

agenda

Briefing Session

A BRIEFING SESSION WILL BE HELD IN
CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE,
BOAS AVENUE, JOONDALUP

ON **TUESDAY 1 OCTOBER 2013**
COMMENCING AT **6.30pm**

PUBLIC QUESTION TIME

Members of the public are requested to lodge questions in writing by close of business on **Monday 30 September 2013**

Answers to those questions received within that timeframe will, where practicable, be provided in hard copy form at the Briefing Session.

QUESTIONS TO

council.questions@joondalup.wa.gov.au

PO Box 21 Joondalup WA 6919

www.joondalup.wa.gov.au

BRIEFING SESSIONS

The following procedures for the conduct of Briefing Sessions were adopted at the Council meeting held on 17 March 2009:

INTRODUCTION

The modern role of the Elected Council is to set policy and strategy, and provide goals and targets for the local government (City of Joondalup). The employees, through the Chief Executive Officer, have the task of implementing the decisions of the Elected Council.

A well-structured decision-making process that has established procedures will provide the elected body with the opportunity to:

- have input into the future strategic direction set by the Council;
- seek points of clarification;
- ask questions;
- be given adequate time to research issues;
- be given maximum time to debate matters before the Council;

and ensure that the elected body is fully informed to make the best possible decision for all the residents of the City of Joondalup.

PURPOSE OF BRIEFING SESSIONS

Briefing Sessions will involve Elected Members, staff, and external advisors (where appropriate) and will be open to the public.

Briefing Sessions will provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next ordinary meeting of Council for formal consideration and decision.

PROCEDURES FOR BRIEFING SESSIONS

The following procedures will apply to Briefing Sessions that are conducted by the City of Joondalup.

- 1 Briefing Sessions will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995*.
- 2 Dates and times for Briefing Sessions will be set well in advance where practicable, and appropriate notice given to the public.
- 3 The Chief Executive Officer will ensure timely written notice and an agenda for each Briefing Session will be provided to all Elected Members, Members of the public and external advisors (where appropriate).

- 4 The Mayor is to be the Presiding Member at Briefing Sessions. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside at the Briefing Session. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the Briefing Session.
- 5 There is to be no debate amongst Elected Members on any matters raised during the Briefing Session;
- 6 Relevant employees of the City will be available to make a presentation or respond to questions on matters listed on the agenda for the Briefing Session;
- 7 All Elected Members will be given a fair and equal opportunity to participate in the Briefing Session;
- 8 The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered;
- 9 Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Briefing Sessions. When disclosing an interest the following is suggested:
 - (a) Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995* and the City's *Code of Conduct*.
 - (b) Elected Members disclosing a financial interest will not participate in that part of the Session relating to the matter to which their interest applies and shall depart the room;
 - (c) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered.
- 10 Elected Members have the opportunity to request matters to be included on the agenda for consideration at a future Briefing Session at Item 10 on the Briefing Session agenda.
- 11 A record shall be kept of all Briefing Sessions. As no decisions are made at a Briefing Session, the record need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members.
- 12 Members of the public may make a deputation to a Briefing Session by making a written request to the Mayor by 4.00pm on the working day immediately prior to the scheduled Briefing Session. Deputations must relate to matters listed on the agenda of the Briefing Session.
- 13 Other requirements for deputations are to be in accordance with the *Standing Orders Local Law* where it refers to the management of deputations.

PROCEDURES FOR PUBLIC QUESTION TIME

The following procedures for the conduct of Public Question Time were adopted at the Council meeting held on 17 March 2009:

Questions asked verbally

- 1 Members of the public are invited to ask questions at Briefing Sessions. Questions asked at a Briefing Session must relate to a matter contained on the agenda.
- 2 A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 3 Public question time will be limited to two minutes per member of the public, with a limit of two verbal questions per member of the public.
- 4 Statements are not to precede the asking of a question during public question time. Statements should be made during public statement time.
- 5 Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.
- 6 Public question time will be limited to the legislative minimum of 15 minutes. Public question time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions. The Presiding Member may extend public question time in intervals of ten minutes, but the total time allocated for public question time is not to exceed thirty five (35) minutes in total.
- 7 Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory on a particular Elected Member or City employee. The Presiding Member shall decide to:
 - Ø accept or reject any question and his/her decision is final;
 - Ø nominate a member of the Council and/or City employee to respond to the question;
 - Ø take a question on notice. In this case a written response will be provided as soon as possible, and included in the agenda of the next briefing session.
- 8 Where an Elected Member is of the opinion that a member of the public is:
 - asking a question at a Briefing session that is not relevant to a matter listed on the agenda, or;
 - making a statement during public question time;they may bring it to the attention of the Presiding Member who will make a ruling
- 9 Questions and any response will be summarised and included in the notes of the Briefing Session.

- 10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information (FOI) Act 1992*. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the *FOI Act 1992*.

Questions in Writing – (Residents and/or ratepayers of the City of Joondalup only).

- 1 Only City of Joondalup residents and/or ratepayers may submit questions to the City in writing.
- 2 Questions must relate to a matter contained on the agenda.
- 3 The City will accept a maximum of five written questions per City of Joondalup resident/ratepayer. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by the close of business on the working day immediately prior to the scheduled Briefing Session will be responded to, where possible, at the Briefing Session. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
- 5 The Presiding Member shall decide to accept or reject any written question and his/her decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting, including the reason(s) for the decision.
- 6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- 7 Written questions unable to be responded to at the Briefing Session will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Briefing Session.
- 8 A person who submits written questions may also ask questions at a Briefing Session and questions asked verbally may be different to those submitted in writing.
- 9 Questions and any response will be summarised and included in the notes of the Briefing Session.

- 10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information (FOI) Act 1992*. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the *FOI Act 1992*.

DISCLAIMER

Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

PROCEDURES FOR PUBLIC STATEMENT TIME

The following procedures for the conduct of Public Statement Time were adopted at the Council meeting held on 18 December 2007:

- 1 Members of the public are invited to make statements at Briefing Sessions. Statements made at a Briefing Session must relate to a matter contained on the agenda.
- 2 A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 3 Public statement time will be limited to two minutes per member of the public.
- 4 Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.
- 5 Public statement time will be limited to a maximum of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier if there are no further statements.
- 6 Statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.
- 7 Where an Elected Member is of the opinion that a member of the public is making a statement at a Briefing session, that is not relevant to a matter listed on the draft agenda, they may bring it to the attention of the Presiding Member who will make a ruling.
- 8 A member of the public attending a Briefing Session may present a written statement rather than making the Statement verbally if he or she so wishes.
- 9 Statements will be summarised and included in the notes of the Briefing Session.

DEPUTATION SESSIONS

Council will conduct an informal session on the same day as the Briefing Session in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup, commencing at 6.30 pm where members of the public may present deputations by appointment only. (Please note that deputation requests are to be received by no later than 4.00 pm on the Monday prior to a Briefing Session.)

A time period of fifteen (15) minutes is set-aside for each deputation, with five (5) minutes for Elected Members' questions. Deputation sessions are open to the public.

* *Any queries on the agenda, please contact Governance Support on 9400 4369*

RECORDING OF THE PROCEEDINGS OF THE BRIEFING SESSION

Proceedings of the Briefing Session shall be electronically recorded for administrative purposes only, except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995*.

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LATE ITEMS / ADDITIONAL INFORMATION

In the event that further documentation becomes available prior to this Briefing Session, the following hyperlink will become active:

[*AdditionalInformation011013.pdf*](#)

CITY OF JOONDALUP – BRIEFING SESSION

To be held in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday 1 October 2013** commencing at **6.30pm**.

ORDER OF BUSINESS

1 OPEN AND WELCOME

2 DEPUTATIONS

3 PUBLIC QUESTION TIME

The following questions were submitted to the Briefing Session held on **17 September 2013**:

Mr G Burridge, Burns Beach:

Re: Item 8 – Status of Petitions

Q1 I understand that the petition in relation to the closure of the entrance to Tyinga Crescent, Burns Beach will be listed on the agenda for the Briefing Session to be held on 1 October 2013 and considered by Council at its meeting to be held on 8 October 2013. I have additional information to present to the Briefing Session by way of a deputation and given that I will be away during October, I would ask that this matter be deferred until the Council meeting to be held on 19 November 2013.

A1 The Chief Executive Officer accepted this request.

Mr N Farrell, Sorrento:

Re: Item 11 – Community Sporting and Recreation Facilities Fund Applications for Annual/Forward Planning Grants 2013-14.

*Q1 Stamped page 61 – Appendix 10.
In relation to the proposed Seacrest Park flood lighting design on the western oval, has the design, location and positioning of the light poles been finally agreed to with respect to those drawings?*

A1 Mayor Pickard advised that the level of the ground determines the location of the lighting.

Q2 One of the lights is very close to our residence. Can the light be re-positioned approximately 20 metres to be alongside the sporting oval?

A2 Mayor Pickard advised that the positioning of the flood light will be investigated.

Mr A Hill, Burns Beach:

Re: Item 10 – Bramston Park, Burns Beach – Proposed Development.

Q1 Page 60 of the agenda makes reference to a recent traffic count survey. When will the results of this survey referred to be made available to the public?

A1 The Chief Executive Officer advised that the information could be released next week.

4 PUBLIC STATEMENT TIME

The following statements were made at the Briefing Session held on 17 September 2013:

Mr R Repke, Kallaroo:

Re: Item 6 – Minutes of External Committees.

Mr Repke referred to the minutes of the Western Australian Local Government Association Annual General Meeting held on 7 August 2013, specifically Item 5.10 – Rate Exemptions in relation to not-for-profit organisations.

Mr N Farrell, Sorrento:

Re: Item 11 – Community Sporting and Recreation Facilities Fund Applications for Annual/Forward Planning Grants 2013-14.

Mr Farrell spoke in relation to the location of the proposed flood lighting at Seacrest Park, Sorrento, in particular the close proximity of one of the light poles to his residence.

5 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence previously approved

Cr Sam Thomas 5 to 9 October 2013 inclusive.

6 DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY

7 REPORTS

ITEM 1 DEVELOPMENT, CODE VARIATION AND SUBDIVISION APPLICATIONS - AUGUST 2013

WARD	All
RESPONSIBLE DIRECTOR	Ms Dale Page Planning and Community Development
FILE NUMBER	07032,
ALT FILE NUMBER	101515
ATTACHMENTS	Attachment 1 Monthly Development Applications Determined – August 2013 Attachment 2 Monthly Subdivision Applications Processed – August 2013 Attachment 3 Monthly Building R-Code Applications Decisions – August 2013
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For Council to note the number and nature of applications considered under delegated authority.

EXECUTIVE SUMMARY

Clause 8.6 of *District Planning Scheme No. 2* (DPS2) allows 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, *Residential Design Codes* (R-Code) applications 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 August 2013 (Attachments 1, 2 and 3 refer):

- 1 Planning applications (applications for planning approval (development applications) and R-Code applications).
- 2 Subdivision applications.
- 3 Building R-Code applications.

BACKGROUND

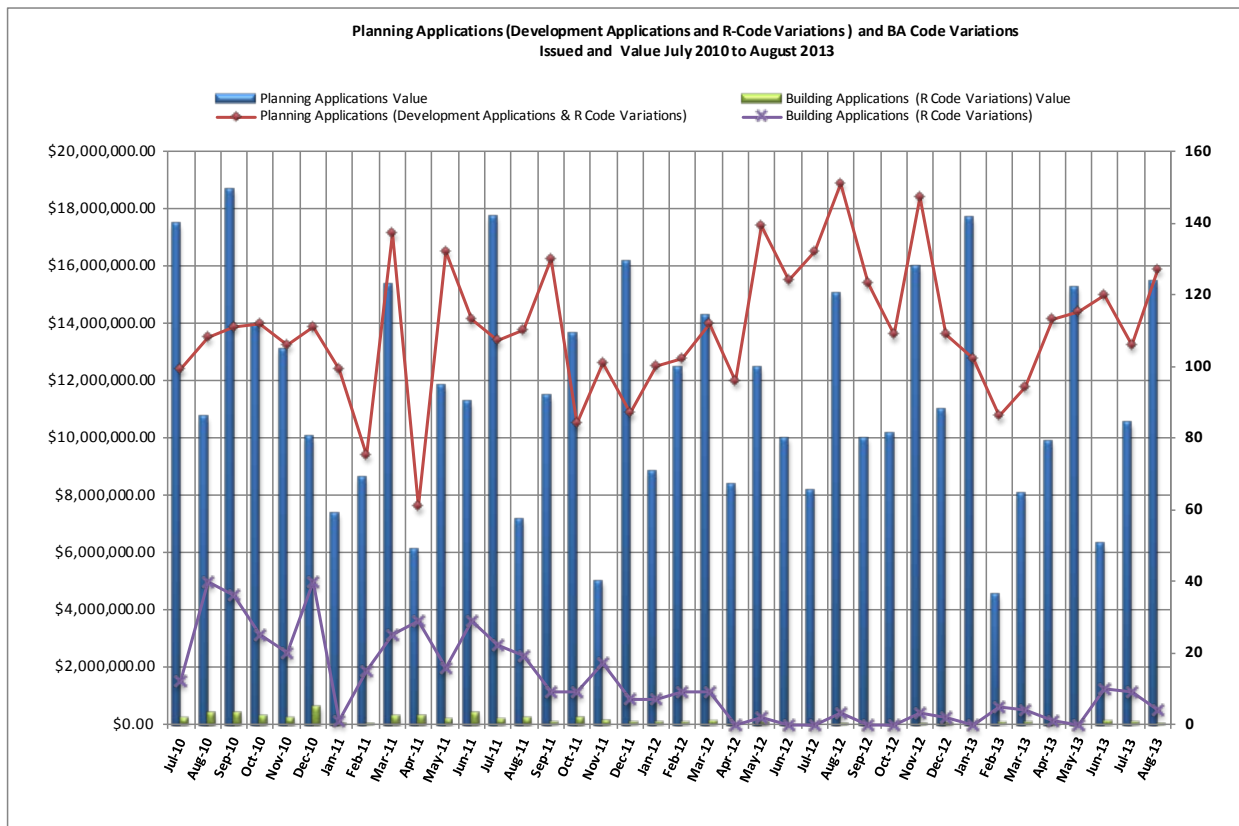
DPS2 requires that delegations be reviewed every two years, unless a greater or lesser period is specified by Council. At its meeting held on 25 June 2013 (CJ094-06/13 refers), Council considered and adopted the most recent Town Planning Delegations via its review of the Register of Delegation of Authority manual.

DETAILS

The number of applications determined under delegated authority during August 2013, is shown in the table below:

Applications determined under delegated authority – August 2013		
Type of Application	Number	Value (\$)
Planning applications (development applications and R-Codes applications)	127	\$ 15,471,221
Building applications (R-Codes applications)	4	\$39,450
TOTAL	131	\$ 15,510,671

The total number and value of planning and building applications determined between July 2010 and August 2013 is illustrated in the graph below:



The number of development applications received during August was 140. (This figure does not include any applications that may become the subject of an R-Code application as part of the building permit approval process).

The number of development applications current at the end of August was 279. Of these, 58 were pending additional information from applicants, and 100 were being advertised for public comment.

In addition to the above, 274 building permits were issued during the month of August with an estimated construction value of \$50,806,189.

The number of subdivision and strata subdivision referrals processed under delegated authority during August 2013 is shown in the table below:

Subdivision referrals processed under delegated authority for August 2013		
Type of referral	Number	Potential additional new lots
Subdivision applications	3	3
Strata subdivision applications	9	10

Issues and options considered

Not applicable.

Legislation / Strategic Community Plan / policy implications

Legislation *City of Joondalup District Planning Scheme No. 2.*

Strategic Community Plan

Key theme Quality Urban Environment.

Objective Quality built outcomes.

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

Policy Not applicable. All decisions made under delegated authority have due regard to any of the City's policies that apply to the particular development.

Clause 8.6 of DPS2 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.

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 131 applications were determined for the month of August with a total amount of \$58,268 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 R-Codes, any relevant policy and/or the DPS2.

Of the 127 development applications determined during August 2013 consultation was undertaken for 63 of those applications. R-Codes applications for assessment against the applicable Design Principles (previously known as Performance Criteria), which are made as part of building applications, are required to include comments from adjoining landowners. Where these comments are not provided, the application will remain the subject of an R-Codes application, but dealt with by Planning Approvals. The twelve subdivision applications processed during August 2013 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 Council, 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.

RECOMMENDATION

That Council **NOTES** the determinations and recommendations made under delegated authority in relation to the:

- 1 Applications for planning approval and R-Codes applications described in Attachment 1 to this Report during August 2013;
- 2 Subdivision applications described in Attachment 2 to this Report during August 2013;
- 3 Building Residential Design Code applications described in Attachment 3 to this Report during August 2013.

Appendix 1 refers

To access this attachment on electronic document, click here: [Attach1brf011013.pdf](#)

ITEM 2 PROPOSED CHANGE OF USE FROM SHOWROOM TO MEDICAL CENTRE AT LOT 5010 (13) HOBSONS GATE, CURRAMBINE

WARD	North
RESPONSIBLE DIRECTOR	Ms Dale Page Planning and Community Development
FILE NUMBER	103011, 101515
ATTACHMENT	Attachment 1 Location plan Attachment 2 Development plans
AUTHORITY / DISCRETION	Administrative - Council administers legislation and applies the legislative regime to factual situations and circumstances that affect the rights of people. Examples include town planning applications, building licences and other decisions that may be appealable to the State Administrative Tribunal.

PURPOSE

For Council to determine an application for a change use from 'Showroom' to 'Medical Centre' at Lot 5010 (13) Hobsons Gate, Currambine.

EXECUTIVE SUMMARY

An application for a change of use from 'Showroom' to 'Medical Centre' has been received for the development currently under construction at Lot 5010 (13) Hobsons Gate, Currambine.

The site is zoned 'Urban' under the Metropolitan Region Scheme and 'Business' under the City's *District Planning Scheme No. 2 (DPS2)*. A medical centre is a permitted ("P") land use within the 'Business' zone. The site is also subject to the requirements of the *Currambine District Centre Structure Plan (CDCSP)*.

A shortfall of five car bays (8%) currently exists across the site, with this proposal increasing the shortfall to 25 car bays (30%). Under the City's draft Omnibus Amendment No. 65 to DPS2 (Amendment No. 65), the car parking standards for the showroom and office land uses are proposed to be amended. If the amended car parking standards proposed were to be applied to the development as a whole, this would lead to a decrease in the overall car parking requirement and a reduction in the shortfall to three car bays (5%) would result.

It is considered that sufficient car parking is provided on site to accommodate the proposed medical centre and the other land uses approved within the development. It is therefore recommended that the development application be approved subject to conditions.

BACKGROUND

Suburb/Location	Lot 5010 (13) Hobsons Gate, Currambine.
Applicant	Caroline Shaw.
Owner	Chesapeake Property Syndicate Pty Ltd.
Zoning	DPS Business. MRS Urban.
Site area	3,397m ²
Structure plan	Currambine District Centre Structure Plan (CDCSP).

The Currambine District Centre is bound by Marmion Avenue to the west, Shenton Avenue to the south and Delamere Avenue to the north and east. The subject site itself is bound by Hobsons Gate to the south, Chesapeake Way to the west and residential developments to the north and east. The site is subject to the 'Business' zone provisions of DPS2 and the CDCSP.

At its meeting held on 22 November 2011 (CJ213-11/11 refers), Council approved an application for a two storey showroom and office development at the site, with the provision of 56 car bays, this being a five car bay (8%) shortfall under DPS2 standards. The construction of the development has now substantially commenced.

Amendment No. 65

Scheme Amendment No. 65 proposes to make changes to DPS2. These changes are intended to improve the operation of DPS2 by correcting minor deficiencies and anomalies and introduce provisions which would provide clarity and certainty for applicants and decision makers. In relation to this development, it is noted that the car parking standard for 'Showroom' and 'Office' is proposed to be modified from 1 bay per 30m² net lettable area (NLA) to 1 bay per 50m² NLA. As the amendment was adopted by Council at its meeting held on 25 June 2013 (CJ088-06/13 refers) and forwarded to the Western Australian Planning Commission, it has been considered as a 'seriously entertained proposal' in the assessment of this application.

DETAILS

The applicant seeks approval for a change of use from 'Showroom' to 'Medical Centre' within tenancy D located on the ground floor of the development under construction at Lot 5010 (13) Hobsons Gate, Currambine. The medical centre will consist of five practitioners specialising in physiotherapy care, specifically offering services for women's health and individual (one patient per session) pilates exercise rehabilitation. The applicant has advised that the business will initially commence with a maximum of two practitioners and will gradually increase to five as the practice grows.

The subject tenancy has a NLA of 151m², which if approved as a medical centre will reduce the overall showroom and office NLA to 1,662m².

Upon applying the current car parking standards contained with DPS2 and the proposed car parking standards contained within Amendment No. 65, the following car parking requirements would result:

	Car parking required under DPS2	Car parking required under Amendment No. 65
Showroom/Office	1 bay per 30m ² NLA (1,662m ² NLA) = 55.4 (56) bays	1 bay per 50m ² NLA (1,662m ²) = 33.24 (34) bays
Medical Centre	5 bays per practitioner (5 practitioners) = 25 bays	5 bays per practitioner (5 practitioners) = 25 bays
Total car parking required	80.1 (81)	58.24 (59)
Total car parking provided	56	56

The proposed change in land use to medical centre would increase the car parking bays required under DPS2, resulting in a 25 car bay shortfall (30%). It is noted that in applying the car parking standards under Amendment No. 65, the proposed change of use would result in a car parking shortfall of three car bays (5%).

Issues and options considered

Council is required to consider whether the proposed increase to the on-site car parking shortfall is appropriate or not.

Council has the discretion to:

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

Legislation / Strategic Community Plan / policy implications

Legislation

City of Joondalup District Planning Scheme No. 2.

Strategic Community Plan

Key theme

Quality Urban Environment.

Objective

Quality built outcomes.

Strategic initiative

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

Policy

Not applicable.

Clause 4.5 of DPS2 allows for certain standards and requirements of the scheme to be varied by Council.

4.5 VARIATIONS TO SITE AND DEVELOPMENT STANDARDS AND REQUIREMENTS

4.5.1 *Except for development in respect of which the Residential Planning 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.*

Clause 4.8 of DPS2 sets out the requirements for the provision of car parking.

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.*

Clause 6.8 sets out the matters to be considered by Council when determining an application for planning approval.

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.*

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 has paid fees of \$295 (excluding GST) in accordance with the fees and charges schedule for the assessment of the application.

Regional significance

Not applicable.

Sustainability implications

As the application is for a change of use only there are not considered to be any sustainability implications.

Consultation

The application was not advertised as there is considered to be no adverse impact to the locality as a result of the proposed change of use.

COMMENT

Land Use

The application seeks approval for a change in land use from 'Showroom' to 'Medical Centre.' A medical centre is a permitted ("P") land use under DPS2 and is consistent with the objectives of the 'Business' zone contained within both DPS2 and the CDCSP.

Car Parking

The applicant proposes to increase the existing car parking shortfall across the site to 25 car bays, resulting in a 30% shortfall across the site.

Council is required to determine whether the 56 car bays provided on the site are sufficient to service the proposed development. The options available to Council are:

- 1 determine that the provision of 56 car parking bays is appropriate
- 2 determine that the provision of 56 car parking bays is not appropriate
or
- 3 determine that a cash-in-lieu payment of \$25,929 per bay is required for the shortfall in car parking being \$518,580 for the 20 car bay increase in the existing shortfall as a result of this development. This is discussed further below.

The applicant has advised that it is intended to operate a physiotherapy practice from the tenancy and will initially commence the business with two practitioners. However, the applicant seeks approval for five practitioners as a part of this application, which will allow for the future growth and expansion of the business as required. The applicant has indicated that peak periods for the practice will be between 7.00am and 10.00am and 4.00pm and 8.00pm on weekdays and 8.00am and 12.00noon on Saturdays, with these periods consistent with an already existing practice currently operated by the applicant.

In noting the anticipated peak periods for the medical centre, it is considered that the remaining tenancies, consisting of showrooms and offices, will predominately operate during the business hours of 9.00am and 5.00pm Monday to Friday. While showroom land uses have a tendency to also have a peak period on a Saturday, it is considered that generally the office tenancies would be closed during this period, allowing for sufficient reciprocity between the three land uses to occur.

In considering the appropriateness of the provision of car parking for a business of this nature, it is noted that a physiotherapy clinic tends to operate with a smaller booking capacity and with longer appointment times to that of a typical medical centre, potentially reducing the number of car bays required per practitioner. In addition, the original development application for the commercial development was approved with bicycle racks and end-of-trip facilities for employees to take advantage of, with the applicant outlining that a number of their employees are from the area and would utilise these services available to them.

It is noted that a cash in lieu payment was not required for the five car bay shortfall that was approved as part of the current development at the site. Should the application be approved and require a cash in lieu payment, it is considered appropriate to base this on the 20 car bay increase to the approved shortfall. This would result in a figure of \$518,580 being payable. Any cash in lieu funds received must be used to provide additional parking in the immediate locality.

Furthermore, should the parking standards set out in Amendment No. 65 be applied, the overall car parking shortfall would decrease, resulting in a shortfall of three car bays or 5.3%.

Given the above, it is considered that sufficient car parking will be provided on the site to cater for the proposed medical centre, and it is not considered appropriate in this instance to require a cash in lieu payment.

Conclusion

The proposed variation to the car parking standard of DPS2 is considered appropriate, with adequate car parking bays provided to accommodate the land uses approved at the subject site. The reciprocity between the uses, the nature of the medical centre proposed and the proposed modifications to the car parking standards for 'Office' and 'Showroom' as contained within Amendment No. 65 ensures that adequate car parking will be available across the site. It is recommended that the application for change of use be approved, subject to conditions.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 EXERCISES** discretion under Clauses 4.5.1 and 4.8.2 of the *City of Joondalup District Planning Scheme No. 2* and determines that the car parking provision of 56 bays in lieu of 81 bays is appropriate in this instance;
- 2 APPROVES** the application for planning approval dated 19 August 2013 submitted by Caroline Shaw, for a change of use from 'Showroom' to 'Medical Centre' at Lot 5010 (13) Hobsons Gate, Currambine, 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** This approval only pertains to tenancy D as indicated on the approved plans;
 - 2.3** A maximum of five practitioners generating their own patient load shall be permitted to operate from the premise at any given time.

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2brf011013.pdf](#)

ITEM 3 EXECUTION OF DOCUMENTS

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	15876, 101515
ATTACHMENT	Attachment 1 Documents executed by affixing the Common Seal for the period 26 August 2013 to 3 September 2013
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For Council to note the documents executed by means of affixing the Common Seal for the period 26 August 2013 to 3 September 2013 (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 Council for information on a regular basis.

It is therefore recommended that Council NOTES the Schedule of Documents covering the period 26 August 2013 to 3 September 2013, executed by means of affixing the Common Seal, as detailed in Attachment 1 to this Report.

BACKGROUND

During the period 26 August 2013 to 3 September 2013, seven documents were executed by affixing the Common Seal. A summary is provided below:

Type	Number
Lease.	3
Form 25 Strata Titles Management Statement.	1
Transfer of Land.	1
Application for New Title.	1
Recreational Boating Facilities Scheme Funding Agreement.	1

Issues and options considered

Not applicable.

Legislation / Strategic Community Plan / policy implications

Legislation *Local Government Act 1995.*

Strategic Community Plan

Key theme Governance and Leadership.

Objective Corporate capacity.

Strategic initiative Demonstrate accountability through robust reporting that is relevant and easily accessible by the community.

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

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

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council NOTES the Schedule of Documents covering the period 26 August 2013 to 3 September 2013, executed by means of affixing the Common Seal, as detailed in Attachment 1 to this Report.

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3brf011013.pdf](#)

ITEM 4 MINUTES OF EXTERNAL COMMITTEES

WARD	All		
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy		
FILE NUMBER	60514, 00033, 03149, 101515		
ATTACHMENT	Attachment 1	Minutes of the WALGA North Metropolitan Zone Meeting held 29 August 2013	
	Attachment 2	Minutes (Summary) of the Western Australian Local Government Association State Council meeting held on 4 September 2013	
	Attachment 3	Minutes of the Ordinary Meeting of the Mindarie Regional Council held on 5 September 2013	
	<i>(Please Note: These minutes are only available electronically)</i>		
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').		

PURPOSE

For Council to note the minutes of various committees.

EXECUTIVE SUMMARY

The following minutes are provided:

- Minutes of the WALGA North Metropolitan Zone Meeting held on 29 August 2013.
- Minutes (Summary) of the WALGA State Council meeting held on 4 September 2013.
- Minutes of the Ordinary Meeting of the Mindarie Regional Council held on 5 September 2013.

DETAILS

The following information details those matters that were discussed at these external meetings and may be of interest to the City of Joondalup.

Western Australian Local Government North Metropolitan Zone meeting – 29 August 2013

An ordinary meeting of the Western Australian Local Government (WALGA) North Metropolitan Zone was held on 29 August 2013.

The Council's representatives on the WALGA North Metropolitan Zone are Crs Geoff Amphlett, Russ Fishwick, Mike Norman and Christine Hamilton-Prime. Cr Brian Corr deputised for Cr Russ Fishwick who was an apology on this occasion.

For the information of Council, the following matters of interest to the City of Joondalup were resolved at the WALGA North Metropolitan Zone meeting:

5.1 Amendment of the Rates and Charges (Rebates and Deferments) Act 1992 to Extend Entitlements to Include Refuse Charges

It was resolved by the WALGA North Metropolitan Zone Meeting as follows:

“That the North Zone of WALGA recommends to the WALGA State Council that it gives consideration to REQUESTING the State Government amend the Rates and Charges (Rebates and Deferments) Act 1992 to include rubbish charges where this is imposed by local governments as a separate service fee so that eligible pensioners within the meaning of the Act are able to receive a discount.”

Comment

This recommendation was a result of a City of Joondalup report to the WALGA North Metropolitan Zone.

At its meeting held on 25 June 2013 (CJ117-06/13 refers), Council gave consideration to its draft 2013-14 Budget and resolved in part as follows:

“20 REQUESTS the State Government to amend the Rates and Charges (Rebates and Deferments) Act 1992 to include rubbish charges where this is imposed by local governments as a separate service fee so that eligible pensioners within the meaning of the Act are able to receive a discount;

21 REQUESTS the proposed amendment to the Rates and Charges (Rebates and Deferments) Act 1992 mentioned in part 20 above be referred to the North Metropolitan Zone of WALGA seeking its support for the proposed amendment to the Act.”

5.2 Video Conferencing or other Electronic Means

It was resolved by the WALGA North Metropolitan Zone Meeting as follows:

“That North Metropolitan Zone REQUEST that the Western Australian Local Government Association APPLY to the Minister for Local Government to AMEND the Local Government (Administration) Regulations Clause 14A to provide Council with the power to approve by Absolute Majority, with prior approval of the Minister for Local Government, an arrangement for a Councillor to be present at a Council or Committee meeting via video conference or other electronic means, if the Councillor resides within 150km from the place where the meeting is to be held.”

5.8 Community Emergency Risk Assessment Tool

It was resolved by the WALGA North Metropolitan Zone Meeting as follows:

“That the WALGA North Metropolitan Zone recommends to the WALGA State Council that it does not support endorsement of the Community Emergency Risk Assessment Tool for further development as the preferred Emergency Risk Management Tool for Local Government in Western Australia until the results of the trial undertaken are known and a business case for this model has been developed.”

6.1 Road Wise Funding Reduction

It was resolved by the WALGA North Metropolitan Zone Meeting as follows:

“The WALGA North Metropolitan Zone condemns the State Government for reducing the funding for the Roadwise Program and urges the WALGA State Council to take up the fight to have the funding reinstated.”

8.2 2013 Local Government Elections – Zone Office Bearer Elections

It was resolved by the WALGA North Metropolitan Zone Meeting as follows:

“That the election of Zone Representative and Deputy Representative to the WALGA State Council for the North Metropolitan Zone be held at the 28 November 2013 meeting.”

8.7 Alternate Date for the next North Metro Zone Meeting

It was resolved by the WALGA North Metropolitan Zone Meeting as follows:

“That the next Metropolitan Zone meeting be changed from Thursday 28 November to Thursday 21 November 2013 commencing at 6pm at the City of Wanneroo.”

WALGA State Council – 4 September 2013

A meeting of the Western Australian Local Government Association (WALGA) State Council was held on 4 September 2013.

The Council’s representative on the WALGA State Council is Cr Amphlett, who was an apology on this occasion. Mayor Troy Pickard is the President of WALGA and is, therefore, in attendance at the meetings.

For the information of Council, the following matters of interest to the City of Joondalup were resolved at the WALGA State Council Meeting:

5.1 Metropolitan Local Government Review – State Government Response

It was resolved by the WALGA State Council as follows:

“That WALGA:

- 1 *Oppose the State Government’s proposal to remove in perpetuity the poll provisions for the metropolitan area contained in Schedule 2.1 of the Local Government Act 1995;*
- 2 *Adopt a position to support an amendment to the metropolitan poll provisions, where any poll petitioned will be of the entire districts involved in the amalgamation proposal with the following conditions:*
 - a *for a poll to be held a petition will be required from 25% of electors of one local government;*

- b for an amalgamation to be rejected by the Minister, 50% of electors of all local governments proposed to be merged are required to vote, for it to be a valid poll;*
- c a majority of votes at the poll against will defeat the amalgamation proposal;*
- 3 Continue to advocate for the State Government to honour its commitment to fund the transition and implementation process of the Metropolitan Local Government Review;*
- 4 Request the Minister for Local Government to urgently develop legislation or regulations guiding the functions of the Local Implementation Committee and the appointment of an interim CEO.”*

5.4 Building Act 2011 – Fees, charges and administrative requirements

It was resolved by the WALGA State Council as follows:

“That the Association:

- 1 Advises the Minister for Commerce and the Minister for Local Government of the effects that the new legislative requirements contained in the Building Act 2011 are having on the operation of Local Government building departments, including the significant drop in revenue and the additional red tape burden being encountered;*
- 2 Advocates for an immediate review of the fee structure contained in the Building Act and Regulations, to be predicated on cost recovery principles as they apply to Local Governments;*
- 3 Promotes Local Government private certification units to the development industry as an alternative to the independent private certification process.”*

5.6 Review of the Roads to Recovery Program

It was resolved by the WALGA State Council as follows:

“That WALGA’s response to the Department of Infrastructure and Transport review of the Roads to Recovery Program will highlight the following points:

- i That the Roads to Recovery program is critical to the ability of local governments to maintain a road network to meet the needs of the economy and community;*
- ii Support the continuation of the current principles, structure and payment arrangements of the Roads to Recovery program;*
- iii Recommend that additional flexibility be provided for the way in which the Reference amount is calculated and that where expenditure of the Council’s own funds on road construction and maintenance exceed the minimum amount required in any year, the additional amount be able to be carried forward to subsequent years of the Program;*
- iv That consideration is given to upgrading the website to streamline the entry and editing of project information.”*

5.8 Community Emergency Risk Assessment Tool

It was resolved by the WALGA State Council as follows:

- “1 *That the Community Emergency Risk Assessment Tool be endorsed for further development as the preferred emergency risk management tool for Local Government in Western Australia.*
- 2 *That WALGA seek the support of the State Emergency Management Committee for the development of the Community Emergency Risk Assessment Tool database and implementation across the Local Government sector.”*

Mindarie Regional Council Ordinary Council Meeting – 5 September 2013.

An ordinary meeting of the Mindarie Regional Council (MRC) was held on 5 September 2013.

Cr Russ Fishwick, (Chair) and Cr Kerry Hollywood are Council's representatives on the Mindarie Regional Council.

For the information of Council, the following matters of interest to the City of Joondalup were resolved at the Mindarie Regional Ordinary Council meeting:

9.4 Establish a new Contract for future landfill gas management at Tamala Park

It was resolved by the MRC as follows:

“That Council:

- 1 *Authorises the CEO to commence negotiations for a new landfill gas contract with Landfill Gas and Power on the basis that the company is a preferred supplier on the WALGA Preferred Supplier Panel;*
- 2 *Receive a report from the CEO detailing the outcome of the negotiations at its meeting to be held on 10 October 2013;*
- 3 *Write to the owners of Tamala Park requesting their consideration of being party to any new agreement, or any other formal arrangement, that will allow the contractor to continue to extract gas or complete the necessary work to flare the gas past the expiry date of the current lease.*

14.2 City of Stirling Retention – Negotiations

It was resolved by the MRC as follows:

“That Council:

- 1 *accept the offer presented by the City of Stirling in correspondence received by email dated 29 August 2013 and commence charging the City of Stirling in accordance with the table below from 1 October 2013:*

<i>Initial discount</i>	8.33%	
<i>Initial Gate Fee</i>	\$120/tonne	
Year	Discount Path	Effective discount on future gate fee
13-14 (October – 30 June)	100%	8.33%
14-15 (1 July – 30 June)	75%	6.25%
15-16 (1 July – 30 June)	50%	4.17%
16-17 (1 July – 30 June)	25%	2.08%
17-18 (1 July – 30 June)	0%	0.00%

Note: It is expected that the gate fee will increase to take into account changes in the waste Levy and other statutory charges, operating costs and increases in CPI.

- 2 *will reduce the gate fee for its Member Councils (other than the City of Stirling) from \$149 per tonne to \$120 per tonne as from 1 October 2013;*
- 3 *advise the City of Stirling that, the MRC would be prepared to formalise the negotiated outcome in a Deed of Settlement;*
- 4 *write to the Minister for Local Government advising that agreement has been made with the City of Stirling to retain them as participating members of the Mindarie Regional Council;*
- 5 *provides public notice in accordance with s.1.7 of the Local Government Act 1995 informing the public of its intention to amend its fees and charges by reducing member fees from \$149 per tonne to \$120 per tonne.”*

Legislation / Strategic Community Plan / policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Governance and Leadership.

Objective Strong leadership.

Strategic initiative Seek out City representation on key external and strategic bodies.

Policy Not applicable.

Risk management considerations

Not applicable.

Financial/budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council NOTES the minutes of the:

- 1 WALGA North Metropolitan Zone meeting held on 29 August 2013 forming Attachment 1 to this Report;**
- 2 Western Australian Local Government Association State Council meeting held on 4 September 2013 forming Attachment 2 to this Report;**
- 3 Ordinary Meeting of the Mindarie Regional Council held on 5 September 2013 forming Attachment 3 to this Report.**

To access this attachment on electronic document, click here: [ExternalMinutes011013.pdf](#)

ITEM 5 2013 ANNUAL GENERAL MEETING OF ELECTORS

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	103250, 101515
ATTACHMENT	Nil.
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to determine the meeting date for the 2013 Annual General Meeting of Electors.

EXECUTIVE SUMMARY

Section 5.27 of the *Local Government Act 1995* requires that the Annual General Meeting of Electors be held on a day selected by the local government, but not more than 56 days after the annual report is accepted. It is anticipated that Council will accept the annual report at its meeting to be held on 19 November 2013.

Furthermore, section 5.29 of the *Local Government Act 1995* states that the Chief Executive Officer is to convene an electors meeting by giving at least 14 days public notice, with the notice commencing on the day of publication.

Should Council adopt the annual report at its meeting to be held on 19 November 2013, the earliest date to issue local public notice is Thursday 21 November, meaning that the earliest date the Annual General Meeting of Electors can be held is Thursday 5 December, with the last date being 31 December 2013.

It is considered that the most appropriate date for holding the Annual General Meeting of Electors is Tuesday, 10 December 2013, prior to the scheduled ordinary Council meeting. Elected Members are more likely to be available at this time due to their attendance at the Council meeting and it also provides opportunity for the public to attend who may also be attending the scheduled Council meeting.

It is therefore recommended that Council AGREES to convene the 2013 Annual General Meeting of Electors on Tuesday 10 December 2013, commencing at 5.30pm in the Council Chamber.

BACKGROUND

At its meeting held on 16 October 2007 (CJ206-10/07 refers), Council resolved to “AGREE to hold all future Annual General Meeting of Electors as soon as practical following the adoption of the Annual Report, but in a year where an ordinary election is held, not before the first ordinary meeting of the newly elected Council”.

The Annual General Meeting of Electors is a statutory requirement under the *Local Government Act 1995* and the meeting is to consider, among other things, the annual report for the previous financial year.

DETAILS

The audited financial statements are being finalised by the City's Auditor and will be presented to Council for acceptance at its meeting to be held on 19 November 2013. The audited financial statements are a key component of the City's annual report, which is being finalised and is awaiting inclusion of an abridged version of the audited financial statements.

The receipt of the City's annual report by Council and the holding of an AGM of Electors are both statutory requirements of the *Local Government Act 1995*. A decision is required on the date to hold the AGM of Electors, being aware of Council's decision on 16 October 2007, and in view of the limitations to finalise the necessary documentation as well as complying with the required public notice period.

Issues and options considered

It is a statutory requirement that Council set a meeting date for the AGM of Electors.

Legislation / Strategic Community Plan / policy implications

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

Strategic Community Plan

Key theme Governance and Leadership.

Objective Active democracy.

Strategic initiative

- Optimise opportunities for the community to access and participate in decision-making processes.

Policy Not applicable.

Section 5.27 states the following in regard to the Annual General Meeting of Electors:

5.27 Electors' general meetings

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

Section 5.29 states the following in respect to convening electors meetings:

5.29 Convening electors' meetings

(1) *The Chief Executive Officer is to convene an electors' meeting by giving:*

- (a) *at least 14 days' local public notice; and*
- (b) *each council member at least 14 days' notice,*

of the date, time, place and purpose of the meeting.

(2) *The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.*

Regulation 15 of the *Local Government (Administration) Regulations 1996* details the matters for discussion at the AGM of Electors. They are the contents of the annual report for the previous financial year and then any other general business. It is suggested therefore, that the agenda format for the Annual Meeting of Electors be:

- Attendances and apologies.
- Contents of the 2012-13 Annual Report.
- General business.

Risk management considerations

The risk associated with failing to set a date for the 2013 Annual General Meeting of Electors will result in non-compliance with the requirements of the *Local Government Act 1995*.

Financial/budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

The *Local Government Act 1995* requires an Annual General Meeting of Electors to be held once every year and the annual report to be made publicly available.

At the 2011 Annual General Meeting of Electors, it was resolved that the announcement for the Annual General Meeting of Electors be placed three weeks prior to the event on the City's website and that the announcement has to include the Annual Report and the starting time to be set for 7.00pm. At its meeting held on 21 February 2012 (CJ011-02/12 refers), Council noted the date, time and place of the Annual General Meeting of Electors is set by the Council and publicised in accordance with the provisions of the *Local Government Act 1995*.

While the City advertises the meeting in accordance with the *Local Government Act 1995*, the City will promote the scheduled meeting date as soon as possible and will publicise the annual report through the City's website once it is adopted by Council at its meeting to be held on 19 November 2013.

COMMENT

The audited financial statements for 2012-13 will be submitted to an Audit Committee meeting to be held prior to the 19 November 2013 Council meeting, and will be the subject of a separate report to Council. Once these statements are adopted by Council, an abridged version will be inserted into the 2012-13 Annual Report.

In recent years, the Annual General Meeting of Electors has been convened at 5.30pm and held immediately prior to the scheduled Briefing Session. This format has resulted in an improved elector turnout compared to previous years.

In order for the City to meet its legislative requirements, it is recommended that Council convenes the 2013 Annual General Meeting of Electors on Tuesday 10 December 2013, commencing at 5.30pm, prior to the scheduled Council meeting.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council AGREES to convene the 2013 Annual General Meeting of Electors on Tuesday 10 December 2013, commencing at 5.30pm in the Council Chamber.

ITEM 6 CUSTOMER SATISFACTION MONITOR 2012-13

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	69609, 101515
ATTACHMENTS	Attachment 1 Customer Satisfaction Monitor 2012-13 Improvement Actions
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For Council to receive the detailed results of the 2012-13 Customer Satisfaction Monitor.

EXECUTIVE SUMMARY

The Customer Satisfaction Monitor is conducted annually to measure the level of overall satisfaction with the City, and its performance in delivering specific services and facilities.

Overall results for the 2012-13 Customer Satisfaction Monitor reflect a high level of community satisfaction with the City and services delivered to the community.

The 2012-13 results show an overall satisfaction rating of 89.1%. This compares with 87.7% recorded for the 2011-12 Survey.

Customer satisfaction with services provided by the City in 2012-13 was 94.1% compared to 92.7% in 2011-12, reflecting continuing high levels of satisfaction with services delivered to the community.

At an individual service level the following changes in satisfaction levels have occurred. There have been increases in satisfaction levels for:

- graffiti removal services
- street appearance
- festivals, events and cultural activities
- managing and controlling traffic on local roads
- informing the community about local issues
- community consultation
- parking – residential.

A number of other service areas have maintained high levels of community satisfaction including:

- libraries
- sport and recreation centres

- fortnightly recycling services
- weekly rubbish collection
- ranger services.

Eighty-two percent of respondents to the 2012-13 Monitor agreed that the City has a good understanding of community needs compared to 74.4% in 2011-12.

The separate survey conducted in relation to planning and building applications indicates a drop in overall satisfaction levels from 2011-12. The 2012-13 satisfaction rating for building applications was 79% compared to 84.1% in 2011-12. The 2012-13 satisfaction rating for planning applications was 72% compared to 84.1% in 2011-12.

BACKGROUND

Customer Satisfaction Monitors have been conducted on an annual basis since 2000. The most recent survey was conducted from 6 June until 25 June 2013 by an independent market research company.

The broad objective of the study is to determine resident perceptions of the facilities and services provided by the City. Specifically, the study measures the following:

- Overall satisfaction with the City.
- Satisfaction with:
 - services provided by the City
 - value for money provided by rates
 - City facilities (libraries, sports and recreation centres, parks and public open spaces)
 - City services (festivals and events, security patrols, graffiti removal, ranger services, rubbish collections, streetscape, management and control of traffic, city centre parking, residential parking, parking adjacent to schools and railway stations)
 - community consultation and information
 - key issues of concern and suggestions for improvement.

This latest community research was undertaken during June 2013 and involved random sampling and telephone interviewing of 609 respondents from within the City of Joondalup. The sample was cross-checked to ensure that it significantly matched the demographic profile and population spread of the district in terms of age, gender and location to obtain a representative sample.

The sampling size for the overall Customer Satisfaction Monitor produces a sampling precision of +/- 3.98% at the 95% confidence interval – that is, there is a 95% certainty that the results obtained will be within +/- 3.98% if a census was conducted of all households within the City of Joondalup. This percentage is in accordance with the level specified by the Auditor General.

A separate survey was also conducted of residents who had used the City's building and planning services over the last 12 months. This separate survey of specific applicants was first introduced in 2008-09. Previously this area was included as part of the annual Customer Satisfaction Monitor however the methodology was altered due to minimal numbers of people surveyed having contact with planning or building services. The smaller sampling size for the separate survey of planning and building applicants produces a sampling precision of +/- 9.4% at the 95% confidence interval.

DETAILS

Satisfaction levels were recorded from those respondents who felt familiar enough with the service or facility to be able to comment. Respondents expressing dissatisfaction were asked to provide suggestions for improvement.

The overall satisfaction rating in 2012-13 was 89.1% compared to the 2011-12 rating of 87.7%.

Respondents were prompted with a list of 17 services provided by the City, and asked how satisfied they were with the City's performance. To maintain comparability across monitors, the questionnaire used was based on the version used in previous years. However, some changes were made to the monitor in 2012-13 to provide greater clarity with regard to parking issues – namely the separation of satisfaction with parking into the following areas:

- Parking in the City Centre.
- Parking adjacent to schools.
- Parking adjacent to railway stations.
- Parking in residential areas.

A separate survey of planning and building applicants was conducted to measure specific levels of satisfaction with planning and building services. This survey was aimed at determining the satisfaction of those residents that had directly used the planning and building services.

The top line findings indicate that for the majority of services high satisfaction ratings have continued. The survey also shows that in 2012-13 overall satisfaction ratings remained high with significant increases for a number of City services.

The 2012-13 monitor showed increases in satisfaction from 2010-11 in the following services:

- Graffiti removal services.
- Street appearance.
- Festivals, events and cultural activities.
- Managing and controlling traffic on local roads.
- Informing the community about local issues.
- Community consultation.
- Parking – residential.

A number of other service areas have maintained high levels of community satisfaction including:

- libraries
- sport and recreation centres
- fortnightly recycling services
- weekly rubbish collection
- ranger services.

Some service areas have recorded decreases in satisfaction ratings including:

- Planning services
- Building services.

Satisfaction with the value for money provided by City rates has increased from 66.8% in 2011-12 to 72.7% in 2012-13.

The changes in the 2012-13 monitor to differentiate satisfaction with parking into four separate areas of City Centre parking, parking adjacent to schools, parking adjacent to railway stations, and residential parking indicates that satisfaction levels for residential parking are high (86.1%) whereas satisfaction levels with City Centre parking remain low (55%). This is the first year that questions related to parking adjacent to schools and parking adjacent to railway stations have been separated. In the 2011-12 monitor this was a combined question which attracted a rating of 42.7%. In the 2012-13 monitor the question related to parking adjacent to schools attracted a rating of 61.6%, with the question related to parking adjacent to railway stations attracting a satisfaction rating of 44.9%.

The following table provides comparisons of satisfaction ratings with previous customer satisfaction monitors undertaken in 2006-07, 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 with the latest 2012-13 monitor.

Service	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Overall Satisfaction	86.1	81.9	83.1	82.6	84.1	82.6	89.1
Satisfaction with Services Provided	Not measured	Not measured	89.8	89.2	92	89.2	94.1
Value for Money from Rates	67.3	67.5	62.3	63.4	66	63.4	72.7
Libraries	95.5	93.7	93.5	92.3	95.1	97.2	95.6
Festivals, Events and Cultural Activities	87.4	87.6	90.3	88.3	93.1	89.8	90.5
Sport and Recreation Centres	91.5	88.5	90.2	90.2	95.6	94.2	94.5
Mobile Security Patrols	70.6	62.3	63.5	70.4	66.7	71.1	71.0
Graffiti Removal	74.6	75.4	78.4	82.1	92.1	89.8	92.5
Ranger Services	Not measured	79.6	79.3	77.8	78.3	85	82
Weekly Rubbish Collection	98	96.3	97.2	97	98.5	97.4	97.4

Service	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Fortnightly Recycling	95	91.1	92.6	92	89.9	91.4	91.8
Parks and POS	Not measured	91.9	91.5	91.7	90.8	93	93.2
Street Appearance	82.1	84.2	84.1	83.5	83.4	88	91.1
Planning Services	61.6	54.8	80	85.1	95.2	84	72
Building Services	61.6	54.8	89.7	87	94.7	84	79
Management and Control of Traffic on Local Roads	77.3	72.9	77.4	79.5	73.5	81.8	83
Parking	72.4	69.4	58.2	54.4	N/A	N/A	N/A
Parking in City Centre	N/A	N/A	N/A	N/A	45.5	55	55
Parking – Schools and Stations	N/A	N/A	N/A	N/A	43.2	42.7	N/A
Parking Adjacent to Schools	N/A	N/A	N/A	N/A	N/A	N/A	61.6
Parking Adjacent to Railway Stations	N/A	N/A	N/A	N/A	N/A	N/A	44.9
Parking - Residential	N/A	N/A	N/A	N/A	76.8	83.9	86.1
Community Consultation	Not measured	Not measured	69.7	74.8	67.4	71.3	73.9
City Information	Not measured	Not measured	72	78.3	72.9	76	77.5
Understand Community Needs	Not measured	Not measured	73.5	72.6	68.8	74.5	82.2

The City introduced a new question in the 2012-13 monitor related to familiarity with the City's new *Strategic Community Plan's* vision for the City to be a global city: bold, creative and prosperous. Thirty four percent of respondents had some awareness or familiarity with the vision with 65% having no awareness.

Issues and options considered

Although overall satisfaction levels remain high, and satisfaction with City services is high, the City will continue to improve service delivery in all areas, with particular focus on those service areas that have recorded decreases in satisfaction ratings.

The top line results, shown in Attachment 1, include details of actions taken in 2012-13 to improve service delivery, and planned actions and priorities for 2013-14 for all service areas.

In previous years, the City has undertaken a benchmarking exercise against other local governments who have carried out surveys with similar methodology and timeframes. Comparable results from other local government surveys are however not available for benchmarking at this time.

Legislation / Strategic Community Plan / policy implications

Legislation Not applicable.

Strategic Community Plan

Key theme Governance and Leadership.

Objective Active democracy.

Strategic initiative Fully integrate community consultation practices into City activities.

Policy *Community Consultation and Engagement Policy.*

Risk management considerations

Monitoring levels of customer satisfaction with services provided by the City is essential to assist in the delivery of effective and efficient services to the community.

Financial/budget implications

Account no.	531 A5301 3265 0000.
Budget Item	Customer Satisfaction Monitor.
Budget amount	\$ 35,000
Amount spent to date	\$ 35,000
Balance	\$ 0

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

Customer satisfaction is a measure of an organisation's sensitivity to customer needs and from an organisational perspective, is essential for long-term success and sustainability.

Consultation

The 2012-13 Customer Satisfaction Monitor was conducted by surveying 609 residents of the City of Joondalup, and the planning and building survey was conducted by surveying 107 residents who had made contact with the City regarding a planning matter and 100 residents who had made contact with the City regarding a building matter in 2012-13.

COMMENT

The 2012-13 Customer Satisfaction Monitor results show that in the main residents are satisfied with the services provided by the City of Joondalup. A number of service areas attracted extremely high satisfaction ratings indicating that residents are very satisfied with service levels and service activities, and there have been significant increases in a number of service areas. The percentage of residents who are very satisfied (rating score of 8 to 10 out of 10) with service provision has also increased significantly in 2012-13.

Overall satisfaction ratings have increased from the 2011-12 results as has the satisfaction rating with City Services.

The majority of respondents (82.2%) to the 2012-13 survey agreed that the City has a good understanding of community needs compared to 74.4% in 2011-12.

The City will put significant emphasis on implementing improvement strategies, where possible, to address those areas that have recorded decreases in satisfaction levels from 2011-12 as well as continuing to look for improvements in all service areas.

Given the lack of familiarity or awareness with the City's vision, significant emphasis will be given to communicating the new *Strategic Community Plan* and the vision, values and objectives.

A number of improvements to services are planned for 2013-14 with some improvements already underway. These are detailed in Attachment 1.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council RECEIVES the 2012-13 Customer Satisfaction Monitor results and proposed improvement actions forming Attachment 1 to this Report.

Appendix 4 refers

To access this attachment on electronic document, click here: [Attach4brf011013.pdf](#)

ITEM 7 TENDER 024/13 CONSTRUCTION OF DELAMERE PARK, CURRAMBINE

WARD	North
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	103242,101515
ATTACHMENT	Attachment 1 Summary of Tender Submissions
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to accept the tender submitted by Total Eden Pty Ltd for the construction of Delamere Park, Currambine.

EXECUTIVE SUMMARY

Tenders were advertised on 3 August 2013 through statewide public notice for the construction of Delamere Park, Currambine. Tenders closed on 29 August 2013. A total of six submissions were received from:

- Environmental Industries Pty Ltd
- Total Eden Pty Ltd
- Curnow Group Pty Ltd
- Earthcare (Australia) Pty Ltd trading as Earthcare
- Total Eden Pty Ltd trading as DME Contractors
- D.B. Cunningham Pty Ltd trading as Advanteering Civil Engineers.

The submission from Total Eden Pty Ltd represents best value to the City. Total Eden is a well established company and has the capacity and experience to undertake the works for the City. The company has been in the landscaping industry since 1981 and has completed similar works for various organisations including Aspen Group, Ecoscape, Stocklands and Landcorp. Total Eden demonstrated a sound understanding of the required tasks.

It is therefore recommended that Council ACCEPTS the tender submitted by Total Eden Pty Ltd for the construction of Delamere Park, Currambine as specified in Tender 024/13 for the fixed lump sum of \$1,402,407.29 (GST exclusive) with works to be completed within six months from the date of possession of the site.

BACKGROUND

The City has a requirement to engage a suitably experienced and resourced contractor to construct a public open space at Lot 1574 Delamere Avenue, Currambine (Delamere Park).

Tender assessment is based on the best value for money concept. Best value is determined after considering whole of life costs, fitness for purpose, respondents' experience and performance history, productive use of City resources and other environmental or local economic factors.

DETAILS

The tender for the construction of Delamere Park, Currambine was advertised through statewide public notice on 3 August 2013. The tender period was for four weeks and tenders closed on 29 August 2013.

Tender Submissions

Submissions were received from the following six businesses:

- Environmental Industries Pty Ltd.
- Total Eden Pty Ltd.
- Curnow Group Pty Ltd.
- Earthcare (Australia) Pty Ltd trading as Earthcare.
- Total Eden Pty Ltd trading as DME Contractors.
- D.B. Cunningham Pty Ltd trading as Advantesting Civil Engineers.

A summary of the tender submissions including the location of each tenderer is provided in Attachment 1.

Evaluation Panel

The evaluation panel was composed of four members:

- one with tender and contract preparation skills
- three with the appropriate technical expertise and involvement in supervising the contract.

The panel carried out the assessment of submissions in accordance with the City's evaluation process in a fair and equitable manner.

Compliance Assessment

The following submissions were assessed as compliant:

- Environmental Industries Pty Ltd.
- Total Eden Pty Ltd.
- Earthcare (Australia) Pty Ltd.
- DME Contractors.
- Advantesting Civil Engineers.

The following submissions were assessed as partially compliant:

- Curnow Group Pty Ltd.
- Earthcare (Australia) Pty Ltd.

Curnow Group Pty Ltd did not provide evidence of builders and electrical licences.

Earthcare (Australia) Pty Ltd indicated that the company does not currently hold a building licence.

The submissions from Curnow Group and Earthcare, although not fully compliant with the City's requirement for the contractor and its sub-contractors (if applicable) to have a building licence, were included for further assessment on the basis that clarifications could be sought from Curnow Group and Earthcare, if shortlisted for consideration.

Qualitative Assessment

The qualitative criteria and weighting used in evaluating the submissions received were as follows:

Qualitative Criteria		Weighting
1	Demonstrated understanding of the required tasks	35%
2	Capacity	30%
3	Demonstrated experience in completing similar projects	30%
4	Social and economic effects on the local community	5%

Advanteering Civil Engineers scored 45.1% and was ranked sixth in the qualitative assessment. The company demonstrated some understanding of the required tasks. It listed tasks to be carried out generally and did not elaborate on the works specific to this site. Its proposed duration of time to complete the work was short compared to the specified date for practical completion. Advanteering Civil Engineers did demonstrate the capacity and experience required to carry out the works. Examples of works were provided and included mainly civil based projects. It did not address local infrastructure including after hours contacts for emergency requirements.

DME Contractors scored 55.1% and was ranked fifth in the qualitative assessment. It is a unit of the Total Eden Group, which has sufficient capacity and industry experience to undertake the works. Examples of works completed for local governments were provided and included Amstel Park re-development for the City of Wanneroo and Pioneer Park for the City of Gosnells. However, it did not include the period and dates of when these projects were undertaken. DME Contractors demonstrated an understanding of the City's requirements, however, it did not supply a provisional construction program or timeframe to complete the works.

Earthcare (Australia) Pty Ltd scored 60.6% and was ranked fourth in the qualitative assessment. The company has demonstrated experience and the capacity required to carry out the works. It has in the past completed similar works for local governments including the Cities of Melville, Belmont and Stirling. Earthcare demonstrated an understanding of the required tasks, however, its submission did not include a provisional construction program.

Curnow Group Pty Ltd scored 64.9% and was ranked third in the qualitative assessment. The company is a Perth based earthmoving, road builder and civil contractor undertaking works throughout WA. It has the capacity and industry experience to undertake the works. Curnow Group demonstrated an understanding of the required tasks. Examples of works were provided and included projects for state and local authorities including the Shire of Carnarvon. However, these were mainly civil based projects.

Total Eden Pty Ltd scored 67.5% and was ranked second in the qualitative assessment. The company demonstrated a sound understanding of the required tasks. It has experience in completing similar projects and examples of works were provided including Corimbia Estate and Sienna Woods for Ecoscape and Stocklands and the Springs Estate in Rivervale for Brierty and Landcorp. Total Eden has been in the landscaping industry since 1981 and has the capacity to undertake the works for the City.

Environmental Industries Pty Ltd scored 79% and was ranked first in the qualitative assessment. The company has extensive experience in completing similar projects including Kings Park Synergy Playground, Bletchley Park and Stretton Park Reserve. Environmental Industries is well resourced and has the capacity to undertake the works. It submitted a comprehensive response and demonstrated a thorough understanding of the City's requirements.

Price Assessment

Following the qualitative assessment, the panel carried out a comparison of the lump sum prices offered by each tenderer to assess value for money to the City.

Tenderer	Fixed Lump Sum (Exclusive of GST)
Total Eden Pty Ltd	\$1,402,407
Environmental Industries Pty Ltd	\$1,508,137
DME Contractors	\$1,521,764
Earthcare (Australia) Pty Ltd	\$1,654,804
Advantearing Civil Engineers	\$1,661,119
Curnow Group Pty Ltd	\$1,725,933

Evaluation Summary

The following table summarises the result of the qualitative and price evaluation as assessed by the evaluation panel.

Tenderer	Lump Sum	Price Ranking	Weighted Percentage Score	Qualitative Ranking
Environmental Industries Pty Ltd	\$1,508,137	2	79.0%	1
Total Eden Pty Ltd	\$1,402,407	1	67.5%	2
Curnow Group Pty Ltd	\$1,725,933	6	64.9%	3
Earthcare (Australia) Pty Ltd	\$1,654,804	4	60.6%	4
DME Contractors	\$1,521,764	3	55.1%	5
Advantearing Civil Engineers	\$1,661,119	5	45.1%	6

Based on the evaluation result the panel concluded that the tender from Total Eden Pty Ltd provides best value to the City and is therefore recommended.

While Environmental Industries Pty Ltd was ranked first and scored highly in the qualitative assessment, Total Eden Pty Ltd was determined by the evaluation panel to be capable of completing the works and its submitted price was \$105,730 lower than Environmental Industries Pty Ltd.

Issues and options considered

The City has a requirement for the construction of a public open space at Lot 1574 Delamere Avenue, Currambine (Delamere Park). The City does not have the internal resources to carry out the required works and requires an external contractor to undertake the works.

Legislation / Strategic Community Plan / policy implications

Legislation	A statewide public tender was advertised, opened and evaluated in accordance with Clause 11(1) of Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , where tenders are required to be publicly invited if the consideration under a contract is, or is estimated to be, more, or worth more, than \$100,000.
Strategic Community Plan	
Key theme	Quality Urban Environment.
Objective	Quality open spaces.
Strategic initiative	Employ quality and enduring infrastructure designs that encourage high utilisation and increased outdoor activity.
Policy	<i>Reserves, Parks and Recreation Grounds Policy.</i>

Risk management considerations

Should the contract not proceed, the risk to the City will be high as these works form part of landscape master planning projects which included public consultation, with an expectation that works will take place.

Financial/budget implications

Account no.	W2159.
Budget Item	Construction of Delamere Park.
Budget amount	\$1,960,756
Amount spent to date	\$ 210,247
Commitments	\$ 59,414
Proposed cost	\$1,402,407
Balance	\$ 288,688

All amounts quoted in this report are exclusive of GST.

Regional significance

The development of Delamere Park will provide amenities linking to the Currambine Community Centre. It will create a visually pleasing, inviting space that will be well used by residents and support the outcome of a family friendly park.

Sustainability implications

The development of Delamere Park will benefit the community environmentally, socially and economically. The proposed development will improve community safety, enhance the public amenity of the area, provide a diverse array of social and recreation activities, improve access to the area for all community members and enhance and protect the natural surrounding environment. The sustainable design of the area and the installation of robust infrastructure will reduce future park maintenance costs.

The creation of a vibrant, active social hub will reduce anti-social behaviour within the Currambine community precinct and provide a ‘family friendly’ park instilling a sense of pride for the area for all residents to enjoy.

Consultation

Community consultation for the development of Delamere Park was conducted in May 2013. The majority of respondents indicated that they either supported or strongly supported all 13 landscape features / facilities included in the consultation brochure.

COMMENT

The evaluation panel carried out the evaluation of the submissions in accordance with the City’s evaluation process and concluded that the offer submitted by Total Eden Pty Ltd represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by Total Eden Pty Ltd for the construction of Delamere Park, Currambine as specified in Tender 024/13 for the fixed lump sum of \$1,402,407.29 (GST exclusive) with works to be completed within six months from the date of possession of the site.

Appendix 5 refers

To access this attachment on electronic document, click here: [Attach5brf011013.pdf](#)

ITEM 8 TENDER 025/13 PROVISION OF METAL FABRICATION SERVICES

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	103281, 101515
ATTACHMENT	Attachment 1 Schedule of Items Attachment 2 Summary of Tender Submissions
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For Council to accept the tender submitted by the trustee for the Lothian Trust trading as Wanneroo Caravan Centre and Steel Fabricators for the provision of metal fabrication services.

EXECUTIVE SUMMARY

Tenders were advertised on 3 August 2013 through statewide public notice for the provision of metal fabrication services for a period of three years. Tenders closed on 20 August 2013. Submissions were received from:

- the trustee for the Lothian Trust trading as Wanneroo Caravan Centre and Steel Fabricators
- the trustee for Alpha Trust trading as Alpha Plant Maintenance
- Blackwater Engineering Pty Ltd.

The submission from the trustee for the Lothian Trust trading as Wanneroo Caravan Centre and Steel Fabricators represents best value to the City. The organisation demonstrated a thorough understanding and appreciation of the City's requirements. It has in the past provided similar services to the City of Wanneroo and is the City of Joondalup's current contractor for these services. Wanneroo Caravan Centre and Steel Fabricators is a well established organisation with proven capacity to provide the services to the City.

It is therefore recommended that Council ACCEPTS the tender submitted by Wanneroo Caravan Centre and Steel Fabricators for the provision of metal fabrication services as specified in Tender 025/13 for a period of three years at the submitted schedule of rates, with annual price variations subject to the percentage change in the Perth CPI (All Groups) Index.

BACKGROUND

The City has a requirement for the provision of metal fabrication services for various works and maintenance projects such as, but not limited to:

- fabrication of “U” bars for pedestrian walkways
- fabrication of bollards
- fabrication of access gates
- specialised fabrication repairs to park infrastructure
- fabrication of grates for drainage outlet structures
- minor modifications to vehicles and equipment.

The City currently has a contract for metal fabrication services with Wanneroo Caravan Centre and Steel Fabricators, which expires on 21 November 2013.

Wanneroo Caravan Centre and Steel Fabricators has provided a high quality service throughout the term of the contract.

Tender assessment is based on the best value for money concept. Best value is determined after considering whole of life costs, fitness for purpose, respondents’ experience and performance history, productive use of City resources and other environmental or local economic factors.

DETAILS

The tender for the provision of metal fabrication services was advertised through statewide public notice on 3 August 2013. The tender period was for two weeks and tenders closed on 20 August 2013.

Tender Submissions

Submissions were received from:

- the trustee for the Lothian Trust trading as Wanneroo Caravan Centre and Steel Fabricators
- the trustee for Alpha Trust trading as Alpha Plant Maintenance
- Blackwater Engineering Pty Ltd.

The schedule of items listed in the tender is provided in Attachment 1.

A summary of the tender submissions including the location of each tenderer is provided in Attachment 2.

Evaluation Panel

The evaluation panel was composed of four members being:

- one with tender and contract preparation skills
- three with the appropriate technical expertise and involvement in supervising the contract.

The panel carried out the assessment of submissions in accordance with the City's evaluation process in a fair and equitable manner.

Compliance Assessment

All offers received were fully compliant and were considered for further evaluation.

Qualitative Assessment

The qualitative criteria and weighting used in evaluating the submissions received were as follows:

Qualitative Criteria		Weighting
1	Capacity	50%
2	Demonstrated experience in providing similar services	25%
3	Demonstrated understanding of the required tasks	20%
4	Social and economic effects on the local community	5%

Blackwater Engineering Pty Ltd scored 39.8% and was ranked third in the qualitative assessment. The company submitted a brief response and limited information to demonstrate its understanding of the required tasks. Also, insufficient information was provided to demonstrate its experience and capacity to provide the services. Details of the skills and experience of its key personnel and safety management were not supplied.

Alpha Plant Maintenance scored 65.2% and was ranked second in the qualitative assessment. It has the capacity and industry experience to provide the services. Examples of recent works completed for various clients were provided, none of which were local governments. However, the company demonstrated a sound understanding of the required tasks.

Wanneroo Caravan Centre and Steel Fabricators scored 69.5% and was ranked first in the qualitative assessment. The organisation has in the past provided similar services to various organisations including the City of Wanneroo. It demonstrated a thorough understanding and appreciation of the City's requirements. Wanneroo Caravan Centre and Steel Fabricators is well equipped and has the capacity to provide the services for the City.

Price Assessment

Following the qualitative assessment, the panel carried out a comparison of the submitted rates offered by each tenderer to assess value for money to the City.

To provide an estimated expenditure over a 12 month period the number of normal working hours (on site and workshop) and material usage based on historical data have been used.

The following table provides a comparison of the estimated expenditure based on tendered rates and material costs. Any future requirements will be based on demand and subject to change in accordance with the operational needs of the City.

The rates are fixed for the first year of the contract, but are subject to a price variation in years two and three of the contract to a maximum of the percentage change in the Perth CPI (All Groups) Index for the preceding year. For estimation purposes, a 3% CPI increase in years two and three was applied to the tendered rates.

Tenderer	Year 1	Year 2	Year 3	Total
Wanneroo Caravan Centre and Steel Fabricators	\$232,712	\$239,693	\$246,884	\$719,290
Blackwater Engineering Pty Ltd	\$271,102	\$279,235	\$287,612	\$837,950
Alpha Plant Maintenance	\$335,012	\$345,062	\$355,414	\$1,035,489

During 2012-13, the City incurred \$229,412 for metal fabrication services. The City is expected to incur in the order of \$719,290 over the three year Contract period.

Evaluation Summary

The following table summarises the result of the qualitative and price evaluation as assessed by the evaluation panel:

Tenderer	Estimated Year 1 Contract Price	Estimated Total Contract Price	Price Ranking	Weighted Percentage Score	Qualitative Ranking
Wanneroo Caravan Centre and Steel Fabricators	\$232,712	\$719,290	1	69.5%	1
Alpha Plant Maintenance	\$335,012	\$1,035,489	3	65.2%	2
Blackwater Engineering Pty Ltd	\$271,102	\$837,950	2	39.8%	3

Based on the evaluation result the panel concluded that the tender from Wanneroo Caravan Centre and Steel Fabricators provides best value to the City and is therefore recommended.

Issues and options considered

The City has a requirement for the provision of metal fabrication services for various works and maintenance projects. The City does not have the internal resources to provide the required services and requires an appropriate external contractor to undertake the services.

Legislation / Strategic Community Plan / policy implications

Legislation

A statewide public tender was advertised, opened and evaluated in accordance with Clause 11(1) of Part 4 of the *Local Government (Functions and General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is, or is estimated to be, more, or worth more, than \$100,000.

Strategic Community Plan

Key theme

Quality Urban Environment.

Objective

Quality open spaces.

Strategic initiative Adopt consistent principles in the management and provision of urban community infrastructure.

Policy Not applicable.

Risk management considerations

Should the contract not proceed, the risk to the City will be moderate as the City will not be able to maintain its park infrastructure when required and this may increase the risk of injury to residents if unsafe items are identified.

It is considered that the contract will represent a low risk to the City as the recommended tenderer is a well established organisation with industry experience and proven capacity to provide the services to the City.

Financial/budget implications

Account no.	Various Maintenance and Capital Works accounts.
Budget Item	Metal fabrication services.
Estimated Budget amount	\$240,000
Amount spent to date	\$ 46,200
Proposed cost	\$129,782
Balance	\$ 64,018

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

Metal fabrication services are used in the maintenance of the City's park infrastructure. These services assist the City in enhancing the amenity of public space and improving the safety of the public environment.

Consultation

Not applicable.

COMMENT

The evaluation panel carried out the evaluation of the submissions in accordance with the City's evaluation process and concluded that the offer submitted by Wanneroo Caravan Centre and Steel Fabricators represents best value to the City.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by Wanneroo Caravan Centre and Steel Fabricators for the provision of metal fabrication services as specified in Tender 025/13 for a period of three years at the submitted schedule of rates, with annual price variations subject to the percentage change in the Perth CPI (All Groups) Index.

Appendix 6 refers

To access this attachment on electronic document, click here: [Attach6brf011013.pdf](#)

ITEM 9 TENDER 028/13 PROVISION OF GRAFFITI CONTROL SERVICES

WARD	All	
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services	
FILE NUMBER	103361, 101515	
ATTACHMENT	Attachment 1	Schedule of Items
	Attachment 2	Summary of Tender Submissions
	Attachment 3	Tender Price Assessment
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.	

PURPOSE

For Council to accept the tender submitted by Dalecoast Pty Ltd T/as Graffiti Systems Australia for the provision of graffiti control services.

EXECUTIVE SUMMARY

Tenders were advertised on 27 July 2013 through statewide public notice for the provision of graffiti control services for a period of three years. Tenders closed on 13 August 2013. A total of nine submissions were received from:

- Dalecoast Pty Ltd T/as Graffiti Systems Australia
- Graffiti Force Pty Ltd
- Kleenit Pty Ltd
- Loxodrome Pty Ltd T/as FCT Surface Cleaning
- The Pressure King
- Perth Elite Cleaners Pty Ltd
- Enviropath Pty Ltd
- Active Pressure Cleaners Pty Ltd
- Alpha Plant Maintenance Pty Ltd (late tender).

The submission from Alpha Plant Maintenance Pty Ltd was received after the closing time and was not accepted for evaluation.

The submission from Dalecoast Pty Ltd T/as Graffiti Systems Australia represents best value to the City. The company demonstrated a comprehensive understanding of the graffiti requirements of the City. It has extensive experience performing similar graffiti removal services for local governments including the Cities of Swan, Subiaco, Nedlands, Bayswater and the Town of Cambridge. It has been the City's contractor for these services for the past eight years. It is a well equipped and resourced company with the proven capacity to meet the City's requirements.

It is therefore recommended that Council ACCEPTS the tender submitted by Dalecoast Pty Ltd T/as Graffiti Systems Australia for the provision of graffiti control services for a period of three years for requirements as specified in Tender 028/13 at the submitted schedule of rates subject to a penalty/bonus arrangement, and with annual price variations subject to the percentage change in the Perth CPI (All Groups) Index.

BACKGROUND

The City has a requirement for the provision of graffiti control services to privately owned residential, privately owned commercial and City controlled property.

The City had a single contract for the provision of graffiti control services with Graffiti Systems Australia. The contract was for an initial term of three years with an optional two year extension and ended after the first year of the extension period. Graffiti Systems Australia advised the City that it could no longer continue the contract at the then prevailing rates and sought a review. The City considered that it was appropriate to put the contract out to the market and the Graffiti Systems Australia contract was terminated on 28 July 2013 by mutual agreement of the City and the contractor. The City is currently obtaining the services on a quotation basis from Graffiti Systems Australia until a new contract is in place.

Graffiti systems Australia has met the City's requirement throughout the term of its contract.

Tender assessment is based on the best value concept. Best value is determined after considering respondents' experience and performance history and other environmental or local economic factors as may be appropriate.

DETAILS

Tenders were advertised on 27 July 2013 through statewide public notice for the provision of graffiti control services for a period of three years. The tender period was for two weeks and tenders closed on 13 August 2013.

Tender Submissions

Nine submissions were received from:

- Dalecoast Pty Ltd T/as Graffit Systems Australia
- Graffiti Force Pty Ltd
- Kleenit Pty Ltd
- Loxodrome Pty Ltd T/as FCT Surface Cleaning
- The Pressure King
- Perth Elite Cleaners Pty Ltd
- Enviropath Pty Ltd
- Active Pressure Cleaners Pty Ltd
- Alpha Plant Maintenance Pty Ltd (Late tender).

The schedule of items as listed in the tender is provided in Attachment 1.

A summary of the tender submissions including the location of each tenderer is provided in Attachment 2.

The submission from Alpha Plant Maintenance Pty Ltd was received after the closing time and was not accepted for evaluation.

Evaluation Panel

The evaluation panel was composed of three members:

- one with tender and contract preparation skills
- two with the appropriate technical expertise and involvement in supervising the contract.

The panel carried out the assessment of submissions in accordance with the City's evaluation process in a fair and equitable manner.

Compliance Assessment

All offers received were fully compliant and were considered for further evaluation.

Qualitative Assessment

The qualitative criteria and weighting used in evaluating the submissions received were as follows:

Qualitative Criteria		Weighting
1	Capacity	40%
2	Demonstrated experience in providing similar services	35%
3	Demonstrated understanding of the required tasks	20%
4	Social and economic effects on the local community	5%

Active Pressure Cleaners Pty Ltd scored 27.3% and was ranked last in the qualitative assessment. The organisation did not demonstrate any experience performing graffiti removal services. Its two directors have experience in graffiti removal with previous employers. The organisation did not demonstrate an adequate understanding of the requirements. The response did not address reporting, photographic evidence or graffiti paint-out. Active Pressure Cleaners Pty Ltd has adequate personnel to provide the services; however its response did not address the experience of its graffiti operators, the source of additional personnel or after-hours contact for emergency requirements.

Enviropath Pty Ltd scored 31.2% and was ranked seventh in the qualitative assessment. The company did not demonstrate an adequate understanding of the requirements. The submission did not address any of the scope of work for graffiti removal methods, reporting or photographic evidence. It also did not provide any evidence of any previous experience performing graffiti removal, only high pressure cleaning of roads, paving and footpaths. Enviropath Pty Ltd did not provide sufficient information demonstrating its capacity to perform the work. It did not address the experience of its staff in graffiti removal, the source of additional personnel, sufficient equipment to perform all graffiti removal tasks or its safety record.

Perth Elite Cleaners Pty Ltd scored 33.7% and was ranked sixth in the qualitative assessment. The company demonstrated some understanding of the processes involved in graffiti removal. It did not demonstrate the capacity to perform the services. No indication was given on the number of staff available, their experience in graffiti removal or suitable equipment to perform the work. Perth Elite Cleaners Pty Ltd did not demonstrate any experience providing graffiti removal services.

The Pressure King scored 63.7% and was ranked fifth in the qualitative assessment. It demonstrated a thorough understanding of the requirements. The organisation has experience performing similar graffiti removal services to the Town of Victoria Park and the Cities of South Perth, Belmont, Cockburn and Bayswater. The Pressure King demonstrated a satisfactory capacity to perform the services.

FCT Surface Cleaning scored 64.6% and was ranked fourth in the qualitative assessment. The company demonstrated the capacity to perform the services, although no safety record was provided. It has previous experience providing similar graffiti removal services to the Cities of Wanneroo, Subiaco and Kwinana. FCT Surface Cleaning demonstrated a thorough understanding of all aspects of the requirements.

Kleenit Pty Ltd scored 68.7% and was ranked third in the qualitative assessment. It demonstrated substantial experience performing similar services to an extensive list of clients including the City of Stirling, Western Power and the Department of Building Management and Works. The company demonstrated a thorough understanding of all aspects of the requirements. It is a large company with sufficient capacity to meet the City's requirements.

Graffiti Force Pty Ltd scored 68.9% and was ranked second in the qualitative assessment. It demonstrated the capacity to perform the services. The company demonstrated extensive experience performing similar services to the Cities of Stirling, Swan, Subiaco, South Perth, Melville, Armadale, Joondalup and the Towns of Victoria Park and Bassendean. Graffiti Force Pty Ltd demonstrated a comprehensive understanding of the requirements providing a well-documented process for each type of graffiti removal method.

Graffiti Systems Australia scored 70.3% and was ranked first in the qualitative assessment. The company demonstrated a comprehensive understanding of the requirements addressing all aspects of the scope of works. It has the capacity to perform the services. Graffiti Systems Australia is the City's current contractor for graffiti removal and it has also provided similar services to the Cities of Subiaco, Swan, Nedlands and Bayswater, the Town of Cambridge and the Water Corporation.

Price Assessment

Following the qualitative assessment, the panel carried out a comparison of the submitted rates offered by each tenderer to assess value for money to the City.

To provide an estimated expenditure over a 12 month period, the three most commonly used items and their typical usage based on historical data have been used. The table provided in Attachment 3 details a comparison of the estimated expenditure based on the rates offered by each tenderer. The penalty / bonus arrangement of this contract was also taken into consideration in the price assessment. Any future requirements will be based on demand and subject to change in accordance with the operational needs of the City.

The rates are fixed for the first year of the contract, but are subject to a price variation in years two and three of the contract to a maximum of the percentage change in the Perth CPI (All Groups) Index for the preceding year. For estimation purposes, a 3% CPI increase was applied to the rates in years two and three.

During the last financial year 2012-13, the City incurred \$133,329 for the provision of graffiti control services and is expected to incur up to \$887,942 over the three year contract period. The large disparity in the City's previous expenditure and proposed new cost is not indicative of the quantity of graffiti to be removed, but due to the City's previous contract having rates substantially below the current market rates.

Evaluation Summary

The following table summarises the result of the qualitative and price evaluation as assessed by the evaluation panel.

Tenderer	Maximum Estimated Year 1 Contract Price	Maximum Total Estimated Contract Price	Price Rank	Evaluation Score	Qualitative Rank
Graffiti Systems Australia	\$287,276	\$887,942	1	70.3%	1
Graffiti Force Pty Ltd	\$315,837	\$976,220	2	68.9%	2
Kleenit Pty Ltd	\$323,516	\$999,954	3	68.7%	3
FCT Surface Cleaning	\$456,519	\$1,411,055	4	64.6%	4
The Pressure King	\$532,361	\$1,645,473	5	63.7%	5
Perth Elite Cleaners Pty Ltd	\$1,140,615	\$3,525,527	7	33.7%	6
Enviropath Pty Ltd	\$532,392	\$1,645,570	6	31.2%	7
Active Pressure Cleaners Pty Ltd	\$3,268,808	\$10,103,557	8	27.3%	8

Based on the evaluation result the panel concluded that the tender that provides best value to the City is that of Graffiti Systems Australia and is therefore recommended.

Issues and options considered

Graffiti control services are required to maintain the aesthetic appearance of the City's private and public infrastructure. The City does not have the internal resources to supply the required services and as such requires an appropriate external service provider.

Legislation / Strategic Community Plan / policy implications

Legislation

A statewide public tender was advertised, opened and evaluated in accordance with Clause 11(1) of Part 4 of the *Local Government (Functions and General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is, or is estimated to be, more, or worth more, than \$100,000.

Strategic Community Plan

Key theme

Quality Urban Environment.

Objective

Quality open spaces.

Strategic initiative Adopt consistent principles in the management and provision of urban community infrastructure.

Policy Not applicable.

Risk management considerations

Should the contract not proceed, the risk to the City will be high. The City has a well-established graffiti removal program that provides a responsive free service to the community. The City has no internal capacity to perform the work and requires a contractor to provide the service.

It is considered that the contract will represent a low risk to the City as the recommended tenderer is a well-established contractor with substantial experience in the provision of graffiti removal services.

Financial/budget implications

Account no.	342 A3402 3359 000.
Budget Item	External Contracts and Services.
Budget amount	\$ 207,300
Amount spent to date	\$ 56,100
Proposed cost	\$ 191,517
Balance	\$ 40,317

The shortfall of \$40,317 for this contract will need to be covered by savings within the Rangers, Parking and Community Safety budget. It should be noted that the graffiti services is volume driven and these are based on historical estimates.

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The evaluation panel carried out the evaluation of the submissions in accordance with the qualitative criteria in a fair and equitable manner and concluded that the offer representing best value to the City is that as submitted by Graffiti Systems Australia.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION

That Council ACCEPTS the tender submitted by Dalecoast Pty Ltd T/as Graffiti Systems Australia for the provision of graffiti control services for a period of three years for requirements as specified in Tender 028/13 at the submitted schedule of rates subject to a penalty/bonus arrangement, and with annual price variations subject to the percentage change in the Perth CPI (All Groups) Index.

Appendix 7 refers

To access this attachment on electronic document, click here: [Attach7brf011013.pdf](#)

ITEM 10 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 31 AUGUST 2013

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	07882, 101515
ATTACHMENT	Attachment 1 Financial Activity Statement for the period ended 31 August 2013
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For Council to note the Financial Activity Statement for the period ended 31 August 2013.

EXECUTIVE SUMMARY

Council adopted the Annual Budget for the 2013-14 Financial Year at its meeting held on 25 June 2013, (CJ117-06/13 refers). The figures in this report are compared to the Adopted Budget figures.

The August 2013 Financial Activity Statement Report shows an overall favourable variance from operations and capital, after adjusting for non-cash items, of \$2,456,249 for the period when compared to the 2013-14 Adopted Budget.

The variance can be summarised as follows:

The Operating Surplus is \$1,209,928 higher than budget, made up of lower operating revenue of \$537,327 and lower operating expenditure of \$1,747,255.

Operating revenue is below budget on Grants and Subsidies \$1,040,344, Contributions, Reimbursements and Donations \$96,463, Fees and Charges \$59,143 and Other Revenue \$14,652. This is offset by higher revenues on Rates \$386,090, Profit on Asset Disposal \$215,419 and Interest Earnings \$71,582.

Operating expenditure is below budget on Materials and Contracts \$850,761, Depreciation \$290,348, Employee Costs \$482,638, Utilities \$74,941, Loss on Asset Disposal \$38,657 Insurance Expenses \$8,247 and Interest Expenses \$1,663.

The Capital Deficit is \$1,659,520 below budget as a result of lower than budget expenditure on Capital Projects \$543,016 and Motor Vehicle Replacement \$763,460 partially offset by higher expenditure on Capital Works \$1,096,306 and Tamala Park Development Costs \$135,564. In addition capital revenue is \$1,584,914 higher than budget.

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

It is therefore recommended that Council NOTES the Financial Activity Statement for the period ended 31 August 2013 forming Attachment 1 to this Report.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* requires a monthly Financial Activity Statement. At its meeting held on 11 October 2005 (CJ211-10/05 refers), Council approved 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 August 2013 is appended as Attachment 1.

Legislation / Strategic Community 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 Community Plan

Key theme Financial Sustainability.

Objective Effective management.

Strategic initiative Not applicable.

Policy Not applicable.

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 2013-14 Adopted Budget or have been authorised in advance by Council where applicable.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council NOTES the Financial Activity Statement for the period ended 31 August 2013 forming Attachment 1 to this Report.

Appendix 8 refers

To access this attachment on electronic document, click here: [Attach8brf011013.pdf](#)

8 REPORT OF THE CHIEF EXECUTIVE OFFICER

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10 REPORTS/PRESENTATIONS REQUESTED BY ELECTED MEMBERS



**DECLARATION OF
FINANCIAL INTEREST/INTEREST THAT MAY AFFECT
IMPARTIALITY**

**To: CHIEF EXECUTIVE OFFICER
CITY OF JOONDALUP**

Name/ Position	
Meeting Date	
Item No/ Subject	
Nature of Interest	Financial Interest * Interest that may affect impartiality* <i>* Delete where not applicable</i>
Extent of Interest	
Signature	
Date	

Section 5.65(1) of the *Local Government Act 1995* states that:

“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) *in a written notice given to the CEO before the meeting; or*
- (b) *at the meeting immediately before the matter is discussed.*



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FINANCIAL INTEREST/INTEREST THAT MAY AFFECT
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**STATEMENT TO BE MADE AT
BRIEFING SESSION/COUNCIL MEETING**

TITLE <i>(Mr/Mrs/Ms/Dr)</i>	FIRST NAME	SURNAME	ADDRESS

STATEMENT

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Please submit this form at the meeting or:

- **post** to The Chief Executive Officer, City of Joondalup, P O Box 21, Joondalup WA 6919
- **email** to council.questions@joondalup.wa.gov.au

Please note that:

- Statements made at a **Briefing Session** must relate to matters contained on the draft agenda.
- Statements made at a **Council meeting** can relate to matters that affect the operations of the City of Joondalup.
- Statements made at a **Special Meeting of the Council** must relate to the purpose for which the meeting has been called