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ATTENDANCE

Committee Members:

Cr Brian Corr     Presiding Member
Cr Liam Gobbert   Deputy Presiding Member
Mayor Troy Pickard
Cr Kerry Hollywood Arrived at 6.08 pm
Cr Philippa Taylor
Cr Teresa Ritchie

Observers:

Cr John Chester

Officers:

Mr Garry Hunt     Chief Executive Officer     Arrived at 6.09 pm
Mr Jamie Parry    Director, Governance and Strategy
Mr Mike Tidy      Director, Corporate Services
Ms Dale Page      Director, Planning and Development
Mr Brad Sillence  Manager, Governance and Marketing
Mr Mark Thornber  Acting Governance Coordinator

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.06 pm.

APOLOGIES/LEAVE OF ABSENCE

Apology: Cr Christine Hamilton-Prime

CONFIRMATION OF MINUTES

MINUTES OF THE POLICY COMMITTEE HELD ON 29 NOVEMBER 2011

MOVED Cr Gobbert, SECONDED Cr Corr that the minutes of the meeting of the Policy Committee held on 29 November 2011 be confirmed as a true and correct record.

The Motion was Put and CARRIED (6/0)

In favour of the Motion: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor
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 DRAFT ALFRESCO ACTIVITIES POLICY

WARD: All

RESPONSIBLE DIRECTOR: Ms Dale Page Planning and Development

FILE NUMBER: 03360, 101515

ATTACHMENTS: Attachment 1 Alfresco Activities Policy with modifications

PURPOSE

The purpose of this report is for the Policy Committee to consider the submissions received during the public advertising of the draft Alfresco Activities Policy and decide whether to recommend adoption of the policy to Council.

EXECUTIVE SUMMARY

Council adopted a revised Alfresco Activities Policy at its meeting on 13 October 2009 (CJ225-10/09 refers). The operation of the policy has been reviewed and is generally considered to be satisfactory. However, clarity has been sought in regard to the use of the term ‘visually permeable’ when referring to alfresco enclosures. Some minor text and formatting changes have also been recommended.

Council, at its meeting held on 20 September 2011 (CJ159-09/11 refers) resolved to advertise the revised Alfresco Activities Policy for the purpose of public advertising for a period of 21 days ending on 27 October 2011.

No submissions were received during the advertising period.

As the proposed changes are not considered to materially change the intent and objectives of the policy, it is recommended that the revised Alfresco Activities Policy be adopted.
BACKGROUND

In September 2008, a review of Policy 7-5 Alfresco Activities was initiated to give consideration to the uniform location of alfresco activities within the City of Joondalup. It was considered that the then current practice of locating alfresco activities beneath awnings was not in keeping with the intention of providing pedestrians with a continuous sheltered path of travel. As such, a review was undertaken to establish an appropriate location for alfresco dining activities.

Council, at its meeting held on 13 October 2009 (CJ225-10/09 refers), adopted a revised Alfresco Activities Policy in order to provide a uniform approach to the location of alfresco dining activities in the City Centre. Council also resolved to:

- Introduce a fee to utilise public land ($30 per sqm);
- Provide planter boxes to alfresco areas to provide amenity and interest to City streets and delineate alfresco dining areas.

The operation of the Alfresco Activities Policy has been reviewed, and is generally considered to be satisfactory. It is considered, however, that clarity can be provided as to the use of the term ‘visually permeable’ when referring to alfresco area enclosures. It is considered appropriate that the term ‘clear’ be used instead. This would ensure that alfresco areas maintain a level of interaction with the street, and do not simply become extensions of the associated restaurant or café, on public land.

Minor text changes and formatting are also proposed.

At its meeting held on 20 September 2011 (CJ159-09/11 refers), Council resolved to advertise the proposed modifications to the policy for the purpose of public comment for a period of 21 days.

DETAILS

At its meeting held on 20 September 2011 (CJ159-09/11 refers), it was resolved that Council:

1 APPROVES the following proposed amendments to City Policy – Alfresco Activities, for the purpose of public advertising:

1.1 Amends Part 4 (v) of Element 4: Shelter, Shade, Barriers and Incidental Structures to replace the words ‘visually permeable’ with the wording ‘clear plastic blinds (cafe blinds) or other clear blinds which can be easily seen through during both the day and night’ and are readily removable. Canvas and shade cloth type materials will not be permitted;

1.2 Amends the Responsible Directorate to Planning and Development;

1.3 Removes repeated text under Part 3 of Element 1: Alfresco Location;

2 ADVERTISES the proposed amendments to City Policy – Alfresco Activities for public comment for a period of 21 days, in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2;
AGREES that those restaurants that currently have installed shade cloth blinds shall have three years from the adoption of the Policy to comply with the requirements of Part 4(v) of Element 4 of the Policy.”

Issues and options considered:

Council has the option to:

- Adopt the draft policy;
- Adopt the draft policy, with modifications, or
- Refuse to adopt the policy.

Legislation/Strategic Plan/Policy Implications

Legislation

Clause 8.11 of the City of Joondalup District Planning Scheme No 2 enables Council to prepare, amend and add to local planning policies that relate to any planning and development matter within the Scheme area.

Strategic Plan

Key Focus Area: Economic Prosperity and Growth.

Objective: 3.1 To encourage the development of the Joondalup CBD.

Key Focus Area: The Built Environment.

Objective: 4.1 To ensure high quality urban design within the City.

Policy:

Alfresco Activities.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

Costs associated with advertising the proposed amendments to the policy in the local paper (already done), and notice of any final adoption of the amended policy, are approximately $810.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.
Consultation:

The proposed policy was advertised for public comment for a period of 21 days, closing on 27 October 2011, as follows:

- Seventeen letters were sent to alfresco operators;
- A notice placed in the local and The West Australian newspapers; and
- A notice and documents were placed on the City’s website.

No submissions were received during the advertising period.

COMMENT

As no submissions were received during the advertising period, it is presumed that the current operation of the policy is considered to be appropriate. In addition to the minor modifications identified prior to advertising, some additional modifications are proposed to bring the format and wording of the policy in line with the current review of the policy manual. The modifications are as follows:

- Update title and the responsible directorate;
- Simplification of the policy objectives;
- Addition of the ‘Authority’ and ‘Application’ sections;
- Section numbering and section titles;
- Deletion of the appendix that outlines the procedure for applying for an alfresco business. This will become a separate information document.

These proposed modifications are highlighted in red (additions) and black strikethrough (deletions) in Attachment 1. The additional modifications do not change the purpose or intent of the policy and are considered to be minor in nature. No further public advertising is considered necessary.

It is recommended that the draft Alfresco Activities Policy as per Attachment 1, be adopted.

VOTING REQUIREMENTS

Simple Majority.

Cr Hollywood arrived at the meeting at 6.08 pm.
The Chief Executive Officer arrived at the meeting at 6.09 pm.

Due to an incorrect attachment being presented in the report, the correct attachment was tabled for the Committee’s consideration – Appendix 8 refers.

MOVED Mayor Pickard, SECONDED Cr Gobbert that the Policy Committee RECOMMENDS that Council, in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADOPTS as final the Alfresco Activities Policy, with modifications, as outlined at Attachment 1 of this Report.

The Motion was Put and CARRIED 6/(0)

In favour of the Motion: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor

Appendices 1 and 8 refer

To access this attachment on electronic document, click here: Attach1agnpolicy060212.pdf
ITEM 2  DRAFT BED AND BREAKFAST POLICY

WARD:  All

RESPONSIBLE DIRECTOR:  Ms Dale Page  Planning and Development

FILE NUMBER:  101116, 101515

ATTACHMENTS:  Attachment 1  Draft Bed and Breakfast Policy (modified)
Attachment 2  Schedule of Submissions

PURPOSE

The purpose of this report is for the Policy Committee to consider the submissions received during the public advertising of the draft Bed and Breakfast Policy and to recommend to Council that it adopts the policy as final.

EXECUTIVE SUMMARY

District Planning Scheme No 2 (DPS2) includes ‘Bed and Breakfast’ as a use class within the zoning table. DPS2 provides no further guidance as to the appropriate location of this land use within a zone, parking requirements or management practices. The draft Local Planning Strategy includes an action to prepare a Bed and Breakfast Policy.

Informal guidance is currently provided to prospective Bed and Breakfast operators in the form of an information sheet. A draft policy has been prepared to formalise and expand the information currently contained in the existing information sheet.

The draft policy provides requirements on the provision of car parking and management of Bed and Breakfast accommodation.

At its meeting held on 9 May 2011, Council resolved to advertise the draft Bed and Breakfast Policy. The draft policy was advertised for a period of 21 days, closing on 27 October 2011.

Comments were received from two owner/operators of approved Bed and Breakfast businesses. The comments were in regard to the requirement to renew the applications yearly and sought clarification on several points, such as the required number of parking bays.

Minor changes are considered appropriate to the wording of the draft policy to clarify the provisions of the policy. It is recommended that the draft Bed and Breakfast policy, with minor modifications, be adopted as final.
BACKGROUND

At its meeting held on 16 February 2010 (CJ007-02/10 refers), Council adopted a draft Local Planning Strategy (LPS) for the City. The LPS contains a strategy and action relating to Bed and Breakfast accommodation as set out below:

**Strategy**

Promote home businesses, including bed and breakfasts, as important for local employment and provide opportunities for residents to ‘incubate’ a business.

**Action**

Prepare a Bed and Breakfast Policy.

The Policy Committee, at its meeting held on 8 August 2011, considered the draft policy and subsequently Council, at its meeting held on 20 September 2011 (CJ159-09/11 refers), resolved in part, that Council:

“5 in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADVERTISES the draft City Policy – Bed and Breakfast, as shown in Attachment 3 to Report CJ159-09/11, for public comment for a period of 21 days, subject to the following amendments:

**Car Parking**

- Point 1 - deletion of the words “For a single dwelling, this will be 2 car bays.”
- Point 2 – additional wording to be added at the end of the sentence as follows:

“No verge parking is permissible.”

**Management**

- Point 2

  - First dot point to be deleted.
  - The words “and granted” to be deleted from the second dot point.

- Point 3

  - First dot point to be deleted.
  - The words “and granted” to be deleted from the second dot point.

- Point 4 – to be reworded to read:

  “Separate bathroom facilities are encouraged to be provided for each Bed and Breakfast room.”

- An additional point (Point 5) to be added to read:

  “Access to a dining area must also be provided for guests within the dwelling, along with communal laundry facilities.”

  - Point 5 to be renumbered to Point 6.
  - Point 6 to be renumbered to Point 7
• Point 7 to be revised to align with the conditions set out for the Management Plan relating to the Short Stay Accommodation policy.”

DETAILS

‘Bed and Breakfast’ is defined within DPS2 as:

“any dwelling in which the resident of the dwelling provides accommodation on an overnight or short-term basis, usually to the travelling public, and may include the provision of breakfast.”

DPS2 identifies ‘Bed and Breakfast’ as being able to be considered for approval in the following zones:

- Residential zone - D (discretionary)
- Mixed Use zone - P (permitted)
- Business zone - D (discretionary)
- Commercial zone - P (permitted)
- Private Clubs and Recreation zone - P (permitted)
- Special Residential zone - D (discretionary)
- Rural zone - D (discretionary)

Bed and Breakfast is not permitted in the following zones:

- Civic and Cultural zone - X (not permitted)
- Service Industrial zone - X (not permitted)

The draft policy has been developed to provide guidance on:

• Preferred location.
• Car parking.
• Management.
• Signage.
• Public consultation.

In order to provide clarity as to the form of building that a Bed and Breakfast can occupy, the draft policy provides guidance on the use of Ancillary Accommodation and self-contained additions, as follows:

Use of Ancillary Accommodation

Ancillary Accommodation is self-contained accommodation that must be occupied by a family member of the main dwelling. However, in the event that the accommodation is no longer needed for this purpose, the ancillary accommodation becomes a vacant asset.

As an alternative use, the draft policy proposes to permit vacant Ancillary Accommodation be used as Bed and Breakfast accommodation. This arrangement can provide additional visitor accommodation for the City, whilst ensuring management is maintained due to the landowner or a permanent resident operating the Bed and Breakfast residing at the same property, as is required in order to be considered a Bed and Breakfast use under DPS2.

In the event that the Bed and Breakfast use ceases, a new approval for use as Ancillary Accommodation would need to be sought, or the kitchen facilities removed (in order that it is not self-contained and thereby not a second dwelling).
Other self-contained additions

Ordinarily, self-contained additions are only permitted in the form of Ancillary Accommodation, to ensure they are not used as a second dwelling on the site. The draft policy allows consideration be given to proposals to specifically construct a self-contained addition in order to operate a Bed and Breakfast activity.

However, this would need to be conditional on, in the event that the Bed and Breakfast use ceases, any kitchen facilities being removed (in order that it is not self-contained and thereby not a second dwelling) or approval being obtained for its use as Ancillary Accommodation.

In addition, it is considered appropriate that any self-contained addition used for Bed and Breakfast be of a size no larger than that of Ancillary Accommodation, that is, a maximum floor area of 60 sqm in accordance with the Residential Design Codes.

The draft Bed and Breakfast policy (as modified) is at Attachment 1 to this Report.

Issues and options considered:

Council has the option to:

- Adopt the draft policy;
- Adopt the draft policy, with modifications; or
- Refuse to adopt the policy.

Legislation/Strategic Plan/Policy Implications

Legislation

Clause 8.11 of DPS2 enables the City to prepare, amend and add to local planning policies that relate to any planning and development matter within the Scheme area.

Strategic Plan

Key Focus Area: The Built Environment.

Objective: 4.1 To ensure high quality urban development within the City.

Policy:

The subject of this report is a draft Bed and Breakfast Policy.

Risk Management Considerations:

DPS2 currently provides limited guidance for the assessment of bed and breakfast applications. There is therefore, a risk that City or Council decisions on Bed and Breakfast proposals may be difficult to defend in the event of a State Administrative Tribunal review. The adoption of a Bed and Breakfast Policy will provide specific requirements that applications will be assessed against and will therefore provide support for decision making.
Financial/Budget Implications:

Costs associated with advertising the proposed amendments to the policy in the local paper (already advertised), and notice of any final adoption of the amended policy, are approximately $810.

Regional Significance:

The adoption of a Bed and Breakfast Policy will provide greater guidance for the development of tourist accommodation within the City of Joondalup which helps to service the North West corridor.

Sustainability Implications:

The promotion of Bed and Breakfast accommodation will assist economic sustainability by providing further opportunities for local businesses and tourism.

Consultation:

The proposed policy was advertised for public comment for a period of 21 days, closing on 27 October 2011, as follows:

- Ten letters were sent to the owners/operators of approved Bed and Breakfast businesses within the City, as well as Tourism WA;
- A notice placed in the local and The West Australian newspapers; and
- A notice and documents were placed on the City’s website.

Two submissions were received during the advertising period being from owners/operators of approved Bed and Breakfast businesses. The submissions and the City's comments are provided in the schedule of submissions (Attachment 2 refers).

COMMENT

A number of issues raised in the submissions will assist in improving and clarifying the intent of the draft policy, as outlined below.

Renewal and public advertising of existing bed and breakfast businesses

Comments were made that the requirement to renew a bed and breakfast business each year were onerous.

It is considered that the need to renew the application every 12 months is necessary to allow for the City to ensure the business is operating in accordance with the approval. It also provides the applicant with the opportunity to update their application if the operation of the business has changed in the previous twelve months. The requirement to renew an approval is in line with the requirement for Home Businesses.

Comment was also made in regard to the need to advertise the application particularly if it is a renewal application. It is acknowledged that existing bed and breakfast businesses that have been operating without issue should not be re-advertised each year on renewal. It is therefore proposed that the policy be modified so that advertising is only required for the initial application, not the subsequent renewal. If complaints have been received or the operation of the business has changed, then advertising may be required. Clause 5.5 (a) is proposed to be modified to read:
1 All new applications and renewals for Bed and Breakfast accommodation will be advertised for public comment for a minimum period of 21 days by way of:

- Letter to adjoining and nearby landowners; and
- A notice on the City’s website.

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

Access to a communal laundry

Concern was raised in regard to allowing guests to access the owner’s laundry equipment. The submitter indicates that a laundry service is offered, rather than allowing access to the laundry.

This is considered to be appropriate, and it is proposed to modified clause 5.3 (f) to read:

Access to a dining area must also be provided for guests within the dwelling, along with communal laundry facilities or a laundry service.

Appendix - Cover Letter

Clarification was requested in regard to the requirement of providing a covering letter stating the number of expected visitors and how the business would be operated.

The intent is for an applicant to specify the maximum number of visitors at the bed and breakfast that can be accommodated at any one time rather than the estimated number of visitors over a year.

To clarify this point, it is proposed that the following point be modified as follows:

A cover letter stating the maximum number of expected visitors at any one time and how the Bed and Breakfast will be operated.

The above proposed modifications are highlighted in green in Attachment 1.

Format Modification

In addition to the minor modifications identified above, to update the policy in line with the current review of the policy manual, a number of formatting and wording improvements are also proposed. These proposed modifications do not change the intent or requirements of the policy. It is noted that the section titled ‘Appendix’ will not form part of the policy, however, the information will be provided to applicants in the form of an Information Sheet to ensure a complete application is submitted to the City.

These proposed modifications are highlighted in red (additions) and black strikethrough (deletions) in Attachment 1.

Conclusion

The advertising of the draft Bed and Breakfast Policy has not raised any issues that would warrant not proceeding with the proposal, however, modifications to the draft policy are proposed. It is recommended that the draft Bed and Breakfast Policy as modified (Attachment 1 refers), be adopted.
VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Gobbert, SECONDED Cr Hollywood that the Policy Committee RECOMMENDS that Council:

1. In accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADOPTS as final the Bed and Breakfast Policy, with modifications, as outlined at Attachment 1 of this Report;

2. NOTES the submissions received and ADVISES the submitters of Council’s decision.

The Motion was Put and CARRIED (6/0)

In favour of the Motion: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor

Appendix 2 refers

To access this attachment on electronic document, click here:
Attach2agnpolicy060212.pdf

ITEM 3 POLICY REVIEW – SIGNS POLICY

WARD: All

RESPONSIBLE DIRECTOR: Ms Dale Page Planning and Development

FILE NUMBER: 01907, 101515

ATTACHMENTS: Attachment 1 Signs Policy with proposed modifications

PURPOSE

The purpose of this report is for the Policy Committee to consider proposed amendments to the Signs Policy that will provide additional provisions for particular signs.

EXECUTIVE SUMMARY

The Signs Policy has been in operation since October 2009, and provides guidance for the types and locations of signage within the City. The operation of the Signs Policy has been reviewed, and is generally operating satisfactorily. It is considered, however, that the Policy can be updated with additional provisions for inflatable signs, and the prohibition of illuminated variable message signs other than event and road works signage.

It is recommended that the modified policy be advertised for public comment for a period of 21 days.
BACKGROUND

Council, at its meeting held on 13 October 2009 (CJ225-10/09 refers), adopted a new Signs Policy that provides guidance for the types and locations of signage within the City.

The Signs Policy has been in operation for two years and the review has found it is operating effectively. It has been identified that further clarification is required in regard to inflatable signage and variable message signs.

DETAILS

The proposed modifications are as follows:

- Clarification that Inflatable Signs cannot be located at ground level, must not have moving parts, and that ‘air dancer’ signs are not permitted.
- Addition of the category ‘Illuminated Variable Message Signs’ and prohibition of their use within the City.

The proposed modifications are outlined on pages 15 and 17 of Attachment 1.

Issues and options considered:

Council has the option to:

- Advertise the modified policy for public comment;
- Advertise the modified policy for public comment with further modifications; or
- Not support the advertising of the modified policy for public comment.

Legislation/Strategic Plan/Policy Implications

**Legislation**  
Clause 8.11 of the City of Joondalup District Planning Scheme No 2 enables Council to prepare, amend and add to the local planning policies that relate to any planning and development matter within the Scheme area.

**Strategic Plan**

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

**Objective:**  4.1  To ensure high quality urban design within the City.

**Policy**

**Signs**

**Risk Management Considerations:**

Not Applicable.

**Financial/Budget Implications:**

Costs associated with advertising any proposed amendment to the policy in the local paper, and notice of any final adoption of the amended policy, will be approximately $810.
Regional Significance:
Not Applicable.

Sustainability Implications:
Not Applicable.

Consultation:
Should Council wish to initiate the draft policy for the purpose of public advertising, the proposal is required to be advertised for a period of not less than 21 days. Advertising is undertaken by way of a notice published once a week for two consecutive weeks in a local newspaper, as well as on the City’s website.

COMMENT

Inflatable signs

Inflatable signs at ground level and ‘air dancer’ signs are potentially distracting to passing motorists, and are often located in areas designated for car parking or landscaping. The policy is proposed to be modified to clarify that if inflatable signs are to be used, they should only be located on the roof and not be moving or have moveable parts.

Illuminated variable message signs

Illuminated variable message signs contribute to visual clutter in industrial and commercial areas, can be distracting to motorists and are considered to be a hazard. Therefore, these forms of signs are not supported.

Illuminated variable message signs are not currently specifically addressed in the policy. It is proposed to include these signs as a specific signage type, and designate them as not permitted within the City. Illuminated Variable message signs erected on the verge on a temporary basis by or on behalf of a public utility or authority or for the purpose of temporary traffic control or other directional reasons may still be used.

The above proposed modifications are highlighted in green in Attachment 1.

Format Modification

In addition to the modifications identified above, to update the policy in line with the current review of the policy manual, a number of formatting and wording improvements are also proposed. These proposed modifications do not change the intent or requirements of the policy. These proposed modifications are highlighted in red (additions) and black strikethrough (deletions) in Attachment 1.

It is recommended that the modified Signs Policy be advertised for public comment for a period of 21 days.

VOTING REQUIREMENTS

Simple Majority.
MOVED Cr Hollywood, SECONDED Cr Ritchie that the Policy Committee RECOMMENDS that Council, in accordance with Clause 8.11 of District Planning Scheme No 2, ADVERTISES the proposed modifications to the Local Planning Policy ‘Signs’ as outlined in Attachment 1 to this Report, for public comment for a period of 21 days.

The Motion was Put and CARRIED (6/0)

In favour of the Motion: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor

Appendix 3 refers

To access this attachment on electronic document, click here: Attach3agnpolicy060212.pdf

ITEM 4 POLICY REVIEW - COMMUNICATIONS AND ELECTED MEMBERS - GENERAL POLICIES

WARD: All

RESPONSIBLE DIRECTOR: Mr Jamie Parry Governance and Strategy

FILE NUMBER: 13399 44688 101515

ATTACHMENTS: Attachment 1 Amendments to the Elected Members - General Policy. Attachment 2 Amendments to the Communications Policy.

PURPOSE

The purpose of this report is for the Council to consider amending:

1 the Elected Members – General Policy; and
2 the City’s Communications Policy.

EXECUTIVE SUMMARY

In view of good governance principles, the City’s policies should be reviewed periodically to ensure they maintain their currency and reflect the desires and expectations of the Council and the Joondalup community. A formal review of the City’s Policy Manual is now complete which has identified a number of minor and major amendments to various policies.

The Elected Members – General Policy relates to general matters for the Elected Members and the acceptable and permitted uses of the Council Chamber and the Civic Centre Meeting Rooms. The City also has a Communications Policy that details a range of communication considerations for Elected Members and other general provisions. The policy review highlighted that:

- some elements of the above policies would be better consolidated into other policies relating to Elected Members for ease of reference, rather than having to refer to several policy documents;
• some elements of the Communications Policy are operational matters and should be separated from policy elements that relate specifically to Elected Member communication; and
• there are policy provisions that are duplicated (such as access to information).

It is recommended that the Policy Committee RECOMMENDS that Council:

1 AMENDS the Elected Members – General Policy as detailed in Attachment 1 to this Report, NOTING that it will be retitled as the ‘Civic Centre Policy’;

2 AMENDS the Communications Policy as detailed in Attachment 2 to this Report, NOTING that it will be retitled as the ‘Elected Member Communications Policy’.

BACKGROUND

Elected Members – General Policy

The Elected Members - General Policy was first created in 1999 and has been subsequently amended by the Council since that time, the last being 16 June 2009 (CJ123-06/09 refers). The policy details:

• the Mayor as being the Council’s representative and the arrangements for when the Mayor and Deputy Mayor are not available to represent the Council and the City;
• the use of the Council Chamber and other meeting rooms within the civic centre;
• the recording of proceedings of Council meetings;
• how Elected Members are acknowledged on retirement and the dinner entitlements for Elected Members;
• how the community gain access to Elected Members and the administrative support in place to enable this to occur;
• the permitted use of the City’s corporate logo; and
• the type of information accessible to Elected Members.

These provisions can be grouped into areas of similar topics, being:

• matters that relate to the entitlements for Elected Members;
• communication and representation arrangements for Elected Members; and
• the use the City’s civic facilities and meeting rooms.

To simplify the City’s policy framework into areas or topics of common interest, it is recommended that:

• any Elected Member entitlements within this policy should be included in the Elected Members Allowances Policy (proposed to be retitled as the Elected Members Entitlements Policy);
• any provisions relating to Elected Member communication should be incorporated into the Communications Policy (proposed to be retitled the Elected Member Communications Policy); and
• the provisions relating to the use of the City's civic facilities should be retained in the Elected Members – General Policy, however it is proposed the policy be retitled as the 'Civic Centre Policy').

Communications Policy

As part of an overall review of the City's policy framework, the Communications Policy was originally adopted by the Council at its meeting held on 11 October 2005 (CJ206-10/05 refers). The policy details:

• the Chief Executive Officer as determining the styles, formats, protocols and processes for all written communications received by the City;
• the Chief Executive Officer being responsible for determining the content and presentation of the City's website;
• the principles of Elected Member communication and the statutory requirements that relate to the same;
• how Elected Members are to interact with the media;
• how correspondence of the Mayor and Councillors is to be treated;
• electronic correspondence for Elected Members and the use of information technology supplied by the City; and
• access to information held by the City.

These provisions can be grouped into areas of common interest, being:

• administrative matters that are the responsibility of the Chief Executive Officer; and
• communication and representation arrangements for Elected Members.

To simplify the City's policy framework into areas or topics of common interest, it is recommended that:

• the administrative matters relating to written communications and the management of the City's website be removed from the policy; and
• the Elected Member communication matters that are within the Elected Members – General Policy be included in the Communications Policy (proposed to be retitled the 'Elected Member Communications Policy').

DETAILS

Elected Members – General Policy

The Elected Members – General Policy contains specific provisions relating to the acknowledgement of retiring Elected Members and the number of Elected Member dinners held during the year (Attachment 1 refers). Recent changes have been made to the Local Government (Administration) Regulations 1996 that limit the value of gifts given by the City to Elected Members on retirement. The levels set are $100 for each year of service to a maximum amount of $1,000.
Both acknowledgement of service and Elected Member dinners are specific entitlements for Elected Members and should therefore be included in the Elected Members Allowances Policy (proposed to be retitled as the Elected Members Entitlements Policy). This policy details the allowances and various entitlements for Elected Members during their terms and it is therefore more appropriate that acknowledgement of service and dining be included in that policy. A separate report is submitted to the Council in relation to amending the Elected Members Allowances Policy, including the insertion of these two provisions.

The Elected Member – General Policy also contains provisions relating to the permitted uses of the City’s Civic Centre and the required approval process to use these facilities. As the use of the Civic Centre applies not only to Elected Members, and in consideration that it is recommended to remove Elected Member entitlements and communication provisions from the policy and incorporated into other policies, it is proposed that the Elected Member – General Policy should be renamed as the Civic Centre Policy and contain the existing provisions relating to the use of the Civic Centre facilities.

The proposed changes to the Elected Members – General Policy are detailed in Attachment 1 and the following summaries the proposed major changes:

- the provision relating to ‘Representing the City at Functions and Events’ has been included in the Communications Policy (to be retitled the Elected Member Communications Policy);
- the provision relating to ‘Acknowledgement of Service – Elected Members’ has been included in the Elected Members Allowances Policy (to be retitled as the Elected Members Entitlements Policy);
- the provision relating to ‘Elected Members Availability’ has been included in the Communications Policy (to be retitled the Elected Member Communications Policy);
- the provision relating to ‘Elected Members Dinners’ has been included in the Elected Members Allowances Policy (to be retitled as the Elected Members Entitlements Policy);
- the provision relating to ‘Corporate Logo’ has been deleted as it is a management issue the responsibility of which rests with the Chief Executive Officer; and
- the provision relating to ‘Access to Information’ has been included in the Communications Policy (proposed to be retitled the Elected Member Communications Policy).

Communications Policy

As detailed above, the Elected Member – General Policy contains provisions on how Elected Members are to engage with the community (including publically representing Council) and the administrative arrangements to support Elected Member engagement and community interaction. It is considered that these provisions would be better placed in the Communications Policy as this policy provides for Elected Member communication matters such as:
• how Elected Members are to interact with the media;
• how Elected Member correspondence is to treated and viewed by members of the community;
• the record keeping responsibilities that apply to Elected Member correspondence and communication; and
• access to information held by the City.

In this regard, the Communications Policy has been reviewed to consolidate the provisions relating to Elected Member communications into the one policy document, including those communication matters that are within the Elected Members – General Policy. The amended policy is detailed in Attachment 2.

**Issues and options considered:**

The Council can either:

• agree to the proposed amendments;
• insert new or revised provisions within the policies that it feels necessary and/or appropriate; or
• retain the existing policies in their current form.

**Legislation/Strategic Plan/Policy Implications**

**Legislation**


**Strategic Plan**

**Key Focus Area:** Leadership and Governance.

**Objective:** To lead and manage the City effectively.

**Policy**

Elected Members – General Policy.
Elected Members Allowances Policy.

**Risk Management Considerations:**

Not Applicable.

**Financial/Budget Implications:**

Not Applicable.

**Regional Significance:**

Not Applicable.
Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The City’s governance arrangements are strengthened when the City’s policy framework is reviewed periodically to ensure it remains reflective of the desires and direction of the Council and the expectations of the Joondalup community. The City’s policy framework should be simplified into policies that deal with similar matters to enable Elected Members and the community to obtain information without the need to view several policy documents.

The recommendation to the Council supports this view by consolidating various provisions into policy documents that deal with similar matters.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Gobbert, SECONDED Cr Hollywood that the Policy Committee RECOMMENDS that Council AMENDS the:

1 Elected Members – General Policy as detailed in Attachment 1 to this Report, NOTING that it will be retitled as the ‘Civic Centre Policy’;

2 Communications Policy as detailed in Attachment 2 to this Report, NOTING that it will be retitled as the ‘Elected Member Communications Policy’.

AMENDMENT MOVED Mayor Pickard, SECONDED Cr Hollywood that the motion be amended to read as follows:

“that the Policy Committee RECOMMENDS that the Council AMENDS the:

1 Elected Members – General Policy as detailed in Attachment 1 to this Report, with the following amendments and NOTING that it will be retitled as the ‘Civic Centre Policy’:

1.1 delete ‘As way of guidance’ and insert ‘generally’ after ‘should’ in clause 2.1(d) of the policy;

1.2 replace ‘Audio’ with ‘Electronic’ in clause 2.2 of the policy;

1.3 replace ‘Filming’ with ‘Recording’ and ‘film’ with ‘record’ in clause 2.3 of the policy;

2 Communications Policy as detailed in Attachment 2 to this Report, with the following amendments and NOTING that it will be retitled as the ‘Elected Member Communications Policy’:
2.1 replace ‘tahtn’ with ‘than’ in clause 3.6 of the policy;

2.2 insert ‘the size of which is to be determined by the Chief Executive Officer’ after ‘year’ in clause 3.6 of the policy;

2.3 insert ‘to’ after ‘prior’ in clause 3.6 of the policy.”

The Amendment was Put and CARRIED (6/0)

In favour of the Amendment: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor

The original motion as amended being that the Policy Committee RECOMMENDS that Council AMENDS the:

1 Elected Members – General Policy as detailed in Attachment 1 to this Report, with the following amendments and NOTING that it will be retitled as the ‘Civic Centre Policy’:

1.1 delete ‘As way of guidance’ and insert ‘generally’ after ‘should’ in clause 2.1(d) of the policy;

1.2 replace ‘Audio’ with ‘Electronic’ in clause 2.2 of the policy;

1.3 replace ‘Filming’ with ‘Recording’ and ‘film’ with ‘record’ in clause 2.3 of the policy;

2 Communications Policy as detailed in Attachment 2 to this Report, with the following amendments and NOTING that it will be retitled as the ‘Elected Member Communications Policy’:

2.1 replace ‘tahtn’ with ‘than’ in clause 3.6 of the policy;

2.2 insert ‘the size of which is to be determined by the Chief Executive Officer’ after ‘year’ in clause 3.6 of the policy;

2.3 insert ‘to’ after ‘prior’ in clause 3.6 of the policy.

The Motion was Put and CARRIED (6/0)

In favour of the Amendment: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor

Appendix 4 refers

To access this attachment on electronic document, click here: Attach4agnpolicy060212.pdf
ITEM 5  POLICY REVIEW - ELECTED MEMBERS ALLOWANCES (ELECTED MEMBER ENTITLEMENTS POLICY)

WARD:  All

RESPONSIBLE DIRECTOR:  Mr Jamie Parry
Governance and Strategy

FILE NUMBER:  27122, 44688, 13399, 101515

ATTACHMENTS: Attachment 1  Elected Member Entitlements of other Local Governments
Attachment 2  Elected Members Allowances Policy (with amendments including retitled as Elected Members Entitlements Policy)

PURPOSE

The purpose of this report is to consider proposed changes to the Elected Members Allowances Policy and address the request made at the Policy Committee meeting held on 29 November 2011, whereby a report was requested in relation to the provisions of information technology and access to the City's leisure facilities.

EXECUTIVE SUMMARY

In view of good governance principles, the City's policies should be reviewed periodically to ensure they maintain their currency and reflect the desires and expectations of the Council and the Joondalup community. A formal review of the City's Policy Manual is now complete which has identified a number of minor and major amendments to various policies.

At the Policy Committee meeting held on 29 November 2011, a report was requested on the Elected Members Allowances Policy, specifically in relation to the provision of information technology (IT) and access to the City’s leisure facilities. During the review of the City’s policy manual, major amendments were identified for the Elected Members Allowances Policy and given that the Policy Committee requested a report on this policy at its meeting held on 29 November 2011, the Elected Members Allowances Policy has been submitted as a separate report for consideration.

It is recommended that the Policy Committee RECOMMENDS that Council:

1  NOTES the information on Elected Members allowances and entitlements as detailed in this Report;

2  APPROVES the proposed amendments to the Elected Members Allowances Policy as detailed in Attachment 2 NOTING that the policy will be retitled as the Elected Members Entitlements Policy; and

3  NOTES the payments of Telecommunications and Information Technology Allowances to Elected Members will be adjusted accordingly in view of the revised payment schedule detailed in the policy in part 2 above.
BACKGROUND

The Elected Members Allowances Policy was first created in December 2001 and subsequent minor amendments to that policy have occurred since that time. The policy details:

- the level of support provided to the Mayor, Deputy Mayor and other Councillors in the performance of their role;
- the equipment and other items issued to Elected Members to enable them to perform their role;
- the fees and allowances paid to Elected Members by the City;
- the conference and training allocations provided for Elected Members and the criteria for attending such events; and
- the type of expenses incurred by an Elected Member that may be reimbursed by the City.

Whilst the Council has adopted a policy relating to Elected Member allowances and entitlements, many of the provisions and entitlements for Elected Members are contained and set within legislation.

Legislative provisions

The Local Government Act 1995 (the Act) sets the framework for Elected Members' entitlements by way of remuneration or expense reimbursement. In regard to understanding what can be lawfully paid to Elected Members, section 5.98(6) of the Act states:

'A local government cannot:

a) make any payment; or
b) reimburse an expense of,

a person who is a Council member or a mayor or president in that person's capacity as a council member, mayor or president unless the payment of reimbursement is in accordance with this Division.'

The relevant 'Division' is Division 8 of Part 5 of the Act, which contains sections 5.98 to 5.102. These sections, together with regulations 30-34AC of the Local Government (Administration) Regulations 1996 (the Regulations), set out the type of payments that can be lawfully made by the City to an Elected Member. Payments are limited to:

a) a fee for attending Council or Committee meetings (which may be either a fee per meeting up to an annual amount (section 5.98(1) and Regulation 30) or an annual fee (section 5.99 and regulation 34);

b) reimbursement of an expense of a kind that is prescribed by the Regulations and that has been incurred by an Elected Member (section 5.98(2), (3), and (4) and regulations 31 and 32);

c) in lieu of reimbursement for certain types of prescribed expenses, an allowance for that type of expense (section 5.99A and regulations 34A, 34AA and 34AB); or

d) a cash advance in respect of an expense for which the Elected Member can be reimbursed (section 5.102).

All four payment types are detailed within the Elected Members Allowances Policy.
Reimbursement of Elected Member Expenses

There are two categories of expenses that affect an Elected Member's entitlement to be reimbursed. An expense may be of a kind:

a) that the City is required to reimburse - such as telephone rental, child care and travel expenses to Council and Committee meetings (section 5.98(2)(a) and regulation 31); or

b) that the City has a discretion whether to reimburse, such as:
   i. an expense incurred by an Elected Member in 'performing a function in his or her capacity as a Council member'; and
   ii. an expense incurred by an Elected Member in being accompanied by another person while performing a function in his or her capacity as a Council member (section 5.98(2)(b) and regulation 32(b) and (c)).

For both types of expenses (required and discretionary), an Elected Member:

a) cannot - by way of reimbursement - be paid more than the actual amount that he or she spent; and

b) must verify the expense has been incurred by supplying sufficient information (regulations 31 and 32).

Elected Member Allowances

In lieu of reimbursement of certain prescribed expenses, an annual allowance for that type of expense can be paid by the local government. Specifically, the legislation states the expenses where an allowance can be paid to an Elected Member in lieu of reimbursement are limited to:

- telecommunication expenses – currently set at $2,400;
- information technology expenses – currently set at $1,000; and
- travelling and accommodation expenses – currently set at the rates specified in the Public Service Award 1992.

DETAILS

Current Elected Member Entitlements

Additional to the 'sitting fees' prescribed by legislation, the City pays or allocates the following allowances or reimburses the following expenses to Elected Members:

a) Telecommunications allowance - $2,400 statutory allowance in lieu of reimbursement.
b) Information Technology allowance - $1,000 statutory allowance in lieu of reimbursement.
c) Travelling (mileage) expenses - unlimited based on the Public Service Award 1992.
d) Child care expenses - unlimited based on the statutory rate (up to $20/hour).
e) Office furniture/equipment expenses - $1,140 discretionary reimbursement on election.
f) Other specified expenses - $1,030 discretionary reimbursement.
g) Conference and training expenses - $6,400 discretionary reimbursement ($13,000 for the Mayor).
Elected Members are also provided the following equipment during their term:

- a laptop computer;
- an all-in-one printer (fax/scanner/printer);
- internet router and hub;
- satchel or briefcase (optional);
- an Elected Member uniform (optional),
- a Driz-a-bone jacket or similar (optional);
- City of Joondalup vehicle licence plates (optional).

**Elected Member entitlements in other local governments**

Some local governments have approved a variety of discretionary expenses incurred by an Elected Member as being expenses that can be reimbursed. In viewing the policies and practices of other local governments, the words 'an expense incurred...in performing a function...as a Council Member' contained in the Act, have been viewed quite broadly, and therefore there are many variations between local governments on the expenses that are being reimbursed.

For instance, some local governments have determined a range of costs incurred by Elected Members as being reimbursable, including:

- travelling expenses incurred while using their own private motor vehicle in the performance of their official duties outside Council/Committee meetings (such as attending site visits, Citizenship Ceremonies, Workshops, off site meetings);
- some public transport/taxi fares;
- parking fees;
- clothing, apparel, corporate uniforms and other business wear;
- dry-cleaning and laundry services;
- 'living costs' at conferences such as:
  - taxi fares to and from airports/accommodation;
  - meals and refreshments;
  - extra conference programs;
- medical expenses;
- health and fitness programs;
- personal presentation, hairstyling and grooming;
- glasses and other visual aids;
- personal donations to charities;
- office equipment; and
- social/networking functions where a ticket cost is incurred.

A list of the allowances and entitlements of some local governments is contained in Attachment 1. In most instances and to control expenditure, local governments generally establish a maximum dollar limit for expenses that can be reimbursed under the respective discretionary reimbursement category. Where expenses are incurred above these maximum levels, any reimbursement is generally presented to the local government’s respective Council for consideration and approval.

**Information Technology and Telecommunications**

The City currently provides the following statutory entitlements to Elected Members for their information technology and telecommunication needs:

- $2,400 telecommunications allowance per annum; and
- $1,000 information technology allowance per annum.
The Elected Members Allowances Policy currently states that the telecommunications allowance is to be used for costs relating to plans/contracts, payments and purchase of fax machines, mobile phones and extra phone lines and costs and consumables associated with that use. Similarly the information technology allowance is provided in recognition of costs associated with internet connection, electronic diaries and the like.

At the Policy Committee meeting held on 29 November 2011 a request was made for a report in relation to the provision of information technology to Elected Members. The information technology currently supplied to Elected Members is a laptop computer, an all-in-one printer (fax/scanner/printer) and a router and hub for internet connection at the Elected Member’s residence. The laptop computers currently issued are those which have been considered to be suitable in meeting the business purposes of Elected Members and are compatible with the operational platforms of the City. The laptop computers are of the same standard as those provided to the City’s Executive and other staff throughout the City. This equipment is supplied in addition to the statutory allowance for information technology under the Regulations (currently set at $1,000) and the equipment is a similar standard issued by other local governments (such as the Cities of Stirling, Wanneroo, Swan and Melville).

However, advances in technology have seen the emergence of various mobile tablet and notebook devices that are improving business activity and accessibility for their users. Such devices allow improved remote and mobile access to emails, corporate documents, various other information sources (such as web sites) and improve communication in general.

In view of this, it is considered reasonable that the City’s Elected Members be supplied with an iPad at the commencement of their term, to enable Elected Members a level of flexibility and portability in performing their role, particularly in regard to communication and exchange of information, as well as other useful utilities. This new entitlement has been included in the revised policy submitted for consideration.

The option of providing Elected Members with Apple standard equipment has also been explored. An examination of the practices of some local governments has revealed that no local governments provide Apple standard equipment to their Elected Members as standard issue. It is assumed that any Elected Members of other local governments that have an Apple standard laptop may have purchased the equipment using their information technology allowance or at their own expense.

Apple equipment is comparable in price with Wintel equipment however both equipment types can range in price from $1,000 to $4,800 and specification as detailed below:

<table>
<thead>
<tr>
<th>Specification</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP ProBook 6550b (4GB memory, Intel i5 2.67 GHz dual core CPU, 32-bit Windows operating system.)</td>
<td>$ 965</td>
</tr>
<tr>
<td>HP EliteBook 8560W (64-bit Windows Operating System so it can use more than 4GB of memory, Intel i7-2860QM Quad Core processor, 32GM memory, 128 GB Solid State Drive plus 750GB hard drive, 17.3 HD Display.)</td>
<td>$4,778</td>
</tr>
<tr>
<td>HP EliteBook 8760W (64-bit Windows, Intel i7-2960QM Quad Core processor, 32GB memory, 750GB hard drive, 15.6 Display.)</td>
<td>$3,302</td>
</tr>
<tr>
<td>11-inch MacBook Air (2GB memory, 1.6GHz dual-core Intel Core i5, 64GB flash storage.)</td>
<td>$1,099</td>
</tr>
<tr>
<td>13-inch MacBook Air (4GB memory, 1.6GHz dual-core Intel Core i5, 128GB flash storage.)</td>
<td>$1,449</td>
</tr>
<tr>
<td>13-inch MacBook Pro (4GB memory, 2.4GHz CPU, 500GB hard disc.)</td>
<td>$1,399</td>
</tr>
</tbody>
</table>
There can be compatibility issues when files are shared between Apple standards and Wintel standards which can create viewing difficulties where the recipient may not have similar equipment. Furthermore, some of the City’s systems and software (such as LogoView and Forum Vote) has been developed to run in an MS Office environment and will, therefore not run on an alternative platform, thereby potentially hindering the Elected Members in the performance of their role. However, the City is investigating the replacement of these platforms and therefore may not be a restriction to Apple based standard equipment being issued in the future. The City does not currently provide technical support to Apple based equipment and does not have resource capacity to resolve any hardware / software issues. Such support will be sourced by an external provider to repair equipment faults should Apple based equipment be standard issue.

It is not considered there is any significant business advantage in converting to an Apple standard for Elected Member laptop computers only at this time and as such it is suggested that the current laptop specifications be retained.

In respect of telecommunication equipment, the City does not currently provide mobile phones or phone equipment to Elected Members as the Policy allocates the $2,400 statutory telecommunication allowance towards such costs and purchases.

Whilst other local governments may provide mobile phones for its Elected Members it is reasonable to conclude that most Elected Members already have a personal mobile phone, in which case the telecommunication allowance can be used for such expenses, plans and call costs. Elected Members already have a choice as to which type of phone they wish to use and purchase themselves including an I-phone. If the City was to provide an I-phone as well as the full communications allowance, this would have an estimated budget impact of between $8,827 and $12,987 (dependent on the specific model). There are also additional administrative matters to be considered should the City provide mobile phones to Elected Members such as set up and plan considerations, bill processing and technical support as the City owns the phone.

Access to the City’s Leisure Facilities

The Policy Committee, at its meeting held on 29 November 2011, also requested information regarding access to the City’s leisure facilities. The Elected Members’ Allowances Policy does not provide for free access for Elected Members to the City’s recreational facilities, nor is there any other type of health and wellbeing allocation or entitlement.

The provisions of such entitlements to Elected Members would need to satisfy the ‘test of reasonableness’ in that the Council would need to be satisfied that such expenditure is reasonably connected to the City’s performance of its statutory functions which includes the general function of providing for the ‘good government of persons in its district’ and whether such expenditure is necessary or appropriate in supporting the more specific functions of an Elected Member in the performance of their statutory role. If it is not considered reasonably connected or necessary to support the performance of the statutory role, then providing free access to the City’s leisure facilities could be determined as potentially constituting a gift and thereby be unlawful.

The Department of Local Government has clarified the difference between a gift and implicit/explicit statutory entitlements for Elected Members. The Department’s view is that unless it is an implicit or explicit entitlement that relates to the performance of an Elected Member’s role it would be considered a gift and cannot therefore be given. It is likely that the
provision of free access to leisure facilities for Elected Members would not be an implicit or explicit statutory entitlement and therefore would be considered a gift for the purposes of the Act and the Regulations.

The Act also provides some level of complexity regarding entitlements given to Elected Members. Section 5.100A of the Act clarifies that a local government can only give a gift to an Elected Member if it is in the prescribed circumstance. The prescribed circumstance is detailed in Regulation 34AC of the Regulations which states a gift can only be given to an Elected Member on retirement, and cannot exceed the prescribed level in the Regulations (being $100 for each year of service to a maximum amount of $1,000).

The Department of Local Government has confirmed that any expense or entitlement would need to be in line with the performance of an Elected Member’s role under the Local Government Act 1995 or any other written law.

Proposed Policy Amendments

For the City to provide good governance, its existing policies and documentation should be reviewed on a regular basis to ensure they reflect the desires and expectations of the Council and the Joondalup community.

The format of the policy is proposed to be amended to bring it into line with the standard now being used for all policy documents of the City. Whilst most of the proposed amendments to the Elected Members Allowances Policy are considered minor in nature, the more significant proposed changes are discussed below for the Council’s consideration.

- **2.2 – Equipment**

  I-Pads are proposed to become a standard issued to Elected Members and a reference has been included in this clause. A new provision has been included stating that the equipment will be replaced in accordance with the City’s replacement program. All equipment issued is new and the reference to ‘or as new condition’ has been removed from the policy as it is not the City’s current practice.

- **2.3 – Documentation**

  This clause detailed the various documents that are issued to Elected Members. The majority of the documents are either accessible from the City’s website or through the Elected Member’s Portal. The City no longer maintains hard copy manuals and as such it is recommended that this clause be amended to only list those items that are physically provided to Elected Members, being the Local Government Act 1995 (on request), the City’s Planning Scheme and Planning Policies, the City’s Code of Conduct, the City’s Annual Budget and Information Technology Service Agreement for Elected Members. All other information is accessible through the City’s website or the Elected Member’s Portal, however can be provided in hard copy if requested.

- **2.4 – Other Items**

  It has been practice over the years that Elected Members be issued with 50 Christmas Cards each year for their use during the festive season. It is proposed that this practice be included in the policy including the costs associated with postage. Elected Members also have access to the use of an electronic Christmas Card that can be emailed to unlimited recipients of an Elected Member’s choosing.
2.6 – Return of Equipment Issued

This clause has been simplified in wording and also includes a provision that a retiring Elected Member must return certain equipment within 14 days of them ceasing to be an Elected Member of the City.

However in view of the new provisions relating to Elected Member gifts on retirement (regulation 34AC of the Regulations), any residual or depreciated cost of any retained equipment will need to be deducted from the expenditure limit of any gift given to an Elected Member on retirement. It is suggested that wording to this effect be included in this clause of the Policy and also within the Acknowledgement of Service provision (10.2 of the Policy in Attachment 2 refers).

3.4 – Telecommunications Allowance

The existing policy states that the telecommunication allowance provided to Elected Members is set by legislation (currently $2,400). In recognition of the possible capital costs associated with telecommunication expenses, the current policy states payments will be made:

- 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.

The policy also states that where an Elected Member is re-elected to a second or further term, they will receive one-third of the allowance at the commencement of the next term, in recognition of the need to upgrade associated equipment.

The payments of both the Telecommunications Allowance and the Information Technology Allowance (discussed below) are made at different times during the year and at different percentages and are considered to be overly administratively complex and burdensome. The payment schedule was first introduced in October 2005 (CJ206-10/05 refers) and the reasons behind the percentage payments related to providing sufficient funds for upfront capital costs of telecommunication equipment and other information technology, is not evident from the report.

Notwithstanding, to simplify the timing of payments and to provide Elected Members the opportunity to update their information technology needs, it is recommended that the full allowance be paid on the commencement of each annual period (being 30 October each year).

3.5 – Information Technology Allowance

The policy currently states that the Telecommunications Allowance will be paid:

- 50% in advance on election; then
- 25% on completion of the third quarter (being 30 July); and
- 25% of completion of each subsequent quarter during the period of Office.

Similar to the reasons stated for the Telecommunications Allowance, it is proposed that the Information Technology Allowance payment be simplified and amended to occur in full at the commencement of the annual period (being 30 October each year).

The current payment scheduling for both the Telecommunications and Information Technology Allowances has created some confusion as to when payments are received as well introduce a level of administrative complexity. The suggested
changes offer clarity and consistency in that all Elected Members will receive the same payment amount at the same time, regardless if they are newly elected or continuing their terms of Office. Should the amendment be supported, any outstanding allowance balance will be paid so that each Elected Member receives their full entitlement.

- **New clause 7.6 – Allowances and limits are exclusive of GST**

  It is proposed that a new clause be inserted that states that all allowances and limits set within the policy are exclusive of GST. The levels set for Elected Member reimbursement limits should not include GST as this is administered by the City as part of its accounting processes. However, Tax Invoices need to be produced for the City to claim GST and therefore where an Elected Member does not provide appropriate documentary evidence to enable the GST to be claimed by the City, the full amount, inclusive of GST, would be required to be deducted from the relevant Elected Member’s entitlement amount.

- **New clause 7.7 – Supporting Documentation**

  A new clause is proposed which reiterates the provisions within legislation (regulation 31 and 32 of the Regulations) that documentary evidence is required for all expenses claimed such as the production of original tax invoices and receipts.

- **New Part 8 – Other Entitlements**

  A new part has been inserted into the Policy titled ‘Other Entitlements’ which includes the entitlements relating to Elected Member Dinners (clause 8.1) and Acknowledgement of Service (clause 8.2). Both of these entitlements exist in the Elected Member – General Policy but it is more appropriate that they be included in the Elected Member Allowances Policy as it details the various entitlements for Elected Members. The acknowledgement of service of Elected Members by way of a gift has now been included within the Regulations (regulation 34AC) and the new clause within the policy reflects this statutory limit.

It is also suggested that the name of the policy changes from ‘Elected Members Allowances Policy’ to ‘Elected Members Entitlements Policy’ as the content of the policy details more than just allowances that are provided to Elected Members.

**Issues and options considered:**

The Council can either:

- agree to the proposed amendments to the policy;
- insert new provisions within the policy that it feels is necessary and/or appropriate; or
- retain the existing policy in its current form.

**Legislation/Strategic Plan/Policy Implications**

**Legislation**

Division 8 of Part 5 of the *Local Government Act 1995.*
Regulations 30-34AB of the *Local Government (Administration) Regulations 1996.*

**Strategic Plan**

**Key Focus Area:** Leadership and Governance.

**Objective:** To lead and manage the City effectively.
Policy:

Elected Members Allowances Policy.
Elected Members – General Policy.

Risk Management Considerations:

The City is the custodian of public funds and is therefore entrusted to expend those funds for the good government of the persons in the district. Section 6.7(2) of the Act provides clarity in that ‘money held in the municipal account may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act [the Local Government Act 1995] or any other written law’. The general function of a local government, as described in section 3.1 of the Act, ‘is to provide for the good government of persons in its district’.

Whilst the legislation and the Elected Member Allowances Policy detail the type of payments and entitlements that are available for Elected Members, the broader and fundamental issue to consider in regard to payments and entitlements (including the purchase and issue of equipment), is that any expenditure of public funds must only be applied for the performance of the functions and the exercise of the powers conferred on the City by the Act or other written law.

A ‘test of reasonableness’ must also occur when considering expenditure for the reimbursement of expenses and indeed approving other payments or benefits to Elected Members. That is, the Council, must be satisfied that the expenditure is reasonably connected to the City’s performance of its statutory function. Another way of expressing this test is to ask whether the community would consider it reasonable that type of expense incurred by an Elected Member should be an expense that should be reimbursed by the local government. Consistent with the above principles, the test of reasonableness also applies to items of equipment supplied to Elected Members by the City, in that any equipment issued should assist or support the Elected Member in the performance of their statutory role.

The Council therefore must be cognisant that any changes to the Elected Members Allowances Policy satisfies the test of reasonableness and that any expenditure from the City’s Municipal Fund is for a purpose that is aligned with the performance of the Elected Member’s role. The levels set for expense reimbursements and the various other Elected Member entitlements must be cognisant of the legislative framework and limits currently in place.

Financial/Budget Implications:

As part of its annual budget, the City allocates the following level of funding for Elected Member entitlements and reimbursement costs:

- $ 60,000 – Mayoral allowance.
- $ 15,000 – Deputy Mayoral allowance.
- $ 98,000 – meeting fees.
- $ 31,200 – telecommunication allowances.
- $ 13,000 – information technology allowance.
- $ 13,390 – other specified expense allocation.
- $ 89,800 – conference and training allocation.
- $ 59,000 – other training costs.
- $ 6,840 – office furniture / equipment expense allocation (for six new elected members).
- $ 15,000 – travel and child care allocation.
- $401,230 total
The above total does not include costs associated with supplying the various items of equipment or other entitlements to Elected Members during the course of their term which is contained within the various operational budgets of the City. For instance the City’s provides approximately $16,800 as part of its annual catering costs for the Elected Member dinners (12 dinners were held during 2011 at an approximate average cost of $1,400 per dinner event (being the food and beverage costs for between 60 to 70 people). As part of the civic calendar of events, 18 Elected Member dinners are proposed for 2012).

Should the Council consider that I-phones are to be supplied to Elected Members in addition to the statutory telecommunications allowance, it is anticipated that the additional cost would be in the vicinity of $8,827 to $12,987 (dependent upon the standard of phone issued). Alternatively the Council could consider reducing the telecommunication allowance provided to Elected Members to offset additional costs for the City.

**Regional Significance:**

Not Applicable.

**Sustainability Implications:**

Not Applicable.

**Consultation:**

Not Applicable.

**COMMENT**

The Elected Members Allowances Policy (now to be titled the Elected Members Entitlements Policy) details those allowances, entitlements and expense reimbursement limits that are considered appropriate to assist an Elected Member in the performance of their role. A majority of the allowances and entitlements for Elected Members are detailed and set within legislation, however some entitlements are set by the respective local governments in view of their interpretation of the legislative provisions.

As a side issue, the *Local Government Amendment Bill 2011* (the Bill) is currently being debated before the Western Australian State Parliament and proposes changes to Elected Member fees, allowances and reimbursement entitlements, namely that they will now be set by the Salaries and Allowances Tribunal and not prescribed by Regulations (should the Bill pass). It is anticipated that this will provide some flexibility and differences across local governments in view of matters such as size, population or business demands on Elected Members.

Should the Bill pass through both Houses of Parliament and receive assent, all local governments will be required to set any fees, allowances and reimbursement entitlements at those levels prescribed by the Salaries and Allowances Tribunal. Whilst these levels have not yet been determined, it may require a further change to the City’s policy at a future time.

**VOTING REQUIREMENTS**

Simple Majority.
MOVED Cr Gobbert, SECONDED Cr Ritchie, that the Policy Committee RECOMMENDS that Council:

1. NOTES the information on Elected Members allowances and entitlements as detailed in this Report;

2. APPROVES the amendments to the Elected Members Allowances Policy as detailed in Attachment 2, NOTING that the policy will be retitled as the Elected Members Entitlements Policy; and

3. NOTES the payments of Telecommunications and Information Technology Allowances to Elected Members will be adjusted accordingly in view of the revised payment schedule detailed in the policy in part 2 above.

AMENDMENT MOVED Mayor Pickard, SECONDED Cr Taylor that part 2 be amended to read as follows:

"2. APPROVES the amendments to the Elected Members Allowances Policy as detailed in Attachment 2 subject to the following and NOTING that the policy will be retitled as the Elected Members Entitlements Policy:

a. amend clause 4.2 of the policy to read as follows:

   “4.2 Equipment

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

   a. Either a Macbook Air, Macbook Pro or an I-Mac; an Apple I-Phone, an Apple I-Pad and all-in-one printer.

   b. Time capsule or Airport Express for internet connection and use.

   c. Elected Member lounge key.


   e. Satchel or briefcase (optional).

   f. A set of City of Joondalup vehicle licence number plates, selection of numbers 2 to 20 (optional) (see 4.5 below).

   This equipment will be new and replaced in accordance with the City’s replacement program. The specification of the equipment supplied under 4.2(a) and 4.2(b) shall be the highest specification for the model proposed. Elected Members will be consulted prior to the provision of the equipment and have the opportunity to make requests for changes to the equipment supplied”;

2.2 delete “, mobile phones” from 5.4(b) of the policy.”.

The Amendment was Put and CARRIED (6/0)

In favour of the Amendment: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor
AMENDMENT MOVED Mayor Pickard, SECONDED Cr Taylor that the following be added to part 2:

2.3 delete “office” from 3.2(a)(viii) and 3.3(a)(i) of the policy;
2.4 delete “(on request)” from 4.3(a) of the policy;
2.5 delete “50” from 4.4(a)(iv) of the policy;
2.6 insert “and other institutions of relevance to local government activities” after “government” in 6.5(c) of the policy.

The Amendment was Put and CARRIED (6/0)

In favour of the Amendment: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor

PROCEDURAL MOVED Mayor Pickard, SECONDED Cr Corr that in accordance with clause 81 of the City of Joondalup Standing Orders Local Law 2005, clause 56(4)(b) of the City of Joondalup Standing Orders Local Law 2005 be suspended to allow further amendments to be made to the primary motion.

The Motion was Put and CARRIED (5/1)

In favour of the Motion: Cr Corr, Mayor Pickard, Crs Gobbert, Ritchie and Taylor
Against the Motion: Cr Hollywood

AMENDMENT MOVED Mayor Pickard, SECONDED Cr Gobbert that the following be added to part 2:

2.7 amend clause 9.4 of the policy to read as follows:

“9.4 Other Specified Expenses

The amount allocated for reimbursement of other specified expenses will be inflated annually from 1 July, based on the CPI Consumer Price Index (All Groups Perth) Rate of Australia, and rounded to the nearest $10.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual period. When an Elected 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.

a. Outside of child care and travel costs an Annual Reimbursement Limit of $1,040 (July 2011) shall be available to Elected Members during an annual period for reimbursement of costs incurred as a result of performing their duties as an Elected Member.

b. In keeping with the City’s strategic objectives of promoting healthy lifestyles that enhance mental and physical health and fitness, an Elected Member may claim up to $1,000 (July 2011) during each annual period for mental and physical health and fitness activities.”."
The Amendment was Put and CARRIED (5/1)

In favour of the Amendment: Cr Corr, Mayor Pickard, Crs Gobbert, Ritchie and Taylor
Against the Amendment: Cr Hollywood

The Original Motion as amended being that the Policy Committee RECOMMENDS that Council:

1. NOTES the information on Elected Members allowances and entitlements as detailed in this Report;

2. APPROVES the amendments to the Elected Members Allowances Policy as detailed in Attachment 2 subject to the following and NOTING that the policy will be retitled as the Elected Members Entitlements Policy:

   2.1 amend clause 4.2 of the policy to read as follows:

   “4.2 Equipment

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

   a. Either a Macbook Air, Macbook Pro or an I-Mac; an Apple I-Phone, an Apple I-Pad and all-in-one printer.

   b. Time capsule or Airport Express for internet connection and use.

   c. Elected Member lounge key.


   e. Satchel or briefcase (optional).

   f. A set of City of Joondalup vehicle licence number plates, selection of numbers 2 to 20 (optional) (see 4.5 below).

   This equipment will be new and replaced in accordance with the City’s replacement program. The specification of the equipment supplied under 4.2(a) and 4.2(b) shall be the highest specification for the model proposed. Elected Members will be consulted prior to the provision of the equipment and have the opportunity to make requests for changes to the equipment supplied”;

2.2 delete “, mobile phones” from 5.4(b) of the policy;

2.3 delete “office” from 3.2(a)(viii) and 3.3(a)(i) of the policy;

2.4 delete “(on request)” from 4.3(a) of the policy;

2.5 delete “50” from 4.4(a)(iv) of the policy;

2.6 insert “and other institutions of relevance to local government activities” after “government” in 6.5(c) of the policy;
2.7 amend clause 9.4 of the policy to read as follows:

“9.4 Other Specified Expenses

The amount allocated for reimbursement of other specified expenses will be inflated annually from 1 July, based on the CPI Consumer Price Index (All Groups Perth) Rate of Australia, and rounded to the nearest $10.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual period. When an Elected 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.

a. Outside of child care and travel costs an Annual Reimbursement Limit of $1,040 (July 2011) shall be available to Elected Members during an annual period for reimbursement of costs incurred as a result of performing their duties as an Elected Member.

b. In keeping with the City’s strategic objectives of promoting healthy lifestyles that enhance mental and physical health and fitness, an Elected Member may claim up to $1,000 (July 2011) during each annual period for mental and physical health and fitness activities.”; and

3 NOTES the payments of Telecommunications and Information Technology Allowances to Elected Members will be adjusted accordingly in view of the revised payment schedule detailed in the policy in part 2 above.

Was Put and CARRIED (6/0)

In favour of the Motion: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor

REASON

In accordance with Regulation 11 (da) of the Local Government (Administration) Regulations 1996, the reason the Policy Committee made its decision which was significantly different to what the administration recommended is because the Committee considered that the additional provisions within the Policy provide Elected Members with the necessary equipment to perform their role and to enable Elected Members to best serve the Joondalup community.

PROCEDURAL MOVED Mayor Pickard, SECONDED Cr Corr that in accordance with clause 81 of the City of Joondalup Standing Orders Local Law 2005, clause 56(4)(b) of the City of Joondalup Standing Orders Local Law 2005 be reinstated.

The Motion was Put and CARRIED (6/0)

In favour of the Motion: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor

Appendix 5 refers

To access this attachment on electronic document, click here: Attach5agnpolicy060212.pdf
ITEM 6         REVIEW OF POLICY MANUAL

WARD:         All
RESPONSIBLE  Mr Jamie Parry
DIRECTOR:     Governance and Strategy
FILE NUMBER:  26176, 101515
ATTACHMENTS:  
              Attachment 1  Standard Template for City and Council Policies
              Attachment 2  List of Current Policies with Comments Identifying Issues Specific to Each
              Attachment 3  Timetable for Review of Remaining Policies (2012)
              Attachments 4–30 Amended Policies

PURPOSE

The purpose of this report is to detail the review undertaken of the City of Joondalup Policy Manual and outline the proposed timeline for further review of specific policies.

EXECUTIVE SUMMARY

In accordance with good governance practices, regular reviews of the City's policies are required to ensure their continued relevance and applicability.

It has been six years since the last major review of the City's Policy Manual and as such, it was considered timely that a thorough review process be pursued in 2011. This process is now complete and has resulted in the development of a standard policy template and the identification of various minor and major amendments to existing City and Council Policies.

This report presents to the Policy Committee a proposed standard policy template, a list of minor amendments to existing policies and a schedule for review of policies requiring further major amendments.

Composite reports relating to the first group of reviewed policies that require major amendments are presented concurrently with this report.

*It is recommended that the Policy Committee RECOMMENDS that Council ADOPTS the amended policies and NOTES the Timetable for review of remaining policies.*

BACKGROUND

The City has recently undertaken a comprehensive review of the City of Joondalup Policy Manual. A complete review of the Manual was last carried out in 2005 (CJ206–10/05 refers). Reviews of individual policies have, however, been conducted since this time on an 'as required' basis.

The City's Policy Manual categorises policies into City and Council. City Policies are those which are developed for administrative and operational imperatives and have an internal focus. Council Policies are those which set governing principles and guide the direction of the organisation to align with community values and aspirations.
All policies are considered by the Policy Committee and endorsed by Council. Amongst the Council Policies are local planning policies that are developed in accordance with the City of Joondalup District Planning Scheme No. 2 and are therefore subject to a specific process for their development and endorsement.

DETAILS

The intention of this review was to assess the Policy Manual as a whole, rather than conducting independent reviews of discrete policies. In doing so, the following broad issues were identified:

1. Consistency — with regard to language, style and format.
2. Relevance — in terms of new plans and strategies that now supersede previously endorsed positions within existing policies.
3. Duplication — identified sections of policies that duplicate other policies, City plans and strategies, local laws, and/or State legislation.
4. Operational content — identified sections of policies deemed as being too operational and therefore more appropriate to be incorporated into a City protocol or operational plan.

In order to address the first of these issues (consistency), the City has developed a standard template for City and Council Policies. This is provided as Attachment 1. It should be noted that this template suggests the removal of the heading ‘Sustainability Statement’ which currently exists in 10 of the 74 City and Council Policies. It is suggested that this heading be removed for the purposes of consistency across all policies as well as to enhance readability by collapsing the ‘Statement’ and ‘Sustainability Statement’ sections under the same heading. The removal of the ‘Sustainability Statement’ heading is not intended to diminish the environmental, social and/or economic impact of these policies, as indeed, all City and Council policies are intended to preserve or enhance the sustainability of the City. Rather, for policies that specifically address the overall objectives of sustainability, such detail should be contained under the overall ‘Statement’.

Further, there exist both Council and City Policies on Sustainability specifically being:

- Council Policy – Sustainability Statement; and
- City Policy – Sustainability.

In addressing the remainder of the above issues, the City has developed a table listing all current City and Council policies (including local planning policies). This includes comments specific to each policy, identifying, in detail, the issues noted above. This is provided as Attachment 2.

Issues and Options Considered:

As a result of this review, the City has categorised all of its current policies into two groups:

1. Policies requiring only minor amendments (language, style, formatting etc.).
2. Policies requiring major amendments.

Minor Amendments

Included in the first of these groups (that is policies requiring only minor amendments or changes to reflect legislative amendments) are as follows:
• Access and Equity Policy
• Burning on Private Property Policy
• Cash-in-Lieu of Car Parking Policy
• Centres Strategy
• Child Care Centres Policy
• Community Consultation and Engagement Policy
• Dedicated Car Parking for Seniors and Parents with Prams
• Environmentally Sustainable Buildings in the City of Joondalup Policy (*suggested new name* — Environmentally Sustainable Design Policy)
• Environmentally Sustainable Buildings Policy (*suggested new name* — Environmentally Sustainable Design for City Buildings Policy)
• Freeman of the City of Joondalup Policy
• Height of Buildings Within the Coastal Area (Non-Residential Zones) Policy
• Home Business Policy
• Joondalup City Centre Car Parking for Commercial Development (*suggested new name* — Car Parking for Commercial Development (Joondalup City Centre) Policy)
• Memorials in Public Reserves Policy
• Naming of Public Facilities Policy
• Notification of Approved Commercial Development Policy
• Payment of Rates and Charges Policy
• Records Management Policy
• Recovery of Costs Awarded to the City Policy
• Requests for Sale of Public Open Space Reserves Policy
• Satellite Dishes, Aerials and Radio Equipment Policy
• Small Scale Renewable Energy Systems Policy
• Specified Area Rates Policy (*suggested new name* — Specified Area Rating Policy)
• State Administrative Tribunal Mediation and Revised Development Proposals Policy
• Statement on Circuses Policy (*suggested new name* Circuses Policy)
• Streetlight Shading Policy
• Vandalism to Vegetation on Land Owned or Managed by the City Policy

Minor amendments have been made to these policies and these have been provided as Attachments 4–30, including suggested changes to the name of the policy where the current name was deemed inappropriate or not reflective of the purpose of the policy.

Note that 12 of the above policies are local planning policies (prepared in accordance with Clause 8.11 of City of Joondalup District Planning Scheme No 2), namely:

• Cash-in-Lieu of Car Parking Policy
• Centres Strategy
• Child Care Centres Policy
• Environmentally Sustainable Buildings in the City of Joondalup Policy (*suggested new name* — Environmentally Sustainable Design Policy)
• Height of Buildings Within the Coastal Area (Non-Residential Zones) Policy
• Home Business Policy
• Joondalup City Centre Car Parking for Commercial Development (*suggested new name* — Car Parking for Commercial Development (Joondalup City Centre) Policy)
• Notification of Approved Commercial Development Policy
• Requests for Sale of Public Open Space Reserves Policy
• Satellite Dishes, Aerials and Radio Equipment Policy
• Small Scale Renewable Energy Systems Policy
• State Administrative Tribunal Mediation and Revised Development Proposals Policy

For these policies, a consultation process will need to be carried out in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, regardless of the extent of the amendment, due to the wording of the clause, namely that “any amendment or addition to a Policy shall follow the procedures set out in (a)–(e)”. It is therefore recommended that these be advertised simultaneously to more efficiently complete the amendment process.

**Major Amendments**

For the second group of policies (that is those identified as requiring major amendments); a timetable for review has been developed and provided at Attachment 3, outlining the Policy Committee Meetings in 2012 in which each policy will be presented. In accordance with Attachment 3, the following policies will be presented concurrently within separate reports at this Meeting:

• Alfresco Activities Policy
• Communications Policy (*suggested new name* — Elected Member Communications Policy)
• Elected Members — Allowances Policy (*suggested new name* — Elected Members Entitlements Policy)
• Elected Members — General Policy (*suggested new name* — Civic Centre Policy)
• Financial Planning — Strategic Matters (*suggested removal*)
• Review and Development of Policies Policy (*suggested removal*)
• Signs Policy

These policies have been selected for consideration at the February 2012 Policy Committee Meeting on the basis of being either recent requests from Council/Policy Committee for review; already part-way through an existing review process; or considered unnecessary and therefore recommended for revocation.

In addition to the policies listed in Attachment 3, the following policies will be reviewed as part of the Property Management Framework and will be scheduled for consideration by the Policy Committee after the adoption of the Framework:

• Community Facilities — Built Policy
• Hire of Community Facilities and Venues Policy
• Management of Community Facilities Policy
Setting Fees and Charges Policy

Legislation/Strategic Plan/Policy Implications:

Legislation:

This report refers to various City and Council policies (including local planning policies), some of which relate to State and Federal legislation. Such legislation is detailed on each individual policy in the ‘Related Documentation’ section.

Strategic Plan:

Key Focus Area: Leadership and Governance

Objective: 1.3 To lead and manage the City effectively.

Policy:

This report refers to the City of Joondalup Policy Manual in its entirety.

Risk Management Considerations:

In order to remain transparent and to facilitate appropriate decision-making processes, it is imperative that policies reflect the current positions of Council and work practices at the City. If not effectively maintained, there are risks associated with potentially misleading the community through publicly available, unreviewed policies.

Financial/Budget Implications:

Minor advertising costs will be associated with fulfilling the consultation requirements for amending identified local planning policies. This is not anticipated to exceed $2,000.

Regional Significance:

Not Applicable.

Sustainability Implications:

A number of Council and City Policies have been developed to provide policy direction for the sustainable management of the City’s activities and services. It is important to ensure that these policies remain relevant and consistent with best practice through regular review processes.

Consultation:

In accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, local planning policies are required to be made available for public comment for a period of 21 days (regardless of the extent of their amendments). It is therefore recommended that the 12 amended local planning policies (identified in the ‘Issues and Options Considered’ section above) be advertised simultaneously.

With regard to the remainder of the amended policies, it is not recommended that these be advertised for public comment, as these policies have only received minor amendments (that is language, style and formatting),

(Note: For the policies identified for separate review, the issue of consultation can be dealt with on a case-by-case basis as each policy is presented to the Policy Committee.)
COMMENT

This review of the Policy Manual has been comprehensive in addressing the issues of consistency, relevance, duplication and the operational nature of some of the policies. The City is confident that the policies provided as Attachments 4–30, require only minor amendments at this stage and can be recommended for adoption by Council.

VOTING REQUIREMENTS

Simple Majority.

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

1. NOTES the Standard template for City and Council Policies provided as Attachment 1 to this Report;
2. NOTES the List of current policies with comments identifying issues specific to each provided as Attachment 2 to this Report;
3. NOTES the Timetable for review of remaining policies provided as Attachment 3 to this Report;
4. ADOPTS the following amended Policies:
   4.1 Access and Equity Policy provided as Attachment 4 to this Report;
   4.2 Burning on Private Property Policy provided as Attachment 5 to this Report;
   4.3 Cash-in-Lieu of Car Parking Policy for advertising provided as Attachment 6 to this Report;
   4.4 Centres Strategy for advertising provided as Attachment 7 to this Report;
   4.5 Child Care Centres Policy for advertising provided as Attachment 8 to this Report;
   4.6 Community Consultation and Engagement Policy provided as Attachment 9 to this Report;
   4.7 Dedicated Car Parking for Seniors and Parents with Prams provided as Attachment 10 to this Report;
   4.8 Environmentally Sustainable Design Policy for advertising provided as Attachment 11 to this Report;
   4.9 Environmentally Sustainable Design for City Buildings Policy provided as Attachment 12 to this Report;
   4.10 Freeman of the City of Joondalup Policy provided as Attachment 13 to this Report;
4.11 Height of Buildings within the Coastal Area (Non-Residential Zones) Policy for advertising provided as Attachment 14 to this Report;

4.12 Home Business Policy for advertising provided as Attachment 15 to this Report;

4.13 Car Parking for Commercial Development (Joondalup City Centre) Policy for advertising provided as Attachment 16 to this Report;

4.14 Memorials in Public Reserves Policy provided as Attachment 17 to this Report;

4.15 Naming of Public Facilities Policy provided as Attachment 18 to this Report;

4.16 Notification of Approved Commercial Development Policy for advertising provided as Attachment 19 to this Report;

4.17 Payment of Rates and Charges Policy provided as Attachment 20 to this Report;

4.18 Records Management Policy provided as Attachment 21 to this Report;

4.19 Recovery of Costs Awarded to the City Policy provided as Attachment 22 to this Report;

4.20 Requests for Sale of Public Open Space Reserves Policy for advertising provided as Attachment 23 to this Report;

4.21 Satellite Dishes, Aerials and Radio Equipment Policy for advertising provided as Attachment 24 to this Report;

4.22 Small Scale Renewable Energy Systems Policy for advertising provided as Attachment 25 to this Report;

4.23 Specified Area Rating Policy provided as Attachment 26 to this Report;

4.24 State Administrative Tribunal Mediation and Revised Development Proposals Policy for advertising provided as Attachment 27 to this Report;

4.25 Circuses Policy provided as Attachment 28 to this Report;

4.26 Streetlight Shading Policy provided as Attachment 29 to this Report;

4.27 Vandalism to Vegetation on Land Owned or Managed by the City Policy provided as Attachment 30 to this Report;

5. in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2, ADVERTISES the following amended policies for public comment for a period of 21 days:

5.1 Cash-in-Lieu of Car Parking Policy provided as Attachment 6 to this Report;

5.2 Centres Strategy provided as Attachment 7 to this Report;
5.3 Child Care Centres Policy provided as Attachment 8 to this Report;

5.4 Environmentally Sustainable Design Policy provided as Attachment 11 to this Report;

5.5 Height of Buildings within the Coastal Area (Non-Residential Zones) Policy provided as Attachment 14 to this Report;

5.6 Home Business Policy provided as Attachment 15 to this Report;

5.7 Car Parking for Commercial Development (Joondalup City Centre) Policy provided as Attachment 16 to this Report;

5.8 Notification of Approved Commercial Development Policy provided as Attachment 19 to this Report;

5.9 Requests for Sale of Public Open Space Reserves Policy provided as Attachment 23 to this Report;

5.10 Satellite Dishes, Aerials and Radio Equipment Policy provided as Attachment 24 to this Report;

5.11 Small Scale Renewable Energy Systems Policy provided as Attachment 25 to this Report.

5.12 State Administrative Tribunal Mediation and Revised Development Proposals Policy provided as Attachment 27 to this Report.

AMENDMENT MOVED Mayor Pickard, SECONDED Cr Hollywood that part 4 and 5 to read as follows:

“4 DEFERS consideration of the following amended Policies to the next meeting of the Policy Committee:

4.1 Access and Equity Policy provided as Attachment 4 to this Report;

4.2 Burning on Private Property Policy provided as Attachment 5 to this Report;

4.3 Cash-in-Lieu of Car Parking Policy for advertising provided as Attachment 6 to this Report;

4.4 Centres Strategy for advertising provided as Attachment 7 to this Report;

4.5 Child Care Centres Policy for advertising provided as Attachment 8 to this Report;

4.6 Community Consultation and Engagement Policy provided as Attachment 9 to this Report;

4.7 Dedicated Car Parking for Seniors and Parents with Prams provided as Attachment 10 to this Report;

4.8 Environmentally Sustainable Design Policy for advertising provided as Attachment 11 to this Report;
4.9 Environmentally Sustainable Design for City Buildings Policy provided as Attachment 12 to this Report;

4.10 Freeman of the City of Joondalup Policy provided as Attachment 13 to this Report;

4.11 Height of Buildings within the Coastal Area (Non-Residential Zones) Policy for advertising provided as Attachment 14 to this Report;

4.12 Home Business Policy for advertising provided as Attachment 15 to this Report;

4.13 Car Parking for Commercial Development (Joondalup City Centre) Policy for advertising provided as Attachment 16 to this Report;

4.14 Memorials in Public Reserves Policy provided as Attachment 17 to this Report;

4.15 Naming of Public Facilities Policy provided as Attachment 18 to this Report;

4.16 Notification of Approved Commercial Development Policy for advertising provided as Attachment 19 to this Report;

4.17 Payment of Rates and Charges Policy provided as Attachment 20 to this Report;

4.18 Records Management Policy provided as Attachment 21 to this Report;

4.19 Recovery of Costs Awarded to the City Policy provided as Attachment 22 to this Report;

4.20 Requests for Sale of Public Open Space Reserves Policy for advertising provided as Attachment 23 to this Report;

4.21 Satellite Dishes, Aerials and Radio Equipment Policy for advertising provided as Attachment 24 to this Report;

4.22 Small Scale Renewable Energy Systems Policy for advertising provided as Attachment 25 to this Report;

4.23 Specified Area Rating Policy provided as Attachment 26 to this Report;

4.24 State Administrative Tribunal Mediation and Revised Development Proposals Policy for advertising provided as Attachment 27 to this Report;

4.25 Circuses Policy provided as Attachment 28 to this Report;

4.26 Streetlight Shading Policy provided as Attachment 29 to this Report;

4.27 Vandalism to Vegetation on Land Owned or Managed by the City Policy provided as Attachment 30 to this Report;

DEFERS consideration of the following amended Policies to the next meeting of the Policy Committee:
5.1 Cash-in-Lieu of Car Parking Policy provided as Attachment 6 to this Report;

5.2 Centres Strategy provided as Attachment 7 to this Report;

5.3 Child Care Centres Policy provided as Attachment 8 to this Report;

5.4 Environmentally Sustainable Design Policy provided as Attachment 11 to this Report;

5.5 Height of Buildings within the Coastal Area (Non-Residential Zones) Policy provided as Attachment 14 to this Report;

5.6 Home Business Policy provided as Attachment 15 to this Report;

5.7 Car Parking for Commercial Development (Joondalup City Centre) Policy provided as Attachment 16 to this Report;

5.8 Notification of Approved Commercial Development Policy provided as Attachment 19 to this Report;

5.9 Requests for Sale of Public Open Space Reserves Policy provided as Attachment 23 to this Report;

5.10 Satellite Dishes, Aerials and Radio Equipment Policy provided as Attachment 24 to this Report;

5.11 Small Scale Renewable Energy Systems Policy provided as Attachment 25 to this Report.

5.12 State Administrative Tribunal Mediation and Revised Development Proposals Policy provided as Attachment 27 to this Report.”

The Amendment was Put and CARRIED 6(/0)

In favour of the Motion: Crs Corr, Gobbert, Hollywood, Ritchie, Taylor and Mayor Pickard

The Original Motion as amended, being that the Policy Committee RECOMMENDS that Council:

1. NOTES the Standard template for City and Council Policies provided as Attachment 1 to this Report;

2. NOTES the List of current policies with comments identifying issues specific to each provided as Attachment 2 to this Report;

3. NOTES the Timetable for review of remaining policies provided as Attachment 3 to this Report;

4. DEFERS consideration of the following amended policies to the next meeting of the Policy Committee:

4.1 Access and Equity Policy provided as Attachment 4 to this Report;

4.2 Burning on Private Property Policy provided as Attachment 5 to this Report;
4.3 Cash-in-Lieu of Car Parking Policy for advertising provided as Attachment 6 to this Report;

4.4 Centres Strategy for advertising provided as Attachment 7 to this Report;

4.5 Child Care Centres Policy for advertising provided as Attachment 8 to this Report;

4.6 Community Consultation and Engagement Policy provided as Attachment 9 to this Report;

4.7 Dedicated Car Parking for Seniors and Parents with Prams provided as Attachment 10 to this Report;

4.8 Environmentally Sustainable Design Policy for advertising provided as Attachment 11 to this Report;

4.9 Environmentally Sustainable Design for City Buildings Policy provided as Attachment 12 to this Report;

4.10 Freeman of the City of Joondalup Policy provided as Attachment 13 to this Report;

4.11 Height of Buildings within the Coastal Area (Non-Residential Zones) Policy for advertising provided as Attachment 14 to this Report;

4.12 Home Business Policy for advertising provided as Attachment 15 to this Report;

4.13 Car Parking for Commercial Development (Joondalup City Centre) Policy for advertising provided as Attachment 16 to this Report;

4.14 Memorials in Public Reserves Policy provided as Attachment 17 to this Report;

4.15 Naming of Public Facilities Policy provided as Attachment 18 to this Report;

4.16 Notification of Approved Commercial Development Policy for advertising provided as Attachment 19 to this Report;

4.17 Payment of Rates and Charges Policy provided as Attachment 20 to this Report;

4.18 Records Management Policy provided as Attachment 21 to this Report;

4.19 Recovery of Costs Awarded to the City Policy provided as Attachment 22 to this Report;

4.20 Requests for Sale of Public Open Space Reserves Policy for advertising provided as Attachment 23 to this Report;

4.21 Satellite Dishes, Aerials and Radio Equipment Policy for advertising provided as Attachment 24 to this Report;
4.22 **Small Scale Renewable Energy Systems Policy** for advertising provided as Attachment 25 to this Report;

4.23 **Specified Area Rating Policy** provided as Attachment 26 to this Report;

4.24 **State Administrative Tribunal Mediation and Revised Development Proposals Policy** for advertising provided as Attachment 27 to this Report;

4.25 **Circuses Policy** provided as Attachment 28 to this Report;

4.26 **Streetlight Shading Policy** provided as Attachment 29 to this Report;

4.27 **Vandalism to Vegetation on Land Owned or Managed by the City Policy** provided as Attachment 30 to this Report;

5 DEFERS consideration of the following amended policies to the next meeting of the Policy Committee:

5.1 **Cash-in-Lieu of Car Parking Policy** provided as Attachment 6 to this Report;

5.2 **Centres Strategy** provided as Attachment 7 to this Report;

5.3 **Child Care Centres Policy** provided as Attachment 8 to this Report;

5.4 **Environmentally Sustainable Design Policy** provided as Attachment 11 to this Report;

5.5 **Height of Buildings Within the Coastal Area (Non-Residential Zones) Policy** provided as Attachment 14 to this Report;

5.6 **Home Business Policy** provided as Attachment 15 to this Report;

5.7 **Car Parking for Commercial Development (Joondalup City Centre) Policy** provided as Attachment 16 to this Report;

5.8 **Notification of Approved Commercial Development Policy** provided as Attachment 19 to this Report;

5.9 **Requests for Sale of Public Open Space Reserves Policy** provided as Attachment 23 to this Report;

5.10 **Satellite Dishes, Aerials and Radio Equipment Policy** provided as Attachment 24 to this Report;

5.11 **Small Scale Renewable Energy Systems Policy** provided as Attachment 25 to this Report.

5.12 **State Administrative Tribunal Mediation and Revised Development Proposals Policy** provided as Attachment 27 to this Report.

The Motion was Put and CARRIED (6/0)

In favour of the Motion: Cr Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie and Taylor
ITEM 7  REMOVAL OF THE FINANCIAL PLANNING — STRATEGIC MATTERS POLICY AND REVIEW AND DEVELOPMENT OF POLICIES POLICY

WARD: All

RESPONSIBLE DIRECTOR: Mr Jamie Parry Governance and Strategy

FILE NUMBER: 26176, 101299, 101280, 101515

ATTACHMENTS: Attachment 1 Financial Planning — Strategic Matters Policy
Attachment 2 Review and Development of Policies Policy

PURPOSE

This report seeks the Policy Committee’s endorsement to recommend that Council removes the current Financial Planning — Strategic Matters Policy and Review and Development of Policies Policy from the Policy Manual.

EXECUTIVE SUMMARY

Following the recent review of the City’s Policy Manual, two policies were queried for their continued relevance and as such, are being recommended to the Policy Committee for removal as part of the Manual review process.


BACKGROUND

In 2011, a comprehensive review of the City’s Policy Manual was undertaken to determine whether current policies are:

- reflective of current Council positions and work practices;
- of continued relevance;
- consistent with regard to format and style;
- too operational and therefore, better served as a City Protocol; and/or
- duplicated within other City policies, plans, strategies and legislation.

This process resulted in the identification of two policies that have been either superseded by new external requirements or duplicate existing Council documents, namely:

- Financial Planning — Strategic Matters Policy; and
- Review and Development of Policies Policy.
DETAILS

Financial Planning — Strategic Matters Policy:

This Policy was first created in September 2006 at the request of the Commissioners in 2005 (CJ064-04/05 refers), when establishing the new Policy Manual and Framework that is still in effect today.

At the time, the Commissioners identified several strategic policy gaps present within the Policy Manual and as such, recommended the development of the following policies:

- Financial Planning — Strategic Matters;
- Economic Development;
- Community Development; and
- Public Participation.

Whilst all of these policies are still in place today, they have been subject to re-evaluation as part of the Policy Manual review process in 2011 to determine their continued relevance. Each of these policies will be presented back to the Policy Committee over the course of 2012 with the outcomes of the review process.

The Financial Planning — Strategic Matters Policy (Attachment 1 refers) has now been reviewed. Its current purpose is noted as outlining the requirements under the Local Government Act 1995 for local governments to prepare and adopt an Annual Budget and Plan for the Future, which takes into consideration long-term financial impacts and goals for the City. The impacts and goals are noted as being summarised within a Strategic Financial Management Plan that is underpinned by several principles outlined within the Policy statement.

In light of the recent introduction of the Department of Local Government’s Integrated Planning and Reporting Framework and the anticipated release of the supporting Advisory Standards in 2012, the relevance of Plans for the Future and the proposed content of long term financial management plans are now outdated and superseded by legislative changes that standardise strategic planning requirements across local governments.

The policy is also considered repetitive in that it duplicates stated requirements under legislation and does not provide strategic direction for decision-making by the Council.

As such, the policy is recommended to the Policy Committee for removal. It is also noted that future guidance in relation to long term financial planning for the City should be provided through the new Integrated Planning and Reporting Framework and supporting Advisory Standards.

Review and Development of Policies Policy:

This policy was first created in October 2005 as part of the establishment of the new Policy Manual and Framework.

It currently defines:

- several terms used within the Policy Manual;
- provides a flow diagram of the process required to develop or review a policy; and
- outlines the terms of reference of the Policy Committee.
This information duplicates that which is provided within the introduction of the *Policy Manual*. It is also considered too procedural for incorporation within a policy and does not add value to or assist the decision-making processes of Council.

As such, it is recommended to the Policy Committee for removal.

**Issues and Options Considered:**

The Policy Committee has the option to either accept or reject the recommendation to remove the *Financial Planning — Strategic Matters Policy and Review and Development of Policies Policy* as part of the review of the *Policy Manual*.

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

**Legislation:**

Not Applicable.

**Strategic Plan:**

**Key Focus Area:** Leadership and Governance

**Objective:** 1.3 To lead and manage the City effectively.

**Policy:**

This report relates to the review of the City’s *Policy Manual*.

**Risk Management Considerations:**

In order to remain transparent and to facilitate appropriate decision-making processes, it is imperative that policies reflect the current positions of Council and work practices at the City. If not effectively maintained, there are risks associated with potentially misleading the community through publicly available, unreviewed policies.

**Financial/Budget Implications:**

Not Applicable.

**Regional Significance:**

Not Applicable.

**Sustainability Implications:**

Not Applicable.

**Consultation:**

Given the internal nature of the *Financial Planning — Strategic Matters Policy and Review and Development of Policies Policy*, it is not recommended that a consultation process be undertaken to support the removal of the policies.
COMMENT

It is important for good governance practices that policies of the City are reviewed regularly to ensure their continued relevance to the decision-making processes of the Council.

It is considered that the policies: Financial Planning – Strategic Matters Policy and Review and Development of Policies Policy, have been either superseded by new external requirements or duplicate existing Council documents and are therefore recommended for removal.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Gobbert, SECONDED Cr Corr that the Policy Committee RECOMMENDS that Council REMOVES the current:

1. Financial Planning — Strategic Matters Policy from the Policy Manual as detailed in Attachment 1 of this Report; and


The Motion was Put and CARRIED (6/0)

In favour of the Motion: Crs Corr, Mayor Pickard, Crs Gobbert, Hollywood, Ritchie, and Taylor

Appendix 7 refers

To acces this attachment on electronic document, click here: Attach7agnpolicy060212.pdf

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Nil

CLOSURE

There being no further business, the Presiding Person declared the Meeting closed at 8.06 pm, the following Committee Members being present at that time:

Cr Brian Corr
Mayor Troy Pickard
Cr Liam Gobbert
Cr Kerry Hollywood
Cr Teresa Ritchie
Cr Philippa Taylor
ALFRESCO ACTIVITIES POLICY

CATEGORY: City Council Policy - A policy that is developed for administrative and operational imperatives and has an internal focus.

City policies are referred to Council for review and endorsement.

RESPONSIBLE DIRECTORATE: Planning and Community Development Planning and Development

OBJECTIVES:

1. To encourage and facilitate alfresco activities within the City of Joondalup as a means of increasing vibrancy and choice. Alfresco activities refer to outdoor dining and/or the consumption of alcohol by the general public while seated at tables that are located on the street verge or in a public space, generally as an extension of an existing premises already operating within an adjacent building.

2. To allow for the operations of alfresco activities in such a manner that will not conflict with, or prejudice, the activities in adjacent premises (commercial and/or residential) or interfere with the traffic flow in the area or any other normal function of the area.

3. To provide guidelines for the granting of planning approval for alfresco activities.

4. To complement the provisions for outdoor dining as specified in Part 3 – Outdoor Dining – Trading in Public Places Local Law.

To provide a consistent and coordinated approach to the approval and management of alfresco activities on City owned or managed land.

1. AUTHORITY

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

2. APPLICATION

This Policy shall apply to all alfresco activities situated on City-owned or -managed land on which alfresco activities occur as an extension of an adjacent commercial business.
3. **DEFINITIONS**

“**alfresco activities**” means outdoor dining and/or the consumption of alcohol by the general public while seated at tables that are located on the street verge or in a public space, generally as an extension of an existing premises already operating within the adjacent building.

“**Alfresco Zone**” means the area of the verge or other public space where alfresco activities may be permitted.

“**Kerbside Zone**” is the area between the road and the Alfresco Zone, which ensures that adequate area is provided between the Alfresco Zone and roadside activities (i.e.: opening of car doors, informal pedestrian crossings, refuge from traffic or minimum separation between alfresco activities and passing traffic).

“**Pedestrian Zone**” means the area that provides a continuous and unobstructed pathway.

“**verge**” means the space between the property boundary and the road, commonly occupied by footpath or landscaping.

4. **STATEMENT**

The City encourages alfresco activities within its district as a means of increasing vibrancy and choice for residents and visitors. It seeks to achieve this in a balanced way which takes into consideration issues of pedestrian safety, traffic flow and local amenity for residents and other commercial operators. As such, to complement the conditions on alfresco activities provided by the City’s *Trading in Public Places Local Law 1999*, this local planning policy has been developed to further guide the planning approval process for alfresco activities.

5. **DETAILS**

**POLICY AREA:**

This policy shall apply to alfresco activities within the City of Joondalup. The policy is to be implemented in conjunction with the provisions of Part 3 — Outdoor Dining of the City of Joondalup’s Trading in Public Places Local Law.

**STATEMENT**

**ELEMENT 1: ALFRESCO LOCATION**

5.1 **Alfresco Location**

The City of Joondalup employs a system of Zones within the verge to accommodate and balance its uses. Zone widths may vary depending on the overall width of the footpath or the specifics of a particular location or use.
a. Notwithstanding the site-specific guidelines that follow, alfresco activities must conform to the following and be configured in the manner illustrated below in Figure 1, unless the City of Joondalup deems compliance is not necessary in a particular instance.

<table>
<thead>
<tr>
<th>Pedestrian Zone:</th>
<th>2 metres minimum width</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfresco Zone:</td>
<td>2.5 metres maximum width</td>
</tr>
<tr>
<td>Kerbside Zone:</td>
<td>0.5 metres (Kerbside Zone abuts on-street parking) or 1 metre minimum (Kerbside Zone abuts a lane of traffic)</td>
</tr>
</tbody>
</table>

![Figure 1. General standard for alfresco location](image)

b. Alfresco activities located on Lakeside Drive and Central Walk must conform to the following and be configured in the manner illustrated in Figure 2.

<table>
<thead>
<tr>
<th>Lakeside Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Zone:</td>
</tr>
<tr>
<td>Alfresco Zone:</td>
</tr>
<tr>
<td>Kerbside Zone:</td>
</tr>
</tbody>
</table>
Alfresco activities located on Lakeside Drive and Central Walk must conform to the following:

<table>
<thead>
<tr>
<th>Central Walk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Zone:</td>
</tr>
<tr>
<td>Alfresco Zone:</td>
</tr>
<tr>
<td>Kerbside Zone:</td>
</tr>
</tbody>
</table>

![Figure 2. Alfresco location for Lakeside Drive](image)

For the purpose of buildings with frontage to both Central Walk and Boas Avenue, alfresco activities may abut the building along both frontages and be located beneath awnings where provided in accordance with Figure 4 below.

![Figure 3. Alfresco location for Central Walk](image)

c. For the purpose of buildings with frontage to both Central Walk and Boas Avenue, alfresco activities may abut the building along both frontages and be located beneath awnings where provided in accordance with Figure 4 below.
Alfresco activities located along the Boas Avenue frontage must conform to the dimensions for the alfresco, pedestrian and kerbside zones as specified in Figure 1.

Figure 4. Alfresco location for buildings abutting Central Walk — between Boas Avenue and Reid Promenade

ELEMENT 2: STREETSCAPE AND AMENITY

5.2 Streetscape and Amenity

a. Alfresco activities must be appropriate to the character and functions of the area in which they are proposed to be located.

b. The alfresco activities must be presented in a way that enhances the amenity of the adjoining properties and the street in general.

c. Alfresco activities must not restrict pedestrian access under awnings, with the exception of Central Walk where alfresco activities are permitted beneath awnings.

ELEMENT 3: TABLES AND CHAIRS

5.3 Tables and Chairs

a. No chairs, tables or incidental structures are permitted outside the designated and approved Alfresco Zone.
b. Chairs and tables utilised within the Alfresco Zone must be suitable for outdoor use. Plastic chairs and tables are not permitted.

c. Chairs and tables must be able to withstand windy conditions yet be moveable so to access the area for cleaning purposes.

Note: Where the proposed alfresco activity increases the seating capacity of the premises, the application may result in a greater car parking requirement.

ELEMENT 4: SHELTER, SHADE, BARRIERS AND INCIDENTAL STRUCTURES

5.4 Shelter, Shade, Barriers and Incidental Structures

a. Alfresco activities shall be demarcated to the satisfaction of the City of Joondalup. This is to be achieved through the use of planter boxes. Fences are not permitted.

Note: Any structures placed within the public domain in accordance with this clause must be considered in respect to other clauses in this Policy and the City of Joondalup’s Trading in Public Places Local Law 1999.

b. Alfresco activities may incorporate non-permanent shelter or shade structures (for example e.g.: umbrellas) where under the following conditions.

i. Such structures are firmly anchored and free of sharp protrusions.

ii. Such structures have a minimum 2 metres vertical clearance from the pavement to any overhead structure.

c. Alfresco activities may incorporate a permanent shade structure where under the following conditions (see Figure 5 for example).

i. The verge to on which the permanent shade structure is located exceeds 5 metres in width.

ii. The shade structure does not exceed 3 metres in height above pavement level.

iii. The shade structure is to be constructed of similar materials and be is sympathetic to the building to which it adjoins.

iv. The design of the permanent structure is not to does not give the impression that the verge is a private space.

v. Any screening for weather protection, with the exception of roof covers and breeze barriers, may only include must be visually permeable clear plastic blinds (café blinds) or other clear blinds which can be easily seen through during both the day and night and are readily removable. Canvas and shade cloth type materials will are not be permitted.
vi. Clear plastic rolled down blinds (café blinds) are not to be affixed to awnings, with the exception of the alfresco areas identified in Figure 4 of this Policy.

vii. Screening is retracted or removed when the alfresco activities are not in operation.

Figure 5. Example of a permanent shade structure on 9 metres wide verge.

d. Alfresco activities shall incorporate planter boxes (at the expense of the City) or other such structures as deemed appropriate by the City and under the following conditions.

i. Planter boxes and other such structures are not erected between the building and the Alfresco Zone. The Alfresco Zone facing the building must remain open.

ii. Planter boxes and other such structures must not be greater than 1.2 metres in height.

iii. Planter boxes and other such structures do not have the visual effect of enclosing a public place.

iv. Planter boxes and other such structures must not hinder use of a public place during and after trading hours;

v. Planter boxes and other such structures no advertising is to be displayed advertising on these structures.

vi. Planter boxes and other such structures must be maintained in accordance with an approved Management Plan.
e. Alfresco activities and associated structures (shade structures, seating, planter boxes, screens, fencing etc.) must not damage street trees, street furniture or pose a safety risk.

**ELEMENT 5: HAZARD MANAGEMENT**

**5.5 Hazard Management**

a. Alfresco activities must not restrict direct pedestrian access to buildings entrances/exports.

b. Alfresco activities should not result in the gathering of customers or incidental structures that:
   - impede pedestrian or vehicular movements; and/or
   - cause conflict with or inconvenience other adjoining activities.

Pedestrians should be able to make normal use of the footpath without being obliged to step into the road at any point, or make other unwarranted detours.

c. Alfresco activities must not obstruct sight lines for either vehicles or pedestrians, both at road/laneway junctions and vehicle access crossovers.

d. Additional requirements or conditions of approval, including the provision of bollards, increased Kerbside Zone or other may be imposed dependant on the nature of a street intersection, traffic speeds or other circumstance.

**ELEMENT 6: MANAGEMENT**

**5.6 Management**

a. The applicant is solely responsible for all and any associated costs associated with the removal, alteration, repair, reinstatement or reconstruction (to the satisfaction of the City of Joondalup) of the street carriageway, footpath or any part thereof arising from the use of the Alfresco Zone.

b. Umbrellas and other temporary structures must be stored away in extreme wind conditions, and in all cases, must be stored away from the public space after hours of operation.

c. Council will accept no responsibility or liability for any interruption to business caused by the need for Council, any other Authority or adjoining development to carry out any type of maintenance works or new development on or in the vicinity of the approved alfresco area.
CREATION DATE:       June 1999

AMENDMENTS:          CJ024-02/04, CJ052-04/08, CJ225-10/09, CJXXX-XX/XX

RELATED DOCUMENTATION:
- Alfresco Dining Information Sheet
- City of Joondalup District Planning Scheme No. 2
- Schedule of Fees and Charges
- Trading in Public Places Local Law 1999
APPENDIX

The following information is provided to assist applicants when preparing an application for alfresco activities.

REQUIREMENTS TO OPERATE ALFRESCO ACTIVITIES:

In order to operate alfresco activities prospective operators require:

- a valid planning approval; and
- a valid outdoor dining licence issued under the City of Joondalup’s Trading in Public Places Local Law.

Note: Depending on the location of proposed alfresco areas and whether permanent structures are proposed, applications for planning application, may need to be referred by the City of Joondalup to other public authorities for comment or approval (eg Main Roads WA).

MAKING AN APPLICATION FOR PLANNING APPROVAL:

Applications must be accompanied by

- Completed Development Application Form (Form 1)

  The application form is required to be signed by the City of Joondalup where the road reserve is vested to the City.

- Site Plan (3 copies)

  A scale site plan (1:200) of the development site indicating the location of:

  - any street furniture or other structures situated in the verge area including any power poles, bollards, phone booths, bus shelters, fire hydrants, street trees or free-standing signage;

  - the footpath and carriageway alignment, vehicle crossovers and any on-street parking.

  - The proposed alfresco activities including the seats (both alfresco-dining seating and seating internal to the premises), tables, screens, planter boxes or any other permanent or temporary structures proposed to be used of displayed in the alfresco zone.

- Elevation (3 copies)

  A scale elevation is to be provided to indicate the height and detail of any screens, bollards or proposed structures associated with the alfresco activities.

- A management plan as outlined under part 3 (clause 17d and e) Outdoor Dining of the City of Joondalup’s Trading in Public Places Local Law.

- A management plan outlining the manner in which the planter boxes will be maintained on a regular basis.
Photographs or manufacturer’s details of the furniture to be used;

Any applicable fees

FEES

(Development Application Fee) In accordance with the City of Joondalup schedule of fees and charges.

(Use of Public Land Fee) Fees and charges relating to the use of public land will be charged at a rate per square metre of alfresco dining area in accordance with the City of Joondalup schedule of fees and charges.

PLANNING APPROVAL

A planning approval for alfresco activities will include the following standard conditions and advice notes:

____ Conditions

1. The licence holder shall make adequate insurance arrangements to the satisfaction of the City of Joondalup, for a minimum public liability insurance cover of $10 million. It will also be a condition of the licence that the City will respond to any actions, suits, claims, damages, losses and expenses caused by or arising from the negligence of the Council and the licensee will respond to any suits, claims, damages, losses and expenses caused by or arising from the negligence of the licensee. A copy of the policy will need to be provided to the City prior to the commencement of trading. The City of Joondalup shall be advised directly by the insurance company of any possible changes to the policy.

2. Structures and furniture must be stable under windy conditions.

3. The operator shall not, without the prior approval of the City of Joondalup:

   (a) make use of any method of noise making (ie live music, record, tape, radio, etc);

   (b) carry out any specific functions (ie fashion parades, art exhibitions, etc);

   (c) prevent the public from using the alfresco zone, whether paying customers or not.

4. The operator shall keep the alfresco zone clean and free from rubbish to the satisfaction of the City of Joondalup.

5. All structures associated with the alfresco activities shall be maintained in a good condition to the satisfaction of the City.

6. The approval is valid for a period of 36 months.
7. The tables, chairs and all equipment associated with the alfresco activities shall be removed from the public space outside normal trading hours for the associated premises.

8. Any modifications of the street verge or any relocation of existing street furniture, trees or services shall not be undertaken without the prior approval of the City of Joondalup. All costs associated with any such works will be totally at the applicant(s) expense.

9. Planter boxes shall be maintained by the operator in accordance with an approved management plan.

Advice Notes

1. In granting approval, the City of Joondalup may limit operating hours.

2. The City of Joondalup reserves the right to require the alfresco zone to be cleared at any time, either permanently or temporarily, at the applicant’s expense, in order to undertake essential maintenance work, accommodate road widening, or other required works.
BED AND BREAKFAST ACCOMMODATION POLICY

CATEGORY: Council Policy
 RESPONSIBLE DIRECTORATE: Planning and Development
 OBJECTIVE: To provide guidance and provisions for the establishment of bed and breakfast accommodation that will minimise the impact on adjoining properties.

1. AUTHORITY

This Policy has been prepared in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No. 2 (DPS2) which allows Council to prepare planning policies relating to planning or development within the Scheme area.

2. APPLICATION

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

3. DEFINITIONS

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

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

“short-term basis”, for the purpose of this Policy, means a period of accommodation that does not exceed a continuous period of 3 months.

4. STATEMENT

The City of Joondalup supports diversity of accommodation types to facilitate tourism activities within its district. In considering applications for bed and breakfast accommodation, Council shall take into consideration the location, siting and design of the bed and breakfast to ensure such accommodations are compatible with, and avoid adverse impacts on, the amenity of adjoining and surrounding areas.
5. **DETAILS**

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

### 5.1 Location

a. Preferably, Bed and breakfast accommodation should be located close to high frequency public transport, Commercial Centres, beaches or tourist attractions is encouraged.

b. The appearance of the bed and breakfast accommodation must be in keeping with the surrounding environment, and should not be detrimental to the amenity of the adjoining properties or surrounding area by way of excessive noise or vehicle movement and parking.

### 5.2 Car Parking

a. One car parking bay is required per guest bedroom. In addition, car parking for permanent residents is to be in accordance with the *Residential Design Codes of Western Australia*.

b. All parking is to be provided on-site; no verge parking is permissible.

c. The bed and breakfast accommodation must not require the provision of car parking bays in a manner that would detract from the residential appearance of the dwelling or dominate the streetscape.

### 5.3 Management

a. The owner/resident of the bed and breakfast accommodation shall *must* reside on-site at all times that *while* the bed and breakfast is in operation.

b. Up to 6 guests may be accommodated at any one time, exclusive of the permanent residents. *(N.b.: Note: additional guests will lead to the premises being required to be registered and comply as a Lodging House under the *Health Act 1911.*)

c. The provision of separate bathroom facilities *are is* encouraged to be provided for each bed and breakfast room.

d. Access to a dining area must also be provided for guests within the dwelling, along with communal laundry facilities or a laundry service.

e. Meals may only be provided for bed and breakfast guests. This is usually breakfast, but may include other meals.
f. A Management Plan is required to **must** be submitted at the time of lodging the application. The operation of the bed and breakfast is then required to be in accordance with that approved Plan and the Management Plan must be kept on the premises at all times. The Management Plan shall cover and/or **must** include **measures to address the following:**

- the ongoing maintenance of the premises and all common property areas;
- the control of noise;
- the security of guests, residents and visitors;
- the control of anti-social behaviour and potential conflict between guests, residents and neighbours. A Code of Conduct or ‘House Rules’ shall be prepared detailing the expected behaviour of guests in order to minimise any impact on adjoining properties.
- Compliance with House Rules, such as recycling;
- management of car parking management plan;
- Exclusive use of exclusive storage areas by the permanent occupier(s) of the dwelling;
- management of complaints, in the form of a formal Complaints Management Procedure (which is to **must** include the provision of the bed and breakfast accommodation owner’s contact telephone number to **for** adjoining neighbours); and
- compliance with Strata By-Laws (if applicable) in the form a Statement of Compliance. If located on a strata-titled development, appropriate by-laws being entered into the strata management statement acknowledging the bed and breakfast activity on the site.

The Management Plan shall be kept on the premises at all times, and the Code of Conduct or House Rules shall be displayed in a prominent position within the premises.

g. A ‘Code of Conduct’ or ‘House Rules’ is required to be submitted at the time of lodging the application. This document must detail the expected behaviour of guests in order to manage anti-social behaviour and potential conflict between guests, residents and neighbours. The document must then be displayed in a prominent position within the premises.

h. Ancillary accommodation that is no longer needed for that purpose, may be utilised for bed and breakfast purposes with the approval of the City. In the event that the bed and breakfast activity ceases, approval will again be required in order to use the addition as ancillary accommodation.

i. Self-contained dwelling additions up to 60 square metres in area, whether separate from the main dwelling or not, may be utilised for bed and breakfast purposes with the approval of the City. In the event that the bed and breakfast activity ceases:
• any kitchen facilities are to be removed in order ensure that the addition is no longer self contained; or
• approval is to must be sought and granted by the City to utilise the addition as ancillary accommodation.

5.4 Signage

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

5.5 Public Consultation

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

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

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

5.6 Approval Period

Any approval issued is valid for 12 months. Prior to the expiry of the approval, an application to renew the bed and breakfast must be submitted and approved by the City to enable the continuation of the activity.
The following information is provided to assist applicants when preparing an application for a Bed and Breakfast.

MAKING AN APPLICATION FOR PLANNING APPROVAL

- An Application for Approval to Commence Development Form – MRS Form 1 signed by the owner of the land
- Planning approval application fee in accordance with the City of Joondalup schedule of fees and charges.
- Site plans (3 copies)
  - A scaled site plan (1:200) of the site indicating the location of:
    - lot boundaries
    - the dwelling; and
    - onsite parking for residents and guests
- Floor plans (3 copies)
  - A scale floor plan indicating the rooms to be used for the Bed and Breakfast accommodation.
- A cover letter stating the maximum number of expected visitors at any one time and how the Bed and Breakfast will be operated.
- The management plan required by the Bed and Breakfast Policy.

Please note: applications cannot be accepted without the complete information, an application form and a fee, as referred to above.

OTHER REQUIREMENTS

In order to operate a Bed and Breakfast, prospective operators may require the following additional approvals:

1. The Food Act 2008 requires any food handling premises (i.e. the provision of meals for guests) to register as a Food Business with the Local Government.

2. If alterations or additions are proposed, a Building Licence may be required to be obtained from the Local Government.

3. Each guest bedroom is to be provided with an approved smoke detector installed in accordance with Building Code of Australia. A Dry Chemical Portable Fire Extinguisher shall be installed in each guest bedroom. An emergency lighting system is to be installed in appropriate areas of the dwelling as deemed necessary.
4. The City encourages applicants to provide access and facilities for aged and disabled persons. Information regarding design for access and mobility can be found in Disability Standards (Access to Premises – Buildings) 20101, Disability Discrimination Act 1992 and the Australian Standard (AS) 1428.1.

STANDARD CONDITIONS OF APPROVAL

A planning approval for Bed and Breakfast may include the following standard conditions and advice notes.

Conditions:

1. The maximum number of guests shall not exceed 6 persons at any one time.

2. A maximum of ___ vehicles associated with the Bed and Breakfast guests shall be permitted on the premises at any one time.

3. All visitor parking associated with the bed and breakfast to be accommodated on-site at all times.

4. Signage for the development is limited to one sign which can be a maximum area of 0.2m².

5. The Bed and Breakfast shall be operated in accordance with the submitted Management Plan.

6. This approval is valid for a period of 12 months only from the date of this decision letter.

Advice notes:

1. Further to condition ___ a new application must be lodged with the City for a determination before this approval expires should you wish to continue operating the Bed and Breakfast.

2. Should the applicant wish to provide food to guests, an application for Registration under the Food Act 2008 is required to be lodged with the City prior to the commencement of operation.


CONSIDER YOUR NEIGHBOURS

The use of dwellings for bed and breakfast should not impact adversely on the privacy of neighbours. The operation of any Bed and Breakfast needs to be carefully managed such that the quiet and relaxed atmosphere which characterises many residential neighbourhoods is maintained. Attention should be paid to minimise the disturbance to neighbours during the arrival and departure of visitors.
<table>
<thead>
<tr>
<th>NO</th>
<th>NAME AND ADDRESS OF SUBMITTER</th>
<th>DESCRIPTION OF AFFECTED PROPERTY</th>
<th>SUBMISSION SUMMARY</th>
<th>OFFICER OR COUNCIL’S RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>G Ash 88 Cliff Street Sorrento WA 6020</td>
<td>88 Cliff Street Sorrento WA 6020</td>
<td>Comment. Generally agrees with the proposal in that neighbours should be consulted and the provision of two parking bays. Disagrees with the proposal of having to reapply each year for approval. If a business has been operating without complaints from adjoining neighbours who were consulted at the application stage then the renewal process is just more red tape. Suggests their policy would be as follows: 1. New applicants go through the policy the City has proposed and adjoining neighbours notified. 2. Once operators are approved they’re on a trial period of one year. Neighbours are advised of the trial period and if they have any complaints with regards to the business in that period they must advise the City in writing. These complaints are investigated and all parties are advised</td>
<td>Noted. Noted. It is considered important for businesses to renew their approvals each year so compliance with the relevant approval, legislation and policies can be assessed. It also allows the City to be made aware of businesses that are no longer operating and provides operators the opportunity to change the operations of their business if, for example, they wish to increase or decrease the number of rooms used for the purpose of a bed and breakfast. However if the business is operating without any issues it may not need to be re-advertised when the application is renewed each year. The proposed suggestions do not take into account changes that may occur such as businesses ceasing to operate, landownership changes for the subject sites as well as adjoining and nearby landowners and changes in legislation. The requirement of renewing the home business applications ensures the City’s records are updated to reflect the true business operations and keeps the adjoining and nearby landowners informed of the businesses operating with development approval in the area.</td>
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<tr>
<td>2</td>
<td>K &amp; M Clemmans 20 Lakevalley Drive Edgewater WA 6027</td>
<td>Comment.</td>
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<tr>
<td></td>
<td>20 Lakevalley Drive Edgewater WA 6027</td>
<td>Agrees with the majority of provisions for the draft policy.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Understands the preference for Bed and Breakfast accommodation to be located close to high frequency public transport, commercial centres, beaches or tourist attractions doesn’t stop the businesses to be located elsewhere within the City.</td>
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<tr>
<td></td>
<td></td>
<td>The City encourages Bed and Breakfast businesses to operate near high frequency public transport routes, commercial centres, beaches and tourist attractions for the convenience of guests who may be dependent on public transport and can walk</td>
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<tr>
<td></td>
<td>Questions point 1 under the car parking requirements as to whether it means if there are two bedrooms are two parking bays required?</td>
<td>Doesn’t understand point 2 and 3 under the Management requirements where it is indicated that Ancillary Accommodation or self contained additions have been approved for the use of a Bed and Breakfast, in the instance the Bed and Breakfast cease operations then approval would be required to revert back to Ancillary Accommodation.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Point 1 of the parking requirements states that one (1) car parking bay is required per guest bedroom. Therefore if there is only one guest bedroom, only one car parking bay for guests will be required. If however there are three guest bedrooms then three car parking bays will be required for guests.</td>
<td>Points 2 and 3 outlined in the Management section of the policy indicate that if the use ceases approval is required to revert back to the former ancillary accommodation or self contained additions. If approval is granted for a Bed and Breakfast and after the 12 month approval period the use ceases then a new approval is required. If during the 12month approval period there are times when there are no guests or if the landowners choose not to charge guests for staying this doesn’t mean the business has ceased.</td>
<td></td>
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<td></td>
<td>Is confused about point 5 under the Management requirements which states separate bathroom facilities are encouraged to be provided for each Bed and Breakfast room. They believe one bathroom for two rooms is acceptable.</td>
<td>Point 5 states separate bathroom facilities are encouraged however it is not a compulsory requirement. It is recommended that separate facilities are provided for the convenience of the guests particularly when there may be more than one guest or group of guests facilitated within the guest rooms.</td>
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<td></td>
<td>Seeks clarification in regards to the requirement for guests to have access to communal laundry facilities. They provide a laundry service as they do not wish for guests to use their laundry equipment.</td>
<td>It is consider appropriate that a laundry service be offered in lieu of requiring laundry facilities for guests. This can be clarified through a proposed modification to the wording in the policy.</td>
<td></td>
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<tr>
<td></td>
<td>Agrees with the requirement of a management plan being submitted when lodging an application for a Bed and Breakfast. Suggests details should be included such as what to do in an emergency, contact numbers, what to do when neighbours cause a disturbance, ensure a first aid kit is available for guest, clarify the use of facilities and who they are for, e.g. the bbq, can guests invite other guests over? When the pool and deck area can be used.</td>
<td>The policy outlines the minimum details required. The applicant can provide more detail if they wish.</td>
<td></td>
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<td></td>
<td>Believes renewal of approval is onerous and not reasonable but thinks an onsite inspection is useful. In regards to the approval process they believe it should be streamlined and unless the business is operating differently renewals are too onerous. Suggests a site visit and statutory declaration is all the business should be required to submit.</td>
<td>It is considered important for businesses to renew their approvals each year so compliance with the relevant legislations and policies can be assessed. It also allows the City to be made aware of businesses that are no longer operating and provides operators the opportunity to change the operations of their business if for example they wish to increase or decrease the number of rooms used for the purpose of a bed and breakfast. Additionally adjoining landowners change from time to time and new nearby landowners may not be aware that the businesses are approved.</td>
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<td></td>
<td>Doesn’t understand why they need to state the expected number of guests when applying for approval.</td>
<td>The policy limits the number of guests which may be accommodated at any one time to a maximum of 6 guests. Any more than 6 unrelated guests would result in the development being classified as a Lodging House and further requirements and approvals would be enforced. Therefore the City needs to know how many guests are expected onsite at any one time.</td>
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<td></td>
<td>Believes in regard to the floor plan that a site visit should be used to investigate the layout of the Bed and Breakfast.</td>
<td>The site plan forms part of the approval should it be issued. The submission of the plan identifying the rooms of the dwelling to be used will demonstrate the applicant’s compliance with the policy requirements.</td>
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<tr>
<td></td>
<td>Recommends that businesses should be insured for personal loss and indemnity and coverage of patrons.</td>
<td>Noted. This is not a planning consideration.</td>
<td></td>
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<tr>
<td></td>
<td>Believes the management plan should include provisions for housekeeping and hygiene arrangements.</td>
<td>Noted. This is not a requirement from the City.</td>
<td></td>
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</tbody>
</table>
SIGN POLICY

CATEGORY:
Council Policy — A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations. The policy has a strategic focus and aligns with the Mission, Vision and Strategic directions.

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

RESPONSIBLE DIRECTORATE:
Planning and Development

OBJECTIVES:

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

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

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

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

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

1. AUTHORITY

This Policy has been prepared in accordance with Clause 8.11 of City of Joondalup District Planning Scheme No. 2 (DPS2) which allows Council to prepare local planning policies relating to planning and development within the Scheme area.

This policy provides guidance on the extent and location of various forms of signage that are not exempt from planning approval under DPS2 and complements the requirements of the City’s Signs Local Law (1999) which focuses on safety and maintenance issues.

2. APPLICATION AREA

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

This Policy provides guidance on the extent and location of various forms of signage that are not exempt from planning approval under DPS2 the City of Joondalup District Planning Scheme No. 2 and complements the requirements of the City’s Signs Local Law 1999 which focuses on safety and maintenance issues.

As such, the Policy is to be read in conjunction with the DPS2 Scheme and the Signs Local Law 1999 and any relevant agreed Structure Plan. The provisions of agreed Structure Plans shall prevail over this Policy.

Words and expressions used in this Policy shall have the meanings given to them in the DPS2 Scheme and the Signs Local Law 1999. For the purposes of interpretation, the terms ‘sign’, ‘advertisement’ and ‘advertising device’ referred to within these documents have the same meaning.

DPS2 The City of Joondalup District Planning Scheme No. 2 contains the following objectives for the control of advertising signs:

a. To ensure that the visual quality and character of particular localities and transport corridors are not eroded.

b. To achieve advertising signs that are not misleading or dangerous to vehicular or pedestrian traffic.

c. To minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising.

d. To prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of their colours, height, prominence, visual impact, size, relevance to the premises on which they are located, number and content.

e. To reduce and minimise clutter.

f. To promote a high standard of design and presentation in outdoor advertising.

A sign may not be attached or erected on a property within the City unless all necessary approvals have been obtained in accordance with DPS2 the Scheme, local laws and the provisions of this Policy. Signs that are exempt from the requirement to obtain planning approval are listed in Schedule 4 of DPS2 the Scheme.

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

4.1 Design Requirements

The following design requirements relate to all signs located within the City.

Overall, signs should:

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

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

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**Figure 1. Example of measurements for signage**
Unless otherwise indicated in this Policy, signs may be illuminated. Appropriately placed external lights that illuminate the whole or part of a building façade (including signs) are encouraged.

4.2 Standard Sign Requirements

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

4.3 Variation to Signs Requirements

Where an Application does not comply, the applicant will be required to submit written justification for the non-compliance and additional information, including but not limited to, an overall plan of the whole of the subject site showing the location, size and details of all existing and proposed advertising signs for the site, as well as the outline of any buildings, car parking areas and vehicular access points and landscaping for the site.
Table 1 — Requirements for Signs on Buildings

<table>
<thead>
<tr>
<th>Type of Sign</th>
<th>Applicable Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semaphore Sign</td>
<td>• City North (JCCDPM) — Residential Use</td>
</tr>
<tr>
<td></td>
<td>• Lakeside (JCCDPM)</td>
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<td></td>
<td>• Residential Zone</td>
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<td></td>
<td>• Rural Zone</td>
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<td></td>
<td>• Special Residential Zone</td>
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<td>• Business Zone</td>
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<tr>
<td></td>
<td>• City North (excluding Residential Use)</td>
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<td></td>
<td>• Civic and Cultural Zone</td>
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<td>• Commercial Zone</td>
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<td></td>
<td>• Mixed-Use Zone</td>
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<td></td>
<td>• Northern Recreation (JCCDPM)</td>
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<tr>
<td></td>
<td>• Private Clubs and Recreation Zone</td>
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<tr>
<td></td>
<td>• Central Business District (JCCDPM)</td>
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<tr>
<td></td>
<td>• Service Industrial Zone</td>
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<tr>
<td></td>
<td>• Southern Business District (JCCDPM)</td>
</tr>
<tr>
<td></td>
<td>• Western Business District (JCCDPM)</td>
</tr>
<tr>
<td>Dimension:</td>
<td>max. 1.5 m height</td>
</tr>
<tr>
<td>Clearance:</td>
<td>max. 1.5 m width</td>
</tr>
<tr>
<td></td>
<td>min. 2.75 m</td>
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</tbody>
</table>

Semaphore Sign
A semaphore sign is a sign that is affixed to a building or structure at or by one of its ends.

---

1 “JCCDPM” refers to the Joondalup City Centre Development Plan and Manual
<table>
<thead>
<tr>
<th>Type of Sign</th>
<th>Applicable Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Verandah Sign</strong></td>
<td>A verandah sign is a sign affixed on, above or under a verandah and includes a sign that is affixed to cantilevered awnings and balconies.</td>
</tr>
</tbody>
</table>

| | **City North (JCCDPM1) — Residential Use** | **Lakeside (JCCDPM1) — Residential Zone** | **Rural Zone** | **Special Residential Zone** | **Business Zone** | **City North (excluding Residential Use)** | **Civic and Cultural Zone** | **Commercial Zone** | **Mixed-Use Zone** | **Northern Recreation (JCCDPM1)** | **Private Clubs and Recreation Zone** | **Central Business District (JCCDPM1)** | **Service Industrial Zone** | **Southern Business District (JCCDPM1)** | **Western Business District (JCCDPM1)** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **not permitted** | | | | | | | | | | | | | | | | | | |
| **Dimension:** | max. 0.4 m height | max. 2.4 m width | | | | | | | | | | | | | | | |
| **Clearance:** | min. 2.75 m | | | | | | | | | | | | | | | |
| **Must:** | not extend above or beyond the width of the fascia, verandah, awning or balcony; and | | | | | | | | | | | | | | | |
| | not be located within 2 m of another such sign on the fascia of the same verandah. | | | | | | | | | | | | | | | |
| **Dimension:** | max. 1 m height | max. 3 m width | | | | | | | | | | | | | | | |
| **Clearance:** | min. 2.75 m | | | | | | | | | | | | | | | |
| **Must:** | not extend above or beyond the width of the fascia, verandah, awning or balcony. | | | | | | | | | | | | | | | |
| | not be located within 2 m of another such sign on the fascia of the same verandah. | | | | | | | | | | | | | | | |
### Window Sign

A window sign is a sign painted or affixed to either the interior or exterior surface of the glazed area of a window.

<table>
<thead>
<tr>
<th>Type of Sign</th>
<th>Applicable Zones</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Window Sign</td>
<td></td>
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</tbody>
</table>

**not permitted**

Area: max. 25% of the glazing or 10 m² per tenancy, whichever is lesser.

**Must:**
- be visually permeable (‘see through’).

Examples may include the use of cut-out block lettering or transparent materials.
<table>
<thead>
<tr>
<th>Type of Sign</th>
<th>Applicable Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Sign</td>
<td></td>
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</table>

A banner sign is a temporary sign normally made of a lightweight, non rigid material, such as fabric, canvas or cloth attached to a part of a building and is generally used to promote a particular event.

<table>
<thead>
<tr>
<th>Banner Sign</th>
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<tbody>
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</tbody>
</table>

- **City North (JCCDPM1) — Residential Use**
- **Lakeside (JCCDPM1)**
- **Residential Zone**
- **Rural Zone**
- **Special Residential Zone**
- **Business Zone**
- **City North (excluding Residential Use)**
- **Civic and Cultural Zone**
- **Commercial Zone**
- **Mixed-Use Zone**
- **Northern Recreation (JCCDPM1)**
- **Private Clubs and Recreation Zone**
- **Central Business District (JCCDPM1)**
- **Service Industrial Zone**
- **Southern Business District (JCCDPM1)**
- **Western Business District (JCCDPM1)**

Not permitted

**Dimension:**

- Max. 1 m height
- Max. 4 m width

**Must:**

- Be restricted to 1 banner on any occasion;
- Only be displayed for a max. period of 21 days at a time at no less than 3 monthly intervals; and
- Be removed within 24 hours following the event or offer.
## Type of Sign

- City North (JCCDM$^1$) — Residential Use
- Lakeside (JCCDM$^1$) Residential Zone
- Rural Zone
- Special Residential Zone
- Business Zone
- City North (excluding Residential Use)
- Civic and Cultural Zone
- Commercial Zone
- Mixed-Use Zone
- Northern Recreation (JCCDM$^1$) Northern Recreation Zone
- Private Clubs and Recreation Zone
- Central Business District (JCCDM$^1$)
- Service Industrial Zone
- Southern Business District (JCCDM$^1$)
- Western Business District (JCCDM$^1$)

## Wall Sign

**Wall Sign**

A wall sign is a sign attached to or painted directly onto the external face of a building. A wall sign includes a sign located on support pillars and columns, parapets and fascia.

<table>
<thead>
<tr>
<th>Area:</th>
<th>max. 1.2 m$^2$ (non-residential building) max. 0.2 m$^2$ (residential dwelling)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must:</td>
<td>not extend beyond the top or either end of the wall; not obscure architectural details; not exceed one wall sign per Strata Title or Green Title lot; and not be illuminated.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area:</th>
<th>max. 25% of the façade</th>
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</thead>
<tbody>
<tr>
<td>Must:</td>
<td>not extend beyond the top or either end of the wall; and not obscure architectural details.</td>
</tr>
</tbody>
</table>
### Type of Sign

<table>
<thead>
<tr>
<th>Applicable Zones</th>
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</thead>
<tbody>
<tr>
<td>• City North (JCCDPM1) — Residential Use</td>
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<tr>
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<tr>
<td>• Special Residential Zone</td>
</tr>
<tr>
<td>• Business Zone</td>
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<td>• Civic and Cultural Zone</td>
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</tr>
<tr>
<td>• Southern Business District (JCCDPM1)</td>
</tr>
<tr>
<td>• Western Business District (JCCDPM1)</td>
</tr>
</tbody>
</table>

### Roof Sign

A roof sign is a sign that is erected or painted directly on the roof of a building or attached to the top of a parapet wall of a building.

![Roof Sign Diagram](image)

Roof Sign not permitted
Table 2 — Requirements for Freestanding Signs

<table>
<thead>
<tr>
<th>Type of Sign</th>
<th>Applicable Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Sign</td>
<td>• City North (JCCDPM) — Residential Use&lt;br&gt;• Lakeside (JCCDPM) — Residential Zone&lt;br&gt;• Residential Zone&lt;br&gt;• Rural Zone&lt;br&gt;• Special Residential Zone&lt;br&gt;• Business Zone&lt;br&gt;• City North (excluding Residential Use)</td>
</tr>
<tr>
<td></td>
<td>• Civic and Cultural Zone&lt;br&gt;• Commercial Zone&lt;br&gt;• Mixed-Use Zone&lt;br&gt;• Northern Recreation (JCCDPM)&lt;br&gt;• Private Clubs and Recreation Zone&lt;br&gt;• Central Business District (JCCDPM)</td>
</tr>
</tbody>
</table>

A portable sign is not permanently attached to a building, structure, fence or the ground. Portable signs include ‘A-frame’ and ‘sandwich board’ signs. Not permitted in the Western Business District (JCCDPM).

---

2 “JCCDPM” refers to the Joondalup City Centre Development Plan and Manual
## Type of Sign

<table>
<thead>
<tr>
<th>Applicable Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>City North (JCCDPM) — Residential Use</td>
</tr>
<tr>
<td>Lakeside (JCCDPM)</td>
</tr>
<tr>
<td>Residential Zone</td>
</tr>
<tr>
<td>Rural Zone</td>
</tr>
<tr>
<td>Special Residential Zone</td>
</tr>
<tr>
<td>Business Zone</td>
</tr>
<tr>
<td>City North (excluding Residential Use)</td>
</tr>
<tr>
<td>Civic and Cultural Zone</td>
</tr>
<tr>
<td>Commercial Zone</td>
</tr>
<tr>
<td>Mixed-Use Zone</td>
</tr>
<tr>
<td>Northern Recreation (JCCDPM)</td>
</tr>
<tr>
<td>Private Clubs and Recreation Zone</td>
</tr>
<tr>
<td>Central Business District (JCCDPM)</td>
</tr>
<tr>
<td>Service Industrial Zone</td>
</tr>
<tr>
<td>Southern Business District (JCCDPM)</td>
</tr>
<tr>
<td>Western Business District (JCCDPM)</td>
</tr>
</tbody>
</table>

### Bunting

A bunting is an advertising device that is made from strips of material used for decorative purposes or to highlight a location.

not permitted
<table>
<thead>
<tr>
<th>Type of Sign</th>
<th>Applicable Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freestanding Banner Signs</td>
<td>City North (JCCDPM/ excluding Residential Use)</td>
</tr>
<tr>
<td></td>
<td>Lakeside (JCCDPM/)</td>
</tr>
<tr>
<td></td>
<td>Residential Zone</td>
</tr>
<tr>
<td></td>
<td>Rural Zone</td>
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<tr>
<td></td>
<td>Special Residential Zone</td>
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</tbody>
</table>

**Freestanding Banner Signs**

A freestanding banner sign is an advertising device made from lightweight material attached to a pole weighted to the ground. Freestanding Banner Signs come in a variety of shapes and may also be referred to as ‘Bali’, ‘Teardrop’, ‘Blade’ or ‘Wing’ signs.

- **Not permitted**
- **Dimension:** max. 5 m height
  - max. 1.2 m width

**Must:**
- be limited to 2 per street frontage;
- be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions;
- be erected within the boundaries of the lot and not project beyond any lot boundary;
- not impede vehicle sightlines for access to and from the property; and
- not impede pedestrian access to and from the property.
<table>
<thead>
<tr>
<th>Type of Sign</th>
<th>Applicable Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pylon Signs</td>
<td></td>
</tr>
</tbody>
</table>

A pylon sign means a sign supported on one or more poles and not attached to a building and includes a detached sign framework, supported on one or more poles to which sign infills may be added.

<table>
<thead>
<tr>
<th>Pylon Signs</th>
<th>Single-Tenancy Pylon Sign:</th>
<th>Multi-Tenancy Pylon Sign:</th>
<th>Single-Tenancy Pylon Sign:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Area: max. 6 m²</td>
<td>Area: max. 12 m²</td>
<td>Area: max. 6.0 m²</td>
</tr>
<tr>
<td></td>
<td>Dimension: max. 6 m height</td>
<td>Dimension: max. 8 m height</td>
<td>Dimension: max. 6.0 m height</td>
</tr>
<tr>
<td></td>
<td>Clearance: min. 2.75 m</td>
<td></td>
<td>Clearance: min. 2.75 m</td>
</tr>
<tr>
<td></td>
<td>Must:</td>
<td></td>
<td>Must:</td>
</tr>
<tr>
<td></td>
<td>be restricted to 1 sign per lot except for a corner lot where one sign per frontage is permitted;</td>
<td>be restricted to 1 sign per lot except for a corner lot where one sign per frontage is permitted;</td>
<td>be restricted to 1 sign per lot except for a corner lot where one sign per frontage is permitted;</td>
</tr>
<tr>
<td></td>
<td>where there are multiple tenancies, incorporate all signs into 1 composite sign;</td>
<td>where there are multiple tenancies, incorporate all signs into 1 composite sign;</td>
<td>where there are multiple tenancies, incorporate all signs into 1 composite sign;</td>
</tr>
<tr>
<td></td>
<td>not be permitted where another free standing sign has been approved and erected on the same frontage;</td>
<td>not be permitted where another free standing sign has been approved and erected on the same frontage;</td>
<td>not be permitted where another free standing sign has been approved and erected on the same frontage;</td>
</tr>
<tr>
<td></td>
<td>be no closer than 15 m to the intersecting point of corner truncations; and</td>
<td>be no closer than 15 m to the intersecting point of corner truncations; and</td>
<td>be no closer than 15 m to the intersecting point of corner truncations; and</td>
</tr>
<tr>
<td></td>
<td>not impede vehicle sightlines for access to and from the property.</td>
<td>not impede vehicle sightlines for access to and from the property.</td>
<td>not impede vehicle sightlines for access to and from the property.</td>
</tr>
</tbody>
</table>
### Type of Sign

<table>
<thead>
<tr>
<th>Inflatable Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>An inflatable sign is a sign that is painted, stencilled or attached to an inflatable device such as a balloon, and includes the inflatable device itself.</td>
</tr>
</tbody>
</table>

### Applicable Zones

| City North (JCCDPM2) — Residential Use |
| Lakeside (JCCDPM2) |
| Residential Zone |
| Rural Zone |
| Special Residential Zone |

| Business Zone |
| City North (excluding Residential Use) |
| Civic and Cultural Zone |
| Commercial Zone |
| Mixed-Use Zone |
| Northern Recreation (JCCDPM2) |
| Private Clubs and Recreation Zone |

| Central Business District (JCCDPM2) |

| Service Industrial Zone |
| Southern Business District (JCCDPM2) |
| Western Business District (JCCDPM2) |

### Inflatable Sign

- not permitted

### Dimension:
- max. 7 m diameter
- max. 9 m height above roof ridge

### Must:
- only be displayed for a max. period of 21 days at a time at no less than 3 monthly intervals;
- be covered by General Liability Insurance, a copy of which is to be provided to the City;
- require a certificate from a structural engineer certifying that the connection of the inflatable object to the building or lot is structurally sound. This should be submitted to the City with the sign application;
- be attached to the roof of a building only (i.e., not located on the ground); and
- not be moving or have moveable parts (e.g., "inflatable air dancer").
## Type of Sign

- City North (JCCDPM) — Residential Use
- Lakeside (JCCDPM)
- Residential Zone
- Rural Zone
- Special Residential Zone
- City North (excluding Residential Use)
- Civic and Cultural Zone
- Commercial Zone
- Mixed-Use Zone
- Northern Recreation (JCCDPM)
- Private Clubs and Recreation Zone
- Business Zone
- Central Business District (JCCDPM)
- Service Industrial Zone
- Southern Business District (JCCDPM)
- Western Business District (JCCDPM)

### Hoarding Sign

A sign which is affixed to a structure having one or more supports, other than a pylon sign. Typically a hoarding sign’s horizontal dimension is greater than its vertical dimension. Hoarding signs may include property disposal signs, builders signs, display home signs and estate signs.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>max. 2 m width</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>max. 1 m height</td>
</tr>
<tr>
<td></td>
<td>max. 1.2 m height of support/posts to which the sign is attached.</td>
</tr>
</tbody>
</table>

**Must:**
- not be illuminated; and
- not be used for any purpose other than a builders, property disposal, estate or display home sign.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>max. 3 m width</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>max. 2.5 m sign height</td>
</tr>
<tr>
<td></td>
<td>max. 1.2 m height of support/posts to which the sign is attached.</td>
</tr>
</tbody>
</table>

**Must:**
- not be illuminated;
- not exceed 1 sign per street frontage for each property; and
- for the purpose of a property disposal or display home, the sign must be removed within 10 days of closure or sale of the property.
### Signs Policy

<table>
<thead>
<tr>
<th>Type of Sign</th>
<th>Applicable Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>City North (JCCDPMF) — Residential Use</td>
<td>Business Zone</td>
</tr>
<tr>
<td>Lakeside (JCCDPMF)</td>
<td>City North (excluding Residential Use)</td>
</tr>
<tr>
<td>Residential Zone</td>
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<td>Rural Zone</td>
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</tr>
<tr>
<td>Northern Recreation (JCCDPMF)</td>
<td></td>
</tr>
<tr>
<td>Private Clubs and Recreation Zone</td>
<td></td>
</tr>
</tbody>
</table>

**Illuminated Variable Message Sign**

A variable message sign can be altered to make various words and messages which may constantly change. It is usually mounted on a trailer. Does not include small variable message panels included in pylon or monolith signs (e.g., service station price point panels).

Not permitted, unless erected by or on behalf of a public utility or authority or for the purpose of temporary traffic management purposes for a period of less than 48 hours.
ELECTED MEMBER—GENERAL CIVIC CENTRE POLICY

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

RESPONSIBLE DIRECTORATE: Office of the CEO Governance and Strategy

OBJECTIVE: To provide for good governance of the City To guide the use of the City’s civic facilities.

1. STATEMENT

In order to provide for consistency in communications between the Council and the community and to establish the position of the Council on matters directly affecting Elected Members and their interaction with the community and City administration, the following shall apply:

The City’s civic facilities should only be used for official Council business and Elected Member activities; however, it is recognised that the City will, from time to time, need to engage with external bodies and political parties. The use of the Civic facilities should be controlled and offer equity when the City engages with political parties so that a perception of any political alignment is avoided.

Representing the City at functions and events

The Mayor or, where unavailable, the Deputy Mayor, is the Council’s and the City’s official representative at civic functions and events. In the event that neither are available for a specific event, the Mayor will nominate one of the following, in order of precedence:

• A relevant Ward Councillor;
• A Councillor with a specific interest.

2. DETAILS

2.1 Use of Council Chamber and Civic Centre Meeting Rooms (see attached plan)

a. The City of Joondalup Council Chamber and Civic Centre Meeting Rooms are to be used predominantly for official Council purposes, however it is considered important for the City to engage with politicians at both the State and Federal level, to progress the interests of the City and the Joondalup community. Such engagement may occur within the City’s buildings, including the Council Chamber and the Civic Centre Meeting Rooms. However, it is considered important that such political engagement is controlled to:

• prevent the City being aligned with any particular party; and
avoid such engagement being used for electoral advantage.

b. To achieve political engagement, the following process shall be followed:

i. All requests to be made in writing using the attached form.

ii. Approval for engaging a politician or political party must be given by the Mayor.

iii. The engagement should relate to a matter of concern to the City or its residents.

iv. Where engagement occurs with a political party or government member on a particular matter, equal opportunity should be given to alternative political parties or relevant opposition members.

v. The Council Chamber and Civic Centre Meeting Rooms shall not be used for political engagement when the election process commences for a local government ordinary election.

vi. The Mayor shall make a decision on whether it is appropriate to use the Council Chamber and Civic Centre Meeting Rooms for political purposes in situations where an extraordinary election has been called but the election has yet to occur.

c. Outside of political engagement, the Council Chamber and Civic Centre Meeting Rooms located in the Joondalup Civic Centre may only be used for official Council purposes unless the Mayor provides prior consent.

d. As way of guidance, requests to use the Council Chamber or Civic Centre Meeting Rooms, other than for political engagement, should fall into one of the following categories:

i. The request is directly related to the business of local government.

ii. The request is directly related to the support of community service within the City or the region.

iii. The request is from a not-for-profit agency operating within the region.

e. Approaches from external parties to use the Council Chamber or Civic Centre Meeting Rooms should be via the Office of the Mayor.

2.2 Recording of the Proceedings of Meetings

All Council Meetings, including Electors’ Meetings, shall be electronically recorded. Audio recordings of Council Meetings are to be made available to the members of the public on the City’s website.
Elected Members may obtain a copy of the electronic recording free-of-charge and may obtain a transcript of a particular section or all of a Council Meeting at the discretion of the Chief Executive Officer.

Members of the public may purchase a copy of the electronic recording of the proceedings or may listen to the electronic recording under the supervision of a person designated by the Chief Executive Officer.

All recordings of Council Meetings will be retained as part of the City’s records in accordance with the General Disposal Authority for Local Government Records produced by the State Records Office.

2.3 Filming/Videoing of Council Meetings

Accredited journalists seeking to film council meetings must do so with the prior approval of the Chief Executive Officer, except where the meeting is, or could be, in the opinion of the Chief Executive Officer, closed to the public in accordance with Section 5.23 of the Local Government Act 1995.

Filming of Meetings (through video or other means) must only occur with the prior approval of the Chief Executive Officer. Approval to film will not be granted where, in the opinion of the Chief Executive Officer, the Meeting is, or could be closed to the public in accordance with the Local Government Act 1995.

Acknowledgement of Service – Elected Members

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate memento, which will take the form of an engraved plate (or plaque) commemorating the member’s service and a suitable gift.

Elected Members Availability

Elected Members may request that advertisements are placed in local newspapers indicating their availability to meet with electors/residents to discuss issues of concern.

The advertisements will detail the availability of Elected Members to meet with residents to discuss matters of community concern.

Where the Elected Member wishes to meet with residents within a City of Joondalup facility, the Elected Member is to contact the CEO, who will make the necessary arrangements.

Where the Elected Member wishes to use a non City of Joondalup facility, the Elected Member is to make all the necessary arrangements and meet any associated costs. These costs may be claimed in accordance with Policy 8-2.

The City shall include in its annual budget the provision for these advertisements to be placed in local newspapers up to six times each year. However, no advertisements shall be placed nor any related meetings shall occur between residents/electors and Elected Members (where that Elected Member has a direct interest) which are at the cost of the City, within three months of an election day.

Elected Member Dinners
To provide an avenue to facilitate networking possibilities and for Elected Members to undertake discussions with various representatives of the community, the Council has agreed to host Elected Member dinners.

Each table will allow for the Elected Member as host, plus up to a maximum of nine (9) guests.

The Mayor is entitled to host six (6) dinners per calendar year, and each Ward a total of twelve (12) each year, based on six (6) dinners per Ward member.

Where a Ward member confirms he/she is unable or unwilling to host part or all of his/her allocated dinners, the fellow Ward member, in the first instance, or the Mayor or another Elected Member may host these unused dinners, however, total number of dinners must not exceed the annual allocation of twelve (12).

Corporate Logo

The City’s Corporate Logo is part of the City's major ‘brand’ tool. It may not be used by any person or organisation, other than the Chief Executive Officer, without the prior authority of the Chief Executive Officer. It may not be used by any person for any government election purpose.

Access to Information

Elected Members who wish to view records outside those records detailed within S 5.92 of the Local Government Act 1995 and the City’s Information Statement must demonstrate to the Chief Executive Officer the relevance of the information to their performance as an Elected Member. Should approval be granted, the Chief Executive Officer will determine the manner in which the access is permitted.
REQUEST TO USE COUNCIL CHAMBER OR CIVIC CENTRE MEETING ROOM FOR POLITICAL ENGAGEMENT

Please complete the relevant sections of this form and email to Hazel Yarranton at hazel.yarranton@joondalup.wa.gov.au

<table>
<thead>
<tr>
<th>Title of meeting/function</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) to be held</td>
<td></td>
</tr>
<tr>
<td>Names/Positions of External participants</td>
<td>Political Party Affiliations</td>
</tr>
<tr>
<td>Purpose of meeting</td>
<td></td>
</tr>
<tr>
<td>Relevance of Meeting to General City concerns</td>
<td></td>
</tr>
<tr>
<td>Elected Members attending meeting</td>
<td>City</td>
</tr>
<tr>
<td>Room required</td>
<td>Council Chamber</td>
</tr>
</tbody>
</table>

Office use only

<table>
<thead>
<tr>
<th>Received by (name)</th>
<th>Date</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor's approval</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Elected Member Communications Policy

1. APPLICATION

This Policy applies to all current Elected Members of the City of Joondalup Council.

2. STATEMENT

The Council recognises and acknowledges the importance of consistent, clear communications and access to information for its stakeholders.

The City supports and implements good governance practices and applies these principles to the appropriate use of and access to communication systems and information managed and retained by the City.

As such, it is the City’s position that communications, made on behalf of the City or Council, should be appropriately coordinated to ensure that quality and consistent information is provided to the community and City stakeholders.

3. DETAILS

Written Communications

The Chief Executive Officer shall determine standards, styles, formats, processes and response protocols for all communications received by the City, ensuring that a respectful and professional standard is maintained, in accordance with the City’s Customer Service Charter and best practice. The City’s letterhead may only be used by officers as determined by the CEO.
City Website

The Chief Executive Officer or an officer authorised by the Chief Executive Officer shall determine the content and presentation of the City’s website. Links provided through the website will only be added with the approval of the CEO or the CEO’s nominated officer.

3.1 Elected Member Communications — General

There are two various statutory requirements relevant to Elected Member communications as follows:

- 1a. the State Records Act 2000 requires that all correspondence, including email, relating to the business of the City and the Council must be retained in the official records of the City.

- 2b. Sections 2.8(1)(d) and 5.41(f) of the Local Government Act 1995, Section 5.41(f) provides that only the Mayor may speak on behalf of the City (unless the or the CEO is authorised by the Mayor to do so);


- d. Section 5.93 of the Local Government Act 1995 provides that an Elected Member (as well as employees) must not make improper use of any information acquired.

- e. Regulation 6 of the Local Government (Rules of Conduct) Regulations 2007 provides for Elected Members to maintain confidentiality.

Consequently, Councillors will not be issued with personalised stationery. In the event that Councillors choose to comment in writing on Council matters, they do so as individual Councillors and not as though they are speaking on behalf of the City or the Council.

3.2 Media Relations

In accordance with the Local Government Act 1995, no person may speak on behalf of the local government on matters relating to policy except the Mayor only can speak on behalf of the City, or in accordance with a written authorisation from if authorised by the Mayor, the Chief Executive Officer.

When speaking to the media as spokesperson for the City, the Mayor may only represent the official view of the City, having regard to the City’s Code of Conduct Policy, and the Local Government Act 1995 and the Local Government (Rules of Conduct) Regulations 2007.

Elected Members other than the Mayor, or the Deputy Mayor in the role as Acting Mayor, may not speak to the media purporting to represent the views of the Council or the City.
3.3 Representing the City at Functions and Events

The Mayor or, where unavailable, the Deputy Mayor, is the Council’s and the City’s official representative at civic functions and events. In the event that neither is available for a specific event, the Mayor will nominate one of the following in order of preference:

a. Relevant Ward Councillor

b. Councillor with a specific interest

3.4 Mayoral Correspondence

Mayoral letterhead will be available for the Mayor to utilise for responses to civic invitations, functions and the like. In the event that the Mayor receives correspondence relevant to the business of the City, the Mayor may use mayoral letterhead to acknowledge receipt and advise that the City will respond to the matter raised.

A file copy of mayoral correspondence shall be maintained within the City’s corporate recordkeeping system, together with the originating correspondence. When the Mayor is providing technical information to correspondents, the appropriate Officer Chief Executive Officer will be requested to draft the correspondence or that section of the correspondence for the Mayor. Mayoral correspondence and invitations to civic functions will be issued on Mayoral letterhead.

Councillors will be issued with Councillor letterhead. In the event that Councillors choose to comment in writing on Council or City matters, they do so as individual Councillors, and must not purport they are speaking on behalf of the City or the Council.

Correspondence generated and received by Elected Members that relates to the business of the City is subject to the State Records Act 2000, the City’s Records Management Policy and Recordkeeping Plan, and as such must be retained within the City’s corporate recordkeeping system.

3.5 Electronic Correspondence

Electronic correspondence generated and received by Elected Members that relates to the business of Council the City is subject to the State Records Act 2000, the City’s Records Management Policy and Recordkeeping Plan, and as such must be retained within the City’s corporate recordkeeping system.

Each Elected Member is provided with a City of Joondalup email address and is to be used for electronic correspondence between the community and the Elected Members and which relates to the business of the City.

Information Technology

Electronic equipment, in particular computers, utilised by any Elected Member, is subject to the conditions of use and service agreement between
Elected Members and the City. Elected Members utilising the City’s equipment and/or email facilities are required to sign the written agreement regarding usage and support of the equipment and facilities.

3.6 Elected Member Availability

Elected Members may request that advertisements are placed in local newspapers indicating their availability to meet with electors/residents to discuss issues of community concern.

The advertisements will detail the availability of Elected members to meet with residents to discuss matter of community concern.

Where the Elected Member wishes to meet with electors/residents within a City of Joondalup facility (other than the Civic Centre), the Elected Member is to contact the Chief Executive Officer, who will make the necessary arrangements.

Where the Elected Member wishes to use a non-City of Joondalup facility, the Elected Member is to make all the necessary arrangements and meet any associated costs. These costs may be claimed in accordance with the Elected Member Entitlements Policy.

The City shall include in its annual budget the provision for these advertisements to be placed in local newspapers up to six (6) times each year. However, no advertisements shall be placed nor any related meetings shall occur between electors/residents and Elected Members (where that Elected Member has a direct interest) which are at the cost of the City, within three months prior an election day.

3.7 Access to Information

Access to corporate information by Elected Members is managed in accordance with Section 5.92 of the Local Government Act 1995 and the City’s Freedom of Information Guide.

Elected Members who wish to view records outside of those records detailed within Section 5.92 of the Local Government Act 1995 and the City’s Freedom of Information Guide, must demonstrate to the Chief Executive Officer the relevance of the information to their performance as an Elected Member. Should approval be granted, the Chief Executive Officer will determine the manner in which the access in permitted.

The Chief Executive Officer will establish procedures and guidelines for access to the City’s information that ensure that the statutory requirements are met and the rights of individuals are respected. The Access to Information process is to be managed in accordance with section 5.92 of the Local Government Act 1995 and the City’s Customer Service Charter and reviewed as part of a regular and ongoing procedural review process established by the Chief Executive Officer.
CREATION DATE: October 2005

Formerly:
- Communications Policy
- Provision of Information Policy
- Public Submissions Policy
- Use of Common Seal and the Signatories for Contract Execution Policy

AMENDMENTS: CJXXX-XX/XX

RELATED DOCUMENTATION:
- Code of Conduct Policy
- Freedom of Information Act 1992
- Local Government (Rules of Conduct) Regulations 2007
- Local Government Act 1995
- Online Services Usage Protocol for Elected Members
- Recordkeeping Plan
- Records Management Policy
- State Records Act 2000
- State Records Commission Policy — Local Government
<table>
<thead>
<tr>
<th>Local Government</th>
<th>Mayor</th>
<th>Deputy Mayor</th>
<th>Meeting Allowance</th>
<th>Telecommunications</th>
<th>Information and Communication Technology</th>
<th>Travel</th>
<th>Child care</th>
<th>Office Equipment / Assessories</th>
<th>Personal / Other</th>
<th>Training and Development</th>
<th>Medical / Health</th>
<th>Mayoral Vehicle</th>
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<tbody>
<tr>
<td>Joondalup (Mayor)</td>
<td>$ 60,000</td>
<td>$ -</td>
<td>$ 14,000</td>
<td>$ 2,400</td>
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<td>$ -</td>
<td>Regs</td>
<td>$1,140 (on election)</td>
<td>$ 1,040</td>
<td>$ 13,000</td>
<td>Yes (private use reimbursed)</td>
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<tr>
<td>Joondalup (Councillor)</td>
<td>$ -</td>
<td>25% ($15,000)</td>
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<td>$ 2,400</td>
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<td>Regs</td>
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<td>$ 1,500</td>
<td>$ 5,000</td>
<td>-</td>
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<td>Regs</td>
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<td>$ -</td>
<td>$ 1,500</td>
<td>$ 5,000</td>
<td>-</td>
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<tr>
<td>Cambridge (Mayor)</td>
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<td>Regs</td>
<td>Regs</td>
<td>Regs</td>
<td>$ 5,000</td>
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<td></td>
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<tr>
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<td>$ 2,400</td>
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<td>$ 14,000</td>
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<td>Supplied plus $1,000</td>
<td>Regs</td>
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<td>15% ($9,000)</td>
<td>$ 7,000</td>
<td>$ 1,500</td>
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<td>Regs</td>
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<td>Melville (Mayor)</td>
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<td>$ 14,000</td>
<td>$ 2,400</td>
<td>Supplied plus $1,000</td>
<td>Regs</td>
<td>Regs</td>
<td>$ 1,700 (on election) $1,100 (p.a thereafter)</td>
<td>$ 0,000</td>
<td>$ 4,500</td>
<td>Yes (Mayoral allowance reduced by $15,000)</td>
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<tr>
<td>Melville (Councillor)</td>
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<td>$ 7,000</td>
<td>$ 2,400</td>
<td>Supplied plus $1,000</td>
<td>Regs</td>
<td>Regs</td>
<td>$ 1,700 (on election) $1,100 (p.a thereafter)</td>
<td>$4,000</td>
<td>$ 4,500</td>
<td>Claim a maximum of $1,000 as part of general allocation</td>
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<td>Perth (Lord Mayor)</td>
<td>$ 60,000</td>
<td>$ -</td>
<td>$ 14,000</td>
<td>-</td>
<td>Supplied</td>
<td>Regs</td>
<td>Regs</td>
<td>$13,000 and $12,000 dining allocation</td>
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<td>Yes (chauffeur)</td>
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<tr>
<td>Perth (Councillor)</td>
<td>$ -</td>
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<td>$ 7,000</td>
<td>-</td>
<td>Supplied</td>
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<td>Regs</td>
<td>$13,000 and $12,000 dining allocation</td>
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<td>South Perth (Mayor)</td>
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<td>Regs</td>
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<td>$ 2,400</td>
<td>$ 1,000</td>
<td>Regs</td>
<td>Regs</td>
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<td>$ 10,000</td>
<td>$22,000 (every two years)</td>
<td>Yes (private use reimbursed)</td>
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<td>Stirling (Mayor)</td>
<td>$ 60,000</td>
<td>$ -</td>
<td>$ 14,000</td>
<td>$ 2,400</td>
<td>Supplied plus $2,400</td>
<td>Regs</td>
<td>Regs</td>
<td>$ 500</td>
<td>$ 1,080</td>
<td>$16,400 (every two years)</td>
<td>Yes (private use reimbursed)</td>
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<td>Stirling (Councillor)</td>
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<td>Supplied plus $2,400</td>
<td>Regs</td>
<td>Regs</td>
<td>$ 500</td>
<td>$ 1,080</td>
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<td>Subiaco (Mayor)</td>
<td>$ 12,480</td>
<td>$ 14,000</td>
<td></td>
<td>Supplied on election (to value of $3,450) with $2,000 annual cost allocation</td>
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<td>Regs</td>
<td>$ 3,000</td>
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<tr>
<td>Subiaco (Councillor)</td>
<td>$ 3,600</td>
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<td>Supplied on election (to value of $3,450) with $2,000 annual cost allocation</td>
<td>Regs</td>
<td>Regs</td>
<td>$ 3,000</td>
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<td></td>
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<td>Swan (Mayor)</td>
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<td>$ 14,000</td>
<td>$ 2,400</td>
<td>Supplied plus $1,000</td>
<td>Regs</td>
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<td>$ 2,500</td>
<td>$ 7,000</td>
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<td>Swan (Councillor)</td>
<td>$ -</td>
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<td>$ 7,000</td>
<td>$ 2,400</td>
<td>Supplied plus $1,000</td>
<td>Regs</td>
<td>Regs</td>
<td>$ 2,500</td>
<td>$ 7,000</td>
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<tr>
<td>Vincent (Mayor)</td>
<td>$ 60,000</td>
<td>$ 14,000</td>
<td>$ 2,400</td>
<td>Supplied plus $1,000</td>
<td>Regs</td>
<td>Regs</td>
<td>$22/hr</td>
<td>$800 one off payment</td>
<td>$ 660</td>
<td>$8,386 per four year term</td>
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<tr>
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<td>$ 2,400</td>
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<td>Regs</td>
<td>Regs</td>
<td>$22/hr</td>
<td>$800 one off payment</td>
<td>$ 660</td>
<td>$8,386 per four year term</td>
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<td></td>
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<tr>
<td>Wanneroo (Mayor)</td>
<td>$ 60,000</td>
<td>$ -</td>
<td>$ 14,000</td>
<td>$ 2,400</td>
<td>Supplied plus $1,000</td>
<td>Regs</td>
<td>Regs</td>
<td>$ 2,000</td>
<td>$8,000 (Professional Con) $1,000 (Training &amp; Ed)</td>
<td>Yes (official use only)</td>
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<td>$ -</td>
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<td>$ 7,000</td>
<td>$ 2,400</td>
<td>Supplied plus $1,000</td>
<td>Regs</td>
<td>Regs</td>
<td>$ 1,000</td>
<td>$4,000 (Professional Con) $1,000 (Training &amp; Ed)</td>
<td></td>
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</tbody>
</table>

**Attachment 7**
ELECTED MEMBERS – ALLOWS ENTitlements Policy

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: Office of the CEO Governance and Strategy

Objective: The objective of this document is to provide a clear outline of To set out the support and allowances available to the City’s Elected Members.

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1. **DEFINITIONS**

   “**annual period**” means from October to October in the following year.

   “**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.

2. **INTRODUCTION STATEMENT**

   The document **This Policy** has been prepared to **comply** with the provisions relevant to Elected Member entitlements under the **Local Government Act 1995**, **Local Government Amendment Act 2004** and supporting 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.

3. **PART 1—PROVISION OF SUPPORT**

   **13.1 Objective**

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

   **13.2 Mayor**

   (4) **a.** 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)**i.** The provision of a luxury sedan type motor vehicle with unrestricted use for all official and social **civic** 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)**ii.** Where the office of Mayor is provided with a vehicle as detailed in (a.3.2(a)(i)) 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)**iii.** Membership of the Qantas Club.

      (d)**iv.** The registration cost or ticket cost of **for** the Mayor, **plus his or her** 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
Elected Members Entitlements Policy

4.3 Deputy Mayor and Councillors

(1)a. 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: *Local Government Act 1995*.

(a)i. Access to the Elected Member’s Lounge and office refreshments;

(b)ii. Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile, *internet* and telephone facilities;

(c)iii. Some secretarial support as resources allow including limited word processing, photocopying, and postage.

(d)iv. The registration cost or ticket cost of for 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 *Section 1* of this Policy) or is not for an election purposes.

(2)b. All equipment and facilities subject of this document *Policy* are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

4. PART 2 – ISSUE AND RETURN OF COUNCIL EQUIPMENT

24.1 Objective

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

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

(1) a. Laptop computer, Apple I-Pad and all-in-one printer. (The Elected Member to determine whether new or second-hand).

(2) b. Router and hub for internet use.

(3) c. Elected Member lounge key.


(5) e. Satchel or briefcase (optional).

(6) f. 1 A set of City of Joondalup vehicle licence numbers, selection of numbers 2 to 20 (optional) (see 4.5 below).

This equipment should either will be new or in very good condition and replaced in accordance with the City’s replacement program.

24.3 Documentation

The following documentation will be issued to Elected Members:

(1) Committee members’ booklet

(2) Community Directory

(3) a. Local Government Act 1995 (on request) and Regulations

(4) Local Laws Manual

(5) Policy Manual

(6) b. Code of Conduct Policy.

(7) Western Australian Local Government Association – Elected Member Manual

(8) Internal Telephone directory

(9) c. City of Joondalup District Planning Scheme No. 2 text and report local planning policies.

(10) d. Annual Budget.

(11) e. Information Technology Service Agreement for Elected Members & Information Services Business Unit.

(12) Short Guides produced by the City
24.4 Other Items

a. The following items will be issued to Elected Members:

(1) i. Two name badges for the members, and one name badge for their partners.

(2) ii. Business cards.

(3) iii. Appropriate stationery.

iv. 50 Christmas cards and postage, including a Christmas e-card.

(4) v. Street directory.

(5) vii. Elected Member Uniform issue (non-compulsory optional) (1 one jacket, 2 two trousers/skirts and 3 three shirts/blouses).

(6) viii. Driz-a-bone jacket or similar (optional).

b. Each Elected Member is entitled to be reimbursed to a maximum amount of $1,100 (July 2010) $1,140 (July 2011) 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 home 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 Consumer Price Index (All Groups Perth) Rate of Australia, and rounded to the nearest $10.

24.5 Vehicle Licence Number Plate

(1) a. Elected Members may have a City of Joondalup vehicle licence number plates fitted to their vehicle for their term of Office at the City’s cost.

(2) b. Vehicle Licence plate numbers 1 and 2 (and variations on this (e.g.: 01; 001; 001) are reserved for use by the Mayor and the Deputy Mayor respectively.

(3) c. An Elected Member is eligible to transfer the vehicle licence number plate to another vehicle once every two years at the City’s cost.

(4) d. If the vehicle licence number plate is to be transferred more than once every two 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) e. Retiring Elected Members shall must return the Council issued vehicle licence number plate to the City within fourteen (14) days of ceasing to be an Elected Member. Any costs associated with this transfer of the Elected Member’s vehicle licence number plates shall be met by the City.
(6) Where an Elected Member is issued with vehicle licence number plates as detailed within this Policy, that vehicle fitted with the licence number plates shall not have electoral advertising placed on or in the vehicle.

24.6 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: must return the following equipment to the City within 14 days of ceasing to be an Elected Member.

(a)i. Any equipment issued by the City that is less than three years old.

(b)ii. All equipment leased by Council to the City and provided to the Elected Member.

(c)iii. Security Card/Building Access Card, and ID Card.

(d)iv. Elected Member Lounge Key.

(e)v. City of Joondalup Vehicle Licence Number Plates.

b. The value of any equipment retained by an Elected Member on retirement cannot be more than the limits set under regulation 34AC of the Local Government (Administration) Regulations 1996. This value will also be deducted from the value of any retirement gift given by the City under 10.2 of this Policy.

5. PART 3—PAYMENT OF FEES AND ALLOWANCES

35.1 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.

35.2 Annual Meeting Attendance Fees

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

Payments will be made monthly in arrears throughout the annual period.

35.3 Annual Local Government Allowances — Mayor and Deputy Mayor

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

Payments will be made monthly in arrears throughout the annual period.
35.4 Telecommunications Allowance

(1) a. Council The City will pay all Elected Members an annual Telecommunications Allowance to the maximum amount within the as prescribed within legislated limit legislation.

(2) b. 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) c. Any claims by Elected Members for expenses incurred over the maximum annual Telecommunications Allowance detailed in (15.4(a)) 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 plus the additional amounts claimed). Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.

(4) d. Full payment of the Telecommunications Allowance will be made at the commencement of the annual period. 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.

35.5 Information Technology Allowance:

(1) a. Council The City will pay all Elected Members an annual Information Technology Allowance to the maximum amount within the as prescribed within legislated limit legislation.

(2) b. The Information Technology Allowance is in addition to the council provided City-issued laptop and printer equipment detailed in 4.2 of this Policy, and is in recognition of costs associated with internet connection(s) and other information technology, electronic diaries and the like expenses.

(3) c. Any claims by Elected Members for expenses incurred over the maximum annual Information Telecommunication Technology Allowance detailed in (15.5(a)) 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 an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
(4) d. Full payment of the Information Technology Allowance will be made at the commencement of the annual period 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.

35.6 Conditions of Payment

(1) a. All allowances and fees shall be paid automatically unless an Elected Member has advised the CEO Chief Executive Officer, in writing, that he/she does not want to claim any or part of those fees and allowances.

(2) b. 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 the Chief Executive Officer receiving such a request.

(3) c. The taxation liability arising from these payments is the individual responsibility of each Elected Member.

6. PART 4 – ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA

46.1 Objective

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

46.2 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.

46.3 Annual Conference and Training Expense Allocation

(1) a. The following annual Conference and Training Expense Allocation shall be made available to Elected Members during an annual period.

   (a) i. The Mayor shall be entitled to an annual expense allocation of $12,600 (July 2010) $14,000 (July 2011) inflated annually from the date the $10,000 was first set at by the CPI Consumer Price Index (All Groups Perth) Rate for Australia on 1 July each year and rounded to the nearest $100; and.

   (b) ii. All Councillors shall be entitled to an annual expense allocation of $6,200 (July 2010) $6,400 (July 2011) inflated annually from the
date the $5,000 was first set at by the CPI Consumer Price Index (All Groups Perth) Rate for Australia on 1 July each year and rounded to the nearest $100.

(2)b. In addition to the annual Conference and Training Expense Allocation detailed in clause (1)(a) 6.3(a) above, the Mayor shall be entitled to attend the following conferences:

i. Annual Western Australian Local Government Association

ii. Annual National Australian Local Government Association

iii. Annual National Congress of the Local Government Managers Australia

(3)c. In addition to the annual Conference and Training Expense Allocation detailed in clause (1)(a) 6.3(a) above, Elected Members Councillors shall be entitled to attend the Annual Western Australian Local Government Association conference.

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.

4.45 Approval

(1)a. Subject to Part 5 Section 7 of this Policy for overseas travel, Elected Members may attend conferences and training following:

• (a) following approval by the Council through a resolution passed at a Council Meeting where such approval is required; or

• (b) by informing the CEO Chief Executive Officer in advance of attendance.

4.46 Conferences and Training that may be Attended

The Conferences and Training to which this Policy applies shall generally be limited to the following.

(1)a. West Australian Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences.

(2)b. Special ‘one off’ conferences called for or sponsored by or for the WALGA West Australian Local Government Association and/or ALGA Australian Local Government Association on important issues.

(3)c. Annual conferences of the major professions in local government.

(4)d. Australian Sister Cities Conferences.

(5)e. Municipal Training Service’s Councillor Induction Program.
(6) **WALGA West Australian Local Government Association** Elected Member Training and Development.

(7) **g.** Training relating to the role of Elected Members.

(8) **h.** Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

### 4.6.6 Payment of Conference and Training Costs Expenses

1. **6.6.1 Payment from Conference and Training Expense Allocation**

   The City will pay Conference or Training costs expenses 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 their remaining Conference and Training Expense Allocation allowance themselves, or receive funds from another Elected Member’s Conference and Training Expense Allocation allowance (see 6.8(f)).

2. **6.6.2 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) 6.6.8.

3. **6.6.3 Registration Support Activities**

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

4. **6.6.4 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 Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.

(5) 6.6.5 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 two months prior to departure to facilitate booking arrangements.

(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) 6.6.6 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 and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
- refreshments for the Elected Member, and
- vehicle hire, petrol and parking.
• dry-cleaning and laundry expenses; and
• reasonable telephone, internet and facsimile charges.

(eb.) 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.

(dc.) 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 Conference and Training event only; and

• for the cost of travel to and from the airport directly to the accommodation to be used for the Conference and Training event and also, vice versa, from the accommodation to the airport.

(ed.) Where a visit is extended, as discussed in paragraph (d)6.6.6(c), 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 Conference and Training 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 two Conference and Training events and there is a gap of no more than three days between the conclusion of the first 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 three days, only three days reimbursement can be claimed.
6.6.7 Cash Advances Associated with Payment through the Reimbursement of Expenses

(a.) A Cash Advance of $120 ($130 per day (July 2010) (July 2011) for interstate travel and $180 ($190 per day (July 2010) (July 2011) for overseas travel shall be made available for food, drink and incidental expenses that are of a reasonable nature to Elected Members. The cash advances per day above will be inflated annually from 1 July as from 1 July 2008 based on the CPI Consumer Price Index (All Groups Perth) 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 attending Conference and Training events attendance such as,

- (i) hotel/motel charges other than accommodation, such as dry-cleaning and laundry expenses;
- (ii) reasonable telephone, facsimile or internet use;
- (iii) breakfasts, lunches, dinners and other meals and refreshments for the Elected Member that are not covered by the registration fee cost; and
- (iv) any optional activity in a Conference and Training program.

(d.) Documentary evidence, in the form of original invoices and receipts, must be provided for the acquittal of all Cash Advances. All Cash Advances must be acquitted within one two weeks of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City or, where agreed by the Elected Member, deducted from their annual attendance Meeting fee.

6.6.8 Public Service Commission Award Allowance

(a.) Instead of being reimbursed for actual expenses, an Elected Member may receive a fixed allowance for travel and accommodation, in lieu of 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.

(b.) 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.

i. (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:
   - 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
   - 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.

ii. (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.

iii. (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:

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Percentage of Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>before 8 am</td>
<td>100%</td>
</tr>
<tr>
<td>8 am or later but prior to 1 pm</td>
<td>90%</td>
</tr>
<tr>
<td>1 pm or later but prior to 6 pm</td>
<td>75%</td>
</tr>
<tr>
<td>6 pm or later</td>
<td>50%</td>
</tr>
</tbody>
</table>

   (ii) If arrival back at Joondalup is:

<table>
<thead>
<tr>
<th>Time of Arrival</th>
<th>Percentage of Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am or later but prior to 1 pm</td>
<td>10%</td>
</tr>
<tr>
<td>1 pm or later but prior to 6 pm</td>
<td>25%</td>
</tr>
<tr>
<td>6 pm or later but prior to 11 pm</td>
<td>50%</td>
</tr>
<tr>
<td>11 pm or later</td>
<td>100%</td>
</tr>
</tbody>
</table>

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) 6.6.6 and all of the allowance monies have been used for items that can be reimbursed.
### Elected Member/Delegate Accompanying Person

1. **a.** 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 Conference and Training event dinner where partners would normally attend.

2. **b.** 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. **c.** 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 seven (7) days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

### Guidelines for Conference and Training Attendance

1. Subject to the provisions of Clause 4.3, the guidelines detailed in this clause shall apply.

2. **a.** Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The CEO or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.

3. **b.** All unspent funds within an Elected Members Conference and Training Expense Allocation shall be carried forward at the completion of each annual period.

4. **c.** Following each Ordinary Council election, Elected Members will forfeit any unspent funds, and commence their annual Elected Members conference and Training Expense Allowance Allocation as detailed in Clause 4.3.

5. **d.** 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. **e.** 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 Conference and Training Expense Allocation referred to in this Policy.

(7) 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.

In such cases, the Elected Member agreeing to meet those costs shall provide the CEO Chief Executive Officer with a written statement to that effect, signed by both Elected Members and authorising the CEO Chief Executive Officer to initiate necessary arrangements and debit the authorising Member’s allocation.

7. **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) 6.8(d) 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) 6.6.7).

8. **PART 6—REPORT**

Upon return from attendance at any interstate or overseas Conference or and 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 Elected Members of the Council within one month.

9. **PART 7—REIMBURSEMENT OF EXPENSES**

79.1 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.
79.2 Child Care

(4) a. In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, 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) b. 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) c. Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.

(4) d. 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) e. 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 7.3.9.4 of this Policy.

79.3 Travel

(4) a. The payment of travel costs is covered under Regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*.

(2) b. Travel costs incurred and paid by Elected Members will be reimbursed for the following:

 (a) i. Travel and parking expenses incurred by a Member using a private motor vehicle or bicycle 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) attending 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) ii. 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 a Councillor-Elect makes their declaration of Office.
(c) iii. 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 Service Award where the Member’s vehicle is used (see Schedule F of the Award).

(d) iv. Travel expenses claimed for bicycles under this Policy are to be calculated in accordance with the rate of $0.10 per kilometre.

(e) v. 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) c. Where an Elected Member deems it is more appropriate to attend a Council-related commitment without a motor vehicle or bicycle, a taxi may be used and the costs incurred claimed reimbursed.

(4) d. Should an Elected Member travel by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with (2) 9.3(b) above.

7.9.4 Other Specified Expenses

(1) a. Outside of child care and travel costs an Annual Reimbursement Limit of $1,030 $1,040 (July 2011) shall be available to Elected Members during an annual period 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 from 1 July, based on the CPI Consumer Price Index (All Groups Perth) Rate of Australia, and rounded to the nearest $10.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual expense period. When an Elected 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.

7.9.5 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 CEO Chief Executive Officer, together with supporting documentation, within two 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 City’s annual financial statements.
9.6 Allowances and Limits are exclusive of GST

Unless otherwise specified in this Policy, all allowances and limits set out in this Policy are exclusive of GST.

Where an Elected Member does not provide appropriate documentary evidence to enable GST to be claimed, the full amount of the expense incurred by the City, inclusive of GST, will be applied to the relevant allocation.

9.7 Supporting Documentation

Documentary evidence is required for all expenses claimed. Original Tax Invoices and receipts are required for audit purposes and to enable GST to be claimed.

10. OTHER ENTITLEMENTS

10.1 Elected Member Dinners

To provide an avenue to facilitate networking possibilities and for Elected Members to undertake discussions with various representatives of the community, the Council has agreed to host Elected Member dinners.

The Mayor is entitled to host six dinners per calendar year, and each Ward a total of 12 each year, based on six dinners per Ward Councillor.

Each table will allow for the Elected Member as host, plus up to a maximum of nine guests.

Where a Ward Councillor confirms he/she is unable or unwilling to host part or all of his/her allocated dinners, the fellow Ward Councillor, in the first instance, or the Mayor or another Elected Member may host these unused dinners, however, total number of dinners must not exceed the annual allocation of twelve.

10.2 Acknowledgement of Service

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate memento, which will take the form of an engraved plate (or plaque) commemorating the Member’s service and a suitable gift.

The value of any gift provided to a retiring Elected Member plus the residual value of any furniture and/or office equipment retained by a retiring Elected Member is limited to the prescribed amount set out in Regulation 34AC of the Local Government (Administration) Regulations 1996.

CREATION DATE: December 2001

Formerly:
- Elected Member — Allowances
- Elected Member Training
• Elected Members Attendance Fees
• Issue and Return of Council Related Equipment to Elected Members
• Members of Council — Reimbursement of Expenses
• Travel/Accommodation — Elected Members and Staff

AMENDMENTS: CJ121-06/02, CJ206-10/05, CJ007-02/07, CJ052-04/08, CJ007-02/09, CJ094-06/10, CJ174-10/10, CJ041-03/11, CJXXX-XX/XX

RELATED DOCUMENTATION:
• Local Government (Administration) Regulations 1996
• Local Government Act 1995
• Public Service Officers Award
• Register of Delegation of Authority
(Standard template for City and Council Policies)

NAME OF POLICY

CATEGORY: City Policy or Council Policy

RESPONSIBLE DIRECTORATE: Name of responsible Directorate

OBJECTIVE: Overall objective of the policy which directly and clearly reflects what the policy is trying to achieve.

1. AUTHORITY (if applicable)

Declare if it is a local planning policy and specify the legislative authority that governs the process for its development and amendment.

2. APPLICATION (if applicable)

A statement is provided to outline the scope of the policy’s application if the policy relates to a particular class of persons/area/facilities,

3. DEFINITIONS (if applicable)

“definition 1” means . . .

“definition 2” means . . .

4. STATEMENT

A summarised paragraph of the City’s overall position or intention with regard to resolving or managing the issue addressed in the policy.

5. DETAILS

Details of policy which are broken down into numbered sub-headings to allow for easy references within Council and corporate reports.

5.1 Sub-Heading 1

a.

b.
5.2 Sub-Heading 2

a.

b.

5.3 Sub-Heading 3

5.3 Sub-Heading 4

CREATION DATE:  
Month and year the policy was first introduced.

AMENDMENTS:  
Council report references of when amendments to policy were made. (Does not include review dates if no changes to the policy were made at the time of review.)

RELATED DOCUMENTATION:  
- Any documentation that refers to, or is impacted upon by the policy.
## LIST OF CURRENT POLICIES WITH COMMENTS IDENTIFYING ISSUES SPECIFIC TO EACH

<table>
<thead>
<tr>
<th>POLICY NAME (current) (new)</th>
<th>AMENDMENTS — MINOR (amended policy attached)</th>
<th>AMENDMENTS — MAJOR (separate report provided)</th>
<th>AMENDMENTS — MAJOR (further review required)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access and Equity Policy (current)</td>
<td>✓</td>
<td></td>
<td></td>
<td>Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).</td>
</tr>
</tbody>
</table>
| Alcohol Management Policy (current) | ❌                                          | ✓                                              | (May 2012)                                   | Identified issues:  
  • Duplication with Reserve Parks and Recreation Groups Policy.  
  • Additional information required from Beach Management Plan.  
  Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
| Alfresco Activities Policy (current) | ❌                                          | ✓                                              |                                             | Issues identified in separate report. |
| Asset Management Policy (current) | ❌                                          | ✓                                              | (May 2012)                                   | Identified issues:  
  • Some sections of Policy at an operational level instead of strategic level.  
  • Some sections of Policy no longer relevant (absorbed by other documents (e.g.: Asset Management Strategy; Strategic Asset Management Framework etc.))  
  Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
| Australian Business Excellence Framework Policy (current) | ✓                                          |                                               |                                             | Updated version of the Australian Business Excellence Framework to be released in early 2012. Policy to be updated to reflect these changes. Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
| Buildings Set Back from the Boundary Additional Acceptable Development Provisions — Clause 3.3.1 of the Residential Design Codes 2002 (current) | ✓                                          |                                               | (August 2012)                               | Identified issues:  
  • Policy likely no longer relevant (i.e.: modifications made to Residential Design Codes of Western Australia); potential impacts of revoking Policy to be investigated.  
  Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee. |
| Burning on Private Property Policy (current) | ✓                                          |                                               |                                             | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Cash-in-Lieu of Car Parking Policy (current) | ✓                                          |                                               |                                             | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Centres Strategy (current) | ✓                                          |                                               |                                             | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Child Care Centres Policy (current) | ✓                                          |                                               |                                             | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Coastal Limestone Hazards Policy (current) | ✓                                          |                                               | (May 2012)                                   | Identified issues:  
  • Additional information required regarding inspection period.  
  Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
| Code of Conduct Policy (current) | ✓                                          |                                               | (November 2012)                              | Issues yet to be identified. |

Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.
<table>
<thead>
<tr>
<th>Policy Name (current) (new)</th>
<th>Amendments — Minor (amended policy attached)</th>
<th>Amendments — Major (separate report provided)</th>
<th>Amendments — Major (further review required)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Policy (current)</td>
<td></td>
<td>✓</td>
<td></td>
<td>Issues identified in separate report.</td>
</tr>
<tr>
<td>Elected Member Communications Policy (new)</td>
<td></td>
<td>✓</td>
<td></td>
<td>Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).</td>
</tr>
<tr>
<td>Community Consultation and Engagement Policy (current)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Community Development Policy (current) |  | ✓ (November 2012) |  | Identified issues:  
  - Objective not consistent with details of Policy.  
  - Some sections of Policy at an operational level instead of strategic level.  
  - Some sections of Policy no longer relevant.  
  - May be duplication with other City documents.  
Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee. |
| Community Facilities — Built Policy (current) |  | ✓ (with Property Management Framework) |  | Policy will be reviewed during the development of the Property Management Framework and presented at the same Meeting of the Policy Committee as the Framework. |
| Community Funding Policy (current) | ✓ (May 2012) |  |  | Identified issues:  
  - Some sections of Policy no longer relevant (e.g.: category names superseded etc.).  
  - Additional information required regarding specific funding program (i.e.: Sport and Recreation and Culture and Arts).  
Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
| Cubby Houses Policy (current) | ✓ (May 2012) |  |  | Identified issues:  
  - Additional information required regarding setback provisions.  
Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
| Dedicated Car Parking for Seniors and Parents with Prams (current) | ✓ (May 2012) |  |  | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Design Guidelines Carine Glades Mews Estate, Duncraig Policy (current) | ✓ (August 2012) |  |  | Identified issues:  
  - Policy likely no longer relevant (i.e.: area now built-out); potential impacts of revoking Policy to be investigated.  
Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee. |
| Design Guidelines for Waterview Estate, Kingsley Policy (current) | ✓ (August 2012) |  |  | Identified issues:  
  - Policy likely no longer relevant (i.e.: area now built-out); potential impacts of revoking Policy to be investigated.  
Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee. |
| Disposal of Surplus Assets Minor Policy (current) | ✓ (May 2012) |  |  | Identified issues:  
  - Objective not consistent with details of Policy.  
Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
<table>
<thead>
<tr>
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<th>AMENDMENTS — MAJOR (further review required)</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>
| Economic Development Policy (current) |                                | ✓ (November 2012) | | Identified issues:  
• Objective not consistent with details of Policy.  
• Some sections of Policy no longer relevant.  
• May be duplication with new Economic Development Plan (when drafted).  
Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee. |
| Elected Members — Allowances Policy (current) |                                | | ✓ | Issues identified in separate report. |
| Elected Members — General Policy (current) |                                | | ✓ | Issues identified in separate report. |
| Employment Policy (current) |                                | ✓ (August 2012) | | Identified issues:  
• Objective not consistent with details of Policy.  
• Some sections of Policy at an operational level instead of strategic level.  
• Some sections of Policy no longer relevant.  
Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee. |
| Environmentally Sustainable Buildings in the City of Joondalup Policy (current) |                                | ✓ | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Environmentally Sustainable Design Policy (new) |                                | | | |
| Environmentally Sustainable Buildings Policy (current) |                                | ✓ | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Environmentally Sustainable Design for City Buildings Policy (new) |                                | | | |
| Financial Planning — Strategic Matters (current) |                                | ✓ | | Issues identified in separate report. |
| Freeman of the City of Joondalup Policy (current) |                                | ✓ | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Height and Scale of Buildings Within Residential Areas Policy (current) |                                | ✓ (August 2012) | | Identified issues:  
• Conflict with Register of Delegation of Authority regarding determination of applications.  
• May be duplication with Residential Design Codes and/or Local Housing Strategy.  
Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee. |
<p>| Height of Buildings Within the Coastal Area (Non-Residential Zones) Policy (current) |                                | ✓ | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |</p>
<table>
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<tr>
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<tr>
<td>Hire of Community Facilities and Venues Policy (current)</td>
<td></td>
<td></td>
<td>✓ (with Property Management Framework)</td>
<td>Policy will be reviewed during the development of the Property Management Framework and presented at the same Meeting of the Policy Committee as the Framework.</td>
</tr>
<tr>
<td>Home Business Policy (current)</td>
<td>✓</td>
<td></td>
<td></td>
<td>Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).</td>
</tr>
</tbody>
</table>
| Investment Policy (current) | | | ✓ (November 2012) | Identified issues:  
- Additional information required regarding benchmarking.  
Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee. |
| Joondalup City Centre Car Parking for Commercial Development (current)  
Car Parking for Commercial Development (Joondalup City Centre) Policy (new) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Legal Representation for Elected Members and Employees Policy (current) | | | ✓ (August 2012) | Identified issues:  
- Some sections of Policy no longer relevant.  
- Additional information required (i.e.: definitions, approval details, application etc.).  
Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee. |
| Leisure Policy (current) | | | ✓ (November 2012) | Identified issues:  
- Objective not consistent with details of Policy.  
- Some sections of Policy no longer relevant.  
- Some sections of Policy at an operational level instead of strategic level.  
Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee. |
| Light Vehicle Replacement Policy (current) | | | ✓ (May 2012) | Identified issues:  
- Some sections of Policy at an operational level instead of strategic level.  
Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
<p>| Management of Community Facilities Policy (current) | | | ✓ (with Property Management Framework) | Policy will be reviewed during the development of the Property Management Framework and presented at the same Meeting of the Policy Committee as the Framework. |
| Memorials in Public Reserves Policy (current) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Naming of Public Facilities Policy (current) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Notification of Approved Commercial Development Policy (current) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |</p>
<table>
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<tr>
<th>POLICY NAME (current) (new)</th>
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</table>
| Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy (current)   |                                             |                                               |                                               | Identified issues:  
  - Some sections of Policy at an operational level instead of strategic level.  
  - Duplication with Resident/Visitor Parking Permits for Joondalup City Centre Policy. Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
| Payment of Rates and Charges Policy (current)                                              | ✓                                           |                                               |                                               | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Pedestrian Accessways Policy (current)                                                     |                                             |                                               |                                               | Identified issues:  
  - Some sections of Policy may no longer be relevant (in relation to Procedure for Closure of Pedestrian Accessways Planning Guidelines released by Western Australian Planning Commission).  
  - Additional details required regarding fencing types for outdoor living areas and pool areas. Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee. |
| Recognition of Community Sporting Groups Policy (current)                                  |                                             |                                               | ✓ (November 2012)                              | Identified issues:  
  - Duplication with Recognition of Volunteers Policy. Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee. |
| Recognition of Volunteers Policy (current)                                                 |                                             |                                               | ✓ (November 2012)                              | Identified issues:  
  - Duplication with Recognition of Community Sporting Groups Policy. Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee. |
| Records Management Policy (current)                                                       |                                             |                                               | ✓ (November 2012)                              | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Recovery of Costs Awarded to the City Policy (current)                                     | ✓                                           |                                               |                                               | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Requests for Sale of Public Open Space Reserves Policy (current)                           | ✓                                           |                                               |                                               | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Reserves Parks and Recreation Grounds Policy (current)                                     |                                             |                                               | ✓ (May 2012)                                   | Identified issues:  
  - Objective not consistent with details of Policy.  
  - Some sections of Policy at an operational level instead of strategic level.  
  - Duplication with Tennis Court Lighting Standards Policy and Alcohol Management Policy. Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
| Resident/Visitor Parking Permits for Joondalup City Centre                                 |                                             |                                               | ✓ (May 2012)                                   | Identified issues:  
  - Duplication with Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy.  
  - Some sections of Policy at an operational level instead of strategic level. Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
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| Retaining Walls — Subdivision Policy (current) | | | ✓ (August 2012) | Identified issues:  
  - Additional details required regarding 2-lot subdivisions.  
  Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee. |
| Review and Development of Policies Policy (current) | | ✓ | | Issues identified in separate report. |
| Satellite Dishes, Aerials and Radio Equipment Policy (current) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Setting Fees and Charges Policy (current) | | ✓ (with Property Management Framework) | | Policy will be reviewed during the development of the Property Management Framework and presented at the same Meeting of the Policy Committee as the Framework. |
| Short Stay Accommodation Policy (current) | | ✓ (May 2012) | | Identified issues:  
  - Some duplication with draft Bed and Breakfast Policy.  
  - Potentially only minor amendments required.  
  Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
| Signs Policy (current) | | ✓ | | Issues identified in separate report. |
| Small Scale Renewable Energy Systems Policy (current) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Specified Area Rates Policy (current) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| State Administrative Tribunal Mediation and Revised Development Proposals Policy (current) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Statement on Circuses Policy (current) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |
| Stormwater Drainage Policy (current) | | ✓ (May 2012) | | Identified issues:  
  - Objective not consistent with details of Policy.  
  - Some sections of Policy at an operational level instead of strategic level.  
  - Some sections of Policy no longer relevant.  
  - Additional details required regarding strategic management and planning.  
  Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
<p>| Streetlight Shading Policy (current) | ✓ | | | Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached). |</p>
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<tr>
<td>Subdivision and Development Adjoining Areas of Public Space Policy (current)</td>
<td>✓ (August 2012)</td>
<td></td>
<td></td>
<td>Identified issues: <em>Additional details required regarding fencing types for outdoor living areas and pool areas.</em> Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee.</td>
</tr>
<tr>
<td>Sustainability Policy (current)</td>
<td>✓ (November 2012)</td>
<td></td>
<td></td>
<td>Identified issues: <em>Objective not consistent with details of Policy.</em> <em>Policy statement does not provide guidance on integrating sustainability principles into decision-making.</em> <em>Duplication with Sustainability Statement Policy; potential impacts of revoking Policy to be investigated.</em> Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.</td>
</tr>
<tr>
<td>Sustainability Statement Policy (current)</td>
<td>✓ (November 2012)</td>
<td></td>
<td></td>
<td>Identified issues: <em>Objective not consistent with details of Policy.</em> <em>Policy statement does not provide guidance on integrating sustainability principles into decision-making.</em> <em>Duplication with Sustainability Policy.</em> Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.</td>
</tr>
<tr>
<td>Telecommunications Facilities Policy (current)</td>
<td>✓ (May 2012)</td>
<td></td>
<td></td>
<td>Review requested by Council (CJ204-11/11) Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee.</td>
</tr>
<tr>
<td>Tennis Court Lighting Standards Policy (current)</td>
<td>✓ (May 2012)</td>
<td></td>
<td></td>
<td>Identified issues: <em>Some sections of Policy at an operational level instead of strategic level.</em> <em>Duplication with Reserve Parks and Recreation Groups Policy.</em> Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee.</td>
</tr>
<tr>
<td>The City’s Art and Memorabilia Collections Policy (current)</td>
<td>✓ (August 2012)</td>
<td></td>
<td></td>
<td>Review requested by Council (CJ064-04/11) Identified issues: <em>Objective not consistent with details of Policy.</em> <em>Some sections of Policy at an operational level instead of strategic level.</em> <em>Some sections of Policy no longer relevant.</em> <em>Additional details required regarding commissioning of artwork.</em> Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee.</td>
</tr>
<tr>
<td>Uniform Fencing — Subdivision Policy (current)</td>
<td>✓ (August 2012)</td>
<td></td>
<td></td>
<td>Issues yet to be identified. Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.</td>
</tr>
<tr>
<td>Vandalism to Vegetation on Land Owned or Managed by the City Policy (current)</td>
<td>✓</td>
<td></td>
<td></td>
<td>Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).</td>
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| Waste Management Policy (current) | | | | Identified issues:  
- Objective not consistent with details of Policy.  
- Some sections of Policy at an operational level instead of strategic level.  
- Some sections of Policy no longer relevant (absorbed by other documents (e.g.: Strategic Waste Minimisation Plan))  
Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee. |
# Timetable for Review of Remaining Policies (2012)

## Meeting of Policy Committee

<table>
<thead>
<tr>
<th>Policy Area</th>
<th>May 2012</th>
<th>August 2012</th>
<th>November 2012</th>
</tr>
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<tbody>
<tr>
<td>Resident/Visitor Parking Permits for Joondalup City Centre</td>
<td>The City's Art and Memorabilia Collections Policy</td>
<td>Code of Conduct Policy</td>
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<td>Reserves Parks and Recreation Grounds Policy</td>
<td>Subdivision and Development Adjoining Areas of Public Space Policy</td>
<td>Community Development Policy</td>
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<tr>
<td>Asset Management Policy</td>
<td>Design Guidelines Carine Glades Mews Estate, Duncraig Policy</td>
<td>Investment Policy</td>
<td></td>
</tr>
<tr>
<td>Coastal Limestone Hazards Policy</td>
<td>Design Guidelines for Waterview Estate, Kingsley Policy</td>
<td>Leisure Policy</td>
<td></td>
</tr>
<tr>
<td>Community Funding Policy</td>
<td>Employment Policy</td>
<td>Recognition of Community Sporting Groups Policy</td>
<td></td>
</tr>
<tr>
<td>Cubby Houses Policy</td>
<td>Height and Scale of Buildings Within Residential Areas Policy</td>
<td>Recognition of Volunteers Policy</td>
<td></td>
</tr>
<tr>
<td>Disposal of Surplus Assets Minor Policy</td>
<td>Legal Representation for Elected Members and Employees Policy</td>
<td>Sustainability Policy</td>
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<tr>
<td>Light Vehicle Replacement Policy</td>
<td>Pedestrian Accessways Policy</td>
<td>Sustainability Statement Policy</td>
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<td>Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy</td>
<td>Retaining Walls — Subdivision Policy</td>
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<td>Waste Management Policy</td>
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</table>
FINANCIAL PLANNING—STRATEGIC MATTERS

CATEGORY: 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 ensure that robust and transparent financial management is established and maintained to meet the Council’s accountability to the community for the stewardship of community assets both now and into the future.

STATEMENT:

Under the Local Government Act 1995, Council is required to prepare and adopt an annual budget.

Local Governments are also required to prepare a ‘Plan for the Future’ of the District at least every second year that will identify the strategic direction of the district and indicate the resources required for the achievement of the strategies. The Local Government Act 1995 requires Councils to consider the ‘Plan for the Future’ in formulating the Annual Budget.

The Annual Budget will be developed within an overall strategic planning framework which will guide the Council in identifying community needs and aspirations over the long term through the development of the Strategic Plan and the Strategic Financial Plan over a 20 year time horizon.

The long term Strategic Financial Plan will summarise the financial impacts of the goals and objectives identified in the Strategic Plan, determine their sustainability, and therefore set the future financial direction of the Council.

In developing the high level Strategic Financial Plan the Council will adhere to the following principles:

- Prudent management of financial risks relating to debt, assets and liabilities;
- Provision of reasonable stability in the level of rate burden;
- Consideration of the financial effects of Council decisions on future generations;
- Provision of accurate and timely disclosure of strategic financial information; and
- New revenue sources to be identified where possible.
Sustainability Statement

Long term financial planning is essential in ensuring that the Council remains financially sustainable in the long term.

This Policy establishes a strategic financial planning framework that seeks to guarantee the financial sustainability of the City by providing sufficient funds to allow capital projects and new initiatives to be implemented, ensure the City's infrastructure is maintained, and ensure the Council has the financial flexibility to respond to community needs now and into the future.

The views of the community on the long-term financial direction of the Council will be sought through statutory consultation and other participatory mechanisms during the development of the Strategic Plan and the Strategic Financial Plan.

Amendments: INT10/29156, CJ156-09/06

Related Documentation: October 2006
REVIEW AND DEVELOPMENT OF POLICIES

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: Office of the CEO

OBJECTIVE: To establish a “Council Policy Framework providing a structure and process for initiation, development and review of policy documents ensuring:

1. Definitions of documents comprising the Council Policy Framework;
2. Types and relationship of Council policy document for different purposes;
3. A clear relationship between Council and management responsibilities in decision making and implementation;

STATEMENT

Definitions of Documents Comprising the Council Policy Framework.

Council Policies – Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic external focus and align with the Mission, Vision and Strategic Directions. Developed by the Policy Committee and/or the administration and adopted by Council.

City Policies – Policies that are developed for administrative and operational imperatives and have an internal focus. Developed by the Policy Committee and/or the administration and adopted by Council.

Strategic Plan – Statement of Council’s vision, strategic intent, priorities and longer-term targets. Developed and adopted by Council.

Strategy – The means by which Strategic Plan will be achieved. Developed and adopted by Council.

Procedures – Administrative guidelines and procedures for the implementation of policies supporting sound administration of the Corporation. (Generally technical and/or operational in nature). To be approved by the CEO.
Policy/Procedure to be developed/reviewed

Is this a Policy or a Procedure?

Council/City Policy
- Policy Committee and/or officers to develop draft policy
- Community consultation on draft policy (if required)
- Policy Committee to consider community feedback/comment
- Policy referred to Council for review and adoption

Procedure
- Officer’s draft procedure
- CEO Approval
Policy Committee Terms of Reference

(a) To make recommendations to Council on the development and review of Council and City policies to identify the direction of Council

(b) To initiate and request the formulation and drafting of both Council and City policies

(c) To devise and oversee the method of development (level and manner of community consultation) for the development of Council and City policies

(d) To review the Council Policy Framework in order to ensure compliance with the provisions of the Local Government Act 1995

Amendments: INT10/29144, CJ206-10/05, CJ207-10/07

Related Documentation:

Issued: October 2007