

# agenda

## Special Meeting of Council

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

**ON** **WEDNESDAY 3 SEPTEMBER 2025**

**COMMENCING AT** **6.30pm**

For Council to consider the following report:

- Item 8.1 - Tender 006/25 Enterprise Business Platform Project Management and Implementation (Ward - All).

**JAMES PEARSON**

Chief Executive Officer  
29 August 2025

### **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*

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

## **PUBLIC QUESTION TIME**

Residents and / or ratepayers of the City of Joondalup are requested to lodge questions in writing by **9.00am on Monday 1 September 2025.**

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

## **QUESTIONS TO**

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

PO Box 21 Joondalup WA 6919

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

## 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.

## **COUNCIL MEETINGS**

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

### **INTRODUCTION**

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

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

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

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

### **PURPOSE OF COUNCIL MEETINGS**

Council Meetings will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public. Council Meetings are formal meetings where Elected Members consider and make decisions on matters.

### **PROCEDURES FOR COUNCIL MEETINGS**

The following procedures will apply to Council Meetings that are conducted by the City.

- 1 Council meetings 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 Council meetings 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 Council meeting 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 Council meetings. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside at the Council meetings. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the Council meeting.
- 5 There is to be no debate among Elected Members on any matters raised during the Council meeting.

- 6 Relevant employees of the City will be available to respond to questions on matters listed on the agenda for the Council meeting.
- 7 All Elected Members will be given a fair and equal opportunity to participate in the Council meeting.
- 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 Council meetings. When disclosing an interest, the following provisions apply:
  - (a) Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Model Code of Conduct) Regulations 2021* and the City's *Code of Conduct*.
  - (b) Elected Members disclosing a financial interest, or a proximity interest will not participate in that part of the session relating to the matter to which their interest applies and shall depart the room.
  - (c) The remaining Elected Members may agree that an Elected Member disclosing a financial or proximity interest may participate in discussion on the matter if the remaining Elected Members agree:
    - (i) is so trivial or insignificant as to be unlikely to influence the disclosing Elected Member's conduct in relation to the matter  
or
    - (ii) is common to a significant number of electors and ratepayers of the City,and a record of that agreement is to be made in the minutes kept for the Council meeting.
  - (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 Council meetings.

#### **RECORDING AND LIVE-STREAMING OF THE PROCEEDINGS OF THE COUNCIL MEETING**

In accordance with the *Recording and Live-Streaming of Council Meetings Council Policy*, this meeting is being video recorded and live-streamed on the City's website, with the exception of confidential items and periods of adjournment as determined by the Presiding Member.

Cameras have been positioned in such a way as to avoid members of the public however, by being present at this meeting, members of the public consent to the possibility that their image may be live-streamed to the public. Recordings will also be made available on the City's website following the meeting.

The official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any relevant regulations.

## **COUNCIL AND COMMITTEE MEETINGS**

### **PROCEDURES FOR PUBLIC QUESTION TIME**

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

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

#### **Questions asked verbally**

- 1 Members of the public are invited to ask questions at Council Meetings.
- 2 Questions asked at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Questions asked at a Special meeting of Council must relate to the purpose for which the meeting has been called.
- 3 A register will be provided for those persons wanting to ask questions to enter their name. 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 and may be extended in intervals of up to 10 minutes by resolution of Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed 35 minutes in total. Public question time is declared closed following the expiration of the allocated time period, or earlier than such time where there are no further questions.
- 8 Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee. The Presiding Member shall decide to:
  - accept or reject any question and 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 Council meeting.

- 9 Where an Elected Member is of the opinion that a member of the public is:
- asking a question at a Council meeting, that does not relate to a matter affecting the City;
  - or
  - making a statement during public question time,
- they may bring it to the attention of the Presiding Member who will make a ruling.
- 10 Questions and any response will be summarised and included in the minutes of the Council meeting.
- 11 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act .

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

- 1 Only City of Joondalup **residents and/or ratepayers** may submit questions to the City in writing.
- 2 Questions asked at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Questions asked at a Special meeting of Council must relate to the purpose for which the meeting has been called.
- 3 The City will accept a maximum of five (5) written questions per City of Joondalup resident/ratepayer. To ensure 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 Council meeting will be responded to, where possible, at the Council meeting. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
- 5 The Presiding Member shall decide to accept or reject any written question and 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 a Council meeting will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting.



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- 8 A person who submits written questions may also ask questions at a Council meeting and questions asked verbally may be different to those submitted in writing.
  - 9 Questions and any response will be summarised and included in the minutes of the Council meeting.
  - 10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). 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.

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## **PROCEDURES FOR PUBLIC STATEMENT TIME**

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

- 1 Members of the public are invited to make public statements verbally at Council meetings.
- 2 Statements made at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Statements made at a Special meeting of Council must relate to the purpose for which the meeting has been called.
- 3 A register will be provided for those persons wanting to make a statement to enter their name. 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 than such time where there are no further statements.
- 7 Statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.
- 8 Where an Elected Member is of the opinion that a member of the public is making a statement at a Council meeting, that does not relate to a matter affecting the City, they may bring it to the attention of the Presiding Member who will make a ruling.
- 9 Statements will be summarised and included in the minutes of the Council meeting.

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## CITY OF JOONDALUP

Notice is hereby given that a Special meeting of Council will be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday 3 September 2025** commencing at **6.30pm**.

### VISION

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

### PRIMARY VALUES

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

### DISTINGUISHING VALUES

#### **Bold**

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

#### **Ambitious**

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

#### **Innovative**

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

#### **Enterprising**

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

#### **Prosperous**

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

#### **Compassionate**

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

## AGENDA

### 1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

Note: Members of the public are advised that prior to the opening of the Special meeting of Council, Mayor the Hon. Albert Jacob, JP will acknowledge the traditional custodians of the land and say a prayer.

### 2 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

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

#### 3.1 DISCLOSURES OF INTEREST AFFECTING IMPARTIALITY

Elected Members (in accordance with clause 22 of Schedule 1 of the *Local Government [Model Code of Conduct] Regulations 2021*) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member / employee is also encouraged to disclose the nature of their interest.

<b>Name / Position</b>	<b>Cr Adrian Hill.</b>
<b>Meeting Type</b>	Special Meeting of Council.
<b>Meeting Date</b>	3 September 2025.
<b>Item No. / Subject</b>	Item 8.1 - Confidential - Tender 006/25 Enterprise Business Platform Project Management and Implementation (Ward – All).
<b>Nature of Interest</b>	Interest that may affect Impartiality.
<b>Extent of Interest</b>	Cr Hill has previously attended a cricket event at the invitation of HCL Australia Services (HCL). Project Axiom was not discussed.

<b>Name / Position</b>	<b>Cr John Raftis.</b>
<b>Meeting Type</b>	Special Meeting of Council.
<b>Meeting Date</b>	3 September 2025.
<b>Item No. / Subject</b>	Item 8.1 - Confidential - Tender 006/25 Enterprise Business Platform Project Management and Implementation (Ward – All).
<b>Nature of Interest</b>	Interest that may affect Impartiality.
<b>Extent of Interest</b>	One of the tenderers is known to Cr Raftis.

## **4 PUBLIC QUESTION TIME**

(Please Note: Section 7(4)(b) of the *Local Government (Administration) Regulations 1996* states that Special meeting of Council is not required to answer a question that does not relate to the purpose of the meeting. It is requested that only questions that relate to items on the agenda be asked.)

## **5 PUBLIC STATEMENT TIME**

Statements made at a Special meeting of Council must relate to the purpose for which the meeting has been called.

## **6 APOLOGIES AND LEAVE OF ABSENCE**

### **6.1 LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Cr Rohan O'Neill	1 to 6 September 2025 inclusive.
Cr Daniel Kingston	2 September, 9 September and 30 September 2025 inclusive.
Cr Nige Jones	3 September to 8 September 2025 inclusive.
Cr John Raftis	8 September to 11 September 2025 inclusive.
Mayor Albert Jacob, JP	26 September to 10 October 2025 inclusive.
Cr Daniel Kingston	7 October 2025 inclusive.

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

- Item 8.1 – Confidential – Tender 006/25 Enterprise Business Platform Project Management and Implementation.

## 8 REPORTS

### Declarations of Interest affecting Impartiality

<b>Name / Position</b>	<b>Cr Adrian Hill.</b>
<b>Meeting Type</b>	Special Meeting of Council.
<b>Meeting Date</b>	3 September 2025.
<b>Item No. / Subject</b>	Item 8.1 - Confidential - Tender 006/25 Enterprise Business Platform Project Management and Implementation (Ward – All).
<b>Nature of Interest</b>	Interest that may affect Impartiality.
<b>Extent of Interest</b>	Cr Hill has previously attended a cricket event at the invitation of HCL Australia Services (HCL). Project Axiom was not discussed.

<b>Name / Position</b>	<b>Cr John Raftis.</b>
<b>Meeting Type</b>	Special Meeting of Council.
<b>Meeting Date</b>	3 September 2025.
<b>Item No. / Subject</b>	Item 8.1 - Confidential - Tender 006/25 Enterprise Business Platform Project Management and Implementation (Ward – All).
<b>Nature of Interest</b>	Interest that may affect Impartiality.
<b>Extent of Interest</b>	One of the tenderers is known to Cr Raftis.

### 8.1 CONFIDENTIAL - TENDER 006/25 ENTERPRISE BUSINESS PLATFORM PROJECT MANAGEMENT AND IMPLEMENTATION (WARD - ALL)

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr James Pearson Chief Executive Officer
<b>FILE NUMBER</b>	112037
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

This report is confidential in accordance with s5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

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

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

## **9 CLOSURE**





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

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

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

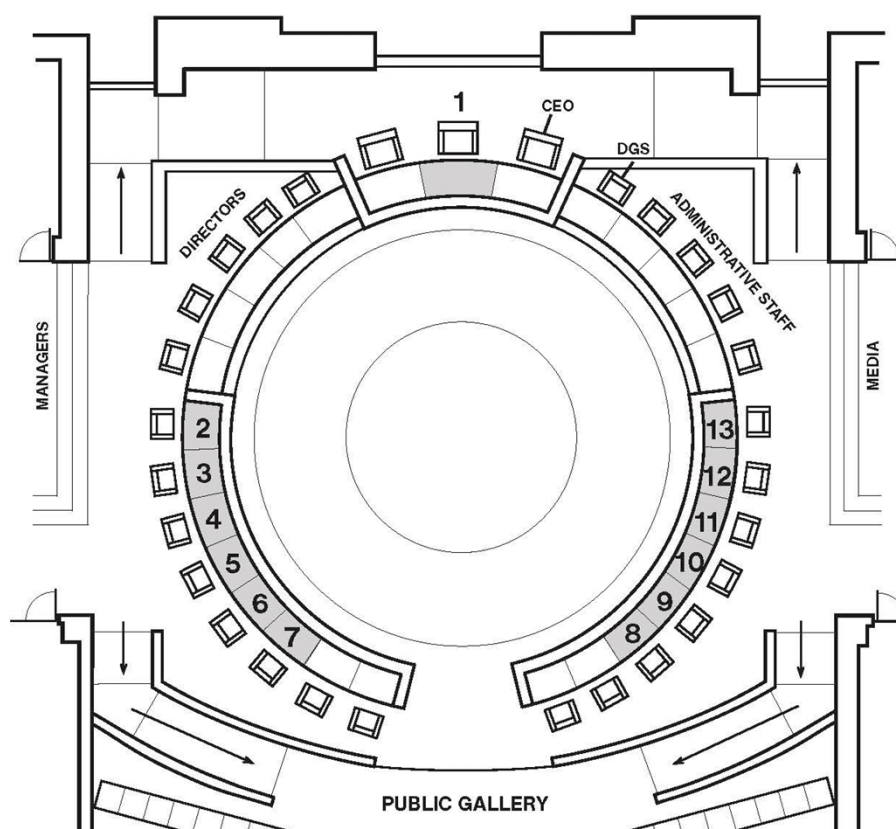
Section 5.65(1) of the *Local Government Act 1995* states that:

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

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



## Council Chamber – Seating Diagram



### Mayor

1 His Worship the Mayor, Hon. Albert Jacob (Term expires 10/25)

### North Ward

- 2 Cr Adrian Hill (Term expires 10/25)
- 3 Cr Lewis Hutton (Term expires 10/27)

### North-Central Ward

- 4 Cr Daniel Kingston (Term expires 10/25)
- 5 Cr Nige Jones (Term expires 10/27)

### Central Ward

- 6 Cr Christopher May, JP (Term expires 10/25)
- 7 Cr Rebecca Pizzey (Term expires 10/27)

### South-West Ward

- 8 Cr Christine Hamilton-Prime, JP (Term expires 10/25)
- 9 Cr Phillip Vinciullo (Term expires 10/27)

### South-East Ward

- 10 Cr John Chester (Term expires 10/25)
- 11 Cr Rohan O'Neill (Term expires 10/27)

### South Ward

- 12 Cr Russ Fishwick, JP (Term expires 10/25)
- 13 Cr John Raftis (Term expires 10/27)