

minutes

MEETING HELD ON **TUESDAY, 20 MARCH 2012**

TABLE OF CONTENTS

ITEM NO	TITLE	PAGE NO
	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	1
	PUBLIC QUESTION TIME	2
	PUBLIC STATEMENT TIME	7
	APOLOGIES AND LEAVE OF ABSENCE	9
C13-03/12	REQUESTS FOR LEAVE OF ABSENCE – CR TERESA RITCHIE AND CR LIAM GOBBERT - [102280]	9
	CONFIRMATION OF MINUTES	9
C14-03/12	MINUTES OF COUNCIL MEETING, 21 FEBRUARY 2012	9
	DECLARATIONS OF INTEREST	10
	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	11
	IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS	12
C15-03/12	CONSIDERATION TO CHANGE ORDER OF BUSINESS	12
	PETITIONS	12
	REPORTS	13
C16-03/12	CONSIDERATION TO CHANGE ORDER OF BUSINESS	13
CJ040-03/12	PETITION OF ELECTORS REQUESTING THE RETENTION OF LOT 971 (52) CREANEY DRIVE KINGSLEY FOR THE PURPOSES OF A SCULPTURE PARK - [11367, 101515]	14/97
CJ026-03/12	DEVELOPMENT, CODE VARIATION AND SUBDIVISION APPLICATIONS - JANUARY 2012 [07032, 101515]	21
CJ027-03/12	NEW BUILDING ACT 2011 - NEW DELEGATIONS AND FEE STRUCTURE [07032, 101515]	25
CJ028-03/12	RETROSPECTIVE PLANNING APPROVAL - UNAUTHORISED ADDITION TO KINGSLEY COMMERCIAL CENTRE AT LOT 3 (66) CREANEY DRIVE, KINGSLEY [101760, 101515]	30
CJ029-03/12	RETROSPECTIVE PLANNING APPROVAL - UNAUTHORISED ADDITION TO KINGSLEY VILLAGE SHOPPING CENTRE AT LOT 4 (100) KINGSLEY DRIVE, KINGSLEY [23125, 101515]	37
CJ030-03/12	PROPOSED CHANGE OF USE FROM OFFICE TO MEDICAL CENTRE AT UNIT 8, LOT 1 (9) COOLIBAH DRIVE, GREENWOOD [21820, 101515]	44
CJ031-03/12	PROPOSED ADDITIONS TO PRENDIVILLE CATHOLIC COLLEGE AT LOT 3 (11) PRENDIVILLE AVENUE, OCEAN REEF [00508, 101515]	51

ITEM NO	TITLE	PAGE NO
CJ032-03/12	MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 6 FEBRUARY 2012 [26176, 03360, 10116, 01907, 13399, 44688, 27122, 101299, 101280, 101515]	58
CJ033-03/12	MINUTES OF THE AUDIT COMMITTEE MEETING HELD 8 MARCH 2012 - [50068, 09882, 28049, 07032, 09492, 89528, 101515]	78
CJ034-03/12	CONFIDENTIAL - MINUTES OF THE STRATEGIC FINANCIAL MANAGEMENT COMMITTEE MEETING HELD ON 20 FEBRUARY 2012 - [51567, 52582, 57618, 63627, 70512, 101515]	82/111
CJ035-03/12	STATUS OF PETITIONS - [05386, 101515]	83
CJ036-03/12	EXECUTION OF DOCUMENTS - [15876, 101515]	87
CJ037-03/12	MINUTES OF EXTERNAL COMMITTEES - [09151, 48543, 101515]	89
CJ038-03/12	LIST OF PAYMENTS MADE DURING THE MONTH OF JANUARY 2012 - [09882]	91
CJ039-03/12	FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 31 JANUARY 2012 - [07882, 101515]	94
CJ040-03/12	PETITION OF ELECTORS REQUESTING THE RETENTION OF LOT 971 (52) CREANEY DRIVE KINGSLEY FOR THE PURPOSES OF A SCULPTURE PARK - [11367, 101515]	97/14
CJ041-03/12	CURRAMBINE PRIMARY SCHOOL – SCHOOL TRAFFIC MANAGEMENT AND PARKING - [07384, 101515]	98
C17-03/12	COUNCIL DECISION – EN BLOC RESOLUTION - [02154] [08122]	104
	REPORT OF THE CHIEF EXECUTIVE OFFICER	105
CJ042-03/12	2011 COMPLIANCE AUDIT RETURN - [09492, 50068, 101515]	105
C18-03/12	MOTION TO GO BEHIND CLOSED DOORS – [02154, 08122]	109
CJ043-03/12	CONFIDENTIAL – STATUS OF UNDERTAKINGS TO THE DELEGATED LEGISLATION COMMITTEE - [22513, 101515]	110
CJ034-03/12	CONFIDENTIAL - MINUTES OF THE STRATEGIC FINANCIAL MANAGEMENT COMMITTEE MEETING HELD ON 20 FEBRUARY 2012 - [51567, 52582, 57618, 63627, 70512, 101515]	111/82
C19-03/12	MOTION TO GO TO OPEN DOORS – [02154, 08122]	115
C20-03/12	MOTION TO DISPENSE WITH THE REQUIREMENT TO GIVE NOTICE – [02154, 08122]	116
C21-03/12	REQUEST FOR AMENDMENT TO TERMS AND CONDITIONS FOR 2012 COMMUNITY ART EXHIBITION – [101779]	116
	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	117
	ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING	117
	CLOSURE	117

CITY OF JOONDALUP

MINUTES OF COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY, 20 MARCH 2012

DECLARATION OF OPENING

The Mayor declared the meeting open at 7.03pm.

ANNOUNCEMENT OF VISITORS

Nil.

Mayor:

TROY PICKARD

Councillors:

CR KERRY HOLLYWOOD	North Ward	
CR TOM McLEAN, JP	North Ward	<i>Absent from 8.12pm to 8.14pm</i>
CR PHILIPPA TAYLOR	North-Central Ward	
CR SAM THOMAS	North-Central Ward	
CR LIAM GOBBERT	Central Ward	
CR GEOFF AMPHLETT, JP	Central Ward	
CR MIKE NORMAN	South-West Ward	
CR JOHN CHESTER	South-East Ward – <i>Deputy Mayor</i>	
CR BRIAN CORR	South-East Ward	<i>to 8.15pm</i>
CR RUSS FISHWICK	South Ward	
CR TERESA RITCHIE	South Ward	<i>Absent from 8.14pm to 8.15pm</i>

Officers:

MR GARRY HUNT	Chief Executive Officer	<i>Absent from 7.53pm to 7.54pm</i>
MR MIKE TIDY	Director Corporate Services	
MR JAMIE PARRY	Director Governance and Strategy	
MS DALE PAGE	Director Planning and Development	<i>Absent from 8.13pm to 8.15pm</i>
MR CHARLIE REYNOLDS	Acting Director Infrastructure Services	
MR BRAD SILLENCE	Manager Governance and Marketing	<i>Absent 8.17pm to 8.22pm</i>
MR VIC ETHERINGTON	Manager Compliance and Regulatory Services	<i>to 8.11pm</i>
MS MELINDA BELL	Acting Manager Planning Services	<i>to 8.13pm</i>
MR MARK THORNER	Acting Governance Coordinator	
MRS LESLEY TAYLOR	Governance Officer	
MRS DEBORAH GOUGES	Governance Officer	

There were 34 members of the public and one member of the press in attendance.

PUBLIC QUESTION TIME

The following questions were submitted prior to the Council meeting on 20 March 2012:

Mr D Clifton, Carramar:

Re: *Proposed Ocean Reef Marina Development*

Q1 *Since Fremantle is busy and has limited space for big ocean liners with hundreds of visitors and the mining boom up North needs the piers for example up north. Is there room in any new development to allocate many visiting cruise ships that may dock at Ocean Reef, enabling Joondalup and local businesses to gain from the millions of visitors that would be able to visit and contribute to the business sector and Council growth in the district.*

A1 There is no provision in the Ocean Reef Marina project for cruise liners at this time.

Mr R Repke, Kallaroo:

Re: *CJ040-03/12 Petition of Electors requesting the retention of lot 971 (52) Creaney Drive, Kingsley for the purposes of a Sculpture Park.*

Q1 *Why if the City thinks that the lot can be marketed successfully, is the City not doing the project to generate long term income to supplement rate income?*

A1 Depending upon how the land is zoned will determine the proportion of land that is rateable. Based on the information provided by external consultants, the City will receive rates from areas of land used for commercial purposes.

Mr D Blackburn, Secretary of the Kingsley and Greenwood Residents Association:

Re: *CJ040-03/12 Petition of Electors requesting the retention of Lot 971 (52) Creaney Drive, Kingsley for the purposes of a Sculpture Park.*

Q1 *Why has the City begun to execute a funding plan, by initiating re-zoning of City owned properties in preparation for their sale, when the stated object of the plan, the proposed Joondalup Performing Arts and Cultural Facility has not yet been finalised in scope and such scope assessed as feasible?*

A1 The Council has previously resolved to develop a Performing Arts and Cultural Facility in Joondalup and has formed a Committee, with external representation, to assist with the project. Proper management of the City's resources would require the City to prepare for any future funding commitments and the City as part of its 20 Year Strategic Financial Plan has listed a preliminary amount of \$35 million for the project.

Q2 *At the Meeting of Council 22/6/10 Item CJ103-06/10 it was disclosed that the City owns 33 parcels of non-operational type freehold land that could be considered for disposal. At the Meeting of Council 17/5/11 it was disclosed at Item CJ091-05/11, in a location list, that 14 properties had the potential for disposal. In the interests of transparency it is requested that the City provide a location list of the other 19 properties, of the 33, not considered for disposal?*

A2 The properties listed in the minutes of the Council meeting held on 22 June 2010 (Item CJ103-06/10 refers) were a preliminary listing of City owned freehold land not an indication of an agreement to sell.

Q3 *As Lot 971 was acquired from Portland Developments Pty Ltd in 1982 has the City contacted that company or its successor company in relation to the current intention to sell the land and not invest in the development of it for a Civic or Cultural purpose as originally intended ?*

A3 No.

Mrs M Macdonald, Mullaloo:

Re: *CJ034-03/12 Confidential - Minutes of the Strategic Financial Management Committee Meeting held on 20 February 2012.*

Q1 *Why are the Minutes of this Committee of Council confidential regarding the disposal for land?*

A1 The minutes are confidential as they detail matters under Section 5.23(2)(h) of the *Local Government Act 1995*.

Q2 *Has Council previously agreed to sell or exchange the land the subject of this item and was there a consultation process with nearby residents?*

A2 At its meeting held on 21 September 2010 (CJ163-09/10 refers), Council noted the unconfirmed minutes of the Strategic Financial Management Committee meeting held on 14 September 2010 and, subject to consideration of Business Plans, supported the disposal of five City Freehold land sites. Business Plans have been prepared for the purpose of advertising in accordance with Section 3.58 and 3.59 of the *Local Government Act 1995*.

Q3 *Does the City need to dispose of assets to balance its budget this year or next or should it consider cutting expenses instead?*

A3 The City does not need to dispose of assets to balance its budget for 2011/12 or 2012/13, however does have future plans to use the proceeds of the disposal of assets for identified large scale capital projects.

Q4 *Why are there no attachments showing the land under discussion attached to this item?*

A4 No aerial plans of the land were attached to the officer's report.

Q5 *Why are there now no Council Committee meeting agendas, minutes and dates of meeting identified on the website for easy access by ratepayers as in previous years?*

A5 All minutes of Committees are presented to Council and are therefore made available to the public unless determined to contain confidential matters. Minutes of Committees are also available for public inspection in the City's Minute Books retained at the City of Joondalup's Administration Building in accordance with the *Local Government Act 1995*. A review is being undertaken on how Committee agendas and minutes are published on the City's website.

Mr M Sideris, Mullaloo:

Re: *CJ032-03/12 Minutes of Policy Committee 6 February 2012, Elected Members Allowances Policy.*

Q1 *With reference to the recommendation under Allowances Policy Equipment for Elected Members to be provided with; a Macbook Air, Macbook Pro or an I-Mac; an Apple I-Phone, an Apple I-Pad advise what the financial benefits will be to ratepayers.*

A1 The Policy Committee determined that the equipment will assist Elected Members in the performance of their role.

Q2 *Advise will these benefits be paid after an Elected Member has made a claim to their own private health insurance fund?*

A2 Any allowance for physical health and fitness activities is yet to be determined by Council.

Q3 *Advise what type of services for 'enhanced mental health' will qualify for payment under this policy?*

A3 Any allowance for physical health and fitness activities is yet to be determined by Council.

Q4 *Advise if a medical certificate will be required to be presented to the City in order for this type of enhanced mental health and fitness in order to justify payment under this policy?*

A4 Any allowance for physical health and fitness activities is yet to be determined by Council.

Q5 *In CJ033-03/12 minutes of the Audit Committee held 8 March 2012, there is an attachment: Attach15AGN200312 in which there are a number of attachments identified as Attach1agnAudit080312, Attach2agnAudit080312, Attach3agnAudit080312, Attach4agnAudit080312 and Attach5agnAudit080312.*

Please direct me to where these attachments being Attach1agnAudit080312, Attach2agnAudit080312, Attach3agnAudit080312, Attach4agnAudit080312 and Attach5agnAudit080312 can be accessed through the City's website?

A5 Only those attachments that are not confidential under the *Local Government Act 1995* are available for public inspection as part of the City's Minute Books located at the City of Joondalup's Administration Building. A review is being undertaken on how Committee agendas and minutes (including attachments) are published on the City's website.

Mr D Blackburn, Secretary of the Kingsley and Greenwood Residents Association:

Re: CJ040-03/12, Petition of Electors requesting the retention of Lot 971 (52) Creaney Drive, Kingsley for the purposes of a Sculpture Park.

Q1 Considering the high level of interest local Kingsley residents have shown in Lot 971, 52 Creaney Drive Kingsley, as evidenced by the Sculpture Park Petition, How many local residents will be consulted in future consultations regarding Lot 971?

A1 Should Council support the initiation of an amendment to rezone Lot 971 or to sell the lot, the community will be advised as part of any public and statutory advertising processes, as well as in accordance with the City's Community Consultation and Engagement Policy. Information will be publicly available at the City's customer service centres, libraries, Administration Building and on the City's website.

The following questions were submitted verbally at the Council meeting:**Mr R Repke, Kallaroo:**

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Q1 Approximately two years ago, the administration decided to establish a list of significant trees. Has the administration established that list and are the trees in Kingsley Park part of that list and if not, why not? If the list has not been established yet, what are the reasons?

Q2 How many retirement homes (for independent living) exist in the City of Joondalup and what is the objective criteria (such as ratio between total population and persons over 55 and the change of that ratio over the last ten years and expected ratio for the next ten years)?

A1&2 Mayor Pickard advised these questions would be taken on notice.

Mrs L Bell, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Q1 With respect to the recent upgrade to Kingsley Reserve, has this come in under budget?

A1 Mayor Pickard advised that the Landscape Master Plan has not been implemented yet and once the project is finished the budget impact will be known.

Q2 I recently met with the City's Project Manager with regards to upgrading seating in the specified area that I met with the Manager about, but to date I have not received any feedback?

A2 Mayor Pickard advised this question would be taken on notice.

Mr N Beattie, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Q1 What sort of numbers would influence the Councillors to look at her petition and take heed of her petition?

A1 Mayor Pickard stated that a petition, regardless of its size, is a mechanism for the community to express its views on issues and Councillors to be aware of the sentiments of the local community. It is up to an individual Elected Member to determine what weight they put on the number of signatories to a petition and what other information they have available to them regarding the same topic.

Q2 Considering a post rezoning of Lot 971 (52) Creaney Drive, Kingsley, will the main question be asked to residents whether they wanted the development to go ahead?

A2 Mayor Pickard advised that the first round of advertising relates to the rezoning of the land, while the second round would be in relation to the business case regarding what kind of development could occur on that land. There will be opportunity for the community to comment on those different elements.

Dr M Giles, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Q1 Has a cost benefit analysis of the value of the land, including the irreplaceable flora and fauna been undertaken, compared to the value of what the Council can expect to realise from the sale of the land?

A1 Mayor Pickard advised that any potential rezoning of the land was not before the Council for consideration this evening. Once advertising of any rezoning has been undertaken, the next step would be the advertising of a business case. The elements highlighted may be factored into the business case.

Q2 How much does the Council expect to raise from the sale of the land?

A2 Mayor Pickard advised that to date this has not been ascertained. A decision has yet to be made in relation to what portion of the land is for aged housing, commercial/mixed use and dependent on the size of each of those portions will determine the value of the land.

PUBLIC STATEMENT TIME

Mr R Repke, Kallaroo:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Mr Repke spoke in relation to Lot 971 (52) Creaney Drive, Kingsley and the potential use of the Council Chambers for future cultural events/facilities.

Mrs H Runciman, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Mrs Runciman spoke in relation to Lot 971 (52) Creaney Drive, Kingsley.

Mrs M Sullivan-Davis, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Mrs Sullivan-Davis spoke in relation to Lot 971 (52) Creaney Drive, Kingsley and raised her concern in relation to the removal of the bushland.

Mrs K Chappell, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Mrs Chappell spoke in relation to Lot 971 (52) Creaney Drive, Kingsley.

Mrs D Squires, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Mrs Squires spoke in relation to Lot 971 (52) Creaney Drive, Kingsley and any potential sale of this land.

Mr N Beattie, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Mr Beattie spoke in relation to Lot 971 (52) Creaney Drive, Kingsley and the retention of the bushland.

Mrs T Maxted, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Mrs Maxted spoke in relation to Lot 971 (52) Creaney Drive, Kingsley, the provision of additional trees and retention of the bushland.

Mr T Argus, Connolly - President Northern Districts Combined Community Groups Association:

Re: Upgrading Wheeled Sports Club facilities within the City of Joondalup

Mr Argus spoke in relation to the need and provision of major integrated Wheeled Sports Club facilities within the north west metropolitan corridor.

Ms A Roberts, Kingsley:

Re: CJ040-03/12 - Petition of Electors Requesting the Retention of Lot 971 (52) Creaney Drive, Kingsley for the Purposes of a Sculpture Park

Ms Roberts spoke in relation to Lot 971 (52) Creaney Drive, Kingsley.

DECLARATIONS OF INTEREST

Disclosure of Financial Interest/Proximity Interest

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees are able to continue to provide advice to the Council in the decision making process if they have disclosed their interest.

Name/Position	Cr Teresa Ritchie.
Item No/Subject	CJ035-03/12 - Status of Petitions.
Nature of interest	Proximity Interest.
Extent of Interest	Cr Ritchie owns property that is directly opposite Timberlane Park, the subject of the petition.

Disclosure of interests affecting impartiality

Elected Members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

Name/Position	Cr Kerry Hollywood.
Item No/Subject	CJ031-03/12 - Proposed Additions to Prendiville Catholic College at Lot 3 (11) Prendiville Avenue, Ocean Reef.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Cr Hollywood's Grandson attends Prendiville Catholic College.

Name/Position	Cr Teresa Ritchie.
Item No/Subject	CJ031-03/12 - Proposed Additions to Prendiville Catholic College at Lot 3 (11) Prendiville Avenue, Ocean Reef.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Cr Ritchie's Son will be attending Prendiville Catholic College.

Name/Position	Mr Garry Hunt, Chief Executive Officer.
Item No/Subject	CJ033-03/12 - Minutes of the Audit Committee Meeting held on 8 March 2012 - (Item 1 – Chief Executive Officer Quarterly Credit Card Expenditure (July – September 2011))
Nature of interest	Interest that may affect impartiality.
Extent of Interest	The Chief Executive Officer is the card holder.

Name/Position	Mr Garry Hunt, Chief Executive Officer.
Item No/Subject	CJ033-03/12 - Minutes of the Audit Committee Meeting held on 8 March 2012 - (Item 2 – Chief Executive Officer Quarterly Credit Card Expenditure (October – December 2011))
Nature of interest	Interest that may affect impartiality.
Extent of Interest	The Chief Executive Officer is the card holder.

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

CITY OF JOONDALUP HILLARYS BOAT SHOW

Mayor Pickard announced that the City was pleased to be the main sponsor of the 2012 City of Joondalup Hillarys Boat Show.

Mayor Pickard stated that the popular annual event will return to the northern suburbs in 2012, after a successful re-launch in 2011 where 75,000 people attended.

Mayor Pickard advised that the show will be held at Hillarys Boat Harbour on the weekend of 23 March to 25 March between 9.30am and 5.00pm.

Mayor Pickard commented that with 17km of pristine coastline, the City is an ideal location for this popular iconic show, which is one of the biggest boating events in WA.

Mayor Pickard believed that given its past popularity and successful history, this show will be a big hit with the local community and expected thousands of visitors from around Perth and WA to travel to the 2012 event.

Mayor Pickard informed that the show is another outstanding experience that the City has attracted in recent years for its community and encouraged everyone to attend this fantastic show as it will cater for boat lovers, as well as for anyone who loves the ocean lifestyle.

ART OF FASHION EXHIBITION

Mayor Pickard announced that over 150 guests attended the Art of Fashion exhibition Opening Night earlier this month at Lakeside Joondalup Shopping City.

Mayor Pickard stated that as part of the popular Urban Couture program of events, the Art of Fashion exhibition crossed the line between fashion and art and took the opportunity to congratulate everyone who was involved in creating a unique collection of truly inspirational works.

Mayor Pickard informed that the Art of Fashion exhibition is open to the public and will be on display at Lakeside leading up to the Joondalup Festival.

Mayor Pickard thanked the Art of Fashion judges, who had the unenviable task of deciding which of the exceptional works received prizes.

Mayor Pickard believed that the Urban Couture program will be a major drawcard at this year's Joondalup Festival, which will be held on 31 March and 1 April.

Mayor Pickard advised that the Joondalup Festival will be the finale of the City's outstanding summer events calendar and is the region's largest cultural event.

Mayor Pickard advised that further information regarding the Joondalup Festival 2012 was available at the City's website www.joondalup.wa.gov.au

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

- CJ034-03/12 Confidential - Minutes of the Strategic Financial Management Committee Meeting held on 20 February 2012
- CJ043-03/12 Confidential – Status of Undertakings to the Delegated Legislation Committee

C15-03/12 CONSIDERATION TO CHANGE ORDER OF BUSINESS – [02154]

MOVED Cr Chester, **SECONDED** Cr Thomas that Council, in accordance with clause 14(4) of the *City of Joondalup Standing Orders Local Law 2005*, **APPROVES** the following item being dealt with at the end of the Council meeting following CJ042-03/12:

- 1 **CJ034-03/12 – Confidential – Minutes of the Strategic Financial Management Committee Meeting held on 20 February 2012.**

The Motion was Put and

CARRIED (12/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

PETITIONS

- 1 PETITION IN RELATION TO LIFTING THE DOG RESTRICTION ON PERCY DOYLE RESERVE, DUNCRAIG – [02056]

A 27 signature petition has been received from residents of the City of Joondalup with regards to lifting the dog restriction at Percy Doyle Reserve, Duncraig.

- 2 PETITION IN RELATION TO THE PROPOSED DOME CAFÉ AT BURNS BEACH FORESHORE – [05386]

Cr Hollywood tabled a 47 signature petition on behalf of residents of the City of Joondalup with regards to rejecting Pete Ltd's current proposal for the Dome Cafe at Foreshore Park, Burns Beach.

- 3 PETITION IN RELATION TO INCREASED RESIDENTIAL DENSITY, BURNS BEACH – [29557]

Cr Hollywood tabled a 72 signature petition on behalf of residents of the City of Joondalup with regards to disagreeing with the increased Residential Density in Burns Beach of:

- 1 undeveloped land currently coded R20 in Northern Residential Precinct to R25; and
- 2 part of the undeveloped land coded R20 in Stage 7 to R40.

MOVED Cr Hollywood, SECONDED Cr McLean that Council RECEIVES the following petitions, referred to the Chief Executive Officer and a subsequent report presented to Council for information:

- 1 Petition in relation to lifting the dog restriction at Percy Doyle Reserve, Duncraig;**
- 2 Petition rejecting Pete Ltd's current proposal for the Dome Cafe at Foreshore Park, Burns Beach;**
- 3 Petition disagreeing with the increased Residential Density in Burns Beach of:**
 - 3.1 undeveloped land currently coded R20 in Northern Residential Precinct to R25; and**
 - 3.2 part of the undeveloped land coded R20 in Stage 7 to R40.**

The Motion was Put and

CARRIED (12/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

REPORTS

C16-03/12 CONSIDERATION TO CHANGE ORDER OF BUSINESS – [02154]

MOVED Cr Corr, SECONDED Cr Chester that Council in accordance with Clause 14(4) of the *City of Joondalup Standing Orders Local Laws 2005* APPROVES the following item being dealt with as the next item of business:

- 1 Item CJ040-03/12 - Petition of Electors Requesting the retention of Lot 971 (52) Creaney Drive Kingsley for the purposes of a Sculpture Park.**

The Motion was Put and

CARRIED (12/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

The Chief Executive Officer left the Chamber at 7.53pm and returned at 7.54pm.

CJ040-03/12 PETITION OF ELECTORS REQUESTING THE RETENTION OF LOT 971 (52) CREANEY DRIVE KINGSLEY FOR THE PURPOSES OF A SCULPTURE PARK

WARD: South-East

RESPONSIBLE A/DIRECTOR: Mr Charlie Reynolds
Infrastructure Services

FILE NUMBER: 11367, 101515

ATTACHMENTS: Attachment 1 Map of Lot 971 (52) Creaney Drive, Kingsley

PURPOSE

To consider a petition received by Council requesting the retention of Lot 971 (52) Creaney Drive, Kingsley (Attachment 1 refers) for the purposes of a sculpture park.

EXECUTIVE SUMMARY

Council supported the rezoning of Lot 971 from 'Civic and Cultural' to 'Commercial and Residential/R40; (Restricted Use - Aged Persons Housing)' at its meeting held on 20 September 2011 (CJ171-09/11 refers) and the generated funds to be used for the proposed development of the Joondalup Performing Arts and Cultural Facility (JPA&CF).

On 10 October 2011, Council received a 602 signature petition requesting the City retain Lot 971 in its natural state with only minor modifications taking place to develop it into a sculpture park rather than dispose of it.

This matter was also raised at the Annual General Meeting of Electors (AGM) held on 6 December 2011.

It is recommended that Council:

- 1 *TAKES NO FURTHER ACTION in relation to the petition received on 10 October 2011 requesting the City to retain Lot 971 (52) Creaney Drive, Kingsley in its natural forest state with only minor modifications taking place to develop it into a sculpture park rather than dispose of it; and*
- 2 *ADVISES the lead petitioner of the Council's decision.*

BACKGROUND

Suburb/Location: Lot 971 (52) Creaney Drive, Kingsley.
Owner: City of Joondalup.
Zoning: **DPS:** Civic and Cultural.
MRS: Urban.
Site Area: 9999.81m².
Structure Plan: Not Applicable.

The majority of the City's parks are reserves for 'Public Recreation' which the City manages on behalf of the Crown. Lot 971 is owned by the City in freehold and this tenure provides the City with development opportunities that it does not have with Crown land.

Lot 971 was acquired in June 1982 from Portuland Developments Pty Ltd and zoned 'Civic and Cultural' as it was anticipated there would be a need for Civic and Cultural facilities to meet community needs. The City has since determined that the land is no longer required for 'Civic and Cultural' purposes due to the progressive development of community facilities within Kingsley since 1982. However, the need for aged persons housing to allow the ageing population to continue to reside in their local area has been identified for Kingsley.

The WA Planning Commission (WAPC) Development Control Policy 2.3 Public Open Space in Residential Areas specifies a requirement of 10% of the gross subdivisible area should be given up free of cost for Public Open Space (POS). Currently Kingsley has over 10% POS which exceeds the WAPC requirement.

Lot 971 is a portion of freehold community purpose land that has remained vacant for a number of years and may present to the community as POS. Notwithstanding this perception, it needs to be considered as a valuable freehold asset.

Lot 971 currently has a reciprocal access and car parking agreement with three other adjoining lots. The agreement relates to the development, in 1992, of a car park by the owners of Kingsley Tavern in lieu of a shortfall of 23 bays. This car park reduces the one hectare site (10,000 m²) to 9,400m². The lot is unimproved except for the car park and is located to the western side of Creaney Drive, immediately north-east of the Kingsley Tavern.

The Kingsley Village Neighbourhood Shopping Centre and Kingsley Professional Centre are positioned to the immediate south, with a service station to the west. Land to the east is dominated by low density residential development.

Council has determined that the most appropriate future use for Lot 971 is for the development of aged persons housing, in addition to a commercially zoned area and that the revenue raised by the disposal is to be included in the JPA&CF reserve fund.

A number of reports regarding this site have been submitted to the Strategic Financial Management Committee (SFMC) on 27 April 2010, 8 June 2010, 14 September 2010, 20 April 2011, 13 June 2011, 8 August 2011 and 20 February 2012. Recommendations from the above SFMC meetings were adopted by Council on 22 June 2010 (CJ103-06/10 refers), 21 September 2010 (CJ163-09/10 refers), 17 May 2011 (CJ091-05/11 refers), 19 July 2011 (CJ127-07/11 refers) and 20 September 2011 (CJ171-09/11 refers).

Council's resolution of 20 September 2011 (CJ171-09/11 refers) supported the initiation of an amendment to District Planning Scheme No 2 (DPS2) to rezone the land from 'Civic and Cultural' to 'Commercial and Residential/R40; (Restricted Use - Aged Persons Housing)' and where possible existing grass trees be relocated and trees planted to alternate locations throughout the City to offset those removed. The resolution was based on Council being provided information which considered the configuration of the land and it was deemed it would not accommodate additional recreational uses. The usable area of the northern portion of Lot 971 is such that it would not allow realignment of that area with the existing oval. The land contours are such that any extension would require considerable cut, fill and retaining works.

Based on the foregoing, the proximity of the service station and the existing commercial uses, it would appear that the best use of Lot 971 would be for the southern and western portions of the site to be designated for commercial use. The balance area of the site could then be restricted to aged persons housing. These options were presented to Council 20 September 2011 where a further detailed report was requested. A report was provided to the SFMC on 20 February 2012.

DETAILS

At Council's meeting held on 11 October 2011, a petition containing 602 signatures that was signed predominantly by Kingsley residents was tabled, requesting that Lot 971 be retained practically in its natural state with only minor changes taking place to enable it to be utilised as a sculpture park. The wording of the petition was as follows:

"We, the undersigned, all being electors of the City of Joondalup do respectfully request that Council:

Considers a Kingsley Cultural use for Lot 971, 52 Creaney Drive, Kingsley rather than sell it to help fund a Regional Cultural Facility in the Joondalup Central City Area. We propose that the Lot remains practically in its natural forest state and with only minor changes becomes a Sculpture Park. A Sculpture Park is an acknowledged Cultural need for the City of Joondalup and we propose that rather than it being established in the Joondalup Central City area it be allowed to be in Kingsley on Lot 971 thereby satisfying the original intent of its reservation as zoned Civic and Cultural. A Sculpture Park with its passive contemplation associations would complement the existing Kingsley Park Memorial and the proposed Kingsley Park Landscape Master Plan."

The petition organiser provided a description of her vision for the sculpture park which she saw "consisting of a number of small native sculpture gardens within the park using the existing landscape. There would be grassed walkways as already exist today and a number of memorial benches placed around the park. The sculptures would be acquired progressively and be located in the gardens within the Park."

In addition, the lead petitioner states that *“Lot 971 has been a natural remnant bushland complement to Kingsley Park for 29 years; it offsets the activity of the busy sporting oval and provides a bushland area for residents with a range of bird life to observe.”*

At the City’s AGM held on 6 December 2011, the lead petitioner spoke in relation to the retention of Lot 971 (52) Creaney Drive, Kingsley in its natural state. The resolution is shown below:

“MOVED Ms D Squires, 19 Newington Place, Kingsley, SECONDED Ms S Neal of 23 Shepherds Bush Drive, Kingsley that Lot 971 (52) Creaney Drive, Kingsley not be sold but to be retained practically in its natural forest state and with only minor changes, becomes a sculpture park to become complimentary to Kingsley Park therefore retaining its current zoning of cultural and civic.”

The Motion was Put and CARRIED (8/0).

At its ordinary meeting held on 21 February 2012, Council resolved as follows (CJ011-02/12 refers):

- “1 NOTES the Minutes of the Annual General Meeting of Electors held on 6 December 2011 forming Attachment 1 to Report CJ011-02/12;*
- 2 in relation to Motion No 1 carried at the Annual General Meeting of Electors:*
 - 2.1 NOTES its resolution of 20 September 2011 (Item CJ171-09/11 refers) supporting the recommendation from the Strategic Financial Management Committee to amend District Planning Scheme No 2 to rezone the land at Lot 971 (52) Creaney Drive, Kingsley from ‘Civic and Cultural’ to ‘Commercial and Residential/R40; (Restricted Use – Aged Persons Housing)’; and*
 - 2.2 NOTES a further report will be presented to the Council addressing the matters raised in the petition tabled at the Council meeting held on 11 October 2011 to retain Lot 971 (52) Creaney Drive, Kingsley for the purposes of a sculpture park;”*

The Strategic Financial Management Committee at its meeting held on 20 February 2012 has recommended to Council that it:

- “1 TAKES NO FURTHER ACTION in relation to the petition received on 11 October 2011 requesting the City to retain Lot 971 (52) Creaney Drive, Kingsley in its natural forest state with only minor modifications taking place to develop it into a sculpture park rather than dispose of it;”*

Council’s consideration of this recommendation will be determined when the minutes of the Strategic Financial Management Committee are presented to Council.

Issues and options considered:

When making its decision on 20 September 2011 to initiate an amendment to DPS2 to rezone Lot 971 to ‘Commercial and Residential/R40; (Restricted Use - Aged Persons Housing),’ Council had by that meeting date received a number of reports on the subject and various alternative land uses for Lot 971 including the issue of retaining part of the land for recreational purposes.

Retain the Land as Public Open Space (POS) including Public Art Areas

For the City to consider retaining Lot 971 for a sculpture park, it would need to complete a business case to determine its viability. The City would need to investigate a number of issues including; establishment and maintenance costs, cleanup costs, potential for vandalism and any infrastructure costs. Management issues such as determining what forms of art work will be incorporated, who determines what art works are received would also need to be deliberated. Usually for a sculpture park to be viable it needs to be of a size to allow for permanent and non permanent art features that can be rotated.

For Council to rescind its decision of 20 September 2011, an absolute majority would be required. Council would need to reassess if retaining Lot 971 as a park is the best use of the land and therefore in the best overall interests of the City.

Disposal of the land

The potential disposal value of Lot 971 based on the proposed amended zonings is in excess of \$3 million; the commercial component of the site would provide a future rates revenue stream. The land made available for aged persons housing may be considered important by older Kingsley residents, as it provides them with the option of remaining in the suburb when examining their future housing needs.

Legislation:

Sections 3.58 and 3.59 of the *Local Government Act 1995*, together with the *Local Government (Functions and General) Regulations 1996*, determine how a local government may dispose of property.

Strategic Plan

Key Focus Area: Community Wellbeing.

Objective: To ensure the City's facilities and services are of a high quality and accessible to everyone.

Key Focus Area: Leadership and Governance.

Objective: To lead and manage the City effectively.

Policy:

- Asset Management.
- Sustainability.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

Should Council not dispose of the land and retain it as a sculpture park, it would not realise the \$3,760,000 disposal revenue based on its current value. This could impact on the proposed development of the JPA&CF.

For the City to maintain a sculpture park it would need to allow for irrigation, mowing, vandalism prevention, footpaths and other maintenance services which could amount to \$20,000 per annum. Additional Capital costs to establish a sculpture park have currently not been determined.

Regional Significance:

Not Applicable.

Sustainability Implications:

Disposal of City freehold land that was acquired for community use should not be undertaken without there being a nominated purpose. Council considered that due to the ageing demographics of the community, it is purposeful to make available aged persons housing so that people can continue to reside in their local area.

Consultation:

As from 27 September 2011, the *Local Government (Functions and General) Regulations 1996* were amended to increase the minimum value defining a major land transaction. The minimum value at which local governments are required to prepare and advertise a business plan has been increased to \$10 million. Therefore the City is no longer required to prepare and formally advertise a business case on the potential disposal of Lot 971. However, the City will prepare and advertise a business plan, letter drop, and notices in newspapers to ensure the community are consulted.

COMMENT

Both the City and Council recognise the importance of public art to the community and how it helps shape cultural identity. The City's public art collection is continually updated and can be seen throughout the City in various forms. The City also has the benefit of numerous parks, both active and passive, that allow for either sporting activities, or quiet enjoyment. Lot 971 is owned by the City in freehold and this tenure provides options with regard to using the land for development and/or disposal.

City freehold community purpose land sites that have remained vacant for a number of years may present to the community as POS, however the land remains a valuable freehold asset.

Other benefits besides the potential revenue from the sale of the land include further aged persons housing being available locally, the trees, where possible being relocated or other trees planted throughout the City to offset those removed.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council:

- 1 TAKES NO FURTHER ACTION in relation to the petition received on 10 October 2011 requesting the City to retain Lot 971 (52) Creaney Drive, Kingsley in its natural forest state with only minor modifications taking place to develop it into a sculpture park rather than dispose of it; and
- 2 ADVISES the lead petitioner of the Council's decision.

MOVED Cr Corr, SECONDED Cr Chester

That Council:

- 1 NOTES the petitioners request to not sell Lot 971 (52) Creaney Drive, Kingsley and to retain it in its natural forest state and, with only minor modifications, to develop it into a sculpture park;
- 2 ADVISES the lead petitioner that there will be extensive public consultation if Council intends to re-zone Lot 971 (52) Creaney Drive, Kingsley; and
- 3 REQUESTS the Chief Executive Officer provide a report to Council on the feasibility of developing Lot 971 (52) Creaney Drive, Kingsley as a sculpture park, should it be determined that Council not sell the land.

The Motion was Put and

LOST (4/8)

In favour of the Motion: Crs Chester, Corr, Ritchie and Taylor

Against the Motion: Mayor Pickard, Crs Amphlett, Fishwick, Gobbert, Hollywood, McLean, Norman and Thomas

MOVED Cr Amphlett, SECONDED Cr McLean that Council:

- 1 **TAKES NO FURTHER ACTION in relation to the petition received on 10 October 2011 requesting the City to retain Lot 971 (52) Creaney Drive, Kingsley in its natural forest state with only minor modifications taking place to develop it into a sculpture park rather than dispose of it; and**
- 2 **ADVISES the lead petitioner of the Council's decision.**

The Motion was Put and

CARRIED (10/2)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Taylor and Thomas

Against the Motion: Crs Corr and Ritchie

Appendix 11 refers

To access this attachment on electronic document, click here: [Attach11BRF130312.pdf](#)

CJ026-03/12 DEVELOPMENT, CODE VARIATION AND SUBDIVISION APPLICATIONS - JANUARY 2012

WARD: All

RESPONSIBLE DIRECTOR: Ms Dale Page
Planning and Development

FILE NUMBER: 07032, 101515

ATTACHMENTS: Attachment 1 Monthly Development Applications Determined -
January 2012
Attachment 2 Monthly Building Application Code Variations Decision
– January 2012
Attachment 3 Monthly Subdivision Applications Processed - January
2012

PURPOSE

To report on the number and nature of applications considered under Delegated Authority.

EXECUTIVE SUMMARY

The provisions of clause 8.6 of the text to the District Planning Scheme No 2 (DPS2), allow Council to delegate all or some of its development control powers to a committee or an employee of the City.

The purpose of delegation of certain powers by Council, in addition to other town planning matters, is to facilitate timely processing of development applications, R-Codes variations and subdivision applications. The framework for the delegation of those powers is set out in resolutions adopted by Council and is reviewed on a two yearly basis, or as required. All decisions made by staff, acting under delegated authority as permitted under the delegation notice, are reported to Council on a monthly basis.

This report identifies the following applications determined by the administration with Delegated Authority powers during January 2012 (Attachments 1, 2 and 3 refer):

- 1 Planning applications (development applications and Residential Design Codes variations);
- 2 Building applications (Residential Design Code variations); and
- 3 Subdivision applications.

BACKGROUND

The DPS2 requires that delegation be reviewed every two years, unless a greater or lesser period is specified by Council. At its meeting held on 28 June 2011, Council considered and adopted the most recent Town Planning Delegation.

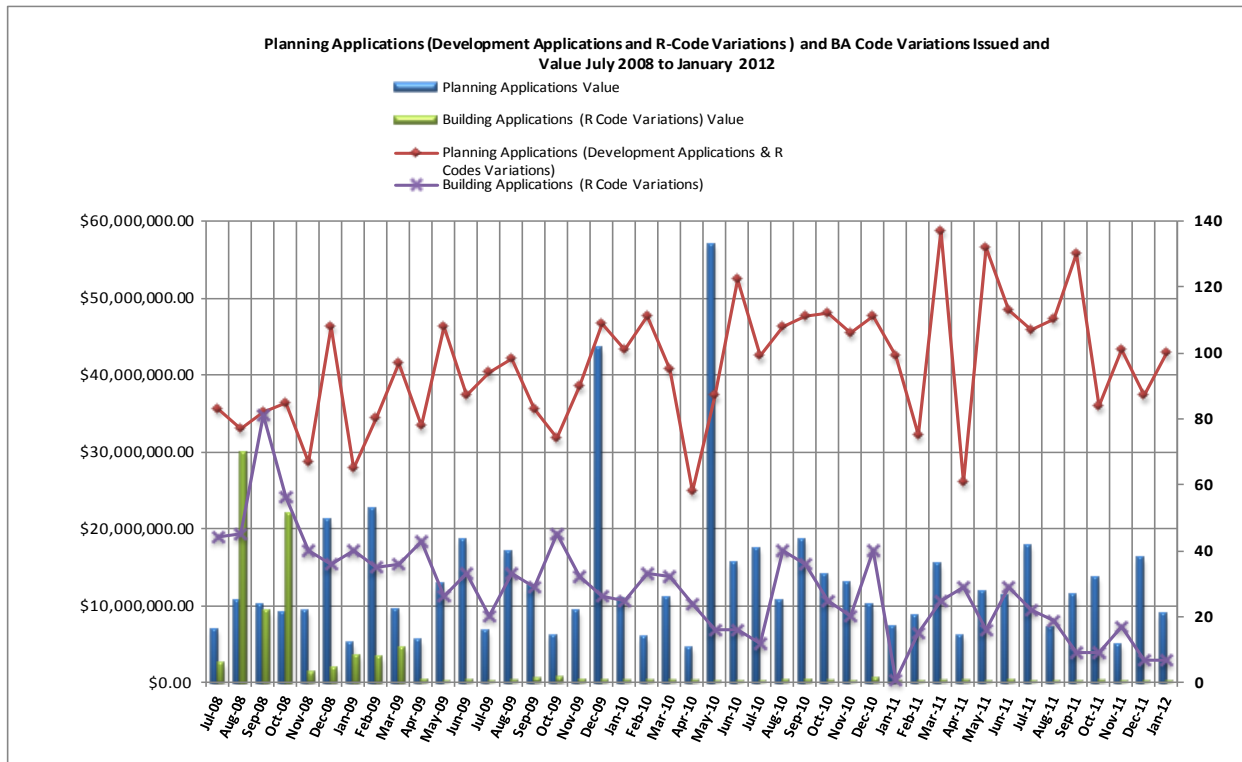
DETAILS

The number of applications determined under delegated authority during January 2012, is shown below:

Approvals determined under delegated authority – January 2012		
Type of Approval	Number	Value (\$)
Planning applications (development applications & R-Codes variations)	100	\$ 8,818,159
Building applications (R-Codes variations)	7	\$ 91,356
TOTAL	107	\$ 8,909,515

The number of development applications received during January was 96. (This figure does not include any applications that may become the subject of an R-Code variation as part of the building licence approval process).

The number of development applications current at the end of January was 184. Of these, 51 were pending additional information from applicants, and 50 were being advertised for public comment.



In addition to the above, 248 building licences were issued during the month of January with an estimated construction value of \$21,612,062.

Subdivision approvals processed under delegated authority for January 2012		
Type of approval	Number	Potential additional new lots
Subdivision applications	1	14
Strata subdivision applications	2	2

Legislation/Strategic Plan/Policy Implications:

Legislation: Clause 8.6 of the District Planning Scheme No 2 permits development control functions to be delegated to persons or Committees. All subdivision applications were assessed in accordance with relevant legislation and policies, and a recommendation made on the applications to the Western Australian Planning Commission.

Strategic Plan

Key Focus Area: The Built Environment.

Objective: 4.1.3: Give timely and thorough consideration to applications for statutory approval.

The use of a delegation notice allows staff to efficiently deal with many simple applications that have been received and allows the Elected Members to focus on strategic business direction for the Council, rather than day-to-day operational and statutory responsibilities.

Policy:

Relevant Planning Policies.

Risk Management Considerations:

The delegation process includes detailed practices on reporting, checking and cross checking, supported by peer review in an effort to ensure decisions taken are lawful, proper and consistent.

Financial/Budget Implications:

A total of 107 applications were determined for the month of January with a total amount of \$37,869 received as application fees.

All figures quoted in this report are exclusive of GST.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Consultation may be required by the provisions of the Residential Design Codes, any relevant policy and/or the DPS2.

Of the 100 development applications determined during January 2012 consultation was undertaken for 53 of those applications. Applications for Residential Design Codes variations as part of building applications are required to include comments from adjoining landowners. Where these comments are not provided, the application will become the subject of a planning application (R-Codes variation). The three subdivision applications processed during January 2012 were not advertised for public comment.

COMMENT

Large local governments utilise levels of delegated authority as a basic business requirement in relation to Town Planning functions. The process allows for timeliness and consistency in decision-making for rudimentary development control matters. The process also allows the Elected Members to focus on strategic business direction for the City, rather than day-to-day operational and statutory responsibilities.

All proposals determined under delegated authority are assessed, checked, reported on and cross checked in accordance with relevant standards and codes.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Gobbert that Council NOTES the determinations made under Delegated Authority in relation to the:

- 1 Development applications and R-Codes variations described in Attachments 1 and 2 to Report CJ026-03/12 during January 2012; and**
- 2 Subdivision applications described in Attachment 3 to Report CJ026-03/12 during January 2012.**

The Motion was Put and CARRIED (11/0) by En Bloc Resolution prior to consideration of Report of the Chief Executive Officer, Page 104 refers.

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Thomas and Taylor

Appendix 1 refers

To access this attachment on electronic document, click here: [Attach1BRF130312.pdf](#)

CJ027-03/12 NEW BUILDING ACT 2011 - NEW DELEGATIONS AND FEE STRUCTURE

WARD:	All	
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Development	
FILE NUMBER:	07032, 101515	
ATTACHMENTS:	Attachment 1	Instrument of Delegation
	Attachment 2	Fee Structure

PURPOSE

The purpose of this report is to enable Council to make necessary delegations pursuant to the new *Building Act 2011* and adopt a new fee structure for the building approval services provided to the community.

EXECUTIVE SUMMARY

It is anticipated that the new *Building Act 2011* (the Building Act) will formally come into effect on 2 April 2012.

The new Building Act substantially replaces those provisions in the *Local Government (Miscellaneous Provisions) Act 1960* which are concerned with the regulation of building and associated activities. Once the new Building Act comes into effect, those provisions in the Local Government Miscellaneous Provisions Act will cease to have effect.

Accordingly, the delegations and fees currently in place in line with the *Local Government (Miscellaneous Provisions) Act 1960* and *Building Regulations 1989* need to be replaced with new delegations made under the new Building Act and *Building Regulations 2012*.

BACKGROUND

The Building Act is part of the State Government's Building Regulation Reform Package which replaces the existing building approvals process which was established under the *Local Government Act 1960* and the *Building Regulations 1989*.

The Act was passed by Parliament on 23 June 2011 and is expected to commence operation on 2 April 2012.

DETAILS

Historically, Western Australian building control has been administered wholly by local government. The new Building Act will allow this function (in part) to be undertaken by private organisations and practitioners.

The proposed changes to the current building legislation are aimed at bringing WA building control in line with national reforms, to increase efficiency in the WA building system and to improve the standard of construction of buildings within the state.

The key elements of reform include:

- All buildings are to be legislated, including those owned by the Crown;
- A competitive building assessment service will be offered by the private sector;
- Mandatory inspections of all classes of buildings will be required (either by the local government or the certifier);
- Owners will have to take prima facia responsibility for the design, construction and operation of buildings;
- Nominated Licence Issuing Authorities (local authorities, state government or special authorities) are to manage risk, audit processes, and issue building permits and occupancy approvals;
- A risk-based approach will be applied to assessment of applications and inspection requirements;
- Requirements for obtaining compliance certification for all types of buildings prior to occupancy will be introduced;
- Registration requirements for a range of industry practitioners will be introduced;
- A nationally agreed accreditation framework for building surveyors will be introduced; and
- A process for the assessment and approval of building works carried out without approval will be introduced.

Pursuant to section 127 of the new Building Act, a local government may delegate its powers under the Act to employees of the local government who are appropriately qualified to exercise those powers.

As with the existing delegations under the *Local Government (Miscellaneous Provisions) Act 1960*, the extent to which the power may be exercised is limited by position and is set out in a schedule attached to the instrument of delegation. That is, the extent of the power is based on the seniority of the position so that only the Manager Compliance and Regulatory Services and the Coordinator Building Approvals, have unrestricted powers under the Act.

The proposed delegations under the provisions of the *Building Act 2011* are no different to the existing delegations previously confirmed by Council when the same delegations were under the *Local Government (Miscellaneous Provisions) Act 1960*.

The instruments of delegation are at Attachment 1.

Notwithstanding that the operative provisions of the new Building Act to which these delegated powers refer have not commenced, Section 25 of the *Interpretation Act 1984* enables administrative acts, such as the making of instruments of delegation, to be made and to have legal effect upon the commencement of the Act under which they are made.

The Building Act reforms the building approval process and will introduce significant changes for local governments. The major change is to separate the process of certifying compliance with building standards from the administrative process of issuing permits. Private certification will be introduced, removing the sole role of local government as the building licence assessor.

The provisions of the *Building Act 2011* allow local governments to provide a building certification service that is essentially a continuation of the building assessment role that has traditionally be undertaken by local governments. It is proposed that the City establishes a building certification service, in addition to its required role as a permit authority, so that this service can continue to be offered to ratepayers and the community.

Pursuant to Section 3.18 of the *Local Government Act 1995*, a local government may provide services and facilities. In providing those services, a local government is to satisfy itself that services and facilities that it provides integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body, do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and are managed efficiently and effectively.

The provision of a building certification service by the City under the *Building Act 2011* will be a continuation of the current service that the City provides in assessing building applications and issuing approval for construction of, or occupation of buildings.

The statutory fee structure set by the *Building Regulations 2012* outlines what fees the City can charge for certain building approval services. The Act does not set what fees can be charged for additional services, such as determining uncertified commercial applications, being predominantly office, warehouses, retail shops and factories.

New fees and charges are required to be set for the additional services the City can offer the City's ratepayers for applications received after 2 April 2012. As there are few benchmarks at this time, the proposed fees are based on what is considered to be a realistic charge to cover the City's cost to deliver this service.

The proposed building certification service fees are comparable with those of the City of Perth and City of Mandurah. At the time of writing this report only these two local governments have publically made available their fee structures for the additional service.

The statutory fees structure and proposed fees are at Attachment 2.

It is proposed that applicants will be able to engage the City to provide the following additional certification services:

- Certificates of Design Compliance;
- Certificate of Construction Compliance;
- Certificate of Building Compliance;
- BCA Audits;
- Due Diligence Reports;
- Fire Safety Upgrade Reports;
- Access Appraisal Reports;
- Building Code Alternative Solutions; and
- Other specialist technical services.

Legislation/Strategic Plan/Policy Implications:

Legislation: *Local Government Act 1995, Building Act 2011 and Interpretation Act 1984.*

Strategic Plan

Key Focus Area: The Built Environment.

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

Policy:

Not Applicable.

Risk Management Considerations:

In anticipation of the new Building Act becoming operational on 2 April 2012, it is necessary for the City to have appropriate delegations and fees in place to perform the City's role as a permit authority under the Act. If the appropriate delegations and fees are not in place, the City will not be able to issue building permits in a timely and effective manner.

Financial/Budget Implications:

It is anticipated that the new statutory fee structure set by the State Government will have some negative impact on the City's budget. However, allowing for the City to undertake additional services will provide additional income for the building approvals budget.

There is uncertainty at this stage in regard to the exact budgetary implications the new Building Act will have on the City. The provision of a building certification service will allow the City to charge a market rate for this service and these additional funds can be applied to support the building control function of the City.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

It is recommended that Council delegates its powers under the Act to ensure the administrative efficacy of the City as a permit authority under the Act and adopts the new fee schedule to allow for the continuation of the City's service to the community.

VOTING REQUIREMENTS

Absolute Majority.

MOVED Cr Amphlett, SECONDED Cr McLean that Council:

- 1 In accordance with Section 127 of the *Building Act 2011* DELEGATES the local government's functions as a permit authority under the *Building Act 2011* to those employees and to the extent set out in the instruments of delegation as detailed in Attachment 1 to Report CJ027-03/12;
- 2 NOTES the delegations detailed in part 1 above will come into effect once the *Building Act 2011* comes into operation;
- 3 SUPPORTS the City providing a building certification service, in addition to its required role as a permit authority in accordance with the *Building Act 2011*;
- 4 In accordance with Section 6.16(3)(a) of the *Local Government Act 1995*, ADOPTS, BY AN ABSOLUTE MAJORITY, the fee schedule for Uncertified Applications for Building and Occupancy Approval and the statutory fees as set by the *Building Regulations 2012* as detailed in Attachment 2 to Report CJ027-03/12; and
- 5 In accordance with Section 6.19 of the *Local Government Act 1995* gives local public notice of the City's intention to impose from 2 April 2012, the fees detailed in part 4 above.

The Motion was Put and

CARRIED (12/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2BRF130312.pdf](#)

**CJ028-03/12 RETROSPECTIVE PLANNING APPROVAL -
UNAUTHORISED ADDITION TO KINGSLEY
COMMERCIAL CENTRE AT LOT 3 (66) CREANEY
DRIVE, KINGSLEY**

WARD:	South-East
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Development
FILE NUMBER:	101760, 101515
ATTACHMENTS:	Attachment 1 Location Plan Attachment 2 Development Plan

PURPOSE

To request Council's determination of an application for retrospective planning approval for an unauthorised coolroom addition to Kingsley Village Commercial Centre, Lot 3 (66) Creaney Drive, Kingsley.

EXECUTIVE SUMMARY

An application for retrospective planning approval has been received for an addition to an existing shop at the Kingsley Commercial Centre. The unauthorised coolroom addition comprises an additional 9m² of net lettable area.

The development is located at the northern boundary of the subject lot. The subject site is bound by Creaney Drive to the south and east, Kingsley Village Shopping Centre to the west and a medical centre to the north (Attachment 1 refers).

The site is zoned 'Commercial' under the City's District Planning Scheme No 2 (DPS2). The existing shop is consistent with the use class 'Shop' which is a 'permitted' or 'P' use in the Commercial zone.

The application has been assessed against the requirements of DPS2. The development generally complies with DPS2 with the exception of 250mm setback to the northern boundary and a reduced supply of car parking.

It is considered that the development with a 250mm setback to the northern boundary will not detract from the amenity of the adjoining property and that the car parking provided on site is sufficient to accommodate the existing land uses and the proposed addition.

It is recommended that the application be approved subject to conditions.

BACKGROUND

Suburb/Location: Lot 3 (66) Creaney Drive.
Applicant: Jason Bloom
Owner: Veldun Pty Ltd
Zoning: **DPS:** Commercial
MRS: Urban
Site Area: 5309m²
Structure Plan: Not Applicable.

The subject site is located within the suburb of Kingsley. It is bound by Creaney Drive towards the east and south, a pedestrian footpath to the north, which also abuts Creaney Drive Medical Centre. To the west, the subject site adjoins Lot 4, which forms part of the main shopping complex.

A legal agreement exists over Lot 970 (Service Station), Lot 972 (Tavern), Lot 4, Lot 971 (City owned land) and Lot 3 (subject site) for reciprocal access and parking. At its meeting on 29 May 1985, Council granted approval for a commercial development on Lot 3 Creaney Drive (Commercial Centre) subject to a legal agreement being established to ensure reciprocal access and parking between Lot 3 and Lot 4. However, it has not been established that this agreement has been enacted as the City was not party to it. The properties subject to this legal agreement are shown in Attachment 1.

This unauthorised coolroom addition came to the City's attention during a routine inspection of the premises to ensure that it complies with the Environmental Health Legislation.

At its meeting of 21 February 2012, Council approved an application for a store-room addition in the service yard of Kingsley Village Shopping Centre with a minor shortfall in parking.

DETAILS

The development is a coolroom addition to an existing shop (Fruit Bowl) and has a net lettable area of 9m². It is located in a service area at the rear of the building and abuts a pedestrian access way (PAW) to the north. As it is bound by the PAW and a fence to the east, the service area does not allow vehicles to access it. Therefore, it has no impact upon vehicular manoeuvring for the property. The development plan is provided in Attachment 2.

The proposal complies with DPS2 with the exception of the rear building setback and car parking provision which is discussed further below.

Building setback

DPS2 requires the addition to be setback six metres from the northern boundary, however, the coolroom is setback 250mm from the rear boundary.

Car parking

Car parking for the site is required to be provided in accordance with Table 2 of DPS2. The first table below summarises the car parking requirement for the subject site. The second table provides a summary of car parking for the other adjoining sites, where reciprocal car parking exists.

	Parking standard for addition	Current car parking requirement for the site (excluding the proposed addition)	Additional bays required for addition	Car parking required for the site (including proposed addition)	Car parking provided for the site
Lot 3 (66) Creaney Drive	Shop – 7 bays per 100m ² NLA	179	0.6	179.6 (180)	69

The development increases the required carparking for the site by 0.6 (one) bay. A car parking deficiency of 110 bays currently exists across the subject site and should this coolroom addition be approved, the deficiency would increase to 111 bays.

	Parking required for the site	Car parking provided for the site	Car parking required across all sites including additional bays	Car parking provided across all sites
Lot 3 (66) Creaney Drive (subject site)	179.6	69	537.6 (538)	355
Lot 4 (100) Kingsley Drive	233	149		
Lot 972 (90) Kingsley Drive (Tavern)	125	120		
Lot 971 (52) Creaney Drive (City owned land)		17		
Lot 970 (86) Kingsley Drive (Service Station)	9	9		

Issues and options considered:

Council has the discretion to:

- Approve the application without conditions;
- Approve the application with conditions; or
- Refuse the application.

Legislation/Strategic Plan/Policy Implications:

Legislation: City of Joondalup District Planning Scheme No 2 (DPS2)

Clause 4.5 of DPS2 allows for the development standards to be varied:

4.5 Variations to Site and Development Standards and Requirements

4.5.1 Except for development in respect of which the Residential Design Codes apply and the requirements set out in Clauses 3.7.3 and 3.11.5, if a development is the subject of an application for planning approval and does not comply with a standard or requirement prescribed under the Scheme, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit.

- 4.5.2 *In considering an application for planning approval under this clause, where, in the opinion of Council, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is subject of consideration for the variation, the Council shall:*
- (a) *Consult the affected parties by following one or more of the provisions for advertising uses pursuant to clause 6.7.1; and*
 - (b) *Have regard to any expressed views prior to making its decision to grant the variation.*
- 4.5.3 *The power conferred by this clause may only be exercised if the Council is satisfied that:*
- (a) *Approval of the proposed development would be appropriate having regard to the criteria set out in Clause 6.8; and*
 - (b) *The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.*

In exercising discretion under Clause 4.5, the matters listed under Clause 6.8 require consideration:

6.8 *Matters to be considered by Council*

- 6.8.1 *The Council when considering an application for Planning Approval shall have due regard to the following:*
- (a) *Interest of proper and orderly planning and the preservation of the amenity of the relevant locality;*
 - (b) *Any relevant submissions by the applicant;*
 - (c) *Any agreed Structure Plan prepared under the provisions of Part 9 of the Scheme;*
 - (d) *Any planning policy of the Council adopted under the provisions of clause 8.11;*
 - (e) *Any other matter which under the provisions of the Scheme the Council is required to have due regard;*
 - (f) *Any policy of the Commission or its predecessors or successors or any planning policy adopted by the Government of the State of Western Australia;*
 - (g) *Any relevant proposed new town planning scheme of the Council or amendment or proposed Metropolitan Region Scheme Amendment insofar as they can be regarded as seriously entertained planning proposals;*
 - (h) *The comments or wishes of any public or municipal authority received as part of the submission process;*

- (i) *The comments and wishes of any objectors to or supporters of the application;*
- (j) *Any previous decision made by Council in circumstances which are sufficiently similar for the previous decision to be relevant as a precedent, provided that the Council shall not be bound by such precedent; and*
- (k) *Any other matter which in the opinion of the Council is relevant.*

Clause 6.12 of DPS2 allows Council to give approval for developments already carried out:

6.12 Approval of existing developments

6.12.1 The Council may give planning approval to a development already commenced or carried out regardless of when it was commenced or carried out. Such approval shall have the same effect for all purposes as if it had been given prior to the commencement or carrying out of the development, but provided that the development complies with the provisions of the Scheme as to all matters other than the provisions requiring Council's approval prior to the commencement of development.

6.12.2 An application to the Council for planning approval under subclause 6.12.1 shall be made on such form as the Council provides from time to time.

6.12.3 A development which was not permissible under the Scheme at the time it was commenced or carried out may be approved if at the time of approval under this subclause it is permissible.

6.12.4 The approval by the Council of an existing development shall not affect the power of the Council to take appropriate action for a breach of the Scheme or the Act in respect of the commencement of the development without approval.

Strategic Plan

Key Focus Area: Not Applicable.

Objective: Not Applicable.

Policy:

Not Applicable.

Risk Management Considerations:

The proponent has a right of review against Council's decision, or any conditions included therein, in accordance with the *State Administrative Tribunal Act 2004* and *Planning and Development Act 2005*.

Financial/Budget Implications:

The applicant has paid fees of \$417 (excluding GST) to cover all costs associated with assessing the application.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not applicable. As the development is a minor addition, the City's Environmentally Sustainable Design Checklist has not been completed by the applicant.

Consultation:

The proposal was not advertised to the adjoining property owners to the north. The adjoining medical centre to the north is orientated towards Creaney Drive as demonstrated by the significant amount of window and door glazing at this frontage. The centre is not orientated towards the coolroom addition and it is therefore considered that there is no significant impact on the adjoining property to the north.

COMMENT

The requirements of DPS2 have been met except where discussed below.

Building setback

The unauthorised addition is 2.4 metres high, 2.4 metres long at the northern boundary and setback 0.25 metres from the rear boundary. DPS2 requires a setback of six metres to the rear boundary. The northern boundary adjoins a Pedestrian Access Way (PAW) under the control of Department of Regional Development and Lands. Beyond this PAW to the north is a property that contains a medical centre.

The medical centre building and the unauthorised addition have a separation distance of approximately six metres. The facade of the medical centre that is opposite the coolroom addition contains two windows. However, the centre has a substantial amount of door and window glazing towards Creaney Drive and is visually orientated toward this road. Since the coolroom addition does not negatively impact upon this side of the adjoining building, it is considered that the setback variation sought will not adversely impact upon the amenity of the medical centre.

Further, the addition is set back more than 30 metres from the street which is behind the building lines of the existing nearby commercial centre building and medical centre. It therefore does not have a negative impact upon the streetscape.

Given the above, it is considered that the addition will not result in any adverse impact upon the amenity of the adjoining property or the streetscape and is therefore supported.

Car parking

The unauthorised coolroom addition would result in an increase in the existing car parking deficiency for the site if it were approved. The site currently has 69 bays and the required amount of carparking to be provided for the site would increase from 179 bays to 180 bays. Subsequently, the increase in the car parking deficiency would increase from 110 to 111 bays.

It is considered that the addition, being a storage area, will not generate additional customers, and therefore will not increase the number of vehicles attending the site. The storage area is used in addition to the storage area inside the shop, not to create additional shopping floorspace. The City is not aware of there being a history of car parking problems on site, nor has the City received any complaints regarding a lack of car parking. Site visits to the property have indicated that there is generally an availability of parking at the centre. Given the above, it is considered that the car parking on site is sufficient to serve the proposed addition.

Conclusion

It is considered that the car parking provided is sufficient to accommodate the development and that the 250mm setback of the wall does not detract from the amenity of the adjoining site. It is therefore considered that the variations are appropriate in this instance. It is recommended that the application be approved subject to the conditions set out below.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Chester, SECONDED Cr Corr that Council:

- 1 **EXERCISES discretion in relation to Clauses 4.5.1, 4.7.1, 4.8.2 and 6.12 of the City's District Planning Scheme No 2 and determines that:**
 - 1.1 **Building setback of 250mm to the northern boundary in lieu of six metres;**
 - 1.2 **Car parking provision of 69 bays in lieu of 180 bays,**

are appropriate in this instance;
- 2 **APPROVES the application for planning approval dated 19 December 2011, submitted by Jason Bloom, on behalf of the owners Veldun Pty Ltd, for an unauthorised addition at Lot 3 (66) Creaney Drive, Kingsley, subject to the following conditions:**
 - 2.1 **All stormwater shall be collected on-site and disposed of in a manner acceptable to the City;**
 - 2.2 **All structures shall be contained within the property boundaries.**

The Motion was Put and

CARRIED (12/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3BRF130312.pdf](#)

The Manager Compliance and Regulatory Services left the Chamber, the time being 8.11pm.

**CJ029-03/12 RETROSPECTIVE PLANNING APPROVAL -
UNAUTHORISED ADDITION TO KINGSLEY VILLAGE
SHOPPING CENTRE AT LOT 4 (100) KINGSLEY
DRIVE, KINGSLEY**

WARD: South-East

**RESPONSIBLE
DIRECTOR:** Ms Dale Page
Planning and Development

FILE NUMBER: 23125, 101515

ATTACHMENTS: Attachment 1 Location Plan
Attachment 2 Development Plan

PURPOSE

To request Council's determination of an application for retrospective planning approval for an unauthorised coolroom addition to Kingsley Village Shopping Centre, Lot 4 (100) Kingsley Drive, Kingsley.

EXECUTIVE SUMMARY

An application for retrospective planning approval has been received for a coolroom addition to an existing shop at the Kingsley Village Shopping Centre. The unauthorised addition comprises an additional 2.9m² of net lettable area.

The development is located towards the northern portion of the lot. The subject site is bound by Kingsley Drive to the west, Kingsley Medical Centre to the east and Kingsley Commercial Centre to both the east and south. To the north, the subject site is bound by the Kingsley Tavern and the Kingsley Professional Centre.

The site is zoned 'Commercial' under the City's District Planning Scheme No 2 (DPS2). The existing shop is consistent with the use class 'Shop' which is a 'permitted' or 'P' use in the Commercial zone.

The application has been assessed against the requirements of DPS2. The development generally complies with DPS2 with the exception of a reduced supply of car parking.

It is considered that the car parking provided on site is sufficient to accommodate the existing land uses as well as the proposed addition, and will not generate significant additional customer demand.

It is recommended that the application be approved subject to conditions.

BACKGROUND

Suburb/Location: Lot 4 (100) Kingsley Drive
Applicant: Peter Stickells
Owner: Anna Vlahov, Dennis Vlahov and John Vlahov
Zoning: **DPS:** Commercial
MRS: Urban
Site Area: 8174.13m²
Structure Plan: Not Applicable.

The subject site is located within the suburb of Kingsley. It is bound by Kingsley Drive to the west, Kingsley Medical Centre to the east and Kingsley Commercial Centre to both the east and south. To the north, the subject site is bound by the Kingsley Tavern and the Kingsley Professional Centre.

A legal agreement exists over Lot 970 (Service Station), Lot 972 (Tavern). Lot 4, Lot 971 (City owned land) and Lot 3 (subject site) for reciprocal access and parking. At its meeting on 29 May 1985, Council granted approval for a commercial development on Lot 3 (Commercial Centre) Creaney Drive subject to a legal agreement being established to ensure reciprocal access and parking between Lot 3 and Lot 4. However, it has not been established that this agreement has been enacted as the City was not required to be party to it. The properties subject to the legal agreements are shown in Attachment 1.

This unauthorised coolroom addition came to the City's attention during a routine inspection of the premises to ensure that it complies with the Environmental Health Legislation.

At its meeting of 21 February 2012, Council considered an application for a store-room addition in the service yard adjacent to this coolroom, (CJ002-02/12 refers).

DETAILS

The unauthorised development is a coolroom addition to an existing shop (Kingsley Meats) and has a net lettable area of 2.9m². It is located in a service area at the rear of the building and abuts a car parking area pertinent to the Tavern site. The development plan is provided in Attachment 2.

The development complies with DPS2 with the exception of car parking provision which is discussed further below.

Car parking

Car parking for the site is required to be provided in accordance with Table 2 of DPS2. The first table below summarises the car parking requirement for the subject site and the second table provides a summary of car parking for the adjoining sites, where reciprocal car parking exists.

	Parking standard for addition	Current car parking requirement for the site (excluding the proposed addition)	Additional bays required for addition	Car parking required for the site (including proposed addition)	Car parking provided for the site
Lot 4 (100) Kingsley Drive	Shop – seven bays per 100m ² NLA	233	0.2	233.2 (234)	149

The development increases the required car parking for the site by 0.2 (one) bay. A car parking deficiency of 84 bays currently exists across the subject site and should this coolroom addition be approved, the deficiency would increase to 85 bays.

	Parking required for the site(s)	Car parking provided for the site(s)	Car parking required across all sites including additional bays	Car parking provided across all sites
Lot 3 (66) Creaney Drive (subject site)	179	69	537.2 (538)	355
Lot 4 (100) Kingsley Drive	233.2	149		
Lot 972 (90) Kingsley Drive (Tavern)	125	120		
Lot 971 (52) Creaney Drive (City owned land)		17		
Lot 970 (86) Kingsley Drive (Service Station)	9	9		

Issues and options considered:

Council has the discretion to:

- Approve the application without conditions;
- Approve the application with conditions; or
- Refuse the application.

Legislation/Strategic Plan/Policy Implications

Legislation: City of Joondalup District Planning Scheme No 2 (DPS2)

Clause 4.5 of DPS2 allows for the development standards to be varied:

4.5 Variations to Site and Development Standards and Requirements

- 4.5.1 Except for development in respect of which the Residential Design Codes apply and the requirements set out in Clauses 3.7.3 and 3.11.5, if a development is the subject of an application for planning approval and does not comply with a standard or requirement prescribed under the Scheme, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit.*
- 4.5.2 In considering an application for planning approval under this clause, where, in the opinion of Council, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is subject of consideration for the variation, the Council shall:*
- (a) Consult the affected parties by following one or more of the provisions for advertising uses pursuant to clause 6.7.1; and*
 - (b) Have regard to any expressed views prior to making its decision to grant the variation.*
- 4.5.3 The power conferred by this clause may only be exercised if the Council is satisfied that:*
- (a) Approval of the proposed development would be appropriate having regard to the criteria set out in Clause 6.8; and*
 - (b) The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.*

In exercising discretion under Clause 4.5, the matters listed under Clause 6.8 require consideration:

6.8 Matters to be considered by Council

- 6.8.1 The Council when considering an application for Planning Approval shall have due regard to the following:*
- (a) Interest of proper and orderly planning and the preservation of the amenity of the relevant locality;*
 - (b) Any relevant submissions by the applicant;*
 - (c) Any agreed Structure Plan prepared under the provisions of Part 9 of the Scheme;*
 - (d) Any planning policy of the Council adopted under the provisions of clause 8.11;*
 - (e) Any other matter which under the provisions of the Scheme the Council is required to have due regard;*

- (f) *Any policy of the Commission or its predecessors or successors or any planning policy adopted by the Government of the State of Western Australia;*
- (g) *Any relevant proposed new town planning scheme of the Council or amendment or proposed Metropolitan Region Scheme Amendment insofar as they can be regarded as seriously entertained planning proposals;*
- (h) *The comments or wishes of any public or municipal authority received as part of the submission process;*
- (i) *The comments and wishes of any objectors to or supporters of the application;*
- (j) *Any previous decision made by Council in circumstances which are sufficiently similar for the previous decision to be relevant as a precedent, provided that the Council shall not be bound by such precedent; and*
- (k) *Any other matter which in the opinion of the Council is relevant.*

Clause 6.12 of DPS2 allows Council to give approval for developments already carried out:

6.12 *Approval of existing developments*

- 6.12.1 *The Council may give planning approval to a development already commenced or carried out regardless of when it was commenced or carried out. Such approval shall have the same effect for all purposes as if it had been given prior to the commencement or carrying out of the development, but provided that the development complies with the provisions of the Scheme as to all matters other than the provisions requiring Council's approval prior to the commencement of development.*
- 6.12.2 *An application to the Council for planning approval under subclause 6.12.1 shall be made on such form as the Council provides from time to time.*
- 6.12.3 *A development which was not permissible under the Scheme at the time it was commenced or carried out may be approved if at the time of approval under this subclause it is permissible.*
- 6.12.4 *The approval by the Council of an existing development shall not affect the power of the Council to take appropriate action for a breach of the Scheme or the Act in respect of the commencement of the development without approval.*

Strategic Plan

Key Focus Area: Not Applicable.

Objective: Not Applicable.

Policy:

Not Applicable.

Risk Management Considerations:

The proponent has a right of review against Council's decision, or any conditions included therein, in accordance with the *State Administrative Tribunal Act 2004* and *Planning and Development Act 2005*.

Financial/Budget Implications:

The applicant has paid fees of \$417 (excluding GST) to cover all costs associated with assessing the application.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not applicable. As the proposal is a minor addition the City's Environmentally Sustainable Design Checklist has not been completed by the applicant.

Consultation:

The development was not advertised as it is considered there is no impact on adjoining properties as a result of the development.

COMMENT

The requirements of DPS2 have been met with the exception of car parking.

Car parking

As outlined above, the car parking proposed is less than required by DPS2. It is considered that the addition, being a storage area, does not generate additional customers. The storage area is used in addition to the storage area inside the shop, not to create additional shopping floorspace and therefore does not increase the number of vehicles attending the site. The City is not aware of there being a history of car parking problems on site, nor has the City received any complaints regarding a lack of car parking. Site visits to the property have indicated that there is generally an availability of parking at the centre. Given the above, it is considered that the car parking on site is sufficient to serve the proposed addition.

Conclusion

It is considered that the unauthorised addition meets the requirements of DPS2 and the car parking provided is sufficient to accommodate the development.

It is recommended that the application be approved subject to the conditions set out below.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Chester, SECONDED Cr Corr that Council:

- 1 **EXERCISES discretion in relation to Clauses 4.5.1, 4.8.2 and 6.12 of the City's District Planning Scheme No 2 and determines that:**
 - 1.1 **Car parking provision of 149 bays in lieu of 234 bays,**
is appropriate in this instance;
- 2 **APPROVES the application for planning approval dated 19 December 2011, submitted by Peter Strickells, on behalf of the owners Anna Vlahov, Dennis Vlahov and John Vlahov, for an unauthorised addition at Lot 4 (100) Kingsley Drive, Kingsley, subject to the following condition:**
 - 2.1 **All stormwater shall be collected on-site and disposed of in a manner acceptable to the City.**

The Motion was Put and**CARRIED (12/0)**

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Appendix 4 refers

To access this attachment on electronic document, click here: [Attach4BRF130312.pdf](#)

**CJ030-03/12 PROPOSED CHANGE OF USE FROM OFFICE TO
MEDICAL CENTRE AT UNIT 8, LOT 1 (9) COOLIBAH
DRIVE, GREENWOOD**

WARD:	South-East
RESPONSIBLE DIRECTOR:	Ms Dale Page Planning and Development
FILE NUMBER:	21820, 101515
ATTACHMENTS:	Attachment 1 Location Plan Attachment 2 Development Plan

PURPOSE

To seek Council's determination of an application for a change of use from an 'Office' to a 'Medical Centre' at Unit 8, Lot 1 (9) Coolibah Drive, Greenwood.

EXECUTIVE SUMMARY

An application has been received for a change of use from an 'Office' to a 'Medical Centre' for two practitioners at the above property.

The subject tenancy is located within a property that is commonly known as Greenwood Commercial Centre. The property is bound by a service station to the northwest, a tavern to the south and Greenwood Village shopping centre to the eastern and northern boundaries.

The subject site is zoned 'Business' under the City's District Planning Scheme No 2 (DPS2) and since a medical centre is a permitted use, it is deemed to comply with the objectives of the 'Business' zone.

The application has been assessed against the requirements of DPS2 and complies with all aspects with the exception of a reduced supply of car parking on the subject site.

The car parking provided on both the subject site and the adjoining commercial properties, which are the subject of reciprocal access and parking agreements, is deemed to meet the demand generated by the various land uses. The City is not aware of any issues relating to car parking on the site(s) and site inspections have confirmed that the current car parking provision is considered to be adequate.

It is recommended that the application be approved subject to conditions.

BACKGROUND

Suburb/Location:	Unit 8, Lot 1 (9) Coolibah Drive, Greenwood.
Applicant:	Nitin Gautum.
Owner:	Gerda Holdings Pty Ltd.
Zoning:	DPS: Business.
	MRS: Urban.
Site Area:	2498m ² .
Structure Plan:	Not Applicable.

Lot 1 (9) Coolibah Drive, is located close to the intersection of Warwick Road and Coolibah Drive (Attachment 1 refers). The subject site, also known as Greenwood Commercial Centre, is bound by a service station to the northwest, a tavern to the south and Greenwood Village shopping centre to the eastern and northern boundaries. On the opposite side of Coolibah Drive, to the southwest, there are several residential properties. The site does not have its own direct access to Coolibah Drive or Warwick Road and instead vehicles are required to gain access to the site via one of two access points. The access point to the north connects the subject site to the service station whilst the access point to the south connects the site to the tavern.

The subject tenancy is one of nine tenancies within the site. This tenancy does not form part of the original development and is part of subsequent additions that were approved by the City of Wanneroo in 1993. This approval included Units 8 and 9, the former being the subject tenancy. Approved in accordance with Town Planning Scheme No 1 (TPS1), the additions resulted in a car parking deficiency of seven bays across the site. Since then, there have been several change of use applications for some of the tenancies. Those proposals have not altered the car parking requirements for the site.

In 2008, an application for additions at the neighbouring tavern site was submitted to the City and during assessment of this application it was revealed that conditions relating to prior approvals had not been satisfied. These unsatisfied conditions related to a reciprocal car parking and access easement, imposed on previous planning approvals.

As a result, Council conditionally approved the 2008 additions to the tavern and imposed a condition requiring that an easement in gross be put in place prior to the issue of a building licence (CJ026-02/08 refers). This is intended to provide reciprocal access and parking for the service station, tavern, Greenwood Village shopping centre and the Greenwood Commercial centre. This condition has not yet been satisfied and the City is pursuing this issue separately. Notwithstanding, it is still appropriate for this application to be considered in the context of the easement being in place given that the City is in the process of ensuring that this condition is met.

DETAILS

The applicant proposes to operate a medical centre that accommodates two practitioners at the subject tenancy and the operating details are summarised below:

Number of practitioners	2
Number of customers at any given time	6-8
Hours of operation	Monday to Friday 7am – 8pm Saturday 7am – 1pm
Nature of Medical Practice	Physiotherapy

Car parking

Car parking is required to be provided in accordance with Table 2 of DPS2. The table below summarises both the existing car parking requirement for the site and the car parking requirement as a result of the proposed medical centre. It is noted that the approval for the 1993 additions, which included the development of the subject tenancy, calculated the car parking requirement based on one car bay per 30m² of gross floor area (GFA) in accordance with Town Planning Scheme 1 (TPS1) provisions.

Commercial Centre

	Floor Area	Bays required	Bays Provided	Shortfall
Existing	815m ² (GFA)	28	21	7
Proposed (Medical Centre)	732m ² (NLA)	34.4 (including 10 bays for the medical centre)	21	14

The proposed medical centre will therefore result in an increase in the car parking deficiency from 7 bays (33%) to 14 bays (40%) on the subject site.

When considered within the context of the adjoining sites that are subject to reciprocal parking and access agreements, the car parking is as follows:

		Required	Provided	Shortfall
Existing	Tavern and Shopping Centre	787	736	51
	Commercial Centre (9 Coolibah Drive)	28 (27.2)	21	7
TOTAL		815	757	58
Proposed (Medical Centre)	Tavern and Shopping Centre	787	736	51
	Commercial Centre (9 Coolibah Drive)	35 (34.4)	21	14
TOTAL		822	757	65

As outlined above, the proposed medical centre will result in an increase in the car parking deficiency from 58 bays (7.1%) to 65 bays (7.9%) across the sites.

Issues and options considered:

Council has the discretion to:

- Approve the application without conditions;
- Approve the application with conditions;
- Refuse the application.

Legislation/Strategic Plan/Policy Implications:

Legislation: City of Joondalup District Planning Scheme No 2 (DPS2)

Clause 4.5 of DPS2 allows for the development standards to be varied;

4.5 Variations to Site and Development Standards and Requirements

- 4.5.1 *Except for development in respect of which the Residential Design Codes apply and the requirements set out in Clauses 3.7.3 and 3.11.5, if a development is the subject of an application for planning approval and does not comply with a standard or requirement prescribed under the Scheme, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit.*
- 4.5.2 *In considering an application for planning approval under this clause, where, in the opinion of Council, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is subject of consideration for the variation, the Council shall:*
- (a) *consult the affected parties by following one or more of the provisions for advertising uses pursuant to clause 6.7.1 and*
 - (b) *have regard to any expressed views prior to making its decision to grant the variation.*
- 4.5.3 *The power conferred by this clause may only be exercised if the Council is satisfied that:*
- (a) *approval of the proposed development would be appropriate having regard to the criteria set out in Clause 6.8; and*
 - (b) *the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.*

4.8 Car parking standards

- 4.8.1 *The design of off-street parking areas including parking for disabled shall be in accordance with Australian Standards AS 2890.1 or AS 2890.2 as amended from time to time. Car parking areas shall be constructed and maintained to the satisfaction of the Council.*
- 4.8.2 *The number of on-site car parking bays to be provided for specified development shall be in accordance with Table 2. Where development is not specified in Table 2 the Council shall determine the parking standard. The Council may also determine that a general car parking standard shall apply irrespective of the development proposed in cases where it considers this to be appropriate.*

In exercising discretion under Clauses 4.5 and 4.8, the matters listed under Clause 6.8 require consideration;

6.8 *Matters to be considered by Council*

6.8.1 *The Council when considering an application for Planning Approval shall have due regard to the following:*

- (a) interests of orderly and proper planning and the preservation of the amenity of the relevant locality;*
- (b) any relevant submissions by the applicant;*
- (c) any Agreed Structure Plan prepared under the provisions of Part 9 of the Scheme;*
- (d) any planning policy of the Council adopted under the provisions of clause 8.11;*
- (e) any other matter which under the provisions of the Scheme the Council is required to have due regard;*
- (f) any policy of the Commission or its predecessors or successors or any planning policy adopted by the Government of the State of Western Australia;*
- (g) any relevant proposed new town planning scheme of the Council or amendment or proposed Metropolitan Region Scheme Amendment insofar as they can be regarded as seriously entertained planning proposals;*
- (h) the comments or wishes of any public or municipal authority received as part of the submission process;*
- (i) the comments or wishes of any objectors to or supporters of the application;*
- (j) any previous decision made by the Council in circumstances which are sufficiently similar for the previous decision to be relevant as a precedent, provided that the Council shall not be bound by such precedent; and;*
- (k) any other matter which in the opinion of the Council is relevant.*

Strategic Plan

Key Focus Area: Not Applicable.

Objective: Not Applicable.

Policy:

Not Applicable.

Risk Management Considerations:

The proponent has a right of review against Council's decision, or any conditions included therein, in accordance with the *State Administrative Tribunal Act 2004* and *Planning and Development Act 2005*.

Financial/Budget Implications:

The applicant paid fees of \$278 (excluding GST) to cover all costs associated with assessing the application.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not applicable. As the development is for a change of use only that involves no external additions, the City's Environmentally Sustainable Design Checklist was not required to be completed by the applicant.

Consultation:

The proposal was not advertised as the application is for a change of use to a medical centre, which, according to DPS2, is a permitted 'P' use for this site. It is considered that there will be no impact upon the amenity of the surrounding area.

COMMENT

The proposed change of use is from an 'Office' to a 'Medical Centre'. As the proposed land use is a permitted use it is deemed to meet the objectives of the Business Zone. The proposal complies with the provisions of DPS2 except for car parking as discussed below.

A total of 21 bays are provided on-site with the existing uses requiring 28 bays, resulting in a current deficiency of seven bays (33%). By changing the use of the subject tenancy from an office to a medical centre that employs two practitioners, the car parking requirement increases to 35 bays, resulting in a deficiency of 14 bays (40%).

There are existing easements in place that allow reciprocal access and car parking for the shopping centre and tavern, as well as between the shopping centre and commercial centre. In 2008 an application for additions to the tavern was approved subject to a conditions including the requirement for an easement in favour of the City to facilitate reciprocal access and car parking with the commercial centre. It is still appropriate for this application to be considered in the context of the easement being in place given that the City is in the process of ensuring that this condition is met. Taking this into account, the proposed medical centre will result in an increase in the car parking deficiency from 58 bays (7.1%) to 65 bays (7.9%) across the sites.

When considered within the context of the adjoining sites that are subject to the abovementioned easements, the impact of the car parking deficiency for the site would be alleviated. Given its close proximity it is expected that the tavern would be the most likely site to accommodate any parking overflow from the subject site. The tavern can be reasonably expected to generate its peak car parking demand at different times to the majority of the tenancies within the commercial centre. Specifically, the tavern can be expected to operate later in the evenings and the weekends. Since the applicant has proposed to operate until 8pm weekdays and only on Saturday mornings, it is anticipated there will be little conflict between the existing uses and proposed use of the subject site and the tavern. The City has not received any complaints in relation to there being insufficient car parking across the sites, and site inspections undertaken during the assessment of this proposal have also indicated that the existing car parking is underutilised.

As discussed above, it is considered that the car parking provided is sufficient to accommodate the proposed medical centre and it is recommended that the application be approved subject to the conditions.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Gobbert that Council:

- 1 EXERCISES discretion in relation to Clauses 4.5.1 and 4.8.2 of the City's District Planning Scheme No 2 and determines that:**
 - 1.1 Car parking provision of 21 bays in lieu of 35 bays, is appropriate in this instance;**
- 2 APPROVES the application for planning approval dated 21 December 2011, submitted by Nitin Gautum on behalf of the owners Gerda Holdings Pty Ltd, for a medical centre at Lot 1 (8/9) Coolibah Drive, Greenwood, subject to the following conditions:**
 - 2.1 This decision constitutes planning approval only and is valid for two years from the date of this decision letter. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect; and**
 - 2.2 A maximum of two practitioners shall operate from the tenancy at any given time. For the purposes of this condition, the City considers a practitioner to be any person who generates their own independent patient load.**

The Motion was Put and CARRIED (11/0) by En Bloc Resolution prior to consideration of Report of the Chief Executive Officer, Page 104 refers.

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Appendix 5 refers

To access this attachment on electronic document, click here: [Attach5BRF130312.pdf](#)

Disclosures of interest affecting impartiality

Name/Position	Cr Kerry Hollywood.
Item No/Subject	CJ031-03/12 - Proposed Additions to Prendiville Catholic College at Lot 3 (11) Prendiville Avenue, Ocean Reef.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Cr Hollywood's Grandson attends Prendiville Catholic College.

Name/Position	Cr Teresa Ritchie.
Item No/Subject	CJ031-03/12 - Proposed Additions to Prendiville Catholic College at Lot 3 (11) Prendiville Avenue, Ocean Reef.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Cr Ritchie's Son will be attending Prendiville Catholic College.

Cr McLean left the Chamber, the time being 8.12pm.

CJ031-03/12 PROPOSED ADDITIONS TO PRENDIVILLE CATHOLIC COLLEGE AT LOT 3 (11) PRENDIVILLE AVENUE, OCEAN REEF

WARD: North Central

RESPONSIBLE DIRECTOR: Ms Dale Page
Planning and Development

FILE NUMBER: 00508, 101515

ATTACHMENTS: Attachment 1 Location Plan
Attachment 2 Development Plans
Attachment 3 Capital development Plan

PURPOSE

The purpose of this report is to request Council's determination of an application for planning approval for additions to Prendiville Catholic College at Lot 3 (11) Prendiville Avenue, Ocean Reef.

EXECUTIVE SUMMARY

An application has been received for the construction of four new classrooms, an extension to the existing Performing Arts Centre and the addition of a new mezzanine floor to an existing Arts room at Prendiville Catholic College.

The application has been assessed against the requirements of the City's District Planning Scheme No 2 (DPS2). The proposal generally complies with DPS2 with the exception of a reduced supply of car parking. DPS2 requires 195 bays to be provided on site. There are currently 166 existing car parking bays on site. Additional car parking is not proposed as part of this application, with the proposal therefore resulting in a shortfall of 29 bays (15%).

It is considered that the development will not detract from the amenity of the adjoining properties or surrounding area, and that the car parking provided on site is sufficient to accommodate the existing buildings and proposed additions.

It is recommended that the application be approved subject to conditions.

BACKGROUND

Suburb/Location: Lot 3 (11) Prendiville Avenue, Ocean Reef.
Applicant: Franco Carozzi Architects Pty. Ltd.
Owner: Roman Catholic Archbishop.
Zoning: **DPS:** Private Clubs/ Recreation.
MRS: Urban.
Site Area: 10.44ha.
Structure Plan: Not Applicable.

Prendiville Catholic College is an existing secondary school located on the north west corner of the intersection between Marmion Avenue and Hodges Drive in Ocean Reef. The land surrounding the development site is mostly zoned residential and coded R20, with a primary school, medical centre and service station located north of the subject site on the northern side of Prendiville Avenue.

The College was first established in 1988. A number of development applications have been subsequently considered by the City.

In 2006, approval was granted for a Performing Arts Centre, including a theatre arts section, music rooms, and a 300 seat auditorium. The development resulted in a parking shortfall of seven bays for the site (0.04%). It was considered that the parking available on site would be sufficient to cater for an after hours event, based on a parking ratio of one bay per four seats, requiring a total of 75 car bays. Further to this, the existing tennis courts were considered sufficient in coping with any overflow parking giving an additional 90 parking bays.

Subsequent applications for minor additions to the school have increased the shortfall to 17 car bays or 9% of the total requirement.

The development that is the subject of this application was not referred to the Joondalup Design Reference Panel. The Design Reference Panel is required to consider applications for major buildings outside of the City Centre, excluding single and grouped dwellings, and extension to commercial or mixed-use buildings that do not significantly affect the streetscape. In this instance, the additions to the college are not considered to significantly impact on the streetscape. The new classrooms and additions to the performing arts building will predominantly be screened from the streetscape by existing vegetation.

DETAILS

The development proposal incorporates the following:

- An extension to the existing Performing Arts Centre containing practice rooms, offices etc;
- Three new general purpose classrooms;
- A new science classroom; and
- The addition of a new mezzanine floor to an existing arts room.

The application is compliant in all regards with DPS2, with the exception of car parking requirements.

Parking

The College currently has 166 car parking bays on site and no additional bays are proposed as part of this application. The parking standard under DPS2 for a Secondary School is two bays per classroom but not less than 10. The proposal includes the addition of four new classrooms and an extension to the existing Performing Arts Centre which has been assessed as the equivalent of two new classrooms due to the classroom and practice type spaces proposed. The addition of a mezzanine floor will not affect the required number of onsite parking bays. As a result, the proposal requires the addition of 12 extra car parking bays.

Taking the above into account, the following table sets out the car parking requirement in accordance with DPS2.

	Number	Car parking standard (per DPS2)	Number of Bays Required	Provided
Existing Classrooms	54	2 per Classroom	108	166 marked bays (plus 90 unmarked bays on existing tennis courts)
Performing Arts Centre (approved 2006)	300 seat auditorium	1 per four seats*	75	
Proposed classrooms	6	2 per Classroom	12	
			195	

* Based on Place of Assembly standards and in line with previous assessment.

Council is required to determine whether the 166 parking bays provided on site are sufficient to service the development.

In support of the deficit of car parking being provided, the applicant has provided a development plan detailing the extension to the south western car park which is planned for 2015 with the advent of year seven students being part of the High School. This will allow the car park to accommodate a further 21 bays in the future. No additional classrooms are proposed at that time.

Issues and options considered:

Council has the discretion to:

- approve the application without conditions;
- approve the application with conditions; or
- refuse the application.

Legislation/Strategic Plan/Policy Implications:

Legislation: City of Joondalup District Planning Scheme No 2.

Clause 4.5 of DPS2 allows for the development standards to be varied:

4.5 Variations to Site and Development Standards and Requirements

- 4.5.1 Except for development in respect of which the Residential Design Codes apply and the requirements set out in Clauses 3.7.3 and 3.11.5, if a development is the subject of an application for planning approval and does not comply with a standard or requirement prescribed under the Scheme, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit.*
- 4.5.2 In considering an application for planning approval under this clause, where, in the opinion of Council, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is subject of consideration for the variation, the Council shall:*
- (a) Consult the affected parties by following one or more of the provisions for advertising uses pursuant to clause 6.7.1; and*
 - (b) Have regard to any expressed views prior to making its decision to grant the variation.*
- 4.5.3 The power conferred by this clause may only be exercised if the Council is satisfied that:*
- (a) Approval of the proposed development would be appropriate having regard to the criteria set out in Clause 6.8; and*
 - (b) The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.*

In exercising discretion under Clause 4.5, the matters listed under Clause 6.8 require consideration:

6.8 Matters to be considered by Council

- 6.8.1 The Council when considering an application for Planning Approval shall have due regard to the following:*
- (a) Interest of proper and orderly planning and the preservation of the amenity of the relevant locality;*
 - (b) Any relevant submissions by the applicant;*
 - (c) Any agreed Structure Plan prepared under the provisions of Part 9 of the Scheme;*
 - (d) Any planning policy of the Council adopted under the provisions of clause 8.11;*
 - (e) Any other matter which under the provisions of the Scheme the Council is required to have due regard;*

- (f) *Any policy of the Commission or its predecessors or successors or any planning policy adopted by the Government of the State of Western Australia;*
- (g) *Any relevant proposed new town planning scheme of the Council or amendment or proposed Metropolitan Region Scheme Amendment insofar as they can be regarded as seriously entertained planning proposals;*
- (h) *The comments or wishes of any public or municipal authority received as part of the submission process;*
- (i) *The comments and wishes of any objectors to or supporters of the application;*
- (j) *Any previous decision made by Council in circumstances which are sufficiently similar for the previous decision to be relevant as a precedent, provided that the Council shall not be bound by such precedent; and*
- (k) *Any other matter which in the opinion of the Council is relevant.*

Strategic Plan

Key Focus Area: The Built Environment.

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

Policy:

Not Applicable.

Risk Management Considerations:

The proponent has a right of review against Council's decision, or any conditions included therein, in accordance with the *State Administrative Tribunal Act 2004* and the *Planning and Development Act 2005*.

Financial/Budget Implications:

The applicant paid fees of \$6,600 (excluding GST) to cover all costs associated with assessing this application.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not applicable. As the development is considered minor, the City's Environmentally Sustainable Design Checklist has not been completed by the applicant.

Consultation:

The application was not advertised as the proposed development is sufficiently distanced from surrounding residential properties such that no adverse effect will result.

COMMENT

Car Parking

An assessment in accordance with DPS2 car parking standards indicates that there is a 29 bay deficit in the provision of car parking, representing an approximate 15% undersupply of on-site bays. Noting the current utilisation of the car park, the proposed shortfall is considered appropriate for a number of reasons as outlined below.

This recommendation is based on confirmation that student numbers will not be increasing as a result of this approval. The additional classrooms will simply allow for more services or options to be offered to existing students. It is anticipated that the existing parking requirements will not alter.

In 2015, the College will be increasing its student numbers to take in year seven students. During this stage, there is a planned extension of the southern car park near the athletic track (Attachment 2 refers). This will provide a further 21 bays, significantly reducing the car parking shortage to eight bays (4%). The Capital Development Plan of the College, which was provided with the application, outlines the proposed future developments at the College till 2020. The Plan indicates that no further classroom additions are intended, with further developments concentrating on service and access improvements.

The existing Performing Arts Centre was approved by the City in May 2006. The required car parking standard of the Centre was based on a Place of Assembly land use and entailed a provision of 75 bays. However, the Performing Arts Centre will be in highest demand outside school hours, with performance almost always conducted in the evenings. This results in an under-utilisation of car parking bays during the day.

An overflow car parking area is available on the existing tennis courts and on the sports grounds for special events. This area can accommodate a further 90 unmarked bays. This area is not included in the DPS2 calculations as the bays are not marked and sealed. However, consideration of these bays provides justification of any potential parking shortfall. In the event that the existing car park is fully utilised, the proposed overflow car park is considered to be an appropriate alternative.

Design and Location

The proposed additions are considered to be appropriately located on site. The applicant has endeavoured to blend the existing and proposed buildings together through the use of similar materials and colour schemes. All colours and materials have been selected to match the existing buildings which comprise cream coloured face brickwork, powder coated aluminium windows and natural clay tiled roofs.

Furthermore the applicant has confirmed that any vegetation that needs to be removed on the east side of the existing Performing Arts Building for the new extension will be replaced and additional trees planted to maintain the existing screening of the building from Marmion Avenue.

Use of the Building

The applicant has stated that the classroom additions will accommodate classes which at the present are being conducted in facilities unsuitable for their required use. The new classrooms will not result in an increase in student or staff numbers. Similarly, the extension to the Performing Arts Centre will not result in a greater number of students. The extension is intended to accommodate a shifting interest towards the Arts by the current students, especially in regards to dance and music. Correspondingly, the addition of a mezzanine floor to an existing Arts room will further achieve this.

CONCLUSION

The proposed development and car parking shortfall are considered appropriate in this instance and will not have an adverse impact on the surrounding area. It is recommended that the proposal be approved subject to conditions.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Taylor that Council:

- 1 **EXERCISES** discretion in relation to Clauses 4.5.1 and 4.8.2 of the City's District Planning Scheme No 2 and determines that:
 - 1.1 **Car parking provision of 166 bays in lieu of 195 bays,**
is appropriate in this instance;
- 2 **APPROVES** the application for planning approval dated 19 December 2011, submitted by Franco Carozzi Architects Pty Ltd, on behalf of the owner(s), Roman Catholic Archbishop, for proposed additions at Lot 3 (11) Prendiville Avenue, Ocean Reef, subject to the following conditions:
 - 2.1 **This decision constitutes planning approval only and is valid for a period of two years from the date of the decision letter. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect;**
 - 2.2 **All stormwater shall be collected on-site and disposed of in a manner acceptable to the City. Details of all proposed stormwater disposal systems shall be shown on the Building Licence Application; and**
 - 2.3 **A full schedule of colours and materials for all exterior parts to the building shall be provided as part of the Building Licence Application, to the satisfaction of the City.**

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, Norman, Ritchie, Taylor and Thomas

Appendix 6 refers

To access this attachment on electronic document, click here: [Attach6BRF130312.pdf](#)

CJ032-03/12 MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 6 FEBRUARY 2012

WARD:	All	
RESPONSIBLE DIRECTOR:	Mr Jamie Parry Governance and Strategy	
FILE NUMBER:	26176, 03360, 10116, 01907, 13399, 44688, 27122, 101299, 101280, 101515	
ATTACHMENTS:	Attachment 1	Minutes of the Policy Committee Meeting held on 6 February 2012
	Attachment 2	Alfresco Activities Policy with modifications
	Attachment 3	Draft Bed and Breakfast Policy (modified) – including Schedule of Submissions
	Attachment 4	Signs Policy with proposed modifications
	Attachment 5	Civic Centre Policy
	Attachment 6	Elected Member Communication Policy
	Attachment 7	Elected Member Entitlements of other Local Governments and Elected Members Allowances Policy (with amendments including retitled as Elected Members Entitlements Policy)
	Attachment 8	Standard Template for City and Council Policies
	Attachment 9	List of Current Policies with Comments Identifying Issues Specific to Each
	Attachment 10	Timetable for Review of Remaining Policies (2012)
	Attachment 11	Financial Planning – Strategic Matters Policy
	Attachment 12	Review and Development of Policies Policy

PURPOSE

To submit the unconfirmed minutes of the Policy Committee to Council for noting and recommend appropriate action in relation to the decisions of the Committee.

EXECUTIVE SUMMARY

A meeting of the Policy Committee was held on 6 February 2012 to consider the following matters:

- Item 1 Draft Alfresco Activities Policy.
- Item 2 Draft Bed and Breakfast Policy.
- Item 3 Policy Review – Signs Policy.
- Item 4 Policy Review – Communications and Elected Members – General Policies.
- Item 5 Policy Review – Elected Members Allowances (Elected Member Entitlements Policy).

- Item 6 Review of Policy Manual.
- Item 7 Removal of the Financial Planning – Strategic Matters Policy and Review and Development of Policies Policy.

BACKGROUND

Council established a Policy Committee and endorsed a new Policy Framework on 26 April 2005 (CJ064–04/05 refers). The framework separated the policies of the Council into two categories:

- 1 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; and
- 2 City Policies - Policies that are developed for administrative and operational imperatives and have an internal focus.

Council policies are to be developed and reviewed by the Policy Committee and may be subject to community consultation processes in recognition of the community leadership role Council has in guiding the formation and development of the City, and in representing the values and interests of the broader community. Officers may be requested by the Policy Committee to draft specific policies as required for referral to the Policy Committee.

City policies are to be developed and drafted for Policy Committee consideration and recommendation to the Council. The Policy Committee may determine, if appropriate, to request that a City Policy be subject to public comment prior to recommending it for Council adoption.

The Committee was re-established by the Council at its Special Meeting held on 3 November 2011 (Item JSC2-11/11 refers) with the following terms of reference:

- 1 Make recommendations to Council on the development and review of Council and City policies to identify the direction of Council;
- 2 Initiate and request the formulation and drafting of both Council and City policies;
- 3 Devise and oversee the method of development (level and manner of community consultation) for the development of Council and City policies; and
- 4 Review the Council Policy Framework in order to ensure compliance with the provisions of the Local Government Act 1995.

DETAILS

Issues and options considered:

The Motions carried at the Policy Committee meeting held on 6 February 2012 are shown below, together with Officer's comments:

Item 1 Draft Alfresco Activities Policy:

The following motion was carried:

“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.”

Officer’s Comment

The Committee’s recommendation is supported.

Item 2 Draft Bed and Breakfast Policy

The following motion was carried:

“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.”*

Officer’s Comment

The Committee’s recommendation is supported.

Item 3 Policy Review – Signs Policy

The following motion was carried:

“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.”

Officer’s Comment

The Committee’s recommendation is supported.

Item 4 Policy Review – Communications and Elected Members – General Policies

The following Officer’s recommendation was presented to the Committee:

“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’.”*

The following motion was carried:

“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.”*

Officer’s Comment

The Committee’s recommendation is supported.

Item 5 Policy Review – Elected Members Allowances (Elected Member Entitlements Policy)

The following Officer’s recommendation was presented to the Committee:

“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.”*

The following motion was carried:

“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.*
- d. Security Card/Building Access Card.*
- 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.”*

Officer's Comment

Since the Policy Committee meeting held on 6 February 2012, the City has received advice from the Department of Local Government and its external legal advisor that questions the Council's authority to authorise an expense of the type related to health and well being, as recommended in the proposed amendment to clause 9.4 of the Elected Members Allowances Policy (relating to Other Specified Expenses).

It is suggested that consideration of this matter, being recommendation 6.8 to report CJ032-03/12, be deferred to the next meeting of the Policy Committee at which a further report detailing the advice received can be submitted.

Item 6 Review of Policy Manual

The following Officer's recommendation was presented to the Committee:

“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.”*

The following motion was carried:

“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.*

Officer's Comment

The Committee's recommendation is supported and those items deferred will be presented to the next meeting of the Policy Committee.

Item 7 Removal of the Financial Planning – Strategic Matters Policy and Review and Development of Policies Policy

The following motion was carried:

"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*
- 2 *Review and Development of Policies Policy from the Policy Manual, as detailed in Attachment 2 of this Report."*

Officer's Comment

The Committee's recommendation is supported.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Nil.

Legislation/Strategic Plan/Policy Implications:

Legislation: Not Applicable.

Strategic Plan

Key Focus Area: Leadership and Governance.

Objective: To lead and manage the City effectively.

Policy:

As detailed in this Report.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

Officer's comments have been made in relation to each of the Items set out in the Details section of this report.

VOTING REQUIREMENTS

Simple Majority.

COMMITTEE RECOMMENDATION:

That Council:

- 1 NOTES the unconfirmed minutes of the Policy Committee meeting held on 6 February 2012, forming Attachment 1 to Report CJ032-03/12;
- 2 In relation to the report on the draft Alfresco Activities Policy and 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 2 to Report CJ032-03/12;
- 3 In relation to the report on the draft Bed and Breakfast Policy:
 - 3.1 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 3 of Report CJ032-03/12;
 - 3.2 NOTES the submissions received with respect to the Bed and Breakfast Policy, and ADVISES the submitters of Council's decision;

- 4 In relation to the report on the Policy Review – Signs Policy and 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 4 to Report CJ032-03/12, for public comment for a period of 21 days;
- 5 In relation to the report on the Policy Review – Communications and Elected Members – General Policies AMENDS the:
- 5.1 Elected Members – General Policy as detailed in Attachment 5 to Report CJ032-03/12, with the following amendments and NOTING that it will be retitled as the ‘Civic Centre Policy’:
- 5.1.1 Delete ‘As way of guidance’ and insert ‘generally’ after ‘should’ in clause 2.1(d) of the policy;
- 5.1.2 Replace ‘Audio’ with ‘Electronic’ in clause 2.2 of the policy;
- 5.1.3 Replace ‘Filming’ with ‘Recording’ and ‘film’ with ‘record’ in clause 2.3 of the policy;
- 5.2 Communications Policy as detailed in Attachment 6 to Report CJ032-03/12, with the following amendments and NOTING that it will be retitled as the ‘Elected Member Communications Policy’:
- 5.2.1 Replace ‘tahtn’ with ‘than’ in clause 3.6 of the policy;
- 5.2.2 Insert ‘the size of which is to be determined by the Chief Executive Officer’ after ‘year’ in clause 3.6 of the policy;
- 5.2.3 Insert ‘to’ after ‘prior’ in clause 3.6 of the policy.
- 6 In relation to the report on the Policy Review – Elected Members Allowances (Elected Member Entitlements Policy):
- 6.1 NOTES the information on Elected Members allowances and entitlements as detailed in this Report;
- 6.2 APPROVES the amendments to the Elected Members Allowances Policy as detailed in Attachment 7 to Report CJ032-03/12 subject to the following and NOTING that the policy will be retitled as the Elected Members Entitlements Policy:
- 6.2.1 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.
- (d) Security Card/Building Access Card.
- (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).

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";

- 6.3 Delete “, mobile phones” from 5.4(b) of the policy;
- 6.4 Delete “office” from 3.2(a)(viii) and 3.3(a)(i) of the policy;
- 6.5 Delete “(on request)” from 4.3(a) of the policy;
- 6.6 Delete “50” from 4.4(a)(iv) of the policy;
- 6.7 Insert “and other institutions of relevance to local government activities” after “government” in 6.5(c) of the policy;
- 6.8 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*

- 6.9 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 6.2 above;
- 7 In relation to the report on the Review of the Policy Manual:
- 7.1 NOTES the:
- 7.1.1 Standard template for City and Council Policies provided as Attachment 8 to Report CJ032-03/12;
 - 7.1.2 List of current policies with comments identifying issues specific to each provided as Attachment 9 to Report CJ032-03/12;
 - 7.1.3 Timetable for review of remaining policies provided as Attachment 10 to Report CJ032-03/12;
- 7.2 DEFERS consideration of the following amended policies to the next meeting of the Policy Committee:
- 7.2.1 Access and Equity Policy;
 - 7.2.2 Burning on Private Property Policy;
 - 7.2.3 Cash-in-Lieu of Car Parking Policy;
 - 7.2.4 Car Parking for Commercial Development (Joondalup City Centre) Policy;
 - 7.2.5 Centres Strategy;
 - 7.2.6 Child Care Centres Policy;
 - 7.2.7 Circuses Policy;
 - 7.2.8 Community Consultation and Engagement Policy;
 - 7.2.9 Dedicated Car Parking for Seniors and Parents with Prams;
 - 7.2.10 Environmentally Sustainable Design Policy;
 - 7.2.11 Environmentally Sustainable Design for City Buildings Policy;
 - 7.2.12 Freeman of the City of Joondalup Policy;
 - 7.2.13 Height of Buildings within the Coastal Area (Non-Residential Zones) Policy;
 - 7.2.14 Home Business Policy;
 - 7.2.15 Memorials in Public Reserves Policy;
 - 7.2.16 Naming of Public Facilities Policy;

- 7.2.17 Notification of Approved Commercial Development Policy;
 - 7.2.18 Payment of Rates and Charges Policy;
 - 7.2.19 Records Management Policy;
 - 7.2.20 Recovery of Costs Awarded to the City Policy;
 - 7.2.21 Requests for Sale of Public Open Space Reserves Policy;
 - 7.2.22 Satellite Dishes, Aerials and Radio Equipment Policy;
 - 7.2.23 Small Scale Renewable Energy Systems Policy;
 - 7.2.24 Specified Area Rating Policy;
 - 7.2.25 State Administrative Tribunal Mediation and Revised Development Proposals Policy;
 - 7.2.26 Streetlight Shading Policy;
 - 7.2.27 Vandalism to Vegetation on Land Owned or Managed by the City Policy;
- 8 In relation to the report on the Removal of the Financial Planning – Strategic Matters Policy and Review and Development of Policies Policy, REMOVES the current:
- 8.1 Financial Planning — Strategic Matters Policy from the Policy Manual as detailed in Attachment 11 to Report CJ032-03/12; and
 - 8.2 Review and Development of Policies Policy from the Policy Manual, as detailed in Attachment 12 of Report CJ032-03/12.

MOVED Cr Corr, SECONDED Cr Hollywood that Council:

- 1 **NOTES the unconfirmed minutes of the Policy Committee meeting held on 6 February 2012, forming Attachment 1 to Report CJ032-03/12;**
- 2 **In relation to the report on the draft Alfresco Activities Policy and 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 2 to Report CJ032-03/12;**
- 3 **In relation to the report on the draft Bed and Breakfast Policy:**
 - 3.1 **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 3 of Report CJ032-03/12;**
 - 3.2 **NOTES the submissions received with respect to the Bed and Breakfast Policy, and ADVISES the submitters of Council’s decision;**

- 4 In relation to the report on the Policy Review – Signs Policy and 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 4 to Report CJ032-03/12, for public comment for a period of 21 days;
- 5 In relation to the report on the Policy Review – Communications and Elected Members – General Policies **AMENDS** the:
- 5.1 **Elected Members – General Policy** as detailed in Attachment 5 to Report CJ032-03/12, with the following amendments and **NOTING** that it will be retitled as the ‘Civic Centre Policy’:
- 5.1.1 Delete ‘As way of guidance’ and insert ‘generally’ after ‘should’ in clause 2.1(d) of the policy;
- 5.1.2 Replace ‘Audio’ with ‘Electronic’ in clause 2.2 of the policy;
- 5.1.3 Replace ‘Filming’ with ‘Recording’ and ‘film’ with ‘record’ in clause 2.3 of the policy;
- 5.2 **Communications Policy** as detailed in Attachment 6 to Report CJ032-03/12, with the following amendments and **NOTING** that it will be retitled as the ‘Elected Member Communications Policy’:
- 5.2.1 Replace ‘tahtn’ with ‘than’ in clause 3.6 of the policy;
- 5.2.2 Insert ‘the size of which is to be determined by the Chief Executive Officer’ after ‘year’ in clause 3.6 of the policy;
- 5.2.3 Insert ‘to’ after ‘prior’ in clause 3.6 of the policy.
- 6 In relation to the report on the Policy Review – Elected Members Allowances (Elected Member Entitlements Policy):
- 6.1 **NOTES** the information on Elected Members allowances and entitlements as detailed in this Report;
- 6.2 **APPROVES** the amendments to the Elected Members Allowances Policy as detailed in Attachment 7 to Report CJ032-03/12 subject to the following and **NOTING** that the policy will be retitled as the Elected Members Entitlements Policy:
- 6.2.1 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.
- (d) Security Card/Building Access Card.
- (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).

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";

- 6.3 Delete “, mobile phones” from 5.4(b) of the policy;
 - 6.4 Delete “office” from 3.2(a)(viii) and 3.3(a)(i) of the policy;
 - 6.5 Delete “(on request)” from 4.3(a) of the policy;
 - 6.6 Delete “50” from 4.4(a)(iv) of the policy;
 - 6.7 Insert “and other institutions of relevance to local government activities” after “government” in 6.5(c) of the policy;
 - 6.8 REFERS the proposed amendment to clause 9.4 of the Elected Members Allowances Policy, to the next meeting of the Policy Committee for further consideration;
 - 6.9 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 6.2 above;
- 7 In relation to the report on the Review of the Policy Manual:
- 7.1 NOTES the:
 - 7.1.1 Standard template for City and Council Policies provided as Attachment 8 to Report CJ032-03/12;
 - 7.1.2 List of current policies with comments identifying issues specific to each provided as Attachment 9 to Report CJ032-03/12;
 - 7.1.3 Timetable for review of remaining policies provided as Attachment 10 to Report CJ032-03/12;

- 7.2 DEFERS consideration of the following amended policies to the next meeting of the Policy Committee:**
- 7.2.1 Access and Equity Policy;**
 - 7.2.2 Burning on Private Property Policy;**
 - 7.2.3 Cash-in-Lieu of Car Parking Policy;**
 - 7.2.4 Car Parking for Commercial Development (Joondalup City Centre) Policy;**
 - 7.2.5 Centres Strategy;**
 - 7.2.6 Child Care Centres Policy;**
 - 7.2.7 Circuses Policy;**
 - 7.2.8 Community Consultation and Engagement Policy;**
 - 7.2.9 Dedicated Car Parking for Seniors and Parents with Prams;**
 - 7.2.10 Environmentally Sustainable Design Policy;**
 - 7.2.11 Environmentally Sustainable Design for City Buildings Policy;**
 - 7.2.12 Freeman of the City of Joondalup Policy;**
 - 7.2.13 Height of Buildings within the Coastal Area (Non-Residential Zones) Policy;**
 - 7.2.14 Home Business Policy;**
 - 7.2.15 Memorials in Public Reserves Policy;**
 - 7.2.16 Naming of Public Facilities Policy;**
 - 7.2.17 Notification of Approved Commercial Development Policy;**
 - 7.2.18 Payment of Rates and Charges Policy;**
 - 7.2.19 Records Management Policy;**
 - 7.2.20 Recovery of Costs Awarded to the City Policy;**
 - 7.2.21 Requests for Sale of Public Open Space Reserves Policy;**
 - 7.2.22 Satellite Dishes, Aerials and Radio Equipment Policy;**
 - 7.2.23 Small Scale Renewable Energy Systems Policy;**
 - 7.2.24 Specified Area Rating Policy;**
 - 7.2.25 State Administrative Tribunal Mediation and Revised Development Proposals Policy;**

7.2.26 Streetlight Shading Policy;

7.2.27 Vandalism to Vegetation on Land Owned or Managed by the City Policy;

8 In relation to the report on the Removal of the Financial Planning – Strategic Matters Policy and Review and Development of Policies Policy, REMOVES the current:

8.1 Financial Planning — Strategic Matters Policy from the Policy Manual as detailed in Attachment 11 to Report CJ032-03/12; and

8.2 Review and Development of Policies Policy from the Policy Manual, as detailed in Attachment 12 of Report CJ032-03/12.

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, Norman, Ritchie, Taylor and Thomas

Appendix 14 refers

To access this attachment on electronic document, click here: [Attach14AGN200312.pdf](#)

Disclosures of interest affecting impartiality

Name/Position	Mr Garry Hunt, Chief Executive Officer
Item No/Subject	CJ033-03/12 - Minutes of the Audit Committee Meeting held on 8 March 2012 - (Item 1 – Chief Executive Officer Quarterly Credit Card Expenditure (July – September 2011)).
Nature of interest	Interest that may affect impartiality.
Extent of Interest	The Chief Executive Officer is the card holder.

Name/Position	Mr Garry Hunt, Chief Executive Officer
Item No/Subject	CJ033-03/12 - Minutes of the Audit Committee Meeting held on 8 March 2012 - (Item 2 – Chief Executive Officer Quarterly Credit Card Expenditure (October – December 2011)).
Nature of interest	Interest that may affect impartiality.
Extent of Interest	The Chief Executive Officer is the card holder.

CJ033-03/12 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 8 MARCH 2012

WARD:	All
RESPONSIBLE DIRECTOR:	Mr Mike Tidy Governance and Strategy
FILE NUMBER:	50068, 09882, 28049, 07032, 09492, 89528, 101515
ATTACHMENTS:	Attachment 1 Unconfirmed Minutes of the Audit Committee Meeting held on 8 March 2012

PURPOSE

A meeting of the Audit Committee was held on 8 March 2012 to consider the following matters:

- Item 1 Chief Executive Officer's Credit Card Expenditure (July – September 2011).
- Item 2 Chief Executive Officer's Credit Card Expenditure (October - December 2011).
- Item 3 Half Yearly Report – Write Off of Monies (July – December 2011).
- Item 4 Half Yearly Report – Contract Extensions (July – December 2011).
- Item 5 2011 Compliance Audit Return.
- Item 6 Internal Audit Activity 2011/2012.

BACKGROUND

The Council's Audit Committee was established in May 2001 to oversee the internal and external Audit, Risk Management and Compliance functions of the City, and re-established by the Council at its Special Meeting held on 3 November 2011 (Item JSC2-11/11 refers). The City has also employed an internal auditor since May 2002.

DETAILS

Issues and options considered:

The Motions moved at the Audit Committee meeting held on 8 March 2012 are shown below, together with the Officer's comments.

Item 1 Chief Executive Officer's Credit Card Expenditure (July – September 2011).

The following motion was carried:

“That the Audit Committee NOTES the report on the corporate credit card usage of the Chief Executive Officer for the quarter ended 30 September 2011 forming Attachment 1 to this Report.”

Officer's Comment

No further comment required.

Item 2 Chief Executive Officer's Credit Card Expenditure (October - December 2011).

The following motion was carried:

“That the Audit Committee NOTES the report on the corporate credit card usage of the Chief Executive Officer for the quarter ended 31 December 2011 forming Attachment 1 to this Report.”

Officer's Comment

No further comment required.

Item 3 Half Yearly Report – Write Off of Monies (July – December 2011).

The following motion was carried:

“That the Audit Committee RECEIVES the report of monies written off under delegated authority, for the period July to December 2011.”

Officer's Comment

No further comment required.

Item 4 Half Yearly Report – Contract Extensions (July – December 2011).

The following motion was carried:

“That the Audit Committee NOTES the report detailing Contracts extended by the Chief Executive Officer during the period July 2011 to December 2011 forming Attachment 1 to this Report.”

Officer's Comment

No further comment required.

Item 5 2011 Compliance Audit Return.

The following motion was carried:

“That the Audit Committee RECOMMENDS that Council:

- 1 ADOPTS the completed Local Government Compliance Audit Return for the period 1 January 2011 to 31 December 2011 forming Attachment 1 to this Report; and*
- 2 in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996, SUBMITS the completed Compliance Audit Return to the Department of Local Government.”*

Officer’s Comment

This matter will be the subject of a separate report in the agenda for the Council meeting to be held on 20 March 2012 – CJ042-03/12 refers.

Item 6 Internal Audit Activity 2011/2012.

The following Officer’s recommendation was presented to the Committee:

“That the Audit Committee NOTES the Internal Audit Plan 2011/2012 and Internal Audit Activity for 2011/2012 forming Attachments 1 and 2 to this Report.”

The following motions were carried:

“That the Chief Executive Officer UNDERTAKES in relation to 6-1112 – Non-Compliance Report to initiate a more detailed analysis using an external qualified group to review, in considerable detail, a number of suppliers of services to the City and report back to the Audit Committee on those findings.”

“That the Audit Committee NOTES the Internal Audit Plan 2011/2012 and Internal Audit Activity for 2011/2012 forming Attachments 1 and 2 to this Report.”

Officer’s Comment

The Chief Executive Officer undertook to initiate a detailed analysis of a number of suppliers and will report back to the Committee.

Legislation/Strategic Plan/Policy Implications:

Legislation: Section 5.8 of the Local Government Act 1995 provides for a local government to establish a committee to assist Council.

Part 7 of the Act sets out the requirements in relation to Audits. Division 1A of Part 7 deals with the establishment, membership, decision-making and duties that a local government can delegate to an Audit Committee.

Strategic Plan

Key Focus Area: Leadership and Governance

Objective: 1.1 To ensure that the processes of local governance are carried out in a manner that is ethical, transparent and accountable.

Policy:

Not Applicable.

Risk Management Considerations:

Not Applicable.

Financial/Budget Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

Not Applicable.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Ritchie that Council notes the unconfirmed minutes of the Audit Committee Meeting held on 8 March 2012, forming Attachment 1 to report CJ033-03/12.

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, Norman, Ritchie, Taylor and Thomas

Appendix 15 refers

To access this attachment on electronic document, click here: [Attach15AGN200312.pdf](#)

CJ034-03/12 CONFIDENTIAL - MINUTES OF THE STRATEGIC FINANCIAL MANAGEMENT COMMITTEE MEETING HELD ON 20 FEBRUARY 2012**WARD:** All**RESPONSIBLE DIRECTOR:** Mr Mike Tidy
Corporate Services**FILE NUMBER:** 51567, 52582, 57618, 63627, 70512, 101515**ATTACHMENTS:**
Attachment 1 Unconfirmed Minutes of the Strategic Financial Management Committee Meeting held on 20 February 2012
Attachment 2 Business Plan – Major Land Transaction – The Proposed Disposal of Lot 200 (18) Quilter Drive, Duncraig
Attachment 3 Business Plan – Major Land Transaction – The Proposed Disposal of Lot 766 (167) Dampier Avenue, Kallaroo
Attachment 4 Business Plan – Major Land Transaction – The Proposed Disposal of Lot 202 (20) Kanangra Crescent, Greenwood
Attachment 5 Business Plan – Major Land Transaction – The Proposed Disposal of Lot 147 (25) Millport Drive, Warwick

(Please Note: The attachment is confidential and will appear in the official Minute Book only)

This Item was dealt with later in the meeting, following Item CJ043-03/12 – Page 111 refers.

Disclosure of proximity interest

Name/Position	Cr Teresa Ritchie.
Item No/Subject	CJ035-03/12 - Status of Petitions.
Nature of interest	Proximity Interest.
Extent of Interest	Cr Ritchie owns property that is directly opposite Timberlane Park, the subject of the petition.

The Director Planning and Development left the Chamber at 8.13pm and returned at 8.15pm.

Cr Ritchie left the Chamber, the time being 8.14pm.

Cr McLean entered the Chamber, the time being 8.14pm.

CJ035-03/12 STATUS OF PETITIONS

WARD: All

RESPONSIBLE DIRECTOR: Mr Jamie Parry
Governance and Strategy

FILE NUMBER: 05386, 101515

ATTACHMENTS: Attachment 1 Status of Petitions – 28 June 2011 to 28 February 2012

PURPOSE

To advise Council of the status of outstanding petitions.

BACKGROUND

Quarterly reports on outstanding petitions are to be presented to Council.

DETAILS

Attachment 1 provides a list of all outstanding petitions, which were received during the period 28 June 2011 to 28 February 2012, with a comment on the status of each petition.

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

Clause 22 of the City's Standing Orders Local Law 2005 states:

22. Petitions

- (1) A petition received by a member or the Chief Executive Officer is to be presented to the next ordinary Council meeting;

- (2) Any petition to the Council is:
 - (a) as far as practicable to be prepared in the form prescribed in the Schedule;
 - (b) to be addressed to the Council and forwarded to a member or the Chief Executive Officer;
 - (c) to state the name and address of the person to whom correspondence in respect of the petition may be served;
- (3) Once a petition is presented to the Council, a motion may be moved to receive the petition and refer it to the Chief Executive Officer for action.

Strategic Plan

Key Focus Area: Leadership and Governance.

Objective: 1.2 To engage proactively with the community.

Strategy: 1.2.4 The City maintains its commitment to public engagement, allowing Deputations and Public Statement Times, in addition to the Legislative requirements to public participation.

Policy Implications:

Individual petitions may impact on the policy position of the City.

Risk Management Considerations:

Failure to give consideration to the request of the petitioners and take the appropriate actions may impact on the level of satisfaction by the community.

Financial/Budget Implications:

Individual requests made by the way of petitions may have financial implications.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The petitions are presented to Council for information on the actions taken, along with those outstanding.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Amphlett, SECONDED Cr Hollywood that Council:

- 1 The status of outstanding petitions submitted to Council during the period 28 June 2011 to 28 February 2012, forming Attachment 1 to Report CJ035-03/12;**
- 2 That a report in relation to the petition regarding the impact of increased traffic flow within the vicinity of the Craigie Senior High School site was considered at the Council Meeting held on 13 December 2011 (CJ245-12/11 refers);**
- 3 That a report is proposed to be presented to Council at its meeting to be held on 17 April 2012 addressing the following petitions:**
 - 3.1 Vehicular movement within Hepburn Heights and the request to prepare a Business case to divest 12 Blackwattle Parade, Padbury to provide funds to address residents' concerns;**
 - 3.2 Vehicular movement within Hepburn Heights and a request for a pedestrian overpass over Hepburn Avenue, the request to prepare a Business case to divest 12 Blackwattle Parade, Padbury to provide funds to address residents' concerns;**
- 4 That a report in relation to the petition requesting immediate steps to reduce both the volume and speed of vehicles on Delgado Parade, Iluka was considered at the Council meeting held on 21 February 2012 (CJ024-02/12 refers);**
- 5 That a report in relation to the petition regarding the acquisition of a portion of Timberlane Park, Woodvale, the rezoning of Reserve 40169 to allow for aged care accommodation, and allocation of sale proceeds to enhance facilities at Timberlane Park, Woodvale is proposed to be presented to Council at its meeting to be held on 17 April 2012;**
- 6 That a report in relation to the petition requesting an upgrade to the public park on the corner of Moolanda Boulevard and Harness Street, Kingsley is proposed to be presented to Council at its meeting to be held on 17 April 2012;**
- 7 That a report in relation to the petitions regarding that Council considers changing all day parking in Piccadilly Circle and Aldgate Street to two hour parking with exemption permits issued to the residents of those streets was considered at the Council Meeting held on 13 December 2011 (CJ244-12/11 refers);**
- 8 That a report in relation to the petition requesting the change of Parking By-Laws to enable residents and non-residents to have improved access to parking throughout the day on the East side of Lakeside Drive, between Shenton Avenue and Moorhen Court, Joondalup, was considered at the Council meeting held on 13 December 2011 (CJ243-12/11 refers);**
- 9 That a report in relation to the petition requesting that Council investigates, with appropriate remedial action, the traffic safety concerns in and around Tuart Road, Greenwood is proposed to be presented to Council at its meeting to be held on 17 April 2012;**

- 10 That a report in relation to the petition requesting that Council considers retaining the natural state of Lot 971 (52) Creaney Drive, Kingsley and installing a sculpture park will be presented to Council at its meeting to be held on 20 March 2012;
- 11 That a report in relation to the petition requesting that Council resurface the vacant school site and Burns Beach Road, Burns Beach with grass, and the removal of a sign is proposed to be presented to Council at its meeting to be held on 17 April 2012;
- 12 That a report in relation to the petition requesting that Council design and install traffic treatment along Cook Avenue between Cumberland Drive and Flinders Avenue is proposed to be presented to Council at its meeting to be held on 17 April 2012;
- 13 That a report in relation to the petition regarding the construction of 15.9m, three antenna and ground based equipment shelter telecommunication tower in at Dampier Park, Kallaroo was considered as part of the report to the Council meeting held on 21 February 2012 regarding the proposed telecommunications facility at Dampier Park, Kallaroo (CJ005-02/12 refers); and
- 14 That a report in relation to the establishment of a community garden was considered at the Council meeting held on 21 February 2012 (CJ007-02/12 refers) and any decision with respect to Regents Park or Charing Cross Park, will be considered as part of any future report regarding the establishment of a community garden.

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Corr, Fishwick, Gobbert, Hollywood, McLean, Norman, Taylor and Thomas

Appendix 7 refers

To access this attachment on electronic document, click here: [Attach7BRF130312.pdf](#)

Cr Ritchie entered the Chamber, the time being 8.15pm.

Cr Corr left the Chamber, the time being 8.15pm.

CJ036-03/12 EXECUTION OF DOCUMENTS

WARD: All

RESPONSIBLE DIRECTOR: Mr Jamie Parry
Governance and Strategy

FILE NUMBER: 15876, 101515

ATTACHMENTS: Attachment 1 Documents executed by affixing Common Seal for the period 15 November 2011 to 28 February 2012

PURPOSE

For Council to note the documents executed by means of affixing the Common Seal for the period 15 November 2011 to 28 February 2012 (Attachment 1 refers).

EXECUTIVE SUMMARY

The City of Joondalup enters into various agreements by affixing its Common Seal. The *Local Government Act 1995* states that the City is a body corporate with perpetual succession and a Common Seal. Those documents that are to be executed by affixing the Common Seal or signed by the Mayor and the Chief Executive Officer are reported to the Council for information on a regular basis.

DETAILS

During the period 15 November 2011 to 28 February 2012, eight documents were executed by affixing the Common Seal. A summary is provided below:

Type	Number
Structure Plan	1
Amendment to District Planning Scheme No 2	2
Power of Attorney	1
Memorandum of Understanding	1
Lease Agreement	1
Grant of Easement	1
Section 70A Notification	1

Details of these documents are provided in Attachment 1.

Issues and options considered:

Not Applicable.

COMMENT

The documents that have been executed by affixing the Common Seal of the City of Joondalup are submitted to the Council for information (Attachment 1 refers).

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Gobbert that Council NOTES the Schedule of Documents covering the period 15 November 2011 to 28 February 2012, executed by means of affixing the Common Seal, as detailed in Attachment 1 to Report CJ036-03/12.

The Motion was Put and CARRIED (11/0) by En Bloc Resolution prior to consideration of Report of the Chief Executive Officer, Page 104 refers.

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Appendix 8 refers

To access this attachment on electronic document, click here: [Attach8BRF130312.pdf](#)

CJ037-03/12 MINUTES OF EXTERNAL COMMITTEES**WARD:** All**RESPONSIBLE DIRECTOR:** Mr Jamie Parry
Governance and Strategy**FILE NUMBER:** 09151, 48543, 101515**ATTACHMENTS:** Attachment 1 Minutes of the Wanneroo/Joondalup Local Emergency Management Committee meeting held on 2 February 2012
Attachment 2 Revised Terms of Reference as at 2 February 2012

(Please Note: These minutes are only available electronically)

PURPOSE

To submit minutes of external committees to Council for information.

EXECUTIVE SUMMARY

The following minutes are provided:

- Minutes of the Wanneroo/Joondalup Local Emergency Management Committee meeting held on 2 February 2012.

DETAILS**Local Emergency Management Committee Meeting – 2 February 2012**

A meeting of the Wanneroo/Joondalup Local Emergency Management Committee (LEMC) was held on 2 February 2012.

The Council's representative on the LEMC is Cr John Chester. On this occasion, Cr Christine Hamilton-Prime deputised for Cr Chester as he was unable to attend this meeting.

For the information of Council, the following matters of interest to the City of Joondalup were discussed:

- **Revised Terms of Reference in relation to the Wanneroo/Joondalup Local Emergency Management Committee**

The revised Terms of Reference were adopted at the meeting held on 2 February 2012 – (Attachment 2 refers).

- **Cities of Wanneroo and Joondalup Risk Management Projects**

Mr John Lane, Coordinator of Emergency Management Services, Western Australian Local Government Association (WALGA) provided a presentation on the Risk Management projects for both Cities.

The current status of risk projects for each local government is on schedule, with a final report to be completed by May 2012.

- **Local Government Emergency Management Forum 2012**

The WALGA Emergency Management Forum is to be held on Friday, 16 March 2012 at the Burswood Entertainment Complex.

It should be noted that this Forum has been rescheduled to 1 June 2012.

- **National Guide for Managing Donated Goods**

The Australian Government has funded the development of guidelines with respect to the National Guide for the Management of Donated Goods.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Gobbert that Council NOTES the Minutes of the Wanneroo/Joondalup Local Emergency Management Committee Meeting held on 2 February 2012 (including revised Terms of Reference) forming Attachment 1 to Report CJ037-03/12.

The Motion was Put and CARRIED (11/0) by En Bloc Resolution prior to consideration of Report of the Chief Executive Officer, Page 104 refers.

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

To access this attachment on electronic document, click here: [ExternalMinutes13032012.pdf](#)

CJ038-03/12 LIST OF PAYMENTS MADE DURING THE MONTH OF JANUARY 2012

WARD: All

RESPONSIBLE DIRECTOR: Mr Mike Tidy
Corporate Services

FILE NUMBER: 09882

ATTACHMENTS:

Attachment 1	Chief Executive Officer's Delegated Municipal Payment List for the month of January 2012
Attachment 2	Chief Executive Officer's Delegated Trust Payment List for the month of January 2012
Attachment 3	Municipal and Trust Fund Vouchers for the month of January 2012

PURPOSE

To present to Council the list of accounts paid under the Chief Executive Officer's delegated authority during the month of January 2012 for noting.

EXECUTIVE SUMMARY

This report presents the list of payments made under delegated authority during the month of January 2012 totalling \$9,355,828.51.

It is recommended that Council NOTES the Chief Executive Officer's list of accounts for January 2012 paid under delegated authority in accordance with regulation 13 (1) of the Local Government (Financial Management) Regulations in Attachments 1, 2 and 3 to Report CJ038-03/12, totalling \$9,355,828.51.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

DETAILS

The table below summarises the payments drawn on the funds during the month of January 2012. Lists detailing the payments made are appended as Attachments 1 and 2. The vouchers for the month are appended as Attachment 3.

FUNDS	DETAILS	AMOUNT
Municipal Account	Municipal Cheques 91782 – 91931 & EF22379 – EF22820. Net of cancelled payments	\$5,896,448.85
	Vouchers 931A-938A	\$3,427,759.66
Trust Account	Trust Cheques 204719 – 204777. Net of cancelled payments	\$31,620
Total		\$9,355,828.51

Issues and options considered:

Not Applicable.

Legislation/Strategic Plan/Policy Implications:

Legislation: The Council has delegated to the Chief Executive Officer the exercise of its authority to make payments from the Municipal and Trust Funds, therefore in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, a list of accounts paid by the Chief Executive Officer is prepared each month showing each account paid since the last list was prepared.

Strategic Plan

Key Focus Area: Leadership and Governance.

Objective: 1.1 To ensure that the processes of Local Government are carried out in a manner that is ethical, transparent and accountable.

Policy:

All expenditure included in the list of payments is drawn from the City's accounting records.

Risk Management Considerations:

In accordance with section 6.8 of the *Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

Financial/Budget Implications:

All expenditure from the Municipal Fund was included in the Annual Budget as adopted or revised by Council.

Regional Significance:

Not Applicable.

Sustainability Implications:

Expenditure has been incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

Consultation:

Not Applicable.

COMMENT

All Municipal Fund expenditure included in the list of payments is incurred in accordance with the 2011/12 Annual Budget as adopted and revised by Council at its meeting of 28 June 2011 or has been authorised in advance by the Mayor or by resolution of Council as applicable.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Gobbert that Council NOTES the Chief Executive Officer's List of Accounts for October 2011 paid under Delegated Authority in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 forming Attachments 1, 2 and 3 to Report CJ038-03/12, totalling \$9,355,828.51.

The Motion was Put and CARRIED (11/0) by En Bloc Resolution prior to consideration of Report of the Chief Executive Officer, Page 104 refers.

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Appendix 9 refers

To access this attachment on electronic document, click here: [Attach9BRF130312.pdf](#)

CJ039-03/12 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 31 JANUARY 2012**WARD:** All**RESPONSIBLE DIRECTOR:** Mr Mike Tidy
Corporate Services**FILE NUMBER:** 07882, 101515**ATTACHMENTS:** Attachment 1 Financial Activity Statement for the Period Ended 31 January 2012**PURPOSE**

The January 2012 Financial Activity Statement is submitted to Council to be noted.

EXECUTIVE SUMMARY

Council adopted the Annual Budget for the 2011/12 Financial Year at its meeting held on 28 June 2011, (CJ115-06/11 refers). The figures in this report are compared to the Adopted Budget figures.

The January 2012, Financial Activity Statement Report shows an overall favourable variance from operations and capital for the period of \$10,114,217 when compared to the 2011/12 Adopted Budget.

This variance can be summarised as follows:

The Operating surplus is \$4,992,480 above budget, made up of higher revenue of \$1,931,068 and lower operating expenditure of \$3,061,412.

Operating revenue is above budget in Contributions, Reimbursements and Donations \$792,970, Investment Earnings \$792,620, Rates \$145,804, Other Revenue \$152,791, Fees and Charges \$76,782, and Grants and Subsidies \$6,231. Revenue is below budget in Profit on Asset Disposals \$36,130. The additional revenue mainly arose from the sale of recyclable materials and from investments due to a higher volume of funds being invested.

Operating expenditure is below budget in Materials and Contracts \$2,105,299, Employee Costs \$842,977, Utilities \$93,193, Loss on Asset Disposal \$32,287, Insurance \$19,238 and Interest Expenses \$1,384. This is partly offset by an adverse variance in depreciation \$32,966.

The Materials and Contracts favourable variance is predominantly attributable to timing differences and is spread across a number of areas including Professional Fees and Costs \$602,090, Furniture & Equipment Maintenance and Minor Purchases \$278,799, Public Relations, Advertising and Promotions \$266,827, Contribution and Donations \$304,392 and Computing \$179,179.

The Capital Revenue and Expenditure deficit is \$5,084,928 below budget and is made up of higher revenue of \$514,719 and under expenditure of \$4,570,209.

Capital Expenditure is below budget on Capital Projects \$1,511,201, Capital Works \$2,091,703 and Vehicle and Plant replacements \$967,305.

Further details of the material variances are contained in Appendix 3 of to this Report.

It is recommended that Council NOTES the Financial Activity Statement for the period ended 31 January 2012 forming Attachment 1 to Report CJ039-03/12.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* requires a monthly Financial Activity Statement. Council approved at its meeting held on 11 October 2005 to accept the monthly Financial Activity Statement according to nature and type classification.

DETAILS

Issues and options considered:

The Financial Activity Statement for the period ended 31 January 2012 is appended as Attachment 1.

Legislation/Strategic Plan/Policy Implications:

Legislation: Section 6.4 of the *Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and such other financial reports as are prescribed.

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the local government to prepare each month a statement of financial activity reporting on the source and application of funds as set out in the annual budget.

Strategic Plan

Key Focus Area: Leadership and Governance.

Objective: 1.3 To lead and manage the City effectively.

Risk Management Considerations:

In accordance with Section 6.8 of the *Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

Financial/Budget Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Expenditure has been incurred in accordance with adopted budget parameters, which have been structured on financial viability and sustainability principles.

Consultation:

In accordance with Section 6.2 of the *Local Government Act 1995*, the annual budget was prepared having regard to the Strategic Financial Plan, prepared under Section 5.56 of the *Local Government Act 1995*, which was made available for public comment.

COMMENT

All expenditures included in the Financial Activity Statement are incurred in accordance with the provisions of the 2011/12 Adopted Budget or have been authorised in advance by Council where applicable.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Gobbert that Council NOTES the Financial Activity Statement for the period ended 31 January 2012 forming Attachment 1 to Report CJ039-03/12.

The Motion was Put and CARRIED (11/0) by En Bloc Resolution prior to consideration of Report of the Chief Executive Officer, Page 104 refers.

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Appendix 10 refers

To access this attachment on electronic document, click here: [Attach10BRF130312.pdf](#)

**CJ040-03/12 PETITION OF ELECTORS REQUESTING THE
RETENTION OF LOT 971 (52) CREANEY DRIVE
KINGSLEY FOR THE PURPOSES OF A SCULPTURE
PARK**

WARD: South-East

**RESPONSIBLE
A/DIRECTOR:** Mr Charlie Reynolds
Infrastructure Services

FILE NUMBER: 11367, 101515

ATTACHMENTS: Attachment 1 Map of Lot 971 (52) Creaney Drive, Kingsley

This Item was dealt with earlier in the meeting after Petitions, Page 14 refers.

CJ041-03/12 CURRAMBINE PRIMARY SCHOOL – SCHOOL TRAFFIC MANAGEMENT AND PARKING**WARD:** North**RESPONSIBLE A/DIRECTOR:** Mr Charlie Reynolds
Infrastructure Services**FILE NUMBER:** 07384, 101515**ATTACHMENTS:** Attachment 1 Locality Plan
Attachment 2 Proposed traffic management and parking improvements**PURPOSE**

To consider school traffic management and parking improvements for Currambine Primary School, Currambine.

EXECUTIVE SUMMARY

The construction of the second carriageway of Moore Drive in 2012 is expected to displace approximately 75 vehicles from parking along the verged area in Moore Drive adjacent Currambine Primary School. The proposed school traffic management and parking works as shown on Attachment 2 will assist in addressing the expected parking shortfall. The widening of the school's existing set-down/pick-up area on Ambassador Drive would improve vehicle traffic flows and limit congestion. To complement this, a new car park of approximately 25 to 30 bays is proposed on the northern side of the school sports field.

It is recommended that Council:

- 1 *NOTES the school parking short fall for Currambine Primary School once Moore Drive second carriageway construction commences in 2012;*
- 2 *NOTES traffic management and parking improvements for Currambine Primary School as shown on Attachment 2 to Report CJ041-03/12 is listed in the 2012/2013 Capital Works Program subject to and conditional on 50/50 shared funding with the Department of Education; and*
- 3 *ADVISES the Department of Education of Council's decision.*

BACKGROUND

In preparation for Moore Drive's second carriageway construction in 2012, the City is currently working with Currambine Primary School to limit the negative impact on school traffic management and parking once construction activity begins. A number of meetings with the Department of Education (DOE), the school Principal and representatives of the school Road Safety Committee occurred in 2011 with the aim to develop strategies and make recommendations relating to improving traffic management and school parking.

A detailed review of the school traffic management and parking undertaken in late 2011 confirmed a significant short fall of parking spaces and extensive traffic congestion within the car parking areas during school peak periods. The congestion was also found to have a significant negative impact on the local road network in particular Ambassador Drive and access to adjoining side roads. The school's Road Safety Committee has been active to date in dealing with the traffic congestion, however significant traffic issues remain.

In addition to the formal school parking areas and on-street parking, a significant number of parents are utilising the verge areas of Moore Drive for school parking. The verge areas will no longer be available for parking once Moore Drive dual carriageway is completed later this year.

DETAILS

Currambine Primary School is located on the northern side of Moore Drive with the main administration area fronting Ambassador Drive as shown on Attachment 1. The school opened in 1997 with approximately 300 children and the student population has since grown to approximately 800 children.

Moore Drive's second carriageway is scheduled for construction in 2012 as part of the City's Capital Works Program. The proposed works will result in significant construction activity from Connolly Drive in the west to Joondalup Drive in the east (as shown on Attachment 1) and involves modification to the existing carriageway and verge areas in the vicinity of Currambine Primary School.

School traffic management and school parking:

Internal school parking areas have been provided for staff and parents on the northern side of the school plus on-street parking is also available along Ambassador Drive and Carlton Turn. Site investigations in 2011 confirmed significant congestion and parking issues exist with the school traffic management in its current form. The major concerns relate to an overall parking short fall plus congestion leading to poor vehicle circulation within internal parking areas.

The school Road Safety Committee has been proactive to date in dealing with school traffic management and parking by promoting and acting on traffic management strategies to improve the situation where possible. As part of these strategies, school staff and representatives of the committee assist on a daily basis with traffic control during peak periods and raise awareness with parents regarding road safety initiatives. The school's news letter is also used for regular updates regarding school traffic management and road safety awareness.

On-street parking:

On-street parking has been provided on Ambassador Drive with 20 bays being available on the south side of the road carriageway. There are also 25 on-street parking bays along the western side of Carlton Turn adjacent Carlton Park which are used for school parking, residents and visitors to Carlton Park.

School set down/pickup facility:

The existing school set down/pickup facility requires vehicle access via a roundabout at the intersection of Ambassador Drive and Paddington Avenue. The set down/pickup area incorporates 39 angled parking bays on the south side of the facility with the 20 most eastern bays being dedicated for early childhood students where parents are required to escort their children to and from the classroom. The remaining 19 bays on the western side of the facility are used for general drop off and pick up purposes.

Site investigations during school peak periods confirmed that the internal operation of the set down/pickup facility is poor due to parents waiting within the access aisle of the facility for car parking spaces to become available. The slow movement of vehicles result in significant congestion within the facility plus on Ambassador Drive thereby restricting circulation within the roundabout with Paddington Avenue. Due to the extensive vehicle congestion there is a negative impact on residents, with access along Ambassador Drive and surrounding road network being restricted; this is expected to get worse once construction on Moore Drive commences.

Moore Drive informal parking:

Extensive informal parking occurs on Moore Drive within the school precinct with parents utilising the verge areas either side of the road carriageway for parking during morning and afternoon school peak periods. Approximately 75 vehicles utilise the verge areas along Moore Drive for parking purposes which will no longer be available once construction activity commences.

Proposed changes to schools sports ground and Carlton Park:

Carlton Park reserve and the school playing field are located within the same recreational area and are managed separately by DOE and the City. The City is currently in discussion with DOE to combine the playing areas to form a central playing facility as shown on Attachment 2. The benefits of the realigned oval and shared arrangement includes a multipurpose playing field facility for school and weekend City club sport activities plus a coordinated approach to reserve maintenance with the City undertaking the maintenance responsibility with funding support by DOE.

Issues and options considered:

Alternative ways to improve school traffic management and school parking once Moore Drive construction commences have been investigated by the school Road Safety Committee and City officers. Extensive investigations into the operation of school traffic and parking identified two areas of improvement within the school grounds which include:

Modification to the existing school set down/pickup facility

This would require the widening of a portion of the existing set down/pickup facility within the school grounds adjacent to Ambassador Drive as shown on Attachment 2.

Access to the facility is via the roundabout at the intersection with Paddington Avenue and Ambassador Drive. Significant congestion occurs during peak periods within the facility and on the approaches to the roundabout on Ambassador Drive. The proposed widening would enable a through lane to be created on the north side of the facility which would improve vehicle circulation during drop off and pickup periods and therefore encourage higher usage by parents. The improved vehicle circulation would also result in less congestion within the vicinity of the roundabout on Ambassador Drive.

The provision of 25 to 30 bay car park and temporary parking

To address the significant parking short fall once Moore Drive's second carriageway construction commences, temporary parking will be provided on the northern side of the school playing field. As a permanent solution once Moore Drive's works is completed, a 25 to 30 bay car park is proposed as shown on Attachment 2. Access to the proposed car park would be via the roundabout at the intersection of Paddington Avenue and Ambassador Drive.

The proposed car park would complement the planned changes to the playing areas and provide additional parking opportunities for parents once Moore Drive second carriageway is completed. After hours parking will also be allowed for weekend sporting activities on Carlton Park.

The proposed works including improvements to the existing school set down/pickup facility and the proposed 25 to 30 bay car park are the preferred treatments to improve school traffic management and school parking and have the support of DOE and Principal of Currambine Primary School.

On the basis of the school traffic investigation and findings, Council has the option to:

- Resolve to retain the listing of the proposed works (as shown in Attachment 2) for funding consideration in 2012/2013 financial year subject to approval of equal funding by DOE.
- Take no further action in relation to school traffic management and parking improvements for Currambine Primary School. This is not the preferred option.

Legislation/Strategic Plan/Policy Implications:

Legislation: Australian Standard Parking Facilities Part 1: Off-street parking AS 2890.1:2004.

Strategic Plan

Key Focus Area: Community wellbeing.

Objective: 5.4 To work collaboratively with stakeholders to increase community safety and respond to emergencies effectively.

Policy:

Not Applicable.

Risk Management Considerations:

If no action is taken regarding school traffic management and school parking once Moore Drive construction work commences, there will be a increased congestion on Ambassador Drive and surrounding road network. The potential spill over parking and increase in congestion during school peak periods will have a negative impact on school road safety and use of surrounding roads.

Financial/Budget Implications:

On the basis of previous practices regarding parking developments involving schools, funding for the proposed parking improvements would be based on a 50/50 shared funding arrangement. An example of this practice was 50/50 funding by the City for the construction of a minor parking facility at St Luke's Catholic Primary School in 2004.

It is anticipated that the total cost of the works is approximately \$200,000 with 50/50 funding by the City and DOE being \$100,000. Should Council wish to progress the new car park and improvements to the set down/pickup facility in time for the completion of Moore Drive second carriageway, the funding would need to be allocated in the 2012/2013 Infrastructure Capital Works Program.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

A number of meetings have been held in 2011 with the DOE, the Principal of Currambine Primary School and representatives of the school Road Safety Committee. The aim of the meetings was to develop strategies and recommend traffic management and school parking improvements in preparation for the commencement of works on Moore Drive.

To further develop strategies and implement school road safety initiatives, it is intended that traffic management meetings be held on a regular basis between City officers and the school in the lead up to works commencing and then on an ongoing basis as part of the Moore Drive second carriageway construction phase.

COMMENT

While various solutions have been investigated, the proposed works are considered to provide a suitable technical solution while maintaining the general accessibility of the area.

Alternative options included a multi bay car park adjacent Ambassador Drive on the northern side of Carlton Reserve (central to the reserve) and additional parking spaces at the northern end of Carlton Turn. Although both car parking options are within land which is controlled by the City, it is considered that the options would adversely impact on the reserve grounds and on residents if car park crossovers were constructed adjacent to residential properties.

Options for additional on-street parking along Ambassador Drive and Carlton Turn have also been investigated however opportunities for additional parking embayments are limited. On-street parking within the school precinct has also been investigated as part of the Moore Drive second carriageway design however this option was not supported due to poor design outcomes and road safety implications.

The proposed works including improvements to the existing school set down/pickup facility and the proposed 25 to 30 bay car park are considered the appropriate treatments to address the parking short fall once Moore Drive second carriageway is completed.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Gobbert that Council:

- 1 NOTES the school parking short fall for Currambine Primary School once Moore Drive second carriageway construction commences in 2012;**
- 2 NOTES traffic management and parking improvements for Currambine Primary School as shown on Attachment 2 to Report CJ041-03/12 is listed in the 2012/2013 Capital Works Program subject to and conditional on 50/50 shared funding with the Department of Education; and**
- 3 ADVISES the Department of Education of Council's decision.**

The Motion was Put and CARRIED (11/0) by En Bloc Resolution prior to consideration of Report of the Chief Executive Officer, Page 104 refers.

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Appendix 12 refers

To access this Attachment on electronic document, click here: [Attach12BRF130312.pdf](#)

C17-03/12 COUNCIL DECISION – EN BLOC RESOLUTION - [02154] [08122]

MOVED Cr Thomas, **SECONDED** Cr Gobbert that pursuant to the Standing Orders Local Law 2005 – Clause 48 – Adoption of Recommendations En Bloc, Council adopts the following items CJ026-03/12, CJ030-03/12, CJ036-03/12, CJ037-03/12, CJ038-03/12, CJ039-03/12 and CJ041-03/12.

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas.

REPORT OF THE CHIEF EXECUTIVE OFFICER**CJ042-03/12 2011 COMPLIANCE AUDIT RETURN**

WARD:	All
RESPONSIBLE DIRECTOR:	Mr Garry Hunt Office of the Chief Executive Officer
FILE NUMBER:	09492, 50068, 101515
ATTACHMENTS:	Attachment 1 2011 Compliance Audit Return

PURPOSE

To present the completed 2011 Compliance Audit Return (CAR) to the Audit Committee prior to its submission to Council for final adoption.

EXECUTIVE SUMMARY

The Department of Local Government (“the Department”) CAR for the period 1 January 2011 to 31 December 2011 has been completed by the City and is required to be reviewed by the Audit Committee before being submitted to the Department by 31 March 2011.

BACKGROUND

The 2011 CAR was made available to local governments by the Department on its website in December 2011 for online completion.

While the structure of the CAR is generally similar to that of previous years the areas of compliance for 2011 have been restricted to those considered high risk. This has resulted in the 2011 CAR containing substantially fewer questions, 78 compared to 283 for the 2010 CAR. Amendments to Regulation 13 of the *Local Government (Audit) Regulations 1996* have been made in order to allow these changes to occur.

A further change to Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that the local government’s Audit Committee now reviews the CAR and reports the results of that review to Council. Although this wasn’t a legislative requirement in previous years the City has followed this process and presented the CAR to its Audit Committee prior to its adoption by Council.

DETAILS

For 2011 the CAR contains the compliance categories of:

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services

The 2011 CAR incorporates all the statutory requirements listed in Regulation 13 as amended of the *Local Government (Audit) Regulations 1996*.

Legislation/Strategic Plan/Policy Implications:

Legislation:

Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* state as follows:

14 Compliance audits by local governments:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be:
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15 Compliance audit return, certified copy of etc. to be given to Executive Director:

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with:
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit,is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

(2) In this regulation:

certified in relation to a compliance audit return means signed by:

- (a) The mayor or president; and
- (b) The CEO.

Strategic Plan

Key Focus Area: Leadership and Governance

Objective: 1.1 To ensure that the processes of local governance are carried out in a manner that is ethical, transparent and accountable.

Policy:

Not Applicable.

Risk Management Considerations:

The risk associated with the Council failing to adopt the CAR would result in non-compliance with the legislative requirements of the *Local Government (Audit) Regulations 1996*.

Financial/Budget Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The responses to the questions in the CAR were provided by the relevant Managers to their Director for approval before being forwarded to the Internal Auditor for further review and completion on the Department's website.

The 2011 CAR reveals a high level of compliance with legislation for the City. However there are responses to two questions which indicate non-compliance with legislation under the category Disclosure of Interest relating to the lodgement of Primary Returns and Annual Returns by designated employees. The areas of non-compliance have been addressed by the City with system improvements introduced to obtain the required information from applicable employees to improve compliance in the future.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr McLean, SECONDED Cr Amphlett that Council:

- 1 ADOPTS the completed Local Government Compliance Audit Return for the period 1 January 2011 to 31 December 2011 forming Attachment 1 to Report CJ042-03/12; and**
- 2 in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996, SUBMITS the completed Compliance Audit Return to the Department of Local Government.**

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Appendix 13 refers

To access this Attachment on electronic document, click here: [Attach13AGN200312.pdf](#)

The Manager Governance and Marketing left the Chamber, the time being 8.19pm.

C18-03/12 MOTION TO GO BEHIND CLOSED DOORS – [02154, 08122]

MOVED Cr Hollywood, SECONDED Cr Gobbert that Council:

- 1** in accordance with Sections 5.23(2) (f)(i) and (h) of the *Local Government Act 1995* and Clause 67 of the City's *Standing Orders Local Law 2005*, **RESOLVES** to close the meeting to members of the public to consider the following items which relate to matters being discussed at the meeting:
 - 1.1** **CJ034-03/12 – Minutes of the Strategic Financial Management Committee Meeting held on 20 February 2012 as this Item contains property value information;**
 - 1.2** **CJ043-03/12 – Status of Undertaking to the Delegated Legislation Committee as this Item if disclosed could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;**
- 2** **PERMITS** the following employees to remain in the Chamber during discussions on Items CJ034-03/12 and CJ043-03/12 while the meeting is sitting behind closed doors as detailed in part 1 above:
 - **Chief Executive Officer, Mr Garry Hunt;**
 - **Director Corporate Services, Mr Mike Tidy;**
 - **Director Governance and Strategy, Mr Jamie Parry;**
 - **Director Planning and Development, Ms Dale Page;**
 - **Acting Director Infrastructure Services, Mr Charlie Reynolds;**
 - **Manager Governance and Marketing, Mr Brad Sillence;**
 - **Acting Governance Coordinator, Mr Mark Thornber;**
 - **Governance Officer, Mrs Lesley Taylor; and**
 - **Governance Officer, Mrs Deborah Gouges.**

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Members of the staff (with the exception of the Chief Executive Officer, Director Corporate Services, Director Governance and Strategy, Director Planning and Development, Acting Director Infrastructure Services, Acting Governance Coordinator and the Governance Officers) and members of the public and press left the Chambers at this point; the time being 8.19pm.

CJ043-03/12 CONFIDENTIAL – STATUS OF UNDERTAKINGS TO THE DELEGATED LEGISLATION COMMITTEE

WARD: All

RESPONSIBLE DIRECTOR: Mr Jamie Parry
Governance and Strategy

FILE NUMBER: 22513, 101515

ATTACHMENTS: Attachment 1 Correspondence from the Joint Standing Committee on Delegated Legislation

(Please Note: The attachment is confidential and will appear in the official Minute Book only)

This report is confidential in accordance with Section 5.23 (2)(f) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

A matter that if disclosed could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law.

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

MOVED Cr Amphlett, SECONDED Cr McLean that Council:

- 1 **NOTES** the current status of undertakings to the Joint Standing Committee on Delegated Legislation regarding its Trading in Public Places Local Law 1999 and Local Government and Public Property Local Law 1999, as outlined in Report CJ043-03/12; and
- 2 **REQUESTS** the Chief Executive Officer to coordinate a response to the Joint Standing Committee on Delegated Legislation, outlining Council's intention to complete the requested amendments as part of the City's full local law review project throughout 2012 and to continue enforcing the provisions in accordance with its previous undertakings dated 17 June 2009 and 17 December 2009.

The Motion was Put and**CARRIED (11/0)**

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

The Manager Governance and Marketing entered the Chamber, the time being 8.22pm.

**CJ034-03/12 CONFIDENTIAL - MINUTES OF THE STRATEGIC
FINANCIAL MANAGEMENT COMMITTEE MEETING
HELD ON 20 FEBRUARY 2012**

WARD: All

**RESPONSIBLE
DIRECTOR:** Mr Mike Tidy
Corporate Services

FILE NUMBER: 51567, 52582, 57618, 63627, 70512, 101515

ATTACHMENTS:

Attachment 1	Unconfirmed Minutes of the Strategic Financial Management Committee Meeting held on 20 February 2012
Attachment 2	Business Plan – Major Land Transaction – The Proposed Disposal of Lot 200 (18) Quilter Drive, Duncraig
Attachment 3	Business Plan – Major Land Transaction – The Proposed Disposal of Lot 766 (167) Dampier Avenue, Kallaroo
Attachment 4	Business Plan – Major Land Transaction – The Proposed Disposal of Lot 202 (20) Kanangra Crescent, Greenwood
Attachment 5	Business Plan – Major Land Transaction – The Proposed Disposal of Lot 147 (25) Millport Drive, Warwick

(Please Note: The attachment is confidential and will appear in the official Minute Book only)

This report is confidential in accordance with Section 5.23 (2)(h) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

Such other matters as may be prescribed.

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

MOVED Cr Amphlett, SECONDED Cr McLean that Council:

- 1 **NOTES** the unconfirmed minutes of the Strategic Financial Management Committee meeting held on 20 February 2012, forming Attachment 1 to Report CJ034-03/12;
- 2 in relation to the report on Car Park Utilisation 2010-2011 and Multi-Storey Car Parks:
 - 2.1 **RECEIVES** the Report detailing Car Park Utilisation and Multi-Storey Car Parks;
 - 2.2 **REQUESTS** that the Chief Executive Officer prepare detailed Business Plans and Financial Analysis of three options for multi-storey car parks as follows:
 - 2.2.1 P2 - McLarty Avenue Car Park with a commercial component;
 - 2.2.2 P2 - McLarty Avenue Car Park without a commercial component; and
 - 2.2.3 P3 – Boas Avenue and Reid Promenade Car Park;
- 3 in relation to the report on the proposed Disposal of City Freehold Properties – Status Report **NOTES**:
 - 3.1 the contents of the Proposed Disposal of City Freehold Properties – Status Report; and
 - 3.2 that a further Status Report in relation to the Proposed Disposal of City Freehold Properties will be submitted to the Strategic Financial Management Committee meeting to be held on 16 April 2012;
- 4 in relation to the report on the Consideration of Business Plans for the Disposal of Four City Freehold Properties:
 - 4.1 **ADOPTS** the Business Plans as shown in Attachments 2 – 5 to Report CJ034-03/12 for the purpose of advertising for a period of six weeks;
 - 4.2 **NOTES** that a further report will be presented to Council at the conclusion of the advertised period to consider submissions received; and
 - 4.3 **NOTES** that the proceeds from the sales of the lots would be transferred to the Joondalup Performing Arts and Cultural Facility Reserve Fund;
- 5 in relation to the report on the further Examination of Freehold Lot 1001 (14) Camberwarra Drive, Craigie for Potential Disposal **NOTES**:
 - 5.1 the contents of this Report; and
 - 5.2 that a further status update will be submitted to the Strategic Financial Management Committee meeting to be held on 16 April 2012;

- 6 in relation to the report on the Further Examination of City Freehold Lot 971 (52) Creaney Drive, Kingsley for Potential Disposal:
- 6.1 NOTES the contents of this Report;
 - 6.2 TAKES NO ACTION in relation to the petition received on 10 October 2011 requesting the City to retain Lot 971 (52) Creaney Drive, Kingsley in its natural forest state with only minor modifications taking place to develop it into a Sculpture Park rather than dispose of it;
 - 6.3 APPROVES:
 - 6.3.1 the excision of a 600m² portion of Lot 971 (52) Creaney Drive, Kingsley to comply with the reciprocal access and car parking agreement dated 4 November 1987 between the City of Joondalup, Ampol Petroleum Ltd, Resolve Nominees Pty Ltd and the owners of Kingsley Village Shopping Centre; and
 - 6.3.2 the remaining 9,400m² balance of Lot 971 (52) Creaney Drive, Kingsley be considered for sale;
 - 6.4 NOTES that a further report on the various zoning options will be submitted to the Strategic Financial Management Committee meeting of 9 July 2012;
- 7 in relation to the report on the Further Examination of Part of City Freehold Lot 549 (11) Moolanda Boulevard, Kingsley for Potential Disposal:
- 7.1 BY AN ABSOLUTE MAJORITY, REVOKES Part 2.1 of its previous decision of 19 July 2011 (CJ127-07/11) as follows:
 - “2.1 SUPPORTS in principle the disposal of an area of approximately 2,800m² of Lot 549 (11) Moolanda Boulevard, Kingsley by private treaty to Freemasons WA;”
 - 7.2 SUPPORTS in principle the disposal of an area of approximately 4,040m² of Lot 549 (11) Moolanda Boulevard, Kingsley by private treaty to MASONIC Care WA;
 - 7.3 NOTES that any formal offer from MASONIC Care WA will be presented to Council for in principle approval;
 - 7.4 NOTES that a further status update will be submitted to the Strategic Financial Management Committee meeting to be held on 16 April 2012; and
 - 7.5 REQUESTS that further clarity be provided to the next Strategic Financial Management Committee meeting to be held on 16 April 2012 in relation to the licensed area abutting Lot 551 (9) Moolanda Boulevard Plaza Shopping Centre;

8 in relation to the report on the Further Examination of Freehold Lot 977 (15) Burlos Court, Joondalup NOTES:

8.1 the contents of this Report;

8.2 that Negotiations continue with the Department of Housing and the Pat Giles Centre regarding the current legal deed, construction of the driveway and potential acquisition of approximately 375m² of land that currently forms the driveway for the Pat Giles Centre;

8.3 that a further status update will be submitted to the Strategic Financial Management Committee meeting to be held on 16 April 2012.

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

C19-03/12 MOTION TO GO TO OPEN DOORS – [02154, 08122]

MOVED Cr Hollywood, SECONDED Cr Norman that Council in accordance with Clause 67 (5) of the City’s Standing Orders Local Law 2005, the meeting be now held with OPEN DOORS.

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

Doors opened at 8.25pm. No members of the public or press were present.

In accordance with the City’s Standing Orders Local Law 2005, Mayor Pickard read aloud the motions in relation to:

CJ034-03/12 CONFIDENTIAL - MINUTES OF THE STRATEGIC FINANCIAL
MANAGEMENT COMMITTEE MEETING HELD ON 20 FEBRUARY 2012

CJ043-03/12 CONFIDENTIAL – STATUS OF UNDERTAKINGS TO THE DELEGATED
LEGISLATION COMMITTEE

C20-03/12 MOTION TO DISPENSE WITH THE REQUIREMENT TO GIVE NOTICE – [02154, 08122]

MOVED Cr Hollywood, SECONDED Cr Gobbert that Council BY AN ABSOLUTE MAJORITY, DISPENSES with the requirement to give notice under Clause 26 (1) of the City’s Standing Orders Local Law 2005, to consider an urgent item of business related to the Community Art Exhibition and a request that the Chief Executive Officer be directed to take the necessary action to amend the Terms and Conditions of Entry for the 2012 Community Art Exhibition to be the same as applied to the 2011 event, as the Council is satisfied that it was not reasonable for the notice to be given.

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

C21-03/12 REQUEST FOR AMENDMENT TO TERMS AND CONDITIONS FOR 2012 COMMUNITY ART EXHIBITION – [101779]

MOVED Cr Hollywood, SECONDED Cr Gobbert that Council DIRECTS the Chief Executive Officer to take the necessary action to amend the Terms and Conditions of Entry for the 2012 Community Art Exhibition to be the same as applied to the 2011 event.

The Motion was Put and

CARRIED (11/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Gobbert, Hollywood, McLean, Norman, Ritchie, Taylor and Thomas

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil.

CLOSURE

There being no further business, the Mayor declared the Meeting closed at 8.40pm; the following Elected Members being present at that time:

MAYOR TROY PICKARD
CR KERRY HOLLYWOOD
CR TOM McLEAN, JP
CR PHILIPPA TAYLOR
CR SAM THOMAS
CR LIAM GOBBERT
CR GEOFF AMPHLETT, JP
CR MIKE NORMAN
CR JOHN CHESTER
CR RUSS FISHWICK
CR TERESA RITCHIE

Monthly Development Applications Determined - January 2012

Ward	DA Number	Receive Date	Application Details	Property Address	Estimated Cost	Stage Decision
Central	DA11/1122	11/10/11	SINGLE HOUSE (additions)	15 Bellanger Drive BELDON WA 6027	80,000	Approved
Central	DA11/1162	19/10/11	CHILD CARE CENTRE (additions)	Eddystone Child Care Centre 185 Eddystone Avenue BELDON WA 6027	19,900	Approved
Central	DA11/1209	04/11/11	HOME BUSINESS/CATEGORY 2 (beauty therapy)	11 Nadine Place WOODVALE WA 6026	500	Approved
Central	DA11/1218	09/11/11	SINGLE HOUSE (outbuilding addition)	10 Silkwillow Ramble WOODVALE WA 6026	4,000	Approved
Central	DA11/1295	21/11/11	LIQUOR STORE (change of use from take away food outlet)	Woodvale Shopping Centre SP 20/153 Trappers Drive WOODVALE WA 6026	0	Approved
Central	DA11/1337	07/12/11	RESTAURANT (change of use from shop)	Belridge Shopping Centre 36 Gwendoline Drive BELDON WA 6027	0	Approved
Central	DA11/1345	07/12/11	GROUPE D DWELLING (patio addition)	14 Corima Place CRAIGIE WA 6025	3,150	Approved
Central	DA11/1350	08/12/11	SINGLE HOUSE (outbuilding addition - retrospective)	35 Killara Way CRAIGIE WA 6025	5,000	Approved
Central	DA11/1369	13/12/11	LIQUOR STORE (signage)	Beldon Shopping Centre 9 Gunter Grove BELDON WA 6027	20,000	Approved
Central	DA11/1391	19/12/11	SINGLE HOUSE (carport and patio additions)	14 Abney Street BELDON WA 6027	14,170	Approved
Central	DA11/1427	23/12/11	GROUPE D DWELLING (patio addition)	4 Agathis Close WOODVALE WA 6026	10,980	Approved
Central	DA12/0008	05/01/12	HOME BUSINESS/CATEGORY 2 (beauty salon - renewal)	11 Ramsay Grove WOODVALE WA 6026	0	Approved
Central	DA12/0012	06/01/12	GROUPE D DWELLING (patio addition)	12B Windsor Place KALLAROO WA 6025	2,800	Approved
Central	DA12/0076	24/01/12	SINGLE HOUSE (additions)	21 Cawarra Crescent CRAIGIE WA 6025	15,000	Approved
Central	DA12/0090	20/01/12	SINGLE HOUSE (patio additions)	148 Bridgewater Drive KALLAROO WA 6025	16,000	Approved
Central	DA12/0095	27/01/12	HOME BUSINESS CATEGORY 2 (dog grooming - renewal)	3 Fleetwood Circuit WOODVALE WA 6026	0	Approved
North	DA11/0868	12/08/11	SINGLE HOUSE (satellite dish - retrospective)	4 Naturaliste Boulevard ILUKA WA 6028	1,000	Approved

Ward	DA Number	Receive Date	Application Details	Property Address	Estimated Cost	Stage Decision
North	DA11/1046	21/09/11	SHOP (signage addition)	Lakeside Shopping City 420 Joondalup Drive JOONDALUP WA 6027	2,000	Approved
North	DA11/1227	11/11/11	SINGLE HOUSE (new two storey dwelling)	6 Fontelina Parade ILUKA WA 6028	450,000	Approved
North	DA11/1238	08/11/11	SINGLE HOUSE (new single storey dwelling)	8 Beachside Drive BURNS BEACH WA 6028	305,816	Approved
North	DA11/1268	16/11/11	SINGLE HOUSE (patio addition)	14 Waldorf Ramble CURRAMBINE WA 6028	4,000	Approved
North	DA11/1270	16/11/11	SINGLE HOUSE (new two storey dwelling)	9 Bengello Place BURNS BEACH WA 6028	422,932	Approved
North	DA11/1278	22/11/11	SINGLE HOUSE (patio addition - retrospective)	21 Princeville Tor CONNOLLY WA 6027	9,000	Approved
North	DA11/1301	24/11/11	SINGLE HOUSE (2nd storey additions)	2 Pebble Beach Edge CONNOLLY WA 6027	120,000	Approved
North	DA11/1302	29/11/11	SINGLE HOUSE (additions - retrospective)	8 Cairnsmore Chase KINROSS WA 6028	15,000	Approved
North	DA11/1312	30/11/11	SINGLE HOUSE (additions)	3 Bay Meadow Heights CONNOLLY WA 6027	324,269	Approved
North	DA11/1355	07/12/11	SINGLE HOUSE (outbuilding addition)	64 Huntingdale Crescent CONNOLLY WA 6027	15,933	Approved
North	DA11/1363	08/12/11	SHOP (change of use from showroom)	10 Chesapeake Way CURRAMBINE WA 6028	0	Approved
North	DA11/1371	09/12/11	SINGLE HOUSE (outbuilding addition)	5 Skokie Court CURRAMBINE WA 6028	16,320	Approved
North	DA11/1378	15/12/11	GROUPED DWELLING (patio addition)	4/200 Fairway Circle CONNOLLY WA 6027	8,500	Approved
North	DA11/1400	20/12/11	SINGLE HOUSE (patio addition- retrospective)	14 Grangemouth Turn KINROSS WA 6028	7,000	Approved
North	DA11/1404	13/12/11	SINGLE HOUSE (new two storey dwelling)	3 Bengello Place BURNS BEACH WA 6028	314,136	Approved
North	DA11/1408	16/12/11	DISPLAY HOME (new single storey dwelling)	99 Grand Ocean Entrance BURNS BEACH WA 6028	318,181	Approved
North	DA11/1410	16/12/11	DISPLAY HOME (new single storey dwelling)	97 Grand Ocean Entrance BURNS BEACH WA 6028	454,545	Approved
North	DA11/1412	21/12/11	SINGLE HOUSE (patio addition - retrospective)	24 Katrine Crescent JOONDALUP WA 6027	3,500	Approved
North	DA11/1417	21/12/11	SINGLE HOUSE (retaining, fill and front fence)	19 Tulum Approach ILUKA WA 6028	5,500	Approved

Ward	DA Number	Receive Date	Application Details	Property Address	Estimated Cost	Stage Decision
North	DA11/1419	22/12/11	SINGLE HOUSE (retaining and fill additions)	6A St Annes Retreat CONNOLLY WA 6027	4,880	Approved
North	DA11/1429	30/12/11	SINGLE HOUSE (patio addition - retrospective)	32 Monkton Place KINROSS WA 6028	2,000	Approved
North	DA12/0001	03/01/12	SINGLE HOUSE (patio addition)	94 Stonehaven Parade KINROSS WA 6028	18,500	Approved
North	DA12/0006	04/01/12	DISPLAY VILLAGE (amendment to DA11/0500)	1511 Marmion Avenue BURNS BEACH WA 6028	40,000	Approved
North	DA12/0010	05/01/12	SINGLE HOUSE (outbuilding addition)	12 Congressional Crescent CONNOLLY WA 6027	6,072	Approved
North	DA12/0018	09/01/12	HOME BUSINESS/CATEGORY 2 (dog minding - renewal)	34 Shalimar Rise CURRAMBINE WA 6028	0	Approved
North	DA12/0027	04/01/12	SINGLE HOUSE (patio addition)	9 Fulton Lane CURRAMBINE WA 6028	4,500	Approved
North	DA12/0038	13/01/12	SINGLE HOUSE (patio addition)	10A Third Avenue BURNS BEACH WA 6028	5,100	Approved
North	DA12/0043	16/01/12	SINGLE HOUSE (retaining and fill)	27 La Grange Loop CURRAMBINE WA 6028	10,000	Approved
North	DA12/0055	12/01/12	SINGLE HOUSE (patio addition)	50 Rutherglen Circle KINROSS WA 6028	9,580	Approved
NorthCentr	DA11/0744	12/07/11	SINGLE HOUSE (carport addition)	51 Emerald Way EDGEWATER WA 6027	20,000	Approved
NorthCentr	DA11/1104	06/10/11	SINGLE HOUSE (deck addition - retrospective)	7 Pageant Loop HEATHRIDGE WA 6027	3,500	Approved
NorthCentr	DA11/1283	23/11/11	RESTAURANT (change of use and signage)	Heathridge City SP 4A/99 Caridean Street HEATHRIDGE WA 6027	0	Approved
NorthCentr	DA11/1287	23/11/11	HOME BUSINESS/CATEGORY 2 (clothing storage)	8 Ulta Rise OCEAN REEF WA 6027	0	Approved
NorthCentr	DA11/1320	01/12/11	SINGLE HOUSE (retaining and fill addition)	1A Lake Vista EDGEWATER WA 6027	3,500	Approved
NorthCentr	DA11/1326	02/12/11	SINGLE HOUSE (new dwelling)	86 Mullaloo Drive KALLAROO WA 6025	200,000	Approved
NorthCentr	DA12/0004	22/12/11	LIQUOR STORE (signage - retrospective)	Mullaloo Plaza Shopping Centre 11 Koorana Road MULLALOO WA 6027	6,850	Approved
NorthCentr	DA12/0019	05/01/12	GROUPED DWELLING (new single storey dwelling)	16A Balga Way MULLALOO WA 6027	207,791	Approved
NorthCentr	DA12/0025	11/01/12	BED & BREAKFAST (bed & breakfast renewal)	11 Bearing Parade MULLALOO WA 6027	0	Approved

Ward	DA Number	Receive Date	Application Details	Property Address	Estimated Cost	Stage Decision
NorthCentr	DA12/0051	09/01/12	GROUPE D DWELLING (patio addition)	14B Galley Place OCEAN REEF WA 6027	8,970	Approved
NorthCentr	DA12/0065	17/01/12	GROUPE D DWELLING (patio addition)	1 Seltrust Place OCEAN REEF WA 6027	5,860	Approved
South	DA11/0670	21/06/11	SINGLE HOUSE (additions)	5 Mina Court DUNCRAIG WA 6023	30,000	Approved
South	DA11/1074	28/09/11	SINGLE HOUSE (carport/store addition)	27 Maybud Road DUNCRAIG WA 6023	10,000	Approved
South	DA11/1222	10/11/11	SINGLE HOUSE (additions)	9 Carnwraith Way DUNCRAIG WA 6023	90,000	Approved
South	DA11/1241	14/11/11	GROUPE D DWELLING (two new dwellings)	66 West Coast Drive MARMION WA 6020	1,200,000	Approved
South	DA11/1251	16/11/11	SINGLE HOUSE (retaining wall addition - retrospective)	8 Hillwood Avenue WARWICK WA 6024	9,000	Approved
South	DA11/1261	15/11/11	SINGLE HOUSE (additions)	3 Avon Place WARWICK WA 6024	115,140	Approved
South	DA11/1275	18/11/11	SINGLE HOUSE (new two storey dwelling)	10 Leach Street MARMION WA 6020	1,500,000	Approved
South	DA11/1294	24/11/11	SINGLE HOUSE (retaining and fill additions)	16 Duncraig Road DUNCRAIG WA 6023	13,000	Approved
South	DA11/1313	30/11/11	SINGLE HOUSE (garage addition)	4 Rivett Place MARMION WA 6020	137,992	Approved
South	DA11/1315	01/12/11	SINGLE HOUSE (additions)	2 Coolibah Place DUNCRAIG WA 6023	5,000	Approved
South	DA11/1322	30/11/11	SINGLE HOUSE (new dwelling)	21 Dorchester Avenue WARWICK WA 6024	198,803	Approved
South	DA11/1348	08/12/11	SINGLE HOUSE (retaining, fill and fence addition - retrospective)	8 Killen Place DUNCRAIG WA 6023	7,500	Approved
South	DA11/1405	20/12/11	SINGLE HOUSE (deck extension)	28 Bernedale Way DUNCRAIG WA 6023	2,000	Approved
South	DA11/1430	23/12/11	SINGLE HOUSE (additions)	4 Parkway WARWICK WA 6024	56,350	Approved
South	DA12/0009	28/12/11	BEAUTY PARLOUR (change of use from shop)	Centro Warwick 643 Beach Road WARWICK WA 6024	0	Approved
South	DA12/0068	17/01/12	SINGLE HOUSE (outbuilding addition)	115 Glengarry Drive DUNCRAIG WA 6023	10,634	Approved
SouthEast	DA11/1193	31/10/11	HOME BUSINESS/CATEGORY 2 (beauty therapy)	9 Canis Court KINGSLEY WA 6026	0	Approved
SouthEast	DA11/1262	14/11/11	SINGLE HOUSE (new single storey dwelling)	10 Tenardi Court GREENWOOD WA 6024	279,754	Approved
SouthEast	DA11/1277	21/11/11	SINGLE HOUSE (patio addition - retrospective)	10 Blackbutt Drive GREENWOOD WA 6024	10,500	Approved
SouthEast	DA11/1286	23/11/11	HOME BUSINESS/CATEGORY 2 (food packaging)	6 Baloo Grove KINGSLEY WA 6026	0	Approved

Ward	DA Number	Receive Date	Application Details	Property Address	Estimated Cost	Stage Decision
SouthEast	DA11/1403	14/12/11	GROUPED DWELLING (patio addition)	42B Adare Way KINGSLEY WA 6026	8,000	Approved
SouthEast	DA11/1413	16/12/11	SINGLE HOUSE (additions)	25 Kylie Way KINGSLEY WA 6026	247,800	Approved
SouthEast	DA11/1420	22/12/11	RETIREMENT VILLAGE (patio addition)	Kingsley Lakeside Village 50 Woodlake Retreat KINGSLEY WA 6026	3,420	Approved
SouthEast	DA11/1431	28/12/11	HOME BUSINESS/CATEGORY 2 (real estate office - renewal)	30 Bottlebrush Drive GREENWOOD WA 6024	0	Approved
SouthEast	DA12/0047	16/01/12	SINGLE HOUSE (outbuilding addition)	16 Crossandra Way GREENWOOD WA 6024	4,426	Approved
SouthWest	DA11/0982	05/09/11	SINGLE HOUSE (garage and boundary wall additions)	28 Fitzpatrick Way PADBURY WA 6025	110,000	Approved
SouthWest	DA11/1048	21/09/11	SINGLE HOUSE (garage and outbuilding addition - retrospective)	180 Waterford Drive HILLARYS WA 6025	5,000	Approved
SouthWest	DA11/1132	13/10/11	SINGLE HOUSE (additions)	40 Cumberland Drive HILLARYS WA 6025	80,000	Approved
SouthWest	DA11/1165	20/10/11	GROUPED DWELLING (additions)	12 Frobisher Avenue SORRENTO WA 6020	35,000	Approved
SouthWest	DA11/1189	27/10/11	SINGLE HOUSE (retaining and fill additions)	62 David Crescent HILLARYS WA 6025	17,500	Approved
SouthWest	DA11/1239	14/11/11	SINGLE HOUSE (additions)	10 Hood Terrace SORRENTO WA 6020	150,000	Approved
SouthWest	DA11/1252	10/11/11	SINGLE HOUSE (retaining and fill additions)	17 Hubbard Drive PADBURY WA 6025	5,055	Approved
SouthWest	DA11/1258	17/11/11	SINGLE HOUSE (additions - retrospective)	6 Corfu Court SORRENTO WA 6020	10,000	Approved
SouthWest	DA11/1289	24/11/11	SINGLE HOUSE (retaining and fill)	14 Parkinson Court HILLARYS WA 6025	11,500	Approved
SouthWest	DA11/1290	24/11/11	SINGLE HOUSE (additions - retrospective)	11 Sandpiper Street SORRENTO WA 6020	20,000	Approved
SouthWest	DA11/1318	24/11/11	SINGLE HOUSE (retaining and fill)	34 Maldives Drive HILLARYS WA 6025	20,000	Approved
SouthWest	DA11/1319	29/11/11	SINGLE HOUSE (patio addition)	23 Akera Close HILLARYS WA 6025	19,000	Approved
SouthWest	DA11/1354	06/12/11	BED & BREAKFAST (bed & breakfast renewal)	88 Cliff Street SORRENTO WA 6020	0	Approved
SouthWest	DA11/1357	06/12/11	SINGLE HOUSE (additions and outbuilding addition)	6 Barclay Avenue PADBURY WA 6025	47,000	Approved

Ward	DA Number	Receive Date	Application Details	Property Address	Estimated Cost	Stage Decision
SouthWest	DA11/1384	16/12/11	SINGLE HOUSE (additions)	18 Gregory Avenue PADBURY WA 6025	180,000	Approved
SouthWest	DA11/1409	21/12/11	SINGLE HOUSE (patio addition)	13B Mertz Court HILLARYS WA 6025	11,500	Approved
SouthWest	DA11/1423	20/12/11	GROUPED DWELLING (new two storey dwelling)	66 Ashmore Way SORRENTO WA 6020	600,000	Approved
SouthWest	DA11/1425	22/12/11	SINGLE HOUSE (patio addition)	4 Phillip Court PADBURY WA 6025	11,050	Approved
100					8,818,159	

Monthly Building Application Code Variations Decision During January

Ward	BA Number	Receive Date	Application Description	Ram Property Address	Estimated Cost
Central	BA11/2755	01/11/2011	Patio & Carport	34 Fenellia Crescent CRAIGIE WA 6025	15,000
Central	BA11/2818	07/11/2011	Patio	1 Marlandy Court WOODVALE WA 6026	19,800
Central	BA11/3096	06/12/2011	Patio & Carport	17 Mandarin Court CRAIGIE WA 6025	8,000
Central	BA11/3268	29/12/2011	Patio	10 Chase Court WOODVALE WA 6026	3,000
NorthCentr	BA11/3122	09/12/2011	Patio	2 Clayton Close HEATHRIDGE WA 6027	8,050
NorthCentr	BA12/0047	12/01/2012	Patio	27 The Lodge MULLALOO WA 6027	1,200
SouthWest	BA11/3168	09/12/2011	Patio & store area	19 Pinnaroo Drive PADBURY WA 6025	36,306
7					91,356

Subdivision Applications Processed

City of Joondalup

Decision Date Between 1/01/2012 and 31/01/2012

Application Details

Legal Description

Decision Ward

<p>SU1040-11 2 strata residential lots 07/12/11 <i>Owner:</i> Mr Adam David Paul Falconer-West</p> <p><i>Applicant:</i> The Land Division 57 Mullaloo Drive MULLALOO WA 6027</p>	<p>Lot 201 P 7515 Vol 1761 Fol 467</p>	<p>support North Central 10/01/2012</p>
---	--	---

<p>SU145320 14 additional residential lots 19/12/11 <i>Owner:</i> Paltara Pty Ltd</p> <p><i>Applicant:</i> Masterplan Consultants Wa Pty Ltd 35 Lymburner Drive HILLARYS WA 6025</p>	<p>Lot 604 D 64659 Vol 1641 Fol 399</p>	<p>support South West 31/01/2012</p>
---	---	--

<p>SU8-12 2 strata residential lots 17/01/12 <i>Owner:</i> Neil Cooper</p> <p><i>Applicant :</i> Mr Philip James Milton 10 Yulema Street MULLALOO WA 6027</p>	<p>Lot 800 DP 44148 Vol 2615 Fol 89</p>	<p>notsupport North Central 31/01/2012</p>
--	---	--

Total	3
--------------	----------

**PERMIT APPLICATIONS, CERTIFICATE OF DESIGN COMPLIANCE,
CERTIFICATE OF CONSTRUCTION COMPLIANCE AND BUILDING APPROVAL
CERTIFICATES**

Function to be performed:	Authority to approve or refuse permit applications, building approval certificates, design compliance certificates and certificates of construction compliance.
Delegated by:	Council
Conditions:	As described in the attached Schedule
Delegation to:	Persons as described in the attached Schedule who are qualified in accordance with the <i>Local Government (Building Surveyors) Regulations 2008</i> .
Reference:	Division 2 of Part 2 of the <i>Building Act 2011</i> Divisions 1, 2 and 3 of Part 4 of the <i>Building Act 2011</i> <i>Local Government (Building Surveyors) Regulations 2008</i>

BUILDING ACT 2011

DELEGATION TO	DESCRIPTION OF AUTHORITY BEING DELEGATED	POWER BEING DELEGATED	CONDITIONS
<p style="text-align: center;">MANAGER COMPLIANCE AND REGULATORY SERVICES</p> <p style="text-align: center;">COORDINATOR BUILDING APPROVALS</p>	<p>PERMIT APPLICATIONS / CERTIFICATES OF BUILDING DESIGN, BUILDING APPROVAL CERTIFICATES AND CERTIFICATES OF CONSTRUCTION COMPLIANCE.</p> <p>Approve (or refuse) permit applications or certificates</p>	<p>Division 2 of Part 2 of the Building Act 2011</p> <p>Divisions 1, 2 and 3 of Part 4 of the Building Act 2011</p>	<p>Unrestricted assessment and certification.</p>
<p style="text-align: center;">BUILDING SURVEYOR</p> <p style="text-align: center;">Level 1</p>	<p>PERMIT APPLICATIONS / CERTIFICATES OF BUILDING DESIGN, BUILDING APPROVAL CERTIFICATES AND CERTIFICATES OF CONSTRUCTION COMPLIANCE.</p> <p>Approve permit applications or certificates</p>	<p>Division 2 of Part 2 of the Building Act 2011</p> <p>Divisions 1, 2 and 3 of Part 4 of the Building Act 2011</p>	<p>Unrestricted assessment and certification.</p>
<p style="text-align: center;">BUILDING SURVEYOR</p> <p style="text-align: center;">Level 2</p>	<p>PERMIT APPLICATIONS / CERTIFICATES OF BUILDING DESIGN, BUILDING APPROVAL CERTIFICATES AND CERTIFICATES OF CONSTRUCTION COMPLIANCE.</p> <p>Approve permit applications or certificates</p>	<p>Division 2 of Part 2 of the Building Act 2011</p> <p>Divisions 1, 2 and 3 of Part 4 of the Building Act 2011</p>	<p>Restricted to assessing and certifying compliance of buildings that are no more than three storeys and 2,000m² in total floor area.</p>
<p style="text-align: center;">BUILDING SURVEYOR</p> <p style="text-align: center;">Technician</p>	<p>PERMIT APPLICATIONS / CERTIFICATES OF BUILDING DESIGN, BUILDING APPROVAL CERTIFICATES AND CERTIFICATES OF CONSTRUCTION COMPLIANCE.</p> <p>Approve permit applications or certificates</p>	<p>Division 2 of Part 2 of the Building Act 2011</p> <p>Divisions 1, 2 and 3 of Part 4 of the Building Act 2011</p>	<p>Restricted to assessing and certifying compliance of buildings not greater than 500m² and not more than two storeys.</p>

DELEGATION TO	DESCRIPTION OF AUTHORITY BEING DELEGATED	POWER BEING DELEGATED	CONDITIONS
ASSISTANT BUILDING SURVEYOR / BUILDING ADMINISTRATION OFFICER	BUILDING PERMIT APPLICATIONS Approve permit applications.	Division 2 of Part 2 of the Building Act 2011 Divisions 1, 2 and 3 of Part 4 of the Building Act 2011	Restricted to approving applications that have been certified by a suitably qualified Building Surveyor.

**OCCUPANCY PERMITS, BUILDING ORDERS AND
ASSOCIATED FUNCTIONS UNDER THE BUILDING ACT 2011**

Function to be performed:	Authority to issue occupancy permits, certificates of construction compliance, grant permits, issue building orders and notices and perform associated functions of a permit authority pursuant to the <i>Building Act 2011</i> .
Delegated by:	Council
Conditions:	Delegation is subject to the qualification requirements of the <i>Local Government (Building Surveyors) Regulations 2008</i> Advise Council upon issue of notices.
Delegation to:	Manager Compliance and Regulatory Services Coordinator Building Approvals Coordinator Compliance
Chief Executive Officer delegates to:	N/A
Reference:	<i>Building Act 2011</i> <i>Local Government (Building Surveyors) Regulations 2008</i>

AUTHORISED PERSONS UNDER THE BUILDING ACT 2011

Function to be performed:	Authority to appoint authorised persons for the purposes of the <i>Building Act 2011</i> and <i>Building Regulations 2011</i> in relation to buildings and incidental structures located, or proposed to be located in the City's district.
Delegated by:	Council
Conditions:	Nil
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	N/A
Reference:	Section 96(3) of the <i>Building Act 2011</i> Section 127 of the <i>Building Act 2011</i>

Fees determined by Building Regulations 2011

Description	Basis of Charge	GST (inc) Y/N	Statutory fee	Fee excluding GST	GST	Gross fee including GST	Fee excluding GST	GST
1. Building Permits								
(a) For the grant of a building permit to do building work in respect of a building or incidental structure of Class 1 & 10:								
- Uncertified application	Per application	Y	S			0.32% of the estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$90.		
- Certified application	Per application	Y	S			0.19% of the estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$90.		
(b) For the grant of a building permit to do building work in respect of a building or incidental structure of Class 2 to 9 for a certified application:	Per application	Y	S			0.09% of the estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$90.		
(c) For the grant of a building permit to do building work in respect of a building or incidental structure for an amended granted.	Per application	Y	S			Modified fee – the relevant building permit application fee methodology outlined in 1 (a) and (b) above is to be applied, except that the estimated value of the proposed building work as determined by the permit authority is to be calculated by determining the estimated value of the building work as amended, minus the estimated value of the building work as determined by the permit authority declared for the purposes of the calculation of the fee for the building permit already granted but not less than \$90.		

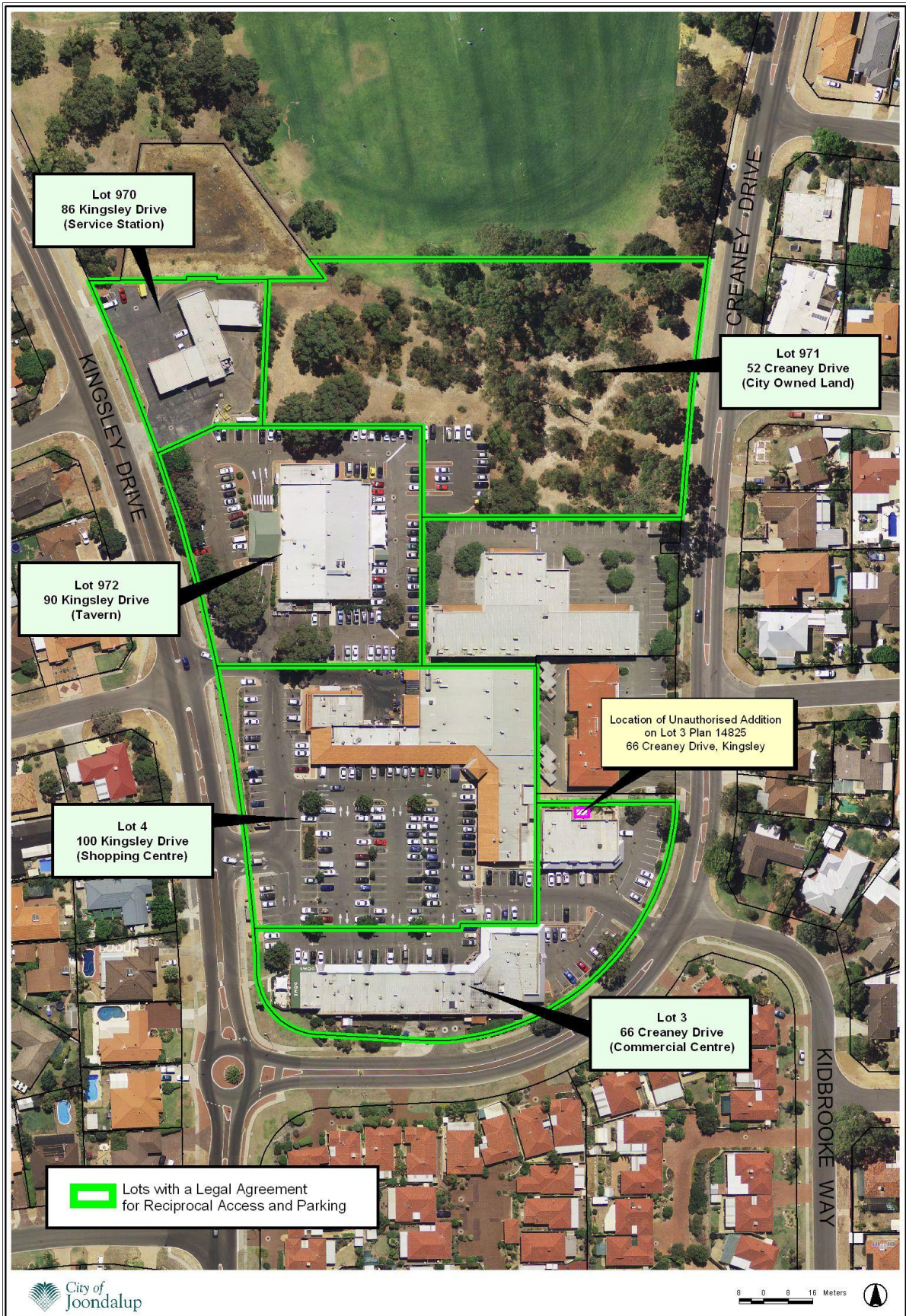
Description	Basis of Charge	GST (inc) Y/N	Statutory fee	Fee excluding GST	GST	Gross fee including GST	Fee excluding GST	GST
2. Demolition permits								
(a) For the grant of a demolition permit to do demolition work in respect of a building or incidental structure of Class 1 & 10	per application	Y	s			\$100.		
(b) For the grant of a demolition permit to do demolition work in respect of a building or incidental structure Class 2 to 9	per application	Y	S			\$100 for each storey.		
3. Occupancy permits								
Application for occupancy permit for completed building (Class 2 to 9 buildings)	per application	Y	S			\$90 (inclusive of GST) per application.		
Application for temporary occupancy permit for incomplete building	per application	Y	S			\$90 (inclusive of GST) per application.		
Application for modification of occupancy permit for additional use of building on temporary basis	per application	Y	S			\$90 (inclusive of GST) per application.		
Application for replacement occupancy permit for permanent change of building's use, classification	per application	Y	S			\$90 (inclusive of GST) per application.		
Application for occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision - Class 2 to 9 buildings	per application	Y	S			\$100 (inclusive of GST) or \$10 per strata unit, whichever is greater.		
Application for occupancy permit for unauthorised Class 2 to 9 buildings – certified	per application	Y	S			0.18% of the estimated value (inclusive of GST) of the building work as determined by the permit authority but not less than \$90.		

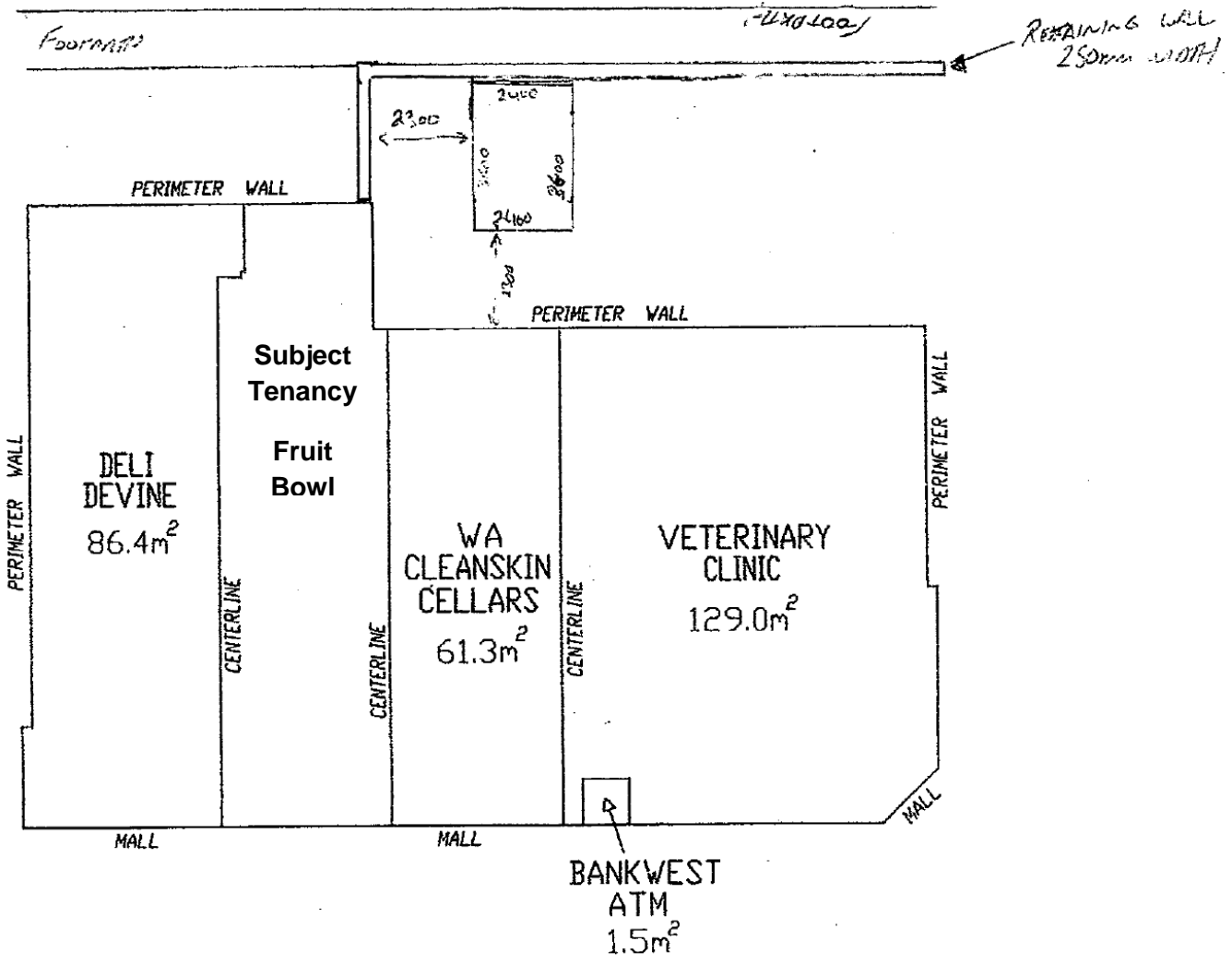
Fees determined by Building Regulations 2011

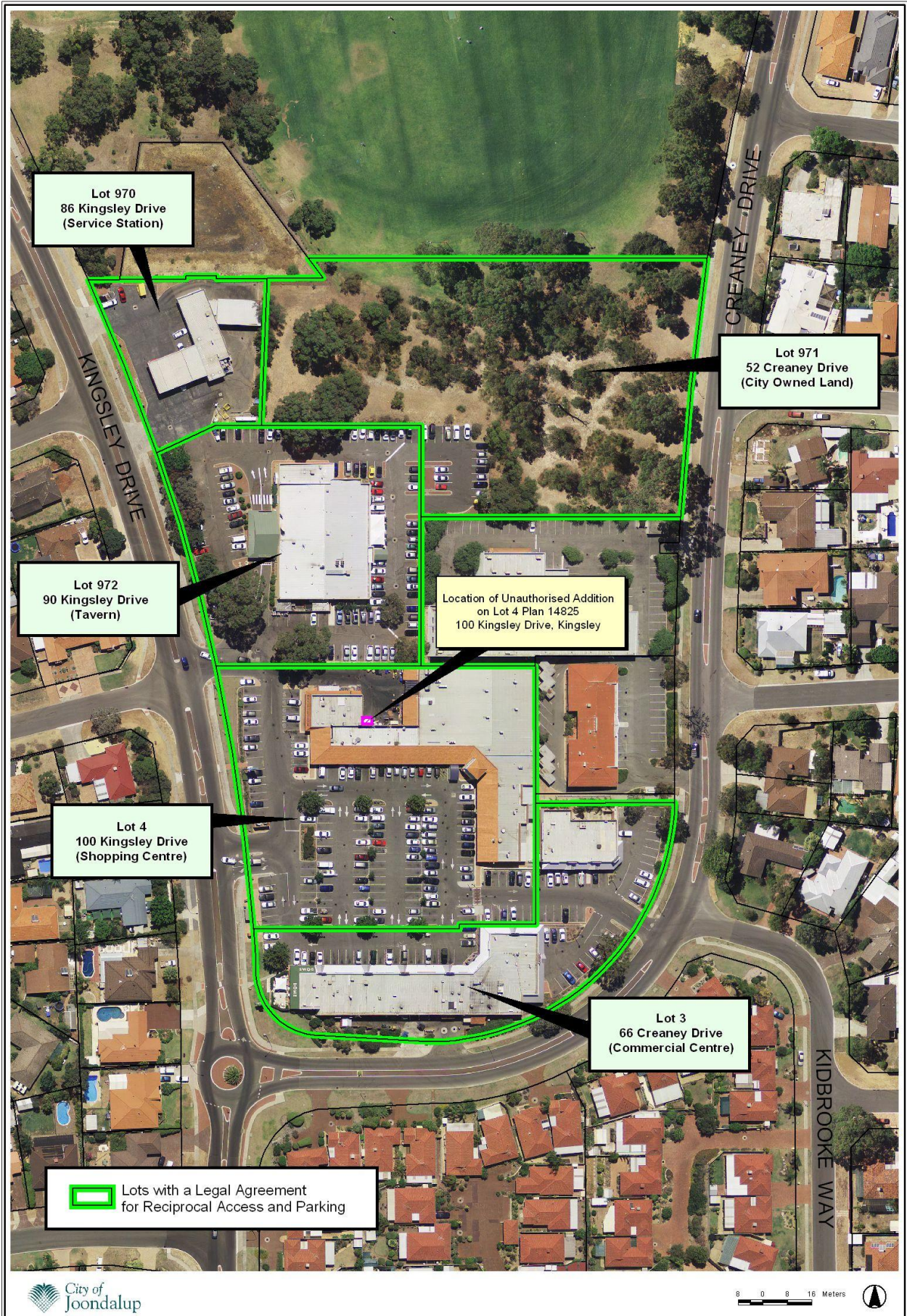
Description	Basis of Charge	GST (inc) Y/N	Statutory fee	Fee excluding GST	GST	Gross fee including GST	Fee excluding GST	GST
Building approval certificate for unauthorised Class 1 & 10 – certified	per application	Y	S			0.38% of the estimated current value (inclusive of GST) of the unauthorised building work as determined by the permit authority, but not less than \$90.		
Application for occupancy permit for building with existing authorisation	per application	Y	S			\$90 (inclusive of GST) per application.		
Application for building approval certificate for building with existing authorisation (Class 1 & 10 buildings)	per application	Y	S			\$90 (inclusive of GST) per application.		

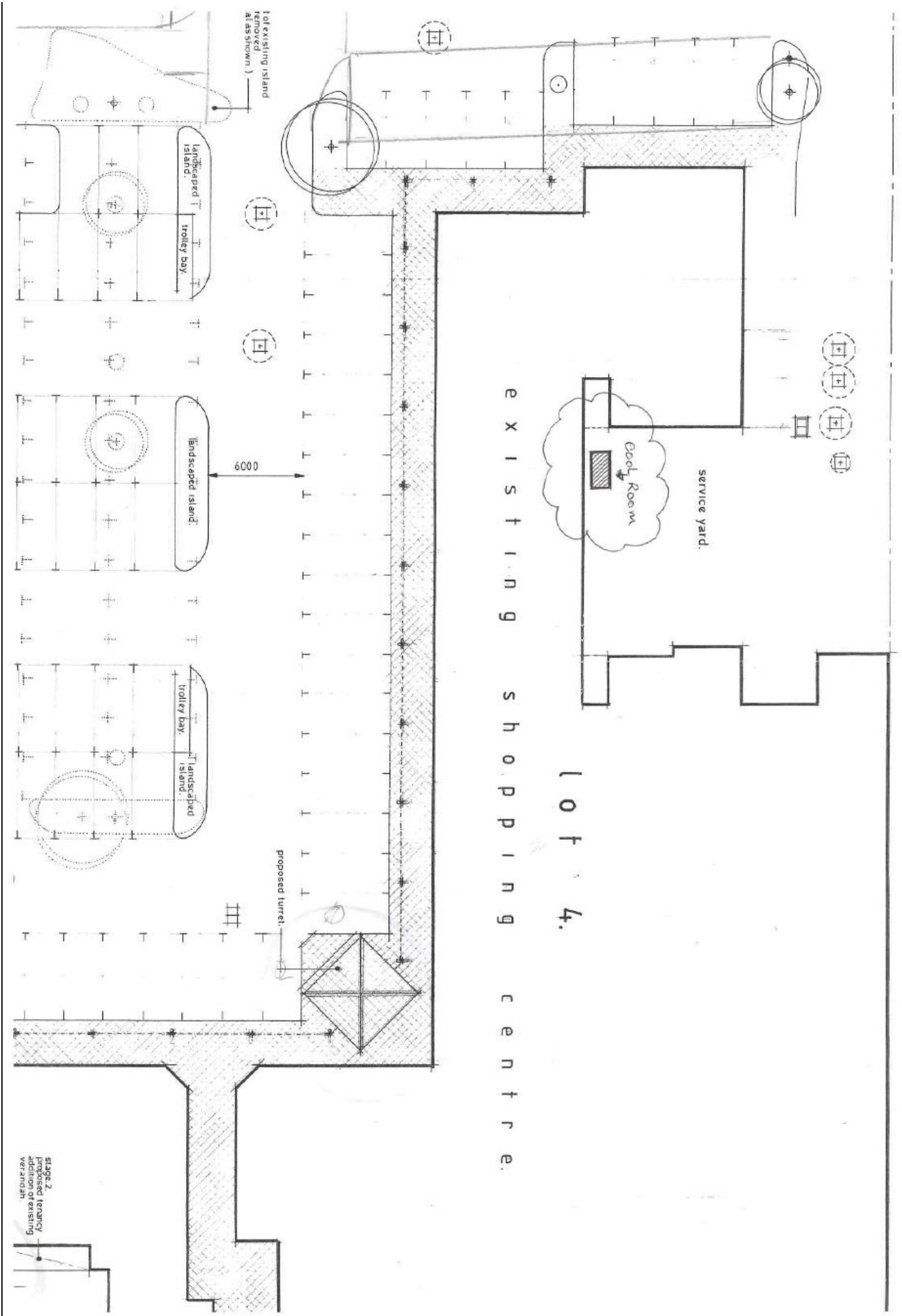
Proposed Fees for services offered by the City of Joondalup

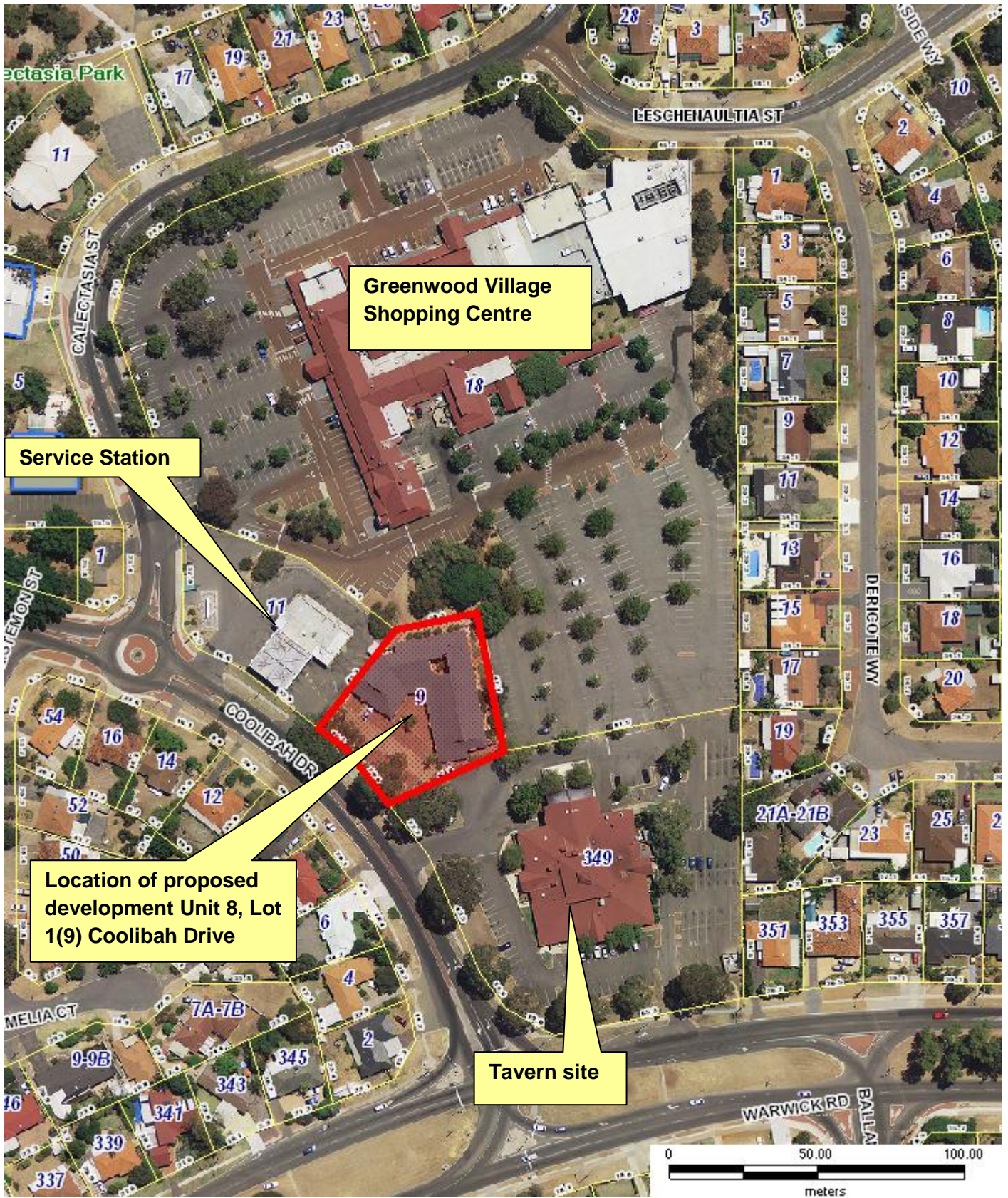
Description	Basis of Charge	GST (inc) Y/N	Statutory fee	Fee excluding GST	GST	Gross fee including GST	Fee excluding GST	GST
Fees for Services								
Certificate of design compliance	all application values					\$480 plus 0.1% of estimated value of works		
Inspections - Certificate of Construction Compliance, Building compliance, miscellaneous inspections	Minimum fee					\$240 for first hour then \$120/hr or part thereof		
Inspections - Certificate of Construction Compliance, Building compliance, miscellaneous inspections - Additional or cancelled inspections	Minimum fee					\$120/hr or part thereof		
Inspections - Certificate of Construction Compliance, Building compliance, miscellaneous inspections - When inspection period exceeds 2 hours	Minimum fee					\$120/hr or part thereof		
Inspections - Certificate of Construction Compliance, Building compliance, miscellaneous inspections - Inspections requested out of normal working hours	Minimum fee					\$180/hr or part thereof		
Review of alternative solutions	Minimum fee					\$240 for the first two hours then \$120/hr or part thereof		
Referral per authority	Set fee					\$120		
Where negotiations with other authorities exceed 1 Hour	Minimum fee					\$120/hr or part thereof		
Unauthorised structures - inspection	Minimum fee					\$480		
Unauthorised structures - additional inspection	Minimum fee					\$120/hr or part thereof		
R-Codes assessment - Single dwelling and works in excess of 20K	Set fee					\$240		
R-Codes assessment - All works less than 20k	Set fee					\$120		

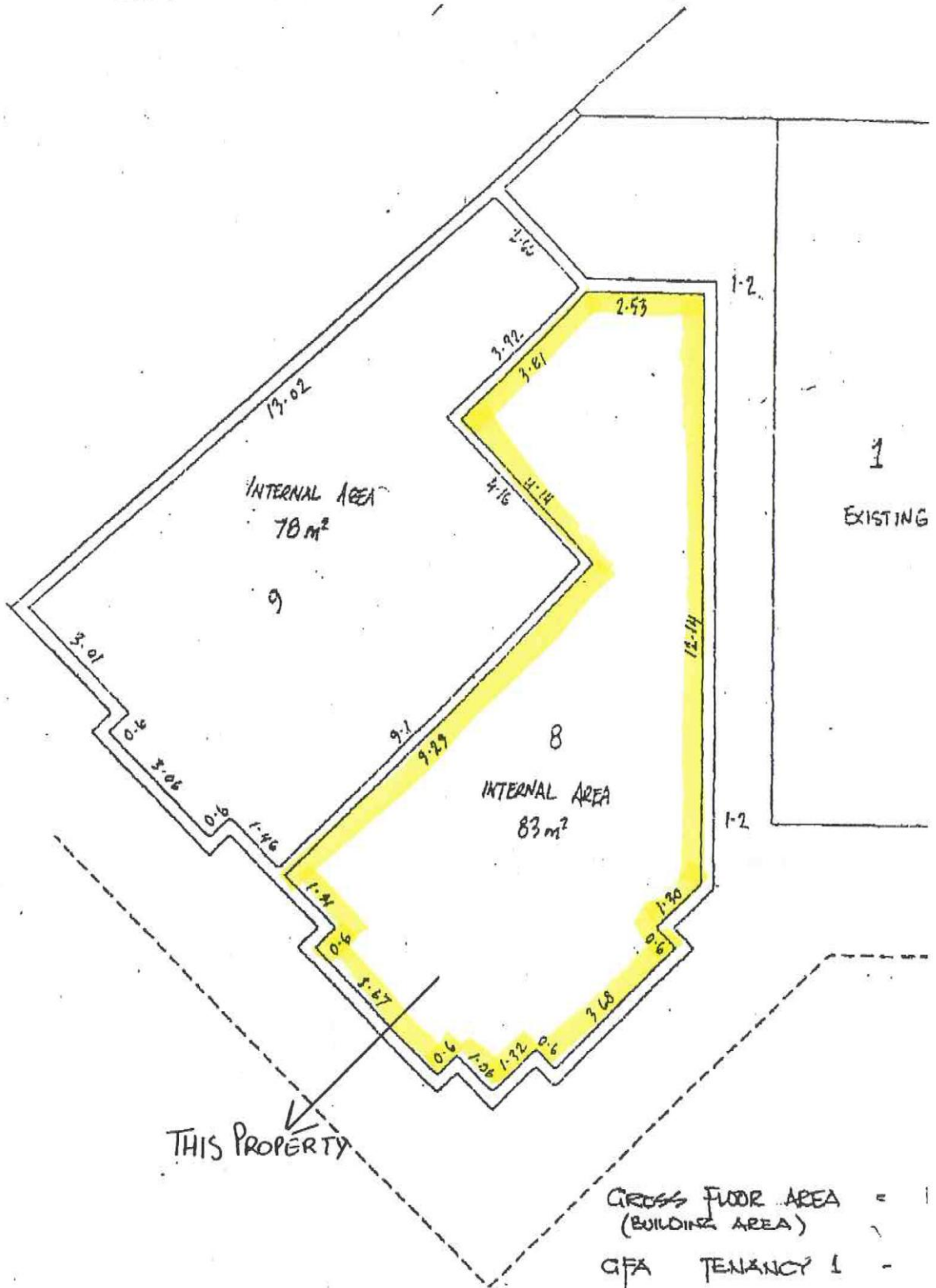




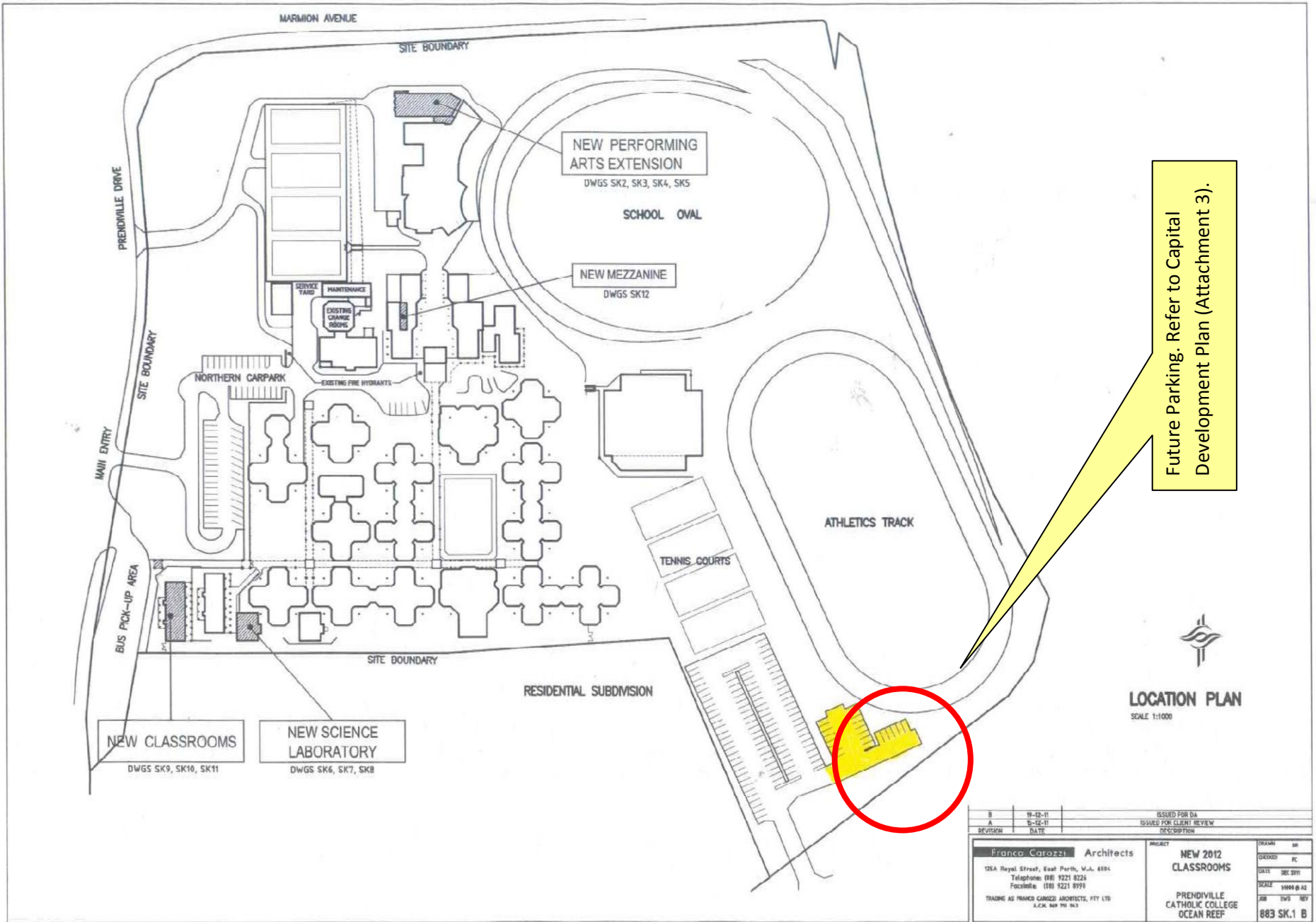








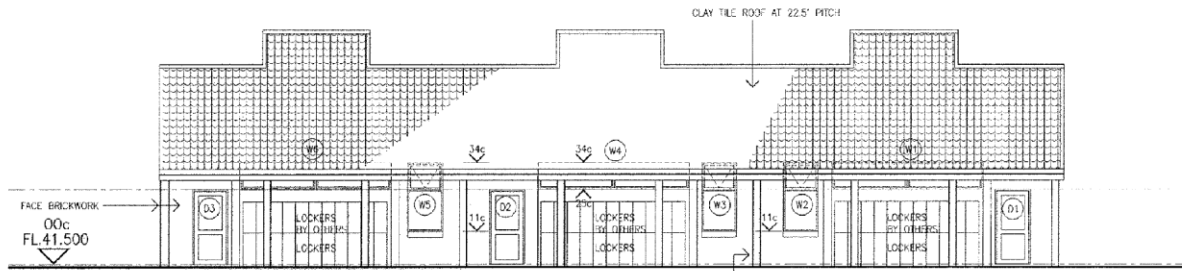




Future Parking. Refer to Capital Development Plan (Attachment 3).

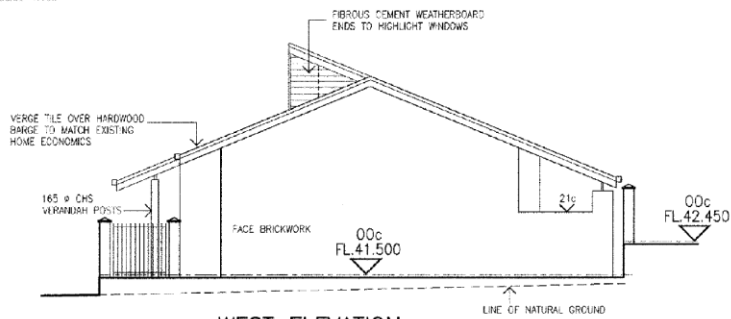

LOCATION PLAN
 SCALE 1:1000

B	19-12-11	ISSUED FOR DA	DRAMA	SK
A	15-12-11	ISSUED FOR CLIENT REVIEW	DESIGN	EC
REVISION	DATE	DESCRIPTION	SCALE	1000 @ A1
Franco Carozzi Architects 15A Heyal Street, East Perth, W.A. 6004 Telephone: (08) 9221 8224 Facsimile: (08) 9221 9991 TRADING AS FRANCO CAROZZI ARCHITECTS, PTY LTD A.C.N. 949 791 963		PROJECT NEW 2012 CLASSROOMS	PRENDVILLE CATHOLIC COLLEGE OCEAN REEF 883 SK.1 B	



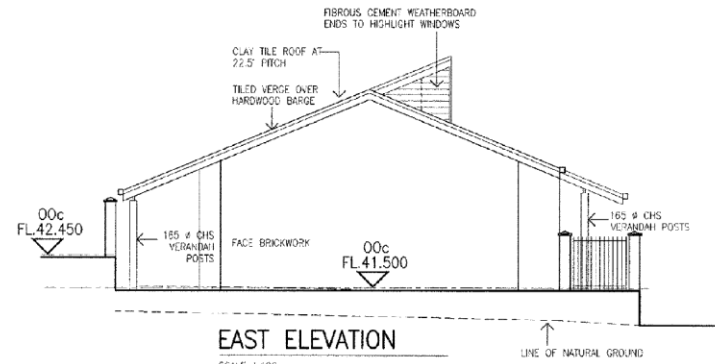
SOUTH ELEVATION
CLASSROOMS

SCALE 1:100



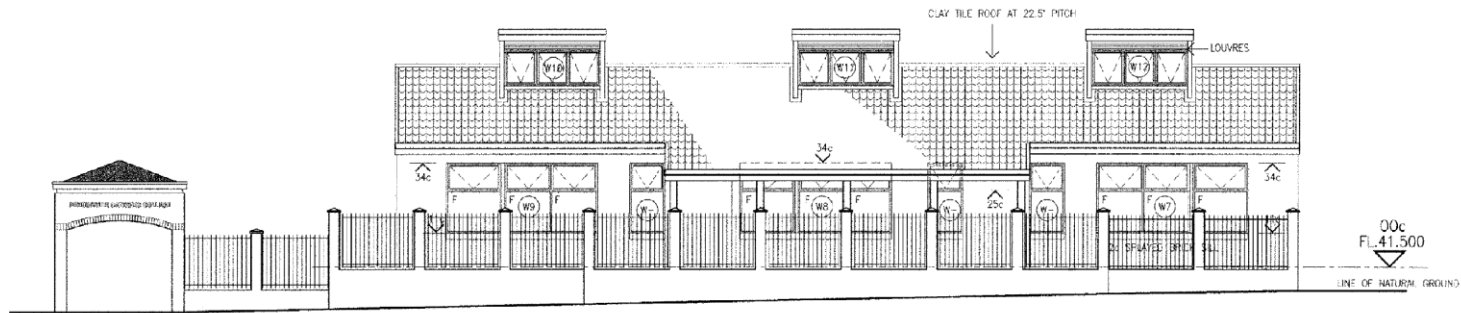
WEST ELEVATION

SCALE 1:100



EAST ELEVATION

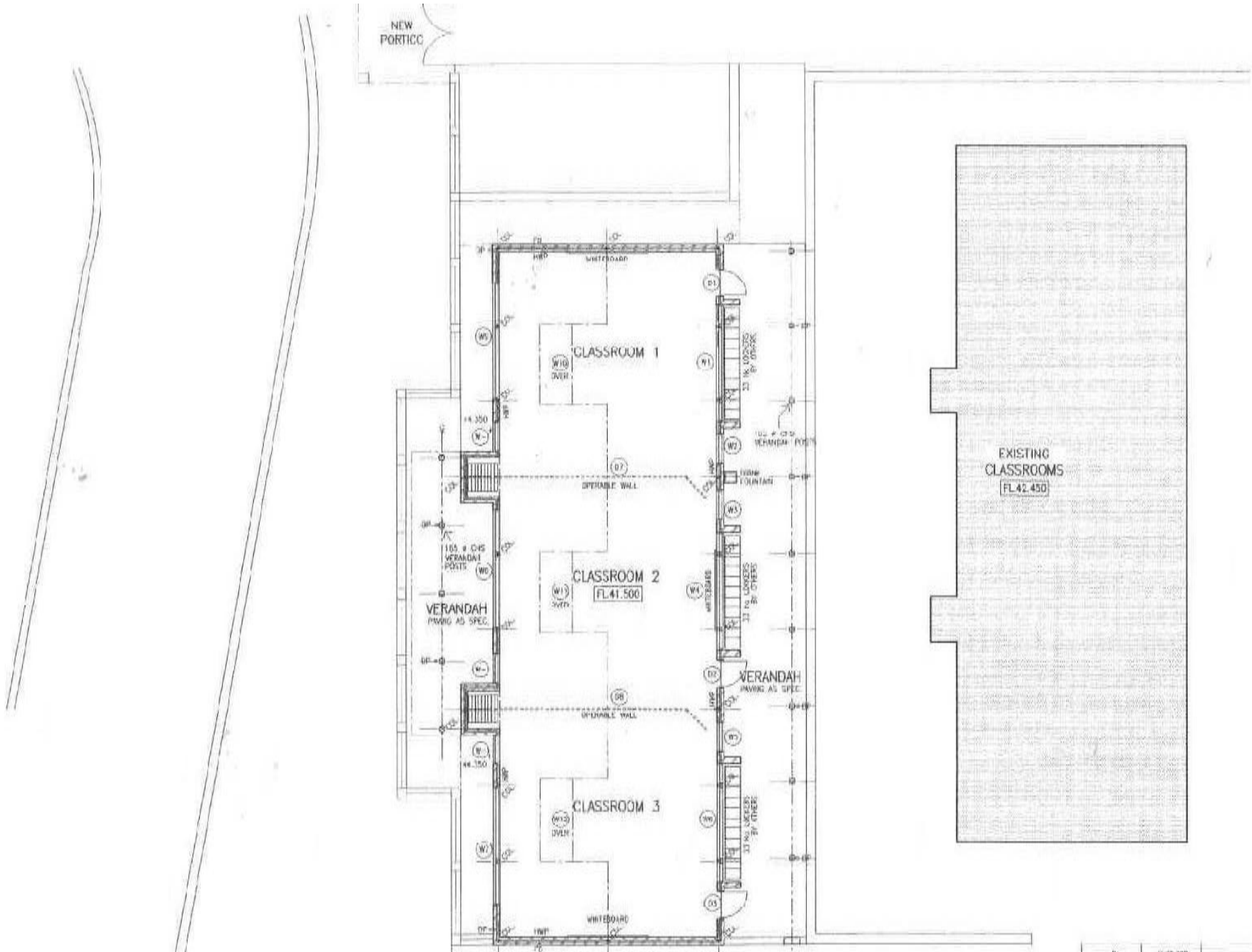
SCALE 1:100



NORTH ELEVATION

SCALE 1:100

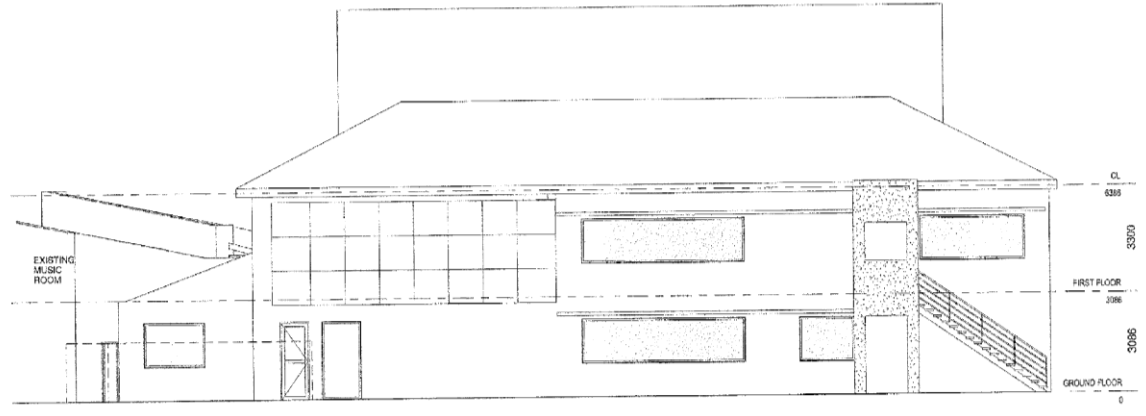
Development Plans



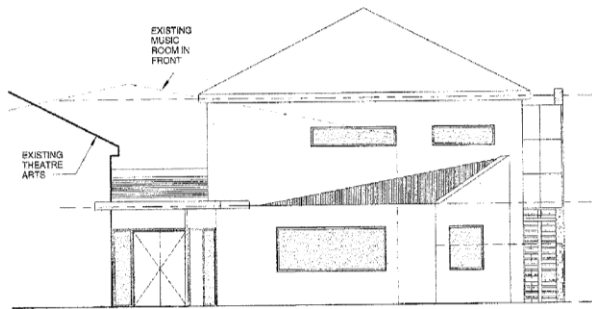
Development Plans



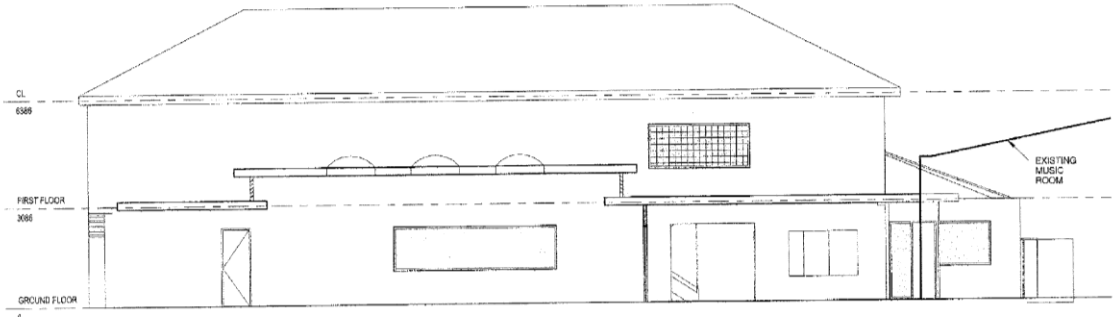
1 North
1:100



2 East
1:100

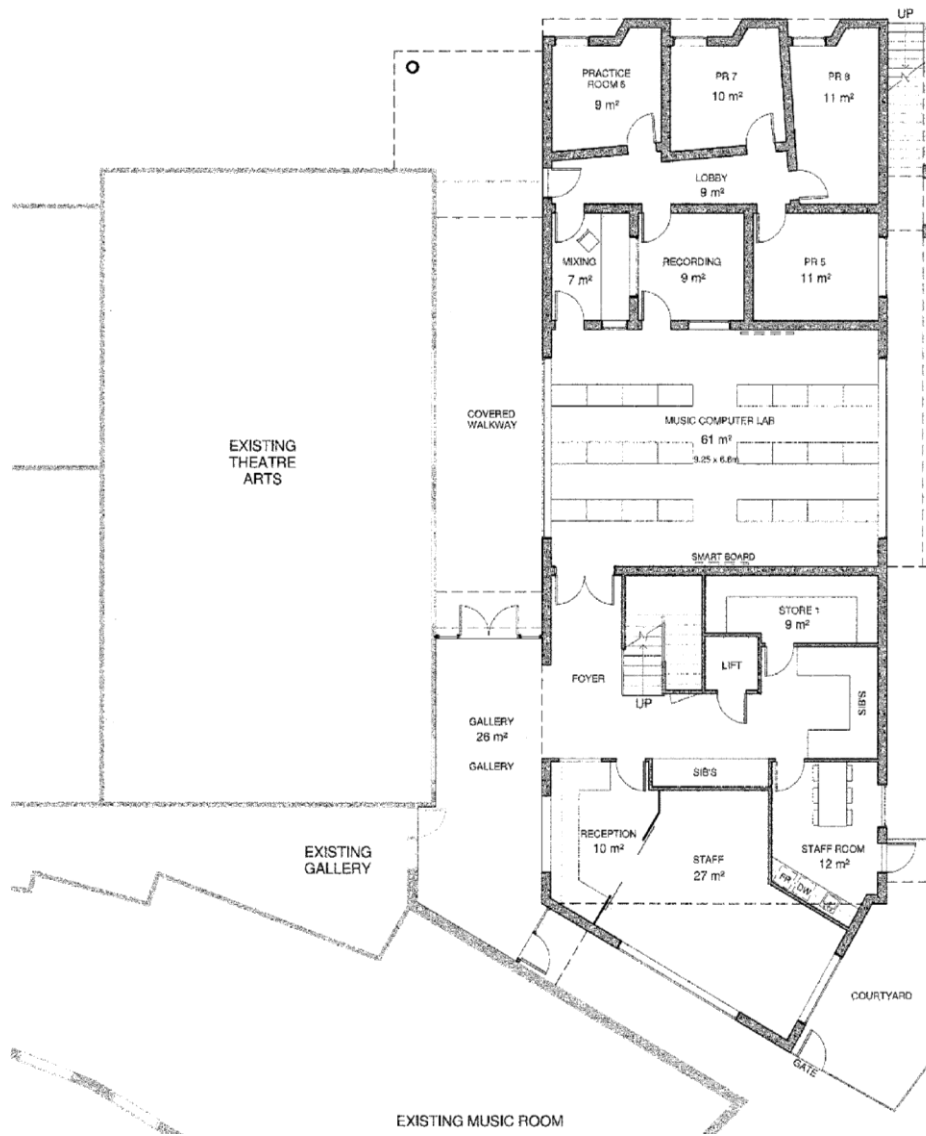


3 South
1:100

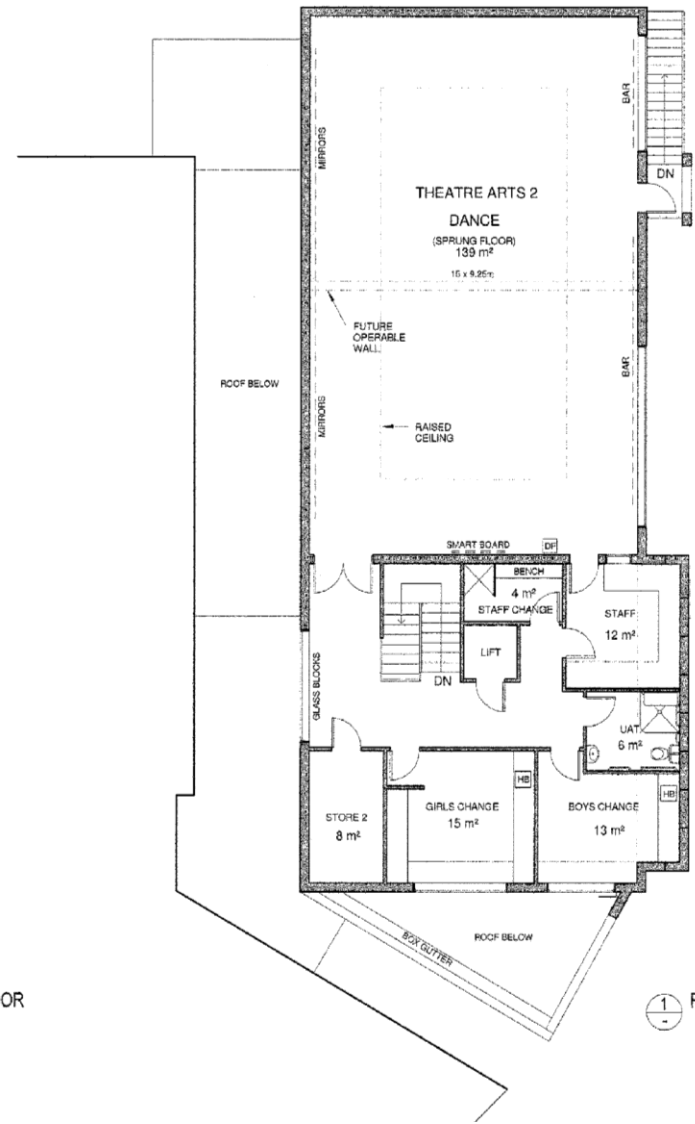


4 West
1:100

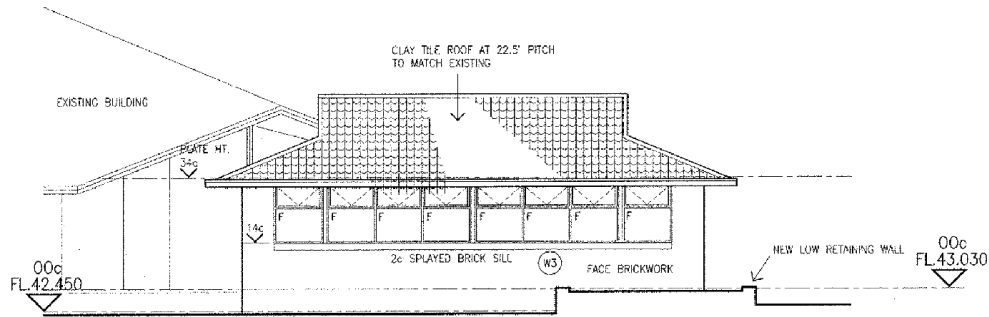
Development Plans



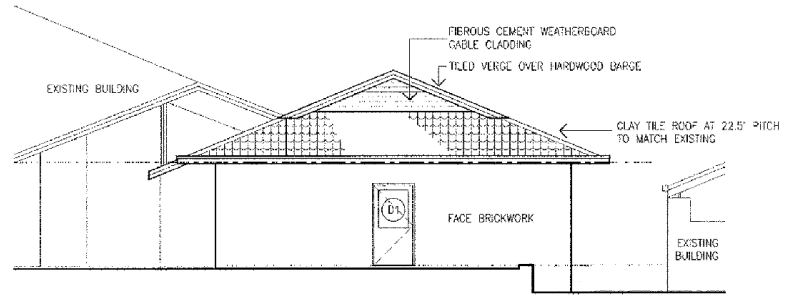
2 GROUND FLOOR
1: 100



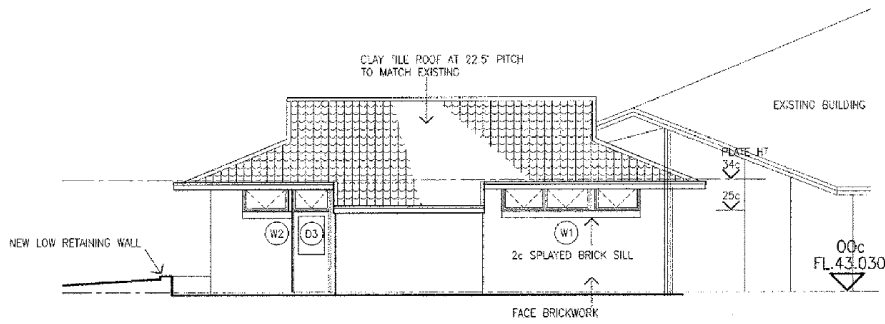
1 FIRST FLOOR
1: 100



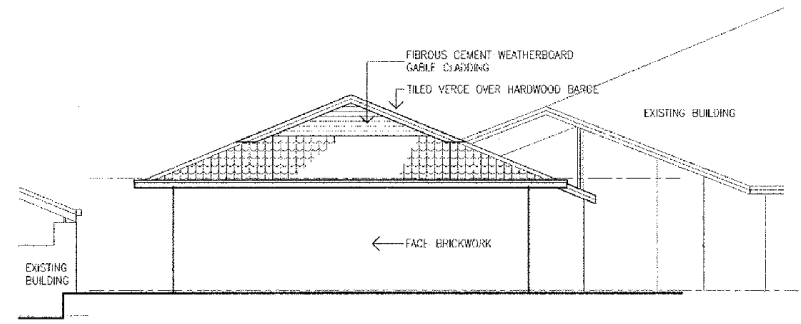
NORTH ELEVATION
SCIENCE LABORATORY
SCALE 1:100



EAST ELEVATION
SCALE 1:100

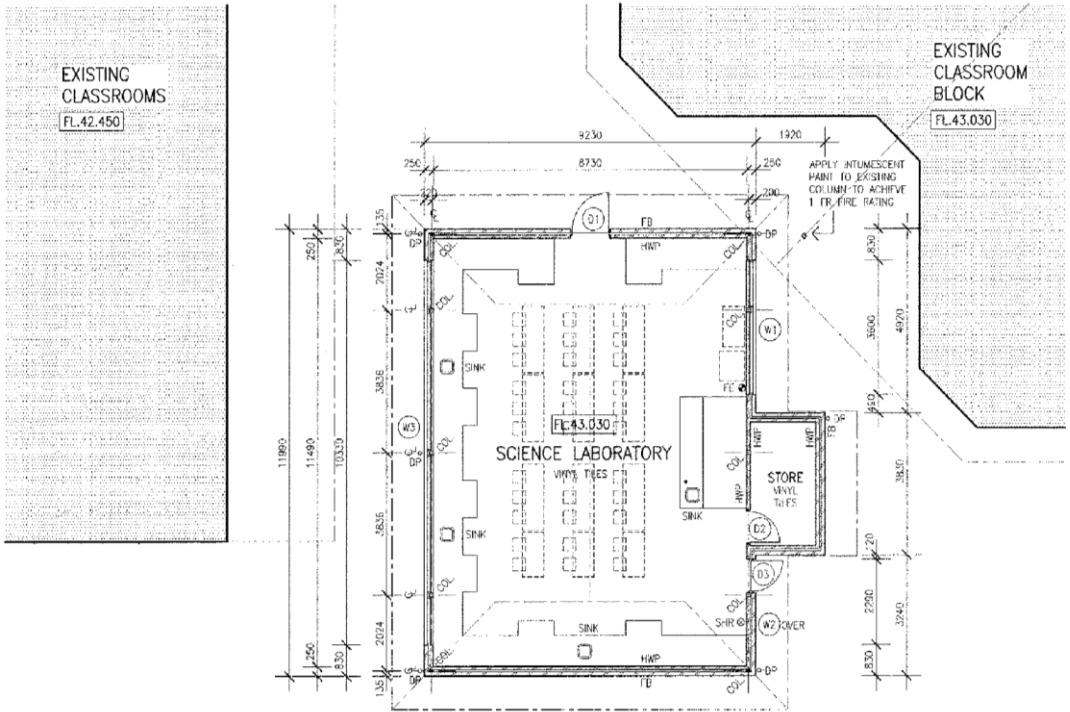


SOUTH ELEVATION
SCALE 1:100

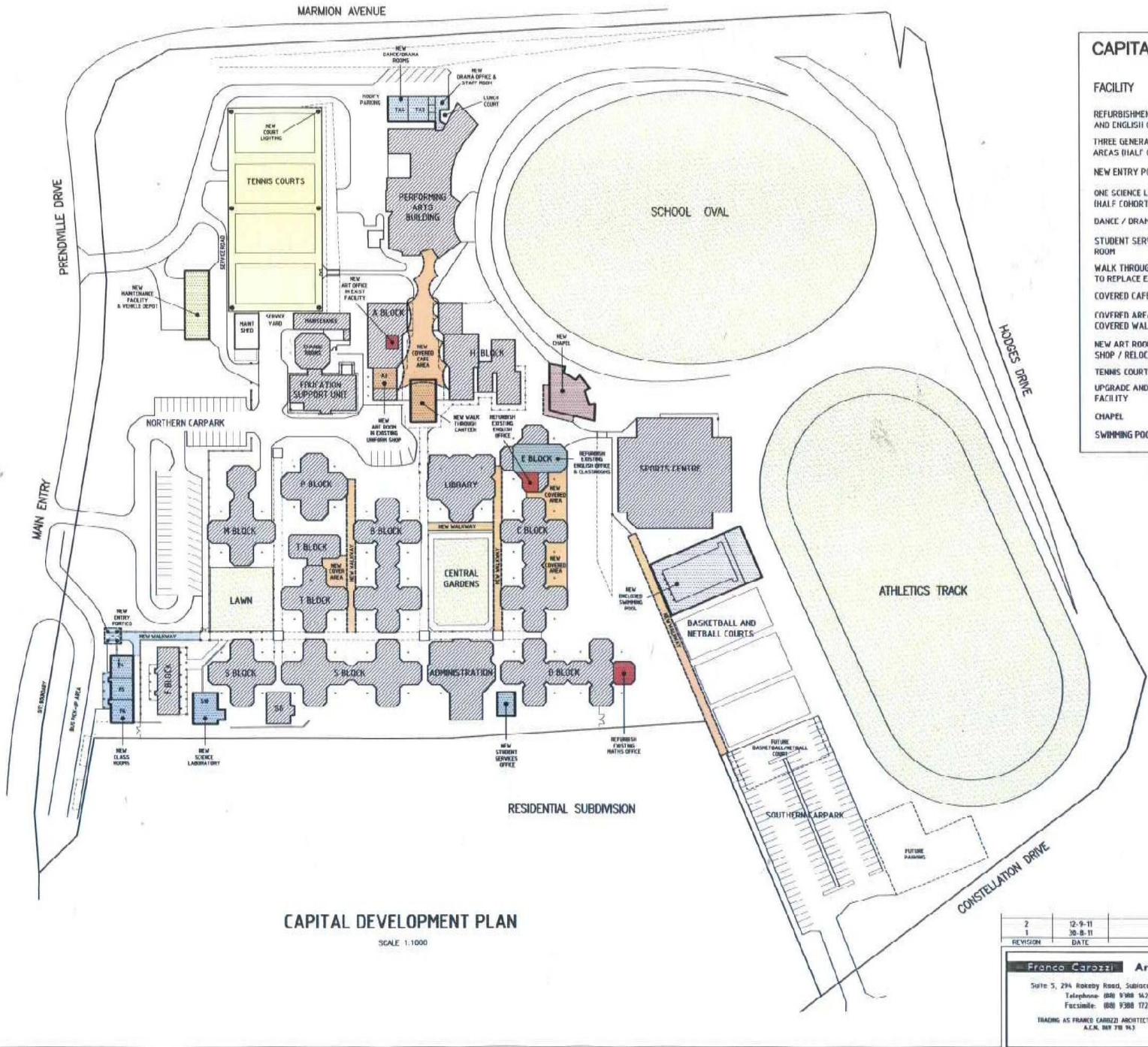


WEST ELEVATION
SCALE 1:100

Development Plans



FLOOR PLAN
SCIENCE LABORATORY
SCALE: 1:100



CAPITAL DEVELOPMENT PLAN		
FACILITY	FLOOR AREA	YEAR REQUIRED
REFURBISHMENT OF MATHS, ART AND ENGLISH OFFICES	150m ²	2012
THREE GENERAL PURPOSE LEARNING AREAS (HALF COHORT)	220	2013
NEW ENTRY PORTICO	40	2013
ONE SCIENCE LABORATORY (HALF COHORT)	120	2013
DANCE / DRAMA ROOMS & OFFICES	440	2013
STUDENT SERVICES OFFICES / INTERVIEW ROOM	60	2013
WALK THROUGH CANTEN BUILDING TO REPLACE EXISTING COVERED CAFE AREA AT 'H' BLOCK	150	2014
COVERED CAFE AREA AT 'H' BLOCK	450	2014
COVERED AREAS TO 'T' & 'T' BLOCK AND COVERED WALKWAYS	1900	2014
NEW ART ROOM IN OLD UNIFORM SHOP / RELOCATE UNIFORM SHOP	70	2014
TENNIS COURT LIGHTING	-	2015
UPGRADE AND RELOCATE MAINTENANCE FACILITY	240	2015
CHAPEL	290	2017
SWIMMING POOL	780	2020

CAPITAL DEVELOPMENT PLAN

SCALE 1:1000



REVISION	DATE	DESCRIPTION
2	12-9-11	VARIOUS REVISIONS
1	30-8-11	ISSUED FOR COMMENT

Franco Carozzi Architects Suite 5, 294 Rokoby Road, Subiaco, WA 6008 Telephone: (08) 9388 1621 Facsimile: (08) 9388 1721 TRADING AS FRANCO CAROZZI ARCHITECTS, PTY LTD A.C.N. 885 718 163	PRENDVILLE CATHOLIC COLLEGE CAPITAL DEVELOPMENT PLAN SITE PLAN	DRAWN: GE CHECKED: AH DATE: SEPT 2011 SCALE: 1:800 @ A2 JOB: ENG REV 879-S01-2
---	--	---

STATUS OF PETITIONS PRESENTED TO COUNCIL

Petition details	Date of presentation to Council	Status	Comment
<p>An 84-signature petition relating to the impact of increased traffic flow within the vicinity of the Craigie Senior High School site.</p> <p>RIS01823</p>	<p>28 June 2011</p>	<p>Completed</p>	<p><u>Update as at February 2012</u></p> <p>A report was presented to Council on 13 December 2011 (CJ245-12/11 refers).</p> <p><u>Update as at November 2011</u></p> <p>A report to be presented to Council on 13 December 2011.</p> <p><u>Update as at August 2011</u></p> <p>It is anticipated that a report will be presented to Council in December 2011.</p>
<p>A 25-signature petition in relation to vehicular movement within Hepburn Heights and the request to prepare a Business case to divest 12 Blackwattle Parade, Padbury to provide funds to address residents' concerns.</p> <p>RIS01824</p>	<p>28 June 2011</p>	<p>Outstanding</p>	<p><u>Update as at February 2012</u></p> <p>It is anticipated that a report is proposed to be presented to Council in April 2012.</p> <p><u>Update as at November 2011</u></p> <p>A report to be presented to Council in March 2012.</p> <p><u>Update as at August 2011</u></p> <p>It is anticipated that a report will be presented to Council in November 2011.</p>

STATUS OF PETITIONS PRESENTED TO COUNCIL

Petition details	Date of presentation to Council	Status	Comment
<p>A 25-signature petition in relation to vehicular movement within Hepburn Heights and a request for a pedestrian overpass over Hepburn Avenue, requesting preparation of a Business case to divest 12 Blackwattle Parade, Padbury to provide funds to address residents' concerns.</p> <p>RIS01825</p>	28 June 2011	Outstanding	<p><u>Update as at February 2012</u></p> <p>It is anticipated that a report is proposed to be presented to Council in April 2012.</p> <p><u>Update as at November 2012</u></p> <p>A report should be presented to Council in March 2012.</p> <p><u>Update as at August 2011</u></p> <p>It is anticipated that a report will be presented to Council in November 2011. The report will also consider vehicular movement within Hepburn Heights (Action Request No RIS01824 refers).</p>
<p>A 200 signature petition that Council take immediate steps to reduce both the volume and speed of vehicles on Delgado Parade, Iluka.</p> <p>RIS01950</p>	20 September 2011	Completed	<p><u>Update as at February 2012</u></p> <p>A report was prepared to Council on 21 February 2012 (CJ024-02/12 refers).</p> <p><u>Update as at November 2011</u></p> <p>It is anticipated that a report should be presented to Council in February 2012.</p>

STATUS OF PETITIONS PRESENTED TO COUNCIL

Petition details	Date of presentation to Council	Status	Comment
<p>A 48 signature petition has been received from City of Joondalup residents requesting that Council:</p> <ol style="list-style-type: none"> 1 Notes the history of antisocial behaviour in Timberlane Park, Woodvale and the lack of adequate passive surveillance; 2 Presents a submission to the State Government to allow the City of Joondalup to acquire a portion of Timberlane Park, Woodvale; 3 Rezones a portion of Reserve 40169 to allow for aged accommodation, ensuring the retention of some bushland for residential amenity, and sells the land for such purpose; 4 Allocates the resulting funds from the sale of the land to enhance community facilities at Timberlane Park and its surrounds, as well as improved surveillance of Timberlane Park, thereby reducing antisocial behaviour and graffiti; 5 Advertises for public comment how the portion of Reserve 40169 could be utilised for aged accommodation, whilst retaining some bushland for residential amenity. <p>RPC01236</p>	<p>20 September 2011</p>	<p>Outstanding</p>	<p><u>Update as at February 2012</u></p> <p>It is anticipated that a report is proposed to be presented to Council in April 2012.</p> <p><u>Update as at November 2011</u></p> <p>It is anticipated that a report will be presented to Council in February 2012.</p>

STATUS OF PETITIONS PRESENTED TO COUNCIL

Petition details	Date of presentation to Council	Status	Comment
<p>A 33 signature petition has been received from residents of the City of Joondalup requesting that Council upgrade the public park on the corner of Moolanda Boulevard and Harness Street, Kingsley.</p> <p>RIS01957</p>	20 September 2011	Outstanding	<p><u>Update as at February 2012</u></p> <p>It is anticipated that a report is proposed to be presented to Council in April 2012.</p> <p><u>Update as at November 2011</u></p> <p>It is anticipated that a report will be presented to Council in March 2012.</p>
<p>A 156 signature petition has been received from residents of the City of Joondalup requesting that Council investigates options to provide a suitable venue(s) for Taoist Tai Chi classes in the City of Joondalup, noting that the Taoist Tai Chi Society of Australia is a non-profit, volunteer-based, charitable organisation dedicated to promoting health and wellbeing for people of all ages, with a growing membership in the City of Joondalup.</p> <p>RCE00416</p>	20 September 2011	Completed	<p><u>Update as at February 2012</u></p> <p>The matter is now closed.</p> <p><u>Update as at November 2011</u></p> <p>No suitable site currently exists, however the City will continue to liaise with the Taoist Tai Chi Society for possible other options.</p>
<p>A 29 signature petition has been received from City of Joondalup residents requesting that Council change the all day parking in Piccadilly Circle and Aldgate Street to two hour parking with exemption permits issued to the residents of those streets.</p> <p>RCS00883</p>	11 October 2011	Completed	<p><u>Update as at February 2012</u></p> <p>A report was presented to Council on 13 December 2011 (CJ244-12/11 refers).</p> <p><u>Update as at November 2011</u></p> <p>A report has been prepared for consideration by Council on 13 December 2011.</p>

STATUS OF PETITIONS PRESENTED TO COUNCIL

Petition details	Date of presentation to Council	Status	Comment
<p>A 46 signature petition has been received from concerned City of Joondalup residents, urging Elected Members to change the Parking By-laws to enable residents and non residents to have improved access to parking throughout the day on the East side of Lakeside Drive between Shenton Avenue and Moorhen Court, Joondalup.</p> <p>RCS00884</p>	11 October 2011	Completed	<p><u>Update as at February 2012</u></p> <p>A report was presented to Council on 13 December 2011 – (CJ243-12/11 refers).</p> <p><u>Update as at November 2011</u></p> <p>A report has been prepared for consideration by Council on 13 December 2011.</p>
<p>A 50 signatures petition requesting that Council investigates, with appropriate remedial action, the traffic safety concerns in and around Tuart Road, Greenwood and safety concerns regarding speeding, overtaking, driving on the centre or wrong side of the road, hooning, cutting corners into Sheoak and other streets, the lack of signage and the lack of road markings.</p> <p>RIS01982</p>	11 October 2011	Outstanding	<p><u>Update as at February 2012</u></p> <p>It is anticipated that a report is proposed to be presented to Council in April 2012.</p> <p><u>Update as at November 2011</u></p> <p>It is anticipated that a report will be presented to Council in March 2012.</p>
<p>A 602 signatures requesting that Council considers retaining Lot 971, 52 Creaney Drive, Kingsley, practically in its natural forest state which, with only minor changes, could become a sculpture park.</p> <p>RIS01983</p>	11 October 2011	Outstanding	<p><u>Update as at February 2012</u></p> <p>It is anticipated that a report is proposed to be presented to Council on 20 March 2012.</p> <p><u>Update as at November 2011</u></p> <p>It is anticipated that a report will be presented to Council in February 2012.</p>

STATUS OF PETITIONS PRESENTED TO COUNCIL

Petition details	Date of presentation to Council	Status	Comment
<p>A 38 signature petition requesting that the vacant school site Burns Beach Road, Burns Beach be resurfaced with grass so that it can become an area that families can use for recreation, similar to the adjacent oval, and for the site sign to be removed.</p> <p>RIS01984</p>	<p>11 October 2011</p>	<p>Outstanding</p>	<p><u>Update as at February 2012</u></p> <p>It is anticipated that a report is proposed to be presented to Council in April 2012.</p> <p><u>Update as at November 2011</u></p> <p>The site referred to in the petition is not under a Management Order with the City, responsibility resides with PEET. The adjacent oval is under PEET control until the scheduled handover to the City on 1 July 2014.</p> <p>It is anticipated that a report will be presented to Council in March 2012.</p>
<p>A 10 signature petition has been received from City of Joondalup residents applying for the introduction of parking for residents only, along Piccadilly Circle and Aldgate Street, Joondalup.</p> <p>RCS00680</p>	<p>22 November 2011</p>	<p>Completed</p>	<p><u>Update as at February 2012</u></p> <p>A report was presented to Council on 13 December 2011 – (CJ244-12/11 refers).</p> <p><u>Update as at November 2011</u></p> <p>A report has been prepared for consideration by Council on 13 December 2011.</p> <p>This matter will be dealt with as part of the report in relation to changing the all day parking in Piccadilly Circle and Aldgate Street to two hour parking with exemption permits issued to the residents of those streets.- (Action Request No RCS00883 refers).</p>

STATUS OF PETITIONS PRESENTED TO COUNCIL

Petition details	Date of presentation to Council	Status	Comment
<p>A 115 signature petition from City of Joondalup residents requesting Council to design and install traffic treatment along Cook Avenue between Cumberland Drive and Flinders Avenue, Hillarys in 2012/13.</p> <p>RIS02097</p>	13 December 2011	Outstanding	<p><u>Update as at February 2012</u></p> <p>It is anticipated that a report is proposed to be presented to Council in April 2012.</p>
<p>1044 signature petition on behalf of residents of the City of Joondalup regarding application DA11/1223 by Telstra for the erection of a 15.9 metre, three antenna and ground based equipment shelter telecommunications tower in Dampier Park, Kallaroo.</p> <p>RPC01358</p>	21 February 2012	Completed	<p><u>Update as at February 2012</u></p> <p>This petition was considered as part of the Proposed Telecommunication Facility at Dampier Park, Kallaroo, considered by the Council meeting held on 21 February 2012 (CJ005-02/12).</p>
<p>A 92 signature petition on behalf of residents of the City of Joondalup requesting that Council opposing the establishment of a community garden in Regents Park or Charing Cross Park, Joondalup.</p> <p>RCE00489</p>	21 February 2012	Outstanding	<p><u>Update as at February 2012</u></p> <p>A report on community gardens was presented to Council at its meeting held on 21 February 2012 (CJ007-02/12 refers).</p> <p>Receipt of this petition will be noted as part of any future report presented to Council in relation to the potential establishment of a Community Garden within the City.</p>

DOCUMENTS EXECUTED BY AFFIXING THE COMMON SEAL
FOR THE PERIOD 15 NOVEMBER 2011 TO 28 FEBRUARY 2012

Structure Plan:

Document:	Structure Plan No 13.
Parties:	City of Joondalup and W A Planning Commission
Description:	Part 9 of District Planning Scheme No 2 outlines the process for dealing with Structure Plans. Craigie High School Structure Plan No 13 to guide the future subdivision and development of the site – Lot 500 (Lot 1) and Lot 501 (No 7) Arawa Place, Craigie.
Date:	15.11.11.
Signed/Sealed:	Sealed.
Legislation:	Part 9 of District Planning Scheme No 2 outlines the process for dealing with Structure Plans.
Strategic Plan Key Focus Area:	The Built Environment. To ensure high quality urban development within the City. To progress a range of innovative and high quality urban development projects within the City.
Policy:	During the subdivision of the site, the following two policies will apply: Council Policy Uniform Fencing – Subdivision. Council Policy Subdivision and Development Adjoining Areas of Public Space.
Risk Management Considerations:	Not Applicable.
Financial/Budget Implications:	The applicant has paid fees of \$9,749.57 (including GST) to cover all costs associated with assessing the Structure Plan and public consultation.
Regional Significance:	The proposed redevelopment of the former Craigie High School site, through the adoption and implementation of this Structure Plan, will provide approximately 177 additional dwellings. These additional dwellings will assist in delivering the aspirations of <i>Directions 2031 and Beyond</i> and draft <i>Outer Metropolitan Perth and Peel Sub-Regional Strategy</i> for the City of Joondalup.

<p>Sustainability Implications:</p>	<ul style="list-style-type: none"> • Environmental <p>The proposed Structure Plan supports the protection of selected vegetation within the public open space and along Camberwarra Drive where possible.</p> <p>The Structure Plan includes some specific built form requirements such as permitting north facing lots to have their outdoor living area within the front setback and eaves must be provided to all habitable rooms with the exception of south facing walls, which will contribute to the development of more energy efficient dwellings.</p> <p>Additional residents provided by the future subdivision will support the use of existing infrastructure such as bus and rail systems.</p> • Social <p>The proposed Structure Plan would facilitate the development of a variety of housing products on lots of variable sizes, ranging from low to medium density, thereby providing living choices to meet the various needs of the community. The draft Structure Plan proposes two public open space areas which will encourage residents to walk and socialise within their community.</p> • Economic <p>The proposed Structure Plan would enable the City to consider future subdivision and development on the site that will provide additional residents to the area who will contribute to supporting the local economy.</p>
<p>Consultation:</p>	<ul style="list-style-type: none"> • Written notification to all landowners within a 300 metre radius of the site (470 households). The same catchment was used to notify landowners of Scheme Amendment No 40 which zoned Lot 501 to 'Urban Development'. The notification included a draft Structure Plan map, FAQ, and details on where additional information could be obtained. • Documents being available at the City's Administration Building, and the Whitfords Customer Service Centre. • Two signs being erected in prominent locations on the site. • A notice being placed in the Joondalup Community newspaper. • A notice and documents on the City's website. <p>The advertising period commenced on 3 February 2011 and closed on 3 March 2011.</p>

Amendment to District Planning Scheme No 2:

Document:	Amendment No 62 to District Planning Scheme No 2
Parties:	City of Joondalup and W A Planning Commission
Description:	To amend the residential density code applicable to Lot 39 (14) Lennard Street, Marmion from R20 to R40.
Date:	21.12.11.
Signed/Sealed:	Sealed.
Legislation:	Part 5 of the <i>Planning and Development Act 2005</i> enables local government to amend a Local Planning Scheme and sets out the process to be followed.
Strategic Plan Key Focus Area:	The Built Environment. To ensure high quality urban development within the City.
Policy:	Not Applicable.
Risk Management Considerations:	Not Applicable.
Financial/Budget Implications:	The applicant has paid fees of \$4583 (incl GST) to cover costs associated with assessing the request and document production. Advertising costs are borne by the applicant and are estimated to be \$2,557.
Regional Significance:	Whilst the approved use of the site is 'Holiday Accommodation and Conference Centre' the site is currently used to accommodate students during school terms rather than providing real tourist accommodation.
Sustainability Implications:	The proposed amendment would enable future residential subdivision and development on the site that will provide additional dwellings. Being an infill site, this will contribute to environmental, economic and social sustainability by providing dwellings near existing facilities and infrastructure in an established suburb.
Consultation:	<p>The proposed scheme amendment was advertised for public comment for a period of 42 days, closing on 16 November 2011, as follows:</p> <ul style="list-style-type: none"> • 28 letters were sent to nearby landowners, and four letters to service authorities; • A sign was placed on the site; and • A notice placed in the local and the West Australian newspapers. <p>A notice and documents were placed on the City's website.</p>

Document:	Amendment No 63 to District Planning Scheme No 2.
Parties:	City of Joondalup and W A Planning Commission
Description:	To amend DPS2 to include Place of Worship, Place of Assembly and Caretaker's Dwelling as additional permitted land uses on Lot 28 Woodvale Drive, Woodvale.
Date:	21.12.11.
Signed/Sealed:	Sealed.
Legislation:	Part 5 of the <i>Planning and Development Act 2005</i> enables local government to amend a Local Planning Scheme and sets out the process to be followed.
Strategic Plan Key Focus Area:	The Built Environment. To ensure high quality urban development within the City.
Policy:	Not Applicable.
Risk Management Considerations:	Not Applicable.
Financial/Budget Implications:	The applicant has paid fees of \$3,272.50 (incl GST) to cover all costs with assessing the request, public consultation and document production.
Regional Significance:	Not Applicable.
Sustainability Implications:	Not Applicable.
Consultation:	<p>The proposed scheme amendment was advertised for public comment for a period of 42 days, closing on 26 October 2011 as follows:</p> <ul style="list-style-type: none"> • Letters sent to 41 nearby landowners and five letters to service authorities, • A sign placed on the site, • A notice placed in the local and the West Australian newspapers • A notice and documents placed on the City's website.

Power of Attorney:

Document:	Power of Attorney
Parties:	City of Joondalup and Tamala Park Regional Council
Description:	To grant Power of Attorney to Tamala Park Regional Council (TPRC) to enable it to enter into land dealings concerning the Tamala Park land. Reference Council Item CJ178-10/11.
Date:	14.02.12
Signed/Sealed:	Sealed.
Legislation:	Local Government Act 1995.
Strategic Plan Key Focus Area:	Leadership and Governance.
Policy:	Not Applicable.
Risk Management Considerations:	It is important to avoid any uncertainty in the Regional Council's dealings with the Tamala Park Land.
Financial/Budget Implications:	Not Applicable.
Regional Significance:	As a member local government of the Tamala Park Regional Council, it is important that the City acts to ensure the continuing efficacy of the Regional Council in the implementation of the Tamala Park project.
Sustainability Implications:	Not Applicable.
Consultation:	Nil.

Lease Agreement:

Document:	Lease
Parties:	City of Joondalup and Crown Castle Aust Pty Ltd
Description:	Lease of Part of Reserve 50443 and being Lot 503 on Deposited Plan 62965 being the whole of the land contained in Crown Land Title LR3157 Folio 933 – Warwick Regional Open Space, situated at 719 Beach Road, Warwick for purpose of constructing, maintaining and operating a telecommunications network and telecommunications service.
Date:	14.02.12.
Signed/Sealed:	Sealed.
Legislation:	Federal Legislation.
Strategic Plan Key Focus Area:	Community Wellbeing. To ensure the City's facilities and services are of a high quality and accessible to everyone.
Policy:	City Policy – Asset Management.
Risk Management Considerations:	Not Applicable.
Financial/Budget Implications:	The City will receive \$19,200 (plus GST) with a 5% annual review.
Regional Significance:	Not Applicable.
Sustainability Implications:	Not Applicable.
Consultation:	Not Applicable.

Memorandum of Understanding:

Document:	Memorandum of Understanding
Parties:	City of Joondalup and State Government
Description:	Memorandum of Understanding (MOU) between the State Government and City in relation to the Ocean Reef Marina project.
Date:	14.02.12.
Signed/Sealed:	Sealed.
Legislation:	All requirements of the Local Government Act in relation to dealings involving commercial undertakings and land development.
Strategic Plan Key Focus Area:	The Built Environment, Objective 4.2: To progress a range of innovative and high quality urban development projects within the City. Strategy 4.2.1: Develop a concept for, and commit to, the development of land at the Ocean Reef Marina Site.
Policy:	Recognition that the project will conform to the City's governance framework and is aligned with the Project Philosophy and Parameters Report as endorsed by Council (Item JSC5-05/09 refers).
Risk Management considerations:	The Risk Assessment Report (December 2009) identifies developing a relationship with the State Government through a Memorandum of Understanding as a risk treatment strategy for the approvals process.
Financial/Budget Implications:	The finalisation of the MOU for the Ocean Reef Marina Development will ensure that the necessary expenditure for the preparation of a Business Case and Structure Plan is in accordance with the endorsed 2011/2012 and 2012/2013 budget for the project.
Regional Significance:	The development of the Ocean Reef Marina will become a significant tourist/visitor destination and a key focal point within the northern Perth corridor.
Sustainability Implications:	Progression of the structure planning process will facilitate a number of studies/reports that address key issues pertaining to sustainability ie economic feasibility, environmental sustainability. The undertaking of these studies is aligned with the Project Philosophy and Parameters Report as endorsed by Council (Item JSC5-05/09 refers).
Consultation:	A community consultation plan was prepared and implemented in accordance with Public Participation Policy 1.2 and the development of the consultation process for the Ocean Reef Marina Concept Plan was informed by the Policy and in alignment with the Public Participation Strategy (2006).

Grant of Easement:

Document:	Grant of Easement
Parties:	City of Joondalup and Marmion Angling and Aquatic Club
Description:	To provide reciprocal access over Crown Land, for which the City has a Management Order, and the Marmion Angling and Aquatic Club site as depicted on the attached deposited plan.
Date:	14.02.12.
Signed/Sealed:	Sealed.
Legislation:	Land Administration Act 1997, section 195 and 196
Strategic Plan Key Focus Area:	Not Applicable.
Policy:	Not Applicable.
Risk Management Considerations:	Not Applicable.
Financial/Budget Implications:	The applicant is responsible for meeting all costs associated with drafting the proposal plan and the final deposited plan depicting the new lot boundaries.
Regional Significance:	Not Applicable.
Sustainability Implications:	The proposal relates only to the excision of land for the purpose of realigning the boundaries.
Consultation:	Service authorities were consulted for a period of 21 days to determine whether there would be any impact on infrastructure on site. As there are no proposed physical changes to the site, public consultation was not undertaken.

Section 70A Notification:

Document:	Notification Under Section 70A of Transfer Of Land Act 1893 as amended.
Parties:	City of Joondalup and Craig Allen Russell (Russell Properties P/L)
Description:	Section 70A to alert future owners of newly created Lots 63 and 64 Lookout Vista that these lots are affected by a “P” class soil classification, that requires specific building standards to be applied to any development on these lots and that the City will need to be consulted prior to any works being undertaken. Property – Lot 573 (18) Quarry Ramble, Edgewater.
Date:	28.02.12.
Signed/Sealed:	Sealed.
Legislation:	Transfer Of Land Act 1893 as amended, Planning and Development Act 2005.
Strategic Plan Key Focus Area:	The Built Environment.
Policy:	The purpose of the Section 70A is to alert future landowners of the restrictions that apply to these lots. This reduces the risk that purchasers of the properties will not be informed of the applicable restrictions.
Risk Management Considerations:	The exclusion of a s70A Notification could result in a landowner taking action against the City if a dwelling is damaged due to unstable landform.
Financial/Budget Implications:	Nil.
Regional Significance:	Not Applicable.
Sustainability Implications:	To ensure that development occurs on stable land.
Consultation:	Nil, as this relates to a subdivision approved by the W A Planning Commission.

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
Payments					
091785	13/01/2012	3 AUSTRALIA			205.00
			RANGERS MOBILES 24/11-23/12/11	205.00	
091844	20/01/2012	3GIS PTY LTD			1,007.30
			OVERPAYMENT ON INVOICE 7223	1,007.30	
EF022521	31/01/2012	A & L TOWING SERVICES PTY LTD			148.50
			PICKUP 10 X 6 CAGED BOX TRAILER FROM	148.50	
EF022524	31/01/2012	A & S LAWN SUPPLIES			27,975.88
			EXISTING TURF AREA - CYNODON DACTYLON	9,194.46	
			EXISTING TURF AREA - PENNISETUM CLANDI	18,781.42	
EF022748	31/01/2012	A & S PUGLIA STONEMASONS			3,627.80
			REPAIR WALL & PILLARS MARMION ANGLING	2,029.50	
			REPAIR WALL MULLALOO AREA	1,598.30	
EF022511	31/01/2012	A CLASS LINEMARKING SERVICE			9,776.36
			LINE MARKING FAULKLANDS PARK	242.00	
			LINE MARKING ILUKA CYCLEWAY	653.40	
			LINE MARKING KINGSLEY PARK	330.00	
			PAINTED LINE MARKINGS	4,400.00	
			ROAD MARKING	2,376.00	
			SINGLE BARRIER LINE, ROAD MARKING TO M	1,774.96	
091847	20/01/2012	AARON WATSON			1,262.97
			RATES REFUND	1,262.97	
EF022402	13/01/2012	ACADEMY PUBLISHING			319.00
			SPONSORSHIP CURRAMBINE PRIMARY SCHC	319.00	
EF022517	31/01/2012	ACADEMY PUBLISHING			319.00
			SPONSORSHIP CURRAMBINE PRIMARY SCHC	319.00	
EF022523	31/01/2012	ACADEMY SERVICES (WA) PTY LTD			55,510.46
			CLC CLEANING SERVICE	19,845.98	
			CLC CLEANING SERVICE	19,845.98	
			DLC CLEANING SERVICES	4,823.06	
			HLC CLEANING SERVICES	5,497.72	
			HLC CLEANING SERVICES	5,497.72	
EF022515	31/01/2012	ACTION GLASS & ALUMINIUM			2,005.25
			REPAIR & REPLACE BROKEN GLASS AT CRAI	253.00	
			REPAIR WINDOWS AT ADMIN BUILDING	1,499.25	
			SUPPLY & INSTALLATION OF GLASS WOC	253.00	
EF022754	31/01/2012	ACTIVE GAMES & ENTERTAINMENT			1,376.10
			CHILDRENS ACTIVITIES - SC3	1,376.10	
EF022509	31/01/2012	ADELPHI TAILORING CO			322.58
			RANGER UNIFORM	322.58	
EF022749	31/01/2012	ADSHEL STREET FURNITURE P/L			2,849.00
			DISTRIBUTION ADSHEL POSTERS - MARKETS	2,805.00	
			RETURN OF ARTWORK	44.00	
EF022424	13/01/2012	ADVAM PTY LTD			544.43
			TRANSACTIONS DEC - SUPPORT FEE JAN 20	264.00	
			TRANSACTIONS NOV - SUPPORT FEE DEC	280.43	
EF022755	31/01/2012	ADVANCED INSTALLATION SERVICE			760.00
			PARROT CK3100	495.00	
			REPAIRS TO HANDSFREE KIT	140.00	
			REPAIRS TO HANDSFREE KIT	125.00	
EF022747	31/01/2012	ADVENTURE WORLD WA			370.00

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			ENTRY FOR UP TO 30 PEOPLE	370.00	
EF022422	13/01/2012	AGELINK THEATRE INC			600.00
			"MY FAVOURITE THINGS"PERFORMANCE	600.00	
EF022510	31/01/2012	AGENT SALES & SERVICES PTY LTD			947.93
			ANNUAL SUPPLY MINOR CHEMICALS	257.40	
			ANNUAL SUPPLY MINOR CHEMICALS	26.13	
			ANNUAL SUPPLY MINOR CHEMICALS	664.40	
091807	13/01/2012	AIDAN PRIVILEGE			250.00
			REFUND FOR MEMBERSHIP AT CLC	250.00	
091841	20/01/2012	AIMEE CRISTINA ARNOUD DE MORAIS			86.20
			REFUND OF HIRE FEES	86.20	
091808	13/01/2012	ALEX MACIVER			297.72
			RE-IMBURSEMENT FOR FREIZE SUBSCRIPTI	297.72	
091810	13/01/2012	ALEXANDER ATKINSON			500.00
			PAYMENT OF RENT A/C FOR COMM DEVEL	500.00	
091814	13/01/2012	ALINTA			584.99
			DORCHESTER COMM HALL 15/9-14/12/11	33.50	
			EMERALD PARK 20/9-20/12/11	18.55	
			FLEUR FREAME 25/11-23/12/11	61.05	
			GUY DANIELS CLBRMS 20/9-16/12/11	32.85	
			JOON ADMIN 28/11-24/12/11	341.25	
			JOON LIB/CIVIC 28/11-24/12/11	5.30	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	59.94	
			WARWICK COMM HALL 15/9-14/12/11	32.55	
091856	20/01/2012	ALINTA			549.65
			OCEAN RIDGE 20/9-16/12/11	18.90	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	98.15	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	247.20	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	185.40	
091901	27/01/2012	ALINTA			3,431.75
			BROADBEACH BVD 5/10/11-7/1/12	120.15	
			CLC 25/11/11-23/12/11	1,548.30	
			DUNCRAIG CCC 19/9/11-12/12/11	1,535.10	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	96.55	
			SEACREST DR 30/9/11-6/1/12	105.90	
			WARWICK RD 4/10/11-10/1/12	25.75	
EF022476	19/01/2012	ALL PARK PRODUCTS			5,667.20
			FURNITURE	5,667.20	
EF022527	31/01/2012	ALL TUFF PRODUCTS			7,687.90
			MARRI PARK STAIRCASE HANDRAIL SF11114:/	7,687.90	
EF022526	31/01/2012	ALLIANCE POWER & DATA			7,700.00
			DESIGN	3,080.00	
			DESIGN - EXT CONT	4,620.00	
EF022514	31/01/2012	ALLWEST TURFING			34,958.66
			EXISTING TURF AREA - CYNODON DACTYLON	5,800.08	
			EXISTING TURF AREA - PENNISETUM CLANDI	12,246.08	
			YELLOW LAWN SAND - SUPPLY, DELIVERY &	16,912.50	
EF022525	31/01/2012	ALS LIBRARY SERVICES PTY LTD			4,062.18
			BEGINNER READERS	248.84	
			BEGINNER READERS	100.71	
			BEGINNER READERS	114.70	
			BOARD BOOKS	105.56	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			BOARD BOOKS	23.54	
			DISCRETIONARY PURCHASING	204.77	
			DISCRETIONARY PURCHASING	16.70	
			GRAPHIC NOVELS	111.35	
			JK STOCK	590.36	
			JK STOCK	415.77	
			JK STOCK	93.15	
			LIBRARY BOOKS	232.95	
			LIBRARY BOOKS	133.44	
			LIBRARY BOOKS	134.58	
			REFERENCE - DISCRETIONARY PURCHASES	116.80	
			REFERENCE - DISCRETIONARY PURCHASES	199.07	
			REFERENCE - DISCRETIONARY PURCHASES	83.58	
			VARIOUS PUBLICATIONS	1,136.31	
EF022421	13/01/2012	AMCOM PTY LTD			23,316.27
			ADSL LIBRARIES 01/02/12-01/03/12	792.00	
			INTERNET SERVICES 01/02/12-01/03/12	13,236.97	
			INTERNET SERVICES 01/02/12-01/03/12	9,287.30	
091813	13/01/2012	AMP LIFE LTD			473.66
			PAYROLL DEDUCTIONS F/E 6/1/12	473.66	
091900	27/01/2012	AMP LIFE LTD			616.14
			PAYROLL DEDUCTIONS F/E 20/1/12	616.14	
091834	20/01/2012	ANACONDA STORES PTY LTD			299.99
			6X3 PREMIUM MEGFA GAZEBO	299.99	
EF022506	31/01/2012	ANALYTICAL REFERENCE LAB (WA) P/L			60.50
			TESTING	60.50	
091811	13/01/2012	ANDREW & EVELYN PRICE			260.00
			CROSSOVER SUBSIDY	260.00	
EF022389	13/01/2012	ANDREW GASIOROWSKI			315.00
			REIMBURSEMENT FOR REGISTRATION 85CO.	315.00	
EF022392	13/01/2012	ANDREW SHARP			500.00
			ATTENDANT AT JOONDALIP DESIGN REFEREI	500.00	
EF022519	31/01/2012	ANIMAL PEST MANAGEMENT SERVICES			2,772.00
			FUMIGATE BURROWS MARMION,SORRENTO	2,772.00	
EF022699	31/01/2012	ANITA STILIAN			50.00
			TENNIS COURT BOOKINGS	50.00	
091836	20/01/2012	ANKICA KONCAREVIC			50.00
			TENNIS COURT BOOKINGS	50.00	
091889	27/01/2012	ANNE LOUISE PERRY			329.00
			RATES REFUND	329.00	
EF022574	31/01/2012	ANTHONY DOBSON			60.82
			TENNIS COURT BOOKINGS	60.82	
EF022401	13/01/2012	APRA			8,632.14
			ADDITIONAL CHARGES FOR MUSIC FEES 01/(30.21	
			APRA LICENCE FEES FOR THE USE OF MUSIK	7,715.15	
			APRA LICENCE FEES FOR THE USE OF MUSIK	5,701.40	
			CREDIT FOR LICENCE FEES FOR CRAIGIE LE	-4,814.62	
EF022751	31/01/2012	AQWA-THE AQUARIUM OF WA			428.00
			ENTRY FOR UP TO 30 PEOPLE ON THE	428.00	
EF022750	31/01/2012	ARBORWEST TREE FARM			896.50
			TREE PLANTING-SUPPLY/PLANT WA PEPPER	896.50	
EF022503	31/01/2012	ARMAGUARD			1,342.10

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			CLC BANKING 2/12-25/12/11	356.34	
			JOON ADMIN CASH COLLECTION 2/12-23/12/1	335.62	
			OCEAN RIDGE BANKING 2/12-16/12/11	185.25	
			SORR/DUNCRAIG BANKING 2/12-16/12/11	176.76	
			WHITFORDS CASH COLLECTION 2/12-23/12/11	288.13	
EF022508	31/01/2012	ARRB TRANSPORT RESEARCH LTD			66,000.00
			ROAD SURVEY COMPONENT	66,000.00	
EF022485	31/01/2012	ART MONTHLY AUSTRALIA			140.00
			SUBSCRIPTION SULTRY SUMMER	140.00	
091888	27/01/2012	ARTHUR AND JAQUELINE PAUL			375.00
			RATES REFUND	375.00	
EF022418	13/01/2012	ARTLINK SUBSCRIPTIONS			154.00
			SUBSCRIPTION ARTLINK MAGAZINE	154.00	
091815	13/01/2012	ASGARD SUPERANNUATION			196.48
			PAYROLL DEDUCTIONS F/E 6/1/12	196.48	
091902	27/01/2012	ASGARD SUPERANNUATION			196.48
			PAYROLL DEDUCTIONS F/E 20/1/12	196.48	
091795	13/01/2012	ASHLEIGH MULLIGAN			150.00
			SPORTING ACHIEVEMENT GRANT	150.00	
EF022507	31/01/2012	ASLAB PTY LTD			4,273.75
			ASPHALT TESTING	716.65	
			ASPHALT TESTING	913.22	
			ASPHALT TESTING	439.60	
			ASPHALT TESTING	797.12	
			ASPHALT TESTING	798.07	
			ASPHALT TESTING	609.09	
EF022505	31/01/2012	ASPHALTECH PTY LTD			445,264.05
			AC10 MARSHALL BLOW 50 (0-25 TONNES) - SI	4,576.00	
			AC7 MARSHALL BLOW 35 (0-25 TONNES) - SU	3,050.52	
			AC7 MARSHALL BLOW 50 - SUPPLY, LAY & IN	21,587.28	
			AC7 MARSHALL BLOW 50 - SUPPLY, LAY & IN	26,733.52	
			AC7 MARSHALL BLOW 50 - SUPPLY, LAY & IN	28,004.68	
			AC7 MARSHALL BLOW 50 - SUPPLY, LAY & IN	7,016.24	
			ASPHALT REPAIRS	858.00	
			LATERITE AC7 1% RED OXIDE MARSHALL BLC	13,346.19	
			LATERITE AC7 1% RED OXIDE MARSHALL BLC	20,291.04	
			SMA7 MARSHALL BLOW 50 - SUPPLY, LAY & II	161,374.62	
			SMA7 MARSHALL BLOW 50 - SUPPLY, LAY & II	158,425.96	
EF022520	31/01/2012	AUSCORP IT			140.80
			NOKIA C2-01 BLACK HANDSET	140.80	
EF022417	13/01/2012	AUSTRALIA POST			10,718.68
			POSTAGE DECEMBER 2011	10,057.18	
			POSTAGE FOR DECEMBER 2011	661.50	
EF022516	31/01/2012	AUSTRALIAN AIRCONDITIONING SERVICES P/L			93,508.13
			AIRCON MAINTENANCE	287.10	
			AIRCON MAINTENANCE - CRAIGIE LEISURE	481.80	
			AIRCON MAINTENANCE - CRAIGIE LEISURE	1,094.50	
			AIRCON MAINTENANCE ADMIN BLD	7,389.80	
			AIRCON MAINTENANCE ADMIN BLDG	1,012.97	
			AIRCON MAINTENANCE AT FLINDERS PARK C	350.42	
			AIRCON MAINTENANCE AUGUST MAJOR SITE	6,944.22	
			AIRCON MAINTENANCE CLC	132.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			AIRCON MAINTENANCE CLC	367.97	
			AIRCON MAINTENANCE DECEMBER 2011	196.90	
			AIRCON MAINTENANCE DUNCRAIG LEIS CNT	528.00	
			AIRCON MAINTENANCE DUNCRAIG LEIS CNT	627.00	
			AIRCON MAINTENANCE JULY MAJOR SITES	6,944.22	
			AIRCON MAINTENANCE OCTOBER MAJOR SI'	9,330.94	
			AIRCON MAINTENANCE OCTOBER QUARTER	2,244.00	
			AIRCON MAINTENANCE OCTOBER QUARTER	4,012.80	
			AIRCON MAINTENANCE SEPTEMBER MAJOR	6,944.22	
			AIRCON MAINTENANCE WARWICK COMM CN'	284.90	
			AIRCON MAINTENANCE WHITFORDS LIBRAR'	330.00	
			AIRCON MAINTENANCE WOODVALE LIBRARY	132.00	
			AIRCON MAINTENANCE' ROB BADDOCK HALL	525.36	
			AIRCON SERVICES	1,859.00	
			AIRCON SERVICES AT ADMIN BUILDING	330.00	
			AIRCON SERVICES AT ADMIN BUILDING	528.00	
			AIRCON SERVICES AT ADMIN BUILDING	1,644.50	
			AIRCON SERVICES AT CONNOLLY COMM CEN	475.20	
			AIRCON SERVICES CRAIGIE LEISURE CENTR	366.30	
			AIRCON SERVICES CRAIGIE LEISURE CENTR	891.00	
			AIRCON SERVICES GREENWOOD SCOUT HAI	677.27	
			AIRCON SERVICES MILDEN HALL	402.60	
			AIRCON SERVICES WOODVALE LIBRARY	365.91	
			AIRCONDITIONING SERVICES	1,551.00	
			EVAPROATIVE AIRCON UNITS CALESTASIA H/	4,180.00	
			NORMAL HOURLY RATE - CONTROL TECHNIC	2,619.10	
			NORMAL HOURLY RATE - REFRIGERATION TE	6,120.40	
			PUMPS NOT TURNING OFF	867.93	
			SUB-CONTRACTOR MATERIAL (MARK-UP 15%	1,101.10	
			SUPPLY & INSTALLATION OF AIR CONDITION	13,079.00	
			SUPPLY NEW AIRCON WOC	6,288.70	
EF022512	31/01/2012	AUSTRALIAN BUSINESS TELEPHONE CO			185.20
			GN 1000 HANDSET LIFTER	185.20	
EF022746	31/01/2012	AUSTRALIAN INSTITUTE OF MANAGEMENT			3,375.00
			BUILDING BRILLIANT WEBSITES FOR MARGA	390.00	
			HOW TO RECRUIT, SELECT AND INDUCT 22/2	880.00	
			MANAGE PROJECTS 01/12/11	495.00	
			TRAINING COACHING	840.00	
			TRAINING COURSE EEO 10/5/12	275.00	
			TRAINING LINDSAY EDWARDS DOING THINGS	495.00	
091812	13/01/2012	AUSTRALIAN PROPERTY INSTITUTE			100.00
			PROPERTY OUTLOOK BREAKFAST 31/1/12	100.00	
091893	27/01/2012	AUSTRALIAN TAXATION OFFICE			2,039.95
			FRINGE BENEFITS TAX ACCOUNT	2,039.95	
EF022398	13/01/2012	AUSTRALIAN WATER ASSOCIATION LIMITED			1,120.00
			WA WATER AWARDS DINNER	1,120.00	
EF022522	31/01/2012	AUSTRA-SWEEP			20,120.65
			CARPARK SWEEP ARTERIAL	264.00	
			CARPARK SWEEP ARTERIAL	308.00	
			CARPARK SWEEP ARTERIAL	1,408.00	
			CARPARK SWEEP OTHER	264.00	
			CARPARK SWEEP OTHER	264.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			PATHWAY SWEEPER WITH OPERATOR - NORI	264.00	
			PATHWAY SWEEPER WITH OPERATOR - NORI	2,068.00	
			PATHWAY SWEEPER WITH OPERATOR - NORI	396.00	
			PATHWAY SWEEPER WITH OPERATOR - NORI	528.00	
			PATHWAY SWEEPER WITH OPERATOR - NORI	1,364.00	
			PATHWAY SWEEPER WITH OPERATOR - NORI	704.00	
			ROAD SWEEPER WITH OPERATOR - NORMAL	704.00	
			ROAD SWEEPER WITH OPERATOR - NORMAL	264.00	
			ROAD SWEEPER WITH OPERATOR - NORMAL	176.00	
			ROAD SWEEPER WITH OPERATOR - NORMAL	616.00	
			ROAD SWEEPER WITH OPERATOR - NORMAL	440.00	
			ROAD SWEEPER WITH OPERATOR - NORMAL	396.00	
			SWEEPING OF VARIOUS LOCATIONS	88.00	
			SWEEPING OF VARIOUS LOCATIONS	2,068.00	
			SWEEPING OF VARIOUS LOCATIONS	352.00	
			SWEEPING OF VARIOUS LOCATIONS	4,222.90	
			SWEEPING OF VARIOUS LOCATIONS	1,043.90	
			SWEEPING OF VARIOUS LOCATIONS	352.00	
			WEEKLY SWEEPING OF ROADS	1,043.90	
			WEEKLY SWEEPING OF ROADS	521.95	
EF022504	31/01/2012	AUTO CONTROL DOORS			828.30
			REPAIR DOORS NOT OPENING & CLOSING PF	828.30	
EF022419	13/01/2012	AVIS			80.27
			VAN HIRE 12-13/10/11	80.27	
091789	13/01/2012	AXA AUSTRALIA			170.30
			PAYROLL DEDUCTIONS F/E 6/1/12	170.30	
091875	27/01/2012	AXA AUSTRALIA			170.30
			PAYROLL DEDUCTIONS F/E 20/1/12	170.30	
EF022518	31/01/2012	AZAWAY			594.00
			REMOVAL OF ASBESTOS FENCING	594.00	
EF022542	31/01/2012	BABY CHANGE STATIONS			7,984.00
			KOALA KARE HORIZONTAL CHANGE STATION	7,984.00	
091892	27/01/2012	BAF CONSULTING			180.00
			REGISTRATION BCA 2012 SEMINAR	180.00	
EF022538	31/01/2012	BAILEYS FERTILIZER			1,384.90
			FERTILISERS	1,384.90	
EF022431	13/01/2012	BALJIT JANDU CARROLL			150.00
			SC SATYANDANDA / YOGA	150.00	
091904	27/01/2012	BAYCORP (WA) PTY LIMITED			86.79
			FEES	86.79	
EF022756	31/01/2012	BBC ENTERTAINMENT			7,579.00
			50% DEPOSIT MC STAFF CONFERENCE	3,300.00	
			CHRISTMAS STRING STORIES 20/12/2011	429.00	
			COMPANY OF 3 TO PROVIDE ENTERTAINMEN	1,210.00	
			GROOVE NIGHT AVENUE WITH PA	2,145.00	
			MIME WORKSHOP 11/01/2012	495.00	
EF022532	31/01/2012	BEAUREPAIRES MALAGA			2,780.00
			TYRES & TUBES	420.00	
			TYRES & TUBES	290.00	
			TYRES & TUBES	2,070.00	
EF022541	31/01/2012	BELL PERSONNEL PTY LTD			7,007.38
			ADMIN STAFF 25-31 DECEMBER 2011	792.50	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			ADMIN STAFF W.E 08/01/2012	1,056.66	
			ADMIN SUPPORT OFFICER	262.35	
			ADMIN SUPPORT OFFICER	1,320.83	
			ADMINISTRATION LABOUR RATE	1,197.55	
			ADMINISTRATION LABOUR RATE	1,056.66	
			ADMINISTRATION SUPPORT OFFICER W/E 4/1	1,320.83	
EF022425	13/01/2012	BIG OLD BEARS			660.00
			PERFORMER - SC2	660.00	
EF022530	31/01/2012	BIG W			52.11
			VARIOUS ITEMS FOR GROUP FITNESS PROG	52.11	
EF022387	13/01/2012	BLJ AUSTRALIA			1,089.00
			PHONE MONITORING AUGUST TO OCTOBER	1,089.00	
EF022536	31/01/2012	BLUE TONGUE PROFILING			47,047.00
			1M PROFILE MACHINE (MINIMUM 3 HOURS) <	44,000.00	
			EDGEWATER DVE REGATTA TO LAKEVALLEY	3,047.00	
EF022531	31/01/2012	BLYTH ENTERPRISES PTY LTD			42.90
			SUPPLY OF WHEEL CASTORS	42.90	
EF022528	31/01/2012	BOC LIMITED			168.26
			COMPRESSED AIR	68.04	
			SUPPLY OF AIR INDUST G SIZE	100.22	
091868	27/01/2012	BOCS TICKETING & MARKETING SERVICES			683.80
			PIAF 2012 SEASON FILM VOUCHERS	683.80	
EF022535	31/01/2012	BOLINDA PUBLISHING PTY LTD			1,309.38
			AUDIO STOCK FOR LIBRARIES	432.74	
			PROFILED AUDIO STOCK	876.64	
EF022537	31/01/2012	BORAL RESOURCES (WA) LTD			6,183.42
			25 MPA / 14MM	473.84	
			25 MPA / 14MM	563.79	
			25 MPA / 14MM	533.81	
			25 MPA / 14MM	566.81	
			25 MPA / 14MM	503.82	
			25 MPA / 14MM	473.84	
			25 MPA / 14MM	563.79	
			25 MPA / 14MM	443.85	
			25 MPA / 14MM	390.92	
			25 MPA / 14MM	623.77	
			CARTAGE	473.84	
			KERB MIX	322.74	
			KERB MIX	248.60	
EF022543	31/01/2012	BORRELL RAFFERTY ASSOCIATES PTY LTD			2,376.00
			PROFESSIONAL FEES	2,376.00	
EF022540	31/01/2012	BOYA EQUIPMENT PTY LTD			141.31
			PARTS & REPAIRS	141.31	
EF022477	19/01/2012	BP AUSTRALIA LIMITED			7,156.68
			FUEL & OILS FOR MONTH ENDED BP AUSTR/	7,156.68	
091907	27/01/2012	BRIAN CORR			583.33
			MEETING FEE - JAN 2012	583.33	
EF022757	31/01/2012	BRIDGESTONE SELECT MALAGA			1,519.00
			TYRES & TUBES	45.00	
			TYRES & TUBES	45.00	
			TYRES & TUBES	145.00	
			TYRES & TUBES	235.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			TYRES & TUBES	35.00	
			TYRES & TUBES	145.00	
			TYRES & TUBES	84.00	
			TYRES & TUBES	180.00	
			TYRES & TUBES	35.00	
			TYRES & TUBES	121.00	
			TYRES & TUBES	225.00	
			TYRES & TUBES	224.00	
091816	13/01/2012	BT FINANCIAL GROUP			104.74
			PAYROLL DEDUCTIONS F/E 6/1/12	104.74	
091903	27/01/2012	BT FINANCIAL GROUP			104.74
			PAYROLL DEDUCTIONS F/E 20/1/12	104.74	
091857	20/01/2012	BUILDING & CONSTRUCTION INDUSTRY			33,640.66
			BCITF DECEMBER 2011 90 LEVY PAYMENTS	33,640.66	
EF022481	19/01/2012	BUILDING COMMISSION DEPARTMENT OF COMMER			10,008.00
			BRB DECEMBER 2011 LEVIES COLLECTED 27	10,008.00	
EF022529	31/01/2012	BUNNINGS PTY LTD			4,081.87
			2078/42130	21.17	
			2078/43913	84.79	
			2078/44466	78.13	
			2078/57862 - ITEMS FOR STORES	173.25	
			2078/58819 - ITEMS FOR PARKS NTH	79.95	
			2078/60097 - ITEMS FOR MOWING	52.10	
			2078/60139 - ITEMS FOR ENG MAINT	90.24	
			2078/60697 - ITEMS FOR RETIC	474.44	
			2078/61030 - ITEMS FOR ENG MAINT	94.81	
			2078/61127 - ITEMS FOR PARKS NTH	112.95	
			2078/61820 - ITEMS FOR MOWING	33.88	
			2078/62260 - ITEMS FOR RETIC	256.87	
			HARD ITEMS	277.44	
			HARDWARE ITEMS	56.61	
			INV2078/57541	73.11	
			TAP HEADS AND FITTINGS	104.08	
			VARIOUS HARDWARE ITEMS	41.66	
			VARIOUS HARDWARE ITEMS	33.66	
			VARIOUS HARDWARE ITEMS	35.48	
			VARIOUS HARDWARE ITEMS	93.56	
			VARIOUS HARDWARE ITEMS	155.77	
			VARIOUS HARDWARE ITEMS	80.48	
			VARIOUS HARDWARE ITEMS	118.78	
			VARIOUS HARDWARE ITEMS	53.56	
			VARIOUS HARDWARE ITEMS	96.65	
			VARIOUS HARDWARE ITEMS	39.95	
			VARIOUS HARDWARE ITEMS	46.61	
			VARIOUS HARDWARE ITEMS	53.71	
			VARIOUS HARDWARE ITEMS	49.00	
			VARIOUS HARDWARE ITEMS	21.82	
			VARIOUS HARDWARE ITEMS	37.78	
			VARIOUS HARDWARE ITEMS	136.02	
			VARIOUS HARDWARE ITEMS	71.44	
			VARIOUS HARDWARE ITEMS	67.43	
			VARIOUS HARDWARE ITEMS	71.86	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			VARIOUS HARDWARE ITEMS	156.48	
			VARIOUS HARDWARE ITEMS	93.25	
			VARIOUS HARDWARE ITEMS	67.99	
			VARIOUS HARDWARE ITEMS	150.24	
			VARIOUS HARDWARE ITEMS	49.48	
			VARIOUS HARDWARE ITEMS	68.92	
			VARIOUS HARDWARE ITEMS	43.95	
			VARIOUS HARDWARE ITEMS	54.71	
			VARIOUS ITEMS	27.81	
EF022563	31/01/2012	CAFELIFE WA PTY LTD			1,120.50
			ASSORTED CAFE ITEMS	74.50	
			ASSORTED CAFE ITEMS	250.00	
			CATERING - BODY BLITZ MEETING	616.00	
			JUICE BOX SUPPLY JNR SOCCER FINALS	180.00	
EF022562	31/01/2012	CALLTECH PTY LTD			2,582.27
			1300 NUMBER CREDIT CARD TRANS DEC 201	30.25	
			CREDITCARD SERVICE NON LOCAL MOBILE ↑	37.62	
			IVR ONLINE C/CARD PROC FEE DEC/11	2,514.40	
EF022478	19/01/2012	CALTEX AUSTRALIA			55,751.60
			CALTEX FUEL IMPORT 03/01/2012	55,751.60	
EF022429	13/01/2012	CALTEX ENERGY W.A			894.19
			FUELS & OILS	894.19	
EF022555	31/01/2012	CANNON HYGIENE AUSTRALIA PTY LTD			567.97
			HYGIENE SERVICES CLC INC OUTDOOR POC	567.97	
EF022544	31/01/2012	CANON AUSTRALIA PTY LTD			497.81
			PHOTOCOPYING DUNCRAIG LIB 30/10-29/11/1	170.61	
			PHOTOCOPYING DUNCRAIG LIB 30/9-29/10/11	100.32	
			PHOTOCOPYING JOON LIB 21/11-20/12/11	6.60	
			PHOTOCOPYING WOODVALE LIB 30/10-29/11/	149.92	
			PHOTOCOPYING WOODVALE LIB 30/9-29/10/1	70.36	
EF022433	13/01/2012	CAPPUCCINO XPRESS MALAGA			27.00
			BEVERAGE VOUCHERS - SC2	27.00	
EF022549	31/01/2012	CARCARE LAKESIDE			7,360.60
			10,000KM LOG BOOK SERVICE FORD RANGEI	192.51	
			105,000KM LOG BOOK SERVICE 2007 HOLDEI	439.52	
			120,000KM LOG BOOK SERVICE FORD RANGI	786.50	
			50,000KM LOG BOOK SERVICE FORD RANGEI	1,083.87	
			50,000KM LOG BOOK SERVICE FORD RANGEI	251.91	
			50,000KM LOG BOOK SERVICE TOYOTA HILU)	227.99	
			60,000KM LOG BOOK SERVICE FORD FALCON	777.70	
			60,000KM LOG BOOK SERVICE FORD FALCON	1,271.91	
			60,000KM LOG BOOK SERVICE FORD RANGEI	437.80	
			80,000KM LOG BOOK SERVICE FORD RANGEI	1,166.93	
			90,000KM LOG BOOK SERVICE FORD RANGEI	240.91	
			LABOUR	36.03	
			LABOUR	352.42	
			PARTS & MATERIALS	75.90	
			TYRES & TUBES	18.70	
EF022556	31/01/2012	CARDNO (WA) PTY LTD			2,578.14
			SURVEY OF NON-ROAD RESERVE PATHWAYS	2,578.14	
091870	27/01/2012	CARINE SETTLEMENTS			487.47
			RATES REFUND	487.47	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
EF022713	31/01/2012	CATHERINE JOAN TUSON			62.99
			TENNIS COURT BOOKINGS	62.99	
091818	13/01/2012	CBUS			177.91
			PAYROLL DEDUCTIONS F/E 6/1/12	177.91	
091906	27/01/2012	CBUS			191.25
			PAYROLL DEDUCTIONS F/E 20/1/12	191.25	
EF022551	31/01/2012	CENTAMAN SYSTEMS PTY LTD			715.00
			ANNUAL HIRERS REPORT	715.00	
091881	27/01/2012	CENTURY 21 COASTAL ESTATE REALTY			320.00
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	320.00	
EF022760	31/01/2012	CHARLES SERVICE COMPANY			35,912.23
			JOONDALUP ADMINISTRATION CENTRE - PRC	35,912.23	
EF022610	31/01/2012	CHERIE INGVARSON			92.28
			TENNIS COURT BOOKINGS	92.28	
EF022565	31/01/2012	CHIVERS ASPHALT PTY LTD			743.60
			APPLICATION OF TACK COAT AT 0.1 LITRES P	743.60	
091890	27/01/2012	CHRIS HOSKISSON			123.00
			REIMBURSEMENT CALTEX DIESEL	75.00	
			REIMBURSEMENT OFFICEWORKS PURCHASI	48.00	
091842	20/01/2012	CHRISTIAN BUCHHOLZ			60.00
			INFRINGEMENT REFUND	60.00	
EF022498	31/01/2012	CHRISTINE HAMILTON-PRIME			783.33
			MEETING FEE - JAN 2012	583.33	
			TELECOMMUNICATIONS ALLOWANCE - JAN 2	200.00	
091849	20/01/2012	CHRISTOPHER SLOAN AND JULIE WOOLLEY			66.55
			RATES REFUND	66.55	
EF022426	13/01/2012	CHURCHES OF CHRIST SPORT &			53,727.19
			MANAGEMENT FEE JANUARY 2012	5,500.00	
			MANAGEMENT FEE DECEMBER 2011	5,500.00	
			MONTHLY DEFICIT DECEMBER 2011	19,747.28	
			MONTHLY DEFICIT NOVEMBER 2011	22,979.91	
091921	27/01/2012	CITY OF SWAN			728.98
			CLAIM LONG SERVICE LEAVE	728.98	
EF022759	31/01/2012	CITY OF WANNEROO			393,307.41
			BADGERUP REFUSE 1/11-30/11/11	35,180.93	
			BULK BINS BEAUMARIS REC 26/11-23/12/11	186.10	
			BULK BINS CRAIGIE LEISURE 26/11-23/12/11	1,582.80	
			BULK BINS FLEUR FREAME 26/11-23/12/11	283.15	
			BULK BINS HEATHRIDGE REC 26/11-23/12/11	252.45	
			BULK BINS JOON ADMIN 26/11-23/12/11	1,744.60	
			BULK BINS KINGSLEY PK CLBRMS 26/11-23/12/11	584.20	
			BULK BINS WINTON RD DEPOT 26/11-23/12/11	385.15	
			BULK REFUSE 1/11-30/11/11	142,615.46	
			CONTRIBUTION LAKE JOONDALUP MIDGE TR	8,330.08	
			CONTRIBUTION LAKE JOONDALUP MIDGE TR	1,897.50	
			CONTRIBUTION LAKE JOONDALUP MIDGE TR	6,767.75	
			JOON ADMIN TIPPING FEES 12/11-9/12/11	1,023.95	
			PARK/PUBLIC AREAS REFUSE 12/11-9/12/11	7,927.48	
			TRUCK HIRE	2,061.03	
			WANGARA RECYCLING FACILITY 1/3 SHARE C	7,700.00	
			WANGARA RECYCLING FACILITY 31/10-4/12/11	174,784.78	
EF022554	31/01/2012	CITY SIGHTSEEING PERTH			660.00

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			BUS CHARTER 13/12/2011	660.00	
EF022550	31/01/2012	CJD EQUIPMENT PTY LTD			764.56
			PARTS ONLY	764.56	
EF022558	31/01/2012	CLEANAWAY			337,800.51
			DOMESTIC RUBBISH COLLECTION	337,800.51	
EF022566	31/01/2012	CMA ECO CYCLE			610.50
			COLLECTION BOXES	610.50	
EF022546	31/01/2012	COASTAL SERVICES			563.75
			REPAIRS REQUIRED TO DISHWASHER ADMIN	415.25	
			WOODVALE COMM CNT REPAIR OVEN	148.50	
EF022553	31/01/2012	COFFEY PROJECTS (AUST) PTY LTD			4,952.75
			CONSULTANCY SERVICES	4,952.75	
EF022560	31/01/2012	COLLEAGUES INFORMATION SYSTEMS			669.00
			5000 DOUBLE SIDED PERMITS 200GSM 91CM	669.00	
EF022552	31/01/2012	COMMERCIAL CLEANING EQUIPMENT			101.00
			COMBO FLOOR TOOLS CODE FTB - 132	101.00	
091790	13/01/2012	COMMONWEALTH BANK SSA			166.55
			PAYROLL DEDUCTIONS F/E 6/1/12	166.55	
091876	27/01/2012	COMMONWEALTH BANK SSA			166.55
			PAYROLL DEDUCTIONS F/E 20/1/12	166.55	
EF022547	31/01/2012	COMMUNITY NEWSPAPER GROUP			21,212.53
			ADVERTISING DECEMBER 2011	21,212.53	
EF022545	31/01/2012	COMPAC MARKETING (AUSTRALIA) PTY LTD			159.50
			UPDATING OF HONOUR BOARD	159.50	
EF022559	31/01/2012	COMPLETE HIRE & SALES PTY LTD			1,292.50
			TOILET HIRE - SC2	1,292.50	
EF022432	13/01/2012	CONCERT & CORPORATE PRODUCTIONS			2,392.50
			LIGHTING HIRE - CENTRAL WALK MARKETS	2,392.50	
EF022548	31/01/2012	CORPORATE EXPRESS			29,277.01
			ALBA COAT RACK FESTIVAL	196.39	
			COFFEE	814.80	
			CUA NB1 - HP 6560B	4,488.00	
			LE2202X WLED 21.5"MONITOR	4,114.00	
			STATIONARY	941.13	
			STATIONARY	1,122.00	
			STATIONARY	1.67	
			STATIONARY	445.41	
			STATIONARY	143.85	
			STATIONARY	0.84	
			STATIONARY	33.44	
			STATIONARY	10.40	
			STATIONARY	340.73	
			STATIONARY	750.20	
			STATIONARY	53.69	
			STATIONARY	793.50	
			STATIONARY	378.62	
			STATIONARY	148.24	
			STATIONARY	141.42	
			STATIONARY	182.33	
			STATIONARY	861.36	
			STATIONARY	105.11	
			STATIONARY	15.05	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			STATIONARY	125.48	
			STATIONARY	40.12	
			STATIONARY	20.50	
			STATIONARY	16.69	
			STATIONARY	22.39	
			STATIONARY	45.43	
			STATIONARY	791.92	
			STATIONARY	475.08	
			STATIONARY	695.70	
			STATIONARY	181.72	
			STATIONARY	66.67	
			STATIONARY	296.31	
			STATIONARY	74.16	
			STATIONARY	114.85	
			STATIONARY	5.41	
			STATIONARY	597.56	
			STATIONARY	112.18	
			STATIONARY	613.76	
			STATIONARY	87.58	
			STATIONARY	115.76	
			STATIONARY	5.23	
			STATIONARY	165.00	
			STATIONARY	46.33	
			STATIONARY	211.09	
			STATIONARY	133.91	
			STATIONARY	31.66	
			STATIONARY	161.78	
			STATIONARY	76.45	
			STATIONARY	113.58	
			STATIONARY	8.55	
			STATIONARY	73.74	
			STATIONARY	27.18	
			STATIONARY	5.35	
			STATIONARY	186.03	
			STATIONARY	17.04	
			STATIONARY	46.64	
			STATIONARY	59.00	
			STATIONARY	163.09	
			STATIONARY	19.02	
			STATIONARY	45.43	
			STATIONARY	3.47	
			STATIONARY	90.86	
			STATIONARY	127.09	
			STATIONARY	103.32	
			STATIONARY	454.30	
			STATIONARY	234.30	
			STATIONARY	150.77	
			STATIONARY	12.71	
			STATIONARY	252.96	
			STATIONARY	17.44	
			STATIONARY	733.33	
			STATIONARY	183.45	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			STATIONERY	331.98	
			STATIONERY	40.65	
			STATIONERY	36.17	
			STATIONERY	27.83	
			STATIONERY	13.20	
			STATIONERY	53.76	
			STATIONERY	81.16	
			STATIONERY	68.90	
			STATIONERY	623.69	
			STATIONERY	19.02	
			STATIONERY	660.00	
			STATIONERY	108.79	
			STATIONERY	89.32	
			STATIONERY	32.81	
			STATIONERY	48.09	
			STATIONERY	39.27	
			STATIONERY	65.84	
			STATIONERY	111.86	
			STATIONERY	329.99	
			STATIONERY	579.98	
			STATIONERY	174.67	
			STATIONERY	373.14	
			STATIONERY	88.24	
			STATIONERY	18.72	
			STATIONERY	10.12	
			STATIONERY	21.76	
			STATIONERY	15.22	
			STATIONERY	150.62	
			STATIONERY	56.20	
			STATIONERY	4.84	
			STATIONERY	116.71	
			STATIONERY	8.25	
			STATIONERY	334.66	
091817	13/01/2012	CORPORATE SERVICES PETTY CASH			451.00
			PETTY CASH RE-IMBURSEMENT W/E 06/01/12	451.00	
091858	20/01/2012	CORPORATE SERVICES PETTY CASH			544.45
			REIMBURSEMENT PETTY CASH W/E 20/01/11	544.45	
091905	27/01/2012	CORPORATE SERVICES PETTY CASH			878.90
			PETTY CASH REIMBURSEMENT W/E 27/01/12	878.90	
EF022427	13/01/2012	COURIER AUSTRALIA			61.11
			COURIER 15/12 C920072	20.61	
			COURIER 8/12/11 C920072	7.05	
			DELIVERY OF NEWSPAPERS TO LIBRARIES C	20.25	
			DELIVERY OF NEWSPAPERS TO LIBRARIES C	13.20	
EF022758	31/01/2012	COURIER AUSTRALIA			398.10
			COURIER SERVICES CRAIGIE LEISURE	338.25	
			DELIVERY OF NEWSPAPERS TO LIBRARIES	13.20	
			DELIVERY OF NEWSPAPERS TO LIBRARIES	13.20	
			DELIVERY OF NEWSPAPERS TO LIBRARIES	13.20	
			DELIVERY OF NEWSPAPERS TO LIBRARIES	20.25	
EF022557	31/01/2012	COVENTRY FASTENERS			410.19
			PARTS & REPAIRS	141.79	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			PARTS & REPAIRS	268.40	
EF022564	31/01/2012	COVS PARTS PTY LTD			3,377.59
			1 X BRAKE MASTER CYLINDER	32.21	
			CHAIN LUBE & 2 STROKE OIL FOR DEPOT ST	395.27	
			PARTS ONLY	217.41	
			PARTS ONLY	39.60	
			PARTS ONLY	56.24	
			PARTS ONLY	105.51	
			PARTS ONLY	19.80	
			PARTS ONLY	93.50	
			PARTS ONLY	110.32	
			PARTS ONLY	294.35	
			PARTS ONLY	11.78	
			PARTS ONLY	3.19	
			STOCK - DEPOT STORES	588.01	
			SUPPLY 1 X PORTA POWER ES1224	1,375.00	
			VARIOUS HARDWARE ITEMS	35.40	
EF022380	3/01/2012	CROSMECH SERVICES			2,050.00
			PARTS & REPAIR	2,050.00	
EF022430	13/01/2012	CROSMECH SERVICES			2,565.60
			PARTS & REPAIR	1,365.60	
			PARTS & REPAIRS	1,200.00	
EF022762	31/01/2012	CROSMECH SERVICES			3,459.80
			PARTS & REPAIR	1,696.80	
			PARTS & REPAIR	1,763.00	
EF022428	13/01/2012	CUROST MILK SUPPLY			631.50
			MILK SUPPLIES FOR ADMIN BUILDING	315.75	
			MILK SUPPLIES FOR ADMIN BUILDING	315.75	
EF022761	31/01/2012	CUROST MILK SUPPLY			1,038.30
			MILK FOR LEVEL 1 LIBRAY	30.35	
			MILK FOR LEVEL 1 LIBRAY	30.35	
			MILK FOR LEVEL 1 LIBRAY	30.35	
			MILK SUPPLIES FOR ADMIN BUILDING - JUNE	315.75	
			MILK SUPPLIES FOR ADMIN BUILDING - JUNE	315.75	
			MILK SUPPLY WEEK 13/01/12	315.75	
EF022569	31/01/2012	DALCO EARTHMOVING			25,218.60
			EXCAVATOR 1.5 TONNE	308.00	
			EXCAVATOR 1.5 TONNE	693.00	
			EXCAVATOR 1.5 TONNE	654.50	
			EXCAVATOR 1.5 TONNE	693.00	
			EXCAVATOR 1.5 TONNE	577.50	
			EXCAVATOR 1.5 TONNE (MIN 4 HRS)	308.00	
			EXCAVATOR 1.5 TONNE (MIN 4 HRS)	616.00	
			EXCAVATOR 1.5 TONNE (MIN 4 HRS)	693.00	
			EXCAVATOR 1.5 TONNE (MIN 4 HRS)	1,347.50	
			EXCAVATOR 1.5 TONNE (MIN 4 HRS)	9,432.50	
			EXCAVATOR 1.5 TONNE (MIN 4 HRS)	346.50	
			EXCAVATOR 1.5 TONNE (MIN 4 HRS)	308.00	
			EXCAVATOR 1.5 TONNE (MIN 4 HRS)	616.00	
			EXCAVATOR 5.0 TONNE	1,386.00	
			EXCAVATOR 5.0 TONNE	495.00	
			EXCAVATOR 5.0 TONNE	594.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			EXCAVATOR 5.0 TONNE (MIN 4 HRS)	742.50	
			EXCAVATOR 5.0 TONNE (MIN 4 HRS)	594.00	
			EXCAVATOR 5.0 TONNE (MIN 4 HRS)	396.00	
			EXCAVATOR 5.0 TONNE (MIN 4 HRS)	2,349.60	
			GRADER 12H	2,068.00	
EF022572	31/01/2012	DANIELS SHARPSMART AUSTRALIA PTY LTD			154.91
			COLLECTION OF SHARPS	154.91	
EF022396	13/01/2012	DARCY HILL			38.50
			REIMBURSEMENT ELF OUTFIT	38.50	
EF022434	13/01/2012	DARDANUP BUTCHERING COMPANY			650.35
			MEAT AS REQUIRED FOR CIVIC FUNCTIONS	650.35	
EF022764	31/01/2012	DARDANUP BUTCHERING COMPANY			840.00
			MEAT/FISH AS SELECTED 2012	840.00	
EF022577	31/01/2012	DATA #3			41,245.98
			5 X SQLSVRSTD 2008R2 PROCESSOR LICENS	40,080.70	
			WINSVR 08 LGOVT USER CAL	582.64	
			WINSVR 08 LGOVT USER CAL	582.64	
EF022779	31/01/2012	DAVE HENDROFF & LEON HENDROFF			2,365.00
			ARTIST - STREET PARADE	2,365.00	
EF022501	31/01/2012	DAVID CORNES			312.76
			RATES REFUND	312.76	
EF022567	31/01/2012	DBS FENCING			6,281.00
			FENCE REPAIRS AT CRAIGIE LEISURE CENTR	1,716.00	
			FENCING REPAIRS	1,485.00	
			FENCING REPAIRS	385.00	
			GATE REPAIRS AT CRAIGIE LEISURE CENTRE	2,695.00	
EF022575	31/01/2012	DECIPHA PTY LTD			1,617.47
			MONTHLY MAILROOM SERVICE DECEMBER 2	1,617.47	
091884	27/01/2012	DENNIS AND VALERIE ROBERTSON			141.10
			RATES REFUND	141.10	
EF022766	31/01/2012	DENVER TECHNOLOGY (AUST) PTY LTD			1,519.10
			CATALYST 3560 COMPACT 12 10/100 POE	1,519.10	
091908	27/01/2012	DEPARTMENT OF TRANSPORT			230.20
			PAYMENT OF ACCOUNT	230.20	
EF022436	13/01/2012	DEPARTMENT OF TRANSPORT			6,741.00
			VEHICLE OWNERSHIP SEARCH NOVEMBER	6,741.00	
EF022765	31/01/2012	DEPARTMENT OF TRANSPORT			7,584.40
			VEHICLE SEARCHES DECEMBER	7,584.40	
EF022573	31/01/2012	DEVCO HOLDINGS PTY LTD			64,317.00
			CONVERSION OF SPORTS SHED INTO OFFICE	39,056.60	
			INSTALLATION OF PARTITIONING AT WOC	3,922.60	
			REFURBISH KITCHEN GROVE CCC	21,337.80	
EF022570	31/01/2012	DIAMOND LOCK & KEY			6,665.09
			QUATTRO MODULAR KEYS	128.25	
			KABA CYLINDER	5,377.38	
			KABA KEY & CYLINDERS	249.02	
			KABA QUATTRO MODULAR KEYS	25.65	
			KABA QUATTRO MODULAR KEYS	25.65	
			PADLOCKS	694.44	
			REKEYED X T HANDLES FOR PETER	50.00	
			RESTRICTED KEY BLANK	15.00	
			SUPPLY OF MORTICE LOCKS	99.70	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
EF022763	31/01/2012	DICK SMITH ELECTRONICS			98.00
			DIGITAL NOTETAKER A5154	98.00	
EF022571	31/01/2012	DONEGAN ENTERPRISES P/L			774.40
			SWING CHAIN 6MM GOLD 46 METRE 1 X DRU	774.40	
EF022767	31/01/2012	DRAKESBROOK WINES			191.00
			WINE SUPPLIES - 'HERE AND NOW"EX	191.00	
EF022568	31/01/2012	DRIVE IN ELECTRICS			749.15
			AIR CONDITIONING REPAIR	243.25	
			PARTS & REPAIRS	184.10	
			PARTS & REPAIRS	173.30	
			PARTS & REPAIRS	148.50	
EF022576	31/01/2012	DUNBAR SERVICES (WA) PTY LTD			19.80
			REPLACEMENT EXHAUST FILTERS	19.80	
091819	13/01/2012	DUNCRAIG LIBRARY PETTY CASH			274.95
			PETTY CASH	274.95	
EF022667	31/01/2012	E & M J ROSHER			2,304.70
			TRACTOR REPAIRS & PARTS	242.00	
			TRACTOR REPAIRS & PARTS	242.00	
			TRACTOR SCHEDULED SERVICE	363.00	
			VARIOUS PARTS	1,457.70	
EF022381	3/01/2012	EARTH & TURF MACHINERY			1,967.02
			PARTS & REPAIR	1,967.02	
EF022437	13/01/2012	EARTH & TURF MACHINERY			3,738.02
			REPAIRS & MAINTENANCE	2,253.02	
			SUPERVISING WORKSHOPS 28/12-30/12/11	1,485.00	
EF022770	31/01/2012	EARTH & TURF MACHINERY			4,233.24
			ADMINISTRATION / SUPERVISORY DUTIES	1,980.00	
			ADMINISTRATION / SUPERVISORY DUTIES	2,253.24	
EF022403	13/01/2012	EARTHCARE LANDSCAPES			53,130.00
			ASPHALT WORK AT BURNS BEACH	53,130.00	
EF022579	31/01/2012	ECOJOBS (GREEN SKILLS)			102,950.23
			HAND WEEDING	7,145.60	
			HAND WEEDING	7,145.60	
			HAND WEEDING 2/12-9/12 SHEPHERDS BUSH	7,145.60	
			HAND WEEDING 24/11-29/11 BEAUMARIS	7,145.60	
			HAND WEEDING 30/11-7/12 CRAIGIE BUSHLA	7,145.60	
			HAND WEEDING 30/11-9/12 OCEAN REEF	14,291.20	
			HAND WEEDING24/11-30/11 MARMION COAST	7,145.60	
			WEEDING	14,291.20	
			WEEDING	5,895.12	
			WEEDING	14,291.20	
			WEEDING	4,162.31	
			WEEDING AT SHEPHERDS BUSH	7,145.60	
EF022584	31/01/2012	ECONOMIC DEVELOPMENT AUSTRALIA			400.00
			MEMBERSHIP RENEWAL FEB 2012 - JAN 2013	400.00	
091909	27/01/2012	EDGEWATER LIQUOR STORE			126.99
			SUPPLIES - SUMMER CONCERTS	126.99	
091887	27/01/2012	EDITH ROONEY			432.57
			RATES REFUND	432.57	
EF022578	31/01/2012	EDUCATIONAL ART SUPPLIES			245.55
			SUPPLY OF CRAFT MATERIALS AS PER FAXE	245.55	
EF022585	31/01/2012	ELAN MEDIA PARTNERS			3,033.63

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			PROFILED STOCK	1,005.62	
			PROFILED STOCK	81.14	
			PROFILED STOCK	20.22	
			PROFILED STOCK	55.84	
			PROFILED STOCK	629.08	
			PROFILED STOCK	101.32	
			PROFILED STOCK	554.47	
			PROFILED STOCK	585.94	
EF022769	31/01/2012	ELROYS CAFE JOONDALUP			478.50
			CATERING - EXHIBITION	478.50	
EF022583	31/01/2012	EMERSON NETWORK POWER			1,374.89
			PEX 135 FA PRECIS AIR UNIT ANNUAL MNTCE	808.50	
			RETURN AIRFILTER	566.39	
EF022484	31/01/2012	ENVAR			253.00
			SERVICE OF THE HEAT PUMPS	253.00	
EF022768	31/01/2012	ENVIRONMENTAL LAND CLEARING SERVICES			26,620.00
			CARTAGE OF GREEN WASTE & RUBBLE TO C	9,817.50	
			CARTAGE OF MULCH FROM WANGARA TO JC	2,651.00	
			LOADER	5,434.00	
			LOADER	1,419.00	
			LOADER	1,232.00	
			TIP TRUCK	841.50	
			TIP TRUCK	5,225.00	
EF022581	31/01/2012	EQUAL OPPORTUNITY COMMISSION			337.00
			EQUAL OPP LAW & WORKPLACE CULTURE TF	337.00	
EF022582	31/01/2012	ERECTORNS (WA)			21,061.19
			STRUCTURES - EXT CONT	8,605.30	
			STRUCTURES - EXT CONT	9,200.62	
			SUPPLY AND INSTALL GUARD RAIL	3,255.27	
EF022580	31/01/2012	EVERLASTING CONCEPTS			7,931.00
			CONSULT & ADMINISTRATION	3,311.00	
			NURSERY MONITORING & REPORT NOV 2011	4,620.00	
EF022771	31/01/2012	FILTER DISCOUNTERS PTY LTD			143.55
			VARIOUS PARTS	143.55	
091782	10/01/2012	FINES ENFORCEMENT REGISTRY			40,506.00
			LODGEEMENT OF 942 RECORDS	40,506.00	
091866	27/01/2012	FIRST NATIONAL REAL ESTATE PATIENCE			315.00
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	315.00	
EF022587	31/01/2012	FITNESS AUSTRALIA LIMITED			825.00
			LICENSE RENEWAL OF FFITNESS AUSTRALIA	825.00	
EF022404	13/01/2012	FLOCON ENGINEERING PTY LTD			99,660.00
			FABRICATE AND FIT TO 10,400 GVM TRUCK A	99,660.00	
091865	27/01/2012	FOCUS SETTLEMENTS			490.00
			RATES REFUND	197.00	
			RATES REFUND	293.00	
091835	20/01/2012	FOUNDATION HOUSING LIMITED			250.00
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	250.00	
EF022438	13/01/2012	FOXTEL CABLE TELEVISION PTY LTD			87.00
			FOXTEL CRAIGIE LC GYM	87.00	
EF022772	31/01/2012	FOXTEL CABLE TELEVISION PTY LTD			87.00
			FOXTEL CRAIGIE LC GYM	87.00	
091861	20/01/2012	FRANK LENDITCH			50.00

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			TENNIS COURT BOOKINGS	50.00	
091820	13/01/2012	FSP SUPER FUND			11.78
			PAYROLL DEDUCTIONS F/E 6/1/12	11.78	
091910	27/01/2012	FSP SUPER FUND			67.95
			PAYROLL DEDUCTIONS F/E 20/1/12	67.95	
EF022586	31/01/2012	FUJI XEROX AUSTRALIA P/L			10,577.23
			2011/12 LEASE OF PRINT ROOM PHOTOCOPII	3,474.90	
			2011/12 LEASE OF PRINT ROOM PHOTOCOPII	3,474.90	
			3 ROLLS OF SIHL ROCKET GLOSS PHOTO PA	444.08	
			PHOTOCOPYING CUSTOMER SERVICE 1/12-3	17.30	
			PHOTOCOPYING MAYORAL OFFICE 1/12-31/11	18.27	
			PHOTOCOPYING PRINTROOM AP4C7780 DEC	2,647.77	
			PHOTOCOPYING PRINTROOM FX4127 DECEM	488.90	
			PHOTOCOPYING RECEPTION 1/12-31/12/11	11.11	
EF022500	31/01/2012	FWA MEDIA PTY LTD			79.00
			SUBSCRIBE FISHING MAGAZINE	79.00	
EF022593	31/01/2012	G C SALES WA			43,232.90
			UNASSEMBLED COMPLETE 240 LTR MGB'S	43,232.90	
EF022599	31/01/2012	G ENGLAND DECORATING SERVICES			5,170.00
			PAINTING - EXT CONT	990.00	
			PAINTING - EXT CONT	4,180.00	
EF022594	31/01/2012	G FORCE GRAPHICS			188.00
			CITY WATCH DECALS FITTED TO VEHICLE	100.00	
			SUPPLY & FIT DECALS	88.00	
EF022775	31/01/2012	GADFLY EDITORIAL SERVICES PTY LTD			79.80
			SUBSCRIPTION AUST ART COLLECTOR	79.80	
EF022397	13/01/2012	GARY BRIGGS-BRADFORD			498.00
			REIMBURSEMENT ENROLMENT FEES DIPLOM	498.00	
EF022441	13/01/2012	GEL GROUP PTY LTD			1,570.64
			ACCOUNTS OFFICER	1,570.64	
EF022595	31/01/2012	GEMINI ACCIDENT REPAIR CENTRE JOONDALUP			3,756.65
			VEHICLE REPAIRS 36COJ	3,756.65	
EF022752	31/01/2012	GEOFF AMPHLETT			583.33
			MEETING FEE - JAN 2012	583.33	
091853	20/01/2012	GEOFF HOPKINS			171.15
			GYM MEMBERSHIP REFUND	171.15	
EF022588	31/01/2012	GEOFF'S TREE SERVICES			19,079.50
			BOUNDARY LINE PRUNING	165.00	
			BOUNDARY LINE PRUNING	1,760.00	
			BOUNDARY LINE PRUNING	440.00	
			BOUNDARY LINE PRUNING	165.00	
			BOUNDARY LINE PRUNING - MOLLOY PROM .	440.00	
			BOUNDARY LINE PRUNING JUNIPER PARK	330.00	
			FLAT TOP CANOPY PRUNING UNDER LOW VC	572.00	
			FLAT TOP CANOPY PRUNING UNDER LOW VC	2,684.00	
			PRUNING AT PICASSO COURT KINGSLEY	638.00	
			REMOVAL OF DEAD WOOD	110.00	
			STUMP GRINDING UP TO 450MM	2,409.00	
			STUMP GRINDING UP TO 450MM	858.00	
			STUMP GRINDING UP TO 450MM	5,654.00	
			SUPPLY GROUND CREW FOR GENERAL PRUI	1,039.50	
			TREE REMOVAL INCLUDING STUMP GRINDIN	770.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			TREE REMOVAL INCLUDING STUMP GRINDING	1,045.00	
EF022513	31/01/2012	GEON AUSTRALIA			957.00
			A2 POSTERS - VALENTINES	385.00	
			A6 POSTCARDS - VALENTINES	572.00	
091852	20/01/2012	GEORGE NAUMOVSK			405.00
			SWIMMING LESSONS REFUND	405.00	
091799	13/01/2012	GILL CHAPLEO			100.00
			SPORTING ACHIEVEMENT GRANT	100.00	
091791	13/01/2012	GILLIAN WIGLEY			462.20
			REFUND FOR GROUP FITNESS MEMBERSHIP	462.20	
EF022592	31/01/2012	GLOBAL ELECTROTECH PTY LTD			108.90
			FIRE EXTINGUISHERS	108.90	
EF022439	13/01/2012	GLOBE SUBSCRIPTION AGENCY P/L			30.25
			ORAL HISTORY MEMBERSHIP	30.25	
EF022598	31/01/2012	GRAFFITI FORCE PTY LTD			1,524.60
			PAINT REMOVAL	1,524.60	
EF022774	31/01/2012	GRAFFITI SYSTEMS AUSTRALIA			7,348.77
			GRAFFITI CONTROL	3,032.29	
			GRAFFITI CONTROL	2,277.70	
			GRAFFITI CONTROL	2,038.78	
EF022440	13/01/2012	GRAND TOYOTA			453.85
			SCHEDULED SERVICE	453.85	
EF022591	31/01/2012	GRASSTREES AUSTRALIA			2,211.00
			TRANSPLANT TO BLACKBOY PARK	2,211.00	
EF022589	31/01/2012	GREENWOOD PARTY HIRE			4,203.00
			1.8M TRESTLE TABLES	3,768.00	
			MARQUEE HIRE - SC3	435.00	
EF022596	31/01/2012	GREENWORX COMMERCIAL MAINTENANCE PTY LTD			2,400.12
			LANDSCAPE MAINT FEE 13/10/11-12/11/11 ORI	1,200.06	
			MONTHLY MAINT FEE 13/11/11-12/12/11	1,200.06	
EF022597	31/01/2012	GROWERS AGRISHOP			3,612.56
			20 LTR WEEDMASTER DUO	2,408.38	
			20 LTR WEEDMASTER DUO GLYPHOSATE - 3€	555.78	
			20 LTR WEEDMASTER DUO GLYPHOSATE - 3€	648.40	
EF022590	31/01/2012	GYMCARE			529.67
			GYMCARE GYM EQUIP REPAIRS CLC	332.82	
			GYMCARE GYM EQUIP REPAIRS CLC	196.85	
EF022384	13/01/2012	HALLMARK EDITIONS PTY			660.00
			SOCIAL MEDIA FOR PUBLIC SECTOR CONFEE	660.00	
EF022489	31/01/2012	HALLMARK EDITIONS PTY			880.00
			REGISTRATION CONFERENCE	880.00	
091838	20/01/2012	HANNAH BURGUM			50.00
			TENNIS COURT BOOKINGS	50.00	
EF022604	31/01/2012	HART SPORT			636.05
			GYM EQUIPMENT	534.05	
			SPORTING EQUIPMENT	102.00	
091821	13/01/2012	HARVEY NORMAN			465.00
			1 X NAVMAN MY80T & EXT HARD DRIVE	465.00	
091911	27/01/2012	HARVEY NORMAN			184.00
			CANON IXUS 220 DIGITAL CAMERA	184.00	
EF022778	31/01/2012	HAZEL BUCKLEY PHOTOGRAPHY			295.00
			PHOTOGRAPHY - 'HERE & NOW'	295.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
EF022603	31/01/2012	HBC NEWSPAPER DELIVERY			939.71
			NEWSPAPER & MAGAZINES FOR ONSALE	154.24	
			NEWSPAPER & MAGAZINES FOR ONSALE	214.01	
			NEWSPAPER & MAGAZINES FOR ONSALE	245.31	
			NEWSPAPERS FOR CRAIGIE LEISURE WE 01/	129.88	
			NEWSPAPERS FOR CRAIGIE LEISURE CENTR	196.27	
EF022606	31/01/2012	HEADSET ERA			517.00
			GN JABRA 9330E HEADSET UNIT	517.00	
091792	13/01/2012	HEALTH SUPER FUND			192.95
			PAYROLL DEDUCTIONS F/E 6/1/12	192.95	
091877	27/01/2012	HEALTH SUPER FUND			192.95
			PAYROLL DEDUCTIONS F/E 20/1/12	192.95	
EF022605	31/01/2012	HEATHRIDGE IGA			1,507.01
			BREAD ROLLS	85.00	
			CATERING FOR XMAS CLASS	167.13	
			CATERING ITEMS	181.67	
			CHRISTMAS BREAKFAST - WOC	287.90	
			FOOD ITEMS FOR MOBILE YOUTH SERVICE	71.44	
			GOODS FOR PLATINUM ADVENTURE	83.70	
			GOODS FOR PLATINUM ADVENTURE	142.84	
			MISCELLANOUS KIDS CLUB ITEMS	109.56	
			SUPPLIES FOR BODY BLITZ FUNCTION	141.48	
			VARIOUS GOODS FOR BBQ	63.87	
			VARIOUS SOFT DRINKS & MISC GOODS	172.42	
EF022601	31/01/2012	HERRING STORER ACOUSTICS			2,310.00
			UNDERTAKE TRAFFIC NOISE ASSESSMENT	2,310.00	
091786	13/01/2012	HESTA			317.43
			PAYROLL DEDUCTIONS F/E 6/1/12	317.43	
091871	27/01/2012	HESTA			586.38
			PAYROLL DEDUCTIONS F/E 20/1/12	586.38	
EF022781	31/01/2012	HEY PESTO			259.30
			FOOD VOUCHERS - SUMMER CONCERTS	259.30	
EF022600	31/01/2012	HIGH SPEED ELECTRICS			16,607.34
			LIGHTS OUT - REGENTS PARK RD	932.25	
			LIGHTS OUT - BECONTREE WAY	128.70	
			LIGHTS OUT - BOARD WALK CENTRAL PARK	293.70	
			LIGHTS OUT - BOAS AVE & DAVIDSON TCE	128.70	
			LIGHTS OUT - BOAS AVE JOONDALUP	824.15	
			LIGHTS OUT - CENTRAL PARK	541.45	
			LIGHTS OUT - CHARING CROSS ROAD	264.00	
			LIGHTS OUT - COCKATOO RIDGE	521.40	
			LIGHTS OUT - DAVIDSON TCE	1,085.39	
			LIGHTS OUT - DELGADO PDE ILUKA	146.85	
			LIGHTS OUT - HABOUR RISE	2,881.44	
			LIGHTS OUT - JOONDALUP HEALTH CAMPUS	634.73	
			LIGHTS OUT - LAKESIDE DRIVE	128.70	
			LIGHTS OUT - MCLARTY AVE & SHENTON AVE	195.80	
			LIGHTS OUT - MIAMI BEACH PROM ILUKA	566.75	
			LIGHTS OUT - NOTTINGHILL ST JOONDALUP	128.70	
			LIGHTS OUT - OCEAN REEF RD ILUKA	774.40	
			LIGHTS OUT - SILVER SANDS DR ILUKA	282.35	
			LIGHTS OUT - SITTELLA TURN JOONDALUP	128.70	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			LIGHTS OUT - STILT PARK	989.04	
			LIGHTS OUT ALDWYCH WAY	128.70	
			LIGHTS OUT AZZURO HILLARYS	939.40	
			LIGHTS OUT BOAS AVE	128.70	
			LIGHTS OUT CURACAO LANE HILLARYS	188.10	
			LIGHTS OUT GRAND BLVD	426.80	
			LIGHTS OUT GRAND BLVD	188.10	
			LIGHTS OUT MCLARTY AVE	186.29	
			LIGHTS OUT OCEAN REEF & RESOLUTE WAY	575.30	
			LIGHTS OUT TOPANGA PASS	188.10	
			MINI PILLAR	2,080.65	
EF022602	31/01/2012	HILLARYS NEWS ROUND			126.17
			NEWSPAPERS AS ORDERED WHITFORD LIBR	70.02	
			NEWSPAPERS AS ORDERED WHITFORD LIBR	56.15	
EF022561	31/01/2012	HOLCIM (AUSTRALIA) PTY LTD			2,383.70
			25 MPA/14MM MAXIMUM AGGREGATE SIZE	306.90	
			25 MPA/14MM MAXIMUM AGGREGATE SIZE	558.58	
			25 MPA/14MM MAXIMUM AGGREGATE SIZE	369.82	
			CREAM CONCRETE	719.40	
			CREAM CONCRETE	429.00	
091837	20/01/2012	HOME GROWN THEATRE			3,643.84
			ARTIST - STREET PARADE	3,643.84	
091822	13/01/2012	HOSTPLUS			507.59
			PAYROLL DEDUCTIONS F/E 6/1/12	507.59	
091912	27/01/2012	HOSTPLUS			500.91
			PAYROLL DEDUCTIONS F/E 20/1/12	500.91	
EF022435	13/01/2012	HUGH DURRANT			330.00
			VOLUNTEER SUBSIDY REIMBURSEMENT	330.00	
EF022780	31/01/2012	HUTCHESON CARPENTRY			900.00
			PERFORMANCE - SC3	900.00	
EF022776	31/01/2012	HYDROQUIP PUMPS			182,691.30
			CLEAN INTAKE & WET WELL JAMES MCCUSK	3,432.00	
			GREENLAW PUMP UNIT SERVICING	1,727.00	
			PUMP SERVICE AT BLACKALL PARK	10,388.40	
			PUMP SERVICE AT HILTON PARK	5,357.00	
			PUMP SERVICE AT NEWCOMBE PARK	18,227.00	
			PUMP SERVICE AT PARKSIDE PARK	7,746.20	
			PUMP SERVICE AT VARIOUS LOCATIONS	11,924.00	
			PUMP SERVICE AT WHITFORDS EAST PARK	23,041.70	
			PUMP SERVICING AT CHICHESTER PARK	7,807.80	
			PUMP SERVICING AT MOOLANDA PARK	5,936.70	
			PUMP SERVICING AT PORTREE PARK	20,670.10	
			PUMP UNIT SERVICE AT GREENLAW PARK	9,127.80	
			PUMP UNIT SERVICING - BEAUMONT PARK	14,150.40	
			PUMP UNIT SERVICING - CHELSFORD PARK	24,293.50	
			PUMP UNIT SERVICING - WALLENGARRA PAR	14,500.20	
			SUPPLY AND INSTALL SUMP PUMP	4,108.50	
			VARIOUS HARDWARE ITEMS	253.00	
EF022783	31/01/2012	I VOICI (INC)			1,000.00
			DECEMBER PERFORMANCE - SUNDAY SEREI	1,000.00	
091787	13/01/2012	IIML (IOOF)			328.88
			PAYROLL DEDUCTIONS F/E 6/1/12	328.88	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
091872	27/01/2012	IIML (IOOF)			328.88
			PAYROLL DEDUCTIONS F/E 20/1/12	328.88	
091913	27/01/2012	IINET LIMITED			128.32
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	128.32	
EF022382	13/01/2012	IIR PTY LTD			6,600.00
			CONTRACT ADMINISTRATION FUNDAMENTAL	6,600.00	
EF022782	31/01/2012	IL PAIOLO			162.00
			FOOD VOUCHERS - SC3	162.00	
091883	27/01/2012	ILSE JAGER			174.21
			RATES REFUND	174.21	
091823	13/01/2012	ING LIFE LIMITED			348.85
			PAYROLL DEDUCTIONS F/E 6/1/12	348.85	
091914	27/01/2012	ING LIFE LIMITED			352.19
			PAYROLL DEDUCTIONS F/E 20/1/12	352.19	
EF022609	31/01/2012	INSIGHT CALL CENTRE SERVICES			14,583.42
			AFTER HOURS CALL CENTRE NOVEMBER 20	5,934.72	
			FEE FOR DECEMBER 2011	8,648.70	
EF022608	31/01/2012	INSTITUTE OF PUBLIC WORKS ENG AUST LTD (WA)			715.00
			MEMBERSHIP SUBSCRIPTION 2012	715.00	
EF022443	13/01/2012	INTEGRITY INDUSTRIAL PTY LTD			586.87
			SSSO - CCTV	586.87	
EF022405	13/01/2012	INTERNATIONAL ART SERVICES PTY LTD			880.00
			TRANSPORT OF VARIOUS ARTWORKS FROM	880.00	
EF022607	31/01/2012	INTERNATIONAL REHABILITATION & SOIL			1,980.00
			LTR SOILZYME	1,980.00	
EF022488	31/01/2012	IPAA - WA DIVISION			1,260.00
			BLIGNAULT OLIVIER - WRITING AN EFFECTIVE	630.00	
			MALLY RALL - WRITING AN EFFECTIVE	630.00	
EF022442	13/01/2012	ISUBSCRIBE PTY LTD			53.90
			SUBSCRIPTIONS	53.90	
091896	27/01/2012	J B PRECISE ENGINEERING			2,695.00
			PARTS & REPAIRS	2,497.00	
			PARTS & REPAIRS	198.00	
EF022533	31/01/2012	J BLACKWOOD & SON LTD			431.14
			FILE CHAINSAW NO 25 8" X 3/16"	323.12	
			JERRY CAN METAL - 20LTR	108.02	
EF022613	31/01/2012	J J PUMPS PTY LTD			825.00
			LSP GEO THERMAL HEAT PUMP	825.00	
EF022388	13/01/2012	J.B MCGRATH & S.M MCGRATH			4,250.00
			ARTIST - STREET PARADE	4,250.00	
EF022539	31/01/2012	JAMES BENNETT PTY LTD			1,784.05
			BOOK STOCK	106.28	
			PROFILED BOOKSTOCK	156.97	
			PROFILED BOOKSTOCK	146.07	
			PROFILED BOOKSTOCK	213.28	
			PROFILED BOOKSTOCK	259.73	
			PROFILED BOOKSTOCK	167.92	
			PROFILED BOOKSTOCK	184.72	
			PROFILED BOOKSTOCK	320.97	
			RE INV PSO142189	-20.97	
			VARIOUS BOOKS	249.08	
EF022391	13/01/2012	JANE BENNETT			250.00

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			ATTENDANT AT JOONDALIP DESIGN REFEREI	250.00	
091886	27/01/2012	JANICE BRADSHAW			253.72
			RATES REFUND	253.72	
EF022406	13/01/2012	JB HI-FI GROUP PTY LTD			577.14
			EQUIPMENT FOR YOUTH CENTRE	269.74	
			SONY WX7 CAMERA 66548	307.40	
091882	27/01/2012	JENNIFER HARRISON			1,217.29
			RATES REFUND	1,217.29	
EF022786	31/01/2012	JETPOWER			1,497.82
			PARTS	1,497.82	
EF022446	13/01/2012	JIM KIDD SPORTS JOONDALUP			1,024.32
			GYM EQUIPMENT	1,024.32	
EF022787	31/01/2012	JIM KIDD SPORTS JOONDALUP			765.91
			3 X PLASTIC CRICKET SETS	694.15	
			4 X VOLLEYBALLS	71.76	
EF022612	31/01/2012	JMAC INDUSTRIES			1,082.40
			ALU DENT	1,082.40	
EF022496	31/01/2012	JOHN CHESTER			2,033.33
			DEPUTY MAYORAL ALLOWANCE - JAN 2012	1,250.00	
			MEETING FEE - JAN 2012	583.33	
			TELECOMMUNICATIONS ALLOWANCE - JAN 2	200.00	
EF022386	13/01/2012	JOHN EARLEY			150.00
			FACILITATION OF CRIMINAL PROFILING CLUBS	150.00	
EF022492	31/01/2012	JOHN EARLEY			150.00
			FACILITIATION OF CRIMINAL PROFILING	150.00	
EF022379	3/01/2012	JOHN FRANK ALLEN			916.00
			RATES REFUND	916.00	
EF022657	31/01/2012	JOHN PAPAS TRAILERS PTY LTD			8,098.00
			TANDEM TRAILER	8,098.00	
EF022611	31/01/2012	JOONDALUP DRIVE MEDICAL CENTRE			804.00
			BASELINE MEDICAL	130.00	
			BASELINE MEDICAL	172.00	
			BASELINE MEDICAL	172.00	
			BASELINE MEDICAL	172.00	
			HEARING TEST	58.00	
			WORK COVER AUDIO & MUS ASSESSMENT	100.00	
091859	20/01/2012	JOONDALUP LIBRARY PETTY CASH			143.45
			PETTY CASH	143.45	
EF022390	13/01/2012	JOONDALUP MENS SHED INCORPORATED			2,715.46
			COMMUNITY FUNDING PROGRAM	2,715.46	
EF022444	13/01/2012	JOONDALUP PHOTO-DESIGN			1,100.00
			PHOTOGRAPHY CONSERVATION IMAGES	1,100.00	
EF022784	31/01/2012	JOONDALUP PHOTO-DESIGN			525.00
			COMMUNITY CHRISTMAS RECEPTION 14/12	375.00	
			SENIOR STAFF CHRISTMAS DINNER 21/12	150.00	
EF022445	13/01/2012	JOONDALUP PLUMBING SERVICES			19,191.28
			PLUMBING REPAIRS BURNS BEACH	660.00	
			PLUMBING REPAIRS CENTRAL PARK	1,437.70	
			PLUMBING REPAIRS DUNCRAIG TENNIS	2,175.80	
			PLUMBING REPAIRS GROVE CHILD CARE	1,408.00	
			PLUMBING REPAIRS KINGSLEY PK	252.73	
			PLUMBING REPAIRS MULLLAAO SURF KIOSK	4,840.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			PLUMBING REPAIRS PINNAROO POINT	1,267.20	
			PLUMBING REPAIRS SORRENTO BEACH	289.03	
			PLUMBING REPAIRS SORRENTO FORESHORI	339.68	
			PLUMBING REPAIRS VARIOUS LOCATIONS	1,662.71	
			PLUMBING REPAIRS VARIOUS LOCATIONS	2,162.11	
			PLUMBING REPAIRS VARIOUS LOCATIONS	2,696.32	
EF022785	31/01/2012	JOONDALUP PLUMBING SERVICES			38,260.72
			PLUMBING SERVICES	3,124.55	
			PLUMBING SERVICES AT VARIOUS LOCATION	1,808.95	
			PLUMBING SERVICES AT VARIOUS LOCATION	1,568.05	
			VARIOUS PLUMBING SERVICES	1,115.40	
			VARIOUS PLUMBING SERVICES	3,292.85	
			VARIOUS PLUMBING SERVICES	474.43	
			VARIOUS PLUMBING SERVICES	1,996.61	
			VARIOUS PLUMBING SERVICES	3,077.97	
			VARIOUS PLUMBING SERVICES	3,772.78	
			VARIOUS PLUMBING SERVICES	2,332.00	
			VARIOUS PLUMBING SERVICES	2,811.99	
			VARIOUS PLUMBING SERVICES	1,457.67	
			VARIOUS PLUMBING SERVICES	2,339.32	
			VARIOUS PLUMBING SERVICES	3,332.89	
			VARIOUS PLUMBING SERVICES	1,186.96	
			VARIOUS PLUMBING SERVICES	1,719.41	
			VARIOUS PLUMBING SERVICES	2,848.89	
EF022483	31/01/2012	JOONDALUP RESORT HOTEL			400.00
			HIRE OF VENUE, EQUIPMENT & CATERING	400.00	
091843	20/01/2012	JOSHUA DONALDSON			300.00
			INFRINGEMENTS REFUND	300.00	
091855	20/01/2012	JULIE AND MATT MOALA			270.00
			REFUND OF SWIMMING LESSON FEE	270.00	
091804	13/01/2012	KELLY GRAY			106.20
			SWIMMING LESSONS REFUND	106.20	
EF022777	31/01/2012	KERRY HOLLYWOOD			1,033.33
			I.T. ALLOWANCE - JAN 2012	250.00	
			MEETING FEE - JAN 2012	583.33	
			TELECOMMUNICATIONS ALLOWANCE - JAN 2	200.00	
EF022616	31/01/2012	KETTEN PTY LTD			806.58
			2012 PERTH STREET DIRECTORIES	806.58	
EF022463	13/01/2012	KEVIN STEVENS GRAPHIC ARTIST			156.00
			MIXED MEDIA CLASSES 02/12/11, 09/12/11 & 11	156.00	
EF022399	13/01/2012	KINGSLEY COMMUNITY CAROLS FESTIVAL			3,000.00
			SPONSORSHIP	3,000.00	
091915	27/01/2012	KINGSLEY TAVERN			5,183.54
			CHRISTMAS FUNCTION	5,183.54	
091824	13/01/2012	KINGSTON SUPERANNUATION TRUST			94.62
			PAYROLL DEDUCTIONS F/E 6/1/12	94.62	
091916	27/01/2012	KINGSTON SUPERANNUATION TRUST			97.40
			PAYROLL DEDUCTIONS F/E 20/1/12	97.40	
EF022486	31/01/2012	KITE KINETICS			357.00
			ONE KITE WORKSHOP AT JOONDALUP LIBRA	357.00	
EF022614	31/01/2012	KLEENHEAT GAS PTY LTD			74.80
			FUELS & OILS	74.80	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
EF022788	31/01/2012	KLEENIT PTY LTD			627.00
			HIGH PRESSURE CLEAN BIRD DROPPINGS	627.00	
EF022615	31/01/2012	KYOCERA MITA AUSTRALIA PTY LTD			23,832.30
			1 BOX SH-10 STAPLES FOR KYOCERA	95.70	
			GOVERNANCE & MARKETING 30/11/11 - 19/12	2,166.11	
			HUMAN RESORCES 30/11/11 - 22/12/11	520.99	
			KYOCERA FS-4020DN	3,187.80	
			LIBRARY 30/11/11 - 22/12/11	355.38	
			LIBRARY 30/11/11 - 22/12/11	11.53	
			PHOTOCOPYING	348.88	
			PHOTOCOPYING 30/11-22/12/11	25.60	
			PHOTOCOPYING 31/10-28/11	453.17	
			PHOTOCOPYING CLC 30/11-19/12/11	1,175.88	
			PHOTOCOPYING INFRASTRUCTURE 31/10-28	731.35	
			PHOTOCOPYING OPERATIONS 31/10-28/11/11	47.95	
			PHOTOCOPYING PLAN & APP 30/11-22/12/11	11.31	
			PHOTOCOPYING RANGERS 25/10-28/11/11	354.49	
			PLANNING & COMMUNITY DEV 30/11 - 22/12	637.29	
			PRINTER MAINTENANCE	71.50	
			RECORDS	13.39	
			TASKALFA 3050CI WITH FINISHER	6,464.70	
			TASKALFA 5500I WITH FINISHER	6,427.98	
			WOC 30/11/11 - 22/12/11	691.09	
			WOC 30/11/11 - 22/12/11	40.21	
EF022724	31/01/2012	KYRIACOS TOMBOULGLOU			4,200.00
			DESIGN	4,200.00	
EF022727	31/01/2012	L & T VENABLES			90.95
			PARTS ONLY	90.95	
EF022619	31/01/2012	LADYBIRD'S PLANT HIRE			1,542.75
			2011/12 PLANT HIRE FOR CUSTOMER SERVIC	182.05	
			COMMUNITY SERVICES PLANT HIRE 2010-11	28.60	
			COMMUNITY SERVICES PLANT HIRE AUGUST	28.60	
			HIRE OF INDOOR PLANTS - CEO ADMIN.	107.25	
			INDOOR PLANT RENTAL	57.20	
			INDOOR PLANTS	143.00	
			IT PLANT HIRE - DECEMBER	86.90	
			PLANT HIRE 09/11 TO 06/12 - STRATEGIC &	64.35	
			PLANT HIRE FOR RECORDS SERVICES	42.90	
			PLANT RENTAL FOR JUL 11- JUN 12	358.60	
			RENTAL OF INDOOR PLANTS	28.60	
			SUPPLY AND MAINT INDOOR PLANTS	414.70	
EF022617	31/01/2012	LANDFILL GAS & POWER			173,805.07
			ELECTRICITY CHARGES DEC 2011	173,805.07	
EF022620	31/01/2012	LANDGATE			3,302.35
			GRV INT VALS METRO SHRD AND FESA	1,596.44	
			GRV INT VALS METRO SHRD AND FESA	1,259.44	
			GRV INT VALS METRO SHRD AND FESA	446.47	
EF022618	31/01/2012	LANDGATE MIDLAND			456.00
			LAND ENQUIRY DECEMBER 2011	456.00	
EF022791	31/01/2012	LANDMARK ENGINEERING & DESIGN			1,694.61
			PARKWAY BENCH/INSTALLATION AS PER QUC	1,694.61	
EF022622	31/01/2012	LAUNDRY EXPRESS			343.75

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			LAUNDER & LINEN FOR 2011	180.18	
			LAUNDER AND SUPPLY LINEN FOR 2011/2012	163.57	
EF022790	31/01/2012	LAWN DOCTOR			65,493.27
			ENERGY TURF - ORGANIC 13.5% NITROGEN	10,235.02	
			GRASS MAINTENANCE - CHICHESTER OVAL	964.19	
			LAWN MAINTENANCE VARIOUS OVALS	17,988.78	
			SOIL SOAK WETTING AGENT 300KG PER HEC	24,989.58	
			SOIL SOAK WETTING AGENT 300KG PER HEC	11,315.70	
EF022623	31/01/2012	LD TOTAL			43,372.73
			HILLARYS LANDSCAPE MAINT DEC 2011	10,708.39	
			LANDSCAPE - PLANTING - EXT CONT	21,245.24	
			PROVISION OF LANDSCAPE SERVICES - ILUK	10,984.60	
			SUPPLY & INSTALL OF 100 LITRE	434.50	
EF022792	31/01/2012	LEARNING SEAT			1,815.00
			BASE FEE DEC 2011	1,815.00	
EF022447	13/01/2012	LES MILLS AUSTRALIA			370.41
			LICENSE FEES FOR LES MILLS CLASSES	370.41	
EF022789	31/01/2012	LES MILLS AUSTRALIA			1,227.93
			LICENSE FEES FOR LES MILLS CLASSES	383.20	
			LICENSE FEES FOR LES MILLS CLASSES	844.73	
EF022494	31/01/2012	LIAM GOBBERT			783.33
			MEETING FEE - JAN 2012	583.33	
			TELECOMMUNICATIONS ALLOWANCE - JAN 2	200.00	
091860	20/01/2012	LIBRARY ADMIN PETTY CASH			228.40
			PETTY CASH	228.40	
EF022502	31/01/2012	LIQUID LEARNING GROUP PTY LTD			2,359.50
			LEGAL OFFICERS FORUM 2012	2,359.50	
EF022453	13/01/2012	LIQUOR BARONS OCEAN REEF			549.96
			JAMES BOAG PREMIUM LITE	147.96	
			VARIOUS DRINKS FOR BODY BLITZ FUNCTIOI	402.00	
091891	27/01/2012	LISA CANDRIELLA			235.77
			REIMBURSEMENT SECURITY FEES VALENTIN	235.77	
091895	27/01/2012	LISA SMITH			448.11
			GYM MEMBERSHIP REFUND	448.11	
EF022621	31/01/2012	LOCKERS AUSTRALASIA PTY LTD			1,462.89
			LOCKER RENTAL FEE JAN 2012	1,462.89	
EF022534	31/01/2012	M & K BAILEY			1,729.25
			NEWSPAPERS DECEMBER	681.10	
			NEWSPAPERS FOR REFERENCE LIBRARY	390.20	
			NEWSPAPERS NOVEMBER	657.95	
EF022625	31/01/2012	MACDONALD JOHNSTON ENG CO P/LTD			2,319.25
			REPAIRS TO VEHICLE 1BYZ609	1,984.00	
			WANDER HOSE FOR SWEEPER	335.25	
EF022636	31/01/2012	MACQUARIE EQUIPMENT FINANCE PTY LTD			6,341.81
			STEX CARDIO EQUIPMENT LEASE FOR CLC	6,341.81	
EF022794	31/01/2012	MAGIC FACES			675.00
			FACE PAINTING - SC3	675.00	
EF022630	31/01/2012	MAITLAND CONSULTING GROUP			16,445.00
			ADMIN TEAM WORKSHOP ON 1/12/11	3,850.00	
			STRATEGIC PLANNING WORKSHOP 29/09/11	12,595.00	
EF022624	31/01/2012	MAJOR MOTORS			1,715.42
			SCHEDULED SERVICING 1CGM441	860.66	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			VARIOUS FILTERS FOR DEPOT	774.86	
			VEHICLE PARTS	79.90	
091805	13/01/2012	MALCOLM AND SHEILA BARTON			260.00
			CROSSOVER SUBSIDY	260.00	
EF022451	13/01/2012	MAMAS BOYZ BUSINESS/k2 EVENTS			4,840.00
			PROVISION OF HIP HOP PROGRAM - TERM 4	4,840.00	
EF022637	31/01/2012	MANDURAH CRUISES			1,237.50
			CANAL CRUISE	270.00	
			XMAS LIGHTS CRUISE 7TH DEC	967.50	
EF022452	13/01/2012	MARC ASH PHOTOGRAPHY			1,500.00
			PHOTOGRAPHY SERVS FOR MURAL ARTS PF	1,500.00	
EF022628	31/01/2012	MATRIX PRODUCTIONS AUSTRALIA P/L			332.20
			STAGING HIRE	332.20	
EF022627	31/01/2012	MCLEODS			8,661.50
			LEGAL ADVICE	620.81	
			LEGAL ADVICE	599.50	
			LEGAL ADVICE	1,368.07	
			LEGAL ADVICE	356.84	
			LEGAL ADVICE	780.45	
			LEGAL ADVICE	599.50	
			LEGAL ADVICE	2,985.69	
			LEGAL ADVICE	1,350.64	
EF022634	31/01/2012	MCLERONS SUPPLY & DEMAND AUCTION DIVISION			2,228.04
			CAFE OFFICE CORRIDOR SHELVING	2,228.04	
EF022633	31/01/2012	MEDIA MONITORS			290.70
			CONSULTANCY 01/01/2012 - 31/01/2012	290.70	
EF022808	31/01/2012	MELANIE STARKIE			50.00
			TENNIS COURT BOOKINGS	50.00	
091894	27/01/2012	MELISSA AND PAUL MARSHALL			333.59
			RATES REFUND	333.59	
091801	13/01/2012	MELISSA GMEINER			150.00
			SPORTING ACHIEVEMENT GRANT	150.00	
EF022632	31/01/2012	MEMENTO GIFTS			3,825.80
			PROMOTIONAL ITEMS 5469	3,825.80	
091826	13/01/2012	MERCER SUPER TRUST			225.24
			PAYROLL DEDUCTIONS F/E 6/1/12	225.24	
091918	27/01/2012	MERCER SUPER TRUST			225.24
			PAYROLL DEDUCTIONS F/E 20/1/12	225.24	
EF022635	31/01/2012	METRO HOME HARDWARE JOONDALUP			654.14
			HARDWARE ITEMS	47.30	
			RAPID SET CONCRET 20KG	527.34	
			WELD MESH FOR CONCRETE DEPOT	79.50	
EF022449	13/01/2012	MEZZANINE WINE			3,255.19
			WINES	3,255.19	
091873	27/01/2012	MICHAEL JAMES DOVE			474.90
			VOLUNTEER SUBSIDY REIMBURSEMENT	474.90	
EF022493	31/01/2012	MICHAEL NORMAN			1,223.25
			EXPENSE REIMB - JANUARY 2012	639.92	
			MEETING FEE - JAN 2012	583.33	
091798	13/01/2012	MICHAEL ROBERT AND HELEN JANE SIMONETTI			350.00
			PAYMENT OF RENT A/C FOR COMM DEVEL	350.00	
EF022626	31/01/2012	MIDLAND BRICK COMPANY PTY LTD			5,703.45

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			RED CLAY HEAVY DUTY JOONDALUP RED BR	1,056.19	
			RED CLAY HEAVY DUTY JOONDALUP RED BR	844.95	
			RED CLAY STANDARD HEAVY DUTY (230 X 11-	2,534.87	
			RED CLAY STANDARD HEAVY DUTY PAVER	1,267.44	
EF022629	31/01/2012	MIDNIGHT NEWS			60.00
			N/PAPERS DUNCRAIG LIBRARY 28/11- 01/01/1.	60.00	
EF022459	13/01/2012	MIKE RYAN			315.00
			VOLUNT DRIVER SUBSIDY 04/11-22/12/11	315.00	
EF022479	19/01/2012	MINDARIE REGIONAL COUNCIL			756,885.75
			BULK COLLECTION ON 01/12-08/12/11	59,897.36	
			BULK COLLECTION ON 09/12-15/12/11	56,019.62	
			BULK COLLECTION ON 17/12/11	859.16	
			CREDIT FOR DOMESTIC COLLECT 16/12/11, 1!	-4,461.90	
			CREDIT FOR DOMESTIC COLLECTON 05/12-0!	-1,760.25	
			CREDIT FOR DOMESTIC COLLECTON 01/12/1'	-124.40	
			DISPOSAL OF NON PROCESSABLE WASTE OI	144.77	
			DISPOSAL OF NON PROCESSABLE WASTE OI	1,567.83	
			DISPOSAL OF NON PROCESSABLE WASTE OI	4,397.72	
			DOMESTIC COLLECT 01/12-08/12/11	160,601.20	
			DOMESTIC COLLECT 09/12-15/12/11	139,471.11	
			DOMESTIC COLLECT 16/12-22/12/11	160,110.65	
			LITTER TEAM 01/12-06/12/11	952.52	
			LITTER TEAM 09/12-15/12/11	1,413.89	
			LITTER TEAM 16/12/11 & 18/12-22/12/11	1,381.43	
			LITTER TIPPING DOMESTIC	1,641.19	
			WASTE TIPPING FEE DOMESTIC	174,773.85	
EF022631	31/01/2012	MIRACLE RECREATION EQUIPMENT			6,470.20
			1500 STRAIGHT SLIDE	1,903.00	
			PLAYGROUND EQUIPMENT	4,567.20	
091793	13/01/2012	MLC NAVIGATOR RETIREMENT PLAN			118.28
			PAYROLL DEDUCTIONS F/E 6/1/12	118.28	
091878	27/01/2012	MLC NAVIGATOR RETIREMENT PLAN			109.87
			PAYROLL DEDUCTIONS F/E 20/1/12	109.87	
091825	13/01/2012	MLC NOMINEES PTY LTD			378.74
			PAYROLL DEDUCTIONS F/E 6/1/12	378.74	
091917	27/01/2012	MLC NOMINEES PTY LTD			378.74
			PAYROLL DEDUCTIONS F/E 20/1/12	378.74	
EF022450	13/01/2012	MORRISSEY MARKETING			105.00
			PROOF READING	105.00	
EF022795	31/01/2012	MORRISSEY MARKETING			5,740.00
			MAN POWER W/E 23/12/2011	5,740.00	
091788	13/01/2012	MTAA SUPERANNUATION FUND			439.78
			PAYROLL DEDUCTIONS F/E 6/1/12	439.78	
091874	27/01/2012	MTAA SUPERANNUATION FUND			433.64
			PAYROLL DEDUCTIONS F/E 20/1/12	433.64	
EF022448	13/01/2012	MUNICIPAL INSURANCE BROKING			60.50
			2010-2011 SUMMER EVENTS PUBLIC LIABILIT	60.50	
091850	20/01/2012	NATHAN AND CHERIE MARTIGNOLI			380.00
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	380.00	
EF022642	31/01/2012	NATURAL AREA MANAGEMENT & SERVICES			16,018.20
			NATURAL CONSULTING	16,018.20	
EF022639	31/01/2012	NEVERFAIL WA PTY LTD			541.40

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			BOTTLED WATER FOR PLANNING & DEVELOP	67.50	
			DELIVERY OF BOTTLED WATER TO LEISURE ,	48.85	
			DELIVERY OF BOTTLED WATER TO LEISURE ,	25.05	
			DRINKING WATER TO BASEMENT FOR GYM	53.75	
			DRINKING WATER TO BASEMENT FOR GYM/C	46.25	
			SPRINGWATER AT COUNCIL CHAMBERS	37.50	
			SPRINGWATER AT GROUND FLOOR	7.50	
			SPRINGWATER AT LIBRARY	22.50	
			SPRINGWATER FOR COUNCIL CHAMBERS	45.00	
			SPRINGWATER FOR GROUND FLOOR	7.50	
			SPRINGWATER FOR LIBRARY	22.50	
			SPRINGWATER FOR PLANNING & DEVELOPM	75.00	
			SUPPLY AND DELIVERY OF BOTTLED WATER	30.00	
			WATER FOR ADMIN	52.50	
091899	27/01/2012	NEWS EXPRESS WHITFORD CITY			81.70
			2 X PERTH STREETCAR	17.90	
			NEWSPAPER/MAGAZINES FOR VARIOUS LIBF	63.80	
EF022643	31/01/2012	NORMAN DISNEY & YOUNG			1,320.00
			CONSULTANCY	1,320.00	
091919	27/01/2012	NORTHCOURT SETTLEMENTS			212.13
			RATES REFUND	212.13	
EF022641	31/01/2012	NORTHERN DISTRICTS MILK SUPPLY			278.20
			MILK SUPPLIES FOR WOC	98.70	
			MILK SUPPLIES FOR WOC W/E 06/01/2012	49.35	
			MILK SUPPLIES FOR WOC WE 30/12/2011	31.45	
			MILK SUPPLY W/E 23/12/2011	98.70	
EF022640	31/01/2012	NORTHERN DISTRICTS PEST CONTROL			2,498.50
			PEST CONTROL - KINGSLEY MEMORIAL CLUE	286.00	
			PEST CONTROL - SORRENTO SURF LIFE SAV	523.00	
			PEST CONTROL AT MULLALOO SLS	787.50	
			PEST CONTROL CRAIGIE LEISURE CENTRE	242.00	
			PEST TREATMENT AT CASTLECRAG PARK KA	110.00	
			PEST TREATMENT AT CNR COOLIBAH DRV &	110.00	
			PEST TREATMENT AT DUNCRAIG COMM HALL	440.00	
EF022638	31/01/2012	NUFORD			42,569.56
			FORD RANGER	42,569.56	
EF022644	31/01/2012	OCE AUSTRALIA LIMITED			125.71
			TSC4 SCANNER MAINTENANCE AGREEMENT	125.71	
EF022645	31/01/2012	OPTIMA PRESS			6,077.50
			NATIONAL YEAR OF READING POSTERS	310.20	
			POSTCARDS FOR SUMMER CONCERT 3	633.60	
			PRINTING	973.50	
			READING RESOLUTION CARDS	4,160.20	
EF022646	31/01/2012	ORICA AUSTRALIA PTY LTD			2,684.48
			PURCHASE OF CHLORINE GAS	2,377.58	
			PURCHASE OF CHLORINE GAS	306.90	
EF022650	31/01/2012	PACIFIC SAFETY WEAR			5,311.32
			BASEBALL CAPS CLEANING WIPES	203.34	
			BLOUSE LADIES FOR DEPOT STORES	74.25	
			CREDIT FOR SHIRTS FOR DEPOT INV IV2604C	-116.60	
			EARPLUGS FOR DEPOT STORES	35.64	
			GLASSES FOR DEPOT STORES	196.35	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			JACKET FOR LIBRARY	142.78	
			LADIES POLO SHIRT FOR COMM DEVEL	17.11	
			POLO SHIRTS FOR DEPOT STORES	49.94	
			SAFETY BOOTS & GLOVES FOR DEPOT STOF	448.80	
			SAFETY BOOTS & SHIRT	124.08	
			SAFETY BOOTS FOR DEPOT STORES	115.12	
			SAFETY BOOTS FOR DEPOT STORES	124.08	
			SAFETY BOOTS FOR DEPOT STORES	124.08	
			SAFETY BOOTS STEEL BLUE "ARGYLE" - BLA	348.49	
			SAFETY WEAR	112.48	
			SAFETY WORKWEAR	50.05	
			SHIRT 3/4 SLEEVE URBAN STRIPE BLUE (INC	128.43	
			SHIRTS FOR DEPOT	116.60	
			SHIRTS OXFORD SHORT SLEEVE FOR RANGI	91.52	
			SHORTS CARGO FOR DEPOT STORES	66.83	
			TROUSERS COTTON DRILL NEW G'S CARGO	62.68	
			TROUSERS FOR DEPOT STORES	28.49	
			TROUSERS FOR DEPOT STORES	56.98	
			VARIOUS ITEMS FOR DEPOT STORES	835.07	
			VARIOUS WORKWEAR	68.64	
			VARIOUS WORKWEAR	150.16	
			VARIOUS WORKWEAR	99.88	
			VARIOUS WORKWEAR	111.38	
			VARIOUS WORKWEAR	24.97	
			WAGGA BOOTS FOR INFRA MANG	122.38	
			WORK WEAR	28.49	
			WORKWEAR	249.70	
			WORKWEAR	574.64	
			WORKWEAR	181.06	
			WORKWEAR	124.08	
			WORKWEAR	82.37	
			WORKWEAR	56.98	
EF022662	31/01/2012	PAPERBARK TECHNOLOGIES			154.00
			TREE INSPECTION AT 45 PORTMARNOCK CIR	154.00	
EF022655	31/01/2012	PARKER BLACK & FORREST PTY LTD			526.24
			3541 T1 X 2 LOCK	526.24	
EF022658	31/01/2012	PARKONSULT			40,734.86
			CALE WEB OFFICE FOR OCT-DEC 11	10,117.80	
			MAINTENANCE OF CITY OF JOONDALUP PAY	18,560.23	
			RECOVER DAMAGED PARKING TERMINAL & /	323.40	
			REPLACEMENT OF DAMAGED PARKING TERM	958.67	
			REPLACEMENT OF DAMAGED PARKING TERM	10,774.76	
EF022454	13/01/2012	PARTY PLUS JOONDALUP			537.31
			BALLOONS FOR COUNCIL CHRISTMAS DINNE	339.00	
			VARIOUS ITEMS FOR CRAIGIE LEIS CTR	198.31	
EF022796	31/01/2012	PARTY PLUS JOONDALUP			436.19
			HELIUM CYLINDERS DELIVERED AND PICKED	364.50	
			MINOR EQUIPMENT	71.69	
091833	20/01/2012	PEARD REAL ESTATE			350.00
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	350.00	
EF022653	31/01/2012	PEDERSENS HIRE & STRUCTURES PTY LTD			739.99
			DANCE FLOOR HIRE CIVIC CENTRE	739.99	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
EF022799	31/01/2012	PELUSEY PHOTOGRAPHY			440.00
			ONE PHOTOGRAPHY WORKSHOP 13/01/2012	440.00	
EF022409	13/01/2012	PERTH INDUSTRIAL CENTRE PTY LTD			326.15
			VARIOUS PARTS	326.15	
EF022661	31/01/2012	PERTH INDUSTRIAL CENTRE PTY LTD			402.86
			BELT B69 CARLISLE BLUE LABEL	402.86	
EF022499	31/01/2012	PETER MADDEN			109.00
			REIMBURSEMENT	109.00	
EF022647	31/01/2012	PETER WOOD FENCING CONTRACTORS PTY LTD			8,243.15
			BUSHLAND RESERVES FENCING GARRON PA	2,609.20	
			BUSHLAND RESERVES FENCING OCEAN REE	118.80	
			DOME TOP BOLLARDS FOR RESOLUTE WAY	342.40	
			TRACK PATHWAY FENCING HADDINGTON PAI	5,172.75	
EF022651	31/01/2012	PHASE 1 AUDIO			1,353.00
			EQUIPMENT HIRE - CENTRAL WALK MARKET	1,353.00	
EF022495	31/01/2012	PHILIPPA TAYLOR			583.33
			MEETING FEE - JAN 2012	583.33	
EF022649	31/01/2012	PHOENIX HOLDEN			70.00
			PARTS & REPAIRS	70.00	
EF022648	31/01/2012	PHONOGRAPHIC PERFORMANCE CO			125.84
			DANCE STUDIOS LICENCE DUNCRAIG 1/2/201	62.92	
			DANCE STUDIOS LICENCE HEATHRIDGE 1/2/2	62.92	
EF022423	13/01/2012	PIANO RENTAL SERVICES			528.00
			PIANO MOVING SERVS SUNDAY SERENADES	528.00	
EF022753	31/01/2012	PIANO RENTAL SERVICES			528.00
			PIANO MOVING SERVICES - SUNDAY SEREN/	528.00	
EF022659	31/01/2012	PICTON PRESS			8,801.10
			A2 POSTERS FOR XMAS & NEW YEAR OPENII	376.20	
			CHRISTMAS GROUP FITNESS TIMETABLES CI	688.60	
			COASTAL SIGNAGE BROCHURES	720.50	
			HOLIDAY ACTIVITIES AT CRAIGIE FLYER	500.50	
			PLATINUM ADVENTURE 50 BOOKLET FOR CL	2,318.80	
			PLATINUM ADVENTURE BROCHURES FOR CL	547.80	
			PLATINUM ADVENTURE POSTERS FOR CLC	165.00	
			PRINTING	390.50	
			SHORT GUIDE FOR VOLUNTEERS HANDBOOI	1,573.00	
			SUPERVISORS OF VOLUNTEER BOOKLETS	269.50	
			WATCH AROUND WATER FLYERS CLC	389.40	
			XMAS & NEW YEAR OPENING HOURS FLYER	140.80	
			YELLAGONGA SIGNAGE BROCHURES	720.50	
EF022797	31/01/2012	PIZZA HUT WOODVALE			128.70
			CATERING STAFF XMAS PARTY	128.70	
EF022660	31/01/2012	PLAYMASTER PTY LTD			32,041.90
			PLAY EQUIPMENT FOR FALKLAND PARK KINF	32,041.90	
EF022652	31/01/2012	PLAYRIGHT AUSTRALIA PTY LTD			37,720.96
			PLAYGROUND EQUIPT FALKLANDS PARK KIN	37,720.96	
EF022407	13/01/2012	PLAZA NEWSAGENCY & LOTTO			80.80
			NEWSPAPERS FOR LIBRARY NOV 11	80.80	
EF022480	19/01/2012	PLAZA NEWSAGENCY & LOTTO			88.00
			NEWSPAPERS FOR LIBRARY DEC 11	88.00	
EF022456	13/01/2012	PRODUCTOLOGY PTY LTD			13,915.00
			VARIOUS ITEMS FOR COMM SAFETY	13,915.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
091885	27/01/2012	PROPERTY SETTLEMENT SERVICES			440.90
			RATES REFUND	440.90	
EF022408	13/01/2012	PROTECTION 1 PTY LTD			1,298.00
			REPLACE ELECTRONIC LOCK ADMIN	954.80	
			REPLACE FAULTY RELAY TO DOUBLE DOORS	343.20	
EF022654	31/01/2012	PROTECTOR ALSAFE			212.24
			EARMUFFS, 3M, PUSH TO LISTEN	72.47	
			GUMBOOTS, STEEL TOE, SIZE 9	75.97	
			SAFETY GOGGLES, PROTECTOR	63.80	
EF022656	31/01/2012	PUBLIC TRANSPORT AUTHORITY OF WA			14,534.50
			JOONDALUP CAT BUS SERV FOR NOV 11	14,534.50	
EF022800	31/01/2012	PURE AND HEALTHY			62.00
			SUPPLIES - AIF LAUNCH	62.00	
EF022663	31/01/2012	QUALCON LABORATORIES PTY LTD			10,136.50
			UNDERTAKE TENNIS COURT TESTING	10,136.50	
EF022670	31/01/2012	RADLINK PTY LTD			352.00
			HIRE OF RADIO'S FOR CRAIGIE LEIS CTR 17/	132.00	
			HIRE TWO WAY RADIO'S FOR SUMMER CONC	220.00	
EF022665	31/01/2012	RAECO INTERNATIONAL P/L			1,250.04
			ELECTRIC CHUTE ANNUAL MTCE 13/10/11- 30	1,250.04	
EF022728	31/01/2012	RANDSTAD PTY LTD			22,192.66
			DAY LABOUR FOR ZORAN W/ENDING 6/1/12	1,055.43	
			DAY RATE - CCTV OFFICER	1,277.99	
			GENERAL LABOURER	527.71	
			GENERAL LABOURER	527.71	
			HIRE GENERAL LABOURER W/E 01/01/12 WAS	558.76	
			HIRE GENERAL LABOURER W/E 01/01/12 DEP	558.76	
			HIRE GENERAL LABOURER W/E 11/12/11 DEPI	1,375.86	
			HIRE GENERAL LABOURER W/E 18/12/11 DEP	791.57	
			HIRE GENERAL LABOURER W/E 18/12/11 DEP	527.71	
			HIRE GENERAL LABOURER W/E 18/12/11 DEP	1,359.67	
			HIRE GENERAL LABOURER W/E 18/12/11 DEP	791.57	
			HIRE GENERAL LABOURER W/E 25/12/11 DEP	1,100.68	
			LABOUR HIRE CCTV OFFICER WE 25/12/11	1,185.59	
			LABOUR HIRE CCTV OFFICER 01/01/12	941.50	
			LABOUR HIRE W/E 04/12/11 PARKS & GDNS D	1,303.76	
			LABOUR HIRE W/E 11/12/11 HR DRIVER ENGIN	1,431.96	
			LABOUR W/E 11/12/2011	791.57	
			LABOUR W/E 11/12/2011	1,055.43	
			MAN POWER W/E 06/11/2011	1,415.11	
			MAN POWER W/E 18/12/2011	1,303.76	
			MAN POWER W/E 18/12/2011	1,394.82	
			MAN POWER W/E 25/12/2011	915.74	
EF022672	31/01/2012	RAPIDCLEAN PERTH			10,746.85
			B-BL28 - GARBAGE BAG 240LTR	822.80	
			GLOVES CLEAR VINYL FOR DEPOT STORES	67.98	
			KIMCARE SOAP CARTRIDGE 1000ML (6331) C	916.08	
			KIMCARE SOAP CARTRIDGE 1000ML (6331) C	1,473.78	
			SPRAY BTLE SPARKLE FOR DEPOT STORES	133.06	
			TOILET ROLL EARTHWISE & HAND TOWELS F	1,056.00	
			TOILET ROLL KLEENEX 2PLY INTERLEAVED	406.56	
			VARIOUS CLEANING ITEMS	2,171.62	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			VARIOUS ITEMS FOR BLDG DEPOT	1,515.51	
			VARIOUS ITEMS FOR DEPOT STORES	2,183.46	
EF022802	31/01/2012	REBECCA ESTELLE ROBERTS			225.00
			YOGA CLASS FEES	225.00	
EF022677	31/01/2012	RECALL INFORMATION MANAGEMENT PTY LTD			5,434.38
			2011-12 STORAGE & RETRIEVAL OF RECORDS	2,779.87	
			DOCUMENT STORAGE 30/10-26/11/11 RECORDS	1,907.19	
			STORAGE OF DLT CARTRIDGES 26/11-22/12/11	747.32	
EF022458	13/01/2012	RED & WHITE FINE WINES			1,907.15
			WINES	1,907.15	
EF022676	31/01/2012	RED HOT RELATIONSHIPS			7,150.00
			50% DEPOSIT KEYNOTE SPEAKER STAFF CO	7,150.00	
EF022671	31/01/2012	RED RHINO MARKETING AND EVENTS			5,197.50
			CONSULT FOR SPONSORSHIP 23/11-01/12/11	423.50	
			SPONSORSHIP PROGRAM - COJ	4,774.00	
EF022801	31/01/2012	REDFISH TECHNOLOGIES			10,151.90
			BIAMP UPDATE & DAVINCI PANEL	9,108.00	
			DENON DBP-1611-BLUERAY PLAYER (CD/DVD)	1,043.90	
EF022393	13/01/2012	REGAN TOWER DOUGLAS			250.00
			ATTENDANT AT JOONDALIP DESIGN REFERENCING	250.00	
091797	13/01/2012	REI SUPER			146.08
			PAYROLL DEDUCTIONS F/E 6/1/12	146.08	
091880	27/01/2012	REI SUPER			226.58
			PAYROLL DEDUCTIONS F/E 20/1/12	226.58	
EF022664	31/01/2012	RETECH RUBBER PTY LTD			151,091.45
			DEM, REMOVAL AND DISP OF EXISTING PLAY	5,417.28	
			REPAIR OF OLD PLAYGROUND AREA	5,295.20	
			RE-TURF SPORTING INFRASTRUCTURE	3,310.56	
			SOFTFALL FOR BONNIE DOON PARK	457.08	
			TEMPORARY FENCING ELLERSDALE PARK	46,080.27	
			VARIOUS REPAIRS AT FALKLANDS PARK	44,046.28	
			VARIOUS REPAIRS AT SEACREST PARK & BL/	770.00	
			VARIOUS REPAIRS AT SHEOAK PARK	45,714.78	
091851	20/01/2012	RICHARD BLOOMFIELD			60.00
			INFRINGEMENT REFUND	60.00	
EF022668	31/01/2012	ROAD & TRAFFIC SERVICES			2,200.00
			LINE MARKING	1,100.00	
			LINEMARKING JOOND EDDYSTONE WEST 17/	1,100.00	
EF022673	31/01/2012	ROAD SIGNS AUSTRALIA			9,995.76
			DOG SIGN	460.63	
			OCEAN REEF SIGN	421.30	
			PARKING SIGNS FOR DEPOT	1,410.75	
			PATHWAY CLOSED SIGNS FOR DEPOT	176.00	
			PAVEMENT MARKERS	522.50	
			ROAD SIGNS	2,170.85	
			SAND BAGS	264.00	
			STREET NAME PLATES FOR DEPOT	2,235.53	
			TRAFFIC CONES FOR DEPOT STORES	871.20	
			VARIOUS PARKING SIGNS	1,463.00	
EF022675	31/01/2012	ROBOWASH PTY LTD			550.00
			VARIOUS PARTS	550.00	
EF022394	13/01/2012	ROD MOLLETT			750.00

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			ATTENDANT AT JOONDALIP DESIGN REFEREI	750.00	
091840	20/01/2012	ROSS FISHER			322.20
			REFUND OF HIRE FEE	322.20	
EF022410	13/01/2012	ROSS HUMAN DIRECTIONS LTD			10,798.48
			LABOUR FOR W/E 18/12/2011	2,209.68	
			LABOUR HIRE W/E 25/09/11 PARKS DEPOT	1,947.14	
			LABOUR W/E 04/09/2011	1,668.97	
			LABOUR W/E 23/10/2011	4,138.20	
			MANPOWER W/E 21/08/2011	834.49	
EF022674	31/01/2012	ROSS HUMAN DIRECTIONS LTD			9,734.86
			MAN POWER W/E 08/01/2012	1,113.02	
			MAN POWER W/E 08/01/2012	1,113.02	
			MAN POWER W/E 25/12/2011	2,487.94	
			MAN POWER WE 04/12/2011	2,208.05	
			MEU LEVEL 3	2,812.83	
EF022669	31/01/2012	ROYAL BUSINESS PRODUCTS			562.51
			THERMAL PRINTE ROLLS FOR ADMIN	562.51	
EF022666	31/01/2012	ROYAL LIFE SAVING SOCIETY WA			1,840.00
			CERTIFICATION FEE CLASS	400.00	
			POOL LIFEGUARD REQUALIFICATION 8/11/11	960.00	
			RESUSCITATION CLASS 19/10/11	480.00	
091920	27/01/2012	RSPCA W A INC			6,394.05
			POUND FEES DECEMBER 2011	3,175.96	
			POUND FEES NOVEMBER 2011	3,218.09	
EF022773	31/01/2012	RUSSEL FISHWICK			1,388.68
			EXPENSE REIMB - JANUARY 2012	355.35	
			I.T. ALLOWANCE - JAN 2012	250.00	
			MEETING FEE - JAN 2012	583.33	
			TELECOMMUNICATIONS ALLOWANCE - JAN 2	200.00	
EF022465	13/01/2012	S & C LINEMARKING			3,062.18
			DECALS FOR CURRAMBINE AREA	876.04	
			LINEMARKING AT KINGSLEY PARK CARPARK	497.86	
			LINEMARKING JUNIPER WAY DUNCRAIG & VE	1,688.28	
EF022683	31/01/2012	S A S LOCKSMITHS			792.00
			PADLOCK STD BRASS	792.00	
091846	20/01/2012	S J BRENNAN AND M M RUSSELL			139.00
			REFUND OF PLANNING CODES VARIATION FE	139.00	
EF022689	31/01/2012	SAGE CONSULTING ENGINEERS PTY LTD			2,200.00
			ELECTRICAL ENGINEERING	1,100.00	
			FLOODLIGHT TENDER	1,100.00	
EF022693	31/01/2012	SAI GLOBAL LTD			4,762.73
			SELECT SUBSCRIPTION RENEWAL FOR INFR	4,762.73	
EF022680	31/01/2012	SALMAT			707.80
			DISTRIBUTION POSTCARDS - SC3	707.80	
091806	13/01/2012	SAM SEKULOV			60.00
			INFRINGEMENT DOWNGRADED TO A CAUTIO	60.00	
EF022497	31/01/2012	SAM THOMAS			583.33
			MEETING FEE - JAN 2012	583.33	
EF022678	31/01/2012	SANAX			282.20
			VARIOUS ITEMS FOR DEPOT BLDG	148.11	
			VARIOUS MEDICAL SUPPLIES	134.09	
091923	27/01/2012	SANNYS ORIGAMI			88.00

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			ONE STORIGAMI EVENT AT WHITFORD LIBRA	88.00	
EF022702	31/01/2012	SAP AUSTRALIA PTY LTD			5,346.57
			SAP MAINTENANCE 01/01/12 TO 31/12/2012	5,346.57	
EF022687	31/01/2012	SCHIABELLO (WA) PTY LTD			803.00
			3 X MODESTY PANELS FOR GRND FLOOR AD	803.00	
EF022685	31/01/2012	SCOTT PRINT			11,090.20
			A4 CORPORATE FOLDERS	2,673.00	
			NATIONAL YEAR OF READING LAUNCH INVITE	277.20	
			PRINTING OF CITY NEWS SUMMER 2011-2012	7,590.00	
			STATIONARY	550.00	
EF022807	31/01/2012	SELECT HEALTH SERVICES PTY LTD			1,098.19
			IMMUNISATION NURSE	564.78	
			IMMUNISATION NURSE 19/12/2011	533.41	
091796	13/01/2012	SHANNON MCGLENCHY			15.00
			REFUND FOR MEMBERSHIP FEE CLC	15.00	
091803	13/01/2012	SHARON LAKE			76.04
			REFUND OF HIRE FEES	76.04	
EF022400	13/01/2012	SHIRE OF SERPENTINE JARRAHDALE			618.52
			RE-IMBURSEMENT FOR LONG SERVICE LEAV	618.52	
EF022696	31/01/2012	SHOP FOR SHOPS			40.00
			SMALL CARRY BAGS FOR CLC	40.00	
EF022700	31/01/2012	SIFTING SANDS			23,943.23
			MAINTENANCE CLEAN SAND	8,674.68	
			MAINTENANCE CLEAN VARIOUS PARKS	2,073.83	
			SAND SIFTING AT VARIOUS LOCATIONS	6,331.82	
			SIFTING SAND AT VARIOUS LOCATIONS	6,862.90	
EF022688	31/01/2012	SIGN A RAMA JOONDALUP			2,941.40
			6 BANNERS FOR JOOND LIBRARY	429.00	
			BANNERS FOR VALENTINE'S CONCERT	412.50	
			EVENT SIGNS	1,287.00	
			PRINTING OF BIN STICKERS	598.40	
			RETRACTABLE BANNER	214.50	
EF022695	31/01/2012	SIGN STRATEGY			1,199.00
			DUNCRAIG LEIS CTR SIGN REPAIRED	957.00	
			SUPPLY AND INSTALL XMAS POOL PARTY SIG	242.00	
EF022464	13/01/2012	SISTER SUPA IGA			230.07
			VARIOUS ITEMS FOR ANCHOR'S YOUTH ACTI	230.07	
EF022809	31/01/2012	SISTER SUPA IGA			28.34
			VARIOUS SUPPLIES FOR ARTS IN FOCUS	28.34	
EF022810	31/01/2012	SKILLS FOR LEARNING			120.00
			FACILITATION OF A KINDY READY	120.00	
EF022679	31/01/2012	SKIPPER TRUCKS BELMONT			461.08
			VARIOUS PARTS	461.08	
091897	27/01/2012	SOILS AIN'T SOILS			333.00
			LIMESTONE CAPPING	57.00	
			ROAD GRAVEL	276.00	
EF022411	13/01/2012	SOLVER PAINTS			47.80
			MAXI WASH FLAT WHITE LIBRARY	47.80	
EF022681	31/01/2012	SOLVER PAINTS			41.09
			PAINT	41.09	
EF022395	13/01/2012	SOPHIE PETERS			38.50
			RE-IMBURSEMENT FOR HIRE OF ELF COSTUI	38.50	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
091869	27/01/2012	SORRENTO FOOTBALL CLUB			232.83
			REIMBURSEMENT OF SYNERGY ACCOUNT	232.83	
EF022684	31/01/2012	SOUTHERN SCENE PTY LTD			2,620.46
			AUDIO STOCK FOR LIBRARIES	149.42	
			AUDIO STOCK FOR LIBRARIES	726.23	
			AUDIO STOCK FOR LIBRARIES	1,419.74	
			AUDIOS & LP'S FOR BOOKS ON WHEELS	100.85	
			JUNIOR AUDIO ITEMS FOR LIBRARY	224.22	
EF022690	31/01/2012	SPECIALISED SECURITY SHREDDING			419.10
			SUPPLY & DELIVERY OF DESTRUCTION BINS	287.10	
			SUPPLY & DELIVERY OF DESTRUCTION BINS	132.00	
091794	13/01/2012	SPECTRUM SUPER			280.45
			PAYROLL DEDUCTIONS F/E 6/1/12	280.45	
091879	27/01/2012	SPECTRUM SUPER			280.45
			PAYROLL DEDUCTIONS F/E 20/1/12	280.45	
EF022682	31/01/2012	SPEEDO AUSTRALIA PTY LTD			9,671.20
			GOGGLES/ACCESSORIES FOR CRAIGIE LEIS	9,394.00	
			JNR KICK GOGGLES	277.20	
EF022691	31/01/2012	SPORTS TURF TECHNOLOGY PTY LTD			18,513.00
			LEAF ANALYSIS	3,850.00	
			LEAF ANALYSIS	3,410.00	
			PARASITE TESTING NEMATODES	3,811.50	
			PARASITE TESTING NEMATODES	3,993.00	
			PARASITE TESTING NEMATODES	3,448.50	
EF022704	31/01/2012	SPOTLESS SERVICES AUSTRALIA LIMITED			294.58
			CONTINUOUS TOWELS FOR DEPOT BLDG	118.58	
			CONTINUOUS TOWELS FOR DEPOT BLDG	176.00	
EF022412	13/01/2012	SPOTLIGHT STORES PTY LTD			377.03
			BIRTHDAY PARTY ITEMS FOR CLC	233.27	
			TABLECLOTHES FOR CRAIGIE LEIS CTR	143.76	
EF022686	31/01/2012	SPOTLIGHT STORES PTY LTD			148.14
			BIRTHDAY PARTY SUPPLIES	148.14	
EF022460	13/01/2012	ST JOHN AMBULANCE AUSTRALIA (WA)			530.60
			KIT FIRST AID WORKPLACE VEHICLE KIT FOR	331.60	
			SENIOR FIRST AID COURSE 09/01-10/01/12	199.00	
EF022804	31/01/2012	ST JOHN AMBULANCE AUSTRALIA (WA)			822.74
			FIRST AID GOODS	374.74	
			FIRST AID SERVICES - SC3	448.00	
EF022487	31/01/2012	STAGECRAFT PTY LTD			325.00
			EQUIPMENT FOR MELBOURNE CUP	325.00	
091898	27/01/2012	STATE LIBRARY OF WESTERN AUSTRALIA			931.80
			BOOK RECOVERY - DUNCRAIG	46.20	
			BOOK RECOVERY - JOONDALUP	100.10	
			BOOK RECOVERY - WHITFORD	41.80	
			BOOK RECOVERY - WOODVALE	56.10	
			LOST/DAMAGED BOOKS FOR DUNCRAIG LIB	259.60	
			LOST/DAMAGED BOOKS FOR JOONDALUP LII	159.50	
			LOST/DAMAGED BOOKS FOR WHITFORDS LII	114.40	
			LOST/DAMAGED BOOKS FOR WHITFORDS LII	83.60	
			LOST/DAMAGED BOOKS FOR WOODVALE LIB	57.20	
			LOST/DAMAGED BOOKS FOR WOODVALE LIB	13.30	
EF022703	31/01/2012	STEELKRAFT FABRICATIONS			8,580.00

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			HANDRAIL TO STEPS IN KENNEDY WAY PADB	8,580.00	
EF022468	13/01/2012	STEVE TWEEDIE			14,025.00
			ASSISTANCE WITH CITY OF JOONDALUP LOC	14,025.00	
EF022694	31/01/2012	STIHL SHOP GREENWOOD			1,294.60
			BLADE EDGER ATOM	651.25	
			PARTS ONLY	81.05	
			PARTS ONLY	55.10	
			PARTS ONLY	149.05	
			VARIOUS PARTS	61.10	
			VARIOUS PARTS	82.35	
			VARIOUS PARTS	214.70	
EF022692	31/01/2012	STIRLING PAVING			8,014.25
			PAVING REPAIRS	8,014.25	
EF022697	31/01/2012	STREET FURNITURE AUSTRALIA			2,827.00
			FURNITURE	2,827.00	
091839	20/01/2012	STUART CRAIG			93.60
			REFUND OF HIRE FEES	93.60	
EF022705	31/01/2012	SUBARU & VW OSBORNE PARK			1,897.20
			REGISTRATION AND STAMP DUTY GST FREE	1,511.20	
			SPARE KEY 1DTI583	386.00	
EF022413	13/01/2012	SUBWAY JOONDALUP CENTRO			240.20
			CATERING FOR HR & OSH INDUCTION	55.00	
			CATERING FOR HR MEETING	74.25	
			CATERING FOR HR MEETING	55.95	
			CORPORATE INDUCTION CATERING	55.00	
EF022698	31/01/2012	SUBWAY JOONDALUP CENTRO			80.00
			CORPORATE INDUCTION CATERING	80.00	
EF022461	13/01/2012	SUGAR & SPICE PATISSERIE			704.00
			CATERING FOR AIF LAUNCH	704.00	
EF022805	31/01/2012	SUGAR & SPICE PATISSERIE			71.30
			CATERING 13/01/2012	71.30	
EF022806	31/01/2012	SUNNY SIGN COMPANY PTY LTD			3,810.88
			2 SIGNS FOR REAL ESTATE OFFICE	101.24	
			32 SIGNS CURRAMBINE PARKING DISTRICT	3,168.00	
			L CLAMP SIGN FOR DEPOT STORES	491.04	
			SIGNS - ADVISORY - EXT CONT	25.30	
			SIGNS - ADVISORY - EXT CONT	25.30	
EF022811	31/01/2012	SUPERSTRAPS			74.56
			SUNSCREEN	74.56	
091809	13/01/2012	SUSAN ABBOTT			260.00
			CROSSOVER SUBSIDY	260.00	
091848	20/01/2012	SUZANNE LEVEY			60.72
			GYM MEMBERSHIP REFUND	60.72	
EF022701	31/01/2012	SWIMMER'S WORLD			585.20
			VARIOUS ITEMS FOR CRAIGIE LEIS CTR	585.20	
091827	13/01/2012	SYNERGY			9,967.16
			AUX/DECORATIVE ST LIGHTS	7,252.35	
			DAVALLIA PRE-SCHOOL	174.80	
			DUNCRAIG PRE-SCHOOL/CHC	485.50	
			FORREST PARK T/C	964.35	
			ILLUMINATED SIGNS WEST COAST HWY	216.65	
			IRRIGATION CONTROL WOODLAKE RET KING	18.60	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			OLEASTER PARK	110.00	
			PAYMENT OF A/C 058910520 FOR COMM DEVI	54.00	
			PAYMENT OF A/C 121576920 FOR COMM DEVI	200.00	
			PAYMENT OF A/C 129825030 FOR COMM DEVI	300.00	
			PAYMENT OF A/C 200763930 FOR COMM DEVI	100.90	
			PAYMENT OF A/C 208395020 FOR COMM DEVI	59.11	
			PAYMENT OF A/C 781998010 FOR COMM DEVI	30.90	
091862	20/01/2012	SYNERGY			4,450.25
			MELENE PARK T/C	402.10	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	304.35	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	40.30	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	93.85	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	300.00	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	200.00	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	249.15	
			SORRENTO BEACH PARK	2,802.75	
			TELOPIA PARK	57.75	
091922	27/01/2012	SYNERGY			7,589.30
			BRAZIER PARK 08/11/11 - 09/01/12	166.95	
			CUNNINGHAM PARK 05/11 - 06/01/12	158.70	
			FLINDERS PARK COMM HALL/HILLARYS PRE-	475.00	
			KALLAROO KINDERGARTEN	329.80	
			OAHU PARK 03/11/11 - 04/01/12	4,516.45	
			ORIENT GARDENS 03/11/ - 04/01/12	230.30	
			PADBURY COMMUNITY FACILITY/ PRE-SCHOI	306.00	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	173.40	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	259.15	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	161.40	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	350.00	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	400.00	
			REID PROMENADE TOILETS	62.15	
EF022462	13/01/2012	SYNERGY ELECTRONIC BILLING			46,309.55
			SYNERGY SUPPLY PERIOD TIL 22/12/11	46,309.55	
EF022457	13/01/2012	T A & J L REYNOLDS			850.63
			COUNCIL DELIVERIES 02/12-22/12/11	850.63	
EF022719	31/01/2012	T5 ESPRESSO			337.50
			COFFEE AND CAKE	337.50	
EF022709	31/01/2012	TAMAN TOOLS			1,155.00
			BLADE CONCRETE	1,155.00	
EF022466	13/01/2012	TAPPS CONTRACTING PTY LTD			11,770.55
			BRICKPAVING AT RESOLUTE WAY	1,419.00	
			REINSTATE PAVING DOVERIDGE	1,135.75	
			REINSTATE PAVING GARNKIRK	5,192.00	
			REINSTATE PAVING KINROSS SKATE PARK	1,298.00	
			REINSTATE PAVING MCINESS	454.30	
			REMOVE EXISTING BRICKPAVERS KILCAIRN	2,271.50	
EF022812	31/01/2012	TAPPS CONTRACTING PTY LTD			13,629.00
			REMOVE EXISTING BRICKPAVERS AND RELA'	6,976.75	
			REMOVE EXISTING BRICKPAVERS AND RELA'	6,652.25	
091783	13/01/2012	TARGET AUSTRALIA PTY LTD			100.00
			VOUCHERS FOR SERVICE RECOGNITION FOI	100.00	
091832	20/01/2012	TARGET AUSTRALIA PTY LTD			100.00

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			GIFT VOUCHER	100.00	
091867	27/01/2012	TARGET AUSTRALIA PTY LTD			150.00
			GIFT VOUCHER	150.00	
091802	13/01/2012	TEAGAN GMEINER			150.00
			SPORTING ACHIEVEMENT GRANT	150.00	
EF022414	13/01/2012	TECHNOLOGY ONE			3,300.00
			BUILDING MTCE BRS & WRITE UP 03/11-04/11,	3,300.00	
EF022711	31/01/2012	TECHSAND PTY LTD			32,934.74
			CONCRETE VEHICLE CROSSING INDUSTRIAL	7,029.16	
			CONCRETE WORK AT SHEOAK PARK	6,531.00	
			CONSTUCT FOOTPATH	6,022.92	
			FOOTPATH (1.2-1.8M WIDE) - NORMAL GREY (1,704.40	
			FOOTPATH AT FALKLANDS PARK	4,070.37	
			FOOTPATH AT MARRI PARK	1,538.46	
			FOOTPATH PERCY DOYLE RESERVE	6,038.43	
091854	20/01/2012	TELESAVER			212.87
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	212.87	
091925	27/01/2012	TELEVISION EDUCATION NETWORK PTY LTD			990.00
			CURRENT ISSUES IN EMPLOYMENT LAW	990.00	
091828	13/01/2012	TELSTRA CORPORATION			2,045.43
			ASSETS MANG MOBILES	227.19	
			CEO'S BROADBAND	99.95	
			CEO'S MOBILE	209.26	
			DIRECTOR OF CORPORATE SERVICES MOBIL	21.97	
			HEATHRIDGE LEISURE CENTRE	170.85	
			LIBRARY SERVS MOBILES	32.43	
			MANG LEISURE & CULTURAL SERVS BROADE	69.95	
			MANG STRATEGIC & ORGANISATIONAL DEVE	59.95	
			MARKETING SERVICES MOBILES	957.59	
			OCCT HLTH & SAFETY OFFICER MOBILE	6.68	
			RANGER SERVS PRIORITY LINES	59.19	
			SAFER COMMUNITY MOBILES	81.72	
			SPECIAL PROJECTS OFFICER'S MOBILE	10.20	
			VIDEO SURVEILLANCE MACNAUGHTON PARK	38.50	
091863	20/01/2012	TELSTRA CORPORATION			2,403.50
			CONNOLLY COMM CENTRE ALARM LINE	94.00	
			CRAIGIE LEISURE CENTRE	104.84	
			DIRECTOR OF PLANNING & APPROVALS MOE	162.15	
			DUNCRAIG REC CENTRE	152.17	
			LEISURE & CULTURAL SERVICES MOBILE	792.79	
			LIBRARY & INFO SERVS ALARM LINE	98.75	
			MANAGER I T MOBILE	11.61	
			MANG LEISURE & CULTURE SERVS MOBILE	77.91	
			MANG OF PLANNING SERVICES MOBILE	39.87	
			RANGER SERVS/PARKING MOBILES	869.41	
091924	27/01/2012	TELSTRA CORPORATION			2,156.84
			DIRECTOR GOVERNANCE & STRATEGY'S MO	103.06	
			IRECTOR OF CORPORATE SERVICES MOBILE	120.29	
			MANG ASSETS MANG MOBILE	38.19	
			MANG CITY PROJECTS MOBILE	899.86	
			MANG GOVERNANCE & MARKETING MOBILE	11.49	
			MARKETING COMMS & COUNC SUPPORT ALF	218.74	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			OCCT HLTH & SAFETY OFFICER MOBILE	3.47	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	26.73	
			SENIOR PROJECT OFFICER'S MOBILE	13.26	
			YOUTH ACTIVITIES SERV OFFICERS MOBILE	721.75	
091829	13/01/2012	TELSTRA SUPER FUND			624.88
			PAYROLL DEDUCTIONS F/E 6/1/12	624.88	
091926	27/01/2012	TELSTRA SUPER FUND			627.18
			PAYROLL DEDUCTIONS F/E 20/1/12	627.18	
EF022803	31/01/2012	TERESA RITCHIE			833.33
			EXPENSE REIMB - JANUARY 2012	250.00	
			MEETING FEE - JAN 2012	583.33	
EF022420	13/01/2012	THE ARTISTS FOUNDATION OF W A			522.00
			ADVERTISING IN SUMMER ISSUE 2011/12	522.00	
EF022814	31/01/2012	THE BOULEVARD FLORIST			266.00
			FLORAL ARRANGEMENT FOR ADMIN	80.00	
			FLORAL ARRANGEMENT FOR ADMIN	81.00	
			FLORAL ARRANGEMENT FOR MAYOR'S OFFIC	105.00	
EF022708	31/01/2012	THE FACTORY (AUSTRALIA) PTY LTD			26,400.00
			HIRE CHRISTMAS STREET DECORATIONS	26,400.00	
EF022471	13/01/2012	THE FUNK FACTORY			8,725.75
			JOONDALUP PARADE SCHOOL WORKSHOP J	8,725.75	
EF022491	31/01/2012	THE GOOD GUYS			1,132.50
			EQUIPMENT PURCHASE -FOR AIF	282.50	
			PANASONIC M/WAVE NN-ST641W	190.00	
			TELEVISION AND MOUNT FOR DLC GYM	660.00	
EF022715	31/01/2012	THE HIRE GUYS JOONDALUP			47.88
			PARTS & REPAIRS	47.88	
091784	13/01/2012	THE LIONS CLUB OF DUNCRAIG (INC)			150.00
			2 SANTA VISITS	150.00	
EF022710	31/01/2012	THE POSTER GIRLS			328.79
			DISTRIBUTION POSTERS - CENTRAL WALK M	92.95	
			DISTRIBUTION POSTERS - SC3	156.64	
			POSTCARD DISTRIBUTION MUSIC IN THE PAF	79.20	
EF022469	13/01/2012	THE SEBEL MANDURAH			954.75
			CONFERENCE 30/11-01/12/11 FOR CEO ADMIN	954.75	
EF022721	31/01/2012	THE WATERSHED WATER SYSTEMS			32,942.48
			VARIOUS RETIC ITEMS	615.56	
			VARIOUS RETIC ITEMS	1,550.64	
			VARIOUS RETIC ITEMS	2,903.30	
			VARIOUS RETIC ITEMS	727.70	
			VARIOUS RETIC ITEMS	1,550.64	
			VARIOUS RETIC ITEMS	87.90	
			VARIOUS RETIC ITEMS	127.47	
			VARIOUS RETIC ITEMS	908.94	
			VARIOUS RETIC ITEMS	125.88	
			VARIOUS RETIC ITEMS	358.26	
			VARIOUS RETIC ITEMS	533.10	
			VARIOUS RETIC ITEMS	144.54	
			VARIOUS RETIC ITEMS	97.38	
			VARIOUS RETIC ITEMS	525.69	
			VARIOUS RETIC ITEMS	212.30	
			VARIOUS RETIC ITEMS	148.50	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			VARIOUS RETIC ITEMS	1,455.40	
			VARIOUS RETIC ITEMS	870.96	
			VARIOUS RETIC ITEMS	693.41	
			VARIOUS RETIC ITEMS	209.92	
			VARIOUS RETIC ITEMS	927.86	
			VARIOUS RETIC ITEMS	2,059.08	
			VARIOUS RETIC ITEMS	145.13	
			VARIOUS RETIC ITEMS	107.64	
			VARIOUS RETIC ITEMS	993.64	
			VARIOUS RETIC ITEMS	428.52	
			VARIOUS RETIC ITEMS	224.62	
			VARIOUS RETIC ITEMS	1,294.53	
			VARIOUS RETIC ITEMS	70.76	
			VARIOUS RETIC ITEMS	189.76	
			VARIOUS RETIC ITEMS	1,192.47	
			VARIOUS RETIC ITEMS	195.29	
			VARIOUS RETIC ITEMS	1,366.70	
			VARIOUS RETIC ITEMS	131.36	
			VARIOUS RETIC ITEMS	20.14	
			VARIOUS RETIC ITEMS	342.70	
			VARIOUS RETIC ITEMS	2,053.62	
			VARIOUS RETIC ITEMS	517.00	
			VARIOUS RETIC ITEMS	246.13	
			VARIOUS RETIC ITEMS	583.00	
			VARIOUS RETIC ITEMS	745.22	
			VARIOUS RETIC ITEMS	27.58	
			VARIOUS RETIC ITEMS	870.96	
			VARIOUS RETIC ITEMS	61.57	
			VARIOUS RETIC ITEMS FOR BELDON PARK	362.34	
			VARIOUS RETIC ITEMS FOR BLACKALL PARK	947.44	
			VARIOUS RETIC ITEMS FOR CHRISTCHURCH	569.28	
			VARIOUS RETIC ITEMS FOR FAULKLANDS PA	926.96	
			VARIOUS RETIC ITEMS FOR MCDONALD PARI	714.45	
			VARIOUS RETIC ITEMS FOR PENISTONE PARI	569.28	
			VARIOUS RETIC ITEMS FOR PERCY DOYLE	209.96	
EF022467	13/01/2012	TOLL FAST			275.38
			COURIER FOR ADMIN 13/12/11 & 16/12/11	155.94	
			COURIER FOR PLANNING 19/12/11 & ADMIN 2.	119.44	
EF022813	31/01/2012	TOLL FAST			246.38
			COURIER 6/1/12	58.84	
			COURIER SERVICE	127.87	
			COURIER SERVICE NOVA RADIO	59.67	
EF022793	31/01/2012	TOM MCLEAN			1,368.28
			EXPENSE REIMB - JANUARY 2012	784.95	
			MEETING FEE - JAN 2012	583.33	
EF022716	31/01/2012	TOP COLOUR			336.00
			REINSTATE KERBING	168.00	
			REINSTATE KERBING	168.00	
EF022723	31/01/2012	TOTAL LANDSCAPE REDEVELOPMENT SERVICE PTY			18,350.60
			LANDSCAPE - PLANTING	18,350.60	
EF022717	31/01/2012	TOTAL PACKAGING (WA) PTY LTD			2,270.40
			DOG WASTE BAGS	2,270.40	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
EF022720	31/01/2012	TOTAL ROAD SERVICES			93,137.00
			CREW OF ONE (1) T JOONDALUP DRIVE	742.50	
			NIGHTS, WEEKENDS AND PUBLIC HOLIDAYS	1,474.00	
			NORMAL WORKING HOURS – CREW OF ONE	302.50	
			NORMAL WORKING HOURS – CREW OF ONE	605.00	
			NORMAL WORKING HOURS – CREW OF ONE	770.00	
			NORMAL WORKING HOURS – CREW OF ONE	302.50	
			NORMAL WORKING HOURS – CREW OF ONE	17,085.75	
			NORMAL WORKING HOURS – CREW OF TWO	24,604.25	
			TRAFFIC CONTROL	605.00	
			TRAFFIC CONTROL	825.00	
			TRAFFIC CONTROL - HEPBURN AVE	17,539.50	
			TRAFFIC CONTROL - HODGES DR	660.00	
			TRAFFIC CONTROL - JOONDALUP DR & GRAN	566.50	
			TRAFFIC CONTROL - OCEAN REEF RD	572.00	
			TRAFFIC CONTROL - RESOLUTE WAY	1,782.00	
			TRAFFIC CONTROL TRENTON WAY & DAVAL	528.00	
			TRAFFIC CONTROL - WHITFORDS AVE	275.00	
			TRAFFIC CONTROL AT BURNS BEACH RD	357.50	
			TRAFFIC CONTROL AT CARIDEAN & HODGES	352.00	
			TRAFFIC CONTROL AT CARIDEAN STREET	2,508.00	
			TRAFFIC CONTROL AT DAVILLIA RD	605.00	
			TRAFFIC CONTROL AT EDDYSTONE AVE	566.50	
			TRAFFIC CONTROL AT GLENGARRY & HEPBU	654.50	
			TRAFFIC CONTROL AT HEPBURN AVE	770.00	
			TRAFFIC CONTROL AT HEPBURN AVE	605.00	
			TRAFFIC CONTROL AT HEPBURN AVE	715.00	
			TRAFFIC CONTROL AT HEPBURN AVE	434.50	
			TRAFFIC CONTROL AT JOONDALUP DRIVE	781.00	
			TRAFFIC CONTROL AT JOONDALUP DR	781.00	
			TRAFFIC CONTROL AT MARMION AVE	825.00	
			TRAFFIC CONTROL AT MARMION AVE	825.00	
			TRAFFIC CONTROL AT MARMION AVE & HEPB	605.00	
			TRAFFIC CONTROL AT RESOLUTE WAY	2,024.00	
			TRAFFIC CONTROL AT WHITFORDS AVE	605.00	
			TRAFFIC CONTROL AT WHITFORDS AVE	770.00	
			TRAFFIC CONTROL GOOLELAL & HEPBURN A	434.50	
			TRAFFIC CONTROL HEPBURN AVE DUNCRAIC	522.50	
			TRAFFIC CONTROL HEPBURN AVE	1,133.00	
			TRAFFIC CONTROL JOONDALUP DRIVE 01/12	605.00	
			TRAFFIC MANG AT CARIDEAN ST & LYSANDEI	1,452.00	
			TRAFFIC MANG AT CENTRAL WALK MARKETS	1,584.00	
			TRAFFIC MANG AT GARNKIRK RD GREENWOI	1,980.00	
			TRAFFIC MANG AT SYCAMORE & BEACH RD I	610.50	
			TRAFFIC MANG CENTRAL WALK MARKETS	792.00	
EF022707	31/01/2012	TOTALLY WORKWEAR			546.55
			HAT & SAFETY GLASSES FOR BLDG	116.40	
			LADIES SAFETY SHOES FOR PLANNING	107.90	
			WORKWEAR	277.35	
			WORKWEAR	44.90	
EF022714	31/01/2012	T-QUIP			271.90
			PARTS ONLY	91.30	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			PARTS ONLY	10.40	
			PARTS ONLY	160.00	
			VARIOUS PARTS	10.20	
EF022712	31/01/2012	TRAFFIC LOGISTICS AUSTRALIA			4,214.20
			TRAFFIC DATA COUNTS AT VARIOUS LOCATIC	4,214.20	
EF022706	31/01/2012	TRAILER PARTS PTY LTD			279.32
			TRAILER PARTS & REPAIRS	279.32	
EF022470	13/01/2012	TREDWELL MANAGEMENT SERVICES			10,065.00
			FEASIBILITY STUDY SYNTHETIC HOCKEY FAC	10,065.00	
EF022718	31/01/2012	TRISLEY'S HYDRAULIC SERVICES PTY LTD			936.10
			REPAIR TO BORE PUMP PIPE.	622.60	
			REPLACE SPA JETS AT CRAIGIE LEISURE CEI	313.50	
EF022722	31/01/2012	TRITON ELECTRICAL CONTRACTORS P/L			14,268.10
			BROKEN INDICATOR LAMP REPAIR	110.00	
			CONNECT PUMP & REPLACE FAULTY CONTAI	1,375.00	
			DIS/RECONNECT PUMP FOR SERVICE	374.00	
			DIS/RECONNECT PUMP FOR SERVICE	310.20	
			DIS/RECONNECT PUMP FOR SERVICE	198.00	
			DIS/RECONNECT PUMP FOR SERVICE	374.00	
			DIS/RECONNECT PUMP FOR SERVICE	423.50	
			DIS/RECONNECT PUMP FOR SERVICE WOOD	330.00	
			RECONNECT PUMP AFTER SERVICE	293.70	
			RECONNECT PUMP AFTER SERVICE	209.00	
			RECONNECT PUMP AFTER SERVICE	264.00	
			RECONNECT WASTE WATER PUMP	434.50	
			REPAIR POWER FAULT	275.00	
			REPAIR PUMP	401.50	
			REPLACE FAULTY CONTROLLER	566.50	
			REPLACE FAULTY ISOLATORS	1,023.00	
			REPLACE FAULTY PUMP	266.20	
			REPLACE FAULTY STARTER & CONTROLLER	3,553.00	
			SUPPLY OF MATERIALS	3,487.00	
EF022455	13/01/2012	TROY PICKARD			1,082.57
			EXPENSE REIMB - DECEMBER 2011	1,082.57	
EF022798	31/01/2012	TROY PICKARD			6,225.08
			I.T. ALLOWANCE - JAN 2012	250.00	
			MAYORAL ALLOWANCE - JAN 2012	5,000.00	
			MEETING FEE - JAN 2012	1,166.67	
			MOTOR VEHICLE REIMB - JANUARY 2012	-391.59	
			TELECOMMUNICATIONS ALLOWANCE - JAN 2	200.00	
EF022725	31/01/2012	UDLA			5,830.00
			CONSULTANCY COJ ENTRY STATEMENTS	3,322.00	
			CONSULTANCY FEES COJ ENTRY SMENTS	2,508.00	
091830	13/01/2012	UNISUPER			305.45
			PAYROLL DEDUCTIONS F/E 6/1/12	305.45	
091927	27/01/2012	UNISUPER			305.45
			PAYROLL DEDUCTIONS F/E 20/1/12	305.45	
EF022726	31/01/2012	UNITIX			1,402.50
			WRISTBANDS FOR BIRTHDAY, UNDER 6 BANI	1,402.50	
EF022472	13/01/2012	VE GRAPHICS			4,081.00
			REMOVAL OF CBD BANNERS	4,081.00	
EF022815	31/01/2012	VE GRAPHICS			10,308.10

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			16 X COJ FESTIVAL FLAGS	10,308.10	
091800	13/01/2012	VERITY BARROW			150.00
			SPORTING ACHIEVEMENT GRANT	150.00	
091845	20/01/2012	VIVID WIRELESS			167.88
			OVERPAYMENT ON INVOICE 7224	167.88	
EF022732	31/01/2012	W A LIBRARY SUPPLIES			1,961.60
			CLAX FOLDING TROLLEY - 0079	1,777.00	
			WOTAN CLOTH BINDING TAPE 24MM	90.60	
			WOTAN CLOTH BINDING TAPE 48MM 0856	94.00	
EF022385	13/01/2012	W A SPIT ROAST			11,122.30
			FOOD ITEMS FOR XMAS DINNER DANCE 17/1	2,315.00	
			XMAS LUNCH AT CENTRAL PARK 23/12/11	8,807.30	
EF022490	31/01/2012	W A SPIT ROAST			447.50
			CATERING FOR XMAS DINNER DANCE	447.50	
EF022737	31/01/2012	W C INNOVATIONS			149.70
			SUPPLY OF HEAT COIL FOR HAND-DRYER	62.80	
			SUPPLY OF SYRINGE CONTAINERS	86.90	
EF022383	13/01/2012	WA POLICE			23.00
			VOLUNTEER NATIONAL POLICE CHECK FOR I	23.00	
EF022415	13/01/2012	WALGA			30,241.34
			ADVERTISING NOV 11	17.56	
			ADVERTISING NOV 11	139.30	
			ADVERTISING NOV 11	417.91	
			ADVERTISING NOV 11	2,066.17	
			ADVERTISING NOV 11	4,020.27	
			ADVERTISING NOV 11	5,180.85	
			ADVERTISING NOV 11	7,977.89	
			ADVERTISING NOV 11	8,355.22	
			ADVERTISING NOV 11	2,066.17	
EF022736	31/01/2012	WALMAN SOFTWARE PTY LTD			275.00
			TRAINING	275.00	
EF022731	31/01/2012	WANNEROO AGRICULTURAL MACHINERY			3,550.25
			PARTS & REPAIRS	67.12	
			PARTS ONLY	121.13	
			PARTS ONLY	16.73	
			SCHEDULED SERVICING	1,743.82	
			SCHEDULED SERVICING	387.29	
			SCHEDULED SERVICING	440.39	
			VARIOUS PARTS	335.02	
			VARIOUS PARTS & REPAIRS	438.75	
EF022416	13/01/2012	WANNEROO CARAVAN CENTRE			18,999.20
			ALTERATIONS TO BRICK SAW DEPOT	699.60	
			ALTERATIONS TO COJ PLAQUE	259.60	
			MANUFACTURE & INSTALL HANDRAILS OVER	3,514.50	
			MANUFACTURE 2 CONCRETE CAPPING MOU	1,056.00	
			REPAIR BARRIERS & BOLLARDS	8,635.00	
			REPAIRS TO FENCING WEST COAST DRV	550.00	
			REPLACE WALKWAY HANDRAILS	4,284.50	
EF022473	13/01/2012	WANNEROO ELECTRIC			33,241.18
			ADJUST TIME CLOCK AT CRAIGIE LEIS CTR	105.60	
			ADJUST TIMER AT MAMO PARK	52.80	
			COMPUTER SPARKING ADMIN	140.80	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			CRECHE FANS FAULTY DLC	338.80	
			DISABLE AUTO DOORS BARRIDALE	70.40	
			DISABLE AUTO DOORS JUNIPER TOILET BLOI	70.40	
			DISABLE AUTO DOORS MCDONALD PARK	70.40	
			DISCONNECT & REMOVE BBQ PERCY DOYLE	1,311.20	
			FORM 5 12/10/11 LAKESIDE JOOND SHOPPING	93.50	
			FORM 5 CHECKS CENTRAL WALK MARKETS	93.50	
			FUNCTION ROOM LIGHT UPGRADE CLC	3,643.20	
			INSTALL AIR CON AT WOC	2,274.80	
			INSTALL AIR CON CRAIGIE LC	857.79	
			INSTALL TV POINT AT JOOND ADMIN BLDG	330.00	
			KITCHEN RENOS GROVE CCC	771.99	
			METER READING ADMIN BLDG	105.60	
			METER READING WINDERMERE CR	70.40	
			RENEW LAMPS IN TOILETS JOON LIB	143.00	
			REPAIR LIGHTS OCEAN REEF BOAT HARBOI	1,081.76	
			REPAIR 37 LIGHTS AT JOOND LIBRARY	920.70	
			REPAIR CARPARK LIGHT MOOLANDA CHILDC	498.30	
			REPAIR CHAMBER LIGHTS AT JOOND COUNC	74.80	
			REPAIR COURT LIGHTS AT WOODVALE TENNI	816.70	
			REPAIR CRAFT ROOM GPO DUNCRAIG LEIS C	74.80	
			REPAIR DAMAGED GPO AT JOOND ADMIN BLI	105.60	
			REPAIR EXTERNAL LIGHTS MOOLANDA TOILE	319.00	
			REPAIR FANS AT EMERALD CLUBROOMS	121.00	
			REPAIR FAULTY COURT FANS CRAIGIE LEIS C	74.80	
			REPAIR GPO AT JOOND ADMIN BLDG	92.93	
			REPAIR HAND DRYER CRAIGIE LEIS CTR	74.80	
			REPAIR LIGHT AT EMERALD CLUBROOMS	74.80	
			REPAIR LIGHT AT JOOND ADMIN BLDG	89.10	
			REPAIR LIGHT AT MISTRAL MEANDER UNDER	74.80	
			REPAIR LIGHT FITTING BARRIDALE DRV	679.80	
			REPAIR LIGHT SWITCH IN PARKS SHED AT TH	74.80	
			REPAIR LIGHTS AT BURNS BEACH	74.80	
			REPAIR LIGHTS AT CALEDONIA TOILETS	74.80	
			REPAIR LIGHTS AT CUSTOMER SERVICE JOC	74.80	
			REPAIR LIGHTS AT DUNCRAIG LEIS CTR	74.80	
			REPAIR LIGHTS AT FREEMAN WAY UNDERPAI	74.80	
			REPAIR LIGHTS AT JOONDALUP LIBRARY	2,543.76	
			REPAIR LIGHTS AT OCEANSIDE PROMENADE	376.20	
			REPAIR LIGHTS AT READSHAW UNDERPASS	457.60	
			REPAIR LIGHTS AT ROBIN PARK	74.80	
			REPAIR LIGHTS AT WHITFORDS CUSTOMER S	74.80	
			REPAIR LIGHTS AT WOODVALE LIBRARY	816.20	
			REPAIR LIGHTS IN MANG PROJECTS AREA JC	184.80	
			REPAIR LIGHTS IN RETIC AREA AT THE DEPO	112.20	
			REPAIR RECEPTION LIGHT SWITCH JOOND A	88.44	
			REPAIR RING ROAD LIGHTS AT CRAIGIE LEIS	862.40	
			REPAIR ROAD LIGHTS AT SERVICE ROAD CR/	74.80	
			REPAIR SOUTH CARPARK LIGHTS AT PERCY I	2,480.43	
			REPAIRS TO CARPARK LIGHTS AT ROB BADD	74.80	
			REPLACE CABLE PIT AT PERCY DOYLE SOCC	544.50	
			REPLACE GYM DUCTING CLC	354.20	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			REPLACE ISOLATORS CRAIGIE LEIS CTR	74.80	
			REPLACE LAMPS ADMIN	357.50	
			SECURITY LIGHTS FORREST PARK	110.00	
			TEST & RETEST RCD WHITFORDS	286.00	
			TOILET LIGHT NOT WORKING BURNS BEACH	74.80	
			TOILET LIGHTS NOT WORKING WOODVALE LI	286.00	
			TOILET LIGHTS NOT WORKING OCEAN REEF	167.20	
			VARIOUS REPAIRS AT FLINDERS COMM HALL	347.86	
			VARIOUS REPAIRS AT JAMES COOK PARK	557.15	
			VARIOUS REPAIRS AT JOOND LIBRARY	194.04	
			VARIOUS REPAIRS AT JOONDALUP LIBRARY	315.63	
			VARIOUS REPAIRS AT PERCY DOYLE PARK	74.80	
			VARIOUS REPAIRS AT PICCADILLY CIRCLE JO	614.90	
			VARIOUS REPAIRS AT THE DEPOT	92.60	
			VARIOUS REPAIRS SPORTS SHED CRAIGIE LI	2,735.90	
			VARIOUS REPAIRS WEEK 48 AT JOOND COUN	269.50	
			WEEKLY TESTING WEEK 43 AT JOOND COUN	244.20	
			WEEKLY TESTING WEEK 44 AT JOOND COUN	247.50	
			WEEKLY TESTING WEEK 46 JOOND COUNCIL	221.10	
			WEEKLY TESTING WEEK 47 JOOND COUNCIL	683.10	
EF022816	31/01/2012	WANNEROO ELECTRIC			18,336.01
			ELECTRICAL WORK AT CENTRAL PARK	309.10	
			ELECTRICAL WORK AT MILDEN HALL	630.30	
			ELECTRICAL WORK AT PENNISTONE CLUBRC	135.30	
			LIGHTS OUT AT CRAIGIE LEISURE CENTRE	74.80	
			LIGHTS OUT SORRENTO FORESHORE	948.68	
			PENISTONE PARK POWER UPGRADE APPLIC.	228.80	
			REMOVE LIGHTS FOR RENOVATIONS AT MUL	2,926.07	
			REPAIR LIGHTS AT HILLARYS KINDY	74.80	
			REPAIR LIGHTS AT KINGSLEY MEMORIAL	74.80	
			REPAIR LIGHTS AT PERCY DOYLE TEE BALL	668.80	
			REPLACE PHOTO ELECTRICAL CELL (TYPICA	242.00	
			REPLACE PHOTO ELECTRICAL CELL (TYPICA	242.00	
			SCHEDULED LABOUR RATE OF ELECTRICIAN	1,225.40	
			SCHEDULED LABOUR RATE OF ELECTRICIAN	151.36	
			TEST AND REPAIR LIGHTS AT COUNCIL CHAM	199.10	
			TEST OPERATION AND REPAIR - CHECK OPE	592.90	
			UNSCHEDULED MATERIAL - COST PLUS PERI	8,553.60	
			WIRE AND CONNECT AIR CON AT CALECSTAT	1,058.20	
EF022818	31/01/2012	WANNEROO/JOONDALUP STATE EMERGENCY SERV			19,002.50
			QUARTER 3 2011-2012 OPERATING GRANT	19,002.50	
EF022740	31/01/2012	WARP PTY LTD			1,233.38
			TRAFFIC CONTROL MARMION AVE MARMION	1,233.38	
091864	20/01/2012	WATER CORPORATION			742.00
			FORREST PARK T/C	278.25	
			SEACREST PARK T/C	463.75	
091928	27/01/2012	WATER CORPORATION			3,395.85
			FALKLANDS PARK TOILETS	53.45	
			HYDRANT WORKS	2,224.85	
			JACK KIKEROS HALL	293.10	
			MACNAUGHTON CLUB	89.65	
			PAYMENT OF ACCOUNT FOR COMMUNITY DE	300.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			REINSTATE FOOTPATH HYDRANT WORKS	434.80	
EF022730	31/01/2012	WEMBLEY CEMENT INDUSTRIES			577.50
			CIRCULAR COVER INSERT ONLY	577.50	
EF022742	31/01/2012	WESKERB PTY LTD			141,813.44
			KERB MAINTENANCE	790.57	
			KERBING 24 KILARNEY HEIGHTS KALLAROO	864.60	
			KERBING CALEDONIA AVE CURRAMBINE	648.56	
			KERBING GARNKIRK ROAD GREENWOOD	22,983.84	
			KERBING HUXLEY TRAIL BURNS BEACH	191.18	
			KERBING JUNIPER WAY GREENWOOD	601.48	
			KERBING KARALUNDIE WAY MULLALOO	315.92	
			KERBING MARCO POLO MEWS CURRAMBINE	898.04	
			KERBING MCINNES COURT GREENWOOD	6,586.58	
			KERBING RESOLUTE WAY OCEAN REEF	9,253.20	
			KERBING TENARDI COURT GREENWOOD	823.57	
			REINSTATE KERBING AT DILLENIA WAY	25,258.31	
			REINSTATE KERBING AT HALFPENNY CHASE	671.77	
			REINSTATE KERBING AT HEPBURN AVE	1,372.80	
			REINSTATE KERBING AT HEPBURN AVE	1,892.33	
			REINSTATE KERBING AT KENDAL WAY	21,912.39	
			REINSTATE KERBING AT YALBARRA ROAD	367.95	
			REPAIR KERBING - LYSANDER DR	13,510.04	
			REPAIR KERBING AT DARNLEY AVE	16,387.25	
			REPAIR KERBING AT KILCAIRN PLACE	16,483.06	
EF022735	31/01/2012	WEST AUSTRALIAN NEWSPAPERS LTD			2,716.98
			ADVERTISING	2,716.98	
EF022739	31/01/2012	WEST COAST INSTITUTE OF TRAINING			4,088.00
			TRAINING WORKSHOP 25/10/2011	4,088.00	
EF022738	31/01/2012	WEST COAST SYNTHETIC SURFACES			67,881.00
			ACRYLIC SURFACING WITH FIBREGLASS MEI	19,294.00	
			FENCING REPAIRS AT HEATHRIDGE TENNIS C	40,997.00	
			REMOVE AND REPLACE SYNTHETIC PITCH	3,795.00	
			REMOVE AND REPLACE SYNTHETIC TURF BL	3,795.00	
EF022743	31/01/2012	WESTERN PACIFIC AUTOMOTIVE PTY LTD			52,209.00
			2011 MERCEDES VITO 113CDI	52,209.00	
EF022474	13/01/2012	WESTERN POWER			9,978.01
			CFL INSTALLATION CLAY PLC PADBURY MP12	1,610.00	
			DESIGN FEE FOR ELECTRICAL WORK AT L864	1,500.00	
			DIGITAL DATA MP125950	258.00	
			STREET LIGHTING KINGSLEY DRV TRAFFIC M	6,610.01	
EF022482	19/01/2012	WESTERN POWER			202,759.00
			STREET LIGHTING FOR KINGSLEY DRV KING'	202,759.00	
EF022729	31/01/2012	WESTRAC			840.00
			PARTS COUPLING	295.46	
			SCHEDULED SERVICING	544.54	
091831	13/01/2012	WESTSCHEME			712.15
			PAYROLL DEDUCTIONS F/E 6/1/12	712.15	
091931	27/01/2012	WESTSCHEME			773.77
			PAYROLL DEDUCTIONS F/E 20/1/12	773.77	
EF022733	31/01/2012	WESTSIDE FIRE SERVICES			58,072.59
			FIRE SERVICES	2,090.00	
			FIRE SERVICES DECEMBER 2011 MAJOR SITE	3,480.50	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
			FIRE SERVICES DECEMBER 2011 MINOR SITE	335.50	
			FIRE SERVICES DECEMBER 2011 LEASED SIT	840.59	
			INSTALLATION OF EWIS WARNING LIGHTS IN	8,690.00	
			UPGRADE FIRE DETECTION SYSTEM	42,636.00	
091929	27/01/2012	WHITFORD LIBRARY PETTY CASH			133.15
			PETTY CASH W/E 20/01/12	133.15	
EF022741	31/01/2012	WILSON SECURITY			9,884.59
			CITY WATCH TEMPEST JACKETS YELLOW/NA	1,465.60	
			COASTAL PATROLS	2,464.31	
			PATROL SERVICES	338.87	
			PATROL SERVICES	5,615.81	
EF022817	31/01/2012	WOODVALE FENCING			3,591.00
			COLOUR BOND REPAIRS	946.00	
			DAY LABOUR HIRE	599.00	
			FENCE REPAIRS TO TRANDY COURT BELDON	1,078.00	
			URGENRT FENCE REPAIRS	429.00	
			URGENT FENCE REPAIRS	539.00	
091930	27/01/2012	WOODVALE LIBRARY PETTY CASH			118.70
			PETTY CASH	118.70	
EF022734	31/01/2012	WOODVALE NEWS SERVICE			328.40
			NEWSPAPERS TO WOODVALE LIBRARY	151.72	
			NEWSPAPERS WOODVALE LIBRARY 20/11/11-	176.68	
EF022475	13/01/2012	X-MEN SECURITY SERVICES			495.60
			SECURITY SERVS JOOND MARKETS 16/12/11	333.60	
			SECURITY SERVS SUNDAY SERENADES 18/1:	162.00	
EF022819	31/01/2012	X-MEN SECURITY SERVICES			611.60
			SECURITY SERVICES - SC3	611.60	
EF022744	31/01/2012	XPRESS MAGAZINE			781.00
			XPRESS 1/8 PAGE ADS X 2	781.00	
EF022820	31/01/2012	YOGAU			150.00
			YOGA CLASSES FOR GROUP FITNESS CRAIG	150.00	
EF022745	31/01/2012	ZE PHOTOGRAPHY			330.00
			PHOTOGRAPHY SUMMER CONCERT 2 03/12/1	330.00	
				5,896,717.85	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 1

LIST OF MUNICIPAL PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
Cancelled payments issued prior to January 2012					
091358	19/01/2012	IKEA			-269.00
				-269.00	
					-269.00
NET PAYMENT AMOUNT					\$5,896,448.85

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 2

LIST OF TRUST PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
Payments					
204727	13/01/2012	1ST KINROSS SCOUT GROUP			170.00
			BOND	170.00	
204726	13/01/2012	ADAM OSWALD			700.00
			BOND	700.00	
204763	20/01/2012	AIMEE CRISTINA ARNOUD DE MORAIS			700.00
			BOND	700.00	
204736	13/01/2012	ALLISON GLENISTER INVESTMENT TRUST			700.00
			BOND	700.00	
204771	27/01/2012	ANDREW THOMPSON			350.00
			BOND	350.00	
204759	20/01/2012	ANDY POWELL			700.00
			BOND	700.00	
204748	20/01/2012	ASHWANI SAMMI			350.00
			BOND	350.00	
204747	20/01/2012	BRIANA BUNCE			700.00
			BOND	700.00	
204758	20/01/2012	CARE FOR KIDS SCHOOL OF EARLY LEARNING KING			800.00
			BOND	800.00	
204743	20/01/2012	CARMELITA BALTAZAR			700.00
			BOND	700.00	
204735	13/01/2012	CATHERINE REID			700.00
			BOND	700.00	
204732	13/01/2012	CHERRY TODORO			700.00
			BOND	700.00	
204751	20/01/2012	CHRISTOPHER HATTON			700.00
			BOND	700.00	
204767	27/01/2012	CHURCH TEAM MINISTRIES INTERNATIONAL			700.00
			BOND	700.00	
204770	27/01/2012	CONSTANCE RICHARDSON			700.00
			BOND	700.00	
204731	13/01/2012	D S VAN BAALEN			700.00
			BOND	700.00	
204720	13/01/2012	DUNCRAIG CHRISTIAN FELLOWSHIP			350.00
			BOND	350.00	
204730	13/01/2012	GEOFF QUINTON			700.00
			BOND	700.00	
204764	27/01/2012	GEORGIA UNDERWOOD			350.00
			BOND	350.00	
204772	27/01/2012	HARDIK GANDHI			700.00
			BOND	700.00	
204756	20/01/2012	HERMINA EDWARDS			700.00
			BOND	700.00	
204733	13/01/2012	JENNIFER HANSLIP			700.00
			BOND	700.00	
204760	20/01/2012	JOHN COWUP			260.00
			BOND	260.00	
204740	20/01/2012	JOHN NAISMITH			350.00
			BOND - SORRENTO FORESHORE	350.00	
204745	20/01/2012	K B KENDRICK			350.00
			BOND	350.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 2

LIST OF TRUST PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
204734	13/01/2012	KARITA MAIA MELLO			700.00
			BOND	700.00	
204762	20/01/2012	KELLIE SHERESTON			350.00
			BOND	350.00	
204722	13/01/2012	KINROSS PLAYGROUP			350.00
			BOND	350.00	
204725	13/01/2012	KIRAN SHAH			700.00
			BOND	700.00	
204749	20/01/2012	LINDA BOREHAM			350.00
			BOND	350.00	
204738	13/01/2012	LISA TIPPINS			515.00
			BOND	515.00	
204753	20/01/2012	LJ & TM OUWENDYK			700.00
			BOND	700.00	
204755	20/01/2012	MAGIC CIRCLE CHILD CARE CENTRE			800.00
			BOND	800.00	
204776	27/01/2012	MARIE EADE			700.00
			BOND	700.00	
204729	13/01/2012	MEGAN ANDERSON			350.00
			BOND	350.00	
204750	20/01/2012	MICHELLE JOHNS			700.00
			BOND	700.00	
204768	27/01/2012	NARELLE HUGHES			350.00
			BOND	350.00	
204769	27/01/2012	OVIDIU S EMBER			700.00
			BOND	700.00	
204775	27/01/2012	PAULA KERVIN			250.00
			BOND	250.00	
204721	13/01/2012	PETER STEWART HOMES			1,200.00
			BOND	1,200.00	
204766	27/01/2012	POTTERS HOUSE			700.00
			BOND	700.00	
204739	13/01/2012	POYNTER PRIMARY SCHOOL			175.00
			BOND	175.00	
204757	20/01/2012	RAVINDER PAL SINGH			350.00
			BOND	350.00	
204777	27/01/2012	ROSEMARY DUNNINGTON			350.00
			BOND	350.00	
204754	20/01/2012	ROSS FISHER			800.00
			BOND	800.00	
204746	20/01/2012	SHARON LAKE			350.00
			BOND	350.00	
204744	20/01/2012	SHARON MIDDLETON			350.00
			BOND	350.00	
204728	13/01/2012	SHELLY WILLIAMS			700.00
			BOND	700.00	
204765	27/01/2012	SHREE KUTCHI LEVA PATEL COMMUNITY			700.00
			BOND	700.00	
204724	13/01/2012	SIMON DAVIS			50.00
			SIGN BOND	50.00	
204761	20/01/2012	SOTSIE LAGMAN			700.00
			BOND	700.00	

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 2

LIST OF TRUST PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
204741	20/01/2012	STACEY CLUTTERBUCK			350.00
			BOND	350.00	
204742	20/01/2012	STUART CRAIG			350.00
			BOND	350.00	
204774	27/01/2012	TATIANA SANTOS CASTILHO			350.00
			BOND	350.00	
204737	13/01/2012	TRACY MOORE			350.00
			BOND	350.00	
204773	27/01/2012	VICTOR CLAYTON			700.00
			BOND	700.00	
204752	20/01/2012	VIDA HABIBI			700.00
			BOND	700.00	
204723	13/01/2012	WEST PERTH DISTRICT FOOTBALL DEV COUNCIL			350.00
			PARK BOND	350.00	
204719	13/01/2012	WHITFORD CHURCH OF CHRIST INC			1,050.00
			BOND	1,050.00	
					32,670.00

CEO's Delegated Payments List - Regulation 13(1)

Local Government (Financial Management) regulations 1996 ATTACHMENT 2

LIST OF TRUST PAYMENTS - Payment Detail for Month of January 2012

Payment No	Payment Date	Payee	Invoice Description	Invoice Amount	Payment Amount
Cancelled payments issued prior to January 2012					
204560	27/01/2012	CHURCH TEAM MINISTRIES INTERNATIONAL			-700.00
				-700.00	
204607	27/01/2012	NARELLE HUGHES			-350.00
				-350.00	
					-1,050.00
NET PAYMENT AMOUNT					\$31,620.00



City of Joondalup

Financial Activity Statement for the
Period Ended 31 January 2012

Contents

Appendix

Financial Activity Statement	1
Investment Summary	2
Notes to and Forming Part of the Financial Activity Statement	3



City of Joondalup
Financial Activity Statement
for the period ended 31 January 2012

	Notes	Adopted Budget	YTD Adopted Budget	YTD Actual	YTD Variance \$	YTD Variance %
OPERATING REVENUE						
Rates		(74,339,858)	(74,206,558)	(74,352,362)	145,804	0%
Grants and Subsidies		(3,077,873)	(1,580,830)	(1,587,061)	6,231	0%
Contributions Reimbursements and Donations	1	(2,040,474)	(1,205,047)	(1,998,017)	792,970	66%
Profit on Asset Disposals		(77,740)	(72,432)	(36,302)	(36,130)	(50)%
Fees and Charges		(31,887,890)	(26,191,944)	(26,268,726)	76,782	0%
Investment Earnings	2	(4,563,005)	(2,808,394)	(3,601,014)	792,620	28%
Other Revenue/Income	3	(138,000)	(73,000)	(225,791)	152,791	209%
Total Operating Revenue		(116,124,840)	(106,138,205)	(108,069,273)	1,931,068	2%
OPERATING EXPENSES						
Employee Costs	4	48,980,352	29,341,137	28,498,160	842,977	3%
Materials and Contracts	5	43,085,906	25,925,929	23,820,630	2,105,299	8%
Utilities (gas, electricity, water etc.)		5,520,852	3,244,129	3,150,936	93,193	3%
Depreciation of Non-Current Assets		22,728,447	13,293,570	13,326,536	(32,966)	(0)%
Loss on Asset Disposal		132,503	69,666	37,379	32,287	46%
Interest Expenses		675,602	403,565	402,181	1,384	0%
Insurance Expenses		1,364,907	1,359,414	1,340,176	19,238	1%
Total Operating Expenses		122,488,569	73,637,410	70,575,998	3,061,412	4%
(SURPLUS)/DEFICIT FROM OPERATIONS		6,363,729	(32,500,795)	(37,493,275)	4,992,480	15%
OPERATING NON-CASH ADJUSTMENTS						
Depreciation on Assets		(22,728,447)	(13,293,570)	(13,326,536)	32,966	0%
Loss on Asset Disposal		(132,503)	(69,666)	(37,379)	(32,287)	(46)%
Profit on Asset Disposals		77,740	72,432	36,302	36,130	(50)%
OPERATING CASH (SURPLUS)/DEFICIT		(16,419,481)	(45,791,599)	(50,820,888)	5,029,289	11%
NON-OPERATING REVENUE						
Capital Grants and Subsidies	6	(5,557,800)	(2,423,567)	(2,948,286)	524,719	22%
Capital Contributions		(10,000)	(10,000)	-	(10,000)	(100)%
Acquired Infrastructure Assets		(1,400,000)	-	-	-	0%
Total Non-Operating Revenue		(6,967,800)	(2,433,567)	(2,948,286)	514,719	21%
CAPITAL EXPENDITURE						
Capital Projects	7	3,545,461	2,258,939	747,738	1,511,201	67%
Capital Works	8	22,831,728	8,766,314	6,674,611	2,091,703	24%
Motor Vehicle Replacements	9	2,825,999	1,786,999	819,694	967,305	54%
Loan Repayment Principal		1,479,763	752,491	752,491	-	0%
Equity Investments		-	-	-	-	-
Total Capital Expenditure		30,682,951	13,564,743	8,994,534	4,570,209	34%
CAPITAL (SURPLUS)/DEFICIT		23,715,151	11,131,176	6,046,248	5,084,928	46%
(SURPLUS)/DEFICIT FROM OPERATIONS AND CAPITAL		7,295,670	(34,660,423)	(44,774,640)	10,114,217	29%
FUNDING						
Proceeds from Disposal		(724,100)	(362,050)	(125,756)	(236,294)	(65)%
Loan Funds		-	-	-	-	0%
Transfer from Reserve		(9,876,856)	-	-	-	0%
Transfer to Reserve		3,937,441	-	-	-	0%
Transfer to Accumulated Surplus		1,400,000	-	-	-	0%
Opening Funds		(2,046,117)	(2,046,117)	(2,987,469)	941,352	46%
CLOSING FUNDS	10	(13,962)	(37,068,590)	(47,887,865)	10,819,275	29%



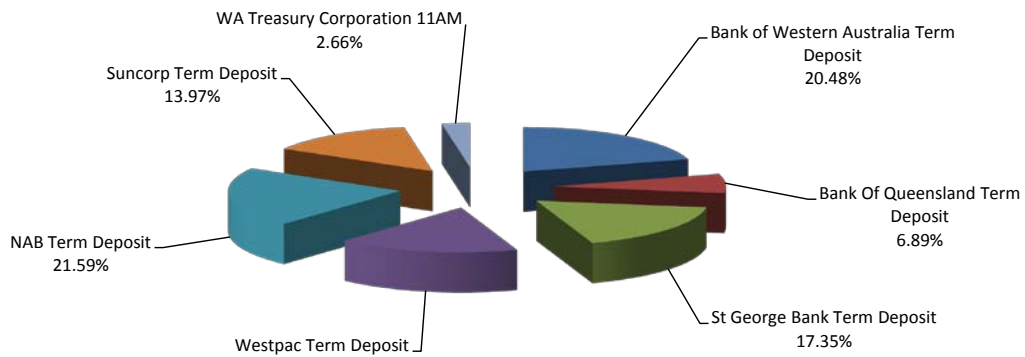
Investment Summary

CITY OF JOONDALUP
January-12

Credit Rating		Investment Account	MTD Return	YTD Return	Value \$	% of Portfolio	Policy Limit
Long Term	Short Term						
AA-	A-1+	Bank of Western Australia Term Deposit	5.87%	5.89%	\$ 21,250,000	20.48%	20%
BBB+	A-2	Bank Of Queensland Term Deposit	6.04%	6.12%	\$ 7,150,000	6.89%	10%
AA-	A-1+	St George Bank Term Deposit	5.87%	5.96%	\$ 18,000,000	17.35%	20%
AA-	A-1+	Westpac Term Deposit	5.88%	5.97%	\$ 17,700,000	17.06%	20%
AA-	A-1+	NAB Term Deposit	5.81%	5.91%	\$ 22,400,000	21.59%	20%
A+	A-1	Suncorp Term Deposit	5.97%	6.02%	\$ 14,500,000	13.97%	15%
A-1+	AAA	WA Treasury Corporation 11AM	4.20%	4.53%	\$ 2,758,000	2.66%	20%
A	A-1	Macquarie Term Deposit	0.00%	0.00%	\$ -	0.00%	15%
AA	A-1+	Commonwealth Bank Term Deposit	0.00%	0.00%	\$ -	0.00%	20%
Total Investment Portfolio			5.86%	5.92%	103,758,000	100.00%	

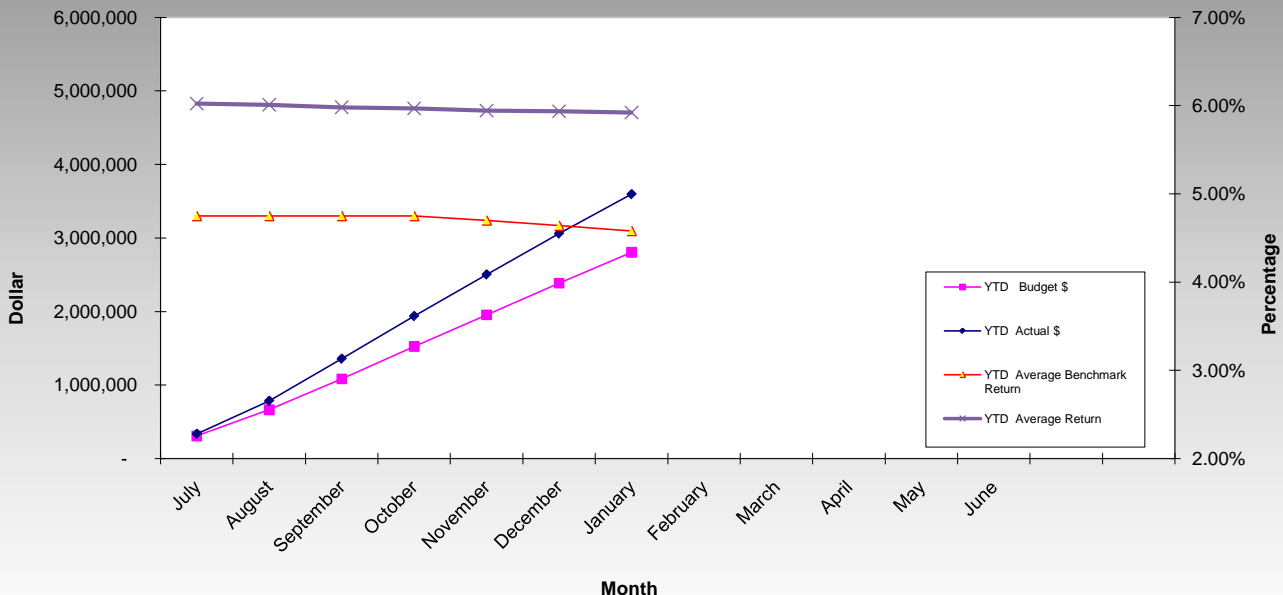
Municipal Funds	55,603,406
Reserve Funds	48,154,594
	103,758,000

City of Joondalup - Investment Balances



Month	MTD Budget \$	MTD Actual \$	YTD Budget \$	YTD Actual \$	YTD Average Benchmark Return	YTD Average Return
July	307,778	336,115	307,778	336,115	4.75%	6.02%
August	356,878	448,605	664,656	784,720	4.75%	6.01%
September	419,850	572,870	1,084,506	1,357,590	4.75%	5.98%
October	440,016	579,807	1,524,522	1,937,397	4.75%	5.97%
November	429,181	565,746	1,953,703	2,503,143	4.70%	5.94%
December	431,871	556,767	2,385,574	3,059,910	4.64%	5.94%
January	419,906	534,637	2,805,480	3,594,548	4.58%	5.92%

Return on Investments





NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDED ON 31 JANUARY 2012

1. Contributions, Reimbursements & Donations

	YTD Adopted Budget	YTD Actual	Variance
a) Sale of Recyclables Materials	\$772,029	\$1,129,903	\$357,874
b) Other Contributions, Reimbursements & Donations	\$433,018	\$868,114	\$435,096
	<u>\$1,205,047</u>	<u>\$1,998,017</u>	<u>\$792,970</u>

a) Revenue received in the current year in respect of the prior year exceeded the previous year-end revenue accrual by \$121,898. Income for this financial year is \$235,976 above the original budget estimates.

b) This favourable variance comprises mainly of unbudgeted insurance reimbursements of \$358,695 including \$251,635 to repair storm damage to the roof of the Mullaloo Surf Life Saving Club. There were also favourable timing variances of \$62,427 for sponsorship of various events including the Valentines Concert and Joondalup Festival and \$22,573 for the WALGA advertising rebate. The balance of the variance is spread across a number of areas.

2. Investment Earnings

Investment income exceeded budget by \$792,620 as the volume of funds invested is higher than budgeted.

3. Other Revenue / Income

	YTD Adopted Budget	YTD Actual	Variance
a) Discounts Received	\$28,000	\$111,106	\$83,106
b) Adshell – Advertising	\$45,000	\$106,355	\$61,355
Other variances - not material	-	\$8,330	\$8,330
	<u>\$73,000</u>	<u>\$225,791</u>	<u>\$152,791</u>

a) Unbudgeted insurance discount of \$100,838 was received from the Local Government Insurance Scheme. The discount received on early settlement of supplier invoices is (\$17,732) below budget.

b) This variance includes \$27,436 revenue received this year relating to advertising during the last quarter of the previous financial year and \$27,500 for the second quarter revenue for 2011/12 that has been duplicated and will be corrected in February 2012.



4. Employee Costs

	YTD Adopted Budget	YTD Actual	Variance
a) Salaries & Wages	\$27,217,521	\$26,316,809	\$900,712
b) Other Employment Costs	\$2,123,616	\$2,181,351	(\$57,735)
	<u>\$29,341,137</u>	<u>\$28,498,160</u>	<u>\$842,977</u>

a) This favourable variance is predominantly due to vacancies and savings in a number of areas but primarily in Infrastructure Services \$614,788 and Planning & Development \$416,008, and is partly offset by an unfavourable variance for the Provision of Employee Leave Entitlements.

b) Other Employment Costs favourable variances include Staff Training \$107,917, Conferences & Seminars \$36,709 and Study Assistance \$30,193. These are offset by unfavourable variances for Staff Recruitment (\$105,281) and Capital Labour Recoveries (\$160,663) as the capital work crew is undertaking more maintenance work instead of capital work in the first half of the year.

5. Materials and Contracts

	YTD Adopted Budget	YTD Actual	Variance
a) Administration	\$962,604	\$751,927	\$210,677
b) Professional Fees & Costs	\$1,471,874	\$869,784	\$602,090
c) Public Relations, Advertising & Promotions	\$682,361	\$415,534	\$266,827
d) Computing	\$999,632	\$820,453	\$179,179
e) Furniture, Equipment and Artworks	\$1,193,704	\$914,905	\$278,799
f) Accommodation & Property	\$643,322	\$517,294	\$126,028
g) Contributions & Donations	\$1,234,030	\$929,638	\$304,392
h) Other Materials	\$966,772	\$761,785	\$204,987
i) Waste Management Services	\$5,430,831	\$5,288,191	\$142,640
j) External Services Expenses	\$10,437,682	\$10,650,803	(\$213,121)
k) Charges and Recoveries	(\$305,650)	(\$95,242)	(\$210,408)
Other Variances - not material	\$2,208,767	\$1,995,558	\$213,209
	<u>\$25,925,929</u>	<u>\$23,820,630</u>	<u>\$2,105,299</u>

a) Expenditure is below budget for Election Costs \$37,139, Photocopying \$18,571 and Stationery \$27,753. The balance of the favourable variance is mainly attributable to the timing of expenditure and is spread across a number of areas including Printing \$42,608, Photography and Video Production \$23,102 and Corporate Membership \$28,621.

b) Consultancy expenditure is \$574,087 below budget and is dependent on the progress made on projects. This includes the Coastal Risk Assessment Study \$100,000, Part B of the Local Commercial Strategy \$69,995, Natural Areas Management Plan \$50,000, Shared Pathway – Burns Beach to Mindarie \$37,250, Workplace Agreement



Reclassification systems \$40,000 and the Coastal Foreshore Management Plan \$40,000 among others.

In addition this includes favourable variances for Research Surveys \$40,000 and Recoverable Legal Expenses \$33,660. Legal costs are (\$47,732) over budget predominantly for advice or representation associated with the new District Planning Scheme, parking and bush fire break prosecutions.

- c) Promotion costs are \$52,691 below budget including \$10,000 relating to the Wildcats event that is not going ahead and \$8,000 for the Sunset Coast brochure. Advertising costs are \$71,795 under budget due to a combination of savings and timing on various publications. The remainder of the variance is predominantly due to budget phasing including Catering \$66,325 and Signage \$45,058.
- d) This is primarily due to favourable timing variances including Microsoft licences required for upgrades \$61,416, various annual Software Maintenance renewals \$14,543 and Software Purchases \$25,090. Data Communication Links and Internet Provider Costs are \$62,584 below budget; this includes a payment made in the prior financial year of \$26,500 that will be compensated for at the Mid Year Budget Review.
- e) Favourable timing variances have occurred for the annual desktop and notebook purchase order \$28,535, waste refuse bins \$91,826 and Equipment Hire \$16,921. Timing variances also occurred for Plant & Equipment maintenance \$31,904 and purchases for Recreation Services \$41,108. Computer maintenance is \$18,821 under budget predominantly due to lower maintenance renewal costs.
- f) This favourable variance includes refuse removal charges for City parks \$21,598 for which City of Wanneroo invoices were allocated to External Contractors and Services and the Works Operations Centre \$31,195 which is due to delays in supplier invoices for January; and Rentals and Outgoings \$42,130, driven by a favourable variance \$26,533 due to a delay in the January invoice for the lease of the Works Operations Centre.
- g) Year to date contributions to the Warwick Leisure Centre are (\$49,615) over budget including final adjustment invoices received in respect of the previous financial year. The Emergency Services Levy on City properties is \$41,399 below budget as a result of a number of Council owned properties that FESA have confirmed will not receive an updated valuation from Landgate until July 2012.

The balance of the variance is mainly a result of timing differences including \$60,000 for the Arena Community Sports and Recreation Association, \$79,431 for Community Sports funding, \$55,000 for Woodvale Waters and \$104,785 for various Sponsorships.

- h) Building Material purchases are \$149,966 below budget, offset by External Contractors who invoice the City in total for work done and material supplied altogether (ref. j below). A favourable timing variance also occurred for Administration Building Works \$28,142.
- i) The Materials Recovery Facility operating costs are \$51,966 below budget. In addition a favourable variance of \$84,807 occurred for domestic, bulk and weekend green waste collection mainly attributable to seasonal variations.



- j) External Contractor Service expenditure for maintenance of the City's buildings and facilities is (\$440,239) over budget due to the replacement of the roof at Mullaloo Surf Life Saving Club (\$251,635), which has been reimbursed by the City's insurers, and the cost of budgeted material purchases being included in contractor combined charges (ref. h) above. The balance of the External Contractor Service variance \$168,855 is predominantly due to favourable timing variances to budget phasing.

Domestic and Bulk Tipping Fees are \$109,877 below budget as a result of lower tonnages collected. The balance of the variance is spread across a number of areas.

- k) Capital Overhead Recoveries are (\$250,649) below budget as the capital work crew is undertaking more maintenance work instead of capital work to date. The balance is primarily due to budget phasing.

6. Capital Grants and Subsidies

	YTD Adopted Budget	YTD Actual	Variance
a) Major Building Works	-	\$49,500	\$49,500
b) Foreshore and Natural Areas	-	\$44,275	\$44,275
c) Blackspot program	\$176,000	\$229,797	\$53,797
d) Road Preservation / Resurfacing program	\$2,237,117	\$2,539,214	\$302,097
e) Ocean Reef Marina		\$85,500	\$85,500
Other	\$10,450	-	(\$10,450)
	<u>\$2,423,567</u>	<u>\$2,948,286</u>	<u>\$524,719</u>

- a) The City received an unbudgeted grant of \$49,500 for 50% of the installation cost of a disabled lift facility at the Joondalup Library, funded by the Department of Families, Housing, Community Services and Indigenous Affairs.
- b) A Lotterywest grant of \$44,275 was received for Coastal Biodiversity Interpretive Signage that was budgeted to be received in the previous financial year.
- c) Final claims for Blackspot projects \$129,131 were budgeted in the prior financial year, including Marmion Avenue / Hepburn Avenue \$92,000 and Marmion Avenue / Seacrest Drive \$26,000, but were actually received in the current financial year. The second 40% claim for this year's program (\$75,333) is not expected until May for Whitfords Avenue-Eddystone Avenue Traffic Signals and Endeavour Road – Traffic Management as these projects have not commenced.
- d) A favourable timing variance occurred for the Roads to Recovery grant of \$475,482 and the State Local Road Grant is \$70,291 above budget. These are partially offset by an unfavourable variance on the Metro Regional Road Group resurfacing program grant of (\$257,799) as some claims are still outstanding, which are due to be claimed by the end of February.
- e) The City received a grant of \$85,500 from the Recreational Boating Facilities Scheme that was budgeted to be received in the previous financial year.



7. Capital Projects

	YTD Adopted Budget	YTD Actual	Variance
a) Ocean Reef Marina Development	\$1,044,191	\$263,726	\$780,465
b) Upgrade to the Wanneroo Materials Recycling Facility	\$150,000	\$10,307	\$139,693
c) PABX for Disaster Recovery site	\$52,000	-	\$52,000
d) Cafes / Restaurants / Kiosks	\$87,500	\$12,839	\$74,661
e) Grandstand, Sorrento Football Club	\$45,000	-	\$45,000
f) T1 Works & Assets for Building Maintenance	\$50,000	\$3,000	\$47,000
g) Joondalup Performing Arts & Cultural Facility	\$116,666	\$49,069	\$67,597
h) Joondalup City Centre Commercial Office Development	\$58,333	\$17,030	\$41,303
i) Network Infrastructure Upgrade	\$160,000	\$94,225	\$65,775
j) IT Disaster Recovery Facilities	\$149,500	\$40,383	\$109,117
Other Projects – not material	\$345,749	\$257,159	\$88,590
	<u>\$2,258,939</u>	<u>\$747,738</u>	<u>\$1,511,201</u>

- a) Council has endorsed progressing this project based on Concept Plan 7.2. The phasing of expenditure for this project has been amended during the Mid Year Budget review process. The engagement of consultants will increase expenditure over the coming months.
- b) The glass cleaning equipment has been installed at the recycling facility; invoices are expected to be processed over the coming weeks.
- c) The implementation of this project is now expected to be complete by May 2012 due to supplier lead time.
- d) Variance is dependent on the progress of the project as determined by Council and Committee decisions.
- e) The City has asked Sorrento Football Club to submit plans for the spectator seating. Once these plans are approved, the City will release the funds.
- f) This project has been delayed due to the unplanned Tech One system upgrade that is scheduled for February 2012.
- g) This favourable variance is the result of delays in the appointment of consultants. It is anticipated that consultants will be appointed in March to undertake market analysis and feasibility studies.



h) Progress on this project is subject to further direction. A review of the current project plan and strategy is being prepared for consideration.

i) & j) Work on these projects is progressing behind budget phasing.

8. Capital Works

	YTD Adopted Budget	YTD Actual	Variance
a) Road Preservation / Resurfacing Program	\$2,742,553	\$2,271,634	\$470,919
b) Stormwater Drainage Program	\$345,000	\$69,957	\$275,043
c) Parks Equipment Program	\$1,101,135	\$990,569	\$110,566
d) Parks Development Program	\$746,000	\$602,219	\$143,781
e) Major Road Construction Program	\$500,000	\$196,811	\$303,189
f) Major Projects Program	\$300,000	\$48,778	\$251,222
g) Building Capital Works Program	\$1,261,497	\$692,024	\$569,473
Other Works variances - not material	\$1,770,129	\$1,802,619	(\$32,490)
	<u>\$8,766,314</u>	<u>\$6,674,611</u>	<u>\$2,091,703</u>

a) The Road Preservation & Resurfacing Program is progressing and a number of projects have been completed. The variance is due to delays in invoicing by contractors.

b) The Stormwater Drainage program is experiencing delays causing favourable variances, including Mirror Park \$99,984, Waterford Drive Flood Mitigation \$90,000 and Craigie sump improvement \$50,000 that are expected to be completed in the coming months.

c) Favourable timing variances occurred on Tennis Court resurfacing projects \$77,239 that are currently in progress or scheduled to be completed by June 2012. Percy Doyle and Sir James McCusker Park Barbeque Projects have been withdrawn from the capital works program resulting in a \$44,000 variance. Further delays with the Shade Structure Program have caused a variance of \$42,078. An additional favourable variance of \$83,333 is caused by Ocean Reef Skate Park which is not due to be completed until the next financial year.

d) This favourable variance predominantly relates to Kingsley Park \$175,744 that is anticipated to be completed by June. The balance of the variance is due to projects progressing ahead of the original schedule and invoices that are yet to be submitted to the City.

e) This unfavourable variance includes expenditure on Moore Drive / Connolly Drive (\$168,431) which is funded by money brought forward from the previous financial year.

f) This variance is predominantly due to the Currambine Community Centre \$214,201 which is currently in the design phase and Jack Kikeros Hall \$49,933. Both these projects will not be completed until the next financial year.



- g) This variance is primarily due to timing and mainly comprises Joondalup Library Photo Voltaic Panels \$200,000 which has experienced delays and will not be completed until the end of June. Rob Baddock Community Hall refurbishment \$127,898 and Craigie Leisure Centre Fire Indicator Panel \$91,138 are not expected to be completed until the end of June.

9. Motor Vehicle Replacements

Unfavourable variances occurred for fleet purchases of (\$389,474) which were budgeted for in the previous financial year. This variance also includes favourable timing variances to budget of \$1,341,961, with a number of items on order or still being considered, and savings to budget of \$14,818.



10. Closing Funds

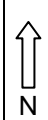
	Actual
Current Assets	
Cash Assets	\$103,841,512
Rates and Sundry Debtors	\$11,677,117
GST Receivable	\$557,990
Accrued Income	\$1,493,293
Advances and Prepayments	\$659,926
	\$118,229,838
Less: Current Liabilities	
Creditors	(\$737,837)
Sundry Payables	(\$6,008,006)
Provisions - Annual Leave	(\$3,156,063)
Provisions - Other	(\$5,560,046)
Accrued Expenses	(\$4,502,078)
Income in Advance	-
Borrowings	(\$727,271)
GST Payable	(\$123,704)
	(\$20,815,005)
Net Current Assets	\$97,414,833
Less: Borrowings	(\$752,491)
Less: Restricted Assets	(\$48,565,352)
Closing Funds - Surplus	\$48,096,990
Less:	
Non Current adjustments	(\$209,125)
Adjusted Closing Funds - Surplus	\$47,887,865

LOT 971 (52) CREANEY DRIVE, KINGSLEY





90 Boas Ave, Joondalup WA 6027
 PO Box 21, Joondalup WA 6919
 Ph: 08 9400 4000
 Fax: 08 9300 1383
 info@joondalup.wa.gov.au
 www.joondalup.wa.gov.au



Not to Scale

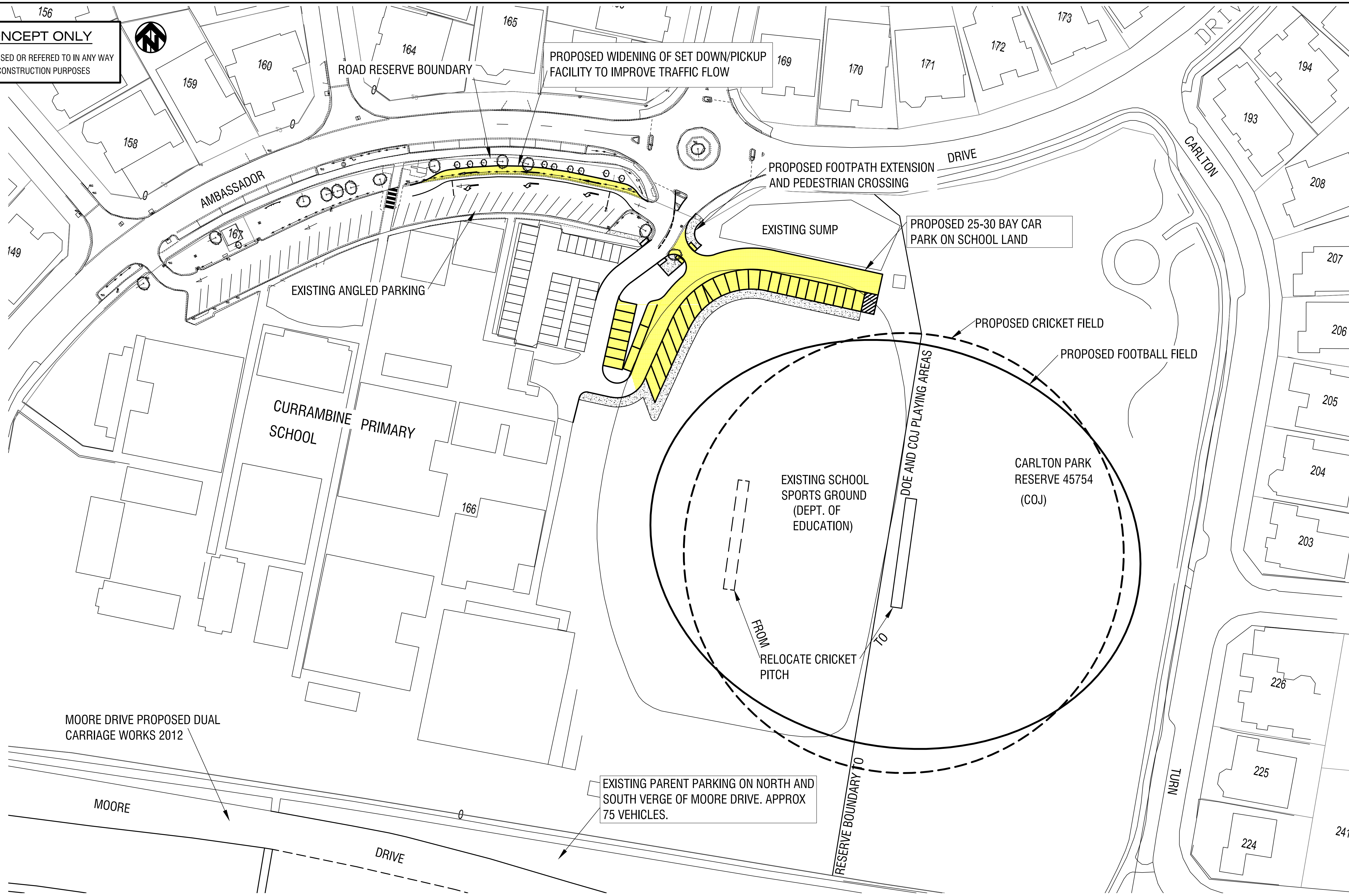
Date: 8 March 2012

DISCLAIMER: While every care is taken to ensure the accuracy of this data, the City of Joondalup makes no representations or warranties about its accuracy, completeness or suitability for any particular purpose and disclaims all liability for all expenses, losses, damages and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.

**LOCALITY PLAN
 CURRAMBINE PRIMARY SCHOOL
 ATTACHMENT 1**

CONCEPT ONLY

NOT TO BE USED OR REFERRED TO IN ANY WAY FOR CONSTRUCTION PURPOSES



MOORE DRIVE PROPOSED DUAL CARRIAGE WORKS 2012

EXISTING PARENT PARKING ON NORTH AND SOUTH VERGE OF MOORE DRIVE. APPROX 75 VEHICLES.

No.	REVISION	BY	DATE	AUTH	CDU
A	DRAFT PLOT.	M.G.	10/2011		

SURVEY INFORMATION	P. ALLIA	DATUM	LOCAL	GRID	LOCAL	SCALES	AS SHOWN		
DESIGN DIRECTORY:	IMS on 'Hamenco'//	HORIZONTAL	5	0	5	10	15	20	25
	I:\CD\CHRIS\AutoCAD Drawings\	VERTICAL	1:500						
DRAWING DIRECTORY:	IMS on 'Hamenco'//		SCALE IN METRES						
	I:\CD\VIEW\GENERAL ENGINEERING DRAWINGS\		N/A						
CD ROM Archive No:	N/A								

DESIGNED	M. GRAY	10/2011	APPROVED		
DRAWN	M. GRAY	10/2011	MANAGER: INFRASTRUCTURE MANAGEMENT SERVICES		
CHECKED BY			APPROVED FOR CONSTRUCTION		
CO-ORDINATOR: CIVIL PROJECTS					
AUTHORISED					
TEAM LEADER: CIVIL PROJECTS SERVICES			DIRECTOR: INFRASTRUCTURE SERVICES		

CURRAMBINE PRIMARY SCHOOL
 PROPOSED TRAFFIC MANAGEMENT AND PARKING IMPROVEMENTS

LOCALITY: CURRAMBINE

CITY OF JOONDALUP

CONCEPT-001 A1

REVISION No: A
 ORIGINAL Dwg. SIZE: A1



Joondalup - Compliance Audit Return 2011

Commercial Enterprises by Local Governments						
No	Reference	Question	Response	Comments	Respondent	
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2011.	N/A		Peter McGuckin	
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2011.	N/A		Peter McGuckin	
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2011.	N/A		Peter McGuckin	
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2011.	N/A		Peter McGuckin	
5	s3.59(5)	Did the Council, during 2011, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Peter McGuckin	

COPY ONLY



Delegation of Power / Duty						
No	Reference	Question	Response	Comments	Respondent	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes	Item CJ107-06/11 refers.	Peter McGuckin	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes	Only committee with delegations is the Art Collection & Advisory Committee.	Peter McGuckin	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Peter McGuckin	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Peter McGuckin	
5	s5.18	Has Council reviewed delegations to its committees in the 2010/2011 financial year.	Yes	Council reviewed delegations 28 June 2011.	Peter McGuckin	
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Peter McGuckin	
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	See resolution CJ107-06/11.	Peter McGuckin	
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes	Contained in the minutes of Council's June 2011 meeting and included in the Register of Delegation of Authority.	Peter McGuckin	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Each employee received a memo informing them of their delegation(s).	Peter McGuckin	
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A	No delegations were amended or revoked during 2011, other than when the Register of Delegation of Authority was reviewed, at which time the document was endorsed by absolute majority.	Peter McGuckin	
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Peter McGuckin	
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2010/2011 financial year.	Yes	Reviewed on 28 June by Council.	Peter McGuckin	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	When a delegation is exercised there is a written record on file as part of a corporate system of approval or decision.	Peter McGuckin	



Disclosure of Interest						
No	Reference	Question	Response	Comments	Respondent	
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Peter McGuckin	
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A	No such decisions were made.	Peter McGuckin	
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Peter McGuckin	
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes	Primary Return completed from Cr Thomas (06/12/11) and Cr Ritchie (15/11/11).	Peter McGuckin	
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	No	Four employees didn't lodge a Primary Return initially within three months of their start date or their date of becoming a newly designated employee. Primary Returns were subsequently received for all four employees.	Peter McGuckin	
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2011.	Yes	All 13 Elected Members completed an Annual Return by 31 August.	Peter McGuckin	
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2011.	No	90 employees were required to complete either a Primary or Annual Return or, in some instances both. Annual Returns were not received from two employees by 31 August 2011. One of these Annual Returns was subsequently received. The other employee was not requested to complete an Annual Return due to an inadvertent administrative error with regard to requesting receipt of a Primary Return, which was received for this employee.	Peter McGuckin	
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Peter McGuckin	



No	Reference	Question	Response	Comments	Respondent
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Peter McGuckin
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes	The Register is completed immediately after each meeting.	Peter McGuckin
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Peter McGuckin
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Peter McGuckin
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Peter McGuckin
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Peter McGuckin
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Peter McGuckin
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Peter McGuckin

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A	Contract 022/10 for operation of a cafe service within Craigie Leisure Centre commenced 26 April 2011 after a tendering process was undertaken.	Peter McGuckin
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Peter McGuckin



Elections						
No	Reference	Question	Response	Comments	Respondent	
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Peter McGuckin	

Finance						
No	Reference	Question	Response	Comments	Respondent	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Peter McGuckin	
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	The Audit Committee has no delegated power.	Peter McGuckin	
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Peter McGuckin	
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Peter McGuckin	
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Peter McGuckin	
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2011 received by the local government within 30 days of completion of the audit.	Yes		Peter McGuckin	
7	s7.9(1)	Was the Auditor's report for 2010/2011 received by the local government by 31 December 2011.	Yes		Peter McGuckin	
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Peter McGuckin	
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Peter McGuckin	



No	Reference	Question	Response	Comments	Respondent
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Peter McGuckin
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Peter McGuckin
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Peter McGuckin
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Peter McGuckin
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Peter McGuckin
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Peter McGuckin

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Peter McGuckin
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes	Only 1 advert was placed for the reporting period and was undertaken by an external agency. The advert was fully compliant.	Peter McGuckin
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Peter McGuckin
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Peter McGuckin
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	Only 1 appointment was made and a report submitted to Council prior to appointment being confirmed.	Peter McGuckin



Official Conduct						
No	Reference	Question	Response	Comments	Respondent	
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Peter McGuckin	
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	N/A		Peter McGuckin	
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Peter McGuckin	
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Peter McGuckin	
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Peter McGuckin	
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Peter McGuckin	

Tenders for Providing Goods and Services						
No	Reference	Question	Response	Comments	Respondent	
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Peter McGuckin	
2	F&G Reg 12	Has the local government entered into multiple contracts only where avoiding the requirement to call tenders for a single contract in accordance with F&G Reg 11(1) was not a significant reason for doing so.	N/A	The City has not entered into multiple contracts to avoid the requirement to call tenders.	Peter McGuckin	
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Peter McGuckin	
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Peter McGuckin	



No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Peter McGuckin
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Peter McGuckin
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Peter McGuckin
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Peter McGuckin
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Peter McGuckin
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Peter McGuckin
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Peter McGuckin
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Peter McGuckin
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Peter McGuckin
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Peter McGuckin
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Peter McGuckin

minutes

Policy Committee

MEETING HELD ON **MONDAY, 6 FEBRUARY 2012**

TABLE OF CONTENTS

Item No	Title	Page No
	Declaration of Opening	4
	Apologies/Leave of absence	4
	Confirmation of Minutes	4
	Announcements by the Presiding Person without discussion	4
	Declarations of Interest	4
	Identification of matters for which the meeting may sit behind closed doors	4
	Petitions and deputations	4
	Reports	4
1	Draft Alfresco Activities Policy	5
2	Draft Bed and Breakfast Policy	9
3	Policy Review – Signs Policy	16
4	Policy Review - Communications and Elected Members - General Policies	19
5	Policy Review – Elected Members Allowances (Elected Member Entitlements Policy)	25
6	Review of Policy Manual	39
7	Removal of the Financial Planning – Strategic Matters Policy and Review and Development of Policies Policy	47
	Motions of which previous notice has been given	51
	Requests for Reports for future consideration	51
	Closure	51

CITY OF JOONDALUP

MINUTES OF THE POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY, 6 FEBRUARY 2012

ATTENDANCE

Committee Members:

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

Observers:

Cr John Chester

Officers:

Mr Garry Hunt	Chief Executive Officer	<i>Arrived at 6.09 pm</i>
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;*

- 3 *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.

COMMENTInflatable 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 be 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

Local Government Act 1995.
Local Government (Rules of Conduct) Regulations 2007.
Freedom of Information Act 1992.
State Records Act 2000.

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](#)

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 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);
- 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);
- 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
- 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:

Specification	Price
HP ProBook 6550b (4GB memory, Intel i5 2.67 GHz dual core CPU, 32-bit Windows operating system.)	\$ 965
HP EliteBook 8560W (64-bit Windows Operating System so it can use more than 4GB of memory, Intel i7-2860QM Quad Core processor, 32GB memory, 128 GB Solid State Drive plus 750GB hard drive, 17.3 HD Display.)	\$4,778
HP EliteBook 8760W (64-bit Windows, Intel i7-2960QM Quad Core processor, 32GB memory, 750GB hard drive, 15.6 Display.)	\$3,302
11-inch MacBook Air (2GB memory, 1.6GHz dual-core Intel Core i5, 64GB flash storage.)	\$1,099
13-inch MacBook Air (4GB memory, 1.6GHz dual-core Intel Core i5, 128GB flash storage.)	\$1,449
13-inch MacBook Pro (4GB memory, 2.4GHz CPU, 500GB hard disc.)	\$1,399

Specification	Price
17-inch MacBook Pro (8GB memory, 2.5GHz Quad core i7, 750GB hard disc)	\$3,167

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 telecommunications 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 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.***
- d. Security Card/Building Access Card.***
- 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.*
- d. Security Card/Building Access Card.*
- 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 DIRECTOR:** Mr Jamie Parry
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;***
- 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 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

Appendix 6 refers

To access this attachment on electronic document, click here:

[Attach6agnpolicy060212.pdf](#)

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.

This report provides the justification for the recommended removal of the *Financial Planning — Strategic Matters Policy* and *Review and Development of Policies Policy* from the *Policy Manual*.

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
- 2** *Review and Development of Policies Policy* from the *Policy Manual*, as detailed in Attachment 2 of this Report.

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 access 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 refers 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.s 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~~ **are** permitted.

“**Kerbside Zone**” is **means** 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 ~~to~~ **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.

Pedestrian Zone:	2 metres minimum width
Alfresco Zone:	2.5 metres maximum width
Kerbside Zone:	0.5 metres (Kerbside Zone abuts on-street parking) or 1 metre minimum (Kerbside Zone abuts a lane of traffic)

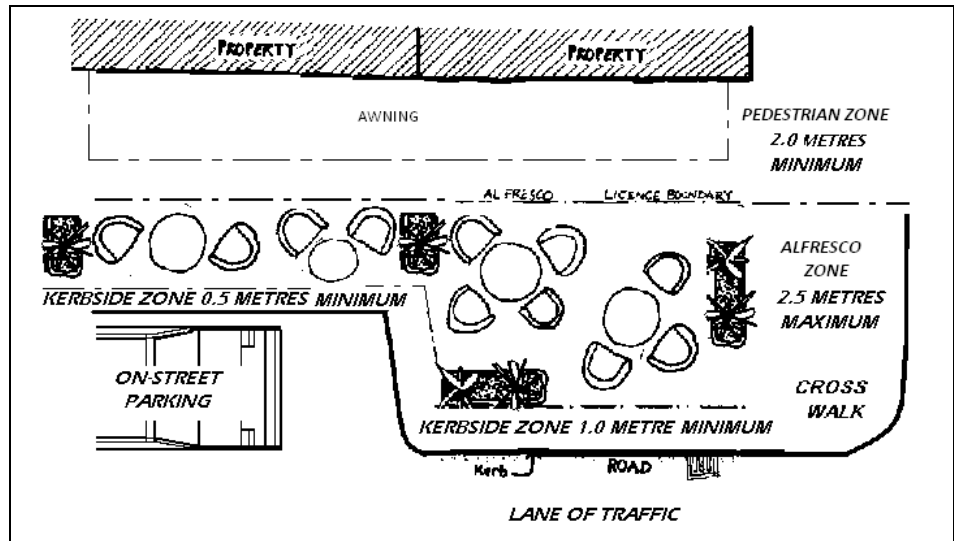


Figure 1. General standard for alfresco location

- 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**.

Lakeside Drive	
Pedestrian Zone:	2.5 metres minimum width
Alfresco Zone:	4 metres maximum width
Kerbside Zone:	1.5 metres minimum width

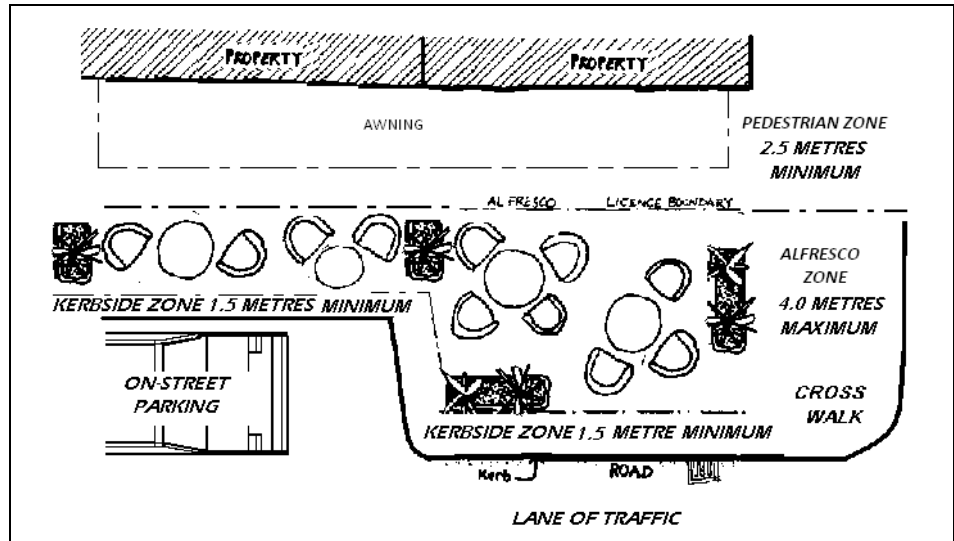


Figure 2. Alfresco location for Lakeside Drive

Alfresco activities located on Lakeside Drive and Central Walk must conform to the following:

Central Walk	
Pedestrian Zone:	2.5 metres minimum width
Alfresco Zone:	5 metres minimum width
Kerbside Zone:	None

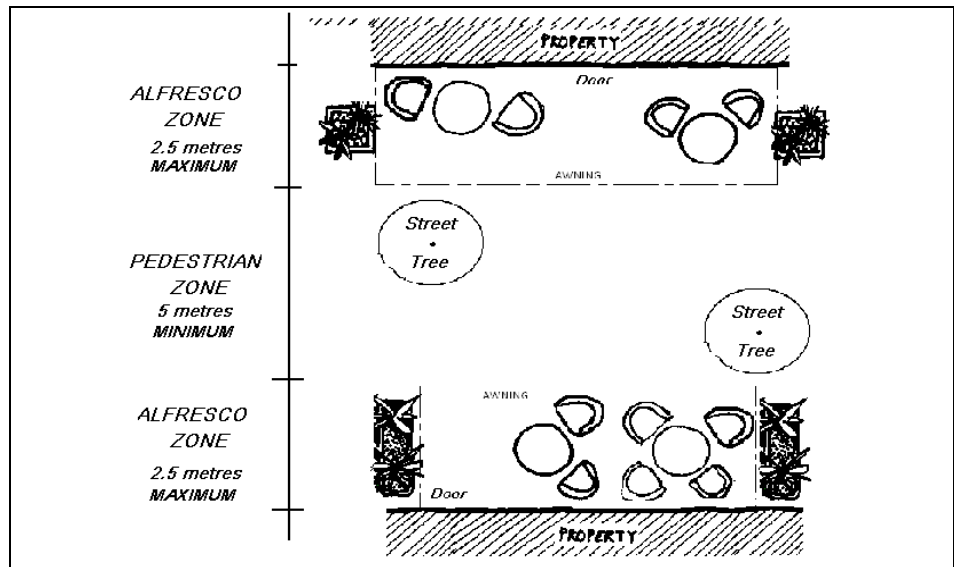


Figure 3. Alfresco location for Central Walk

- 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.

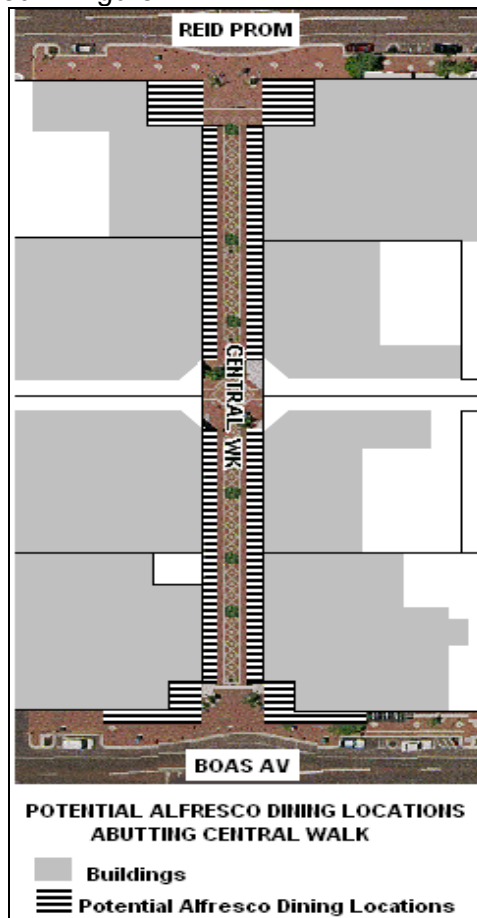


Figure 4. Alfresco location for buildings abutting Central Walk — between Boas Avenue and Reid Promenade

ELEMENT 2: STREETSCAPE AND AMENITY

5.2 Streetscape and Amenity

- Alfresco activities must be appropriate to the character and functions of the area in which they are proposed to be located.
- The Alfresco activities must be presented in a way that enhances the amenity of the adjoining properties and the street in general.
- 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

- 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. ~~must~~ Planter boxes and other such structures are 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 do~~ not hinder use of a public place during and after trading hours;
 - v. Planter boxes and other such structures ~~no advertising is to be~~ do not displayed advertising ~~on these structures.~~
 - vi. Planter boxes and other such structures ~~must be~~ are 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/exits.
- b. Alfresco activities should not result in the gathering of customers or incidental structures that: ~~will~~
 - 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~~ **associated** costs 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 or 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.

CREATION DATE: CJXXX-XX/XX

AMENDMENTS:

RELATED DOCUMENTATION:

- ~~Application for Approval to Commence Development Form — MRS Form 1~~
- [Bed and Breakfast Information Sheet](#)
- ~~Building Licence Application Form 2~~
- [City of Joondalup District Planning Scheme No. 2](#)
- [Health Act 1911](#)
- *Health Local Law 1999*
- ~~Lodging Houses Fact Sheet~~
- [Signs Policy](#)

APPENDIX

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.~~
- ~~3. The applicant is advised of the need to install Smoke alarms in accordance with Part 3.7.2 Vol. 2 of the Building Code of Australia and where applicable Part E2 Vol. 1 of the Building Code of Australia.~~

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.~~

**DRAFT BED AND BREAKFAST POLICY
SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING
(CLOSED 27 OCTOBER 2011)**

NO	NAME AND ADDRESS OF SUBMITTER	DESCRIPTION OF AFFECTED PROPERTY	SUBMISSION SUMMARY	OFFICER OR COUNCIL'S RECOMMENDATION
1	G Ash 88 Cliff Street Sorrento WA 6020	88 Cliff Street Sorrento WA 6020	<p>Comment.</p> <p>Generally agrees with the proposal in that neighbours should be consulted and the provision of two parking bays.</p> <p>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.</p> <p>Suggests their policy would be as follows:</p> <ol style="list-style-type: none"> 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 	<p>Noted.</p> <p>Noted.</p> <p>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.</p> <p>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.</p>

**DRAFT BED AND BREAKFAST POLICY
SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING
(CLOSED 27 OCTOBER 2011)**

			<p>of the outcome.</p> <p>3. If objections occur during this period Council decide if the operator should be allowed to continue.</p> <p>4. If no objections occur in that period or subsequent years Council issue automatic renewal of the licence along with an invoice for Council fees.</p> <p>Suggests the City standardises some of the definitions. They considered 'short term self contained accommodation' mainly services holiday makers. They do not cook breakfast or dinners and have no intention to do so they don't have to meet Health regulations.</p> <p>States they are aware of a residence within the City that is custom designed to accommodate five bedrooms with ensuites and a communal kitchen to cater for the student market. They believe they do not have development approval for this. Suggests the City looks at this type of accommodation in reviewing the policy.</p>	<p>The terminology used is the same as provided in DPS2, however, the policy does not suggest that meals must be provided; it simply indicates that meals may only be provided for Bed & Breakfast guests.</p> <p>Where more than 6 unrelated persons reside in dwelling on a short term basis, this is no longer considered to be a Bed and Breakfast. Should a complaint be received regarding the use of dwelling as a lodging house the City can investigate to determine whether or not development approval is required.</p>
2	K & M Clemmans 20 Lakevalley Drive Edgewater WA 6027	20 Lakevalley Drive Edgewater WA 6027	<p>Comment.</p> <p>Agrees with the majority of provisions for the draft policy.</p> <p>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.</p>	<p>Noted.</p> <p>Noted.</p> <p>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</p>

**DRAFT BED AND BREAKFAST POLICY
SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING
(CLOSED 27 OCTOBER 2011)**

			<p>Questions point 1 under the car parking requirements as to whether it means if there are two bedrooms are two parking bays required?</p> <p>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.</p> <p>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.</p>	<p>to places of interest. The City will however consider applications for Bed and Breakfast businesses in zones where the business may be permitted under the City's District Planning Scheme No 2.</p> <p>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.</p> <p>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.</p> <p>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.</p>
--	--	--	--	---

**DRAFT BED AND BREAKFAST POLICY
SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING
(CLOSED 27 OCTOBER 2011)**

			<p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>The policy outlines the minimum details required. The applicant can provide more detail if they wish.</p> <p>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.</p>
--	--	--	--	---

Attachment 2

**DRAFT BED AND BREAKFAST POLICY
SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING
(CLOSED 27 OCTOBER 2011)**

			<p>Doesn't understand why they need to state the expected number of guests when applying for approval.</p> <p>Believes in regard to the floor plan that a site visit should be used to investigate the layout of the Bed and Breakfast.</p> <p>Recommends that businesses should be insured for personal loss and indemnity and coverage of patrons.</p> <p>Believes the management plan should include provisions for housekeeping and hygiene arrangements.</p>	<p>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.</p> <p>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.</p> <p>Noted. This is not a planning consideration.</p> <p>Noted. This is not a requirement from the City.</p>
--	--	--	---	--



SIGNS 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.

This ~~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.

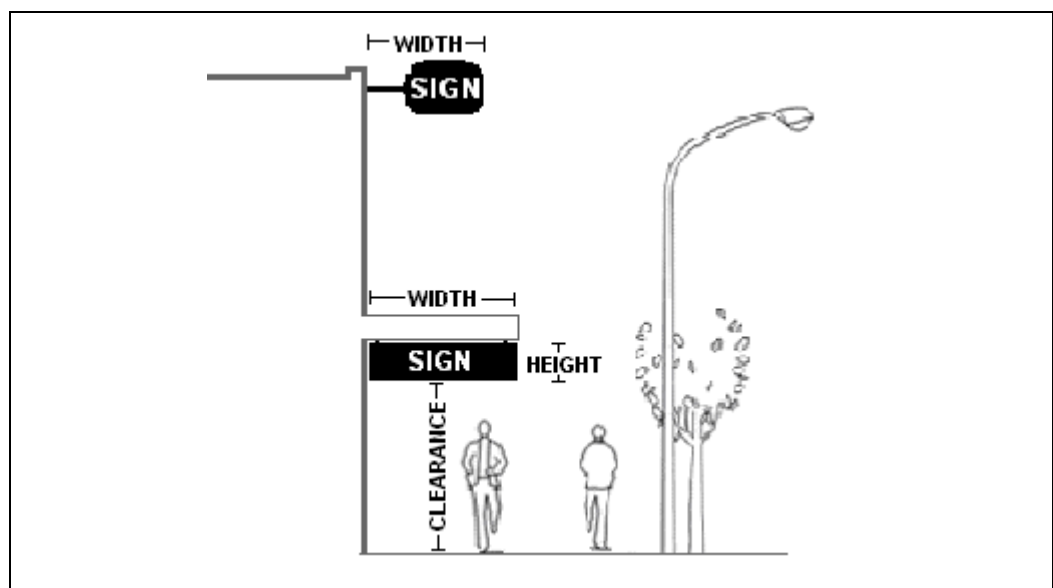


Figure 1. Example of measurements for signage

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.


CREATION DATE: October 2009

AMENDMENTS: [CJXXXX](#)

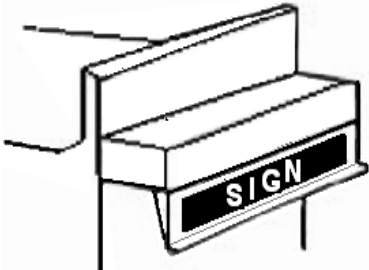
RELATED DOCUMENTATION:

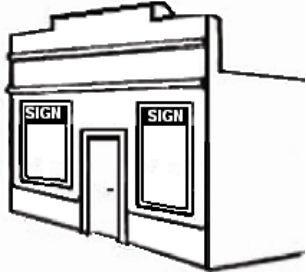
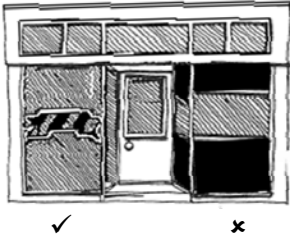
- [City of Joondalup District Planning Scheme No.2](#)
- [Joondalup City Centre Development Plan and Manual](#)
- *Signs Local Law 1999*

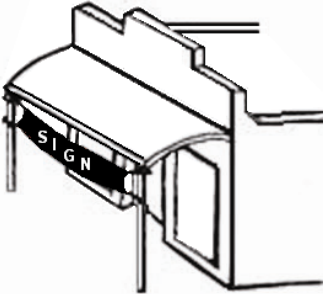
Table 1 — Requirements for Signs on Buildings


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> City North (JCCDPM¹) — Residential Use Lakeside (JCCDPM¹) Residential Zone Rural Zone Special Residential Zone 	<ul style="list-style-type: none"> Business Zone City North (excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM¹) Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> Central Business District (JCCDPM¹) 	<ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM¹) Western Business District (JCCDPM¹)
<p>Semaphore Sign</p> <p>A semaphore sign is a sign that is affixed to a building or structure at or by one of its ends.</p> 	not permitted	Dimension: max. 1.5 m height max. 1.5 m width Clearance: min. 2.75 m	Dimension: max. 3 m height max. 1.5 m width Clearance: min. 2.75 m	

¹ “JCCDPM” refers to the *Joondalup City Centre Development Plan and Manual*

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

		Applicable Zones		
Type of Sign	<ul style="list-style-type: none"> • City North (JCCDPM¹) — Residential Use • Lakeside (JCCDPM¹) • Residential Zone • Rural Zone • Special Residential Zone 	<ul style="list-style-type: none"> • Business Zone • City North (excluding Residential Use) • Civic and Cultural Zone • Commercial Zone • Mixed-Use Zone • Northern Recreation (JCCDPM¹) • Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> • Central Business District (JCCDPM¹) 	<ul style="list-style-type: none"> • Service Industrial Zone • Southern Business District (JCCDPM¹) • Western Business District (JCCDPM¹)
Window Sign A window sign is a sign painted or affixed to either the interior or exterior surface of the glazed area of a window. 	not permitted	Area: max. 25% of the glazing or 10 m ² per tenancy, whichever is lesser Must: <ul style="list-style-type: none"> • be visually permeable ('see through').  Examples may include the use of cut-out block lettering or transparent materials.	Area: max. 50% of the glazing or 20 m ² per tenancy, whichever is lesser.	

		Applicable Zones		
Type of Sign	<ul style="list-style-type: none"> • City North (JCCDPM¹) — Residential Use • Lakeside (JCCDPM¹) • Residential Zone • Rural Zone • Special Residential Zone 	<ul style="list-style-type: none"> • Business Zone • City North (excluding Residential Use) • Civic and Cultural Zone • Commercial Zone • Mixed-Use Zone • Northern Recreation (JCCDPM¹) • Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> • Central Business District (JCCDPM¹) 	<ul style="list-style-type: none"> • Service Industrial Zone • Southern Business District (JCCDPM¹) • Western Business District (JCCDPM¹)
<p>Banner Sign</p> <p>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.</p> 	not permitted	<p>Dimension: max. 1 m height max. 4 m width</p> <p>Must:</p> <ul style="list-style-type: none"> • be restricted to 1 banner on any occasion; • only be displayed for a max. period of 21 days at a time at no less than 3 monthly intervals; and • be removed within 24 hours following the event or offer. 		

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


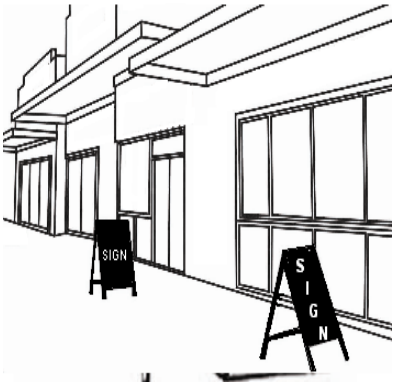
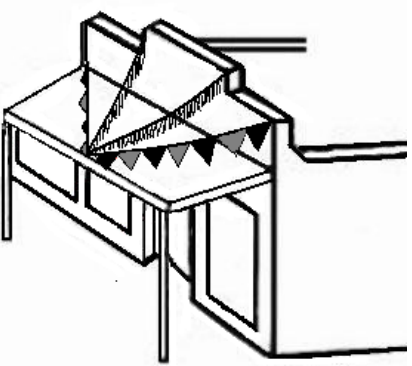
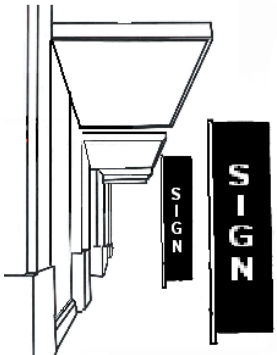
		Applicable Zones			
<p>Type of Sign</p>	<ul style="list-style-type: none"> • City North (JCCDPM¹) — Residential Use • Lakeside (JCCDPM¹) • Residential Zone • Rural Zone • Special Residential Zone 	<ul style="list-style-type: none"> • Business Zone • City North (excluding Residential Use) • Civic and Cultural Zone • Commercial Zone • Mixed-Use Zone • Northern Recreation (JCCDPM¹) • Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> • Central Business District (JCCDPM¹) 	<ul style="list-style-type: none"> • Service Industrial Zone • Southern Business District (JCCDPM¹) • Western Business District (JCCDPM¹) 	
<p>Roof Sign</p> <p>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.</p> 	<p>not permitted</p>				

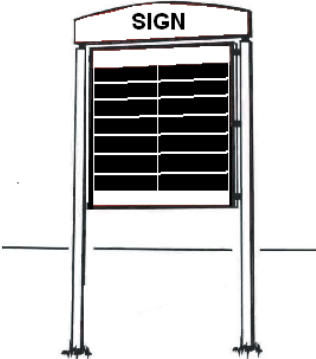
Table 2 — Requirements for Freestanding Signs


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> City North (JCCDPM²) — Residential Use Lakeside (JCCDPM²) Residential Zone Rural Zone Special Residential Zone 	<ul style="list-style-type: none"> Business Zone City North (excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM²) Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> Central Business District (JCCDPM²) 	<ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM²) Western Business District (JCCDPM²)
<p>Portable Sign</p> <p>A portable sign is not permanently attached to a building, structure, fence or the ground. Portable signs include 'A-frame' and 'sandwich board' signs.</p> 	not permitted			<p>not permitted in the Western Business District (JCCDPM²)</p> <p>Dimension: max: 1 m height max: 1 m width</p> <p>Must:</p> <ul style="list-style-type: none"> not be erected in a manner than disrupts pedestrian flow.


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


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> • City North (JCCDPM²) — Residential Use • Lakeside (JCCDPM²) • Residential Zone • Rural Zone • Special Residential Zone 	<ul style="list-style-type: none"> • Business Zone • City North (excluding Residential Use) • Civic and Cultural Zone • Commercial Zone • Mixed-Use Zone • Northern Recreation (JCCDPM²) • Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> • Central Business District (JCCDPM²) 	<ul style="list-style-type: none"> • Service Industrial Zone • Southern Business District (JCCDPM²) • Western Business District (JCCDPM²)
<p>Bunting</p> <p>A bunting is an advertising device that is made from strips of material used for decorative purposes or to highlight a location.</p> 	not permitted			

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> City North (JCCDPM²) — Residential Use Lakeside (JCCDPM²) Residential Zone Rural Zone Special Residential Zone 	<ul style="list-style-type: none"> Business Zone City North (excluding Residential Use) Civic and Cultural Zone Commercial Zone Mixed-Use Zone Northern Recreation (JCCDPM²) Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> Central Business District (JCCDPM²) 	<ul style="list-style-type: none"> Service Industrial Zone Southern Business District (JCCDPM²) Western Business District (JCCDPM²)
<p>Freestanding Banner Signs</p> <p>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.</p> 	not permitted	Dimension: max. 5 m height max. 1.2 m width Must: <ul style="list-style-type: none"> 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. 		

		Applicable Zones		
Type of Sign	<ul style="list-style-type: none"> • City North (JCCDPM²) — Residential Use • Lakeside (JCCDPM²) • Residential Zone • Rural Zone • Special Residential Zone 	<ul style="list-style-type: none"> • Business Zone • City North (excluding Residential Use) • Civic and Cultural Zone • Commercial Zone • Mixed-Use Zone • Northern Recreation (JCCDPM²) • Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> • Central Business District (JCCDPM²) 	<ul style="list-style-type: none"> • Service Industrial Zone • Southern Business District (JCCDPM²) • Western Business District (JCCDPM²)
<p>Pylon Signs</p> <p>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.</p> 	not permitted	<p>Single-Tenancy Pylon Sign: Area: max. 6 m² Dimension: max. 6 m height</p> <p>Multi-Tenancy Pylon Sign: Area: max. 12 m² Dimension: max. 8 m height Clearance: min. 2.75 m</p> <p>Must:</p> <ul style="list-style-type: none"> • be restricted to 1 sign per lot except for a corner lot where one sign per frontage is permitted; • where there are multiple tenancies, incorporate all signs into 1 composite sign; • not be permitted where another free standing sign has been approved and erected on the same frontage; • be no closer than 15 m to the intersecting point of corner truncations; and • not impede vehicle sightlines for access to and from the property. 	not permitted	<p>Single-Tenancy Pylon Sign: Area: max. 6.0 m² Dimension: max. 6.0 m height</p> <p>Multi-Tenancy Pylon Sign: Area: max. 12 m² Dimension: max. 8 m height Clearance: min. 2.75 m</p> <p>Must:</p> <ul style="list-style-type: none"> • be restricted to 1 sign per lot except for a corner lot where one sign per frontage is permitted; • where there are multiple tenancies, incorporate all signs into 1 composite sign; • not be permitted where another free standing sign has been approved and erected on the same frontage; • be no closer than 15 m to the intersecting point of corner truncations; and • not impede vehicle sightlines for access to and from the property.

		Applicable Zones		
Type of Sign	<ul style="list-style-type: none"> • City North (JCCDPM²) — Residential Use • Lakeside (JCCDPM²) • Residential Zone • Rural Zone • Special Residential Zone 	<ul style="list-style-type: none"> • Business Zone • City North (excluding Residential Use) • Civic and Cultural Zone • Commercial Zone • Mixed-Use Zone • Northern Recreation (JCCDPM²) • Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> • Central Business District (JCCDPM²) 	<ul style="list-style-type: none"> • Service Industrial Zone • Southern Business District (JCCDPM²) • Western Business District (JCCDPM²)
Inflatable Sign An inflatable sign is a sign that is painted, stencilled or attached to an inflatable device such as a balloon, and includes the inflatable device itself.	not permitted	Dimension: max. 7 m diameter max. 9 m height above roof ridge Must: <ul style="list-style-type: none"> • only be displayed for a 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 (ie. not located on the ground); and • not be moving or have moveable parts (e.g.: 'inflatable air dancer'). 		
				

		Applicable Zones			
Type of Sign		<ul style="list-style-type: none"> • City North (JCCDPM²) — Residential Use • Lakeside (JCCDPM²) • Residential Zone • Rural Zone • Special Residential Zone 	<ul style="list-style-type: none"> • Business Zone • City North (excluding Residential Use) • Civic and Cultural Zone • Commercial Zone • Mixed-Use Zone • Northern Recreation (JCCDPM²) • Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> • Central Business District (JCCDPM²) 	<ul style="list-style-type: none"> • Service Industrial Zone • Southern Business District (JCCDPM²) • Western Business District (JCCDPM²)
Hoarding Sign A sign which is affixed to a structure having one or more supports, other than a pylon sign. Typically a hoarding sign's horizontal dimension is greater than its vertical dimension. Hoarding signs may include property disposal signs, builders signs, display home signs and estate signs		Dimension: max. 2 m width max. 1 m height max. 1.2 m height of support/posts to which the sign is attached. Must: <ul style="list-style-type: none"> • not be illuminated; and • not be used for any purpose other than a builders, property disposal, estate or display home sign. 	Dimension: max. 3 m width max. 2.5 m sign height max. 1.2 m height of support/posts to which the sign is attached. Must <ul style="list-style-type: none"> • not be illuminated; • 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. 		

		Applicable Zones		
Type of Sign	<ul style="list-style-type: none"> • City North (JCCDPM²) — Residential Use • Lakeside (JCCDPM²) • Residential Zone • Rural Zone • Special Residential Zone 	<ul style="list-style-type: none"> • Business Zone • City North (excluding Residential Use) • Civic and Cultural Zone • Commercial Zone • Mixed-Use Zone • Northern Recreation (JCCDPM²) • Private Clubs and Recreation Zone 	<ul style="list-style-type: none"> • Central Business District (JCCDPM²) 	<ul style="list-style-type: none"> • Service Industrial Zone • Southern Business District (JCCDPM²) • Western Business District (JCCDPM²)
<p><u>Illuminated Variable Message Sign</u></p> <p><u>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 (eg service station price point panels)</u></p> 	<p><u>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.</u></p>			



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 <u>Governance and Strategy</u>
OBJECTIVE:	To provide for good governance of the City <u>To guide the use of the City's civic facilities.</u>

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~~ requirements shall apply:
 - 1i. All requests to be made in writing ~~using the attached form~~.
 - 2ii. Approval for engaging a politician or political party must be given by the Mayor.
 - 3iii. The engagement should relate to a matter of concern to the City or its residents.
 - 4iv. 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.
 - 5v. 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.
 - 6vi. 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.~~

CREATION DATE

XXXX

Formally:

- *Elected Members — General Policy*

AMENDMENTS:

CJ213-06/99, CJ227-09/00, CJ001-02/01, CJ187-06/01, C212-09/03, CJ121-06/02, C169-08/03, CJ206-10/05, CJ238-12/06, CJ207-10/07, CJ052-04/08, CJ123-06/09, CJXXX-XX/XX

RELATED DOCUMENTATION:

- ~~*Elected Members Services and Support Guide*~~
- *Local Government Act 1995*
- *Register of Delegation of Authority*



**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

Title of meeting/function								
Date(s) to be held								
Names/Positions of External participants					Political Party Affiliations			
Purpose of meeting								
Relevance of Meeting to General City concerns								
Elected Members attending meeting	Cit				—y staff attending meeting			
Room required Coun	<input type="checkbox"/> cil chamber	<input type="checkbox"/> Con	<input type="checkbox"/> ference Room-1	<input type="checkbox"/> Con	<input type="checkbox"/> ference Room-2	<input type="checkbox"/> Con	<input type="checkbox"/> ference Room-3	<input type="checkbox"/>

Office use only					
Received by (name)	Date			—e/Signed	
Mayor's approval	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date/Signed



ELECTED MEMBER COMMUNICATIONS POLICY

CATEGORY:	<p>City Policy —A policy that is developed for administrative and operational imperatives and has an internal focus.</p> <p>Developed by the Policy Committee and/or the administration and adopted by Council.</p>
RESPONSIBLE DIRECTORATE:	Office of the CEO <u>Chief Executive Officer</u>
OBJECTIVE:	<p>To achieve quality and consistent communications with all the City's stakeholders; and</p> <p>To determine the responsibilities for communications and records management and access.</p> <p><u>To guide the appropriate communication systems by Elected Members.</u></p>

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:

- ~~4a.~~ 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.; and
- ~~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 if authorised by the Mayor to do so);.
- c. Freedom of Information Act 2000 requires the preservation of correspondence and its availability for Freedom of Information purposes.
- 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 Where 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, or commit 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—detailing 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 is 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*

Elected Member Entitlements Across Local Governments

Local Government	Mayoral	Deputy Mayor	Meeting Allowance	Telecommunications	Information and Communication Technology	Travel	Child care	Office Equipment / Assessories	Personal / Other	Training and Development	Medical / Health	Mayoral Vehicle
Joondalup (Mayor)	\$ 60,000	\$ -	\$ 14,000	\$ 2,400	Supplied plus \$1,000	\$ -	Regs	\$1,140 (on election)	\$ 1,040	\$ 13,000		Yes (private use reimbursed)
Joondalup (Councillor)	\$ -	25% (\$15,000)	\$ 7,000	\$ 2,400	Supplied plus \$1,000	Regs	Regs	\$1,140 (on election)	\$ 1,040	\$ 6,400	\$ -	
Belmont (Mayor)	\$ 42,988		\$ 14,000	\$ 2,400	Supplied plus \$1,000	Regs	Regs	\$ -	\$ 1,500	\$ 5,000	\$ -	Yes (private use reimbursed)
Belmont (Councillor)		25% (\$10,747)	\$ 7,000	\$ 2,400	Supplied plus \$1,000	Regs	Regs	\$ -	\$ 1,500	\$ 5,000	\$ -	
Cambridge (Mayor)	\$ 60,000		\$ 14,000	\$ 2,400		Regs	Regs			\$ 5,000		No
Cambridge (Councillor)		25% (\$15,000)	\$ 7,000	\$ 2,400		Regs	Regs			\$ 3,000		
Gosnells (Mayor)	\$ 60,000		\$ 14,000	\$ 1,500	Supplied plus \$1,000	Regs	Regs	\$ -	\$ -	\$ -	\$ 500	No
Gosnells (Councillor)	\$ -	15% (\$9,000)	\$ 7,000	\$ 1,500	Supplied plus \$1,000	Regs	Regs	\$ -	\$ -	\$ -	\$ 500	
Melville (Mayor)	\$ 60,000		\$ 14,000	\$ 2,400	Supplied plus \$1,000	Regs	Regs	\$1,700 (on election) \$1,100 (p.a thereafter)	\$ 9,000	\$ 4,500	Claim a maximum of \$1,000 as part of general allocation	Yes (Mayoral allowance reduced by \$15,000)
Melville (Councillor)		25% (\$15,000)	\$ 7,000	\$ 2,400	Supplied plus \$1,000	Regs	Regs	\$1,700 (on election) \$1,100 (p.a thereafter)	\$4,000 (Deputy Mayor) \$3,000 (Councillors)	\$ 4,500	Claim a maximum of \$1,000 as part of general allocation	
Perth (Lord Mayor)	\$ 60,000	\$ -	\$ 14,000	\$ -	Supplied	Regs	Regs			\$13,000 and \$12,000 dining allocation		Yes (chauffeur)
Perth (Councillor)	\$ -	25% (\$15,000)	\$ 7,000	\$ -	Supplied	Regs	Regs			\$13,000 and \$12,000 dining allocation		
South Perth (Mayor)	\$ 50,000		\$ 14,000	\$ 2,400	\$ 1,000	Regs	Regs					Yes (private use reimbursed)
South Perth (Councillor)		25% (\$12,500)	\$ 7,000	\$ 2,400	\$ 1,000	Regs	Regs					
Stirling (Mayor)	\$ 60,000	\$ -	\$ 14,000	Phone supplied plus \$2,400	Supplied plus \$1,000	Regs	Regs	\$ 500	\$ 1,080	\$32,800 (every two years)		Yes (private use reimbursed)
Stirling (Councillor)	\$ -	25% (\$15,000)	\$ 7,000	Phone supplied plus \$2,400	Supplied plus \$1,000	Regs	Regs	\$ 500	\$ 1,080	\$16,400 (every two years)		
Subiaco (Mayor)	\$ 12,480		\$ 14,000	Phone supplied with a maximum of \$600 towards operating costs	Supplied on election (to value of \$3,450) with \$2,000 annual cost allocation	Regs	Regs			\$ 3,000		No
Subiaco (Councillor)		\$ 3,000	\$ 7,000	Costs reimbursed as part of levels listed for ICT	Supplied on election (to value of \$3,450) with \$2,000 annual cost allocation	Regs	Regs			\$ 3,000		
Swan (Mayor)	\$ 60,000		\$ 14,000	Phone supplied plus \$2,400	Supplied plus \$1,000	Regs	Regs		\$ 2,500	\$ 7,000		No
Swan (Councillor)		25% (\$15,000)	\$ 7,000	Phone supplied plus \$2,400	Supplied plus \$1,000	Regs	Regs		\$ 2,500	\$ 7,000		
Vincent (Mayor)	\$ 60,000		\$ 14,000	\$ 2,400	Supplied plus \$1,000	Regs	\$22/hr	\$800 one off payment	\$ 660	\$6,386 per four year term		No
Vincent (Councillor)		20% (\$12,000)	\$ 7,000	\$ 2,400	Supplied plus \$1,000	Regs	\$22/hr	\$800 one off payment	\$ 660	\$6,386 per four year term		
Wanneroo (Mayor)	\$ 60,000	\$ -	\$ 14,000	\$ 2,400	Supplied plus \$1,000	Regs	Regs	\$ -	\$ 2,000	\$8,000 (Professional Con) \$2,000 (Training & Ed)		Yes (official use only)
Wanneroo (Councillor)	\$ -	25% (\$15,000)	\$ 7,000	\$ 2,400	Supplied plus \$1,000	Regs	Regs	\$ -	\$ 1,000	\$4,000 (Professional Con) \$1,000 (Training & Ed)		

ELECTED MEMBERS – ALLOWANCES ENTITLEMENTS POLICY

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

TABLE OF CONTENTS	PAGE
<u>1. DEFINITIONS</u>	<u>#</u>
<u>2. INTRODUCTION STATEMENT</u>	<u>#</u>
<u>3. PART 1 — PROVISION OF SUPPORT</u>	<u>3#</u>
4 3.1 Objective	3 3#
4 3.2 Mayor	3 3#
4 3.3 Deputy Mayor and Councillors	4 4#
<u>4. PART 2 — ISSUE AND RETURN OF COUNCIL EQUIPMENT</u>	<u>4#</u>
2 4.1 Objective	4 4#
2 4.2 Equipment	4 4#
2 4.3 Documentation	5 5#
2 4.4 Other Items	5 5#
2 4.5 Vehicle Licence Number Plates	6 6#
2 4.6 Return of Equipment Issued	6 6#
<u>5. PART 3 — PAYMENT OF FEES AND ALLOWANCES</u>	<u>6#</u>
3 5.1 Objective	6 6#
3 5.2 Annual Meeting Attendance Fees	6 6#
3 5.3 Annual Local Government Allowance — Mayor and Deputy Mayor	7 7#
3 5.4 Telecommunications Allowance	7 7#
3 5.5 Information Technology Allowance	7 7#
3 5.6 Conditions of Payment	8 8#
<u>6. PART 4 — ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA</u>	<u>8#</u>
4 6.1 Objective	8 8#
6 6.2 Statement	8 8#
6 6.3 Annual Conference and Training Expense Allocation	8 8#
4 6.4 Definition	9 9#
4 6.4 Approval	9 9#
4 6.5 Conferences and Training that may be Attended	9 9#
4 6.6 Payment of Conferences and Training Costs <u>Expenses</u>	10 10#
4 6.7 Elected Members/Delegates Accompanying Persons	14 14#

46.8	Guidelines for Conference and Training Attendance	14#
7.	PART 5 — ATTENDANCE AT OVERSEAS CONFERENCES	15#
8.	PART 6 — REPORT	16#
9.	PART 7 — REIMBURSEMENT OF EXPENSES	16#
79.1	Objective	16#
79.2	Child Care	16#
79.3	Travel	17#
79.4	Other Specified Expenses	17#
79.5	Time Limit on Claims and Approval Process	18#
9.6	<u>Allowances and Limits are Exclusive of GST</u>	#
9.7	<u>Supporting Documentation</u>	#
10.	OTHER ENTITLEMENTS	#
10.1	<u>Elected Member Dinners</u>	#
10.2	<u>Acknowledgement of Service</u>	#

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 conform 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

43.1 Objective

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

43.2 Mayor

~~(1)~~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 ~~(a3.2(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

Training event (as defined in clause [Section 1](#) of this Policy) or is not for [an](#) election purposes.

~~(e)~~[v.](#) Suitable contemporary office accommodation within the Civic Centre.

~~(f)~~[vi.](#) Secretarial services, including word processing, photocopying and postage.

~~(g)~~[vii.](#) Administrative assistance associated with any Council functions, Meetings, publications and the like.

~~(h)~~[viii.](#) Access to the Elected Member's Lounge and office refreshments.

~~(2)~~[b.](#) All equipment and facilities subject of this Policy are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

4.3.3 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 ~~The~~ 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.
- ~~(4)~~ d. Security Card/Building Access Card ~~and ID Card.~~
- ~~(5)~~ e. Satchel or briefcase (optional).
- ~~(6)~~ f. ~~1~~ A set of City of Joondalup vehicle licence number plates, 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**) (4 **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 plate **s** 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 plate **s** shall be met by the City.

- (6)f. Where an Elected Member is issued with a 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)a. ~~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 the City and provide 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~~ The City 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~~ The City 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 ~~(4.5.4(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.~~ This 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 ~~(4.5.5(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.~~

46.45 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.

46.56 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)f. ~~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.

46.6 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~~ sufficient funds be available unavailable, 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~~ unreasonable 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.
- {~~e~~b.} Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.
- {~~d~~c.} 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.~~
- {~~e~~d.} 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.

(7)6.6.7 Cash Advances Associated with Payment through the Reimbursement of Expenses

- (a.) A Cash Advance of \$120 ~~\$180~~ \$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 the Conference and Training events attendance such as, including:
- (ii) hotel/motel charges other than accommodation, such as dry-cleaning and laundry expenses;
 - (ii) reasonable telephone, or facsimile or internet use;
 - (iii) ~~breakfasts, lunches, dinners and other meals~~ and refreshments for the Elected Member that are not covered by the ~~not included in the Conference and Training registration fee cost;~~ and
 - (iv) any optional activity in a Conference and Training program.
- (ed.) 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 week 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.

(8)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:

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

~~(ii)~~ If arrival back at Joondalup is:

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

Should the allowance not cover the actual costs of attendance, an Elected Member is entitled to be reimbursed the difference between the actual cost and the allowance amount as long as the reimbursement sought accords with ~~4.7(6)~~ **6.6.6** and all of the allowance monies have been used for items that can be reimbursed.

46.78 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~~ City by the Elected Member/accompanying person within ~~seven (7)~~ 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

46.89 Guidelines for Conference and Training Attendance

- (1) Subject to the provisions of ~~Clause 4.3~~ Section 6.3 of this Policy 'Annual Conference and Training Expense Allocation' the guidelines detailed in this clause Section 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~~ Chief Executive Officer 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~~ Local Government 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~~ Section 6.3 of this Policy.
- (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)f. 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)a. 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)b. 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)c. 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)d. 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

9.1 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

- (1)~~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

- (1)~~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 when ~~the Returning Officer has declared a person elected as a Council member~~ a Councillor-Elect makes their declaration of Office.

- (e) ~~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.

79.4 Other Specified Expenses

- (4) ~~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.~~

79.5 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

POLICY NAME (current) <i>(new)</i>	AMENDMENTS — MINOR (amended policy attached)	AMENDMENTS — MAJOR (separate report provided)	AMENDMENTS — MAJOR (further review required)	COMMENTS
Access and Equity Policy (current)	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).
Alcohol Management Policy (current)			✓ (May 2012)	Identified issues: <ul style="list-style-type: none"> • Duplication with <i>Reserve Parks and Recreation Groups Policy</i>. • Additional information required from <i>Beach Management Plan</i>. 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: <ul style="list-style-type: none"> • 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.: <i>Asset Management Strategy</i>; <i>Strategic Asset Management Framework</i> etc.)) Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee.
Australian Business Excellence Framework Policy (current)			✓ (May 2012)	Updated version of the <i>Australian Business Excellence Framework</i> 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: <ul style="list-style-type: none"> • Policy likely no longer relevant (i.e.: modifications made to <i>Residential Design Codes of Western Australia</i>); 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: <ul style="list-style-type: none"> • 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.

POLICY NAME (current) <i>(new)</i>	AMENDMENTS — MINOR (amended policy attached)	AMENDMENTS — MAJOR (separate report provided)	AMENDMENTS — MAJOR (further review required)	COMMENTS
Communications Policy (current) <i>Elected Member Communications Policy (new)</i>		✓		Issues identified in separate report.
Community Consultation and Engagement Policy (current)	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).
Community Development Policy (current)			✓ (November 2012)	Identified issues: <ul style="list-style-type: none"> 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 <i>Property Management Framework</i>)	Policy will be reviewed during the development of the <i>Property Management Framework</i> and presented at the same Meeting of the Policy Committee as the Framework.
Community Funding Policy (current)			✓ (May 2012)	Identified issues: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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)	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).
Design Guidelines Carine Glades Mews Estate, Dun Craig Policy (current)			✓ (August 2012)	Identified issues: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Objective not consistent with details of Policy. Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee.

POLICY NAME (current) <i>(new)</i>	AMENDMENTS — MINOR (amended policy attached)	AMENDMENTS — MAJOR (separate report provided)	AMENDMENTS — MAJOR (further review required)	COMMENTS
Economic Development Policy (current)			✓ (November 2012)	Identified issues: <ul style="list-style-type: none"> Objective not consistent with details of Policy. Some sections of Policy no longer relevant. May be duplication with new <i>Economic Development Plan</i> (when drafted). Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.
Elected Members — Allowances Policy (current) <i>Elected Members Entitlements Policy (new)</i>		✓		Issues identified in separate report.
Elected Members — General Policy (current) <i>Civic Centre Policy (new)</i>		✓		Issues identified in separate report.
Employment Policy (current)			✓ (August 2012)	Identified issues: <ul style="list-style-type: none"> 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) <i>Environmentally Sustainable Design Policy (new)</i>	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).
Environmentally Sustainable Buildings Policy (current) <i>Environmentally Sustainable Design for City Buildings Policy (new)</i>	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).
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: <ul style="list-style-type: none"> Conflict with <i>Register of Delegation of Authority</i> regarding determination of applications. May be duplication with <i>Residential Design Codes</i> and/or <i>Local Housing Strategy</i>. Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee.
Height of Buildings Within the Coastal Area (Non-Residential Zones) Policy (current)	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).

POLICY NAME (current) <i>(new)</i>	AMENDMENTS — MINOR (amended policy attached)	AMENDMENTS — MAJOR (separate report provided)	AMENDMENTS — MAJOR (further review required)	COMMENTS
Hire of Community Facilities and Venues Policy (current)			✓ (with <i>Property Management Framework</i>)	Policy will be reviewed during the development of the <i>Property Management Framework</i> and presented at the same Meeting of the Policy Committee as the Framework.
Home Business Policy (current)	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).
Investment Policy (current)			✓ (November 2012)	Identified issues: <ul style="list-style-type: none"> 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) <i>Car Parking for Commercial Development (Joondalup City Centre) Policy (new)</i>	✓			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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.
Management of Community Facilities Policy (current)			✓ (with <i>Property Management Framework</i>)	Policy will be reviewed during the development of the <i>Property Management Framework</i> 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).

POLICY NAME (current) <i>(new)</i>	AMENDMENTS — MINOR (amended policy attached)	AMENDMENTS — MAJOR (separate report provided)	AMENDMENTS — MAJOR (further review required)	COMMENTS
Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy (current)			✓ (May 2012)	Identified issues: <ul style="list-style-type: none"> Some sections of Policy at an operational level instead of strategic level. Duplication with <i>Resident/Visitor Parking Permits for Joondalup City Centre Policy</i>. 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)			✓ (August 2012)	Identified issues: <ul style="list-style-type: none"> Some sections of Policy may no longer be relevant (in relation to <i>Procedure for Closure of Pedestrian Accessways Planning Guidelines</i> 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: <ul style="list-style-type: none"> Duplication with <i>Recognition of Volunteers Policy</i>. Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.
Recognition of Volunteers Policy (current)			✓ (November 2012)	Identified issues: <ul style="list-style-type: none"> Duplication with <i>Recognition of Community Sporting Groups Policy</i>. Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.
Records Management Policy (current)	✓			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: <ul style="list-style-type: none"> Objective not consistent with details of Policy. Some sections of Policy at an operational level instead of strategic level. Duplication with <i>Tennis Court Lighting Standards Policy</i> and <i>Alcohol Management Policy</i>. 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: <ul style="list-style-type: none"> Duplication with <i>Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy</i>. 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.

POLICY NAME (current) <i>(new)</i>	AMENDMENTS — MINOR (amended policy attached)	AMENDMENTS — MAJOR (separate report provided)	AMENDMENTS — MAJOR (further review required)	COMMENTS
Retaining Walls — Subdivision Policy (current)			✓ (August 2012)	Identified issues: <ul style="list-style-type: none"> 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 <i>Property Management Framework</i>)	Policy will be reviewed during the development of the <i>Property Management Framework</i> and presented at the same Meeting of the Policy Committee as the Framework.
Short Stay Accommodation Policy (current)			✓ (May 2012)	Identified issues: <ul style="list-style-type: none"> Some duplication with draft <i>Bed and Breakfast Policy</i>. 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) <i>Circuses Policy (new)</i>	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).
Stormwater Drainage Policy (current)			✓ (May 2012)	Identified issues: <ul style="list-style-type: none"> 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.
Streetlight Shading Policy (current)	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).

POLICY NAME (current) <i>(new)</i>	AMENDMENTS — MINOR (amended policy attached)	AMENDMENTS — MAJOR (separate report provided)	AMENDMENTS — MAJOR (further review required)	COMMENTS
Subdivision and Development Adjoining Areas of Public Space Policy (current)			✓ (August 2012)	Identified issues: <ul style="list-style-type: none"> 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.
Sustainability Policy (current)			✓ (November 2012)	Identified issues: <ul style="list-style-type: none"> Objective not consistent with details of Policy. Policy statement does not provide guidance on integrating sustainability principles into decision-making. Duplication with <i>Sustainability Statement Policy</i>; potential impacts of revoking Policy to be investigated. Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.
Sustainability Statement Policy (current)			✓ (November 2012)	Identified issues: <ul style="list-style-type: none"> Objective not consistent with details of Policy. Policy statement does not provide guidance on integrating sustainability principles into decision-making. Duplication with <i>Sustainability Policy</i>. Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.
Telecommunications Facilities Policy (current)			✓ (May 2012)	Review requested by Council (CJ204-11/11) Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee.
Tennis Court Lighting Standards Policy (current)			✓ (May 2012)	Identified issues: <ul style="list-style-type: none"> Some sections of Policy at an operational level instead of strategic level. Duplication with <i>Reserve Parks and Recreation Groups Policy</i>. Policy will be reviewed and presented at May 2012 Meeting of the Policy Committee.
The City's Art and Memorabilia Collections Policy (current)			✓ (August 2012)	Review requested by Council (CJ064-04/11) Identified issues: <ul style="list-style-type: none"> 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 commissioning of artwork. Policy will be reviewed and presented at August 2012 Meeting of the Policy Committee.
Uniform Fencing — Subdivision Policy (current)			✓ (August 2012)	Issues yet to be identified. Policy will be reviewed and presented at November 2012 Meeting of the Policy Committee.
Vandalism to Vegetation on Land Owned or Managed by the City Policy (current)	✓			Minor amendments only (language, style, formatting changes etc.) See amended Policy (attached).

POLICY NAME (current) <i>(new)</i>	AMENDMENTS — MINOR (amended policy attached)	AMENDMENTS — MAJOR (separate report provided)	AMENDMENTS — MAJOR (further review required)	COMMENTS
Waste Management Policy (current)			✓ (May 2012)	Identified issues: <ul style="list-style-type: none"> • 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.: <i>Strategic Waste Minimisation Plan</i>)) 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		
May 2012	August 2012	November 2012
Resident/Visitor Parking Permits for Joondalup City Centre	The City's Art and Memorabilia Collections Policy	Code of Conduct Policy
Reserves Parks and Recreation Grounds Policy	Subdivision and Development Adjoining Areas of Public Space Policy	Community Development Policy
Alcohol Management Policy	Buildings Set Back from the Boundary Additional Acceptable Development Provisions — Clause 3.3.1 of the Residential Design Codes 2002	Economic Development Policy
Asset Management Policy	Design Guidelines Carine Glades Mews Estate, Duncraig Policy	Investment Policy
Coastal Limestone Hazards Policy	Design Guidelines for Waterview Estate, Kingsley Policy	Leisure Policy
Community Funding Policy	Employment Policy	Recognition of Community Sporting Groups Policy
Cubby Houses Policy	Height and Scale of Buildings Within Residential Areas Policy	Recognition of Volunteers Policy
Disposal of Surplus Assets Minor Policy	Legal Representation for Elected Members and Employees Policy	Sustainability Policy
Light Vehicle Replacement Policy	Pedestrian Accessways Policy	Sustainability Statement Policy
Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy	Retaining Walls — Subdivision Policy	
Short Stay Accommodation Policy	Uniform Fencing — Subdivision Policy	
Stormwater Drainage Policy		
Tennis Court Lighting Standards Policy		
Telecommunications Policy		
Waste Management Policy		



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:

Issued: 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:
	<ol style="list-style-type: none"> 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.~~

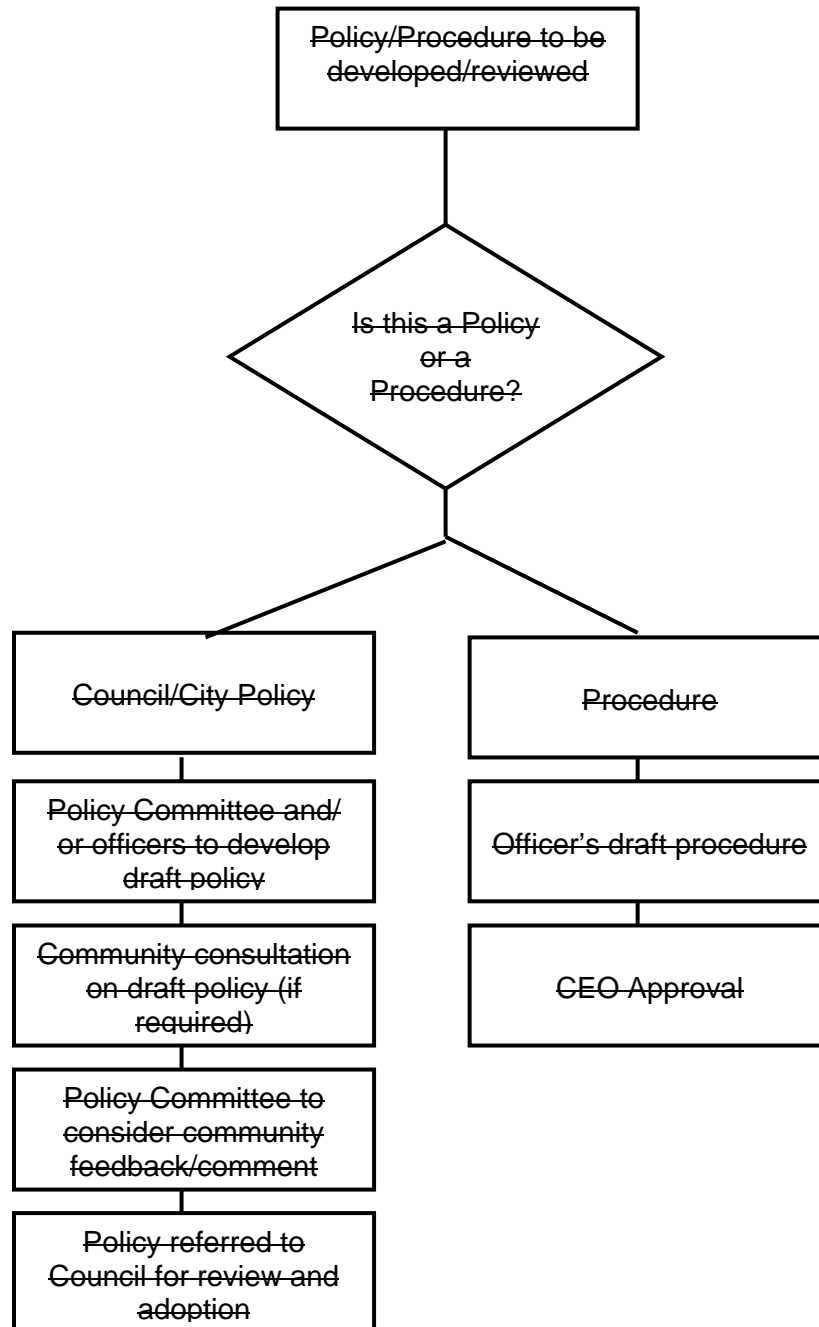
~~**Council Policies** – Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic external focus and align with the Mission, Vision and Strategic Directions. Developed by the Policy Committee 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 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

minutes

Audit Committee

MEETING HELD ON **THURSDAY, 8 MARCH 2012**

TABLE OF CONTENTS

Item No	Title	Page No
	Declaration of Opening	3
	Apologies/Leave of absence	3
	Confirmation of Minutes	3
	Announcements by the Presiding Person without discussion	4
	Declarations of Interest	4
	Identification of matters for which the meeting may sit behind closed doors	4
	Petitions and deputations	4
	Reports	
1	Chief Executive Officer's Credit Card Expenditure (July – September 2011)	5
2	Chief Executive Officer's Credit Card Expenditure (October – December 2011)	8
3	Half Yearly Report – Write Off of Monies (July – December 2011)	11
4	Half Yearly Report – Contract Extensions (July – December 2011)	14
5	2011 Compliance Audit Return	17
6	Internal Audit Activity 2011/2012	21
	Motions of which previous notice has been given	24
	Requests for Reports for future consideration	24
	Closure	25

CITY OF JOONDALUP

MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON THURSDAY, 8 MARCH 2012

ATTENDANCE

Committee Members:

Cr Tom McLean, JP *Presiding Member*
Cr Brian Corr *Deputy Presiding Member*
Mayor Troy Pickard
Cr Geoff Amphlett, JP
Cr Sam Thomas
Cr Teresa Ritchie
Mr Robert (Andy) Cowin (External Member)

Officers:

Mr Garry Hunt Chief Executive Officer
Mr Mike Tidy Director, Corporate Services
Mr Peter McGuckin Internal Auditor
Mrs Lesley Taylor Governance Officer *Absent from 6.40 pm to 7.15 pm*

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.00 pm.

APOLOGIES/LEAVE OF ABSENCE

Apology – Cr Christine Hamilton-Prime

Leave of Absence previously approved

Cr Brian Corr 20 March to 25 March 2012 inclusive.
Cr Christine Hamilton-Prime 20 March to 30 March 2012 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 29 NOVEMBER 2012

MOVED Cr Amphlett, SECONDED Cr Ritchie that the minutes of the meeting of the Audit Committee held on 29 November 2012 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

DECLARATIONS OF INTEREST

Name/Position	Mr Garry Hunt, Chief Executive Officer
Item No/Subject	Item 1 - CEO's Credit Card Expenditure – (July – September 2011)
Nature of interest	Interest that may affect impartiality.
Extent of Interest	The CEO is the card holder.

Name/Position	Mr Garry Hunt, Chief Executive Officer
Item No/Subject	Item 2 - CEO's Credit Card Expenditure – (October – December 2011)
Nature of interest	Interest that may affect impartiality.
Extent of Interest	The CEO is the card holder.

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

Nil.

PETITIONS AND DEPUTATIONS

Nil.

REPORTS**Disclosure of interest affecting impartiality**

Name/Position	Mr Garry Hunt, Chief Executive Officer
Item No/Subject	Item 1 - CEO's Credit Card Expenditure – (July – September 2011)
Nature of interest	Interest that may affect impartiality.
Extent of Interest	The CEO is the card holder.

ITEM 1 CHIEF EXECUTIVE OFFICER'S CREDIT CARD EXPENDITURE - (JULY – SEPTEMBER 2011)

WARD: All

RESPONSIBLE DIRECTOR: Mr Mike Tidy
Corporate Services

FILE NUMBER: 09882, 18049

ATTACHMENTS: Attachment 1 Chief Executive Officer's Credit Card Expenditure – Quarter Ended 30 September 2011

PURPOSE

The purpose of this report is to provide the Audit Committee with details of the corporate credit card usage of the Chief Executive Officer for the quarter ended 30 September 2011.

EXECUTIVE SUMMARY

The report of the Chief Executive Officer's credit card usage for the quarter ended 30 September 2011 is provided in Attachment 1.

It is recommended that the Audit Committee NOTES the report on the corporate credit card usage of the Chief Executive Officer for the quarter ended 30 September 2011 forming Attachment 1 to this Report.

BACKGROUND

At its meeting held on 11 October 2005, Council inter alia resolved that a quarterly report on the corporate credit card usage of the Chief Executive Officer to be prepared and presented to the Audit Committee – CJ210-10/05.

DETAILS

The report listing all credit card payments made by the Chief Executive Officer for the quarter, including bank fees, is set out in Attachment 1.

Issues and options considered:

Not Applicable.

Legislation/Strategic Plan/Policy Implications:

Legislation: Regulation 11(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for, and properly authorised use of credit cards.

Strategic Plan:

Key Focus Area: Leadership and Governance.

Policy:

Not Applicable.

Risk Management considerations:

In accordance with the City's Use of Corporate Credit Cards Protocol, the Chief Executive Officer's credit card has a maximum limit of \$10,000. All expenditure incurred by the Chief Executive Officer by way of credit card is authorised by the Director Corporate Services. It is also a requirement, by resolution of Council, that the Chief Executive Officer's credit card expenditure is reviewed by the Audit Committee on a quarterly basis. The procedure additionally covers matters such as the issue and return of credit cards, lost or stolen cards, what purchases can be made by credit cards, documentation requirements and management review.

Financial/Budget Implications:

Expenditures paid for by the corporate credit card assigned to the Chief Executive Officer are incurred under the approved budget.

Regional Significance:

Not Applicable.

Sustainability Implications:

By ensuring that expenditure is incurred in accordance with procedures and within budget parameters, financial viability and sustainability is maintained.

Consultation:

Not Applicable.

COMMENT

The Chief Executive Officer's credit card usage is in accordance with the Use of Corporate Credit Cards Protocol and the Contract of Employment of the Chief Executive Officer, with all expenditure being business related and authorised by the Director Corporate Services.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Ritchie, SECONDED Cr Amphlett that the Audit Committee NOTES the report on the corporate credit card usage of the Chief Executive Officer for the quarter ended 30 September 2011 forming Attachment 1 to this Report.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

Appendix 1 refers

To access this attachment on electronic document, click here:
[Attach1agnAudit080312.pdf](#)

Disclosure of interest affecting impartiality

Name/Position	Mr Garry Hunt, Chief Executive Officer
Item No/Subject	Item 2 - CEO's Credit Card Expenditure – (October – December 2011)
Nature of interest	Interest that may affect impartiality.
Extent of Interest	The CEO is the card holder.

ITEM 2 CHIEF EXECUTIVE OFFICER'S CREDIT CARD EXPENDITURE – (OCTOBER - DECEMBER 2011)

WARD:	All
RESPONSIBLE DIRECTOR:	Mr Mike Tidy Corporate Services
FILE NUMBER:	09882, 18049
ATTACHMENTS:	Attachment 1 Chief Executive Officer's Credit Card Expenditure – Quarter Ended 31 December 2011

PURPOSE

The purpose of this report is to provide the Audit Committee with details of the corporate credit card usage of the Chief Executive Officer for the quarter ended 31 December 2011.

EXECUTIVE SUMMARY

The report of the Chief Executive Officer's credit card usage for the quarter ended 31 December 2011 is attached.

It is recommended that the Audit Committee NOTES the report on the corporate credit card usage of the Chief Executive Officer for the quarter ended 31 December 2011 forming Attachment 1 to this Report.

BACKGROUND

At its meeting held on 11 October 2005, Council inter alia resolved that a quarterly report on the corporate credit card usage of the Chief Executive Officer to be prepared and presented to the Audit Committee – CJ210-10/05.

DETAILS

The report listing all credit card payments made by the Chief Executive Officer for the quarter, including bank fees, is set out in attachment 1.

Issues and options considered:

Not applicable.

Legislation/Strategic Plan/Policy Implications:

Legislation: Regulation 11(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for, and properly authorised use of credit cards.

Strategic Plan:

Key Focus Area: Leadership and Governance.

Policy:

Not Applicable.

Risk Management Considerations:

In accordance with the City's Use of Corporate Credit Cards Protocol, the Chief Executive Officer's credit card has a maximum limit of \$10,000. All expenditure incurred by the Chief Executive Officer by way of credit card is authorised by the Director Corporate Services. It is also a requirement, by resolution of Council, that the Chief Executive Officer's credit card expenditure is reviewed by the Audit Committee on a quarterly basis. The procedure additionally covers matters such as the issue and return of credit cards, lost or stolen cards, what purchases can be made by credit cards, documentation requirements and management review.

Financial/Budget Implications:

Expenditures paid for by the corporate credit card assigned to the Chief Executive Officer are incurred under the approved budget.

Regional Significance:

Not Applicable.

Sustainability Implications:

By ensuring that expenditure is incurred in accordance with procedures and within budget parameters, financial viability and sustainability is maintained.

Consultation:

Not Applicable.

COMMENT

The Chief Executive Officer's credit card usage is in accordance with the Use of Corporate Credit Cards Protocol and the Contract of Employment of the Chief Executive Officer, with all expenditure being business related and authorised by the Director Corporate Services.

VOTING REQUIREMENTS

Simple Majority.

MOVED Mayor Pickard, SECONDED Cr Amphlett that the Audit Committee NOTES the report on the corporate credit card usage of the Chief Executive Officer for the quarter ended 31 December 2011 forming Attachment 1 to this Report.

Reference was made to the credit card entry in relation to the 15 November 2011, wherein Mayor Pickard was listed as in attendance. A revised Credit Card statement is attached removing Mayor Pickard's name as attending – Appendix 6 refers.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

Appendices 2 and 6 refer

To access this attachment on electronic document, click here:

[Attach2aqnAudit080312.pdf](#)

ITEM 3 HALF YEARLY REPORT - WRITE OFF OF MONIES (JULY - DECEMBER 2011)

WARD: All

RESPONSIBLE DIRECTOR: Mr Mike Tidy
Corporate Services

FILE NUMBER: 07032, 101515

ATTACHMENTS: Nil.

PURPOSE

To report to the Audit Committee on monies written off under delegated authority.

EXECUTIVE SUMMARY

The amount written off under delegated authority during the six months ended 31 December 2011 came to \$13,562.20 in total, which includes \$5,561.71 comprising 5,295 small amounts of unpaid rates below the reportable limit and one rates debt of \$5,891.85, bringing the amount written off from rates to \$11,453.56.

In addition, the total amount includes other reportable items written off on the recommendation of the City's debt collection agency, as collection efforts became impractical and uneconomic.

Five items of unpaid leisure membership totalling	\$ 911.36
Four items of unpaid swimming pool inspection fees totalling	\$ 587.28
Two items of unpaid firebreaks fees and penalties of	\$ 430.00
One item of unpaid dog impoundment charges of	\$ 180.00

It is recommended that the Audit Committee RECEIVES the report of amounts written off under delegated authority for the period July to December 2011.

BACKGROUND

Section 6.12 (1)(c) of the Local Government Act 1995 gives the Council the power to write off any amount of money owing to the City.

At its meeting held on 6 June 2006 (CJ079-06/06 refers) Council approved inter-alia to delegate to the Chief Executive Officer the authority to write- off monies owed to the City, subject to a report being provided to the Audit Committee on a six monthly basis on the exercise of this delegation for amounts between \$100 and \$20,000.

The Chief Executive Officer under section 5.44 has on delegated his authority to nominated employees, up to the limits provided in the instrument of delegation.

DETAILS

During the six months ended 31 December 2011 a total amount of \$13,562.20 was written off. This was made up by the following:

- 5,295 items of small rates balances totalling \$5,561.71, which were all below the reportable limit, representing in the main rounding decimals or penalty interest charged for a few days late payment where ratepayers did not pay the penalty and the cost of collection was, for all practical purposes, proving to be un-economical;
- One item of \$5,891.85 representing rates charged on a property that was the subject of long litigation between the registered owner and her pensioner father who resides at the property. Following the Supreme Court judgement apportioning liability between the parties, the City agreed to write off any excess charge and penalty interest on the father's proportionate liability that is over and above what he would have been charged had the pensioner rebate applied; and
- 12 items totalling \$2,108.64 were written off on the recommendation of the City's debt collection agency once debt recovery proved unsuccessful and un-economical to pursue.

Issues and options considered:

Not Applicable.

Legislation/Strategic Plan/Policy Implications:

Legislation: Section 6.12 (1) (c) of the Local Government Act 1995.
Section 5.42 of the Local Government Act 1995.
Section 5.44 of the Local Government Act 1995.

Strategic Plan:

Key Focus Area: Leadership and Governance.

Objective: 1.1 To ensure that the processes of local governance are carried out in a manner that is ethical, transparent and accountable.

Policy:

Not Applicable.

Risk Management Considerations:

The amounts written off are either immaterial in value or uneconomical to recover, none of which represent a significant financial risk to the City.

Financial/Budget Implications:

Account Number:	\$ 3256
Annual Budget:	\$ 13,700
Year to Date Budget:	\$ 9,355
Year to Date Actual:	\$ 13,562
Year to Date Variance:	\$ (4,207)

The year to date variance is not material, it represents a timing difference that is expected to be absorbed by the Annual Budget, which will be adjusted during the mid-year budget review.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

Monies written off under delegated authority during the six months ended on 31 December 2011 totalled \$13,562.20 and included \$11,453.56 from rates and \$2,108.64 of other unrecoverable debts.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Ritchie, SECONDED Cr Corr that the Audit Committee RECEIVES the report of monies written off under delegated authority, for the period July to December 2011.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

ITEM 4 HALF YEARLY REPORT - CONTRACT EXTENSIONS (JULY - DECEMBER 2011)**WARD:** All**RESPONSIBLE DIRECTOR:** Mr Mike Tidy
Corporate Services**FILE NUMBER:** 07032**ATTACHMENTS:** Attachment 1 Contract Extensions Six Monthly Report

PURPOSE

The purpose of this report is to provide the Audit Committee with details of Contracts extended by the Chief Executive Officer between July 2011 and December 2011.

EXECUTIVE SUMMARY

The schedule of Contracts extended by the Chief Executive Officer during the half-year ended on 31 December 2011 is provided in Attachment 1.

It is recommended that the Audit Committee NOTES the report detailing Contracts extended by the Chief Executive Officer during the period July 2011 to December 2011 forming Attachment 1 to this Report.

BACKGROUND

At its meeting held on 1 November 2005, Council resolved that a half-yearly report be prepared for the Audit Committee detailing contracts that were originally approved by Council and have subsequently been extended by the Chief Executive Officer – CJ231-11/05.

DETAILS

Council has delegated to the Chief Executive Officer the authority to approve all contract extensions on tenders approved by Council subject to a report to the Audit Committee being prepared on a half-yearly basis providing details of those contracts extended.

Issues and options considered:

The report detailing contracts extended by the Chief Executive Officer is provided in Attachment 1.

Legislation/Strategic Plan/Policy Implications:

Legislation: The City's legal advice is that under section 5.41(d) of the Local Government Act the Chief Executive Officer may be delegated the power to extend a Contract – provided the Chief Executive Officer does not extend the Contract beyond the "total term of the contract" specified by the Council in the resolution.

Strategic Plan:

Key Focus Area: Leadership and Governance.

Objective: 1.1 To ensure that the processes of local governance are carried out in a manner that is ethical, transparent and accountable.

1.3 To lead and manage the City effectively.

Policy:

Not Applicable.

Risk Management Considerations:

The delegated authority to extend contracts is limited to the original terms and conditions approved by resolution of Council when the tender was first awarded.

Financial/Budget Implications:

In accordance with each individual contract and approved budget limits.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

This report provides the Audit Committee with details of contracts originally approved by Council or by the Chief Executive Officer under delegated authority, which have subsequently been extended by the Chief Executive Officer during the period from July 2011 to December 2011.

VOTING REQUIREMENTS:

Simple Majority.

MOVED Cr Thomas, SECONDED Cr Amphlett that the Audit Committee NOTES the report detailing Contracts extended by the Chief Executive Officer during the period July 2011 to December 2011 forming Attachment 1 to this Report.

Clarification was sought in relation to the contract extensions with respect to the provision of service and cleaning 240 litre mobile garbage bins by the City of Wanneroo. It was advised this matter would be investigated and a response provided to Committee members.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

Appendix 3 refers

To access this attachment on electronic document, click here:

[Attach3aqnAudit080312.pdf](#)

ITEM 5 2011 COMPLIANCE AUDIT RETURN

WARD:	All
RESPONSIBLE DIRECTOR:	Mr Garry Hunt Office of the CEO
FILE NUMBER:	09492, 50068 101515
ATTACHMENTS:	Attachment 1 2011 Compliance Audit Return

PURPOSE

To present the completed 2011 Compliance Audit Return (CAR) to the Audit Committee prior to its submission to Council for final adoption.

EXECUTIVE SUMMARY

The Department of Local Government (“the Department”) CAR for the period 1 January 2011 to 31 December 2011 has been completed by the City and is required to be reviewed by the Audit Committee before being submitted to the Department by 31 March 2011.

BACKGROUND

The 2011 CAR was made available to local governments by the Department on its website in December 2011 for online completion.

While the structure of the CAR is generally similar to that of previous years the areas of compliance for 2011 have been restricted to those considered high risk. This has resulted in the 2011 CAR containing substantially fewer questions, 78 compared to 283 for the 2010 CAR. Amendments to Regulation 13 of the *Local Government (Audit) Regulations 1996* have been made in order to allow these changes to occur.

A further change to Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that the local government’s Audit Committee now reviews the CAR and reports the results of that review to Council. Although this wasn’t a legislative requirement in previous years the City has followed this process and presented the CAR to its Audit Committee prior to its adoption by Council.

DETAILS

For 2011 the CAR contains the compliance categories of:

- Commercial Enterprises by Local Governments;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct;
- Tenders for Providing Goods and Services.

The 2011 CAR incorporates all the statutory requirements listed in Regulation 13 as amended of the *Local Government (Audit) Regulations 1996*.

Legislation/Strategic Plan/Policy Implications:

Legislation:

Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* state as follows:

14 Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be:
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15 Compliance audit return, certified copy of etc. to be given to Executive Director

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with:

- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
- (b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

(2) In this regulation:

certified in relation to a compliance audit return means signed by:

- (a) The mayor or president; and
- (b) The CEO.

Strategic Plan:

Key Focus Area: Leadership and Governance.

Objective: 1.1 To ensure that the processes of local governance are carried out in a manner that is ethical, transparent and accountable.

Policy:

Not Applicable.

Risk Management Considerations:

The risk associated with the Council failing to adopt the CAR would result in non-compliance with the legislative requirements of the *Local Government (Audit) Regulations 1996*.

Financial/Budget Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

The responses to the questions in the CAR were provided by the relevant Managers to their Director for approval before being forwarded to the Internal Auditor for further review and completion on the Department's website.

The 2011 CAR reveals a high level of compliance with legislation for the City. However there are responses to two questions which indicate non-compliance with legislation under the category Disclosure of Interest relating to the lodgement of Primary Returns and Annual Returns by designated employees. The areas of non-compliance have been addressed by the City with system improvements introduced to obtain the required information from applicable employees to improve compliance in the future.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr Thomas, **SECONDED** Mr Cowin that the Audit Committee **RECOMMENDS** that Council:

- 1** **ADOPTS** the completed Local Government Compliance Audit Return for the period 1 January 2011 to 31 December 2011 forming Attachment 1 to this Report; and
- 2** in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996, **SUBMITS** the completed Compliance Audit Return to the Department of Local Government.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

Appendix 4 refers

To access this attachment on electronic document, click here:

[Attach4agnAudit080312.pdf](#)

ITEM 6 INTERNAL AUDIT ACTIVITY 2011/2012

WARD:	All
RESPONSIBLE DIRECTOR:	Mr Garry Hunt Office of the CEO
FILE NUMBER:	89528, 50068, 101515
ATTACHMENTS:	Attachment 1 Internal Audit Plan 2011/2012 Attachment 2 Internal Audit Activity 2011/2012 Attachment 3 Risk Assessment Criteria Attachment 4 Hierarchy of Risk and Decision Making Attachment 5 Internal Audit Implementation Status Criteria

PURPOSE

The purpose of this Report is to provide details of Internal Audit activity during 2011/2012.

EXECUTIVE SUMMARY

Internal audit activity for 2011/2012 is guided by the Internal Audit Plan which also allows for unspecified management requests, specialist advice and investigations. The Audit Plan is subject to change during the year on the authorisation of the Chief Executive Officer. This Report provides details of Internal Audit activity during 2011/2012.

BACKGROUND

The Internal Auditor performs internal audit reviews based on an Audit Plan. The Internal Auditor reports directly to the Chief Executive Officer.

DETAILS

The Audit Plan sets out the programme of internal audit activity for the year 2011/2012 to be carried out by the City's Internal Auditor. The plan is established in consultation between the Chief Executive Officer and the Internal Auditor and where appropriate includes input from Directors or Managers to address areas that present risks to the City's operations.

Legislation/Strategic Plan/Policy Implications:

Legislation: Regulation 6 of the *Local Government (Financial Management) Regulations 1996* and the *Local Government (Audit) Regulations 1996*.

Strategic Plan:

Key Focus Area: Leadership and Governance

Objective: 1.1 To ensure that the processes of local governance are carried out in a manner that is ethical, transparent and accountable.

Policy:

Not Applicable.

Risk Management considerations:

Internal Audit is an independent appraisal service and audit activity is an important element of risk management and a contributor to the mitigation of risk.

Financial/Budget Implications:

Not Applicable.

Regional Significance:

Not Applicable.

Sustainability Implications:

Not Applicable.

Consultation:

Not Applicable.

COMMENT

Internal Audit activity focuses on areas of risk including financial and non-financial systems and compliance with legislation, regulations, policies and best practice. Action plans are developed and agreed with management for audit recommendations and follow-ups conducted to ensure that they are implemented as agreed. Criteria has been established to determine and report on the status of each recommendation and the overall status of each Internal Audit assignment as detailed in Attachment 5.

The status of Internal Audit recommendations is reported to the Executive Leadership Team on a monthly basis. Attachment 3 and Attachment 4 detail the Risk Assessment Criteria and the Hierarchy of Risk and Decision Making which was developed for inclusion in the City's Risk Management Framework. These are used by Business Units for assessing risks and determining actions for the completion of Risk Registers. They are also used to evaluate areas of risk subject to Internal Audit review.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION:

That the Audit Committee NOTES the Internal Audit Plan 2011/2012 and Internal Audit Activity for 2011/2012 forming Attachments 1 and 2 to this Report.

MOTION TO GO BEHIND CLOSED DOORS – [02154, 08122]

MOVED Mayor Pickard, SECONDED Cr Amphlett that in accordance with Section 5.23(2)(a) of the Local Government Act 1995 and Clause 67 of the City's Standing Orders Local Law 2005, the meeting Go Behind Closed Doors to discuss matters of a confidential nature in relation to the Internal Audit Activity for 2011/2012.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

Governance Officer left the meeting at 6.40 pm and returned at 7.15 pm.

MOTION TO RE-OPEN THE MEETING – [02154, 08122]

MOVED Mayor Pickard, SECONDED Cr Amphlett that Council in accordance with Clause 67 (5) of the City's Standing Orders Local Law 2005, the meeting be now held with OPEN DOORS.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

MOVED Cr Thomas, SECONDED Cr Amphlett that the Chief Executive Officer UNDERTAKES in relation to 6-1112 – Non-Compliance Report to initiate a more detailed analysis using an external qualified group to review, in considerable detail, a number of suppliers of services to the City and report back to the Audit Committee on those findings.

The Motion was Put and

CARRIED (6/1)

In favour of the Motion: Crs McLean, Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

Against the Motion: Mayor Pickard.

MOVED Cr Amphlett, SECONDED Cr THOMAS that the Audit Committee NOTES the Internal Audit Plan 2011/2012 and Internal Audit Activity for 2011/2012 forming Attachments 1 and 2 to this Report.

The Motion was Put and

CARRIED (6/1)

In favour of the Motion: Crs McLean, Amphlett, Corr, Ritchie and Thomas and Mr Cowin.

Against the Motion: Mayor Pickard.

Appendix 5 refers

To access this attachment on electronic document, click here:

[Attach5agnAudit080312.pdf](#)

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Compliance Audit Return

Mayor Pickard requested that clarification be sought from the Department of Local Government on what the expectations and regulations are in relation to the new regime regarding the completion of future Compliance Audit Returns with respect to the City's Audit Committee.

The Chief Executive Officer advised that contact would be made with the Department of Local Government, with Committee members being informed of the outcome.

CLOSURE

There being no further business, the Presiding Member declared the Meeting closed at 7.30 pm; the following Committee Members being present at that time:

Cr Tom McLean, JP
Mayor Troy Pickard
Cr Geoff Amphlett, JP
Cr Brian Corr
Cr Sam Thomas
Cr Teresa Ritchie
Mr Robert (Andy) Cowin (External Member)



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

City of Wanneroo and City of Joondalup Local Emergency Management Committee Meeting

City of Joondalup, Conference Room 2,

Boas Avenue, Joondalup

10:00am, 2 February 2012

1. ATTENDANCES AND APOLOGIES

ATTENDANCES:		
Name	Position	Organisation
Visitor John Lane	Coordinator Emergency Management Services	WALGA
Cr Dot Newton	LEMC Chairperson	City of Wanneroo
Karen Caple	Director City Businesses	City of Wanneroo
Ian McDowell	Coordinator Community Safety	City of Wanneroo
Resmie Greer	Snr Emergency Management & Community Safety Officer	City of Wanneroo
Neil Harries	A/Coordinator Health Services	City of Wanneroo
Cr Christine Hamilton-Prime	Councillor (Deputy)	City of Joondalup
Derek Fletcher	Emergency Management Officer	City of Joondalup
Charlie Reynolds	Manager Asset Management	City of Joondalup
David Wilson	Principal Environmental Health Officer	City of Joondalup
Charlie Carver	District Superintendant	WA Police
Derrick Briggs	Emergency Management Officer/Deputy Chairperson	WA Police
Geoff DeSanges	Inspector – Assistant District Officer Joondalup	WA Police
Wayne Dohmen	Inspector – Assistant District Officer Joondalup	WA Police
Paul Beccarelli	A/Senior Sergeant – Joondalup	WA Police

EXTERNAL MINUTES

Barry Hartung	A/Senior Sergeant - Yanchep	WA Police
Phil Birch	OIC - Clarkson	WA Police
Warren Greaney	A/OIC - Wanneroo	WA Police
Mal Jones	OIC - Warwick	WA Police
Nick Mason-Walshaw	A/Senior Sergeant – Hillarys	WA Police
Jo-Anne Bennett	District Emergency Services Officer	Department for Child Protection
Helen Barrett	Disaster Management Coordinator	Ramsay Health (Joondalup Health Campus)
Bill Hansen	Local Manager	FESA/SES
Darryl Welsby	Manager Business Risk	ECU
David Doherty	Emergency Services Coordinator	Red Cross
Rick Corkill	Coordinator	Northern Beaches Emergency Group
Helen Barrett	Disaster Management Coordinator	Ramsay Health

APOLOGIES:

Cr John Chester	Elected Member	City of Joondalup
Phil Hay	Community Emergency Services Manager/Chief Bush Fire Control Officer	City of Wanneroo/FESA
Wayne Harris	A/Manager Regulatory Services	City of Wanneroo
Glen Flood	Director Infrastructure Services	City of Joondalup
Brad Stringer	District Manager	FESA Fire & Rescue
Peter Reeves	OIC Yanchep	WA Police
Natalie Choules	A/Community Emergency Management Officer	FESA/EMWA
Steve Pethick	Primary Response Coordinator	Western Power
Mark Jeffs	Manager Policy & Business	PTA

Cr Dot Newton opened the meeting at 10:00am and welcomed those members present. This being Cr Newton's first meeting as chair, a round table introduction of participants in attendance was initiated.

2. PRESENTATION

2.1. John Lane, Coordinator Emergency Management Services WALGA provided a presentation on the City of Wanneroo and City of Joondalup Risk Management Projects. The Cities of Wanneroo and Joondalup applied for AWARE funding to engage John Lane to assist with reviewing and assessing the emergency risk register of both local governments. The following background information was provided:

- (a) Each local government is responsible for the management of risk in line with their risk management policy;
- (b) Only the local government can make decisions about the acceptability or not of the risk they carry;
- (c) Each local government controls their own corporate risk register which will incorporate

natural hazard and technological risk;

(d) The natural hazard risk can be assigned to the LEMC for management and identification of mitigation measures and funding opportunities;

(e) Regular reporting and assessment by the LEMC will insure that natural hazard risk management is an on-going process.

The current status of the risk projects for each local government is on schedule and the final report will be completed by May 2012.

2.2. Local Government Emergency Management Forum 2012:

John Lane advised the meeting of WALGA's Emergency Management Forum which is to be held on Friday 16 March 2012 at Burswood Entertainment Complex. The Forum will be an all day event followed by a sundowner.

2.3. National Guide for Managing Donated Goods:

John Lane advised the Australian Government funded the development of the National Guide for Management Donated Goods Guidelines. The guidelines support a more targeted, holistic and enduring response to disaster management. The intention is that they will drive best practice planning and positive change in the management of donated goods to strengthen community recovery and resilience. An electronic copy is available from Resmie Greer.

John Lane left the meeting at 10:30am.

3. ENDORSEMENT OF PREVIOUS MINUTES

The Minutes of the Local Emergency Management Committee meeting held on 3 November 2011 were confirmed as a true and accurate record.

Proposed Jo-Anne Bennett, Seconded Phil Birch.

4. BUSINESS ARISING

Item	LEMC Meeting	Subject	Responsible Agency/Person
5.1	4 August 2011	Review of Emergency Risk Register and Treatment Schedules.	(a) City of Joondalup (b) City of Wanneroo
6.1	3 November 2011	Risk review update	(c) City of Joondalup (d) City of Wanneroo
2.1	2 February 2012	Risk review update provided by Project Consultant, John Lane	John Lane, WALGA
6.2	3 November 2011	Joint LEMC Exercise	Phil Hay
	2 February 2012	Joint LEMC Exercise (Action Outstanding)	Phil Hay to contact Natalie Choules (A/Community Emergency Management Officer – Metropolitan) to discuss engaging her assistance to write an Emergency Management Exercise.

8.1	3 November 2011	Revised Terms of Reference	City of Wanneroo
	2 February 2012	Terms of Reference amendments be adopted with the exception of including the additional stakeholders (Mindarie Marina and the WA Sporting Car Club). Proposed Ian McDowell, Seconded Phil Birch that the amendments be adopted.	COMPLETED

5 CORRESPONDENCE

5.1 Inwards

Date	From	Subject
11/11/2011	WALGA	Emergency Management News October 2011
11/11/2012	Emergency Management WA	Training – WA Weekly Emergency Management Bulletin – 14 November 2011
14/11/2011	FESA	Responsibility for Community Evacuation; Responsibility for Traffic Management
17/11/2011	City of Joondalup	LEMC Representation
19/12/2011	WALGA	Emergency Management News – December 2011
02/01/2012	Emergency Management WA	Training - WA Weekly Emergency Management Bulletin – 2 January 2012
12/01/2012	Emergency Management WA	State Emergency Management Committee – Information Sheet – Meeting 8 December 2011
13/01/2012	Secretary SEMC Emergency Management WA	(A) State EM Policy 2.6 Annual Reporting – Additional new clause (14(b)). (B) State EM Policy 4.1 Operational Management – Amended Record – Recommendation
23/01/2012	Emergency Management WA - FESA	WANDRRA Funding – Assessment of thunderstorms and associated flooding

5.2 Outwards:

Date	To	Subject
15/11/2011	Martin Smith Mindarie Marina	Invitation to attend future LEMC meetings as additional stakeholder
15/11/2011	Jennifer Harrison WA Sporting Car Club	Invitation to attend future LEMC meetings as additional stakeholder

Inwards and Outwards correspondence was tabled at the meeting for reviewing and comments.

6 STANDING ITEMS

6.1 District Agency Updates:

- **City of Wanneroo:**
Ian McDowell reported an emergency management audit was recently performed at

the City of Wanneroo. The objective was to consider the adequacy of the City's Emergency Management framework. The audit process was a positive experience with three key findings being reported and rated moderate to low. These findings were:

- (i) Review and align components of the Emergency Risk Management framework;
- (ii) Finalise and approve key Emergency Management documentation;
- (iii) Improvements to Emergency Management communication and training .

Actions taken to resolve the above three findings are as follows:

Item (i) Emergency Risks under review with a report to be finalised by May 2012;

Item (ii) Local Emergency Management Arrangements and Recovery Arrangements have been reviewed and tabled at the meeting for review and feedback;

Item (iii) The City conducted an internal emergency simulation to activate the City's emergency flowchart and a joint exercise will be conducted in the near future.

- **City of Joondalup:**

Derek Fletcher reported the City of Joondalup's Local Emergency Management Arrangements have been presented to Joondalup's Executive Management Team for the review and endorsement. Following this process, the plans will be tabled at LEMC for review and endorsement.

Derek Fletcher reported that Charlie Reynolds, Manager Asset Management will be attending all future LEMC meetings and that Glen Flood, Director Infrastructure Services will attend future DEMC meetings.

- **WA Police:**

Derrick Briggs reported that Police resources have returned to normal operations following CHOGM.

The next DEMC Meeting will be held on Thursday 16 February 2012 at 10:00am at the City of Joondalup.

- **Fire and Emergency Services Authority (FESA):**

No one in attendance.

- **Department of Environment and Conservation (DEC):**

No one in attendance.

- **Department of Child Protection (DCP):**

Mary-Anne Jackson reported two Local Welfare Emergency Management Support Committee meetings per year should be conducted for local stakeholders within the district. Unfortunately, due to multiple emergency crisis last year, only one meeting held in late November 2011. It is proposed that two meetings will be held during 2012.

Jo-Anne Bennett advised from a district level DCP has expanded the Early Response Teams from 3 to 6. This allows for a greater pool of officers to assist with opening evacuation centres during after hours.

- **Western Power:**

No one in attendance.

- **Joondalup Health Campus:**

Helen Barrett advised that Joondalup Health Campus is the Hazard Agency for heatwave and therefore on alert during the recent heatwave.

- **Red Cross:**
David Doherty reported Red Cross has been focussing their attention on Margaret River and Armadale, providing outreach support and training volunteers to assist with support services.
- **Edith Cowan University:**
Darryl Welsby mentioned teaching at ECU is due to re-commence next week. There will be an increase of students and vehicles entering and leaving the campus. An emergency simulation will be conducted to ensure emergency vehicles have access availability in and out of the campus.
- **Other Key Stakeholder Updates:**
As discussed at the meeting, this item will be included as a standing item on future agendas to enable all other key stakeholders, as defined in the Terms of Reference, the opportunity to provide updates.

6.2 LEMC Arrangements:

- **Planning:**
Resmie Greer reported that a complete review has been undertaken of both the Local Emergency Management Arrangements and Recovery Arrangements. The documents have been presented to the City's Operational Management Team for further review and feedback. Additionally, the documents have been forwarded to EMWA, Natalie Choules, A/Community Emergency Management Officer Metropolitan Region, to conduct a compliance checklist on the content of the Arrangements. Feedback from EMWA was positive with both plans being supported. Resmie Greer invited LEMC members to further review both draft copies and provide comments/updates to her by the end of February 2012. It is proposed these will be tabled at the next LEMC meeting on 3 May 2012 for formal endorsement. The documents will then be presented to Council for noting. The plans are critical for the City's Emergency Management responsibility for recovery operations and members are encouraged to review the contents for accuracy as a restricted version will be placed on the City's website for public viewing.
- **Risk Mitigation Treatments:**
Refer item 2 – Presentation on the Risk Management Review by John Lane (update provided).
- **Simulations:**
Ian McDowell reported the City's Local Emergency Activation Flowchart (a copy of which was tabled) was exercised on the 17 November 2011 based on a simulated bush fire in Carramar.

External agency participants included Derrick Briggs, Jo-Anne Bennett, Phil Hay and Mike Teraci. Ian McDowell explained that the exercise highlighted areas for improvement as well as shortfalls in the City's Emergency Management arrangements. A debrief was conducted at the conclusion of the exercise some discussion points included:

- (a) Some people were difficult to contact as they were away from their office and did not have their mobiles with them. (This issue is being addressed);
- (b) The ability to contact staff listed on the flowchart after hours will be problematic. (This issue is being discussed with HR and is being investigated further).
- (c) Activation of the flowchart demonstrated that the activation levels of some positions needed to be changed to better reflect their involvement in the local emergency. (This issue has been addressed).
- (d) Staff answering phone calls during the exercise was not always able to provide a response. (Further training has been provided and forms devised to prompt standard questions to be asked and ensure calls are recorded).

(e) There was some difficulty in identifying the roles of staff present. (Tabards are now on order and will be issued to key staff identifying their EM role).

(f) The draft Local Emergency Management Arrangements need to be endorsed by LEMC. (This issue was addressed at item 6.2 above).

Ian McDowell advised that the exercise demonstrated that the City is well prepared to deal with an emergency and to activate the Local Emergency Recovery Coordination Centre.

Karen Caple mentioned the outcome of the exercise was an excellent learning tool and that the City would hold future emergency simulations to continue to test the City's Emergency Management Arrangements.

7 REPORTING REQUIREMENTS

The LEMC Annual Report is due for submission to the DEMC by 30 June 2012.

8 NEW BUSINESS

Karen Caple mentioned the importance of LEMC meetings in addressing emergency management issues and asked for agenda content feedback (additional items for mention). Jo-Anne Bennett queried if training activities, emergency activations and lessons learnt could be included. Item 6.2 will be expanded to capture the issues mentioned.

Derek Fletcher advised that the Bureau of Meteorology issued a severe weather alert for today commencing 1700 hours.

Charlie Carver advised of his new role as chair of the future District Emergency Management Meetings. He also mentioned that future emergency exercises will be conducted in this district and will include agencies from the LEMC.

Derrick Briggs mentioned the importance of conducting multi-agency training activities. There is a requirement to include these activities in the District Emergency Management Committee Annual Report.

David Wilson, City of Joondalup Health Officer, reported a large concert involving 30,000 people is scheduled to take place in March 2012 at the Joondalup Arena.

9 NEXT MEETING

The next City of Wanneroo/Joondalup Local Emergency Management Committee meeting will be held on Thursday 3 May 2012 at 10:00am at the City of Wanneroo.

10 CLOSE

There being no further business, the meeting was closed at 10:53am.

Revised 2 February 2012

TERMS OF REFERENCE
Cities of Wanneroo and Joondalup
Local Emergency Management Committee

The Terms of Reference for the Wanneroo/Joondalup Local Emergency Management Committee (LEMC) outline the general roles, functions and parameters of the LEMC to be applied during LEMC meetings and other Committee activities. This LEMC has been convened to assist cooperation, information sharing and the development of interagency relationships that will assist emergency management planning to benefit the local community.

Authority:

The Wanneroo/Joondalup LEMC operates in accordance with a range of emergency management requirements including:

- Emergency Management Act 2005;
- Emergency Management Regulations 2006;
- State Emergency Management Policy 2.4 – District Emergency Management Arrangements;
- State Emergency Management Policy 2.5 - Emergency Management in Local Government Districts;
- State Emergency Management Policy 2.6 - Annual Reporting;
- Other applicable State Emergency Management Policies; and
- Applicable interim State Emergency Management Policies.

Committee Name:

The name of the Committee shall be Wanneroo/Joondalup Local Emergency Management Committee.

Scope:

The Wanneroo/Joondalup LEMC deals with emergency management within the areas/suburbs contained within the Cities of Wanneroo and Joondalup.

Purpose:

The Wanneroo/Joondalup LEMC brings together key stakeholders in emergency management within its boundaries to plan and prepare for emergency management incidents and to meet the requirements of relevant legislation, policy statements and other emergency management related standards. The LEMC conducts planning and encourages information exchange on emergency management issues and hazards and is not an operational group.

Committee Aims:

The Wanneroo/Joondalup LEMC will work towards:

- preparing and maintaining the Local Emergency Management Arrangements for use as the main coordinating tool for the response to; and to assist the community to recover from; emergency incidents in the Wanneroo/Joondalup area;

- promoting community awareness about emergency management issues and the community's role in preparing for emergencies in the Wanneroo/Joondalup area;
- maintaining a forum for cooperation between Local Emergency Coordinators, Hazard Management Agencies, Combat Agencies, Support Agencies, local governments and other relevant stakeholders on emergency management in the Wanneroo/Joondalup area; and
- testing of Local Emergency Management Arrangements in partnership with significant facilities and relevant organisations in the Wanneroo/Joondalup area.

MEMBERSHIP OF THE WANNEROO/JOONDALUP LEMC:

City of Wanneroo:

- Elected Member
- Director City Businesses
- Coordinator Community Safety
- Senior Emergency Management & Community Safety Officer
- Coordinator Health Services

• ***City of Joondalup:***

- Elected Member
- Director Infrastructure Services
- Emergency Management Officer
- Principal Environmental Health Officer

• ***WA Police:***

- Emergency Management Officer;
- Inspector North West Metropolitan District;
- Local Emergency Coordinators - Wanneroo, Joondalup, Hillarys, Clarkson, Warwick and Yanchep Police Stations

• ***Fire & Emergency Services Authority:***

- Fire and Rescue Service District Manager;
- Community Emergency Services Manager/Chief Bush Fire Control Officer;
- State Emergency Service Wanneroo/Joondalup Local Manager;

• ***Department for Child Protection:***

- District Emergency Services Officer;
- Joondalup District Local Welfare Coordinator

• ***Department of Environment and Conservation***

• ***Western Power***

ADDITIONAL KEY STAKEHOLDERS:

Key Stakeholders shall include, but not be limited to, one representative from:

- Emergency Management WA & Fire & Emergency Services Authority of WA - Community Emergency Management Officer – Metropolitan;
- Edith Cowan University;
- Police Academy;
- West Coast Institute of Training (Joondalup);

- Joondalup Health Campus
- Red Cross
- Hillarys Boat Harbour
- Department of Education
- Coastal Emergency Group

The position of Chair of the Wanneroo/Joondalup LEMC will be for a period of two years, aligned with Local Government elections and be alternated between the Elected Member representatives of the City of Wanneroo and the City of Joondalup.

The position of Deputy Chair of the Wanneroo/Joondalup LEMC will be held by the North West Metropolitan Police District Emergency Management Officer (NWM DEMO). (The position of the NWM DEMO is appointed by the North West Metropolitan District Emergency Coordinator). In the absence of the Chairperson the Deputy Chairperson shall preside over the meeting. In the absence of both the Chairperson and the Deputy Chairperson a Presiding Officer may be elected by the members at the meeting.

Meetings of the LEMC shall alternate at member Councils and the Chairperson's Council shall provide an Executive Officer for the meetings over the two year period.

Members of the LEMC shall have a single vote in the formal decision making process with the chairperson having a casting vote which can be used to break a deadlock. The casting vote must always maintain the status quo.

It is important that member delegates from all organisations have sufficient authority to participate in emergency management planning and issues on behalf of their organisation to support the LEMC's emergency preparedness activities. Members are required to appoint a proxy to fulfil their role in their absence. Attendance at LEMC meetings is "open" with all key stakeholders welcome to attend.

The quorum for LEMC meetings two-thirds of membership of the organisations.

Wanneroo/Joondalup LEMC meetings:

- The LEMC shall meet every 3 months and as required;
- Notice of meetings, Agendas and Minutes will be provided to member and attendee organisations and the District Emergency Management Committee (DEMC).

Functions:

The functions of the LEMC are:

- To advise and assist relevant local governments to ensure that Local Emergency Management Arrangements are established for its district;
- To liaise with emergency management agencies and other persons in the development, review and testing of Local Emergency Management Arrangements; and
- To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by regulations.