

agenda

Briefing Session

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

ON **TUESDAY 8 NOVEMBER 2022**

COMMENCING AT **6.30pm**

JAMES PEARSON
Chief Executive Officer
4 November 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 7 November 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

On Friday 31 October 2022, the Premier announced that Western Australia will transition away from a State of Emergency originally initiated for Covid-19 management.

From 12:01am Friday 4 November 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 20 September 2022:

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.

GENERAL 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 for Council Members, Committee Members and Candidates* and *Code of Conduct for Employees*.
 - (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.

PROCEDURES FOR PUBLIC QUESTION TIME AT BRIEFING SESSIONS

The following procedures for the conduct of Public Question Time at Briefing Sessions were adopted at the Council meeting held on 20 September 2022:

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 person, 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). 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.

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). 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.

DISCLAIMER

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

PROCEDURES FOR PUBLIC STATEMENT TIME AT BRIEFING SESSIONS

The following procedures for the conduct of Public Statement Time at Briefing Sessions were adopted at the Council meeting held on 20 September 2022:

- 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.

PROCEDURES FOR DEPUTATIONS

The following procedures for the conduct of Deputations at Briefing Sessions were adopted at the Council meeting held on 20 September 2022:

- 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 a 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 no later than 12.00 noon on 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 Statements made during a deputation 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 A person that forms part of a deputation is prevented from making a public statement at the Briefing Session on the same matter.

RECORDING OF THE PROCEEDINGS OF THE BRIEFING SESSION

Proceedings of the Briefing Session shall be electronically recorded and made available to the public on the City's website, except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995*.

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LATE ITEMS / ADDITIONAL INFORMATION

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

[*AdditionalInformation.pdf*](#)

CITY OF JOONDALUP – BRIEFING SESSION

To be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday 8 November 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 **11 October 2022**:

DEPUTATION NO. 1 – ITEM 2 - PROPOSED UNLISTED USE (DAY RESPITE SERVICE) AT LOT 221 (17) WELLARD GROVE, WOODVALE

Mr Terence Anderson, Ms Megan Berberick, and Ms Amanda Stephens speaking on behalf of a number of residents of Wellard Grove addressed Elected Members in relation Item 2 – Proposed unlisted use (Day Respite Service) at lot 221 (17) Wellard Grove, Woodvale and provided a PowerPoint presentation.

Mr Anderson acknowledged the important community service that Alzheimer's WA offers to carers and patients living with dementia, although highlighted the importance that the day respite facility should be located in the most appropriate location.

Mr Anderson and Ms Berberick expressed theirs and neighbouring property owner's objection to the planning application for the following reasons:

- *Land Use and Zoning* - There should not be a change of land use and zoning for the site from residential to unlisted use (Day Respite Service) as the proposed zoning activity could be considered as community purpose, residential aged care with elements of childcare. It was added, if none of these purposes are permitted uses for a residential zone, why is a day respite facility being considered as an appropriate use.
- *Alzheimer's WA comparison Facilities* – There are currently three similar facilities run by Alzheimer's WA in Shenton Park, Albany and Mandurah. These properties are on larger lots and zoned private community centre, semi-rural and R5. None are located in a residential area zoned R20.
- *Modifications* – Other Alzheimer's WA facilities have received modifications to the front yard and building structure.

- *Staffing levels* – there are concerns that the staffing levels including volunteers to the property will increase over time, similar to the other Alzheimer’s WA facilities.
- *Parking* – there are concerns in relation to additional vehicles attending the site throughout the week and parking at the end of the cul-de-sac, blocking access for residents.
- *Privacy and Noise* - there are five residential dwellings that share a boundary to the property, these property owners have concerns in relation to noise from the Day Respite facility and privacy issues that will affect their amenity.

Mr Anderson highlighted that there has been overwhelming objection to the planning application from residents from Wellard Grove and Dixon Parkway with 49 objections out of 51 submissions received through the community consultation process.

Mr Anderson urged Elected Members not to support the planning application from Alzheimer’s WA for a Day Respite Service at 17 Wellard Grove, Woodvale.

DEPUTATION NO. 2 – ITEM 2 - PROPOSED UNLISTED USE (DAY RESPITE SERVICE) AT LOT 221 (17) WELLARD GROVE, WOODVALE

Ms Alison Healey representing the applicant Alzheimer’s WA addressed Elected Members in relation Item 2 - Proposed unlisted use (Day Respite Service) at lot 221 (17) Wellard Grove, Woodvale.

Ms Healey expressed that the applicant is supportive of the Officer’s recommendation for conditional approval of the planning application. It was added, the inclusions of the conditions have been developed to address amenity concerns raised through the community consultation submissions.

Ms Healey clarified some of the concerns raised in the submissions, as follows:

- *Parking and vehicle movement* –It was clarified that that no additional visitors will be attending the facility and the client and carers will arrive in the people movers that will be parked on the premises. The only additional vehicles coming to the facility will be relating to; people assisting with gardening, cleaning and delivery of shopping which are common support services of a residential premises. These vehicles will park in the driveway.
- *Maximum number of persons on premises* – It was clarified that Alzheimer’s WA has opted to reduce the maximum number of persons on premises on a daily basis from 18 to 12 people and carers from four to three people.
- *Building Modifications* – It was clarified that the applicant will not be making any external or internal modification to the property / house.
- *Land use and Zoning* – It was highlighted that “Day Respite Service” does not comfortably fit within a community purpose as it does not meet the definition, that being; the house is not purpose built, there is no organised programme or the provision of a full-time carer.

Ms Healey advised that Alzheimer’s WA is an approved charity providing services to those people affected by dementia and respite care is valued as the most important service it offers, and the applicant seeks to deliver this service in the City of Joondalup.

Ms Healey respectfully requested that Elected Members support the application with conditions for a Day Respite Service at 17 Wellard Grove, Woodvale.

DEPUTATION NO. 3 – ITEM 4 - DRAFT SORRENTO PRECINCT STRUCTURE PLAN

Mr Stuart Hawkins representing Marmion, Sorrento, Duncraig Progress and Ratepayers' Association Inc. addressed Elected Members in relation to Item 4 – Draft Sorrento Precinct Structure Plan (SPSP) and provided a PowerPoint presentation.

Mr Hawkins advised that the Officer's recommendation in the report relating to the maximum building height of six storeys is not consistent with the decision made at the Council meeting held on 20 September 2022 (CJ148-09/22 refers), where the Council reaffirmed its previous decision of 2017 in relation to the *Sorrento Activity Centre Plan* (SACP) limiting developments to a maximum building height.

Mr Hawkins on behalf of the Marmion, Sorrento, Duncraig Progress and Ratepayers' Association Inc. requested that Council reaffirm its determination from the September meeting, to ensure a consistent message is given to WAPC and the State Development Assessment Unit, and requested that the SPSP recommendation include Parts 1.1.2, 1.3 and 1.5 of decision CJ148-09/22.

DEPUTATION NO. 4 – ITEM 4 - DRAFT SORRENTO PRECINCT STRUCTURE PLAN

Mr Ryan Keys Director of Mecone Group representing the adjoining property owners to 4 Drakes Walk, Sorrento, addressed Elected Members in relation to Item 4 – Draft Sorrento Precinct Structure Plan.

Mr Keys advised that his clients recognise that the Sorrento local centre needs improvement and understands that this will occur at some stage, however the development needs to be done appropriately and sensitively respecting the surrounding houses and their owners.

Mr Keys advised that the proposed Sorrento Precinct Structure Plan (SPSP) is not supported in its current form, and the following changes are suggested:

- That there be a reduction in the overall building height to reflect the decision made at the Council meeting held on 20 September 2022 (CJ148-09/22 refers).
- That the density coding be reduced from R-AC3 to R-AC4 to reflect the local centre.
- The removal of bonus provisions that were based on unfounded community benefits.
- The land use zone for lot 145, to be changed to residential zone.
- That there be a three-metre set back to the existing boundary, abutting existing residential properties.
- That the height limit to transition down to neighbouring single storey properties.

Mr Keys urged Council to preserve its current strong position and not support the Draft Precinct Structure Plan in the same manner it did not support the proposed development application for the proposed eight storey development at Lot 145 Drakes Walk, Sorrento.

DEPUTATION NO. 5 – ITEM 4 - DRAFT SORRENTO PRECINCT STRUCTURE PLAN

Mr Ben Doyle from Planning Solutions representing the proponent of the proposed development of the Sorrento Plaza Activity Centre, addressed Elected Members in relation to Item 4 – Draft Sorrento Precinct Structure Plan (SPSP).

Mr Doyle provided historical information on the original Activity Centre Plan explaining that the consultation done at the time received more than 400 objections based on its inadequacies.

It was added that it was irretrievably compromised because it had to assume multiple landowners.

Mr Doyle advised in recent times Megara has removed those constraints by purchasing multiple lots so that a single holistic development can be achieved. It was added, the draft SPSP is intended to create the framework to deliver a high quality development on this site, and a community space that the existing and future residents will embrace and be proud of with significant improvements to the public realm.

Mr Doyle made reference to the Officer's recommendation relating to Parts 1.1.2 (zoning of Lot 145), 1.1.3 (change to residential density), 1.1.4 (setbacks) and 1.1.1.1 (community benefit and bonus height), and how the conditions will impact the proponent's development.

Mr Doyle explained to Elected Members that the Sorrento Precinct Structure Plan should not be watered down to where redevelopment of the site is no-longer feasible for developers.

PUBLIC QUESTION TIME

The following summarised questions were submitted to the Briefing Session held on 11 October 2022:

A Stephens, Woodvale:

Re: Item 2 - Proposed Unlisted Use (Day Respite Service) at Lot 221 (17) Wellard Grove, Woodvale.

Q1 Should this planning application be approved and Alzheimer's WA discontinue use of this site, will it still be able to be used by another organisation for day respite purposes?

A1 The Director Planning and Community Development advised any planning approval relates to the land rather than the organisation. In the event that the application is approved, and some time in future Alzheimer's WA choose to sell the property, it is possible that another operator can come in and operate a day respite service from that site. The property owners would be subject to the same restrictions and requirements that get imposed on the application approval.

G Boyland, Marmion:

Re: Item 4 - Draft Sorrento Precinct Structure Plan.

Q1 Can the City explain in its proposed draft structure plan report the move away from the five-storey maximum height limit for the Sorrento Precinct, which was supported unanimously by the Council at its meeting held on 20 September 2022, when it did not recommend the proposed eight-storey development application to the State Development Assessment Unit (SDAU)?

A1 The Director Planning and Community Development advised at the September 2022 Council meeting Council were asked to consider a specific development proposal. The City's recommendation on the application was that the Council did not support the eight storeys that were proposed for the development.

The Draft Sorrento Precinct Structure Plan sets a framework moving forward for future developments of the Sorrento Activity Centre and as part of that process there is scope to make assessment and provide recommendation on height criteria that would guide future developments. While last month's design is similar to the standards of the Sorrento Precinct Structure Plan that Council is considering this month, the City's assessment has been independent of the two.

Q2 *Can the City explain in its report to Council why it is advocating a density rating for the Sorrento precinct of RAC4 with a recommended building height of three storeys, yet it concludes its report by advocating a maximum future height of six storeys for the precinct?*

A2 The Director Planning and Community Development advised the RAC3 density that are stated in the R-Codes relate to different density codes and height is one of the controls.

When it comes to considering an activity centre plan there is the ability to modify controls within the plan to suit specific locations and context, in this instance the City believes that a RAC4 code is appropriate for a number of controls, contextually we believe the height as we have recommended, to be appropriate.

PUBLIC STATEMENT TIME

APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence Previously Approved

Cr John Logan	18 to 27 November 2022 inclusive.
Cr Nige Jones	29 November to 6 December 2022 inclusive.
Cr John Raftis	19 to 31 December 2022 inclusive.

PETITIONS

REPORTS

ITEM 1 DEVELOPMENT AND SUBDIVISION APPLICATIONS – SEPTEMBER 2022

WARD	All
RESPONSIBLE DIRECTOR	Mr Chris Leigh Planning and Community Development
FILE NUMBER	07032, 101515
ATTACHMENTS	Attachment 1 Monthly Development Applications Determined – September 2022 Attachment 2 Monthly Subdivision Applications Processed – September 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 number and nature of applications considered under delegated authority during September 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 September 2022 (Attachment 1 refers), as well as the subdivision application referrals processed by the City during September 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 28 June 2022 (CJ092-06/22 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 September 2022 is shown in the table below:

Type of subdivision referral	Number of referrals	Potential additional new lots
Subdivision applications	2	2
Strata subdivision applications	5	6
TOTAL	7	8

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

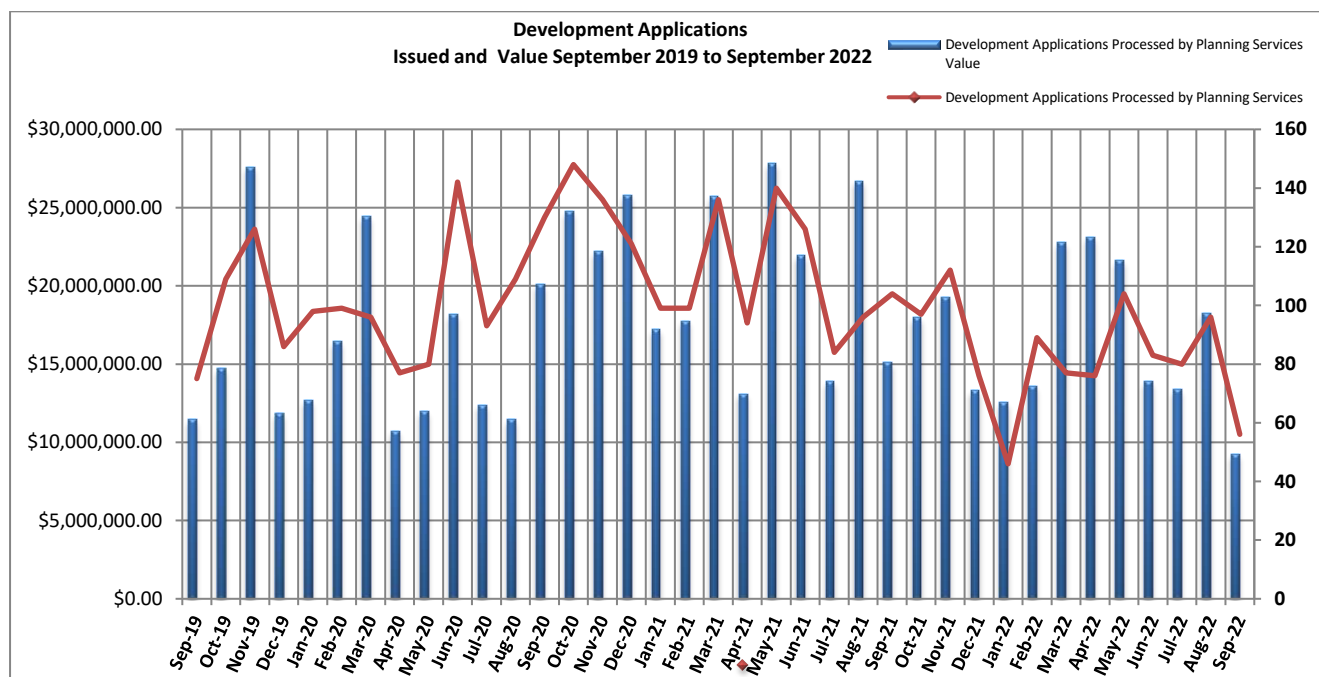
Development applications

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

	Number	Value (\$)
Development applications processed by Planning Services	56	\$9,247,329

Of the 56 development applications, eight were for new dwelling developments in housing opportunity areas, proposing a total of 14 additional dwellings.

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



The number of development applications received during September 2022 was 90.

The number of development applications current at the end of September was 222. Of these, 24 were pending further information from applicants and 5 were being advertised for public comment.

In addition to the above, 248 building permits were issued during the month of September with an estimated construction value of \$27,956,135.

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.*

10-Year Strategic Community Plan

Key theme Place.

Outcome Well-planned and adaptable – you enjoy well-designed, quality buildings and have access to diverse housing options in your neighbourhood.

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 56 development applications were determined for the month of September with a total amount of \$33,995.17 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 September 2022;**
- 2 Subdivision applications described in Attachment 2 to this Report during September 2022.**

Appendix 1 refers

To access this attachment on electronic document, click here: [Attach1brf221108.pdf](#)

ITEM 2 MINUTES OF REGIONAL COUNCIL MEETINGS

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	41196, 03149, 101515
ATTACHMENT	Attachment 1 Tamala Park Regional Council – Special Council Meeting Minutes – 29 September 2022 Attachment 2 Mindarie Regional Council – Ordinary Council Meeting Minutes – 29 September 2022

(Please note: These minutes are only available electronically).

AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').
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PURPOSE

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

EXECUTIVE SUMMARY

The following minutes are provided:

- Special Minutes of the Tamala Park Regional Council meeting held on 29 September 2022.
- Ordinary Minutes of the Mindarie Regional Council meeting held on 29 September 2022.

DETAILS

Tamala Park Regional Council Special Council Meeting – 29 September 2022

A special meeting of the Tamala Park Regional Council was held on 29 September 2022.

At the time of this 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 – 29 September 2022

An ordinary meeting of the Mindarie Regional Council was held on 29 September 2022.

At the time of this meeting Hon. 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.

10-Year Strategic Community Plan

Key theme Leadership.

Outcome Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

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 special meeting of the Tamala Park Regional Council held on 29 September 2022 forming Attachment 1 to this Report;**
- 2 the ordinary meeting of the Mindarie Regional Council held on 29 September 2022 forming Attachment 2 to this Report.**

To access this attachment on electronic document, click here: [RegionalMinutesbrf221108.pdf](#)

ITEM 3 SETTING OF 2023 COUNCIL MEETING DATES

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	08122, 101515
ATTACHMENT	Attachment 1 Option 1 – 2023 Meeting Dates Overview Attachment 2 Option 2 – 2023 Meeting Dates Overview
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 set its meeting dates for the 2023 calendar year.

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 1995*, it is necessary for a local government to give local public notice of its Ordinary Council Meeting dates for the upcoming 12 months.

The following two options are being presented to Council for its consideration:

- Option 1 – the proposed schedule of meeting dates for 2023 being Strategy Sessions (first Tuesday), Briefing Sessions (second Tuesday) and Council meetings (third Tuesday) of the month, this meeting cycle has been established since 2009 (Attachment 1 refers).
- Option 2 – the establishment of a new schedule with Strategy Sessions (first Tuesday), Briefing Sessions (third Tuesday) and Council meetings (fourth Tuesday) of the month. This proposed schedule will allow for Finance reports relating to the List of Payments and Financial Activity Statement to be reported for the prior month (for the majority of meetings) as per the City's auditor's request (Attachment 2 refers).

It should be noted that with both options there are scheduling constraints that will need to be considered, and these constraints are further explained in this Report.

BACKGROUND

At its meeting held on 12 December 2006 (CJ236-12/06 refers), Council introduced a rolling four-week cycle, enabling the fourth week to be used for additional information sessions, or for committee meetings.

At its meeting held on 30 September 2008 (CJ196-09/08 refers), Council adopted a revised cycle based on a monthly timeframe; that is each Tuesday was set aside for either a Strategy Session (first Tuesday), Briefing Session (second Tuesday) or Council Meeting (third Tuesday). This allowed the fourth and fifth Tuesday (when they occur) of the month to be available for various other non-standard meetings to be scheduled where required.

In prior years the following changes to the meeting schedule has been factored into the setting of meeting dates:

- The June Council meeting held on the fourth Tuesday of the month to allow for Elected Members to attend the Australian Local Government Association (ALGA) Annual National General Assembly Conference, if they so wish.
- The August Council meeting has a commencement time of 12.00 noon to enable attendance and participation by high school students.
- The December meetings have been scheduled one week earlier to accommodate the Christmas holiday break.

DETAILS

Council is in recess during January each year, and meetings are set from February to December, to be held on a Tuesday evening.

It was recognised during 2022 that meetings held directly after a public holiday were logistically difficult for administration to process residents' deputations, written questions and officer's responses on the same day as the meeting.

Where possible in both Option 1 and 2 Briefing Sessions and Council Meetings have not been scheduled after a public holiday.

Issues and options considered

Option 1 - is for Council to continue with the established meeting cycle being Strategy Sessions (first Tuesday), Briefing Sessions (second Tuesday) and Council Meetings (third Tuesday) of the month. Subject to the following scheduling constraints:

- The June Council meeting be held on the fourth Tuesday of the month to allow for Elected Members to attend the ALGA Annual National General Assembly Conference in Canberra during the third week of the month.
- The August Council meeting has a commencement time of 12.00 noon to enable attendance and participation by high school students.
- The December meetings have been scheduled one week earlier to accommodate the Christmas holiday break.

The proposed meeting dates for 2023 for Option 1 are as follows:

Briefing Sessions To be held at 6.30pm in the Council Chamber	Council meetings To be held in the Council Chamber
Tuesday 14 February 2023	7.00pm on Tuesday 21 February 2023
Tuesday 14 March 2023	7.00pm on Tuesday 21 March 2023
Tuesday 11 April 2023	7.00pm on Tuesday 18 April 2023
Tuesday 9 May 2023	7.00pm on Tuesday 16 May 2023
Tuesday 13 June 2023	7.00pm on Tuesday 27 June 2023
Tuesday 11 July 2023	7.00pm on Tuesday 18 July 2023
Tuesday 8 August 2023	12.00 noon on Tuesday 15 August 2023
Tuesday 12 September 2023	7.00pm on Tuesday 19 September 2023
Tuesday 10 October 2023	7.00pm on Tuesday 17 October 2023
Tuesday 14 November 2023	7.00pm on Tuesday 21 November 2023
Tuesday 5 December 2023	7.00pm on Tuesday 12 December 2023

Option 2 – this option presents a revised meeting cycle based on a monthly timeframe, that is each Tuesday is set aside as follows; Strategy Sessions (first Tuesday), Briefing Sessions (third Tuesday) and Council meetings (fourth Tuesday) of the month. This proposed schedule will allow for Finance reports relating to the List of Payments and Financial Activity Statement to be reported for the prior month as per the auditor's request, instead of the two months prior as currently being achieved. Subject to the following scheduling constraints:

- The April Briefing Session be held on the second Tuesday of the month and Council Meeting on the third Tuesday of the month to accommodate for the Easter and Anzac day public holidays.
- The June Briefing Session to be held on the second Tuesday of the month to allow for Elected Members to attend the ALGA Annual National General Assembly Conference in Canberra during the third week of the month.
- The August Council meeting has a commencement time of 12.00 noon to enable attendance and participation by high school students.
- The September Council meeting is required to be held on the third Tuesday of the month due to the Queens Birthday public holiday in the fourth week of the month.
- The October Briefing Session and Council meeting will need to be held on the second and third Tuesday of the month due to the local government election scheduled to occur on the 21 October 2023.
- The December meetings have been scheduled one week earlier to accommodate the Christmas holiday break.

The proposed meeting dates for 2023 for Option 2 are as follows:

Briefing Sessions To be held at 6.30pm in the Council Chamber	Council meetings To be held in the Council Chamber
Tuesday 21 February 2023	7.00pm on Tuesday 28 February 2023
Tuesday 21 March 2023	7.00pm on Tuesday 28 March 2023
Tuesday 11 April 2023	7.00pm on Tuesday 18 April 2023
Tuesday 16 May 2023	7.00pm on Tuesday 23 May 2023
Tuesday 13 June 2023	7.00pm on Tuesday 27 June 2023
Tuesday 18 July 2023	7.00pm on Tuesday 25 July 2023
Tuesday 15 August 2023	12.00 noon on Tuesday 22 August 2023
Tuesday 12 September 2023	7.00pm on Tuesday 19 September 2023
Tuesday 10 October 2023	7.00pm on Tuesday 17 October 2023
Tuesday 21 November 2023	7.00pm on Tuesday 28 November 2023
Tuesday 5 December 2023	7.00pm on Tuesday 12 December 2023

Council can either:

- adopt the proposed meeting dates based on the meeting cycle for Option 1
- adopt the proposed meeting dates based on the meeting cycle for Option 2
- or
- adopt a modified set of meeting dates.

Legislation / Strategic Community Plan / policy implications

Legislation

Local Government Act 1995.

Local Government (Administration) Regulations 1996.

Strategic Community Plan

Key theme	Leadership.
Outcomes	Capable and effective – you have an informed and capable Council backed by a highly-skilled workforce.
Strategic initiative	Not applicable.
Policy	Not applicable.

Risk management considerations

Failure to set and advertise Council's meeting dates will contravene the requirements of the *Local Government Act 1995*.

Financial / budget implications

Current financial year impact

Account no.	1.522.A5202.3277.0000.
Budget Item	Advertising – Public and Statutory.
Budget amount	\$2,500
Amount spent to date	\$1,020
Proposed cost	\$ 680
Balance	\$1,480

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

Elected Members have been provided two alternative options relating to the 2023 meeting cycles for their consideration, these being as follows:

- Option 1 – the proposed schedule of meeting dates for 2023 being Strategy Sessions (first Tuesday), Briefing Sessions (second Tuesday) and Council meetings (third Tuesday) of the month, this meeting cycle has been established since 2009 (Attachment 1 refers).
- Option 2 – the establishment of a new schedule with Strategy Sessions (first Tuesday), Briefing Sessions (third Tuesday) and Council meetings (fourth Tuesday) of the month. This proposed schedule will allow for Finance reports relating to the List of Payments and Financial Activity Statement to be reported for the prior month (for the majority of meetings) as per the City's auditor's request (Attachment 2 refers).

The scheduling constraints for both options have been detailed in this report.

A proposed schedule of committee meeting dates has also been included based on the two meeting cycle options. Where committee meetings are not held prior to Briefing Sessions and Council Meetings to allow for a broader spread of meetings and to reduce Councillor fatigue from reading multiple meeting papers in the same week.

Each Committee will be requested to adopt its meeting schedule for 2023, with the dates from either option 1 or 2 being used as the baseline.

It should be noted that a Local Government Election is scheduled to be held on 21 October 2023 with subsequent Special Council meetings post the election. These Special Council meeting dates will be confirmed closer to the time and the required public notice will be undertaken.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1** **ENDORSES** option _____ as the preferred meeting cycle option for 2023 and **SETS** the respective meeting dates and times for the Council of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup accordingly;
- 2** in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, **GIVES** local public notice of the meeting dates, as determined by Council;
- 3** **INVITES** a number of students from each of the high schools within the district of the City of Joondalup to attend the August Council meeting commencing at 12.00 noon;
- 4** **NOTES** the Mindarie Regional Council, Tamala Park Regional Council and the Western Australian Local Government Association North Zone meetings are generally scheduled to be held on Thursdays.

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2brf221108.pdf](#)

It is therefore recommended that Council:

- 1 *RECEIVES the Corporate Business Plan 2022-2026 Quarter 1 Report shown as Attachment 1 to this Report;*
- 2 *RECEIVES the Quarterly Capital Works Progress Report for the period 1 July 2022 to 30 September 2022, provided as Attachment 2 to this Report;*
- 3 *RECEIVES the Key Capital Works Project Quarterly Status Reports for the period 1 July 2022 to 30 September 2022, provided as Attachment 3 to this Report;*
- 4 *APPROVES the removal of milestones related to the development of the Waste Management Plan from the Corporate Business Plan 2022-2026, as approved by Council in June 2022.*

BACKGROUND

The *Corporate Business Plan 2022-2026* was adopted by Council at its meeting held on 28 June 2022 (CJ093-06/22 refers). It contains the services, projects and activities the City intends to deliver over five years, and quarterly milestones for those the City intends to deliver in the 2022-23 financial year. The *Corporate Business Plan 2022-2026* demonstrates how the outcomes of the *Strategic Community Plan, Joondalup 2032*, are translated into a five-year service delivery program.

The *Corporate Business Plan 2022-2026* sits within an Integrated Planning and Reporting Framework which builds-in informing, resourcing, planning and reporting requirements to ensure transparency and evidence of planned achievements. It is also a requirement of the *City's Governance Framework 2021* to develop quarterly reports against annual projects and priorities that are presented to Council.

DETAILS

Corporate Business Plan 2022-2026 Quarterly Reports provide information on achievements and performance against the quarterly milestones set at the beginning of each year. The project milestones for each quarter are reported via colour codes to indicate if the milestone has been completed or is behind schedule. The budget status is reported via symbols to indicate if each project or activity is on budget, over budget, or under budget. In addition, a commentary for each milestone provides details on what has been achieved. Note that the report does not include projects and activities that do not have milestones for 2022-23.

An amendment is proposed which removes the development of the Waste Management Plan from the *Corporate Business Plan 2022-2026*, approved by Council on 28 June 2022. At the March 2021 meeting Council adopted the *Local Government Waste Plan*, as per the Department of Environmental and Water Regulation requirements (CJ034-03/21 refers). At the same meeting, Council also noted that a review of the *City's Waste Management Plan 2016-2021* would be undertaken in 2022-23 including consultation with the community.

The *City's Local Government Waste Plan* includes detailed information relating to the delivery of waste services and provides actions aimed at enhancing the performance of the City's waste services as well working with the community on behavioural change and waste education initiatives. The performance against this is annually reported to the Department as part of the waste census.

A preliminary review of the *Waste Management Plan 2016-2021* has demonstrated that the actions included within the City's *Local Government Waste Plan*, would be duplicated if a new Waste Management Plan was to be prepared. The development of a new City of Joondalup Environment Strategy is included in *Corporate Business Plan 2022-2026* for 2022-23 with a draft Strategy planned to be presented to Council in quarter 4 for endorsement to release for community consultation. Waste management is a major environmental consideration and will be included as a key theme within the new Environment Strategy which will provide high level strategic direction to the management of waste and ensure a link between the overarching *State Waste Strategy*, the City's environmental objectives, and the subsequent implementation actions as outlined in the *Local Government Waste Plan*.

The City will continue to implement and, where required, amend the *Local Government Waste Plan* with a review of the Plan undertaken at key decision points, such as following the adoption of the Environment Strategy.

Issues and options considered

Not applicable.

Legislation / Strategic Community Plan / Policy implications

Legislation All local governments in Western Australia are required to produce a "plan for the future" under section 5.56 of the *Local Government Act 1995*. Division 3 of the *Local Government (Administration) Regulations 1996* provides a brief outline of the minimum requirements to meet this section of the Act, which includes the development of a strategic community plan and a corporate business plan. There are no requirements in the Act or the Regulations to produce quarterly reports.

10-Year Strategic Community Plan

Key theme Leadership.

Outcome Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

Accountable and financially sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.

Policy Not applicable.

Risk management considerations

The City has developed a reporting system to provide Council with the necessary information to enable it to assess performance against the various plans it has developed. The reporting system is a systematic and regular process that allows Council to take action to rectify any issues that arise and as such, be accountable to the community.

Financial / budget implications

The 2022-23 services, projects and activities in the *Corporate Business Plan 2022-2026* were included in the *2022-23 Annual Budget*.

Regional significance

Not applicable.

Sustainability implications

The services, projects and activities in the *Corporate Business Plan 2022-2026* are aligned to the key themes in *Joondalup 2032*, developed to ensure the sustainability of the City.

The key themes are as follows:

- 1 Community.
- 2 Environment.
- 3 Place.
- 4 Economy.
- 5 Leadership.

Consultation

Not applicable.

COMMENT

The *Corporate Business Plan 2022-2026* was adopted by Council at its meeting held on 28 June 2022 (CJ093-06/22 refers). Detailed reports on the progress and the project status of the *5-Year Capital Works Program* have been included as attachments 2 and 3. These reports provide an overview of progress against all the projects and programs in the *2022-23 Capital Works Program*.

The proposed amendments to the *2022-23 Corporate Business Plan* project outlined above (Waste Management Plan) would ensure that there is not duplication in the City's planning and reporting requirements.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 **RECEIVES** the *Corporate Business Plan 2022-2026* Quarter 1 Report shown as Attachment 1 to this Report;
- 2 **RECEIVES** the Quarterly Capital Works Progress Report for the period 1 July 2022 to 30 September 2022, provided as Attachment 2 to this Report;
- 3 **RECEIVES** the Key Capital Works Project Quarterly Status Reports for the period 1 July 2022 to 30 September 2022, provided as Attachment 3 to this Report;
- 4 **APPROVES** the removal of milestones related to the development of the Waste Management Plan from the *Corporate Business Plan 2022-2026*, as approved by Council in June 2022.

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3brf221108.pdf](#)

ITEM 5 LIST OF PAYMENTS MADE DURING THE MONTH OF SEPTEMBER 2022

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	09882, 101515
ATTACHMENTS	Attachment 1 Chief Executive Officer's Delegate Municipal Payment List for the month of September 2022 Attachment 2 Chief Executive Officer's Delegated Municipal Payment List (Bond Refunds for the month of September 2022) Attachment 3 Municipal and Trust Fund Vouchers for the month of September 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 September 2022.

EXECUTIVE SUMMARY

This report presents the list of payments made under delegated authority during the month of September 2022, totalling \$19,143,963.21.

It is therefore recommended that Council NOTES the Chief Executive Officer's list of accounts for September 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 \$19,143,963.21.

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 September 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 112553 - 112586 & EF104196 - EF104547 & EF104554 - EF104790 Net of cancelled payments Vouchers 3370A-3382A	\$14,183,792.48 \$4,950,920.73
	Bond Refund Cheques & EFT Payments EF104191 - EF104195 & EF104548 - EF104553 Net of cancelled payments.	\$9,250.00
Total		\$19,143,963.21

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.

10-Year Strategic Community Plan

Key theme

Leadership.

Outcome

Accountable and financially-sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.

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 City of Joondalup *2022-23 Budget* as adopted by Council at its meeting held on 28 June 2022 (CJ104-06/22 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 September 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 \$19,143,963.21.

Appendix 4 refers

To access this attachment on electronic document, click here: [Attach4brf221108.pdf](#)

ITEM 6 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 30 SEPTEMBER 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 September 2022.

EXECUTIVE SUMMARY

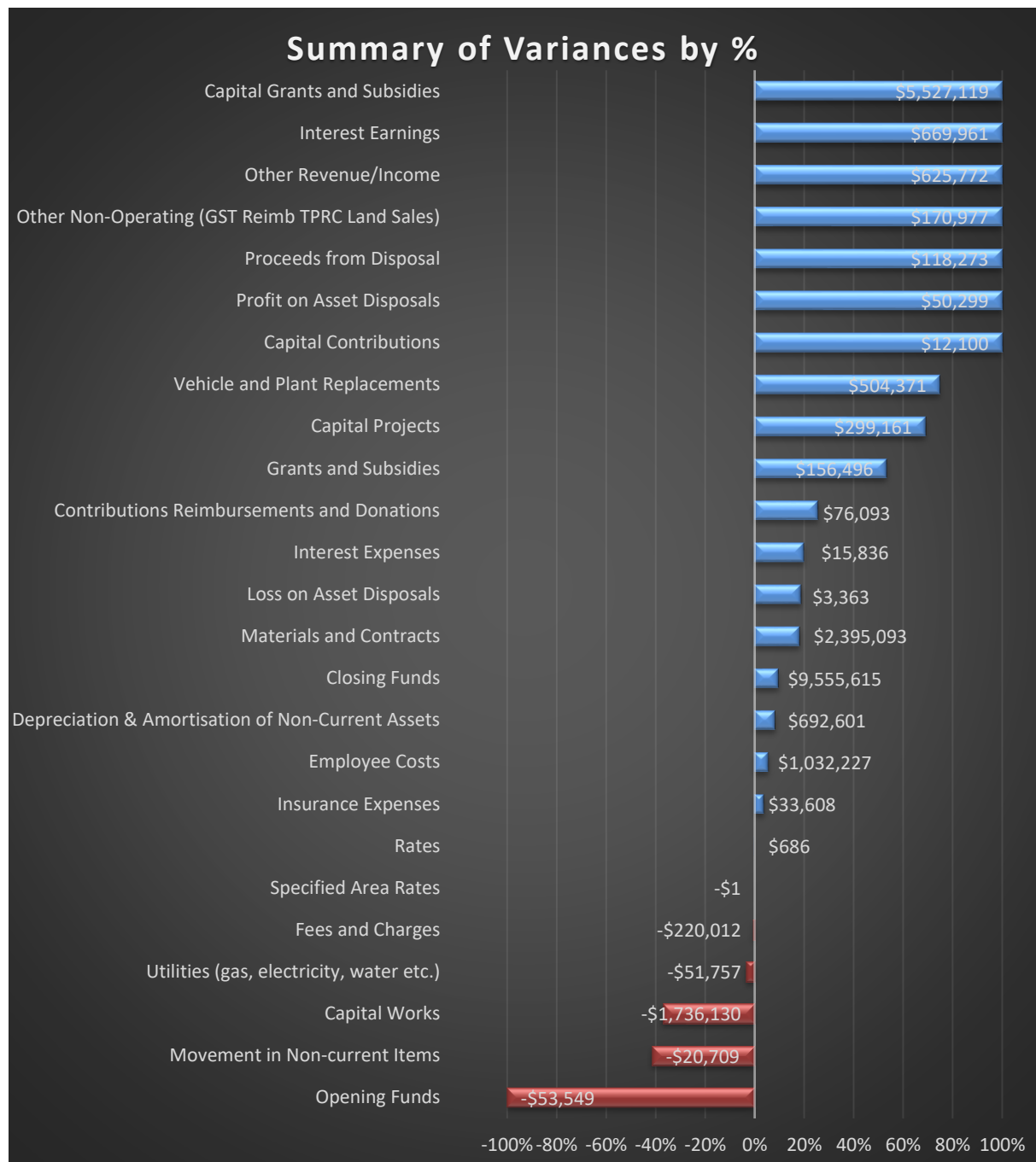
At its meeting held on 28 June 2022 (CJ104-06/22 refers), Council adopted the *2022-23 Annual Budget*. Council subsequently amended the budget at its meeting held on 16 August 2022 (CJ132-08/22 refers) and then on 20 September 2022 (CJ158-009/22 and CJ161-09/22 refers). The figures in this report are compared to the amended budget.

The September 2022 Financial Activity Statement Report shows an overall favourable variance of \$9,555,615 from operations and capital, after adjusting for non-cash items.

It should be noted that this variance does not represent a projection of the end of year position or that these funds are surplus to requirements. It represents the year to date position to 30 September 2022 and results from a number of factors identified in the report, including the opening funds position which is subject to the finalisation of the *2021-22 Annual Financial Report*.

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 September and the finalisation of 2021-22 end of year process. 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 September were:

Materials and Contracts

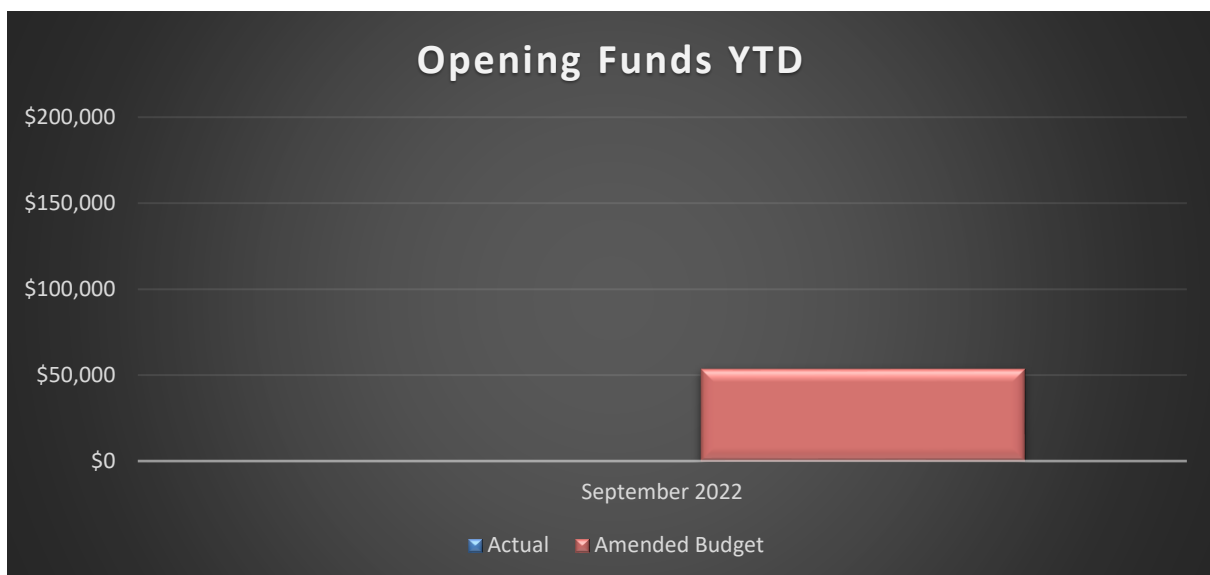
\$2,395,093



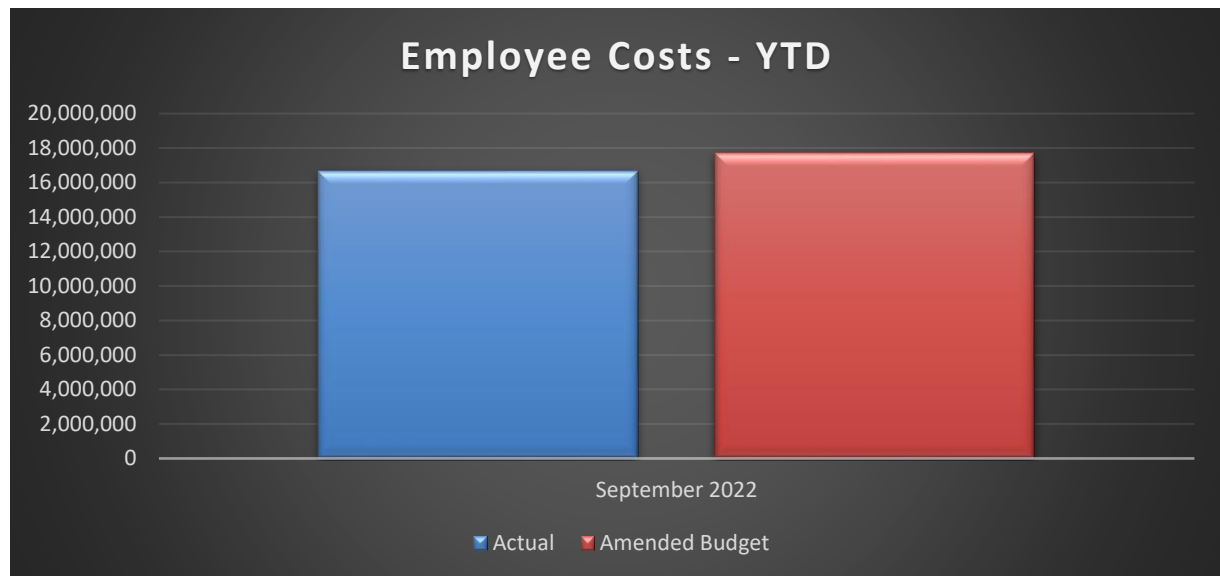
Materials and Contracts expenditure is \$2,395,093 below budget. This is spread across a number of different areas including External Service Expenses \$765,024, Waste Management \$347,239, Computing \$328,675, Professional Fees and Costs \$222,266 and Accommodation and Property \$218,656.

Opening Funds

(\$53,549)



Opening Funds for September 2022 is \$53,549 below budget. The variation in the Closing Funds for the period ended 30 June 2022 is prior to end of year adjustments being processed. The final balance will be available after the Financial Statements for 2021-22 have been audited.

Employee Costs**\$1,032,227**

Employee Costs expenditure is \$1,032,227 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 September 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 September 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.

10-Year Strategic Community Plan

Key theme Leadership.

Outcome Accountable and financially-sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.

Risk management considerations

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

Financial / budget implications

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

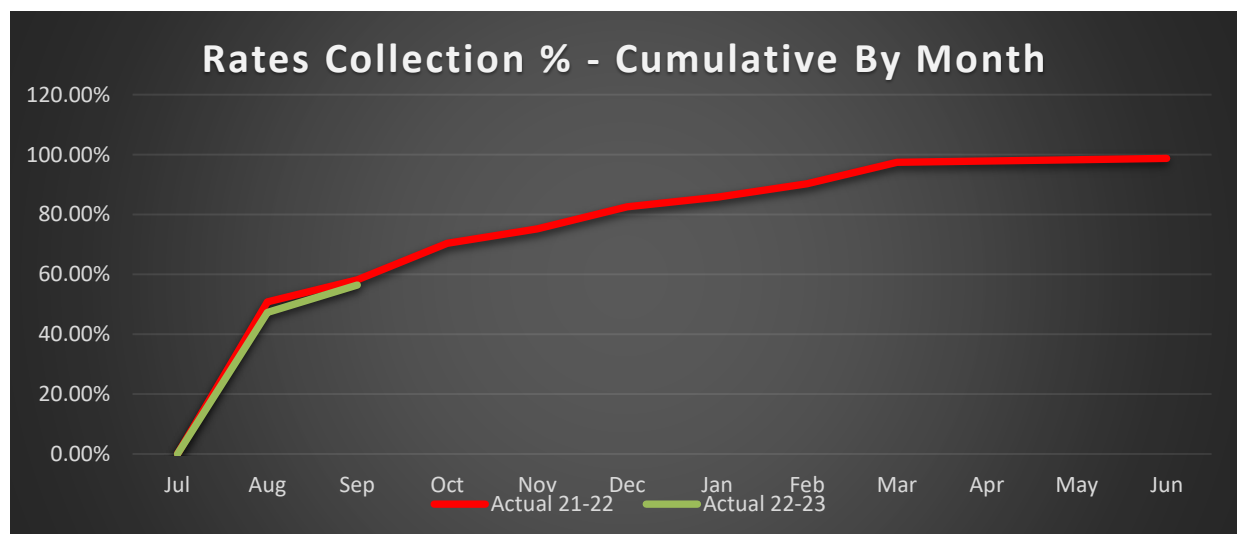
Expenditure has been incurred in accordance with adopted budget parameters, which have been structured on financial viability and sustainability principles.

Consultation

In accordance with section 6.2 of the *Local Government Act 1995*, the *Annual Budget* was prepared having regard to the Strategic Financial Plan, prepared under Section 5.56 of the *Local Government Act 1995*.

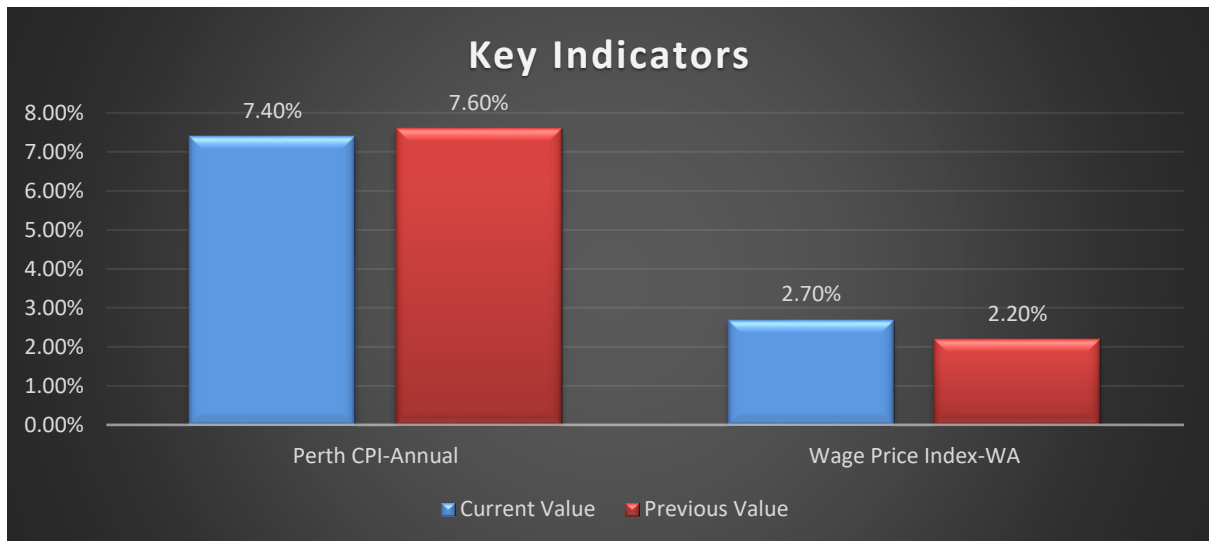
KEY INDICATORS

Rates Collection



Rates collections as a percentage of rates issued (debtors) is marginally lower than previous financial year at the end of September.

Economic Indicators



During September, the Wage Price Index for the second quarter of 2022 was released. Perth saw the strongest quarterly wage increase of all states and a solid annual gain of 2.7%. The rise was driven by private sector wages, which rose 1% in the quarter and 3% through the year, the fastest pace of wages growth since 2013.

COMMENT

All expenditure included in the Financial Activity Statement is incurred in accordance with the provisions of the 2022-23 adopted budget (as amended) 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 September 2022 forming Attachment 1 to this Report.

Appendix 5 refers

To access this attachment on electronic document, click here: [Attach5brf221108.pdf](#)

ITEM 7 COMMUNITY FUNDING PROGRAM 2022-23 ROUND ONE

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	50591, 101515
ATTACHMENT	Attachment 1 Community Funding Policy
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 funding applications for the Community Funding Program Round One 2022-23.

EXECUTIVE SUMMARY

The Community Funding Program (CFP) aims to provide financial support to incorporated community groups to conduct projects, programs, events or activities that benefit the City of Joondalup community. The CFP was developed after a review of the City's funding programs in 2020-21, and the subsequent adoption of the revised *Community Funding Program Policy* by Council at its meeting held on 17 August 2021 (CJ127-08/21 refers).

Round one of the CFP for 2022-23 was held in August 2022, with a funding pool of \$306,542 available. Applications for small grants (under \$10,000) and large grants (over \$10,000) were accepted during this round. Round two will open for applications in February 2023.

The City received six applications for large grants and nine small grant applications this round, totalling \$232,243 in requested funds.

The applications were assessed, and four of the six large grant applications are recommended for funding. The nine small grant applications are all under \$10,000 and have been considered by the Chief Executive Officer.

The large grant applications are as follows:

Club	Project Title	Requested	Recommended
No Limits Perth	Heart on the Street	\$74,835	\$49,790
Sorrento Football Club	High Performance Program	\$48,700	\$0
Padbury Community Kindergarten	Storage and Student Meal Space	\$26,314	\$26,314
All Stars for Autism	Carers Community Outreach Program	\$15,272	\$12,272

Club	Project Title	Requested	Recommended
Lakeview Contemplation Garden (LCG) Inc.	Lakeview Contemplation Garden (LCG)	\$14,840	\$0
Mullaloo Boardriders Club Inc	Lesson Equipment and Transportation	\$11,729	\$11,729
TOTAL		\$191,689	\$100,105

It is therefore recommended that Council:

- 1 *APPROVES a grant of \$49,790 to No Limits Perth for their Heart on the Street project, subject to the organisation entering into a formal funding agreement with the City of Joondalup;*
- 2 *APPROVES a grant of \$26,314 to the Padbury Community Kindergarten for their Storage and Student Meal Space project, subject to the organisation entering into a formal funding agreement with the City of Joondalup;*
- 3 *APPROVES a grant of \$12,272 to All Stars for Autism for their Carers Community Outreach Program, subject to the organisation entering into a formal funding agreement with the City of Joondalup;*
- 4 *APPROVES a grant of \$11,729 to the Mullaloo Boardriders Club Inc for their Lesson Equipment and Transportation project, subject to the organisation entering into a formal funding agreement with the City of Joondalup;*
- 5 *DOES NOT APPROVE a grant of \$48,700 to the Sorrento Football Club for their High Performance Program;*
- 6 *DOES NOT APPROVE a grant of \$14,840 to the Lakeview Contemplation Garden (LCG) Inc for their Lakeview Contemplation Garden (LCG) project.*

BACKGROUND

The CFP was developed after a review of the City's funding programs in 2020-21, and the subsequent adoption of the revised *Community Funding Program Policy* by Council at its meeting held on 17 August 2021 (CJ127-08/21 refers). A copy of the policy is attached (Attachment 1).

CFP aims to provide financial support to incorporated community groups to conduct projects, programs, events or activities that benefit the City of Joondalup community. All applications for the CFP must meet the following criteria:

- The project, program, event or activity that funding is being sought for must benefit or service the City of Joondalup community.
- The project, program, event or activity must align with one or more of the Community Funding Program Priorities:
 - strengthen community participation
 - encourage connected communities
 - promote healthy and active lifestyles
 - build resilient and sustainable communities.
- The project, program, event or activity has not received financial support through another funding program from the City within the same financial year.
- The applicant must be incorporated under the *Associations Incorporations Act 2015* (or other Australian State Government Incorporations Act).

The inaugural round of the CFP was held in March 2022, with a funding pool of \$192,500 available. Applications for small grants (under \$10,000) and large grants (over \$10,000) were accepted during this round, with \$87,779 in funding distributed among 18 applicants.

Funds for the inaugural round of the CFP were committed during the mid-year budget review, and therefore only one funding round was delivered in 2021-22 for the full funding pool of \$192,500. As not all available funds were expended in 2021-22, the remaining funds totalling \$114,042 were carried forward for inclusion in the 2022-23 CFP as part of the City's budgeting processes.

This is not standard practice for City grant funding programs, however due to the unique circumstances of a new funding program combined with only a single funding round, the balance was carried forward to ensure the community had the opportunity to gain the full benefits from the 2021-22 funds. Any remaining funds at the end of 2022-23 will not be recommended to be carried forward.

As per the funding guidelines, a total of \$125,000 is usually made available for August funding rounds, with the remaining \$67,500 available in the February rounds. Any unallocated funds from the August rounds are included in the February rounds. The City has the discretion to alter the distribution of funds for each round, and due to the increased funding pool available in 2022-23, the available funding for August 2022 was set at \$200,000.

DETAILS

The City received six applications for large grants and nine applications for small grants this round, totalling \$232,243 in requested funds. Small grant applications which are valued under \$10,000 are considered by the Chief Executive Officer.

Large grant applications

No Limits Perth

No Limits Perth submitted an application that sought funding to mobilise an outreach service across Joondalup and Wanneroo that works with people experiencing homelessness or at risk of homelessness.

No Limits Perth is an active member of the Joondalup Wanneroo Ending Homeless Group and works collaboratively on a weekly basis with the City of Joondalup, providing ongoing community support and emergency relief to the homeless and vulnerable people in and around the City. No Limits Perth supports over 70 organisations including local government, state and federal government agencies and other not for profit organisations by taking referrals to assist vulnerable community members.

No Limits Perth has indicated that approximately 500 City of Joondalup residents will benefit from the project.

The key outcomes of the program include the following:

- Provide a mobile support service to those experiencing homelessness or being at risk of homelessness which will include food, essential wellbeing goods, supported referral and short-term case management.
- Provide mental health first aid training to staff and volunteers.
- Provide ongoing case management and support services to people experiencing homelessness until they are engaged with a suitable ongoing service.

The costs of the program are itemised in the table below. No Limits Perth has committed its own funds to the project. The organisation's contribution of \$10,000 will contribute to emergency relief supplies. A grant application seeking \$5,000 in funding from Lotterywest has been submitted by the organisation and is currently pending notification of the outcome. The remaining \$5,000 will be obtained through fundraising.

No Limits Perth has not previously applied for any grant funding from the City.

Program Items	Amount Requested	Amount Recommended by the City
Mental Health First Aid Training	\$1,750	\$1,750
Van purchase with fit out	\$48,085	\$48,085
Vehicle insurance & maintenance	\$2,500	\$0
Ongoing supplies	\$5,000	\$0
Case Management Support Worker wages	\$15,000	\$0
Fuel vouchers	\$2,500	\$0
Total	\$74,835	\$49,835

No Limits Perth were deemed eligible for a grant by the panel under the criteria. The project meets the funding priorities of strengthening community participation, encouraging connected communities, and building resilient and sustainable communities and was recommended for partial funding.

The project will significantly improve the community reach of No Limits Perth and has the potential to improve the lives of the City's vulnerable and disadvantaged people. The grant will provide No Limits Perth the capacity to increase service delivery in response to additional demands to assist people experiencing homelessness, including an increase in referrals from the City of Joondalup.

Project items not recommended for funding include vehicle maintenance and insurance, ongoing supplies, case management support worker wages and fuel vouchers. These items are ongoing operational costs for the organisation and are not eligible for funding.

Sorrento Football Club

The Sorrento Football Club submitted an application that sought funding to deliver a high performance training program for 64 of its junior members aged 13 to 16 years old. The club proposed to partner with 2 Halves Football Development (2HFD) to deliver strength and conditioning sessions in addition to technical and tactical sessions to strengthen the player pathway to the National Premier League (NPL) competition. The project includes the purchase of GPS player tracking equipment and data analysis software.

Sorrento Football Club are one of two NPL grade football clubs in City, and are located at Percy Doyle Reserve, Duncraig. Forming in 1972, the club now has approximately 700 members across 40 teams, ranging from under 8's through to seniors and masters teams in both elite and social competitions.

Sorrento Football Club has indicated that 64 City of Joondalup residents will benefit from the project.

The key outcome of the program is an improvement in individual and team results during competition.

The costs of the program are itemised in the table below. Sorrento Football Club has committed its own funds to the project. The organisation's contribution of \$1,926 will contribute to football equipment for the program, including footballs, agility posts and markers.

Sorrento Football Club has previously applied for grant funding from the City and received a total of \$11,580. In 2016 the club received a Sports Development Program grant to the value of \$4,320 to deliver a skill acquisition program for 70 junior players aged 9 to 12 years. In 2018, the club received another Sports Development Program grant to the value of \$7,260 to install junior sized soccer goals at Marri Park, Duncraig. Both grants were successfully acquitted.

Program Items	Amount Requested	Amount Recommended by the City
GPS data analysis	\$5,300	\$0
PlayerTek team pods x 64	\$28,800	\$0
PlayerTek vests x 64	\$3,200	\$0
PlayerTek chargers x 4	\$11,400	\$0
Total	\$48,700	\$0

The panel has recommended not to fund the project as the club did not provide quotes for the items it has requested funding for and is therefore ineligible for funding. As per the funding guidelines, quotes must be submitted with the application for all items over \$500 in value.

The club was provided with the opportunity to submit these quotes prior to the panel meeting, however, did not do so in time. The club will be invited to resubmit an application in the next round of funding.

Padbury Community Kindergarten

Padbury Community Kindergarten submitted an application that sought funding to purchase and install an external shed and shelving for storage purposes at the Kindergarten, and the creation of a café style covered eating area.

Padbury Community Kindergarten is a not-for-profit organisation that offers an alternative to government school-based kindergarten programs, and is one of 18 of its kind in the state. The staff and curriculum is provided by the Department of Education, however, the Kindergarten is run by an independent parent committee from parents in and around the Padbury area with a small budget comprised of voluntary contributions, grants and fundraising.

Padbury Community Kindergarten has indicated that approximately 50 City of Joondalup residents will benefit from the project each year.

The key outcomes of the project include the following:

- Encourage social interaction for children to improve social and emotional literacy.
- Improve safety for staff and volunteers.
- Encourage and support play-based education.

The costs of the program are itemised in the table below. Padbury Community Kindergarten has not committed any of its own funds to the project. Padbury Community Kindergarten has not previously applied for any grant funding from the City.

Program Items	Amount Requested	Amount Recommended by the City
Colourbond shed supply and installation	\$8,855	\$8,855
Café patio supply and installation	\$4,700	\$4,700
Café blinds supply and installation	\$10,168	\$10,168
Storage shelving	\$769	\$769
Gate supply and installation	\$1782	\$1782
Delivery	\$40	\$40
Total	\$26,314	\$26,314

Padbury Community Kindergarten were deemed eligible for a grant by the panel under the criteria. The project meets the funding priorities of strengthening community participation, encouraging connected communities and promoting healthy and active lifestyles and was recommended for full funding.

The provision of an additional storage facility will lead to the activation of a new space within the kindergarten that will be utilised as a dedicated café style area for students to eat their meals, connect with other students, their teachers, and for families of students to network, interact socially, and connect with the students and teachers before and after school.

The café style area supports the social and emotional literacy of students as they develop their toolkit of behaviours and strategies which support mental health and wellbeing, as well as providing opportunities for the students to engage in student-led play and teacher-led learning experiences such as imaginative, role-play, sensory, creative and social play, drawn from the play-based educational philosophy of the Padbury Community Kindergarten. This infrastructure will benefit students and families for the life of the asset, with approximately 50 children each year enrolled at the centre.

Grant funding subject to the project being carried out in line with the approved Club Funded Facility Upgrade application, including an adjoining fence funded by the Padbury Community Kindergarten around the shed to prevent people accessing the roof, and appropriate planning and building approvals.

All Stars for Autism

All Stars for Autism submitted an application that sought funding to run a Carers Outreach Program that will support the health, wellbeing, skills development and connection to community of unpaid Carers within the City of Joondalup in three ways. This program will support City-based carers through Wellbeing Workshops, delivery of two educational forums over a two-year period, and providing moderated virtual community space for Carers, with access to evidence-based resources and best-practice advice for ongoing self-care.

All Stars for Autisms was founded by two mothers with children who have Autism. All Stars for Autism believe children with Autism thrive when they are encouraged and supported to be themselves. They use a strength-based model of inclusion, that encompasses the whole family. All Stars for Autism's mission is to enhance the lives of people with autism by creating a community that celebrates neurodiversity, giving them the confidence to pursue their unique gifts and enhance relationships with each other and the rest of society.

All Stars for Autism has indicated that approximately 430 City of Joondalup residents will benefit from the project.

The key outcomes of the program include the following:

- Improve inclusion and access in the community.
- Support the mental health and wellbeing of local carers of children with autism.
- Removing social barriers to participation.
- Building self-care and resilience of local carers of children with autism.

The costs of the program are itemised in the table below. All Stars for Autism has committed its own funds to the project. The organisation's contribution of \$4,556 will contribute to staffing, appropriate insurance, and sensory materials.

All Stars for Autism has not previously applied for any grant funding from the City.

Program Items	Amount Requested	Amount Recommended by the City
8 x Yoga and meditation sessions	\$1,800	\$1,800
Art therapist consultation and syllabus development	\$500	\$500
Venue hire x 50 hours @ \$20 per hour	\$1,000	\$1,000
Support worker wages (project specific staff)	\$1,600	\$1,600
MC	\$1,000	\$1,000
Guest speaker 1 - Claire Paterson	\$1,000	\$1,000
Guest speaker 2 - Dr Gemma Foxall	\$1,000	\$1,000
Catering for 2 x forums @ \$936 each	\$1,862	\$1,872
Catering for 8 x workshops @ \$200 each	\$1,600	\$1,600
Art materials	\$450	\$450
Visual supports	\$450	\$450
Program Manager (regular staff)	\$3,000	\$0
Total	\$15,262	\$12,272

All Stars for Autism were deemed eligible for a grant by the panel under the criteria. The project meets the funding priorities of strengthening community participation, encouraging connected communities and building resilient and sustainable communities and was recommended for partial funding.

This program is like no other carers support program currently available in the region, and will reach over 400 carers. It is designed to provide ongoing skills and support to carers to enable long term self-care. The application showed evidence of comprehensive program design with tangible and measurable outcomes.

Project items not recommended for funding include the requested amount of \$3,000 for a Program Manager, as this item covers the wages of existing regular staff and is therefore considered ongoing operational costs for the organisation that are not eligible for funding.

Lakeview Contemplation Garden (LCG) Inc.

The Lakeview Contemplation Garden (LCG) submitted an application that sought funding to purchase materials and plants to establish a native contemplation garden at Lakeview Park, Edgewater. The park is currently a non-irrigated Public Access Way that acts as a thoroughfare between Lakeview Drive and Ridge Close.

A Petition of Electors was received by Council at its meeting held on 21 September 2021 (C92-09/21 refers) seeking support from Council for the community to create a native contemplation garden at Lakeview Park in Edgewater. At its meeting held on 15 March 2022 (CJ041-03/22 refers), Council resolved the following:

- 1 NOTES the request from the Petition of Electors to create a native contemplation garden at Lakeview Park in Edgewater is consistent with the City's recently established on-line process enabling applications to be received for Pedestrian Accessway Planting and Maintenance;
- 2 SUPPORTS Lakeview Park in Edgewater as a site suitable for consideration under the City's Pedestrian Accessway Planting and Maintenance application process;
- 3 NOTES that if supported in Part 2 above, an application will need to be submitted to the City for assessment in line with the City's on-line application process.

The LCG has indicated that approximately 200 City of Joondalup residents will benefit from the project.

The key outcomes of the program include the following:

- Creation of a native contemplation garden at Lakeview Park.
- Providing opportunities to include the social and mental health of the community surrounding the park.
- Increase the diversity of flora species and habitats for native wildlife.

The costs of the program are itemised in the table below. The LCG has committed its own funds to the project. The organisation's contribution of \$17,016 will contribute to insurance, materials, an opening ceremony and logo development, with funding to be sourced from a Lotterywest grant and fundraising activities. This funding has yet to be confirmed.

LCG has not previously applied for any grant funding from the City.

Program Items	Amount Requested	Amount Recommended by the City
Earthworks	\$8,000	\$0
Gravel	\$1,435	\$0
Mulch	\$2,105	\$0
Plants	\$3,300	\$0
Total	\$14,840	\$0

The panel has recommended not to fund the project. As per the Council resolution in March 2022, this project was to be included on the City's Pedestrian Accessway Planting and Maintenance register via an application to the City, subject to meeting the conditions and approval requirements of the program. To date the requirements for application and approval have not been met.

Further, the position outlined in the report to Council was that the City will not provide financial or practical assistance to undertake the works, therefore the project is not eligible for funding under the Community Funding Program.

Mullaloo Boardriders Club Inc.

The Mullaloo Boardriders Club Inc submitted an application that sought funding to purchase five surfboards and 15 rash vests to encourage community participation in surfing. The club have also requested funding to purchase a trailer to transport the boards, as there is currently no available storage for the boards at Mullaloo Beach.

The Mullaloo Boardriders Club Inc formed in 2022 to provide community surfing competitions, introductory sessions, and a social element for local surfers. The club held its first contest in August for both junior and senior categories, where it identified that a number of community members were keen to try surfing but did not wish to outlay costs to purchase a board to do so. If successful in its application, the club will provide 'come and try' opportunities at its regular weekend sessions for club members.

The Mullaloo Boardriders Club Inc has indicated that approximately 120 City of Joondalup residents will benefit from the project.

The key outcomes of the program include:

- increased community participation in surfing
- reduction in barriers to participation in surfing
- security for club equipment.

The costs of the program are itemised in the table below. The Mullaloo Boardriders Club Inc has not committed any of its own funds to the project.

Mullaloo Boardriders Club Inc has not previously applied for any grant funding from the City.

Program Items	Amount Requested	Amount Recommended by the City
Trailer	\$8,580	\$8,580
Soft top surfboards x 5	\$2,400	\$2,400
Leg ropes x 5	\$150	\$150
Rash vests x 15	\$599	\$599
Total	\$11,729	\$11,729

The Mullaloo Boardriders Club Inc were deemed eligible for a grant by the panel under the criteria. The project meets the funding priorities of strengthening community participation and promoting healthy and active lifestyles and was recommended for full funding.

Though the Mullaloo Boardriders Club Inc are a newly formed organisation, it has demonstrated its capacity to deliver the project within the application. By providing the community with an opportunity to try surfing before committing to the purchase of a board, it is expected that the club will attract new participants to the club and the sport, and provide social and health benefits to the Joondalup community.

Issues and options considered

The Council may consider each application on its individual merits and approve or not approve as desired.

Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

10-Year Strategic Community Plan

Key theme Community.

Outcome Inclusive and connected – you enjoy local services and programs that cater for different ages, abilities and backgrounds.

Policy The Community Funding Program is conducted in line with the *Community Funding Program Policy*.

Risk management considerations

Due to the transient nature of association committees, it is possible that an organisation may find it difficult to maintain and provide reasonable information to complete an acquittal to the standard required in the funding agreement.

This risk is managed by the City being proactive in maintaining contact with organisations who have outstanding grant acquittals to ensure they are completed on time and with the relevant evidence and information.

Financial / budget implications

Current financial year impact

Account no.	1,443.A4409.3299.4023.
Budget Item	Community Funding Program.
Budget amount	\$306,542
Small grant proposed cost	\$32,369
Large grant commitment	\$100,105
Balance	\$174,068

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

The CFP encourages and facilitates opportunities for the development of a healthy, connected, sustainable and involved community.

Consultation

Promotion of this CFP funding round was conducted in July and August 2022 via the City's social media channels, e-newsletters, website, and relevant business unit contact lists. Three information sessions were also delivered by the City for prospective applicants in July and August.

COMMENT

The panel assessed that four of the six large grant applications met the eligibility criteria and addressed the funding priorities of the Community Funding Program guidelines. All approved applications clearly identified project outcomes and provided all required supporting documentation.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 **APPROVES** a grant of \$49,790 to No Limits Perth for their Heart on the Street project, subject to the organisation entering into a formal funding agreement with the City of Joondalup;
- 2 **APPROVES** a grant of \$26,314 to the Padbury Community Kindergarten for their Storage and Student Meal Space project, subject to the organisation entering into a formal funding agreement with the City of Joondalup;
- 3 **APPROVES** a grant of \$12,272 to All Stars for Autism for their Carers Community Outreach Program, subject to the organisation entering into a formal funding agreement with the City of Joondalup;
- 4 **APPROVES** a grant of \$11,729 to the Mullaloo Boardriders Club Inc for their Lesson Equipment and Transportation project, subject to the organisation entering into a formal funding agreement with the City of Joondalup;
- 5 **DOES NOT APPROVE** a grant of \$48,700 to the Sorrento Football Club for their High Performance Program;
- 6 **DOES NOT APPROVE** a grant of \$14,840 to the Lakeview Contemplation Garden (LCG) Inc for their Lakeview Contemplation Garden (LCG) project.

Appendix 6 refers

To access this attachment on electronic document, click here: [Attach6brf221108.pdf](#)

ITEM 8 TENDER 030/22 PROVISION OF ELECTRICAL SERVICES AND NEW ELECTRICAL INSTALLATIONS TO THE VALUE OF \$50,000 EXCLUDING STREET LIGHTING

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	110342, 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 Wanneroo Electric Pty Ltd as trustee for Wanneroo Electrics Unit Trust for the provision of electrical services and new electrical installations to the value of \$50,000 excluding street lighting.

EXECUTIVE SUMMARY

Tenders were advertised on 13 August 2022 through statewide public notice and published by Tenderlink for the provision of electrical services and new electrical installations to the value of \$50,000 excluding street lighting. Tenders closed on 15 September 2022. A submission was received from each of the following:

- Wanneroo Electric Pty Ltd as trustee for Wanneroo Electrics Unit Trust.
- MMJ Electrical Pty Ltd.
- Bara Electrical Pty Ltd.

The submission from Wanneroo Electrics Unit Trust represents best value to the City. It demonstrated a thorough understanding and appreciation of the City's requirements. It has extensive experience providing similar services to local governments as it has been providing electrical services to the Cities of Wanneroo (2001 to current) and Joondalup (2005 to current) for many years. It services and maintains both Cities' administration centres, sports halls, sporting complexes, aquatic centres, community halls, sports field floodlighting, park lighting, BBQs, tennis courts, netball and basketball stadiums, data wiring infrastructure and photo voltaic systems. Wanneroo Electrics Unit Trust is well established with significant industry experience and proven capacity to provide the services to the City.

It is therefore recommended that Council ACCEPTS the tender submitted by Wanneroo Electric Pty Ltd as trustee for Wanneroo Electrics Unit Trust for the provision of electrical services and new electrical installations to the value of \$50,000 excluding street lighting as specified in Tender 030/22 for a period of three years with the option of two further terms of one year each, at the submitted schedule of rates, with any price variations subject to the percentage change in the Perth CPI (All Groups).

BACKGROUND

The City has a requirement for the provision of electrical services to buildings owned by the City, building environs, parks, underpasses and public walkways located within the boundaries of the City and new electrical installations to the value of \$50,000 excluding street lighting.

The City has a contract in place with Wanneroo Electrics Unit Trust which expires on 30 November 2022.

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 electrical services and new electrical installations to the value of \$50,000 excluding street lighting was advertised through statewide public notice and published by Tenderlink on 13 August 2022. The tender period was for four weeks and tenders closed on 15 September 2022.

Tender Submission

A submission was received from each of the following:

- Wanneroo Electric Pty Ltd as trustee for Wanneroo Electrics Unit Trust.
- MMJ Electrical Pty Ltd.
- Bara Electrical 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 four members, being:

- one with tender and contract preparation skills
- three 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. The technical nature of the services delivered under the contract and the projected volumes of work require increased minimum acceptable score to ensure a high standard of service is maintained, the predetermined minimum acceptable qualitative score for this requirement was therefore set at 55%.

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

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

Compliance Assessment

The following offers received were assessed as fully compliant:

- Wanneroo Electrics Unit Trust.
- MMJ Electrical Pty Ltd.
- Bara Electrical Pty Ltd.

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

Qualitative Assessment

Bara Electrical Pty Ltd scored 49.6% and was ranked third in the qualitative assessment. The company demonstrated an understanding of the required tasks. It did not fully demonstrate the capacity required to provide the services or experience providing similar services to local governments. Examples of works included mainly services undertaken for private organisations including Aldi Supermarkets (all stores in WA), Serco Australia (Acacia Prison contract) and Spotless (all Myers stores across WA). Two other examples of works were for plumbing services for the Cities of Armadale and Melville.

MMJ Electrical Pty Ltd scored 59.8% and was ranked second in the qualitative assessment. The company demonstrated a good understanding of the required tasks. It has been delivering commercial electrical services across a broad range of industries including Built Form Capital, Hickey Constructions, Aon Investments and Funday Entertainment Group. It is noted these services were undertaken mainly for private organisations and on a smaller scale to the City's requirements. It has sufficient capacity and experience required to undertake the services.

Wanneroo Electrics Unit Trust scored 85.8% and was ranked first in the qualitative assessment. It has extensive experience providing similar services to local governments as it has been providing electrical services to the Cities of Wanneroo (2001 to current) and Joondalup (2005 to current) for many years. It services and maintains both Cities' administration centres, sports halls, sporting complexes, aquatic centres, community halls, sports field floodlighting, park lighting, BBQs, tennis courts, netball and basketball stadiums, data wiring infrastructure and photo voltaic systems. It demonstrated a thorough understanding and appreciation of the City's requirements. Wanneroo Electrics Unit Trust is well established with significant industry experience and proven capacity to provide the services to the City.

Given the minimum acceptable qualitative score of 55%, Wanneroo Electrics Unit Trust and MMJ Electrical 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 actual historical 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 initial three years of the contract but are subject to a price variation in years four to five (should the two optional one-year extension terms be exercised) of the contract to a maximum of the CPI for the preceding year. For estimation purposes, a 4.5% CPI increase was applied to the rates in years four to five.

Tenderer	Year 1	Year 2	Year 3	Total
Wanneroo Electrics Unit Trust	\$1,160,124	\$1,195,191	\$1,231,487	\$3,586,802
MMJ Electrical Pty Ltd	\$1,374,032	\$1,400,706	\$1,428,181	\$4,202,919

During 2021-22, the City incurred \$1,134,224 for electrical services. The City is expected to incur in the order of \$3,586,802 over the three-year contract period and \$6,218,520 over five years should the City exercise both extension options.

The rates proposed by Wanneroo Electrics Unit Trust results in a 1.7% rise when compared to the existing contract.

Evaluation Summary

Tenderer	Weighted Percentage Score	Qualitative Ranking	Estimated Total Comparative Price	Price Rank
Wanneroo Electrics Unit Trust	85.8%	1	\$3,586,802	1
MMJ Electrical Pty Ltd	59.8%	2	\$4,202,919	2

Based on the evaluation result the panel concluded that the tender from Wanneroo Electrics Unit Trust provides best value to the City and is therefore recommended.

Issues and options considered

The City has a requirement for the provision of electrical services to buildings owned by the City, building environs, parks, underpasses and public walkways located within the boundaries of the City and new electrical installations to the value of \$50,000 excluding street lighting. 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.

10-Year Strategic Community Plan

Key theme Community.

Outcome Active and social – you enjoy quality local activities and programs for sport, learning and recreation.

Key theme Leadership.

Outcome Responsible and financially-sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.

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 maintain the electrical services of the City's buildings and comply with testing standards.

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 complete the works for the City.

Financial / budget implications

Current financial year impact

Account no.	Various accounts.
Budget Item	Electrical services and new electrical installations to the value of \$50,000 excluding street lighting.
Budget amount	\$ 1,200,000
Amount spent to date	\$ 339,002
Proposed cost	\$ 691,612
Balance	\$ 169,386

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

Effective maintenance of electrical systems and installation of energy efficient fittings has the potential to reduce the cost of power to the City.

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 Wanneroo Electrics Unit Trust represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by Wanneroo Electric Pty Ltd as trustee for Wanneroo Electrics Unit Trust for the provision of electrical services and new electrical installations to the value of \$50,000 excluding street lighting as specified in Tender 030/22 for a period of three years with the option of two further terms of one year each, at the submitted schedule of rates, with any price variations subject to the percentage change in the Perth CPI (All Groups).

Appendix 7 refers

To access this attachment on electronic document, click here: [Attach7brf221108.pdf](#)

ITEM 9 TENDER 031/22 PROVISION OF METAL FABRICATION SERVICES

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	110274, 101515
ATTACHMENTS	Attachment 1 Schedule of Items Attachment 2 Summary of 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 Scott Lothian as trustee for the Lothian Trust (Iron Tech Industries) for the provision of metal fabrication services.

EXECUTIVE SUMMARY

Tenders were advertised on 27 August 2022 through state-wide public notice and published by Tenderlink for the provision of metal fabrication services. Tenders closed on 14 September 2022. A submission was received from each of the following:

- Scott Lothian as trustee for the Lothian Trust (Iron Tech Industries).
- Superior Nominees Pty Ltd (Miracle Recreation Equipment).
- Wright Welding and Fabrication Pty Ltd.

The submission from Scott Lothian as trustee for the Lothian Trust (Iron Tech Industries) represents best value to the City. The company demonstrated an understanding and appreciation of the City's requirements with its submitted methodology and approach to service delivery in accordance with the City's specifications. Its submission outlined the qualifications and relative experience for its key personnel and the company's experience in completing equivalent scopes of works for the City since 2007. The company is well established with appropriate industry experience.

It is therefore recommended that Council ACCEPTS the tender submitted by Scott Lothian as trustee for the Lothian Trust (Iron Tech Industries) for the provision of metal fabrication services as specified in Tender 031/22, for a period of two years, with two options to extend the term of the contract by one term of two years, and one term of one year, at the submitted schedule of rates, with any price variations subject to the annual percentage change in the Perth CPI (All Groups).

BACKGROUND

The City has a requirement for a contractor to provide metal fabrication services in accordance with the specification.

The scope of the requirements shall consist of, but not be limited to, the following:

- Fabrication of “U” bars for pedestrian walkways.
- Fabrication of bollards.
- Fabrication of access gates.
- Specialised fabrication repairs to park infrastructure.
- Fabrication and repairs of grates for drainage outlet structures.
- Minor modifications to vehicles and equipment.
- On site work when requested.

The work required under this Contract shall exclude fabrication of irrigation control cabinets.

The City currently has a single contract in place with Scott Lothian as trustee for the Lothian Trust (Iron Tech Industries) which expires on 21 November 2022.

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 metal fabrication services was advertised through state-wide public notice and published by Tenderlink on 27 August 2022. The tender period was for two weeks, and tenders closed on 14 September 2022.

Tender Submissions

A submission was received from each of the following:

- Scott Lothian as trustee for the Lothian Trust (Iron Tech Industries).
- Superior Nominees Pty Ltd (Miracle Recreation Equipment).
- Wright Welding and Fabrication 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:

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

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

Evaluation Method and Weighting

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

The 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.

The predetermined minimum acceptable pass score was set at 50%.

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

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

Compliance Assessment

The following offers received were assessed as partially compliant but were included for further consideration on the basis that clarification could be sought should the tenderer qualify for stage two assessment:

- Scott Lothian as trustee for the Lothian Trust (Iron Tech Industries) has no formal quality assurance in place but had included a quality statement, plus comprehensive plans, training documentation and safety manuals / procedures.
- Superior Nominees Pty Ltd (Miracle Recreation Equipment) has no formal quality assurance in place but had included a quality statement. It is unable to warrant unconditional compliance to the specification and has included critical assumptions regarding its pricing structure.
- Wright Welding and Fabrication Pty Ltd has no formal quality assurance in place and has inadequate level of public liability insurance. A statement was made that the level of \$10 million could be increased subject to a contract being awarded and a quality assurance and quality management policy was included.

Based upon the above findings, offers from Iron Tech Industries, Miracle Recreation Equipment and Wright Welding and Fabrication Pty Ltd all remained for further consideration.

Qualitative Assessment

Miracle Recreation Equipment scored 44.6% and was ranked third in the qualitative assessment. It demonstrated some understanding of the required tasks confirming that works can be completed within the timelines stipulated by the City and submitting details of the products that it manufactures. The company was unable to warrant unconditional compliance to the specification as it considered the requirement for on-site work too vague. It has assigned an appropriate level of qualified staff with experience gained predominantly in park infrastructure repairs only. A detailed list of plant and equipment was not provided and the ability to source extra personnel if required was not addressed. It provided generic statements regarding its experience with government authorities and schools with no specific details included for contracts it has held for the Evaluation Panel to consider similarities of the scope of works to the City's requirements.

Iron tech Industries scored 69.8% and was ranked second in the qualitative assessment. It is a well-established organisation with a workshop located within the City of Joondalup. Details of persons who will be available in an emergency were noted and a comprehensive list of plant and equipment was included with items specifically designed to assist with fabrication projects required by the City. The director has extensive industry experience and suitable qualifications. The ability to provide additional resources was not addressed. It demonstrated good experience citing its current contract with the City whereby it has been providing identical services to those required under the proposed new contract. Specific details for the other contracts it has held were not sighted. It demonstrated a reasonable understanding of the required tasks and thoroughly explained its safety processes. The ability to respond to the priority deadlines and Australian Standards was not included.

Wright Welding and Fabrication Pty Ltd scored 70.2% and was ranked first in the qualitative assessment. It nominated key personnel with suitable qualifications and post trade experience and provided an extensive list of equipment appropriate for the City's scope of works which is located in the workshop and mobile set up. It can draw upon independent sole traders as a contingency for when extra resources are required and submitted details for its contact in an emergency. It demonstrated extensive experience in providing similar services submitting details of numerous contracts it has held, one being for the City of Perth, whereby it has undertaken identical welding repairs to those required by the City. It demonstrated a sound understanding of the City's requirements confirming that all welding and fabrication will be undertaken in accordance with relative Australian Standards and the City's drawings. Its processes for managing work orders and invoicing were clearly defined.

Given the minimum acceptable qualitative score of 50%, both Iron Tech Industries and Wright Welding and Fabrication Pty Ltd qualified to progress to the stage two assessment.

Price Assessment

The panel carried out a comparison of the rates offered by the tenderers 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. For the purposes of comparison of the financial value of the tender, the tendered rates have been applied to actual historical usage data for 11 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 transpire, as any future mix of requirements will be based upon demand and are subject to change in accordance with the operational needs of the City.

The rates are fixed for the first 12 months of the contract but are subject to a price variation in years two to five of the contract (subject to the City exercising the extension options) to a maximum of the CPI for the preceding year. For estimation purposes, a 4.5% CPI increase was applied to the rates tendered for years two to five.

Tenderer	Year 1	Year 2	Estimated Total Price
Iron tech Industries	\$153,800	\$160,721	\$314,521
Wright Welding and Fabrication Pty Ltd	\$162,542	\$169,856	\$332,398

During 2021-22, the City incurred \$145,240 for the provision of metal fabrication services. It is anticipated that the City will incur an estimated expenditure of \$314,521 during the two-year contract term, on the proviso it requires similar quantities to 2021, and up to \$841,394 over five years, should the City exercise the two extension options.

The schedule of rates for 11 items offered under this Request (which were the only items purchased during 2021-22), have been compared with the rates under the City's current contract using actual historical data. The proposed new contract represents a 6% increase when compared to the City's existing contracted rates. It is for noting that only one application for a CPI increase in June 2022 has been received since the current contract commenced on 22 November 2019.

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
Iron Tech Industries	69.8%	2	\$314,521	1
Wright Welding and Fabrication Pty Ltd	70.2%	1	\$332,398	2

Based on the evaluation result the panel concluded that the offer from the Lothian Trust "(Iron Tech Industries) provides best value to the City and is therefore recommended.

Issues and options considered

The City has a requirement for the provision of metal fabrication services within the City for various works and maintenance projects. 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.

10-Year Strategic Community Plan

Key theme	Leadership.
Outcome	Accountable and financially sustainable – you are provided with a range of City services which are delivered in a financially responsible manner.
Policy	Not applicable.

Risk Management Considerations

Should the contract not proceed, the risk to the City will be moderate as the City will not be able to carry out various maintenance and capital works projects in a timely manner.

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

Financial / Budget Implications

Current financial year impact

Account no.	Various capital and maintenance accounts.	
Budget Item	Metal fabrication services.	
Budget amount	\$	160,000
Amount spent to date	\$	30,676
Commitments	\$	33,292
Proposed cost	\$	3,866 (Existing Contract)
	\$	\$93,123 (New Contract)
Balance	(\$	957)

The balance does not represent an overspend at this time. The projected expenditure for this service is subject to change and is dependent on the quantity and type of requirements throughout the Contract period.

All amounts quoted in this report are exclusive of GST.

Regional Significance

Not applicable.

Sustainability Implications

Not applicable.

Consultation

Not applicable.

COMMENT

The evaluation panel carried out the evaluation of the submissions in accordance with the City's evaluation process and concluded that the offer submitted by Scott Lothian as trustee for the Lothian Trust (Iron Tech Industries) represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by Scott Lothian as trustee for the Lothian Trust (Iron Tech Industries) for the provision of metal fabrication services as specified in Tender 031/22, for a period of two years, with two options to extend the term of the contract by one term of two years, and one term of one year, at the submitted schedule of rates, with any price variations subject to the annual percentage change in the Perth CPI (All Groups).

Appendix 8 refers

To access this attachment on electronic document, click here: [Attach8brf221108.pdf](#)

**ITEM 10 CONFIDENTIAL - FUTURE OF TAMALA PARK
REGIONAL COUNCIL SHARE HOLDINGS**

WARD	All
RESPONSIBLE DIRECTOR	Mr Mat Humfrey Corporate Services
FILE NUMBER	09882, 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.

This report is confidential in accordance with Section 5.23(2)(c) and (d) 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*
- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.*

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

ITEM 11 PROPERTY MANAGEMENT FRAMEWORK – REVIEW

WARD	All			
RESPONSIBLE DIRECTOR	Mr Nico Claassen Infrastructure Services			
FILE NUMBER	101409, 101515			
ATTACHMENT S	Attachment 1	Current <i>Framework</i>	<i>Property</i>	<i>Management</i>
	Attachment 2	Revised <i>Framework</i>	<i>Property</i>	<i>Management</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 revised *Property Management Framework*.

EXECUTIVE SUMMARY

The *Property Management Framework* (PMF) was introduced to guide the management of the City's diverse property portfolio for sites under the care, control and ownership. The PMF was adopted by Council at its meeting held on 20 November 2012 (CJ234-11/12 refers). The PMF contains specific requirements for classifying properties and their usage (Attachment 1 refers).

Since its introduction, the PMF has enabled the City to work towards the standardisation of tenure agreements and to educate occupants on their property management responsibilities and obligations. Through the application of a set of key principles, the PMF has attempted to strike a balance between a tenant's capacity to pay, the social benefit they provide to the community and the City's long-term financial sustainability.

For the last decade, the PMF has proven to be a successful policy document in providing strategic guidance to the City in assessing suitable uses and occupation arrangements on City owned or managed land. Since 2018 the PMF has been under review alongside the City's former *Facility Hire Subsidy Policy* (FHSP), which determines the fee subsidy levels for hire arrangements and the circumstances in which they will apply. The documents are closely aligned, with the policy acting as a subsidiary guide to the PMF for hire arrangements.

The policy review proposed significant changes to the categorisation of property users, and as such, the PMF review was delayed to enable the new *Venue Hire Fees and Charges Policy* (VHFCP) to be finalised and adopted by Council, which occurred at its meeting held on 16 August 2022 (CJ139-08/22 refers). The PMF has now been updated in alignment with relevant changes in the VHFCP.

Through the review process, the overall objectives and intent of the PMF remain the same with proposed amendments seeking to:

- improve the style and formatting of the document for better use and understanding by the community
- provide clearer direction to existing and potential tenants on the City's approval processes for tenure arrangements and the principles underpinning them
- simplify tenant categories to better reflect the type of activities undertaken on/within City properties and a tenant's capacity to pay (in alignment with the new VHFCP)
- review the best and most appropriate uses for properties over the long-term through tenure period reductions.

Key features of the previous PMF that have followed through to the revised document include the following:

- The importance of maximising access by the public to City owned and managed properties.
- Ensuring tenure arrangements entered into with the City provide an overall benefit to the public.
- Minimum tenant responsibilities for maintenance and the payment of outgoings and utilities.
- The use of market valuations or % of Current Replacement Cost to determine rent.

It is therefore recommended that Council:

- 1 *NOTES the outcomes of the review of the City of Joondalup Property Management Framework;*
- 2 *ADOPTS the revised Property Management Framework as detailed in Attachment 2 to this Report;*
- 3 *REQUESTS the Chief Executive Officer undertake a detailed community engagement program to communicate the revised Property Management Framework to affected tenants and facilitate its implementation.*

BACKGROUND

The PMF provides the City with a guide to managing all property under the City's ownership, care and control. It takes into account the City's statutory obligations and the changing demands of the community to access properties and facilities held by the City for various purposes and uses.

The document also provides a transparent decision-making guide for businesses, service providers, community groups and individuals wishing to enquire and engage with the City on property-related matters.

The objectives of the PMF are as follows:

- To define the classifications for which City owned and managed property is held.
- To establish the categories and associated principles under which City owned and managed property may be used and occupied.
- To promote equitable, effective and sustainable management practices for the use and occupation of City owned and managed property.

The PMF also classifies properties into three broad groups that describe the *primary* purpose in which the property is held. They are not necessarily static and may be re-classified following a review by Council. Current classifications include:

- *Community Purposes*

Property held for administrative, operational, recreational, and/or infrastructure usage. Most of the properties owned or managed by the City fall within this classification, as Crown Land that has been set aside for a public purpose.

- *Capital Appreciation*

Property that is either undeveloped or underdeveloped and considered appropriate for, and capable of, improvement. These properties tend to present a low overall benefit to the community or are strategically located where future development is necessary to drive economic development outcomes.

- *Income Generation*

Property that is to be retained and used for activities capable of providing an ongoing income stream for the City. Property held for Income Generation will be developed to the highest and best use of the site.

Based on their classification and nature of the proposed activity, City properties may be accessed or occupied by users under a variety of circumstances including hire, lease, licence and management agreements. To guide the City's assessment processes and inform the tenure arrangements that will apply under various scenarios, a set of key principles underpin the current PMF, including the following:

- The City acknowledges its obligation to provide and maintain its properties to meet community needs for present and future generations.
- The City recognises and supports the contribution made by community groups in achieving an active and sustainable community.
- The City encourages the use of its properties by organisations which provide a benefit to the community.
- The City promotes tenure arrangements which are consistent, transparent and equitable.
- The City promotes tenure arrangements which provide for access to the property by the wider community.
- The City promotes tenure arrangements which contribute to the financial viability of the City.

Potential occupants of City properties are then categorised to determine the tenure arrangements that will apply in alignment with the abovementioned principles. They include:

Category	Tenure (Years)	Rent	General Responsibilities
Commercial Organisations	Lease: 10+5+5 Licence: 3	Market (no subsidy)	<ul style="list-style-type: none"> • Rates and levies • Utility outgoings • Non-structural maintenance • Cleaning • Building insurance (cost) • Public liability insurance • Refuse collection charges

Category	Tenure (Years)	Rent	General Responsibilities
Telecommunications Carriers	Case-by-case	Case-by-case	Case-by-case
Government Agencies / Departments	Lease: 10+5+5 Licence: 3	Market (potential subsidy)	Same as commercial organisations
Not-For-Profit Community Groups	Lease: 10+5+5 Licence: 3	0.1% current replacement cost* (further subsidies may apply)	Same as commercial organisations, excluding building insurance (cost)
Other	Case-by-case	Market (potential subsidy)	Case-by-case

*Current Replacement Cost of facility

The main focus of the PMF review has been to simplify the abovementioned categories in alignment with the new VHFCP, adjust rental subsidies based on a tenant's capacity to pay and amend tenure periods to enable greater flexibility for property uses over the long-term. Details of these proposed amendments are outlined below.

DETAILS

Revised PMF

In 2018, the City began a review of the PMF that has been informed by input from Elected Members at Strategy Sessions held on 6 April 2021, 6 July 2021 and 2 August 2022. Feedback received at each of these sessions has resulted in a revised PMF document being prepared and provided at Attachment 2 for Council's consideration.

The general outcomes of the review are as follows:

Property Classifications

The current classifications of Community Purposes, Capital Appreciation and Income Generation remain unchanged; however, the key features of each classification have been more clearly described within the revised PMF.

There are over 800 properties classified under this system that were previously adopted by at its meeting held on 20 November 2021 (CJ234-11/12 refers). A review of the City's property classification inventory is in progress and will be presented back to Council following the adoption of the revised PMF.

Key Principles

Consistent and agreed feedback received to date confirmed the continued importance of City properties:

- being managed on the basis of equity and maximising access
- ensuring exclusive use is provided on the basis of an occupant's financial capacity to pay
- to recognise and support community organisations and groups for the social benefits they provide to the community.

In recognition of this feedback, amendments to the existing key principles have been proposed to strengthen/clarify the City's position, remove duplication and reflect current practices through the addition of new principle statements. Proposed amendments are described below:

Current Framework	Revised Framework
The City acknowledges its obligation to provide and maintain its properties to meet community needs for present and future generations.	NO CHANGE.
The City recognises and supports the contribution made by community groups in achieving an active and sustainable community.	AMENDED – The City recognises the <u>social contributions</u> made by <u>organisations</u> and community groups in building sustainable communities.
The City encourages the use of its properties by organisations which provide a benefit to the community.	AMENDED – The City <u>promotes activities on and within its</u> properties that provide an <u>overall</u> benefit to the public.
The City promotes tenure arrangements which are consistent, transparent and equitable.	REMOVED – as this is covered in the purpose of the Framework.
The City promotes tenure arrangements which provide for access to the property by the wider community.	AMENDED – The City promotes occupancy arrangements <u>that maximise</u> access to the property by the wider community.
The City promotes tenure arrangements which contribute to the financial viability of the City.	AMENDED – The City promotes occupancy arrangements that contribute to the financial viability of the City <u>and reflect an occupant's capacity to pay.</u>
	<u>NEW – The City acknowledges that historical exclusivity on City properties does not guarantee future exclusive rights.</u>
	<u>NEW – The City will preference hire arrangements over the establishment of leases or licences.</u>

Tenancy Requests

A new section has been introduced to the revised PMF to clarify that formal written submissions are to be provided to the City for all tenancy requests, including an outline of the types of information that will be required for submission to effectively evaluate the request.

Submissions will be supported by an application pack that will be publicly available following the adoption of the revised PMF to support a more consistent and transparent approach to tenancy evaluations.

Tenant Categories

The current PMF is structured around “standard tenure arrangements” that outline general requirements to apply to all tenants, such as types of agreements, period of tenure and tenant/City responsibilities. These standards inform the basic terms and conditions for the City's lease and licence templates, which are then modified as required.

Further to the general standards are additional tenure guidelines, which identify category-specific arrangements for Commercial, Telecommunication Carriers, Government Departments/Agencies, NFP Community Groups and “Others” such as:

- the setting of rental charges (market value versus percentage current replacement cost)
- the application of subsidies and peppercorn rent
- additional responsibilities to cover building insurance costs, local government rates
- acknowledgement requirements where subsidies are applied.

The revised PMF simplifies this structure by introducing a “Tenant Category” section to align with the new VHFCP and consolidates the rental methodology and tenure periods that apply to each category, into a simple table format (Attachment 2 refers).

The new categories, as adopted by Council in the new VHFCP and subsequently incorporated in the revised PMF, are as follows:

Category A An organisation, group or individual occupying a property as part of a business, for business purposes, and/or for financial benefit.
or
A charity, incorporated association, community group, government department/agency or educational provider with annual gross revenue of more than \$10 million, occupying the premises for non-commercial purposes.

Category B A charity, an incorporated association or a community group, government department/agency or educational provider with an annual gross revenue of less than \$10 million and more than \$3 million, occupying the premises for non-commercial purposes.

Category C A charity, an incorporated association or a community group with an annual gross revenue of less than \$3 million, occupying the premises for non-commercial purposes.

As explained in the report to the Council meeting held on 16 August 2022 (CJ139-08/22 refers), the new VHFCP revised categories aim to reflect a user’s capacity to pay rather than the specific function or activity being conducted from a City property. They also consider that some not-for-profit organisations undertake significant operations from City facilities and are largely financially sustainable, with paid staff and directors. This differs significantly from community and volunteer-based organisations that also operate from City properties, with much lower and less-diverse revenue streams. To reflect this, income thresholds have been applied to the new categories to inform the attraction and application of subsidised hire fees and rent based on a “capacity to pay” principle.

In this respect, not-for-profit organisations with an annual revenue exceeding \$10 million will be treated in the same manner as commercial operators due to the size and scale of their operations. Whilst this may not attract standard subsidies, Category A tenants are afforded greater flexibility with regard to negotiated tenure periods and lease incentives, as described further in the report.

The thresholds have been developed through feedback received to date and current financial reporting obligations required by the Australian Charities and Not-for-Profits Commission. (That is, Category B aligning with the \$3 million annual revenue threshold for large organisations).

Rental Methodology

With regard to lease and licence arrangements, the calculation of rent is determined within the current PMF by either a market value (for commercial operators and telecommunications carriers), a subsidised value of 0.1% of a facility’s current replacement cost (CRC) or a further subsidy of peppercorn as determined by Council.

The current methodology of applying either a market value or a percentage of current replacement cost (% CRC) remains within the revised PMF, with a recommendation to apply subsidies and additional rents in accordance with the new tenant categories. New rental calculations aim to reflect a tenant's capacity to pay and retail/commercial based activities, as proposed below:

Category	Rental Methodology	
A	Base rent:	Market evaluation
	Special rent:	Negotiated % turnover for commercial activities
	Incentives:	Fit-out contributions, rent-free/discount periods, etc
	Review period:	Minimum five years
B	Base rent:	<ul style="list-style-type: none"> Sliding % CRC* based on annual gross revenue of less than \$10 million and greater than \$3 million (See Table 2 below), plus annual CPI increases Proportionate subsidy on base rent to apply for capital contributions that exceed 10% of the facility CRC
	Special rent 1:	<ul style="list-style-type: none"> 25% rent derived from approved commercial sub-leases within the premises
	Special rent 2:	<ul style="list-style-type: none"> 1% of gross revenue for retail-based activities conducted from the premises (such as kitchen/bar sales, venue hire, corporate events, merchandise stores and the like)
	Review period:	<ul style="list-style-type: none"> Minimum 5 years
C	Base rent:	<ul style="list-style-type: none"> Sliding % CRC* based on annual gross revenue of less than \$3 million (See Table 3 below), plus annual CPI increases Proportionate subsidy on base rent to apply for capital contributions that exceed 10% of the facility CRC
	Special rent 1:	<ul style="list-style-type: none"> 25% rent derived from approved commercial sub-leases within the premises
	Review period:	<ul style="list-style-type: none"> Minimum five years

Table 2 – Category B

Annual Gross Revenue	\$3M – \$4.5M	\$4.5M – \$6M	\$6M – \$7.5M	\$7.5M – \$9M	\$9M – \$10M
% CRC	1%	1.5%	2%	2.5%	3%

Table 3 – Category C

Annual Gross Revenue	<\$1M	\$1M – \$1.5M	\$1.5M – \$2M	\$2M – \$2.5M	\$2.5M – \$3M
% CRC	0.1%	0.2%	0.4%	0.6%	0.8%

The premise of the special rents for Category B and C tenants, is to recognise that commercial or commercial-like activities are being conducted on City owned or managed land by not-for-profit organisations, where the land has been set aside for a public purpose. In acknowledging that the general public is unable to access the land, (due to the presence of an exclusive-use arrangement), a portion of the income generated from the activity is directed back to the community through an income-sharing model.

As the extent of activities on the property grow and shift away from community or service-based operations, (becoming more retail-based or commercial in nature), special rents may apply to ensure the general public benefits from this activity.

Tenure Periods

With regard to tenure periods, the revised PMF seeks to adjust maximum tenure periods down from 20 years (10+5+5 years) to 10 years (5+5 years), to provide more flexibility for the City in reviewing the best and most appropriate uses for its property portfolio over the long-term.

Circumstances where significant capital contributions are made towards the improvement of the property, and a sufficient loan-repayment period is required, maximum tenure periods may be adjusted beyond 10 years.

This model is consistent with more recent decisions of Council in approving new lease agreements with organisations such as the Joondalup Mens' Shed at the former Winton Road Depot (CJ228-12/18 refers); and Churches of Christ, Sport and Recreation Association Inc. at the Duncraig Recreation Centre (CJ115-18/20 refers), both of which reflect a 5+5 year tenure period.

Given the current longevity of many of the City's existing agreements, it is acknowledged that changes to the PMF will have limited effect on existing tenants in the short-term, as the City awaits their expiry before reconsidering new tenure applications under a revised PMF model.

For existing agreements that have, or are soon to expire, the principles and standard arrangements within the revised PMF will apply, with the potential for negotiated outcomes to be considered, over an appropriate period of time, to smooth out any significant cost implications for tenants where new tenure arrangements are supported.

Issues and options considered

Council can either choose to:

- 1 not endorse the revised PMF and continue with current PMF. This will lead to inconsistencies with the new VHFCP and present challenges in having organisations categorised differently under hire or lease/licence arrangements
- 2 endorse the revised PMF as shown in Attachment 2 to this Report. This is the recommended option
- or
- 3 endorse the revised PMF, subject to amendments. Any amendments should not create any inconsistencies with the new VHFCP, as recently adopted by Council.

Legislation / Strategic Community Plan / Policy implications

Legislation *Land Administration Act 1997 (WA).*
 Local Government Act 1995 (WA).
 Telecommunications Act 1997 (Cth).
 Commercial Tenancy (Retail Shops) Agreements Act 1985.
 Associations Incorporations Act 2015.

10-Year Strategic Community Plan

Key theme	Place.
Outcome	Functional and accessible – you have access to quality community facilities that are functional and adaptable.
Policy	<i>Venue Hire Fees and Charges Policy.</i>

Risk management considerations

There is a risk of an adverse response from current tenants on expired, or soon to expire lease/licence agreements who may move into a higher category under the revised PMF model based on their current annual gross revenue.

The new application process will seek to provide an opportunity for the City to work with existing tenants in determining the most appropriate tenure arrangement for their operations and consider appropriate phase-in periods where significant cost implications may adversely affect their service delivery functions over the short-term.

Financial / budget implications

In 2021-22, the City generated \$1,533,823 in total income for leased and licenced properties. This included \$1,148,488 in rent and \$385,335 in on-costed outgoings and utility charges.

The cost to the City in operating and maintaining these properties during the same period (including depreciation costs) was \$2,812,885. These costs exclude the capital costs to construct, redevelop and refurbish facilities and associated infrastructure, which varies from year-to-year.

The revised PMF does not seek to provide a mechanism for increasing income to the City, but rather, encourage access to its properties by the community through the setting of appropriate charges that recognise the exclusivity afforded to tenants.

Regional significance

Not applicable.

Sustainability implications

The revised PMF aims to support the equitable, efficient and effective management of City-owned and managed properties. It recognises the value and community benefit of activities organised and provided for by community groups, by subsidising such groups where appropriate. The revised PMF also aims to protect and enhance the City's property assets for the benefit of the community and for future generations.

Consultation

Consideration of the *Property Management Framework* review has been given by Elected Members at various Strategy Sessions held on 2 July 2019, 6 April 2021, 6 July 2021 and 2 August 2022.

Following Council endorsement of any revisions to the PMF, engagement will need to be undertaken with current lessees/licensees to provide information on any endorsed changes that may impact potential future tenure arrangements. This may include the negotiation of potential phase-in periods for current lessees/licensees that successfully apply for new tenure arrangements.

It is proposed the City will undertake a detailed community engagement program to communicate the revised Property Management Framework to affected tenants and facilitate its implementation.

COMMENT

The PMF has been the subject of a review process for several years now, with the revised document reflecting feedback received to date from Elected Members and the user categories recently adopted by Council as part of the new VHFCP.

For the last decade, the PMF has proven to be a successful policy document in providing strategic guidance to the City in assessing suitable uses and occupation arrangements on City owned or managed land. The revised PMF seeks to build upon the existing principles that have been implemented since its adoption in 2012, in particular, the City's ongoing commitment to ensuring its properties maximise access opportunities by the community in an affordable and appropriate manner.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 **NOTES** the outcomes of the review of the City of Joondalup *Property Management Framework*;
- 2 **ADOPTS** the revised *Property Management Framework* as detailed in Attachment 2 to this Report;
- 3 **REQUESTS** the Chief Executive Officer undertake a detailed community engagement program to communicate the revised *Property Management Framework* to affected tenants and facilitate its implementation.

Appendix 9 refers

To access this attachment on electronic document, click here: [Attach9brf221108.pdf](#)

ITEM 12 DRAFT WEED MANAGEMENT PLAN 2022-2032

WARD	All
RESPONSIBLE DIRECTOR	Mr Nico Claassen Infrastructure Services
FILE NUMBER	102082, 101515
ATTACHMENTS	Attachment 1 Draft Weed Management Plan 2022 – 2032
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to endorse the release of the draft Weed Management Plan 2022 – 2032 for community consultation.

EXECUTIVE SUMMARY

Weeds are one of the major threats to Australia's natural environment and biodiversity and can change the natural diversity and balance of ecological communities. The City is committed to the ongoing management and conservation of the City's natural and urban environment. Integrated weed management, inclusive of utilising a suite of weed control techniques and timely interventions, is essential to the ongoing protection, enhancement and amenity of the City's natural environment, public open spaces and urban landscapes.

The draft Weed Management Plan 2022 – 2032 (the Plan) builds upon the outcomes of the previous *Weed Management Plan 2016 – 2021*.

The draft Weed Management Plan 2022 - 2032 details an integrated weed management approach to prevent, monitor, prioritise and control the introduction and spread of weeds in the City. The Plan describes the potential impacts from weeds, weed control methods, the City's current weed management approach and proposes management strategies to be implemented over the life of the Plan to minimise potential impacts.

Seven approaches are included within the Plan as part of the integrated approach to weed management with 24 management actions recommended which aim to coordinate and improve the City's weed management activities.

In developing the draft Weed Management Plan 2022 - 2032 consideration has been given to previous Council decisions, outcomes of the Strategic Community Reference Group meeting held in May 2021 and community concerns regarding herbicide use, including two open petitions. The draft plan is based on the latest science, research and relevant advice from the State Government and industry agencies. A peer review process has also been undertaken with experts providing feedback on the draft plan.

It is therefore recommended that Council ENDORSES the draft Weed Management Plan 2022 – 2032 for community consultation for a period of 21 days, provided as Attachment 1 to this Report.

BACKGROUND

The City manages approximately 533 hectares (ha) of natural bushland in over 100 reserves, many of which are recognised as having local, regional or national significance. Weeds are a key management issue for the City's natural areas and threaten the biodiversity values they contain.

The City also contains large areas of assets and infrastructure, parks and urban landscaping areas. Assets maintained by the City include 550ha of parks, 17ha of urban streetscapes, 1,060km of roads, 120ha of grassed medians, 15 artificial wetlands, 927km of pathways and cycleways, numerous play spaces, public garden beds, sporting fields and more. The invasion of weeds in these areas affects the amenity, functionality and aesthetics and impacts upon community use of the sites.

The City conducts weed management on City managed or owned land across its 22 suburbs. Weed management is conducted in the City to differing degrees, depending on the primary function and usage type of public open space. Weed management of the City's natural areas differs substantially to weed management in parks and urban landscaping areas, due to the difference in weed density and biodiversity values.

Within the City, there are 285 identified weeds including 15 declared pest plants and five Weeds of National Significance. These weed species are often widespread and without control can alter public open spaces reducing viability and biodiversity.

Council previously endorsed the *Weed Management Plan 2016 – 2021* at its meeting held on 13 December 2016 (CJ211-12/16 refers). Substantial progress has been made in implementing the recommended actions from the Plan with all recommendations that were scheduled for implementation during the life of the Plan having been either completed or commenced.

DETAILS

In developing the draft Weed Management Plan 2022 - 2032 consideration has been given to previous Council decisions, outcomes of the Strategic Community Reference Group meeting held in May 2021 and community concerns regarding herbicide use including two open petitions. The draft plan is based on the latest science, research and relevant advice from state government and industry agencies. A peer review process has also been undertaken with experts providing feedback on the draft plan.

Expert advice and peer review process

As part of the development of the draft Weed Management Plan 2022 – 2032 the City has sought advice from the relevant state government departments as well as industry experts. The City has received advice from the Department of Health which states that glyphosate products that are registered with APVMA are safe when used in accordance with the label instructions.

Furthermore, advice provided states that glyphosate is not a confirmed class 1 human carcinogen and is registered for use throughout the world and current regulatory assessment is that it does not pose a risk to humans when used according to the label instructions.

The draft Weed Management Plan 2022 – 2032 has been provided to the following agencies/organisations as part of a peer review process:

- Department of Health.
- Department of Primary Industries and Regional Development.
- Botanic Gardens and Parks Authority.
- Edith Cowan University.

Draft Weed Management Plan

The purpose of the draft Weed Management Plan 2022 – 2032 is to provide an integrated approach to the management of weeds within the City.

The objectives of the draft Weed Management Plan 2022 – 2032 are as follows:

- Implement the integrated weed management program to protect biodiversity and maintain amenity in accordance with regulatory requirements.
- Reduce the reliance of herbicide use by increasing non-chemical weed control methods, where appropriate.
- Minimise bushfire risk by undertaking weed control to mitigate fire fuel loads.
- Increase communication to the community regarding the City's weed management practices.
- Support the community's role in weed management through increased community awareness initiatives.

The draft Weed Management Plan 2022 – 2032 is presented in two parts – parks and urban landscaping and natural areas to reflect the need for different approaches to be implemented within these areas. The integrated approach to the management of weeds within the City is provided under the following seven sections.

Weed Monitoring

Weed monitoring is important for identifying and effectively managing weed populations. The draft Weed Management Plan 2022 – 2032 includes observational weed monitoring for parks and urban landscaping areas to guide weed control efforts and management actions. Weed inspections in parks and urban areas are regularly undertaken in accordance as determined by site prioritisation.

Weed Prioritisation

The draft Weed Management Plan 2022 – 2032 proposes that weed management in natural areas is undertaken on a priority basis using the following four criteria:

- Site selection (ranked in terms of conservation value).
- Working from areas of best condition to lower condition.
- Targeting priority weeds.
- Targeting other weeds.

The draft Weed Management Plan 2022 – 2032 proposes that weed management in parks and urban areas on a priority basis using the following four criteria:

- Site selection (based on parks classification, road hierarchy and Service Level Agreements).
- Working in areas with functional values before aesthetic values.
- Targeting priority weeds and turf weeds.
- Targeting other weeds.

Weed Prevention

The prevention of weeds in parks and urban landscaping areas is the most effective method of managing weeds within the City. Eradication of weeds usually requires more resources for weed management than those required for weed prevention. Weed prevention methods that are included in the draft Weed Management Plan 2022 – 2032 include the following:

- Mulching.
- Turf management.
- Renovation works.
- Suppression of weed seed banks.
- Best practice landscape design and management.
- Minimising access and disturbance.
- Undertaking weed hygiene measures.

Weed Control

Weed control is necessary for reducing, containing or eradicating weed infestations and the Weed Management Plan 2022 – 2032 details an integrated weed management approach to control weeds which includes the following:

- Chemical weed control – the use of selective and non-selective herbicides to control or suppress weeds.
- Steam and/or hot water (also known as hydrothermal) weed control – the application of hot water and/or steam to a weed plant causing it to die.
- Physical weed control – the removal of weeds by physical or mechanical means, such as mowing, mulching or by hand.

The draft Weed Management Plan 2022 – 2032 proposes the continued use of herbicides such as glyphosate as part of an integrated approach to weed management. As per advice from the Department of Health glyphosate is not a confirmed human carcinogen and is safe when used in accordance with the label instructions. The City complies with regulations and implements a number of initiatives to maximise safety and minimise risk to staff and the community including the following:

- Adhering to *Health (Pesticides) Regulations 2011 – Signage Requirements*.
- City of Joondalup Pesticide Use Notification and Pesticide Exclusion Register.
- Use of non-chemical weed control for hardstand areas within a 50metre radius of schools, within playspaces and within kerbs, footpaths, hardstand median islands, mulched median islands and general paved areas within the Central Business Precinct.
- Utilising technology such as WeedSeeker to improve efficiency of herbicide application.
- Herbicide use adjacent to sensitive facilities is subject to the City's assessment of authorised chemicals process.

Partnerships

Partnerships assist the City to share information, gain knowledge and provides opportunities to participate in industry research. The draft Weed Management Plan 2022 – 2032 proposes the continuation of existing partnerships as well as seeking new partnership opportunities that will benefit the City and the community. The City partners with a variety of external stakeholders regarding weed management including the following:

- Department of Biodiversity, Conservation and Attractions.
- Department of Primary Industries Regional Development.
- Water Corporation.
- Other local governments (e.g., City of Wanneroo and City of Stirling).
- Western Australian Local Government Association.
- Universities, schools and Friends Groups.

Training

Training is continually provided to ensure staff have the necessary knowledge and experience to undertake integrated weed management activities to ensure the safe, effective and innovative approaches to weed management. Potential negative impacts of weed management are minimised through training and development opportunities as well as ensuring the safety of staff and community. City staff are trained in the correct application and safe use of herbicides and contractors directly involved in the use of herbicides are licenced with the Department of Health under the *Health (Pesticides) Regulations 2011*. Training and information is also provided to the City's Friends Groups.

Community Education

The management of weeds is a shared responsibility between the City and the community. The draft Weed Management Plan 2022 – 2032 proposes that the City continues to implement an Environmental Education Program to raise community awareness regarding weed prevention and control, particularly regarding the City's weed management approach, the impact of weeds and the importance of weed control.

A total of 24 management actions have been recommended within the draft Weed Management Plan 2022 – 2032 under the seven key sections. Management actions aim to coordinate and improve the City's weed management activities. The recommended management actions have budget and resourcing implications for the City.

Performance Measures

The performance of the draft Weed Management Plan 2022 – 2023 will be monitored and reported annually through the City's State of the Environment Report. The following indicators have been proposed, as per Table 1 below.

Table 1: Proposed Performance Indicators: Draft Weed Management Plan

Indicator	Source	Measure	Reportable Period
Community satisfaction with conservation and natural area management	Customer Satisfaction Monitor	% of respondents satisfied with service	Biennial
Vegetation condition of City Major Conservation Natural Areas	Vegetation assessments (five yearly)	% of area per vegetation condition classification (as per the Keighery scale)	Once every five years per Major Conservation Natural Area
Fuel load of City Major Conservation Natural Areas	Fuel load assessments	Fuel load (tonnes/hectare)	Annual
Community satisfaction with parks	Customer Satisfaction Monitor	% of respondents satisfied with service	Biennial

Indicator	Source	Measure	Reportable Period
Weed control in playspaces	Non-chemical weed control contractor monthly reports	% of playspaces using non-chemical weed control methods	Annual
Weed control in sensitive areas	Non-chemical weed control contractor monthly reports	% kerblines and footpaths within 50 metres of sensitive activities using non-chemical weed control	Annual
Community awareness of weed management	Corporate Business Plan	Number of events/initiatives	Annual
Volunteer Hours	Friends Group Annual Work Plans	Total number of volunteer hours by City of Joondalup Friends Groups	Annual
Expenditure for weed management	Annual Budget	Total annual budget allocated to weed management per year	Annual

Issues and options considered

It is intended that the Draft Weed Management Plan be released for community consultation for a period of 21 days commencing 17 November 2022. Key stakeholders such as Friends Groups and Residents Associations will be contacted directly and invited to participate. The City will also advertise the consultation to the wider community via a range of online communication methodologies.

With regard to the Weed Management Plan 2022 – 2032, Council has the option to:

- endorse the Draft Weed Management Plan, as presented in Attachment 1, for community consultation. This is the recommended option or
- endorse the Draft Weed Management Plan, subject to amendments, for community consultation.

Legislation / Strategic Community Plan / Policy implications

Legislation *City of Joondalup Pest Plant Local Law 2012.*
Biosecurity and Agriculture Management Act 2007.
Work Health and Safety Act 2020.
Health (Pesticide) Regulations 2011.

10-Year Strategic Community Plan

Key theme Environment.

Outcome Managed and protected - you value and enjoy the biodiversity in local bushland, wetland and coastal areas.

Key theme Place.

Outcome Attractive and leafy - you have access to quality public open spaces and enjoy appealing streetscapes.

Policy Sustainability Policy.

Risk management considerations

A coordinated and planned approach is required to address weed management in natural areas, parks and urban landscaping areas and provide strategies for ongoing long-term management. Without a coordinated and planned approach, there is a risk that the overall condition of the native bushland areas of the City will become degraded and that the City's parks and urban landscaping areas will decrease in amenity, functionality and aesthetic values.

To maximise safety and minimise risk to staff and the community whilst undertaking weed management activities, the City implements a number of actions including the following:

- Complying with *Health (Pesticides) Regulations 2011* – Signage Requirements.
- City of Joondalup Pesticide Use Notification and Pesticide Exclusion Register.
- Use of non-chemical weed control for hardstand areas within a 50m radius of schools, within playspaces and within kerbs, footpaths, hardstand median islands, mulched median islands and general paved areas within the Central Business Precinct.
- Utilising technology such as WeedSeeker to improve efficiency of herbicide application.
- Herbicide use adjacent to sensitive facilities is subject to the City's assessment of authorised chemicals process.

Financial / budget implications

Account no.	Various.
Budget Item	Internal labour, materials and contractors.
Budget amount	\$ 1,509,812 + indirect costs
Amount spent to date	\$ 520,746
Proposed cost	\$ 1,509,812 + indirect costs
Balance	\$ 989,066

Future financial year impact

Annual operating cost	\$1,509,812 + indirect costs.
10-Year Strategic Financial Plan impact	\$15,098,120 + indirect costs for 10 years (subject to review of non-chemical weed control treatment contract).

All amounts quoted in this report are exclusive of GST.

Regional significance

A variety of regionally, nationally and internationally significant natural areas located within and adjacent to the City including the Yellagonga Regional Park and a number of Bush Forever sites. These areas contain species of high conservation value. The City also contains a number of regional public open spaces that provide recreation and sporting functions to the community and the wider Perth region.

Sustainability implications

Environmental

Weeds have the potential to degrade natural areas and reduce biodiversity values, as well as negatively affect the amenity, functionality and aesthetics of parks and urban landscaping areas. The ongoing implementation of the City's integrated approach to weed management will ensure that the threat of weeds within the City is addressed and provide strategies for ongoing long-term management which will result in protection of the City's natural environment, parks and urban landscaping areas.

The draft Weed Management Plan includes actions that target community education and awareness to ensure that the community is well-informed regarding the City's environmental values and actions that can be taken to prevent the spread of weeds.

Social

The City contains large areas of assets and infrastructure, parks and urban landscaping areas which provide recreational and health benefits to the community. The invasion of weeds in these areas affects the amenity, functionality and aesthetics and impacts upon community use of the sites.

Economic

The City aims to attract visitors to the City by providing high quality areas that are attractive and welcoming. Attraction of visitors has economic benefits to the City and local businesses. The ongoing management of weeds ensures that the City is maintained to a high standard that encourages visitor investment into the City.

Consultation

On 31 May 2021, the City's Strategic Community Reference Group (SCRG) met to review the City's strategic integrated weed management approach and identify opportunities to inform the development of the new Weed Management Plan.

Experts from Department of Primary Industries and Regional Development, Botanic Gardens and Parks Authority, Department of Health and Edith Cowan University attended the meeting to provide expert advice in relation to weed management.

Members participated in facilitated activities and addressed the complexity of weed management, community concerns and weed management values.

Key feedback from the SCRG members included the following:

- There is varied perception in the community regarding weed control and further education is required.
- Impacts and risks of not using herbicides on biodiversity and amenity.
- Information on the use of herbicides needs to be based on science, incorporating risk vs reward and the costs.
- Need for greater communication and education regarding weed management in the City.

It is proposed to conduct community consultation on the draft Weed Management Plan 2022 – 2032 from 17 November to 7 December 2022, including directly targeting Friends Groups, Residents Associations and the Community Engagement Network.

COMMENT

The ongoing implementation of an integrated approach to weed management will allow the City to demonstrate leadership in addressing environmental threats, providing strategic ongoing management of natural areas, parks and urban landscaping areas and raise community awareness regarding the need to protect the biodiversity values of the environment for the future.

The draft Weed Management Plan 2022 – 2032 will inform and prioritise maintenance schedules by providing prioritised management recommendations to be implemented within the City's natural areas, parks and urban landscaping areas over a ten-year period. The Plan will also increase opportunities for the City to apply for grant funding by having a detailed forward schedule of projects to be carried out, and will provide guidance to City employees, contractors and Friends Groups operating within the City.

The Plan will be continually monitored to track the progress of implementation. A major review will be conducted at the end of a five year and ten-year periods.

Following community consultation on the Draft Weed Management Plan, it is intended that a final draft will be presented to Council for adoption. Further to this, it should be noted that the plan will be subject to formal design and branding prior to publishing.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ENDORSES the draft Weed Management Plan 2022 – 2032 for community consultation for a period of 21 days, provided as Attachment 1 to this Report.

Appendix 10 refers

To access this attachment on electronic document, click here: [Attach10brf221108.pdf](#)

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NOTICE OF MOTION NO.1 – CR CHRISTOPHER MAY – TRAFFIC IMPROVEMENTS NORTHSHORE DRIVE, KALLAROO

In accordance with Clause 4.6 of the *City of Joondalup Meeting Procedures Local Law 2013*, Cr Christopher May has given notice of his intention to move the following Motion at the Council meeting to be held on 15 November 2022:

That the Council:

- 1** ***NOTES that Council has previously supported a maximum 50 kilometres per hour speed limit along all City of Joondalup roads adjoining the foreshore between the suburbs of Burns Beach and Marmion (CJ063-05/21 and C97-09/21 refers);***
- 2** ***REQUESTS the Chief Executive Officer to prepare a report on:***
 - 2.1** ***Potential intersection improvements at Northshore Drive and Northshore Avenue, Kallaroo as well as Northshore Drive and the Northshore Drive beach carpark taking into consideration traffic volumes and accident data along this part of the coastal road;***
 - 2.2** ***Proposed options to improve pedestrian connectivity between Kallaroo and the Principal Shared Path to be delivered as part of the Coastal Principal Shared Path upgrade project.***

REASON FOR MOTION

The City of Joondalup coastal road network sees increased usage as the population of the broader metropolitan area grows over time, and visitation to popular tourist and recreation centres at Hillarys Marina and Mullaloo beaches increases, as well as the visitation numbers to the Ocean Reef Marina as that precinct develops.

It is noted that in the last decade, the road network along the City of Joondalup's coastline has been improved from West Coast Drive north to Iluka, including advanced in pedestrian friendly design.

The only remaining section of road that has seen no improvement since the 1980s is Northshore Drive between Mullaloo Drive and Whitfords Avenue.

Directly south, Whitfords Avenue has seen a comprehensive redesign, and directly north in Mullaloo, Oceanside Promenade, a road with residential dwellings, already has a broad coverage of pedestrian refuges and improved road design.

The recent fatal accident has reminded the community of the shortcomings in the road design of Northshore Drive, and as such, I believe the proposed Notice of Motion is appropriate to investigate design improvements.

A report on options to improve the two intersections with butterfly island, roundabout, boulevard or similar treatment, will allow Council to make an informed decision on improving this road which has not seen meaningful upgrades in four decades.

CLOSURE



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

To: CHIEF EXECUTIVE OFFICER
CITY OF JOONDALUP

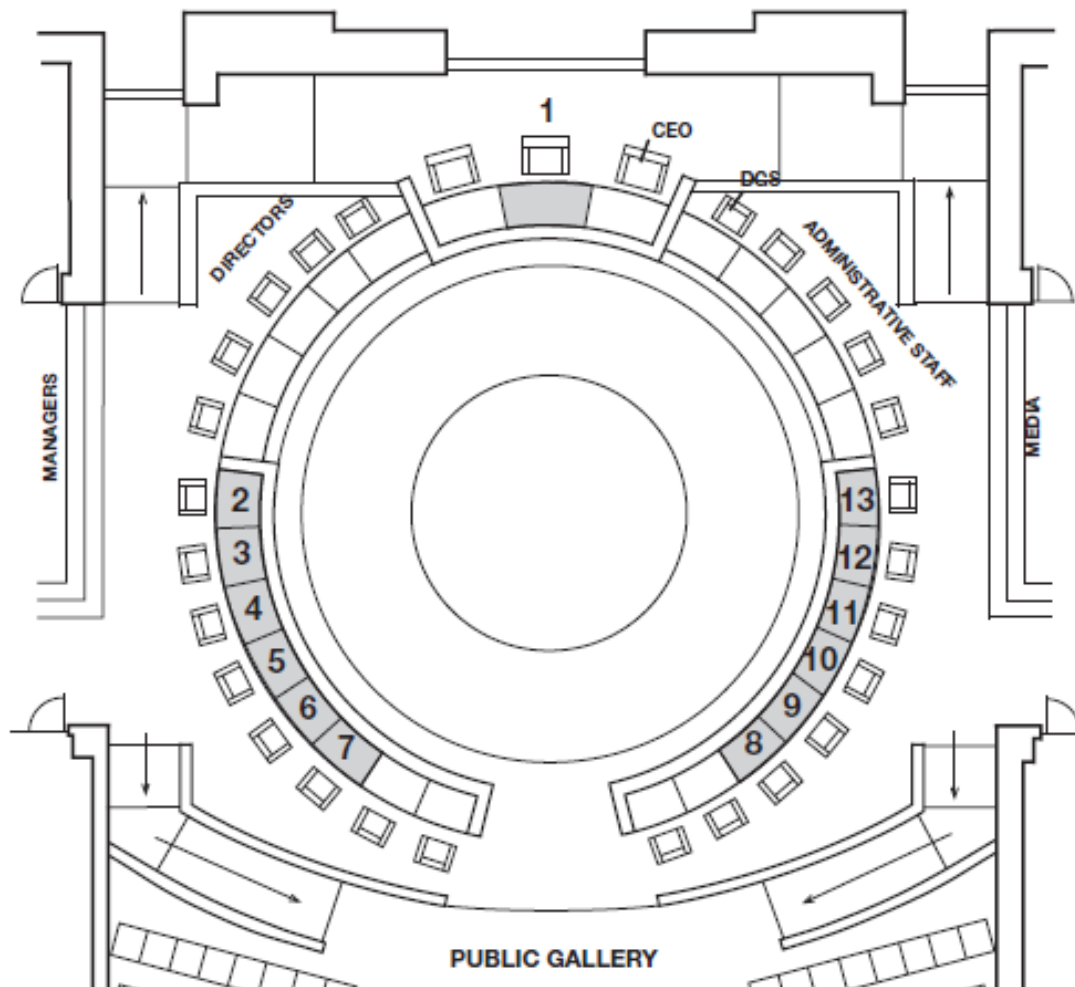
Name / Position		
Meeting Date		
Item No. / Subject		
Nature of Interest	Financial Interest * Proximity Interest* Interest that may affect impartiality*	<i>*Delete where not applicable</i>
Extent of Interest		
Signature		
Date		

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 Poliwska (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)