

# minutes

## Policy Committee

MEETING HELD ON **TUESDAY 24 August 2010**

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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 TUESDAY,  
24 AUGUST 2010****ATTENDANCE*****Committee Members***

Cr Kerry Hollywood	<i>Presiding Person</i>	
Cr John Chester	<i>Deputy Presiding Person</i>	<i>Absent from 2030 hrs to 2035 hrs</i>
Mayor Troy Pickard		
Cr Trona Young		
Cr Liam Gobbert		<i>Absent from 2015 hrs to 2018 hrs</i>
Cr Christine Hamilton-Prime		
Cr Fiona Diaz		

**Observers:**

Cr Brian Corr  
Cr Mike Norman  
Cr Russ Fishwick

**Officers:**

Mr Garry Hunt	Chief Executive Officer
Mr Jamie Parry	Director, Governance and Strategy
Ms Dale Page	Director, Planning and Development
Mr Tim Hegney	Governance Coordinator

**DECLARATION OF OPENING**

The Presiding Person declared the meeting open at 1910 hrs.

**APOLOGIES/LEAVE OF ABSENCE**

Nil.

**CONFIRMATION OF MINUTES****MINUTES OF THE POLICY COMMITTEE HELD ON 27 APRIL 2010**

**MOVED Cr Gobbert, SECONDED Cr Hamilton-Prime that the minutes of the meeting of the Policy Committee held on 27 April 2010 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Crs Hollywood, Hamilton-Prime, Chester, Diaz, Gobbert, Young and Mayor Pickard

**ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil.

**DECLARATIONS OF INTEREST**

Nil.

**IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS**

Nil.

**PETITIONS AND DEPUTATIONS**

Nil.

**REPORTS****ITEM 1 REIMBURSEMENT FOR ELECTED MEMBER TRAVEL EXPENSES BY BICYCLE (ELECTED MEMBERS — ALLOWANCES POLICY)**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Jamie Parry  
Governance and Strategy

**FILE NUMBER:** 27122 13399

**ATTACHMENTS:** Attachment 1 Elected Members – Allowances (amended Draft Policy)

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**PURPOSE / EXECUTIVE SUMMARY**

This report outlines proposed amendments to the *Elected Members — Allowances* policy, relating to the reimbursement for Elected Member travel expenses by bicycle.

**BACKGROUND**

The City currently reimburses Elected Members for travel expenses incurred (in relation to motorised vehicles) whilst attending Council business and other related activities. Specific provision is contained within the *Local Government Act 1995* to permit local governments to pay such expenses. Although no specific provision exists in the Act to reimburse Elected Members for costs incurred in relation to travel on Council business by bicycle, provisions exist in the *Local Government (Administration) Regulations 1996* that could enable reimbursement.

## DETAILS

Under the *Local Government Act 1995*, Elected Members using motorised vehicles are entitled to reimbursement of mileage claims when using a vehicle on Council business. At the present time, costs incurred in connection with using a bicycle have not been considered entitled. This situation could be considered inequitable as it discriminates against one form of transport compared with another. There are also environmental considerations as it could be strongly argued that the use of a motor vehicle consumes valuable resources and contributes to pollution, whereas the use of a bicycle does not. In addition, the use of a bicycle is consistent with the City's *Strategic Plan 2008–2011* and *Bike Plan 2009*.

### Issues and Options Considered:

The proposed reimbursement can only be approved in accordance with the *Local Government (Administration) Regulations 1996*, namely:

#### **32 Expenses that may be approved for reimbursement — s. 5.98(2)(b) and (3)**

- (1) *For the purposes of section 5.98(2)(b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —*
  - (a) *an expense incurred by a council member in performing a function under the express authority of the local government;*
  - (b) *an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and*
  - (c) *an expense incurred by a council member in performing a function in his or her capacity as a council member.*
- (2) *The extent to which an expense referred to in subregulation (1) can be reimbursed is the actual amount, verified by sufficient information.*

Expenses of this nature can therefore be reimbursed in accordance with s.32(1)(c), but must be accompanied by documented evidence of the costs incurred (as per s.32(2)).

Additional provisions for the reimbursement of Elected Member travel expenses by bicycle have been included in the draft amended policy, *Elected Members — Allowances* which is attached to this report. These additional provisions have been included in section 7.3 'Travel'.

### Rate per Kilometre:

Research has been conducted into an appropriate rate per kilometre for usage, based on the cost of owning and maintaining a bicycle. According to the Victorian Department of Transport, the Victorian Employers Chamber of Commerce and Industry recommend a reimbursement rate of 9.89¢ per kilometre. Additionally, the City of Melbourne, who have a similar policy to the one proposed in this report, include a rate of 9.40¢ per kilometre, and the City of Yarra's *Bicycle Mileage Allowance and Purchase Guidelines Policy* includes a rate of 9.89¢. It is therefore recommended that the City's policy include a rate of between 9–10¢ per kilometre (n.b.: the draft policy has included the rate at the upper limit of 10¢ per kilometre).

**Legislation/Strategic Plan/Policy Implications:**

**Legislation:** Local Government Act 1995  
Local Government (Administration) Regulations 1996

**Strategic Plan:**

**Key Focus Area:** Community Wellbeing

**Objective:** To facilitate healthy lifestyles within the community.

**Policy:** City Policy - Elected Members — Allowances

**Risk Management Considerations:**

Not Applicable.

**Financial/Budget Implications:**

Elected Members continue to be limited in the total amount they are able to claim under the *Local Government Act 1995*. Therefore, it is not anticipated that the proposed changes to the *Elected Members — Allowances* policy will have any financial impact.

**Regional Significance:**

Not Applicable.

**Sustainability Implications:**

Although the proposed amendments to the *Elected Members — Allowances* policy do not specifically encourage bicycle usage amongst Elected Members, the amendments do, to some extent, remove any disincentive for Elected Members to choose a motor vehicle over a bicycle as their preferred method of transport to and from Council events. As a result, this change in policy may potentially have a positive impact on environmental sustainability.

**Consultation:**

Not Applicable.

**COMMENT**

The proposed amendment to the *Elected Members — Allowances* policy does not have any foreseeable financial impacts and is supported by the City's *Strategic Plan 2008–2011* and the City's *Bike Plan 2009*. It is therefore recommended that Council adopt the amended policy provided as Attachment 1.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION:** That the Policy Committee RECOMMENDS that Council ADOPTS the amended *Elected Members — Allowances* Policy as outlined in Attachment 1 to this Report.

**MOVED Mayor Pickard, SECONDED Cr Young that the Policy Committee RECOMMENDS that Council:**

- 1 AMENDS Clause 7.3 of Policy – *Elected Members – Allowances* to include travel costs related to public transport;**
- 2 ADOPTS the amended *Elected Members – Allowances* Policy as outlined in Attachment 1 to this Report.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Crs Hollywood, Hamilton-Prime, Chester, Diaz, Gobbert, Young and Mayor Pickard

*Appendix 1 refers*

To access this attachment on electronic document, click here: [Attach1policy240810.pdf](#)

## **ITEM 2 ENVIRONMENTALLY SUSTAINABLE DESIGN (‘GREEN’ BUILDINGS)**

**WARD:** All  
**RESPONSIBLE** Ms Dale Page

**DIRECTOR:** Planning and Development

**FILE NUMBER:** 21452, 09717

**ATTACHMENTS:** Attachment 1 Environmentally Sustainable Design (‘Green’ Buildings): Discussion Paper

### **PURPOSE / EXECUTIVE SUMMARY**

This report outlines the content of the attached *Environmentally Sustainable Design (‘Green’ Buildings): Discussion Paper* and related draft policies: *Environmentally Sustainable Buildings Policy*; *Small Scale Renewable Energy Systems Policy*; and *Environmentally Sustainable Buildings in the Joondalup City Centre Policy*.

### **BACKGROUND**

At the Council Meeting held on the 17 February 2009, the following was requested:

“– a Green Building Policy to encourage construction and retro-fitting of Green Star buildings in the City of Joondalup be prepared for consideration by the Policy Committee’ (CJ037-02/09 refers).”

In addition, at the Council Meeting held on 16 March 2010, Council requested:

“— a report be submitted to the Policy Committee on the current trend of greening of houses, addressing issues such as PV cells, wind turbines and other initiatives, and information on the guidelines for installation on existing and new homes from a development perspective (CJ039-03/10 refers).”

## DETAILS

The attached Discussion Paper addresses these two requests, detailing the Green Building Council of Australia's 'Green Star' rating tools and explaining the underlying principle of these tools — environmentally sustainable design. The Discussion Paper also investigates how the principles of environmentally sustainable design are currently being implemented in the City and how the City could further its role in encouraging environmentally sustainable design in the community.

### Issues and Options Considered:

Based on the details provided in the Discussion Paper, the following options are presented for consideration:

- (a) *Leadership:* The City can show leadership in environmentally sustainable design by ensuring that, wherever possible and appropriate, City buildings are constructed and/or retro-fitted to comply with environmentally sustainable design principles.
- (b) *Policy:* The City can develop an environmentally sustainable design policy which encourages applicants wishing to develop or retro-fit buildings in the City Centre to incorporate these design principles.
- (c) *Promotion and education:* The City can provide appropriate community education to ensure the dissemination of accurate and useful information.
- (d) *Incentives:* The City can provide incentives to the community to encourage environmentally sustainable design.

### Legislation/Strategic Plan/Policy Implications

#### Strategic Plan

**Key Focus Area:** 2 The Natural Environment

**Objective:** 2.1 To ensure that the City's natural environmental assets are preserved, rehabilitated and maintained.

**Key Focus Area:** 4 The Built Environment

**Objective:** 2.1 To ensure high quality urban development within the City.

#### Policy

Based on the options provided in the Discussion Paper, the City has developed three draft policies for consideration — *Environmentally Sustainable Buildings Policy*, *Small Scale Renewable Energy Systems Policy* and *Environmentally Sustainable Buildings in the Joondalup City Centre Policy*.

In addition to these, the following policies are also related to environmentally sustainable design in the City:

- (a) *Sustainability Policy:* This policy requires the City to ensure that sustainability considerations are embedded into all strategic documents, including those relating to building design and construction.



- (b) *Draft Dual Density Code Policy*: This draft planning policy contains sustainability criteria for 'housing opportunity areas'. The policy promotes environmentally sustainable principles as an incentive to developers to achieve a higher density code (e.g.: energy, landscaping and water criteria). (The draft *Dual Density Code Policy* has been released for public comment with the draft *Local Housing Strategy*, and the results will be analysed and presented to Council in late 2010/early 2011.)

### **Risk Management Considerations:**

As detailed above, based on the options provided in the Discussion Paper, the City has made recommendations to develop three policies. The first of these, the draft *Environmentally Sustainable Buildings Policy*, ensures the City is leading-by-example in the promotion of environmentally sustainable design in the community. A risk associated with this policy is that incorporating environmentally sustainable design into *all* City buildings may have budget implications. The City has minimised this risk by including the clause 'wherever practicable'. This will ensure that the City is required to consider the principles of environmentally sustainable design in the construction, renovation and retro-fitting of all future building assets; however, the City is not obliged to incorporate these principles where they are not appropriate, (for example site selection and orientation considerations may not be relevant for the installation of a bus shelter).

With respect to the draft *Environmentally Sustainable Buildings in the Joondalup City Centre Policy*, it is important to note that the policy encourages but does not mandate the incorporation of environmentally sustainable design principles into the development of new buildings and the redevelopment of existing buildings. If Council chose to mandate or require developers to incorporate environmentally sustainable design principles, this could be perceived as being overly onerous and could act as disincentive to investment and development in the City Centre.

### **Financial/Budget Implications:**

Specific budget implications cannot be determined at this time; however, the following broad assumptions can be made for the three draft policies:

- (a) *Draft Environmentally Sustainable Buildings Policy*: As detailed in the 'Risk Management Considerations' above, it is possible that incorporating environmentally sustainable design into the construction, renovation and retro-fitting of all future building assets may require additional budget. This will be dependent on various factors as some environmentally sustainable design criteria (such as site selection, passive solar design, and some low energy technologies), are cost-negligible or as cost-efficient as their non-'green' counterparts. Some criteria however (such as renewable energy technologies, water reuse and indoor air quality enhancement) may be more costly than other products/technologies. Consequently, it is recommended that the monetary costs/benefits be weighed up against the environmental costs/benefits for each building and retro-fitting project, with a decision being made based on the best outcomes 'across the board'.
- (b) *Draft Small Scale Renewable Energy Systems Policy*: Based on the number of enquiries the City has received regarding the installation of renewable energy systems, it is not anticipated that this policy will have significant budget implications. However, it is likely that these technologies will grow in popularity, and there are potential budget implications for the medium- and long-term with regard to administration.

- (c) *Draft Environmentally Sustainable Buildings in the Joondalup City Centre Policy*: This policy will accompany the City's *Draft Joondalup City Centre Structure Plan*, and requires a checklist to be submitted with all applications for planning approval for sites within the Joondalup City Centre (excluding single and grouped dwellings). All planning applications will need to be assessed against the provisions of the policy and, as such, there are potential budget implications for the medium- and long-term with regard to administration.

**Regional Significance:**

Not Applicable.

**Sustainability Implications:**

The incorporation of environmentally sustainable design principles into City policy would support the environmental sustainability of the City. The draft *Environmentally Sustainable Buildings Policy* ensures that all City buildings consider environmentally sustainable design in construction and/or retro-fitting, the draft *Small Scale Renewable Energy Systems Policy* provides clear guidelines on approvals and acceptable development provisions for solar energy and wind energy systems, and the draft *Environmentally Sustainable Buildings in the Joondalup City Centre Policy* provides encouragement for the integration of environmentally sustainable design into new buildings and redevelopments in the Joondalup City Centre.

These draft policies encourage energy and water efficiency, use of non-toxic and recycled materials, enhancement of indoor air quality, minimisation of waste, and use of alternative energy systems. Overall, these policies will contribute to lower greenhouse gas emissions from City buildings and facilitate lower emissions from privately-owned buildings in the community.

**Consultation:**

The three draft policies, *Environmentally Sustainable Buildings Policy*, *Small Scale Renewable Energy Systems Policy*, and *Environmentally Sustainable Buildings in the Joondalup City Centre Policy* will need to be advertised for public comment before final adoption by the Council.

**COMMENT**

As outlined above, the following recommendations have been made based on the details provided in the Discussion Paper.

- (a) Develop an environmentally sustainable design policy to apply to all City-owned buildings (draft policy provided as Attachment 1 to the Discussion Paper).
- (b) Develop a small scale renewable energy systems policy to establish criteria for the development of small scale renewable energy systems on land or buildings within the City (draft policy provided as Attachment 2 to the Discussion Paper).
- (c) Develop an environmentally sustainable buildings policy for residential (excluding single and grouped dwellings) and commercial buildings and redevelopments in the Joondalup City Centre to accompany the *Draft Joondalup City Centre Structure Plan* (draft policy provided as Attachment 3 to the Discussion Paper, with a draft checklist for environmentally sustainable design included as Attachment 4 to the Discussion Paper)
- (d) Continue the promotional and educational initiatives the City is already undertaking.

## VOTING REQUIREMENTS

Simple Majority

*Cr Gobbert left the Room at 2015 hrs and returned at 2018 hrs.*

At the meeting the following issues were requested for inclusion in the documentation:

- 1 Policy - Environmentally Sustainable Buildings in the Joondalup City Centre:
  - to extend to commercial buildings beyond the city centre;
  - to specify that priority assessment would be given to applications that include Environmentally Sustainable Design initiatives;
- 2 Environmentally Sustainable Design Checklist:
  - changed to include “tick boxes” for natural/fan forced ventilation and for the use of natural materials (eg. roof gardens and green walls);
  - amended to include question about whether the development had been assessed against a green rating tool. If so, which tool had been used and what rating did the building achieve.

**OFFICER’S RECOMMENDATION:** That the Policy Committee RECOMMENDS that Council adopts the Policy:

- 1 *Environmentally Sustainable Buildings*, provided as Attachment 1 to the Discussion Paper to this Report;
- 2 *Small Scale Renewable Energy Systems*, provided as Attachment 2 to the Discussion Paper to this Report;
- 3 *Environmentally Sustainable Buildings in the Joondalup City Centre* and the checklist *Joondalup City Centre — Environmentally Sustainable Design Checklist*, provided as Attachments 3 and 4 to the Discussion Paper to this Report.

**MOVED Cr Young, SECONDED Cr Hamilton-Prime that the Policy Committee RECOMMENDS that Council ADOPTS the Policy as amended:**

- 1 ***Environmentally Sustainable Buildings***, provided as Attachment 1 to the Discussion Paper to this Report;
- 2 ***Small Scale Renewable Energy Systems***, provided as Attachment 2 to the Discussion Paper to this Report;
- 3 ***Environmentally Sustainable Buildings in the Joondalup City Centre*** and the checklist ***Joondalup City Centre — Environmentally Sustainable Design Checklist***, provided as Attachments 3 and 4 to the Discussion Paper to this Report.

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Crs Hollywood, Hamilton-Prime, Chester, Diaz, Gobbert, Cr Young and Mayor Pickard

*Appendix 2 refers*

To access this attachment on electronic document, click here: [Attach2minpolicy240810.pdf](#)

## **ITEM 3                      REVIEW      OF      COUNCIL      POLICY      PUBLIC PARTICIPATION**

**WARD:** All

**RESPONSIBLE  
DIRECTOR:** Mr Jamie Parry  
Governance and Strategy

**FILE NUMBER:** 75521

**ATTACHMENTS:** Attachment 1      Option 3 - Public Participation Policy  
Attachment 2      Option 1 - Draft Community Consultation and  
Engagement Policy  
Attachment 3      Community Consultation and Engagement Protocol

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### **PURPOSE**

To present information on a review of the Public Participation Policy, and a proposed new Community Consultation and Engagement Policy.

### **EXECUTIVE SUMMARY**

This report proposes that the City's Public Participation Policy and its supporting Strategy are replaced with a Community Consultation and Engagement Policy. The proposed Community Consultation and Engagement Policy incorporates major aspects of the Public Participation Strategy that have been shown to be effective in practice, and is supported by a Protocol to guide implementation of the proposed Community Consultation and Engagement Policy.

### **BACKGROUND**

At the meeting of Council held on 15 December 2008, a request was received for a report to the Policy Committee on a review of the Public Participation Policy. The review included consideration of the Public Participation Strategy which was written to support the Policy in 2005 and later amended in 2006. The Strategy supported implementation of the Policy by providing guidance on:

- The identification of issues requiring public participation;
- The inclusion in the annual budget process of funding for public participation activities;
- Increasing staff awareness and skills in public participation techniques;
- How all sectors and groups within the community can have the opportunity to participate in the City's activities; and
- A community education program relating to public participation in the City's affairs.

A report was presented to the Policy Committee at its meeting of 9 September 2009 that took into account the practical experience acquired from designing and carrying out consultation processes, the current literature on community engagement and consultation and a desktop review of policy documents of other local governments that had been redrafted or written in the last 12 months.

On receiving the report, the Policy Committee requested a further report concerning a future Community Consultation and Engagement Policy. This report was presented to the Policy Committee at its meeting held on 23 February 2010, whereby it was resolved that the *Policy Committee RECOMMENDS that Council:*

- 1 *DELETES Council Policy – Public Participation;*
- 2 *ADOPTS Council Policy - Community Consultation and Engagement forming Attachment 1 to this Report, subject to the inclusion of the following additional statement:*

*“Sustainability*

*This Policy ensures that decisions by the Council are made with full knowledge, which may potentially support sustainable outcomes.*

*The Policy provides a clear statement of the Council's intention to make itself aware of community opinion in order to inform decision-making. The Policy seeks to ensure that all groups in the community have the opportunity to engage with the Council on matters that affect them, and will contribute to an improved quality of the decisions reached, and greater acceptance of the final Council decisions by members of the community.”*

The minutes of the Policy Committee meeting of 23 February 2010 were presented to the Council meeting of 16 March 2010 whereby it was resolved inter alia that the *Council REFERS Council Policy – Public Participation and proposed Council Policy - Community Consultation and Engagement back to the Administration to enable further engagement with the Elected Members.*

A further report was prepared for the Policy Committee meeting of 27 April 2010 whereby it was resolved that debate on the item pertaining to Council Policy – Community Consultation be adjourned until the Policy Committee meeting to be held on 24 August 2010.

## **DETAILS**

It is proposed that the City's Public Participation Policy shown as *Attachment 1* to this report and its supporting Strategy are replaced with a Community Consultation and Engagement Policy shown as *Attachment 2* to this Report. The proposed Community Consultation and Engagement Policy is divided into two parts. The first part identifies what the City will do when engaging with the community on matters associated with local governance and the second part identifies how the community will be actively encouraged to take up opportunities to participate. In this way, the proposed Policy incorporates aspects of the Public Participation Strategy that have been shown to be effective in practice and are most strongly supported by contemporary literature. The Strategy, which has previously been an internal document, will no longer be required given that the major elements have been incorporated into the proposed Community Consultation and Engagement Policy.

The following table concerns the first part of the proposed Policy and identifies statements that have been included in the document and the benefits of doing so.

Statement	Benefits
The purpose and scope of each consultation exercise is clear and unambiguous.	<ul style="list-style-type: none"> <li>• Identifies issue/Sets agenda.</li> <li>• Identifies “out of scope” matters up front.</li> <li>• Provides for the articulation of a representative sample.</li> <li>• Explains how information will be sought from the public and what it will be used for.</li> <li>• Sets a standard for the information to be provided to the public.</li> </ul>
Timeframes of any consultation undertaken, including the opening and closing dates, are stated.	
Non negotiable aspects of a consultation are stated.	
The target audience for a consultation exercise is stated.	
The extent to which the outcome of a consultation will influence a Council decision is identified.	
The consultation methods to be employed for each consultation exercise are stated.	
Accurate, adequate and unbiased information is provided for the public to give informed opinions.	
Adequate time and resources are provided for consultation processes to take place.	<ul style="list-style-type: none"> <li>• Identifies level of resources needed for consultation – indicative of commitment.</li> </ul>
Analysis of the feedback from a consultation process will be published on the City’s website.	<ul style="list-style-type: none"> <li>• Public education/information. Could be linked to an opportunity for the public to evaluate the extent to which they were ‘engaged.’</li> </ul>
Where applicable, statutory legislative requirements for community consultation are satisfied.	<ul style="list-style-type: none"> <li>• Indicates base level requirements for consultation.</li> </ul>
Circumstances where wide consultation is not possible: <ul style="list-style-type: none"> <li>• Emergencies – matters concerning public safety etc.</li> <li>• Legal constraints.</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies practical limitations of consultative processes.</li> </ul>

The second part of the proposed Policy focuses on the continuing need for community education for participation and refers to the provision of opportunities for ‘active citizenship’ in the City of Joondalup.

Retention of community education as a component of a new Community Consultation and Engagement Policy reflects review findings that community interest and involvement in policies, plans and service delivery continues to be challenging. There is the risk that low rates of participation may serve to invalidate the outcomes of a consultative process from a community perspective and increase public distrust and disaffection. Effective community education on opportunities to become 'active citizens' will serve as a vehicle for building trust with the community at the same time as empowering them to get involved.

Practical implementation of both parts of the proposed Policy will be guided by an overall operational protocol that addresses:

- how representativeness is to be sought on specific issues;
- participant identification;
- what methods of community engagement could be used by the City; and
- when (time of year/suitable dates and times) and where community engagement could take place.

Whilst the Community Consultation and Engagement Protocol is an internal document to guide officers in the implementation of the proposed Community Consultation and Engagement Policy, the Protocol is shown as *Attachment 3* to this report to provide further information to the Policy Committee.

A separate Protocol will be developed on how 'active citizenship' will be promoted through community education.

### **How representativeness will be sought**

The proposed Policy identifies that a target audience will be identified for any consultation process and that this '*may involve random selection of participants.*' The Protocol shown as *Attachment 3* to this report outlines how this may be done dependent on whether the consultation is to be exploratory and therefore 'open-ended' or whether it is to identify levels of community support for options that have already been identified.

Exploratory consultations are those in which the community is invited to contribute in ways that allow for the capture of their attitudes, values and beliefs on matters such as the development or review of a strategy, policy, plan or service. To encourage participation that encompasses the broader community, random selection of a representative sample of City residents are invited to become involved. Selection may be at the level of a geographic area or across the whole of the City. Opportunities to participate may also be advertised widely and through a range of communication channels. Exploratory consultations are those in which any individual or group with an interest in the matter may participate.

Consultation on identified options occurs when Council has already given 'in principle' support for a course of action as set out in a plan, policy, strategy or service but wishes to determine levels of community support before going further. In these circumstances, representation is a critical factor because the information sought must be aggregated to provide a result, usually in the form of a percentage response, to identify preferred options. As previously, selection may be at the level of a geographic area or across the whole of the City but the sample selected must be representative of the population for the discrete geographic area or the whole of the City.

## **Participant Identification**

This is dependent on whether a consultation is exploratory or concerns predetermined options. During exploratory consultations where matters are in the developmental stage, participants may remain anonymous (other than having provided basic demographic information). During consultations to identify levels of community support for a particular option, being able to identify participants is important for the purposes of validation.

It should be noted that it is the City's usual practice to request the names and addresses of those responding to surveys during formal consultation efforts, in order for the response to be valid. However, there may be circumstances where anonymity to a subject matter may be appropriate to elicit a suitable community response. In those circumstances the consultation will be tightly controlled to ensure legitimacy of responses and the Community Consultation and Engagement Protocol shown as *Attachment 3* provides further details on how these controls will be applied.

## **Methods of Engagement**

In general, exploratory matters may be addressed using on or off-line community forums, focus groups and even surveys (using only open-ended questions) as they provide opportunities for people to learn about the topic and to express their values, attitudes and beliefs on the matter.

In circumstances where community input is limited to deciding amongst the available options, on or off-line surveys using closed questions are the most appropriate method for determining levels of community support.

## **When and where for consultation?**

At the meeting of the Policy Committee held on 24 February 2010 it was felt that consultations ought not to be conducted over the Summer period (being after the final ordinary meeting of Council in December to the first ordinary meeting of Council in February of the following year). Two exceptions should be noted:

- On some occasions consultation during the Summer may be entirely appropriate and justifiable and approval for any consultation to be held is to be determined by Council;
- Compliance with statutory requirements concerning advertising for planning or approvals matters may make it necessary to advertise consultations during the Summer period. Approval for any consultation is to be determined by the Chief Executive Officer.

## **Off or Online?**

Exploratory types of consultation using workshops, community forums or reference groups have traditionally been held at City venues and usually during the evening to cater for work commitments. Whilst events of this nature cannot be said to be representative of the interests of the community as a whole, they do provide opportunities for identifying issues, concerns and potential solutions on a broad range of matters

With the advent of social media, people can now become aware of and actively contribute to consultative processes via the internet. To date the City has used online surveys on a number of occasions and is currently researching capacity for exploratory types of online consultation such as moderated online forums or blogs.



## Promotion of Active Citizenship

As noted in the previous report, community education for active citizenship would primarily be targeted toward 'new citizens' in the City and include:

- The obligations of citizenship;
- The role of the City in local governance;
- Why community participation in local governance is important;
- The differences between consultation (option preference) and engagement (exploration of the issues);
- Typical opportunities to participate;
- How opportunities to participate will be communicated and managed – on and offline; and
- How the community will be able to evaluate the City's performance in managing a participative process.

### Issues and options considered:

The Policy Committee may:

Option One: Approve the draft Community Consultation and Engagement Policy for referral to Council for consideration as a replacement for Council Policy Public Participation. The draft Policy (as amended by the Policy Committee at its February 2010 meeting) is shown as Attachment 2 to this report.

Option Two: Amend the draft Community Consultation and Engagement Policy prior to referral to Council

Option Three: Retain Council Policy - Public Participation (and the present version of the Public Participation Strategy) with an amendment to reflect the fact that a Public Participation Strategy has been in place since 2005. The amended Policy is shown as Attachment 1 to this report.

Option One is recommended as it contains clear statements on what the City will do when seeking to engage with the community and incorporates the most salient aspects of the current Public Participation Strategy.

### Legislation/Strategic Plan/Policy Implications

**Legislation** Section 1.3 (2) (b) and (c) of the Local Government Act (1995). Refers to greater community participation in the decisions and affairs of local governments; greater accountability of local governments to their communities

#### Strategic Plan

**Key Focus Area:** Leadership and Governance

**Objective:** To engage proactively with the community

**Policy** Council Policy - Public Participation

**Risk Management considerations:**

There is a risk associated with Council making decisions on the conduct of community consultation and engagement processes without a clear idea of developments in best practice on the national and international level.

**Financial/Budget Implications:**

There are financial implications associated with community consultation and engagement and these are considered during the annual budget process.

**Regional Significance:**

Not Applicable.

**Sustainability Implications:**

Sustainable development is dependent on the practices associated with 'good governance' such as openness and transparency and the active involvement of citizens in decision-making. The literature on sustainable development indicates that by involving citizens in decisions likely to have an impact on them, then providing opportunities for information (learning) and deliberation, the outcome of a participative process is more likely to be accepted and also sustainable in the long term.

The City is faced with making decisions that will affect most citizens in one way or another, whether it be financially, environmentally or socially, at the level of a single street or across all 22 suburbs which make up the City of Joondalup. To ensure that those decisions are made with a '*clear understanding of the wishes of its community*' (Strategic Plan 2008 – 2011) and therefore sustainable, greater efforts are necessary to increase levels of community consultation and engagement through targeting and direct invitations to those most affected by a matter and at the same time, providing community education on 'active citizenship' in the interests of acting for 'the public good.'

**Consultation:**

Not Applicable.

**COMMENT**

Community consultation and engagement processes are evolving exponentially as tools of governance on the national and international stage. In the process of carrying out the review of the Public Participation Policy and Public Participation Strategy it was found that many local governments had revised their policies and practices within the last 12 months.

The proposed draft Community Consultation and Engagement Policy has been informed by professional and academic literature, the practice of other local governments and the practical experience gained from implementing the current Public Participation Policy and Strategy.

It should be noted that with all significant consultation efforts the Council will be informed of the community engagement strategy proposed to be undertaken, including:

- Purpose of the consultation;
- Who will be consulted;
- How will the consultation be undertaken;
- Communication methods to be used; and
- Documentation required for the consultation.

A template has been prepared which will be attached to all Council reports dealing with community consultation, and this is an Appendix to the Community Consultation and Engagement Protocol shown as *Attachment 3* to this report. The proposed methodology for each consultation will require Council endorsement prior to the undertaking of the consultation, and Council will have the option of modifying the methodology by amending officer recommendations.

## VOTING REQUIREMENTS

Simple Majority

*Cr Chester left the Room at 2030 hrs and returned at 2035 hrs.*

At the meeting the following issues were raised for inclusion in the Community Consultation and Engagement Protocol:

- Under 'Planning for a Consultation' - Point 6 to read:

***"Determine whether a survey is to be conducted **online** and/or via **hard copy surveys**."***

- Under 'Documenting the Process and Obtaining Approvals' – an additional dot point under 'Point 11- Undertakes the tasks listed in the Project Schedule' to read:

***"Informs Elected Members, and in particular, Ward Councillors, of consultation programs to be undertaken prior to their commencement."***

- Under 'Reporting the Results of a Consultation' additional paragraph in Point 17 to read:

***"Should the consultation be one that does not require a report to Council, the results of the consultation are to be made available to Elected Members by placement in the Councillors Reading Room."***

**MOVED Cr Young, SECONDED Cr Diaz that the Policy Committee RECOMMENDS that Council:**

- 1 DELETES Council Policy – Public Participation forming Attachment 1 to this Report;**
- 2 ADOPTS Council Policy - Community Consultation and Engagement forming Attachment 2 to this Report.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Crs Hollywood, Hamilton-Prime, Chester, Diaz, Gobbert, Young and Mayor Pickard

*Appendix 3 refers*

To access this attachment on electronic document, click here: [Attach3policy240810.pdf](#)

## **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

## **REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION**

Cr Young requested a report be submitted to the Policy Committee in 2011 that examines an amendment to Part 4.3 (2) of Policy – Elected Members – Allowances to provide:

- 1 An entitlement for WA Local Government Association:
  - North Metropolitan Zone representatives; or
  - AGM voting delegates (as endorsed by the Council);to attend the Annual WA Local Government Association Conference;
- 2 An entitlement for a Council endorsed Elected Member representative on an external Board or Committee to attend a conference or training associated with the primary function of that Board/Committee.

## **CLOSURE**

There being no further business, the Presiding Person declared the Meeting closed at 2046 hrs, the following Committee Members being present at that time:

Cr Kerry Hollywood  
Cr John Chester  
Mayor Troy Pickard  
Cr Trona Young  
Cr Christine Hamilton-Prime  
Cr Liam Gobbert  
Cr Fiona Diaz

## ELECTED MEMBERS — ALLOWANCES

<b>STATUS:</b>	<b>City Policy</b> — <i>A policy that is developed for administrative and operational imperatives and has an internal focus.</i>
	<i>Developed by the Policy Committee and/or the administration and adopted by Council.</i>
<b>RESPONSIBLE DIRECTORATE:</b>	Office of the CEO
<b>OBJECTIVE:</b>	The objective of this document is to provide a clear outline of the support and allowances available to the City's Elected Members.

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## INTRODUCTION

The document has been prepared to conform with the provisions relevant to Elected Member entitlements under the *Local Government Act 1995*, *Local Government Amendment Act 2004* and Regulations made under these Acts.

Where this policy refers to an annual period, the period shall be from October to October in the following year.

## PART 1 — PROVISION OF SUPPORT

### 1.1 Objective

To provide Elected Members with appropriate facilities, equipment, material and information to support them in performing their duties of office.

### 1.2 Mayor

(1) The Mayor shall, in carrying out the duties and responsibilities of that office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

- (a) The provision of a luxury sedan type motor vehicle with unrestricted use for all official and social duties connected to the office of Mayor and for personal private use. This vehicle will be changed over in accordance with the City's general management of its light vehicles fleet.
- (b) Where the office of Mayor is provided with a vehicle as detailed in (a) above, the costs associated with the Mayor's private use of the vehicle are to be reimbursed by the Mayor.

The calculation of the reimbursement for the private use is by way of a log book in accordance with the requirements of the Australian Taxation Office.

- (c) Membership of the Qantas Club.
- (d) The registration cost or ticket cost of the Mayor and Partner of attending any breakfast, dinner or similar function where invited as the Mayor and representative of the City provided such function does not fall into the category of a conference and training event as defined in clause 4.4 of this policy or is not for election purposes;
- (e) Suitable contemporary office accommodation within the Civic Centre.
- (f) Secretarial services including word processing, photocopying and postage.

- (g) Administrative assistance associated with any Council functions, meetings, publications and the like.
  - (h) Access to the Elected Members Lounge and office refreshments.
- (2) All equipment and facilities subject of this policy are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

### **1.3 Deputy Mayor and Councillors**

- (1) The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of their office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under Section 5.98, 5.98A, 5.99 and 5.99A of the Act:
- (a) Access to the Elected Member Lounge and refreshments.
  - (b) Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile and telephone facilities.
  - (c) Some secretarial support as resources allow including limited word processing, photocopying, and postage.
  - (d) The registration cost or ticket cost of the Deputy Mayor or Councillor, plus his or her partner, attending any breakfast, dinner or similar function where invited as the Deputy Mayor or Councillor and representative of the City or Ward, provided such function does not fall into the category of a conference and training event as defined in clause 4.4 of this policy or is for election purposes.
- (2) All equipment and facilities subject of this document are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

## **PART 2 — ISSUE AND RETURN OF COUNCIL EQUIPMENT**

### **2.1 Objective**

To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

### **2.2 Equipment**

The following equipment, documents, stationery and other items will be issued to Elected Members:



- (1) laptop computer and all-in-one printer (the Elected Member to determine whether new or second-hand);
- (2) router and hub for internet use;
- (3) Elected Member Lounge key;
- (4) Security Card/Building Access Card and ID Card;
- (5) satchel or briefcase (optional); and
- (6) 1 City of Joondalup vehicle licence number plate, selection of numbers 2 to 20 (optional) (see 2.5 below).

This equipment should either be new or in very good condition.

### **2.3 Documentation**

The following documentation will be issued to Elected Members:

- (1) Committee members' booklet;
- (2) *Community Directory*;
- (3) *Local Government Act 1995* and Regulations;
- (4) *Local Laws Manual*;
- (5) *Policy Manual*;
- (6) *Code of Conduct*;
- (7) Western Australian Local Government Association — *Elected Member Manual*;
- (8) internal telephone directory;
- (9) *Planning Scheme* text and report;
- (10) Budget;
- (11) *Service Agreement — Elected Members & Information Services Business Unit*; and
- (12) *Short Guides* produced by the City.

### **2.4 Other Items**

The following items will be issued to Elected Members:

- (1) 2 name badges for the Members, and 1 name badge for their partners;

- (2) business cards;
- (3) appropriate stationery;
- (4) street directory;
- (5) Elected Member uniform issue (non-compulsory) (1 jacket, 2 trousers/skirts and 3 shirts/blouses); and
- (6) Driza-Bone jacket or similar (optional).

Each elected member is entitled to be reimbursed to a maximum amount of \$1,100 (**July 2010**) following every ordinary election at which they were elected, or where an elected member is elected as a result of an extraordinary election, for the purchase of relevant office furniture/equipment to assist them to perform their role as an elected member and to be used for Council related purposes.

The amount allocated for reimbursement will be inflated annually as from 1 July 2008 based on the CPI rate of Australia, and rounded to the nearest \$10.00.

## **2.5 Vehicle Licence Number Plate**

- (1) Elected Members may have a City of Joondalup vehicle licence number plate fitted to their vehicle for their term of office at the City's cost.
- (2) Vehicle licence plate numbers 1 and 2 (and variations on this (e.g.: 01; 001; 001)) are reserved for use by the Mayor and deputy Mayor.
- (3) An Elected Member is eligible to transfer the vehicle licence number plate to another vehicle once every 2 years at the City's cost.
- (4) If the vehicle licence number plate is to be transferred more than once every 2 years, then the second and subsequent transfer shall be at the cost of the Elected Member. The exception is where there is a change in the office of Deputy Mayor. Where this occurs this is not to be treated as a transfer for those affected Members as per above.
- (5) Retiring Elected Members shall return the Council issued vehicle licence number to the City within 14 days of ceasing to be an Elected Member. Any costs associated with this transfer of the Elected Member's vehicle licence number plate shall be met by the City.
- (6) Where an Elected Member is issued with a vehicle licence number plate as detailed within this policy, that vehicle fitted with the licence number plate shall not have electoral advertising placed on or in the vehicle.

## 2.6 Return of Equipment Issued

- (1) An Elected Member is entitled to retain, at no charge, equipment, documents and other items issued by Council with the exception of the following, *which cannot be retained*:
  - (a) any equipment that is less than 3 years old ;
  - (b) equipment leased by Council;
  - (c) Security Card/Building Access Card and ID Card;
  - (d) Elected Member Lounge key; and
  - (e) City of Joondalup vehicle licence number plate.

## PART 3 — PAYMENT OF FEES AND ALLOWANCES

### 3.1 Objective

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

### 3.2 Annual Meeting Attendance Fees

Council will pay the maximum amount within the prescribed legislated limit that may be claimed annually for meeting attendance fees for the Mayor and Councillors.

Payments will be made monthly in arrears.

### 3.3 Annual Local Government Allowances — Mayor and Deputy Mayor

Council will pay the maximum Annual Local Government Allowance within the prescribed legislated limit that may be paid to the Mayor and Deputy Mayor.

Payments will be made monthly in arrears.

### 3.4 Telecommunications Allowance

- (1) Council will pay all Elected Members an annual telecommunications allowance to the maximum amount within the prescribed legislated limit.
- (2) The annual telecommunications allowance is for costs relating to telephone usage (including plans/contracts, payments and purchase of fax machines, mobile phones and extra telephone lines) and call costs and consumables associated with that use.
- (3) Any claims by Elected Members for expenses incurred over the maximum annual telecommunication allowance detailed in (1) above are to be submitted on the form provided. (Additional claims above the

maximum limit must be supported by receipted invoices for the maximum limit and the additional amounts claimed). Where a Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.

- (4) In recognition of possible capital costs associated with telecommunications expenses, payment will be made as follows:
  - one third in advance on election, then;
  - monthly in arrears from the commencement of the fifth month of the term of office to the completion of the term.
- (5) Where Elected Members are re-elected to a second or further term of office, they will receive one third of the telecommunications allowance in advance at the commencement of the next term of office, in recognition of the potential need to upgrade associated telecommunications equipment.

### **3.5 Information Technology Allowance:**

- (1) Council will pay all Elected Members an annual information technology allowance to the maximum amount within the prescribed legislated limit.
- (2) This allowance is in addition to the Council provided laptop and printer and is in recognition of costs associated with Internet connection, electronic diaries and the like.
- (3) Any claims by Elected Members for expenses incurred over the maximum annual telecommunication allowance detailed in (1) above are to be submitted on the form provided. (Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit and the additional amounts claimed). Where a Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- (4) Payment will be made as follows:
  - 50% in advance on election, then;
  - 25% at completion of third quarter;
  - 25% on completion of each subsequent quarter during the period of office.
- (5) Where Elected Members are re-elected to a second or further term of office, they will receive one half of the information technology allowance in advance at the commencement of the next term of office, in recognition of the potential need to upgrade information technology equipment.

### 3.6 Conditions of Payment

- (1) All allowances and fees shall be paid automatically unless an Elected Member has advised the CEO in writing that he/she does not want to claim any or part of those fees and allowances.
- (2) If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back paid but accrue from the date of such request.
- (3) The taxation liability arising from these payments is the individual responsibility of each Elected Member.

## PART 4 — ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA

### 4.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the City of Joondalup.

### 4.2 Statement

Elected Members are encouraged to attend appropriate conferences and training to enable them to be more informed and better able to fulfil their duties of office. In order to support this, the following is provided.

### 4.3 Annual Conference and Training Expense Allocation

- (1) The following annual conference and training expense allocation shall be made available to Elected Members:
  - (a) The Mayor shall be entitled to an annual expense allocation of \$12,600 (**July 2010**), inflated annually from the date the \$10,000 was first set at the CPI rate for Australia on 1 July each year and rounded to the nearest \$100; and
  - (b) All Councillors shall be entitled to an annual expense allocation of \$6,200 (**July 2010**), inflated annually from the date the \$5,000 was first set at the CPI rate for Australia on 1 July each year and rounded to the nearest \$100.
- (2) In addition to the annual expense allocation detailed in Clause (1)(a) above, the Mayor shall be entitled to attend the following conferences:
  - Annual Western Australian Local Government Association;
  - Annual National Australian Local Government Association;
  - Annual National Congress of the Local Government Managers Australia.

#### 4.4 Definition

In this Part, “Conferences and Training” means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of local government and held within Australia.

#### 4.5 Approval

- (1) Subject to Part 5 for overseas travel, Elected Members may attend conferences and training following:
  - (a) approval by the Council through a resolution passed at a Council Meeting; or
  - (b) by informing the CEO in advance of attendance.

#### 4.6 Conferences and Training that may be attended

The conferences and training to which this policy applies shall generally be limited to:

- (1) West Australian Local Government Association and Australian Local Government Association conferences;
- (2) special “one off” conferences called or sponsored by or for the West Australian Local Government Association and/or Australian Local Government Association on important issues;
- (3) annual conferences of the Major Professions in Local Government;
- (4) Australian Sister Cities conferences;
- (5) Municipal Training Service’s Councillor Induction Program;
- (6) West Australian Local Government Association Elected Member Training and Development;
- (7) training relating to the role of Elected Members; and
- (8) other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of Elected Members, meeting procedures, etc.

#### 4.7 Payment of Conference and Training Costs

- (1) Payment from Conference and Training Allocation

The City will pay conference or training costs where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member’s Annual Conference and Training Expense Allocation. Should insufficient funds be available, the Elected Member may meet the difference between the actual cost

and the allowance themselves or receive funds from another Elected Member's allowance (see 4.9(7)).

(2) Booking arrangements:

Registration, travel and accommodation for Elected Members will be arranged through the Office of the Chief Executive Officer with the appropriate City discount for travel and accommodation being provided. In general, all costs including airfares, registration fees and accommodation will be paid direct by the City. The main exception relates to the payment of daily allowances in lieu of accommodation as considered in paragraph 4.7(8).

(3) Registration:

The City will pay all normal registration costs for Elected Members/delegates that are charged by organisers, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Council.

(4) Accommodation:

(a) The City will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference and training event where this is necessary because of travel and/or the conference and training event timetables which make it impossible to arrive at or return home in normal working hours.

(b) Where available, accommodation shall normally be booked at the venue.

(5) Conference and training travel:

(a) Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest, most practical route, to and from the conference and training venue. All reasonable travel costs for Elected Members/delegates to and from the venue/accommodation will be met by the City.

(b) Where air travel is involved, approval to attend should ideally be sought 2 months prior to departure to facilitate booking.

(c) All air travel within Australia shall be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.

(d) If accommodation is at the conference or training venue or in close proximity, taxis should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking which are reasonable, required and incurred

in attending Conferences and Training, will be reimbursed by the City.

- (e) Where in particular circumstances Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.
- (6) Reimbursement of expenses:
- (a) An Elected Member attending a conference and training event is entitled to be reimbursed for “normally accepted” living costs while travelling.
- (b) Such living costs would include, but are not limited to:
- taxi fares to and from the airport;
  - taxi fares to and from the venue if the accommodation used is a substantial distance from the venue;
  - meals for the Elected Member;
  - refreshments for the Elected Member; and
  - vehicle hire, petrol and parking.
- (c) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.
- (d) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home.

Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the event; and
  - for the cost of travel from the airport directly to the accommodation to be used for the event and also, vice versa, from the accommodation to the airport.
- (e) Where a visit is extended, as discussed in paragraph (d), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the



conference and training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the event's accommodation and the airport and vice versa. The Elected Member will be required to pay any greater amount.

- (f) Where an Elected Member does not require paid accommodation for a conference and training event because the Elected Member is able to source accommodation from another party (the hosts), the Elected Member is entitled to be reimbursed for meal and refreshment costs provided to the hosts up to the amount that would have been incurred had paid accommodation been used.
  - (g) Where an Elected Member attends 2 conference and training events and there is a gap of no more than 3 days between the conclusion of the 1st event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of "normally accepted" living costs during that "gap" period. If the gap is greater than 3 days, only 3 days reimbursement can be claimed.
- (7) Cash advances associated with payment through the reimbursement of expenses:
- (a) A cash advance of \$120 per day (**July 2010**) for interstate travel and \$180 per day (**July 2010**) for overseas travel shall be made available for food, drink and incidental expenses that are of a reasonable nature. The cash advances per day above will be inflated annually as from 1 July 2008 based on the CPI rate of Australia, and rounded to the nearest \$10.
  - (b) The administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.
  - (c) The cash advance shall be paid to cover all reasonable incidental expenses associated with the conference attendance such as:
    - (i) hotel/motel charges other than accommodation, i.e.: laundry;
    - (ii) reasonable telephone or facsimile use;
    - (iii) breakfasts, lunches, dinners and other meals not included in the conference registration fee; and
    - (iv) any optional activity in a conference program.

- (d) Documentary evidence in the form of original invoices and receipts must be provided for the acquittal of all advances. All advances must be acquitted within 1 week of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City.

(8) Public Service Commission Allowance:

Instead of being reimbursed for actual expenses, an Elected Member may receive a fixed allowance as reimbursement for attending a conference and training event. This allowance will be the amount identified in the *Public Service Award* as is specified in legislation.

The allowance will be paid in the following circumstances from the Elected Member's Conference and Training Expense Allocation.

The following is drawn from the *Public Service Award*:

- (a) When a trip necessitates an overnight stay and the Elected Member is fully responsible for his or her own accommodation, meals and incidental expenses:
- (i) where hotel or motel accommodation is utilised, reimbursement shall be in accordance with the rates prescribed in Column A, Items (4) to (8) of Schedule I — Travelling, Transfer and Relieving Allowance of the Award; and
  - (ii) where other than hotel or motel accommodation is utilised, reimbursement shall be in accordance with the rates prescribed in Column A, Items (9), (10) or (11) of Schedule I — Travelling, Transfer and Relieving Allowance of the Award.
- (b) When a trip necessitates an overnight stay and accommodation only is provided at no charge to the Elected Member, reimbursement shall be made in accordance with the rates prescribed in Column A, Items 1, 2 or 3 and Items 12, 13 or 14 of Schedule I — Travelling, Transfer and Relieving Allowances of the Award subject to the Elected Member's certification that each meal claimed was actually purchased.
- (c) To calculate reimbursement under (a) and (b) for a part of a day, the following formula shall apply:
- (i) If departure from Joondalup is:
 

before 8:00am	—	100% of the daily rate
8:00am or later but prior to 1:00pm	—	90% of the daily rate
1:00pm or later but prior to 6:00pm	—	75% of the daily rate
6:00pm or later	—	50% of the daily rate

(ii) If arrival back at Joondalup is:

8:00am or later but prior to 1:00pm	— 10% of the daily rate
1:00pm or later but prior to 6:00pm	— 25% of the daily rate
6:00pm or later but prior to 11:00pm	— 50% of the daily rate
11:00pm or later	— 100% of the daily rate

Should the allowance not cover the actual costs of attendance, an Elected Member is entitled to be reimbursed the difference between the actual cost and the allowance amount as long as the reimbursement sought accords with 4.7(6) and all of the allowance monies have been used for items that can be reimbursed.

#### **4.8 Elected Member/Delegate Accompanying Person**

- (1) Where an Elected Member is accompanied at a conference and training event, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/accompanying person and not by the City. The exception to the above being the cost of attending any official event dinner where partners would normally attend.
- (2) An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.
- (3) Where the City meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Council by the Elected Member/accompanying person within 7 days of being invoiced for such expenditure following the conclusion of the conference and training event.

#### **4.9 Guidelines for Conference and Training Attendance**

- (1) Subject to the provisions of Clause 4.3 "Annual Conference and Training Expense Allocation" the guidelines detailed in this Clause shall apply.
- (2) Generally, no more than 2 Elected Members may attend a particular conference or training event outside Western Australia at the same time. The Chief Executive Officer or Council may however approve attendance by more than 2 Members if a particular purpose or need arises.
- (3) All unspent funds shall be carried forward at the completion of each annual period.

- (4) Following each Ordinary Council election, Elected Members will forfeit any unspent funds, and commence their annual expense allowance as detailed in Clause 4.3.
- (5) Elected Members will only be registered for conference and training events itemised in this policy, if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the conference and training event in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before attendance if the additional costs are going to be claimed.
- (6) The cost of training that is specifically arranged for attendance by all Elected Members (e.g.: team-building) shall be paid from a separate allocation for the purpose and not considered as part of, and debited to, the individual Elected Member's allocation referred to in this policy.
- (7)
  - (a) An Elected Member may agree to meet conference and training costs for another Elected Member and forfeit the relevant amount from his/her own annual conference and training expense allocation, to enable another Elected Member to attend a conference and training event, where that Member has insufficient funds remaining in their allocation.
  - (b) In such cases, the Elected Member agreeing to meet those costs shall provide the Chief Executive Officer with a written statement to that effect, signed by both Elected Members and authorising the Chief Executive Officer to initiate necessary arrangements and debit the authorising Member's allocation.

## **PART 5 — ATTENDANCE AT OVERSEAS CONFERENCES**

- (1) An Elected Member may, with Council approval, attend an overseas conference. The Council approval must include a specific Council resolution indicating that the conference attendance will be of benefit to the City and the Elected Member and detailing any conditions that may apply.
- (2) An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas conference or training in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before costs are incurred in keeping with 4.9(5) above or the Elected Member agrees to meet the additional costs personally.

- (3) All air travel overseas shall be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.
- (4) Cash advances are payable for overseas conferences (see Section 4.7(7)).

## **PART 6 — REPORT**

Upon attendance at any interstate or overseas Conference or Training event as detailed within this policy, where registration and other associated costs are met by the City of Joondalup, the attending Elected Member is required to prepare a report on their attendance and benefits, to be circulated to all Members of the Council.

## **PART 7 — REIMBURSEMENT OF EXPENSES**

### **7.1 Objective**

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

### **7.2 Child Care**

- (1) In accordance with Regulation 31, child care costs will be paid for an Elected Member's attendance at a Council meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.
- (2) Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council related activity and incurs child care costs, such costs may be claimed provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.
- (3) Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
- (4) Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.
- (5) Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Member's Annual Expense Reimbursement Limit as referred to in Clause 7.3 of this policy.

### 7.3 Travel

- (1) The payment of travel costs is covered under **Regulations 31 and 32** of the *Local Government (Administration) Regulations 1996*.
- (2) Travel costs incurred and paid by Elected Members will be reimbursed for:
  - (a) Travel and parking expenses incurred by a Member using a private **motor** vehicle, **bicycle or public transport**, to, from and attending:
    - (i) meetings of the Council or a Committee of the Council and civic or Council related functions;
    - (ii) as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, Local Government Association or industry groups or committees of them;
    - (iii) a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty; and
    - (iv) social functions where the Member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity.
  - (b) The amount payable in respect of travelling expenses shall be paid from the time the Returning Officer has declared a person elected as a Council Member.
  - (c) Travel expenses claimed **for motor vehicles** under this policy are to be calculated in accordance with the rate per kilometre prescribed for the class of vehicle as detailed in the *Public Sector Award* where the Member's vehicle is used.
  - (d) **Travel expenses claimed for bicycles under this policy are to be calculated in accordance with the rate of \$0.10 per kilometre.**
  - (e) **Travel expenses claimed for public transport under this policy are to be calculated at the actual cost incurred.**
  - (f) A Claim for Reimbursement of Expenses Form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by Members to ensure that the transport expense can be verified.
- (3) Where an Elected Member deems it is more appropriate to attend a Council related commitment without a **car motor vehicle, bicycle or by public transport**, a taxi may be used and the costs incurred claimed.

- (4) Should an Elected Member travel in a vehicle by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with (2) above.

#### 7.4 Other Specified Expenses

- (1) Outside of child care and travel costs an Annual Reimbursement Limit of \$1,030 (**July 2010**) shall be available to Elected Members for reimbursement of costs incurred as a result of performing their duties as an Elected Member.

The amount allocated for reimbursement of other specified expenses will be inflated annually as from 1 July 2008, based on the CPI rate of Australia, and rounded to the nearest \$10.00.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual expense period. When a Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval. All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.

- (2) Original invoices and receipts are required for audit purposes and to enable GST to be claimed. Where a GST refund is received it will be credited to the Elected Members Expense Reimbursement record.

#### 7.5 Time Limit on Claims and Approval Process

Members electing to receive reimbursement of expenses in accordance with the provisions of this policy should submit the appropriate claim form to the Chief Executive Officer, together with supporting documentation, within 2 calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the annual financial statements.

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**Amendments:** CJ422-12/01, CJ121-06/02, C212-09/03,  
CJ206-10/05, CJ007-02/07, CJ207-10/07,  
CJ052-04/08, CJ007-02/09, CJ094-06/10

**Related Documentation:** *Delegated Authority Manual*  
*Local Government Act 1995*  
*Local Government (Administration) Regulations 1996*

**Issued:** July 2010

# Environmentally Sustainable Design (‘Green’ Buildings)

## Discussion Paper

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## 1. Introduction:

At the Council Meeting held on the 17 February 2009, Council requested: '*— a Green Building Policy to encourage construction and retro-fitting of Green Star buildings in the City of Joondalup be prepared for consideration by the Policy Committee*'<sup>1</sup>.

'Green Star' is a voluntary environmental rating system that evaluates the design and construction of large buildings. Green Star Rating was developed by the Green Building Council of Australia<sup>2</sup> to support sustainable planning, design and construction of commercial office buildings, healthcare facilities, retail centres, education facilities, industrial buildings and multi-residential buildings. A pilot rating tool has also been developed for convention centres. The Green Building Council of Australia has strongly recommended that Green Star Rating be used as a voluntary tool and *not* as a mandatory standard. Therefore, it is recommended that the rating tools not be implemented as a mandatory standard by the City of Joondalup.

In addition to the original request, at the Council Meeting held on 16 March 2010, Council requested: '*— a report be submitted to the Policy Committee on the current trend of greening of houses, addressing issues such as PV cells, wind turbines and other initiatives, and information on the guidelines for installation on existing and new homes from a development perspective*'<sup>3</sup>.

This discussion paper has been prepared to address these requests and present ways in which the City can more effectively implement the underlying principles of Green Star Rating — **environmentally sustainable design**. The discussion paper details the City's role in promoting the construction and retro-fitting of 'green' buildings in the community, and possible ways the City could extend this role. The discussion paper also outlines relevant resources that are available to the community concerning 'green' buildings.

It is recommended that the Policy Committee examine the options and recommendations presented and provide direction to Council on the role the City should play in encouraging environmentally sustainable design in the community.



Conceptual 'green' buildings

<sup>1</sup> City of Joondalup 2009, 'CJ037-02/09 — Draft Joondalup City Centre Structure Plan', in *Minutes of Meeting of Council*, 17 February 2009, p. 158.

<sup>2</sup> The GBCA is a not-for-profit organisation that is supported by both industry and governments. The aim of the GBCA is 'to promote sustainable development and the transition of the property industry by promoting green building programs, technologies, design practices and operations'.

<sup>3</sup> City of Joondalup 2010 'CJ039-03/10 Minutes of Policy Committee Meeting Held on 23 February 2010', in *Minutes of Meeting of Council*, 16 March 2010, p. 72.

## 2. What is environmentally sustainable design:

Environmentally sustainable design is an approach that considers each building project from a 'whole-of-life' perspective, from the initial planning to eventual decommissioning. In practice, environmentally sustainable design reduces the overall environmental impact of a building.

There are five fundamental principles of environmentally sustainable design, including: siting and structure design efficiency; energy efficiency; water efficiency; materials efficiency; and indoor air quality enhancement. These principles are outlined below:

a. **Siting and structure design efficiency:** Environmentally sustainable design seeks to affect siting and structure design efficiency through site selection, and passive solar design.

i. **Site selection:** The selection of an appropriate building site should be carefully considered in the construction of a new building or in making a decision to purchase an existing building. Making the most of a site's natural attributes can yield significant economic, lifestyle and environmental benefits. In determining whether or not a site is appropriate, the following should be considered:

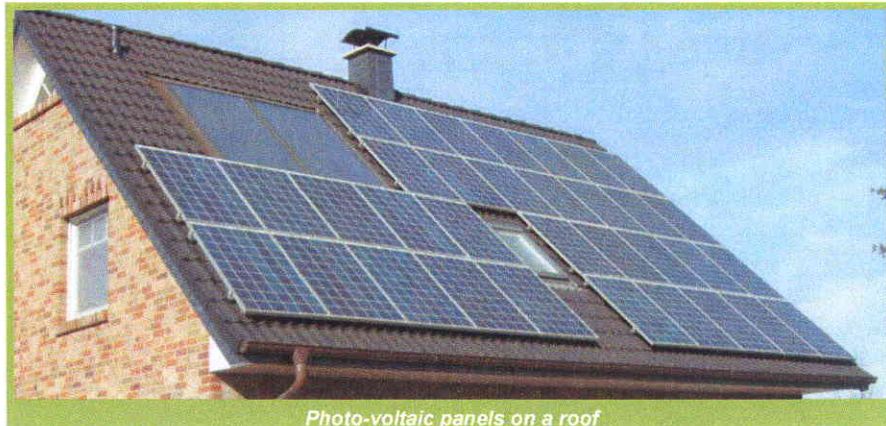
- size;
- orientation;
- gradient;
- terrain;
- climatic features;
- solar access;
- microclimate; and
- existing vegetation.

A site should be selected based on whether the location suits the purpose of the building, and its proximity to services. Wherever possible, a building should preserve the natural features of the site.

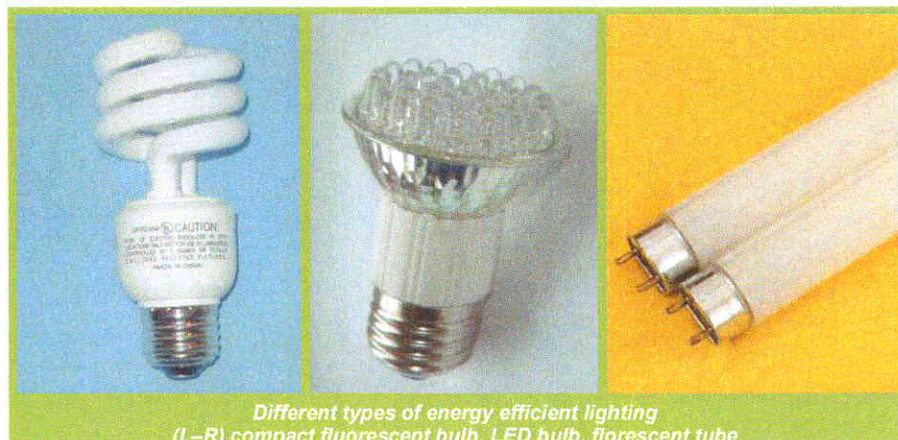
ii. **Passive solar design:** This is design that does not require mechanical heating or cooling. Buildings that are passively designed take advantage of the natural climate in order to maintain thermal comfort. The City of Joondalup experiences a warm, temperate climate which is characterised by low daytime temperature range, and four distinct seasons with temperatures in the summer and winter months often exceeding human comfort range. In this context, buildings should be passively designed to keep out the summer sun and let in the winter sun. To incorporate passive solar design, the following should be taken into account:

- northerly orientation of daytime living areas with large windows, and minimal windows to the east and west;
- passive shading of glass;
- sufficient thermal mass in building materials for storing heat;
- insulation and draught sealing;
- floor plan zoning based on water and heating needs and the supply of hot water; and
- advanced glazing solutions.

- b. **Energy efficiency:** Environmentally sustainable design aims to reduce energy use through energy efficiency measures that can include the use of renewable energy and low energy technologies.
- i. **Renewable energy technologies:** These are technologies that use renewable energy sources to produce electricity with very low or nil greenhouse gas emissions. Renewable energy utilises the sun, wind and water, which are continuously replenished from natural sources. In Western Australia, readily available renewable energy technologies include photo-voltaic panels and wind energy systems. Planning approval from local government is required for the installation of wind energy systems.



- ii. **Low energy technologies:** These are technologies that demand less energy to run and hence reduce operational and environmental costs. Low energy technologies that are readily available in Western Australia include energy efficient lighting, (e.g.: fluorescent lamps and light emitting diodes (LEDs)), and energy efficient heating and cooling technologies, (e.g.: gas heaters, reverse-cycle heating, and evaporative air-conditioning). Many other electrical appliances (e.g.: refrigerators, freezers and washing machines) are sold with mandatory 'Energy Rating' labels, and, wherever possible, the most energy efficient appliances available should be used.



c. **Water efficiency:** Environmentally sustainable design aims to reduce water use through effective water conservation measures and water recycling. This can include stormwater management, water reuse, rainwater tanks, and water efficient technologies.

i. **Stormwater management:** Stormwater management should involve the effective incorporation of water sensitive design (WSUD) principles. Water sensitive urban design seeks to:

- protect natural systems and conserve water;
- use and infiltrate stormwater at the source;
- protect water quality;
- convey water in natural systems, or systems which mimic natural drainage processes;
- protect the built environment from flooding and waterlogging; and
- provide liveable communities.

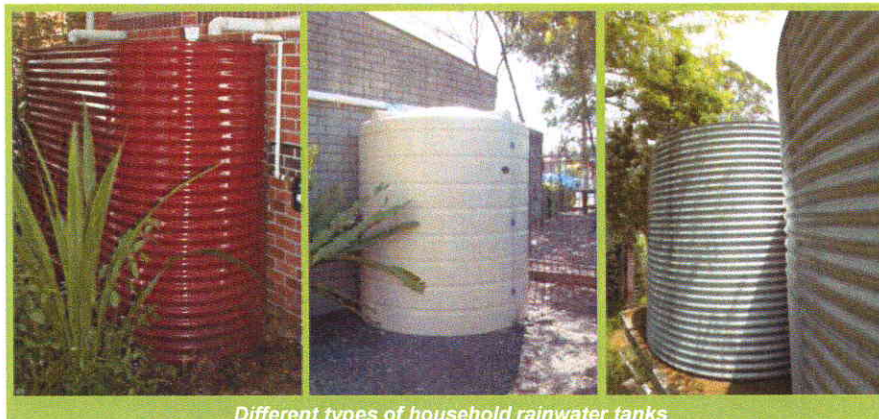
Effective on-site stormwater management aims to minimise impervious surfaces through the use of permeable paving on driveways and footpaths, garden beds designed for infiltration, and vegetated swales and soak wells. Stormwater management that incorporates water sensitive urban design can provide improved aesthetics, a recharge to groundwater, and reduce erosion and the downstream effects of stormwater pollution on nearby rivers, lakes and oceans.



ii. **Water reuse:** This is a form of water recycling that reuses either greywater, (e.g.: from laundries, showers, and dishwashing), or treated sewerage, for non-potable purposes, (e.g.: toilet flushing and irrigation). Water reuse methods range from manual 'bucketing', which involves collecting excess greywater from showering or dishwashing in a bucket, to a complex greywater reuse system, which screens and treats greywater before piping it into a sub-surface irrigation system. Water reuse can reduce the demand on quality groundwater and surface water supplies. In Western Australia, greywater reuse systems must be Department of Health approved, and approval must be sought from the environmental health department of local government before installation.

iii. **Rainwater tanks:** Rainwater tanks can provide a useful supplementary water supply in metropolitan Perth. Although drinking rainwater in the metropolitan area is inadvisable, rainwater can be effectively used for toilet flushing, laundries and irrigation. Rainwater

tanks come in various shapes and sizes to suit residential homes and offices, as well as large mixed-use facilities and industrial sites. Rainwater tanks may require planning approval from local government, (particularly if they are visible from the street or located on commercial properties).



*Different types of household rainwater tanks*

- iv. **Water efficient technologies:** These are technologies that demand less water to run and hence reduce operational and environmental costs. Water efficient technologies that are readily available in Western Australia include water efficient showerheads, taps and dual-flush toilets. Many other water-using appliances (e.g.: dishwashers and washing machines) are sold with mandatory 'Water Efficiency' rating levels (WELS labels), and wherever possible, the most water efficient appliances should be used.
- d. **Materials efficiency:** Environmentally sustainable design aims to use materials efficiently in the construction of a building. Consideration is given to the lifecycle of materials and the processes adopted to extract, process and transport them to the site. Wherever possible, materials should be locally sourced<sup>4</sup> and reused on-site. Sustainable building materials should also be used; these include building materials that are recycled (e.g.: recycled timber, recycled metal), rapidly renewable (e.g.: bamboo, linoleum, sheep wool, seagrass, cork, haystacks), non-toxic (e.g.: rammed earth, mud brick (adobe)), and recyclable (e.g.: timber, metal, glass, cork). In addition, effective waste management practices should be put into place to ensure that waste is minimised and materials are recycled, wherever possible.
- e. **Indoor air quality enhancement:** Environmentally sustainable design aims to enhance the quality of air in buildings. Poor indoor air quality may cause a range of health effects from mild and generally non-specific symptoms such as headaches, tiredness or lethargy, to more severe effects such as aggravation of asthma and allergic responses. Indoor air quality enhancement seeks to reduce volatile organic compounds (VOCs) and other air impurities such as microbial contaminants. During the design and construction phases, construction materials, (e.g.: fittings, furniture, paints, adhesives, and cleaning/maintenance products), should be selected that are low allergenic and do not emit toxic gases.

<sup>4</sup> 'Locally sourced' will be defined in different ways depending on the type of material and its availability. For example, 'locally sourced' may refer to materials sourced from the Perth region, south Western Australia, Western Australia, or Australia.

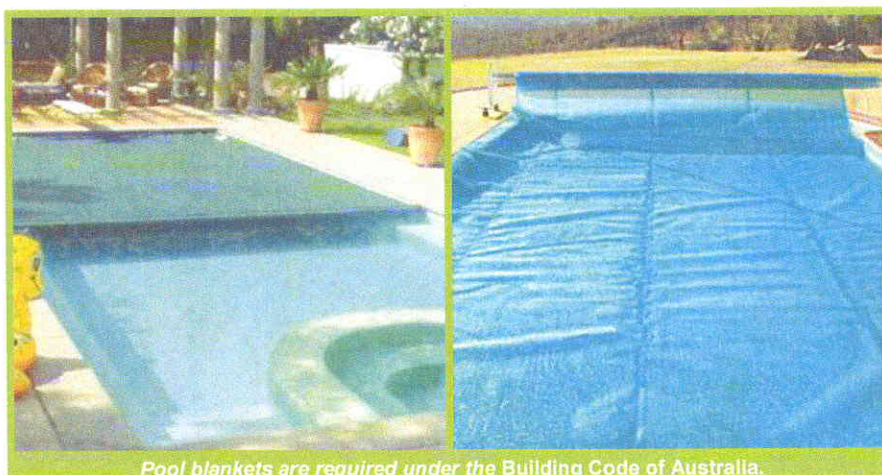
In addition to these five fundamental principles, environmentally sustainable design can be complemented by the incorporation of additional 'green' concepts, including water-wise landscaping, resource sharing, and the provision of 'end-of-trip' facilities (such as bicycle parking and changeroom/showers).

Further to this, the operation and maintenance of a building should also be considered. No matter how sustainable a building may have been in its design and construction, it can only remain so if it is operated responsibly and maintained properly. Wherever possible, operations and maintenance considerations should be part of the planning and development process.

### 3. What is the City doing concerning environmentally sustainable design:

There are numerous initiatives in which the City is already involved to encourage builders, architects, businesses and home-owners to incorporate environmentally sustainable design into developments and retro-fits. The City also performs various legislative duties that incorporate environmentally sustainable design principles. These are outlined below.

- a. **Building Code of Australia:** The *Building Code of Australia* is produced and maintained by the Australian Building Codes Board on behalf of the Australian Government and State and Territory Governments. The Code contains technical provisions for the design and construction of buildings and other structures and has the status of building regulations in all States and Territories. The City of Joondalup is required to implement the Code for all Building Licences issued. Some energy efficiency provisions are built into the Code; these are detailed below. In addition, the Australian Building Codes Board is currently working with the Federal Government and Council of Australian Governments (COAG) to investigate measures for improving the water efficiency and environmental sustainability of building materials.
  - i. **Energy efficiency provisions:** These form part of the Code and include provisions for the:
    - ability of the roof, walls and floor to resist heat transfer;
    - resistance to heat flow and solar radiation of the glazing;
    - orientation and shading of doors and windows;
    - sealing of doors and windows;
    - provision of air movement for free cooling (in terms of openings and breeze paths);
    - insulation and sealing of air-conditioning ductwork and hot water piping;
    - power allowances for lighting and electric power saving features;
    - access to certain energy efficiency equipment for maintenance purposes;
    - adaptability for grey-water reuse systems; and
    - the requirement for pool blankets.



Pool blankets are required under the Building Code of Australia.

- b. Residential Design Codes:** The *Residential Design Codes (R-Codes)* have been developed by the Western Australian Planning Commission to provide a comprehensive basis for the control, through local government, of residential development throughout Western Australia. The *R-Codes* are intended to cover all requirements for planning control purposes and to minimise the need for local governments to introduce separate planning policies or variations. The City of Joondalup is required to implement the *R-Codes* in assessing and determining applications for residential development. Some environmentally sustainable design requirements are built into the *R-Codes*, including solar access under the 'design for climate' requirements.
- i. 'Design for climate' requirements:** These requirements incorporate the protection of solar access for residential buildings. Under this section of the *R-Codes*, a new development must be designed with a maximum allowed percentage of overshadowing (specific to its density code). Building designs that have a greater percentage are subject to additional requirements, so that they do not overshadow outdoor living areas, major openings to habitable rooms, solar collectors, balconies, or verandahs. In addition, unlike previous versions of the *R-Codes*, 'aesthetics' is no longer a consideration in the selection of solar panel location.
- c. Mandatory disclosure of commercial office building energy efficiency:** A national mandatory disclosure scheme is due to commence in late 2010. This scheme will require owners of commercial office buildings to provide up-to-date energy efficiency information when they sell or lease office space covering more than 2,000 square metres. Building owners will need to disclose a valid Building Energy Efficiency Certificate, which will include a National Australian Built Environment Rating System (NABERS) Energy base building star rating. It will also include an assessment of the lighting energy efficiency of tenancies and some suggestions on how to improve the building's energy efficiency. The intention of the scheme is that potential buyers and tenants will have access to consistent, credible and meaningful information about a building's energy efficiency in order to make informed decisions when they buy or rent office space. The City of Joondalup will be required to prepare Building Energy Efficiency Certificates for all its buildings applicable under the new scheme (e.g.: Lotteries House (Joondalup), Community Vision Resource & Activity Centre (Kingsley)).
- d. City plans and strategies:** The City has various plans and strategies which contain actions/principle/provisions for environmentally sustainable design, including the *Environment Plan 2007–2011* and *Greenhouse Action Plan 2007–2010*.
- i. Environment Plan 2007–2011:** This Plan aims to 'To provide ongoing environmental leadership to the community to ensure the City retains its natural environmental assets and preserves them for future generations to enjoy.' Action 1.1.5 specifically references environmentally sustainable design; namely, 'Develop guidelines and awareness programs that pursue environmentally sustainable building designs in accordance with relevant legislation'.
- ii. Greenhouse Action Plan 2007–2010:** This Plan was developed 'to pursue the ongoing reduction of greenhouse gas emissions across the City of Joondalup's corporate and community sectors'. There are



numerous actions in this Plan that refer to environmentally sustainable design. Including: 21 — 'Continue to investigate the construction of an environmentally friendly [residential] building project'; 22 — 'Continue to develop and promote energy efficiency initiatives for new and renovation building projects'; and 24 — 'Include energy efficiency policies in the development of the new *District Planning Scheme*'.

- e. **City policies:** The City has two policies which incorporate environmentally sustainable design principles. These include the *Sustainability* policy, and the draft *Dual Density Code* policy.
- i. **Sustainability:** This policy requires the City to ensure that sustainability considerations are embedded into all strategic documents, including those relating to buildings design and construction.
  - ii. **Draft Dual Density Code:** This draft planning policy contains sustainability criteria for 'housing opportunity areas'. This policy promotes environmentally sustainable principles as an incentive to developers to achieve a higher density code (e.g.: energy, landscaping and water criteria). The draft *Dual Density Code* policy has been released for public comment with the draft *Local Housing Strategy*, and the results will be analysed and presented to Council in late 2010/early 2011.
- f. **Structure plans:** Structure plans form part of the *District Planning Scheme No. 2* and guide development within a defined area. All developments in structure plan areas must comply with the provisions of the relevant plan. Several of the City's structure plans include environmentally sustainable design principles including Burns Beach, Cook Avenue, Iluka, Joondalup City Centre, and Woodlake Retreat Structure Plans.
- i. **Burns Beach:** The objectives relating to environmentally sustainable design for the Residential R20, R40 and R60 Precincts of the Burns Beach Structure Plan include: providing for solar orientation for residential home sites to facilitate the construction of energy efficient dwellings; providing home sites with coastal proximity to derive benefit from the cooling sea breezes; and providing for the maintenance of general landform and natural gradients wherever possible.
  - ii. **Cook Avenue:** The objective relating to environmentally sustainable design for each of the Residential Precincts in the *Cook Avenue Structure Plan* includes: solar orientation for residential home sites to facilitate the construction of energy efficient dwellings.
  - iii. **Iluka:** The objectives relating to environmentally sustainable design for the Residential Precinct of the *Iluka Structure Plan* include: providing lots which are orientated and dimensioned to suit energy efficient housing; providing lots which optimise coastal views, solar orientation and cooling coastal breezes; and guiding building layout and access on laneway lots to enable efficient use of land and protection of neighbourhood amenity.
  - iv. **Joondalup City Centre (draft Structure Plan):** The objectives relating to environmentally sustainable design for the *Draft Joondalup*

*City Centre Structure Plan* include: creating a more energy efficient urban environment; reducing dependency on private car travel and encouraging the use of less energy consumptive travel modes; balancing the needs of resource conservation with other good urban design principles; ensuring development respects the climatic conditions of a site; and requiring environmentally sustainable development in accordance with the relevant local planning policy.

- g. Greywater reuse system incentives:** The City offers a fifty percent reduction on the application fee for the approval of a greywater reuse system, (this is in addition to the Federal Government rebate of up to \$500 as part of their National Rainwater and Greywater Initiative). The installation of a greywater reuse system requires approval from local government prior to installation, and the City of Joondalup has reduced the fee for this approval to \$104 as a further incentive to home-owners.
- h. Water Campaign:** The City is a member of the International Council for Local Environmental Initiatives (ICLEI) Water Campaign. The Water Campaign is an international freshwater management program which aims to build the capacity of local governments to reduce corporate and community water consumption and improve local water quality. By resolving to join the program the City has demonstrated commitment to working towards achieving the 5 Milestones of the Campaign. The City has set goals to reduce water consumption within facilities and operations. To date, the City has completed Milestones 1, 2, 3 and 4 (formal recognition for Milestone 4 will be given to the City in August).
- i. Rebates 4 Residents program (under the Switch Your Thinking! program):** The Rebates 4 Residents program is a joint initiative between the City of Joondalup and local businesses selling 'green' products. This program offers residents and business in the City access to rebates on solar photo-voltaic systems, solar hot water systems, roof and wall insulation paint, window tinting, rainwater tanks, and pool covers from Switch Your Thinking! program partners.
- j. ECOSTAR:** The City recently hosted the 2010 Climate Cam for Council Workshop which was presented by Newcastle City Council. The 2-day Workshop focused on Newcastle's leading resource efficiency initiatives and their ECOSTAR Project. ECOSTAR aims to raise awareness of environmental technologies through retrofitting community facilities. The City is currently investigating opportunities to conduct a similar pilot project in the community
- k. Environmental Education Program:** The City's Environmental Education Program contains discrete education initiatives for the local community. These initiatives are related to various aspects of environmental education, conservation and sustainability, and are reviewed and updated annually. With relation to environmentally sustainable design, the City has recently delivered World Environment Day activities and is currently partnering with the 'Great Gardens' team to deliver Synergy Energy Efficiency Workshops.

  - i. World Environment Day:** The City recently coordinated a large display at Lakeside Joondalup Shopping Centre for World Environment Day 2010. At this event, the City distributed useful information to the community on several aspects of environmentally sustainable design, including water and energy efficiency, greywater reuse systems and

rainwater tanks. The City also provided information to the community on complementary 'green' concepts, including water-wise landscaping, waste and recycling.



*Displays from World Environment Day 2010*

- ii. **Synergy Energy Efficiency Workshop:** The information covered in these workshops includes many principles of environmentally sustainable design, such as: passive solar design, passive heating and cooling; energy efficiency; and microclimate control. In addition, the workshops cover complementary 'green' concepts, including water-wise landscaping.



*'Great Gardens' workshops run by the City*

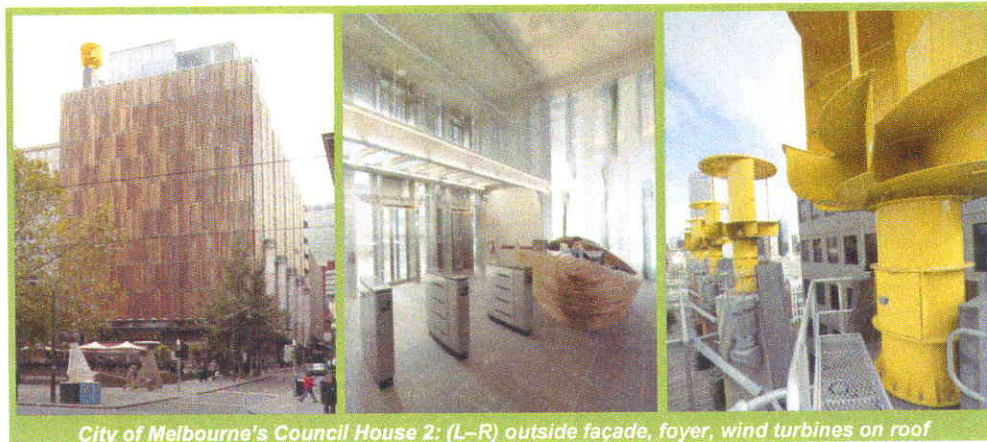
#### 4. What resources are available concerning environmentally sustainable design:

There are numerous resources already available from State Government and Federal Governments agencies as well as non-governmental organisations designed to encourage builders, architects, businesses and home-owners to incorporate environmentally sustainable design principles into developments and retro-fits. A broad selection of these is outlined below.

- a. **Rebates:** Rebates are provided chiefly by governmental organisations and are used as an incentive to encourage builders, architects, businesses and home-owners to invest in 'green' products. Examples include: Energy Efficient Homes Package (Australian Government); Green Loans (Australian Government); National Rainwater and Greywater Initiative (Australian Government); Solar Homes and Communities Program (Australian Government); and Solar Water Heater Subsidy (Western Australian Government).
- b. **Guidelines, checklists and manuals:** Government agencies, as well as private and not-for-profit organisations, have developed various guidelines, checklists and manuals that address aspects of environmentally sustainable design. Many of these are freely available to the public, such as the *Your Home Technical Manual* (Australian Government), *Energy Smart Homes* (Western Australian State Government); *Environmentally Sustainable Design and Construction: Principles and Guidelines for Capital Works Projects* (Victorian State Government); and *Designing an Energy Efficient Home* (South Australian State Government).
- c. **Rating tools:** Voluntary rating tools exist to assist builders, architects, businesses and home-owners in assessing developments for the inclusion of environmentally sustainable design principles. The application of these rating tools usually requires the appointment of a consultant and an auditor to assess the building (at the design phase and/or the construction phase) and determine the rating. Examples of rating tools include: Green Star (Green Building Council of Australia); and the National Australian Built Environment Rating System (New South Wales Government). The latter will be utilised in the mandatory disclosure of commercial office building energy efficiency, soon to be implemented at a national level, (see 'What is the City doing concerning environmentally sustainable design' above).
- d. **Design tools:** There are various tools available to assist builders, architects, businesses and home-owners in designing buildings that incorporate environmentally sustainable design principles. Some of these are freely available to the public; for example, the Climate Design Wizard (Think Brick Australia).
- e. **Training courses:** Training is important for the development of a skilled design industry. Various training courses are offered by educational institutions and construction/building organisations. For example: the Housing Industry Association (HIA); and the Green Building Council of Australia.
- f. **Awards:** There are numerous awards available across Australia to encourage environmentally sustainable design in the development and retro-fitting of

buildings. Awards can be helpful in identifying best-practice examples of environmentally sustainable design, and showing leadership in the industry. Examples include: REAL Challenge (Landcorp); LookHome Green Design Awards (James Hardie); Professional Excellence in Building Awards (Australian Institute of Building); and GreenSmart Home Award (Housing Industry Australia).

- g. Demonstration buildings:** Demonstration buildings provide a model to encourage builders, architects, businesses and home-owners to incorporate environmentally sustainable design principles into their own buildings. There are numerous demonstration buildings that have been constructed/retro-fitted by Federal, State, and local governments, as well as non-governmental organisations. These buildings are often designed and/or developed in partnership with builders and architects as well as other organisations. Examples include: Council House 2 (City of Melbourne); The Green House (City of Armadale, City of Gosnells, Shire of Serpentine-Jarrahdale); and Newhaven Easy Street Display Village (APG Homes, Dale Alcock Homes, Homebuyers Centre, Celebration Homes).



*City of Melbourne's Council House 2: (L-R) outside façade, foyer, wind turbines on roof*

## 5. What can the City do to further encourage environmentally sustainable design:

The City of Joondalup can play an active role in further encouraging the development and retro-fitting of buildings that incorporate environmentally sustainable design. Strategies for how this might be achieved are explored below.

- a. **Leadership:** The City can show leadership in environmentally sustainable design by ensuring that, wherever possible and appropriate, City buildings are constructed and/or retro-fitted to comply with environmentally sustainable design principles. It is recommended that such an approach be presented as a Council Policy to demonstrate the City's strategic position to the community. (N.b.: the City already shows leadership in environmentally sustainable design by way of City plans and strategies (see 'What is the City currently doing concerning environmentally sustainable design' above)).

<b>Advantages:</b>
<ul style="list-style-type: none"> <li>• The City would be leading-by-example.</li> <li>• The community may feel more confident that the City is supporting environmentally sustainable design.</li> </ul>

<b>Disadvantages:</b>
<ul style="list-style-type: none"> <li>• Incorporating environmentally sustainable design into all City buildings may require additional budget.</li> </ul>

- b. **Policy:** The City can develop an environmentally sustainable design policy which encourages applicants wishing to develop or retro-fit buildings in the City to incorporate these design principles. Such a policy would detail the broad principles of environmentally sustainable design and would encourage, but not mandate. (N.b.: community members are already required to incorporate many environmentally sustainable design principles under the *Building Code of Australia, R-Codes* and City structure plans (see 'What is the City currently doing concerning environmentally sustainable design' above)).

<b>Advantages:</b>
<ul style="list-style-type: none"> <li>• A policy may assist in making the community aware of the City's strategic position on environmentally sustainable design.</li> </ul>

<b>Disadvantages:</b>
<ul style="list-style-type: none"> <li>• Community members may find a policy too 'high-level' and consequently difficult to read and interpret.</li> </ul>

- c. **Promotion and education:** Community education is important to ensure the dissemination of accurate and useful information. Community education should concentrate primarily on residential housing as this is the primary source of building construction and retro-fitting in the City. Aspects of community education could include: providing guidelines/information sheets with Building Applications; referring requests for assistance to relevant 'green' building organisations; and providing educational workshops for residents on aspects of environmentally sustainable design. (N.b. the City already conducts educational workshops as part of the Environmental Education Program (see 'What is the City doing concerning environmentally sustainable design' above)).

Advantages:
<ul style="list-style-type: none"> <li>• General promotion/education (e.g.: workshops; website information) may provide community members with the opportunity to learn more about environmentally sustainable design, which may encourage them to incorporate the design principles into their own buildings.</li> <li>• Targeted education (e.g.: requiring checklists with applications for Building Licences; providing guidelines/information sheets with Development Approvals) may ensure that those members of the community who are actually intending to construct buildings are provided with relevant information, which may encourage them to incorporate environmentally sustainable design principles into their proposals.</li> </ul>

Disadvantages:
<ul style="list-style-type: none"> <li>• The City would be replicating information that is already freely available to the public, as there are numerous governmental agencies and private and not-for-profit organisations that produce educational information on environmentally sustainable design (see 'What resources are available concerning environmentally sustainable design' above).</li> <li>• Targeted education (e.g.: requiring checklists with applications for Building Licences; providing guidelines/information sheets with Development Approvals), may discourage members of the community from building in the City, as there are already numerous forms required under legislation (e.g.: a <i>DTS Energy Efficiency Declaration</i> must be submitted with applications for Building Licences).</li> <li>• Promotion and education may require additional budget.</li> </ul>

- d. **Incentives:** The City can provide incentives to the community to encourage environmentally sustainable design. Such incentives could include: grants; funding; subsidies; awards; fee reductions; density bonuses; and the fast-tracking of applications (N.b. the City already provides incentives for the installation of greywater reuse systems, for 'green' products through the Rebates 4 Residents program, and 'density bonus' incentives are proposed in the draft *Dual Density Code* policy (see 'What is the City doing concerning environmentally sustainable design' above)).

Advantages:
<ul style="list-style-type: none"> <li>• Incentives may encourage community members to incorporate environmentally sustainable design principles into their own buildings.</li> <li>• Some incentives (e.g.: awards may offer the City an opportunity to promote environmentally sustainable design to a broader audience (e.g.: by way of media coverage).</li> </ul>

Disadvantages:
<ul style="list-style-type: none"> <li>• Some incentives may reach only a small sector of the community (e.g.: those who would be applying for a specific approval).</li> <li>• Some incentives would not apply to many applications received by the City, as the vast majority of these are for patios, swimming pools and dwelling additions (due to the fact the City is mostly 'built out').</li> <li>• Some incentives may require additional budget.</li> </ul>

- e. **Enforcement:** There are various means by which the City can mandate environmentally sustainable design for all new buildings. The City can create a statutory planning policy requiring all buildings to utilise environmentally

sustainable design principles. Such a policy would apply to all new buildings that require development approval from the City (e.g.: multi-residential developments and commercial developments (n.b.: not single residential developments)). Alternatively, the City can embed the principles of environmentally sustainable design into the *District Planning Scheme No. 2*. This would have the effect of applying the design principles to all new buildings that require development approval from the City (e.g.: multi-residential developments and commercial developments (n.b.: not single residential developments)). Thirdly, the City can ensure that environmentally sustainable design principles are required to be incorporated into the design of *all* structures in the City (e.g.: single residential developments; backyard sheds; swimming pools; retaining walls; and patios). This could be achieved by altering the *District Planning Scheme No. 2* to require all structures to be approved by the City (currently the aforementioned structures only require a Building Licence).

**Advantages:**

- The City would be mandating the use of environmentally sustainable design principles in private construction/retro-fitting (i.e.: community members would be *required* to incorporate environmentally sustainable design).

**Disadvantages:**

- A planning policy would only apply to new buildings that require development approval from the City (i.e.: not single residential, backyard shed, patio, etc — which form the majority of developments in the City.)
- Altering the City's *District Planning Scheme No. 2* would require all structures to be approved by the City which would result in a *considerable* administrative increase and, consequently, significant delays in approval (e.g.: in 2009, the City determined 3,459 Building Applications averaging approximately 17 days each; the City also determined 1,215 Development Applications averaging approximately 24 days each; if the City were required to approve *all* structures, then, based on 2009 values, the average time taken to determine applications would increase to approximately 40 days<sup>5</sup>). Furthermore, an administrative increase would require addition budget.
- A planning policy or any alterations to the *District Planning Scheme No. 2* would only apply to new buildings or retro-fits (of a significant scale), as the City has no control over how the community conducts small-scale retro-fitting.
- Overly onerous planning requirements may discourage developers from building in the City of Joondalup, especially as neighbouring local governments (e.g.: City of Wanneroo), have less onerous planning requirements and more affordable land available.

<sup>5</sup> N.b.: This is based on an equivalent increase in staffing numbers; if staffing levels were to remain the same, the time taken to process applications would be much higher.



## 6. Conclusions and recommendations

Environmentally sustainable design considers each building from a 'whole-of-life' perspective with the aim of reducing its overall environmental impact. There are five fundamental principles of environmentally sustainable design, including: siting and structure design efficiency; energy efficiency; water efficiency; materials efficiency; and indoor air quality enhancement. In addition to these principles, environmentally sustainable design can also be complemented by the incorporation of additional 'green' concepts, including water-wise landscaping, resource sharing, and the provision of 'end-of-trip' facilities (such as bicycle parking and changeroom/showers). Further to this, the operation and maintenance of a building should be taken into account; wherever possible, operations and maintenance considerations should be part of the planning and development process.

This discussion paper has outlined the various means by which the City is already addressing many of the principles of environmentally sustainable design. In particular, the City is involved in implementing the *Building Code of Australia*, the *R-Codes*, City plans and strategies, City policies, and structure plans. Moreover, the City is involved in providing Building Energy Efficiency Certificates for its buildings, as well as offering incentives to install greywater reuse systems, and delivering the Environmental Education Program and Rebates 4 Residents program. There are also numerous resources which are freely available to the community relating to environmentally sustainable design, including rebates, guidelines, checklists, manuals, rating tools, design tools, awards and demonstration buildings.

In conclusion, it is clear that the City, as well as various governmental agencies and private organisations, are already heavily involved in promoting environmentally sustainable design within the community. However, there may be means by which the City could extend its role in this area. This discussion paper has suggested strategies including showing leadership, developing a policy, providing further promotion and education, offering incentives, and instigating enforcement measures. An analysis of the different strategies has been provided as advantages and disadvantages and, based on these, the City offers the following recommendations:

**a. Develop an environmentally sustainable design policy to apply to all City-owned buildings.**

The City should be leading-by-example in the promotion of environmentally sustainable design. Therefore, it is recommended that the City develop a policy position that ensures that, wherever possible and appropriate, all City-owned buildings are constructed and/or retro-fitted to comply with environmentally sustainable design principles. A draft policy has been included as Attachment 1.

**b. Develop a small scale renewable energy systems policy to establish criteria for the development of small scale renewable energy systems on land or buildings within the City.**

The installation of popular small scale renewable energy systems, such as wind turbines and photo-voltaic panels are not readily defined in current planning documents. It is recommended that the City develop a policy position that provides guidance to the community on the acceptable criteria and approvals required to install small scale renewable energy systems such as

these in the City of Joondalup. A draft policy has been included as Attachment 2.

- c. **Develop an environmentally sustainable buildings policy for large residential, commercial and mixed-use buildings and redevelopments in the Joondalup City Centre to accompany the Draft Joondalup City Centre Structure Plan.**

Council adopted the *Draft Joondalup City Centre Structure Plan* on 25 May 2010<sup>6</sup>. Part 2.1(13) of this Plan addresses resource conservation with the objective: *'to require environmentally sustainable development in accordance with the relevant local planning policy'*. As such, it is recommended that the City develop a planning policy which addresses this objective. A draft policy has been included as Attachment 3, with a draft checklist for environmentally sustainable design included as Attachment 4.

- d. **Continue the promotional and educational initiatives the City is already undertaking.**

The City is currently involved in highly successful and effective promotional and educational initiatives. It is suggested that encouragement rather than enforcement will be a more effective means by which the City can promote environmentally sustainable design to the community. This is largely due to the fact that the City is almost entirely 'built out', which means that most building work will take the form of retro-fits (which the City has mostly no control over). It is recommended that the City continues to deliver the programs it is currently involved in, and reviews these annually, in line with current targets.

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<sup>6</sup> City of Joondalup 2010, 'CJ073-05/10 — Joondalup City Centre Structure Plan and Scheme Amendment No. 42 — Finalisation/Adoption', in *Minutes of Meeting of Council*, 25 May 2010, pp. 43–54.

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## ENVIRONMENTALLY SUSTAINABLE BUILDINGS

<b>STATUS:</b>	<p><i><b>Council Policy</b> — A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations.</i></p> <p><i>Council policies are developed by the Policy Committee for approval by Council.</i></p>
<b>RESPONSIBLE DIRECTORATE:</b>	Planning and Development
<b>OBJECTIVE:</b>	To facilitate the integration of environmentally sustainable design principles into the siting, design and construction of new City-owned buildings, renovation projects and retro-fitting. Environmentally sustainable design considers the environmental impact of a building for the entire life of the asset.

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### 1. STATEMENT

In pursuance of its commitment to sustainability, the City seeks to promote buildings which are environmentally sustainable and strongly encourages a sustainable approach to building design in the community.

### 2. DESCRIPTION:

Wherever practicable, the City of Joondalup will improve the eco-efficiency of City-owned buildings and assets by implementing environmentally sustainable design principles into the construction, renovation and retro-fitting of all future building assets. The City will look to incorporate the following design principles into its own buildings:

- Designing and constructing buildings to preserve the natural features of the site.
- Designing and constructing buildings to include passive solar design.
- Increasing the energy efficiency of buildings and retro-fits by using low energy technologies for lighting, heating and cooling, appliances and equipment.
- Using natural and/or fan forced ventilation.
- Using renewable energy technologies.

- Selecting sustainable building materials, such as locally sourced and recycled content.
- Reducing the amount of waste that is created through the construction process by implementing waste management practices on site.
- Encouraging adaptability in the design and construction to ensure longevity of the building;
- Increasing the indoor air quality of buildings by using low allergic and low volatile organic compound (VOC) fittings, furniture, paints and adhesives.
- Utilising water wise and native gardening techniques.

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**AMENDMENTS:**

**RELATED DOCUMENTATION:** *Local Government Act 1995*  
Policy 1-3 — Sustainability  
Policy 5-4 — Sustainability

**ISSUED:**

## SMALL SCALE RENEWABLE ENERGY SYSTEMS

**STATUS:** *City Policy — A policy that is developed for administrative and operational imperatives and has an internal focus.*

*Developed by the Policy Committee and/or the administration and adopted by Council.*

**RESPONSIBLE DIRECTORATE:** Planning and Development

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

To protect the quality of the streetscape and amenity (particularly visual and acoustic amenity) of adjoining properties from the impact of renewable energy technologies.

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### 1. POLICY AREA

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

### 2. DEFINITIONS

- a. **Solar energy system:** 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.
- b. **Small scale renewable energy system:** A solar energy system of up to 100kW capacity, or a small wind energy system of up to 10kW capacity.
- c. **Total height:** The vertical distance from natural ground level to the tip of a wind generator blade when the tip is at its highest point.
- d. **Wind energy system:** 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.

### 3. APPROVALS REQUIRED

#### a. Solar energy system:

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.

A *Building Licence* 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.

#### b. Wind energy system:

An application for planning approval is **required** for all wind energy system installations.

A *Building Licence* is **required** for the installation of any wind energy system.

### 4. STATEMENT

#### a. Solar energy system:

##### i. Development provisions:

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.

#### b. Wind energy system:

##### i. Development provisions:

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

- The system must be well setback from any overhead power lines.
- The turbine system must be fitted with an automatic and manual braking system or an over-speed protection device.
- 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.
- No signage, other than the manufacturer's or installer's identification, shall be attached to the system.

- Any electrical components and wires associated with a small wind energy system must not be visible from the street.
- The system must not be located on a property/building on the City's Heritage List.

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



## 5. ADVERTISING

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.

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.

## 6. OTHER

### a. Compliance with other legislation:

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.

Manufacturer's specifications and a statement demonstrating compliance with the *Environmental Protection (Noise) Regulations 1997* must be submitted with the planning application.

## 7. 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.

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### AMENDMENTS:

**RELATED DOCUMENTATION:** *Environmental Protection (Noise) Regulations 1997*  
Office of the Renewable Energy Regulator

### ISSUED:

## ENVIRONMENTALLY SUSTAINABLE BUILDINGS IN THE CITY OF JOONDALUP CITY CENTRE

- STATUS:** *City Policy* — A policy that is developed for administrative and operational imperatives and has an internal focus.
- Developed by the Policy Committee and/or the administration and adopted by Council.*
- RESPONSIBLE DIRECTORATE:** Planning and Development
- OBJECTIVE:** To encourage the integration of environmentally sustainable design principles into the siting, design and construction of both new and redeveloped residential, commercial and mixed-use buildings and redevelopments (excluding single and grouped dwellings, internal fitouts and minor extensions) in the City of Joondalup City Centre. Environmentally sustainable design considers the environmental impact of a building for the entire life of the asset.
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### 1. POLICY AREA

This policy shall apply to the construction and redevelopment of all-residential (excluding single and grouped dwellings), commercial and mixed-use buildings (excluding single and grouped dwellings, internal fitouts and minor extensions) in the City of Joondalup City Centre.

### 2. DEFINITIONS

- a. Joondalup City centre: The area defined by the Structure Plan Map in the Joondalup City Centre Structure Plan.

### 23. STATEMENT

In pursuance of its commitment to sustainability, the City seeks to encourage a sustainable approach to building design in the Joondalup City Centre.

Wherever practicable, the City of Joondalup encourages the integration of environmentally sustainable design principles into the construction and redevelopment of residential (excluding single and grouped dwellings, internal fitouts and minor extensions), commercial and mixed-use buildings (excluding single and grouped dwellings, internal fitouts and minor extensions) within the City of Joondalup City Centre.

To this end, the City will seek to prioritise the assessment of planning applications and associated, subsequent building applications that demonstrate the development has been designed and assessed against a

nationally recognised rating tool. (via the Environmentally Sustainable Design Checklist that will need to accompany the planning application) the inclusion of environmentally sustainable design principles into the design of the proposed building.

The incorporation of the following design principles **isare** encouraged:

- Designing and constructing buildings to preserve the natural features of the site.
- Designing and constructing buildings to include passive solar design.
- Increasing the energy efficiency of buildings by using low energy technologies for lighting, heating and cooling, appliances and equipment.
- Using natural and/or fan forced ventilation.
- Using renewable energy technologies.
- Increasing water efficiency and encouraging water reuse and water recycling for buildings and landscaping.
- Selecting sustainable building materials, such as locally sourced and recycled content.
- Reducing the amount of waste that is created through the construction process by implementing waste management practices on site.
- Encouraging adaptability in the design and construction to ensure longevity of the building;
- Increasing the indoor air quality of buildings by using low allergic and low volatile organic compound (VOC) fittings, furniture, paints and adhesives.
- Utilising water wise and native gardening techniques.

#### **43. OTHER**

a. **City of Joondalup City Centre — Environmentally Sustainable Design Checklist:**

Applications for planning approval for residential, internal fitouts and minor extensions, commercial and mixed-use buildings (excluding single and grouped dwellings, internal fitouts and minor extensions) for sites located within the Joondalup City Centre must be accompanied by a completed City of Joondalup City Centre — Environmentally Sustainable Design Checklist.

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#### **AMENDMENTS:**

**RELATED DOCUMENTATION:** *Local Government Act 1995*  
*Joondalup City Centre Structure Plan*  
*City of Joondalup City Centre — Environmentally Sustainable Design Checklist*  
*Policy — Sustainability*

**ISSUED:**

# City of Joondalup ~~City Centre~~ Environmentally Sustainable Design Checklist

Under the City's planning policy, *Environmentally Sustainable Design in the ~~City of Joondalup City Centre~~*, the City encourages the integration of environmentally sustainable design principles into the construction of all new residential, commercial and mixed-use buildings and redevelopments (excluding single and grouped dwellings, internal fitouts and minor extensions) in the City of Joondalup ~~City Centre~~.

Environmentally sustainable design is an approach that considers each building project from a 'whole-of-life' perspective, from the initial planning to eventual decommissioning. There are five fundamental principles of environmentally sustainable design, including: siting and structure design efficiency; energy efficiency; water efficiency; materials efficiency; and indoor air quality enhancement.

For detailed information on each of the items below, please refer to the *Your Home Technical Manual* at: [www.yourhome.gov.au](http://www.yourhome.gov.au), and *Energy Smart Homes* at: [www.clean.energy.wa.gov.au](http://www.clean.energy.wa.gov.au).

This Checklist must be submitted with the planning application for all new residential, commercial and mixed-use buildings and redevelopments (excluding single and grouped dwellings, internal fitouts and minor extensions) in the City of Joondalup development in the ~~Joondalup City Centre (excluding single houses and grouped dwellings)~~.

The City will seek to prioritise the assessment of your planning application and the associated building application if you can demonstrate that the development has been designed and assessed against a nationally recognised rating tool.

Please tick the boxes below that are applicable to your development.

## **Siting and structure design efficiency**

Environmentally sustainable design seeks to affect siting and structure design efficiency through site selection, and passive solar design.

Does your development retain:

- existing vegetation; and/or
- natural landforms and topography.

Does your development include:

- northerly orientation of daytime living/working areas with large windows, and minimal windows to the east and west;
- passive shading of glass;
- sufficient thermal mass in building materials for storing heat;
- insulation and draught sealing;
- floor plan zoning based on water and heating needs and the supply of hot water; and/or
- advanced glazing solutions.

### Energy efficiency

Environmentally sustainable design aims to reduce energy use through energy efficiency measures that can include the use of renewable energy and low energy technologies.

Do you intend to incorporate into your development:

- renewable energy technologies (e.g.: photo-voltaic cells, wind generator system, etc.) and/or
- low energy technologies (e.g.: energy efficient lighting, energy efficient heating and cooling, etc.) and/or
- natural and/or fan forced ventilation.

### Water efficiency

Environmentally sustainable design aims to reduce water use through effective water conservation measures and water recycling. This can include stormwater management, water reuse, rainwater tanks, and water efficient technologies.

Does your development include:

- water reuse system(s) (e.g.: greywater reuse system); and/or
- rainwater tank(s).

Do you intend to incorporate into your development:

- water efficient technologies (e.g.: dual-flush toilets, water efficient showerheads, etc.).

**Materials efficiency**

Environmentally sustainable design aims to use materials efficiently in the construction of a building. Consideration is given to the lifecycle of materials and the processes adopted to extract, process and transport them to the site. Wherever possible, materials should be locally sourced and reused on-site.

Does your development make use of:

- recycled materials (e.g.: recycled timber, recycled metal, etc.);
- rapidly renewable materials (e.g.: bamboo, cork, linoleum, etc.); and/or
- recyclable materials (e.g.: timber, glass, cork, etc.); and/or
- natural/living materials such as roof gardens and “green” or planted walls.

**Indoor air quality enhancement**

Environmentally sustainable design aims to enhance the quality of air in buildings, by reducing volatile organic compounds (VOCs) and other air impurities such as microbial contaminants.

Do you intend to incorporate into your development:

- low-VOC products (e.g.: paints, adhesives, carpet, etc.).

**‘Green’ Rating**

Has your proposed development been designed and assessed against a nationally recognised “green” rating tool?

- Yes       No

If yes, please indicate which tool was used and what rating your building will achieve:

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If yes, please attach appropriate documentation to demonstrate this assessment.

**If you have not incorporated or do not intend to incorporate any of the principles of environmentally sustainable design into your development, can you tell us why:**

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**Is there anything else you wish to tell us about how you will be incorporating the principles of environmentally sustainable design into your development:**

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When you have checked off your checklist, sign below to verify you have included all the information necessary to determine your application.

Thank you for completing this checklist to ensure your application is processed as quickly as possible.

Applicant's Full Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Accepting Officer's Signature: \_\_\_\_\_

## POLICY 1-2 – PUBLIC PARTICIPATION

**STATUS:** **Council Policy** - *A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations.*

*Council policies are developed by the Policy Committee for approval by Council.*

**RESPONSIBLE DIRECTORATE:** Governance and Strategy

**OBJECTIVE:** To outline the City's commitment to actively involve the community in Council's planning, development and service delivery activities.

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### STATEMENT:

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 is committed to improving its public participation practices. The City recognises that this will require:

- adequate resourcing;
- in-house and external training;
- the establishment of best practice public participation mechanisms; and
- a program of review to evaluate public participation processes.

The City will develop a Public Participation Strategy that will address:

- the identification of issues requiring public participation;
- the inclusion in the annual budget process of funding for public participation activities;
- increasing staff awareness and skills in public participation techniques;
- how all sectors and groups within the community can have the opportunity to participate in the City's activities; and
- a community education program relating to public participation in the City's affairs.

## **Definitions**

*Public participation* – can be defined as:

The provision of opportunities for the public to be involved in a range of issues affecting their communities and lifestyles. Such opportunities would enable the public to provide information, ideas and opinions on plans, proposals, policies and services; partner the City in working towards specific objectives; or actively contribute to physical works (eg. Environmental projects.)

While public participation can include the following elements it is far more than:

- Public Consultation
- Public Relations
- Information Dissemination
- Conflict Resolution.

## **Budget**

Where a specific public participation program relates to a budgeted item or City proposal, the costs of the participation program will be met from the budget concerned.

Where a specific public participation program relates to an independent proponent's proposal, the cost of the public participation program will be met by the proponent.

## **Reporting and review**

The City's Public Participation activities will be reviewed in relation to specified performance measures that include:

- level of public knowledge regarding opportunities to participate;
- level of public satisfaction with the opportunity to participate; and
- range of public participation projects undertaken throughout the organisation.

In order to provide the community with summary information regarding the City's public participation program, the review will be reported on in the City's Annual Report in accordance with statutory requirements and Council's Strategic Direction.

## **Sustainability Statement**

This Policy ensures that decisions by the Council are made with full knowledge, which may potentially support sustainable outcomes.

The Public Participation Policy provides a clear statement of the Council's intention to make itself aware of community opinion in order to inform decision-making. The Policy seeks to ensure that all groups in the community have the opportunity to engage with the Council on matters that affect them, and will contribute to an improved quality of the decisions reached, and greater acceptance of the final Council decision by members of the community. Decisions which are owned by the community are far more likely to be sustainable.



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Amendments: CJ213-06/99, CJ206-10/05, CJ156-09/06

Related Documentation:

Issued: October 2006



## **PUBLIC PARTICIPATION STRATEGY**

**AUGUST 2006**

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## 1. INTRODUCTION

The Local Government Act 1995, Section 1.3(2) states the intention of the Act is to result in better decision making local governments, greater community participation in the decisions and affairs of local government and greater accountability of local governments to their communities. This Public Participation Strategy details how, at the administrative level, the City of Joondalup will use a new, more collaborative style of decision making resulting in better decisions.

The Public Participation Strategy is part of Council Policy 1-2 Public Participation. The public's right to participate in the affairs of the City of Joondalup are also detailed in the Local Government Act and Regulations, and the City's Local Law, Standing Orders 2005.

The City of Joondalup has a demonstrated commitment to public participation in its decision-making processes by bringing people of different perspectives together to talk about problems and potential solutions. The City recognises that this approach has the highest potential for building long-term and well-supported solutions.

**The goal of this Strategy is to provide a process and choices for involving citizens in decision-making and to enhance current opportunities and processes for that to happen.**

Citizen participation cannot nor should it replace the democratic process of decision making by duly elected and accountable public representatives. Rather, through public participation the community assists its elected members in understanding and factoring community aspirations, preferences, concerns and desires into their deliberations and decision-making.

This Strategy provides information on the following:

- The context for a Public Participation Strategy
- Benefits of public participation
- The objective and requirements of the Public Participation Policy 1-2
- The differences between consultation and public participation
- A process for public participation projects
- Evaluation of public participation projects
- A public participation toolkit

Contributions to the development of the Strategy have included:

- Extensive research into public participation practices of Local Government
- Support from staff of the Citizens & Civics Unit from the Office of the Premier & Cabinet in application of the "*Consulting Citizens*" guides
- The practical experiences of staff from a variety of professional backgrounds in working with the community
- The community perspective of the Sustainability Advisory Committee (SAC)

## 2. CONTEXT FOR A PUBLIC PARTICIPATION STRATEGY

Currently there is a range of opportunities for the community to participate in local governance.

### Examples of public participation

- Community representation on an established committee of Council.
- Community representation on the City's community funding program assessment panels where recommendations on which applicants should receive funding are considered
- Community working parties such as those for redeveloping a local park or for resolving traffic problems
- Community workshops to address such matters as regional tourism, economic development and strategic planning
- Volunteer work with City staff on cultural events such as the Joondalup Festival or local heritage projects or environmental projects

Opportunities such as these appeal to people with very different interests, skills and knowledge to contribute and are advertised in the community newspapers. A list of the committees that include community representation can be found in the Appendix on p. 17.

### Policy Context

The City has a Public Participation Policy 1-2 that calls for the development of a Strategy to implement public participation processes.

The City's Strategic Plan 2003 – 2008 states that the decisions of Council will be guided by a number of underlying principles that have been developed to guide the City's decision making. Two of the Guiding Principles highlight Councils' commitment to public participation:

1. **Community Focus**  
*We will work in partnership with our community to build capacity, and develop community ownership and identity.*
2. **Leadership through Partnerships and Networks**  
*We will develop partnerships and networks throughout the community  
We will develop a supportive and trusting relationship with our community*

Further, objective 4.3 of the Strategic Plan is "to ensure the City responds to and communicates with the community" and identifies the following strategies to meet this objective:

- *Provide effective and clear community consultation*
- *Provide accessible community information*
- *Provide fair and transparent decision-making processes*



### 3. BENEFITS

Public participation does not remove the responsibility of Council for decision-making in the interests of “the good government of the district” - a requirement of the Local Government Act – but does result in the following benefits:

- Long term financial savings to the organising agency
- Increased user satisfaction in services
- Increased likelihood of policy/program acceptance
- Reduced conflict
- Improved relationship with citizens
- Improved public image
- Stronger communities
- Reinforced legitimacy in the decision-making process
- Actual or potential problems revealed
- Increased citizenship capacity

Source: Consulting Citizens: Planning for Success, (June 2003), Department of Premier and Cabinet Citizens and Civics Unit.

### 4. STRATEGY OBJECTIVE AND REQUIREMENTS

Specifically, the Strategy aims to achieve the following objective outlined in the City’s Public Participation Policy (1-2).

*To actively involve the community in Council’s planning, development and service delivery activities.*

The Policy also sets out the following requirements for a Public Participation Strategy:

- Identification of issues requiring public participation
- Inclusion in the annual budget process of funding for public participation activities
- Increasing staff awareness and skills in public participation techniques
- How all sectors and groups within the community can have the opportunity to participate in the City’s activities and
- A community education program relating to public participation in the City’s affairs

Each of the Strategy requirements will be addressed in turn.

#### ***Identification of the issues requiring public participation***

It is preferable that public participation should be planned, rather than reactive. In this way there will be sufficient time for designing and implementing a program of participation that can deliver acceptable outcomes for all those involved.

Previous research has shown that there is considerable public interest in a range of issues including policy, planning, expenditure, strategic planning and

others. These matters may be construed as 'big picture' issues or major projects for the City in that they are:

- Clearly aligned to [achievement of] the Strategic Plan or
- Have significant impact across the organisation or the community in terms of benefits, risks, and use of financial and other resourcing capabilities.

Public participation is therefore warranted where there are community-based issues that are likely to have a significant and potentially long term impact on:

- Policy development
- The financial and other resourcing capabilities of the City
- The lifestyle and amenity of the community

### ***Inclusion in the annual budget process***

Planning is a necessary prerequisite for conducting public participation exercises and for ensuring that there are sufficient funds and other resources available for the process.

Currently, responsibility for developing a budget for public participation processes rests with various sectors of the organisation. Past experience has identified a number of costs associated with conducting a public participation process. Therefore Business Unit Managers should give consideration to including costs such as those identified below in annual business plans and budget:

- Advertising of public participation initiatives
- Independent professional facilitation services
- Public speakers' fees
- Consultancy fees for analysis of information obtained through the participation process
- Venue and equipment hire
- Printing of workshop materials – workbooks, worksheets, maps etc
- Postage costs
- Catering/Refreshments
- Overtime payments for staff working out of hours
- Remuneration for travel to venue/costs of child care
- Incentives

### ***Increasing staff awareness and skills in public participation techniques***

In order to implement the Public Participation Strategy it will be necessary for staff training to be provided in the following skills and knowledge:

- Community engagement
- Managing diversity
- Public speaking
- Presentation
- Facilitation
- Negotiation
- Conflict resolution
- Program/Project Management

- Business research methods for analysing and reporting on information received and lastly,
- Evaluation of social programs

The Corporate Training Program will be updated to include training in the skills/knowledge associated with public participation that is accredited or otherwise professionally recognised.

In-house training on the new public participation process and associated documentation will need to be provided regularly as an adjunct to the current Corporate Training Program. It is envisaged that this training will be delivered as part of the implementation process.

### ***How all sectors and groups can have the opportunity to participate***

In circumstances where the City undertakes public participation, representation will be sought from all sectors and groups (stakeholders) likely to be directly affected by an issue. Where the issue is at the level of a specific suburb, participation should be sought from people within that suburb. Where the issue is considered to impact on all residents of the City, participation should be sought from each ward of Council. In the event that the issue is located within a discrete suburb but has wider implications, representation should be weighted toward those most directly affected in the first instance and then to other identified stakeholders proportionate to how they will be affected.

Participation targets are identified in the table following. Participation targets may be achieved through:

- Random selection of residents from the City's databases with a personalised invitation to participate
- Identifying and contacting individuals and groups with a special interest in the issue and inviting their participation
- Advertising through Public Notices for Expressions of Interest in community newspapers to the wider community
- Design, delivery and targeting of community education programs which are effective in empowering stakeholders to participate

However representation on an issue is determined, the decision should be made public in the interests of good governance.

WARD	SUBURB	NO. PEOPLE BY SUBURB	Targets for suburb specific issues	% TOTAL POPULATION for City wide issues	PARTICIPATION TARGETS BY WARD for City wide issues
North Ward	Burns	207	30	17.1%	96
	Connolly	2588	30		
	Currambine	4378	30		
	Iluka	2435	30		
	Joondalup	4698	30		
	Kinross	4588	30		
	TOTAL	18894			
North Central Ward	Edgewater	3650	30	17.3%	97
	Heathridge	5216	30		
	Ocean Reef	5870	30		
	Mullaloo	4435	30		
	TOTAL	19171			
Central Ward	Beldon	3124	30	16.7%	94
	Craigie	4566	30		
	Kallaroo	4073	30		
	Woodvale	6708	34		
	TOTAL	18471			
South West Ward	Hillarys	7344	37	17.7%	99
	Padbury	6614	34		
	Sorrento	5663	30		
	TOTAL	19621			
South East Ward	Kingsley	9907	50	16.1%	90
	Greenwood	7882	40		
	TOTAL	17789			
South Ward	Marmion	1664	30	15.0%	84
	Duncraig	11850	60		
	Warwick	3096	30		
	TOTAL	16610			
TOTALS		110556		100.0%	560

**NOTE:**

Participation targets have been developed from Australian Bureau of Statistics (2005) report on estimated resident population as at 30 June 2004 for people aged 20+

- Column 4 - Participation targets for suburbs with lower populations have a greater target number set (30+) in order to ensure statistical validation
- Column 5 shows percentages based on the total population sample per ward and will be applied for broader citywide issues requiring public participation

## **A community education program**

Current programs that provide information on these opportunities include civic education delivered through the Schools Connection Program and a 'hands on' Internet course provided by the Library and Information Services.

Civic education through the School Connection Program is targeted toward young people and assists them in understanding the functions of their local government, its connection to the State and Federal levels of government and how they, as citizens, can participate in their communities. The program satisfies the learning outcomes of the State education curriculum framework and also links to the City's Strategic Plan.

A hands on Internet experience is offered at all Joondalup libraries on a monthly basis where the public can be shown how best to access Council information and to 'have their say' on current projects, services and programs provided by the City.

To increase community uptake of all the opportunities to participate, an extensive process of research was conducted to identify the factors that would encourage people to become involved. The major findings were identified as follows:

### **1. Level of authenticity and trust**

People who feel they will be able to make a genuine contribution to the final outcome of any participative process are more likely to take up opportunities to participate.

### **2. Proximity to the issue**

People who strongly identify with their communities are those most likely to take up opportunities to participate.

### **3. Level of understanding of impact**

People who can understand the potential impact of the outcomes of participation on themselves and their communities will be more likely to participate.

### **4. Structure, 'safety' and equity**

People who feel the process is being managed well and conducted in a 'safe' environment will be more likely to participate.

These four findings indicated that the focus of community education should be to inform, support and empower the public to participate. To that end, four community education objectives have been developed.

## **Community Education Objectives**

1. To demonstrate authenticity and build trust, community education initiatives will employ a range of techniques to provide the public with the following information:
  - The purpose of a specific public participation project
  - The background/history of the project

- The non-negotiable aspects of the project e.g., financial constraints, legislative requirements, Australian Standards etc
  - The potential impact of the project on their lifestyle/personal situation
  - How the public will be able to participate
  - How public input will be used to inform final decisions
  - The timescale of the project and how the public will be able to assist in evaluating the effectiveness of the process.
2. To ensure that the people most directly affected by an issue for participation are provided with community education on the matter in hand by:
- Using participation targets
  - Seeking Expressions of Interest
  - Using random selection processes
  - Using displays
3. To ensure that members of the public understand what a specific participation process means for them, community education should be provided on the following:
- The roles and responsibilities of local government with respect to the participation project
  - Any technical matters likely to arise in the course of a participative process that are 'participation specific' e.g., Strategic Planning, Traffic Management
4. To demonstrate the City's capacity to manage and conduct public participation exercises that will meet participant expectations for structure, safety and equity, community education should be provided on:
- Community working parties or reference groups such as those for redeveloping a local park or resolving traffic problems
  - The design and evaluation of public participation processes

### **Delivery of Community Education Programs**

Based on the research findings, a two-pronged approach to provision of community education for participation will be taken. Firstly, a generic community education program will be offered to new citizens of the City, which identifies how local people can contribute to the City's planning, development and service delivery activities. Secondly, there will be 'participation specific' community education provided for projects such as the reviews of the District Planning Scheme and the Strategic Plan 2003 – 2008.

The focus of the generic program will be on:

- The role of the City in local governance
- Why community participation in local governance is important
- The difference between consultation and participation
- Typical opportunities to participate e.g. community representation on an established committee of Council, volunteer activities
- How opportunities to participate will be communicated and managed

- How the community will be able to evaluate the City's performance in managing a participative process

'Participation specific' programs which will be delivered in Phase Three of a Public Participation Process (see page 14), will also set out how opportunities to participate will be communicated and managed and how the community will be able to evaluate the City's performance. However, they may be targeted at particular suburbs or at the ward level and be delivered in various ways:

- By randomly selecting and inviting people in the affected area to attend a session at a venue near their homes
- By extending invitations to representatives from a range of community groups to attend a session at a venue near their homes
- By negotiating with community groups to make a brief presentation at one of their scheduled meetings

### **Evaluation of Community Education Programs**

As the purpose of community education is to increase levels of participation in local governance through empowering the community, evaluation of its effectiveness is necessary. In this way, a process of continuous improvement for design and delivery of community education - whether generic or specific - will be in place. Evaluation will therefore be based on the extent to which the community education objectives are met.

## 5. DIFFERENCES BETWEEN CONSULTATION AND PARTICIPATION

The Public Participation Policy 1-2 clearly states that public participation can include the following elements, but it is far more than:

- Public consultation
- Public relations
- Information dissemination
- Conflict resolution

To ensure that the differences between the objectives of public consultation, public relations, information dissemination and conflict resolution and public participation are understood, the following table has been provided that identifies:

- Each process
- The objective of each process
- Examples of when each process is best used

PROCESS	OBJECTIVE	EXAMPLES
Public consultation	To obtain public feedback on analysis, alternatives and/or decisions	<ul style="list-style-type: none"> <li>• Planning/Building Approvals</li> <li>• Scheme amendments and structure plans</li> <li>• Road/PAW closures</li> <li>• Local laws</li> <li>• Planning/Development Policies</li> <li>• Principal Activities Plan</li> <li>• Customer Service Monitor</li> </ul>
Public relations	To manage the relationship between an organization and its publics to achieve effective public relations, i.e. a shift in public, awareness, attitude or behaviour.	<ul style="list-style-type: none"> <li>• Press releases</li> <li>• TV 'news'</li> <li>• Public service documents</li> </ul>
Information dissemination	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions	<ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Firebreaks</li> </ul>
Conflict resolution	To develop a method for resolving conflicts through which individuals and/or groups can reach consensus on an issue	<ul style="list-style-type: none"> <li>• Mediation</li> </ul>



PROCESS	OBJECTIVE	EXAMPLES
Public participation	To actively involve the community in Council's planning, development and service delivery activities.	<ul style="list-style-type: none"> <li>• Development of the Strategic Plan</li> <li>• Development of 'external' policies</li> <li>• Development of new services &amp; or products</li> <li>• Formal Committees of Council – see Appendix on p.17.</li> <li>• Short-term working groups – traffic studies, park development, Joondalup Festival</li> <li>• *Major projects eg; Major Town Planning Scheme Reviews and associated studies; Major Road Proposals (Ocean Reef Road extension); Major Reserve Development Proposals.</li> </ul>

*\*The extent of participation processes will in part be determined by any statutory obligations.*

## 6. PUBLIC PARTICIPATION PROCESS

The City has developed a public participation process based on the Citizens and Civics Unit guides and research conducted by the City in 2005. The process is described in a flowchart that can be accessed online on the City's Intranet in the Knowledge Bank. The process includes a number of phases, which are described below.

### Phase 1 -Task Definition

During this phase, the following matters must be documented in a Public Participation Plan:

- The purpose of a specific public participation project
- The background/history of the project
- The stakeholders (participation target group)
- The potential impact of the project on the lifestyle and personal situation of the stakeholders
- How stakeholders will be able to participate
- How input from stakeholders will be used to inform final decisions
- The timescale of the project and how stakeholders will be able to assist in evaluating the effectiveness of the participation process
- The non-negotiable aspects of the project e.g., financial constraints, legislative requirements, Australian Standards and decisions of Council

This information must be made available to the public and form part of 'participation specific' community education and communication strategies.

This information is to be provided as a guide in instances where a contractor project manages a public participation process.

## **Phase 2 - Representation**

Activities during the phase include:

- Identification, listing and recording of details of stakeholders based upon the extent to which they are likely to be directly affected by an issue e.g., residents of a specific suburb or Ward or community of interest.
- Identification of participation targets for the project
- Identification of process for achievement of participation targets for the project e.g., random selection, direct mail, displays at local venues
- Ensuring that process for seeking representation includes participation targets and is publicised.

## **Phase 3 – Community Information and Education**

Activities during this phase include:

- Development of 'participation specific' information package for delivery to all stakeholders
- Delivery of 'participation specific' information package using a variety of media including advertisements, online information, direct mail outs or email outs, and public notices/displays. The focus will be on opportunities for individuals to make a difference in their community through assisting the City to achieve participation targets.
- Design of 'participation specific' community education programs, which will restate and augment the information package using a workshop/presentation format. Community education programs will provide an opportunity for the public to interact with and ask questions of staff involved in the participation process.
- Delivery of community education program to stakeholders
  - By randomly selecting and inviting people in the affected area to attend a session at a venue near their homes
  - By extending invitations to representatives from a range of community groups to attend a session at a venue near their homes
  - By negotiating with community groups to make a brief presentation at one of their scheduled meetings
- Evaluation of community education program

## **Phase 4 - Gathering Stakeholder Information**

Contact made with stakeholders during the previous phases provides an opportunity to gather and document information on:

- Their knowledge on the background/history of the issue
- Their connections with other groups/networks with an interest in the issue
- Issues that stakeholders would like addressed
- Outcomes stakeholders would like to see from the participation process
- How stakeholders can support and contribute to the participative process itself

- Ground rules they would like included in the process

During this phase, it will be possible to identify issues that are

- 'Out of scope' for the City or that can be referred to a more appropriate agency and
- To advise participants of the non-negotiable aspects of the process.

### **Phase 5 - Building the Agenda**

All stakeholder information can now be collated to identify:

- Issues in common
- Outcomes in common
- Ground rules in common

This information is then circulated to contributing participants for their information and sign off.

A reference group of participants can then be formed to 'build the agenda' for the participative process.

### **Phase 6 - Program Development and Implementation Phase**

This phase is the point at which stakeholders come together to deliberate on the issue. From the information obtained in the previous phases, the following decisions must be taken:

- What is needed in the way of background or technical information for participants to work together to resolve the problems/issues on the agenda?
- Who has that background or technical information?
- What is the best method for communicating that background or technical information in ways that will be understandable to all participants?
- What is the best method for participants to be able to work together/interact?
- Where should that interaction take place?
- What materials, equipment etc will be needed to support the process

The final program for a participative process will be dependent on the number and complexity of the issues to be addressed. One or more sessions may be appropriate.

### **Phase 7 – Evaluation**

During this phase the completed participative process will be evaluated to determine its efficacy from the perspective of participants.

Feedback received from the participative process will be analysed and a report produced on the findings. The complete process will be recorded using the documentation developed for that purpose

**The Public Participation Strategy is supplemented with a toolkit to guide future public participation processes. The toolkit is provided as an attachment to the Strategy.**

## **7. EVALUATION**

Public participation projects must be evaluated to determine their efficacy from the perspective of all stakeholders and to identify opportunities for process improvement.

The following elements have been identified as contributing to successful participation processes:

- Incorporation of public values into decisions
- Improvement in the quality of decisions is substantive
- Conflict among competing interests is resolved
- Trust in institutions is built and
- The public are educated and informed

*Beierle and Cayford (2002)*

A survey instrument has been developed (see Toolkit) for determining the overall quality of a discrete Public Participation Project and incorporates questions based on the elements identified previously. To identify the extent to which participants have been satisfied with the process, the survey also includes questions on presentation, content and coordination.

## APPENDIX – COMMITTEES OF COUNCIL INVOLVING COMMUNITY MEMBERS

Committee Title	Purpose
The Conservation Advisory Committee	<ul style="list-style-type: none"> <li>• To liaise with community groups and the general public to promote the importance of conservation and rehabilitation of bushland and the natural environment.</li> <li>• To provide technical and practical advice on Management Plans and implementation of conservation strategies within the City.</li> <li>• To promote the importance of conservation, biodiversity and the rehabilitation of bushland and the natural environment</li> </ul>
The Joondalup Eisteddfod	<ul style="list-style-type: none"> <li>• To encourage and assist development of the Eisteddfod</li> <li>• To facilitate the day to day operations of the Eisteddfod</li> <li>• To assist the Coordinator of the organization, set up and operation of the Eisteddfod</li> <li>• To promote artistic excellence</li> <li>• To improve the performance skills of participations</li> <li>• To provide opportunities for public performance</li> </ul>
Seniors Interests Advisory Committee	<ul style="list-style-type: none"> <li>• To oversee the strategic coordination of all seniors' issues across Council.</li> <li>• To provide advice to Council to ensure that concerns of seniors are adequately represented in the City's planning processes and the strategic directions being developed for older people across the City.</li> </ul>
The Sustainability Advisory Committee	<ul style="list-style-type: none"> <li>• To recommend to the City of Joondalup Council on policy, advice and appropriate courses of action which promote sustainability, which is (1) environmentally responsible, (2) socially sound and (3) economically viable.</li> <li>• To provide advice to Council on items referred to the committee from the City of Joondalup.</li> </ul>

## **DRAFT POLICY – COMMUNITY CONSULTATION AND ENGAGEMENT POLICY**

**STATUS:** **Council Policy** - *A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations.*

*Council policies are developed by the Policy Committee for approval by Council.*

**RESPONSIBLE  
DIRECTORATE:** **Governance and Strategy**

**OBJECTIVE:** To encourage greater community participation in the decisions and affairs of the City of Joondalup

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**STATEMENT:**

**Community consultation and engagement processes assist Council in deliberating and then making decisions based on a clear understanding of the wishes of its community.**

**To enable Council to consult with the community on any matter, and in ways that are ethical, transparent and accountable, the following principles will apply:**

- The purpose and scope of each consultation exercise is to be clear and unambiguous.
- Timeframes for any consultation undertaken, including the opening and closing dates, are to be stated. A minimum of 21 days should be allowed for a consultation period unless otherwise stipulated by legislation.
- Consultations are not to be conducted during the Summer break (between the last Ordinary Meeting of Council in December to the first Ordinary Meeting of Council in February) unless otherwise stipulated by Council. Consultations to meet statutory planning requirements may be conducted during the Summer break as they are approved by the CEO.
- Non negotiable or otherwise 'out of scope' aspects of a consultation are to be identified and stated from the outset.
- The target audience for any consultation exercise will be identified from the outset and may involve random selection of participants:
  - Where the matter impacts on specific location within the City those most closely affected are to be consulted;
  - Where the matter concerns service users, participation is to be sought from user groups/organisations and individuals;



- Where a matter is deemed to impact on all residents and ratepayers of the City, random selection will be used to invite participation from a representative sample of the community.
- The consultation methods to be employed for each consultation exercise are to be stated.
- Accurate, adequate and unbiased information is to be provided for the public to enable them to give informed opinions on the matter in hand. Information is to be made available in alternative formats on request.
- Adequate time and resources are to be provided for consultation processes to take place.
- Analysis of the feedback from a consultation process is to be published on the City's website.
- Where applicable, statutory legislative requirements for community consultation are to be satisfied.
- Circumstances where Council may decide not to consult are as follows:
  - Emergencies – matters concerning public safety etc.
  - Legal constraints.

**In the interests of encouraging 'active citizenship' and greater community participation in local governance, community education initiatives in the City of Joondalup will focus on:**

- The role and functions of the City in local governance;
- Why citizen participation in local governance is important for a sustainable future;
- The obligations of 'active citizenship';
- The range of opportunities for participating, and;
- How those opportunities will be communicated and managed.

**Sustainability Statement**

This Policy ensures that decisions by the Council are made with full knowledge, which may potentially support sustainable outcomes.

The Policy provides a clear statement of the Council's intention to make itself aware of community opinion in order to inform decision-making. The Policy seeks to ensure that all groups in the community have the opportunity to engage with the Council on matters that affect them, and will contribute to an improved quality of the decisions reached, and greater acceptance of the final Council decision by members of the community. Decisions which are owned by the community are far more likely to be sustainable.

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Amendments:

Related Documentation:

Issued:

**Attachment 3**

<b>Protocol</b>	<b>Community Consultation and Engagement</b>
Keywords	Surveys, public participation, focus groups, feedback
Protocol	<p>To provide guidance and advice on how to conduct community consultation and engagement processes.</p> <p>Further enquiries regarding this Protocol should be directed to the Coordinator Community Consultation and Engagement, Strategic and Organisational Development on Ext 4232</p>
Related Policies (Council/City)	Draft Community Consultation and Engagement Policy
Related Documentation (Plans/Legislative Authority.	Section 1.3 (2) (b) and (c) of the Local Government Act (1995)
Protocol Owner	Manager of Strategic and Organisational Development
Last Reviewed	August 2010
Flowchart	
File Number	75521 48080
Corporate Protocol Classification	



PROTOCOL	
Protocol Name	Community Consultation and Engagement

**Objective:**

- To ensure a consistent process across the organisation for community consultation that is open, transparent and accountable.
- To ensure the process for consultation is robust and can provide reliable community feedback on which Council is able to make informed decisions.

**Scope**

The Protocol covers:

- the initial planning process for determining:
  - the type of information required from the consultation;
  - who should be invited to participate in the consultation (target group);
  - the methodology used to collect, record and analyse the results of the consultation;
- Documenting the process and obtaining approvals;
- Undertaking the consultation, data management and processing; and
- Reporting the results of the consultation.

**Not in Scope**

This protocol does not include consultations and advertising for routine statutory planning and building applications eg, a request for neighbours’ comments on proposals for minor development as part of the application assessment process.

**Definitions**

Consultation for **Exploratory Purposes** aims to identify issues, concerns and opinions around a particular matter, eg ageing in the City of Joondalup. With the use of **open questions**, the responses may be used to inform policy development, strategic planning or service development. Consultation for **Exploratory Purposes** involves workshops, community forums, interviews and surveys. The responses are analysed to determine opinions and common themes.

Consultation on **Identified Options** aims to identify the extent of community support for a plan, project or policy which will involve the use of surveys (online, telephone, or mail-outs). The responses will identify the percentage of the target group in support of a plan, project or policy.

The **Target Group** is made up from those people invited to participate in the consultation and may represent those people most affected by Council’s decision on a matter.

The **Methodology** is the way of collecting, recording and analysing feedback.

## Employees Responsibilities

- To ensure that the consultation process is consistent, open and transparent and involves the people most affected by a matter.
- To ensure that those who are invited to participate in the consultation are provided with all relevant background information.
- To ensure that the confidentiality of the participants is protected. Personal information within survey responses shall never be publicly displayed in any way that identifies individual responses.
- To ensure that Council receives comprehensive feedback to inform decision making.

## Procedure for Conducting Consultation

### Planning for a Consultation

The Business Unit Officers, in consultation with the Co-ordinator Community Engagement, will:

1. Identify the need for community consultation. This may be required as a result of:
  - A Notice of Motion or other decision of Council;
  - Policy, planning or service development; and/or
  - Legislation or statutory requirements.
2. Define the purpose of the consultation.
  - Is it intended to explore an issue? (**Exploratory Purposes**); or
  - Is it to determine the level of community support for specific options contained in documents published by the City (**Identified Options**).

Determining the purpose of the consultation is critical to the methodology to be used. Refer to the definitions above.

3. Identify the aspects of a consultation which are out of scope, eg matters outside the control of the City or that are non-negotiable, such as budgetary limitations or legislative constraints.
4. Determine who should be consulted, ie **participant identification**. The target audience will be identified from the outset by determining who will be affected by the matter. Does the matter:
  - Affect residents within a specific location? For example, people living adjacent to or within a specified distance of a proposed development.
  - Affect service users? For example, people using the City's Community Transport service?
  - Affect potential users of a new service? For example, youth, seniors, sporting clubs and/or parents.
  - Affect everyone in the City of Joondalup? For example, proposed implementation of new policies or plans?

A **random selection tool** is also available to create a list of names and addresses from the City's Property System (property owners) for consulting a sample of the population. Including questions in the survey relating to demographic information such as sex, age, place of residence, is critical in determining the extent to which the responses of the participants **represent the target group (representativeness)**.

5. **Method of Engagement** - Determine the appropriate consultation method for engaging the participants based on the purpose of the consultation. This will depend on whether the consultation is intended to be **exploratory** or to identify the level of community support from a range of **identified options**.

For **exploratory purposes**, the method could include the use of surveys with open questions, (hard copy or online), online or public forums or focus groups at which people can express their ideas verbally. This data is then analysed using qualitative software.

For **identified options** a survey which includes preset responses to questions (Yes/No) or statements (1 = Strongly Agree; 2 = Agree, etc) should be developed and will quantify in percentage terms the support for a specific proposal.

6. Determine whether a survey is to be conducted **online** and/or via **hard copy surveys**.

The City's **online survey tool** gives various options for auditing responses which can identify obvious attempts at multiple responses from the same computer (IP address) and responses which are recorded on the same day and at the same time. Other measures to avoid duplication of surveys can involve providing a group with a User ID and password, but this method is only practical for smaller groups.

With **hard copy surveys**, it is necessary to determine whether written survey responses require **identification of respondents or anonymous responses**. The City will generally require names and addresses to be provided on written surveys, however, in the instances where Council determines that anonymous surveys are appropriate, the City will barcode the survey forms. This can be arranged via Governance and Marketing.

7. Consider the resourcing implications when determining the **number of people to be surveyed – ie sample size**. Surveying more than is required by market and social research industry standards<sup>1</sup>, can incur considerable costs for the City. Therefore it is important to determine the number of surveys to be distributed to achieve a sample size that is representative of the population being consulted. The sampling precision should ensure that a **representative sample** of participants will provide a 95% certainty that the results will reflect the views of +/- 4% of the population being consulted if a census was conducted of all households within the City.

For example, a consultation, which will have an impact on all City of Joondalup residents (160,000), would require a sample size of approximately

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<sup>1</sup> The Survey System [www.surveysystem.com/sscalc.htm](http://www.surveysystem.com/sscalc.htm)

600 respondents. To achieve this number of responses, more than three times the number of surveys should be distributed to the population being consulted, ie, 100 people per suburb or 2,200 people in total. Consultation relating to a specific location, (eg, within a radius of one kilometre of a park) would be calculated to the same industry standard.

The determination of the radius within which the consultation for a specific location will take place will need to be included in the Community Consultation and Communication Plan to be provided as an attachment to all reports to Council dealing with community consultation. The template will require the provision of a choice of options for the Council to consider which take into account the number of residents within, for example:

- 1 kilometre radius of the development; or
- 1.5 kilometres radius of the development; or
- 2.0 kilometres radius of the development.

When determining the radius, the following will also need to be taken into account:

- Which suburbs are covered within each specified radius;
- Whether the proposed development is classed as a regional development which would affect people from many suburbs or a district or local development which would affect fewer people in the near locality;
- The type of development and the likely impact on residents nearby and across the region.

These options will be included in the Community Consultation and Communication Plan provided to the Council, as shown in Appendix 1.

8. ***Timing of the consultation*** – Consultations are not to be conducted over the Summer period (ie after the final Ordinary Meeting of Council in December and the first ordinary meeting of Council in February in the following year) unless otherwise stipulated by Council.

Exceptions to this are:

- when Council determines it is appropriate and justifiable to conduct consultation at this time; or
- when compliance with statutory requirements concerning advertising make it necessary to advertise consultations during the Summer period.

Approval for any consultation is determined by the Chief Executive Officer.

### **Documenting the Process and Obtaining Approvals**

The responsible Business Unit Officer, in consultation with the Co-ordinator Community Engagement:

9. Completes the draft Project Plan for Consultation. This Plan includes details of:
  - Project Background.
  - Purpose of Consultation.
  - Stakeholders (Target group/sample sizes).
  - Methodology, eg survey design, workshop planning, resources for data processing and analysis.
  - Deliverables.
  - Project schedule and approvals.
  - Budget.
  - Project Sponsor, Manager, Facilitator and Team.
  - Communication Plan.
  - Risk Assessment.
10. Prepares a report to Council which:
  - Identifies the consultation methodology and resources required; and
  - Requests endorsement to proceed with community consultation. A template outlining the summary information must be attached to the Council report. (*See Appendix 1.*)
11. Undertakes the tasks listed in the Project Schedule:
  - Develops text for communications with the target group including surveys, letters to householders, Frequently Asked Questions on the topic, website information, advertisements, posters and/or display materials. All information must be clearly and simply communicated and appropriate to the audience.
  - Obtains approvals for the text from Directors and the Office of the CEO.
  - Submits to Governance and Marketing for branding of all communications prior to printing and distribution.
  - Requests the Co-ordinator Community Engagement to assist with the creation of mail merge information (ie names and addresses) through means of a random selection tool.
  - Coordinates mail-outs (in house or out-sourced) dependent on the size of the proposed target group.
  - Liaises with the Co-ordinator Community Engagement regarding an online survey facility, if required.
  - **Informs Elected Members, and in particular, Ward Councillors, of consultation programs to be undertaken prior to their commencement.**
  - Develops the program for a community forum and associated tasks such as venue booking, catering arrangements, registration for participants, guest speakers, hire of equipment and invitations.
12. Liaises with the Co-ordinator Community Engagement to identify resources to analyse the feedback.
13. Oversees the implementation of the tasks within timeframes. The Business Unit Officer reports any issues or delays in timelines to the relevant Business Unit Manager.

## **Data Management and Processing**

14. The responsible Business Unit Officer ensures that arrangements for data entry, cleansing and analysis are in place. This includes:
  - Liaison with Records and Information Technology to advise where returned surveys are to be actioned and stored;
  - Collection and storage of data captured at a public forum – hard or soft copy;
  - Arrangements for data entry – hard and soft copy; and
  - Liaison with the Co-ordinator Community Engagement to organise data cleansing, analysis and reporting.
15. The Co-ordinator Community Engagement analyses the data and presents the results in a memo to the relevant Business Unit Officer and, on occasions, will be required to prepare the Council report.
16. The Co-ordinator Community Engagement provides advice on sourcing of data entry staff, training of data entry staff, and creates the spreadsheet for data collection.

## **Reporting the Results of a Consultation**

17. The Business Unit Officer prepares a report to Council, incorporating the results of the consultation.

Should the consultation be one that does not require a report to Council, the results of the consultation are to be made available to Elected Members by placement in the Councillors Reading Room.

18. Publish the survey findings to the survey participants.

## Appendix 1

### Community Consultation and Communication Plan

*The following provides an example of the proposed content.*

#### Purpose of the Consultation

- To determine levels of community support for ..
- To obtain feedback on the ..

#### Who will be consulted?

- All people/landowners within a radius of .... Provide options for Council to consider such as the following:
  - The number of residents within 1km or 1.5km or 2km or 3km etc.
  - Which suburbs are covered within each specified radius;
  - Whether the proposed development is classed as a regional development which will affect people from many suburbs or a district or local development which would affect fewer people in the near locality; and
  - The type of development and the likely impact on residents nearby or across the region.
- The wider City of Joondalup community....
- Interest groups and stakeholders, including ...

#### How will they be consulted?

- People **directly affected** will receive:
  - A personally addressed letter explaining ....
  - Brochure on the ..... containing .....
  - A written survey form
  - Reply-paid envelope.
- The wider City of Joondalup community **not directly affected** will receive:
  - A brochure in the letter box; and
  - Information via newspaper articles, website, displays at City offices, signage at the affected location(s) which invite comments.
- Absentee landlords, **not directly affected**, will receive a letter in the mail.
- Stakeholders will receive:
  - A letter advising where further information can be obtained, brochure and Frequently Asked Questions.
  - Information via newspaper articles, website, displays at City offices which invite comments.
  - Agencies such as the Department of Planning, Department of Conservation will receive .....

## **Anonymity**

In most instances it will be a requirement of all surveys with *identified options* that the name and address of the respondent is included in order for the survey to be accepted as a valid response. This is to be stated on the survey form.

If Council determines it is appropriate to have anonymous responses, hard copy responses will be bar-coded to determine authenticity.

## **Date of Commencement and Duration of Consultation**

- Following endorsement by Council for public advertising, advertisements and media releases will appear in the next edition of the local newspapers. The mail-out will appear shortly after that.
- Length of advertising period, eg ..... days;
- Statutory requirements or timeframes for advertising .....

## **Communication Methods to be used**

### **Local Newspapers**

- Half/full page advertisements;
- Articles in the local newspapers; and
- Media statements and advertisements and instructions on timing.

### **Letters**

- Information packages will be sent to all landowners;
- Interest groups and external stakeholders will also receive a letter; and
- Instructions on timing of letters.

### **Website**

Information of the City's website with links to:

- The brochure
- Related maps
- Draft documents
- Submission Form
- Frequently Asked Questions
- Online video presentation

### **Display/TV Display**

- Static display in the City's Administration Offices, City Libraries and Customer Service Centres at Craigie Leisure Centre and Whitfords Shopping Centre.
- TV display to include online video.
- Brochures and submission forms etc to be available next to the TV display.
- Signage at the affected location(s).



### **Information Sessions**

- Number of information sessions
- Date and time of information sessions
- Duration of information sessions
- Details of static displays
- Staff available to talk to the public

### **Documents Required**

- Colour brochure including .....
- Relevant documents
- Relevant maps
- Covering letters to .....
- Frequently Asked Questions
- Survey
- Reply-paid envelopes
- PowerPoint presentation.

Provide information on where documents will be made available at Customer Service Centres at Whitfords Shopping Centre, Joondalup Administration Centre and Craigie Leisure Centre.