Local Government Reform Steering Committee
Local Government Reform Checklist
FEBRUARY 2009



Timeframe for Reform Submission to the Minister

Stage 1

March/April 2009

- Individual local governments to complete the attached reform checklist.
- Initial exploratory meeting to confirm local government amalgamation grouping is appropriate.
- Local governments determine suitable partners for amalgamation.
- Consideration of the reduction in the number of elected members.
- Consideration of skill sets for the establishment of a project team to coordinate local government's reform process.
- Local governments to forward completed checklist to the Local Government Reform Steering Committee by 30 April 2009.

Stage 2

April/May 2009

- Project team established (2-3 members from each local government).
- Project team meets as required to determine preferred amalgamation structure.
- Project team to determine appropriate elected member representation and methods for ensuring appropriate community representation.
- Project team to consider local government regional grouping.
- Seek State Government funding assistance as necessary for preparing Reform Submissions.
- If required, consultant/facilitator engaged.
- Community consultation undertaken within each affected local government and comments recorded.

Stage 3

May/June 2009

- Project team develops
 Reform Submission to include:
- preferred amalgamation structure or other types of boundary adjustments;
- number of elected members; and / or
- regional grouping; and
- transition timeline, including timeframe and estimated additional transition costs.

Stage 4

June/July 2009

- Project team finalises
 Reform Submission and circulates to affected local governments.
- Each council passes a resolution to proceed based on the findings of the submission.
- Each council agrees to identify a date the amalgamation is to take effect.
- Each council is to agree to a date at which elected member numbers will be reduced.

Stage 5

August 2009

 Local governments forward the Reform Submission to the Minister for Local Government by 31 August 2009.

- Minister provides Reform Submission to Local Government Reform Steering Committee for assessment.
- Steering Committee assesses Reform Submissions and seeks further information if needed.
- Steering Committee provides advice to Minister on preferred option for reform.

 Finalised proposals referred to the Local Government Advisory Board for consideration and recommendation.

	Local Governmen	t Reform Checklist	
Guiding principle ¹	Are these elements in p organisation?	lace at your	Explanatory comment
	Yes	No	
1. Long term strategic planning			
Your local government has a five year (or longer) strategic plan in place.	Yes		The City has a 2020 Vision document developed by the Councillors at a Strategic Session. Joondalup 2020 outlines how the Council would like Joondalup t look in 2020 and was developed to guide strategic decision making. Joondalup 2020 is attached. The City has a Strategic Plan 2008 − 2011. Th Strategic Plan has a four year time frame to align wit the four year electoral cycle and the Plan wa reviewed and revised in late 2007. The Strategic Pla is the City's Plan for the Future and provides hig level direction for the City's activities. The Strategic Plan has been prepared in accordance with the 2005 amendment of section 5.56 of the Local Government Act 1995 which required local governments to plan for the future of the district. The Strategic Plan is operationalised through number of high level plans and those plans include: □ Strategic Financial Plan □ Five Year Capital Works Program □ Asset Management Strategy □ Asset Management Plan 2009-2012 □ Economic Development Plan 2007-2011 □ Environment Plan 2007-2011 □ Community Development Plan □ Corporate Plan 2008-2011

¹ It is understood that some of these principles are not mandatory, however reflect principles of best practice.

Your local government has a five year (or longer)	Yes	The City's Planning Framework also includes a number of specific purpose plans to support delivery of the high level plans: □ The Economic Development Plan is supported by the Landscape Master Plan, Biodiversity Action Plan, Greenhouse Action Plan, Waste Management Plan, and Yellagonga Integrated Catchment Management Plan. □ The Economic Development Plan is supported by the Tourism Development Plan, and Joondalup City Centre Development Plan. □ The Community Development Plan is supported by the Seniors Plan 2004 – 2008 (currently being reviewed), and the Access and Inclusion Plan 2008 – 2011. These Plans assign specific actions to Business Units across the organisation and these actions are monitored and progress reports are provided on a regular basis. The Strategic Plan 2008-2011 is attached. If yes, attach plan.
financial management plan in place that is linked to the plan for the future.	165	The current Strategic Financial Plan adopted in 2006 is attached. A revised and updated Strategic Financial Plan will shortly be considered by Council.

 Your local government has detailed three/five year business plans. 	Yes	If yes, attach plan.
year business plans.		The Strategic Plan 2008-2011 provides an overall four year business plan for the City. The Strategic Plan sets out the Key Focus Areas, Objectives, Strategies, and Outcomes for the next four years and is reviewed every two years in accordance with Local Government (Administration) Regulation 19C(2) which requires Plans for the Future to be reviewed every two years. The City develops an Annual Plan which details the priority programs and activities to be achieved from the Strategic Plan. The Annual Plan is aligned to the Strategic Plan and the Plan is provided to the Council following Budget Adoption. The Annual Plan details specific milestones and timeframes for completion against these programs and activities. The Council receives Quarterly Progress Reports against the Annual Plan and this Plan is the mechanism for ensuring the Strategic Plan is achieved.
		The City also develops Directorate and Business Plans and these are reviewed and updated on an annual basis. The Directorate and Business Unit Plans are aligned to Individual Performance Plans.
		The City has a number of other planning documents including:
		 → Five Year Capital Works Program → Environment Plan → Economic Development Plan → Community Development Plan → Marketing Plan → Record Keeping Plan → Asset Management Plan → Risk Management Plan
		The Annual Plan 2008/09 is attached and copies of the 2008/09 Directorate and Business Unit Plans can be made available if required.

2. Detailed asset and infrastructure management planning			
Your local government has an inventory of all infrastructure and assets and has an accompanying maintenance and renewal plan in place.	Yes	If yes, attach plan. The City has a strong commitment to Asset Management. The Strategic Plan includes a Strategy 5.1.1: *** The City develops and implements a Strategic Asset Management Framework to improve the standard and management of its community infrastructure, including the consolidation and rationalisation of current building facilities. The City adopted an Asset Management Plan in 2009 and this Plan is supported by detailed Infrastructure Asset Management Plans (some currently in development) for all major asset classes. The Asset Management Plan and Infrastructure Asset Management Plan and Infrastructure Asset Management Plans are key drivers in the development of the 20 Year Strategic Financial Plan in terms of replacement, renewal and maintenance expenditure. The City is currently refining its asset data, and the Asset Management Plan sets out a number of objectives, strategies and timeframes for assessing the condition of all asset classes including roads, buildings, drainage, parks, and paths. The City also maintains an asset register that records the age and condition of assets. The City was a participant in the Western Australian Asset Management Improvement (WAAMI) Program and has tailored the Program to meet the specific needs of the City.	

		The following attachments are provided:
		 → Asset Management Policy - shows the high level commitment of the organisation. → Asset Management Plan - shows the confidence level of the data contained in the asset inventories and the program to update the data. → Report to Council outlining the City's progress on its Asset Management Strategy including endorsement of the Asset Management Plan. → 5 Year Building Maintenance and Capital Works Program.
Asset maintenance and replacement gaps have been identified and addressed in the financial plan.	Yes	The Strategic Financial Plan is informed by the Infrastructure Asset Management Plans for: → Roads → Buildings → Parks → Drainage → Paths The Infrastructure Asset Management Plans include financial forecasts which consider maintenance and replacement of all of the major asset classes. Roads data is held in the Roman software package. The City owns and maintains 958km of road infrastructure. Condition and inventory data for roads was updated in 2006 and is undertaken on a 5-year cycle. An inventory of City owned buildings has been developed and a Building Condition Audit was recently completed in order to develop a long term maintenance and renewal plan and timetable. The Audit will be undertaken on a 5-Year cycle. The City manages a building portfolio of 147 buildings including administration buildings, sport and recreation facilities, libraries, clubrooms, community centres, halls, and toilets and change rooms.

Drainage data is held in the 'GTS AMD' software package and the inventory includes materials, dimensions and construction dates for the majority of the network. The network includes 673km of pipe infrastructure and 27,300 other items such as manholes, sumps etc with a replacement value of \$178.5m.

An inventory of Parks and associated infrastructure is currently being undertaken and includes a condition audit of parks including playground equipment, reticulation, park furniture, sporting infrastructure, lighting and fencing. The City owns and maintains 360 parks with associated infrastructure. The City has, in the past 2 years, undertaken an analysis of playground equipment.

Paths data is held in the Roman software package and data collection has recently been completed. The inventory includes materials, dimensions, lengths, and construction dates. There are currently 847 359 square metres of paths in the database with a replacement value of \$50.8m.

Action has already commenced to address the gaps identified during the data review and inventories and actions have already commenced to address these gaps.

The following Infrastructure Financial Forecasts are attached:

- → 20 Year Financial projections Buildings
- → 20 Year Financial Projections Roads

Local Government Reform Checklist					
Guiding principle	Are these elements in place at your organisation?		Explanatory comment		
	Yes	No			
3. Future financial viability and planning					
Your local government has adequate reserve funds for future capital works and plant replacement.	Yes		The City has a regime for the use of reserve funds to assist in the provision of future capital works and plant replacement. The major reserves are: ☐ Strategic Asset Management Reserve, ☐ Parking Reserve and ☐ Plant Replacement Reserve. The use of reserve funds is also included in the Strategic Financial Plan referred to in question 1. The City will need to consider increasing the proportion of revenue to reserve funds, diversity income streams, and rationalise assets into the future.		
 Your local government income stream including rates, fees, charges and grants can satisfy your long term community service and operational needs and without grants represents at least 40% of your total revenue. 	Yes		For the year ended 30 June 2008 on total revenues of \$98,059,931 non-grant revenues amounted to \$90,176,533 or 92%. City of Joondalup's Financial Report for the year ended June 2008 is attached.		

Your local government has financial management plans indicating:existing debt levels;	Yes	The City provides monthly Financial Activity Reports for the Council detailing variances between budget and actual expenditure.
 existing debt levels; depreciation allocations compared to allocations on asset replacement and renewal; operating deficit compared to rates revenue; amount of reserve funds compared to expenses/asset values; and adverse financial trends. 		The City prepares an Audited Financial Report each year detailing a range of financial information and the 2007/08 Annual Financial Report is attached. The City has a quadruple bottom line approach to reporting and provides the following key performance indicator information in the Annual Report. Implication in the Annual Report each year details information and the 2007/08 Annual Financial Report each year details information and the 2007/08 Annual Financial Report each year details information and the 2007/08 Annual Financial Report is attached.
		The 2007/08 Annual Report is attached.

Local Government Reform Checklist				
Guiding principle	Include figures	Explanatory comment		
4. Equitable governance and community representation				
Indicate the number of vacancies at the 2007 ordinary local government elections.	6	The 2007 ordinary elections were the second round of elections following the re-establishment of the elected Council in 2006. The elected Council comprises a Mayor (elected by the electors) and 12 Councillors representing 6 wards (2 per ward) – the 2007 election was a non-Mayoral election.		

0	Indicate how many vacancies at the 2007 ordinary local government elections were uncontested.	3	One elected member in each of the following Wards was returned unopposed:- → South-East → Central → North
0	Indicate the ratio of elected members to community population.	Total population approximately 150,000 13 elected members. 1:11,538	When reviewing boundaries, the Act requires the ratio of elected representation against electors – the following figures apply (January 2009) for the City: ☐ Central - 16,835 electors (ratio 1:8,418) ☐ North – 18,342 electors (ratio 1:9,171) ☐ North-Central – 17,149 electors (ratio 1:8,574) ☐ South – 15,724 electors (ratio 1:7,862) ☐ South-East – 16,933 electors (ratio 1:8,466) ☐ South-West – 18,584 electors (ratio 1:9,292) ☐ Total - 103,567 electors (ratio 1:7,967)
0	Indicate the percentage of voter turnout at the most recent local government elections.	2006 election – Mayor and 12 Councillors (27.75%) 2007 election – 3 Councillors (27.17%)	The 2006 election was the first election since re- establishment of the elected Council – all elections held since then have been as 'postal elections.'
5.	Proficient organisational capacity		
0	Indicate the number of staff vacancies and the period these vacancies have continued in each of;	As at April 2009	Manager, Strategic Development vacated 30 January 2009. Structural review in progress.
-	senior management; middle management; and senior operational staff positions.	2 x middle management positions.	Manager Planning, Approvals and Environmental Services vacated 15 January. Replacement commences in June 2009.

Local Government Reform Checklist					
	Are these elements in place at your		Explanatory comment		
Guiding Principle	organisation?				
	Yes	No			
Your local government has an employee attraction and retention strategy.	Yes		The City places significant emphasis on employee attraction and retention strategies and this strategy forms part of Corporate Plan. Corporate Plan 2008 − 2011 is attached. The Strategy includes: ☐ Implementation of the Workforce Plan; ☐ A range of professional development opportunities including Annual Staff; ☐ Conference, Mentoring Programs, Corporate Training Program, Individual Training Plans; ☐ A range of flexible working conditions outlined in the Employee Collective Agreement which is attached; ☐ A range of health and wellbeing programs; ☐ Reward and Recognition Programs; and ☐ Generous study assistance opportunities.		
 Your current staff engage in annual professional training and development opportunities. 	Yes		All employees have a Development Plan that includes training for their current role and potential development for next role to facilitate succession planning. The City has a generous training budget and a corporate training program is developed every year based on training needs identified in individual training and development plans. City employees also have the opportunity to participate in the Local Government Management		

			Challenge, Joondalup Learning Precinct Mentoring Program, Professional Networks, and attend training programs and conferences not available through the Corporate Training Program. The City holds a full day annual Staff Conference as part of the corporate training regime. Employees can also apply for generous study assistance.
Your local government currently experiences delays in meeting statutory reporting functions and / or requests extensions.		No	The City meets all statutory reporting requirements, and this is evidenced through the annual compliance audit return provided to the Department of Local Government. The City also meets all statutory reporting functions associated with the following: → State Records Act 2000 → Public Interest Disclosure Act 2003 → National Competition Policy → Freedom of Information Act 1992 → Disability Services Act 1993
Your local government processes residential building licence applications within 20 working days.	Yes		This is correct where the application lodged is complete and does not require a Planning Approval. The City has a Gateway in place which provides applicants with the opportunity to have building (and planning) licence applications assessed in terms of completeness and correct documentation. A comprehensive checklist is also available to assist applicants and the Gateway has significantly reduced the number of incorrect applications. The City has a comprehensive Executive Reporting System which provides the Executive Management

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				Team with information on a range of strategic and operational programs and activities on a monthly basis. Planning and building licence application information are components of these reports and the Executive Management Team monitor processing times for building and planning licenses each month.
0	Under delegations your local government processes development applications within 20 working days.	Yes		1130 Development Applications were determined over the previous 12 months. Of these 1130 Development Applications, 631 or 55% were determined within 20 working days.
				The Department of Planning and Infrastructure (DPI) have invited the City to participate in the expansion of the Short Track electronic referral system for subdivision applications, and the City has agreed to participate.
				Short Track is an electronic referral system for 1 to 5 lot subdivision applications. It aims to improve the efficiency of high volume low complexity subdivision applications by reducing the referral response timeframe from 42 days to 15 days and the determination timeframe from 90 days to 30 days.
0	All other development applications are processed within 40 working days.		No	Of these 1130 DAs 981 or 86% were determined within 40 working days. In other words 149 or 14% of these 1130 DAs were determined over the 40 day period.

	Local Government Refo	rm Checklist	
Guiding principle	Are these elements in place at your organisation?		Explanatory comment
	Yes	No	
6. Effective political and community advocacy for service	e delivery		
Your local government has funding or other partnerships in place with programs and services sourced by the State Government.	Yes		The City has entered into partnerships with State Government including programs such as: ☐ Travel Smart Program, ☐ Living Smart Program, ☐ Youth Holiday Program, ☐ National Youth Week, ☐ Emergency Relief Program. The Central Area Transit (CAT) service is run in partnership with Edith Cowan University and Transperth. The City has also received significant funding from State Government through the CSRFF Program and the State Blackspot Program.

0	Your local government has funding or other partnerships in place with programs and services sourced by the Federal Government.	Yes		The City has entered into partnerships with Federal Government including programs such as:
				 ICLEI Local Action for Biodiversity Project, ICLEI Cities for Climate Protection Program, ICLEI Water Campaign, Youth Link Program EcoSmart Program with Greenhouse Office Regional and Local Community Infrastructure Program
0	Your local government has funding partnerships in place with the private sector to enhance service delivery.		No	The City is currently negotiating a Licence Agreement with EcoSmart Pty Ltd to allow them to take over the EcoSmart Program and develop the Program at a national level. The City will receive an annual fee and recognition for developing the Program.
0	The relationship between local government boundaries and relevant State and Commonwealth Agency boundaries are appropriate for effective decision making.	Yes		The City has no issues with local government boundaries in the Northern Corridor or State and Commonwealth Agency boundaries, and the boundaries are appropriate for decision making.

In the past 2 years your local government has attracted investment that has led to economic growth and job creation.	Yes	The City's Economic Development Plan 2007 – 2011 sets out a number of strategies for economic growth and job creation. The City:
		 provides funding support to the Small Business Centre – North West Metro; Provides funding support for the Sunset Coast Tourism Association; worked with Eco-Business to develop and promote a regional Eco-Business industry, accreditation program; supports the ongoing operation of the Joondalup Business Centre (business incubation service); continues to identify trade and investment opportunities through the Jinan Sister City Relationship; and conducts regular business forums for the City's stakeholders and business community. has recently developed a CD showcasing tourist attractions within the City. For the 12 month period form April 1 2008 to March 30 2009 the City also determined a total of 97 Commercial Building Applications at an estimated cost of \$120,293, 897.

	Local Governme	nt Reform Checklist		
Guiding principle	Are these elements in place at your organisation?		Explanatory comment	
	Yes	No	-	
Your local government has community consultation strategies in place, both on-going and project specific.	Yes		In recognition of Section 1.3(2)(c) of the Local Government Act 1995, the City has a stated objective to encourage greater community participation in the decisions and affairs of the local government. The City has a Public Participation Policy 1-2 which it follows in relation to ongoing programs and projects, and allocates resources in the budget for consultation activities. The City has undertaken comprehensive community consultation on the following projects in 2008/09: □ Underground Power; □ Edgewater Quarry Master Planning; □ Ocean Reef Marina; □ City Centre Parking Policy; □ Yellagonga Integrated Catchment Management Plan; □ Cats Local Law 2008; □ Local Government and Public Property Amendment Local Law 2008 (Smoke Free Apertures; □ Local Government and Public Property Amendment (No 2) Local	

		□ Trading in Public Places Amendment Local Law 2008 (Smoke Free Alfresco Dining). The City also has a number of Advisory Committees to provide a vehicle for facilitating
		community input and participation in the City's decision-making processes. These Advisory Committees comprise community representatives and include:
		 Community Safety and Crime Prevention Advisory Committee; Conservation Advisory Committee; Seniors Interest Advisory Committee; Streetscape Advisory Committee; Sustainability Advisory Committee.
7. Understanding of and planning for demographic chang	е	
 Your local government's population trend for the past five years has been: 		Provide percentage.
- declining - stable		Not applicable – the population is stable.
- growing	Yes	
 Your local government's projected population for the next five years will be: 		Provide estimated percentage.
- declining - stable	Va a	Not applicable – the population is stable.
- growing	Yes	

 Your local government has plans in place for demographic change. 	Yes	The City has a number of plans in place or in development to address the changing demographics including:
		 → Seniors Plan → Housing Strategy (being developed as a part of the review of the District Planning Scheme). The Strategy will include community consultation to determine housing needs into the future.
		The City also examines changing demographics during the annual business planning process and each Directorate and Business Unit examines customer and community needs, including changing demographics during this process.
		The City maintains comprehensive community profile information on its website compiled from ABS Census Data and is in the process of enhancing this data by purchasing an economic module.
		There are approximately 2800 undeveloped lots in the City and there are some suburbs in the southern sector of the City that could undergo redevelopment.

	Local Government Reform	n Checklist	
Guiding principles	Are these elements in place	e at your organisation?	Explanatory comment
	Yes	No	
8. Effective management of natural resources			<u> </u>
Your local government, by itself or in partnership, has resource management plans to address changing environmental conditions.	Yes		Provide details. The City has an Environment Plan and a number of supporting plans to facilitate sustainable environmental management including: □ Landscape Master Plan (attached) □ Biodiversity Action Plan (attached) □ Water Conservation Plan (attached). □ Greenhouse Action Plan The City was invited to participate (along with 21 other Cities in the world) in the Local Action for Biodiversity Project to focus on enhancing the profile, planning and management of biodiversity at the local level. The City is also working, in partnership with the City of Wanneroo, on the completion of the Yellagonga Integrated Catchment Management Plan.

		The City also resources two Advisory Committees with an environmental focus: □ Sustainability Advisory Committee; and □ Conservation Advisory Committee. Both Committees include community representatives and provide advice to Council on natural resource management. The City also works closely with Friends Groups, and provides environmental community grants through its Community Funding Program.
9. Optimal community of interest		
Your local government provides services and facilities to communities with a similar community of interest.	Yes	Apart from its City Centre, three large suburban shopping centres and many local shopping centres, the City of Joondalup is an urban local government with few significant discontinuities in terms of lifestyle and land use. Across the 22 suburbs of the City of Joondalup there is an even distribution of schools, sporting clubs and other associated facilities for the benefit of the community.

10. Optimal service delivery to community			
Your local government has the capacity to improve / increase service delivery in response to community expectation and associated demand.	Yes	The City's planning processes include the development of Directorate and Business Plans on an annual basis. These plans include the requirement to document approved service levels, and to document expectations for increased service levels by the community identified during community research and consultation activities. The planning processes link closely to the budget process and any requests for increases to service delivery are considered during the budget process. The City conducts an Annual Community Satisfaction Monitor to assess community perceptions and satisfaction with a range of City services. The information gathered during this research is use to inform service delivery improvements and the appropriateness of service levels. The City achieved an overall satisfaction rating of 82% in 2008.	

		Local Government Refo	rm Checklist	
Guiding principles		Are these elements in place at your organisation?		Explanatory comment
		Yes	No	
11.1	Membership of an effective regional grouping			
	Your local government is a member of a regional grouping of two or more local governments to plan and deliver services regionally.	Yes		The City is an active member of the: Tamala Park Regional Council; Mindarie Regional Council; WALGA North Metropolitan Zone. The City did participate in meetings of the North West Corridor Coordinating Committee when it was operating.
	Indicate your regional grouping preference, identifying participating local governments.	N/A	N/A	North Metropolitan Corridor
12.	Previous Structural Reform			
	Have you gained any benefits from structural reform measures taken with other local governments to date?	Yes		In 1998, the former City of Wanneroo was split into the current City of Wanneroo and City of Joondalup. The City has gained significant benefits arising from the restructure, including an extensive analysis of operations, including examination of in-house versus use of external contractors and this analysis has been ongoing.

	The City has undertaken a number of intestructural reviews including: 2005 — Organisational Review including significant reviews in the following areas: ☐ Organisational Development ☐ Customer Service ☐ Process Review 2006 — Adoption of the Governate Framework. 2006 — Formalised the Organisation Development Program and Service Revenues. 2007 — Commenced Corporate Report Regime 2008 — Introduced computerised corporate reporting (Executive Reporting System)
	2008 – Detailed Corporate Indicators incluin Annual Plan including a range environmental indicators.
13. Conclusion	onvironmental maleatore.
After completing the checklist, are you of the view that amalgamation or any other type of structural reform is necessary for your local government?	No The City of Joondalup is supportive of legovernment structural reform as identified WALGA'S SSS report however the City well run and efficient organisation with strong governance framework documented governance processes.
	The City is accountable to its community provides a broad range of community serv

that are regularly reviewed in line with community expectations and which are developed to meet the present and future needs of the community.
The City has sound financial and risk management strategies in place and is properly fulfilling its duties to all of its stakeholders and is therefore of the view that amalgamation or structural reform will not benefit the City of Joondalup though improved service delivery or greater efficiencies.