

minutes

Policy Committee

MEETING HELD ON **MONDAY 1 OCTOBER 2018**

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CITY OF JOONDALUP

**MINUTES OF THE POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 2,
JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON
MONDAY 1 OCTOBER 2018.**

ATTENDANCE

Committee Members

| | | |
|----------------------|---------------------------------------|--------------------|
| Cr Nige Jones | <i>Presiding Member</i> | |
| Cr Russ Fishwick, JP | <i>Deputising for Cr Sophie Dwyer</i> | |
| Cr Russell Poliwka | | |
| Cr Kerry Hollywood | | <i>from 5.52pm</i> |
| Cr John Chester | | |

Observers

Cr Christopher May

Officers

| | |
|------------------|----------------------------------|
| Ms Dale Page | Acting Chief Executive Officer |
| Mr Jamie Parry | Director Governance and Strategy |
| Mr Chris Leigh | Manager Planning Services |
| Mr John Byrne | Acting Manager Governance |
| Mrs Wendy Cowley | Governance Officer |

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.45pm.

DECLARATIONS OF INTEREST**Disclosures of Financial / Proximity Interest**

Nil.

Disclosures of interest affecting impartiality

Elected Members (in accordance with Regulation 11 of the *Local Government [Rules of Conduct] Regulations 2007*) 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 the interest.

| | |
|---------------------------|---|
| Name/Position | Cr Russ Fishwick, JP. |
| Item No./Subject | Item 2 - Draft Multiple Dwellings within portion of Housing Opportunity Area 1 Local Planning Policy – Western Australian Planning Commission Decision. |
| Nature of interest | Interest that may affect impartiality. |
| Extent of Interest | Many residents in the subject area are known to me. |

APOLOGIES/LEAVE OF ABSENCE**Apologies:**

Cr Sophie Dwyer;
Cr Philippa Taylor;
Cr Mike Norman.

Leave of Absence previously approved

| | |
|------------------------|---|
| Mayor Albert Jacob, JP | 28 September to 5 October 2018 inclusive; |
| Cr Philippa Taylor | 8 October to 30 October 2018 inclusive; |
| Cr Mike Norman | 21 October to 24 October 2018 inclusive. |

CONFIRMATION OF MINUTES**MINUTES OF THE POLICY COMMITTEE HELD ON 11 JUNE 2018**

MOVED Cr Chester **SECONDED** Cr Poliwka that the minutes of the meeting of the Policy Committee held on 11 June 2018 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Crs Jones, Chester, Fishwick and Poliwka.

ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

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

In accordance with Clause 5.2 of the City's *Meeting Procedures Local Law 2013*, this meeting was not open to the public.

PETITIONS AND DEPUTATIONS

Nil.

REPORTS**ITEM 1 PAYMENTS TO EMPLOYEES IN ADDITION TO A CONTRACT OR AWARD POLICY**

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Jamie Parry Governance and Strategy |
| FILE NUMBER | 00384, 101515 |
| ATTACHMENTS | Attachment 1 Revised <i>Payments to Employees in Addition to a Contract or Award Policy</i> Attachment 2 Current <i>Payments to Employees in Addition to a Contract or Award Policy</i> |
| AUTHORITY / DISCRETION | Legislative – includes the adoption of local laws, planning schemes and policies |

PURPOSE

For Council to review the *Payments to Employees in Addition to a Contract or Award Policy* and adopt the revised policy as part of the Policy Manual review process.

EXECUTIVE SUMMARY

The *Payments to Employees in Addition to a Contract or Award Policy* prescribes a means by which payments that may be made to an employee/s over and above contractual entitlements are regulated, allows for a method of assessment of the merit of an additional payment and a means by which an amount can be arrived at, if merit exists. The policy ensures the City of Joondalup complies with section 5.50 of the *Local Government Act 1995* and applies to most employees except those designated as senior employees and in the following circumstances:

- Where a commercial decision is made to make a payment to an employee to avoid potentially long, costly and public court action where it is in the interests of the City that the employee leaves employment.
- In the difficult circumstances where an employee/s are made redundant and a small additional payment in recognition of those circumstances facilitates separation, avoiding disputation and drawn out redundancy disputes.
- In the difficult circumstances where the City may make an operational decision to use voluntary severance as a means of managing the “downsizing” of the workforce.

The *Payments to Employees in Addition to a Contract or Award Policy* was last reviewed and endorsed by Council at its meeting held on 19 March 2013 (CJ035-03/13 refers). This review concentrated on the specific legislative need required of such a policy to be in place, removing much content that was related to internal and / or operational matters.

At its meeting held on 20 February 2018 (CJ027-02/18 refers), Council requested that the Chief Executive Officer provide further clarity around the City's current *Payments to Employees in Addition to a Contract or Award Policy* (Attachment 1 refers).

As part of the Policy Manual Review in 2018, *Payments to Employees in Addition to a Contract or Award Policy* was identified as requiring minor amendments, namely:

- provide clarity that maximum entitlement of a person's annual remuneration applies only for circumstances relating to voluntary severance
- clearly articulate the differences between additional payment calculations for voluntary severance and redundancy circumstances.

It is therefore recommended that Council ADOPTS the revised Payments to Employees in Addition to a Contract or Award Policy.

BACKGROUND

The former City of Wanneroo first considered matters relating to voluntary redundancy packages as part of an organisational structure review in 1996 (P70-07/96 refers). This became policy in 1998 when the selective *Voluntary Severance Policy* was adopted by the Joint Commissioners to meet the requirements of section 5.50 of the *Local Government Act 1995*.

The *Payments to Employees in Addition to a Contract or Award Policy* was last reviewed and endorsed by Council at its meeting held on 19 March 2013 (CJ035-03/13 refers). This review concentrated on the specific legislative need required of such a policy to be in place, removing much content that was related to internal and / or operational matters.

As part of the Policy Manual Review in 2018, the *Payments to Employees in Addition to a Contract or Award Policy* was identified as requiring minor amendments. At its meeting held on 20 February 2018 (CJ027-02/18 refers), Council requested that the Chief Executive Officer provide further clarity around the City's current *Payments to Employees in Addition to a Contract or Award Policy* (Attachment 1 refers).

DETAILS

Section 5.50 of the *Local Government Act 1995*, to which this policy pertains, relates specifically to circumstances where the employment of an employee or employees is terminating for reasons of redundancy, voluntary severance or on industrial relations grounds (such as dismissal). This excludes those employees designated as Senior Employees (Directors).

The National Employment Standards contained within the *Fair Work Act 2009* (Cwlth) outline the minimum requirements for termination and redundancy pay for employees working within Australian organisations. This act also establishes financial penalties in circumstances of unfair dismissal or general protections claims that may be brought against the City in industrial circumstances.

The City's current federal Enterprise Agreements cover the majority of employees and reflect these standards as a minimum and provide additional detail with regard to specific processes, benefits and entitlement calculations to support the implementation of the Commonwealth legislation.

The City's policy outlines the circumstances in which additional payments over and above those provided for within the current Enterprise Agreements and applicable legislation might be considered, supported and calculated.

Since the establishment of the City of Joondalup in 1999, there have only been four circumstances of redundancy and all paid within the Enterprise Agreement entitlement and no voluntary severance payments made, demonstrating the rarity of the application of this policy. Nonetheless it is a requirement of section 5.50 of the *Local Government Act 1995* that the City transparently outlines the circumstances in which it would consider making such payments.

The policy also provides for the potential for the City to make a payment where such payment may avoid costly litigation in circumstances of employment related court matters such as unfair dismissal or general protections claims under the *Fair Work Act 2009* (Cwlth). Although this discretionary payment option has never been exercised, a payment could be entertained on commercial grounds where the financial implications of the payment are far more favourable than litigation costs.

For matters of redundancy any payment is limited to a maximum of \$5,000 by regulation 19A of the *Local Government (Administration) Regulations 1996*.

As voluntary severance is used as an inducement for persons to end their employment, the payment ceiling is greater than the \$5,000 otherwise prescribed, but still limited to a maximum of a person's annual remuneration at the time a severance may be effected.

With that background, the intention of this report is for Council to consider this policy which requires minor amendment (language, style, formatting, legislation and the like). In determining those minor amendments, the policy was reviewed and assessed against the following broad areas:

- 1 Consistency – with regard to language, style, format and policy template.
- 2 Relevance – new plans and strategies that may supersede previously endorsed positions within existing policies.
- 3 Duplication — identified sections of policies that duplicate other policies, City plans and strategies, local laws, and / or State legislation.
- 4 Outdated content – identified references to outdated legislation, policies or plans.

In addition to those matters identified as minor, a wording change to clarify the calculation of a payment was made to provide greater clarity.

Issues and options considered

Council has the option to either:

- adopt the revised *Payments to Employees in Addition to a Contract or Award Policy*, as shown at Attachment 1 to this Report
 - suggest further modifications to the revised *Payments to Employees in Addition to a Contract or Award Policy*
- or

- retain the *Payments to Employee in Addition to a Contract or Award Policy* in its current format as shown at Attachment 2 to this Report.

The recommended option is to adopt the revised *Payments to Employees in Addition to a Contract or Award Policy*.

Legislation / Strategic Community Plan / policy implications

Legislation Section 5.50 of the *Local Government Act 1995*.

Strategic Community Plan

Key theme Not applicable.

Objective Not applicable.

Strategic initiative Not applicable.

Policy *Payments to Employees in Addition to a Contract or Award Policy*.

Risk management considerations

Given that any potential application of the policy is at the discretion of the Chief Executive Officer, it does not present any particular risk to the City. Having the ability for the City to respond to legal actions or claims, establish voluntary severance arrangements, or if ever required enhance a redundancy package/s to prevent litigation and / or challenge by third parties reduces the risk of lengthy and expensive litigation.

Financial / budget implications

To date the provisions of this policy have not been activated in any legal action the City has faced or redundancy the City has completed and as such there are no financial or budget precedents.

Any financial implications of the policy are activated on a “case-by-case” basis and would be subject to the circumstances pertaining to each case. In considering a cost implication the Chief Executive Officer would consider the most appropriate outcome according to the circumstances of the case being considered.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The *Payments to Employees in Addition to a Contract or Award Policy* is a requirement of section 5.50 of the *Local Government Act 1995*. Although circumstances are rare in which the policy may be enacted, it provides the City with a degree of flexibility in dealing with employee matters in an effective, commercially responsible and timely manner.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Poliwka, **SECONDED** Cr Chester that Council **ADOPTS** the revised *Payments to Employees in Addition to a Contract or Award Policy* provided as Attachment 1 to this Report.

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Crs Jones, Chester, Fishwick and Poliwka.

Appendix 1 refers

To access this attachment on electronic document, click here: [Attach1agnPOLICY181001.pdf](#)

| | |
|---------------------------|---|
| Name/Position | Cr Russ Fishwick, JP. |
| Item No./Subject | Item 2 - Draft Multiple Dwellings within portion of Housing Opportunity Area 1 Local Planning Policy – Western Australian Planning Commission Decision. |
| Nature of interest | Interest that may affect impartiality. |
| Extent of Interest | Many residents in the subject area are known to me. |

ITEM 2 DRAFT MULTIPLE DWELLINGS WITHIN PORTION OF HOUSING OPPORTUNITY AREA 1 LOCAL PLANNING POLICY - WESTERN AUSTRALIAN PLANNING COMMISSION DECISION

| | |
|-------------------------------|---|
| WARD | South |
| RESPONSIBLE DIRECTOR | Ms Dale Page Planning and Community Development |
| FILE NUMBER | 106682, 101515 |
| ATTACHMENTS | Attachment 1 <i>Draft Multiple Dwellings within Portion of Housing Opportunity Area 1 Local Planning Policy</i> |
| AUTHORITY / DISCRETION | Legislative - includes the adoption of local laws, planning schemes and policies. |

PURPOSE

To inform Council of the Western Australian Planning Commission's decision in regard to the draft *Multiple Dwellings within Portion of Housing Opportunity Area 1 Local Planning Policy*.

EXECUTIVE SUMMARY

At its meeting held on 16 May 2017 (CJ078-05/17 refers), Council considered the minutes of a Special Electors Meeting and resolved to support the development of a local planning policy which restricts the development of multiple dwellings in Housing Opportunity Area 1 (HOA1).

Subsequently, at its meeting held on 27 June 2017 (CJ110-06/17 refers), Council resolved to advertise a draft policy that restricts the type of multiple dwellings that can be developed in portion of HOA1, by requiring development to meet the deemed-to-comply provisions of Part 5 of the *Residential Design Codes* (R-Codes) and the relevant sections of the City's *Residential Development Local Planning Policy*, as well as restricting building height to a maximum of two storeys.

The draft policy required the approval of the Western Australian Planning Commission (WAPC) in accordance with clause 7.3.2 of the R-Codes. The WAPC has now advised that it does not support the draft policy and therefore the policy should not proceed. It is recommended that Council notes the WAPC decision.

BACKGROUND

Special Electors Meeting

As requested by electors of the City of Joondalup, a Special Meeting of Electors was held on Monday 24 April 2017 in accordance with the provisions of the *Local Government Act 1995*. The purpose of the meeting was to discuss the following matter:

“To request the City of Joondalup to initiate a review of its Local Housing Strategy (LHS) and an associated amendment to District Planning Scheme No. 2 to change the density coding of lots within Housing Opportunity Area 1, that are currently coded R20/R60, to a density coding of no higher than R20/R30.”

The following motion was carried at the Special Electors Meeting:

Motion 1

“MOVED Mr D Bessen, Duncraig, SECONDED Mrs N Mehra, Duncraig that Council:

- 1 urgently works with the Western Australian Planning Commission and the Department of Planning to amend the R Coding to R20/R30 in Housing Opportunity Area 1, bounded by Mitchell Freeway to the East, Davallia Road to the West, Beach Road to the South and Warwick Road to the North;*
- 2 immediately puts together Local Planning Policies or Urban Design Policies in Housing Opportunity Area 1 and in doing so, restrict the building of inappropriate dwellings, in particular apartment blocks.”*

The *Local Government Act 1995* requires all decisions made at an electors meeting to be referred to Council for consideration. At its meeting held on 16 May 2017 (CJ078-05/17 refers), Council resolved, in part, as follows:

“That Council:

- 1 NOTES the minutes of the Special Meeting of Electors held on Monday, 24 April 2017 forming Attachment 1 to Report CJ078-05/17;*
- 2 in relation to Motion No. 1 carried at the Special Meeting of Electors SUPPORTS initiating an amendment to District Planning Scheme No. 2 to reduce the density coding of properties in Housing Opportunity Area 1, bounded by the Mitchell Freeway to the East, Davallia Road to the West, Beach Road to the South and Warwick Road to the North, from R20/R40 and R20/R60 to R20/R30;...”*
- 3 in relation to Motion No. 1 carried at the Special Meeting of Electors SUPPORTS the development of a new Local Planning Policy which restricts the development of multiple dwellings in Housing Opportunity Area 1;...”*

Subsequently, at its meeting held on 27 June 2017 (CJ110-06/17), Council resolved to advertise a draft policy that restricts the type of multiple dwellings that can be developed in portion of HOA1, by requiring development to meet the deemed-to-comply provisions of Part 5 of the R-Codes and the relevant sections of the City's *Residential Development Local Planning Policy*, as well as restricting building height to a maximum of two storeys.

The draft policy requires the approval of the WAPC in accordance with clause 7.3.2 of the R-Codes.

DETAILS

The WAPC has advised that its Statutory Planning Committee, at its meeting held on 31 July 2018, resolved to not support the draft *Multiple Dwelling within Portion of Housing Opportunity Area 1 Local Planning Policy* for the following reasons:

- 1 Clause 7.3.2 of *State Planning Policy 3.1 - Residential Design Codes* is not an appropriate mechanism in which to restrict the development of multiple dwellings on 'Residential' zoned land.
- 2 The draft policy is inconsistent with the criteria outlined in *Planning Bulletin 113/2015* 'Multiple Dwellings in R40 coded areas and variations to R-Code multiple dwelling development standards' which supports multiple dwelling development within 800 metres of train stations.
- 3 The draft policy will undermine the recommendations of the strategic planning framework including the City of Joondalup's *Local Housing Strategy* which seeks to increase density and housing diversity, such as multiple dwellings, within proximity to train stations, high frequency bus routes and activity centres.

Issues and options considered

The draft policy effectively sought to replace all the deemed-to-comply provisions that would normally be applicable to multiple dwellings developed at the R40 and R60 density codes. In addition, multiple dwelling developments would have been required to meet all deemed-to-comply provisions of the R-Codes, thereby removing any discretion normally available under the R-Codes. Therefore, the approval of the WAPC was required to implement that policy.

The WAPC has now advised that it does not support the draft policy, and consequently the policy should not progress.

Legislation / Strategic Community Plan / policy implications

| | |
|--------------------|--|
| Legislation | <i>Planning and Development (Local Planning Scheme) Regulations 2015.</i> <i>District Planning Scheme No. 2.</i> <i>State Planning Policy 3.1: Residential Design Codes.</i> |
|--------------------|--|

Strategic Community Plan

| | |
|-----------------------------|---|
| Key theme | Quality Urban Environment. |
| Objective | Quality built outcomes. |
| Strategic initiative | Buildings and landscaping is suitable for the immediate environment and reflect community values. |
| Policy | Not applicable. |

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

Part 2, clause 3(3) of the Regulations sets out that local planning policies must be based on sound town planning principles and may address either strategic or operational conditions in relation to matters to which the policy applies.

In addition, Part 2, clause 3(5) of the Regulations states that any determination under the scheme must have regard to each relevant local planning policy to the extent that the policy is consistent with the scheme. This implies that if a local planning policy is inconsistent with the scheme, the policy will not carry any weight when making a determination on a planning application.

Residential Design Codes

Clause 7.3.1 of the R-Codes permits local planning policies to amend or replace specified deemed-to-comply provisions of the R-Codes. Notwithstanding clause 7.3.1, clause 7.3.2 allows a local government, with the approval of the WAPC, to amend any other deemed-to-comply provision of the R-Codes by means of a local planning policy.

Risk management considerations

The WAPC has advised that the draft policy is not an appropriate mechanism to address the issues associated with multiple dwellings within HOAs. It is noted that the City, in accordance with Council's resolution at its meeting held on 21 November 2017 (CJ177-11/17 refers), is pursuing the development of a design-led planning policy and planning scheme amendment to better manage the impact of infill development in all HOAs.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

The WAPC did not support the draft policy, and the policy consequently should not progress. Consultation will therefore not be undertaken.

COMMENT

The WAPC did not support the draft policy as it is inconsistent with the intent and objectives of the R-Codes and the local planning framework, does not ensure the R-Codes is properly implemented and is contrary to orderly and proper planning.

It is noted that, subsequent to the drafting of the policy, Council has made a number of decisions in regard to addressing the issues raised by a number of community members in regard to development within the HOAs. Importantly, the City has engaged planning consultants to undertake community consultation and formulate a design-led planning policy and planning scheme provisions to better manage the impact of infill development within the City's Housing Opportunity Areas.

VOTING REQUIREMENTS

Simple Majority.

Cr Hollywood entered the room at 5.52pm.

MOVED Cr Chester, SECONDED Cr Poliwka that Council NOTES:

- 1 the Western Australian Planning Commission's decision not to support the draft *Multiple Dwellings within Portion of Housing Opportunity Area 1 Local Planning Policy*;**
- 2 that, in view of the Western Australian Planning Commission's decision, the draft *Multiple Dwellings within Portion of Housing Opportunity Area 1 Local Planning Policy* should not proceed.**

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Jones, Chester, Fishwick, Hollywood and Poliwka.

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2agnPOLICY181001.pdf](#)

ITEM 3 DRAFT NON-RESIDENTIAL DEVELOPMENT IN THE RESIDENTIAL ZONE LOCAL PLANNING POLICY – CONSIDERATION FOLLOWING ADVERTISING

| | | |
|---------------------------------|---|---|
| WARD | All | |
| RESPONSIBLE DIRECTOR | Ms Dale Page Planning and Community Development | |
| FILE NUMBER | 106888, 101515 | |
| ATTACHMENTS | Attachment 1 | Draft <i>Non-Residential Development in the Residential Zone Local Planning Policy</i> - as advertised |
| | Attachment 2 | Draft <i>Non-Residential Development in the Residential Zone Local Planning Policy</i> – amended post advertising |
| | Attachment 3 | <i>Small Scale Renewable Energy Systems Policy</i> |
| | Attachment 4 | <i>Height of Non-Residential Buildings Local Planning Policy</i> |
| AUTHORITY / DISCRETION | Legislative - includes the adoption of local laws, planning schemes and policies. | |

PURPOSE

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

EXECUTIVE SUMMARY

At its meeting held on 10 October 2017 (CJ173-10/17 refers), Council considered the draft *Non-Residential Development in the Residential Zone Local Planning Policy* and resolved that it be advertised for public comment.

The draft policy was advertised from 9 November 2017 to 29 November 2017. One submission was received suggesting the need for public consultation on development applications as non-residential development could impact on traffic and parking issues. As a result of the submission, a modification is proposed to the draft policy to include a requirement that applications for new non-residential development, or applications proposing the existing development be intensified, will be advertised to adjoining and nearby landowners for a period of 14 days. A further submission received after the close of advertising, requested that the height limit for residential care facilities be increased to accurately reflect the realities of residential care facilities. However, the maximum building heights are based on the *Residential Design Codes*, and a modification to this policy is not considered necessary at this point in time.

Other minor modifications to the draft policy are proposed to align with the final version of *Local Planning Scheme No. 3* (LPS3) that has been approved by the Minister for Planning.

It is recommended that Council proceeds with the *Non-Residential Development in the Residential Zone Local Planning Policy*, with modifications.

BACKGROUND

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

During the preparation and Council's adoption of draft LPS3, it was proposed that all of the general development requirements be located within local planning policies, with the exception of the necessary 'head of power' provisions, for example, cash-in-lieu for car parking and the dual density code provisions (CJ005-02/16 refers).

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

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

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

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

At its meeting held on 10 October 2017 (CJ173-10/17 refers), Council resolved to proceed with the draft *Non-Residential Development in the Residential Zone Local Planning Policy* for the purpose of public advertising (Attachment 1 refers).

Prior to the approval of draft LPS3, the Minister for Planning required a number of modifications to the document, principally to further align LPS3 with the *Planning and Development (Local Planning Scheme) Regulations 2015* (LPS Regulations). The modifications were undertaken and LPS3 has now been approved by the Minister. LPS3 will become operational once it is published in the *Government Gazette*, which is anticipated to occur immediately following the Council meeting to be held on 16 October 2018.

DETAILS

The draft policy provides the development requirements for non-residential development in the 'Residential' zone and structure plan areas where the 'Residential' zone is applied (Attachment 2 refers). One of the changes required to draft LPS3 by the Minister for Planning was to remove the 'Special Residential' zone and to zone this land 'Residential'. References to the 'Special Residential' zone have therefore been removed from the draft policy.

The main provisions of the draft policy are outlined below.

Non-residential land uses

The draft *Non-Residential Development in the Residential Zone Local Planning Policy* only deals with non-residential land uses that are allowed in the 'Residential' zone and are not covered by other local planning policies, such as the *Consulting Rooms Local Planning Policy* and the *Child Care Premises Local Planning Policy*.

The modifications to LPS3 required by the Minister for Planning included changes to land uses that are not in accordance with the model provisions of the LPS Regulations. This included the removal of 'Land Sales Office (temporary)' and the replacement of the land uses 'Nursing Home' and 'Retirement Village' with a new land use 'Residential Aged Care Facility'.

The following land uses are included in the proposed final *Non-Residential Development in the Residential Zone Local Planning Policy*:

- Caravan Park.
- Civic Use.
- Home Store.
- Park Home Park.
- Residential Aged Care Facility.

Setbacks to buildings

The building setbacks for non-residential buildings in the current scheme are applied to all non-residential development, regardless of whether the development is located in a residential area. The non-residential building setbacks are large, being a nine metre front setback, six metre rear setback and three metre side setback.

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

Building height

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

Building design

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

Parking and access

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

Where DPS2 contained a car parking standard, this standard has been transposed to the new policy. The car parking requirement of '1 per 10 sites' for a 'Caravan Park' in DPS2 has been modified to also include one car bay for each caravan or chalet site. The parking standard for 'Residential Aged Care Facility' is the same as that proposed for 'Nursing Home' and 'Retirement Village'.

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

Landscaping

The proposed landscaping requirements are the same as DPS2 in regard to the percentage of landscaping required, being 8% of the site. However, DPS2 requires a minimum three metre wide landscaping strip along all street boundaries where a development has a car parking area abutting the street. There is no requirement for landscaping where a car parking area does not abut the street. The draft policy proposes a 1.5 metre wide landscaping strip adjacent to all streets regardless of whether there is a car parking area or not. A minimum size of 4m² for landscaped areas is included to ensure a usable area of land is provided.

Servicing

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

Small scale renewable energy systems

The provisions of the City's *Small Scale Renewable Energy Systems Policy* (Attachment 3 refers) have been incorporated into this draft policy. It is proposed that this policy be revoked because when the *Non-Residential Development in the Residential Zone Local Planning Policy* is finalised, the provisions will have been incorporated into all the individual zone-based policies.

Issues and options considered

One submission was received during the consultation period suggesting that public consultation is needed for non-residential development in the 'Residential' zone as it would have an impact on traffic and parking. One further submission was received following the close of the consultation period, requesting that the maximum height limits be increased to accommodate residential care facilities.

Response to submissions

Consultation requirements

In accordance with the respective local planning policies, new 'Child Care Premises' and 'Consulting Rooms' in the 'Residential' zone are required to be advertised to adjoining and nearby landowners. As indicated in the submission, it is therefore also considered appropriate to require other non-residential land uses in the 'Residential' zone (such as a 'Residential Aged Care Facility') to be advertised. Wording has been introduced into the draft policy to require all new applications for non-residential development, or the intensification of existing non-residential development, to be advertised to adjoining and nearby landowners for a period of 14 days.

Building height

A submission was received requesting that the maximum building height requirements accurately reflect the realities of residential care facilities, and / or for the policy to refer to the maximum number of storeys (for example three storeys) in-lieu of metres (for example nine metres). The submission was made on the basis that the typical wall height of a residential care facility is 3.6 metres per storey, rather than the maximum of three metres that is permitted by the *Residential Design Codes*. The submission provides the example of the wall height of a typical three-storey residential care facility being approximately 10.8 metres, however the draft policy could limit the wall height to nine metres.

The policy will be applicable to a number of non-residential land uses and not just residential care facilities and the provisions within the draft policy mirror those of the existing *Height of Non-Residential Buildings Local Planning Policy* (Attachment 4 refers). While the submitter's comments are noted, it is not possible to tailor the policy to cover all scenarios and site-specific circumstances. Rather, the policy outlines the minimum standards that are considered acceptable in a residential area, with the height in metres based on the standards within the *Residential Design Codes*. It is not considered appropriate to refer to the height limit in storeys, as the actual height that this would permit is not readily known.

It is acknowledged that specific sites or developments may demonstrate merit that would warrant departure from the provisions of the policy and the policy should not be seen as a barrier to the approval of appropriate development. However, the policy already provides for additional height for residential care facilities on larger sites in residential areas, beyond what is typically permitted (two storeys) for the majority of the City's residential areas, the typical two-storey limit for residential dwellings.

In the event that Council supports a modification to increase the height limits for residential care facilities, it is considered that further advertising of the policy would be appropriate.

Council has the option to:

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

Legislation / Strategic Community Plan / policy implications

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

Strategic Community Plan

Key theme Quality Urban Environment.

Objective Quality built outcomes.

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

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

Risk management considerations

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

To ensure a suitable transition to LPS3, the new scheme will come into effect when published in the *Government Gazette* following the Council meeting to be held on 16 October 2018. This will allow the draft policy to be considered by Council and come into operation at the same time as LPS3.

In the event that Council supports a modification to increase the height limits for residential care facilities and further advertising of the policy is considered appropriate, it would not be possible for the policy to come into effect until after the commencement of LPS3.

Financial / budget implications

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

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

The draft policy was advertised for public comment in accordance with the LPS Regulations from 9 November 2017, closing on 29 November 2017, by way of:

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

COMMENT

Overall, the proposed modifications to the draft policy are considered to be minor and it is therefore recommended that Council proceed with the *Non-Residential Development in the Residential Zone Local Planning Policy*, as modified. It is noted that the policy will come into effect when a notice is published in the local newspaper, which will occur once LPS3 comes into effect, anticipated to occur immediately following the Council meeting to be held on 16 October 2018.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Chester, **SECONDED** Cr Poliwka that Council:

- 1 in accordance with clause 4 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **PROCEEDS** with the *Non-Residential Development in the Residential Zone Local Planning Policy*, with modifications, as included in Attachment 1 to this Report;
- 2 **NOTES** that the policy will come into effect when published in the local newspaper;
- 3 **NOTES** the submissions received and **ADVISES** the submitters of its decision;
- 4 **REVOKES** the *Small Scale Renewable Energy Systems Policy*, as included as Attachment 3 to this Report;
- 5 **REVOKES** the *Height of Non-Residential Buildings Local Planning Policy*, as included as Attachment 4 to this Report.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Jones, Chester, Fishwick, Hollywood and Poliwka.

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3agn3POLICY181001.pdf](#)

ITEM 4 AMENDMENTS TO LOCAL PLANNING POLICIES FOLLOWING APPROVAL OF LOCAL PLANNING SCHEME NO. 3

| | |
|---------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Ms Dale Page Planning and Community Development |
| FILE NUMBER | 106157, 101289, 13048, 106279, 106237, 72584, 101515 |
| ATTACHMENTS | Attachment 1 <i>Commercial, Mixed Use and Service Commercial Zone Local Planning Policy</i> Attachment 2 <i>Consulting Rooms Local Planning Policy</i> Attachment 3 <i>Home Based Business Local Planning Policy</i> Attachment 4 <i>Light Industry Zone Local Planning Policy</i> Attachment 5 <i>Private Community Purposes Zone Local Planning Policy</i> Attachment 6 <i>Short-term Accommodation Local Planning Policy</i> Attachment 7 <i>Bed and Breakfast Accommodation Policy</i> |
| AUTHORITY / DISCRETION | Legislative - includes the adoption of local laws, planning schemes and policies. |

PURPOSE

For Council to consider proposed amendments to several local planning policies to align with the final *Local Planning Scheme No. 3* as approved by the Minister for Planning.

EXECUTIVE SUMMARY

During 2017, a number of local planning policies were developed which contain the general development requirements needed to implement *Local Planning Scheme No. 3* (LPS3).

Draft LPS3 was submitted to the Western Australian Planning Commission for final approval in June 2017. The Minister for Planning has recently advised that LPS3 has been approved. As a result, several of the adopted LPS3 policies need to be updated to align with the version of LPS3 as approved by the Minister.

The proposed amendments to the policies include the deletion of a number of land uses that are no longer included in LPS3, as well as the deletion of the 'Special Residential' zone. In addition, some minor formatting changes are proposed to ensure the policies are consistent with each other.

The proposed amendments to the policies are considered to be minor and do not alter the existing development provisions of the policies. It is therefore recommended that Council proceed with the amended local planning policies, without the need for advertising.

BACKGROUND

LPS3 does not contain development provisions, with the general development requirements being contained in local planning policies that were developed during 2017 and adopted by Council. The local planning policies do not come into effect until a notice is published in the local newspaper.

Prior to the approval of draft LPS3, the Minister for Planning required a number of modifications to the document, principally to further align LPS3 with the *Planning and Development (Local Planning Scheme) Regulations 2015* (LPS Regulations). The modifications were undertaken and LPS3 has now been approved by the Minister. LPS3 will become operational once it is published in the *Government Gazette*, which is anticipated to occur shortly after the Council meeting to be held on 16 October 2018.

DETAILS

Several of the adopted LPS3 related policies must be updated to align with the final version of LPS3 as approved by the Minister for Planning.

The proposed amendments to the policies include the deletion of the 'Special Residential' zone, as well as a number of land uses which are covered within the definition of other land uses. Deleted land uses include uses such as 'Auction Room', 'Place of Assembly', 'Bakery', 'Dry Cleaning Premises', 'Hardware Store', 'Laundrette', 'Laundry', 'Tattoo Studio', 'Display Home', 'Land Sales Office', 'Kindergarten', 'Nursing Home' and 'Retirement Village' (now 'Residential Aged Care').

In addition, some minor updates to the formatting is also proposed to ensure all policies are consistent.

The following policies previously adopted by Council are proposed to be updated as follows:

Commercial, Mixed Use and Service Commercial Zone Local Planning Policy (CJ059-04/17 refers)

- Deletion of reference to land uses that are no longer in LPS3.

Consulting Rooms Local Planning Policy (CJ057-04/17 refers)

- Deletion of reference to the 'Special Residential' zone.

Home-Based Business Local Planning Policy (CJ108-06/17 refers)

- Deletion of reference to the 'Special Residential' zone
- Minor modifications to ensure consistency with the other local planning policies.

Light Industry Zone Local Planning Policy (CJ061-04/17 refers)

- Deletion of reference to land uses that are no longer in LPS3 and the inclusion of a new 'Industry - Service' land use.

Private Community Purposes Zone Local Planning Policy (CJ060-04/17 refers)

- The 'Private Clubs, Institutions and Places of Worship' zone has been renamed the 'Private Community Purposes' zone.
- Deletion of reference to land uses that are no longer in LPS3 and inclusion of new land uses now in LPS3.

Short-term Accommodation Local Planning Policy (CJ058-04/17 refers)

- Minor modifications to ensure consistency with the other local planning policies.

Bed and Breakfast Accommodation Policy

Development provisions for 'Bed and Breakfast' have been included in the *Short-term Accommodation Local Planning Policy*, therefore the *Bed and Breakfast Accommodation Policy* (Attachment 7 refers) is no longer required and can be revoked.

Issues and options considered

Council has the option to:

- proceed with the amendments to the policies, with or without modification or
- not proceed with the amendments to the policies.

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

Planning and Development (Local Planning Scheme) Regulations 2015.
Local Planning Scheme No. 3.

Strategic Community Plan**Key theme**

Quality Urban Environment.

Objective

Quality built outcomes.

Strategic initiative

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

Policy

- *Commercial, Mixed Use and Service Commercial Zone Local Planning Policy.*
- *Consulting Rooms Local Planning Policy.*
- *Home-based Business Local Planning Policy.*
- *Light Industry Zone Local Planning Policy.*
- *Private Community Purposes Zone Local Planning Policy.*
- *Short-term Accommodation Local Planning Policy.*

Risk management considerations

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

To ensure a suitable transition to LPS3, the new scheme will come into effect when published in the *Government Gazette* following the Council meeting to be held on 16 October 2018. This timing of the commencement of the LPS3 will allow these amended policies to be considered by Council and then come into operation at the same time as LPS3.

Financial / budget implications

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

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

All the policies were previously advertised and any relevant submissions taken into consideration at that time.

The LPS Regulations allow a local government to make an amendment to a local planning policy if it is considered to be minor. Given the proposed amendments are principally to align the policies with LPS3 as approved by the Minister of Planning, the proposed amendments are considered to be minor and therefore advertising is not required.

COMMENT

The proposed amendments to the policies are considered to be minor and are principally required for alignment with LPS3. It is therefore recommended that Council proceed with the amended local planning policies. It is noted that the amended policies will come into effect when a notice is published in the local newspaper, which will occur once LPS3 comes into effect, anticipated to occur shortly after the Council meeting to be held on 16 October 2018.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Poliwka, **SECONDED** Cr Fishwick that Council:

- 1 in accordance with Clauses 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **PROCEEDS** with the amendments to the *Commercial, Mixed Use and Service Commercial Zone Local Planning Policy*, *Consulting Rooms Local Planning Policy*, *Home-based Business Local Planning Policy*, *Light Industry Zone Local Planning Policy*, *Private Community Purposes Zone Local Planning Policy*, and the *Short-term Accommodation Local Planning Policy*, as included in Attachments 1, 2, 3, 4, 5 and 6 to this Report;
- 2 **NOTES** that the above policies will come into effect when published in the local newspaper;
- 3 **REVOKES** the *Bed and Breakfast Accommodation Policy*, as included as Attachment 7 to this Report.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Jones, Chester, Fishwick, Hollywood and Poliwka.

Appendix 4 refers

To access this attachment on electronic document, click here: [Attach4agnPOLICY181001.pdf](#)

ITEM 5 INTERIM AMENDMENTS TO THE SIGNS POLICY

| | | |
|-------------------------------|--|--|
| WARD | All | |
| RESPONSIBLE DIRECTOR | Ms Dale Page Planning and Community Development | |
| FILE NUMBER | 01907, 101515 | |
| ATTACHMENTS | Attachment 1 | Draft <i>Signs Local Planning Policy</i> (tracked version) |
| | Attachment 2 | Draft <i>Signs Local Planning Policy</i> (non-tracked version) |
| AUTHORITY / DISCRETION | Legislative – includes the adoption of local laws, planning schemes and policies | |

PURPOSE

For Council to consider proposed amendments to the *Signs Policy* to align with the final *Local Planning Scheme No. 3* as approved by the Minister for Planning.

EXECUTIVE SUMMARY

Draft *Local Planning Scheme No. 3* (LPS3) was submitted to the Western Australian Planning Commission for final approval in June 2017. The Minister for Planning has recently advised that LPS3 has been approved. The new *Joondalup Activity Centre Plan* (JACP) will also commence operation at the same time as LPS3. As a result, the *Signs Policy* needs to be updated to align with the version of LPS3 as approved by the Minister and the new JACP.

The policy has been updated to reflect the zones contained within LPS3 and the precincts within the JACP, align the wording with LPS3 and reflect the repeal of the *Signs Local Law*. In addition, it is proposed to amend the policy to include the exemptions from the need to obtain development approval for minor signs, which were contained in *District Planning Scheme No. 2* (DPS2).

The interim modifications to this policy are only to ensure that the policy can be read in conjunction with LPS3 and the JACP. The proposed amendments to the policy are not a review of the development provisions of the policy and a detailed review of this policy and associated provisions will be undertaken in detail at a later date.

It is recommended that Council proceeds with the amended *Signs Local Planning Policy*.

BACKGROUND

The City's *Signs Policy* has been in operation since October 2009 and provides guidance on the permissible types and locations of signage within the City of Joondalup. The current policy controls types and sizes of signage throughout the City based on zoning as per the City's current scheme, DPS2, as well as designated precincts within the *Joondalup City Centre Development Plan and Manual* (JCCDPM).

Both DPS2 and the JCCDPM will be replaced by new documents recently approved by the State Government (LPS3 and the JACP respectively).

Zones contained within LPS3 are, in some instances, different to those in DPS2. Likewise, precincts within the JACP are different to those in the JCCDPM. Accordingly, the existing *Signs Policy* requires updates to align with these new zones and precincts.

In addition, the policy requires an update as a result of *Part 5 – Special Controls* and *Schedule 4 – Exempted Advertisements* which currently appears in DPS2, not being contained in LPS3.

Prior to the approval of LPS3, the Minister for Planning required a number of modifications to the document, principally to further align LPS3 with the *Planning and Development (Local Planning Scheme) Regulations 2015* (LPS Regulations). The modifications were undertaken and LPS3 has now been approved by the Minister. LPS3 will become operational once it is published in the *Government Gazette*, which will occur immediately following the Council meeting to be held on 16 October 2018.

DETAILS

The policy is proposed to be updated to include the exemption from the need for development approval for a range of minor signs and incorporate a number of design objectives for signs from DPS2. Changes have also been made to capture references to the new zones within LPS3 and the JACP precincts. The proposed amendments are shown as tracked changes to the current *Signs Policy* (Attachment 1 refers), with a non-tracked version (Attachment 2 refers).

Inclusion of the schedule of exempted signs from DPS2

Under DPS2, certain minor types of signs were exempt from the need for development approval, for example, property For Sale signs and signs within a building. The intent is for these minor signs to remain exempt from the need for development approval, however the clause that enables this will now to be in the *Signs Policy*, rather than LPS3, consistent with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Therefore, the *Signs Policy* is proposed to be updated with a new Section 4.4 that includes the list of exemptions that were contained in DPS2, with only minor modifications to ensure references read correctly.

Inclusion of objectives for signs from DPS2

Both DPS2 and the *Signs Policy* contain general objectives and design principles for signs, with a high degree of similarity between the provisions. Notwithstanding, it is proposed to include a number of the provisions from DPS2 into the *Signs Policy* to assist in ensuring that signs are of a high standard of design and not superfluous in number.

Modifications to zones

The applicable zones of Table 1 and Table 2 of the policy have been updated to reflect the zones within LPS3 and the precincts within the JACP, as follows:

| DPS2 zones and JCCDPM precincts | LPS3 zones and JACP precincts |
|--|--|
| <ul style="list-style-type: none"> Residential zone Rural zone Special Residential zone City North (JCCDPM) Lakeside (JCCDPM) | <ul style="list-style-type: none"> Residential Rural Residential - all precincts (JACP) |
| <ul style="list-style-type: none"> Business Zone Civic and Cultural Zone Commercial Zone Mixed-Use Zone Private Clubs and Recreation City North (JCCDPM) Northern Recreation (JCCDPM) | <ul style="list-style-type: none"> Private Community Purposes Commercial Service Commercial Mixed Use Learning and Innovation (JACP) Health and Wellness (JACP) Joondalup Edge (JACP) |
| <ul style="list-style-type: none"> Central Business District (JCCDPM) | <ul style="list-style-type: none"> City Centre (JACP) |
| <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM) Western Business District (JCCDPM) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP) |

Other minor updates

A number of other updates to the current policy are proposed as follows:

- Updating the policy name to *Signs Local Planning Policy* to reflect its adoption as a local planning policy.
- Removing references to the *Signs Local Law 1999* as this local law has been repealed and replaced with reference to the *Local Government and Public Property Local Law 2014*, as appropriate.
- Removing references to *District Planning Scheme No. 2* and replacing with *Local Planning Scheme No. 3* and the *Planning and Development (Local Planning Schemes) Regulations 2015*, as appropriate.
- Removing references to the *Joondalup City Centre Development Plan and Manual* and replacing with *Joondalup Activity Centre Plan* and updating wording of the provisions to remove references to JCCDPM precincts.

Issues and options considered

Council has the option to either:

- consider that the proposed amendments are minor and proceed with the policy, with or without modification
- consider that the proposed amendments to the policy are not minor and advertise the draft *Signs Local Planning Policy*, with or without modifications
or
- not proceed with the policy.

Legislation / Strategic Community Plan / policy implications

| | |
|--------------------|---|
| Legislation | <i>Planning and Development (Local Planning Schemes) Regulations 2015. Local Planning Scheme No. 3. Joondalup Activity Centre Plan.</i> |
|--------------------|---|

Strategic Community Plan

| | |
|-----------------------------|---|
| Key theme | Quality Urban Environment. |
| Objective | Quality built outcomes. |
| Strategic initiative | Buildings and landscaping is suitable for the immediate environment and reflect community values. |
| Policy | <i>Signs Policy.</i> |

Risk management considerations

A list of advertisements which are exempt from requiring an application for development approval under DPS2 are not contained within LPS3. Should the proposed amendments to the *Signs Policy* not be progressed, a range of minor signs will technically require planning approval which may lead to an increase in planning applications.

Financial / budget implications

The costs associated with the notice of any final adoption will be approximately \$180.

Reginal significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

The deemed provisions as set out in the LPS Regulations state that a local government may make an amendment to a local planning policy without advertising if, in the opinion of the local government, the amendment is a minor amendment.

The proposed amendments in this instance are to ensure that the policy includes the exemptions from requiring development approval for minor signs currently contained in DPS2 and aligns with the zones and precincts contained within LPS3 and JACP respectively.

These amendments are considered minor as they do not fundamentally change the requirements for signs within the City of Joondalup. Advertising is therefore not required.

COMMENT

It is considered that the proposed minor amendments to align the current *Signs Policy* with LPS3 and the JACP will ensure that the policy is consistent with these documents and that applications for development approval will not be required for signage that was previously listed as being exempt. The proposed amendments to the policy are not a review of the development provisions of the policy and a detailed review of this policy and associated provisions will be undertaken in detail at a later date.

It is therefore recommended that Council proceed with the amended *Signs Local Planning Policy*. It is noted that the amended policy will come into effect when a notice is published in the local newspaper, which will occur once LPS3 comes into effect, anticipated to occur immediately following the Council meeting to be held on 16 October 2018.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Hollywood, **SECONDED** Cr Fishwick that Council:

- 1** in accordance with Clauses 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **PROCEEDS** with the amendments to the *Signs Policy*, as included in Attachment 1 to this Report;
- 2** **NOTES** that the amended *Signs Local Planning Policy* will come into effect when published in the local newspaper.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Jones, Chester, Fishwick, Hollywood and Poliwka.

Appendix 5 refers

To access this attachment on electronic document, click here: [Attach5agnPOLICY181001.pdf](#)

ITEM 6 ACCESS AND EQUITY POLICY REVIEW

| | | |
|-------------------------------|---|---------------------------|
| WARD | All | |
| RESPONSIBLE DIRECTOR | Ms Dale Page Planning and Community Development | |
| FILE NUMBER | 89609, 101515 | |
| ATTACHMENTS | Attachment 1 | Access and Equity Policy |
| | Attachment 2 | Access and Inclusion Plan |
| AUTHORITY / DISCRETION | Legislative - includes the adoption of local laws, planning schemes and policies. | |

PURPOSE

For Council to revoke the *Access and Equity Policy* as part of the Policy Manual Review.

EXECUTIVE SUMMARY

The City's *Access and Equity Policy* was adopted by Council at its meeting held on 11 October 2005 (CJ206-10/05 refers) following the amalgamation of *Policy 6.2.1: Access to Information for People with Disabilities* and *Policy 6.2.2: Access to Council Services and Facilities for People with Disabilities, their Families and Carers*. The policy was last reviewed with minor amendments in 2012 and outlines the City's position on ensuring there is equitable access to the City's information, services and facilities for all residents.

Through section 28 of the *Disability Services Act 1993* the City is legislatively required to develop a *Disability Access and Inclusion Plan*, which outlines the City's actions and strategies for ensuring services, buildings and information are accessible to all community members. The implementation of the plan is reviewed on an annual basis with Council recently approving the *2018-2021 Access and Inclusion Plan* at its meeting held on 15 May 2018 (CJ071-05/18 refers). The plan was subsequently endorsed by the Disability Services Commission and published on the City's website.

As part of the 2018 Policy Manual Review, the *Access and Equity Policy* was highlighted for revocation, following amendments to Section 29A of the *Disability Services Act 1993* which mandates the City's *Access and Inclusion Plan* be made publicly available. Details contained within the *Access and Equity Policy* have now been duplicated and superseded by the review of the *Access and Inclusion Plan*.

It is therefore recommended that Council REVOKES the Access and Equity Policy, as shown in Attachment 1.

BACKGROUND

Access and Equity Policy

At its meeting held in June 1999 (CJ213-06/99 refers), Council adopted *Policy 6.2.1: Access to Information for People with Disabilities* and *Policy 6.2.2: Access to Council Services and Facilities for People with Disabilities, their Families and Carers*. These two policies detailed the City's commitment to providing equitable access to information on City functions, facilities, services and programs to all members of the community, including those with disabilities. In 2005, the two policies were recommended for amalgamation as part of the 2005 Policy Manual Review. At its meeting held on 11 October 2005 (CJ206-10/05 refers), Council subsequently endorsed *Policy 5-1 Access and Equity Policy*.

When the City's *2008-2011 Access and Inclusion Plan* was endorsed by Council at its meeting held on 18 December 2007 (CJ292-12/07 refers), the *Access and Equity Policy* was recommended for review to ensure alignment with the plan. Amendments included broadening the statement to include culturally and linguistically diverse communities and incorporating a list of matters for implementation and review in the details section of the policy. At its meeting held on 15 April 2008 (CJ052-04/08 refers), Council adopted the revised policy.

The policy was last reviewed with minor amendments in May 2012 as part of the 2012 Policy Manual Review (CJ093-05/12 refers). The policy has remained unchanged since this last review.

Access and Inclusion Plan

Section 28 of the *Disability Services Act 1993* states that all public authorities must have a disability access and inclusion plan to ensure their services, buildings and information are accessible for people with disabilities. Public authorities are required to review actions and strategies relating to access and lodge a review report with the Disability Services Commission.

The City has developed and implemented an *Access and Inclusion Plan* on an annual basis since 2008 and reviews the implementation of the plan every year. The plan outlines the City's actions and strategies for ensuring services, buildings and information are accessible to all community members, including those with disabilities or people that experience barriers to access and inclusion. Council most recently approved the *2018-2021 Access and Inclusion Plan* at its meeting held on 15 May 2018 (CJ071-05/18 refers), which was subsequently endorsed by the Disability Services Commission and published on the City's website.

DETAILS

The City's policies are reviewed to ensure their continued relevance and applicability. The *Access and Equity Policy* was identified as part of the 2018 Policy Manual Review.

Local Government Comparison

An analysis of other local government policies was undertaken to inform the review of the City's *Access and Equity Policy*. Of the 14 local governments considered, eight do not have a policy relating to disability access and inclusion.

The analysis confirms that all authorities have a *Disability Access and Inclusion Plan*, as required under the *Disability Services Act 1993*. Of the six local governments who have elected to exceed the legislative requirements and develop Access and Inclusion Plans rather than Disability Access and Inclusion Plans, only the City of Perth has a related policy. These policies and plans are summarised in the table below.

| Name of Local Government | Existing Policy | Plan Name |
|--------------------------|-----------------|---------------------------------------|
| City of Fremantle | No | Access and inclusion plan. |
| City of Stirling | No | Access and inclusion plan. |
| City of Wanneroo | No | Access and inclusion plan. |
| Town of Bassendean | No | Access and inclusion plan. |
| City of Nedlands | No | Access and inclusion plan. |
| City of Belmont | No | Disability Access and Inclusion Plan. |
| City of Canning | No | Disability Access and Inclusion Plan. |
| Town of Victoria Park | No | Disability Access and Inclusion Plan. |
| City of Perth | Yes | Access and inclusion plan. |
| City of Melville | Yes | Disability Access and Inclusion Plan. |
| City of Bayswater | Yes | Disability Access and Inclusion Plan. |
| City of Swan | Yes | Disability Access and Inclusion Plan. |
| City of Subiaco | Yes | Disability Access and Inclusion Plan. |
| Town of Vincent | Yes | Disability Access and Inclusion Plan. |

Reasons for Revocation

The *Access and Inclusion Plan* establishes a clear and transparent policy position for the City in relation to access and equity matters and therefore, the policy is considered unnecessary.

Issues and options considered

Council has the option to either:

- revoke the *Access and Equity Policy*, as shown in Attachment 1 to this Report
- suggest modifications to the *Access and Equity Policy*
or
- retain the *Access and Equity Policy* in its current format, as shown in Attachment 1 to this Report.

The recommended option is to revoke the *Access and Equity Policy*.

Legislation / Strategic Community Plan / policy implications

Legislation

Disability Services Act 1993.
Equal Opportunity Act 1994.
Disability Discrimination Act 1992 (Cwlth).
Carers Recognition Act 2004.

Strategic Community Plan

Key theme

Community Wellbeing.

Objective

Quality facilities.

Community spirit.

Community safety.

Strategic initiative

Understand the demographic context of local communities to support effective facility planning.

Employ facility design principles that will provide for longevity, diversity and inclusiveness and where appropriate, support decentralising the delivery of City services.

Promote and support the needs of disadvantaged communities.

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

Policy

Access and Equity Policy.

Community Consultation and Engagement Policy.

Risk management considerations

As the revised *2018-2021 Access and Inclusion Plan* details the City's position, strategies and actions supporting equitable access for any person, there is no risk to the community or the City in revoking the *Access and Equity Policy*.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The on-going review of the City's Policy Manual aims to increase consistency and relevance and reduce duplication and operational content. When the *Access and Equity Policy* was originally developed, it was the only publicly available document that established the City's policy position on access and inclusion.

The responsibilities of public authorities around planning for access and inclusion are now very clearly defined through the *Disability Services Act 1993* and the City has successfully integrated the review of actions and strategies into its planning framework. As such, the *Access and Equity Policy* is now considered unnecessary and the recently endorsed *2018-2021 Access and Inclusion Plan* will replace this policy as the City's public document and policy position on access and inclusion.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Poliwka, **SECONDED** Cr Chester that Council:

- 1** **NOTES** the *Access and Inclusion Plan* provided at Attachment 2 to this Report;
- 2** **REVOKES** the *Access and Equity Policy* provided as Attachment 1 to this Report.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Jones, Chester, Fishwick, Hollywood and Poliwka.

Appendix 6 refers

To access this attachment on electronic document, click here: [Attach6agnPOLICY181001.pdf](#)

URGENT BUSINESS

Nil.

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Nil.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 6.14pm; the following Committee Members being present at that time:

Cr Nige Jones
Cr John Chester
Cr Russ Fishwick, JP
Cr Kerry Hollywood
Cr Russell Poliwka

Payments to Employees in Addition to a Contract or Award Policy

City Policy

Responsible Directorate: Office of the Chief Executive Officer

Objective: To give effect to Section 5.50 of the *Local Government Act 1995* in relation to the payment of employees in addition to a contract or award upon leaving the organisation.

1. Authority:

This Policy has been prepared pursuant to Section 5.50 of the *Local Government Act 1995*.

2. Application:

This Policy applies to all employees except those designated as senior employees, in which case the terms of the Contract of Employment and relevant legislation shall apply.

3. Definitions:

“redundancy” means a situation where the employer no longer requires a specific position to be performed by a person(s) because of changes in the operational requirements of the organisation.

“voluntary severance” means a financial payment made to a person who voluntarily chooses to end their employment in a situation where surplus positions within the organisation are identified.

“senior employee” means all employees holding the position of Chief Executive Officer and/or Director in accordance with Section 5.37 of the *Local Government Act 1995* (as amended).

4. Statement:

To give effect to Section 5.50 of the *Local Government Act 1995*, the following details shall apply.

5. Details:

5.1. General Legislative Compliance:

When finalising redundancy or voluntary severance packages, the consideration of payments in addition to existing entitlements under a contract, award or agreement will be determined by the Chief Executive Officer in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996*.

This would establish:

- a maximum additional entitlement of \$5,000 for circumstances relating to a redundancy; and
- a maximum entitlement of a person's annual remuneration ~~at the time~~ for circumstances relating to voluntary severance.

5.2. Eligibility Criteria:

A person's eligibility for such payments will be based on the following criteria:

- The person has been in the employment of the organisation for a continuous period of over ten years; and
- Performance records demonstrate a commendable or outstanding level of performance throughout the duration of the person's employment to the satisfaction of the Chief Executive Officer.

5.3. Payment Calculation:

Additional payments will be calculated based on:

- In the case of voluntary severance, two weeks' pay for each completed year of service.
- In the case of redundancy at the discretion of the Chief Executive Officer based on the eligibility criteria to the maximum allowable of \$5,000.
- For an annual salary, the cash component will be adjusted to recognise motor vehicle usage in accordance with the current formula contained within the most recent Award.

5.4. Other Employment-Related Court Actions and/or Matters:

The City may pay a severance payment to an employee in settlement of a claim where an employee or former employee has, or proposes to, take action or make a claim under any relevant employment legislation. Any such decision will be made in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996*.

Creation Date: October 2005

Formerly:

- *Council Vehicles — Mayor and Council Offices Policy*
- *Employment Policy*
- *Equal Employment Opportunity Policy*
- *Payment to Employees in Addition to Contract or Award Policy*
- *Selective Voluntary Severance Policy*
- *Staff Uniforms Policy*

Amendments: CJ206-10/05, CJ035-03/13

Related Documentation:

- *Equal Opportunity Act 1984*
- *Fair Work Act 2009*
- *Local Government Act 1995*
- *Workers Compensation and Injury Management Act 1981*

Payments to Employees in Addition to a Contract or Award Policy

City Policy

Responsible Directorate: Office of the Chief Executive Officer

Objective: To give effect to Section 5.50 of the *Local Government Act 1995* in relation to the payment of employees in addition to a contract or award upon leaving the organisation.

1. Authority:

This Policy has been prepared pursuant to Section 5.50 of the *Local Government Act 1995*.

2. Application:

This Policy applies to all employees except those designated as senior employees, in which case the terms of the Contract of Employment and relevant legislation shall apply.

3. Definitions:

“redundancy” means a situation where the employer no longer requires a specific position to be performed by a person(s) because of changes in the operational requirements of the organisation.

“voluntary severance” means a financial payment made to a person who voluntarily chooses to end their employment in a situation where surplus positions within the organisation are identified.

“senior employee” means all employees holding the position of Chief Executive Officer and/or Director in accordance with Section 5.37 of the *Local Government Act 1995* (as amended).

4. Statement:

In order to give effect to Section 5.50 of the *Local Government Act 1995*, the following shall apply.

5. Details:

5.1. General Legislative Compliance:

When finalising redundancy or voluntary severance packages, the consideration of payments in addition to existing entitlements under a contract, award or agreement will be determined by the Chief Executive Officer in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996*.

This would establish:

- a maximum additional entitlement of \$5,000 for circumstances relating to a redundancy; and
- a maximum entitlement of a person's annual remuneration at the time.

5.2. Eligibility Criteria:

A person's eligibility for such payments will be based on the following criteria:

- The person has been in the employment of the organisation for a continuous period of over ten years.
- Performance records demonstrate a commendable or outstanding level of performance throughout the duration of the person's employment to the satisfaction of the Chief Executive Officer.

5.3. Assessment Criteria:

Additional payments will be calculated on the basis of:

- Two weeks pay for each completed year of service.
- For an annual salary, the cash component will be adjusted to recognise motor vehicle usage in accordance with the current formula contained within the most recent Award.

5.4. Other Employment-Related Court Actions and/or Matters:

The City may pay a severance payment to an employee in settlement of a claim where an employee or former employee has, or proposes to, take action or make a claim under any relevant employment legislation. Any such decision will be made in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996*.

Creation Date: October 2005

Formerly:

- *Council Vehicles — Mayor and Council Offices Policy*
- *Employment Policy*
- *Equal Employment Opportunity Policy*
- *Payment to Employees in Addition to Contract or Award Policy*
- *Selective Voluntary Severance Policy*
- *Staff Uniforms Policy*

Amendments: CJ206-10/05, CJ035-03/13

Related Documentation:

- *Equal Opportunity Act 1984*
- *Fair Work Act 2009*
- *Local Government Act 1995*
- *Workers Compensation and Injury Management Act 1981*

Multiple Dwellings Within Portion of Housing Opportunity Area 1 Local Planning Policy

Responsible Directorate: Planning and Community Development

Objectives:

- To ensure that the form of residential development within the specified area of Housing Opportunity Area 1 protects and retains the existing character and residential amenity of the area.

1. Authority:

This policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area, and Part 7 of the *Residential Design Codes of Western Australia (R-Codes)*.

2. Application:

This policy applies to the area of Housing Opportunity Area 1 bounded by the Mitchell Freeway, Warwick Road, Davallia Road and Beach Road, Duncraig.

3. Definitions:

“**Housing Opportunity Area 1**” means the area as outlined in the City of Joondalup *Local Housing Strategy*.

4. Details:

- 4.1 Development applications for multiple dwellings within the application area will not be approved unless:

- a. the proposed development meets the deemed-to-comply provisions of Part 5 of the R-Codes and any replacement deemed-to-comply provisions for Housing Opportunity Areas within Table 1 of the *Residential Development Local Planning Policy*.
- b. building height does not exceed that outlined in Table 3 Category B of the R-Codes.

Creation Date: <mmmm yyyy (adopted by Council)>

Amendments:

Related Documentation:

- *State Planning Policy 3.1: Residential Design Codes of Western Australia*
- *Residential Development Local Planning Policy*

Non-residential Development in the Residential Zone Local Planning Policy

Responsible Directorate: Planning and Community Development

Objectives:

- To provide development standards for non-residential development in the Residential Zone.
- To ensure that non-residential development is compatible with and complements the character of the surrounding residential area.
- To ensure that non-residential development does not have a negative impact on the surrounding residential amenity.

1. Authority:

This policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application:

This policy applies to all non-residential development (not covered by other local planning policies) in the 'Residential' and 'Special Residential' zones and the 'Urban Development' zone where the applicable structure plan applies the 'Residential' zone.

3. Definitions:

“non-residential development” means development to which the *Residential Design Codes* (R-Codes) do not apply.

“external fixtures” means utilities, equipment, plant or other structures necessary for a building to achieve efficient, comfortable operating outcomes and may include rainwater storage tanks, air conditioning units, communication, power and water infrastructure, letterboxes or other fixtures necessary for the use of the building.

“height” when used in relation to a building, means the maximum vertical distance between natural ground level and the finished roof height directly above.

“landscape, landscaping or landscaped” means land developed with garden beds, shrubs and trees, or by the planting of lawns, and includes such features as rockeries or ornamental ponds.

“small scale renewable energy system” means a solar energy system of up to 100 kilowatts capacity or a small wind energy system of up to 10 kilowatts capacity.

“solar energy system” means a system which converts energy from the sun into useable electrical energy, heats water or produces hot air or a similar function through the use of solar panels.

“wind energy system” means equipment that converts and then stores or transfers energy from the wind into usable forms of energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other component used in the system.

4. Details:

4.1. Building Setbacks:

- a. Building setbacks are to be in accordance with Part 5 of the R-Codes, with the exception of the following:

| R-Code | Minimum Primary Street Setback Distance | Minimum Secondary Street Setback Distance |
|---------------|---|---|
| R5 | 12 metres | 6 metres |
| R20 and R25 | 6 metres | 1.5 metres |
| R30 and above | 4 metres | 1.5 metres |

4.2. Building Height:

- a. The maximum building height as measured from the natural ground level is to be in accordance with the following table:

| Land Use | Maximum Building Height | | |
|--|-------------------------|---------------------------------------|---------------------|
| | Top of external wall | Top of external wall (concealed roof) | Top of pitched roof |
| Nursing Home, Retirement Village on a lot of 5,000m ² or more coded R40 or lower | 9 metres | 10 metres | 12 metres |
| Nursing Home, Retirement Village on a lot of 5,000m ² or more coded R50 or higher | 12 metres | 13 metres | 15 metres |
| All other non-residential land uses | 6 metres | 7 metres | 9 metres |

4.3. Building Design:

- a. Development is to be in accordance with the following requirements:

| Design Element | Development Standard |
|----------------|--|
| (a) Appearance | (i) The building must be of residential appearance, in keeping with the surrounding environment, and not detract from the amenity of adjoining properties. |

4.4. Parking and Access:

4.4.1. Car Parking Standard

- a. Car parking bays are to be provided in accordance with the following table:

| Use Class | Number of on-site parking bays |
|-------------------------------|---|
| Caravan Park | 1 bay per site/chalet plus 1 visitor bay per 10 sites |
| Civic Use | 1 per 4 people accommodated |
| Home Store | 1 per 25m ² NLA |
| Land Sales Office (Temporary) | 5 per Land Sales Office |
| Nursing Home | 1 per 5 beds plus 1 per employee |
| Park Home Park | 1 bay per park home plus 1 visitor bay per 10 park homes |
| Retirement Village | 1 per unit plus 1 visitor bay per 10 units plus 1 per non-resident staff member |

4.4.2. Car Parking Location and Design

- a. Car park access and design is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-----------------------|--|
| (a) Car park location | (i) All car parking is to be provided on-site; verge parking is not permitted. (ii) Car parks should, where practicable, be located at the rear of the building and the location clearly sign-posted. |
| (b) Car park design | (i) Car parks shall be designed in accordance with Australian Standards AS 2890.1 and/or AS 2890.2 as amended from time to time. (ii) Tandem car parking will be considered for employee parking only and must be clearly designated as such. |
| (c) Vehicle access | (i) The number of crossovers should be kept to the minimum to provide efficient ingress and egress. (ii) Vehicles are required to enter and exit the site in forward gear. |
| (d) Pedestrian access | (i) A footpath must be provided from the car park and the street to the building entrance. |

4.5. Landscaping:

- a. Landscaping is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-------------------|---|
| (a) % landscaping | (i) A minimum of 8% of the area of a lot shall be landscaped. (ii) The landscaped area shall include a minimum strip of 1.5 metres wide adjacent to all street boundaries. |
| (b) Size | (i) Any landscaped area shall have a minimum width of 1.0 metre and distributed in areas of not less than 4.0 square metres. |
| (c) Shade trees | (i) Shade trees shall be provided and maintained in uncovered car parks at the rate of one tree for every four car parking bays. |

4.6. Fencing

- a. Any fence located in the street setback is to be in accordance with the requirements of the *Residential Design Codes (R-Codes)* and the City's *Residential Development Local Planning Policy* or any relevant structure plan or local development plan.

4.7. Servicing

- a. Services should be screened from view, and located at the rear of the building where practicable. Servicing is to be in accordance with the following requirements:

| Provision | Development Requirement |
|-----------------------|---|
| (a) Bin storage areas | (i) Bin storage areas must be screened from view by a wall not less than 1.8 metres in height, constructed of brick, masonry or other approved material. (ii) Bin storage areas must be accessible to waste collection vehicles and not adversely affect car parking and vehicular or pedestrian access. |
| (b) External fixtures | (i) External fixtures must be screened from view from the street through building design and located on the roof, basement or at the rear of the building. |
| (c) Lighting | (i) To minimise the negative impacts of lighting, lighting is to be installed in accordance with Australian Standard AS 4282. |

4.8. Sea Containers

The location and use of sea containers should not detract from the amenity, character and streetscape of an area.

- a. The permanent use of a sea container is to be in accordance with the following requirements, demonstrated through an application for development approval:

| Provision | Development Requirement |
|----------------|--|
| (a) Visibility | (i) The sea container must not be visible from any street. (ii) The sea container must be clad with materials and is a colour that matches, or is complementary to, the materials and colour of the existing buildings on the property. |

- b. The temporary use of a sea container can be considered in accordance with the following requirements:
- i. The sea container is only used in conjunction with building construction or subdivision work that is occurring or approved to occur on the subject site, up to a maximum of 12 months; or
 - ii. The sea container is only used for the loading or unloading of goods that is occurring on the subject site up to a maximum of 7 days; and
 - iii. The sea container is positioned so as not to obscure vehicle sightlines.
 - iv. A formal request is received and a letter is issued from the City approving the temporary nature of the sea container, and its period of use, in accordance with the provisions of subclause 61(1)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
 - v. Clause iv. above does not apply if the sea container is in place for less than 48 hours.

4.9. Small scale renewable energy systems

- a. The development of small scale renewable energy systems is encouraged in order to reduce the production of greenhouse gas emissions. Small scale renewable energy systems are to be in accordance with the following requirements:

| Provision | Development Requirement |
|-------------------------|--|
| (a) Solar energy system | (i) Solar energy systems must be integrated into the overall design of the building and located on rooftops so as not to detract from the building itself or impose on the existing streetscape. |
| (b) Wind energy system | <ul style="list-style-type: none"> (i) The system must be well setback from any overhead power lines. (ii) The turbine system must be fitted with an automatic and manual braking system or an over-speed protection device. (iii) Unless colour-matched to the supporting roof, the wind energy system and any tower structure must remain painted or finished in the colour or finish applied by the manufacturer. (iv) No signage, other than the manufacturer's or installer's identification, shall be attached to the system. (v) Any electrical components and wires associated with a small wind energy system must not be visible from the street. (vi) The system must not be located on a property/building on the City's Heritage List. (vii) A maximum of 1 turbine per lot is permitted. (viii) Turbines are not permitted on lots less than 350m². (ix) The maximum height of a pole mounted system is 5m above natural ground level. (x) The minimum clearance of a pole mounted system is 3m from natural ground level. (xi) The maximum height of a roof mounted system is 3m above the roofline. (xii) The maximum blade diameter is 2m. |

| | |
|--|--|
| | <p>(xiii) Not permitted between the building and street.</p> <p>(xiv) A pole mounted system must be setback from side and rear boundaries not less than the total height of the wind energy system,</p> <p>(xv) A roof mounted system must be setback a minimum of 7.5m from a major opening of an adjoining building.</p> |
|--|--|

Creation Date: <mmmm yyyy (adopted by Council)>

Amendments:

Related Documentation: • *City of Joondalup Local Planning Scheme No. 3*

Non-residential Development in the Residential Zone Local Planning Policy

Responsible Directorate: Planning and Community Development

Objectives:

- To provide development standards for non-residential development in the Residential Zone.
- To ensure that non-residential development is compatible with and complements the character of the surrounding residential area.
- To ensure that non-residential development does not have a negative impact on the surrounding residential amenity.

1. Authority:

This policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application:

This policy applies to all non-residential development (not covered by other local planning policies) in the 'Residential' ~~and 'Special Residential'~~ zones and the 'Urban Development' zone where the applicable structure plan applies the 'Residential' zone.

3. Definitions:

“non-residential development” means development to which the *Residential Design Codes* (R-Codes) do not apply.

“external fixtures” means utilities, equipment, plant or other structures necessary for a building to achieve efficient, comfortable operating outcomes and may include rainwater storage tanks, air conditioning units, communication, power and water infrastructure, letterboxes or other fixtures necessary for the use of the building.

“height” when used in relation to a building, means the maximum vertical distance between natural ground level and the finished roof height directly above.

“landscape, landscaping or landscaped” means land developed with garden beds, shrubs and trees, or by the planting of lawns, and includes such features as rockeries or ornamental ponds.

“small scale renewable energy system” means a solar energy system of up to 100 kilowatts capacity or a small wind energy system of up to 10 kilowatts capacity.

“solar energy system” means a system which converts energy from the sun into useable electrical energy, heats water or produces hot air or a similar function through the use of solar panels.

“wind energy system” means equipment that converts and then stores or transfers energy from the wind into usable forms of energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other component used in the system.

4. Details:

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| R-Code | Minimum Primary Street Setback Distance | Minimum Secondary Street Setback Distance |
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4.2. Building Height:

- a. The maximum building height as measured from the natural ground level is to be in accordance with the following table:

| Land Use | Maximum Building Height | | |
|---|-------------------------|---------------------------------------|---------------------|
| | Top of external wall | Top of external wall (concealed roof) | Top of pitched roof |
| Nursing Home, Retirement Village Residential Aged Care Facility on a lot of 5,000m ² or more coded R40 or lower | 9 metres | 10 metres | 12 metres |
| Nursing Home, Retirement Village Residential Aged Care Facility on a lot of 5,000m ² or more coded R50 or higher | 12 metres | 13 metres | 15 metres |
| All other non-residential land uses | 6 metres | 7 metres | 9 metres |

4.3. Building Design:

- a. Development is to be in accordance with the following requirements:

| Design Element | Development Standard |
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| (a) Appearance | (i) The building must be of residential appearance, in keeping with the surrounding environment, and not detract from the amenity of adjoining properties. |

4.4. Parking and Access:

4.4.1. Car Parking Standard

- a. Car parking bays are to be provided in accordance with the following table:

| Use Class | Number of on-site parking bays |
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| Caravan Park | 1 bay per site/chalet plus 1 visitor bay per 10 sites |
| Civic Use | 1 per 4 people accommodated |
| Home Store | 1 per 25m ² NLA |
| Land Sales Office (Temporary) | 5 per Land Sales Office |
| Nursing Home | 1 per 5 beds plus 1 per employee |
| Park Home Park | 1 bay per park home plus 1 visitor bay per 10 park homes |
| Retirement Village Residential Aged Care Facility | 1 per unit plus 1 visitor bay per 10 units plus 1 per non-resident staff member 1 per 5 beds plus 1 per staff member on duty |

4.4.2. Car Parking Location and Design

- a. Car park access and design is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-----------------------|--|
| (a) Car park location | (i) All car parking is to be provided on-site; verge parking is not permitted. (ii) Car parks should, where practicable, be located at the rear of the building and the location clearly sign-posted. |
| (b) Car park design | (i) Car parks shall be designed in accordance with Australian Standards AS 2890.1 and/or AS 2890.2 as amended from time to time. (ii) Tandem car parking will be considered for employee parking only and must be clearly designated as such. |
| (c) Vehicle access | (i) The number of crossovers should be kept to the minimum to provide efficient ingress and egress. (ii) Vehicles are required to enter and exit the site in forward gear. |
| (d) Pedestrian access | (i) A footpath must be provided from the car park and the street to the building entrance. |

4.5. Landscaping:

- a. Landscaping is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-------------------|---|
| (a) % landscaping | (i) A minimum of 8% of the area of a lot shall be landscaped. (ii) The landscaped area shall include a minimum strip of 1.5 metres wide adjacent to all street boundaries. |
| (b) Size | (i) Any landscaped area shall have a minimum width of 1.0 metre and distributed in areas of not less than 4.0 square metres. |
| (c) Shade trees | (i) Shade trees shall be provided and maintained in uncovered car parks at the rate of one tree for every four car parking bays. |

4.6. Fencing

- a. Any fence located in the street setback is to be in accordance with the requirements of the *Residential Design Codes (R-Codes)* and the City's *Residential Development Local Planning Policy* or any relevant structure plan or local development plan.

4.7. Servicing

- a. Services should be screened from view, and located at the rear of the building where practicable. Servicing is to be in accordance with the following requirements:

| Provision | Development Requirement |
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| (a) Bin storage areas | (i) Bin storage areas must be screened from view by a wall not less than 1.8 metres in height, constructed of brick, masonry or other approved material. (ii) Bin storage areas must be accessible to waste collection vehicles and not adversely affect car parking and vehicular or pedestrian access. |
| (b) External fixtures | (i) External fixtures must be screened from view from the street through building design and located on the roof, basement or at the rear of the building. |
| (c) Lighting | (i) To minimise the negative impacts of lighting, lighting is to be installed in accordance with Australian Standard AS 4282. |

4.8. Sea Containers

The location and use of sea containers should not detract from the amenity, character and streetscape of an area.

- a. The permanent use of a sea container is to be in accordance with the following requirements, demonstrated through an application for development approval:

| Provision | Development Requirement |
|----------------|--|
| (a) Visibility | (i) The sea container must not be visible from any street. (ii) The sea container must be clad with materials and is a colour that matches, or is complementary to, the materials and colour of the existing buildings on the property. |

- b. The temporary use of a sea container can be considered in accordance with the following requirements:
- i. The sea container is only used in conjunction with building construction or subdivision work that is occurring or approved to occur on the subject site, up to a maximum of 12 months; or
 - ii. The sea container is only used for the loading or unloading of goods that is occurring on the subject site up to a maximum of 7 days; and
 - iii. The sea container is positioned so as not to obscure vehicle sightlines.
 - iv. A formal request is received and a letter is issued from the City approving the temporary nature of the sea container, and its period of use, in accordance with the provisions of subclause 61(1)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
 - v. Clause iv. above does not apply if the sea container is in place for less than 48 hours.

4.9. Small scale renewable energy systems

- a. The development of small scale renewable energy systems is encouraged in order to reduce the production of greenhouse gas emissions. Small scale renewable energy systems are to be in accordance with the following requirements:

| Provision | Development Requirement |
|-------------------------|--|
| (a) Solar energy system | (i) Solar energy systems must be integrated into the overall design of the building and located on rooftops so as not to detract from the building itself or impose on the existing streetscape. |
| (b) Wind energy system | <ul style="list-style-type: none"> (i) The system must be well setback from any overhead power lines. (ii) The turbine system must be fitted with an automatic and manual braking system or an over-speed protection device. (iii) Unless colour-matched to the supporting roof, the wind energy system and any tower structure must remain painted or finished in the colour or finish applied by the manufacturer. (iv) No signage, other than the manufacturer's or installer's identification, shall be attached to the system. (v) Any electrical components and wires associated with a small wind energy system must not be visible from the street. (vi) The system must not be located on a property/building on the City's Heritage List. (vii) A maximum of 1 turbine per lot is permitted. (viii) Turbines are not permitted on lots less than 350m². (ix) The maximum height of a pole mounted system is 5m above natural ground level. (x) The minimum clearance of a pole mounted system is 3m from natural ground level. (xi) The maximum height of a roof mounted system is 3m above the roofline. (xii) The maximum blade diameter is 2m. |

| | |
|--|---|
| | (xiii) Not permitted between the building and street. (xiv) A pole mounted system must be setback from side and rear boundaries not less than the total height of the wind energy system, (xv) A roof mounted system must be setback a minimum of 7.5m from a major opening of an adjoining building. |
|--|---|

4.10. Public consultation:

- a. Applications for new non-residential development, or applications where the existing non-residential development is proposed to be intensified, will be advertised for public comment for a period of 14 days by way of letters to adjoining and nearby landowners.

Creation Date: <mmmm yyyy (adopted by Council)>

Amendments:

Related Documentation:

- *City of Joondalup Local Planning Scheme No. 3*

Small Scale Renewable Energy Systems Policy

City Policy

Responsible Directorate: Planning and Community Development

Objective: To establish criteria for the development of small scale renewable energy systems on land or buildings within the City.

1. Authority:

This Policy has been prepared in accordance with Clause 8.11 of the *City of Joondalup District Planning Scheme No. 2*, which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

2. Application:

This Policy shall apply to the installation of all small scale renewable energy systems within the City of Joondalup.

3. Definitions:

“solar energy system” means a system which converts energy from the sun into useable electrical energy, heats water or produces hot air or a similar function through the use of solar panels.

“small scale renewable energy system” means a solar energy system of up to 100 kilowatts capacity or a small wind energy system of up to 10 kilowatts capacity.

“total height” means the vertical distance from natural ground level to the tip of a wind generator blade when the tip is at its highest point.

“wind energy system” means equipment that converts and then stores or transfers energy from the wind into usable forms of energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other component used in the system.

4. Statement:

The City supports and encourages the use of small scale renewable energy systems on land or buildings within its district in order to reduce the production of greenhouse gas emissions at a household level.

In doing so, it also seeks to balance and protect the quality of the streetscape and amenity (particularly visual and acoustic amenity) of adjoining properties from the impact of these technologies.

5. Details:

5.1. Solar Energy System:

5.1.1.Approvals Required:

- a. An *Application for Planning Approval* is required for a solar energy system installation, except where it is installed on a dwelling in a Residential Zone.
- b. A Building Permit is not required for the installation of a solar energy system. However, it remains the property owner's duty of care to ensure that any installation does not impact on the structural integrity of the building on which it is installed or any other structure.

5.1.2.Development Provisions:

Where development is not subject to the provisions of the *Residential Design Codes of Western Australia*, solar energy systems should be designed and positioned on rooftops so as not to detract from the building itself or impose on the existing streetscape.

5.2. Wind Energy System:

5.2.1.Approvals Required:

- a. An *Application for Planning Approval* is required for all wind energy system installations.
- b. A Building Permit is required for the installation of any wind energy system.

5.2.2.Development Provisions:

All wind energy systems are to comply with the general provisions listed below and the development standards provided in Table 1.

- a. The system must be well setback from any overhead power lines.
- b. The turbine system must be fitted with an automatic and manual braking system or an over-speed protection device.
- c. Unless colour-matched to the supporting roof, the wind energy system and any tower structure must remain painted or finished in the colour or finish applied by the manufacturer.

- d. No signage, other than the manufacturer's or installer's identification, shall be attached to the system.
- e. Any electrical components and wires associated with a small wind energy system must not be visible from the street.
- f. The system must not be located on a property/building on the City's Heritage List.

5.2.3. Compliance with Other Legislation:

- a. All wind energy systems are required to comply with the *Environmental Protection (Noise) Regulations 1997*. In addition, wind energy systems that connect to the electric utility supply must comply with the requirements of the relevant public authorities.
- b. Manufacturer's specifications and a statement demonstrating compliance with the *Environmental Protection (Noise) Regulations 1997* must be submitted with the *Application for Planning Approval*.

5.3. Advertising:

- a. *Applications for Planning Approval* that do not comply with this Policy will require consultation with adjoining property owners likely to be affected by the proposal for a minimum period of 21 days prior to the determination of the Application. Consultation will include neighbours on the opposite side of the street where the structure may be visible from the street and will be undertaken by the City.
- b. Where planning approval is granted for development that complies with this Policy, the owners of adjoining properties will be notified of the approved development in writing.

5.4. Variations:

Where a proposal does not meet the specific requirements of this Policy, the applicant is to provide appropriate justification, and the proposal will be considered in accordance with the objectives of this Policy.

| | |
|-------------------------------|---|
| Creation Date: | March 2011 |
| Amendments: | CJ041-03/11, CJ112-06/13 |
| Related Documentation: | <ul style="list-style-type: none"> • <i>City of Joondalup District Planning Scheme No. 2</i> • <i>Environmental Protection (Noise) Regulations 1997</i> • <i>Local Government Act 1995</i> • <i>Residential Design Codes of Western Australia</i> |

Table 1. Development Standards

| | Applicable Zones | |
|--|---|--|
| | <ul style="list-style-type: none"> Residential Zones Special Residential Zones Single and Grouped Dwellings in City North Lakeside District of the Joondalup City Centre | <ul style="list-style-type: none"> All other Zones |
| Number of turbines | max. 1 per lot | max. 1 per 1,000 m ² of lot area |
| Minimum lot size | 350 m ² | 1,000 m ² |
| Nameplate capacity | max. 2 kW | unlimited |
| Height | <p>Pole Mounted max. 5 m total height above natural ground level min 3 m blade clearance from natural ground level</p> <p>Roof Mounted max. total height 3 m above roofline if mounted on a single-storey dwelling min. 1 m clearance above roofline not permitted on dwellings 2 storeys or more</p> | <p>Pole Mounted max. 10 m total height above natural ground level</p> <p>Roof Mounted max. total height 7.5 m above roofline</p> |
| Diameter | max. blade diameter 2 m | max. blade diameter 5.5 m |
| Boundary setbacks (street) | not permitted between the building and the street alignment | not permitted between the building and the street alignment |
| Boundary setbacks (side and rear) | <p>Pole Mounted setback from boundaries is not less than the total height of the wind energy system</p> <p>Roof Mounted no min. setback from boundary; however, wind energy system to be located a minimum of 7.5 m from major opening of adjoining dwelling</p> | <p>Pole Mounted setback from boundaries is not less than half of the total height of the wind energy system</p> <p>Roof Mounted no min. setback from boundary; however, wind energy system to be located a minimum of 7.5 m from major opening of adjoining building</p> |

Height of Non-Residential Buildings Local Planning Policy

City Policy

Responsible Directorate: Planning and Community Development

1. Purpose:

The purpose of this policy is to set provisions for the height of non-residential buildings in the City of Joondalup.

2. Objective:

The objective of this policy is to ensure that the height of non-residential buildings is appropriate to the context of any development site and sympathetic to the desired character, built form and amenity of the surrounding area.

3. Authority:

This Policy has been prepared under and in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

4. Application:

This policy applies to all non-residential buildings, including buildings on local reserves, however does not apply to non-residential buildings on land:

- a. included as a Reserve under the Metropolitan Region Scheme
- b. subject to an approved structure plan (including structure plans for the Joondalup City Centre), activity centre plan, or local development plan, where relevant height provisions are included.

This policy does not apply to buildings, including mixed-use developments, to which the Residential Design Codes of Western Australia (R-Codes) apply.

5. Definitions:

“**Coastal area**” means land within 300 metres of the horizontal shoreline datum of a coast, as defined within State Planning Policy 2.6 State Coastal Planning Policy.

“**Height**” when used in relation to a building, means:

- a. if the building is used for residential purposes, has the meaning given in the Residential Design Codes; or
- b. if the building is used for purposes other than residential purposes, means the maximum vertical distance between the natural ground level and the finished roof height directly above.

“Minor and incidental development” for the purposes of this policy includes:

- c. Maintain or improve water quality of surface and groundwater resources.
- d. development for the purpose of allowing access or the provision of services or infrastructure that would not prejudice future development outcomes;
- e. change of use applications;
- f. minor modifications to existing buildings;
- g. minor modifications to car parking;
- h. signage;
- i. changes to landscaping;
- j. patio, verandah, shade sail, portico or outbuilding additions to an existing development.

“Non-residential building” means a building to which the R-Codes do not apply.

“Non-residential coastal sites” for the purposes of this policy includes the following sites, or lots created from these sites:

- Lot 1436 (59) Beachside Drive, Burns Beach
- Lot 100 (10) Oceanside Promenade, Mullaloo
- Lot 554 (19) Henderson Drive, Kallaroo (portion of site)
- Lot 803 (15) Hocking Parade, Sorrento (portion of site)
- Lot 25 (1) Padbury Circle, Sorrento

Sorrento Local Centre comprising:

- Lot 147 (2) Padbury Circle, Sorrento
- Lots 148 (136A-136B) 149 (134) West Coast Drive, Sorrento
- Lot 2 (130) West Coast Drive, Sorrento
- Lot 153 (128) West Coast Drive, Sorrento
- Lot 154 (1) Raleigh Rd, Sorrento

6. Details:

Maximum height of non-residential buildings

The maximum height of non-residential buildings as measured from the natural ground level is to be in accordance with the following table:

| Zone or Reserve or Location | Maximum building height | Exceptions |
|--|---|---|
| <ul style="list-style-type: none"> Residential Special Residential Any other lot where building height is not specified elsewhere | Table 3 – Category B of the R-Codes. | <p>The development of a Nursing Home or Retirement Village on a 'Residential' zoned lot of 5,000m² or more coded R40 or lower, the maximum height is not to exceed the maximum height set out in Table 3 – Category C of the R-Codes.</p> <p>The development of a Nursing Home or Retirement Village on a 'Residential' zoned lot of 5,000m² or more coded R50 or higher, the maximum height is not to exceed the maximum height for R80 development in Table 4 of the R-Codes.</p> |
| <ul style="list-style-type: none"> Private Clubs and Recreation Local Reserve | Table 3 – Category B of the R-Codes. | Not applicable. |
| <ul style="list-style-type: none"> Mixed Use Business Commercial | Table 4 of the R-Codes for the applicable coding of that lot. | Where a lot abuts a 'Residential' zoned lot, the maximum building height is not to exceed the height set out in Table 3 - Category B of the R-Codes within 6 metres of this common boundary. |
| <ul style="list-style-type: none"> Service Industrial Civic and Cultural Rural | Table 3 – Category C of the R-Codes. | Where a lot abuts a 'Residential' zoned lot, the maximum building height is not to exceed the height set out in Table 3 - Category B of the R-Codes within 6 metres of this common boundary. |
| <ul style="list-style-type: none"> Non-residential coastal sites | Table 3 – Category B of the R-Codes | <p>Minor and incidental development which does not increase the height of existing buildings.</p> <p>Greater height that has been approved as part of a structure plan, activity centre plan or local development plan, taking into account:</p> <ol style="list-style-type: none"> existing built form, topography and landscape character of the surrounding area; building siting and design; bulk and scale of buildings and the potential to unreasonably overshadow adjoining properties or the foreshore; visual permeability of the foreshore and ocean from nearby residential areas, roads and public spaces. whether the development is sympathetic to the desired character, built form and amenity of the surrounding area. |

Creation Date: December 2015

Amendments: N/A

Related Documentation:

- District Planning Scheme No. 2*
- State Planning Policy 2.6 State Coastal Planning*

Figures taken from Residential Design Codes Tables 3 and 4 (as amended)

Table 3

| | Maximum height | | |
|---------------------------------------|----------------|----|-----|
| | Category | | |
| | A | B | C |
| Top of external wall (roof above) | 3m | 6m | 9m |
| Top of external wall (concealed roof) | 4m | 7m | 10m |
| Top of pitched roof | 6m | 9m | 12m |

Table 4

| | Maximum height | | | | | | | |
|---------------------------------------|----------------|-----|-----|-----|-----|-----|------|------|
| | R-Code | | | | | | | |
| | R30 | R35 | R40 | R50 | R60 | R80 | R100 | R160 |
| Top of external wall (roof above) | 6m | 6m | 6m | 9m | 9m | 12m | 12m | 15m |
| Top of external wall (concealed roof) | 7m | 7m | 7m | 10m | 10m | 13m | 13m | 16m |
| Top of pitched roof | 9m | 9m | 9m | 12m | 12m | 15m | 15m | 18m |

Commercial, Mixed Use and Service Commercial Zone Local Planning Policy

Responsible Directorate: Planning and Community Development

Objectives:

- To provide development standards for commercial buildings that assist in facilitating appropriate built form and functional commercial centres.
- To facilitate the development or redevelopment of commercial centres that respond to the local context.
- To ensure the design and siting of commercial development provides a high standard of amenity, no blank facades visible from the street and activation of external areas.
- To encourage high quality, pedestrian friendly, street-orientated development that integrates with surrounding areas.
- To create vibrant mixed use commercial centres that are the focal point for the community by locating housing, employment and retail activities together.
- To establish a framework for the assessment of applications for development within these zones.

1. Authority:

This policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application:

This policy applies to all non-residential development on 'Commercial', 'Mixed Use' and 'Service Commercial' zoned land in the City of Joondalup. Where equivalent development provisions are contained within an approved activity centre plan or local development plan, those provisions shall prevail.

3. Definitions:

In addition to the definitions contained within the City of Joondalup *Local Planning Scheme No. 3* (the Scheme), the following definitions apply:

“coastal area” means land within 300 metres of the horizontal shoreline datum of a coast, as defined within *State Planning Policy 2.6 State Coastal Planning Policy*.

“commercial frontage” means the portion of the building that fronts the street, car park (if located in front of the building) or key pedestrian route.

“external fixtures” means utilities, equipment, plant or other structures necessary for a building to achieve efficient, comfortable operating outcomes and may include rainwater storage tanks, air conditioning units, communication, power and water infrastructure, letterboxes or other fixtures necessary for the use of the building.

“height” when used in relation to a building, means the maximum vertical distance between natural ground level and the finished roof height directly above.

“landscape, landscaping or landscaped” means land developed with garden beds, shrubs and trees, or by the planting of lawns, and includes such features as rockeries or ornamental ponds.

“small scale renewable energy system” means a solar energy system of up to 100 kilowatts capacity or a small wind energy system of up to 10 kilowatts capacity.

“solar energy system” means a system which converts energy from the sun into useable electrical energy, heats water or produces hot air or a similar function through the use of solar panels.

“wind energy system” means equipment that converts and then stores or transfers energy from the wind into usable forms of energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other component used in the system.

4. Statement:

The City of Joondalup supports the creation of vibrant mixed use commercial centres. Appropriately designed and located commercial centres provide economic and social benefits to the community in which they are situated. They should be a focal point for the community and provide housing, employment and retail opportunities.

This policy provides development provisions for non-residential development that aim to create high quality mixed use commercial centres. It should be read in conjunction with the Scheme and any relevant structure plans, activity centre plans or local development plans.

5. Details:

5.1. Building Setbacks:

- a. Buildings shall be setback from property boundaries as follows:

Commercial and Mixed Use Zone

| Boundary | Minimum Setback distance |
|--|---|
| (a) Street setback (includes secondary street) | (i) 3.5 metres, with the exception of an awning which may be setback at 1.5 metres. |
| (b) Side/rear setbacks | (i) 3.0 metres |
| (c) Right of way/laneway setback | (i) Nil |

Service Commercial zone

| Boundary | Minimum Setback distance |
|--|---|
| (a) Street setback (includes secondary street) | (i) 3.5 metres, with the exception of an awning which may be setback at 1.5 metres. |
| (b) Side/rear setbacks | (i) Nil, or where a lot abuts the Residential zone, a minimum of 3.0 metres. |
| (c) Right of way/laneway setback | (i) Nil |

5.2. Building Height:

- a. The maximum building height as measured from the natural ground level is to be in accordance with the following table:

| Zone | Maximum Building Height | | |
|--------------------|-------------------------|---------------------------------------|---------------------|
| | Top of external wall | Top of external wall (concealed roof) | Top of pitched roof |
| Commercial R40 | 6 metres | 7 metres | 9 metres |
| Commercial R80* | 12 metres | 13 metres | 15 metres |
| Mixed Use R40 | 6 metres | 7 metres | 9 metres |
| Mixed Use R80* | 12 metres | 13 metres | 15 metres |
| Service Commercial | 6 metres | 7 metres | 9 metres |

* Where a lot abuts the Residential zone, the maximum building height within 6 metres of the common boundary shall be in accordance with Commercial R40.

5.3. Coastal Area Building Height

- a. The maximum building height as measured from the natural ground level is to be in accordance with the following table:

| Zone | Maximum Building Height | | |
|--------------------|-------------------------|---------------------------------------|---------------------|
| | Top of external wall | Top of external wall (concealed roof) | Top of pitched roof |
| Commercial | 6 metres | 7 metres | 9 metres |
| Mixed Use | 6 metres | 7 metres | 9 metres |
| Service Commercial | 6 metres | 7 metres | 9 metres |

- b. Notwithstanding clause 5.3(a), the building height in activity centre plans and local development plans must take into account:
- existing built form, topography and landscape character of the surrounding area;
 - building siting and design;

- iii. bulk and scale of buildings and the potential to unreasonable overshadow adjoining properties or the foreshore;
- iv. visual permeability of the foreshore and ocean from nearby residential areas, roads and public spaces; and
- v. whether the development is sympathetic to the desired character, built form and amenity of the surrounding area.

5.4. Built Form and Design:

- a. Development is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-------------------------|--|
| (a) Materials | <ul style="list-style-type: none"> (i) Buildings must be constructed of high quality materials including but not limited to stone, concrete, brick, timber and glass. (ii) Concrete walls that are visible from an adjoining property or public realm must be painted and provided with an articulated or detailed finish. |
| (b) Articulation | <ul style="list-style-type: none"> (i) Buildings must incorporate appropriate design features to enhance appearance, create visual interest and reduce blank walls, including a combination of the following: <ul style="list-style-type: none"> • Varied colours, textures, finishes and materials; • Varied roof forms and design; • Balconies and balustrades; • Windows, screens and sun shading devices. |
| (c) Windows and glazing | <ul style="list-style-type: none"> (i) The ground floor commercial frontage must have a minimum of 50% clear glazed windows. (ii) The ground floor commercial frontage windows must have a maximum sill height of 700mm above finished floor level. (iii) Where window security devices are provided, they must be installed on the inside of a window and be 75% visually permeable. (iv) Windows in an external wall which faces north, east or west must be protected from direct summer sun. |
| (d) Commercial frontage | <ul style="list-style-type: none"> (i) Ground floor external tenancies must have an entrance onto the commercial frontage and be outward facing to facilitate activation of the commercial frontage. |
| (e) Building Entrances | <ul style="list-style-type: none"> (i) Building entrances must be clearly defined and easily identifiable from the street and public realm. (ii) Building entrances must directly front the street, car park and key pedestrian routes. |
| (f) Pedestrian Shelter | <ul style="list-style-type: none"> (i) Buildings must provide a continuous pedestrian shelter along all commercial frontages to a minimum height of 3 metres and a minimum depth of 1.5 metres. |

5.5. Retaining walls

| Provision | Development Requirement |
|---------------------|--|
| (a) Retaining walls | <ul style="list-style-type: none"> (i) Retaining walls visible from a street or car park greater than 1 metre in height must be tiered so no tier is greater than 1 metre in height. A landscaping area of no less than 1 metre in width shall be provided between tiers. |

5.6. Parking and Access:

5.6.1. Car Parking Standards

- a. Car parking bays are to be provided in accordance with the following table:

| Use Class | Number of on-site parking bays |
|---|--|
| Amusement Parlour, Auction Room , Cinema/Theatre, Civic Use, Club Premises, Funeral Parlour, Night Club, Place of Assembly , Place of Worship, Reception Centre, Recreation – Private, Restaurant/Cafe, Small Bar | 1 per 4 people accommodated |
| Bakery , Betting Agency, Bulky Goods Showroom, Community Purpose, Dry Cleaning Premises Exhibition Centre, Hardware Store , Laundrette , Laundry , Liquor Store – large, Motor Vehicle Repairs, Office, Tattoo Studio | 1 per 50m ² NLA |
| Bed and Breakfast | 1 per guest room |
| Caretaker's Dwelling | 1 per dwelling |
| Consulting Rooms, Medical Centre, Veterinary Centre | 5 bays per practitioner |
| Convenience Store, Home Store, Market | 1 per 25m ² NLA |
| Display Home , Land Sales Office | 5 per Display Home/Land Sales Office |
| Motor Vehicle Wash | 1 per employee |
| Educational Establishment Primary School Secondary School Tertiary College | 1 per 3 students accommodated 2 per classroom but not less than 10 2 per classroom but not less than 10 1 per 3 students accommodated |
| Fast Food Outlet | 1 per 4 people in seated areas plus 1 per 15m ² for non seating serving areas |
| Garden Centre | 1 per 500m ² of site area used for display plus 1 per 10m ² NLA internal display area |
| Hospital | 1 per 3 beds plus 1 space for each per staff member on duty |
| Hotel, Motel | 1 per bedroom/unit plus 1 per 5m ² of bar and dining area |
| Kindergarten | 1 per staff member plus 1 per 7 children |
| Motor Vehicle, Boat or Caravan Sales | 1 per 200m ² display area and 1 bay per employee |
| Nursing Home | 1 per 5 beds plus 1 space for each staff member on duty |
| Residential Building | 1 per 2 people accommodated |
| Retirement Village Residential Aged Care Facility | 1 per unit plus 1 visitor bay per 10 dwellings 5 beds plus 1 per non-resident staff member staff member on duty |
| Service Station | 5 per service bay plus 1 per 20m ² NLA of sales/display area |
| Shop/ Shopping Centres* under 30,000m ² , Liquor Store – small, Lunch Bar, Restricted Premises | 1 per 20m ² NLA |
| Shopping Centres* from 30,000 to 50,000m ² | 1500 bays for the first 30,000m ² NLA plus 4.5 per 100m ² NLA thereafter |
| Shopping Centres* greater than 50,000m ² | 2400 bays for the first 50,000m ² NLA plus 4 per 100m ² NLA thereafter |

| Use Class | Number of on-site parking bays |
|-----------------------------------|--|
| Tavern | 1 per 5m ² of bar and dining area |
| Trade Supplies, Warehouse/Storage | 1 per 100m ² NLA |

* The shopping centre parking standard applies to all non-residential land uses located within a shopping centre, regardless of the specific land use.

5.6.2. Car Park Location and Design

- a. Car park access and design is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|---------------------------------------|---|
| (a) Car park design | (i) Car parks should be consolidated where practicable. (ii) Car parks shall be designed in accordance with Australian Standards AS 2890.1 and/or AS 2890.2 as amended from time to time. |
| (b) Vehicle Access | (i) The number of crossovers should be kept to the minimum to provide efficient ingress and egress. (ii) The location of crossovers should minimise traffic or pedestrian hazards and not conflict with pedestrian/cyclist paths. (iii) Vehicles are required to enter and exit the site in forward gear. |
| (c) Pedestrian Access | (i) A footpath must be provided from the car park and the street to the building entrance and along all street frontages. |
| (d) Reciprocal car parking and access | (i) Where car parking and access is approved on neighbouring properties that relies on the reciprocal movement of vehicles and pedestrians across those properties, the necessary reciprocal access and parking shall be allowed at all times to the local government's satisfaction. |

5.6.3. Scooter and Motorbike Parking Standards

- a. For every 30 car bays required, the 30th car bay shall be replaced with two scooter/motorcycle parking bays to be designed in accordance with relevant Australian standards. The car parking bays required under 6.6.1 shall be reduced accordingly.

5.6.4. Bicycle Parking Standards

- a. Bicycle parking is to be provided in accordance with the following table and relevant Australian standards. Bicycle parking is only required to be provided for new buildings; however it is encouraged to be provided for existing developments and additions to existing developments.

| Use Class | Employee Bicycle Parking | Visitor Bicycle Parking |
|---|--------------------------|------------------------------|
| Amusement Parlour, Auction Room , Cinema/Theatre, Community Purpose, Civic Use, Club Premises, Fast Food Outlet, Place of Assembly , Place of Worship, Reception Centre, Recreation – Private, Restaurant/Cafe, Small Bar | N/A | 1 per 50 people accommodated |

| Use Class | Employee Bicycle Parking | Visitor Bicycle Parking |
|--|--|--|
| Betting Agency, Convenience Store, Home Store, Liquor Store – small, Lunch Bar, Market | 1 per 100m ² NLA | 1 per 50m ² NLA |
| Consulting Rooms, Medical Centre, Veterinary Centre | 1 per 8 practitioners | 1 per 4 practitioners |
| Bakery, Dry Cleaning Premises, Laundrette, Liquor Store – large, Restricted Premises, Shop, Tattoo Studio | 1 per 300m ² NLA | 1 per 500m ² NLA |
| Educational Establishment Primary School Secondary School Tertiary College | N/A | 1 per 20 students 5 per classroom 5 per classroom 1 per 20 students |
| Hospital, Nursing Home | 1 per 15 beds | 1 per 30 beds |
| Hotel, Motel, Tavern | 1 per 150m ² of bar and dining area | 1 per 100m ² of bar and dining area |
| Retirement Village Residential Aged Care Facility | 1 per 10 units | N/A |
| Bulky Goods Showroom, Exhibition Centre, Hardware Store, Laundry, Trade Supplies | 1 per 750m ² NLA | 1 per 1000m ² NLA |
| Office | 1 per 200m ² NLA | 1 per 1000m ² NLA |
| Shopping Centres under 30,000m ² | 1 per 1500m ² NLA | 1 per 3000m ² NLA |
| Shopping Centres from 30,000 to 50,000m ² | 1 per 1500m ² NLA | 1 per 3000m ² NLA |
| Shopping Centres greater than 50,000m ² | 1 per 3000m ² NLA | 1 per 5000m ² NLA |

5.6.5. End of Trip Facilities

All developments that are required to provide 6 or more employee bicycle parking bays must provide end of trip facilities, designed in accordance with the following criteria:

- A minimum of one female and one male shower, located in separate change rooms or a minimum of two separate unisex showers and change rooms.
- Additional shower facilities to be provided at a rate of one shower for every 10 additional bicycle parking bays.
- A locker for every bicycle parking bay provided.
- The end-of-trip facilities are to be located as close as possible to the bicycle parking facilities.

5.7. Landscaping:

- Landscaping is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-------------------|--|
| (a) % landscaping | <ol style="list-style-type: none"> A minimum of 8% of the area of a lot shall be landscaped. The landscaped area shall include a minimum strip of 1.5 metres wide adjacent to all street boundaries. |

| | |
|-----------------|--|
| (b) Size | (i) Any landscaped area shall have a minimum width of 1.0 metre and distributed in areas of not less than 4.0 square metres. |
| (c) Shade trees | (i) Shade trees shall be provided and maintained in uncovered car parks at the rate of one tree for every four car parking bays. |

5.8. Fencing

- a. Any fence located between the street alignment and 6 metres from the street alignment, or the street alignment and a building, whichever is the lesser distance, must be visually permeable above 0.75 metres from natural ground level, and must have a maximum height of 2.0 metres from natural ground level.

5.9. Servicing

- a. Servicing, deliveries, lighting and waste collection should be considered as part of the integral design of the building. Services should be screened from view, and located at the rear of the building where practicable. Servicing is to be in accordance with the following requirements:

| Provision | Development Requirement |
|-----------------------|---|
| (a) Service access | (i) Service access must be provided to all commercial buildings to cater for the loading and unloading of goods, and waste collection. |
| (b) Service yards | (i) Service yards must be screened from view and located at the rear of a building. (ii) Service yards must not be located directly adjacent to a Residential zoned lot. |
| (c) Bin storage areas | (i) Bin storage areas must be screened from view by a wall not less than 1.8 metres in height, constructed of brick, masonry or other approved material. (ii) Bin storage areas must be accessible to waste collection vehicles and not adversely affect car parking and vehicular or pedestrian access. |
| (d) External fixtures | (i) External fixtures must be screened from view from the street through building design and located on the roof, basement or at the rear of the building. |
| (e) Lighting | (i) To minimise the negative impacts of lighting, lighting is to be installed in accordance with Australian Standard AS 4282. |

5.10. Sea Containers

The location and use of sea containers should not detract from the amenity, character and streetscape of an area.

- a. The permanent use of sea containers is to be in accordance with the following requirements:

| Provision | Development Requirement |
|----------------|--|
| (a) Visibility | (i) The sea container is not visible from any street or adjoining property. (ii) Where visible from an area internal to the site, the sea container is painted or clad with material in a colour that |

| | |
|--------------|---|
| | matches, or is complementary to, the colour of the existing buildings on the property. |
| (b) Location | (i) The sea container is not located within any approved car park, access way or landscaped area. |

- b. The temporary use of a sea container can be considered in accordance with the following requirements:
- The sea container is only used in conjunction with building construction or subdivision work that is occurring or approved to occur on the subject site, up to a maximum of 12 months; or
 - The sea container is only used for the loading or unloading of goods that is occurring on the subject site up to a maximum of 7 days; and
 - The sea container is positioned so as not to obscure vehicle sightlines.
 - A formal request is received and a letter is issued from the City approving the temporary nature of the sea container, and its period of use, in accordance with the provisions of subclause 61(1)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
 - Clause iv. above does not apply if the sea container is in place for less than 48 hours.

5.11. Small scale renewable energy systems

- a. The development of small scale renewable energy systems is encouraged in order to reduce the production of greenhouse gas emissions. Small scale renewable energy systems are to be in accordance with the following requirements:

| Provision | Development Requirement |
|-------------------------|--|
| (a) Solar energy system | (i) Solar energy systems must be integrated into the overall design of the building and located on rooftops so as not to detract from the building itself or impose on the existing streetscape. |
| (b) Wind energy system | (i) The system must be well setback from any overhead power lines. (ii) The turbine system must be fitted with an automatic and manual braking system or an over-speed protection device. (iii) Unless colour-matched to the supporting roof, the wind energy system and any tower structure must remain painted or finished in the colour or finish applied by the manufacturer. (iv) No signage, other than the manufacturer's or installer's identification, shall be attached to the system. (v) Any electrical components and wires associated with a small wind energy system must not be visible from the street. (vi) The system must not be located on a property/building on the City's Heritage List. (vii) A maximum of 1 turbine per 1000m ² of lot area is permitted. (viii) Turbines are not permitted on lots less than 1000m ² . |

| | |
|--|---|
| | <ul style="list-style-type: none"> (ix) The maximum height of a pole mounted system is 10m above natural ground level. (x) The maximum height of a roof mounted system is 7.5m above the roofline. (xi) The maximum blade diameter is 5.5m. (xii) Not permitted between the building and street. (xiii) A pole mounted system must be setback from side and rear boundaries not less than half the total height of the wind energy system, (xiv) A roof mounted system must be setback a minimum of 7.5m from a major opening of an adjoining building. |
|--|---|

Creation Date: 18 April 2017

Amendments: Not applicable

Related Documentation: • *Local Planning Scheme No. 3*

Consulting Rooms Local Planning Policy

Responsible Directorate: Planning and Community Development

Objectives:

- To provide development standards for consulting rooms that assist in facilitating appropriate development in close proximity to local users of the facility.
- To ensure the location, design and siting of consulting rooms does not have a negative impact on residential amenity by way of inappropriate built form, parking or traffic.
- To prevent the conglomeration of consulting rooms in residential areas.

1. Authority:

This policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application:

This policy applies to all consulting rooms in the 'Residential' ~~and 'Special Residential'~~ zones and the 'Urban Development' zone where the applicable structure plan applies the 'Residential' zone.

3. Definitions:

"consulting rooms" as defined by *Local Planning Scheme No. 3* means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care;

"health practitioner" as defined by *Local Planning Scheme No. 3* means a medical doctor, dentist, physiotherapist, radiologist, podiatrist, chiropractor, acupuncturist, naturopath or any other health care staff generating their own independent patient load.

4. Statement:

The location of consulting rooms within a residential area provides the opportunity for services to be located close and accessible to the users of those facilities.

In considering applications for consulting rooms within residential areas, the location, siting and design of the consulting room will be taken into consideration to ensure the development does not have an adverse impact on the residential character and amenity of surrounding areas.

5. Details:

In assessing an application for development approval for consulting rooms, the following will be considered.

5.1. Location:

- a. In order to avoid the adverse cumulative impacts of non-residential development in a residential area, a consulting room that would contribute to the concentration of these uses along a street or located in close proximity to another consulting room will generally not be supported.
- b. Battle-axe lots or sites located at the head of cul-de-sacs should be avoided as they limit the opportunity for the provision of car parking and can cause traffic issues due to the concentration of activity.

5.2. Building Setbacks and Fencing:

- a. Building setbacks and fencing are to be in accordance with the requirements of the Residential Design Codes (R-Codes) and the City's Residential Development Local Planning Policy or any relevant structure plan.

5.3. Building Height:

- a. The maximum building height as measured from the natural ground level is to be in accordance with the following table:

| Maximum Building Height | | |
|-------------------------|--|---------------------|
| Top of external wall | Top of external wall (concealed roof) | Top of pitched roof |
| 6 metres | 7 metres | 9 metres |

5.4. Building Design:

- a. Development is to be in accordance with the following requirements:

| Design Element | Development Standard |
|----------------|--|
| (a) Appearance | <ol style="list-style-type: none"> (i) Although the use is a non-residential land use, the building must be of residential appearance, in keeping with the surrounding environment, and not detract from the amenity of adjoining properties. (ii) The building and any additions must be: <ul style="list-style-type: none"> • consistent in style with any existing development on site; and/or • maintains and enhances the character of the local area; and |

| | |
|--|---|
| | <ul style="list-style-type: none"> • is compatible with the existing and/or desired streetscape character <p>This can be by way of:</p> <ul style="list-style-type: none"> • scale • material and colours • roof design • detailing • window size |
|--|---|

5.5. Parking and Access:

5.5.1. Car Parking Standard

- a. Car parking bays are to be provided in accordance with the following table:

| Use Class | Number of on-site parking bays |
|------------------|--------------------------------|
| Consulting Rooms | 5 bays per practitioner |

5.5.2. Car Parking Location and Design

- a. Car park access and design is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-----------------------|---|
| (a) Car park location | (i) All car parking is to be provided on-site; verge parking is not permitted. (ii) Car parks should, where practicable, be located at the rear of the building and the location clearly sign-posted. Car parking in front of the consulting rooms should be minimised in order to maintain a residential streetscape. |
| (b) Car park design | (i) Car parks shall be designed in accordance with Australian Standards AS 2890.1 and/or AS 2890.2 as amended from time to time. (ii) Tandem car parking will be considered for employee parking only and must be clearly designated as such. |
| (c) Vehicle access | (i) Vehicles are required to enter and exit the site in forward gear. (ii) A maximum of two 3 metre wide crossovers or one 6 metre wide crossover is permitted. |
| (d) Pedestrian access | (i) A footpath must be provided from the car park and the street to the building entrance. |

5.5.3. Bicycle Parking Standards

- a. Bicycle parking is to be provided in accordance with the following table and relevant Australian standards.

| Use Class | Employee / Visitor Bicycle Parking |
|------------------|------------------------------------|
| Consulting Rooms | 2 spaces |

5.6. Landscaping:

- a. Landscaping is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-------------------|---|
| (a) % landscaping | (i) A minimum of 8% of the area of a lot shall be landscaped. (ii) The landscaped area shall include a minimum strip of 1.5 metres wide adjacent to all street boundaries. |
| (b) Size | (i) Any landscaped area shall have a minimum width of 1.0 metre and distributed in areas of not less than 4.0 square metres. |
| (c) Shade trees | (i) Shade trees shall be provided and maintained in uncovered car parks at the rate of one tree for every four car parking bays. |
| (d) Verge | (i) The verge areas of all consulting rooms are required to be suitably landscaped, reticulated and maintained to discourage patrons from parking on the verge. The verge is not permitted to be paved or sealed as this would encourage its use for parking. |

5.7. Hours of Operation:

- a. The days and hours of operation are to be in accordance with the following:

| Days | Operating hours |
|------------------|--------------------|
| Monday to Friday | 8.00 am to 6.00 pm |
| Saturday | 9.00 am to 5.00 pm |
| Sunday | Not permitted |

5.8. Public consultation:

- a. Applications for new consulting rooms, or applications where the existing consulting room use is proposed to be intensified, will be advertised for public comment for a period of 14 days by way of letters to adjoining and nearby landowners.

Creation Date: <mmmm yyyy (adopted by Council)>

Amendments:

Related Documentation: • *City of Joondalup Local Planning Scheme No. 3*

Home-based Business Local Planning Policy

Responsible Directorate: Planning and Community Development

Objective:

- To provide criteria and standards for home-based businesses to operate without compromising the residential character of an area, or adversely affecting the amenity of adjoining and nearby residential properties.

1. Authority

This Policy has been prepared in accordance with [Division 2 Schedule 2, Part 2](#) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application

This Policy applies to the whole of the City of Joondalup.

3. Definitions

“amenity” means all those factors which combine to form the character of the area to residents and passers-by and shall include the present and likely future amenity.

“home business” as defined by *Local Planning Scheme No. 3* means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession:

- does not involve employing more than 2 people who are not members of the occupier's household; and
- will not cause injury to or adversely affect the amenity of the neighbourhood; and
- does not occupy an area greater than 50 m²; and
- does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and

- (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
- (f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- (g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;

“home occupation” as defined by *Local Planning Scheme No. 3* means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupations that:

- (a) does not involve employing a person who is not a member of the occupier's household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- (c) does not occupy an area greater than 20 m²; and
- (d) does not involve the display on the premises of a sign with an area exceeding 0.2 m²; and
- (e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- (f) does not
 - (i) require a greater number of parking spaces than normally required for a single dwelling; or
 - (ii) result in an increase in traffic volume in the neighbourhood;
- (g) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- (h) does not include provisions for the fuelling, repair or maintenance of motor vehicles; and
- (i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;

“home office” as defined by *Local Planning Scheme No. 3* means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation:

- (a) is solely within the dwelling;
- (b) does not entail clients or customers travelling to and from the dwelling; and
- (c) does not involve the display of a sign on the premises; and
- (d) does not require any change to the external appearance of the dwelling;

4. Statement

The City of Joondalup recognises that working from home is an expanding area of employment. The City, in addition, recognises that the amenity of residential areas should be protected by minimising potential impacts to maintain residential areas as primarily a place to live, not primarily a place to work.

To protect the amenity and character of residential areas, impacts associated with home-based businesses such as noise, traffic, parking, pollution, people and advertising signs should be minimised.

5. Details

In assessing ~~a-an application for Development~~ Application approval for a home-based business the following will be considered:

5.1 Criteria applying to all home-based businesses:

- a. The applicant must use the dwelling as the principal place of residence.
- b. Only one home-based business category may be undertaken on the site at one time.
- c. The home-based business must not result in a substantial and/or inappropriate modification to the dwelling.
- d. Any appliances or machinery used for the purpose of the home-based business must be of a domestic scale. Large industrial appliances are prohibited.
- e. Applicants must demonstrate that the proposal will not have an undue impact on amenity of the surrounding area and land uses.

5.2 Additional Criteria Applying to Home Occupations and Home Businesses:

5.2.1 Car Parking and Customers:

- a. One on-site car parking bay is required per customer and per employee. The total number of on-site car parking bays shall be equal to the maximum number of employees and customers that are permissible at the home-based business at any one time. On-site car parking is to be designed and provided in accordance with the *Residential Design Codes of Western Australia*.
- b. All car parking bays associated with the home-based business are to be made available and maintained for the parking of customer and employee vehicles only, during the approved home business operating hours. Resident parking is not permitted in customer bays during the approved home-based business operating hours. No verge parking for the business is permissible.
- c. The home based-business must not require the provision of car parking bays in a manner that would detract from the residential appearance of the dwelling or dominate the streetscape.

5.2.2 Operating Hours:

- a. The days and hours of operation shall be limited to the following:
 - i. 8.00 am to 6.00 pm, Monday to Friday
 - ii. 9.00 am to 5.00 pm, Saturday.
- b. When determining an application, the number of hours and/or days of operation may be increased, or further restricted through conditions of development approval where it is deemed necessary to protect the amenity of the surrounding area.

5.2.3 Signage:

- a. One advertising sign, not exceeding 0.2 square metres in area, is permitted on the front facade of the dwelling for a Home Occupation or Home Business in accordance with the City's *Signs Local Planning Policy*.

5.3 Additional Criteria Applying to a Home Business with two external employees:

5.3.1 Location

Where this type of Home Business is proposed in ~~either~~ a 'Residential' zone ~~or~~ *Special Residential zone*, the location of the proposal shall be where it abuts or is directly opposite one of the commercial centres listed in the City of Joondalup Local Planning Strategy, unless the applicant can demonstrate to the satisfaction of the City that the proposal will not have an undue impact on the amenity of the surrounding area as a result of noise, traffic, parking, pollution, people and advertising.

5.3.2 Management Plan

A Management Plan is required to be submitted as part of any application for this type of Home Business. As a minimum, the Management Plan is to include the following information:

- a. A car parking plan.
- b. Measures to minimise and control noise.
- c. Measures to minimise vehicle loading and unloading and traffic movements.
- d. The proposed hours of operation.
- e. Details of any poisonous, flammable or harmful chemicals or other hazardous materials proposed to be stored or used and measures to ensure that no polluting or harmful substances will escape from the site.
- f. Measures to minimise emissions of odours, dust or vapours from the site.
- g. Ways to limit the number of people visiting the house at any one time in relation to the business.
- h. A plan showing any proposed outdoor storage areas.
- i. Measures to ensure that no detrimental impact occurs to the character of the neighbourhood.
- j. Measures to manage the impact of the Home Business on any building or place listed on the municipal inventory of heritage places.
- k. Details of all appliances or machinery to be used in the Home Business.

5.4 Public Consultation:

- a. ~~All new-a~~Applications for a [new](#) Home Occupation or [new](#) Home Business will be advertised for public comment for a period of 21 days by way of letters to adjoining and nearby landowners.
- b. For an application for renewal of a home-based business, if any changes are proposed to the operation of the business, or if complaints have been received within the previous 12 months, advertising of the application may be required in accordance with 5.4a.
- c. ~~Planning-related concerns received from consulted owners will be considered as a relevant factor in the assessment of development applications.~~

5.5 Approval Period:

Where an applicant is not able to demonstrate to the satisfaction of the City that a home-based business will be able to operate without detriment to adjoining or nearby landowners, the City may elect to grant a time limited approval. Following the initial approval period, should it be demonstrated that the home business can operate without detrimentally impacting on adjoining or nearby landowners, a permanent approval may be granted.

| | |
|-------------------------------|--|
| Creation Date: | September 1999 |
| Amendments: | CJ213-06/99, CJ297-09/99, CJ020-02/02, CJ238-11/05 |
| Related Documentation: | <ul style="list-style-type: none"> • <i>City of Joondalup Local Planning Scheme No. 3</i> • <i>Home Business Fact Sheet</i> • <i>Residential Design Codes</i> |

Light Industry Zone Local Planning Policy

Responsible Directorate: Planning and Community Development

Objectives:

- To provide development standards for light industry buildings that assist in facilitating appropriate built form and functional light industrial areas.
- To ensure the design and siting of light industry development provides a high standard of amenity and does not impact on adjoining residential properties.
- To encourage high quality, street-orientated development that integrates with surrounding areas.
- To establish a framework for the assessment of applications for development within this zone.

1. Authority:

This Policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application:

This policy applies to development on 'Light Industry' zoned land in the City of Joondalup.

3. Definitions:

In addition to the definitions contained within the City of Joondalup *Local Planning Scheme No. 3* (the Scheme), the following definitions apply:

“commercial frontage” means the portion of the building that fronts the street, car park (if located in front of the building) or key pedestrian route.

“external fixtures” means utilities, equipment, plant or other structures necessary for a building to achieve efficient, comfortable operating outcomes and may include rainwater storage tanks, air conditioning units, communication, power and water infrastructure, or other fixtures necessary for the use of the building.

“frontage” means the line where a road reserve and the front of a lot meet and, if a lot abuts two or more road reserves, the one to which the building is proposed to face

“height” when used in relation to a building, means the maximum vertical distance between natural ground level and the finished roof height directly above.

“landscape, landscaping or landscaped” means land developed with garden beds, shrubs and trees, or by the planting of lawns, and includes such features as rockeries or ornamental ponds.

“small scale renewable energy system” means a solar energy system of up to 100 kilowatts capacity or a small wind energy system of up to 10 kilowatts capacity.

“solar energy system” means a system which converts energy from the sun into useable electrical energy, heats water or produces hot air or a similar function through the use of solar panels.

“visually permeable” means a wall, gate, door or fence that the vertical surface has:

- Continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area.
- Continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or
- A surface offering equal or lesser obstruction to view; as viewed from the street.

“wind energy system” means equipment that converts and then stores or transfers energy from the wind into usable forms of energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other component used in the system.

4. Statement:

In considering applications for development on land zoned Light Industry, a variety of criteria will be taken into consideration that aim to ensure that such developments are compatible with, and avoid adverse impacts on, the amenity of the adjoining and surrounding areas.

5. Details:

5.1. Building Setbacks:

- a. Buildings shall be setback from property boundaries as follows:

| Boundary | Minimum Setback distance |
|------------------------|---|
| (a) Street setback | (i) 3.5 metres, with the exception of an awning which may be setback at 1.5 metres. |
| (b) Side/rear setbacks | (i) Nil, or where a lot abuts the Residential zone, a minimum of 3.0 metres. |

5.2. Building Height:

- a. The maximum building height as measured from the natural ground level is to be in accordance with the following table:

| Maximum Building Height* | | |
|--------------------------|--|---------------------|
| Top of external wall | Top of external wall (concealed roof) | Top of pitched roof |
| 9 metres | 10 metres | 12 metres |

* Where a lot abuts the Residential zone, the maximum building height within 6 metres of the common boundary shall be 6 metres.

5.3. Built Form and Design:

- a. Development is to be in accordance with the following requirements:

| Design Element | Development Standard |
|-------------------------|---|
| (a) Materials | <ul style="list-style-type: none"> (i) Buildings must be constructed of high quality materials including but not limited to stone, concrete, brick, timber and glass. (ii) Concrete walls that are visible from an adjoining property or public realm must be painted and provided with an articulated or detailed finish. |
| (b) Articulation | <ul style="list-style-type: none"> (i) Buildings must incorporate appropriate design features to enhance appearance, create visual interest and reduce blank walls, including a combination of the following: <ul style="list-style-type: none"> • Varied colours, textures, finishes and materials; • Varied roof forms and design; • Balconies and balustrades; • Windows, screens and sun shading devices. |
| (c) Windows and glazing | <ul style="list-style-type: none"> (i) The ground floor commercial frontage must have clear glazed windows for a minimum of 40% of the building frontage (ii) Where window security devices are provided, they must be installed on the inside of a window and be 75% visually permeable. (iii) Windows in an external wall which faces north, east or west must be protected from direct summer sun. |
| (d) Building Entrances | <ul style="list-style-type: none"> (i) Building entrances must be clearly defined and easily identifiable from the street and public realm. (ii) Building entrances must directly front the street, car park and key pedestrian routes. (iii) Pedestrian shelter must be provided at the entrances to the buildings. |

5.4. Retaining walls

| Provision | Development Requirement |
|---------------------|--|
| (a) Retaining walls | <ul style="list-style-type: none"> (i) Retaining walls visible from a street or car park greater than 1 metre in height must be tiered so no tier is greater than 1 metre in height. A landscaping area of no less than 1 metre in width shall be provided between tiers. |

5.5. Parking and Access:

5.5.1 Car Parking Standards

a. Car parking bays are to be provided in accordance with the following table:

| Use Class | Number of on-site parking bays |
|--|---|
| Club Premises, Funeral Parlour, Place of Worship, Recreation – Private | 1 per 4 people accommodated |
| Bulky Goods Showroom, Dry-Cleaning Premises , Industry, Industry – Light, Industry – Service, Laundrette , Motor Vehicle Repairs | 1 per 50m ² NLA |
| Caretaker's Dwelling | 1 per dwelling |
| Veterinary Centre | 5 bays per practitioner |
| Convenience Store | 1 per 25m ² NLA |
| Land Sales Office | 5 per Display Home/Land Sales Office |
| Motor Vehicle Wash | 1 per employee |
| Educational Establishment | 1 per 3 students accommodated |
| Fuel Depot, Transport Depot | 1 per staff member but not less than 5 |
| Garden Centre | 1 per 500m ² of site area used for display plus 1 per 10m ² NLA internal display area |
| Motor Vehicle, Boat or Caravan Sales, Trade Display | 1 per 200m ² display area and 1 bay per employee |
| Service Station | 5 per service bay plus 1 per 20m ² NLA of sales/display area |
| Lunch Bar | 1 per 20m ² NLA |
| Trade Supplies, Warehouse/Storage | 1 per 100m ² NLA |

5.5.2 Car Park Location and Design

a. Car park access and design is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|---------------------------------------|---|
| (a) Car park design | (i) Car parks should be consolidated where practicable. (ii) Car parks shall be designed in accordance with Australian Standards AS 2890.1 and/or AS 2890.2 as amended from time to time. |
| (b) Vehicle Access | (i) The number of crossovers should be kept to the minimum to provide efficient ingress and egress. (ii) The location of crossovers should minimise traffic or pedestrian hazards and not conflict with pedestrian/cyclist paths. (iii) Vehicles are required to enter and exit the site in forward gear. |
| (c) Pedestrian Access | (i) A footpath must be provided from the car park and the street to the building entrance. |
| (d) Reciprocal car parking and access | (i) Where car parking and access is approved on neighbouring properties that relies on the reciprocal movement of vehicles and pedestrians across those properties, the necessary reciprocal access and parking shall be allowed at all times to the local government's satisfaction. |

5.5.3 Scooter and Motorbike Parking Standards

- a. For every 30 car bays required, the 30th car bay shall be replaced with two scooter/motorcycle parking bays to be designed in accordance with relevant Australian standards. The car parking bays required under 6.6.1 may be reduced accordingly.

5.5.4 Bicycle Parking Standards

- a. Bicycle parking is to be provided in accordance with the following table and relevant Australian standards. Bicycle parking is only required to be provided for new buildings; however it is encouraged to be provided for existing developments and additions to existing developments.

| Use Class | Employee Bicycle Parking | Visitor Bicycle Parking |
|---|-----------------------------|------------------------------|
| Club Premises, Funeral Parlour, Place of Worship, Reception Centre, Recreation – Private | 2 per 10 car parking bays | 1 per 50 people accommodated |
| Convenience Store, Lunch Bar | 1 per 100m ² NLA | 1 per 50m ² NLA |
| Veterinary Centre | 1 per 8 practitioners | 1 per 4 practitioners |
| Dry Cleaning Premises, Laundrette | 1 per 300m ² NLA | 1 per 500m ² NLA |
| Educational Establishment | 1 per 20 employees | 1 per 20 students |
| Bulky Goods Showroom, Industry, Industry – Light, Industry – Service, Trade Supplies, Warehouse/Storage | 1 per 750m ² NLA | 1 per 1000m ² NLA |
| Fuel Depot, Transport Depot | 1 per 5 car parking bays | 1 per 10 car bays |

5.5.5 End of Trip Facilities

All developments that are required to provide 6 or more employee bicycle parking bays must provide end of trip facilities, designed in accordance with the following criteria:

- A minimum of one female and one male shower, located in separate change rooms or a minimum of two separate unisex showers and change rooms.
- Additional shower facilities to be provided at a rate of one shower for every 10 additional bicycle parking bays.
- A locker for every bicycle parking bay provided.
- The end-of-trip facilities are to be located as close as possible to the bicycle parking facilities.

5.6. Landscaping

- a. Landscaping is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-------------------|--|
| (a) % landscaping | <ol style="list-style-type: none"> A minimum of 8% of the area of a lot shall be landscaped. The landscaped area shall include a minimum strip of 1.5 metres wide adjacent to all street boundaries. |
| (b) Size | <ol style="list-style-type: none"> Any landscaped area shall have a minimum width of 1.0 metre and distributed in areas of not less than 4.0 square metres. |

| | |
|-----------------|--|
| (c) Shade trees | (i) Shade trees shall be provided and maintained in uncovered car parks at the rate of one tree for every four car parking bays. |
|-----------------|--|

5.7. Fencing

- a. Any fence located between the street alignment and 6 metres from the street alignment, or the street alignment and a building, whichever is the lesser distance, must be visually permeable above 0.75 metres from natural ground level, and must have a maximum height of 2.0 metres from natural ground level.

5.8. Servicing

- a. Servicing, deliveries, lighting and waste collection should be considered as part of the integral design of the building. Services should be screened from view, and located at the rear of the building where practicable. Servicing is to be in accordance with the following requirements:

| Provision | Development Requirement |
|-----------------------|---|
| (a) Service access | (i) Service access must be provided to all commercial buildings to cater for the loading and unloading of goods, and waste collection. |
| (b) Service yards | (i) Service yards must be screened from view and located at the rear of a building. (ii) Service yards must not be located directly adjacent to a Residential zoned lot. |
| (c) Bin storage areas | (i) Bin storage areas must be screened from view by a wall not less than 1.8 metres in height, constructed of brick, masonry or other approved material. (ii) Bin storage areas must be accessible to waste collection vehicles and not adversely affect car parking and vehicular or pedestrian access. |
| (d) External fixtures | (i) External fixtures must be screened from view from the street through building design and located on the roof, basement or at the rear of the building. |
| (e) Lighting | (i) To minimise the negative impacts of lighting, lighting is to be installed in accordance with Australian Standard AS 4282. |

5.9. Sea Containers

The location and use of sea containers should not detract from the amenity, character and streetscape of an area.

- a. The permanent use of sea containers is to be in accordance with the following requirements:

| Provision | Development Requirement |
|----------------|--|
| (a) Visibility | (i) The sea container is not visible from any street or adjoining residential property (ii) Where visible from an area internal to the site, the sea container is painted or clad with material in a colour that matches, or is complementary to, the colour of the existing buildings on the property. |
| (b) Location | (i) The sea container is not located within any approved car park, access way or landscaped area. |

- b. The temporary use of a sea container can be considered in accordance with the following requirements:
- i. The sea container is only used in conjunction with building construction or subdivision work that is occurring or approved to occur on the subject site, up to a maximum of 12 months; or
 - ii. The sea container is only used for the loading or unloading of goods that is occurring on the subject site up to a maximum of 7 days; and
 - iii. The sea container is positioned so as not to obscure vehicle sightlines.
 - iv. A formal request is received and a letter is issued from the City approving the temporary nature of the sea container, and its period of use, in accordance with the provisions of subclause 61(1)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
 - v. Clause iv. above does not apply if the sea container is in place for less than 48 hours.

5.10. Small scale renewable energy systems

- a. The development of small scale renewable energy systems is encouraged in order to reduce the production of greenhouse gas emissions. Small scale renewable energy systems are to be in accordance with the following requirements:

| Provision | Development Requirement |
|-------------------------|--|
| (a) Solar energy system | (i) Solar energy systems must be integrated into the overall design of the building and located on rooftops so as not to detract from the building itself or impose on the existing streetscape. |
| (b) Wind energy system | (i) The system must be well setback from any overhead power lines. (ii) The turbine system must be fitted with an automatic and manual braking system or an over-speed protection device. (iii) Unless colour-matched to the supporting roof, the wind energy system and any tower structure must remain painted or finished in the colour or finish applied by the manufacturer. (iv) No signage, other than the manufacturer's or installer's identification, shall be attached to the system. (v) Any electrical components and wires associated with a small wind energy system must not be visible from the street. (vi) The system must not be located on a property/building on the City's Heritage List. (vii) A maximum of 1 turbine per 1000m ² of lot area is permitted. (viii) Turbines are not permitted on lots less than 1000m ² . (ix) The maximum height of a pole mounted system is 10m above natural ground level. (x) The maximum height of a roof mounted system is 7.5m above the roofline. (xi) The maximum blade diameter is 5.5m. (xii) Not permitted between the building and street. |

| | |
|--|--|
| | <p>(xiii) A pole mounted system must be setback from side and rear boundaries not less than half the total height of the wind energy system,</p> <p>(xiv) A roof mounted system must be setback a minimum of 7.5m from a major opening of an adjoining building.</p> |
|--|--|

Creation Date: <mmmm yyyy (adopted by Council)>

Amendments: Not applicable

Related Documentation: • *Local Planning Scheme No. 3*

Private ~~Clubs, Institutions and Places of Worship~~Community Purposes Zone Local Planning Policy

Responsible Directorate: Planning and Community Development

Objectives:

- To create good quality built form and functional development that contributes towards a sense of place and community.
- To provide for a range of privately owned community facilities, and uses that are incidental and ancillary to the provision of those facilities, which are compatible with surrounding development.
- To ensure that the standard of development is in keeping with surrounding development and does not negatively affect the amenity of the locality.
- To establish a framework for the assessment of applications for development within this zone.

1. Authority:

This policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application:

This policy applies to all non-residential development on 'Private ~~Clubs, Institutions and Places of Worship~~Community Purposes' zoned land in the City of Joondalup. Where equivalent development provisions are contained within an approved activity centre plan or local development plan, those provisions shall prevail.

3. Definitions:

In addition to the definitions contained within the City of Joondalup *Local Planning Scheme No. 3* (the Scheme), the following definitions apply:

“**coastal area**” means land within 300 metres of the horizontal shoreline datum of a coast, as defined within *State Planning Policy 2.6 State Coastal Planning Policy*.

“external fixtures” means utilities, equipment, plant or other structures necessary for a building to achieve efficient, comfortable operating outcomes and may include rainwater storage tanks, air conditioning units, communication, power and water infrastructure, or other fixtures necessary for the use of the building.

“height” when used in relation to a building, means the maximum vertical distance between natural ground level and the finished roof height directly above.

“landscape, landscaping or landscaped” means land developed with garden beds, shrubs and trees, or by the planting of lawns, and includes such features as rockeries or ornamental ponds.

“outbuilding” means an enclosed non-habitable structure that is detached from any dwelling.

“small scale renewable energy system” means a solar energy system of up to 100 kilowatts capacity or a small wind energy system of up to 10 kilowatts capacity.

“solar energy system” means a system which converts energy from the sun into useable electrical energy, heats water or produces hot air or a similar function through the use of solar panels.

“visually permeable” means a wall, gate, door or fence that the vertical surface has:

- Continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area.
- Continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or
- A surface offering equal or lesser obstruction to view;

as viewed from the street.

“wind energy system” means equipment that converts and then stores or transfers energy from the wind into usable forms of energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other component used in the system.

4. Statement:

The City of Joondalup supports the development of a range of private community infrastructure such as schools, places of worship, and club premises. This policy provides development provisions for non-residential development that aim to create high quality built form outcomes. It should be read in conjunction with the Scheme and any relevant structure plans, activity centre plans or local development plans.

5. Details:

5.1. Building Setbacks:

- a. Buildings shall be setback from property boundaries as follows:

| Provision | Minimum Setback distance |
|----------------------------------|--------------------------|
| (a) Primary street setback | (i) 6.0 metres |
| (b) Secondary street setback | (ii) 3.0 metres |
| (c) Side/rear setbacks | (iii) 3.0 metres |
| (d) Rear setbacks | (iv) 3.0 metres |
| (e) Right of way/laneway setback | (v) Nil |

5.2. Building Height:

- a. The maximum building height as measured from the natural ground level is to be in accordance with the following table:

| Maximum Building Height | | |
|-------------------------|---------------------------------------|---------------------|
| Top of external wall | Top of external wall (concealed roof) | Top of pitched roof |
| 6 metres | 7 metres | 9 metres |

5.3. Coastal Area Building Height:

- a. The maximum building height as measured from the natural ground level is to be in accordance with the following table:

| Maximum Building Height | | |
|-------------------------|---------------------------------------|---------------------|
| Top of external wall | Top of external wall (concealed roof) | Top of pitched roof |
| 6 metres | 7 metres | 9 metres |

- b. Notwithstanding clause 5.3(a), the building height in an activity centre or local development plan must take into account:
- existing built form, topography and landscape character of the surrounding area;
 - building siting and design;
 - bulk and scale of buildings and the potential to unreasonable overshadow adjoining properties or the foreshore;
 - visual permeability of the foreshore and ocean from nearby residential areas, roads and public spaces; and
 - whether the development is sympathetic to the desired character, built form and amenity of the surrounding area.

5.4. Built Form and Design:

- a. Development is to be in accordance with the following requirements:

| Design Element | Development Standard |
|----------------|--|
| (a) Materials | (i) Buildings (with the exception of outbuildings that are not visible from the street) must be constructed of high quality materials including but not limited to stone, concrete, brick, timber and glass. |

| | |
|-------------------------|--|
| | (ii) Concrete walls that are visible from an adjoining property or public realm must be painted and provided with an articulated or detailed finish. |
| (b) Articulation | (i) Buildings must incorporate appropriate design features to enhance appearance, create visual interest and reduce blank walls, including a combination of the following: <ul style="list-style-type: none"> • Varied colours, textures, finishes and materials; • Varied roof forms and design; • Balconies and balustrades; • Windows, screens and sun shading devices. |
| (c) Windows and glazing | (i) Where window security devices are provided, they must be installed on the inside of a window and be 75% visually permeable. (ii) Windows in an external wall which faces north, east or west must be protected from direct summer sun. |
| (d) Building Entrances | (i) Building entrances must be clearly defined and easily identifiable from the street and public realm. (ii) Building entrances must directly front the street, car park and key pedestrian routes. |

5.5. Retaining walls:

| Provision | Development Requirement |
|---------------------|--|
| (a) Retaining walls | (i) Retaining walls visible from a street or car park greater than 1 metre in height must be tiered so no tier is greater than 1 metre in height. A landscaping area of no less than 1 metre in width shall be provided between tiers. |

5.6. Parking and Access:

5.6.1. Car Parking Standards

a. Car parking bays are to be provided in accordance with the following table:

| Use Class | Number of on-site parking bays |
|---|--|
| Caravan Park | 1 per 10 sites |
| Caretaker's Dwelling | 1 per dwelling |
| Child Care Premises | In accordance with the relevant local planning policy |
| Cinema/Theatre, Civic Use, Club Premises, Place of Worship, Reception Centre, Recreation – Private, Restaurant/Café, Small Bar | 1 per 4 people accommodated |
| Civic Use | 1 per 4 people accommodated |
| Club Premises | 1 per 4 people accommodated |
| Community Purpose, Exhibition Centre | 1 per 50m ² NLA |
| Consulting Rooms, Medical Centre | 5 bays per health consultant |
| Convenience Store, Market Display Home | 1 per 25m ² NLA 5 per Display Home |
| Educational Establishment | 1 per 3 students accommodated |
| Primary School | 2 per classroom but not less than 10 |
| Secondary School | 2 per classroom but not less than 10 |
| Tertiary College | 1 per 3 students accommodated |
| Exhibition Centre | 1 per 50m² NLA |

| Use Class | Number of on-site parking bays |
|--|---|
| Hospital | 1 per 3 patients accommodated beds plus 1 space for each per staff member on duty |
| Hotel, Motel | 1 per bedroom/ unit plus 1 per 5m ² of bar and dining area |
| Market | 1 per 25m² NLA |
| Medical Centre | 5 per health consultant |
| Motel | 1 per unit plus 1 per 5m² of bar and dining area |
| Nursing Home | 1 per 5 beds plus 1 per employee |
| Park Home Park | 1 per 10 park homes |
| Place of Worship | 1 per 4 people accommodated |
| Reception Centre | 1 per 4 people accommodated |
| Recreation – Private | 1 per 4 people accommodated |
| Residential Building | 1 per 2 people accommodated |
| Restaurant/Cafe | 1 per 4 people accommodated unless part of a shopping centre in which case the shopping centre standard applies |
| Retirement Village Residential Aged Care Facility | 1 per 5 beds plus 1 per staff member on duty 1 per unit plus 1 visitor bay per 10 dwellings plus 1 per non resident staff member |
| Small bar | 1 per 4 people accommodated |
| Tavern | 1 per 5m ² of bar and dining area |
| Tourist Development | 1 per unit |

5.6.2. Car Park Location and Design

- a. Car park access and design is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|---------------------------------------|---|
| (a) Car park design | (i) Car parks should be consolidated where practicable. (ii) Car parks shall be designed in accordance with Australian Standards AS 2890.1 and/or AS 2890.2 as amended from time to time. |
| (b) Vehicle Access | (i) The number of crossovers should be kept to the minimum to provide efficient ingress and egress. (ii) The location of crossovers should minimise traffic or pedestrian hazards and not conflict with pedestrian/cyclist paths. (iii) Vehicles are required to enter and exit the site in forward gear. |
| (c) Pedestrian Access | (i) A footpath must be provided from the car park and the street to the building entrance. |
| (d) Reciprocal car parking and access | (i) Where car parking and access is approved on neighbouring properties that relies on the reciprocal movement of vehicles and pedestrians across those properties, the necessary reciprocal access and parking shall be allowed at all times to the local government's satisfaction. |

5.6.3. Scooter and Motorbike Parking Standards

- a. For every 30 car bays required, the 30th car bay shall be replaced with two scooter/motorcycle parking bays to be designed in accordance with relevant Australian standards. The car parking bays required under 6.6.1 may be reduced accordingly.

5.6.4. Bicycle Parking Standards

- a. Bicycle parking is to be provided in accordance with the following table and relevant Australian standards. Bicycle parking is only required to be provided for new buildings;

however it is encouraged to be provided for existing developments and additions to existing developments.

| Use Class | Employee Bicycle Parking (ratios are part thereof) | Visitor Bicycle Parking (ratios are part thereof) |
|---|---|--|
| Cinema/Theatre, Community Purpose, Civic Use, Club Premises, Place of Worship, Reception Centre, Recreation – Private, Restaurant/café, Small Bar | N/A | 1 per 50 people accommodated |
| Convenience Store, Lunch Bar, Market | 1 per 100m ² NLA | 1 per 50m ² NLA |
| Consulting Rooms, Medical Centre | 1 per 8 practitioners | 1 per 4 practitioners |
| Educational Establishment Primary School Secondary School Tertiary College | N/A | 1 per 20 students 5 per classroom 5 per classroom 1 per 20 students |
| Hospital, Residential Aged Care Facility , Nursing Home | 1 per 15 beds | 1 per 30 beds |
| Hotel, Motel, Tavern | 1 per 150m ² of bar and dining area | 1 per 100m ² of bar and dining area |
| Retirement Village | 1 per 10 units | N/A |
| Exhibition Centre | 1 per 750m ² NLA | 1 per 1000m ² NLA |

5.6.5. End of Trip Facilities

All developments that are required to provide 6 or more employee bicycle parking bays must provide end of trip facilities, designed in accordance with the following criteria:

- A minimum of one female and one male shower, located in separate change rooms or a minimum of two separate unisex showers and change rooms.
- Additional shower facilities to be provided at a rate of one shower for every 10 additional bicycle parking bays.
- A locker for every bicycle parking bay provided.
- The end-of-trip facilities are to be located as close as possible to the bicycle parking facilities.

5.7. Landscaping:

- Landscaping is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|-------------------|--|
| (a) % landscaping | <ol style="list-style-type: none"> A minimum of 8% of the area of a lot shall be landscaped. The landscaped area shall include a minimum strip of 1.5 metres wide adjacent to all street boundaries. |
| (b) Size | <ol style="list-style-type: none"> Any landscaped area shall have a minimum width of 1.0 metre and distributed in areas of not less than 4.0 square metres. |

| | |
|-----------------|--|
| (c) Shade trees | (i) Shade trees shall be provided and maintained in uncovered car parks at the rate of one tree for every four car parking bays. |
|-----------------|--|

5.8. Fencing:

- a. Any fence located between the street alignment and 6 metres from the street alignment, or the street alignment and a building, whichever is the lesser distance, must be visually permeable above 0.75 metres from natural ground level, and must have a maximum height of 2.0 metres from natural ground level.

5.9. Servicing:

- a. Servicing, deliveries, lighting and waste collection should be considered as part of the integral design of the building. Services should be screened from view, and located at the rear of the building where practicable. Servicing is to be in accordance with the following requirements:

| Provision | Development Requirement |
|-----------------------|---|
| (a) Service access | (i) Service access must be provided to all buildings to cater for the loading and unloading of goods, and waste collection. |
| (b) Service yards | (i) Service yards must be screened from view and located at the rear of a building. (ii) Service yards must not be located directly adjacent to a Residential zoned lot. |
| (c) Bin storage areas | (i) Bin storage areas must be screened from view by a wall not less than 1.8 metres in height, constructed of brick, masonry or other approved material. (ii) Bin storage areas must be accessible to waste collection vehicles and not adversely affect car parking and vehicular or pedestrian access. |
| (d) External fixtures | (i) External fixtures must be screened from view from the street through building design and located on the roof, basement or at the rear of the building. |
| (e) Lighting | (i) To minimise the negative impacts of lighting, lighting is to be installed in accordance with Australian Standard AS 4282. |

5.10. Sea Containers:

The location and use of sea containers should not detract from the amenity, character and streetscape of an area.

- a. The permanent use of sea containers is to be in accordance with the following requirements:

| Provision | Development Requirement |
|----------------|--|
| (a) Visibility | (i) The sea container is not visible from any street or adjoining property (ii) Where visible from an area internal to the site, the sea container is painted or clad with material in a colour that matches, or is complementary to, the colour of the existing buildings on the property. |
| (b) Location | (i) The sea container is not located within any approved car park, access way or landscaped area. |

- b. The temporary use of a sea container can be considered in accordance with the following requirements:
- i. The sea container is only used in conjunction with building construction or subdivision work that is occurring or approved to occur on the subject site, up to a maximum of 12 months; or
 - ii. The sea container is only used for the loading or unloading of goods that is occurring on the subject site up to a maximum of 7 days; and
 - iii. The sea container is positioned so as not to obscure vehicle sightlines.
 - iv. A formal request is received and a letter is issued from the City approving the temporary nature of the sea container, and its period of use, in accordance with the provisions of subclause 61(1)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
 - v. Clause iv. above does not apply if the sea container is in place for less than 48 hours.

5.11. Small scale renewable energy systems:

- a. The development of small scale renewable energy systems is encouraged in order to reduce the production of greenhouse gas emissions. Small scale renewable energy systems are to be in accordance with the following requirements:

| Provision | Development Requirement |
|-------------------------|---|
| (a) Solar energy system | (i) Solar energy systems must be integrated into the overall design of the building and located on rooftops so as not to detract from the building itself or impose on the existing streetscape. |
| (b) Wind energy system | <ul style="list-style-type: none"> (i) The system must be well setback from any overhead power lines. (ii) The turbine system must be fitted with an automatic and manual braking system or an over-speed protection device. (iii) Unless colour-matched to the supporting roof, the wind energy system and any tower structure must remain painted or finished in the colour or finish applied by the manufacturer. (iv) No signage, other than the manufacturer's or installer's identification, shall be attached to the system. (v) Any electrical components and wires associated with a small wind energy system must not be visible from the street. (vi) The system must not be located on a property/building on the City's Heritage List. (vii) A maximum of 1 turbine per 1000m² of lot area is permitted. (viii) Turbines are not permitted on lots less than 1000m². (ix) The maximum height of a pole mounted system is 10m above natural ground level. (x) The maximum height of a roof mounted system is 7.5m above the roofline. (xi) The maximum blade diameter is 5.5m. |

| | |
|--|--|
| | <p>(xii) Not permitted between the building and street.</p> <p>(xiii) A pole mounted system must be setback from side and rear boundaries not less than half the total height of the wind energy system,</p> <p>(xiv) A roof mounted system must be setback a minimum of 7.5m from a major opening of an adjoining building.</p> |
|--|--|

Creation Date: <mmmm yyyy (adopted by Council)>

Amendments: Not applicable

Related Documentation: • *Local Planning Scheme No. 3*

Short-term Accommodation Local Planning Policy

Responsible Directorate: Planning and Community Development

Objectives:

- To encourage good quality, well managed short-term accommodation for use by visitors that does not compromise the amenity of residential areas or nearby residents.
- To provide guidance and development provisions for operators seeking to establish short-term accommodation within the City of Joondalup.
- To establish a clear framework for the assessment and determination of applications for short-term accommodation.

1. Authority:

This Policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application:

This policy applies to all 'Bed & Breakfast', 'Holiday House', 'Holiday Accommodation' and 'Serviced Apartment' [land](#) uses in all zones.

3. Definitions:

"Bed & Breakfast" as defined by *Local Planning Scheme No. 3* means a dwelling –

- used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than four (4) adult persons or one family; and
- containing not more than two (2) guest bedrooms.

"Dwelling" as defined by the Residential Design Codes means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on

a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

“Holiday House” as defined by *Local Planning Scheme No. 3* means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.

“Holiday Accommodation” as defined by *Local Planning Scheme No. 3* means two (2) or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot.

“R-Codes” means the Residential Design Codes.

“Serviced Apartment” as defined by *Local Planning Scheme No. 3* means a group of units or apartments providing –

- (a) self-contained short stay accommodation for guests; and
- (b) any associated reception or recreational facilities.

“Short-term Accommodation” as defined by *Local Planning Scheme No. 3* means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than three (3) months in any 12 month period.

4. Statement:

The City of Joondalup supports diversity of accommodation types to facilitate tourism and other activities within its district. In considering applications for short-term accommodation, the City will take into consideration the siting, design and management of the short-term accommodation to ensure such accommodations are compatible with, and avoid adverse impacts on, the amenity of adjoining and surrounding areas.

5. Details:

5.1 General requirements for all short-term accommodation:

5.1.1 ~~Car parking~~ **Car Parking Standards:**

- a. Car parking bays are to be provided in accordance with the following ~~Table 1~~ **table**:

~~Table 1 – Onsite Car Parking Requirements for Short-term accommodation~~

| Use Class | Number of on-site parking bays |
|-----------------------|--|
| Bed & Breakfast | One car parking bay per guest bedroom. In addition, car parking for permanent residents is to be in accordance with the R-Codes. |
| Holiday House | In accordance with the R-Codes clause 5.3.3 Location B requirements. |
| Holiday Accommodation | In accordance with the R-Codes clause 5.3.3 Location B requirements. |
| Serviced Apartment | In accordance with the R-Codes clause 5.3.3 or 6.3.3 Location B requirements. |

5.1.2 **Car Parking Location and Design:**

- a. Car park access and design is to be in accordance with the following requirements:

| Design Element | Development Requirement |
|----------------|-------------------------|
|----------------|-------------------------|

| | |
|------------------------------|---|
| <u>(a) Car park location</u> | <u>(i) All car parking is to be provided on-site; verge parking is not permitted.</u> <u>(ii) In the 'Residential' zone, the provision of car parking bays must not detract from the residential appearance of the dwelling or dominate the streetscape.</u> |
| <u>(b) Car park design</u> | <u>(i) Car parks shall be designed in accordance with the R-codes.</u> |
| <u>(c) Vehicle access</u> | <u>(i) Vehicles access is to be provided in accordance with the R-Codes.</u> |

- ~~b. All parking is to be provided on-site; no verge parking is permissible.~~
- ~~c. On-site car parking is to be designed and vehicular access provided in accordance with the R-Codes.~~
- ~~d. Where the provisions of the 'Residential' zone are applicable, the short-term accommodation must not require the provision of car parking bays in a manner that would detract from the residential appearance of the dwelling or dominate the streetscape.~~

5.1.2 Management plan:

- a. A management plan is required to be submitted at the time of lodging an [application for development application approval](#) for short-term accommodation. The requirement for the operation of the short-term accommodation in accordance with the management plan will be included as a condition of any development approval issued.
- b. The management plan is to include, but not be limited to the following matters:
- a code of conduct detailing the expected behaviour and obligations of guests. The code of conduct shall be displayed in a prominent position within the premises;
 - management of complaints, in the form of a Complaints Management Procedure (which must include the provision of the short-term accommodation owners/managing agents contact telephone number for adjoining neighbours);
 - control of anti-social behaviour and the potential conflict between guests and permanent residents of the area, detailing the expected behaviour of guests and control of noise;
 - details regarding guest check-in and check-out procedures;
 - management of car parking;
 - details regarding waste management which must include specifying the expectations on guests with regard to general rubbish and bin collection (if applicable);
 - compliance with Strata By-Laws (if applicable) in the form of a Statement of Compliance.

5.1.3 Guest register:

- a. A register of all persons occupying the short-term accommodation is required to be kept on the premises of the short-term accommodation or at such other place as agreed by the City, and shall be open to inspection on demand by an authorised City Officer.
- b. The register shall:
 - i. show the name and address of every occupant staying within the accommodation and the unit occupied; and
 - ii. include the date of arrival and date of departure of the occupants of the accommodation.

5.1.4 Signage:

- a. Any signage associated with short-term accommodation is to be in accordance with the City of Joondalup *Signs Policy*.

5.1.5 Application information

- a. In addition to the management plan referred to above and the normal development application submission requirements, the following additional information is required to be submitted with an application for development approval for short-term accommodation:
 - i. justification as to how and why the proposed accommodation will be compatible with the adjoining area and is consistent with the objectives of this Policy.

5.1.6 Public consultation:

- a. For proposals where the provisions of the 'Residential' zone apply, ~~development~~ applications for new short-term accommodation, or applications where the existing use is proposed to be intensified, will be advertised for public comment for a ~~minimum~~ period of 14 days by way of letters to adjoining and nearby landowners.
- b. Where an application involves short-term accommodation in a strata title arrangement, the strata body will be consulted. Prior to submission, applicants are encouraged to seek clarification as to whether or not the operation of short-term accommodation is compliant with regulations governing ownership of the property i.e. provisions of the *Strata Titles Act 1985* and associated by-laws.

5.2 Development requirements for a Bed & Breakfast

- a. The owner/resident of the accommodation must reside on-site at all times while the 'Bed & Breakfast' ~~accommodation~~ is in operation.
- b. Meals may only be provided for 'Bed & Breakfast' ~~accommodation~~ guests.

5.3 Development requirements for a Holiday House

- a. Applications for Development applications approval for a 'Holiday House' within an existing dwelling will be processed as a change of use.

- b. [Applications for Development applications-approval](#) for a purpose built [Holiday House](#) are required to meet the relevant single house requirements of the Residential Design Codes, the City of Joondalup *Residential Development Local Planning Policy* and any relevant structure plan or local planning policy.

5.4 Development requirements for Holiday Accommodation

- a. [Applications for Development applications-approval](#) for [Holiday Accommodation](#) within existing grouped or multiple dwelling developments will be processed as a change of use.
- b. [Applications for Development applications-approval](#) for purpose built [Holiday Accommodation](#) are required to meet the relevant grouped or multiple dwelling development requirements of the Residential Design Codes, the City of Joondalup *Residential Development Local Planning Policy* and any relevant structure plan or local planning policy.
- c. Tandem car parking arrangements (one bay behind another) will only be considered where the bays are allocated to the same holiday accommodation unit.

5.5 Development requirements for Serviced Apartments

- a. [Applications for Development applications-approval](#) for [Serviced Apartments](#) within an existing grouped dwelling or multiple dwelling development will be processed as a change of use and are expected to provide dedicated reception facilities and may provide recreational facilities.
- b. Applications for purpose built [Serviced Apartments](#) shall be subject to the siting and design requirements applicable under the relevant local planning policy, and any relevant structure plan. If applicable, serviced apartments are required to be designed to separate short-term accommodation from permanent occupancy dwellings located on the same site or building.
- c. Where a development involves a combination of permanent occupancy dwellings and serviced apartments, parking areas for permanent residents and their visitors shall be clearly separated and delineated from the parking area for the serviced apartments.
- d. Tandem car parking arrangements (one bay behind another) will only be considered where the bays are allocated to the same serviced apartment.
- e. If required, applications for purpose built [Serviced Apartment's](#) must also demonstrate the sufficient provision of facilities for the loading/unloading of goods on the site.

Creation Date: <mmmm yyyy (adopted by Council)>

Amendments: Not applicable

Related Documentation: • *Local Planning Scheme No. 3*

Bed and Breakfast Accommodation Policy

Council Policy

Responsible Directorate: Planning and Community Development

Objective: To provide guidance and provisions for the establishment of bed and breakfast accommodation that will minimise the impact on adjoining properties.

1. Authority:

This Policy has been prepared in accordance with Clause 8.11 of the *City of Joondalup District Planning Scheme No. 2* which allows Council to prepare planning policies relating to planning or development within the Scheme area.

2. Application:

This Policy applies to the Residential, Mixed-Use, Business, Commercial, Private Clubs/Recreation, Special Residential and Rural Zones.

3. Definitions:

“bed and breakfast” means any dwelling in which the resident of the dwelling provides accommodation on an overnight or short-term basis, usually to the travelling public, and may include the provision of breakfast, as defined within the *City of Joondalup District Planning Scheme No. 2*.

“ancillary accommodation” means self-contained living accommodation on the same lot as a single house that may be attached or detached from the single house occupied by members of the same family as the occupiers of the main dwelling, as defined within the *Residential Design Codes of Western Australia*.

“short-term basis” means a period of accommodation that does not exceed a continuous period of 3 months.

4. Statement:

The City of Joondalup supports diversity of accommodation types to facilitate tourism activities within its district. In considering applications for bed and breakfast accommodation, Council shall take into consideration the location, siting and design of the bed and breakfast to ensure such

accommodations are compatible with, and avoid adverse impacts on, the amenity of adjoining and surrounding areas.

5. Details:

In assessing any Development Application for bed and breakfast accommodation the following will be considered.

5.1. Location:

- a. Bed and breakfast accommodation located close to high frequency public transport, Commercial Centres, beaches or tourist attractions is encouraged.
- b. The appearance of the bed and breakfast accommodation must be in keeping with the surrounding environment, and should not be detrimental to the amenity of the adjoining properties or surrounding area by way of excessive noise or vehicle movement and parking.

5.2. Car Parking:

- a. One car parking bay is required per guest bedroom. In addition, car parking for permanent residents is to be in accordance with the *Residential Design Codes of Western Australia*.
- b. All parking is to be provided on-site; no verge parking is permissible.
- c. The bed and breakfast accommodation must not require the provision of car parking bays in a manner that would detract from the residential appearance of the dwelling or dominate the streetscape.

5.3. Management:

- a. The owner/resident of the bed and breakfast accommodation must reside on-site at all times while the bed and breakfast is in operation.
- b. Up to 6 guests may be accommodated at any one time, exclusive of the permanent residents. (N.b.: additional guests will lead to the premises being required to be registered and comply as a Lodging House under the *Health Act 1911*.)
- c. The provision of separate bathroom facilities is encouraged for each bed and breakfast room.
- d. Access to a dining area must be provided for guests within the dwelling, along with communal laundry facilities or a laundry service.
- e. Meals may only be provided for bed and breakfast guests. This is usually breakfast, but may include other meals.
- f. A Management Plan must be submitted at the time of lodging the application. The operation of the bed and breakfast is then required to be in accordance with that approved Plan and the Management Plan must be kept on the premises at all times. The Plan must include measures to address the following:

- ongoing maintenance of the premises and all common property areas;
 - control of noise;
 - management of car parking;
 - use of exclusive storage areas by the permanent occupier(s) of the dwelling;
 - management of complaints, in the form of a formal Complaints Management Procedure (which must include the provision of the bed and breakfast accommodation owner's contact telephone number for adjoining neighbours); and
 - compliance with Strata By-Laws (if applicable) in the form a Statement of Compliance.
- g. A 'Code of Conduct' or 'House Rules' is required to be submitted at the time of lodging the application. This document must detail the expected behaviour of guests in order to manage anti-social behaviour and potential conflict between guests, residents and neighbours. The document must then be displayed in a prominent position within the premises.
- h. Ancillary accommodation that is no longer needed for that purpose, may be utilised for bed and breakfast purposes with the approval of the City. In the event that the bed and breakfast activity ceases, approval will again be required in order to use the addition as ancillary accommodation.
- i. Self-contained dwelling additions up to 60 square metres in area, whether separate from the main dwelling or not, may be utilised for bed and breakfast purposes with the approval of the City. In the event that the bed and breakfast activity ceases:
- any kitchen facilities are to be removed in order ensure that the addition is no longer self contained; or
 - approval must be granted by the City to utilise the addition as ancillary accommodation.

5.4. Signage:

One advertising sign, not exceeding 0.2 square metres in area, is permitted on site, in accordance with the City's *Signs Policy*.

5.5. Public Consultation:

- a. All new applications for bed and breakfast accommodation will be advertised for public comment for a minimum period of 21 days by way of:
- letters to adjoining and nearby landowners; and
 - a notice on the City's website.

Additionally, if, on renewal of the business, any changes have occurred or are proposed to the operation of the business, or if complaints have been received within the previous 12 months, advertising of the application may be required.

- b. The City will arrange the public consultation process; however, all costs associated with advertising are to be borne by the applicant.

5.6. Approval Period:

Any approval issued is valid for 12 months. Prior to the expiry of the approval, an application to renew the bed and breakfast must be submitted and approved by the City to enable the continuation of the activity.

| | |
|-------------------------------|--|
| Creation Date: | March 2012 |
| Amendments: | N/A |
| Related Documentation: | <ul style="list-style-type: none"> • <i>Bed and Breakfast Information Sheet</i> • <i>City of Joondalup District Planning Scheme No. 2</i> • <i>Health Act 1911</i> • <i>Health Local Law 1999</i> • <i>Signs Policy</i> |

Signs Policy

Council Policy

Responsible Directorate: Planning and Community Development

Objective: To provide guidance on the design and placement of signs located within the City of Joondalup.

To protect the quality of the streetscape and the amenity of adjoining and nearby residents by minimising the visual impact of signs.

To encourage signs that are well-designed and well-positioned and appropriate to their location, which enhance the visual quality, amenity and safety of the City of Joondalup.

To facilitate a reasonable degree of signage to support business activities within the City of Joondalup.

~~To complement the provisions for signs as specified in the City of Joondalup's Signs Local Law 1999.~~

1. Authority:

This Policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 Clause 8.11 of City of Joondalup District Planning Scheme No. 2 which allows Council the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application:

This Policy applies to signs located throughout the City of Joondalup.

3. Statement:

This Policy provides guidance on the extent and location of various forms of signage that are not exempt from planning approval under the City of Joondalup District Planning Scheme No. 2 and complements the requirements of the City's Signs Local Law 1999 which focuses on safety and maintenance issues.

~~As such, t~~The Policy is to be read in conjunction with the City of Joondalup – Local Planning Scheme No 3 (the Scheme) and the Local Government and Public Property Local Law 2014 (as amended) and any relevant agreed Structure Plan. The provisions of agreed Structure Plans shall prevail over this Policy.

Words and expressions used in this Policy shall have the meanings given to them in the Scheme and the Local Law. For the purposes of interpretation, the terms “sign”, “advertisement” and “advertising device” referred to within these documents have the same meaning.

~~The City of Joondalup District Planning Scheme No. 2 contains the following objectives for the control of advertising signs:~~

- ~~a. To ensure that the visual quality and character of particular localities and transport corridors are not eroded.~~
- ~~b. To achieve advertising signs which are not misleading or dangerous to vehicular or pedestrian traffic.~~
- ~~c. To minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising.~~
- ~~d. To prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of their colours, height, prominence, visual impact, size, relevance to the premises on which they are located, number and content.~~
- ~~e. To reduce and minimise clutter.~~
- ~~f. To promote a high standard of design and presentation in outdoor advertising.~~

A sign may not be attached or erected on a property within the City unless all necessary approvals have been obtained in accordance with the Scheme, Local Law and the provisions of this Policy. Signs that are exempt from the requirement to make an application for development ~~obtain planning approval~~ are listed in ~~Schedule 4 of the Scheme~~ Section 4.4 of this policy.

Unless otherwise specified in this Policy, where signage that is compliant with this Policy is shown as part of an application for development approval ~~Development Application~~ submitted to the City for development of a property, the signage is deemed approved in the event of the Development Application being granted approval.

4. Details:

4.1 Design ~~Requirements~~ Principles:

The following design ~~requirements~~ principles relate to all signs located within the City and will be considered as part of the assessment of an application for development approval.

Overall, signs should:

- be located on land to which they relate and only advertise goods or services that relate to the land use of the site commensurate with the realistic commercial need for such advertising;
- promote a high standard of design and presentation in outdoor advertising;

- not be located on land zoned or used for residential purposes, unless expressly permitted in this Policy;
- integrate with the building design, particularly through the provision of signage panels within the building façades, where possible;
- be contained within the boundary of the lot on which they are situated, unless expressly permitted within this policy;
- not to be located within a road reserve, unless expressly permitted in this Policy;
- maintain the existing amenity of the locality, including minimising noise generated by the sign or supporting structures;
- not present a hazard or be misleading to vehicles or pedestrians;
- not obstruct visual sightlines required for vehicular access to and from properties;
- not obstruct access to or from any door, window or fire escape;
- not contain any obscene or vulgar material;
- not be affixed to boundary fences or boundary walls; ~~and~~
- not include the use of flashing lights that chase or pulse; and
- not be superfluous or unnecessary by virtue of colours, height, prominence, visual impact, size, relevant to the premises on which they are located, number and content.

In determining the size of a sign, the measurements are taken as the greatest horizontal dimension (width) multiplied by the greatest vertical dimension (height), excluding any support structures (see Figure 1 for example). Clearance is measured from the finished ground level to the sign directly above.

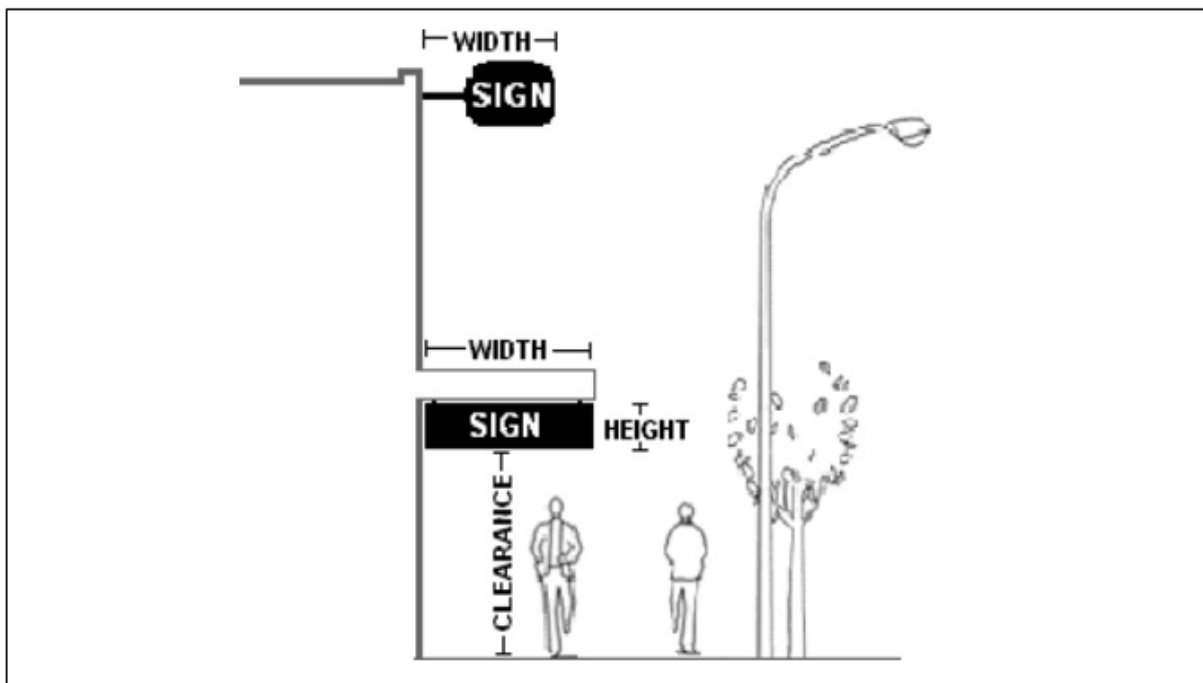


Figure 1. Example of measurements for signage

Unless otherwise indicated in this Policy, signs may be illuminated. Appropriately placed external lights that illuminate the whole or part of a building façade (including signs) are encouraged.

4.2 Standard Sign Requirements:

The standards for a range of sign types within the City of Joondalup differ, both with regard to requirements and permissibility, dependant on the zoning or other classification of land on which the sign is erected. The standard sign requirements can be found in Tables 1 and 2 of this Policy.

4.3 Variation to Signs Requirements:

Where an Application does not comply, the applicant will be required to submit written justification for the non-compliance and additional information, including but not limited to, an overall plan of the whole of the subject site showing the location, size and details of all existing and proposed advertising signs for the site, as well as the outline of any buildings, car parking areas and vehicular access points and landscaping for the site.

4.4 Exemptions:

An application for development approval is not required to be made to the City of Joondalup where the sign complies with the following exemptions:


- a. a sign erected or maintained in accordance with an Act;
- b. a property disposal sign not exceeding 1.2m² erected on private property or immediately adjacent to the front boundary, where it is not possible to erect it on private property;
- c. a plate not exceeding 0.2m² in area erected or affixed on the street alignment or between that alignment and the building line to indicate the name and occupation or profession of the occupier of the premises;
- d. a direction sign;
- e. a sign used solely for the direction and control of people, animals or vehicles or to indicate the name or street number of a premises, if the area of the sign does not exceed 0.2m²;
- f. a window sign which complies with the application standards of this policy;
- g. a sign displaying solely the name and occupation of any occupier of business premises painted on a window or wall of those premises providing that the sign does not exceed 1.2m² in area and a height of 600mm;
- h. a sign within a building unless:
 - (i) it is clearly visible from a public place outside the building;
 - (ii) it is exempted under any other paragraph of this section; or
 - (iii) it is considered objectionable by the local government;
- i. a sign not larger than 0.6m x 0.9m on an advertising pillar or panel approved by or with the consent of the local government for the purpose of displaying public notices for information;
- k. a building name sign on any building, where it is of a single line of letters not exceeding 300mm in height, fixed to the facade of the building;

- l. newspaper or magazine posters, provided they are displayed against the outside wall of the business premises from which the newspapers or magazines are sold;
- m. a rural producer's sign which is the only sign on the lot on which it is erected;
- n. a sign erected by the local government, or with the approval of the local government, on land under the care, control and management of the local government;
- o. a sign erected and maintained on street furniture, bus shelters or seats in accordance with the terms and conditions of a contract between the local government and the company responsible for those signs;
- p. a maximum of four garage sale signs, each not greater than 0.25m², advertising the sale of second hand domestic goods in domestic quantities, not being part of a business, trade or profession and only being displayed on the day of the sale and on no more than two occasions for the same lot in each six month period.
- q. a sign or signs erected in accordance with a special event permit issued under the *City of Joondalup Local Government and Public Property Local Law 2014* (as amended);
- r. a sign painted on a kerb, adjacent to a property depicting the house number and in accordance with specifications approved by the local government;
- s. a sign erected by the local government for the purpose of:
 - (i) encouraging participation in voting (but not in favour of any candidate, political party, group or thing) at a local government election, provided that the signs are erected no more than five weeks prior to the election; or
 - (ii) indicating the name and location of a polling place for an election.

The advertising devices exempted above exclude signs which contain any illumination or radio; animation or movement in its design or structure; reflective; retro-reflective or fluorescent materials in its design or structure.

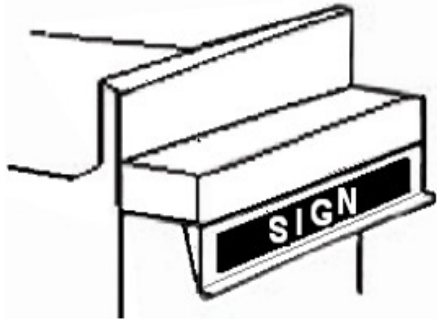
| | |
|-------------------------------|---|
| Creation Date: | October 2009 |
| Amendments: | CJ167-08/12, CJ111-06/13 |
| Related Documentation: | <ul style="list-style-type: none"> • <i>City of Joondalup District Planning Scheme No. 2</i> • <u><i>Planning and Development (Local Planning Schemes) Regulations 2015</i></u> • <u><i>Local Planning Scheme No. 3</i></u> • <u><i>Joondalup City Centre Structure Plan Activity Centre Plan</i></u> • <i>Signs Local Law 1999</i> <u><i>Local Government and Public Property Local Law 2014 (as amended)</i></u> |

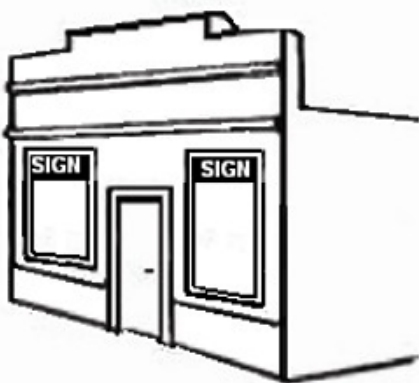
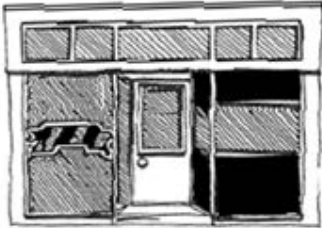
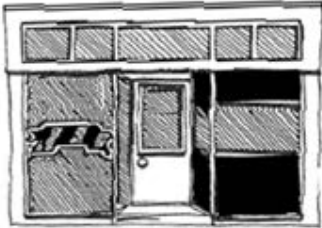
Table 1. Requirements for signs on buildings

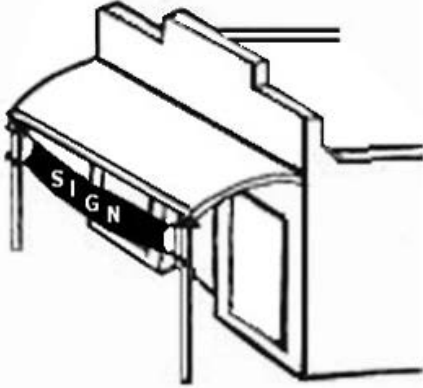
| Type of Sign | Applicable Zones | | | |
|--|--|--|--|--|
| | <ul style="list-style-type: none"> City North (JCCDPM¹) Residential Use Lakeside (JCCDPM¹) JACP Residential (all precincts) Residential Zone Rural Zone Special Residential Zone | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Zone Health and Wellness (JACP¹) Service Commercial Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP¹) |
| Semaphore Sign A semaphore sign is a sign that is affixed to a building or structure at or by one of its ends.  | Not permitted. | Dimension: max. 1.5 m height max. 1.5 m width Clearance: max. 2.75 m | Dimension: max. 1.5 m height max. 1.5 m width Clearance: min. 2.75 m | Dimension: max. 3 m height max. 1.5 m width Clearance: min. 2.75 m |


¹"JCCDPM" refers to the ~~Joondalup City Centre Development Plan and Manual~~

JACP refers to the ~~Joondalup Activity Centre Plan~~

| Type of Sign | Applicable Zones | | | |
|---|--|--|--|--|
| | <ul style="list-style-type: none"> City North (JCCDPM¹) Residential Use Lakeside (JCCDPM¹) JACP Residential (all precincts) Residential Zone Rural Zone Special Residential Zone | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Zone Health and Wellness (JACP¹) Service Commercial Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP¹) |
| Verandah Sign A verandah sign is a sign affixed on, above or under a verandah and includes a sign that is affixed to cantilevered awnings and balconies.  | Not permitted. | Dimension: max. 0.4 m height max. 2.4 m width Clearance: min. 2.75 m Must: <ul style="list-style-type: none"> not extend above or beyond the width of the fascia, verandah, awning or balcony; and not be located within 2 m of another such sign on the fascia of the same verandah. | Dimension: max. 0.4 m height max. 2.4 m width Clearance: min. 2.75 m Must: <ul style="list-style-type: none"> not extend above or beyond the width of the fascia, verandah, awning or balcony; and not be located within 2 m of another such sign on the fascia of the same verandah. | Dimension: max. 1 m height max. 3 m width Clearance: min. 2.75 m Must: <ul style="list-style-type: none"> not extend above or beyond the width of the fascia, verandah, awning or balcony. Not be located within 2 m of another such sign on the fascia of the same verandah. |

| Type of Sign | Applicable Zones | | | |
|---|--|---|---|---|
| | <ul style="list-style-type: none"> City North (JCCDPM¹) Residential Use Lakeside (JCCDPM¹) JACP Residential (all precincts) Residential Zone Rural Zone Special Residential Zone | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Zone Health and Wellness (JACP¹) Service Commercial Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP¹) |
| Window Sign A window sign is a sign painted or affixed to either the interior or exterior surface of the glazed area of a window. | Not permitted. | Area: max. 25% of the glazing or 10 m ² per tenancy, whichever is lesser. Must: <ul style="list-style-type: none"> be visually permeable ('see through'). | Area: max. 25% of the glazing or 10 m ² per tenancy, whichever is lesser. Must: <ul style="list-style-type: none"> be visually permeable ('see through'). | Area: max. 50% of the glazing or 20 m ² per tenancy, whichever is lesser. |
|  | |  <p>✓ ✗</p> <p>Examples may include the use of cut-out block lettering or transparent materials.</p> |  <p>✓ ✗</p> <p>Examples may include the use of cut-out block lettering or transparent materials.</p> | |

| Type of Sign | Applicable Zones | | | |
|---|--|--|---|---|
| | <ul style="list-style-type: none"> City North (JCCDPM¹) Residential Use Lakeside (JCCDPM¹) JACP Residential (all precincts) Residential Zone Rural Zone Special Residential Zone | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Zone Health and Wellness (JACP¹) Service Commercial Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP¹) |
| Banner Sign A banner sign is a temporary sign normally made of a lightweight, non-rigid material, such as fabric, canvas or cloth attached to a part of a building and is generally used to promote a particular event.  | Not permitted. | Dimension: max. 1 m height max. 4 m width Must: <ul style="list-style-type: none"> be restricted to 1 banner on any occasion; only be displayed for a max. period of 21 days at a time at no less than 3 monthly intervals; and be removed within 24 hours following the event or offer. | Dimension: max. 1 m height max. 4 m width Must: <ul style="list-style-type: none"> be restricted to 1 banner on any occasion; only be displayed for a max. period of 21 days at a time at no less than 3 monthly intervals; and be removed within 24 hours following the event or offer. | Dimension: max. 1 m height max. 4 m width Must: <ul style="list-style-type: none"> be restricted to 1 banner on any occasion; only be displayed for a max. period of 21 days at a time at no less than 3 monthly intervals; and be removed within 24 hours following the event or offer. |

| Type of Sign | Applicable Zones | | | |
|--|---|--|--|--|
| | <ul style="list-style-type: none"> City North (JCCDPM¹) Residential Use Lakeside (JCCDPM¹) JACP Residential (all precincts) Residential Zone Rural Zone Special Residential Zone | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Zone Health and Wellness (JACP¹) Service Commercial Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP¹) |
| Wall Sign A wall sign is a sign attached to or painted directly onto the external face of a building. A wall sign includes a sign located on support pillars and columns, parapets and fascia.  | <p>Area: max. 1.2 m² (non-residential building) max. 0.2 m² (residential dwelling)</p> <p>Must:</p> <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; not obscure architectural details; not exceed one wall sign per Strata Title or Green Title lot; and not be illuminated. | <p>Area: max. 25% of the façade.</p> <p>Must:</p> <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; and not obscure architectural details. | <p>Area: max. 25% of the façade.</p> <p>Must:</p> <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; and not obscure architectural details. | <p>Area: max. 25% of the façade.</p> <p>Must:</p> <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; and not obscure architectural details. |



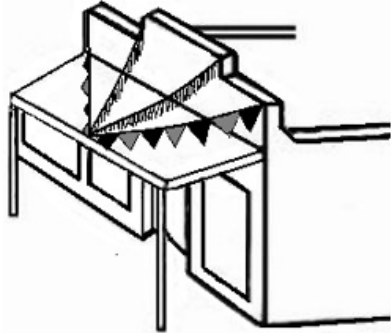

| Type of Sign | Applicable Zones | | | |
|---|--|--|--|--|
| | <ul style="list-style-type: none"> City North (JCCDPM¹) Residential Use Lakeside (JCCDPM¹) JACP Residential (all precincts) Residential Zone Rural Zone Special Residential Zone | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Zone Health and Wellness (JACP¹) Service Commercial Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP¹) |
| Roof Sign A roof sign is a sign that is erected or painted directly on the roof of a building or attached to the top of a parapet wall of a building.  | Not permitted. | Not permitted. | Not permitted. | Not permitted. |

Table 2. Requirements for Freestanding Signs

| Type of Sign | Applicable Zones | | | |
|--|--|---|--|--|
| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Portable Sign A portable sign is not permanently attached to a building, structure, fence or the ground. Portable signs include 'A-frame' and 'sandwich board' signs.  | Not permitted. | Not permitted. | Not permitted. | Not permitted in the Western Business District (JCCDPM ²). Dimension: max. 1 m height max. 1 m width Must: <ul style="list-style-type: none"> not be erected in a manner that disrupts pedestrian flow. |

² "JCCDPM" refers to the *Joondalup City Centre Development Plan* and Manual

| Type of Sign | Applicable Zones | | | |
|--|--|---|--|--|
| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Bunting A bunting is an advertising device that is made from strips of material used for decorative purposes or to highlight a location.  | Not permitted. | Not permitted. | Not permitted. | Not permitted. |

| Type of Sign | Applicable Zones | | | |
|---|--|---|---|---|
| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Freestanding Banner Signs A freestanding banner sign is an advertising device made from lightweight material attached to a pole weighted to the ground. Freestanding Banner Signs come in a variety of shapes and may also be referred to as 'Bali', 'Teardrop', 'Blade' or 'Wing' signs.  | Not permitted. Must: <ul style="list-style-type: none"> be limited to two per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; | Dimension: max. 5 m height max. 1.2 m width Must: <ul style="list-style-type: none"> be limited to two per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; | Dimension: max. 5 m height max. 1.2 m width Must: <ul style="list-style-type: none"> be limited to two per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; | Dimension: max. 5 m height max. 1.2 m width Must: <ul style="list-style-type: none"> be limited to two per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; |

| Type of Sign | Applicable Zones | | | |
|-----------------------------------|--|---|--|--|
| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone <u>JACP¹ Residential (All Precincts)</u> <u>Residential</u> <u>Rural</u> | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone <u>Learning and Innovation (JACP¹)</u> <u>Health and Wellness (JACP¹)</u> <u>Joondalup Edge (JACP¹)</u> <u>Commercial</u> <u>Service Commercial</u> <u>Mixed Use</u> | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) <u>City Centre (JACP)</u> | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) <u>Light Industry</u> <u>Joondalup West (JACP)</u> |
| Freestanding Banner Signs (cont.) | <ul style="list-style-type: none"> not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property. | <ul style="list-style-type: none"> not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property. | <ul style="list-style-type: none"> not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property. | <ul style="list-style-type: none"> not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property. |

Applicable Zones

| Type of Sign | Applicable Zones | | | |
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| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Pylon Signs A pylon sign means a sign supported on one or more poles and not attached to a building and includes a detached sign framework, supported on one or more poles to which sign infills may be added. <div data-bbox="250 1007 546 1350" data-label="Image"> </div> | Not permitted. | Single-Tenancy Pylon Sign: Area: max. 6 m ² Dimension: max. 6 m height Multi-Tenancy Pylon Sign: Area: max. 12 m ² Dimension: max. 8 m height Clearance: min. 2.75 m | Not permitted, except within the Lakeside Precinct on the Joondalup Drive and Shenton Avenue frontages in accordance with the <i>Business Zone Standards</i> . | Single-Tenancy Pylon Sign: Area: max. 6 m ² Dimension: max. 6 m height Multi-Tenancy Pylon Sign: Area: max. 12 m ² Dimension: max. 8 m height Clearance: min. 2.75 m |


Applicable Zones

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| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Pylon Signs (cont.) | | <p>Must:</p> <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, incorporate all signs into one composite sign; not be permitted where another free standing sign has been approved and erected, or will not supersede another valid approval on the same frontage; | | <p>Must:</p> <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, incorporate all signs into one composite sign; not be permitted where another free standing sign has been approved and erected, or will not supersede another valid approval on the same frontage; |

Applicable Zones

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| Pylon Signs (cont.) | | <ul style="list-style-type: none"> be no closer than 15 m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property. | | <ul style="list-style-type: none"> be no closer than 15 m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property. |

Applicable Zones

| Type of Sign | Applicable Zones | | | |
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| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Monolith Sign A monolith sign is in-filled from ground level to the top of the sign and appears as a solid structure where the supporting columns cannot be seen.  | Not permitted. | Dimension: max. 6 m height max. 2 m width | Not permitted, except within the Lakeside Precinct on the Joondalup Drive and Shenton Avenue frontages, in accordance with the <i>Business Zone Standards</i> . | Dimension: max. 6 m height max. 2 m width |


Applicable Zones

| Type of Sign | Applicable Zones | | | |
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| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Monolith Sign (cont.) | | <p>Must:</p> <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, incorporate all signs into one composite sign; not be permitted where another free standing sign has been approved and erected, or will not supersede another valid approval on the same frontage; | | <p>Must:</p> <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, incorporate all signs into one composite sign; not be permitted where another free standing sign has been approved and erected, or will not supersede another valid approval on the same frontage; |


Applicable Zones


| Type of Sign | Applicable Zones | | | |
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| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Monolith Sign (cont.) | | <ul style="list-style-type: none"> be no closer than 15 m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property. | | <ul style="list-style-type: none"> be no closer than 15 m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property. |

Applicable Zones

| Type of Sign | Applicable Zones | | | |
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| Inflatable Sign An inflatable sign is a sign that is painted, stencilled or attached to an inflatable device such as a balloon, and includes the inflatable device itself. | Not permitted. | Dimension: max. 7 m diameter max. 9 m height above roof ridge | Dimension: max. 7 m diameter max. 9 m height above roof ridge | Dimension: max. 7 m diameter max. 9 m height above roof ridge |
|  | | Must: <ul style="list-style-type: none"> only be displayed for a maximum period of 21 days at a time at no less than three monthly intervals; be covered by General Liability Insurance, a copy of which is to be provided to the City; | Must: <ul style="list-style-type: none"> only be displayed for a maximum period of 21 days at a time at no less than three monthly intervals; be covered by General Liability Insurance, a copy of which is to be provided to the City; | Must: <ul style="list-style-type: none"> only be displayed for a maximum period of 21 days at a time at no less than three monthly intervals; be covered by General Liability Insurance, a copy of which is to be provided to the City; |

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| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Inflatable Sign (cont.) | | <ul style="list-style-type: none"> require a certificate from a structural engineer certifying that the connection of the inflatable object to the building or lot is structurally sound. This should be submitted to the City with the sign application; be attached to the roof of a building only (i.e. not located on the ground); and not be moving or have moveable parts (e.g. 'inflatable air dancer'). | <ul style="list-style-type: none"> require a certificate from a structural engineer certifying that the connection of the inflatable object to the building or lot is structurally sound. This should be submitted to the City with the sign application; be attached to the roof of a building only (i.e. not located on the ground); and not be moving or have moveable parts (e.g. 'inflatable air dancer'). | <ul style="list-style-type: none"> require a certificate from a structural engineer certifying that the connection of the inflatable object to the building or lot is structurally sound. This should be submitted to the City with the sign application; be attached to the roof of a building only (i.e. not located on the ground); and not be moving or have moveable parts (e.g. 'inflatable air dancer'). |

| Type of Sign | Applicable Zones | | | |
|---|--|---|--|--|
| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone <u>JACP¹ Residential (All Precincts)</u> <u>Residential</u> <u>Rural</u> | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone <u>Learning and Innovation (JACP¹)</u> <u>Health and Wellness (JACP¹)</u> <u>Joondalup Edge (JACP¹)</u> <u>Commercial</u> <u>Service Commercial</u> <u>Mixed Use</u> | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) <u>City Centre (JACP)</u> | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) <u>Light Industry</u> <u>Joondalup West (JACP)</u> |
| Hoarding Sign A sign which is affixed to a structure having one or more supports, other than a pylon sign. Typically a hoarding sign's horizontal dimension is greater than its vertical dimension. Hoarding signs may include property disposal signs, builders' signs, display home signs and estate signs. | Dimension: max. 2 m width max. 1 m height max. 1.2 m height of support / posts to which the sign is attached. | Dimension: max. 3 m width max. 2.5 m sign height max. 1.2 m height of support / posts to which the sign is attached. | Dimension: max. 3 m width max. 2.5 m sign height max. 1.2 m height of support / posts to which the sign is attached. | Dimension: max. 3 m width max. 2.5 m sign height max. 1.2 m height of support / posts to which the sign is attached. |
|  | Must: <ul style="list-style-type: none"> not be illuminated; and not be used for any purpose other than a builders, property disposal, estate or display home sign. | Must: <ul style="list-style-type: none"> not be illuminated; not exceed one sign per street frontage for each property; and for the purpose of a property disposal or display home, the sign must be removed within 10 days of closure or sale of the property. | Must: <ul style="list-style-type: none"> not be illuminated; not exceed one sign per street frontage for each property; and for the purpose of a property disposal or display home, the sign must be removed within 10 days of closure or sale of the property. | Must: <ul style="list-style-type: none"> not be illuminated; not exceed one sign per street frontage for each property; and for the purpose of a property disposal or display home, the sign must be removed within 10 days of closure or sale of the property. |

| Type of Sign | Applicable Zones | | | |
|---|--|---|---|---|
| | <ul style="list-style-type: none"> City North (JCCDPM²) Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Business Zone City North (Excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> Central Business District (JCCDPM¹) City Centre (JACP) | <ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹) Light Industry Joondalup West (JACP) |
| Illuminated Variable Message Sign A variable message sign can be altered to make various words and messages which may constantly change. It is usually mounted on a trailer. Does not include small variable message panels included in pylon or monolith signs (e.g. service station price point panels).  | Not permitted, unless erected by or on behalf of a public utility or authority or for the purpose of temporary traffic management purposes for a period of less than 48 hours or for the period outlined in a Traffic Management Plan approved by the City, or for use by not-for-profit organisations to promote significant community events. | Not permitted, unless erected by or on behalf of a public utility or authority or for the purpose of temporary traffic management purposes for a period of less than 48 hours or for the period outlined in a Traffic Management Plan approved by the City, or for use by not-for-profit organisations to promote significant community events. | Not permitted, unless erected by or on behalf of a public utility or authority or for the purpose of temporary traffic management purposes for a period of less than 48 hours or for the period outlined in a Traffic Management Plan approved by the City, or for use by not-for-profit organisations to promote significant community events. | Not permitted, unless erected by or on behalf of a public utility or authority or for the purpose of temporary traffic management purposes for a period of less than 48 hours or for the period outlined in a Traffic Management Plan approved by the City, or for use by not-for-profit organisations to promote significant community events. |

Signs Policy

Responsible Directorate: Planning and Community Development

Objective: To provide guidance on the design and placement of signs located within the City of Joondalup.

To protect the quality of the streetscape and the amenity of adjoining and nearby residents by minimising the visual impact of signs.

To encourage signs that are well-designed and well-positioned and appropriate to their location, which enhance the visual quality, amenity and safety of the City of Joondalup.

To facilitate a reasonable degree of signage to support business activities within the City of Joondalup.

1. Authority:

This Policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

2. Application:

This Policy applies to signs located throughout the City of Joondalup.

3. Statement:

This Policy provides guidance on the extent and location of various forms of signage that are not exempt from planning approval.

The Policy is to be read in conjunction with the City of Joondalup – Local Planning Scheme No. 3 (the Scheme) and the Public Property Local Law 2015 (as amended) and any relevant agreed Structure Plan. The provisions of agreed Structure Plans shall prevail over this Policy.

Words and expressions used in this Policy shall have the meanings given to them in the Scheme and the Local Law. For the purposes of interpretation, the terms “sign”, “advertisement” and “advertising device” referred to within these documents have the same meaning.

A sign may not be attached or erected on a property within the City unless all necessary approvals have been obtained in accordance with the Scheme, Local Law and the provisions of this Policy. Signs that are exempt from the requirement to make an application for development approval are listed in Section 4.4 of this policy.

Unless otherwise specified in this Policy, where signage that is compliant with this Policy is shown as part of an application for development approval submitted to the City for development of a property, the signage is deemed approved in the event of the Development Application being granted approval.

4. Details:

4.1 Design Principles:

The following design principles relate to all signs located within the City and will be considered as part of the assessment of an application for development approval.

Overall, signs should:

- be located on land to which they relate and only advertise goods or services that relate to the land use of the site commensurate with the realistic commercial need for such advertising;
- promote a high standard of design and presentation in outdoor advertising;
- not be located on land zoned or used for residential purposes, unless expressly permitted in this Policy;
- integrate with the building design, particularly through the provision of signage panels within the building façades, where possible;
- be contained within the boundary of the lot on which they are situated, unless expressly permitted within this policy;
- not to be located within a road reserve, unless expressly permitted in this Policy;
- maintain the existing amenity of the locality, including minimising noise generated by the sign or supporting structures;
- not present a hazard or be misleading to vehicles or pedestrians;
- not obstruct visual sightlines required for vehicular access to and from properties;
- not obstruct access to or from any door, window or fire escape;
- not contain any obscene or vulgar material;
- not be affixed to boundary fences or boundary walls;
- not include the use of flashing lights that chase or pulse; and
- not be superfluous or unnecessary by virtue of colours, height, prominence, visual impact, size, relevant to the premises on which they are located, number and content.

In determining the size of a sign, the measurements are taken as the greatest horizontal dimension (width) multiplied by the greatest vertical dimension (height), excluding any support structures (see Figure 1 for example). Clearance is measured from the finished ground level to the sign directly above.

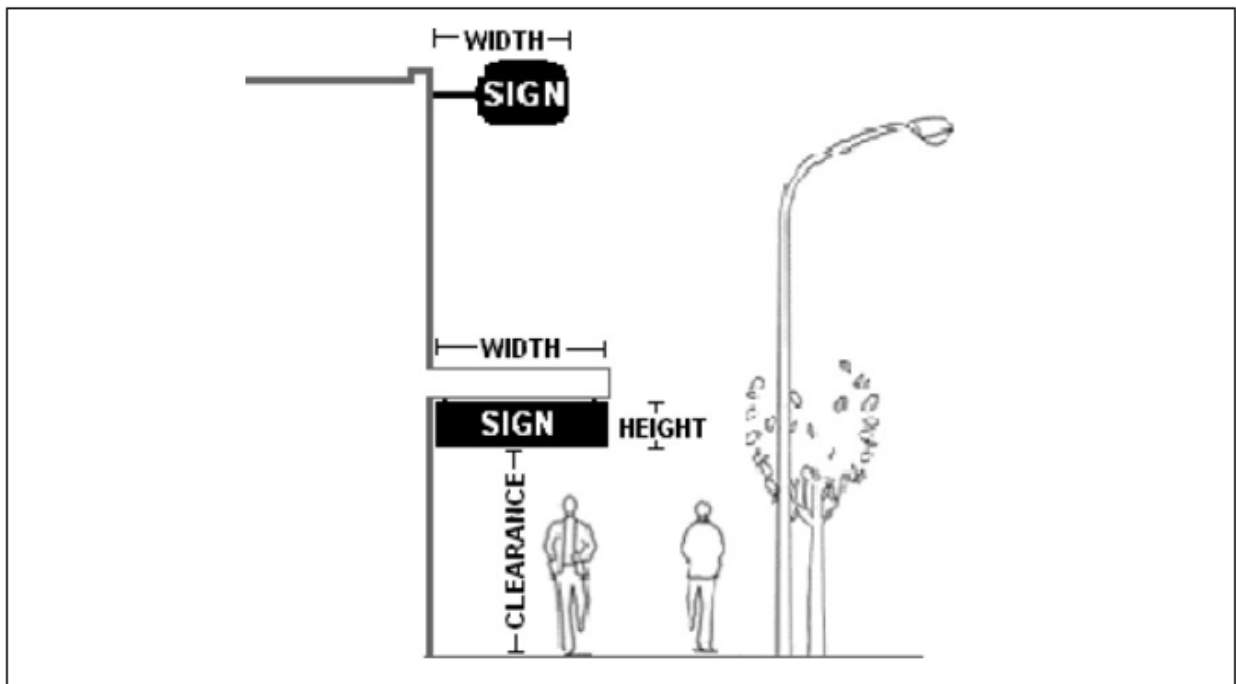


Figure 1. Example of measurements for signage

Unless otherwise indicated in this Policy, signs may be illuminated. Appropriately placed external lights that illuminate the whole or part of a building façade (including signs) are encouraged.

4.2 Standard Sign Requirements:

The standards for a range of sign types within the City of Joondalup differ, both with regard to requirements and permissibility, dependant on the zoning or other classification of land on which the sign is erected. The standard sign requirements can be found in Tables 1 and 2 of this Policy.

4.3 Variation to Signs Requirements:

Where an Application does not comply, the applicant will be required to submit written justification for the non-compliance and additional information, including but not limited to, an overall plan of the whole of the subject site showing the location, size and details of all existing and proposed advertising signs for the site, as well as the outline of any buildings, car parking areas and vehicular access points and landscaping for the site.

4.4 Exemptions:

An application for development approval is not required to be made to the City of Joondalup where the sign complies with the following exemptions:


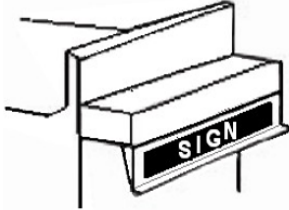
- a. a sign erected or maintained in accordance with an Act;
- b. a property disposal sign not exceeding 1.2m² erected on private property or immediately adjacent to the front boundary, where it is not possible to erect it on private property;
- c. a plate not exceeding 0.2m² in area erected or affixed on the street alignment or between that alignment and the building line to indicate the name and occupation or profession of the occupier of the premises;

- d. a direction sign;
- e. a sign used solely for the direction and control of people, animals or vehicles or to indicate the name or street number of a premises, if the area of the sign does not exceed 0.2m²;
- f. a window sign which complies with the application standards of this policy;
- g. a sign displaying solely the name and occupation of any occupier of business premises painted on a window or wall of those premises providing that the sign does not exceed 1.2m² in area and a height of 600mm;
- h. a sign within a building unless:
 - (i) it is clearly visible from a public place outside the building;
 - (ii) it is exempted under any other paragraph of this section; or
 - (iii) it is considered objectionable by the local government;
- i. a sign not larger than 0.6m x 0.9m on an advertising pillar or panel approved by or with the consent of the local government for the purpose of displaying public notices for information;
- k. a building name sign on any building, where it is of a single line of letters not exceeding 300mm in height, fixed to the facade of the building;
- l. newspaper or magazine posters, provided they are displayed against the outside wall of the business premises from which the newspapers or magazines are sold;
- m. a rural producer's sign which is the only sign on the lot on which it is erected;
- n. a sign erected by the local government, or with the approval of the local government, on land under the care, control and management of the local government;
- o. a sign erected and maintained on street furniture, bus shelters or seats in accordance with the terms and conditions of a contract between the local government and the company responsible for those signs;
- p. a maximum of four garage sale signs, each not greater than 0.25m², advertising the sale of second hand domestic goods in domestic quantities, not being part of a business, trade or profession and only being displayed on the day of the sale and on no more than two occasions for the same lot in each six month period.
- q. a sign or signs erected in accordance with a special event permit issued under the *City of Joondalup Local Government and Public Property Local Law 2015* (as amended);
- r. a sign painted on a kerb, adjacent to a property depicting the house number and in accordance with specifications approved by the local government;
- s. a sign erected by the local government for the purpose of:
 - (i) encouraging participation in voting (but not in favour of any candidate, political party, group or thing) at a local government election, provided that the signs are erected no more than five weeks prior to the election; or
 - (ii) indicating the name and location of a polling place for an election.

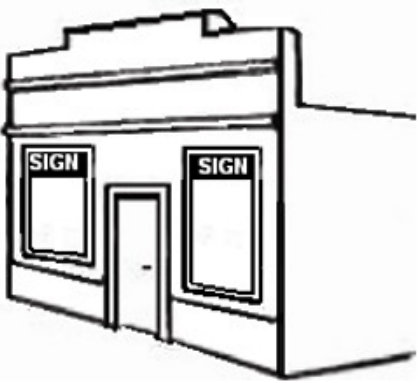
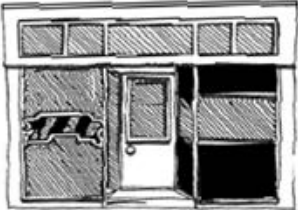
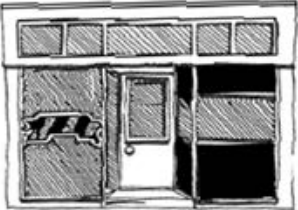
The advertising devices exempted above exclude signs which contain any illumination or radio; animation or movement in its design or structure; reflective; retro-reflective or fluorescent materials in its design or structure.

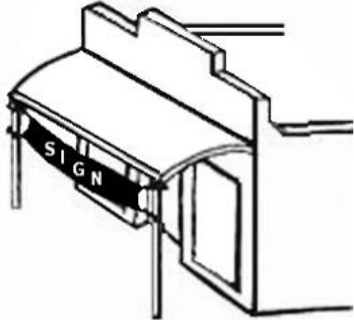
| | |
|-------------------------------|--|
| Creation Date: | October 2009 |
| Amendments: | CJ167-08/12, CJ111-06/13 |
| Related Documentation: | <ul style="list-style-type: none">• <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>• <i>Local Planning Scheme No. 3</i>• <i>Joondalup Activity Centre Plan</i>• <i>Local Government and Public Property Local Law 2015 (as amended)</i> |

Table 1. Requirements for signs on buildings

| Type of Sign | Applicable Zones | | | |
|---|--|--|--|--|
| | <ul style="list-style-type: none"> JACP Residential (all precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Health and Wellness (JACP¹) Service Commercial Mixed-Use | <ul style="list-style-type: none"> City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP¹) |
| Semaphore Sign A semaphore sign is a sign that is affixed to a building or structure at or by one of its ends.  | Not permitted. | Dimension: max. 1.5 m height max. 1.5 m width Clearance: max. 2.75 m | Dimension: max. 1.5 m height max. 1.5 m width Clearance: min. 2.75 m | Dimension: max. 3 m height max. 1.5 m width Clearance: min. 2.75 m |
| Verandah Sign A verandah sign is a sign affixed on, above or under a verandah and includes a sign that is affixed to cantilevered awnings and balconies.  | Not permitted. | Dimension: max. 0.4 m height max. 2.4 m width Clearance: min. 2.75 m Must: <ul style="list-style-type: none"> not extend above or beyond the width of the fascia, verandah, awning or balcony; and not be located within 2 m of another such sign on the fascia of the same verandah. | Dimension: max. 0.4 m height max. 2.4 m width Clearance: min. 2.75 m Must: <ul style="list-style-type: none"> not extend above or beyond the width of the fascia, verandah, awning or balcony; and not be located within 2 m of another such sign on the fascia of the same verandah. | Dimension: max. 1 m height max. 3 m width Clearance: min. 2.75 m Must: <ul style="list-style-type: none"> not extend above or beyond the width of the fascia, verandah, awning or balcony. Not be located within 2 m of another such sign on the fascia of the same verandah. |

¹JACP refers to the Joondalup Activity Centre Plan

| Type of Sign | <ul style="list-style-type: none"> JACP Residential (all precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Health and Wellness (JACP¹) Service Commercial Mixed-Use | <ul style="list-style-type: none"> City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP¹) |
|--|--|---|---|---|
| <p>Window Sign</p> <p>A window sign is a sign painted or affixed to either the interior or exterior surface of the glazed area of a window.</p>  | <p>Not permitted.</p> | <p>Area: max. 25% of the glazing or 10 m² per tenancy, whichever is lesser.</p> <p>Must:</p> <ul style="list-style-type: none"> be visually permeable ('see through').  <p>Examples may include the use of cut-out block lettering or transparent materials.</p> | <p>Area: max. 25% of the glazing or 10 m² per tenancy, whichever is lesser.</p> <p>Must:</p> <ul style="list-style-type: none"> be visually permeable ('see through').  <p>Examples may include the use of cut-out block lettering or transparent materials.</p> | <p>Area: max. 50% of the glazing or 20 m² per tenancy, whichever is lesser.</p> |

| Type of Sign | Applicable Zones | | | |
|--|--|---|---|---|
| | <ul style="list-style-type: none"> JACP Residential (all precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Health and Wellness (JACP¹) Service Commercial Mixed-Use | <ul style="list-style-type: none"> City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP¹) |
| Banner Sign A banner sign is a temporary sign normally made of a lightweight, non-rigid material, such as fabric, canvas or cloth attached to a part of a building and is generally used to promote a particular event.  | Not permitted. | Dimension: max. 1 m height max. 4 m width Must: <ul style="list-style-type: none"> be restricted to 1 banner on any occasion; only be displayed for a max. period of 21 days at a time at no less than 3 monthly intervals; and be removed within 24 hours following the event or offer. | Dimension: max. 1 m height max. 4 m width Must: <ul style="list-style-type: none"> be restricted to 1 banner on any occasion; only be displayed for a max. period of 21 days at a time at no less than 3 monthly intervals; and be removed within 24 hours following the event or offer. | Dimension: max. 1 m height max. 4 m width Must: <ul style="list-style-type: none"> be restricted to 1 banner on any occasion; only be displayed for a max. period of 21 days at a time at no less than 3 monthly intervals; and be removed within 24 hours following the event or offer. |




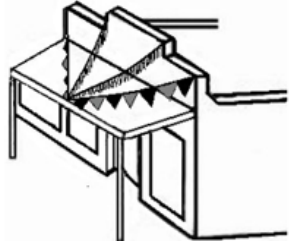

| Type of Sign | Applicable Zones | | | |
|---|---|--|---|---|
| | <ul style="list-style-type: none"> JACP Residential (all precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹⁴⁴) Joondalup Edge (JACP¹⁴⁴) Commercial Health and Wellness (JACP¹) Service Commercial Mixed-Use | <ul style="list-style-type: none"> City Centre (JACP¹⁴⁴) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP¹) |
| Wall Sign A wall sign is a sign attached to or painted directly onto the external face of a building. A wall sign includes a sign located on support pillars and columns, parapets and fascia.  | Area: max. 1.2 m ² (non-residential building) max. 0.2 m ² (residential dwelling) Must: <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; not obscure architectural details; not exceed one wall sign per Strata Title or Green Title lot; and not be illuminated. | Area: max. 25% of the façade. Must: <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; and not obscure architectural details. | Area: max. 25% of the façade. Must: <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; and not obscure architectural details. | Area: max. 25% of the façade. Must: <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; and not obscure architectural details. |
| Roof Sign A roof sign is a sign that is erected or painted directly on the roof of a building or attached to the top of a parapet wall of a building.  | Not permitted. | Not permitted. | Not permitted. | Not permitted. |


Table 2. Requirements for Freestanding Signs

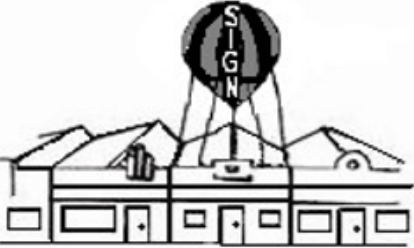
| Type of Sign | Applicable Zones | | | |
|---|--|--|--|---|
| | <ul style="list-style-type: none"> JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> City Centre (JACP) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP) |
| Portable Sign A portable sign is not permanently attached to a building, structure, fence or the ground. Portable signs include 'A-frame' and 'sandwich board' signs.  | Not permitted. | Not permitted. | Not permitted. | Not permitted in the Western Business District (JCCDPM ²). Dimension: max. 1 m height max. 1 m width Must: <ul style="list-style-type: none"> not be erected in a manner that disrupts pedestrian flow. |
| Bunting A bunting is an advertising device that is made from strips of material used for decorative purposes or to highlight a location.  | Not permitted. | Not permitted. | Not permitted. | Not permitted. |

² "JCCDPM" refers to the *Joondalup City Centre Development Plan* and Manual

| Type of Sign | Applicable Zones | | | |
|--|---|---|---|---|
| | <ul style="list-style-type: none"> JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> City Centre (JACP) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP) |
| Freestanding Banner Signs A freestanding banner sign is an advertising device made from lightweight material attached to a pole weighted to the ground. Freestanding Banner Signs come in a variety of shapes and may also be referred to as 'Bali', 'Teardrop', 'Blade' or 'Wing' signs.  | Not permitted. Must: <ul style="list-style-type: none"> be limited to two per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property. | Dimension: max. 5 m height max. 1.2 m width Must: <ul style="list-style-type: none"> be limited to two per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property. | Dimension: max. 5 m height max. 1.2 m width Must: <ul style="list-style-type: none"> be limited to two per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property. | Dimension: max. 5 m height max. 1.2 m width Must: <ul style="list-style-type: none"> be limited to two per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property. |


| Type of Sign | Applicable Zones | | | |
|--|--|--|--|--|
| | <ul style="list-style-type: none"> JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> City Centre (JACP) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP) |
| Pylon Signs A pylon sign means a sign supported on one or more poles and not attached to a building and includes a detached sign framework, supported on one or more poles to which sign infills may be added. <div data-bbox="250 609 548 951" data-label="Image"> </div> | Not permitted. | Single-Tenancy Pylon Sign: Area: max. 6 m ² Dimension: max. 6 m height Multi-Tenancy Pylon Sign: Area: max. 12 m ² Dimension: max. 8 m height Clearance: min. 2.75 m Must: <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, incorporate all signs into one composite sign; not be permitted where another free standing sign has been approved and erected, or will not supersede another valid approval on the same frontage; be no closer than 15 m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property. | Not permitted, except within the Lakeside Precinct on the Joondalup Drive and Shenton Avenue frontages in accordance with the <i>Business Zone Standards</i> . | Single-Tenancy Pylon Sign: Area: max. 6 m ² Dimension: max. 6 m height Multi-Tenancy Pylon Sign: Area: max. 12 m ² Dimension: max. 8 m height Clearance: min. 2.75 m Must: <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, incorporate all signs into one composite sign; not be permitted where another free standing sign has been approved and erected, or will not supersede another valid approval on the same frontage; be no closer than 15 m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property. |

| Type of Sign | Applicable Zones | | | |
|--|--|--|---|--|
| | <ul style="list-style-type: none"> JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> City Centre (JACP) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP) |
| Monolith Sign A monolith sign is in-filled from ground level to the top of the sign and appears as a solid structure where the supporting columns cannot be seen.  | Not permitted. | Dimension: max. 6 m height max. 2 m width Must: <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, incorporate all signs into one composite sign; not be permitted where another free standing sign has been approved and erected, or will not supersede another valid approval on the same frontage; be no closer than 15 m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property. | Not permitted, except within the Lakeside Precinct on the Joondalup Drive and Shenton Avenue frontages, in accordance with the <i>Business Zone Standards</i> . | Dimension: max. 6 m height max. 2 m width Must: <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, incorporate all signs into one composite sign; not be permitted where another free standing sign has been approved and erected, or will not supersede another valid approval on the same frontage; be no closer than 15 m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property. |

| Type of Sign | Applicable Zones | | | |
|---|--|---|---|---|
| | <ul style="list-style-type: none"> JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> City Centre (JACP) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP) |
| Inflatable Sign An inflatable sign is a sign that is painted, stencilled or attached to an inflatable device such as a balloon, and includes the inflatable device itself.  | Not permitted. | Dimension: max. 7 m diameter max. 9 m height above roof ridge Must: <ul style="list-style-type: none"> only be displayed for a maximum period of 21 days at a time at no less than three monthly intervals; be covered by General Liability Insurance, a copy of which is to be provided to the City; require a certificate from a structural engineer certifying that the connection of the inflatable object to the building or lot is structurally sound. This should be submitted to the City with the sign application; be attached to the roof of a building only (i.e. not located on the ground); and not be moving or have moveable parts (e.g. 'inflatable air dancer'). | Dimension: max. 7 m diameter max. 9 m height above roof ridge Must: <ul style="list-style-type: none"> only be displayed for a maximum period of 21 days at a time at no less than three monthly intervals; be covered by General Liability Insurance, a copy of which is to be provided to the City; require a certificate from a structural engineer certifying that the connection of the inflatable object to the building or lot is structurally sound. This should be submitted to the City with the sign application; be attached to the roof of a building only (i.e. not located on the ground); and not be moving or have moveable parts (e.g. 'inflatable air dancer'). | Dimension: max. 7 m diameter max. 9 m height above roof ridge Must: <ul style="list-style-type: none"> only be displayed for a maximum period of 21 days at a time at no less than three monthly intervals; be covered by General Liability Insurance, a copy of which is to be provided to the City; require a certificate from a structural engineer certifying that the connection of the inflatable object to the building or lot is structurally sound. This should be submitted to the City with the sign application; be attached to the roof of a building only (i.e. not located on the ground); and not be moving or have moveable parts (e.g. 'inflatable air dancer'). |

| Type of Sign | Applicable Zones | | | |
|---|---|--|--|--|
| | <ul style="list-style-type: none"> JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> City Centre (JACP) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP) |
| Hoarding Sign A sign which is affixed to a structure having one or more supports, other than a pylon sign. Typically a hoarding sign's horizontal dimension is greater than its vertical dimension. Hoarding signs may include property disposal signs, builders' signs, display home signs and estate signs. | Dimension: max. 2 m width max. 1 m height max. 1.2 m height of support / posts to which the sign is attached. | Dimension: max. 3 m width max. 2.5 m sign height max. 1.2 m height of support / posts to which the sign is attached. | Dimension: max. 3 m width max. 2.5 m sign height max. 1.2 m height of support / posts to which the sign is attached. | Dimension: max. 3 m width max. 2.5 m sign height max. 1.2 m height of support / posts to which the sign is attached. |
| | Must: <ul style="list-style-type: none"> not be illuminated; and not be used for any purpose other than a builders, property disposal, estate or display home sign. | Must: <ul style="list-style-type: none"> not be illuminated; not exceed one sign per street frontage for each property; and for the purpose of a property disposal or display home, the sign must be removed within 10 days of closure or sale of the property. | Must: <ul style="list-style-type: none"> not be illuminated; not exceed one sign per street frontage for each property; and for the purpose of a property disposal or display home, the sign must be removed within 10 days of closure or sale of the property. | Must: <ul style="list-style-type: none"> not be illuminated; not exceed one sign per street frontage for each property; and for the purpose of a property disposal or display home, the sign must be removed within 10 days of closure or sale of the property. |



| Type of Sign | Applicable Zones | | | |
|---|---|---|---|---|
| | <ul style="list-style-type: none"> JACP¹ Residential (All Precincts) Residential Rural | <ul style="list-style-type: none"> Learning and Innovation (JACP¹) Health and Wellness (JACP¹) Joondalup Edge (JACP¹) Commercial Service Commercial Mixed Use | <ul style="list-style-type: none"> City Centre (JACP) | <ul style="list-style-type: none"> Light Industry Joondalup West (JACP) |
| Illuminated Variable Message Sign A variable message sign can be altered to make various words and messages which may constantly change. It is usually mounted on a trailer. Does not include small variable message panels included in pylon or monolith signs (e.g. service station price point panels).  | Not permitted, unless erected by or on behalf of a public utility or authority or for the purpose of temporary traffic management purposes for a period of less than 48 hours or for the period outlined in a Traffic Management Plan approved by the City, or for use by not-for-profit organisations to promote significant community events. | Not permitted, unless erected by or on behalf of a public utility or authority or for the purpose of temporary traffic management purposes for a period of less than 48 hours or for the period outlined in a Traffic Management Plan approved by the City, or for use by not-for-profit organisations to promote significant community events. | Not permitted, unless erected by or on behalf of a public utility or authority or for the purpose of temporary traffic management purposes for a period of less than 48 hours or for the period outlined in a Traffic Management Plan approved by the City, or for use by not-for-profit organisations to promote significant community events. | Not permitted, unless erected by or on behalf of a public utility or authority or for the purpose of temporary traffic management purposes for a period of less than 48 hours or for the period outlined in a Traffic Management Plan approved by the City, or for use by not-for-profit organisations to promote significant community events. |

Access and Equity Policy

City Policy

Responsible Directorate: Office of the Chief Executive Officer

Objective: To ensure there is equitable access to the City's information, services and facilities for all residents.

1. Application:

This Policy shall apply to all residents, visitors and workers within the City of Joondalup who require access to services, facilities and information provided by the City.

2. Statement:

The City is committed to ensuring that its activities and services are inclusive of all members of the community, including people with disabilities and their families or carers, and people from culturally and linguistically diverse backgrounds. The City will make every effort to ensure that any person who lives, works in, or visits the City of Joondalup will not be denied access to any City facility, program, service or information prepared by the City on the basis of a personal disability or background.

3. Details:

3.1. Access and Inclusion Plan:

The City will plan for and deliver equitable access to residents through the staged implementation and regular review of an *Access and Inclusion Plan*, which shall incorporate matters relating to the following:

- Facilities
- Services
- Events
- Information dissemination
- Buildings, footpaths, fencing and the like
- Staff employment and training
- Elected Member Induction Program

- Making complaints procedures
- Community consultation
- Awareness-raising in the community
- Strategic planning

Creation Date: October 2005

Formally:

- *Access to Council Services and Facilities for People with Disabilities, their Families and Carers Policy*
- *Access to Information for People with Disabilities Policy*

Amendments: CJ052-04/08, CJ093-05/12

Related Documentation:

- *Access and Inclusion Plan*
- *Access to Premises Standards 2010*
- *Disability Services Act 1993*



Access and Inclusion Plan

2018 – 2021

This plan is available
upon request in alternative
languages and formats
upon request.

joondalup.wa.gov.au





Contents

1.0 Background

- 1.1 About the City of Joondalup
- 1.2 What is access and inclusion
- 1.3 Diversity in Joondalup
- 1.4 Planning for better access
- 1.5 Progress since 2015
- 1.6 Alignment of the Plan

2.0 Access and Inclusion Policy Statement

3.0 Development and review of the Access and Inclusion Plan

- 3.1 Responsibility for the planning process
- 3.2 Community consultation process
- 3.3 Findings in the consultation
- 3.4 Responsibility for implementing the Access and Inclusion Plan
- 3.5 Review and evaluation mechanisms
- 3.6 Communicating the plan to staff and the community

4.0 Strategies to improve Access and Inclusion

5.0 Implementation







1. Background

1.1 About the City of Joondalup

The City of Joondalup is in the fast-growing northwest corridor of Perth, with its southern boundary located just 15 kilometres from the Central Business District of Perth. With a population of 160,995 and a total land area of approximately 99 square kilometres, the City is one of the largest local governments in Western Australia by population. Joondalup is bordered by the City of Wanneroo to the north and east, the City of Stirling to the south, and the Indian Ocean to the west.

1.2 What is Access and Inclusion

Under the *Western Australian Disability Services Act 1993*, Local Governments are required to develop and implement a Disability Access and Inclusion Plan to ensure people with disability have equal access to services and facilities. The City of Joondalup's (the City) *Access and Inclusion Plan* fulfills the requirements of the Act.

The City takes a holistic approach to increasing access and inclusion in the community, striving to create accessible and inclusive communities for people of all ages, abilities and backgrounds.

The City has strategies across all outcome areas which address physical access to the natural and built environment including buildings, recreational facilities, parks, footpaths, and beaches as well as access to the City's services, events and information. Further strategies aim to foster a feeling of belonging, helping people of all abilities and backgrounds engage and connect within our community.

1.3 Diversity in Joondalup

Data from the Survey of Disability, Ageing and Carers 2015 (ABS) shows that 18.3% of Australians live with a disability and 16% have limitations or restrictions in core activities, schooling or employment.

The Survey of Disability, Ageing and Carers 2015 (ABS) could only provide sample data for the City of Joondalup. A national sample of 75,000 was taken and of these, only 138 were City residents. The 138 sample count was modelled to the Australian population of 23 million to arrive at an estimate of 22,400 City residents living with disability.

The 2016 Census (ABS) provides information on people with disability in the City of Joondalup who have a profound severity in their limitations or restrictions in performing core activities. Figures state 5,054 City residents have a profound limitation in performing core activities.

**Core Activities – communication, mobility or self-care, on four levels of severity:*

- *profound limitation (people with the greatest need for help or who are unable to do an activity)*
- *severe limitation (people who sometimes need help and/or have difficulty)*
- *moderate limitation (people who need no help but have difficulty)*
- *mild limitation (people who need no help and have no difficulty, but use aids or have limitations).*

20.5% of City residents are over the age of 60. As people age they are more likely to require assistance with everyday activities regardless of whether or not they have a disability.

37.8% of Joondalup residents were born overseas with 11.2% coming from non-English speaking backgrounds. The top four places Joondalup residents have migrated from are the United Kingdom, South Africa, New Zealand and Ireland.

1.4 Planning for better access

Planning for better access for people of all abilities has become an increasingly important area of focus for decision-making authorities in all spheres of government.

In 2008 Australia ratified the United Nations Convention on the Rights of Persons with Disability and in doing so agreed to join a global effort to “promote the equal and active participation of all people with a disability.”

The National Disability Insurance Scheme (NDIS) was launched in July 2013 and is a new way of providing personalised support for Australians with disability, their families and carers.

The NDIS will provide about 460,000 Australians under the age of 65 with a permanent and significant disability with the reasonable and necessary supports they need to live an ordinary life.

As an insurance scheme the NDIS takes a lifetime approach, investing in people with disability early to improve their outcomes later in life.

The NDIS helps people with disability to:

- Access mainstream services and supports
- Access community services and supports
- Maintain informal support arrangements
- Receive reasonable and necessary funded supports.

The NDIS agreement will continue to be rolled out in stages over different geographical areas. The North Metro area which includes the City of Joondalup will commence roll out in July 2018. NDIS rollout throughout WA is expected to be complete by 2020.

The below legislation assists in guiding better access for the future and make discrimination based on a person's disability, unlawful.

- *The Disability Services Act 1993* (amended 2004)
- *Western Australian Equal Opportunity Act 1984*
- *Commonwealth Disability Discrimination Act 1992* (DDA)
- *The Disability (Access to Premises Buildings) Standards 2010*



1.5 Progress since 2015

Since the adoption of the most recent *Access and Inclusion Plan* in 2015 the City has implemented many initiatives and made significant progress towards improving access for all. Some highlights include:

Way-finding signage which follow the printed accessibility guidelines and identify accessible facilities was installed along coastal walking-routes and in the City.

Five City parks had new Unisex Accessible Toilets installed.

Major redevelopments of five community facilities and the new construction of one. Included in the works across the six projects were the installation of Unisex Accessible Toilets, upgraded accessible parking, footpath connections to include a continuous accessible path of travel from the accessible parking into the building, ambulant facilities in male and female toilets, accessible showers and change facilities, and accessible spectator's facilities.

Upgrades to the stairs at entry points to Joondalup Library and Administration Centre to bring them in line with current standards.

Delivery of two sessions annually of Access and Inclusion training to staff that is specific to the work they do for the City.

The passenger lifts at Joondalup Library and the Civic Centre were replaced to provide reliable access to patrons with increased access requirements.

The Shepherds Bush walking trail was bituminised to provide a continuous accessible path of travel, and signage indicating the accessible walking paths was installed.

"Thanks so much for all your hard work, I hope you realise how much this means to my daughter! Programs like this makes her feel content and secure in the community."

Accessible and Inclusive Communities participant



An 18-month partnership with Inclusion WA led to the roll out of the Community Connect Sport and Recreation Program (CCSR). The program engaged 44 local sport and recreation clubs in mentoring and education to offer individuals from all backgrounds and abilities an opportunity to participate in local clubs.



The installation of the first Changing Place Facility in the North Metropolitan Area. The facility opened at Sorrento foreshore in December 2017.



The City's Youth Services team launched its Youth Truck, which is a purpose built mobile youth centre that includes a wheelchair hoist and is fully accessible.



Dadaa Arts was engaged for the Kaleidoscope Festival to provide audio interpreted tours of the festival to people who are blind or have low vision; 30 people participated in the audio tours of the Kaleidoscope Festival.

How can the City improve access and inclusion in the future?

"Try sensory friendly hours in leisure centres and other public buildings."

Consultation respondent



Upgrades to the Administration Centre including resurfacing the front stairs, adding new handrails and appropriate stair nosing with distinct colour contrast, installation of two additional accessible parking bays, upgrades to the existing accessible parking bays and resurfacing and re-grading the access ramp from the lower car park to the main Administration building.



The installation of universal accessible paths of travel to connect amenities and infrastructure in 12 parks. One of those parks also had an accessible BBQ, picnic setting and drinking fountain installed.



Significant upgrades to Duncraig Library including the installation of a Unisex Accessible Toilet, the refit of current male and female toilets to include ambulant facilities in both, and the redesign of the customer service counter including the installation of a height adjustable accessible desk.

1.6 Alignment of the Plan

The *2018-2021 Access and Inclusion Plan* is a legislative requirement informed by the below legislation:

- The *Disability Services Act 1993* (amended 2004)
- *Western Australian Equal Opportunity Act 1984*
- Commonwealth Disability Discrimination Act 1992 (DDA)
- The *Disability (Access to Premises Buildings) Standards 2010*.

To ensure the City meets each outcome area of the *Access and Inclusion Plan* the implementation of this plan occurs through the broader Integrated Planning Framework as outlined below:









2.0 Access and Inclusion Policy Statement

The City is committed to ensuring that its activities and services are inclusive of all members of the community, including people with disability and their families or carers, and people from culturally and linguistically diverse backgrounds. The City will make every effort to ensure that any person who lives, works in, or visits the City of Joondalup will not be denied access to any City facility, program, service or information prepared by the City on the basis of a personal disability or background.

3.0 Development and review of the Access and Inclusion Plan

3.1 Responsibility for the planning process

City staff will oversee the development, implementation, review and evaluation of the *Access and Inclusion Plan*. This includes responsibility for ensuring that the plan is distributed throughout the organisation and that it is integrated into the business plans and budgets of relevant business units.

3.2 Community Consultation Process

Consultation for the *2018-2021 Access and Inclusion Plan* was open from 23 October 2017 – 22 December 2017. The consultation was advertised through:

- The Community Newspaper
- The City's website
- City social media platforms
- The Community Engagement Network
- Local Disability, Multicultural and Mental Health Organisations
- City networking groups
- Local schools and Education Support units.

Feedback could be provided in electronic or hard copy surveys, via phone, or attendance at one of three community workshops held throughout the consultation period.

Surveys were also promoted to City staff and a staff specific workshop was held.

In total 175 surveys were returned and 18 community members participated in community workshops. The feedback received through the consultation process has been analysed and incorporated into the development of new targets for the *2018-2021 Access and Inclusion Implementation Plan*.

3.3 Findings in the consultation

Feedback from this consultation indicates progress has been made in increasing access and inclusion in the community. In particular people who provided feedback were satisfied with the accessibility and level of customer service provided by City staff. Feedback indicated there were notable improvements to City infrastructure including carparks, path networks, increased accessibility at parks, beaches and City events.

Consultation feedback indicates the City can create more accessible and inclusive communities through the following:

- Increasing sensory friendly opportunities at City events and services;
- Providing accessible footpaths and kerb ramps;
- Providing accessible parks, playgrounds and beaches;
- Increase accessible parking, parking for parents with prams and parking for seniors;
- Increase the accessibility of City events by providing an accessible layout, signage, toilets and parking;
- Increase access to information by improving City websites and providing access specific information on events and services; and
- An organisational culture that recognises access and inclusion issues and focuses on opportunities for improving access and inclusion during the annual business planning cycle.

3.4 Responsibility for implementing the Access and Inclusion Plan

It is a requirement of the *Disability Services Act* that all practicable measures be undertaken to ensure that the *Access and Inclusion Plan* is implemented by City officers, agents and contractors.

An internal document, the *2018-2021 Access and Inclusion Implementation Plan*, has been prepared to provide a clear breakdown of measurable actions and areas of responsibility for City business units to refer to, and work towards throughout the life of the *Access and Inclusion Plan*.

3.5 Review and evaluation mechanisms

A copy of the *2018-2021 Access and Inclusion Plan* will be submitted to the Department of Communities – Disability Services, following its endorsement by Council. The report will include a summary of actions achieved under the City's *Access and Inclusion Plan 2015-2017*.

A further report will be prepared each year regarding the implementation of the *Access and Inclusion Plan*, which upon approval by the Chief Executive Officer, will be submitted to the Department of Communities – Disability Services each year. The report will outline progress towards the desired outcomes of the *Access and Inclusion Plan* by the City, its agents and contractors.







3.6 Communicating the plan to staff and the community

The community will be advised through the local newspaper, the City's website and social media platforms that the Plan has been published with hard and electronic copies are available, as well as copies in alternative formats upon request. Alternative formats might include hard copy in standard and large print, electronic format, audio format, Braille or email.

Hard copies of the *Access and Inclusion Plan* will also be available at reception in the City's Administration Building and at all Customer Service Centres. Should the City amend the *Access and Inclusion Plan*, the community will be advised of the availability of updated plan using the same communication methods. As required by the *Act*, the *Access and Inclusion Plan* will be made available to all agents and contractors who are providing services to the public on behalf of the City.

The *Access and Inclusion Plan* will be made available to staff on the City's intranet. Managers, Coordinators and Team Leaders will work with the City's Community Development Officer – Access and Inclusion on the identification, implementation and evaluation of the action items and performance measures listed in the implementation plan. The specific actions and responsibilities of each business unit will be communicated to the Officers of each business unit by their supervisor.

4.0 Strategies to improve Access and Inclusion

The following are a set of new strategies which aim to increase access and inclusion in the community.

These strategies, along with a comprehensive implementation plan, will guide the actions that the City of Joondalup will undertake from 2018-2021.

"We applaud the City of Joondalup for their progressive thinking and forward planning in installing a Changing Places facility at Sorrento Beach North. This ensures all people have access to the coast, regardless of ability."

Changing Places user





Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by the City of Joondalup.

| Strategy | Action | Performance Measure | 2018/19 | 2019/20 | 2020/21 | Responsible area |
|---|--|---|---------|---------|---------|--|
| Events offered by the City are planned to maximise physical accessibility and social inclusivity. | General and specific physical access issues are considered and catered for at City events. | 85% of items on the Access Institute General and Specific Access Issues Checklists for events are met. | ✓ | ✓ | ✓ | All business units who manage and plan events. |
| | | Advice on specific and general access requirements of events is sought from the Community Development Officer – Access and Inclusion. | ✓ | ✓ | ✓ | |
| City services are delivered in an accessible and inclusive manner. | Trial sensory friendly hours at City Libraries and Leisure Centres. | Sensory friendly hours are trialled three times in one quarter in a minimum of one library and one leisure centre. | | ✓ | | Library Services, Leisure Centres supported by Community Development. |
| Develop links between the <i>Access and Inclusion Plan</i> and other City plans and strategies, and the budget planning process. | Incorporate the objectives of the AIP into the City's strategic business planning, budgeting processes and all other relevant plans, policies, protocols procedures and strategies where applicable. | AIP objectives are incorporated into new City plans, strategies, policies, protocols and procedures where appropriate. | ✓ | ✓ | ✓ | Strategic and Organisational Development supported by all City business units. |

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the City of Joondalup.

| Strategy | Action | Performance Measure | 2018/19 | 2019/20 | 2020/21 | Responsible area |
|---|--|--|---------|---------|---------|--|
| All buildings and facilities are physically accessible, and as a minimum, meet the BCA and Access to Premises Standards. | Audit and identify access barriers to buildings and facilities including: | A minimum of eight access appraisals on City buildings, facilities or infrastructure are undertaken annually. | ✓ | ✓ | ✓ | Community Development, Assets Management, Operation Services and Infrastructure Management Services. |
| | <ul style="list-style-type: none"> • Public buildings • Public toilets • Parks and reserves • Natural areas • Footpaths and kerb ramps • Accessible parking bays | Council approves work to rectify identified barriers as part of the capital works program/budget. | ✓ | ✓ | ✓ | |
| New and redevelopment works provide access to people of all abilities. | Investigate improving accessibility of beaches and foreshores through installation of beach matting or purchase of beach wheelchairs and provision of accessible parking, accessible toilets and change rooms. | <p>Investigate the viability of accessible features and most suitable locations for these features.</p> <p>Include installation of approved accessible features in budget processes and explore funding options to assist with costs.</p> <p>Install approved accessible features at chosen locations.</p> | ✓ | ✓ | ✓ | Operation Services, Infrastructure Management Services and Community Development. |

| Strategy | Action | Performance Measure | 2018/19 | 2019/20 | 2020/21 | Responsible area |
|---|---|---|---------|---------|---------|--|
| New and redevelopment works provide access to people of all abilities. | As a part of new or refurbished park and public open space facilities, include accessible features such as continuous accessible paths of travel to major equipment/facilities, tables (to fit wheelchairs), signage, accessible toilets, drinking fountains (height access), shade, accessible and sensory play equipment. | Community Development Officer - Access and Inclusion is consulted to provide access advice in the design and planning of new or refurbished parks and public open space facilities. | ✓ | ✓ | ✓ | Operation Services supported by Community Development. |
| | | Accessible features are included in new and refurbished park and public open space facilities. | ✓ | ✓ | ✓ | |
| | | Accessible play equipment is included in major playgrounds throughout the City. | ✓ | ✓ | ✓ | |

Outcome 3: People with disability receive information from the City of Joondalup in a format that will enable them to access the information, as readily as other people are able to access it.

| Strategy | Action | Performance Measure | 2018/19 | 2019/20 | 2020/21 | Responsible area |
|--|---|--|---------|---------|---------|---|
| Make City publications accessible to people of all abilities. | Review, update and implement the City's 'Guidelines for accessibility of printed material'. | 'Guidelines for accessibility of printed material' are reviewed and updated. | ✓ | | | Community Development and Marketing and Communications. |
| | | 90% of marketing material produced by or for the City meets the City's 'Guidelines for accessibility of printed material'. | | ✓ | ✓ | |
| Incorporate appropriate content into City's websites. | Include a specific accessibility page/ section on all City websites and event websites. | The new corporate website includes knowledge based articles on access and inclusion related topics. | ✓ | | | Marketing and Communications and Information Technology supported by Community Development, Youth Services and Leisure Centres. |
| | | An accessibility page is added to the City's Leisure Centre website. | ✓ | | | |
| | | An accessibility page is added to the City's Y-Lounge Youth Website. | ✓ | | | |
| | | Event websites for City events include an accessibility page. | ✓ | ✓ | ✓ | |

Outcome 4: People with disability receive the same level and quality of service from the staff of the City of Joondalup as other people receive from the staff of the City of Joondalup..

| Strategy | Action | Performance Measure | 2018/19 | 2019/20 | 2020/21 | Responsible area |
|---|--|---|---------|---------|---------|---|
| Improve and sustain staff and Elected Member awareness of access and inclusion issues and improve skills to provide a good service to people of all abilities. | Provide training on identified access and inclusion issues for staff twice per year. Eg. Training on accessible events, training on accessible websites. | Access and inclusion training is made available to staff twice annually. | ✓ | ✓ | ✓ | Human Resources supported by Community Development. |
| | | A minimum of 30 City staff members participate in access and inclusion training annually. | ✓ | ✓ | ✓ | |
| | Provide training on access and inclusion for Managers and Executives. | Provide two sessions over two years of access and inclusion training for Managers and Executives. | | ✓ | ✓ | Office of the CEO and Human Resources supported by Community Development. |
| | | 100% of Managers and Executives attend an access and inclusion training session within a two year period. | | ✓ | ✓ | |

Outcome 5: People with disability have the same opportunities as other people to make complaints to the City of Joondalup.

| Strategy | Action | Performance Measure | 2018/19 | 2019/20 | 2020/21 | Responsible area |
|--|---|---|---------|---------|---------|--|
| Ensure that current grievance mechanisms and satisfaction survey forms are accessible to people with all abilities. | Ensure a variety of means are available for customers to lodge a compliment or complaint with the City. | Alternative methods to lodge a compliment or complaint are provided upon request. | ✓ | ✓ | ✓ | All City business units supported by Customer Service. |

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the City of Joondalup.

| Strategy | Action | Performance Measure | 2018/19 | 2019/20 | 2020/21 | Responsible area |
|--|---|--|---------|---------|---------|--|
| Improve access for people of all abilities to the established consultative processes of the City. | Provide a variety of consultation feedback methods such as focus groups, interviews, surveys in person, by phone and online. | As part of consultative processes access and inclusion issues are factored in when designing feedback methods. | ✓ | ✓ | ✓ | All City Business Units supported by Strategic and Organisational Development. |
| Improve community awareness about consultation processes in place. | Encourage people of all abilities to join the online Community Engagement network, to receive information on consultations in areas of specific interest to them. | The Community Engagement Network is advertised on the City's website, social media platforms and when budget allows, in the local community newspaper. | ✓ | ✓ | ✓ | Strategic and Organisational Development. |

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the City of Joondalup.

| Strategy | Action | Performance Measure | 2018/19 | 2019/20 | 2020/21 | Responsible area |
|--|---|--|---------|---------|---------|---|
| Review recruitment policies and practices. | Investigate viability of providing traineeships as a pathway to employment for people with disability and other barriers to employment. | Staff resources, funding and budget for supporting traineeships is investigated. | | ✓ | | Human Resources supported by Community Development. |
| | | Traineeships are implemented if proved viable through investigation. | | | ✓ | |
| Raise awareness about employment of people with disability. | Provide information to City staff about employing people with disability. | Provide information about the benefits of employing people with disability. | ✓ | ✓ | ✓ | Community Development. |
| | | An executive leadership meeting includes a presentation given by a person with lived experience of disability in relation to employment. | ✓ | | | |

Outcome 8: Provide information, opportunities and encouragement to raise awareness of the community regarding disability, access and inclusion.

| Strategy | Action | Performance Measure | 2018/19 | 2019/20 | 2020/21 | Responsible area |
|--|---|---|---------|---------|---------|--|
| Encourage local businesses and tourist venues to provide accessible facilities. | Contact local businesses to promote the benefits of accessible premises and service delivery. | Information about the business benefits of good accessibility is promoted to the business community through a variety of methods which could include: Economic Development E-Newsletter, promoting external events and training on this topic to networks including the Joondalup Business Association. | ✓ | ✓ | ✓ | Economic Development supported by Community Development. |
| Investigate and implement ways of encouraging and supporting access and inclusion in the community. | City officers to support initiatives which encourage and improve access and inclusion in the community. | Initiatives which encourage and improve access and inclusion in the community are investigated. | ✓ | ✓ | ✓ | All City Business Units. |

5.0 Implementation

The City has developed an internal implementation Plan with specific strategies, actions, performance indicators, timeframes and responsibility areas that will be in place for the life of the plan. The purpose of the Implementation Plan is to guide the practical execution of the *Access and Inclusion Plan*, translating the strategic document into operational delivery.

The implementation plan is a live document which can be amended upon annual review. This includes adding new action items as they are identified at each annual review or amending or removing actions that have been completed or were not successful in enhancing access and inclusion.

This document will inform specific actions that ensure all practicable measures by City officers, agents and contractors are taken to adhere to the *2018-2021 Access and Inclusion Plan*. The City will provide a progress report annually to the Department of Communities- Disability Services on the progress of all listed strategies and actions even if removed or amended.

What improvements has the City made?

‘The access to festivals and community events has made them easy and pleasant to attend.’

Consultation respondent







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This document is available in alternate formats upon request.