. Community values were also sought to ensure concerns and aspirations for the city centre were understood. The engagement also sought to determine the benefits of ideas received and have workshop participants develop criteria to use in the multi-criteria assessment. These criteria were then used to undertake an assessment of the most requested ideas to prioritise and start considering the baseline planning of the top 15 rated activation projects for the draft activation plan.

For the online engagement, stakeholders were able to visit an online project page with a mapping tool, community and business perception surveys and a workshop registration survey. They could drop locational pins and provide feedback on how they use the city centre or specific ideas for activation on the map. The surveys and mapping tool were open from 29 March 2021 to 4 June 2021.

The project team received 116 comments and 89 survey responses on Social Pinpoint, and 97 'pins' were dropped on the project area map.

136 people provided approximately 638 comments across six drop-in pop-up idea hubs.

The City also received 10 Facebook comments and two emails with activation ideas.

Stakeholders were further engaged through the following methods:

- Social media posts.
- Meetings with key stakeholders (Edith Cowan University Joondalup and the Joondalup Business Association).
- Briefings to key staff members and meetings with relevant City staff through the project.

A total of 25 people attended the three consecutive workshops at the City of Joondalup Library in the City Centre.

In total, there was an approximate reach of more than 300 local community members and organisations.

The community's ideas, values and principles, and the visioning and multi-criteria assessment for the top rated 15 projects for activation make up the content of the draft activation plan.

Advertising of the draft documents

The City invited stakeholders to provide feedback on the draft Place Activation Strategy and draft Joondalup City Centre Place Activation Plan. The City collected a total of 13 valid submissions throughout the 21-day advertised consultation period from 21 April 2022 to 11 May 2022.

Stakeholders directly engaged for the consultation are as follows:

- Registered stakeholders involved in previous consultation activities as part of the development of the Joondalup City Centre Place Activation Plan.
- Community Engagement Network eNewsletter subscribers.
- Joondalup Business Association.
- Resident/ratepayer groups.

A Community Consultation Outcomes Report is provided at Attachment 3 to this Report.

Common themes across the submissions in response to the draft Place Activation Strategy include the following:

- General support for the development of the strategy and its content.
- Suggestions for revised content/wording adjustments, with key themes including:
 - clarity of community-led placemaking
 - review of terminology within the 'Catalyse' key focus area
 - clarity of the City's role in evaluation.
- Ideas for specific places or ways to enact place activation in the City.

Common themes among the submissions in response to the draft Joondalup City Centre Place Activation Plan are similar to those received for the strategy. They are as follows:

- General support for the development of the plan and its content.
- Ideas to enact place activation in the City Centre.
- Suggestions for revised content/wording adjustments, including:
 - comments on detailed aspects of the priority projects
 - requests for stakeholders to be involved in the implementation of priority projects.

Amendments have been made to the Place Activation Strategy and Joondalup City Centre Place Activation Plan in response to submissions, as discussed below.

Clarity of community-led placemaking

Some submissions include feedback which indicates greater clarity is required in the strategy document regarding community-led placemaking. This includes feedback related to:

- need to better explain what "community-led" means for placemaking
- the importance of community identifying and selecting locations for activation and place activation plans
- the role of the community in planning for infrastructure, and whether that is consistent with the community-led focus of the document.

In response to submissions, the Place Activation Strategy has been slightly restructured to bring the definition of 'community-led' and 'placemaking' alongside the introduction. This more clearly articulates the focus of the strategy being on community-led activation which are placemaking projects that are developed and delivered by community. Additional text amendments have been made throughout the document to consistently acknowledge the leading role of community in placemaking, and the importance of community consultation.

The strategy does not anticipate that the City would identify places for activation without involvement by the community. However, text throughout the document has been reviewed and modified where appropriate to refer to community consultation informing the City's activities regarding placemaking.

Review of terminology within the 'Catalyse' key focus area

Some submissions recognise the intent of the "Catalyse" key focus area, however note that the terminology used may not appropriately recognise the important and leading role of community in placemaking, even in situations where the City takes a more active role. The terminology and descriptions of the 'Catalyse' focus area have been reviewed and amended to articulate the City's role and key focus area being to 'foster' activation, with community involvement more clearly acknowledged. The 'Place Activation Plans' section of the strategy has also been reviewed and amended to acknowledge the need for the City to collaborate with the community when actively facilitating and fostering placemaking through place activation plans.

Clarity of the City's role in evaluation

A submission notes that, whilst there is a need for evaluation especially if the City is making a substantial financial investment, detailed evaluation requirements may be onerous for true community-led and community driven activities. In response to these comments, the 'Evaluation' section has been amended to clarify that the City will evaluate its own activities and investments regarding place activation. It is not the City's role to oversee or evaluate community projects.

It is however noted that where the City sponsors community groups to deliver activation projects, evaluation may be a requirement of funding. There may also be requirements on some projects where approvals are needed, for example health approvals associated with events. However, outside of funding agreements and any legislated regulatory requirements, community placemakers should be free to develop and deliver placemaking projects without oversight, influence, or evaluation by the City.

Suggested activation ideas for across the City

Several comments on the Place Activation Strategy suggested ideas for activating different areas of the City (outside of the Joondalup City Centre). The purpose of the strategy is to establish the framework for how the City facilitates placemaking; it does not include a suite of initiatives to activate places. The focus of the strategy is community-led placemaking and it is not the role of the City to direct or suggest activation ideas to community champions and volunteers. Community placemakers will identify, develop, and deliver activation projects that they are passionate and knowledgeable about, based on the particular characteristics and community of the places they aim to activate. Whilst the ideas are acknowledged, the strategy document has not been amended to include any particular activation initiatives.

Several comments on the draft Joondalup City Centre Place Activation Plan suggested additional activation ideas for the City Centre (markets, outdoor/rooftop movies, cultural facilities, free parking, additional parking, better access between the City Centre and Edith Cowan University). The development of the draft activation plan commenced with a community engagement process which included an online survey, pop-up ideas hub, and social pinpoint. The ideas provided in the recent submissions had been raised in the initial consultation process, and therefore formed part of the deliberative workshops which considered, evaluated, and prioritised community-generated activation ideas to determine the 15 priorities. Therefore, the additional ideas received during consultation have already been considered by the community and business members who participated in the community-led process to develop the draft activation plan, and as such the draft activation plan has not been amended to vary priorities or include additional activation initiatives. It is noted that the activation plan is not binding on community placemakers; local businesses and community members are able to pursue activation initiatives beyond those prioritised by the activation plan.

Comments on detailed aspects of the priority projects

One submission, as provided as an appendix to the Community Consultation Outcomes Report (Attachment 3 refers), provides particular feedback on commentary within the plan summarising suggestions from community workshop participants in relation to Project 1 (Redesign Grand Boulevard to make it less of a barrier to pedestrians) and Project 9 (Better connectivity to train and bus stations). This includes concern regarding the suggestion to explore one way traffic movements on Grand Boulevard, challenges to short-term improvements within Lakeside Joondalup to enhance access to the station, and support for consideration of longer trading hours within Lakeside Joondalup to maintain greater access.

As a community-led document, the activation plan presents each priority idea alongside reporting suggested solutions raised by community participants in the deliberative workshops. Ideas regarding infrastructure changes would require investigation to confirm their feasibility and suitability.

Inclusion of the top 15 ideas will enable the City to align future decision-making and investment with community placemaking priorities; the implementation section of the plan includes a list of City initiatives which communicates how the City can contribute to the 15 activation priorities. Key stakeholders will be further consulted as the City delivers initiatives arising from the activation plan, at which time the detailed community commentary will be explored. The Joondalup City Centre Place Activation Plan has been amended to list relevant stakeholders as delivery partners.

Requests for stakeholders to be involved in the implementation of priority projects

Two stakeholders specifically request to be involved in the implementation of the Activation Plan, including Lakeside Joondalup and Volleyball WA. The activation plan identifies a series of delivery partners, recognising the importance of collaboration across stakeholders. The Joondalup City Centre Place Activation Plan has been amended to list relevant stakeholders as delivery partners for relevant projects. The City will be inviting interested stakeholders and participants from the community workshops who registered interest in being further involved to further discuss community-led placemaking in the City Centre.

COMMENT

The Place Activation Strategy establishes the required commitment to placemaking which will facilitate continued activation of the City's places - with this process being appropriately led by the community who maintain that relationship with their local places. The strategy provides a consistent approach for determining when the City should be more actively involved in fostering activation of a place, with "getting out of the way" and enabling community placemaking as the primary approach across the City.

The Joondalup City Centre Place Activation Plan has been developed through community and business ideas and provides a strong direction from community members involved in its development as to the priorities for investment in activating the City Centre. This direction provides guidance for the City to align its projects within the City Centre with priorities for activation, based on a thorough and comprehensive review of the opportunities by community members and local business representatives who committed their time to the workshops.

Advertising outcomes (discussed in the "consultation" section of this report) indicate general support for the community-led approach of the Place Activation Strategy and the activation priorities articulated in the Joondalup City Centre Place Activation Plan. Stakeholder feedback has resulted in some amendments to the Place Activation Strategy and Joondalup City Centre Place Activation Plan, better aligning the documents with stakeholder expectations.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 ENDORSES the Place Activation Strategy, with modification as detailed in Attachment 4 to this Report;**
- 2 ENDORSES the Joondalup City Centre Place Activation Plan, with modification as detailed in Attachment 5 to this Report.**

To access this attachment on electronic document, click here: [PlaceActivation220614.pdf](#)

ITEM 4 EXECUTION OF DOCUMENTS

WARD	All
RESPONSIBLE DIRECTOR	Mr James Pearson Office of the CEO
FILE NUMBER	15876, 101515
ATTACHMENTS	Attachment 1 Signing and Common Seal Register - extract for the period 22 April and 19 May 2022.
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For Council to note the documents executed by means of affixing the Common Seal for the period 22 April and 19 May 2022.

EXECUTIVE SUMMARY

The City enters into various agreements by affixing the 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 the Council NOTES the Signing and Common Seal Register for the period 22 April to 19 May 2022 as detailed in Attachment 1 to this Report.

BACKGROUND

For the period 22 April to 19 May 2022, four documents were executed by affixing the Common Seal. A summary is provided below:

Type	Number
Removal of Section 70A Notification	1
Withdrawal of Caveat	1
Section 70A Notification	1
Sponsorship Agreement	1

DETAILS

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.

Policy Not applicable.

Risk management considerations

Not applicable.

Financial / budget implicationsCurrent financial year impact

Not applicable.

Future financial year impact

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 Signing and Common Seal Register for the period 22 April to 19 May 2022 as detailed in Attachment 1 to this Report.

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3brf220614.pdf](#)

ITEM 5 ELECTED MEMBER EMAILS

WARD	All
RESPONSIBLE DIRECTOR	Mr James Pearson Office of the CEO
FILE NUMBER	03777, 101515
ATTACHMENTS	Nil
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For Council to note the report on the change of process for capturing and recording elected member emails.

EXECUTIVE SUMMARY

At its meeting held on 15 February 2022 (C011-02/22 refers), Council considered a notice of motion and resolved that:

“That Council REQUESTS the Chief Executive Officer to prepare a report to inform Elected Members of the full scenario surrounding the loss of integrity of Elected Member email addresses where all emails between:

- 1 Elected Members and all City staff;*
- 2 Elected Members (to other Elected Members),*

were, without notification of the change, automatically copied to the central City email address Councillor.Request@joondalup.wa.gov.au.

This report outlines the review that was undertaken of the scenario whereby emails from elected members' email address (xxxxx@joondalup.wa.gov.au) were automatically copied to the email address of councillor.request@joondalup.wa.gov.au.

It is therefore recommended that Council NOTES the report on the change of process for capturing and recording elected member's emails.

BACKGROUND

The reason for the notice of motion was stated as:

“Elected Member emails are important communication avenues which can be used for highly confidential matters such as the lodgement of complaints or code breaches against City staff or other Elected Members and the loss of privacy demonstrated in the recent event can result in a complete lack of confidence in trying to raise or seek advice on such confidential matters in the future.

The report should cover off on the full risk review of the implications of this occurrence and include areas such as how this happened, the full extent and period for which it was in place, whether any other Elected Member emails were captured by the automatic rule, and the steps taken to ensure this does not happen again.”

The Chief Executive Officer has a responsibility to maintain records and documents of the City. Email communications are subject to the same legal, privacy, records management and freedom of information obligations as other records, as detailed below:

Legal

In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is to ensure that records and documents of the local government are properly kept for the purposes of the *Local Government Act 1995* and any other written law, including the *State Records Act 2000*.

As described in the City's *Recordkeeping Plan*, the management of the City's records are controlled by an electronic recordkeeping system, with the addition of all incoming and outgoing email being retained in an email archive.

The City has the right to review, audit, intercept, access and disclose all activities received or sent via the internet or email. All archived email is potentially subject to a legal discovery order (providing records for court proceedings) or similar forms of legal process.

Privacy

Access to another user's email account without the user's permission is not permitted. Only officers from Information Technology are permitted to access individual email boxes and only if a request is formally logged via an IT Service Desk Request and the mailbox owner makes the request, or the written request is signed by a Manager, Director or the Chief Executive Officer stating the reason for the request. Each request is judged on its merits and further justification may be requested if there are any doubts to the validity of the request. Where the requests for access arise from statutory obligations, legal discovery orders or similar legal obligations, the request will be complied with. Access by Information Technology staff will be for the duration of the requested task only.

All activities on City networks may be monitored or recorded to protect the City from potential consequences that may occur through misuse. Elected members and officers consent to monitoring when they agree to the *Online Services Usage Protocol*. Elected members agree to this Protocol when they take possession of City issued IT equipment.

Records management

Any communications (including via a City email address) by elected members or officers in undertaking their role or business activities of the City are to be retained as per the City's *Recordkeeping Plan*, which allows for future retrieval and provides evidence of action taken.

Freedom of information

All corporate records retained by the City, or held by City officers, elected members or contractors are accessible under this legislation.

DETAILS

The Office of the CEO has oversight of the councillor request process. Emails sent from an elected member's email address (xxxxx@joondalup.wa.gov.au) to the Chief Executive Officer or any of the four Directors are automatically copied as a cc to the email address of councillor.request@joondalup.wa.gov.au. This email rule has been in place for several years.

Change of process

A review of the process for registering elected member requests commenced by the Office of the CEO in August 2021, to ensure all elected member requests receive priority attention, are given proper and consistent consideration and responded to in a timely manner with efficient use of resources.

The process change proposed was for emails to be accessed and processed directly from the mailbox (of councillor.request@joondalup.wa.gov.au) by the Office of the CEO. This change resulted in emails being recorded, and disseminated more quickly to the relevant Director, for response.

The email server rule was changed on 1 November 2021 to include emails sent by an elected member (from their xxxxx@joondalup.wa.gov.au email address) to any internal City of Joondalup email address (such as emails to any City officer, not just the Chief Executive Officer or four Directors), to also be automatically copied to the email address of councillor.request@joondalup.wa.gov.au to ensure these emails would also be recorded, receive relevant senior officer attention and be responded to promptly.

Risk review of the implications

As the email server rule was already in place, the only technical change was to add emails sent from elected members (from their xxxxx@joondalup.wa.gov.au email address) to any member of City staff.

The email server rule was assessed to ensure that emails from elected members to constituents would not be included unless the elected member included a City officer or councillor.request@joondalup.wa.gov.au in the cc field, as the email server rule applies only to emails sent to an internal City email address.

However, a risk that was not identified, was the situation where one elected member would send another elected member an email from and to their City accounts, that was not intended for the administration. These were not intended to be included; however, the new rule included all internal City email addresses, which also includes all elected member email addresses.

Full extent and period for which it was in place

The change to the email rule took effect from 1 November 2021, to include emails sent by an elected member (from their xxxxx@joondalup.wa.gov.au email address) to any internal City of Joondalup email address.

Following the discovery that emails between elected members were being included, elected members were advised by the Chief Executive Officer, the new rule was discontinued, and the previous email rule was reinstated.

From 13 December 2021, emails sent by elected members from their xxxxx@joondalup.wa.gov.au address to other City officers or to other elected members' xxxxx@joondalup.wa.gov.au addresses were no longer automatically recorded as councillor requests. Only emails sent from elected members to the email address of ceo@joondalup.wa.gov.au, the Chief Executive Officer or one of the four Directors were automatically copied as a cc to the email address of councillor.request@joondalup.wa.gov.au.

Access to the mailbox remains restricted to the Office of the CEO and records services staff within Governance for the purpose of assistance with recordkeeping.

Whether any other elected member emails were captured by the automatic rule

From 1 November 2021 to 12 December 2021 a number of emails from elected members were included by the automatic rule. This includes emails where elected members had themselves included the email address of councillor.request@joondalup.wa.gov.au.

Steps taken to ensure this does not happen again

Any proposal for a service change that affects elected member email accounts will be reviewed and require endorsement by the Chief Executive Officer in consultation with the Director Corporate Services (Information Technology) and Director Governance and Strategy (Governance) prior to implementation.

A comprehensive written risk analysis will form part of such proposals.

Elected members will be advised of any such changes and the reasons for it, at least one week before it is implemented.

Legislation / Strategic Community Plan / Policy implications

Legislation Section 5.41 of the *Local Government Act 1995*.
 Freedom of Information Act 1992.
 State Records Act 2000.

Strategic Community Plan

Key theme Governance and Leadership.

Objective Corporate Capacity.

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

Policy *Elected Members' Communications Policy*.
 Records Management Policy.
 Online Services Usage Protocol for Elected Members.
 Recordkeeping Plan.

Risk management considerations

Failure to maintain relevant records, including emails, will result in the City breaching section 5.41 of the *Local Government Act 1995*.

The City must ensure that secure processes are in place for capturing, redirecting, storing and accessing emails and to mitigate the risk of compromising confidential or sensitive information.

Well-coordinated, timely and properly informed responses to elected members' requests reduce the risk of elected members not being provided with information relevant to their functions and inefficient use of resources.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The City has reviewed and updated the email server rule and processes for capturing, redirecting, storing, and accessing elected members' emails, which ensures they are appropriately secured while maintaining compliance with section 5.41 of the *Local Government Act 1995*.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council NOTES the report on the change of process for capturing and recording elected member's emails.

ITEM 6 STATUS OF PETITIONS

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBERS	05386, 101515
ATTACHMENTS	Attachment 1 Status of Petitions – 16 August 2016 to 17 May 2022
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For Council to note the status of outstanding petitions.

BACKGROUND

At its meeting held on 16 December 2008 (CJ261-12/08 refers), Council considered a report in relation to petitions. As part of that report, it was advised that quarterly reports would be presented to Council in the future.

DETAILS

Issues and Options Considered

Attachment 1 provides a list of all outstanding petitions, which were received during the period 16 August 2016 to 17 May 2022, with a comment on the status of each petition.

Legislation / Strategic Community Plan / Policy Implications

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

Strategic Community Plan

Key Themes Governance and Leadership.

Objective Active democracy.

Strategic Initiatives

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

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

Risk Management Considerations

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

Financial / Budget Implications

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

Regional Significance

Not applicable.

Sustainability Implications

Not applicable.

Consultation

Not applicable.

COMMENT

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

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 NOTES the status of outstanding petitions submitted to Council during the period 16 August 2016 to 17 May 2022, forming Attachment 1 to this Report;**
- 2 NOTES that the McKirdy Park playspace renewal (PEP2521 refers) is listed for consideration as part of the *2022-23 Budget*;**
 - 2.1 NOTES that if approved by Council, the renewal will be undertaken during the 2022-23 financial year;**
 - 2.2 ADVISES the lead petitioner of its decision.**

Appendix 4 refers

To access this attachment on electronic document, click here: [Attach4brf220614.pdf](#)

ITEM 7 MINUTES OF REGIONAL COUNCIL MEETINGS

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	03149, 41196, 101515
ATTACHMENTS	Attachment 1 Tamala Park Regional Council – Ordinary Council Meeting Minutes – 21 April 2022 Attachment 2 Mindarie Regional Council – Ordinary Council Meeting Minutes – 26 May 2022
	<i>(Please note: Attachments are only available electronically).</i>
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

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

EXECUTIVE SUMMARY

The following minutes are provided:

- Ordinary Minutes of the Tamala Park Regional Council meeting held on 21 April 2022.
- Ordinary Minutes of the Mindarie Regional Council meeting held on 26 May 2022.

DETAILS

Tamala Park Regional Council Ordinary Council Meeting – 21 April 2022

An ordinary meeting of the Tamala Park Regional Council was held on 21 April 2022.

At the time of the meeting Cr John Chester and Cr Nige Jones were Council's representatives at the Tamala Park Regional Council meeting.

The attached minutes detail those matters that were discussed at this external meeting that may be of interest to the City of Joondalup (Attachment 1 refers).

Mindarie Regional Council Ordinary Council Meeting – 26 May 2022

An ordinary meeting of the Mindarie Regional Council was held on 26 May 2022.

At the time of this meeting Mayor Albert Jacob and Cr Christopher May were Council's representatives at the Mindarie Regional Council meeting.

The attached minutes detail those matters that were discussed at this external meeting that may be of interest to the City of Joondalup (Attachment 2 refers).

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:

- 1 the ordinary meeting of the Tamala Park Regional Council held on 21 April 2022 forming Attachment 1 to this Report;**
- 2 the ordinary meeting of the Mindarie Regional Council held on 26 May 2022 forming Attachment 2 to this Report.**

To access this attachment on electronic document, click here: [RegionalMinutes220614.pdf](#)

ITEM 8 APPOINTMENT OF ACTING MEMBER TO MINDARIE REGIONAL COUNCIL

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

PURPOSE

For Council to appoint an Elected Member to act for Mayor Jacob at the Mindarie Regional Council Meeting (MRC) to be held on 7 July 2022.

EXECUTIVE SUMMARY

The MRC comprises delegates from each of the following member local governments:

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

The City of Joondalup is represented on the MRC by two Elected Members being Mayor Jacob and Cr Christopher May. The next meeting of the MRC is scheduled to occur on Thursday 7 July 2022 however, Mayor Jacob is on an approved Leave of Absence and will be unable to attend. It is therefore necessary to appoint an alternative elected member to act as the City of Joondalup member for the meeting on 7 July 2022.

It is therefore recommended that Council:

- 1 *in the absence of Mayor Jacob, and in accordance with the provisions of section 52 of the Interpretation Act 1984, APPOINTS an elected member to act as a member and represent the City of Joondalup at the Mindarie Regional Council meeting to be held on Thursday 7 July 2022;*
- 2 *ADVISES the Mindarie Regional Council of its decision.*

BACKGROUND

The MRC is a regional local government established for the purpose of delivering effective, efficient and environmental sound waste treatment and disposal and leading its community in sustainable waste management philosophy.

The MRC was formed in 1981 when the Cities of Perth, Stirling and Wanneroo purchased land in Perth's northern corridor that included a parcel of land deemed suitable for a landfill site. Formal incorporation and registration of the MRC occurred on 22 December 1987 when the Governor in Executive Council gave approval.

The MRC is now one of Western Australia's largest waste management authorities and manages waste disposal for each of its member Councils.

No deputies are appointed to the MRC. Legal advice has confirmed that an alternate member to serve on the MRC can only be made under specific circumstances and not on an ongoing basis.

It is important to note, therefore, that should any of the Council's appointed representatives not be available to attend a meeting of the MRC, a Council resolution is required to appoint an alternate member for the specified period that the member is not available, in accordance with sections 52(1)(b) and (c) of the *Interpretation Act 1984*, which provides:

52. Power to appoint includes power to remove, suspend, appoint acting officer etc.

- (1) *Where a written law confers a power or imposes a duty upon a person to make an appointment to an office or position, including an acting appointment, the person having such power or duty shall also have the power -*
 - (b) *where a person so appointed to an office or position is suspended or unable, or expected to become unable, for any other cause to perform the functions of such office or position, to appoint a person to act temporarily in place of the person so appointed during the period of suspension or other inability but a person shall not be appointed to so act temporarily unless he is eligible and qualified to be appointed to the office or position; and*
 - (c) *to specify the period for which any person appointed in exercise of such a power or duty shall hold his appointment.*

DETAILS

The next meeting of the MRC is scheduled to occur on Thursday 7 July 2022. Mayor Jacob, as one of the appointed delegate for the City of Joondalup, is unable to attend and it is therefore necessary to appoint an alternative elected member to act as the City of Joondalup member for this meeting to ensure the City's interests are fully represented.

Issues and options considered

Council can either:

- appoint another elected member to act in the place of Mayor Jacob for the meeting to be held on Thursday 7 July 2022
- or
- not appoint another elected member.

Legislation / Strategic Community Plan / Policy implications

Legislation

Interpretation Act 1984.

52. Power to appoint includes power to remove, suspend, appoint acting officer etc.

(1) *Where a written law confers a power or imposes a duty upon a person to make an appointment to an office or position, including an acting appointment, the person having such power or duty shall also have the power -*

(b) *where a person so appointed to an office or position is suspended or unable, or expected to become unable, for any other cause to perform the functions of such office or position, to appoint a person to act temporarily in place of the person so appointed during the period of suspension or other inability but a person shall not be appointed to so act temporarily unless he is eligible and qualified to be appointed to the office or position; and*

(c) *to specify the period for which any person appointed in exercise of such a power or duty shall hold his appointment.*

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

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

Financial / budget implications

Not applicable.

Regional significance

The purpose of the MRC is to deliver effective, efficient and environmentally sound waste treatment and disposal and leading its community in sustainable waste management philosophy.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

It is considered important that Council exercises its ability to be represented at each and every meeting of the MRC. It is recommended that an Elected Member be appointed to represent the City at the MRC meeting to be held on Thursday 7 July 2022.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 in the absence of Mayor Jacob, and in accordance with the provisions of section 52 of the *Interpretation Act 1984* APPOINTS an elected member to act as a member and represent the City of Joondalup at the Mindarie Regional Council meeting to be held on Thursday 7 July 2022;**
- 2 ADVISES the Mindarie Regional Council of its decision.**

ITEM 9 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION 2022 ANNUAL GENERAL MEETING

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	00033, 101515
ATTACHMENTS	Attachment 1 2022 WALGA Notice of Annual General Meeting and Procedure Information
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to give consideration to nominating delegates for the 2022 Annual General Meeting of the Western Australian Local Government Association (WALGA) to be held on Monday 3 October 2022.

EXECUTIVE SUMMARY

The Annual General Meeting of WALGA will be held on Monday 3 October 2022 during the 2022 WA Local Government Convention.

All member local governments are entitled to be represented by two voting delegates at the Annual General Meeting, and delegates must register their attendance in advance. The deadline for the registration of voting delegates is Friday 23 September 2022.

It is therefore recommended that Council NOMINATES:

- Two voting delegates for the 2022 Annual General Meeting of the Western Australian Local Government Association to be held on Monday 3 October 2022;*
- Two proxy voting delegates for the 2022 Annual General Meeting of the Western Australian Local Government Association to be held on Monday 3 October 2022, in the event that Council's appointed representatives are unable to attend.*

BACKGROUND

The Western Australian Local Government Association (WALGA) is an independent, member based, not-for-profit organisation representing and supporting the WA Local Government sector.

WALGA was formed on 6 December 2001 to provide a representative and united voice for Local Government in Western Australia. Prior to this, a number of membership-based representative structures existed to represent Local Government.

WALGA holds an Annual General Meeting for its members every year for the purpose of promoting local government issues of importance across the sector.

DETAILS

The 2022 WALGA Annual General Meeting will be held from 9:00am on Monday 3 October 2022 at Crown Perth. The formal Agenda will begin at 11:30am. Attendance at the Annual General Meeting is free of charge to all Elected Members and staff from Member Local Governments, of which City of Joondalup is a member.

The full Notice of Meeting (including procedure information and criteria for submission of motions) is detailed in Attachment 1 to this Report.

In order to participate in voting on matters received at the Annual General Meeting, each member Council must register its voting delegates by Friday 23 September 2022. Pursuant to the WALGA constitution, all member Councils are entitled to be represented by two voting delegates. Voting delegates may be either elected members or serving officers. Proxy voting is available where the Council's appointed representatives are unable to attend.

The current City of Joondalup members of the WALGA North Metropolitan Zone are as follows:

Members	Deputy Members
Mayor Jacob	Cr Christopher May (First Deputy)
Cr Adrian Hill	Cr Christine Hamilton-Prime (Second Deputy)
Cr Russ Fishwick	
Cr Nige Jones	

Cr Russ Fishwick and Mayor Jacob are the City's delegate and deputy delegate respectively, to the WALGA State Council.

Issues and options considered

Not applicable.

Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Governance and Leadership.

Objective Strong Leadership.

Strategic initiative Advocate and influence political direction to achieve local and regional development.

Policy Not applicable.

Risk management considerations

If the City of Joondalup does not submit its voting members, it will not be able to vote on the matters to be debated as part of the Annual General Meeting of WALGA.

Financial / budget implications

Not applicable.

Regional significance

Matters considered at the 2022 WALGA Annual General Meeting relate to local government as an industry.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The North Metropolitan Zone Committee of WALGA, consisting of the Cities of Joondalup, Stirling and Wanneroo, is the main link the City has in considering matters relating to WALGA activities.

It is considered prudent to designate two voting delegates for the 2022 Annual General Meeting of WALGA to ensure the City is represented and is able to vote on matters affecting the City and the broader local government sector.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION**That Council NOMINATES:**

- 1 two voting delegates for the 2022 Annual General Meeting of the Western Australian Local Government Association to be held on Monday 3 October 2022;**
- 2 two proxy voting delegates for the 2022 Annual General Meeting of the Western Australian Local Government Association to be held on Monday 3 October 2022, in the event that Council's appointed representatives are unable to attend.**

Appendix 5 refers

To access this attachment on electronic document, click here: [Attach5brf220614.pdf](#)

ITEM 10 2022 ANNUAL REVIEW OF REGISTER OF DELEGATION OF AUTHORITY

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	07032, 101515
ATTACHMENT	Attachment 1 Amended Register of Delegation of Authority (marked-up version) Attachment 2 Amended Register of Delegation of Authority (clean version)
	<i>(Please note: Attachments are only available electronically).</i>
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to undertake a formal review of its delegations within the *Register of Delegation of Authority*.

EXECUTIVE SUMMARY

Sections 5.18 and 5.46 of the *Local Government Act 1995* (the Act) requires at least once every financial year, delegations are to be reviewed by the delegator. The Council last performed its annual review of delegations at its meeting held on 15 June 2021 (CJ079-06/21 refers).

The proposed amendments to the *Register of Delegation of Authority* (Register) is submitted as Attachment 1 to this Report. The *Register of Delegation of Authority* incorporating the proposed amendments is submitted as Attachment 2 to this Report.

It is therefore recommended that Council:

- 1 *ENDORSES the review of its delegations in accordance with sections 5.18 and 5.46 of the Local Government Act 1995;*
- 2 *BY AN ABSOLUTE MAJORITY and in accordance with sections 5.16 and 5.42 of the Local Government Act 1995, section 127 of the Building Act 2011, section 48 of the Bush Fires Act 1954, section 44 of the Cat Act 2011, section 10AA of the Dog Act 1976, section 118(2)(b) of the Food Act 2008, section 16 and 17 of the Graffiti Vandalism Act 2016, sections 214(2), (3) and (5) of the Planning and Development Act 2005, clause 82 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and section 21 of the Public Health Act 2016 DELEGATES the local government functions as listed in the amended Register of Delegation of Authority forming Attachment 2 to this Report.*

BACKGROUND

In accordance with sections 5.16 and 5.42 of the Act, a local government can delegate certain functions to a committee of Council, or the Chief Executive Officer. A variety of other legislation also permits the delegations of functions to the Chief Executive Officer, as well as other officers.

Sections 5.18 and 5.46 of the Act require that at least once every financial year, delegations are to be reviewed by the delegator for those delegations under the Act, but opportunity is also presented to review other delegations made under other legislation.

At its meeting held on 24 June 2014 (CJ091-06/14 refers), Council undertook a comprehensive review of the *Register of Delegation of Authority*, incorporating the following measures:

- A revised layout for each instrument of delegation.
- Improvements to the wording and referencing of individual delegations.
- New and increased scope of individual delegations.

As part of the 2021 annual review process the City introduced a new structure for the Register with the transition to the Attain Compliance software (Attain), this new approach includes a historical record of amendments for each delegation.

The Council last performed its annual review of its delegations at its meeting held on 15 June 2021 (CJ079-06/21 refers) and therefore, a formal review by Council is required by 30 June 2022. The 2022 review has focused on assessing the suitability and relevance of delegations as well as any new delegations that need to be made.

DETAILS

The 2022 annual review of the *Register of Delegation of Authority* was undertaken to determine:

- the appropriateness of the existing delegations and whether to amend or delete any delegations
- the need for any additional delegations.

The proposed amendments reflect the following:

- Amending existing delegations to improve workflow processes and service delivery.
- Revoking of delegations that are no longer required.
- Addition of three new delegations.
- Minor wording and formatting changes.
- Re-numbering of delegations, to allow for the insertion of new delegations within the register structure.

The main proposed changes are as follows:

1.4 Agreement for Payment of Rates and Service Charges (Attachment 1, page 10 refers)

The inclusion of two relevant policy documents being; *Payments of Rates and Charges Policy* (CJ069-05/21 refers) and *Rates Hardship Policy* (CJ068-05/21 refers).

1.6 Appointment of an Acting Chief Executive Officer (Attachment 1, page 12 refers)

It is recommended that this delegation be revoked, as the Chief Executive Officer is required to appoint a person to act as CEO in accordance with the *Appointment of an Acting or Temporary Chief Executive Officer Council Policy* adopted by Council at its meeting held on 17 August 2021 (CJ128-08/21 refers). This Policy aligns with the CEO performing their function under section 5.41 (c) of the *Local Government Act 1995*.

The Chief Executive Officer can only act in accordance with the Policy and does not exercise discretion.

Due to the inclusion of this delegation in the Register, a change in delegation numbers was required and can be seen from pages 13 to 22 of the Register.

1.7 Appointment of Authorised Persons (Attachment 1, page 13 refers)

An amendment to the 'Delegates Condition' to include an additional condition relating to the City maintaining a Register of Authorised Persons as a local government record. The inclusion of part 2 reflects the current practice being undertaken by the Administration.

1.8 Choice of Acceptable Tenders from an Expression of Interest (Attachment 1, page 15 refers)

The inclusion of the relevant policy document being the *Purchasing Policy* (CJ070-05/20 refers).

1.9 Choice of Tender (Attachment 1, page 16 refers)

The inclusion of the relevant policy document being the *Purchasing Policy* (CJ070-05/20 refers).

1.12 Acquisition of Interest in Land by Lease or other Short Term Instrument (Attachment 1, page 22 refers)

This is a new delegation to the Chief Executive Officer with the authority to authorise acquisition of interest in land by lease or other short term instrument only and will enable the City to enter into lease agreements on property that is not owned or managed by the City.

From time-to-time, the City may be required to enter into short-term lease arrangements to meet an accommodation requirement where the City's existing land or facility assets are unable to support an immediate service delivery need, and/or the expenditure required to modify or acquire an asset either exceeds the lease value or cannot be achieved within the necessary timeframes.

Examples may include short-term storage requirements for cultural events or City operations, or the provision of event or gallery space for community events.

The City's current delegation in relation to leases only extends to the disposal of property whereby the City is the Landlord. This delegation will provide flexibility for the City to acquire an interest in property as a Tenant to meet a short-term accommodation requirement.

The proposed function to this delegation is as follows:

- Authority to acquire an interest in land (includes buildings), by lease or other short term instrument ONLY, where the total value of the consideration and anything done by the City is less than the threshold amount for a major land transaction [s.3.59(1), r.8A(1)].
- Authority to acquire an interest in land by lease or other short term instrument ONLY through an exempt land transaction [s.3.59(1), r8(1)]:
 - a) Without intending to produce a profit to the Local Government; and
 - b) Without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.

The following proposed conditions are to apply to the delegation which include:

- Delegation excludes authority to purchase in fee simple land or buildings and is therefore limited to leases, rental or other short term acquisition instruments that do not commit the Local Government for a period greater than five years.
- In accordance with s.5.43, this delegation is limited to acquisitions that have a total consideration value of \$500,000 or less.
- Documents that give effect to an acquisition under this delegation, must be executed by a person duly authorised under s. 9.49A.

1.21 Payments from Municipal Fund and Trust Fund – Signatories to bank accounts (Attachment 1, page 42 refers)

The amendments relating to this delegation provide separation of the type of payments in respect to cheque payments and electronic funds transfers (EFT) payments, this has been proposed so that “Category C” signatories can be included to authorise EFT payments, to facilitate approval of smaller EFT files less than \$10,000.

The authorisation of EFT payments up to \$10,000 will require a minimum authorisation by any one Category C signatories and any one B signatories. The inclusion of Category C signatories will lead to improved work efficiency and better turnaround times in processing of payments, as the availability of Categories A signatories at times can be limited to availability of senior management.

The delegation includes the following proposed amended conditions for designated employees:

Cheque Payments (only)

- Payments up to \$10,000 - Any one Category A or Category B signatories.
- Payments of \$10,001 and over to payments up to \$250,000 - Any two Category A or Category B signatories.
- Payments of \$250,001 and over - Any one of Category A and One of Category B signatories; or any two of Category A signatories.

Electronic Funds Transfer (EFT) Payments (only)

- Payments up to \$10,000 – any two Category A or Category B Signatories; or any one of Category A or Category B signatories and any one of Category C signatories.
- Payments of \$10,001 and over to payments up to \$250,000 – any two Category A or Category B signatories.
- Payments of \$250,001 and over – any one Category A and one of Category B signatories; or any two Category A signatories.

Furthermore, it is proposed the inclusion of "Category C" signatories who will be able to approve payments up to \$10,000 only, being the following designated employees:

- Financial Accountant.
- Management Accountant.

1.22 Power to Invest (Attachment 1, page 45 refers)

An amendment to the relevant policy from *Investment Policy* to *Investment of Available Funds Policy* (CJ160-10/20).

1.25 Payments from Municipal Fund – Incurring liabilities and making payments for court fees in respect of lodgements of rates claims (WA Magistrates' Court) (Attachment 1, page 50 refers)

This is a new delegation to the Chief Executive Officer with the authority to incur liabilities and make payments from the municipal fund for court fees in respect of lodgements of rates claims only to the WA Magistrates' Court. Currently, the Senior Management Accountant and Coordinator Rating Services is able to approve payments up to \$5,000 in accordance with delegation 1.19. The creation of this delegation will allow approval by the designated employees up to \$10,000 for the specific purpose of lodgement of claims with the Magistrate's Court.

The delegation will provide authority for the following employees to lodge claims with the Magistrate's Court under the following conditions:

- Manager Financial Services – payment limit over \$10,000 (excluding GST).
- Senior Management Accountant – payment limit up to \$10,000 (excluding GST).
- Coordinator Rating Services – payment limit up to \$10,000 (excluding GST).

The function of incurring liabilities and making payments for court fees in respect of lodgements of rates claims to the WA Magistrates' Court will ensure administrative efficiencies of the City with the processing of rates claims via the online eCourts portal.

Due to the inclusion of this delegation in the Register, a change in delegation numbers was required and can be seen from pages 51 to 56 of the Register.

3.5.1 Building Act 2011 – Refusing and Cancelling Building and Demolition permit Applications, Building Approval Certificates and Occupancy permit Applications (Attachment 1, page 66 refers)

An amendment to the delegation title and function to include the authority to cancel building and demolition permit applications, building approval certificates and occupancy permits.

The function of cancelling building and demolition permit applications, building approval certificates and occupancy permit applications is administrative in nature and has inadvertently been missed from the delegation. The inclusion as proposed will ensure that the exercise of this administrative task is appropriately documented and controlled.

In addition, the inclusion of relevant legislation being the *Building Act 2011* [s. 24].

3.5.2 Building Act 2011 – Building Act 2011 – Extending the Duration of Building and Demolition Permits, Building Approval and Certificates and Occupancy Permits (Attachment 1, page 68 refers)

The insertion of a new delegation to the Chief Executive Officer with the authority to extend the duration of building and demolition permits, building approval certificates and occupancy permits.

This function has been undertaken as an administrative function since the introduction of the *Building Act 2011*, however this delegation is proposed to ensure that the exercise of this function is appropriately documented and controlled.

Pursuant to section 127 of the *Building Act 2011*, a local government may delegate its powers under the Act to employees of the local government who are appropriately qualified to exercise those powers. The extent to which the power may be exercised is limited by seniority of the position, in relation to delegation 3.5.2, the following positions are proposed to have subdelegate authority:

- Director Planning and Community Development.
- Manager Regulatory Services.
- Coordinator Building Approvals.
- Senior Building Surveyors.

Issues and options considered

Council can either:

- accept the proposed amendments
- vary the proposed amendments
- or
- reject the proposed amendments

and adopt the Register of Delegation of Authority accordingly.

Legislation / Strategic Community Plan / policy implications

Legislation

Local Government Act 1995 [s. 5.16-5.18, s. 5.42-5.46].
Building Act 2011 [s. 127].
Bush Fires Act 1954 [s. 48].
Cat Act 2011 [s. 44].
Dog Act 1976 [s. 10AA].
Food Act 2008 [s. 118 (2) (b)].
Graffiti Vandalism Act 2016 [s. 16, 17].
Planning and Development Act 2005 [s. 214 (2), (3) and (50)].
 Clause 82 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
Public Health Act 2016 [s. 21].

Strategic Community Plan

Key theme

Governance and Leadership.

Objective

Corporate capacity.

Strategic initiative

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

Policy Not applicable.

Risk management considerations

Council is required to review its delegations under the *Local Government Act 1995* at least once every financial year and to review its delegations made under clause 82 of schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* every two years. Failure to complete the review would result in non-compliance with its statutory responsibilities under these legislative frameworks.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

Where legislation confers a function or power in a “local government” it was generally intended by Parliament to mean Council. However, there are many instances within the Act and other legislation that a function given to a local government is not exercisable, at least on a day to day basis by a Council but by the Chief Executive Officer or the local government’s administration. The Act itself makes it clear that:

- a Council’s role is not to exercise administrative (or management powers) but to exercise broader governance powers (section 2.7 of the Act)
- a Chief Executive Officer has the principal administration or management role of the local government - reflected in the specific statutory function to ‘manage the day-to-day operations of the local government (section 5.4(e) of the Act).

In view of this local governments utilise levels of delegated authority to allow the Chief Executive Officer (and other officers) to undertake day-to-day statutory functions, thereby allowing Council to focus on policy development, representation, strategic planning and community leadership.

The use of delegated authority means the large volume of routine work of a local government can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community. The 2022 review has resulted in refining delegations to ensure the City’s continued ability to maintain high standards of service delivery and improved workflow processes.

VOTING REQUIREMENTS

Absolute Majority.

RECOMMENDATION**That Council:**

- 1** ENDORSES the review of its delegations in accordance with sections 5.18 and 5.46 of the *Local Government Act 1995*;
- 2** BY AN ABSOLUTE MAJORITY and in accordance with sections 5.16 and 5.42 of the *Local Government Act 1995*, section 127 of the *Building Act 2011*, section 48 of the *Bush Fires Act 1954*, section 44 of the *Cat Act 2011*, section 10AA of the *Dog Act 1976*, section 118(2)(b) of the *Food Act 2008*, section 16 and 17 of the *Graffiti Vandalism Act 2016*, sections 214(2), (3) and (5) of the *Planning and Development Act 2005*, clause 82 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and section 21 of the *Public Health Act 2016* DELEGATES the local government functions as listed in the amended *Register of Delegations of Authority* forming Attachment 2 to this Report.

To access this attachment on electronic document, click here: [DelegationRegister220614.pdf](#)

ITEM 11 ADOPTION OF THE 10-YEAR STRATEGIC COMMUNITY PLAN AND 5-YEAR CORPORATE BUSINESS PLAN

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	101515, 109319, 52605
ATTACHMENTS	Attachment 1 Community Consultation Outcomes Report - Draft 10-Year Strategic Community Plan Attachment 2 Draft Strategic Community 2022-2032 Attachment 3 Draft Corporate Business Plan 2022-2026
AUTHORITY / DISCRETION	Legislative - includes the adoption of local laws, planning schemes and policies.

PURPOSE

For Council to note the outcomes of the community consultation on the draft 10-Year Strategic Community Plan, Joondalup 2032, and to adopt the City of Joondalup 10-Year Strategic Community Plan and 5-Year Corporate Business Plan.

EXECUTIVE SUMMARY

A strategic community plan is a requirement of all local governments in Western Australia under the *Local Government Act 1995*. Council adopted its first *10-Year Strategic Community Plan, Joondalup 2022* (Joondalup 2022), at its meeting held on 23 October 2012 (CJ210-10/12 refers). This plan was developed in consultation with Elected Members, the community and regional stakeholders.

The 10-year period for Joondalup 2022 is set to expire at the end of the 2021-22 financial year. The City has been working with elected members, the community and the City's workforce to prepare a new 10-Year Strategic Community Plan - Joondalup 2032.

At its meeting held on 15 March 2022 (CJ037-03/22 refers), Council endorsed the draft plan for community consultation. The City collected a total of 36 valid submissions during the 30-day advertised consultation period from 24 March 2022 to 22 April 2022. Minor amendments have been made to the plan to incorporate community and stakeholder feedback.

The 5-Year Corporate Business Plan is the City's medium-term planning document which contains the services, projects and activities that have been developed in response to the vision, goals and outcomes of the *10-Year Strategic Community Plan*. Every local government in Western Australia is required to have a corporate business plan. The City reviews the plan on an annual basis and reports to Council on its progress every quarter.

The draft 5-Year Corporate Business Plan contains the following:

- Services delivered by the City, including service costs and related FTE (to be added following adoption of the 2022-23 Annual Budget).
- Details of existing City plans, strategies and frameworks.
- Capital works programs, including expenditure and revenue for 2022-23 (to be added following adoption of the 2022-23 Annual Budget).
- Key capital works projects for 2022-23.
- Non-capital projects and activities, including quarterly milestones for delivery.
- Key priorities for 2022-23 (non-capital projects and activities).
- Annual performance measures that will be reported through the City's Annual Report, including the Global Reporting Initiative (GRI) disclosures and other performance measures.
- Operating budget for 2022-23 (to be added following adoption of the 2022-23 Annual Budget).

In accordance with the *Local Government (Administration) Regulations 1996*, the City is required to review its corporate business plan annually and submit it to Council for adoption.

The draft 10-Year Strategic Community Plan and 5-Year Corporate Business Plan require adoption by an absolute majority Council. The two plans have been presented together as the draft 5-Year Corporate Business Plan has been developed in alignment with the new 10-Year Strategic Community Plan, including the key themes, goals and outcomes. Further, the purpose of the 5-Year Corporate Business Plan is to "operationalise" the 10-Year Strategic Community Plan.

It is therefore recommended that Council:

- 1 *NOTES the outcomes from the community consultation on the draft 10-Year Strategic Community Plan undertaken from 24 March 2022 to 22 April 2022 provided as Attachment 1 to this Report;*
- 2 *BY AN ABSOLUTE MAJORITY ADOPTS the Strategic Community Plan 2022-2032 (Joondalup 2032), provided as Attachment 2 to this Report;*
- 3 *BY AN ABSOLUTE MAJORITY ADOPTS the Corporate Business Plan 2022-2026, provided as Attachment 3 to this Report, noting the following additions and updates will be made post-adoption:*
 - 3.1 *Addition of net services costs, depreciation and full time equivalent (FTE) for 2022-23;*
 - 3.2 *Addition of capital works program expenditure and revenue for 2022-23;*
 - 3.3 *Addition of the operating budget for 2022-23;*
 - 3.4 *Updates to the demographic snapshots to reflect the results of the 2021 Census of Population and Housing;*
 - 3.5 *Updates to services, programs, projects and activities resulting from any decisions of Council at the 28 June 2022 Council meeting.*

BACKGROUND

10-Year Strategic Community Plan

The development of a strategic community plan is a requirement of all local governments in Western Australia under the *Local Government Act 1995* (the Act). Under the Act, strategic community plans must:

- set the vision, aspirations and objectives of the community
- cover a period of at least 10 years
- contain a description of community consultation activities undertaken in its development
- be reviewed at least every four years.

Strategic community plans must also have regard to the City's resource capacity, demographic trends, and strategic performance indicators and ways of measuring performance.

The 10-year period for the City's existing strategic community plan, Joondalup 2022, is set to expire at the end of the 2021-22 financial year. Since 2020, the City has been working with Elected Members, the community and the City's workforce to prepare a new 10-Year Strategic Community Plan (Joondalup 2032). This new plan covers the period 2022 to 2032 and outlines the City's commitment to achieving the vision and aspirations of the community and regional stakeholders.

It should be noted that the Department of Local Government, Sport and Cultural Industries is currently reviewing their *Integrated Planning and Reporting Framework* model for local governments. The City is yet to receive detailed advice on requirements, but it is likely that the new model will incorporate the following:

- Replacing Strategic Community Plans with more flexible "Community Strategies".
- Reframing Corporate Business Plans as broader "Council Plans".
- Introducing "Service Plans".
- Aligning timeframes and review periods with local government elections.
- Requiring a baseline reporting system across the sector.

As much as possible, the 10-Year Strategic Community Plan has been developed with the above future requirements in mind.

5-Year Corporate Business Plan

The development of a corporate business plan is a requirement of all local governments in Western Australia under the *Local Government (Administration) Regulations 1996*. Under the Regulations, corporate business plans must:

- set out priorities for dealing with the objectives and aspirations of the community
- cover a period of at least four years
- govern internal business planning
- reference resourcing plans/strategies (for example asset management, workforce planning, long-term financial planning)
- be reviewed every year.

As part of the regular annual review of the City's existing 5-Year Corporate Business Plan, the City has realigned the services, projects and activities of the plan to the key themes, goals and outcomes of the new 10-Year Strategic Community Plan.

A number of improvements have also been made to how the plan is presented, including the following:

- Capital works projects have been separated from non-capital projects and activities, instead of being combined.
- Annual performance measures (reported through the Annual Report) have been included under each outcome.

- The operating budget for the year has been included at the end of the plan, instead of a “financial summary”.
- General improvements have been made to the front-end of the plan to streamline and simplify the explanatory text and reduce duplication across other plans.

DETAILS

Development of the 10-Year Strategic Community Plan

In developing the draft 10-Year Strategic Community Plan, the City undertook a comprehensive community consultation exercise commencing in early 2020 with a series of three meetings with the City’s Strategic Community Reference Group. Each meeting focussed on the different key themes of the existing *10-Year Strategic Community Plan (Joondalup 2022)*.

Feedback from the reference group was then used to inform the large-scale *Shaping Your Local Community* consultation initiative. Community consultation activities were delivered from 1 February 2021 to 30 April 2021. Feedback was sought via a mixed methodology approach which included:

- community survey
- events poll
- stakeholder workshops.

The City had high levels of engagement across the three consultation methods, including:

- 841 responses to the community survey
- 423 responses to the events poll
- 219 participants at the stakeholder workshops.

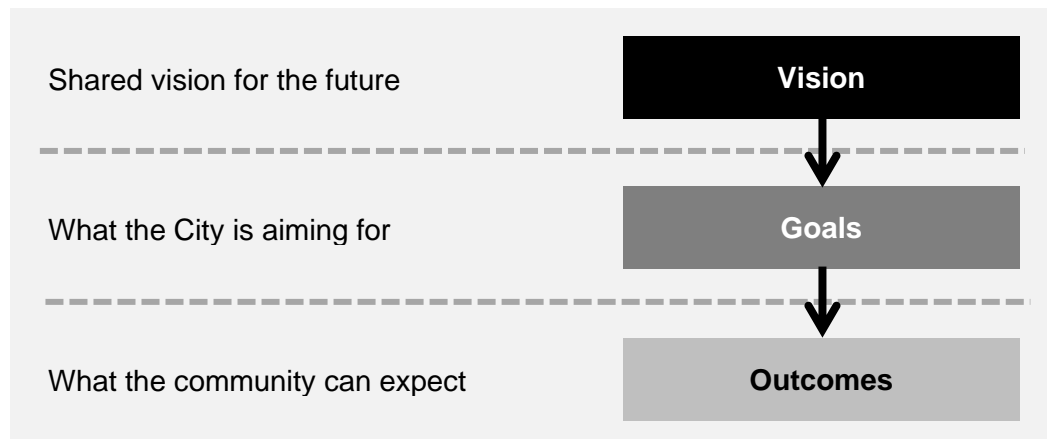
The approach for the new plan has been to bring the plan up to a higher, more strategic level, and shift the more operational initiatives, present in the current plan (Joondalup 2022), to the 5-Year Corporate Business Plan.

The new 10-Year Strategic Community Plan comprises the following five key themes:

- Community.
- Environment.
- Place.
- Economy.
- Leadership.

Each of these key themes has a goal which reflects the feedback from the community, and a series of outcomes which are intended to guide the City’s service delivery. The outcomes are intentionally broad to allow for different ways to achieve the goals over the 10-year term of the plan. In addition, outcomes from the extensive *Shaping Your Local Community* consultation initiative are reflected throughout the plan to demonstrate alignment with community aspirations.

A diagram of the overall structure of the draft 10-Year Strategic Community Plan 2022-2032 is shown below. The full plan is provided as Attachment 2 to this Report.



At its meeting held on 15 March 2022 (CJ037-03/22 refers), Council endorsed the draft plan to be released for public consultation. The City collected a total of 36 valid submissions throughout the 30-day advertised consultation period from 24 March 2022 to 22 April 2022. This included 30 submissions from individuals, and 6 submissions from resident/ratepayer groups and other stakeholders.

The broad outcomes are as follows:

- Praise that the draft Plan included specific elements/themes (for example environment).
- Specific requests for services or facilities to be added to the draft Plan (for example support for the homeless).
- Specific requests for services or facilities be provided in the community (for example tree maintenance, safety patrols).
- Constructive/negative feedback about the content or structure of the draft Plan.
- General praise and support for the draft Plan.
- Specific feedback about words or phrases that should be changed or added to the details in the draft Plan.

As a result of the consultation, minor amendments have been made to the draft plan to incorporate these outcomes. The changes include the following:

- Updated “City assets snapshot” to ensure there is no confusion as to what “assets” are being referred to.
- Added a “2032 snapshot” infographic to show the general demographics for the City in 10 years’ time.
- Added wording into the “Integrated Planning and Reporting Framework” diagram to refer to the Capital Works Program Quarterly Progress Report and better reflect the Corporate Business Plan reporting structure.
- Altered the text of the “Goal” to include reference to “community-led” activities to be more reflective of new models of community development.
- Removed reference to “your business” in the “Appealing and welcoming” outcome to reflect the fact that people may visit the City for reasons other than visiting businesses.
- Replaced the “Responsible and financially-sustainable” outcome name with “Accountable and financially-sustainable” to ensure there is no confusion with the outcome “Responsible and efficient” (in the Environment key theme).
- Added further explanatory text to describe how the 5-Year Corporate Business Plan ‘operationalises’ the 10-Year Strategic Community Plan.

- Added further explanatory text to describe how the 10-Year Strategic Community Plan will be monitored through the *Corporate Business Plan Quarterly Reports*, *Capital Works Quarterly Reports* and *Annual Reports* to eliminate confusion as to where these measures are located and how they are reported.

Full details of the consultation outcomes, including verbatim comments, are included in the *Community Consultation Outcomes Report — Draft 10-Year Strategic Community Plan* provided as Attachment 1 to this Report.

Development of the 5-Year Corporate Business Plan

The *5-Year Corporate Business Plan* is a document which provides a medium-term delivery plan for the *10-Year Strategic Community Plan* and contains the services, projects and activities to be undertaken to “operationalise” the *10-Year Strategic Community Plan*.

The draft 5-Year Corporate Business Plan contains the following:

- Services delivered by the City, including service costs and related FTE (to be added following adoption of the *2022-23 Annual Budget*).
- Details of existing City plans, strategies and frameworks.
- Capital works programs, including expenditure and revenue for 2022-23 (to be added following adoption of the *2022-23 Annual Budget*).
- Key capital works projects for 2022-23.
- Non-capital projects and activities, including quarterly milestones for delivery.
- Key priorities for 2022-23 (non-capital projects and activities).
- Annual performance measures that will be reported through the City’s *Annual Report*, including the Global Reporting Initiative (GRI) disclosures and other performance measures.
- Operating budget for 2022-23 (to be added following adoption of *the 2022-23 Annual Budget*).

Measuring the City’s Performance against the 10-Year Strategic Community Plan and 5-Year Corporate Business Plan

Measuring performance against the vision, goals and outcomes of the 10-Year Strategic Community Plan is outlined in the 5-Year Corporate Business Plan, and includes the following:

- *Corporate Business Plan Quarterly Reports* — Reports presented to Council each quarter and published on the City’s website. The reports provide information on achievements and performance against the quarterly milestones set at the beginning of each year and indicate whether the project or activity is on time and on budget at the end of each quarter and at the end of the year. A commentary is also provided each quarter on exactly what has been achieved.
- *Capital Works Quarterly Progress Reports* — Reports presented to Council each quarter with the *Corporate Business Plan Quarterly Reports* and published on the City’s website. The reports provide quarterly progress updates against the key capital works projects identified in the *5-Year Corporate Business Plan*, as well as the projects status of all capital works projects and programs.
- *Annual Reports* — Report presented to Council each year, as well as to the community through the Annual General Meeting. The report outlines the status of all projects and activities at the end of each year and states why a project or program has not been completed or is not on track. The Annual Report also documents the number of projects and activities completed within the *5-Year Corporate Business Plan*.

In addition, the *Annual Report* includes the Global Reporting Initiative (GRI) disclosures and the other performance indicators listed against the outcomes in the 5-Year Corporate Business Plan, and demonstrates performance for the year against the *10-Year Strategic Community Plan*.

The inclusion of the Global Reporting Initiative (GRI) disclosures and other performance measures provides greater transparency of how the City intends to report against the vision, goals and outcomes of *10-Year Strategic Community Plan*.

Additions and Changes Required After Adoption

Note that a number of projects that are included within the draft 5-Year Corporate Business Plan are being considered by Council at the June 2022 meeting. The inclusion of these items within the draft plan is subject to Council decisions and therefore amendments may be required to the projects and stated milestones depending on the outcomes of this meeting. These projects include the following:

- Sorrento Surf Life Saving Club redevelopment.
- Core system replacement project.
- *Place Activation Strategy 2022*.
- *Joondalup City Centre Place Activation Plan 2022*.
- Regional Homelessness Plan 2022-23–2025-26.

In addition, a number of sections of the draft plan are presented as blank and are subject to the adoption of the Annual Budget for 2022-23. The following will be updated post-adoption:

- Net service costs, depreciation and full time equivalent (FTE).
- Capital works program expenditure and revenue.
- Operating budget.

Further, the City will update the demographic snapshots in the 10-Year Strategic Community Plan to reflect the results of the 2021 *Census of Population and Housing* scheduled for release in June/July 2022.

Issues and options considered

With regard to the draft 10-Year Strategic Community Plan (Joondalup 2032) and draft 5-Year Corporate Business Plan, Council has the option to:

- adopt the draft 10-Year Strategic Community Plan Joondalup 2032 and draft 5-Year Corporate Business Plan, as presented in Attachments 2 and 3
or
- adopt the draft 10-Year Strategic Community Plan (Joondalup 2032) and draft 5-Year Corporate Business Plan, subject to further amendments.

Option 1 is the recommended option as comprehensive community consultation has been undertaken to inform the development of the 10-Year Strategic Community Plan and the draft 5-Year Corporate Business Plan has been developed in alignment with the draft 10-Year Strategic Community Plan and draft 2022-23 Annual Budget.

Legislation / Strategic Community Plan / Policy implications

Legislation Adoption of a strategic community plan and a corporate business plan is a requirement of all local governments in Western Australia under the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Strategic Community Plan

Key theme Not applicable.

Objective Not applicable.

Strategic initiative Not applicable.

Policy Not applicable.

Risk management considerations

Adoption of a strategic community plan and a corporate business plan is a requirement of all local governments in Western Australia under the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*. Should Council choose to delay the adoption of the plans, this could result in the City being non-compliant with this legislation. Further, it is a legislative requirement for the City to review its corporate business plan annually and submit modifications to Council for adoption. A failure to achieve this in a timely manner could result in non-compliance.

Financial / budget implications

The draft 10-Year Strategic Community Plan is operationalised through the City's 5-Year Corporate Business Plan and Annual Budget. Financial and budget implications associated with implementation of the 10-Year Strategic Community Plan will be subject to normal budgetary approval processes. Long-term financial implications will be considered as part of the City's *10-Year Strategic Financial Plan*.

The annual review of the 5-Year Corporate Business Plan provides an opportunity for the City to reassess forecasted timeframes in accordance with resourcing strategies to ensure the sustainable delivery of projects.

Regional significance

The purpose of the 10-Year Strategic Community Plan is to articulate the community's aspirations, vision and objectives for the next 10 years. The plan is the overarching document that will inform all of the City's other plans and services. The plan will therefore impact all projects, partnerships and activities of regional significance.

Many of the projects in the draft 5-Year Corporate Business Plan have regional significance and highlight the importance of regional planning and cooperation in managing and responding to future challenges within the north metropolitan region.

Sustainability implications

The draft 10-Year Strategic Community Plan sets a strategic and sustainable direction for the City over the next ten years. The plan is underpinned by a shared vision for the future which directly addresses sustainability, and the five key themes of Community, Environment, Place, Economy and Leadership.

The 5-Year Corporate Business Plan demonstrates the operational capacity of the City to achieve its vision and goals over the medium-term. Project planning and prioritisation within the plan is based on the City's ambition to deliver services sustainably and affordably.

Consultation

At its meeting held on 15 March 2022 (CJ037-03/22 refers), Council endorsed the draft 10-Year Strategic Community Plan for public consultation. A total of 36 valid submissions were received throughout the 30-day advertised consultation period from 24 March 2022 to 22 April 2022.

Full details of the consultation outcomes, including verbatim comments are included in the *Community Consultation Outcomes Report - Draft 10-Year Strategic Community Plan* provided as Attachment 1 to this Report.

Community consultation is not required for the development of a corporate business plan.

COMMENT

The draft 10-Year Strategic Community Plan (Joondalup 2032) has been developed in partnership with Elected Members, the community, stakeholders and the City's workforce. The draft plan positions Joondalup to address the major challenges and opportunities over the next ten years. The plan will be operationalised through the City's 5-Year Corporate Business Plan and Annual Budget.

The development of the 10-Year Strategic Community Plan was informed by comprehensive and detailed community feedback gathered through an extensive community consultation process. The draft plan demonstrates best practice in strategic planning and community engagement and is aligned to the Department of Local Government, Sport and Cultural Industries' *Integrated Planning and Reporting Guidelines*. As much as possible, the draft plan has also taken into account what are believed to be the likely outcomes of the local government reform process.

It is important that the City provides the community with a clear plan of the projects and activities it intends to deliver. The City's draft 5-Year Corporate Business Plan provides a mechanism for measuring performance over the medium-term, and against the priority projects and activities in the first year where specific milestones are provided for each quarter.

The draft 5-Year Corporate Business Plan provides the operational detail to support the delivery of the draft 10-Year Strategic Community Plan. The inclusion of specific milestones for projects and activities, as well as annual performance measures, provides a high level of transparency in regard to how the City intends to report against the vision, goals and outcomes of the 10-Year Strategic Community Plan, which will be demonstrated through quarterly and annual reporting to Council and the community.

Corporate branding and design of the 10-Year Strategic Community Plan and 5-Year Corporate Business Plan will be undertaken following Council adoption of the documents.

VOTING REQUIREMENTS

Absolute Majority.

RECOMMENDATION**That Council:**

- 1** NOTES the outcomes from the community consultation on the draft 10-Year Strategic Community Plan undertaken from 24 March 2022 to 22 April 2022 provided as Attachment 1 to this Report;
- 2** BY AN ABSOLUTE MAJORITY ADOPTS the Strategic Community Plan 2022-2032 (Joondalup 2032), provided as Attachment 2 to this Report;
- 3** BY AN ABSOLUTE MAJORITY ADOPTS the Corporate Business Plan 2022-2026, provided as Attachment 3 to this Report, noting the following additions and updates will be made post-adoption:
 - 3.1** Addition of net services costs, depreciation and full time equivalent (FTE) for 2022-23;
 - 3.2** Addition of capital works program expenditure and revenue for 2022-23;
 - 3.3** Addition of the operating budget for 2022-23;
 - 3.4** Updates to the demographic snapshots to reflect the results of the 2021 Census of Population and Housing;
 - 3.5** Updates to services, programs, projects and activities resulting from any decisions of Council at the 28 June 2022 Council meeting.

Appendix 6 refers

To access this attachment on electronic document, click here: [Attach6brf220614.pdf](#)

ITEM 12 LIST OF PAYMENTS MADE DURING THE MONTH OF APRIL 2022

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	09882, 101515
ATTACHMENT / S	Attachment 1 Chief Executive Officer's Delegate Municipal Payment List for the month of April 2022 Attachment 2 Chief Executive Officer's Delegated Municipal Payment List (Bond Refunds for the month of April 2022) Attachment 3 Municipal and Trust Fund Vouchers for the month of April 2022
AUTHORITY / DISCRETION	Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For Council to note the list of accounts paid under the Chief Executive Officer's delegated authority during the month of April 2022.

EXECUTIVE SUMMARY

This report presents the list of payments made under delegated authority during the month of April 2022, totalling \$11,559,463.60.

It is therefore recommended that Council NOTES the Chief Executive Officer's list of accounts for April 2022 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 forming Attachments 1, 2 and 3 to this Report, totalling \$11,559,463.60.

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 April 2022. Lists detailing the payments made are appended as Attachments 1 and 2 to this Report.

The vouchers for the month are appended as Attachment 3 to this Report.

FUNDS	DETAILS	AMOUNT
Municipal Account	Municipal Cheques & EFT Payments 112358 -112382, 112384-112393 & EF099590 - EF100137,EF100139-EF100241 Net of cancelled payments	\$6,579,419.98
	Vouchers 3279A – 3287A	\$4,972,293.62
	Bond Refund Cheques & EFT Payments 112383 & EF099584 – EF099589, EF100138 Net of cancelled payments.	\$7,750.00
Total		\$11,559,463.60

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

Changes in the treatment of bonds received and repaid, from being held in the Trust Fund to now being reflected in the Municipal Fund, have arisen from a directive by the Office of the Auditor General.

COMMENT

All Municipal Fund expenditure included in the list of payments is incurred in accordance with the *2021-22 Revised Budget* as adopted by Council at its meeting held on 15 February 2022 (CJ028-02/22 refers) 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 April 2022 paid under Delegated Authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* forming Attachments 1, 2 and 3 to this Report, totalling \$11,559,463.60.

Appendix 7 refers

To access this attachment on electronic document, click here: [Attach7brf220614.pdf](#)

ITEM 13 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 30 APRIL 2022

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	07882,101515
ATTACHMENTS	Attachment 1 Financial Activity Statement Attachment 2 Investment Summary Attachment 3 Supporting Commentary
AUTHORITY/ DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For Council to note the Financial Activity Statement for the period ended 30 April 2022.

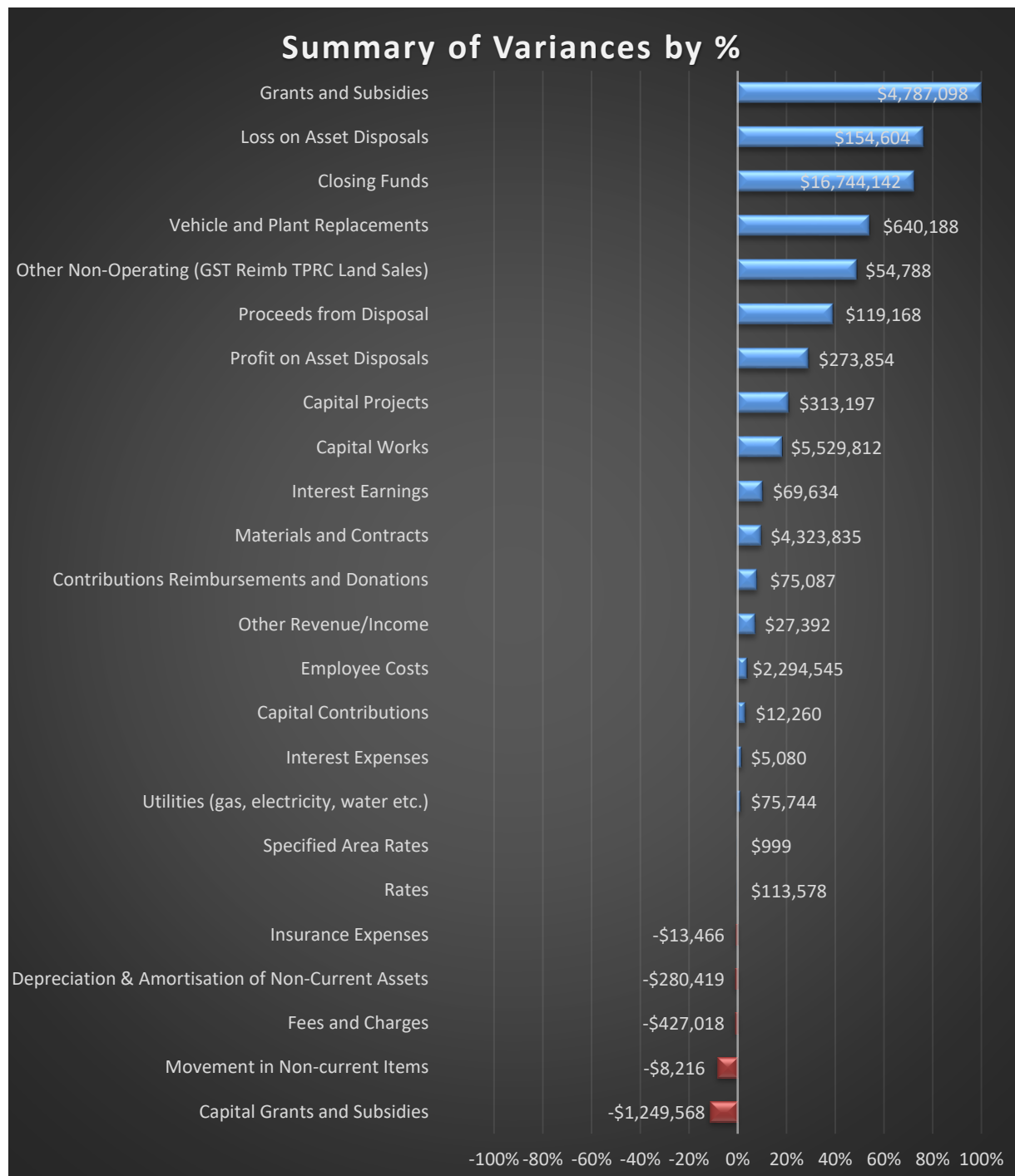
EXECUTIVE SUMMARY

At its meeting held on 15 June 2021 (CJ092-06/21 refers), Council adopted the 2021-22 Annual Budget. Council subsequently amended the budget at its meeting held on 17 August 2021 (CJ131-08/21 refers), 21 September 2021 (CJ139-09/21 refers), 12 October 2021 (CJ147-10/21 refers) and 16 November 2021 (CJ169-11/21 refers). Council thereafter reviewed and revised the budget at its meeting held on 15 February 2022 (CJ028-02/22 and CJ029-02/22 refers). Council subsequently amended the revised budget on 15 March 2022 (CJ042-03/22 refers) and on 19 April 2022 (CJ058-04/22 refers). The figures in this report are compared to the revised budget as amended.

The April 2022 Financial Activity Statement Report shows an overall favourable variance of \$16,744,142 from operations and capital, after adjusting for non-cash items.

There are a number of factors influencing the favourable variance, but it is predominantly due to timing of revenue and expenditure compared to the budget estimate in April. The notes in Attachment 3 identify and provide commentary on the individual key material revenue and expenditure variances to date.

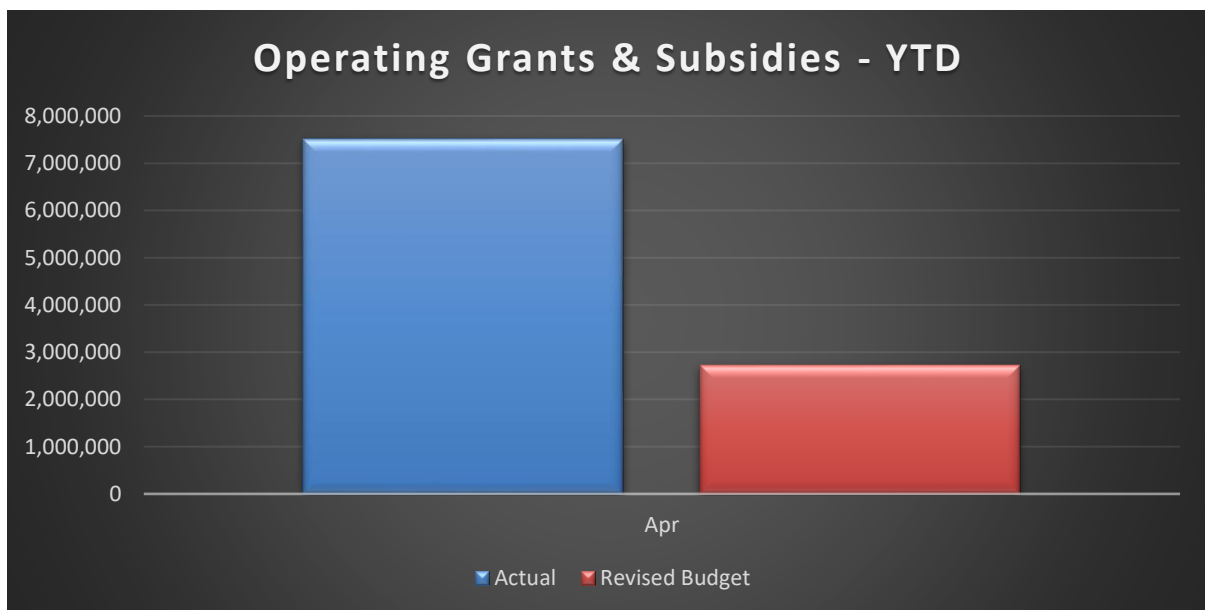
The key elements of the variance are summarised below:



The significant variances for April were:

Grants and Subsidies

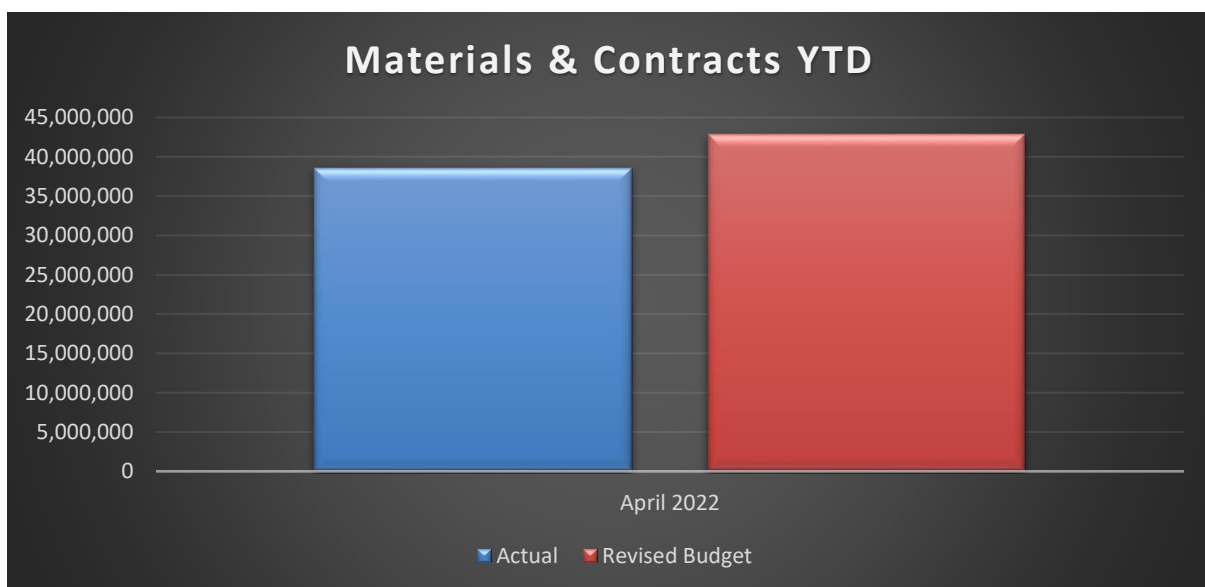
\$4,787,098



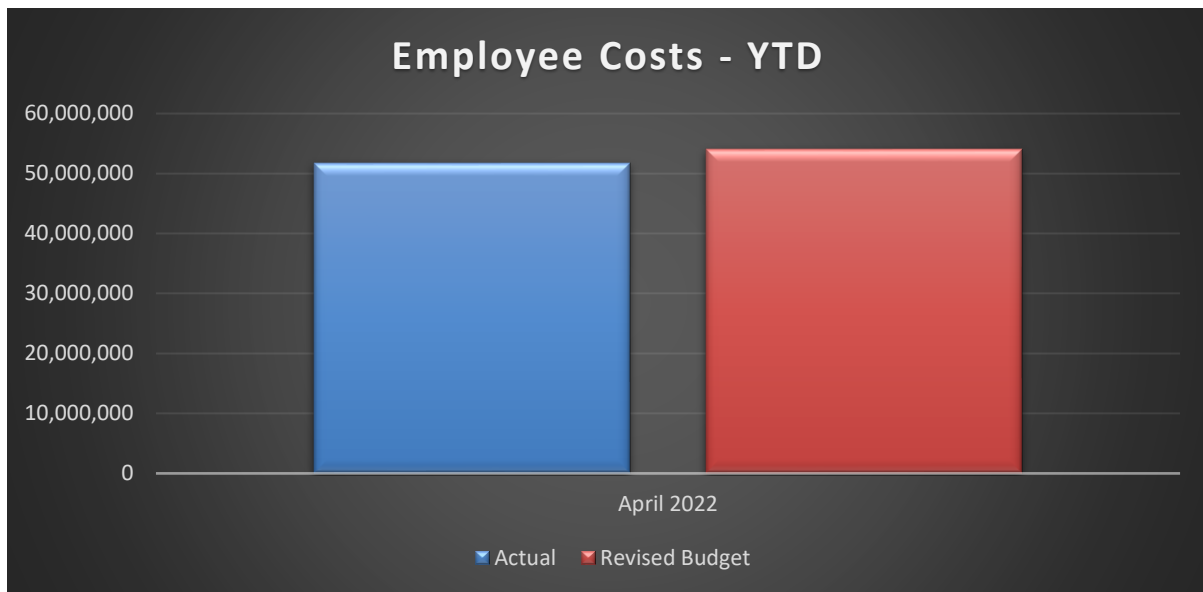
Grants and Subsidies operating revenue is \$4,787,098 greater than budget owing to the decision by the Commonwealth Grants Commission to distribute a significant part of the City's 2022-23 Federal Assistance (General Purpose and Roads) Grants in advance

Materials and Contracts

\$4,323,835



Materials and Contracts expenditure is \$4,323,835 below budget. This is spread across a number of different areas including External Service Expenses \$2,033,370, Waste Management Services \$619,428, Other Materials \$428,306, Furniture, Equipment and Artworks \$385,599, Contributions and Donations \$354,126, Public Relations, Advertising and Promotions \$275,619, and Administration \$218,573. This was partially offset by an unfavourable variance on Computing (\$510,449).

Employee Costs**\$2,294,545**

Employee Costs expenditure is \$2,294,545 below budget. Favourable variances predominantly arose from vacancies in various areas.

It is therefore recommended that Council NOTES the Financial Activity Statement for the period ended 30 April 2022 forming Attachment 1 to this Report.

BACKGROUND

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

DETAILS**Issues and options considered**

The Financial Activity Statement for the period ended 30 April 2022 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

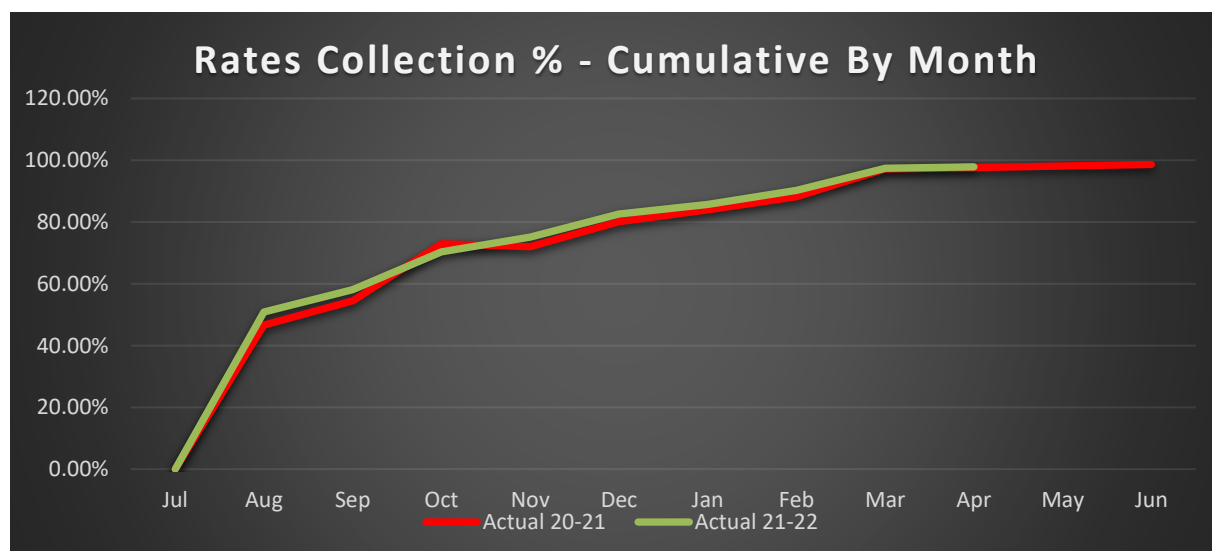
Expenditure has been incurred in accordance with revised budget parameters, which have been structured on financial viability and sustainability principles.

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*. The Mid Year Review Budget was prepared in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

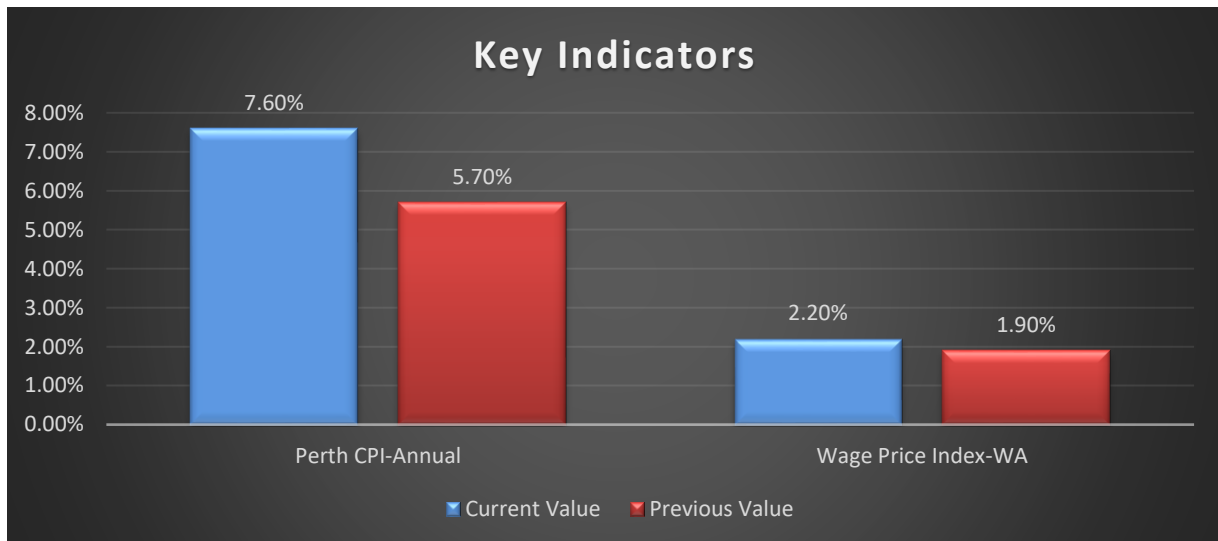
KEY INDICATORS

Rates Collection



Rates collections as a percentage of rates issued (debtors) is on par with the prior year at the end of April.

Economic Indicators



During April the Consumer Price Index for the first quarter of 2022 was released. Perth recorded the highest inflation of all the capital cities in both quarterly (3.3%) and annual terms (7.6%). The rise in Perth consumer prices over the quarter was led by higher expenses for new dwelling purchases, amid lower government homebuilder grant payments and rising material and labour costs. The Wage Price Index for the first quarter of 2022 also reflects rising wage pressures but still lags CPI.

COMMENT

All expenditure included in the Financial Activity Statement is incurred in accordance with the provisions of the 2021-22 revised 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 30 April 2022 forming Attachment 1 to this Report.

Appendix 8 refers

To access this attachment on electronic document, click here: [Attach8brf220614.pdf](#)

ITEM 14 **SORRENTO SURF LIFE SAVING CLUB** **REDEVELOPMENT**

WARD	South-West
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	05071, 101515
ATTACHMENT / S	Attachment 1 Project Philosophy and Parameters (2022) Attachment 2 Concept designs for Options 1, 2 and 3 Attachment 3 Coastal Hazard Risk Management and Adaption Planning (CHRMAP) Attachment 4 Geotech report Attachment 5 Retail needs assessment Attachment 6 Traffic and Parking impacts assessment Attachment 7 Club concurrence Attachment 8 Social and Economic Return on Investment (SROI) Attachment 9 Financial evaluation Attachment 10 Business case Attachment 11 Indicative Cost Estimates – Option 1, Option 2 and Option 3 Attachment 12 Letter from DLGSCI – 2021 Election Commitment – Sorrento Surf Life Saving Club
	<i>(Please note: Attachments are only available electronically).</i>
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to approve the redevelopment of the Sorrento Surf Life Saving Club and surrounding public facilities - Option 3 as detailed in this report, at an estimated cost of \$18 million.

EXECUTIVE SUMMARY

The Sorrento Surf Lifesaving Club (SSLSC) is one of the largest sporting clubs in the City of Joondalup and one of the largest surf lifesaving clubs in Western Australia. It is a dedicated volunteer organisation providing services to the community including beach patrols (at Sorrento Beach and Hillarys Boat Harbour), lifesaving services, surf skills training and competition, beach safety education, and first aid.

SSLSC currently leases its clubrooms from the City of Joondalup, which was originally constructed in the 1960's and has undergone a number of refurbishments and significant maintenance since that time. However, the facility is aging and has several ongoing issues, particularly insufficient space for the number of members the club has as well as:

- access to the bin storage area
- sand drifts
- flooding
- stormwater drainage
- drain blockages
- sewer
- grease trap
- insufficient ventilation.

The SSLSC has been working on refurbishment / redevelopment options for some years, most recently presenting options and a feasibility study to the Council in 2019. Following that, it was agreed for the City to take management of the project with the intent to finalise options and costings to either redevelop or refurbish the facility in the future.

Three options were presented to Council at its meeting held on 20 April 2021 (CJ050-04/21 refers) being:

Option	Action	Explanation
One	Redevelop	Demolition of the existing facility and public toilet building to the north and rebuild a new clubroom facility at an approximate cost of \$8.85 million.
Two	Refurbish	Partial demolition and extension of the existing facility at an approximate cost of \$5.2 million.
Three	Do Nothing	Continue with the existing club building and public facilities.

Council subsequently agreed to proceed with exploring redevelopment options only with a supporting business case.

Subsequent to the April 2021 decision, the City has explored three redevelopment options which are summarised below (the report details those costs that are excluded from the costings):

Option 1 (\$14 million)

This option was presented to Council in April 2021, it has been re-costed with several previous exclusions now costed as follows:

- Facility moves slightly north (straddles two reserves).
- Two storey development that fronts to West Coast Drive.
- Total floor area of the redevelopment is 2,333m² (club area 1,778m²; commercial area 369m²; and public amenities 186m²).
- Additional 69 public car bays provided.
- Aligns with SSLSC main patrolled beach.
- Main surf lifesaving equipment located on ground floor.
- Main path on the western side re-routed to the east to prevent conflict with cyclists / pedestrians and movement of surf equipment.
- Northern and southern public amenities demolished, with the amenities being replicated to newly constructed amenities to the north.
- Club related areas located to the first floor being clubroom, training room, kiosk / kitchen.
- Commercial element located on the first floor - separate entries that allow each area to operate independent of each other.

Option 2 (\$17.6 million)

- The club related facilities and the commercial areas are separated to avoid any potential conflicts of access, security, operational hours between commercial operator and the club.
- Total floor area of the redevelopment is 3,090m² (club area 2,411m²; commercial area 432m²; and public amenities 247m²).
- The facility moves slightly north and slightly crosses two reserve boundaries (this can be reviewed at detailed design).
- Approximately an additional 69 public car bays provided.
- The ground floor of the facility is constructed into the dune, which contains all life preserving areas away from conflict with beach goers and members of the public passing by the facility. Access to beach is via a constructed ramp and includes a location for third parties to access storage if the need arises.
- The facility presents as a single story to West Coast Drive, which may limit the ability to make an 'iconic' statement as an entrance to the southern access to the City of Joondalup.
- The main vehicle access to the ground areas is located to the north of the facility – the club has raised concerns with this as the grassed area to the north would predominately be used to marshal club members, particularly juniors on weekends and cause potential conflict.
- The public amenities are located to the south, approximately where the existing north based amenities are – which can service both the south and north sectors of the beach.
- The commercial area includes an outdoor dining area and supported with a grassed area suitable for public use.
- A beach plaza assists with pedestrian flow from north to south adjoining the footpath links, while also redirecting cyclists to the east of the facility adjacent to West Coast Drive, which limits interaction with club-based activities and access to the beach.

Option 3 (\$18 million)

In summary, the works proposed for this option are very similar to Option 2, with the following differences (this option is based on the club's design and is their preferred option):

- The vehicle access moves to the south of the facility which removes the potential conflict between club users and vehicles.
- Total floor area of the redevelopment is 2,942m² (club area 2,240m²; commercial area 482m²; and public amenities 202m²).
- Approximately an additional 64 public car bays provided.
- Public amenities are relocated to the ground floor adjacent to the club life preserving areas which are accessed by ramps and stairs from the beach, or stairs from the road level. Access to these facilities by the public could have potential conflict with vehicle access.
- The beach plaza in Option 2 is replaced with a suspended fly-over-bridge.

It is therefore recommended that Council:

- 1 *APPROVES the proposed Sorrento Surf Life Saving Club Redevelopment project including demolition, site works and services, construction of new clubroom and associated storage facilities, artwork, reconfigured car park and commercial element as detailed in Option 3 in this report at a project cost estimate of \$18,054,500, noting that \$12,455,300 of the proposed cost is for the Club building and the remaining \$5,599,200 is for public facilities and commercial;*

- 2 *REQUESTS the following amounts be listed for consideration in the following budgets for the Sorrento Surf Life Saving Club Redevelopment project, subject to external funding from the State Government of Western Australia of \$8,000,000 and the Sorrento Surf Life Saving Club Inc of \$1,000,000:*
- 2.1 \$814,000 in 2022-23;
- 2.2 \$4,602,000 in 2023-24;
- 2.3 \$9,027,000 in 2024-25;
- 2.4 \$3,611,500 in 2025-26;
- 3 *NOTES that the amount of \$814,000 listed for consideration in the 2022-23 budget for the Sorrento Surf Life Saving Club Redevelopment project (Option 3) is to undertake community engagement and detailed design;*
- 4 *REQUESTS the Chief Executive Officer to arrange community engagement on the proposed Sorrento Surf Life Saving Club Redevelopment project prior to undertaking detailed design.*

BACKGROUND

Suburb/Location	189 West Coast Drive, Sorrento WA 6020.
Applicant	City of Joondalup/Sorrento Surf Lifesaving Club.
Owner	Crown Land - Management Order City of Joondalup.
Zoning	LPS Parks and Recreation.
	MRS Parks and Recreation.
Site area	9,222 m ² .
Structure plan	Not applicable.

The Sorrento Surf Lifesaving Club (SSLSC) currently has over 2,200 members and is a dedicated volunteer organisation providing services to the community including beach patrols (at Sorrento Beach and Hillarys Boat Harbour), lifesaving services, surf skills training and competition, beach safety education, and first aid. The clubrooms, which are leased to the SSLSC, are located on West Coast Drive, Sorrento (south of Hillarys Boat Harbour).

The SSLSC was formed in 1958, with the first clubroom being constructed in 1960 south of the present clubrooms. With the northern suburbs expanding, the club's membership increased and in 1978 an extension to the clubroom was built to stand alongside the original clubroom. In 1993, the clubroom was further expanded and renovated, and in 1995 the courtyard was added to the northern end of the building.

In 2016, the City and the State Government installed a beach enclosure at Sorrento Beach to provide a safer swimming environment for the public and surf lifesaving club events. Also, in 2016, there was an additional 75 car parking bays added to the north-west and south-west car parking areas. The beach enclosure has recently been removed.

There are several ongoing issues with the existing site and facility including the following:

- Access to the bin storage area.
- Sand drifts.
- Flooding.
- Stormwater drainage.
- Drain blockages.

- Sewer.
- Grease trap.
- Insufficient ventilation.

The club also has challenges with the existing facility size, layout, and location.

Prior to July 2019, the SSLSC had been in discussion with the City of Joondalup regarding a proposal to refurbish / redevelop the existing facility. During those discussions, the club submitted a business case to the City for consideration. This business case presented several designs to the City, which offered various solutions to addressing the issues faced with the existing facility. These options ranged between \$4 million and \$12 million; from a refurbishment of the existing facility; to a demolition of the existing facility with redevelopment to include a separate operating commercial facility.

At its meeting held on 16 July 2019 (CJ091-07/19 refers), Council considered several options as a result of the SSLSC advising that it was not able to continue to expend funds on the preliminary works for the project. It was resolved:

That Council:

- 1 *AGREES to undertake preliminary concept designs and indicative costings on a proposed redevelopment of the Sorrento Surf Lifesaving Club subject to funds being allocated within the 2019-20 mid-year budget review;*
- 2 *REQUESTS the Chief Executive Officer to report back the outcomes of the designs and costings as detailed in Part 1 above to assist it to consider including the project into the City's 20 Year Strategic Financial Plan.*

An amount of \$45,000 was allocated as part of the 2019-20 mid-year budget review and subsequently the City engaged the services of an architect to undertake suitable concept designs (Attachment 2 refers).

As a result of the July 2019 decision, Council received a report at its meeting held on 20 April 2021 (CJ050-04/21 refers) that presented three options:

Option	Action	Explanation
One	Redevelop	Demolition of the existing facility and public toilet building to the north and rebuild a new clubroom facility at an approximate cost of \$8.85 million.
Two	Refurbish	Partial demolition and extension of the existing facility at an approximate cost of \$5.2 million.
Three	Do Nothing	Continue with the existing club building and public facilities.

Following consideration of the report the Council resolved as follows:

That Council REQUESTS the Chief Executive Officer to prepare a detailed business case evaluating redevelopment options of the Sorrento Surf Lifesaving Club, with the business case to include:

- 1 *a retail need assessment;*
- 2 *social and economic return on investment analysis;*
- 3 *coastal hazard risk management assessment.*

DETAILS

To ensure due diligence is completed for the project the City undertook the following studies to inform the business case (Attachment 10 refers) and the design of the redevelopment options:

- Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) (Attachment 3 refers).
- Geotech (Attachment 4 refers).
- Retail Needs Assessment (Attachment 5 refers).
- Traffic and Parking Analysis (Attachment 6 refers).
- Club concurrence (Attachment 7 refers).
- Social and economic return on investment (SROI) (Attachment 8 refers).

Complete copies of these reports are attached. A summary of the studies is listed below:

	Report	Who	Purpose and key outcomes
1	CHRMAP	MP Rogers	<p>The purpose of the engagement was to evaluate the coastal erosion risks for the SSLSC project and where necessary to factor into the business case additional costs that arise as a direct impact of the project.</p> <p>Groyne replacement was ranked the number 1 option, and it is assumed that the City should be doing this anyway as part of the overall CHRMAPs works.</p> <p>Sand nourishment was also identified so a cost of \$25,000 per year has been added.</p>
2	Geotech	Douglas and Partners	<p>The study identified some potential issues and that further investigation is recommended as part of the next phase of the project.</p>
3	Retail needs assessment	Pracsys	<p>Pracsys were engaged to evaluate the commercial opportunity for the City that is proposed as part of the project, and to evaluate if an area of 400 square metres is viable.</p> <p>The report confirmed that there is adequate demand for a facility and casual dining opportunities should be considered.</p> <p>Rental income – a range of between \$277 - \$417 is possible; mid-point of \$347 is used in the financial evaluation.</p> <p>Area – an area of approximately 400m² is viable.</p> <p>(note that since Pracsys completed their engagement, the concept designs were being further refined and larger areas for the commercial operation have been identified (432 square metres for Option 2 and 482 square metres for Option 3 – although these are larger, these are considered viable due to the premium location).</p>

	Report	Who	Purpose and key outcomes
4	Traffic and parking impacts	Cardno	<p>Cardno were appointed to evaluate the traffic and parking issues of the proposed redevelopment and to evaluate the proposed locations. Several recommendations were made, including a 40km speed limit on West Coast Drive, paid parking at peak periods and a peanut roundabout with Sacred Heart.</p> <p>Cardno suggested as an option that a traffic modification be implemented at the entrance to the surf club adjacent to the adjoining college. This has been costed at approximately \$750,000 but is not included in the overall costings for any of the options as the parking and traffic configuration is suitable for the redevelopment. However, undertaking these improvements at the time of redevelopment could have benefits.</p> <p>There are other developments in the vicinity of the Club being evaluated; Hillarys Boat Harbour and Sorrento Plaza. Therefore a further traffic and parking impacts assessment will be proposed as part of the next stage and the terms of reference will include the full section of West Coast Highway from Hillarys Boat Harbour to Sorrento Plaza, and the pedestrian movements</p>
5	Club concurrence	SSLSC	<p>A separate report has been prepared which documents the issues from their perspective. The report was also used to prepare financial projections for each option and to test the Club's financial sustainability going forward. The Club concurrence is also used to note the Club's contribution of \$1 million to the cost of the project and to confirm their affordability and support for this contribution. This has now been confirmed.</p> <p>An operating surplus is currently enjoyed by the club and is projected going forward for each option.</p> <p>Each option has been assessed against the five objectives and shows that the redevelopment options are mostly favourable and Option 3 is the preferred option as the building is more suitable for the club.</p>
6	SROI	Pracsys	<p>Pracsys were engaged to identify the various social and economic impacts of each investment and calculate a Benefits Cost Ratio (BCR) for the options.</p> <p>The SSLSC SROI analysis indicated a BCR of 5.7 (for every \$1 of costs there is \$5.70 of benefits) for Option 1 and a BCR of 6.1 for Option 2 and Option 3. This is very high.</p>

In addition, the City retained the services of the nominated architect to prepare further redevelopment options, in conjunction with the SSLSC and the recommendations of the relevant studies. Three options are presented and attached.

Issues and options considered

It is important to note the costings for the three options are prepared on concept designs and that the \$/m² rates used in this estimate are based on completed construction costs including preliminaries, and expenditure of allocated design and construction contingencies. The cost estimate is very high level and may increase once a more detailed design is undertaken for the project.

Additional allowances for design and construction contingencies have been added, commensurate with the preliminary level of design.

The rates used in this construction cost estimate are based on the works being procured via conventional, competitive tendering processes.

There are several exclusions from the costings for the three options detailed as follows:

- Costs associated with the modification of lot boundaries.
- Demolition of and/or excavation in contaminated materials.
- Fit-out to Commercial Areas (possibly borne by the operator pending lease model).
- Gym fit-out.
- Loose furniture and equipment.
- Temporary facilities.
- Future traffic improvements.
- Works outside the site boundaries.
- Upgrading existing site services.
- Fire pumps and tanks.
- Escalation beyond January 2022.
- Goods and Services Tax.

Option 1 (presented to Council at its 20 April 2021 meeting – CJ050-04/21 refers)

This option proposes a complete demolition of the existing facility and construction of a new facility, slightly to the north of the existing facility.

In summary the works proposed include the following:

- Facility moves slightly north (straddles two reserves).
- Two storey development that fronts to West Coast Drive.
- Total floor area of the redevelopment is 2,333m² (club area 1,778m²; commercial area 369m²; and public amenities 186m²).
- Additional 69 public car bays provided.
- Aligns with SSLSC main patrolled beach.
- Main surf lifesaving equipment located on ground floor.
- Main path on the western side re-routed to the east to prevent conflict with cyclists / pedestrians and movement of surf equipment.
- Northern and southern public amenities demolished, with the amenities being replicated to newly constructed amenities to the north.
- Club related areas located to the first floor being clubroom, training room, kiosk / kitchen.
- Commercial element located on the first floor - separate entries that allow each area to operate independent of each other.

This option was previously costed at \$8.85 million when presented to the Council in April 2021. However, with the 'heated' construction industry the City had the option revalued, which has a revised cost of \$14,003,200. As the project matures through various steps as part of the project management principles, costs are refined as the detail of the project improves.

The main reasons for the cost variation are as follows:

- Increased construction cost from November 2020 to January 2022 - \$950,000.
- Reconstruction of main carpark - \$1 million.
- Additional retaining walls - \$70,000.
- Additional paved areas - \$88,000.
- Increase in allowance for professional fees from 8% to 10% - \$600,000.
- Increase in allowance for design contingency from 5% to 10% - \$1 million.
- Increase in public art allowance - \$50,000.
- Increase in provisional sums (reduced the number of excluded items from original costing such as window treatments, fire sprinklers, fire pumps and tanks and the like) - \$1.1 million.

Breakdown of the main areas of the project cost are as follows (Attachment 11 refers):

Itemised Cost	Total
Surf Club including commercial area	\$7,475,900
External works (retaining walls, beach access etc)	\$2,353,000
Provisional sums	\$1,091,300
Design contingency (10%)	\$1,093,000
Construction contingency (5%)	\$601,000
Professional fees	\$1,262,000
Public art	\$127,000
Total	\$14,003,200

Option 2

In summary, the works proposed include the following:

- The club related facilities and the commercial areas are separated to avoid any potential conflicts of access, security, operational hours between commercial operator and the club.
- Total floor area of the redevelopment is 3,090m² (club area 2,411m²; commercial area 432m²; and public amenities 247m²).
- The facility moves slightly north and slightly crosses two reserve boundaries (this can be reviewed at detailed design).
- Approximately an additional 69 public car bays provided.
- The ground floor of the facility is constructed into the dune, which contains all life preserving areas away from conflict with beach goers and members of the public passing by the facility. Access to beach is via a constructed ramp and includes a location for third parties to access storage if the need arises.
- The facility presents as a single story to West Coast Drive, which may limit the ability to make an 'iconic' statement as an entrance to the southern access to the City of Joondalup.
- The main vehicle access to the ground areas is located to the north of the facility – the club has raised concerns with this as the grassed area to the north would predominately be used to marshal club members, particularly juniors on weekends and cause potential conflict.

- The public amenities are located to the south, approximately where the existing north based amenities are – which can service both the south and north sectors of the beach.
- The commercial area includes an outdoor dining area and supported with a grassed area suitable for public use.
- A beach plaza assists with pedestrian flow from north to south adjoining the footpath links, while also redirecting cyclists to the east of the facility adjacent to West Coast Drive, which limits interaction with club-based activities and access to the beach.

Breakdown of the main areas of the project cost are as follows (Attachment 11 refers):

Itemised Cost	Total
Surf club	\$7,516,000
Commercial including public amenities	\$2,163,300
Beachside plaza and forecourt	\$330,000
External works and services	\$2,632,200
Provisional sums	\$1,068,800
Design contingency (10%)	\$1,372,000
Construction contingency (5%)	\$755,000
Professional fees	\$1,584,000
Public art	\$158,400
Total	\$17,579,700

Option 3

In summary, the works proposed for this option are very similar to Option 2, with the following differences (this option is based on the club's design and is their preferred option):

- The vehicle access moves to the south of the facility which removes the potential conflict between club users and vehicles.
- Total floor area of the redevelopment is 2,942m² (club area 2,240m²; commercial area 482m²; and public amenities 202m²).
- Approximately an additional 64 public car bays provided.
- Public amenities are relocated to the ground floor adjacent to the club life preserving areas which are accessed by ramps and stairs from the beach, or stairs from the road level. Access to these facilities by the public could have potential conflict with vehicle access.
- The beach plaza in Option 2 is replaced with a suspended fly-over-bridge.

Breakdown of the main areas of the project cost are as follows (Attachment 11 refers):

Itemised Cost	Total
Surf Club	\$7,092,000
Commercial, including public amenities	\$2,142,500
Beachside plaza and forecourt	\$341,000
Flyover bridge	\$322,000
External works and Services	\$3,103,000
Provisional Sums	\$1,080,000
Professional Fees (10%)	\$1,627,000
Design contingency (10%)	\$1,409,000
Construction contingency (5%)	\$775,000
Public Artwork (1% as per policy)	\$163,000
Total	\$18,054,500

Legislation / Strategic Community Plan / Policy implications

Legislation The *Local Government Act 1995* details provisions for when the City leases property. The Club holds a valid lease, however, any approval to sub-lease needs to be provided by the City and the Minister for Lands.

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 Not applicable.

Risk management considerations

The facility is nearing 50 years old and is experiencing ongoing site and building issues including sand drifts, flooding, drainage, sewer and inadequate ventilation. According to the club, the facility cannot accommodate any future growth. The safe beach enclosure installed in 2016 was recently removed. This installation increased utilisation and put more demand on the club to provide its core function including rescue, patrol, training, competition, and education into the future.

The club has reported they require additional space to meet current operational requirements and to grow into the future. The club has a comfortable capacity of approximately 800 active members. It is currently servicing over 2,200 members and is only accepting new members via organic growth (for example new age groups for nippers) and when vacancies become available from exiting members.

Financial / budget implications

There are no funds listed within the current five year capital works budget, nor is the project currently listed within the *Strategic Financial Plan*.

The State Government has committed to fund \$8 million towards the project, with the club agreeing to commit \$1 million towards its areas of the redevelopment. The City has not entered into a formal financial assistance agreement, however a letter has been received from the Department of Local Government, Sport and Cultural Industries confirming the commitment (Attachment 12 refers).

Disclaimer

The financial projections are best estimates at this point in time but there is a level of risk and uncertainty in all the projections. The actual costs and income will vary, due to several factors such as detailed design, economic conditions, tender process. The previous financial evaluation included in the April 2021 report included a disclaimer relating to the uncertainty of the costs and the need to continually update the financial projections at each key stage of the project.

Net establishment cost

While the external funding is welcome and offsets the initial capital costs, this is only a one-off windfall at the beginning of the project. The City has responsibility for the ongoing maintenance costs and replacement costs, so whilst the funding may appear useful to substantiate a higher one-off cost this actually places a higher financial burden in future years for the City's ratepayers.

The remaining funding for the establishment of the facility is assumed to be from reserves with the loss of interest on the reserve factored into the financial evaluation model (Attachment 9 refers). The table below summarises the overall one-off costs (including escalation), the external funding and the remaining funding by the City.

Establishment Cost (including inflation)		Option1	Option2	Option3
		One building for Club and Commercial	Separate buildings and larger club building	Similar to Option 2 but different access
1 One-off Costs	\$ms	(\$14.8)	(\$18.5)	(\$19.0)
2 State Grant	\$ms	\$8.0	\$8.0	\$8.0
3 Club contribution	\$ms	\$1.0	\$1.0	\$1.0
4 Net Funding Required	\$ms	(\$5.8)	(\$9.5)	(\$10.0)
5 Interest earnings lost using reserve	\$ms	(\$0.3)	(\$0.5)	(\$0.5)
6 Establishment Cost	\$ms	(\$6.1)	(\$10.1)	(\$10.6)

Recurring impacts 2030-31

The key recurring impacts at 2030-31 of the options are summarised in the table below. The key issues to note are as follows:

- All options individually will result in an operating deficit. However the key consideration is the incremental difference between each option and the 'Do Nothing' option.
- Operating impacts before depreciation and after depreciation are shown.
- All redevelopment options would provide an operating surplus of at least \$99,000 before depreciation compared to the 'Do Nothing' option. All redevelopment options would also provide a surplus after depreciation, but for Option 2 and Option 3 the surplus is minimal.

Note that the impacts from Years 21 to 50 are different because a lower depreciation/capital replacement cost is included for the 'Do Nothing' option. This is explained in the financial evaluation report.

Operating Impacts 2030-31 excluding inflation		Base	Option1	Option2	Option3
		Do Nothing	One building for Club and Commercial	Separate buildings and larger club building	Similar to Option 2 but different access
Operating Income	\$000s	\$31	\$231	\$278	\$301
Operating Cash Expenses	\$000s	(\$185)	(\$243)	(\$333)	(\$323)
Operating Surplus / (Deficit) before Depn	\$000s	(\$154)	(\$12)	(\$55)	(\$21)
vs Baseline	\$000s		\$142	\$99	\$133
Depreciation	\$000s	(\$141)	(\$179)	(\$224)	(\$231)
Operating Surplus / (Deficit) after Depn	\$000s	(\$295)	(\$191)	(\$279)	(\$252)
vs Baseline	\$000s		\$104	\$16	\$43
Ranking	Rank	4	1	3	2
<u>Ratepayer Impacts</u>					
Impact per Ratepayer vs. Baseline	\$		\$1.56	\$0.24	\$0.65
Rates Decrease/(Increase)	%		0.1%	0.0%	0.0%

50-year Cashflows

The table below is the overall 50 year cashflow and includes all of the whole-of-life costs (capital costs, funding, capital renewals, operating assumptions and escalation). As per the previous section, the results are evaluated before and after depreciation / capital replacement. The analysis helps to evaluate whether the recurring benefits (if any) are sufficient to repay the net establishment costs. The cashflow analysis indicates the following:

- Do nothing option would cost \$22.2 million over the next 50 years, comprising of \$14.7 million recurring cash impacts and \$7.5 million depreciation / capital replacement.
- Option 1 and 3 would provide a benefit versus the baseline before depreciation. Option 3 has only a marginal \$1.4 million benefit and is slightly better than Option 2 mostly due to the higher commercial income.
- No option provides a benefit versus baseline after depreciation. The cost of Option 1 over a 50-year period is relatively small at \$2.7 million but for Option 2 and 3 the impacts are over \$10 million.
- Option 3 total 50-year cost of \$12.6 million equates to a cost of \$3.88 per ratepayer per year.

Cashflow Summary Total including inflation		<u>Base</u>	<u>Option1</u>	<u>Option2</u>	<u>Option3</u>
		Do Nothing	One building for Club and Commercial	Separate buildings and larger club building	Similar to Option 2 but different access
<u>Establishment</u>					
One-off Costs	\$ms		(\$14.8)	(\$18.5)	(\$19.0)
Grant and Club contribution	\$ms		\$9.0	\$9.0	\$9.0
Net Funding Required	\$ms		(\$5.8)	(\$9.5)	(\$10.0)
Borrowings	\$ms		\$5.8	\$9.5	\$10.0
Repayments	\$ms		(\$5.8)	(\$9.5)	(\$10.0)
Interest earnings lost using reserve	\$ms		(\$0.3)	(\$0.5)	(\$0.5)
Establishment Cost	\$ms		(\$6.1)	(\$10.1)	(\$10.6)
<u>Recurring Impacts</u>					
Operating Cash Expenses	\$ms	(\$17.7)	(\$22.8)	(\$31.0)	(\$30.0)
Operating Income	\$ms	\$3.0	\$20.9	\$25.2	\$27.3
Recurring Impacts	\$ms	(\$14.7)	(\$1.9)	(\$5.7)	(\$2.7)
<u>Cash Surplus/(Deficit) BEFORE depreciation / capital repl't</u>					
Establishment Cost +Recurring Impacts	\$ms	(\$14.7)	(\$8.0)	(\$15.8)	(\$13.3)
vs Baseline	\$ms		\$6.7	(\$1.1)	\$1.4
<u>Cash Surplus/(Deficit) AFTER depreciation / capital repl't</u>					
Asset Replacement / Depreciation	\$ms	(\$7.5)	(\$16.8)	(\$20.9)	(\$21.5)
Cash surplus/(deficit)	\$ms	(\$22.2)	(\$24.8)	(\$36.7)	(\$34.8)
vs Baseline	\$ms		(\$2.7)	(\$14.6)	(\$12.6)
Ranking	Rank	1	2	4	3

Financial assessment of each option

An assessment of each option versus five financial criteria has been completed and summarised below and carried into the overall multi-criteria assessment. While Option 1 is the better financial outcome, Options 2 and 3 still achieve a reasonable score because the City has the financial capacity for those options.

Multi criteria evaluation

A project needs to be assessed against the objectives, both financial and non-financial, so that the option that provides the overall best outcome can be recommended. A scoring from 1 to 10 of how each option meets the project objectives has been completed, and a weighting has also been applied to the objectives. The table below summarises the scores for each option against each objective and then calculates a weighted score out of 10. The reason for the scoring and difference between the options is as follows:

- Building and location suitability for the Club: Option 3 is allocated the maximum score of 10 because it is most functional from a Club perspective. Option 2 is on the same location as Option 3 but has configuration slightly less appealing to the Club so ranks 9/10. Option 1 was previously favoured but has since been superseded by Options 2 and 3 so ranks lower than Option 2. The existing location is still a good location for the Club so has a score of 8.
- Financial sustainability (Club): Options 1, 2 and 3 will provide the Club with much better opportunities to retain and grow membership and therefore grow operating income. Options 2 and 3 rank higher than Option 1 as larger building but does not deserve a 10/10 score because the operating surplus projected is circa 4% to 5% which is 3% lower than the existing surplus.
- Community: As outlined earlier in the definition of the objectives, there are various factors to consider in this scoring of the community objective:
 - Ocean views – Option 1 is slightly north of existing facility but a two-storey building at the current ground level, so there would be some disturbance (albeit minimal) of ocean views. Meanwhile Options 2 and 3 are also two storeys, but from the foreshore so ocean views are not affected. Indeed the demolition of existing building will enhance some views.
 - Location of Options 2 and 3 is slightly better for the beach patrols which support the community.
 - Commercial area – Option 2 would have a grassed area in front and is advantageous to Option 3 which has a flyover to assist the club operations.
 - Public facilities - are less accessible for Option 3 than Option 2.
 - Training – greater access to club building with Options 2 and 3.
 - Iconic building - Options 2 and 3 will not provide an iconic statement on the West Coast Highway so are scored down in that respect.
- Financial sustainability for City: These scores carried forward from the separate financial evaluation are explained in previous section. While Option 1 is ranked higher, Options 2 and 3 still achieve a credible score and still within the financial capacity of the City.
- Social and economic return on investment: The scores are informed by the external engagement. All redevelopment options would provide very high incremental benefits with a Benefits Cost Ratio of at least greater than five. Option 3 ranks slightly higher because of the safety aspect highlighted by the club.

OBJECTIVES		Base Do Nothing	Option1 One building for Club and Commercial	Option2 Separate buildings and larger club building	Option3 Similar to Option 2 but different access	<i>Weighting</i>
1	Building and location suitability for Club	8	8	9	10	20%
2	Financial sustainability (Club)	5	6	7	7	15%
3	Community	4	7	9	7	15%
4	Financial sustainability (City)	6.2	7.3	5.7	6.1	25%
5	Social & Economic return on Investment	5	8	9	10	25%
Total score before weighting		38	46	50	50	100%
Weighted score		5.8	7.4	7.9	8.1	
Rank		4	3	2	1	

Recommendation – Option 3

The analysis above has indicated that Option 3 ranks first, with a score of 8.1 out of 10, and is 0.2 more than Option 2 and 0.7 more than Option 1. The multi-criteria assessment is deemed to be a reasonable method which balances the objectives of financial, club, community and economy and therefore Option 3 is recommended.

Regional significance

The SSLSC has over 1,850 members including both juniors and seniors. The membership is predominantly local, however, attracts members from the region. The club anticipates membership increasing by 5% next year and has been running at capacity since 2009.

Sorrento Beach is a very popular swimming beach and attracts people from all around the Perth metropolitan area. In late 2016, a beach enclosure was installed at the northern end of Sorrento Beach. In its first season, the installation increased patronage and demand on the club's services, however this enclosure has been removed.

Sustainability implications

Social

The City engaged the services of Pracsys to undertake a study on the social return on investment based on the redevelopment of the SSLSC.

The review concluded that all options have the potential to bring significant economic and social benefits to the community.

The following benefits to additional members include the following:

- Continuous health benefits.
- One-off health benefits for new members that are currently inactive.
- Productivity benefits for new members that are currently inactive.
- Skills development (education) benefits to junior and under 19 members.
- Personal satisfaction from being a part of a sporting organisation.

The following benefits realised through additional patrolling members:

- Lifesaving benefits.
- Volunteering benefits (productivity, civic and individual).

The following commercial benefits to the club and the City of Joondalup:

- Lease revenue.

Environmental

The key outcomes of the CHRMAP analysis are as follows:

- Existing sea wall (to the south of existing facility) – due for replacement within the next few years. This would be required regardless of this project and therefore the costings for this are excluded.
- Groyne replacement was ranked the number one option. Note that the replacement / maintenance of the existing groynes is also the number one option for the overall City CHRMAPs analysis for that node. This has still to be presented and endorsed by Council. This business case must only include the incremental impacts caused by a project. The business case has therefore assumed that the City would be replacing / maintaining the existing groynes as part of the overall CHRMAPs (albeit still to be endorsed) and therefore no other incremental cost associated with the groynes is factored into this business case. This issue requires ongoing review as part of the next phase and will be subject to a separate resolution within the Council report.
- Sand nourishment – the evaluation of the groynes option also included the need for sand replenishment costing \$125,000 every five years (average cost of \$25,000 per year). This has been added as an operating expense to the financial evaluation.

Sand from the beaches south of the Hillarys Boat Harbour drifts north with ocean currents but the construction of the Hillarys Marina in the 1980's stopped this natural process. Sand now drifts north and is trapped by the marina structure on Sorrento Beach, where it builds up.

This build-up forms the expanding dune system and the gradual widening of the beach. Based on engineering consultancy, the City has been removing sand from Sorrento Beach south of the marina and deposit transferring it to Hillarys Beach Park just north of Hillarys Boat Harbour (approximately 30,000m³ of sand has been transported this way).

The dune system at Sorrento is man-made and were constructed when Sorrento Beach was redeveloped in the 2000's. The build-up of sand on these dunes due to the process outlined above, has resulted in sand being blown across the lawn areas and onto West Coast Highway.

A project has been proposed within the *Draft Five Year Capital Works Program 2022-23 to 2026-27* to reduce the height of the dune system to alleviate this problem. Any clearing of the dunes to mitigate the sand drift problem will require a native vegetation clearing permit.

All City managed facility redevelopment projects are planned to reduce the impact of the carbon footprint and consider environmentally sustainable design features where possible within the project budget. As part of the City's due diligence, coastal hazard risk management and geotechnical surveys have been undertaken.

Consultation

At this stage of the project, there has been no community consultation. Both the SSLSC and Surf Lifesaving WA have been engaged. However, it is noted that extensive community consultation in accordance with the City's *Community Consultation Policy* will be required if the project progresses.

COMMENT

It is evident that the condition of the clubroom facility for the SSLSC, which is aging and relatively poor condition, provides several challenges to service the existing member base and in addition to allow for any further growth.

The City can afford (from a capital investment perspective) all three options for redevelopment. There is enough capacity from City reserves to fund the project or alternatively, borrowings could be used.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 **APPROVES** the proposed Sorrento Surf Life Saving Club Redevelopment project including demolition, site works and services, construction of new clubroom and associated storage facilities, artwork, reconfigured car park and commercial element as detailed in Option 3 in this report at a project cost estimate of \$18,054,500, noting that \$12,455,300 of the proposed cost is for the Club building and the remaining \$5,599,200 is for public facilities and commercial;
- 2 **REQUESTS** the following amounts be listed for consideration in the following budgets for the Sorrento Surf Life Saving Club Redevelopment project, subject to external funding from the State Government of Western Australia of \$8,000,000 and the Sorrento Surf Life Saving Club Inc of \$1,000,000:
 - 2.1 **\$814,000** in 2022-23;
 - 2.2 **\$4,602,000** in 2023-24;
 - 2.3 **\$9,027,000** in 2024-25;
 - 2.4 **\$3,611,500** in 2025-26;
- 3 **NOTES** that the amount of \$814,000 listed for consideration in the 2022-23 budget for the Sorrento Surf Life Saving Club Redevelopment project (Option 3) is to undertake community engagement and detailed design;
- 4 **REQUESTS** the Chief Executive Officer to arrange community engagement on the proposed Sorrento Surf Life Saving Club Redevelopment project prior to undertaking detailed design.

To access this attachment on electronic document, click here: [SorrentoSLS220614.pdf](#)

ITEM 15 CONFIDENTIAL - TENDER 003/22 ENTERPRISE BUSINESS PLATFORM IMPLEMENTATION

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	109914, 101515
ATTACHMENTS	Attachment 1 Schedule of Items Attachment 2 Summary of Qualitative Tender Submissions Attachment 3 Tender Summary Attachment 4 Project Schedule Timeline
	<i>(Please Note: This Report and Attachments are Confidential and will appear in the official Minute Book only).</i>
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

A full report is provided to elected members under separate cover. The report is not for publication.

ITEM 16 TENDER 013/22 HERBICIDE APPLICATION FOR THE CONTROL OF WEEDS TO NOMINATED LOCATIONS

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	110079, 101515
ATTACHMENTS	Attachment 1 Schedule of Items Attachment 2 Summary of Tender Submissions Attachment 3 Confidential Tender Summary
	<i>(Please Note: Attachment 3 is Confidential and will appear in the official Minute Book only).</i>
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to accept the tender submitted by Sanpoint Pty Ltd (LD Total) for the provision of herbicide application for the control of weeds to nominated locations.

EXECUTIVE SUMMARY

Tenders were advertised on Saturday, 9 April 2022 through state-wide public notice and published by Tenderlink for the provision of herbicide application for the control of weeds to nominated locations. Tenders closed on Thursday, 28 April 2022. A submission was received from each of the following:

- Environmental Industries Pty Ltd.
- Sanpoint Pty Ltd (LD Total).
- Tiger Pest and Weed Control Pty Ltd as Trustee for G & S Blazeski Family Trust (Tiger Pest and Weed Control).
- GTE Track Spray Pty Ltd as Trustee for GTE Track Spray Discretionary Trust.

The submission from Sanpoint Pty Ltd (LD Total) represents best value to the City. It demonstrated a thorough understanding of the City's requirements and a very good level of experience in providing similar services to local governments including the Cities of Wanneroo, Rockingham and Bayswater. The panel is confident Sanpoint Pty Ltd (LD Total) has sufficient equipment and qualified and experienced staff, to undertake the works for the City.

It is therefore recommended that Council ACCEPTS the tender submitted by Sanpoint Pty Ltd (LD Total) for the provision of herbicide application for the control of weeds to nominated locations as specified in Tender 013/22 for a period of three years with an option to extend the Term of the Contract, by two one-year options, at the submitted schedule of rates, with any price variations subject to the percentage change in the Perth (All Groups) CPI.

BACKGROUND

The City has a requirement to engage a contractor to supply and apply herbicides to nominated locations. This contract is to supply and apply herbicide treatment for the control of weeds in kerbs, footpaths, hardstand (paved) median islands, mulched median islands, general paved areas, broad acre turf locations and drainage sites throughout the City.

The City had a single contract in place with Tiger Pest and Weed Control which expired on 28 February 2022. The services are now being provided via quotation by Tiger Pest and Weed Control until a new contract is in place.

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

DETAILS

The tender for herbicide application to nominated locations was advertised through state-wide public notice and published by Tenderlink on 9 April 2022. The tender period was for two weeks and tenders closed on 28 April 2022.

Tender Submissions

A submission was received from each of the following:

- Environmental Industries Pty Ltd.
- Sanpoint Pty Ltd (LD Total).
- Tiger Pest and Weed Control Pty Ltd as Trustee for G & S Blazeski Family Trust (Tiger Pest and Weed Control).
- GTE Track Spray Pty Ltd as Trustee for GTE Track Spray Discretionary Trust.

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.

A confidential tender summary is provided in Attachment 3.

Evaluation Panel

The evaluation panel comprised three members:

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

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

Evaluation Method and Weighting

The qualitative weighting method of 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 supplier to satisfactorily deliver the goods and 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	45%
2	Demonstrated experience in providing similar services	30%
3	Demonstrated understanding of the required tasks	20%
4	Social and economic effects on the local community	5%

Compliance Assessment

The panel completed individual assessments and convened on Wednesday, 11 May 2022 to discuss the findings. Those Submissions that met the specification and technical criteria were evaluated further and those that did not comply with the technical and contractual requirements were eliminated from further evaluation.

The following offers received were assessed as fully compliant:

- Environmental Industries Pty Ltd.
- LD Total.
- Tiger Pest and Weed Control.

The offer from GTE Track Spray Pty Ltd as Trustee for GTE Track Spray Discretionary Trust was assessed as non-compliant. It did not submit any of its own documents addressing the compliance and qualitative criteria or pricing, only a copy of the tender document issued by the City.

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

Based on the findings above, the Submissions that remained for further consideration were:

- Environmental Industries Pty Ltd
- LD Total
- Tiger Pest and Weed Control.

Qualitative Assessment

Environmental Industries Pty Ltd scored 68.3% and was ranked third in the qualitative assessment. The company demonstrated sufficient capacity to provide the services to the City. It demonstrated a good level of experience providing broadacre herbicide spraying services to the City of Wanneroo, weed and pest control services to the City of Stirling and kerb line spraying to the City of Vincent. Periods and dates were supplied for two contracts. It also included brief details of some small to medium projects with numerous other government and non-government organisations. The company demonstrated a reasonable understanding of the requirements providing a general methodology without specifying herbicide application methodologies for different infrastructures.

Tiger Pest and Weed Control scored 72.9% and was ranked second in the qualitative assessment. The company demonstrated a thorough understanding of the requirements. It demonstrated extensive experience providing similar services for City of Nedlands (2018-2021), the City of Gosnells (since 2017), Main Roads Department (since 2000) and the Department of Planning Lands and Heritage (2018–2021). Details of suitable plant and equipment were listed, named and described including six fully equipped vehicles available from April to October. The company has the capacity to provide the required personnel and equipment for delivery of the project.

LD Total scored 73.8% and was ranked first in the qualitative assessment. The company demonstrated a very good level of experience, providing similar services to the Cities of Wanneroo, Rockingham, South Perth and Bayswater from 2015 to present. It demonstrated a thorough understanding of the requirements, providing its approach and methodology to be applied for the proposed scope of works, addressing tasks such as kerb-line, footpath, landscape area, median islands and drainage site treatment methods and broadacre applications techniques. LD Total demonstrated it has sufficient understanding, experience and suitable equipment and qualified staff, to successfully undertake the works for the City.

Given the minimum acceptable qualitative score of 55%, LD Total, Tiger Pest and Weed Control and Environmental Industries Pty Ltd qualified for the stage two price (price) 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 upon demand and is subject to change in accordance with operational requirements. To arrive at the estimated financial value of the tender, the rates offered by each tenderer have been calculated against the location meterage of the eight most regularly used items (locations). All submissions have indicated that the majority of the works will be undertaken by boom spraying with the option of hand spraying in areas with limited access. Based on this, the comparative statement of offers has been completed using the cost supplied for boom spraying only, whereby measurements have been taken from the City's Geographic Information System (GIS).

This provides a value of each Tenderer for comparative evaluation purposes based on the assumption that this pattern of usage is maintained. There is no guarantee that this will occur, and actual costs will be paid on the actual usage in the 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.

It is anticipated over the next three years the City will incur expenditure of \$660,358 during the Contract period, and up to \$1,122,901 over a five year Contract period, if both one year extension options are exercised.

Estimated Contract Price (Excluding GST)				
Tenderer	Year 1	Year 2	Year 3	Total
Environmental Industries Pty Ltd	\$332,119	\$338,761	\$345,536	\$1,016,416
LD Total	\$215,775	\$220,090	\$224,493	\$660,358
Tiger Pest and Weed Control	\$304,280	\$310,365	\$316,573	\$931,218

Evaluation Summary

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

Tenderer	Weighted Percentage Score	Qualitative Ranking	Estimated Total Comparative Price	Price Rank
LD Total	73.8%	1	\$660,358	1
Tiger Pest and Weed Control	72.9%	2	\$931,218	2
Environmental Industries Pty Ltd	68.3%	3	\$1,016,416	3

Based on the evaluation result the panel concluded that the tender from Sanpoint Pty Ltd (LD Total) provides best value to the City and is therefore recommended.

Issues and options considered

Herbicide application is required to effectively manage seasonal weed infestations within public open spaces and streetscapes. The City does not have the internal resources to supply the required services and as such requires an appropriate external service provider.

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 \$250,000.

Strategic Community Plan

Key theme Quality Urban Environment.

Objective Quality open spaces.

Strategic initiative Adopt consistent principles in the management and provision of urban community infrastructure.

Policy Not applicable.

Risk management considerations

Should the contract not proceed, the risk to the City will be high as the City will not be able to manage seasonal weed infestations within City streetscapes and open spaces.

It is considered that the contract will represent a low risk to the City. The recommended tenderer is an established organisation with industry experience, appropriate licences and capacity to provide the services to the City.

Financial / budget implications

2022-23 financial year impact

Account no.	External contractors 3359 (6440).
Budget Item	Various Parks, Streetscapes and Drainage Sumps.
Proposed Budget amount	\$ 300,000
Amount spent to date	\$ 0
Proposed cost	\$ 215,775
Balance	\$ 84,225

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

The effective management of seasonal weeds enhances the amenity of public open spaces and streetscapes.

Consultation

Not applicable.

COMMENT

The evaluation panel carried out the evaluation of the submissions in accordance with the City's evaluation process and concluded that the offer submitted by LD Total represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by Sanpoint Pty Ltd (LD Total) for the provision of herbicide application for the control of weeds to nominated locations as specified in Tender 013/22 for a period of three years with an option to extend the Term of the Contract, by two one-year options, at the submitted schedule of rates, with any price variations subject to the percentage change in the Perth (All Groups) CPI.

Appendix 9 refers

To access this attachment on electronic document, click here: [Attach9brf220614.pdf](#)

ITEM 17 TENDER 018/22 - NON-CHEMICAL APPLICATION FOR THE CONTROL OF WEEDS TO NOMINATED LOCATIONS

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	110143, 101515
ATTACHMENTS	Attachment 1 Schedule of Items Attachment 2 Summary of Tender Submissions Attachment 3 Confidential Tender Summary (Please Note: Attachment 3 is Confidential and will appear in the official Minute Book only).
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to accept the tender submitted by Greensteam Australia Pty Ltd for the provision of non-chemical application for the control of weeds to nominated locations.

EXECUTIVE SUMMARY

Tenders were advertised on Saturday 9 April 2022 through state-wide public notice and published by Tenderlink for the provision of non-chemical application for the control of weeds to nominated locations. Tenders closed on Thursday 28 April 2022. A submission was received from each of the following:

- Environmental Industries Pty Ltd.
- Greensteam Australia Pty Ltd.

The submission from Greensteam Australia Pty Ltd represents best value to the City. It demonstrated a thorough understanding of the City's requirements and very good level of experience providing similar services to local governments including non-chemical weed control services to the City of Fremantle, the City of Subiaco and the City of Nedlands. The panel is confident Greensteam Australia Pty Ltd has sufficient capacity and resources to provide the service for the City.

It is therefore recommended that Council:

- 1 *ACCEPTS the tender submitted by Greensteam Australia Pty Ltd for the provision of non-chemical application for the control of weeds to nominated locations as specified in Tender 018/22 for one year for the fixed lump sum of \$450,000 (excluding GST), with options to extend the Term of the Contract, by two one-year option terms, with any price variations subject to the percentage change in the Perth (All Groups) CPI;*

- 2 *LISTS for consideration in the 2022-23 Annual Budget an additional amount of \$150,000 in Materials and Contracts expenditure to fund the current budget shortfall in respect of the proposed cost of non-chemical application for the control of weeds with a corresponding reduction in transfer into the Strategic Asset Reserve.*

BACKGROUND

At its meeting held on 14 December 2021 (CJ184-12/21 refers), Council requested that the Chief Executive Officer prepare a tender for the control of weeds by non-chemical means.

The City has a requirement to engage a contractor to supply and apply non-chemical treatments to nominated locations for the control of weeds in play spaces, kerbs, footpaths, hardstand (paved) median islands, mulched median islands and general paved areas within the City.

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

DETAILS

The tender for non-chemical application for the control of weeds to nominated locations was advertised through state-wide public notice and published by Tenderlink on 9 April 2022. The tender period was for two weeks and tenders closed on 28 April 2022.

Tender Submissions

A submission was received from each of the following:

- Environmental Industries Pty Ltd.
- Greensteam Australia 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.

A confidential tender summary is provided in Attachment 3.

Evaluation Panel

The evaluation panel comprised three members:

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

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

Evaluation Method and Weighting

The qualitative weighting method of 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 supplier to satisfactorily deliver the goods and 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	45%
2	Demonstrated experience in providing similar services	30%
3	Demonstrated understanding of the required tasks	20%
4	Social and economic effects on the local community	5%

Compliance Assessment

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

Qualitative Assessment

Environmental Industries Pty Ltd scored 65.5% and was ranked second in the qualitative assessment. It demonstrated a reasonable understanding of the City's requirements, providing a generic outline in its methodology. It demonstrated some experience completing projects that contain similar non-chemical weed control but not to the scale of the City's requirement. It provided details of works carried out for organisations including the City of Wanneroo, the City of Stirling, Department of Fire and Emergency Services and Serco but it appeared that some form of chemical control was applied with these services. It has ability to provide additional personnel and resources from other departments or labour hire providers to complete the services for the City. The company demonstrated sufficient capacity to provide the services.

Greensteam Australia Pty scored 75.9% and was ranked first in the qualitative assessment. It demonstrated a very good level of experience completing projects that contain similar aspects to the requirements. A current work commitment schedule showing a number of projects where it is delivering non chemical weed control services to the City of Fremantle, City of Subiaco and the City of Stirling was included. The company demonstrated its capacity to perform the services providing an organisational chart along with names of the key personnel who will be directly involved in these works, including their, position, experience, education and/or trade qualifications. Details of plant and equipment it will use on the project were provided along with it's a machinery maintenance statement. It demonstrated a thorough understanding of the City's requirements, providing an in-depth response and proposed methodology. Greensteam Australia Pty Ltd has sufficient capacity and resources to provide the service for the City.

Given the minimum acceptable qualitative score of 55%, Environmental Industries Pty Ltd and Greensteam Australia Pty and qualified for the stage two price (price) assessment.

Price Assessment

The panel carried out a comparison of the lump sum prices offered by each of the tenderers in order to assess value for money to the City.

Tenderer	Fixed Lump Sum (Exclusive of GST)
Greensteam Australia Pty Ltd	\$450,000
Environmental Industries Pty Ltd	\$916,320

The lump sum price is fixed for the first year of the contract but is subject to price variations in years two and three of the contract to a maximum of the CPI for the preceding year, should the City exercise its options to extend the Term of the Contract.

For estimation purposes, by applying a 2% CPI increase to the lump sum price for year one, expenditure is estimated at \$1,377,180 over a three-year period, should both extension options be exercised.

Evaluation Summary

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

Tenderer	Weighted Percentage Score	Qualitative Ranking	Lump Sum Price	Price Rank
Greensteam Australia Pty Ltd	75.9%	1	\$450,000	1
Environmental Industries Pty Ltd	65.5%	2	\$916,320	2

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

Issues and options considered

Non-chemical application is required to effectively manage seasonal weed infestations within public open spaces and streetscapes. The City does not have the required resources and equipment to carry out the council decision to implement non-chemical treatment to the city centre non-chemical treatment zones, playspaces and 50m school exclusion zones for the control of weed infestation.

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 \$250,000.

Strategic Community Plan

Key theme Quality Urban Environment.

Objective Quality open spaces.

Strategic initiative Adopt consistent principles in the management and provision of urban community infrastructure.

Policy Not applicable.

Risk management considerations

Should the contract not proceed, the risk to the City will be high as the City will not be able to manage seasonal weed infestations within City streetscapes and open spaces through a non-chemical application.

It is considered that the contract will represent a low risk to the City. The recommended tenderer is an established organisation with industry experience, appropriate licences and capacity to provide the services to the City.

Financial / budget implications

2022-23 financial year impact

Account no.	633 Various Parks, Streetscapes.
Budget Item	Various Parks, Streetscapes.
Proposed Budget amount	\$ 300,000
Amount spent to date	\$ 0
Proposed cost	\$ 450,000
Balance	\$ (\$150,000)

Actual costs will be incurred across the period of the contract. Accordingly, additional funds will be sought in the 2022-23 Budget to cover the anticipated shortfall.

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

The effective management of seasonal weeds enhances the amenity of public open spaces and streetscapes.

Consultation

Not applicable.

COMMENT

The evaluation panel carried out the evaluation of the submissions in accordance with the City's evaluation process and concluded that the offer submitted by Greensteam Australia Pty Ltd represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION**That Council:**

- 1 ACCEPTS the tender submitted by Greensteam Australia Pty Ltd for the provision of non-chemical application for the control of weeds to nominated locations as specified in Tender 018/22 for one year for the fixed lump sum of \$450,000 (excluding GST), with options to extend the Term of the Contract, by two one-year option terms, with any price variations subject to the percentage change in the Perth (All Groups) CPI;**
- 2 LISTS for consideration in the 2022-23 Annual Budget an additional amount of \$150,000 in Materials and Contracts expenditure to fund the current budget shortfall in respect of the proposed cost of non-chemical application for the control of weeds with a corresponding reduction in transfer into the Strategic Asset Reserve.**

Appendix 10 refers

To access this attachment on electronic document, click here: [Attach10brf220614.pdf](#)

ITEM 18 TENDER 017/22 BUSHFIRE MITIGATION - FIREBREAKS AND FUEL REDUCTION

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	110080, 101515
ATTACHMENTS	Attachment 1 Schedule of Items Attachment 2 Summary of Tender Submissions Attachment 3 Confidential Tender Summary
	<i>(Please Note: Attachment 3 is Confidential and will appear in the official Minute Book only).</i>
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to accept the tender submitted by Natural Area Holdings Pty Ltd for the provision of bushfire mitigation – firebreaks and fuel reduction.

EXECUTIVE SUMMARY

Tenders were advertised on 30 March 2022 through statewide public notice and published by Tenderlink for the provision of bushfire mitigation – firebreaks and fuel reduction. Tenders closed on 20 April 2022. A submission was received from each of the following:

- Natural Area Holdings Pty Ltd.
- Martins Environmental Services Pty Ltd.
- Environmental Industries Pty Ltd.

The submission from Natural Area Holdings Pty Ltd represents best value to the City. The company demonstrated a thorough understanding and appreciation of the City's requirements. It has extensive experience providing bushfire mitigation including weed control and fire fuel load reduction works in environmentally sensitive areas to various state and local governments in WA including the Department of Fire and Emergency Services (DFES), the South West Catchment Council, the Shires of Dardanup and Serpentine-Jarrahdale, the Cities of Stirling, Rockingham, Bunbury and Joondalup. Natural Area Holdings Pty Ltd is well established with significant industry experience and proven capacity to complete the works for the City.

It is therefore recommended that Council ACCEPTS the tender submitted by Natural Area Holdings Pty Ltd for the provision of bushfire mitigation, firebreaks and fuel reduction as specified in Tender 017/22 for a period of three years at the submitted schedule of rates, with any price variations subject to the percentage change in the Perth CPI (All Groups).

BACKGROUND

The City has a requirement to engage an experienced contractor to undertake bushfire mitigation works. Bushfire risk management is a key responsibility for local government. Bushfires have the potential to cause injury and threaten lives, damage property and assets, significantly degrade natural areas and harm wildlife. Planning for bushfire and the implementation of prevention, preparedness and recovery strategies will minimise the risk to people, property and the environment.

The City's bushfire mitigation program currently incorporates annual monitoring and coordination of an established works program for the installation and maintenance of firebreaks and fire access ways, installation and management of strategic access points to bushland reserves and weed management including herbicide treatments. The program manages bushfire hazard within bushland natural areas, parks and public reserves, road verges and various other land parcels that contain native vegetation that is either owned or managed by the City.

The objectives of the 'Bushfire Mitigation - Firebreaks and Fuel Reduction' are to:

- protect life and nearby critical infrastructure, property and assets from bushfire
- reduce the frequency, impact and area of unplanned bushfires
- protect the landscape, ecological and amenity values of the natural area (bushland and coastal)
- protect the flora and fauna diversity and populations within natural areas.

The contractor shall carry out bushfire mitigation works (firebreaks and fuel reduction) to reduce the risk of impact by bushfire to surrounding infrastructure assets (home and property) and to the environment.

The services are to be provided on an 'as and when required' basis as directed by the superintendent. The City does not make any representation that it will procure or seek to procure the services, or any particular volume of services from the contractor.

The City has a contract in place with Natural Area Holdings Pty Ltd (Natural Area Consulting Management Services) for bushfire mitigation, firebreaks and fuel reduction which expires on 30 June 2022. In the past, quotations were sought for bushfire mitigation services as when required for each bushfire season or specific urgent requirement. A tender process was undertaken this time for provision of services for a period of three years.

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

DETAILS

The tender for the provision of bushfire mitigation, firebreaks and fuel reduction was advertised through statewide public notice and published by Tenderlink on 30 March 2022. The tender period was for three weeks and tenders closed on 20 April 2022.

Tender Submission

A submission was received from each of the following:

- Natural Area Holdings Pty Ltd.
- Martins Environmental Services Pty Ltd.
- Environmental Industries Pty Ltd.

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

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

A confidential tender summary is provided in Attachment 3 to this Report.

Evaluation Panel

The evaluation panel comprised three members, being:

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

The panel carried out the assessment of the 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 standard minimum acceptable qualitative score for tenders at the City is 50%, but the specific circumstances of tender requirements may, from time to time, require the minimum score to be set higher than 50%, where the specification has complex design or technical requirements. As this Contract involved manual fuel load reduction work, weed identification and chemical use in environmentally sensitive natural areas and to ensure the selected contractor possesses the necessary knowledge, experience and capacity to deliver the works required under the contract, the predetermined minimum acceptable qualitative score for this requirement was therefore set at 60%.

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

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

Compliance Assessment

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

Qualitative Assessment

Environmental Industries Pty Ltd scored 56.1% and was ranked third in the qualitative assessment. The company has the capacity required to undertake the works. It demonstrated an understanding of the required tasks. It has been providing landscape maintenance on large scale projects to various organisations including the Cities of Wanneroo and Joondalup, the Shire of East Pilbara, Jones Lang Lasalle, Southern Cross Care, Serco and LWP Property Group.

Other examples were provided and these were for the provision of firebreak maintenance services to the Department of Fire and Emergency Services and the Department of Planning, Lands and Heritage. However, period and dates of these contracts or duration of works were not supplied. The panel noted the company made little or no reference to it having carried out bushfire mitigation within sensitive natural areas / bushland areas similar to the City's requirements.

Martins Environmental Services Pty Ltd scored 61.5% and was ranked second in the qualitative assessment. The company demonstrated a sound understanding of the required tasks. It has sufficient capacity and the experience required to provide the services. Examples of works were provided and these included the Cities of Kalamunda (weed control, firebreaks spraying, vegetation management), Mandurah (firebreak creation, maintenance, spraying and pruning, fuel reduction slashing and parkland cleaning) and Gosnells (weed control, firebreak pruning, slashing, gate installation, track maintenance, forestry mulching and erosion control) and the Department of Planning, Lands and Heritage (firebreak widening, pruning maintenance and creation, forestry mulching, vegetation management, slashing and rotary hoeing). Though it outlined chemical usage for bushland weed control, the panel noted the company did not address specifically how the works will be undertaken in an ecological sensitive manner in accordance with relevant legislation.

Natural Area Holdings Pty Ltd scored 89.7% and was ranked first in the qualitative assessment. The company has extensive experience providing bushfire mitigation including weed control and fire fuel load reduction works in environmentally sensitive areas to various state and local governments in WA including DFES, the South West Catchment Council, the Shires of Dardanup and Serpentine-Jarrahdale, the Cities of Stirling, Rockingham, Bunbury and Joondalup. It stated the company understands the importance of all native bushland and have formulated standard operating procedures which align with relevant Federal and State legislation and guidelines, to ensure the protection of native areas. It demonstrated a thorough understanding and appreciation of the City's requirements. Natural Area Holdings Pty Ltd is well established with significant industry experience and proven capacity to complete the works for the City.

Given the minimum acceptable qualitative score of 60%, Natural Area Holdings Pty Ltd and Martins Environmental Services Pty Ltd qualified for stage two of the assessment.

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.

The estimated expenditure over a 12-month period will vary based upon 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 projected or estimated usage data of all scheduled items. This provides a value of each tenderer for comparative evaluation purposes based on the assumption that this pattern of usage is maintained. There is no guarantee that this will occur, and actual costs will be paid on the actual usage in the 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
Natural Area Holdings Pty Ltd	\$646,700	\$659,634	\$672,827	\$1,979,161
Martins Environmental Services Pty Ltd	\$797,000	\$812,940	\$829,199	\$2,439,139

During 2020-21, the City incurred \$304,323 for bushfire mitigation services. The expenditure for 2021-22 is projected to be \$520,564 (\$513,371 to date), which is a substantial increase from the previous year due to additional DFES funding for increased services. The City is expected to incur in the order of \$1,979,161 over the three-year contract period.

The rates proposed by Natural Area Holdings Pty Ltd results in no cost rise when compared to the existing contract.

Evaluation Summary

Tenderer	Weighted Percentage Score	Qualitative Ranking	Estimated Total Comparative Price	Price Rank
Natural Area Holdings Pty Ltd	89.7%	1	\$1,979,161	1
Martins Environmental Services Pty Ltd	61.5%	2	\$2,439,139	2

Based on the evaluation result the panel concluded that the tender from Natural Area Holdings 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 bushfire mitigation – firebreaks and fuel reduction. 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 state-wide 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 \$250,000.

Strategic Community Plan

Key theme The Natural Environment.

Objective Environmental resilience.

Strategic initiative Identify and respond to environmental risks and vulnerabilities.

Policy Not applicable.

Risk management considerations

Should the contract not proceed, the risk to the City will be extreme as bushfire risk management is a key responsibility for local government and the City will not be able to undertake planning for bushfires and the implementation of prevention, preparedness and recovery strategies to minimise the risk to people, property and environment.

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

Financial / budget implications

Current financial year impact

Account no.	623-XXXX-3359-6451.
Budget Item	Bushfire mitigation – firebreaks and fuel reduction.
Budget amount	\$ 655,530
(2022-23 Proposed)	(includes \$250,000 expected DFES funding)
Proposed cost 2022-23	\$ 646,700
Balance	\$ 8,830

The balance does not represent a saving at this time. The actual expenditure will depend on actual usage under the contract.

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

The provision of bushfire mitigation reduces the risk of bushfire while protecting the social, economic and environmental values of the City's reserves and nearby assets.

Consultation

Not applicable.

COMMENT

The evaluation panel carried out the evaluation of the submissions in accordance with the City's evaluation process and concluded that the offer submitted by Natural Area Holdings Pty Ltd represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by Natural Area Holdings Pty Ltd for the provision of bushfire mitigation, firebreaks and fuel reduction as specified in Tender 017/22 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 11 refers

To access this attachment on electronic document, click here: [Attach11brf220614.pdf](#)

ITEM 19 PETITION REQUESTING A SAFETY AND CONGESTION REVIEW AT WOODVALE BOULEVARD SHOPPING CENTRE

WARD	Central
RESPONSIBLE DIRECTOR	Mr Nico Claassen Infrastructure Services
FILE NUMBER	05386, 101515
ATTACHMENT / S	Attachment 1 Locality Plan Attachment 2 Focus area for safety review Attachment 3 Preferred option to improve safety
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to consider the outcomes of the safety and congestion review for a section of Trappers Drive from Woodvale Drive to Whitfords Avenue.

EXECUTIVE SUMMARY

At its meeting held on 21 September 2021 (C94-09/21 refers), Council received a 140 signature petition from residents requesting a safety and congestion review of Trappers Drive between Woodvale Drive and Whitfords Avenue, for both vehicles and pedestrians, be undertaken.

A safety and congestion review for Trappers Drive from Woodvale Drive to Whitfords Avenue has been completed. The review included confirming vehicle volumes of Trappers Drive and Woodvale Drive, a crash analysis for the period January 2016 to December 2020 within this section of Trappers Drive, a site assessment and, 12 hour video surveys to confirm vehicle and pedestrian/cyclist movements.

The section of Trappers Drive from Timberlane Drive to Whitfords Avenue is a four-lane divided carriageway and is designed to service the shopping centre, commercial, commuter and, residential traffic. While the vehicle volumes are high, there is little evidence that it is congested. Motorists are likely to experience delays exiting the precinct, particularly in peak periods, and queuing is likely occurring within the commercial area. This is considered typical for a shopping precinct that is located on a busy road.

The current situation does not warrant any major upgrades at this time. Reviewing the situation in 12-18 months after the opening of the upgraded service station and fast-food outlet is best way to confirm if there are any real safety or congestion impacts on Trappers Drive that may warrant further upgrades.

The survey did, however, identify that the current pedestrian facilities, while well utilised, are not to current standards and upgrading them to have a greater presence will create awareness of pedestrians and cyclists crossing points on Trappers Drive and would likely make people feel safer when crossing the road.

It is therefore recommended that Council:

- 1 *NOTES the outcomes of the congestion and safety review of Trappers Drive between Woodvale Drive and Whitfords Avenue for vehicles and pedestrians;*
- 2 *SUPPORTS upgrading the pedestrian facilities on Trappers Drive between Woodvale Drive and Whitfords Avenue;*
- 3 *NOTES that the upgrading of the pedestrian facilities as per Part 2 above, will be prioritised and listed for considered by Elected Members as part of a future budget development process;*
- 4 *NOTES that a further review will be undertaken in 12-18 months after the opening of the upgraded service station and fast-food outlet to determine whether further action at this location is required;*
- 5 *ADVISES the lead petitioner of its decision.*

BACKGROUND

Trappers Drive and Woodvale Drive are both significant strategic road through the suburb of Woodvale. Trappers Drive extends from Ocean Reef Road in the north to Whitfords Avenue in the south and has a speed limit of 50km/h. Woodvale Drive extends from Trappers Drive in the west to Wanneroo Road in the east and also has a 50km/h speed limit (Attachment 1 refers).

Trappers Drive and Woodvale Drive are defined as local distributor roads by Main Roads WA's (MRWA) Functional Road Hierarchy which are designed to carry higher volumes of residential, commuter, and commercial vehicles to distribute them to the wider road network.

Since the early 1980's, Trappers Drive was constructed in stages with the southern section from Timbercrest Rise/Crinum Court to Whitfords Avenue completed in the early 1990's. This final section of Trappers Drive was constructed as a four-lane divided carriageway with the two median openings to service the commercial precinct encompassing Woodvale Boulevard Shopping Centre and 941 Whitfords Avenue.

Beside the shopping centre there are other traffic generators in close vicinity to the area detailed as follows:

- Woodvale Primary School which backs onto Trappers Drive and is located approximately 500 metres north of the shopping centre.
- Woodvale Senior High School is located just under 1 kilometre east of Trappers Drive.

In June 2021, the City received a Development Application (DA) for the redevelopment of 941 Whitfords Avenue which proposed to upgrade the existing BP Service Station and include a fast-food outlet with drive-thru facilities. As part of this application, a traffic assessment report was provided by the applicant.

This traffic assessment report indicated that the fast-food outlet would not cause a significant increase in vehicle volumes on Whitfords Avenue and Trappers Drive. The report acknowledged that the layout of Whitfords Avenue and Trappers Drive are designed to handle these types of developments.

As part of the process for this type of development, community consultation was undertaken and ran for 14 days from 16 July and closed on the 30 July 2021. Surrounding commercial owners/operations and homeowners/occupiers were directly notified by correspondence (75 in total) and comments could also be submitted via the City's website. A total of 118 responses were received, of which 21 supported the application, 92 opposed and five were neutral. The concerns raised by the community in relation to the service station development was that the inclusion of a fast-food outlet will create additional road safety risks for motorists, pedestrians/cyclists and the area will potentially become more congested.

The application was referred to the Department of Planning, Lands and Heritage for consideration by the Metro Outer Joint Development Assessment Panel (JDAP). The application was approved by the JDAP meeting on the 9 September 2021. Works have since commenced which included the demolishing of the original service station.

DETAILS

At its meeting held on 21 September 2021 (C94-09/21 refers), Council received a 140 signature petition from residents of the City of Joondalup requesting the following:

“Undertake a safety and congestion review of Trappers Drive between Woodvale Drive and Whitfords Avenue, for both vehicles and pedestrians.

With a focus on entry and exit of Woodvale Boulevard Shopping Centre on Trappers Drive as issues there will increase with the expected development of the BP site inclusion of drive through fast food.

As this is a public safety issue, we respectfully ask that this review be completed within 2 months.”

A congestion and safety review has been completed which focused on the following areas:

1 Vehicle Volumes – Trappers Drive and Woodvale Drive

Local distributor roads are designed to carry maximum desirable vehicle volumes of approximately 6,000 vehicles per day (vpd). There are, however, many local distributor roads within the City's road network that handle vehicle volumes more than this threshold and yet still function within their purpose. Trappers Drive is one such road, however it is unique because of the four-lane divided section from Timberlane Drive to Whitfords Avenue. This section is designed to carry much higher vehicle volumes and the criteria relevant to a 'typical' local distributor is secondary.

The vehicle volumes captured from traffic counts in May 2018 for the length of Trappers Drive, confirm the vehicle volumes, while not the most recent, still has relevance for the purposes of the review. The vehicle volumes for the length of Trappers Drive are provided below:

Location – Trapper Drive	Vehicle volumes vpd	North bound	South bound
North of Whitfords Avenue	14,152	5,717	8,435
North of Timbercrest Rise	8,773	4,225	4,548

Location – Trapper Drive	Vehicle volumes vpd	North bound	South bound
North of Trailwood Drive	6,791	3,263	3,528
North of Nadine Place	7,446	3,921	3,525
North of Camarino Drive	7,257	3,514	3,743
North of Plumdale Way	8,703	4,351	4,352
South of Ocean Reef Road	9,427	4,640	4,787

Looking at historical vehicle volumes for Trappers Drive, they have been consistent over time. As an example, for the section of Trappers Drive north of Whitfords Avenue, the vehicle volumes in 2014 were 16,266vpd and in November 2011 they were 14,774vpd. New traffic surveys for Trappers Drive will be programmed for approximately 12 months after the opening of the service station and fast-food outlet. This will enable the City to assess the impact that the fast-food outlet has had on vehicle volumes in this section of Trappers Drive.

The latest traffic count data for Woodvale Drive was in February 2016 and volumes were 6,990vpd. Volumes have also been quite consistent with vehicle volumes in 2011 being 6,704vpd and in 2009 being 6,206vpd. Woodvale Drive is currently listed for traffic counts surveys.

2 **Crash Data and Ranking**

Crash analysis on the road network assist with identifying design flaws that may be contributing to accidents, particularly if the accidents are resulting in injuries. Main Roads WA (MRWA) provide a database of reported accidents that have occurred for the period January 2016 to December 2020.

The reported crash data for this five year period has been analysed for the following locations:

- Intersection Trappers Drive and Woodvale Drive.
- Trappers Drive and northern shopping centre access.
- Trappers Drive and southern service station access.

Trappers Drive and Woodvale Drive Intersection

The crash analysis for the intersections confirms five reported accidents, of which two resulted in medical treatment as detailed below:

Year	Crash type	Severity
2018	Right turn thru	Medical
	Rear end	Property damage
2019	Right angle	Medical
	Rear end	Property damage
2020	Right angle	Property damage

According to the ranking for intersections in the City's road network that meet Black Spot funding criteria, it is currently ranked at 155. This means there are 154 other intersections that have a higher number of accidents that have resulted in injuries. At this time, applying for Black Spot funding cannot be justified, however the intersection will be monitored on an annual basis when new crash data is released by MRWA.

Trappers Drive and northern shopping centre access

There have been seven reported crashes resulting in property damage only at this location.

Year	Crash type	Severity
2016	Leaving driveway	Property damage
2017	Leaving driveway	Property damage
2018	Rear end	Property damage
	Leaving driveway	Property damage
2019	Rear end	Property damage
	Leaving driveway	Property damage
2020	Leaving driveway	Property damage

Most of the reported crashes are a result of vehicles exiting the shopping centre and turning right into Trappers Drive. Three accidents occurred on the northbound carriageway near the crossover and the remaining four occurred for the southbound movement near the median opening. All seven crashes resulted in property damage only which may be an indication that the accidents have occurred at low speed.

Trappers Drive and southern service station access

There were ten reported crashes at this location as per the table below.

Year	Crash type	Severity
2016	Leaving driveway	Medical
2017	Leaving driveway	Hospital
	Leaving driveway	Property damage
	Leaving driveway	Property damage
	Thru-right	Property damage
	U-turn	Property damage
2018	Leaving driveway	Property damage
	Leaving driveway	Property damage
2019	Leaving driveway	Property damage
	Leaving driveway	Property damage

While the accidents that had occurred at the northern access were evenly split between the north and southbound carriageways, this is not the case at this location. Nine of the 10 accidents have occurred on the northbound carriageway. The only accident that occurred on the southern carriageway was a result of a U-turn manoeuvre with the driver travelling southbound, to then head northbound.

3 Site Assessment

A site assessment was undertaken in February 2022 to confirm the road layout and observe motorists entering/exiting the northern shopping centre access and the southern service station access. A condition and design assessment of the existing pedestrian and public transport facilities was also undertaken at this time.

Vehicle Access and Movement

The intersection of Woodvale Drive and Trappers Drive is typical of many other intersections along Trappers Drive and within the City's road network. It is supported by a right turn pocket on the northbound carriageway of Trappers Drive as well as a splitter island with a pedestrian refuge on Woodvale Drive. Specific further observations includes the following:

- The northern shopping centre access appeared to be the busiest and be the 'main' access to the precinct from Trappers Drive.
- The southern service station access was less utilised than the northern access with clear sightlines.
- Two motorists made U-turn manoeuvres at the median opening for the southern service station access on Trappers Drive. It was noted that there is no signage in place that bans U-turns at this location.

Pedestrian facilities

The following observations were made regarding the pedestrian facilities located on this section of Trappers Drive as follows:

- Intersection of Woodvale Drive and Trappers Drive:
 - The kerb ramps are not to current standards.
 - Ramps do not align with the pedestrian refuge in the splitter island.
- Pedestrian crossing on Trappers Drive a few metres north of the intersection with Woodvale Drive:
 - It is not easily identifiable, and motorists may not be aware that it is there.
 - It consists of kerb ramps on either side of the carriageway and in the median island.
 - The pedestrian facility is not to current standards.
- Pedestrian crossing on Trappers Drive is located a few metres north of the northern shopping centre access:
 - It supports pedestrian movements for public transport users and people likely accessing the shopping centre.
 - The pedestrian crossing is not to current standards.

Public Transport

There are two bus stops located in this section of Trappers Drive. One stop is located on the shopping centre side of Trappers Drive (stop 18425) and the other on the eastern side adjacent to the northern shopping centre access (stop 18424) (Attachment 2 refers).

Stop 18425 is supported by a footpath which extends along Trappers Drive in a north/south direction. Stop 18424 is also supported by a footpath and extends along Trappers Drive in a north/south direction. There is the pedestrian crossing facility a few metres from the bus stop, which also connects to the pedestrian accessway to Sophora Place and the path leading into the shopping centre.

4 Video Surveys

Video surveys were undertaken on Wednesday 23 February from 7.00am to 7.00pm to capture vehicle turning movements, pedestrian/cyclist numbers and their movements as well as assist in identify adhoc/illegal manoeuvres over a 12 hour period. The survey scope covered the intersection of Woodvale Drive and Trappers Drive and the northern shopping centre and southern service station accesses.

The results of the video surveys are broken into four areas, which are as follows:

Woodvale Drive and Trappers Drive

The video surveys confirmed that the peak periods for the intersection are from 8.00am to 9.00am, which typically coincides with the school peak and general commuting traffic. The afternoon peak period is from 4.00pm to 5.00pm which may be a mix of school and commuter traffic.

During the 12 hour period; 38 U-turn manoeuvres were recorded, and all vehicles were headed in a northbound direction to then head south towards Whitfords Avenue. This may be the result of motorists not wanting to wait to turn right into Trappers Drive from the shopping centre or service station accesses. Alternatively, it may be motorists that have exited the shopping centre east onto Whitfords Avenue but wanted to travel west on Whitfords Avenue therefore using Trappers Drive to make a U-turn to then turn right onto Whitfords Avenue to travel west. The U-turn manoeuvres are occurring at various times throughout the day and are not related to peak periods.

Trappers Drive and northern shopping centre access

The results of the video surveys confirms that this is the main access for the shopping centre which aligns with what was observed on the day of the site visit. While the survey only gives a brief snapshot, it identified that the greatest demand is in the afternoon peak period from 4.00pm to 5.00pm. This is likely to be similar during other days of the week as people may stop at the shopping centre on their way home from school and work.

The survey further identified several vehicles making U-turns at the median opening on Trappers Drive. During the 12 hour period; 16 U-turn manoeuvres were recorded, 14 vehicles were headed in a northbound direction to then head southbound, and two vehicles were captured heading in a southbound direction to then head northbound. These movements occurred throughout the day at various times.

Trappers Drive and southern service station access

The access at this location is identified as the main exit for the service station and likely to be the main access point for customers of the fast-food outlet. It must be noted that the surveys undertaken may not represent the 'typical' usage as construction had already commenced at the old service station site.

There were 17 U-turns captured over the 12-hour period using the median opening on Trappers Drive; 14 of these were headed in a northbound direction coming from Whitfords Avenue to then head southbound back towards Whitfords Avenue. Three vehicles were captured heading in a southbound direction on Trappers Drive to then head northbound. The movements are occurring at various times through the day. This again may be motorists that have exited the shopping centre east onto Whitfords Avenue but wanted to travel west on Whitfords Avenue therefore using Trappers Drive to make a U-turn to then turn right onto Whitfords Avenue to travel west.

Pedestrian and Cyclists

The surveys captured pedestrian/cyclist movements and how they are using the road and/or pathways occurring on Trappers Drive from Woodvale Drive to Whitfords Avenue. While the video surveys only provide a small snapshot of the number of pedestrians/cyclists and their movements, it can be determined that it confirms typical usage on a 'normal' weekday.

The surveys have been able to confirm that pedestrian and cyclist demand is strong at the pedestrian crossing facility on Trappers Drive, within the vicinity of Woodvale Drive. With Woodvale Primary School and Woodvale Senior High School within a 1 kilometre radius of the intersection, the highest demand is falling within the typical school morning and afternoon peak periods.

It was important to also capture how many pedestrian/cyclists were using the footpath through the service station access crossover. Concerns were that due to the inclusion of a fast-food outlet this would result in a significant increase in vehicle movements and therefore make it unsafe for pedestrians to use the footpath.

While the results can only be based on the current situation, the surveys confirmed that there were only 16 pedestrian/cyclist movements using the footpath through the crossover over the 12 hour period. It is difficult to determine if they were accessing the shopping centre or bus stop 18425.

The video surveys also confirmed that the pedestrian crossing on Trappers Drive near the northern shopping centre access is well utilised by pedestrians and cyclists. It supports bus stop 18424, the pedestrian accessway to Sophora Place and the path leading into the shopping centre. The crossing is well placed to support this demand.

5 Public Transport

Based on the average boardings and alightings provided by the Public Transport Authority (PTA) both stops are well utilised.

Stop 18424

This stop has an upgraded hard stand and meets PTA's current standards. There is also a single sided bus shelter with a seat. Four bus routes utilise this stop, being the 447, 465, 466, and 467. They run at various times through the day. According to PTA's average daily passenger there are 14 boardings and 25 passengers alighting over a day.

This stop is well supported by the existing pedestrian crossing facility and the footpath that extends along Trappers Drive.

Stop 18425

This stop also has an upgraded hardstand to current standards but does not have a bus shelter. Four bus routes utilise this stop, being the 447, 465, 466, and 467. These also run at various times through the day. According to PTA's average daily passenger there are 25 boardings and 18 passengers alighting over a day.

There are no pedestrian crossing facilities within close vicinity of this bus stop, and it would appear from the video survey data that pedestrians are likely using the footpath to access the stop. It is difficult to gauge however, which direction they are coming from.

As there is no bus shelter at this stop, an assessment was undertaken to confirm whether a bus shelter could be installed. Generally, for a bus shelter to be supported by PTA and the City, a stop must have an average of 15 daily boardings. In the case of this stop, there is an average of 25 daily boardings.

While the stop meets passenger boardings criteria, a site assessment confirmed that the location has significant site restrictions and there is no available verge space for the bus shelter hardstand. The property boundary of 1 Trappers Drive is approximately 1 metre from the footpath and the bus shelter would therefore encroach into private property.

Further to this, a bus shelter installed at this location, is likely to create sight line issues for motorists turning right from the northern shopping centre and southern service station accesses.

Overall, the four-lane divided section of Trappers Drive caters for public transport while still maintaining traffic flows. With there being two lanes for the north and southbound movements this allows vehicles to overtake the buses when they are picking up/dropping off passengers.

Summary

The results of the review above have highlighted the following:

- The vehicle volumes on Trappers Drive, taking into consideration it is a four-lane divided carriageway, is acceptable for the functionality of the road. The design caters for a high number of vehicle movements due to the commercial precinct.
- Vehicle volumes on Woodvale Drive are within acceptable limits for a local distributor road.
- There is little evidence to indicate the area is congested, with any queuing likely to be occurring within the bounds of the commercial properties. This is not an unusual situation.
- The four-lane carriageway in this section of Trappers Drive caters for public transport and maintains vehicle flows.
- Pedestrians are provided for within this precinct, however the pedestrian crossing facilities, if upgraded, would highlight these crossings to motorists and possibly make pedestrians feel safer.

Issues and options considered

The options were identified as following:

Option One – Keep the existing situation with no infrastructure modifications	
No change to the layout of Trappers Drive or to the existing pedestrian facilities on Trappers Drive and Woodvale Drive.	
This is not the preferred option.	
Advantages	Disadvantages
<ul style="list-style-type: none"> • No funding required. 	<ul style="list-style-type: none"> • Does not address the pedestrian facility improvements identified. • Does not address the leaving driveway crashes occurring within the vicinity of both accesses.

Option Two – Upgrade the existing pedestrian crossing facilities on Trappers Drive from Woodvale Drive to Whitfords Avenue	
No change to the carriageway from Woodvale Drive to Whitfords Avenue or the median openings for the northern shopping centre and southern service station accesses.	
Develop a project to upgrade the existing pedestrian crossing facilities on Trappers Drive from Woodvale Drive to Whitfords Avenue by placing it in the City's Prioritisation and Warrant Criteria matrix for pathways. The project to then be ranked and scheduled for delivery within the City's <i>Five-Year Capital Works Program</i> against other City projects.	
Undertake an additional review 12-18 months after the opening of the service station and fast-food outlet.	
This is the preferred option.	
Potential Advantages	Disadvantages
<ul style="list-style-type: none"> • The pedestrian facilities will have more of an impact and highlight those pedestrians crossing the road to motorists. • Provides a safer environment for pedestrians and cyclists with upgraded facilities. • Upgrading the pedestrian facilities may encourage more people to walk and ride. 	<ul style="list-style-type: none"> • It does not address the 'leaving driveway' accidents occurring at both accesses. • A project to upgrade the pedestrian crossing facilities would require funding through the City's <i>Five-Year Capital Works Program</i> and require prioritising against other projects.

Potential Advantages	Disadvantages
<ul style="list-style-type: none"> A review undertaken 12-18 months after the opening of the service station and fast-food outlet will provide sufficient timing for traffic movements to return to some level of 'normality' and confirm if the fast-food outlet has had any negative impacts on Trappers Drive. 	

Option Three – Ban the right turn movement from the northern and southern access

Modify the median openings on Trappers Drive for the northern shopping centre and southern service station accesses and ban the right turn movements. Motorists will have to use the roundabout at Timbercrest Rise to head south back to Whitfords Avenue.

This option is not the preferred option.

Advantages	Disadvantages
<ul style="list-style-type: none"> This would address the leaving driveway/right angle accidents occurring at both accesses. Would reduce wait times for motorists exiting the precinct. Would improve safety at both accesses as motorists will only need to look one way when exiting. 	<ul style="list-style-type: none"> May potentially have a negative impact on business within the shopping centre, service station and surrounding businesses. Will require support from the adjoining commercial property owners which may not be forthcoming. Would likely create a greater demand on the roundabout at Timbercrest Rise, which would negatively impact traffic flow at this location. Would likely increase the number of U-turn movements at the Trappers Drive/Woodvale Drive intersection. Would likely have a negative impact on the fuel tankers for the service station. They would be required to head north to use the roundabout at Timbercrest Rise to head south. The roundabout is not designed to handle these large trucks. There may be non-compliance of some motorists even with the modifications to the median openings. Modifications to the infrastructure on Trappers Drive to remove the right turn, would require funding through the City's <i>Five-Year Capital Works Program</i> and would therefore likely take some time before this issue could be addressed.

Legislation / Strategic Community Plan / Policy implications

Legislation *Road Traffic Code 2000.*

Strategic Community Plan

Key theme Quality Urban Environment.

Objective Integrated spaces.

Strategic initiative Adopt consistent principals in the management and provision of urban community infrastructure.

Policy Not applicable.

Risk management considerations

The pedestrian facilities need to be upgraded to minimise the likelihood of injury to pedestrians and cyclist and the do nothing option is therefore not recommended.

Banning the right turn out movements may provide some road safety benefit; however, it may negatively impact the adjoining commercial businesses. As both accesses are not under the control of the City, it would require support from the shopping centre and all the businesses within the shopping centre complex, owners of the service station, and other nearby businesses such as those at 1 Trappers Drive which may not be forthcoming. It would also likely increase the number of U-turn movements at the Trappers Drive/Woodvale Drive intersection.

Financial / budget implications

The estimated cost for the recommended option, being option 2 to upgrade the pedestrian facilities is \$75,000.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

If works were to be undertaken to upgrade the pedestrian facilities, affected stakeholders would be notified in accordance with the City's *Notification of Public Works Policy*.

COMMENT

The outcomes of the safety and congestion review have confirmed that the level of congestion occurring on this southern section of Trappers Drive is not significant considering it intersects with a major road such as Whitfords Avenue. The carriageway has been designed to service the commercial precinct encompassing the Woodvale Boulevard Shopping Centre and Service Station. The carriageway design also provides for the anticipated higher vehicle volumes with a diverse mix of commercial and residential traffic.

While motorists may experience frustration in having to wait to turn onto Trappers Drive from both accesses, this is a common occurrence at any commercial precinct located on a busy road. The queuing that is occurring, falls within the boundary of the commercial precinct and does not mean the road is congested; it means that it is a busy and popular precinct servicing the residents of Woodvale and wider community.

The *Road Traffic Code 2000* stipulates under what conditions U-turns can occur. Motorists must give way to all other vehicles and pedestrians and make sure it can happen safely without interfering with other vehicles. Currently, U-turns are permitted at the intersection with Woodvale Drive and at both median openings. While they are not an unsafe manoeuvre when following the road rules and considering all other road users, they can have a negative impact.

In the case of Trappers Drive, the U-turns may be negatively impacting motorists exiting Woodvale Drive, the shopping centre and service station. Motorists intending to do a U-turn may not give much warning to other motorists that they are about to undertake this manoeuvre, and this may result in catching out those motorists exiting onto Trappers Drive and losing their opportunity to exit the precinct. This may also make the motorist feel pressured to turn and likely creates frustration for the motorist and those queuing behind them.

The crash analysis has identified only one U-turn related accident within this section of Trappers Drive. When considering the number of vehicles accessing the shopping centre, service station and using Trappers Drive, it is considered to be a low risk and is worth of being monitored over time.

The information provided in this report paints a relatively clear picture of the current situation, prior to the completion of the upgraded service station and inclusion of a fast-food outlet. Reviewing the situation in 12-18 months after the opening of the upgraded service station and fast-food outlet is best way to confirm any real impacts it has on Trappers Drive.

The most important outcome from this review is the need to improve the existing facilities for pedestrians and cyclists. While the high levels of activity around and within the precinct will not change, improving the pedestrian facilities so that it has a greater presence, is likely to create awareness of pedestrians and cyclists crossing Trappers Drive and would likely make people feel safer when crossing the road.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 NOTES the outcomes of the congestion and safety review of Trappers Drive between Woodvale Drive and Whitfords Avenue for vehicles and pedestrians;**
- 2 SUPPORTS upgrading the pedestrian facilities on Trappers Drive between Woodvale Drive and Whitfords Avenue;**
- 3 NOTES that the upgrading of the pedestrian facilities as per Part 2 above, will be prioritised and listed for considered by Elected Members as part of a future budget development process;**
- 4 NOTES that a further review will be undertaken in 12-18 months after the opening of the upgraded service station and fast-food outlet to determine whether further action at this location is required;**
- 5 ADVISES the lead petitioner of its decision.**

Appendix 12 refers

To access this attachment on electronic document, click here: [Attach12brf220614.pdf](#)

ITEM 20 LANEWAYS IN SORRENTO AND MARMION

WARD	South-West	
RESPONSIBLE DIRECTOR	Mr Nico Claassen Infrastructure Services	
FILE NUMBER	87539, 101515	
ATTACHMENT / S	Attachment 1	Sorrento Laneways Location Map
	Attachment 2	Marmion Laneway Location Map
	Attachment 3	Lane 5 Land Requirements
	Attachment 4	Lane 5 Concept
	Attachment 5	Laneway Upgrade Detailed Costings
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.	

PURPOSE

For Council to consider the results of an investigation regarding the laneways in Sorrento and Marmion and their current capabilities to function as laneways.

EXECUTIVE SUMMARY

At its meeting held on 21 September 2021, Council received a petition in relation to the laneways in Sorrento and Marmion (C89-09/21 refers). At the same meeting (C101-09/21 refers), Council considered a Notice of Motion and subsequently resolved the following:

“That Council:

- 1 *REQUESTS the Chief Executive Officer:*
 - 1.1 *Prepare a report examining the laneways in Sorrento and Marmion and their current capabilities to function as laneways, with particular focus on the following:*
 - 1.1.1 *Investigate the completion of Laneway 5 between Ross Avenue and through Clontarf Street as gazetted;*
 - 1.1.2 *Investigate the implementation of a one way traffic system;*
 - 1.1.3 *Examine and review the current condition of the road and kerbing of the laneways;*
 - 1.2 *Formalise names for the laneways in accordance with the State Government’s Geographical Names Committee principles and guidelines;*
- 2 *REQUESTS the Chief Executive Officer prepare a report with detailed costings of upgrading the laneways in Sorrento and Marmion as detailed in Part 1. Above for inclusion in the City’s Five Year Capital Works Program.”*

A comprehensive assessment has been undertaken of the local laneway network, the history of the sites and previous decisions of Council.

The opening of Lane 5 in Sorrento was previously considered by Council at its meeting held on 7 October 2014 (CJ914-10/14 refers) that resolved the construction of Lane 5, between Lane 1 and Clontarf Street, shall not proceed due to high cost and limited benefit to the community and requested that a note be placed on the property file noting the need for a truncation at the intersection of Lane 1 and Lane 5.

The final section of Lane 5 remains unconstructed primarily due to the need for land acquisition, construction complexity and the high cost of the proposed works. The recent investigation has reconfirmed that while it is possible to complete the construction of Lane 5 to Clontarf Street, the additional land acquisition is still required to construct.

Despite the narrow widths of many of the laneways in the area, the laneways function effectively in a 'one-lane, two-way' arrangement. Pockets of development permit passing areas for vehicles in opposite directions to make way for one another, avoiding conflict. A benefit of having the tight lane widths is it results in a low volume / low speed environment. Due to the unconstructed section as a result of large grade separate, it would not be financially feasible to implement a one way traffic system.

While minor sections of the laneways are showing signs of degradation the laneways are for the most part in acceptable condition. The condition of the road surface and kerbing along the laneways will continue to be assessed by the City and will be listed for future resurfacing/replacement under the City's *Capital Works Program* as necessary and relative to other road assets throughout the network.

The laneways in Sorrento are currently named on a chronological numbering system extending from one to five based on their location moving north to south and the laneway in Marmion is named Lane 6. All of these lanes have existed since the suburbs were developed in the early 1960's and were not formally named as this was not the convention at the time. These laneway names are not recognised in modern mapping software and cannot be easily located using electronic devices. Formalise names for the laneways in accordance with Landgate's *Policies and Standards for Geographical Naming in Western Australia* will alleviate this issue.

It is therefore recommended that Council:

- 1 *NOTES that there is merit in the construction of Lane 5 through to Clontarf Street in the long term and that a note has been placed on the property file flagging the need for a truncation at the intersection of Lane 1 and Lane 5;*
- 2 *DOES NOT SUPPORT the implementation of a one-way traffic system for the laneways in Sorrento and Marmion;*
- 3 *NOTES future resurfacing and kerb replacement on laneways will be listed in the City's Capital Works Program based on condition assessment in line with asset management practices;*
- 4 *SUPPORTS formalising names for the laneways in accordance with Landgate's Policies and Standards for Geographical Naming in Western Australia;*
- 5 *ADVISES the Lead Petitioner of Council's decision.*

BACKGROUND

The opening of Lane 5, Sorrento, has previously been considered by the Capital Works Committee at its meeting held on 7 October 2014 (CJ194-10/14 refers). In this report, the committee considered the potential benefits, costs and technical constraints required to construct the opening of Lane 5 in Sorrento, between the existing built Lane 1 and Clontarf Street as well as whether or not to instigate a Capital Works Project to open up Lane 5.

As per the 7 October 2014 report (CJ194-10/14 refers), “a preliminary design estimate was prepared based on the following assumptions:

- *Rock likely to be found on site, with loose material over old drainage and sewer trenches.*
- *Either reinforced block wall (two leaf) or precast reinforced panels to approximately two and a half metres high.*
- *Removal of 450m³ material off site.*
- *Relocation of gas and Telstra services is not required.*
- *Protection of the existing shallow 150mm diameter PVC sewer is required, typically by concrete encasement and subject to Water Corporation approval. Alternatively, relocation of the sewer to a central alignment may provide an improved outcome for construction and sustainability.*
- *Reconstruction of the existing drainage system in the lower section of the laneway.*
- *Construction of laneway.*

The preliminary cost estimate for the project is \$550,000 with a likely cost variation of + 20% subject to detailed design and review of ground conditions and construction techniques.”

Council resolved as follows:

- “1 *NOTES the potential benefits, estimated costs and technical constraints required to construct Lane 5, Sorrento between the existing built Lane 1 and Clontarf Street as detailed in Report CJ194-10/14;*
- 2 *DOES NOT SUPPORT listing for consideration a project to open Lane 5, Sorrento in the current Five Year Capital Works Program, due to the high cost and limited benefit of the project;*
- 3 *SUPPORTS the retention of the Lane 5 at 100, 102 and 104B West Coast Drive, Sorrento in public ownership to allow for future changes to the Laneway;*
- 4 *PLACES a note on the property file noting the need for a truncation at the intersection of lane 1 and lane 5 to allow turning movements for waste and service vehicles to be requested if and when lot 402 Clontarf Street is subdivided.”*

The properties adjoining the laneway are located within Housing Opportunity Area 3 and have a split density of R20 to R20/R25. At the higher density, an average of 350m² and minimum of 300m² per dwelling will apply. At this higher density, 31 of the properties will have the potential to subdivide/develop an additional dwelling and one property will have the potential to subdivide/develop an additional two dwellings for a total potential addition of 33 new lots to the immediate area.

State Planning Policy 7.3 – Residential Design Codes – Volume 1 (R-Codes) includes a ‘deemed-to-comply’ provision which identifies, where available, access to on site car parking spaces is to be provided from a right of way. By requiring vehicle access from laneways, the R-Codes are hoping to achieve better design outcomes through reducing the number of crossovers to the primary street and therefore encouraging improved landscaping of these streets.

As an outcome of the Housing Opportunity Area 3 density increase, there is the potential for lots to be developed to accommodate a maximum of 33 additional dwellings. Depending on subdivision design this could result in the probable addition of five to 10 dwellings with laneway access. In theory, a total of up to 33 additional dwellings with vehicle access from the laneway could be built, but this is highly unlikely due to the narrow north-south orientation of lots and the topography of Clontarf Street.

DETAILS

At its meeting held on 21 September 2021 (C89-09/21 refers), a 61 signature petition in relation to the City undertaking a process regarding the renaming, reviewing and development of the laneways in Sorrento and Marmion was received by Council who resolved that the petition be *“RECEIVED, REFERRED to the Chief Executive Officer and subsequent report presented to Council for consideration.”*

At the same meeting (C101-09/21 refers), Council considered a Notice of Motion and subsequently resolved the following:

“That Council:

- 1 *REQUESTS the Chief Executive Officer:*

 - 1.1 *Prepare a report examining the laneways in Sorrento and Marmion and their current capabilities to function as laneways, with particular focus on the following:*

 - 1.1.1 *Investigate the completion of Laneway 5 between Ross Avenue and through Clontarf Street as gazetted;*
 - 1.1.2 *Investigate the implementation of a one way traffic system;*
 - 1.1.3 *Examine and review the current condition of the road and kerbing of the laneways;*

 - 1.2 *Formalise names for the laneways in accordance with the State Government’s Geographical Names Committee principles and guidelines;*

- 2 *REQUESTS the Chief Executive Officer prepare a report with detailed costings of upgrading the laneways in Sorrento and Marmion as detailed in Part 1. Above for inclusion in the City’s Five Year Capital Works Program.”*

Laneway Examination

There are five laneways in Sorrento (Attachment 1 refers) summarised as follows:

- Lane 1 – runs east-west between Lane 5 and Freeman Way. Unconstructed section between Cliff Street and St Patricks Road. U rail barrier installed between St Patricks Road and Parnell Avenue.
- Lane 2 – runs east-west between Lane 5 and Freeman Way. Unconstructed section between St Patricks Road and Parnell Avenue.
- Lane 3 – runs east-west between Lane 5 and Ford Street. Unconstructed section east of Cliff Street with footpath connection installed in 2021-22.
- Lane 4 – runs east-west between Lane 5 and Ford Street.
- Lane 5 – runs north-south between Lane 1 and Lane 4. Unconstructed section north of Clontarf Street.

There is one laneway in Marmion (Attachment 2 refers), being Lane 6, which runs east-west from Leach Street to terminate just prior to West Coast Drive.

The current widths of the laneways range from 3.1 metres to 4.0 metres between kerbs with “No Stopping” line marking painted on some lanes and not others. All the laneways exist within 6 metre wide road reserves, however, due to the grade of adjoining driveways not all laneways can be widened to accommodate the full road reserve width.

As requested by the Notice of Motion, the functionality of the laneways has been assessed focusing on the following:

- Completion of Lane 5.
- Implementation of a one-way traffic system.
- Current road and kerb condition.

Completion of Lane 5

Lane 5 runs north-south between Lane 1 and Lane 4 parallel to West Coast Drive. Lane 1 (between Lane 5 and Cliff Street) and Lane 5 (between Lane 1 and Clontarf Street) provides access to 37 lots. 19 lots allow access both to the rear lane and the fronting road. One lot is vacant which will most likely construct vehicular access to the lane.

17 lots have built their property with sole vehicular access via the laneway and do not have vehicular access via the fronting road. In many cases, steep slopes and rock encountered in the area creates severe site constraints making the construction of vehicular access to the fronting road difficult and expensive.



The unconstructed section of Lane 5 is primarily due to the topography, unknown earthwork requirements, and land acquisition needs of which previous investigations have indicated could be costly.

Expanding on the above, the following issues were identified as follows:

- 1 *Levels:* The ground surface level of the verge along Clontarf Street is well above the ground surface level of Clontarf Street carriageway. The construction of retaining walls on both sides of the lane would restrict sight line availability for vehicles exiting the laneway onto Clontarf Street. This would require modification of the verge and existing retaining wall along Clontarf Street approximately 30 metres either side of where the lane would connect. This may also be impacted by future development at No. 100 (Lot 403) West Coast Drive.
- 2 *Materials:* The infill material within the laneway is for the most part unknown. An existing sewer main along the eastern side of the laneway suggests that there may be loose fill and therefore result in easier digging conditions. The western side of the laneway has greater potential for cap rock or rock outcrops making sheet piling or temporary retaining potentially hazardous, particularly to the already built properties which will need to be stabilised. Where found, rock may need to be removed and in doing so may expose nearby properties to vibration damage during construction. If a lane opening project is approved for construction, further geotechnical investigations would be required to fully investigate ground conditions and establish the extent or otherwise of rock or fill materials to allow full design and construction planning to both minimise risk to adjoining properties, allow efficient construction and get a much more accurate estimate of project costs.
- 3 *Current Alignment:* The intersection of Lane 1 and Lane 5 is a 75 degree acute angle where a tight radius bend has been constructed making manoeuvring difficult for standard size cars and unachievable for waste trucks. Widening is required to resolve the issue which requires land acquisition from No. 1 (Lot 402) Clontarf Street (Attachment 3 refers). Land acquisition has been noted on the property file for acquisition as part of future development at this property. If not done as part of a sub-division process, it is likely compensation for this land would be required.

While the road reserve width of Lane 5 is six metres wide, the construction of the laneway in this space will be approximately 3.5 metres wide due to the space that will be taken by required retaining walls offset from the boundary (Attachment 4 refers). The laneway can be widened via compulsory acquisition but would require the City to purchase additional land at market rates, adding cost to the overall project. In addition, compulsory acquisition would take approximately two years to process and would introduce additional complexity, cost, consultation, and time to the project.

Finally, assuming the alignment of the road and retaining of the adjoining properties can be achieved, there is still the issue of the relatively steep grade of the connection itself occurring over a short length. This would require some modifications just outside of the construction area to permit tie in points and while traversable, may be too steep to be a preferred access route.

The advantages and disadvantages of the completion of Lane 5 is provided below:

Make no changes (leave Lane 5 in its current configuration)	
Advantages	Disadvantages:
<ul style="list-style-type: none"> • No cost of construction works. • No requirement for land acquisition. • No major earthworks adjacent to properties along Lane 5 & Clontarf Street. 	<ul style="list-style-type: none"> • Continued development of housing in the area will add vehicle and pedestrian traffic in the laneway with a probable increase in local traffic and parking issues.

Make no changes (leave Lane 5 in its current configuration)	
Advantages	Disadvantages:
<ul style="list-style-type: none"> Majority of development to in immediate has already occurred. 	<ul style="list-style-type: none"> Public pressure for the lane to be opened would be likely to remain or to increase in time. Weekly waste collection services would continue to be undertaken in the current manner. Service and delivery vehicles impeded by poor access.

Construct Lane 5 through to Clontarf Street (single lane width)	
Advantages	Disadvantages:
<ul style="list-style-type: none"> Increased access and subdivision potential for nearby properties. Improved waste collection serviceability, allowing the waste truck to move in a forward gear without having to reverse up or down the laneway. Note that a corner truncation from No. 1 (Lot 402) Clontarf Street is necessary. Improved access for service and delivery vehicles. 	<ul style="list-style-type: none"> Significant cost of construction works. Significant civil construction will impact resident's amenity. Potential for dilapidation / vibration impacts on nearby properties. Does not facilitate full two-way flow.

Construct Lane 5 through to Clontarf Street (two-way flow)	
Advantages	Disadvantages:
<ul style="list-style-type: none"> Increased access and subdivision potential for nearby properties. Improved waste collection serviceability, allowing the waste truck to move in a forward gear without having to reverse up or down the laneway. Note that a corner truncation would be desirable to further improve truck movements. Improved access for service and delivery vehicles. 	<ul style="list-style-type: none"> Significant cost of construction works. Significant civil construction will impact resident's amenity. Potential for dilapidation / vibration impacts on nearby properties. Land resumption to allow for two way flow would add complexity, cost and time to the overall project as well as require additional consultation.

Implementation of a one-way traffic system

A review of property accesses in the Sorrento area indicates that most properties have been constructed with carports and garages connecting solely to the laneways with some laneways having only one entry/exit access due to not being connected through. This is generally due to the lay of the land and most can't be connected without purchasing an adjacent property. Most residents are familiar with the arrangements for each laneway and plan their trips accordingly. In addition, the un-connected sections result in a 'no through traffic' situation, resulting in a low volume/low speed environment which is safer for residents entering and exiting properties.

The placement of waste bins in the laneways is common throughout Sorrento and is generally occurring on both sides of a given laneway. In cases where the lane has only one access point, waste collection services are carried out by the rubbish truck driving into the lane, emptying bins, then reversing all the way back up the laneway before reversing back down the laneway, and driving out in a forward gear picking up bins from the opposite side along the way. Where possible, requiring waste vehicles to reverse for extended lengths should be avoided as it poses safety concerns.

The widths of the laneway pavements were reviewed to determine whether they can accommodate bi-directional traffic flow. The current widths of the laneways range from 3.1 metres to 4 metres between kerbs with "No Stopping" line marking painted on some laneways.

Given the current width of many of the laneways in the area, many of the lane's function in a 'one-lane, two-way' arrangement and pockets of development, permit passing areas for vehicles in opposite directions to make way for one another, avoiding conflict. A benefit of having the tight lane widths is it results in a low volume / low speed environment

Liveable Neighbourhoods guidelines indicate that laneways should be constructed at a minimum width of 5 metres. This is to allow safe passing of two standard size cars with approximately 1 metre of space between them. Widening the lanes to 5 metres is unachievable given some properties are significantly higher or lower than the adjoining laneway and have steep driveway grades. As such, widening of laneways will be problematic and not achievable in some instances.

Additionally, the enforcement of a one-way traffic system would rely solely on WA Police who have the power to act under the *Road Traffic Code 2000* and would need to be patrolled regularly to address issues of non-compliance by residents before common behaviour takes hold.

Current road and kerb condition

In the case of gazetted roads and laneways, a condition score is calculated using a matrix which considers factors such as surface defects, undulations, patches, potholes, rutting, structural cracking, non-structural cracking, surface deficiencies, edge break and edge drop to determine an overall score. These scores range from zero to five and provide an overall surface condition rating. A score of zero indicates the road is new and in perfect condition, while a score of five indicates the pavement has failed and needs replacing immediately.

An inspection and condition assessment of the road surface and kerbing was undertaken by the City in August 2021 which indicated that while there were isolated areas requiring remedial action, the infrastructure condition in general was satisfactory as detailed below. Remedial treatment works were completed on damaged sections of pavement by the City in September 2021.

Road	Section	Average Surface Condition Index (Nov 2020) 0 is New 1 is Good 2 is Acceptable 3 Renewal in medium term 4 Renewal in short term 5 Replace ASAP	Length (m)	Existing Width (m)
Lane One	Freeman Wy to Parnell Wy	3.2	270	3.75
	Parnell Wy to St Patricks Rd	2.1	260	3.85
	St Patricks Rd to Cliff St	2.6	250	3.29
	Cliff St to Lane 5	3.2	320	4.00
Lane Two	Freeman Wy to 25m west of Parnell Wy	3.1	260	3.60
	65m west of Parnell Wy to St Patricks Rd	1.1	250	3.63
	St Patricks Rd to Cliff St	1.1	270	3.75
	Cliff St to Lane 5	2.1	280	3.60
Lane Three	Ford St to Parnell Ave	2.1	260	3.50
	Parnell Ave to St Patricks Rd	2.1	260	3.58
	St Patricks Rd to Cliff St	2.2	270	3.60
	Cliff St to Lane 5	2.2	250	4.00
Lane Four	Ford St to Parnell Ave	2.7	270	3.23
	Parnell Ave to St Patricks Rd	3.2	260	3.13
	St Patricks Rd to Cliff St	3.1	260	3.18
	Cliff St to Lane 5	2.1	220	3.68
Lane Five	Clontarf St to High St	2.1	120	3.55
	High St to Marine Tce	1.1	130	3.93
	Marine Tce to Lane 4	3.1	60	4.15

The condition of the road surface and kerbing along the laneways will continue to be assessed by the City and will be listed for future resurfacing/replacement under the City's *Capital Works Program* as necessary and relative to other road assets throughout the network.

Additionally, the review of the laneways indicates they have differing features based on topography and adjoining development. The cost of upgrading the laneways is therefore subject to these and a number of other factors including; pavement condition, kerbing condition, number of crossovers, services, drainage and most importantly proposed pavement width and streetlighting. A breakdown of assumed costs associated with upgrading the laneways is as follows:

Service Level	Where pavement width is already greater than 3.5m	Where pavement width is less than 3.5m and is widened to 3.8m min.
<u>Without Street Lighting</u>	\$40/m ²	\$170/m ²
<u>Installing Street Lighting</u>	\$115/m ²	\$240/m ²

The detailed costings for each section of each laneway has been calculated accordingly (Attachment 5 refers).

Formalisation of lane names

The laneways in Sorrento are currently named on a chronological numbering system extending from one to five based on their location moving north to south and the laneway in Marmion is named Lane 6. All of these lanes have existed since the suburbs were developed in the early 1960's and were not formally named as this was not the convention at the time. The laneways have, however, increased in importance as they are used by residents for delivery of goods and services due to ease of access.

Landgate are the determining authority for the naming of roads, parks and similar in Western Australia and their *Policies and Standards for Geographical Naming in Western Australia* provide the guidelines and standards for the naming of these features. The City's *Naming of Public Facilities Policy* reinforces this expectation that the naming of streets, reserves and buildings shall be in accordance with Landgate's *Policies and Standards for Geographical Naming in Western Australia*.

Issues and options considered

Laneway Examination

Completion of Lane 5

Council can either:

- do nothing (leave Lane 5 in its current configuration)
- progress the construction of Lane 5 through to Clontarf Street in the short term. This is not recommended as it will require compulsory acquisition of the adjoining land which would require compensation to be paid to the landowner
or
- progress the construction of Lane 5 through to Clontarf Street in the long term. This is the recommended option as it will enable the acquisition of the adjoining land required as part of future development at this property.

Implementation of a one-way traffic system

Council can either:

- Do nothing and retain a two-way traffic system. This is the preferred option. Lanes 1, 2, 3, and 5 have an unconstructed section due to large grade separations making opening up these laneways either very costly or impossible without acquiring adjacent land. Creating a one-way system for only sections of laneways or only some laneways will cause confusion which may lead to conflicts and head on crashes if drivers are not expecting vehicles to approach from the front
or
- Implement a one-way traffic system. This is not supported.

Formalisation of lane names

Council can either:

- do nothing and not change the laneway names
or
- formalise names for the laneways in accordance with Landgate's *Policies and Standards for Geographical Naming in Western Australia*. This is the recommended option as currently these laneway names are not recognised in modern maps software (for example, google maps) and cannot be easily located when using these applications. However, it must be noted that this will take considerable officers time on engagement and consultation, as well as liaison with the Geographic Names Committee, and there is a cost associated with this time spent, both direct and as an opportunity cost. Council will need to determine the urgency and priority of this undertaking amongst other deliverables and services to the community.

Legislation / Strategic Community Plan / Policy implications

Legislation	<i>Planning and Development Act 2005.</i> Planning and Development (Local Planning Schemes) Regulations 2015. City of Joondalup Local Planning Scheme No. 3. <i>Road Traffic Code 2000.</i> <i>Traffic Act 1974.</i>
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Strategic Community Plan

Key theme	Quality Urban Environment.
Objective	Quality built outcomes.
Strategic initiative	Housing infill and densification is encouraged and enabled through a strategic, planned approach in appropriate locations.
Policy	<i>City of Joondalup Local Housing Strategy.</i>

Risk management considerations

In relation to opening Lane 5 to Clontarf Street, the construction risks will include the potential for vibration damage to properties near the site derived from construction activity particularly where rock is found. Vibration monitoring and pre-works dilapidation reports may be employed to reduce risk of property damage. This will be further assessed at the time of construction.

The compulsory acquisition of adjacent land may cause a reputational risk to the City which can be mitigated by acquiring the land at a time when that parcel of land is being redeveloped.

The implementation of a one-way traffic system in some sections of the laneways may cause confusion which may lead to conflicts and head on crashes if drivers are not expecting vehicles to approach from the front.

Financial / budget implications*Completion of Laneway 5 between Ross Avenue and Clontarf Street*

The preliminary estimates (subject to detailed design) indicate that the order of costs for removal of excess soil, temporary piling, and construction of retaining walls, relocation of services, construction of laneway, kerbing, drainage and connection to Clontarf Street are in the order of \$700,000 ± 20%. The report of 2014 indicated an approximate cost of \$550,000 ± 20% however, the market has moved considerably since this original opinion of probable costs.

In fact, recent market costs from another project at Quay Court returned prices of approximately \$8,720 per linear metre to replace an existing wall at an established site. On this basis, the retaining wall either side of the through connection of Lane 5 would cost over \$418,000 on its own, before any associated costs such as survey, design, earthworks, civils, property retention and service relocation.

Implementation of a one-way traffic system

The implementation of one-way traffic system is not supported due to the extensive safety concerns it will present. If it was to be pursued, traffic modelling to determine the impact and best direction of flows for the area would be required costing between \$5,000 to \$10,000 depending on the level of available data.

Additionally, in accordance with Section 3.50 of the *Local Government Act 1995*, converting from two way to one way for longer than four weeks constitutes a partial closure, and requires a statutory process to be undertaken. Based on officer experience around the typical methodology, this would take approximately six months to undertake and an equivalent of \$12,000 in officers' time.

It must be noted that the above estimate does not include implementation costs such as signage and line-marking.

Examine and review the current condition of the road and kerbing of the laneways

There is no addition cost as data collection and condition assessments occurs as a routine process for managing the City's assets.

Upgrading of Laneways

The City has investigated the costs associated with upgrading the laneways and found that it is significantly impacted by the following two main factors:

- The need to widen those laneways which have been constructed with an average pavement width less than 3.5 metres wide.
- The installation of streetlighting along the laneways.

Widening the lanes involves additional costs associated with the:

- removal of existing pavement, kerbing and verge material
- boxing out wider space for new infrastructure
- installation of new drainage infrastructure
- base preparation and compaction
- new pavement and kerbing
- new crossover aprons and verge infill material.

The detailed costings for each section of each laneway has been calculated accordingly (Attachment 5 refers). In summation however, the cost to permit an absolute minimum width two way traffic to all currently accessible lanes is approximately \$1.2 million, and should lighting be desired, a \$650,000 premium would be required to a total of \$1.85 million.

Regional significance

Not applicable.

Sustainability implications

Social

The construction of the laneway would improve the amenity of properties in the area and improve the operation of waste collection and other services.

Consultation

No direct consultation has occurred with residents adjoining the laneways to date.

COMMENT

Projects for upgrading a portion of Parnell Avenue and St Patricks Road reserves off Lane 2 and Lane 3 respectively to include visitor parking is currently listed in the City's *Capital Works Program* for construction in 2022-23. These projects involve constructing several parking embayment's midblock to facilitate extra parking for visitors to the area. Parking will utilise space within adjoining gazetted road reserves which are currently operating as pedestrian connections only. The additional parking should reduce congestion along the laneways and improve serviceability and safety for residents and visitors.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 NOTES that there is merit in the construction of Lane 5 through to Clontarf Street in the long term and that a note has been placed on the property file flagging the need for a truncation at the intersection of Lane 1 and Lane 5;**
- 2 DOES NOT SUPPORT the implementation of a one-way traffic system for the laneways in Sorrento and Marmion;**
- 3 NOTES future resurfacing and kerb replacement on laneways will be listed in the City's Capital Works Program based on condition assessment in line with asset management practices;**
- 4 SUPPORTS formalising names for the laneways in accordance with Landgate's Policies and Standards for Geographical Naming in Western Australia;**
- 5 ADVISES the Lead Petitioner of Council's decision.**

Appendix 13 refers

To access this attachment on electronic document, click here: [Attach13brf220614.pdf](#)

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

CLOSURE

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

To: CHIEF EXECUTIVE OFFICER
CITY OF JOONDALUP

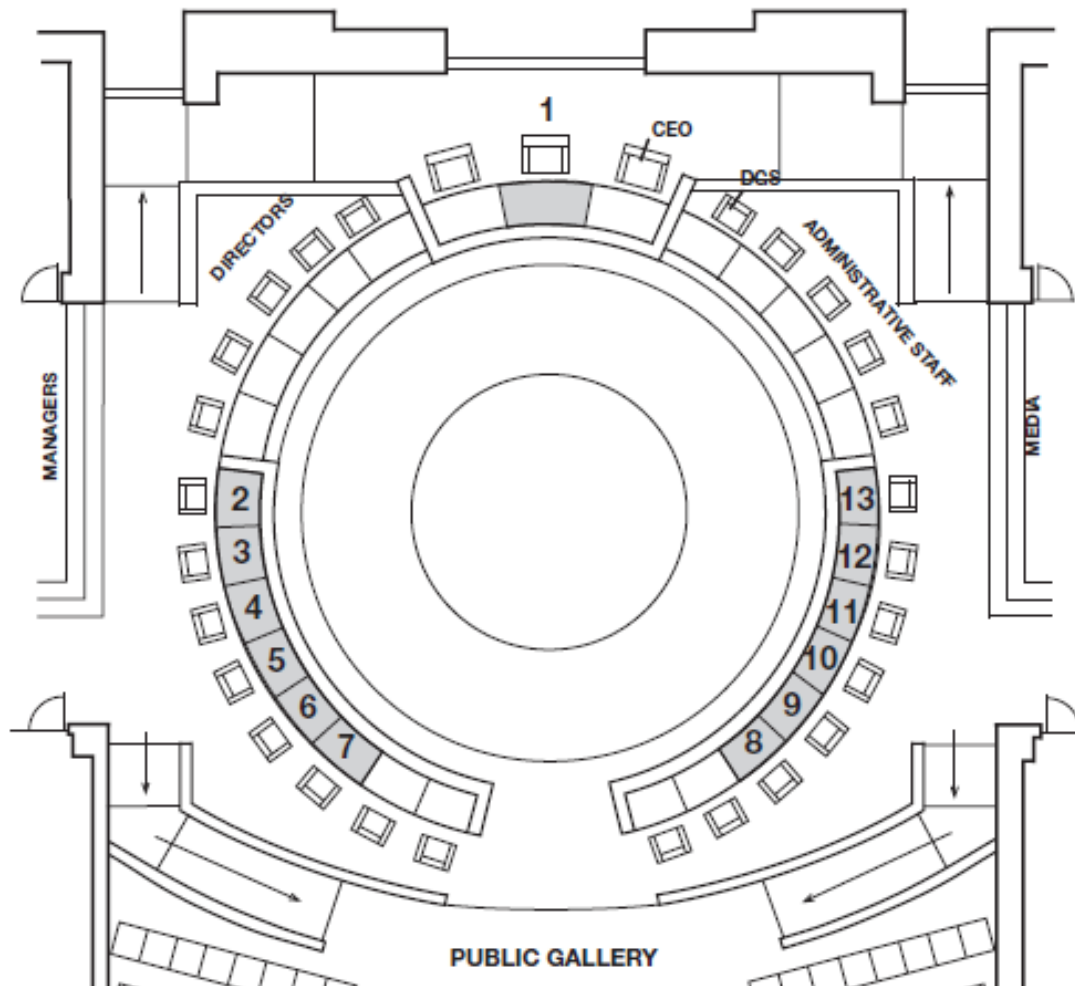
Name / Position		
Meeting Date		
Item No. / Subject		
Nature of Interest	Financial Interest * Proximity Interest* Interest that may affect impartiality*	<i>*Delete where not applicable</i>
Extent of Interest		
Signature		
Date		

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

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

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

Council Chamber – Seating Diagram



Mayor

1 His Worship the Mayor, Hon. Albert Jacob, JP (Term expires 10/25)

North Ward

- 2 Cr Adrian Hill (Term expires 10/25)
- 3 Cr Tom McLean, JP (Term expires 10/23)

North-Central Ward

- 4 Cr Daniel Kingston (Term expires 10/25)
- 5 Cr Nige Jones (Term expires 10/23)

Central Ward

- 6 Cr Christopher May (Term expires 10/25)
- 7 Cr Russell Poliwka (Term expires 10/23)

South-West Ward

- 8 Cr Christine Hamilton-Prime (Term expires 10/25)
- 9 Cr John Raftis (Term expires 10/23)

South-East Ward

- 10 Cr John Chester (Term expires 10/25)
- 11 Cr John Logan (Term expires 10/23)

South Ward

- 12 Cr Russ Fishwick, JP (Term expires 10/25)
- 13 Cr Suzanne Thompson (Term expires 10/23)