

# agenda

## Briefing Session

A BRIEFING SESSION WILL BE HELD IN THE COUNCIL CHAMBER,  
JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP

**ON** **TUESDAY 14 FEBRUARY 2023**

**COMMENCING AT** **6.30pm**

**JAMES PEARSON**  
Chief Executive Officer  
10 February 2023

### **Acknowledgement of Traditional Custodians**

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

*This document is available in alternate formats upon request*

**PUBLIC QUESTION TIME**

Residents and / or ratepayers of the City of Joondalup are requested to lodge questions in writing by 9.00am on **Monday 13 February 2023.**

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](mailto:council.questions@joondalup.wa.gov.au)

PO Box 21 Joondalup WA 6919

[www.joondalup.wa.gov.au](http://www.joondalup.wa.gov.au)

## CIVIC CENTRE EMERGENCY PROCEDURES

The City of Joondalup values the health and safety of all visitors to City of Joondalup facilities. The following emergency procedures are in place to help make evacuation of the City of Joondalup Civic Centre safe and easy.

### Alarms

The City of Joondalup emergency system has two alarm tones:

- Alert Tone (Beep... Beep... Beep)
- Evacuation Tone (Whoop...Whoop...Whoop)

### On hearing the Alert Tone (Beep... Beep... Beep):

- DO NOT EVACUATE ON THIS TONE.
- Remain where you are.
- All designated Fire Wardens will respond and assess the immediate area for danger.
- Always follow instructions from the designated Fire Wardens.

### On hearing the Evacuation Tone (Whoop...Whoop...Whoop):

- Evacuate the building immediately as directed by a Fire Warden or via the nearest safe exit.
- Do not use lifts.
- Remain calm and proceed to the designated Assembly Area (refer to site plan below).
- People with impaired mobility (those who cannot use the stairs unaided) should report to a Fire Warden who will arrange for their safe evacuation.
- Do not re-enter the building until authorised to do so by Emergency Services.



## CODE OF CONDUCT

Council Members and Committee Members are to observe the City's adopted *Code of Conduct for Council Members, Committee Members and Candidates*. The following general principles guide the behaviours of Council Members (being the Mayor and Councillors) and other committee members while performing their role at the City:

### Personal Integrity

- (1) A council member or committee member should –
  - (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) identify and appropriately manage any conflict of interest; and
  - (e) avoid damage to the reputation of the City.
- (2) A council member or committee member should –
  - (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the City in relation to the performance of their role.

### Relationship with others

- (1) A council member or committee member should –
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

### Accountability

A council member or committee member should –

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to Council or Committee meetings, Briefing Sessions or Strategy Sessions; and
- (d) be open and accountable to, and represent, the community in the district.

Employees are bound by the City's *Code of Conduct for Employees* which details similar provisions to be observed.

## BRIEFING SESSIONS

The following procedures for the conduct of Briefing Sessions were adopted at the Council meeting held on 20 September 2022:

### INTRODUCTION

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

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

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

and ensures that the elected body is fully informed to make the best possible decisions for the City of Joondalup community.

### PURPOSE OF BRIEFING SESSIONS

Briefing Sessions will involve Elected Members, employees as determined by the Chief Executive Officer 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.

### GENERAL PROCEDURES FOR BRIEFING SESSIONS

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

- 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 among 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 Good governance principles recommend that Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Briefing Sessions. When disclosing an interest the following provisions apply:
  - (a) Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Model Code of Conduct) Regulations 2021* and the City's *Code of Conduct for Council Members, Committee Members and Candidates* and *Code of Conduct for Employees*.
  - (b) Elected Members disclosing a financial interest or a proximity 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) The remaining Elected Members may agree that an Elected Member disclosing a financial or proximity interest may participate in discussion on the matter if the remaining Elected Members agree:
    - (i) is so trivial or insignificant as to be unlikely to influence the disclosing Elected Member's conduct in relation to the matter;  
or
    - (ii) is common to a significant number of electors and ratepayers of the City, and a record of that agreement is to be made in the notes kept for the Briefing Session.
  - (d) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.
- 10 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.

## PROCEDURES FOR PUBLIC QUESTION TIME AT BRIEFING SESSIONS

The following procedures for the conduct of Public Question Time at Briefing Sessions were adopted at the Council meeting held on 20 September 2022:

### Questions asked verbally

- 1 Members of the public are invited to ask questions at Briefing Sessions.
- 2 Questions asked at a Briefing Session must relate to a report contained in the agenda.
- 3 A register will be provided for those persons wanting to ask questions to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state their name and full address.
- 4 Public question time will be limited to two minutes per person, with a limit of two verbal questions per person.
- 5 Statements are not to precede a question during public question time and questions must be succinct and to the point. Statements can only be made during public statement time.
- 6 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.
- 7 Public question time will be allocated a 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 10 minutes, but the total time allocated for public question time is not to exceed 35 minutes in total.
- 8 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:
  - accept or reject any question and their decision is final;
  - nominate a City employee to respond to the question;
  - or
  - 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.
- 9 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 report listed in 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.

- 10 Questions and any responses will be summarised and included in the agenda of the next Briefing Session.
- 11 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 Act 1992* (FOI Act). 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 may 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.

### **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 report contained in the agenda.
- 3 The City will accept a maximum of five written questions per City of Joondalup resident/ratepayer. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by 9.00am on the 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 their 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.
- 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 in 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 agenda of the next 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 Act 1992* (FOI Act). 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 may 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.



## DISCLAIMER

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

## PROCEDURES FOR PUBLIC STATEMENT TIME AT BRIEFING SESSIONS

The following procedures for the conduct of Public Statement Time at Briefing Sessions were adopted at the Council meeting held on 20 September 2022:

- 1 Members of the public are invited to make public statements verbally at Briefing Sessions.
- 2 Statements made at a Briefing Session must relate to a report contained in the agenda.
- 3 A register will be provided for those persons wanting to make a statement to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state their name and full address.
- 4 Public statement time will be limited to two minutes per person.
- 5 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.
- 6 Public statement time will be allocated a maximum time of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier if there are no further statements.
- 7 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.
- 8 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 report listed in the agenda, they may bring it to the attention of the Presiding Member who will make a ruling.
- 9 Public statements will be summarised and included in the agenda of the next Briefing Session.

## PROCEDURES FOR DEPUTATIONS

The following procedures for the conduct of Deputations at Briefing Sessions were adopted at the Council meeting held on 20 September 2022:

- 1 Prior to the agenda of a Briefing Session being discussed by Elected Members, members of the public will be provided an opportunity to make a deputation at the Briefing Session.
- 2 Members of the public wishing to make a deputation at a Briefing Session may make a written request to the Chief Executive Officer, through the on-line form on the City's website, by close of business on the working day immediately prior to the scheduled Briefing Session.
- 3 Deputation requests are to be approved by the Presiding Member and must relate to a report listed in the agenda of the Briefing Session. The City will confirm with the person if a deputation request is approved including any limitations that apply.
- 4 Any visual presentation in support of the deputation (such as a PowerPoint presentation) must be received by the City no later than 12.00 noon on the day of the Briefing Session. No other information or material will be distributed to Elected Members at the Briefing Session.
- 5 A deputation may consist of no more than five people, only three of which may address the Briefing Session. Other parties of the Deputation may be called on by the Elected Members to respond to questions should they so wish.
- 6 A maximum time of one hour will be set aside for all deputations at Briefing Sessions. Each deputation can address the Briefing Session up to a maximum period of 15 minutes (including time for Elected Member questions) however the Presiding Member may reduce this time where the number of approved deputations would exceed the maximum one hour limit set aside for deputations.
- 7 Statements made during a deputation 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.
- 8 A person that forms part of a deputation is prevented from making a public statement at the Briefing Session on the same matter.

## RECORDING OF THE PROCEEDINGS OF THE BRIEFING SESSION

Proceedings of the Briefing Session shall be electronically recorded and made available to the public on the City's website, 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:

[AdditionalInformation.pdf](#)

# CITY OF JOONDALUP – BRIEFING SESSION

To be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday 14 February 2023** commencing at **6.30pm**.

## ORDER OF BUSINESS

### OPEN AND WELCOME

### DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY

### DEPUTATIONS

The following summarised deputations were submitted to the Briefing Session held on Tuesday 6 December 2022.

#### DEPUTATION NO. 1 - ITEM 3 - PROPOSED AMENDMENT TO LOCAL PLANNING SCHEME NO. 3 - ADDITIONAL USE 'GROUPED DWELLING' - LOT 847 (5) TUART ROAD, GREENWOOD

Mr Cameron Leckey (Rise Urban) addressed Elected Members, on behalf of the proponent Identitywa in relation to Item 3 – Proposed Amendment to Local Planning Scheme No.3 – Additional Use 'Group Dwelling' – Lot 847 (5) Tuart Road, Greenwood.

Mr Leckey introduced Identitywa as a not-for-profit outreach of the Catholic Archdiocese of Perth and registered NDIS provider of Specialist Disability Accommodation (SDA), that offers support services for over 550 individuals across Western Australia. Mr Leckey highlighted the need for SDA; with people on the waiting list occupying ill-equipped hospital beds or aged care facilities and an immediate need for 23-25 SDA dwellings in the Cities of Joondalup and Wanneroo alone.

Mr Leckey explained that the purpose of the proposed amendment is to arrange the statutory planning framework to enable a current agreement with the All Saints Catholic Parish, as the owners of the land on Tuart Drive, to lease and develop an unused portion of this site for SDA Housing to accommodate up to eight people across two dwellings. Mr Leckey explained that such use is currently incapable of approval under the Private Community Purposes Zoning.

Mr Leckey described the affect the proposal would have on the school or Parish site are limited, as well as not undermining the objectives of the zone, or the amenity of the area. Mr Leckey also stated that because of the site-specific nature of the proposal, no undesirable precedent would be set for other sites within the Private Community Purpose Zone.

Mr Leckey requested support for initiation of the scheme amendment, as being simply the start of a process in which Identitywa is happy to work with the City of Joondalup through the consultation and engagement phase, and to ensure that the surrounding community is fully briefed on the proposal.

**DEPUTATION NO. 2 - ITEM 15 - CITY OF JOONDALUP DRAFT PUBLIC OPEN SPACE FRAMEWORK**

Ms Mary O'Byrne addressed Elected Members in relation to Item 15 – City of Joondalup Draft Public Open Space Framework (Framework) and raised concerns in respect to the lack of community consultation being done prior to endorsement of the Framework.

Ms O'Byrne referred to the City of Vincent approach to the development of their Draft Open Space Framework. Ms O'Byrne explained that significant community consultation had been undertaken with a high response rate. Ms O'Byrne outlined that the public engagement included the following:

- Projects Page and Online Survey on the City's Engagement Portal.
- Posts on the City's social media channels.
- Public notices in the Guardian and Perth Voice local newspapers.
- Direct emails to previous survey respondents.
- Community engagement panel and stakeholders consulted during preparation of the strategy.
- Public Notices on the digital screens at the City's Administration and Civic Centre Beatty Park Leisure Centre and Vincent Library and Local History Centre.
- Notice in the City's E-Newsletter.

Ms O'Byrne redirected attention to the City of Joondalup's lack of engagement with the community, referring to the *Strategic Community Plan* required under the *Local Government Act 1995*. Ms O'Byrne emphasised the legislative requirement for community participation and argued that the City needs to review the Joondalup Draft Open Space Framework taking into account the public's prioritisation of parks, playgrounds and sports fields.

Ms O'Byrne stated that the City of Joondalup Draft Open Space Framework is currently inequitable and inconsistent due to the lack of public consultation and urged Elected Members not to endorse the document until effective community consultation is undertaken.

**DEPUTATION NO. 3 - ITEM 15 - CITY OF JOONDALUP DRAFT PUBLIC OPEN SPACE FRAMEWORK**

Mr Mike Moore, Ms Beth Hewitt and Ms Jane Kung addressed Elected Members in relation to Item 15 – City of Joondalup Draft Public Open Space Framework and requested that greater engagement with the local community be undertaken in respect to the Framework, and for further explanation of the classifications of parks be provided and provided a PowerPoint presentation.

Mr Moore questioned the classification of Quarry Park as a "high priority natural area" when there is no vegetation in the area. Mr Moore also put forward concern, held within the community, that Quarry Park may become inaccessible. Mr Moore outlined the lack of infrastructure provisions in the suburb of Edgewater such as Picnic Cove, that is well frequented by families and currently there are no toilet facilities in the area.

Mr Moore spoke of the need for a new local park in the northern part of Edgewater, suggesting the use of the eastern part of the Quarry floor, being within the 600 metre radius that covers most of that northern end of Edgewater.

Mr Moore presented the community's wish that Quarry Park become a multi-generation recreation park for the whole of the City and in particular, the greater Joondalup area, which consists of the Joondalup suburb, the CBD, and Edgewater.

Ms Hewitt extended the focus on Quarry Park by referring to the petition signed by some 1000 signatories, calling on the City to create an all abilities, multigenerational park that would support the mental and physical health and the social and environmental needs of the growing population of the City of Joondalup.

Ms Kung expressed relief that the site at Quarry Park will not be developed with multi-storey dwellings or large-scale commercial buildings. However, Ms Kung also emphasised that Quarry Park should still be valued as a recreational area. Ms Kung supported the classification of St Clair Park as a “high priority natural area” and yet compared the richness of flora and fauna there to the lack of such at Quarry Park, arguing that Quarry Park is better classified as a “District Recreational Park”.

Ms Kung listed the public uses of Quarry Park as including bike riding, walking, running, dog walks and social gathering. Ms Kung explained that the locals would benefit from recreational facilities such as a basketball pad, barbeques, fitness equipment, bench seating, dog facilities, drinking fountains, and a waste bin. However, Ms Kung stated the main concern as being the potential of conservation fencing that may prevent unauthorised access to the Quarry area.

Ms Kung acknowledged the aim of the Framework as being to achieve transparent and accountable decision making, underpinned by the principles of equity and consistency and so requested that in this spirit, before finalising this framework, the community be consulted, and the classification of Quarry Park be amended to a “District Recreational Park”.

## PUBLIC QUESTION TIME

**The following summarised questions were submitted to the Briefing Session held on Tuesday 6 December 2022.**

**M O’Byrne, Kinross:**

*Re: Item 15 – City of Joondalup Draft Public Open Space Framework.*

*Q1 How can the draft Open Space Framework claim to guide the allocation of infrastructure assets across the different types of public open spaces within the City in an equitable and consistent manner, when this draft plan does not include easily accessible comparative assessments of open space provision and function, both locally and regionally?*

*A1 The draft Public Open Space Framework is not a plan; it is a high-level document that aims to guide the allocation of infrastructure assets across the City. In classifying each public open space, the City has considered a number of factors including primary function, size, usage and catchment. The draft framework includes detailed descriptions of each classification and infrastructure type.*

*Q2 How can the draft Framework claim transparent and accountable decision-making, when the draft plan covering more than 300 City-wide parks has been arrived at without any public consultation (residents), without involvement of State agencies and other Local Government bodies impacted by changes to Regional Parks?*

- A2 The draft Public Open Space Framework provides high level guidance in the ongoing planning and maintenance of public open spaces. The draft Framework does not directly impact any other local governments or any State Government agency. The draft framework aligns with the relevant State Government plans and policies and community consultation on individual parks and infrastructure items will continue to inform decision-making where appropriate.
- Q3 *Why has the City missed the opportunity to develop and present a robust plan to guide open space development – one that includes a clear vision that can be endorsed by an informed community and a staged implementation process that takes into account all other factors such as Capital Works Program implications, HOA Implications, Edible Garden implications and WA Liveable Neighbourhoods operational guidelines?*
- A3 The framework was developed to provide high level guidance in the ongoing planning and maintenance of public open space and as such, a vision statement is not considered necessary. The City's commitment to quality public open space is clearly articulated in the vision, goals and outcomes of the City's 10-Year *Strategic Community Plan*, Joondalup 2032. Development of that document was subject to extensive community consultation.
- Q4 *Could the City explain why it has not adhered to the Liveable Neighbourhood operational guidelines which require a tailored, performance-based approach to neighbourhood design, supported by design review and a high level of community and stakeholder participation?*
- A4 *Liveable Neighbourhoods* is an operational policy of the Western Australian Planning Commission intended for the design and assessment of structure plans (regional, district and local) and subdivision for new urban (predominantly residential) areas in Perth metropolitan and Peel regions and major regional centres, on greenfield and large infill sites.
- The draft Public Open Space Framework serves a different purpose and does not replace this policy. The objectives outlined in the Introduction to the document are to classify public open space according to primary functions and manner of use; to identify appropriate infrastructure for each type of public open space and to inform levels of service and maintenance schedules of each type of public open space.
- Q5 *Since it is recognised in the State Government's Classification Framework for Public Open Spaces that categories of open space area can be nested within one another, and consequently a large open space such as Quarry Park, Edgewater with sufficient size, and use may also act as local or neighbourhood open space.*
- Why is the City recommending Quarry Park's designation be changed to a simple High Priority Natural Area classification which will remove 'the nesting options' already in place at the Quarry location contrary to the wishes of the Edgewater local community who have not been informed of this reclassification effort but whose wishes for the Quarry are already well known and match the nesting options the state classification system provides for?*
- A5 The State Government's *Classification Framework for Public Open Space* reference to "nesting" describes that public open space can have more than one function. The City's draft Public Open Space Framework also recognises this, with the classifications referring to the "primary" function.



The proposed classifications within the draft Public Open Space Framework are not static and will be continually reviewed to align with upgrades and developments as they occur.

The proposed classification for Quarry Park, being a High Priority Natural Area does not re-classify this public open space as this classification is equivalent to the existing classification of "Bushland". This classification is based on the primary function, and it does not preclude any secondary function such as passive or active recreation.

### **M Harrison, Mullaloo:**

*Re: Item 38 – Status of Proposed Change to the District Boundary – Ocean Reef Marina Location.*

*Q1 In relation to the Ocean Reef Marina (ORM) what details of any Structure Plan has the City agreed with Development WA?*

*A1 There is no Structure Plan which applies to Ocean Reef Marina. The area is subject to the Ocean Reef Marina Improvement Scheme No. 1 which was gazetted by the Minister for Planning on 20 September 2022.*

*Q2 Can the City please fully define the term "rigorous community engagement" as applied to City's commentary on their consultation on ORM?*

*A2 The following table reflects the Ocean Reef Marina project milestones since 1979 and highlights the extensive consultation process undertaken throughout the years of the project.*

<b>YEAR</b>	<b>MILESTONE</b>
1979	City of Wanneroo purchased Lot 1029 for the purpose of developing a marina (purchase price \$525,000).
2000	Consultants engaged and assessed the potential of the site for a marina development aligned to the Ocean Reef Boat Harbour.
2001	Ocean Reef Development Committee established by Council.
2001-2002	Further technical investigations undertaken.
2002	Community Survey on the development of the Ocean Reef Marina.
2004	Ocean Reef Development Committee disbanded.
2004	State Government provides \$700,000 grant for the development of a concept plan for the Ocean Reef Marina.
2005	External Project Manager appointed.
2006	Elected Members survey / questionnaire.
2007	<ul style="list-style-type: none"> <li>• Ocean Reef Marina Government Steering Committee established.</li> <li>• Ocean Reef Marina Committee of Council established.</li> <li>• Ocean Reef Marina Community Reference Group established.</li> <li>• Community Consultation undertaken.</li> </ul>
2007-2009	<ul style="list-style-type: none"> <li>• Concept Plan options developed.</li> <li>• Preliminary studies/investigations undertaken.</li> </ul>
2009	<ul style="list-style-type: none"> <li>• Project Philosophy and Parameters endorsed by Council.</li> <li>• Concept Plan 7 endorsed by Council for Community Consultation.</li> <li>• Community Consultation undertaken – 11,728 completed surveys received.</li> </ul>
2010	<ul style="list-style-type: none"> <li>• Detailed financial evaluation of Concept Plan 7 undertaken.</li> <li>• Concept Plan refined and amended – Concept Plan 7.1.</li> </ul>
2011	<ul style="list-style-type: none"> <li>• Concept Plan refined and amended – Concept Plan 7.2.</li> </ul>

YEAR	MILESTONE
2012	<ul style="list-style-type: none"> <li>• Memorandum of Understanding (MOU) executed between the City and the State Government.</li> <li>• Endorsement of Planning and Environmental Approvals Strategy.</li> </ul>
2013	Metropolitan Region Scheme (MRS) Amendment request submitted.
2014	<ul style="list-style-type: none"> <li>• MRS Amendment requested resubmitted.</li> <li>• WAPC resolves to commence the MRS Amendment process.</li> <li>• Public Environmental Review (PER) process commenced.</li> </ul>
2015	The City requests the State Government to assume responsibility for the Ocean Reef Marina.
2016	<ul style="list-style-type: none"> <li>• State Government announces commitment to the project.</li> <li>• MRS Amendment and PER advertised for public comment.</li> </ul>
2017	<ul style="list-style-type: none"> <li>• State Government commits \$120 million to the project and announces that DevelopmentWA (formerly LandCorp) will implement the project.</li> </ul>
2018	<ul style="list-style-type: none"> <li>• MOU executed between the City and DevelopmentWA.</li> </ul>
2019	<ul style="list-style-type: none"> <li>• Minister for Environment approves the Ocean Reef Marina project.</li> <li>• MRS Amendment 1270/41 gazetted and in effect.</li> </ul>
2020	<ul style="list-style-type: none"> <li>• Approval of s45C (<i>Environmental Protection Act 1986</i>) submission.</li> <li>• Excision of the development from the Marmion Marine Park.</li> <li>• Gazettal of <i>Improvement Plan 51</i>.</li> <li>• Improvement Scheme advertised for public comment.</li> <li>• Development Application for the early works and breakwater construction approved.</li> </ul>

The Ocean Reef Marina development has been supported by the community throughout the project. In 2009, the City surveyed all residents and ratepayers within the City of Joondalup, approximately 60,000 surveys were mailed out. The consultation was the largest ever undertaken by the City of which 95.6% of respondents supported the project.

In July 2017, the State Government announced that DevelopmentWA would implement the Ocean Reef Marina project. Building on the City's community consultation process to date, a stakeholder engagement and communications strategy was developed and agreed by the City and DevelopmentWA.

The City confirms that community engagement has been undertaken throughout this project and will continue through the project proponent, DevelopmentWA.

*Re: Item 34 - Stormwater Management Policy – Minor Review.*

*Q3 Pursuant to the Policy's stated Objective and Statement, in the City, managing in accordance with the objectives of the Stormwater Management Manual for Western Australia to "maintain the total water cycle balance," and in the City aiming to "manage stormwater resources in a manner that protects the local environment, enhances social values and protects the built environment."*

*Is the City aware of the current cumulative threat levels from any sources of PFAS and similar "forever" chemicals contamination both entering and emanating from water treatment and/or landfill sites located in the City?*

A3 The City is aware of the potential risk posed by chemicals such as PFAS and other leachates. The overarching legislation controlling this is the *Environmental Protection Act 1986* with the Department of Water and Environmental Regulation (DWER) the Authority charged with its application. Dependent on the site and context, the DWER will issue relevant licences and determine the monitoring, reporting and compliance regime required to be undertaken by the proponent on a case-by-case basis. The specific requirements and outcome of such rests between the proponent and the DWER, not the City.

The City's *Stormwater Management Policy* focuses on actions and outcomes within its remit, and questions relating to certain land uses and environmental compliance are best directed to the DWER and / or the relevant property owner.

Re: *Item 30 - Draft Revised Planning Consultation Local Planning Policy – Consideration Following Advertising.*

Q4 *Have all of the referenced eleven public submissions received by the City been distributed in their “as received” form to the Elected Members of Council?*

A4 Public submissions have been summarised and provided to Council in Attachment 4 of the Report.

Q5 *Did the City generally expect the Elected Members of Council to make their decisions based upon the City's numeric account of “as received” public submissions?*

A5 The number of submissions received is stated within the Council Report, with a summary of these submissions being provided in Attachment 4. This is the standard manner in which Elected Members are informed of feedback received during community consultation.

**The following summarised questions were submitted verbally at the Briefing Session:**

**N Dangar, Beldon:**

Re: *Item 15 - City of Joondalup Draft Public Open Space Framework.*

Q1 *Will the Framework include operational policies that provide guidance as to when park infrastructure such as shade sails are setup and taken down on a seasonal basis?*

A1 The Director Infrastructure Services responded that operational aspects are not intended to be part of the Framework. The operational aspects are part of the City's levels of service, with shade sails usually being erected from October.

Q2 *It was stated that Beldon Park shade sails are yet to be installed, when will the City be erecting the shade sails in the park as currently the children that frequent the park are unprotected?*

A2 The Director Infrastructure Services responded that whilst the intent is for the shade sails to be erected from October, unfortunately due to contractor unavailability they have not been installed. The City is working through sourcing another contractor to put the shades sails up.

**M O'Byrne, Kinross:**

*Re: Item 15 - City of Joondalup Draft Public Open Space Framework.*

*Q1 Is it permitted under all legislative requirements covering open government practice, to have such a high level framework document such as the Public Open Space Framework, be endorsed by Elected Members without prior community consultation?*

A1 Mayor Jacob responded that the Elected Members are the elected decision makers of the City, and as such are permitted to determine the Joondalup Draft Public Open Space Framework.

*Q2 Why didn't the City's Public Open Space Framework document go out to public consultation before coming to Council?*

A2 The Director Infrastructure Services responded that the document is prepared in consultation with Elected Members, and as indicated by Mayor Jacob such decisions can be made by Council.

**M Moore, Edgewater:**

*Re: Item 15 - City of Joondalup Draft Public Open Space Framework.*

*Q1 The Housing Opportunity Areas (HOA's) are going to have a much greater density of population than the rest of the City of Joondalup. When the classification of parks was undertaken, was any attempt made to take that into account with how the parks were classified and the amenities that are needed by the residents in HOA areas?*

A1 The Director Infrastructure Services responded by explaining that the classification of parks is not static and can change. Through the annual budget process, Councillors adopted a program called the *Park Amenity Improvement Program*, that specifically focuses on parks, housing opportunity or higher density areas.

As parks have been developed, some have become classified in terms of their higher use to a "neighbourhood park" instead of just a "local park". The areas that the City develops, according to the program in place identifies specific parks for upgrades, and this will impact the parks future classification.

*Q2 Does the City intend to upgrade "Neighbourhood Parks" so that they do meet the former Department of Sport and Recreation standard of "Neighbourhood Parks"?*

A2 The Director Infrastructure Services responded by explaining that the upgrade of parks is considered on a case-by-case basis. Such matters come up through the budget process, and then the City takes into consideration external requirements on park and infrastructure improvement.

Mayor Jacob added that the Council, through various programs, is currently engaged in identifying areas of public open space within the City, on a reasonable needs matrix, and parks are being progressively upgraded. In the suburb of Padbury, Newcombe Park and Wentworth Park can be viewed as examples of the kinds of upgrades the City is currently delivering, being both in HOA areas. The City has also been identifying parks in Edgewater for upgrades.

## PUBLIC STATEMENT TIME

The following summarised statements were submitted to the Briefing Session held on Tuesday 6 December 2022.

### **M Kwok, Ocean Reef:**

*Re: Item 10 - Population Management of Invasive Bird Species, Foxes and Feral Cats and Item 28 - Review of Pest Plant Local Law 2012.*

Ms Michelle Kwok addressed Council to consider options for managing feral species, both animal and plant. Ms Kwok noted the loss of native fauna in the Iluka Foreshore area in recent years, due to both cats and foxes. Ms Kwok referred to the management that takes place in Queensland parks, where Wildlife Rangers use dogs to sniff out dens and carbon monoxide to humanely eliminate feral animals. Ms Kwok suggested that such dogs may be engaged to locate foxes.

Ms Kwok strongly opposed the amendment to the *City of Joondalup's Pest Plant Local Law 2012*, to include fleabane as a prescribed pest plant. Ms Kwok instead suggested the need for a change to weed management practices and removing fleabane through physical weeding, to prevent seed banks building up. Ms Kwok acknowledged such an approach is time consuming with high initial running costs but promoted it as a better long-term approach.

### **M Moore, Edgewater:**

*Re: Item 15 - City of Joondalup Draft Public Open Space Framework.*

Mr Mike Moore spoke in relation to the classification of parks, presenting the view that many parks have not been appropriately classified. Mr Moore advised that in Edgewater the walkable catchment is more like 800 metres not 400 metres as it should be for local parks, and many of these parks do not have the required facilities or amenities as per the classification. Mr Moore gave the examples of Tuart Park and Ridge Park, in Edgewater, as both not having reticulation and small inadequate playgrounds. Mr Moore presented the perspective that the "Neighbourhood Parks" classification is more about increasing the area of theoretical coverage rather than the reality.

### **M O'Byrne, Kinross:**

*Re: Item 6 - Confidential - Renaming of Warwick Hockey Centre.*

Ms Mary O'Byrne drew the Council's attention to Item 6 – the Renaming of Warwick Hockey Centre, raising questions over the public consultation process involved. Ms O'Byrne acknowledged the intentions behind renaming the Hockey Centre but questioned why the matter was not open to public consultation and expressed confusion over the confidentiality component of the report.

### **N Dangar, Beldon:**

*Re: Item 15 - City of Joondalup Draft Public Open Space Framework.*

Ms Nicky Dangar raised concerns over the treatment of trees in public parks, requesting that cutting of tree bark be stopped because it is understood by Ms Dangar to cause disastrous damage and potential death to the Poinciana Trees, which would then squander the costs that have been allocated to the maintenance of such trees.

## **APOLOGIES AND LEAVE OF ABSENCE**

## REPORTS

### ITEM 1                      DEVELOPMENT AND SUBDIVISION APPLICATIONS – NOVEMBER AND DECEMBER 2022

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Chris Leigh Planning and Community Development
<b>FILE NUMBER</b>	07032, 101515
<b>ATTACHMENT</b>	Attachment 1    Monthly    Development    Applications Determined – November and December 2022 Attachment 2    Monthly    Subdivision    Applications Processed – November and December 2022
<b>AUTHORITY / DISCRETION</b>	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 during November and December 2022.

#### EXECUTIVE SUMMARY

Schedule 2 (deemed provisions for local planning schemes) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) provide for Council to delegate powers under a local planning scheme to the Chief Executive Officer (CEO), who in turn has delegated them to employees of the City.

The purpose of delegating certain powers to the CEO and officers is to facilitate the timely processing of development and subdivision applications. The framework for the delegations of those powers is set out in resolutions by Council and is reviewed annually, or as required.

This report identifies the development applications determined by the administration under delegated authority powers during November and December 2022 (Attachment 1 refers), as well as the subdivision application referrals processed by the City during November and December 2022 (Attachment 2 refers).

#### BACKGROUND

Clause 82 of schedule 2 (deemed provisions for local planning schemes) of the Regulations enables Council to delegate powers under a local planning scheme to the CEO, and for the CEO to then delegate powers to individual employees.

At its meeting held on 28 June 2022 (CJ092-06/22 refers) Council considered and adopted the most recent Town Planning Delegations.

**DETAILS**

Subdivision referrals

The number of subdivision and strata subdivision referrals processed under delegated authority during November and December 2022 is shown in the table below:

Type of subdivision referral	Number of referrals	Potential additional new lots
Subdivision applications	7	8
Strata subdivision applications	15	17
<b>TOTAL</b>	<b>22</b>	<b>25</b>

Of the subdivision referrals, 14 were to subdivide in housing opportunity areas, with the potential for 16 additional lots.

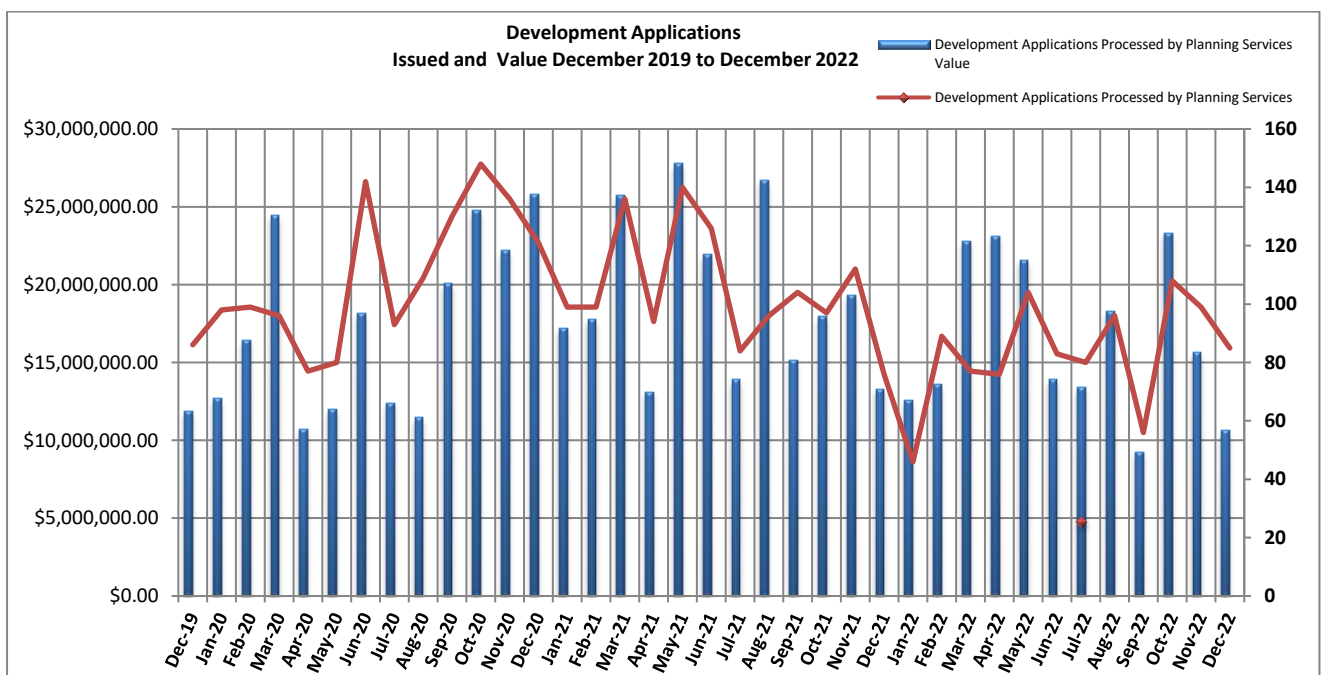
Development applications

The number of development applications determined under delegated authority during November and December 2022 is shown in the table below:

	Number	Value (\$)
Development applications processed by Planning Services	184	\$26,306,851

Of the 184 development applications, 16 were for new dwelling developments in housing opportunity areas, proposing a total of 17 additional dwellings.

The total number and value of development applications determined between December 2019 and December 2022 is illustrated in the graph below:





The number of development applications received during November and December 2022 was 155.

The number of development applications current at the end of December was 146. Of these, 19 were pending further information from applicants and six were being advertised for public comment.

In addition to the above, 441 building permits were issued during November and December 2022 with an estimated construction value of \$59,560,087.

### **Issues and options considered**

Not applicable.

### **Legislation / Strategic Community Plan / Policy implications**

Legislation *City of Joondalup Local Planning Scheme No. 3.  
Planning and Development (Local Planning Schemes) Regulations 2015.*

#### **Strategic Community Plan**

Key theme Place

Outcome Well-planned and adaptable – You enjoy well-designed, quality buildings and have access to diverse housing options in your neighbourhood.

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

Clause 82 of schedule 2 of the Regulations permits the local government to delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties. Development applications were determined in accordance with the delegations made under Clause 82 of schedule 2 of the Regulations.

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 184 development applications were determined during November and December 2022 with a total amount of \$96,350.68 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 LPS3 and the Regulations.

**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 Development applications described in Attachment 1 to this Report during November and December 2022;**
- 2 Subdivision applications described in Attachment 2 to this Report during November and December 2022.**

*Appendix 1 refers*

To access this attachment on electronic document, click here: [Attach1brf230214.pdf](#)

## **ITEM 2 NOTICE OF MOTION – ESTABLISHMENT OF A PLANNING COMMITTEE**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Chris Leigh Planning and Community Development
<b>FILE NUMBER</b>	103963, 101515
<b>ATTACHMENTS</b>	Nil
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### **PURPOSE**

For Council to consider a report in response to Council's resolution of 16 November 2021 regarding the merits of establishing a Planning Committee.

### **EXECUTIVE SUMMARY**

In response to a notice of motion, Council at its meeting held on 16 November 2021 (CJ127-11/21 refers) requested a report be prepared on the merits of establishing a Planning Committee. The notice of motion indicates that a Planning Committee could give a regular and dedicated forum to review complex planning matters, high-level strategic planning documents and stay on top of changes to the planning framework.

Currently, local planning policies are referred to the Policy Committee prior to a Council meeting, with all other planning proposals requiring a Council decision presented directly to a Council meeting (via a Briefing Session). In 2022, there were 18 reports presented to Council relating to the above, and eight reports presented to Policy Committee on local planning policies. Over the last three years, there has been an average of 12 reports per year presented to Council relating to the above, and five reports presented to the Policy Committee.

In considering the type of planning proposals that could be presented to a committee, there are implications if planning proposals with statutory timeframes or other deadlines are included. In these instances, there may be occasions where a Council decision is required prior to a scheduled committee/Council meeting. This would require the City to seek an extension from the Western Australian Planning Commission (WAPC) or proponent (as applicable). Where an extension is not given a special meeting of the committee may need to be convened, or where this is not practical, the proposal may need to be presented directly to a Council meeting.

Following a review of the number of planning proposals that could be presented to a Planning Committee each year and Council's current committee and meeting structure, it is not recommended that a Planning Committee is established. Should Council want to present planning proposals to a committee, it is considered more appropriate and efficient that this occur via an existing Council committee. The Policy Committee would be the most appropriate, noting that local planning policies are currently presented to this committee.

*It is therefore recommended that Council in relation to Council's resolution of 16 November 2021 (CJ127-11/21 refers) regarding the establishment of a Planning Committee:*

- 1 *DOES NOT PROGRESS the establishment of a Planning Committee;*
- 2 *REQUESTS the Chief Executive Officer prepare a report to review the Terms of Reference of the Policy Committee to include strategic planning proposals.*

## **BACKGROUND**

At its meeting held on 15 November 2022 (CJ185-11/22 refers), Council adopted a monthly meeting cycle format for 2023, with Strategy Sessions scheduled for the first Tuesday of each month, Briefing Sessions scheduled for the second Tuesday and Council Meetings scheduled for the fourth Tuesday.

In addition to the above, there are also currently four Council created committees as follows:

- Major Projects and Finance Committee.
- Policy Committee.
- Audit and Risk Committee.
- Chief Executive Officer Recruitment and Performance Review Committee.

The committees provide recommendations to Council as they do not have delegated authority to make a decision and the committee meetings under the current structure are not open to members of the public.

### Council resolution

In response to a notice of motion, Council at its meeting held on 16 November 2021 (CJ127-11/21 refers) resolved as follows:

*“That Council REQUESTS the Chief Executive Officer to prepare a report on the establishment of a Planning Committee, including the following matters:*

- 1 *merits of establishment of a Planning Committee;*
- 2 *potential role and terms of reference of a Planning Committee;*
- 3 *consideration of how a Planning Committee could operate within the context of existing committee structures and scheduling.”*

The notice of motion indicates that a Planning Committee could give a regular and dedicated forum for:

- committee members to review and report back to Council on complex planning matters
- the review of top-level strategic planning documents, including those prepared by the City (for example the Local Planning Strategy)
- to stay abreast of the State Planning Policies, Planning Bulletins and any significant changes to strategic planning initiated by the Western Australian Planning Commission (WAPC).

Currently, local planning policies are referred to the Policy Committee prior to a Council Meeting, with all other planning matters requiring a Council decision presented to a Council meeting (via a Briefing Session). The Briefing Session is used to inform Elected Members on the matters that are to be presented and discussed at the upcoming Council meeting. This provides an opportunity for Elected Members to ask questions to clarify understanding, request additional information, or alternative wording for motions for possible consideration, and receive deputations from proponents and community members. Briefing Sessions and Council Meetings are open to the public, allowing public questions and statements.

## DETAILS

As outlined above, the notice of motion indicates that a Planning Committee could give a regular and dedicated forum for:

- committee members to review and report back to Council on complex planning matters
- the review of top-level strategic planning documents, including those prepared by the City (for example the Local Planning Strategy)
- to stay on top of the State Planning Policies, Planning Bulletins and any significant changes to strategic planning initiated by the WAPC.

The type of planning proposals that could be encompassed within the above criteria include:

- Strategic planning documents and direction-setting (for example the Local Planning Strategy)
- Local planning scheme and scheme amendments
- Structure plans
- Local development plans
- Local planning policies
- Submissions on draft planning documents that have considerable implications to the City's planning framework or are likely to have a high level of community interest. Examples of these include the State Government's proposed state planning policy for medium density and WALGA's discussion paper on third party appeal rights.

The table below outlines the number of reports presented to Council relating to the above, and local planning policies presented to the Policy Committee over the last three years, with there being an average of 12 reports presented to Council and five reports presented to the Policy Committee.

Year	2020	2021	2022
Reports to Council	9	10	18
Reports to the Policy Committee	4	2	8
Total	13	12	26

Should planning proposals with a statutory timeframe require a report to a Council committee, consideration needs to be given to instances where a meeting schedule would result in the decision by Council not being made within a statutory timeframe or other deadline. Statutory timeframes or other deadlines apply to:

- local planning scheme and scheme amendments after being initiated by Council
- structure Plans and Local Development Plans submitted by an external proponent
- structure Plans and Local Development Plans prepared by the City, after being endorsed for consultation
- submissions on draft changes to the planning framework.

There are no statutory timeframes applicable to local planning policies or strategic planning documents and direction-setting (for example the Local Planning Strategy).

An extension of time would be sought if a scheduled committee meeting would result in a statutory timeframe or deadline not being met. Depending on the type of proposal this extension would need to be granted by the proponent or the Western Australian Planning Commission. Where an extension is not granted, a special meeting of a committee could be convened, and where this is not practical, the matter would need to be presented directly to a Council meeting.

#### Comparison of Council meeting structure at other local governments with planning committees

Seven metropolitan local governments have operational Council Committees that consider planning proposals. The role of the planning committees vary, but most are consistent with the types of planning proposals the City would currently report to Council. The committees for the City of Fremantle, Town of Cambridge and Town of East Fremantle have a limited level of delegated authority to determine development applications.

In most cases meetings are held monthly and are open to the public and include opportunities for public question and statement time.

The Council meeting format for these local governments vary from the City of Joondalup in that:

- most have a number of standing committees and the majority of reports are presented to a committee meeting prior to a Council meeting. This includes the Cities of Stirling, Rockingham and Armadale which are considered the most comparable to Joondalup based on size
- the local governments do not have an equivalent Briefing Session open to the public prior to the Council meeting.

It is noted that the City of Wanneroo does not operate a Planning Committee, however, utilises a Briefing and Council meeting format similar to the City of Joondalup.

#### Merits of establishing a Planning Committee

Based on the 2023 meeting schedule, a Planning Committee could be established, with the ability for meetings to be held monthly. Should a meeting be held monthly, this would ideally be no more than two weeks prior to an upcoming Briefing Session to allow committee minutes to be finalised and presented as part of the upcoming Briefing Session/Council meeting. Based on the 2023 meeting cycle, this will generally require meetings to be held in the third or fourth week of the month, depending on the date of the Briefing Session.

While a Planning Committee could be established within the existing committee/Council meeting schedule and structure, this is not recommended. Given the number of planning proposals that will need to be presented, should Council determine that planning proposals should be considered by a committee ahead of a Briefing Session, it is considered more appropriate and efficient that these matters be presented to an existing Council committee. The Policy Committee would be the most appropriate, noting that local planning policies are currently presented to this Committee.

Before planning proposals can be presented to the Policy Committee, a report will need to be presented to the Policy Committee to consider changes to the Terms of Reference to specify the type of planning proposals that are to be considered. The changes to the Terms of Reference will subsequently need to be endorsed by Council (by absolute majority).

*It is therefore recommended that Council not progress with establishing a Planning Committee and requests the Chief Executive Officer prepare a report for the Policy Committee to consider changes to the Terms of Reference to include strategic planning proposals.*

This report will consider in more detail the nature of planning proposals and implications given some planning proposals have statutory timeframes or other deadlines.

### Issues and options considered

The options are available to Council are:

- progress with establishing a Planning Committee
- not progress with establishing a Planning Committee but request a report be prepared to consider changes to the Terms of Reference of an existing committee to include some planning proposals  
or
- not progress with establishing a Planning Committee and make no changes to the way strategic planning matters are reported to Council.

It is recommended that a Planning Committee is not established, and a report is prepared for the Policy Committee to consider changes to the Terms of Reference.

As part of consideration of the type of planning proposals to be included in the Terms of Reference, there are implications if statutory timeframes are applicable. In the event planning proposals with a statutory timeframe are included, there may be a need to convene a special meeting of the committee, or present a matter directly to Council, where an extension to the timeframe is not granted by the proponent or Western Australian Planning Commission (as required).

Should Council want to progress with establishing a Planning Committee, a further report will need to be presented to Council to formally establish the Committee. If establishing a Planning Committee is preferred, Council will need to consider the following:

- The types of planning matters to be referred to the Planning Committee.
- Whether the Planning Committee will have a delegated function.
- Whether the Planning Committee is open to the public, noting that should the committee have a delegated function it is required to be open to the public in accordance with the *Local Government Act 1995*.
- Meeting frequency, noting that the type of planning proposals that will be presented to a Planning Committee influences the frequency of meetings. As discussed above, based on the 2023 meeting schedule, meetings could be held monthly.
- Membership. It has been usual practice for the City's committees that an Elected Member representative from each of the six wards, plus the Mayor, is a member on a respective committee.

### Legislation / Strategic Community Plan / Policy implications

Legislation	<i>Local Government Act 1995.</i> <i>Local Government (Administration) Regulations 1996.</i> <i>City of Joondalup Meeting Procedures Local Law 2013.</i>
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### 10-Year Strategic Community Plan

Key theme	Leadership.
Outcome	Capable and effective – you have an informed and capable Council backed by a highly-skilled workforce.
Policy	Not applicable.

**Risk management considerations**

Given that the Policy Committee meets quarterly, planning proposals may be delayed compared to progressing matters directly to a Council Meeting. Should the Terms of Reference include planning proposals with a statutory timeframe or other deadline, there is a risk that matters may still need to be presented directly to a Council meeting, should an extension not be granted and it is not practical to convene a special meeting of the Policy Committee.

**Financial / budget implications**

The cost to operate a separate Planning Committee would include staff and catering costs, with additional staff resources required should the meeting be open to the public:

- a meeting that is not open to the public is estimated to be \$2,934 per meeting
- a meeting open to the public is estimated to be \$4,937 per meeting.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

Following a review of Council's current meeting structure and the type and volume of planning proposals that could be considered by a Council committee, it is considered there is no merit in establishing a separate Planning Committee. Rather, it is recommended that the Terms of Reference for the Policy Committee be amended to allow strategic planning matters to be presented.

A separate report will need to be presented to the Policy Committee to consider and endorse changes to the Terms of Reference. This report will consider in more detail the nature of planning proposals and implications given those planning proposals with statutory timeframes.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council in relation to Council's resolution of 16 November 2021 (CJ127-11/21 refers) regarding the establishment of a Planning Committee:**

- 1 DOES NOT PROGRESS the establishment of a Planning Committee;**
- 2 REQUESTS the Chief Executive Officer prepare a report to review the Terms of Reference of the Policy Committee to include strategic planning proposals.**



### **ITEM 3                    DRAFT   WESTERN   AUSTRALIAN   PLANNING COMMISSION POSITION STATEMENT: CHILD CARE PREMISES - CITY OF JOONDALUP SUBMISSION**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Chris Leigh Planning and Community Development
<b>FILE NUMBER</b>	103360, 101515
<b>ATTACHMENTS</b>	Attachment 1     Draft Position Statement: Child Care Premises Attachment 2     City of Joondalup submission
<b>AUTHORITY / DISCRETION</b>	Advocacy - Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

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#### **PURPOSE**

For Council to consider and endorse the City of Joondalup submission on the Western Australian Planning Commission's draft Position Statement: Child Care Premises.

#### **EXECUTIVE SUMMARY**

The Western Australian Planning Commission (WAPC), through the Department of Planning, Lands and Heritage (DPLH), is seeking comment on the draft Position Statement: Child Care Premises. The draft position statement updates the *Planning Bulletin 72 Child Care Centres* (August 2009) and aims to provide decision-makers, proponents and the community with a consistent policy approach to planning for child care premises in Western Australia.

Compared to the current planning bulletin, the draft position statement encourages the co-location of child care premises on appropriate reserves and mixed commercial type zones, and provides further details on minimising amenity impacts, particularly in regard to noise as well as public and child safety.

An updated position statement on planning requirements for a child care premises is welcomed given the increase and change in the nature of child care premises being developed since the current planning bulletin. It is considered that further improvements can be made to provide additional clarity on some aspects and to improve readability.

*It is therefore recommended that Council ENDORSES the City of Joondalup submission on the draft Position Statement: Child Care Premises shown as Attachment 2 to this Report and FORWARDS the submission to the Department of Planning, Lands and Heritage.*

## BACKGROUND

The draft Position Statement: Child Care Premises was released for public comment on 10 November 2022 and will replace *Planning Bulletin 72 Child Care Centres* (August 2009).

Within the City of Joondalup, the *Child Care Premises Local Planning Policy* is the primary planning instrument used to guide the development of a child care premises. This local planning policy was last updated in February 2022, following a request from Council for a report on possible amendments to prevent child care premises from being built in residential areas. The key changes through this update to the local planning policy included providing criteria for the location and scale of a child care premises in a residential area to ensure the protection of residential amenity.

## DETAILS

The draft *Position Statement: Child Care Premises* is provided in Attachment 1. The position statement updates the *Planning Bulletin 72 Child Care Centres* (August 2009) and aims to provide decision-makers, proponents and the community with a consistent policy approach to planning for child care premises in Western Australia.

The purpose of the position statement is to set out the policy position of the WAPC with respect to child care premises. As it applies at a State-wide level, its purpose is not to prescribe development standards but be a single point of reference for local governments when creating their local planning policies. A local planning policy will generally have more detail and unique requirements based on a local government's own context, and the position statement aims to provide a broad degree of consistency on key considerations.

Compared to the current planning bulletin, the draft position statement:

- encourages the co-location of child care with schools, allowing for the development of child care premises to be considered when planning for the development of new public primary schools
- encourages co-locating child care premises on government reserves (intended for community and educational uses) and mixed commercial type zones, allowing for more flexible hours of operation to cater to the increasing number of families who have irregular or out-of-ordinary work hours
- provides more detail for proponents to demonstrate that their development will not create unsafe conditions for the children and families, or pedestrians, cyclists and vehicles using the roads near child care premises
- emphasises requirements that any noise impact on adjacent residential properties be minimised to a level acceptable to the decision-maker
- ensures external negative impacts, such as service station fumes and heavy vehicle traffic noise and exhaust, are recognised and addressed
- prioritises children's health and safety by reference to other legislation that provides standards for child care premises.

The City of Joondalup draft submission is provided in Attachment 2.

Several of the proposed location and design requirements for child care premises are generally supported, including:

- encouraging co-location with schools, appropriate local and regional reserves, and mixed commercial premises
- design requirements including compatibility and enhancing amenity when proposed in residential areas.

In general, the layout of the position statement results in a repetition in requirements and could be improved to enhance readability. Other key recommended improvements outlined in the City's draft submission are as follows:

- Further guidance is needed on what is considered an acceptable scale for a child care premises in a residential area. While the position statement needs to be general enough to be applicable at a state-wide level, it is considered that further guidance needs to be provided on this.
- Prior to proposing a child care premises in the residential zone, proponents should be required to have assessed and ruled out school sites, suitable reserves or mixed commercial areas in the locality as being suitable.
- The explanation on noise impacts from a child care premises should clarify that compliance with the *Environment Protection (Noise) Regulations 1997* does not mean that there is not an amenity impact on residential areas from noise, and there may be other planning considerations around noise amenity that mean a child care premises is unsuitable.
- Further clarity is needed on how the position statement is to be used in the assessment of development applications, particularly if there are requirements that are inconsistent with a local planning policy.
- A requirement for car parking to include the provision of one bay per staff member.

The final position statement, once approved by the WAPC, will trigger the requirement for the City to undertake a review of its local planning framework, including the *Child Care Premises Local Planning Policy*. While there is no requirement for the local planning framework to align with the requirements of the position statement, reviewing the local planning framework ensures that regard has been given to the updated requirements.

## Issues and options considered

### Options

The options available to Council in considering the draft submission on the draft Position Statement: Child Care Premises are to either:

- endorse the draft submission and forward to the DPLH
- endorse the draft submission with modifications and forward to the DPLH
- or
- not endorse the draft submission and provide no submission.

## Legislation / Strategic Community Plan / Policy implications

### Legislation

*Planning and Development Act 2005.*  
*Planning and Development (Development Assessment Panels) Regulations 2011.*  
*Planning and Development (Local Planning Schemes) Regulations 2015.*  
*Local Planning Scheme No. 3.*

**10-Year Strategic Community Plan**

Key theme	Leadership.
Outcome	Proactive and represented – you are confident that the City is advocating on your behalf for initiatives that benefit the community.
Policy	Not applicable.

**Risk management considerations**

Not applicable.

**Financial / budget implications**

Not applicable.

**Regional significance**

The draft position statement applies across the Western Australian planning system.

**Sustainability implications**

Not applicable.

**Consultation**

The public consultation on the draft Position Statement: Child Care Premises commenced on 11 November 2022 and closed on 10 February 2023. On advice from the DPLH, an interim submission, being the same as Attachment 2, was submitted prior to the closing date. A final submission, incorporating any modifications required by Council, will be provided following the Council's decision and will replace the interim submission.

**COMMENT**

An updated position statement on planning requirements for a child care premises is welcomed given the increase and change in the nature of child care premises being developed since the current planning bulletin. It is considered that further improvements can be made to provide additional clarity on some aspects and improve readability.

It is recommended that Council endorses Attachment 2 as the City of Joondalup's submission.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council ENDORSES the City of Joondalup submission on the draft Position Statement: Child Care Premises shown as Attachment 2 to this Report and FORWARDS the submission to the Department of Planning, Lands and Heritage.**

*Appendix 2 refers*

To access this attachment on electronic document, click here: [Attach2brf230214.pdf](#)

## ITEM 4                      PROPOSED REVOCATION OF THE MACNAUGHTON CRESCENT STRUCTURE PLAN

<b>WARD</b>	North
<b>RESPONSIBLE DIRECTOR</b>	Mr Chris Leigh Planning and Community Development
<b>FILE NUMBER</b>	105172, 101515
<b>ATTACHMENTS</b>	Attachment 1    Location plan Attachment 2 <i>MacNaughton Crescent Local Structure Plan</i> map Attachment 3 <i>MacNaughton Crescent Local Structure Plan</i>
<b>AUTHORITY / DISCRETION</b>	Legislative - includes the adoption of local laws, planning schemes and policies.

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### PURPOSE

For Council to consider advertising a proposal to revoke the *MacNaughton Crescent Structure Plan*. The proposed revocation is to be progressed as an amendment to *Local Planning Scheme No. 3*.

### EXECUTIVE SUMMARY

As part of the approval of the City's current planning scheme, *Local Planning Scheme No. 3* (LPS3), the Western Australian Planning Commission (WAPC) advised the City that a separate review of the City's existing structure plan area should be undertaken to assess whether existing structure plans are still relevant and required. The City has been progressing this review since LPS3 came into effect in October 2018.

The *MacNaughton Crescent Structure Plan* (the structure plan) was adopted by Council at its meeting held on 13 December 2016 (CJ204-12/16 refers) and approved by the Western Australian Planning Commission (WAPC) on 1 May 2017. The structure plan was developed to facilitate the subdivision, zoning, allocation of density and built form standards of a parcel of land previously earmarked for development as a school site. The structure plan area has one remaining vacant lot.

The structure plan area is zoned 'Urban Development' under LPS3. The structure plan specifies that land use permissibility is in accordance with the corresponding zone or reserve under the (now former) *District Planning Scheme No. 2* (DPS2). Development provisions within the structure plan area are set out in both the *MacNaughton Crescent Local Development Plan* and the City's *Medium-density Single House Development Standards Local Planning Policy*. As such, there are no development provisions within the structure plan area that need to be retained and incorporated into LPS3.

In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the LPS Regulations), an amendment to LPS3 to incorporate the zonings outlined in the structure plan will automatically revoke the structure plan where a statement to that effect is included as part of the scheme amendment proposal. This type of scheme amendment is classified as a 'basic' amendment and there is no statutory provision to advertise this form of amendment.

Although the formal planning process to revoke the structure plan does not require public consultation, it is recommended that Council agrees to seek feedback on the proposal from the landowners within the structure plan area, prior to Council's further consideration of initiating a basic amendment to LPS3 to rezone the land within the structure plan area to facilitate the revocation of the structure plan.

## BACKGROUND

Suburb/Location	Kinross, including MacNaughton Crescent, Lochnagar Way, Grangemouth Turn, Skene Lane and Darroch Loop.
Owner	Various.
Zoning	LPS Urban Development. MRS Urban.
Site area	4.027 hectares.
Structure plan	<i>MacNaughton Crescent Structure Plan.</i>

### Local Structure Plan review project

As part of the approval of LPS3, the WAPC advised that a separate review of the City's existing structure plan areas should be undertaken to assess the current status of each structure plan. This would determine if a structure plan covered an area:

- where development is still occurring, and the structure plan is still relevant and needs to be retained
- where development is complete or nearing completion, in which case the structure plan can be revoked via an amendment to LPS3 to rezone the area. This may include introducing relevant development provisions from the structure plan into the scheme.

The City has been progressing this review since LPS3 came into effect with a number of structure plans revoked or in the process of being revoked.

### MacNaughton Crescent Structure Plan

The *MacNaughton Crescent Structure Plan* applies to the land bounded by MacNaughton Crescent to the east, Lochnagar Way to the north, Grangemouth Turn to the west and Darroch Loop to the south (Attachment 1 refers). The structure plan area was originally identified for the development of a primary school by the Department of Education however, in 2012, the site was determined to be surplus to its requirements. The site was subsequently rezoned in 2015 to 'Urban Development' under DPS2 to facilitate residential development.

The structure plan was adopted by Council at its meeting of 13 December 2016 (CJ204-12/16 refers) and approved by the Western Australian Planning Commission (WAPC) on 1 May 2017. Following approval of the structure plan, a local development plan was approved by Council at its meeting held on 21 August 2018 (CJ131-08/18) for those lots with direct frontage to an area of Public Open Space, for lots with rear-loaded (laneway) vehicle access and for lots where the driveway or dwelling design was impacted by the retention of specified trees. Additionally, Council adopted the *Medium-density Single House Development Standards Local Planning Policy* which provides the standards for development within the structure plan area.

The subject area has now been fully developed, with the exception of one lot on Darroch Loop.

## DETAILS

It is proposed that the structure plan be revoked as the estate has been developed, with the exception of Lot 51 (8) Darroch Loop.

Under the LPS Regulations, an amendment to the planning scheme to incorporate the zonings indicated in the structure plan will also revoke the structure plan, provided a statement is included to that effect. This means that the approval of an amendment to LPS3 to rezone the structure plan area from 'Urban Development' to those outlined in the structure plan, for example 'Residential' zone and 'Public Open Space' reserve, will automatically revoke the structure plan. Such a scheme amendment is classified as 'basic' under the LPS Regulations. There is no statutory provision to advertise this class of amendment.

However, prior to initiating the amendment to rezone the land within the structure plan area, it is considered appropriate to advertise the proposal to revoke the structure plan to the landowners within the structure plan area and seek feedback, prior to Council's further consideration.

### Issues and options considered

#### Current need for the *MacNaughton Crescent Structure Plan*

The structure plan consists of two zones being 'Residential' and 'Public Open Space'. The latter is a portion of public open space adjoining MacNaughton Park reserve. The 'Residential' zone is divided between three densities, being R25, R30 and R40 (Attachment 2 refers).

The structure plan was developed to facilitate the subdivision of the estate, in particular setting the proposed land use zones, residential density, public open space requirements and provisions around tree retention. All provisions within the structure plan have been met and addressed through the subdivision of the estate and as such it is not considered necessary to include any of the provisions within the scheme.

Development provisions for the dwellings are incorporated in both the *MacNaughton Crescent Local Development Plan* (LDP) and more specifically within the *Medium-density Single House Development Local Planning Policy* (LPP). The LDP has a life span of ten years and is not able to be revoked prior. Both the LDP and the LPP remain applicable for future development within the estate.

The future development of the one vacant lot on Darroch Loop will be subject to the requirements of the LPP, noting that the LDP and tree retention provisions are not applicable to this lot.

#### Zoning

The land within the structure plan area is zoned 'Urban Development' under LPS3. If the proposed revocation of the structure plan is supported, it is proposed to rezone this land to 'Residential R25', 'Residential R30', 'Residential R40' and the 'Public Open Space' and 'Local Road' reserves in accordance with the structure plan map (Attachment 2 refers).

Land use permissibility

The structure plan states that land use permissibility is to be in accordance with the 'Residential' zone under the scheme. If a scheme amendment is supported and the structure plan revoked, land use permissibility will be in accordance with the 'Residential' zone of LPS3 which is similar to that of the previous planning scheme.

Tree retention

The structure plan includes provisions to support the retention of trees. As part of the subdivision of the site, trees were retained within road reserves and public open space, which are now under the control and management of the City. The LDP includes provisions relating to mandatory crossover and driveway locations to ensure the retention and survival of trees located within the verge.

Options

The options available to Council in considering revoking the *MacNaughton Crescent Structure Plan* are to:

- advertise the proposal to revoke the structure plan to existing landowners within the structure plan area  
or
- not advertise the proposal to revoke the structure plan to existing landowners within the structure plan area.

Council can proceed with an amendment to LPS3 to rezone the land within the structure plan area without first advertising the proposal to revoke the structure plan, however this is not recommended.

**Legislation / Strategic Community Plan / Policy implications**

Legislation	<i>Planning and Development (Local Planning Schemes) Regulations 2015.</i> <i>Local Planning Scheme No. 3.</i>
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**10-Year Strategic Community Plan**

Key theme	Place.
Outcome	Well-planned and adaptable – you enjoy well-designed, quality buildings and have access to diverse housing options in your neighbourhood.
Policy	<i>Medium-density Single House Development Standards Local Planning Policy.</i>

*Planning and Development (Local Planning Schemes) Regulations 2015*

Clause 28 of the deemed provisions of the LPS Regulations states that structure plans have effect for 10 years from their date of approval. The WAPC may extend the period of approval of a structure plan, revoke a structure plan or amend the planning scheme that covers a structure plan area which automatically revokes the structure plan.

The LPS Regulations state that an amendment to a scheme map that is consistent with an approved structure plan is a 'basic' amendment if the scheme includes the zones outlined in the structure plan. A statement must be included within the amendment proposal that when the amendment takes effect the approval of the structure plan is to be revoked.



### Structure Plan Framework

The Structure Plan Framework outlines the manner and form in which a structure plan and activity centre plan is to be prepared under the LPS Regulations. Clause 16 of the framework outlines that the WAPC may revoke its approval of a structure plan under the deemed provisions of the LPS Regulations and provides for common circumstances in which this would occur, including where the zoning of the land is covered within the scheme and following finalisation of the subdivision of the land.

### Local Planning Scheme No. 3

The objectives of the 'Residential' zone in LPS3 are:

Zone name	Objectives
Residential	<ul style="list-style-type: none"> <li>To provide for a range of housing and a choice of residential densities to meet the needs of the community.</li> <li>To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.</li> <li>To provide for a range of non-residential uses, which are compatible with and complementary to residential development.</li> </ul>

The objectives of the 'Public Open Space' and 'Local Road' reserves in LPS3 are:

Reserve name	Objectives
Public Open Space	<ul style="list-style-type: none"> <li>To set aside areas for public open space, particularly those established under the <i>Planning and Development Act 2005</i> s. 152.</li> <li>To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage</li> </ul>
Local Road	<ul style="list-style-type: none"> <li>To set aside land required for a local road being a road classified as an Access Road under the Western Australian Road Hierarchy.</li> </ul>

### **Risk management considerations**

Not applicable.

### **Financial / budget implications**

The City will be required to cover the costs associated with any advertising of the proposal to revoke the structure plan. Approximately 67 letters would be sent to landowners within the structure plan area with a direct cost of approximately \$101.

### **Regional significance**

Not applicable.

### **Sustainability implications**

Not applicable.

## Consultation

There are no provisions within the LPS Regulations or Structure Plan Framework which require consultation to be undertaken prior to a structure plan being revoked. However, it is considered appropriate that the landowners within the structure plan area be informed of the proposal to revoke the structure plan and obtain any feedback which can be reported back to Council, prior to an amendment to rezone the land within the structure plan area being considered by Council.

The revocation of the *MacNaughton Structure Plan* is proposed to be advertised for 14 days by way of letter to all 67 property owners within the structure plan area.

## COMMENT

The area encompassed by the *MacNaughton Structure Plan* is nearing completion with one lot remaining for to be developed. The provisions of the *MacNaughton Crescent Local Development Plan* and the City's *Medium-density Single House Development Standards Local Planning Policy* are considered sufficient to ensure that any further development or redevelopment has an appropriate built form outcome.

While there is no requirement to advertise a proposal to revoke a structure plan, it is considered appropriate to advertise the proposal to the landowners within the structure plan area and seek any feedback, prior to Council's further consideration of an amendment to rezone the land within the structure plan area.

It is therefore recommended that Council advertises the proposed revocation of the *MacNaughton Crescent Local Structure Plan* to the landowners within the structure plan area for a period of 14 days.

## VOTING REQUIREMENTS

Simple Majority.

## RECOMMENDATION

**That Council ADVERTISES the proposal to revoke the *MacNaughton Crescent Local Structure Plan* to landowners within the structure plan area, for a period of 14 days.**

*Appendix 3 refers*

To access this attachment on electronic document, click here: [Attach3brf230214.pdf](#)

## **ITEM 5                    DRAFT GUIDELINES FOR MINIMISING NOISE IMPACT FROM OUTDOOR COMMUNITY BASKETBALL FACILITIES – CITY OF JOONDALUP SUBMISSION**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Chris Leigh Planning and Community Development
<b>FILE NUMBER</b>	106786, 101515
<b>ATTACHMENTS</b>	Attachment 1    Draft Guideline for Consultation Attachment 2    City of Joondalup Submission
<b>AUTHORITY / DISCRETION</b>	Advocacy - Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

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### **PURPOSE**

For Council to consider and endorse the City of Joondalup submission on the Department of Water and Environmental Regulation '*Draft for consultation – Minimising noise impact from outdoor community basketball facilities*'.

### **EXECUTIVE SUMMARY**

The Department of Water and Environmental Regulation (DWER) is seeking comment on a draft guidance document '*Minimising noise impact from outdoor community basketball facilities*' (the draft guidance document).

The draft guidance document provides an approach to minimising potential noise impacts on nearby residents when a new outdoor community basketball facility is proposed to be installed.

*It is therefore recommended that Council ENDORSES the City of Joondalup submission on the 'Draft for consultation – Minimising noise impact from outdoor community basketball facilities' shown as Attachment 2 to this Report and FORWARDS the submission to the Department of Water and Environmental Regulation.*

### **BACKGROUND**

The provision of basketball facilities ranging from full court facilities to one-on-one pads is common throughout local government. Basketball facilities are often located within public open spaces.

Basketball is a popular recreational activity for children and adults to stay fit, interact with others, have fun and can be used by people of all ages, abilities, and backgrounds.

The City provides basketball facilities at a number of its public open spaces for residents and visitors to use and enjoy. These range in size from 28 metres x 15 metres (full court), 15 metres x 11 metres (three on three pad) to 9 metres x 7 metres (one on one pad).

Noise associated with the use of a basketball facility should not unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person. Noise from the use of a basketball facility is required to comply with the *Environmental Protection (Noise) Regulations 1997*.

The DWER are seeking comment from the City on the draft guidance document.

The draft guidance document has been developed to provide an approach to minimising potential noise impacts on nearby residents when a new outdoor community basketball facility is proposed.

Feedback on the draft guidance document is requested by 5pm, Friday 3 March 2023.

## DETAILS

The draft guidance document is provided as Attachment 1.

The draft guidance document provides an approach to minimising potential noise impacts on nearby residents when a new outdoor community basketball facility is proposed to be installed.

The City has reviewed the draft guidance document and has prepared the following comments that are provided in Attachment 2:

- *The draft guideline seeks to provide direction for local governments and their communities about the acceptable location of basketball facilities, however it lacks sufficient clarity and specificity to deliver on its intent. It is suggested that the draft guideline be structured in such a way as to provide a 'deemed-to-comply', acceptable separation distance between a facility (without any noise mitigation measures) and a noise sensitive land use (such as; a residential property). The draft guideline could then introduce specified reductions in distance (such as; 10m / 20m increments) that can be applied if certain noise mitigation measures are implemented in the design).*

*This would provide the clarity that local governments and their communities require to respond to the debate that exists about acceptable separation distances. It is noted that this may also require complementary changes to the Environmental Protection (Noise) Regulations 1997 to give effect to such an approach.*

- *The supporting technical information that has informed the development of the draft guideline should be made available for review and comment so that the data and methodology that has informed the draft guideline can be confirmed as accurate and fit for purpose.*
- *The description of facilities and associated characteristics should better reflect terminology and specifications designed and delivered by local government for these facilities. The draft guideline refers to a 'small pad' with notional pad size of 6m x 6m.*

*Terminology and sizing is more accurately described as follows:*

- *The specification for 'full size' basketball court is 28m x 15m (420m<sup>2</sup>) (as per the Department of Local Government, Sport and Cultural Industries (Sport and Recreation) guide).*
- *The specifications for a '3 on 3' basketball court is 15m x 11m (165m<sup>2</sup>) (as per the Department of Local Government, Sport and Cultural Industries (Sport and Recreation) guide).*
- *The specifications for '1 on 1' basketball court is 9m x 7m (63m<sup>2</sup>) (as per City of Joondalup specification).*

- *The approach taken in the guideline which supports a reduction in separation distance between a facility and a residence where the residence is near a major road (defined as carrying more than 15,000 vehicles per day) is noted. The principle is supported however applying this principle to 'major roads' only means that this would apply to very few roads and therefore have limited practical benefit. We therefore suggest that the same principle is applied to 'secondary roads' also (such as; roads carrying more than 6,000 vehicles per day), noting that the reduction in separation distance may be less than for a major road.*
- *Whilst it is recognised that the draft guideline has been prepared to assist local governments with their facility planning, it is recommended that other representative bodies associated with the sport of basketball – as subject matter experts – are also engaged in the preparation of the draft guideline.*

### **Issues and options considered**

#### Options

The options available to Council in considering the draft submission on the draft guidance document are to either:

- endorse the draft submission and forward to the DWER
- endorse the draft submission with modifications and forward to the DWER
- or
- not endorse the draft submission and provide no submission.

### **Legislation / Strategic Community Plan / Policy implications**

Legislation                      *Environmental Protection (Noise) Regulations 1997.*

#### **10-Year Strategic Community Plan**

Key theme                      Leadership.

Outcome                      Proactive and represented – You are confident that the City is advocating on your behalf for initiatives that benefit the community.

Policy                              Not applicable.

#### **Risk management considerations**

Not applicable.

#### **Financial / budget implications**

Not applicable.

#### **Regional significance**

The draft guidance document would apply across all local governments in Western Australia.

#### **Sustainability implications**

Not applicable.

## **Consultation**

The DWER have targeted local government to provide comments.

## **COMMENT**

Recreational basketball facilities provide health and wellbeing benefits to the community. The draft guidance document recognises that a balance is also required to reduce the impact of noise from the use of basketball facilities.

The draft guidance document provides a number of options that can be considered to reduce the noise impact to nearby residents, that can be considered for new installations.

A guidance document on the installation of new basketball facilities is welcomed, considering the number of factors that may influence the impact of noise, however, as outlined in the comments above, there is opportunity for greater clarity and specificity to better support local governments and their communities in planning for such facilities.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

**That Council ENDORSES the City of Joondalup submission on the 'Draft for consultation – Minimising noise impact from outdoor community basketball facilities' shown as Attachment 2 to this Report and FORWARDS the submission to the Department of Water and Environmental Regulation.**

*Appendix 4 refers*

To access this attachment on electronic document, click here: [Attach4brf230214.pdf](#)

## ITEM 6 EXECUTION OF DOCUMENTS

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr James Pearson Office of the CEO
<b>FILE NUMBER</b>	15876,101515
<b>ATTACHMENTS</b>	Attachment 1 Signing and Common Seal Register - extract for 29 November 2022 to 1 February 2023
<b>AUTHORITY / DISCRETION</b>	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 29 November 2022 to 1 February 2023.

### EXECUTIVE SUMMARY

The City enters into various agreements by affixing the Common Seal. The *Local Government Act 1995* states that the City is a body corporate with perpetual succession and a Common Seal.

*It is therefore recommended that Council NOTES the Signing and Common Seal Register for 29 November 2022 to 1 February 2023 as detailed in Attachment 1 to this Report.*

### BACKGROUND

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. The last report to Council was made at its meeting held on 13 December 2022 (CJ201-12/22 refers).

### DETAILS

From 29 November 2022 to 1 February 2023, seven documents were executed by affixing the Common Seal. A summary is provided below:

Type	Number
New Licence Agreement	3
Deed of Extension	1
Removal of Section 70A Notification	1
Scheme Amendment No. 11 – Final Approval	1
Section 70A Notification	1

**Legislation / Strategic Community Plan / Policy implications**

Legislation                      *Local Government Act 1995.*

**10-Year Strategic Community Plan**

Key theme                      Leadership.

Outcome                      5-1 Capable and effective. You have an informed and capable Council backed by a highly skilled workforce.

Policy                          Not applicable.

**Risk management considerations**

Not applicable.

**Financial / budget implications**

Not applicable.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

Not applicable.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council NOTES the Signing and Common Seal Register for 29 November 2022 to 1 February 2023 as detailed in Attachment 1 to this Report.**

*Appendix 5 refers*

*To access this attachment on electronic document, click here: [Attach5brf230214.pdf](#)*



## ITEM 7 MINUTES OF REGIONAL COUNCIL MEETINGS

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	03149, 41196, 101515
<b>ATTACHMENT</b>	Attachment 1 Mindarie Regional Council – Ordinary Council Meeting Minutes – 24 November 2022 Attachment 2 Tamala Park Regional Council – Meeting Minutes – 8 December 2022 Attachment 3 Mindarie Regional Council – Ordinary Council Meeting Minutes – 15 December 2022
<b>AUTHORITY / DISCRETION</b>	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 bodies on which the City has current representation.

### EXECUTIVE SUMMARY

The following minutes are provided:

- Ordinary Minutes of the Mindarie Regional Council meeting held on 24 November 2022.
- Ordinary Minutes of the Tamala Park Regional Council meeting held on 8 December 2022.
- Ordinary Minutes of the Mindarie Regional Council meeting held on 15 December 2022.

### DETAILS

#### **Mindarie Regional Council Ordinary Council Meeting – 24 November and 15 December 2022**

Ordinary meetings of the Mindarie Regional Council were held on 24 November 2022 and 15 December 2022.

At the time of the meeting held on 24 November, Mayor Albert Jacob and Cr Christopher May were Council's representatives at the Mindarie Regional Council meeting.

At the time of the meeting held on 15 December, Mayor Albert Jacob was Council's representative at the Mindarie Council meeting and Christopher May was an apology for the meeting.

The attached minutes detail those matters that were discussed at this external meeting that may be of interest to the City of Joondalup (Attachments 1 and 3 refer).

### **Tamala Park Regional Council - Ordinary Council Meeting – 8 December 2022**

An ordinary meeting of the Tamala Park Regional Council was held on 8 December 2022.

At the time of this meeting Cr John Chester and Cr Nige Jones were Council's representatives at the Tamala Park Regional Council meeting.

The attached minutes detail those matters that were discussed at this external meeting that may be of interest to the City of Joondalup (Attachment 2 refers).

### **Legislation / Strategic Community Plan / Policy Implications**

**Legislation** Not applicable.

#### **10-Year Strategic Community Plan**

**Key theme** Leadership.

**Outcome** Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

**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:

- 1 the ordinary meeting of the Mindarie Regional Council held on 24 November 2022 forming Attachment 1 to this Report;**
- 2 the ordinary meeting of the Tamala Park Regional Council held on 8 December 2022 forming Attachment 2 to this Report;**
- 3 the ordinary meeting of the Mindarie Regional Council held on 15 December 2022 forming Attachment 3 to this Report.**

*Appendix 6 refers*

To access this attachment on electronic document, click here: [Attach6brf230214.pdf](#)

**ITEM 8 CITY OF JOONDALUP – E-PETITIONS**

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<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	05386, 101515
<b>ATTACHMENTS</b>	Attachment 1 Draft Terms and Conditions
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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**PURPOSE**

For Council to consider the outcomes of an investigation for the development of an e-Petition application on the City's website to enable residents/ratepayers to submit and sign petitions online.

**EXECUTIVE SUMMARY**

At the Ordinary Council meeting held on 19 April 2022 (CJ049-04/22 refers), Council resolved to request the Chief Executive Officer to prepare a report on the development of an e-Petition application on the City's website to enable residents/ratepayers to submit and sign petitions online.

The City has now completed that investigation and proposes that Council supports introducing e-Petitions on the City's website, in addition to supporting the continued use of hard-copy petitions as an alternative.

The introduction of e-Petitions will improve the accessibility, sustainability and transparency of this aspect of Council business.

*It is therefore recommended that Council:*

- 1 APPROVES the introduction of e-Petitions, which will be accessible through the City of Joondalup's website;*
- 2 NOTES the implementation, development and roll out of e-petitions will be included in the scope of works for the core system replacement project (Project Axiom);*
- 3 NOTES that the City of Joondalup will continue to support the use of hard-copy petitions.*

## BACKGROUND

At the Annual General Meeting of Electors held on 8 February 2022, the following motion was carried, in part, by electors present:

*That the Electors of the City of Joondalup REQUESTS that Council instructs the City to:*

- 1 *Set up an online facility for the submission of petitions (E-petitions) and continues with hard copy petitions and that provision is made for both hard copy and E-petitions to be concurrent on the same subject matter and counted as one if submitted at the same time;*
- 2 *Amend its relevant local law(s) so that the authenticity of petitions overall is safeguarded;*
- 3 *Establish a concurrent petition status page so residents can see how their petition is progressing and the historical outcome of previous petitions.*

A report was presented to the Council meeting held on 19 April 2022 (CJ049-04/22 refers), with regard to the motions carried at the Annual General Meeting. The following Officer's comment was provided with regard to e-Petitions:

### "Officer's comment"

*Petitions inform the Council of the views of a section of the community and serve as one way of placing community concerns before Council. The subject of petitions must be a matter on which Council has the power to act and petitions must adhere to the City's petition requirements set out in clause 5.11 of the City of Joondalup Meeting Procedures Local Law 2013, as detailed below:*

#### **5.11 Petitions**

- (1) *A petition must –*
  - a. *be prepared, as far as practicable, in the form prescribed in Schedule 1;*
  - b. *be addressed to the Council and forwarded to an Elected Member or the CEO;*
  - c. *be made by at least 25 electors of the district;*
  - d. *state the request on each page;*
  - e. *contain a summary of the reasons for the request;*
  - f. *contain the legible names, addresses and signatures of the electors making the request, and the date each electors signed;*
  - g. *state the name of the person upon whom, and an address at which, notice to the petitioners can be given;*
  - h. *be respectful and temperate in its language; and*
  - i. *comply with any form prescribed by the Act or any other written law, such as the Local Government (Constitution) Regulations 1998 if, for example, it is –*
    - i. *a proposal to change the method of filling the office of the Mayor;*  
*or*
    - ii. *a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.*

*To be accepted, petitions require at least 25 signatures, and although anyone can sign a petition, only those who are City of Joondalup electors will be recorded in the official signature count for that petition. The City does not currently accept online or electronic petitions (e-Petitions), as there is a requirement for electors to sign the petition document in accordance with clause 5.11(1)(f) above.*

*Clause 5.11(1)(f) of the City of Joondalup Meeting Procedures Local Law 2013 requires that petitions contain 'legible signatures.' Initial investigations suggest that electronic signatures could meet this requirement in accordance with section 4(b) and 10(1) of the Electronic Transactions Act 1999, as detailed below:*

#### **4. Simplified outline**

- *The following requirements imposed under a law of the Commonwealth can be met in electronic form:*
  - (b) *a requirement to provide a signature.*

#### **10. Signature**

*Requirement for signature*

- (1) *If, under a law of the Commonwealth, the signature of a person is required, that requirement is taken to have been met in relation to an electronic communication if: -*
  - (a) *in all cases – a method is used to identify the person and to indicate the person's intention in respect of the information communicated; and*
  - (b) *in all cases – the method used was either: -*
    - (i) *as reliable as appropriate for the purpose for which the electronic communication was generated or communicated, in the light of all the circumstances, including any relevant agreement; or*
    - (ii) *proven in fact to have fulfilled the functions described in paragraph (a), by itself or together with further evidence.*

*The City of Stirling currently allows for the submission of e-Petitions via its website. In addition, the Legislative Council of Western Australia is currently trialling the use of e-petitions from 1 January 2022 to 31 March 2023.*

*If Council were of the opinion that e-Petitions should be available to members of the community as a means to voice their concerns, then it is recommended that the City investigates the development of an e-Petition application on its website to enable residents to submit petitions online and sign a petition that has been proposed.*

*The development of an e-Petition module on the City's website is likely to allow a level of control to meet the requirements of the Electronic Transactions Act 1999 however, further investigations would need to be undertaken before a final decision is made.*

*The financial implications of an e-Petition module on the City's website and ongoing costs are unknown at this stage and there are currently no funds listed in the Council's annual budget for the investigation and development of an e-Petition application.*

Officer's recommendation

*That Council REQUESTS the Chief Executive Officer to prepare a report on the development of an e-Petition application on the City's website to enable residents /ratepayers to submit petitions online and sign a petition that has been proposed."*

**DETAILS**Federal and WA State Government

The Australian Federal Parliament allows members of the public to both initiate an electronic petition and respond to petitions via its website. [e-petitions – Parliament of Australia \(aph.gov.au\)](http://aph.gov.au).

The Western Australian State Government also facilitates the use of electronic petitions on their website [LC e-Petitions \(parliament.wa.gov.au\)](http://parliament.wa.gov.au).

Both agencies providing this facility do so with agreed Terms and Conditions, which set out a number of considerations including the following:

- a. Privacy.
- b. Creation of the petition, and details of the lead petitioner.
- c. Signing the petition, including the provision of a verifiable email address and verification that the signee is a real person.
- d. Disclaimer – no obligation relating to presentation of the petition, the views of the petitions are not necessarily the views of the agency, no assumption of liability for the information set out in the petition, no parliamentary privilege.

Other Local Governments

For many years, the Brisbane City Council (BCC) was the only local government in Australia to provide an advanced online model for the use of e-Petitions. The BCC has been using e-Petitions for over 10 years.

In 2017-18 the Cities of Stirling and Canning considered and implemented e-Petitions. Both the Cities of Stirling and Canning have been contacted for feedback regarding the use of e-Petitions and both note that e-Petitions are easy to use and facilitate greater participation by the public through the ability to share and obtain signatures electronically. The only issues noted were with members of culturally and linguistically diverse communities, and older people who have sometimes required assistance.

City Officers have contacted the following local governments to ascertain whether they are currently accepting e-Petitions:

Local Government	Accepting E-petitions?
Wanneroo	No
Swan	No
Vincent	No
Perth	No
South Perth	No
Canning	Yes
Stirling	Yes
Gosnells	Yes

### City of Joondalup current position

To date, the City of Joondalup has not accepted online petitions. If Council were of the opinion that e-Petitions should be made available to members of the community, then it is recommended that the City incorporates this project within the scope of works for the core system replacement project (Project Axiom). The e-petitions application on the City's website would be similar to that used by the Cities of Stirling and Canning.

If Council adopts the use of e-Petitions, it is also recommended that the City continue to provide for the current process for hard-copy petitions. This is consistent with the approach taken by the Cities of Stirling and Canning.

Also, noting the motion carried at the Annual General Meeting of Electors held on 8 February 2022, concurrent hard-copy and electronic petitions could be submitted allowing the lead-petitioner to collect both hard-copy and electronic signatures.

The City would then table the petition before Council as receiving two petitions on the same subject matter. Equally, lead-petitioners would have the choice of doing a stand-alone hard-copy petition or e-Petition.

### Electronic signatures

Clause 5.11 of the *City of Joondalup Meeting Procedures Local Law 2013* requires that petitions contain legible names, addresses and signatures of electors making the request. With the level of control available by an e-Petition application on the City's website, it is considered that electronic signatures would meet this requirement in accordance with section 4(b) and 10(1) of the *Electronic Transactions Act 1999 (Cth)* and section 4(2)(b)(ii) and 10(1) of the *Electronic Transactions Act 2011 (WA)* as detailed below:

#### *Electronic Transactions Act 1999 (Cth)*

#### **4. Simplified outline**

- *The following requirements imposed under a law of the Commonwealth can be met in electronic form:*
  - (b) *a requirement to provide a signature.*

#### **10. Signature**

##### *Requirement for signature*

- (2) *If, under a law of the Commonwealth, the signature of a person is required, that requirement is taken to have been met in relation to an electronic communication if: -*
  - (c) *in all cases – a method is used to identify the person and to indicate the person's intention in respect of the information communicated; and*
  - (d) *in all cases – the method used was either: -*
    - (iii) *as reliable as appropriate for the purpose for which the electronic communication was generated or communicated, in the light of all the circumstances, including any relevant agreement; or*
    - (iv) *proven in fact to have fulfilled the functions described in paragraph (a), by itself or together with further evidence.*



*Electronic Transactions Act 2011 (WA)***4. Simplified Outline**

(2) *This Act provides -*

(b) *that things that can or have to be done under a law of the State in relation to any of the following matters can generally be done by electronic communication –*

(ii) *providing a signature.*

**10. Signatures**

(1) *If, under a law of this jurisdiction, the signature of a person is required, that requirement is taken to have been met in relation to an electronic communication if -*

(a) *a method is used to identify the person and to indicate the person's intention in respect of the information communicated; and*

(b) *the method used was either –*

(i) *as reliable as appropriate for the purpose for which the electronic communication was generated or communicated, in the light of all the circumstances, including any relevant agreement; or*

(ii) *proven in fact to have fulfilled the functions described in paragraph (a), by itself or together with further evidence;*

*and*

(c) *the person to whom the signature is required to be given consents to that requirement being met by the use of the method mentioned in paragraph (a).*

City Officers are supportive of an application on the City's website with the appropriate controls to ensure petitions meet the requirements of the City's *Meeting Procedures Local Law 2013* and the *Electronic Transactions Act 1999 (Cth)* and *Electronic Transactions Act 2011 (WA)*.

**Delivery proposal**

It is proposed that the development of e-Petitions be incorporated within the scope of works for the core system replacement project (Project Axiom). Delivery of the e-Petition platform on the City's website, is expected to be implemented by early 2024.

The City's e-Petition platform will need to satisfy the following requirements:

- E-Petitions to be integrated with the City's new website (which is currently under development).
- Petition creation: platform will allow for the creation of a petition form, which will include a textbox, data selectors, file uploads and email fields.
- Petition signing: If an elector wishes to sign an e-Petition on the City's website, they will be required to declare that they are both a resident/elector of the City of Joondalup, and that they agree to the terms and conditions of signing an e-Petition. A hand written signature will not be required.
- Privacy: The City will retain personal information of a signatory for the purposes of the *Electronic Transactions Act 1999* however, only the person's initials and suburb will be available to view on the City's website.

Terms and conditions

Draft terms and conditions for using, submitting and signing an e-Petition are provided at Attachment 1.

**Issues and options considered**

The following options are provided for Council's consideration:

- 1 APPROVES the introduction of e-Petitions which will be accessible through the City's website. Noting that the City of Joondalup will continue to support the use hard-copy petitions in addition to accepting e-Petitions.

It is proposed that the inclusion of e-Petitions be incorporated within the scope of works for the core system replacement project (Project Axiom). Initial assessments indicate that the e-Petitions platform could be developed and implemented by early 2024. However, this is subject to changes pending the progress of the core system replacement project (Project Axiom) and the City's new website development.

- 2 DOES NOT APPROVE the introduction of e-Petitions on the City's website and maintains the status-quo with the City accepting only hard copy petitions containing handwritten signatures.

Free to use e-Petition websites were not considered as part of this investigation as it is considered that these sites do not meet the City's requirements of the *Meeting Procedures Local Law 2013* and/or the *Electronic Transactions Acts*.

Option one is the preferred option.

**Legislation / Strategic Community Plan / Policy implications**

Legislation *Local Government Act 1995.*  
*Electronic Transactions Act 1999 (Cth).*  
*Electronic Transactions Act 2011 (WA).*  
*City of Joondalup Meeting Procedures Local Law 2013.*

10-Year Strategic Community Plan

Key theme Leadership.

Outcome Capable and effective – you have an informed and capable Council backed by a highly-skilled workforce.

Proactive and represented – you are confident that the City is advocating on your behalf for initiatives that benefit the community.

Engaged and informed – you are able to actively engage with the City and have input into decision-making.

Policy Not applicable.

**Risk management considerations**

The e-Petitions platform will be designed to ensure submissions are validated against the user's email address. Petitioners will then receive an email requesting them to 'verify the signature.' Additionally, the system will only accept one email signature per email account. This will reduce the risk of petitioners submitting fraudulent or multiple signatures.

The platform will be administered by the City's Governance Support team. City staff in the Governance Support team will review the initial wording of the petition to ensure language is appropriate and will not cause offence, prior to publishing on the City's website. The City will reserve the right to not publish e-Petitions which contravene the City's e-Petitions Terms and Conditions. Draft Terms and Conditions are provided at Attachment 1.

Privacy concerns will be addressed by publishing only a person's initials and suburb on the City's website when they have signed a petition.

### **Financial / budget implications**

Costs for the development and implementation of an e-Petition platform on the City's website will be incorporated within the scope of works for the core system replacement project (Project Axiom).

### **Regional significance**

Not applicable.

### **Sustainability implications**

The implementation of an e-Petition application on the City's website would potentially reduce the number of paper versions of petitions being submitted.

Providing the ability to create and access e-Petitions on the City's website will enable petitioners to access a broader target audience and facilitate greater community participation.

### **Consultation**

Not applicable.

### **COMMENT**

The City supports the introduction of e-Petitions (in conjunction with hard-copy petitions) which will allow for and improve the accessibility, sustainability and transparency of this aspect of Council business.

### **VOTING REQUIREMENTS**

Simple Majority.

### **RECOMMENDATION**

**That Council:**

- 1 APPROVES the introduction of e-Petitions, which will be accessible through the City of Joondalup's website;**
- 2 NOTES the implementation, development and roll out of e-petitions will be included in the scope of works for the core system replacement project (Project Axiom);**
- 3 NOTES that the City of Joondalup will continue to support the use of hard-copy petitions.**

*Appendix 7 refers*

To access this attachment on electronic document, click here: [Attach7brf230214.pdf](#)

## ITEM 9 CORPORATE BUSINESS PLAN 2022-2026 QUARTER 2 REPORT AND QUARTERLY CAPITAL WORKS REPORTS

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	20560, 101515
<b>ATTACHMENTS</b>	Attachment 1 Corporate Business Plan 2022–2026 Quarter 2 Report Attachment 2 Quarterly Capital Works Progress Report Attachment 3 Key Capital Works Project Quarterly Status Reports
<b>AUTHORITY / DISCRETION</b>	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 Corporate Business 2022–2026 Quarter 2 Report, the Quarterly Capital Works Progress Report, and the Key Capital Works Project Quarterly Status Reports for the period 1 October 2022 to 31 December 2022.

### EXECUTIVE SUMMARY

The City's *Corporate Business Plan 2022–2026*, which was adopted by Council at its meeting held on 28 June 2022 (CJ093-06/22 refers), is the City's five year medium-term planning document comprising the services, projects and activities developed in response to the vision, goals and outcomes of the City's *10-Year Strategic Community Plan, Joondalup 2032*.

The Corporate Business Plan 2022–2026 Quarter 2 Report provides information on the progress of 2022-23 services, projects, and activities against the quarterly milestones of the *Corporate Business Plan 2022–2026* and is provided as Attachment 1 to this Report.

The Quarterly Capital Works Progress Report lists all the projects within the City's *5-Year Capital Works Program*, provided as Attachment 2 to this Report.

The Key Capital Works Project Quarterly Status Reports provide quarterly status updates against the key capital works projects identified in the *Corporate Business Plan 2022–2026*, provides as Attachment 3 to this Report.

Two amendments are proposed to the *Corporate Business Plan 2022–2026*. The first relates to item: Edgewater Quarry site contamination activities. The Department of Water and Environmental Regulation's requirements for the City to undertake further investigations and continue operational site management are considered incompatible with the remaining milestones relating to the Edgewater Quarry site contamination activities (Item 4 of the 28 November 2022 meeting of the Major Projects and Finance Committee refers).

The second proposed amendment relates to the item: Age-Friendly Plan. At its meeting held on 13 December 2022 (CJ198-12/22 refers), Council endorsed an extension of the current *Age-Friendly Plan* through the 2023-24 financial year. The remaining milestones regarding the development of a new *Age-Friendly Plan* are incompatible with this resolution.

*It is therefore recommended that Council:*

- 1 *RECEIVES the Corporate Business Plan 2022–2026 Quarter 2 Report shown as Attachment 1 to this Report;*
- 2 *RECEIVES the Quarterly Capital Works Progress Report for the period 1 October 2022 to 31 December 2022 shown as Attachment 2 to this Report;*
- 3 *RECEIVES the Key Capital Works Project Quarterly Status Reports for the period 1 October 2022 to 31 December 2022 shown as Attachment 3 to this Report;*
- 4 *APPROVES the removal of the remaining milestones related to the Edgewater Quarry site contamination activities from the Corporate Business Plan 2022–2026.*
- 5 *APPROVES the removal of the remaining milestones related to the development of a new Age-Friendly Plan.*

## **BACKGROUND**

The *Corporate Business Plan 2022–2026* was adopted by Council at its meeting held on 28 June 2022 (CJ093-06/22 refers). It contains the services, projects, and activities the City intends to deliver over five years, and quarterly milestones for those the City intends to deliver in the 2022-23 financial year. The *5-Year Corporate Business Plan* demonstrates how the outcomes of the *10-Year Strategic Community Plan, Joondalup 2032*, are translated into a five-year service delivery program.

The *Corporate Business Plan 2022–2026* sits within an Integrated Planning and Reporting Framework which builds in informing, resourcing, planning, and reporting requirements to ensure transparency and evidence of planned achievements. It is also a requirement of the City's *Governance Framework 2021* to develop quarterly reports against annual projects and priorities that are presented to Council.

## **DETAILS**

Corporate Business Plan 2022–2026 Quarterly Reports provide information on achievements and performance against the quarterly milestones set at the beginning of each year. The project milestones for each quarter are reported via colour codes to indicate if the milestone has been completed or is behind schedule. The budget status is reported via symbols to indicate if each project or activity is on budget, over budget, or under budget. In addition, a commentary for each milestone provides details on what has been achieved. Note that the report does not include projects and activities that do not have milestones for 2022-23.

## Proposed amendments to Corporate Business Plan 2022–2026

Two amendments are proposed to the *Corporate Business Plan 2022–2026*. The first removes the remaining milestones listed for the item: Edgewater Quarry site contamination. This is a result of the day-to-day management of contamination at the site being treated as an operational matter which will be undertaken in line with the Interim Site Management Plan. There is not currently a long-term plan to redevelop the quarry site, so it is considered that the milestones related to this activity can be removed from the *Corporate Business Plan (2022–2026)*. This, as well as a detailed status report, was noted at the 28 November 2022 meeting of the Major Projects and Finance Committee as follows (Item 4 refers):

*“That the Major Projects and Finance Committee:*

- 1 *NOTES the Edgewater Quarry Status Report;*
- 2 *NOTES an amendment to the Corporate Business Plan 2022–2026 to remove the milestones related to the Edgewater Quarry site contamination activity, will be considered in the Corporate Business Plan 2022–2026 Quarter 2 report.”*

The second proposed amendment relates to the item: Age-Friendly Plan. The City has three social impact plans, including the *Age-Friendly Plan*, that all operate on a three or four-year replacement cycle. All three of these plans address similar outcomes in creating a community that is inclusive, supporting and welcoming. The City has therefore identified an opportunity to consolidate and potentially simplify the strategies within a single community plan. To achieve this, Council endorsed the extension of the current *Age-Friendly Plan 2018/19–2022/23*, through the 2023-24 financial year (CJ198-12/22 refers). Therefore, it is recommended that the remaining milestones concerned with the development of a new *Age-Friendly Plan* be removed from the *Corporate Business Plan 2022–2026*, as they are no longer suitable.

### Issues and options considered

Not applicable.

### Legislation / Strategic Community Plan / Policy implications

Legislation	All local governments in Western Australia are required to produce a “plan for the future” under section 5.56 of the <i>Local Government Act 1995</i> . Division 3 of the <i>Local Government (Administration) Regulations 1996</i> provides a brief outline of the minimum requirements to meet this section of the Act, which includes the development of a strategic community plan and a corporate business plan. There are no requirements in the Act or the Regulations to produce quarterly reports.
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### 10-Year Strategic Community Plan

Key theme	Leadership.
Outcome	Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.  Responsible and financially-sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.
Policy	Not applicable.

### **Risk management considerations**

The City has developed a reporting system to provide Council with the necessary information to enable it to assess performance against the various plans it has developed. The reporting system is a systematic and regular process that allows Council to take action to rectify any issues that arise and as such, be accountable to the community.

### **Financial / budget implications**

The 2022-23 services, projects, and activities in the *Corporate Business Plan 2022–2026* were included in the *2022-23 Annual Budget*.

### **Regional significance**

Not applicable.

### **Sustainability implications**

The services, projects, and activities in the *Corporate Business Plan 2022–2026* are aligned to the key themes in *Joondalup 2032*, developed to ensure the sustainability of the City.

The key themes are as follows:

- 1 Community.
- 2 Environment.
- 3 Place.
- 4 Economy.
- 5 Leadership.

### **Consultation**

Not applicable.

### **COMMENT**

The *Corporate Business Plan 2022–2026* was adopted by Council at its meeting held on 28 June 2022 (CJ093-06/22 refers). Detailed reports on the progress and the project status of the *5-Year Capital Works Program* have been included as Attachments 2 and 3 to this Report. These reports provide an overview of progress against all the projects and programs in the *2022/23 Capital Works Program*.

The first proposed amendment to the *Corporate Business Plan 2022–2026* project outlined above (removal of the remaining milestones relating to the Edgewater Quarry site contamination) was noted at the 28 November 2022 Major Projects and Finance Committee (Item 4 refers) and would ensure an accurate depiction of the City's activities within the planning and reporting requirements.

The extension of the current *Age-Friendly Plan 2018/19–2022/23* through to the 2023-24 financial year was supported by Council at its meeting held on 13 December 2022 (CJ198-12/22 refers). Consequently, it is proposed that the milestones relating to the development of a new *Age-Friendly Plan* be removed the *Corporate Business Plan (2022–2026)* to ensure an accurate depiction of the City's activities within the planning and reporting requirements.

## VOTING REQUIREMENTS

Simple Majority.

## RECOMMENDATION

That Council:

- 1 **RECEIVES** the Corporate Business Plan 2022–2026 Quarter 2 Report shown as Attachment 1 to this Report;
- 2 **RECEIVES** the Quarterly Capital Works Progress Report for the period 1 October 2022 to 31 December 2022 shown as Attachment 2 to this Report;
- 3 **RECEIVES** the Key Capital Works Project Quarterly Status Reports for the period 1 October 2022 to 31 December 2022 shown as Attachment 3 to this Report;
- 4 **APPROVES** the removal of the remaining milestones related to the Edgewater Quarry site contamination activities from the *Corporate Business Plan 2022–2026*;
- 5 **APPROVES** the removal of the remaining milestones related to the development of a new *Age-Friendly Plan* from the *Corporate Business Plan 2022-2026*.

*Appendix 8 refers*

To access this attachment on electronic document, click here: [Attach8brf230214.pdf](#)



## ITEM 10 STRATEGIC COMMUNITY REFERENCE GROUP – WORK PLAN 2023

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBERS</b>	102605, 101515
<b>ATTACHMENTS</b>	Attachment 1 Strategic Community Reference Group Terms of Reference Attachment 2 Strategic Community Reference Group Meeting 1 Report Attachment 3 Strategic Community Reference Group Meeting 2 Report Attachment 4 Strategic Community Reference Group Meeting 3 Report Attachment 5 Strategic Community Reference Group — Work Plan 2023
<b>AUTHORITY / DISCRETION</b>	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 note the achievements of the Strategic Community Reference Group in 2022 and to endorse the proposed Work Plan for 2023.

### EXECUTIVE SUMMARY

The Strategic Community Reference Group met on three occasions in 2022 to provide input into the development of a new Community and Libraries Strategy, Community Safety Plan, and Environment Strategy. The meeting outcomes, outlined in the meeting reports (provided as Attachments 2 to 4), demonstrate the reference group's effectiveness as a unique mechanism for obtaining community input and expert advice on high-level, strategic matters. The City is proposing three items for the 2023 Work Plan (Attachment 5 refers).

Compilation of the 2023 Work Plan involved discussions across the organisation to identify key plans, strategies, frameworks and activities planned for development in 2023 that might benefit from community input. The items identified have considered the City's strategic planning objectives, annual priorities and other City plans and initiatives.

*It is therefore recommended that Council:*

- 1 *NOTES the achievements of the Strategic Community Reference Group for 2022 shown in the meeting reports provided as Attachments 2, 3 and 4 to this Report;*
- 2 *ENDORSES the Strategic Community Reference Group — Work Plan 2023 provided as Attachment 5 to this Report.*

## BACKGROUND

### Strategic Community Reference Group

At its meeting held on 26 June 2012 (CJ112-06/12 refers), Council established the Strategic Community Reference Group as a new participation mechanism for the external provision of input into Council on matters of significant community interest and strategic initiatives. In addition to the four Council-appointed Elected Members, the reference group consists of 14 community member representatives, as well as seconded subject matter experts who are utilised on an as-needs basis.

Reference group meetings are facilitated by an external and independent consultant as per the *Strategic Community Reference Group Terms of Reference* (Attachment 1 refers). The facilitator is managed through a Request for Quotation process for the required term of two years.

### 2022 meeting outcomes

On 25 July 2022, the reference group provided input into the development of the City's strategic approach to community development and libraries and identified opportunities to inform a new Community Development and Libraries Strategy. Reference group members participated in facilitated activities to explore the role and impact of community development and library services; identify opportunities for alignment in the delivery these services; and prioritise key areas and the City's role in their delivery. The outcomes from the meeting will be used to inform the development of a new Community Development and Libraries Strategy. The full meeting report is provided as Attachment 2.

On 20 October 2022, the reference group provided input into the development of the City's strategic approach to community safety and to identify 'what makes our community feel safe'. Reference group members participated in facilitated activities to explore the role and impact of the City's Community Safety team; identified initiatives to promote community safety in the City; and prioritised community safety services the City can provide. The outcomes from the meeting will be used to inform the development of a new Community Safety Plan. The full meeting report is provided as Attachment 3.

On 21 November 2022. The reference group provided input into the City's strategic approach to the environment to inform a new Environment Strategy. Reference Group members participated in facilitated activities to explore what is valued most about the environment and what are the major environmental challenges; identified innovative ideas that address current environmental challenges; and discussed shared responsibility and how the City can work with key environmental stakeholders and the community. The outcomes from the meeting will be used to inform the development of a new Environment Strategy. The full meeting report is provided as Attachment 4.

## DETAILS

Under section 6 of the *Strategic Community Reference Group Terms of Reference*, City Officers are to prepare an annual Work Plan considering the City's strategic planning objectives, annual priorities and other City plans or initiatives. Section 6.1 states that "A Council report with the proposed Work Plan will be prepared by City Officers and presented to Council for their endorsement."

## Proposed Work Plan 2023 and meeting dates

The table below outlines the items proposed for the Strategic Community Reference Group — Work Plan 2023, and the meeting dates.

Item	Purpose	Date
Community consultation, engagement, and communication	To review the City's current approach to community consultation and engagement. The meeting will examine the strengths and weaknesses of the various methodologies for obtaining feedback and explore preferences for ongoing communication and engagement.	23 Mar 2023
Telecommunications infrastructure	To provide input into the City's approach to supporting telecommunications carriers in improving network capacity throughout the City. The meeting will explore community perceptions around the installation of telecommunications infrastructure and ways to address misinformation and community concerns with regard to amenity and health.	15 May 2023
Public art	To provide input into the development of a new Public Art Master Plan. The meeting will investigate potential objectives and themes for the plan, including an exploration of the different types of art, local stories and places of significance which will inform the scope and role of public art across the City into the future.	31 Jul 2023

The proposed Work Plan for 2023 is considered to contain an appropriate and manageable number of items. However, the endorsed Work Plan does not prevent Council from referring additional items to the reference group should they be considered of significant community interest or of a strategic nature.

## Issues and options considered

Council has the option to either:

- endorse the Strategic Community Reference Group — Work Plan 2023 provided as Attachment 5 to this Report  
or
- amend the Strategic Community Reference Group — Work Plan 2023 with alternative items for consideration by the reference group.

The recommended option is to endorse the Strategic Community Reference Group — Work Plan 2023 provided as Attachment 5 to this Report.

## Legislation / Strategic Community Plan / policy implications

Legislation                      *Local Government Act 1995.*

### 10-Year Strategic Community Plan

Key theme                      Leadership

Outcome                      Engaged and informed — you are able to actively engage with the City and input into decision-making.

Policy                              *Community Consultation Policy.*  
*Elections Caretaker Policy.*

### **Risk management considerations**

The Strategic Community Reference Group cannot meet until Council endorses the 2023 Work Plan, as per section 6 of the *Strategic Community Reference Group Terms of Reference*.

### **Financial / budget implications**

The three items in the Strategic Community Reference Group Work Plan for 2023 can be undertaken within current budget allocations. Any expansion of the proposed work plan will require additional resources and funds. As the Strategic Community Reference Group meetings are scheduled by calendar year, the costs associated are spread over two financial years. The March and May meetings are covered by the 2022-23 budget and the July meeting will be covered by the proposed 2023-24 budget.

The budget below reflects the costs associated with conducting the meetings in the current financial year (2022-23) and includes external facilitation and catering costs.

#### Current financial year impact

<b>Account no.</b>	1.534.A5304.3265.7030.
<b>Budget Item</b>	Consultancy.
<b>Budget amount</b>	\$9,000
<b>Amount spent to date</b>	\$5,225
<b>Proposed cost</b>	\$3775
<b>Balance</b>	\$0

<b>Account no.</b>	1.534.A5304.3281.0000.
<b>Budget Item</b>	Catering.
<b>Budget amount</b>	\$1,500
<b>Amount spent to date</b>	\$792
<b>Proposed cost</b>	\$400
<b>Balance</b>	\$308

All amounts quoted in this report are exclusive of GST.

### **Regional significance**

Not applicable.

### **Sustainability implications**

The Strategic Community Reference Group Work Plan for 2023 has been developed to allow consideration on strategic matters that may be of significant interest to the community and may influence and contribute to increased sustainable outcomes for the City.

### **Consultation**

Not applicable.

### **COMMENT**

The Strategic Community Reference Group continues to be an effective and unique mechanism for obtaining community input and expert advice in the consideration of high-level, strategic matters.

The items proposed for the 2023 Work Plan have significant community interest and are of a strategic nature that will benefit from community input and expert advice provided by the reference group members.

### **VOTING REQUIREMENTS**

Simple Majority.

### **RECOMMENDATION**

**That Council:**

- 1**      **NOTES** the achievements of the Strategic Community Reference Group for 2022 shown in the meeting reports provided as Attachments 2, 3, and 4 to this Report;
- 2**      **ENDORSES** the Strategic Community Reference Group Work Plan 2023, provided as Attachment 5 to this Report.

*Appendix 9 refers*

*To access this attachment on electronic document, click here: [Attach9brf230214.pdf](#)*

## ITEM 11 VETERANS AND EX-DEFENCE EMPLOYMENT INITIATIVE

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	08903, 101515
<b>ATTACHMENTS</b>	Attachment 1 WA Veterans and Families Strategy Attachment 2 New South Wales - Local Government Rank to Grade Guide Attachment 3 Australian Defence Force/New South Wales - Rank Grade Guide Attachment 4 South Australia Public Sector – Military Rank to Grade Guide
<b>AUTHORITY / DISCRETION</b>	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 endorse the City's proposed approach to supporting veterans and ex-defence service men and women employment.

### EXECUTIVE SUMMARY

At the Council meeting held on 17 May 2022 (C57-05/22 refers) a Notice of Motion from Cr Logan was considered in relation to a veterans and ex-defence service men and women employment initiative. It was resolved as follows:

*"That Council REQUESTS the Chief Executive Officer to prepare a report on a veterans and ex-defence service men and women employment initiative to investigate:*

- 1 *the level of compatibility for transference of skills and capabilities from defence roles to local government employment;*
- 2 *the possibility of incorporating such a specific initiative into existing employment diversity and inclusion recruitment plans and strategies;*
- 3 *potential benefits for Local Government as employers, veterans and ex-defence service men and women as future employees;*
- 4 *the scope and cost to resource such an initiative including identifying the involvement, roles and responsibilities of different tiers of government and peak industry bodies."*

The City has liaised with the Veterans Issues Office of Defence West to discuss the potential for the City to develop an approach to support veterans and ex-defence service men and women employment.

Following research and liaison with the Veterans Issues Office of Defence West it is considered that such a program would support the City's approach to increasing employment opportunities for diversity groups whilst encouraging such groups to see the City of Joondalup as a viable employer.

*It is therefore recommended that Council:*

- 1 *ENDORSE the City's proposed approach, as detailed in this Report, to collaborate with the Veterans Issues Office of Defence West, Working Spirit, Woven, and the Returned and Services League of Australia (RSLWA) to develop an employment initiative for the City of Joondalup for veterans and ex-defence service men and women employment initiative;*
- 2 *NOTE that the City of Joondalup will explore funding opportunities to progress its proposed veterans and ex-defence service men and women employment initiative as detailed in Part 1 above.*

## **BACKGROUND**

At the Council meeting held on 17 May 2022 (C57-05/22 refers) a Notice of Motion from Cr Logan was considered in relation to a proposed veterans and ex-defence service men and women employment initiative, requesting that the Chief Executive Officer prepare a report on the feasibility of such an initiative.

Subsequent to the Council's resolution, the City has liaised with the Veterans Issues Office of Defence West to discuss the potential for the City to develop an approach to support veterans and ex-defence service men and women employment.

It is evident from these discussions that employment in the civilian workforce is a key strategic focus of the Australian Government with a number of important initiatives aimed at matching Australian Defence Force (ADF) skills and experience with those required for public sector roles.

The Western Australian State Government also seeks to develop local governments' understanding of the veteran's workforce and work collaboratively to develop veteran employment policy.

It is considered that an opportunity to progress an employment initiative which raises awareness of roles at the City of Joondalup whilst supporting veterans and ex-defence service men and women would be of benefit to the organisation, local community, and broader local government sector.

## **DETAILS**

### **Notice of Motion**

At the Council meeting held on 17 May 2022 (C57-05/22 refers) a Notice of Motion from Cr Logan was considered in relation to a veterans and ex-defence service men and women employment initiative. It was resolved as follows:

*"That Council REQUESTS the Chief Executive Officer to prepare a report on a veterans and ex-defence service men and women employment initiative to investigate:*

- 1 *the level of compatibility for transference of skills and capabilities from defence roles to local government employment;*

- 2 *the possibility of incorporating such a specific initiative into existing employment diversity and inclusion recruitment plans and strategies;*
- 3 *potential benefits for Local Government as employers, veterans and ex-defence service men and women as future employees;*
- 4 *the scope and cost to resource such an initiative including identifying the involvement, roles and responsibilities of different tiers of government and peak industry bodies.”*

Cr Logan provided in his reason for the Notice of Motion (C57-05/22 refers) the following:

*“There is increasing nationwide interest from local and State governments, as well as the Federal Government, in identifying how the wide range of skills of former Australian Defence Force personnel may be better utilised in the public sector.*

*Former members of the modern-day military are bringing many and varied skill sets to the government sector. As men and women who have continuing keen desire to serve others, they increasingly are being seen as great fits in local government, the government closest to the people.*

*Veterans are trained critical thinkers and decision makers who work well in teams and make outstanding leaders, they have experience in culturally diverse communities, and they make for resilient and dependable employees, all important traits especially in the challenges of a Covid affected world.*

*Until now most benefits of employing veterans have been realised by local and State governments in the Eastern States, but the WA Government’s interest in employment initiatives is gaining momentum, largely through the Department of Communities. The Department is building a veterans and families strategy which seeks to engage with local governments on employment opportunities.*

*The City of Joondalup has a record of developing employment programs including for youth, Aboriginal and Torres Strait Islander peoples, women in leadership and for the mature aged.*

*It would be advantageous for the City to investigate the level of compatibility for transference of skills from defence force roles and to consider developing a veterans employment program.*

*Given the increasing State interest, the time is right to investigate how the City may be able to collaborate on a veteran’s employment initiative with other tiers of government.*

*Of course, I would expect a report back to Council to cover the scope and cost to resource such an initiative, including potential Federal and State funding streams, along with the roles and responsibilities of the different tiers of government.*

*It would be of paramount importance that the City engage comprehensively with the Returned and Services League and other associated veterans support services on any veterans employment initiative.*

*These groups, among other things, are best placed to provide feedback and advice on how an employment initiative may assist veterans to adjust to civilian life after serving in the defence forces and how it may go some way to enhance their health prospects.”*

### **WA Veterans and Families Strategy**

The City met with a representative of *Veterans Issues Office of Defence West* from the *Department of Jobs, Tourism, Science and Innovation* to discuss the proposal requested by the Council. The City of Joondalup was informed it is the first local government in Western Australia to meet and discuss the *WA Veterans and Families Strategy* (refer Attachment 1)



and the Office was keen to support the City with any endeavours related to veteran employment.

The *WA Veterans and Families Strategy* was launched in 2019 and provides a framework to guide the development of policies and initiatives that welcome veterans and their families and commemorates the service and sacrifice of Australian service personnel.

There are five themes in the strategy. They are not mutually exclusive, nor are they listed in order of importance. They are, to varying degrees, mutually supporting. High level outcomes and initiatives have been identified for each theme. They are

- Recognise and support veterans and their families.
- Encourage and enable their ongoing participation and contribution to the broader community.
- Understand who and where Western Australian veterans are, and their interests and needs.
- Commemorate the service and sacrifice of Australian service personnel.
- Educate the broader community on the significance and impact of Australia's wars on our nation.

Employment in the civilian workforce is supported by State Government in the strategy under the theme of *Participation* with each year approximately 5,000 service members transitioning from the ADF with the majority looking to join the civilian workforce and commence the next phase of their lives. The Australian Government, through the Department of Veterans Affairs (DVA), has primary responsibility for developing and delivering programs that support ex-service members and their dependents.

Previously, the term veteran was used synonymously with 'returned' servicemen or women and was reserved for those who rendered 'war-like' service, as defined in the various rehabilitation and compensation Acts.

The new and more inclusive definition recognises the unique nature of military service and responsibility of the Australian Government to those who have rendered that service. The Western Australian Government does not distinguish between types of service; what matters is the spirit in which the service was offered.

A veteran is defined as someone who has served in the Australian Defence Force. The 2021 Australian government census revealed that there are 581,100 veterans of which 65,083 (11.2%)<sup>1</sup> are resident in Western Australia (WA). Of these, approximately 5,000 to 6,000 are veterans of modern conflicts, having served since 1999. Whilst the data available is somewhat limited it does show that approximately 300-350 service personnel transition to civilian life in WA each year.

Despite publicity around Post Traumatic Stress Disorder (PTSD), the Australian Institute of Health and Welfare AIWH reported on 1 September 2022 that most of the ex-serving ADF members were doing well. Many had attained higher education qualifications, were employed, earned higher incomes than the Australian population, owned their own homes and were socially connected by living in a family type household.

Currently, Western Australia incurs an opportunity cost in failing to leverage the training the Department of Defence (Defence) has invested in a defence member. One study estimates the lost training value at approximately \$43 million per year.<sup>2</sup> The State Government seeks to make the most of these Western Australians, maximising the social and economic benefit to the community and to veterans and their families.

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<sup>1</sup> [Australian Defence Force service | Australian Bureau of Statistics \(abs.gov.au\)](https://www.abs.gov.au)

<sup>2</sup> [Conrad Liveris, Under-Considered, Under-Utilised – Veterans in the Labour Market, May 2018.](#)

## **New South Wales - Local Government Rank to Grade Guide**

New South Wales (NSW) leads Australia in employing veterans within the public sector. The NSW Office for Veterans Affairs led research to analyse how ADF employees' skills and experience match those required for public sector jobs. The findings were that ADF skills and experience are highly transferrable to government workplaces across a broad range of fields, ranging from entry level to executive positions. The NSW program has placed 644 veterans in 18 months in state and local government jobs across the state. Victoria and Queensland have adopted similar programs to employ veterans within the public sector.

The guides developed by NSW (Attachments 2 and 3 refers) in particular demonstrate a mature approach to compatibility of skills and capabilities from defence roles to public sector employment, which could be adopted for similar use in WA.

## **Skills Guides and Assistance to Veterans**

The Western Australian State Government seeks to develop local governments' understanding of the veteran's workforce and work collaboratively to develop veteran employment policy. NSW has offered to share their intellectual property to assist other jurisdictions.

The ADF has over 280 jobs, most serve in their core role, however, as they move through the ranks, they become more managerial as they are reporting on subordinates, and they are still active on the "tools" so to speak however not every day.

ADF members can have their military skills recognised through a national qualification before transitioning to civilian employment.

Skills, knowledge and experience can be formally recognised through a process called recognition of prior learning (RPL), sometimes called recognition of current competency. RPL validates skills against nationally accredited units of competency for the award of a statement of attainment or a full qualification.

Defence provides ADF Training and Skills Guides that explain skills acquired during military service in civilian language. The guides align military training to civilian skills and competencies, and can be referenced by ADF members and civilian employers.

## **Employment Support to Veterans**

There are a number of key organisations which focus on assisting veteran's transition to civilian employment.

Working Spirit is one such not-for-profit organisation and has offices in Joondalup. It has placed over 100 veterans into employment since February 2022 across a range of industry sectors. Working Spirit is attracting the interest of ADF personnel from across Australia who are considering their move to civilian life.

Working Spirit assists veterans into employment through a variety of ways, including:

- meet and greet - directly with companies
- military to Civilian Career Summits - once a year
- military to civilian networking events - once to twice a year
- work experience programs prior to transition from the ADF supporting medically discharged veterans.

Additionally, Working Spirit send out jobs lists each week to veterans and current serving personnel who are actively looking for employment.

In 2022 Working Spirit and RSLWA commenced a joint employment partnership having received funding for the next three years to support employment pathways for ex-service men and women and their families.

In addition to veterans this program also supports the families of current and ex-service men and women who are placed or choose to remain in WA. It is recognised that family members would also provide a further talent pool to consider for employment opportunities within the community.

Working Spirit also has a female specific programme Woven (Women Veterans Employment Network Australia) which specifically supports female veterans to thrive through their employment pathways post service.

Initial discussions have commenced between the City and Working Spirit and at this stage they have advised they are willing to send expressions of interest for the roles the City forwards to them to be advertised to veterans. They can also send resumes for review for suitable roles. A fee of \$500 would be applicable for any successful hires.

### **City of Joondalup Diversity and Inclusion Plan 2021/22 – 2023/24**

The City of Joondalup *Diversity and Inclusion Plan 2021/22 – 2023/24* outlines the commitment of the City to create a diverse and inclusive culture that promotes a fair, equitable, respectful and supportive workplace, and adds real value to the performance, innovation and productivity of the organisation.

The Plan has three key focus areas being employment pathways; education and training; and to support and celebrate a diverse and inclusive culture; with the following goals of:

- Creating a work environment where diversity and inclusion thrive, and the organisation acknowledges and embraces its differences.
- Improving representation in the workforce of people from diversity groups.
- Reducing structural, process and cultural barriers to employment for people from all diversity groups.
- Implementing meaningful, action-orientated strategies.
- Promoting inclusive culture through flexible mindsets and work practices.

The aim of these focus areas is as follows:

- Increase employment opportunities for diversity groups with the organisation.
- Improve active internal engagement on the employment of minority groups.
- Encourage diversity groups to see the organisation as a viable employer.
- Establish professional relationships with external agencies to facilitate employment pathways.
- Provide career pathways for women into leadership positions.
- Increase organisational understanding of diversity and inclusion principles and practices.
- Provide relevant data for monitoring and decision-making purposes on diversity and inclusion.
- Provide career pathways for women into leadership positions.
- Increase organisational understanding of diversity and inclusion principles and practices.
- Provide relevant data for monitoring and decision-making purposes on diversity and inclusion.

## **Proposed City of Joondalup approach to veterans and ex-defence service men and women employment**

It is considered that establishment of relationships with veteran organisations will assist in meeting a number of the City's *Diversity and Inclusion Plan 2021/22 – 2023/24* objectives, as detailed above.

As such, the following approach is proposed:

### **Phase 1**

- Leverage from the relationships with Working Spirit, Woven, RSLWA and the *WA Veterans and Families Strategy*, with advice of the City's support for initiatives that facilitate veterans and ex-defence service men and women employment.
- Establish a relationship with Working Spirit and RSLWA to forward them City of Joondalup employment vacancies.
- Continue to liaise with Working Spirit, RSLWA and the Veterans Issues Office of Defence West to explore leveraging from the work of the NSW Office for Veterans Affairs to develop a similar program in WA.

### **Phase 2**

- Develop and include a Veterans Support Initiative under the City's Diversity and Inclusion Portfolio, using the ADF guide as a framework and supporting mechanism for not-for-profit providers.
- Become member/supporter of *Soldier On*, Working Spirit and RSLWA.
- Develop broad support of the veteran community through engagement with *Soldier On* including attendance at Pathways events.
- Advertise employment vacancies through *Soldier On*, Working Spirit WA and RSLWA in addition to the normal locations like Seek, Aboriginal Services Jobs Board (Jobs and Skills WA), Careers at Council and LinkedIn. This means that the industry partners can proactively approach candidates and can offer support in the application process.
- Provide training for Human Resources and hiring Managers in recruiting veterans including understanding military roles and terminology, being able to ask interview questions that draw out transferable skills and being able to translate military experience into job requirements.
- Updated Human Resources documentation to reflect externally to candidates, and internally to Human Resources and hiring Managers, the priority focus of veterans as well as help in the translation of military service into the job interview processes.
- Identify ongoing roles to be promoted actively via the initiative.
- Explore funding and grant opportunities for the initiative.
- Examine the feasibility of establishing a Veterans Reference Committee comprising current employees who are veterans to oversee the proposed program.
- Attend ongoing networking events for veterans and service men and women.

### **Issues and options considered**

The Council may:

- Endorse the proposed initiative to collaborate with the Veterans Issues Office of Defence West, Working Spirit, Woven, and RSLWA to develop a City of Joondalup for veterans and ex-defence service men and women employment

or

- Not support the City collaborating with veterans' agencies to develop a City of Joondalup employment initiative for veterans and ex-defence service men and women.

Option 1 is the preferred option.

### **Legislation / Strategic Community Plan / Policy implications**

Legislation Equal Opportunity Employment Act 1984.

### **10-Year Strategic Community Plan**

Key theme Leadership.

Outcome Capable and effective. You have an informed and capable Council backed by a highly-skilled workforce.

Policy Nil.

### **Risk management considerations**

There are not considered to be any significant risks associated with the proposal.

### **Financial / budget implications**

The financial implications associated with the proposal are nominal.

In 2022, the Anzac Day Trust provided \$500,000 in funding support for the establishment of a Veterans' Employment Program in Western Australia. The Veterans' Employment Program is a partnership between Working Spirit and the RSLWA. They will deliver a comprehensive employment program for veterans and their families, including the development of a veteran-specific jobs portal.

The City will explore funding opportunities to progress a proposed veterans and ex-defence service men and women employment initiative.

### **Regional significance**

The Western Australian State Government seeks to develop local governments' understanding of the veteran's workforce and work collaboratively to develop veteran employment policy.

It is considered that an opportunity to progress an employment initiative which raises awareness of roles at the City of Joondalup whilst supporting veterans and ex-defence service men and women would be of benefit to the organisation, local community, and broader local government sector.

### **Sustainability implications**

The proposal has social sustainability implications in that the proposal will meet the strategic objectives of the City's *Diversity and Inclusion Plan 2021/22-2023/24* and the *Equal Opportunity Act 1984*.

### **Consultation**

No community consultation has been undertaken with regard the proposal.

## COMMENT

Following the City's research and liaison with the Veterans Issues Office of Defence West there is the potential for the City to develop an approach to support veterans and ex-defence service men and women employment.

It is also evident from these discussions that employment in the civilian workforce is a key strategic focus of the Australian Government with a number of important initiatives aimed at matching Australian Defence Force (ADF) skills and experience with those required for public sector roles.

The Western Australian State Government also seeks to develop local governments' understanding of the veteran's workforce and work collaboratively to develop veteran employment policy.

It is considered that an opportunity to progress an employment initiative which raises awareness of roles at the City of Joondalup whilst supporting veterans and ex-defence service men and women would be of benefit to the organisation, local community, and broader local government sector.

## VOTING REQUIREMENTS

Simple majority

## RECOMMENDATION

That Council:

- 1 **ENDORSES** the City's proposed approach, as detailed in this Report, to collaborate with the Veterans Issues Office of Defence West, Working Spirit, Woven, and the Returned and Services League of Australia (RSLWA) to develop an employment initiative for the City of Joondalup for veterans and ex-defence service men and women employment initiative;
- 2 **NOTES** that the City of Joondalup will explore funding opportunities to progress its proposed veterans and ex-defence service men and women employment initiative as detailed in Part 1 above.

*Appendix 10 refers*

To access this attachment on electronic document, click here: [Attach10brf230214.pdf](#)

## ITEM 12                      **SPONSORSHIP OF SIGNIFICANT EVENT: JOONDALUP FESTIVAL OF MOTORING**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	109022
<b>ATTACHMENT</b>	Attachment 1      Post Event Report
<b>AUTHORITY / DISCRETION</b>	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 consider the continuation of the sponsorship agreement for years two and three of the Joondalup Festival of Motoring with an increase of \$50,000 in the per annum sponsorship amount for both the 2023 and 2024 events.

### EXECUTIVE SUMMARY

At its meeting held on 15 February 2022 (CJ016-02/22 refers), Council resolved as follows:

*“That Council AGREES to:*

- 1      *Sponsor the Festival of Speed two-day event delivered by Justin Hunt Management for 2022 with the option for a second and third-year agreement based on Key Performance Indicators being met in year one;*
- 2      *LIST FOR CONSIDERATION as part of the City’s budget development process, an amount of \$350,000 over a three-year period commencing 2022-2023 budget year.”*

Following the Council’s endorsement of the event, a sponsorship agreement was entered into between the City and event owners, Justin Hunt Management for a three year period, subject to the below KPI’s being met:

- Attendance
  - See a minimum of 15,000 people in attendance at the event over the two-day period for year one, with increases to be seen over future years. These increases are to be determined annually with consultation between the City and Justin Hunt Management.

Outcome:

KPI achieved with over 15,000 people in attendance over the three days.

- Customer Satisfaction Levels
  - Achieve a minimum of 85% customer satisfaction rating to be gauged through onsite and post event feedback.

Outcome:

KPI achieved with 85% customer satisfaction rating based on 270 responses conducted online post event with competitors, officials, attendee businesses and residents feedback.

- Marketing and Media Coverage
  - To gain a minimum of \$50,000 advertising space rate (unpaid media) throughout Western Australia for the event to start to be recognised amongst the identified target markets.

Outcome:

KPI achieved with over \$100,000 worth of free media coverage obtained through a wide range of media channels including Channel 7, Perth Now and Carsales.

- Stakeholder Engagement
  - Approach key stakeholders in the region to be a part of the event including but not limited to local businesses, Edith Cowan University (ECU), North Metro TAFE (NMTAFE), Motor Trade Association (MTA). and provide the City with details of the outcome for each stakeholder.

Outcome:

Extensive consultation conducted with key stakeholders (ECU, NM TAFE, MTA) as well as local businesses unfortunately resulted in limited outcomes. Joondalup Health Campus was engaged for medical support, although not required over the weekend of the event.

- Financial Economic Impact
  - Based on the attendance of 15,000 people over the two days, with a spend of between \$50 - \$100 per person, achieve an estimated financial economic impact of between \$750,000 - \$1,500,000.

Outcome:

Although no formal dollar spend data was collected based on an attendance of 15,916 people, with each person spending \$63.20, it is estimated that the economic benefit from this event was in excess of \$1,005,000. This is equivalent to 8.4 annual local jobs across a range of industries.\*source: [National Institute of Economic and Industry Research \(NIEIR\)](#) ©2021. Compiled and presented in economy.id by [.id \(informed decisions\)](#).

The below businesses indicated a significant benefit over the weekend of the Joondalup Festival of Motoring:

- Quest was fully booked for the event
- Lakeside Joondalup Shopping Centre indicated an 18% increase in Sunday foot traffic with their food and beverage outlets reporting an increase in trade.

Refer Attachment 1 for the detailed post event report.

The event organiser has indicated they are wanting to continue with the event and build on year one, however they require additional funding to support this. The initial budget proposed during the Expression of Interest (EOI) process is almost two years old. With increases in all expenditure items since this budget, and the growth of the event from a single day event to a three day event, Justin Hunt Management have requested a funding increase of \$50,000 including GST per annum to continue to deliver the expanded event in 2023 and 2024.



*It is therefore recommended that the Council AGREES to:*

- 1 *Commit to the sponsorship agreement for the Joondalup Festival of Motoring for a two year period (2023 and 2024) based on an exclusive arrangement with the event organiser, Justin Hunt Management and a post event report being provided outlining outcomes based on Key Performance Indicators;*
- 2 *LIST FOR CONSIDERATION as part of the City's budget development process, an amount of \$400,000 per annum over a two year period commencing 2023-24 Budget.*

## **BACKGROUND**

The Council has adopted a Strategic Position Statement regarding significant events which provides as follows:

*The City will attract and support significant events that are unique to Joondalup and enhance its image as an attractive destination for residents, visitors, tourists, and businesses. These significant events will deliver economic development benefits for local businesses whilst promoting Joondalup's reputation state-wide, nationally, and internationally as the cultural, civic and entertainment CBD of the Northwest region of the Perth metropolitan area.*

A key non-capital project/activity outlined in the City's *Corporate Business Plan 2022- 2026* involves positioning Joondalup as a destination city where unique tourism opportunities and activities provide drawcards for visitors and residents, specifically:

- attract and support significant events that are unique to Joondalup to enhance its image as an attractive destination for visitors, tourist and businesses.

At its meeting held on 18 August 2020 (C78-08/20 refers), Council resolved as follows:

*"That Council REQUESTS the Chief Executive Officer to submit a report to Council for its consideration on the potential for the conduct of a major event based on the Joondalup Speed Classic held in October 1998."*

Following this resolution, a report was presented to Council at its meeting held on 17 November 2020 (CJ173-11/20 refers) to seek endorsement for the City to invite Expression of Interest (EOI) from suitably qualified event management groups to host a vintage car speed classic within the City of Joondalup based on a 'Round the Houses' style format with both non-fee and fee-paying options being explored.

Further to the Council decision of November 2020, the City issued (in May 2021) an EOI for the provision of Event Management Services to successfully own, develop, manage, plan, and deliver a Joondalup Classic Car Racing Event in the Joondalup City Centre, with the City being a key stakeholder and sponsor of the event.

Following the close of submissions on 25 June 2021, three submissions were received with one candidate, Justin Hunt Management, identified as suitable to deliver the event, although in a slightly different format to that of the initial proposal and with the requirement for an additional budget.

The EOI submission provided for the following:

Justin Hunt Management proposed a 'Festival of Speed' noting that this is a different format to the proposed Classic Car Round the House format outlined in the EOI. This would be an event that encapsulates a variety of motoring, motorsport and associated targeted events as part of a community festival event. The race would be a series of sprint events that could involve a greater range of motor vehicles.

In addition to the racing component, car displays, competitions, hospitality, VIP / corporate hospitality, partnerships with local accommodation venues, a golf day, traffic, and public transport were also proposed. Ticketing was not addressed.

This revised format and programming was presented to Council at its meeting held on 15 February 2022 (CJ016-02/22 refers), and Council resolved as follows:

*"That the Council AGREES to:*

- 1 *Sponsor the Festival of Speed two-day event delivered by Justin Hunt Management for 2022 with the option for a second and third-year agreement based on Key Performance Indicators being met in year one;*
- 2 *LISTS FOR CONSIDERATION as part of the City's budget development process, an amount of \$350,000 over a three-year period commencing 2022-2023 budget year."*

## **DETAILS**

With a slight name change, 2022 saw the inaugural Joondalup Festival of Motoring (JFOM), held from 28 to 30 October 2022 in the Joondalup City Centre.

The event saw over 15,000 attendees experience over 1,000 cars on static display, and 150 cars compete in the inaugural Joondalup City Sprint.

### ***Event Programming***

The three days saw the following elements delivered across the City Centre.

#### *Friday 28 October*

- Powerplay Corporate Go Kart Challenge: where 32 competitors fought for the corporate challenge trophy.
- Mega Motoring Movie Marathon: three iconic motoring movies were hosted at Grand Cinemas, Joondalup.

#### *Saturday 29 October*

- Coffee and Cars: approximately 450 vehicles were on display in the Lotterywest Car Park, Joondalup.
- Cars and Cocktails: Central Park hosted Cars and Cocktails on Saturday afternoon.
- Shannon's Sundowner: Corporate Villa hosted for 120 event sponsors and guests.

#### *Sunday 30 October*

- Automotive Worlds: five distinct precincts were spread throughout the City Centre with static vehicle displays grouped by origin.
- JFOM Corporate Hospitality: Central Park hosted a fully catered villa for up to 225 guests to watch the sprint course action and network.
- Joondalup City Sprint: saw over 150 competitors vying for the title of inaugural winner.

In addition to the above programming the JFOM held a photography competition where people could submit photos taken across the weekend to win a \$250 prize and a People's Choice Award for the favourite vehicle on display in the Automotive Worlds.

### **Wins**

- Social media reach was positive with the JFOM Facebook page reaching more than 142,000 people and growing to over 2,300 followers.
- The JFOM website reached over 81,000 users over the five month life of the website.
- Sponsorship received (beyond the City's contribution) was over \$137,000 in cash and in-kind support.
- The Joondalup City Sprint was new and unique for competitors and a course that had never been raced before, making it an attractive sprint for competitors.

### **Challenges**

- Lead time for the event planning was too tight, especially for an event that had never been undertaken before.
- Cold and rainy weather on the Saturday impacted attendance and exhibitors' numbers.
- The event footprint was too large and resulted in stretched resources and some precincts feeling isolated.
- Engagement with key stakeholders and local businesses in the lead up to the event was extensive for little or no return.
- Traffic management needs to see a greater focus on pedestrian movement.

### **Sponsorship Benefits Received by the City**

As the Host City sponsor, the City received the below outlined benefits:

<b>Promotional and Branding Benefits</b>	
Host City Sponsorship rights to the event (Joondalup Festival of Motoring held in the City of Joondalup)	✓
Logo on promotional material	✓
Logo on local, regional, and state-wide advertising	✓
Logo on event, program, and activity signage	✓
Logo and hyperlink on event website	✓
Logo on signage displayed at the event	✓
Recognition on radio advertising, such as Joondalup Festival of Motoring	✓
Recognition on media releases	✓
Recognition and link/tag on social media promotion (paid and organic)	✓
Digital marketing, (for example; Inclusion in e-newsletters, emails, and other digital promotions undertaken)	✓
Opportunity to include advertisement in publication or program	✓
Verbal acknowledgement throughout the event	✓
Opportunity to set up a promotional display	✓
Merchandise distribution, (for example; City merchandise in participant packs)	✓
<b>Economic and Tourism Benefits</b>	

<b>Promotional and Branding Benefits</b>	
Economic development, for example will the program or event provide an opportunity for local organisations to be involved or will it bring visitors to the region who will utilise current businesses such as hospitality (dining and accommodation)	✓
Tourism, (for example increase visitors to the region, people will travel to attend the event program)	✓
<b>Other Benefits</b>	
Corporate hospitality to a wide range of events held throughout the three days	✓
Opportunity for the City representative to present/speak	✓
<b>Attendance</b>	
Over 15,000	✓

### Issues and options considered

Council may choose to:

- endorse the sponsorship of the Joondalup Festival of Motoring for a further two year period (2023 and 2024) at \$400,000 per year
- endorse the sponsorship of the Joondalup Festival of Motoring with amendments to funding and/or conditions such as; funding requirement at \$350,000 per year for 2023 and 2024)  
or
- not endorse the event and cease the continuation of the Joondalup Festival of Motoring sponsorship.

### Legislation / Strategic Community Plan / Policy Implications

**Legislation** Not applicable.

#### 10-Year Strategic Community Plan

**Key theme** Economy.

**Outcome** Appealing and Welcoming - you welcome residents, and local and international visitors to the City.

**Policy** Not applicable.

### Risk Management Considerations

The future events will continue to pose many risks, particularly in and around the safety of drivers, officials and spectators and will be subject to individual specific risk management plans that will be endorsed by Motorsport Australia and the Australian Auto Sport Alliance who are empowered to approve such events.

The event risk mitigation and management will be the responsibility of the event owner, Justin Hunt Management. The City will be consulted during the development of a risk management plan and will sight a final version of the plan at least eight weeks prior to the event.

Should the Council not endorse the increase in sponsorship funds there is a likelihood the event will not proceed, or elements of the event would need to be scaled back.

## Financial / Budget Implications

As part of its annual budgeting process, the Council allocates an amount of \$350,000 to attract significant events to the City to meet its strategic objectives.

For 2023 and 2024 the Joondalup Festival of Motoring requires a commitment of \$400,000 per annum for the City to secure the Host City Sponsorship.

## Regional Significance

The event is unique in that this format for a motoring event does not exist elsewhere in Western Australia or Australia currently.

Indications from relevant car club associations is that they will continue to support the event in future years.

## Sustainability Implications

Such an event should continue to be well supported by the community, both locally and beyond the City boundaries, while also providing a strong stimulus for the local economy.

Following the success and learnings from year one, the event has a history and data to enable the event organiser to “sell” the event to third parties more effectively.

## Consultation

Post event surveys and feedback received online indicates that attendees and competitors are enthusiastic to see it return in 2023.

Some comments received include:

*“Congratulations everyone! Can I just say that this was such a fantastically run event, well done to all those involved. I really hope it becomes a yearly thing because it was such a great turnout for Perth’s Motorsport this weekend”*

N Mac

*“As a ratepayer I think this was absolutely superb. Finally good to see COJ being a little innovative in City run events. Looking forward to next year”*

G Ellis

*“Well organised Joondalup Festival of Motoring and Well done for keeping spectators safe. Was great to have a vibe back in Joondalup! Hope it will be back soon”*

C Riddings

*“Brilliant event, Family of 5 we absolutely loved it. Can’t wait for next year. Well done to all involved.”*

C Cowgill

*“Great event. Hopefully it becomes a regular one.”*

R Edwards

## COMMENT

The Joondalup Festival of Motoring would continue to meet the objectives of the *Strategic Community Plan* attracting and hosting significant events in the City; and based on the learnings from the 2022 event, 2023 and 2024 could become an iconic national event held annually in the region.

To encourage this growth and development, guaranteed support from the City for both the 2023 and 2024 events would allow the event organiser, Justin Hunt Management, to plan and manage resources more efficiently.

Other local governments have indicated a level of interest in hosting the event. Committing to 2023 and 2024 would see the City exclusively secure the event for the region.

## VOTING REQUIREMENTS

Simple Majority.

## RECOMMENDATION

That Council **AGREES** to:

- 1** Commit to the sponsorship agreement for the Joondalup Festival of Motoring for a two year period (2023 and 2024) based on an exclusive arrangement with the event organiser, Justin Hunt Management and a post event report being provided outlining outcomes bases on Key Performance Indicators;
- 2** **LIST FOR CONSIDERATION** as part of the City's budget development process, an amount of \$400,000 per annum over a two-year period commencing 2023-2024 budget.

*Appendix 11 refers*

To access this attachment on electronic document, click here: [Attach11brf230214.pdf](#)

## **ITEM 13                      CORPORATE      SPONSORSHIP      APPLICATION: WANNEROO BASKETBALL ASSOCIATION**

<b>WARD</b>	All			
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy			
<b>FILE NUMBER</b>	110313, 101515			
<b>ATTACHMENT</b>	Attachment 1	Wanneroo	Basketball	Association
		Application		
	Attachment 2	Joondalup	Wolves	Partnership
		Prospectus		
	Attachment 3	Joondalup Wolves Profile		
	Attachment 4	Master Sponsorship Assessment Matrix		
<b>AUTHORITY / DISCRETION</b>	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 consider the sponsorship application received from Wanneroo Basketball Association (WBA) for the City to continue as the Naming Rights 'Co-Major' partner of the NBL1 Men's and Women's team.

### **EXECUTIVE SUMMARY**

The City's Corporate Sponsorship Program aims to attract, host or support a wide range of events, programs and activities that enhance the service delivery to the community and attract visitors to the region, while also providing positive exposure for the City's brand local and regionally.

This program is open all year round (budget allowing) and has supported a wide range of events held in the region from Carols in the Park, triathlons to dance competitions and more.

The City has received an application from the Wanneroo Basketball Association for the City to continue as the Joondalup Wolves NBL1 Naming Rights 'Co-Major' partner for a proposed two season across the 2023 – 2024 calendar years. The sponsorship value requested is \$35,000 per season, totalling \$70,000 for the 2-year term of the agreement.

With the club branded "Joondalup Wolves" they are a highly successful and recognisable club in the Northern Suburbs. Established 40 years ago the association includes men's, women's and junior teams and has over 5,000 members following a significant 65% growth in the club in the past two years.

The application has been assessed against the master sponsorship assessment matrix (attachment two) and has been valued at \$20,000 (excluding GST).

The full amount requested has not been recommended as the higher level of funding requires the City to receive significantly more benefits in the area of regional promotion, tourism and economic development as outlined in the master sponsorship assessment matrix (attachment 4 refers). The recommended sponsorship is commensurate with the benefits available to the City.

The request for sponsorship for a two-year term is also not recommended as:

- the City's sponsorship budget has not been determined for 2024, and as such the amount of money that would be available to support events/programs within the region is uncertain at this time
- committing to multiyear agreements reduces the budget availability for the City to support a diverse range of events and programs annually, and/or new events/programs that may be held within the region
- sponsorship support is not guaranteed, recurrent, ongoing funding. The City encourages all organisations to seek alternate funding to ensure their event or program is sustainable long term.

An annual application is suggested for future sponsorship.

*It is therefore recommended that the Council AGREES to:*

- 1 *APPROVE a sponsorship amount of \$20,000 (excluding GST) for the 2023 season only subject to the Wanneroo Basketball Association entering into a formal sponsorship agreement with the City of Joondalup.*

## **BACKGROUND**

The City's corporate sponsorship program aims to achieve the following objectives:

- Attracting, hosting, or supporting a wide range of events, programs and activities that enhance the level of service delivery to the community and visitors to the region.
- Providing positive exposure for the City's brand locally and regionally.
- Providing support to local organisations/community groups.
- Stimulating economic development and providing benefits to local businesses.
- Increasing visitors to the region.
- Creating long-term value to the City and its residents by building sustainable partnerships or relationships.
- Ensuring that all agreements entered into provide an adequate return on investment by overseeing and managing the sponsorship, contributions and donations program, process, and outcomes.

All corporate sponsorship applications need to meet the following criteria:

- The applicant, event, program and/or activity must be aligned with the City's vision and corporate values.
- The event, program or activity must be consistent with the City's Sponsorship Program objectives.
- The audience for the event, program or activity should reach the City's target audiences.
- Requests for sponsorship should be for an event, program or activity located within the City of Joondalup, which provides a significant return to the general and/or business community.
- Tangible benefits for the City, its residents and/or local businesses need to be associated and demonstrated with the event, program, or activity.



- The event, program or activity must provide positive exposure for the City and its brand.
- The event, program or activity should provide opportunity to create long-term value to the City, residents and/or businesses.

The City has sponsored the Joondalup Wolves for numerous seasons as outlined below:

2014 and 2015 seasons	\$15,000 (excluding GST) per season
2016, 2017, 2018 and 2019 seasons	\$20,000 (excluding GST) per season
2020 Season	Season cancelled due to COVID
2021 and 2022 Seasons	\$20,000 (excluding GST) per season

## DETAILS

The Wanneroo Basketball Association is an inclusive sporting association, welcoming the community to a sport that can be played at all ages, caters for all people (diverse and welcoming) and can influence and engage large masses of people every week and weekend (community and ratepayers).

With the club branded “Joondalup Wolves” they are a highly successful and recognisable club in the Northern Suburbs. Established 40 years ago the association includes men’s, women’s and junior teams and has over 5,000 members following a significant 65% growth in the club in the past two years.

The Association has more than 5,000 registered players through seven large, volunteer governed, affiliated domestic clubs.

- 12,000 people visit the facility weekly
- 5,000 members in the junior and domestic clubs
- 500 teams play in the competitions
- 9,500 Facebook followers
- 4,000 Instagram followers
- 2,000 website visits per month.

The WBA is committed to sustainable success and is a destination for Joondalup families. It provides health and physical activities, participation, personal development and social connectivity and is an integral part of the community fabric. Management’s objectives is “*to position the Association as a true destination for all, a genuine hub of the community that continues to grow and explore new models to service demand.*”

This commitment supports the City’s *Strategic Community Plan 2022-2023*, specifically:

*“GOAL: Community*

*We have a vibrant cultural scene, and our community is friendly, welcoming, caring and supportive. We are prepared for emergencies and feel strong and resilient. We encourage and support local organisations and community-led activities and feel connected and safe in our neighbourhoods.”*

The pinnacle of the Association is the NBL1 Men’s and Women’s teams. The Joondalup Wolves (as they are known) have been in existence since 1983 and have experienced much success in their time including 9 state championships between the Men’s and Women’s teams.

NBL1 consists of five conferences covering every state and territory of Australia. Each conference has both a women's and men's competition, with a total of 76 clubs and 149 teams all competing for a chance to win a spot at the NBL1 National Finals.

NBL1 is the official pathway to the elite levels of basketball, including the WNBL, NBL, US College, NBA D-League the NBA and the Australian Boomers and Opals.

### Attendance

The general season sees 12,000 stadium attendees per week over 40 full weeks of basketball equating to approximately 480,000 attendees per annum.

The 2022 NBL1 season saw 15 home games, attracting 1,000 patrons to each game totalling 15,000 people over the season. 2023 targets are set for 1,100 patrons across 13 games totalling 14,300 spectators.

The NBL1 competition – both men and women - is a high standard and offers opportunities for Joondalup families to support their team and experience a family-friendly evening of entertainment at a very low cost, with ticket prices at \$12.00 to attend the game.

The Association supports the delivery of a safe, healthy and family friendly basketball competition, delivering a strong and inclusive men's and women's NBL1 competition. The primary target market for the NBL1 competition is families. Entertainment for parents and their children is provided at each game, and this market encompasses a large proportion of City ratepayers.

### Sponsorship Benefits for the City

There are considerable brand and profile benefits to be gained from a partnership with the Association and being recognised as the Naming Rights 'Co-Major' partner with Chambers Franklyn (a property management service).

In return for the sponsorship contribution the City will receive the below outlined benefits:

<b>Benefits to be provided to the City by Joondalup Wolves</b>	
Naming rights - Naming Rights 'Co-Major' partner for NBL1 teams Such as Chambers Franklyn City of Joondalup Wolves	✓
<b>Promotional and Branding Benefits</b>	
Logo on promotional material - Logo on men's and women's playing singlets	✓
Signage displayed at the event, program or activity - two x 1000x2000mm show court signs that are visible on KAYO	✓(2)
Logo and hyperlink on website	✓
Logo on event signage	✓
Recognition on media releases	✓
Recognition and link on social media forums	✓
Logo on local and/or regional advertising	✓
Digital Marketing for example inclusion in club newsletters, emails	✓
<b>Economic and Tourism Benefits</b>	

<b>Benefits to be provided to the City by Joondalup Wolves</b>	
Economic development - local businesses are engaged through the association's procurement services - visitors to the region may utilise current businesses such as hospitality (dining and accommodation)	✓
Tourism - over 13 opposition clubs from over the Perth Metro area will compete in the region throughout the season, bringing athletes, supports staff and spectators with them.	✓
<b>Other Benefits</b>	
Corporate Hospitality - Corporate box for eight for each NBL1 home game through the season	✓
Opportunity to set up a promotional display at each home game	✓
Opportunity for the City representative to present/speak	✓
Verbal acknowledgement throughout each home game	✓
Merchandise distribution - City merchandise to give away at games	✓
<b>Attendance</b>	
Over 10,000 for the NBL1 season	✓

The Association advise that the 2023-2024 season will see sophisticated communications and promotional plans for the Joondalup Wolves NBL1 utilising a range for tools and mediums to promote the Joondalup Wolves brand and associated partners.

Social media platforms continue to be the most successful for the WBA, building a fanbase of over 9,500 Facebook followers, 4,000 Instagram followers and 2,000 website visits per month.

#### *Economic Impact and Business Engagement*

The Joondalup Wolves NBL1 games attract visitors to the region, including athletes, visiting teams and basketball fans and spectators.

Each season the Joondalup Wolves NBL1 teams welcome 13 opposition clubs from all over the Perth Metro and some outlying country locals.

As well as visitation the Association both procure and receive local business support and are a significant employer, purchaser, supplier and connector for local, economic development and stimulus across Joondalup.

The WBA operate at a scale whereby lucrative and consistent local business procurement and business engagement opportunities exist into the significant tens of thousands of dollars.

#### *Other Funding Support*

The Joondalup Wolves NBL1 team received over \$100,000 in commercial sponsorship support from a wide range of partners including organisations such as Chambers Franklyn (co-naming rights partner), Zambrero and JLC Associates (premium partners) and more as outlined in attachment three.

Chambers Franklyn are a commercial and residential strata management company based in Stirling. They shared co-naming rights sponsorship with the City of Joondalup in 2022 and are confirmed co-naming rights sponsor for 2023. The value of the sponsorship has not been disclosed by Wanneroo Basketball Association in their application or the previous year's acquittal.

City of Wanneroo are not an official partner.

### Sponsorship Agreement and Key Performance Indicators

Should the Council agree to progress with supporting sponsorship of the Wanneroo Basketball Association, a sponsorship agreement will be developed between the City and the Association outlining the roles, responsibilities, benefits, and key performance indicators, as per the City's standard sponsorship process.

Key Performance indicators will address all details outlined in the sponsorship benefits table previously outlined.

The City's approach to sponsorship is to ensure a coordinated approach towards the development of agreements that aim to maximise benefits and create effective partnerships.

Sponsorship is a mutually beneficial commercial partnership involving financial or in-kind investments made in return for marketing and promotional benefits.

The proposal from the Wanneroo Basketball Association meets these requirements as the City will receive a range of benefits in return for its financial contribution to the organisation.

### **Issues and options considered**

The Council may choose to:

- endorse the sponsorship of the Wanneroo Basketball Association for the full amount requested of \$35,000 (excluding GST). The benefits outlined in the application do not align with this value as detailed in the City's sponsorship assessment matrix
- endorse the sponsorship of the Wanneroo Basketball Association for the reduced amount of \$20,000 (excluding GST). This option ensures that the proposed benefits are in line with City's sponsorship assessment matrix  
or
- not endorse the sponsorship application.

### **Legislation / Strategic Community Plan / policy implications**

**Legislation** Not applicable.

### **10-Year Strategic Community Plan**

**Key theme** Community.

**Objective** Active and Social - you enjoy quality local activities and programs for sport, learning and recreation.

**Policy** Not applicable.

## Risk management considerations

The Stirling Senators Basketball Association, branded Warwick Senators, are also located within the City's boundaries and they are part of the same NBL1 competition as the Wanneroo Basketball Association.

They have recently enquired about potential sponsorship support from the City and indicated that they will be making an application in the near future seeking a similar level of support as the City provides the Wanneroo Basketball Association.

Should both of these applications be endorsed, this would commit a sizeable portion of the City's sponsorship budget to two organisations, reducing the availability of funding to support other events or programs held within the region.

Supporting the City's state level basketball Associations with this level of funding may also prompt other state levels sporting codes to seek sponsorship support from the City which isn't financially sustainable as part of the Corporate Sponsorship Program.

## Financial / budget implications

### 2022-23 financial year impact

70% of the sponsorship amount recommended is due in the 2022-23 financial year

<b>Account no.</b>	1.443.A4409.3299.4023.
<b>Budget Item</b>	Sponsorship.
<b>Budget amount</b>	\$130,000
<b>Sponsorship proposed cost</b>	\$14,000
<b>Balance of budget line</b>	\$2,400

### 2023-2024 financial year impact

30% of the sponsorship amount recommended is due in the 2023-2024 financial year

<b>Account no.</b>	1.443.A4409.3299.4023.
<b>Budget Item</b>	Sponsorship.
<b>Budget amount</b>	Historical budget of \$130,000 (subject to adoption of 23-24 budget)
<b>Sponsorship proposed cost</b>	\$7,000
<b>Balance of budget line</b>	TBC

All amounts quoted in this report are exclusive of GST.

## Regional significance

Not applicable.

## Sustainability implications

The NBL1 season is well supported both locally and beyond the City boundaries, while also providing a strong stimulus for the local economy.

## Consultation

Not applicable.

## COMMENT

The sponsorship proposal submitted is an opportunity for the City to provide financial support to the Wanneroo Basketball Association, in return for a range of marketing and promotional benefits.

If the sponsorship proposal was endorsed, the City would receive a range of benefits that enhanced the development of the sport, provide a positive image of the City and its ability to provide assistance to regionally significant sporting organisation and help to promote Joondalup as an attractive destination.

Attracting events and supporting youth and local sporting groups is part of the City's strategy to position Joondalup as a destination that attracts visitors with its diverse mix of iconic events with local, national, and international appeal.

## VOTING REQUIREMENTS

Simple Majority.

## RECOMMENDATION

**That Council APPROVE a sponsorship amount of \$20,000 (excluding GST) for the 2023 season only subject to the Wanneroo Basketball Association entering into a formal sponsorship agreement with the City of Joondalup.**

*Appendix 12 refers*

*To access this attachment on electronic document, click here: [Attach12brf230214.pdf](#)*

## **ITEM 14                      CORPORATE      SPONSORSHIP      APPLICATION: NATIONAL BASKETBALL LEAGUE PTY LTD**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	110313, 101515
<b>ATTACHMENT</b>	Attachment 1      NBL1 Sponsorship Application Attachment 2      NBL1 Presentation Attachment 3      Master Sponsorship Assessment Matrix
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### **PURPOSE**

For Council to consider the significant event sponsorship application received from National Basketball League Pty Ltd for Joondalup to be the host City of the 2023 NBL1 National Final Series, proposed to be held at HBF Arena Joondalup from the 18 to 20 August 2023.

### **EXECUTIVE SUMMARY**

The City's Corporate Sponsorship Program aims to attract, host or support a wide range of events, programs and activities that enhance the service delivery to the community and attract visitors to the region, while also providing positive exposure for the City's brand local and regionally.

The City has received a sponsorship application from the National Basketball League Pty Ltd to be the host City for the 2023 NBL1 National Final Series at HBF Arena Joondalup from the 18 to 20 August 2023.

As this event is a national event that is unique to Joondalup, it is also the first time the National Finals will be held outside of Victoria and is proposed to deliver economic development benefits for the region, specifically beds stays and expenditure with local businesses, this event has been defined as a "significant event".

The NBL1 National Finals is a pinnacle event on the national basketball calendar. It is the only Association based Senior National Championships in Australia and the host city is seen as a flagship venue within the basketball community when selected.

The annual event brings together 12 teams (180 participants) from across all Australian States and Territories, the champions of each conference and the reigning teams, for a three day event where teams compete for the title of NBL1 National Champions.

The sponsorship value requested is \$50,000 (excluding GST).

The application has been assessed and valued at \$35,000 (excluding GST).

The full amount requested has not been recommended as the higher level of funding requires:

- the event to attract over 10,000 patrons
- the City to receive naming rights to the event
- the City to receive significantly more benefits in the area of regional promotion, tourism and economic development

as outlined in the master sponsorship assessment matrix (Attachment 3 refers).

The recommended sponsorship is commensurate with the benefits available to the City.

*It is therefore recommended that the Council AGREES to:*

- 1 *APPROVE a sponsorship amount of \$35,000 (excl. GST) for the City to host the 2023 NBL1 National Final Series subject to the organisation entering into a formal sponsorship agreement with the City of Joondalup;*
- 2 *LIST FOR CONSIDERATION as part of the City's budget development process, an amount of \$10,500 (excl. GST) in the 2023-2024 budget for the payment of the 30% balance of the sponsorship amount.*

## **BACKGROUND**

The Council has adopted a Strategic Position Statement regarding significant events which provides as follows:

*The City will attract and support significant events that are unique to Joondalup and enhance its image as an attractive destination for residents, visitors, tourists, and businesses. These significant events will deliver economic development benefits for local businesses whilst promoting Joondalup's reputation state-wide, nationally, and internationally as the cultural, civic and entertainment CBD of the Northwest region of the Perth metropolitan area.*

A key non-capital project/activity outlined in the City's *Corporate Business Plan 2022- 2026* involves positioning Joondalup as a destination city where unique tourism opportunities and activities provide drawcards for visitors and residents, specifically:

- attract and support significant events that are unique to Joondalup to enhance its image as an attractive destination for visitors, tourist and businesses.

## **DETAILS**

Well over one million people are now playing basketball nationally and the sport is growing at a much faster rate (19% per annum) than any other team sport. In Western Australia the latest Ausplay survey estimates that there are over 180,000 participants, with competition members registered with Basketball WA exceeding 55,000 for the first time in 2021. The school and introductory programs continue to perform strongly with Aussie Hoops reaching record levels of more than 7,600 registrations across WA. This represents a doubling of the program over the past two years. \*Source: *WA Basketball Association Annual Report 2020-2021*.

In the last three years Western Australia has moved into the number two spot nationwide for participation.

NBL1 is the official pathway to the elite levels of basketball, including the Womens National Basketball League, NBL, US College, NBA D-League the NBA and the Australian Boomers and Opals.



NBL1 consists of five conferences covering every state and territory of Australia. Each conference has both a women's and men's competition, with a total of 76 clubs and 149 teams all competing for a chance to win a spot at the NBL1 National Finals.

The NBL1 National Finals is the pinnacle event on the national basketball calendar. It is the only Association based Senior National Championships in Australian and the host city is seen as a flagship venue within the basketball community when selected.

The annual event brings together the champions of each conference and the reigning teams for a three day event where teams compete for the title of NBL1 National Champions. This finals event has never been held outside of Victoria, so to be the first interstate final event would be a huge accolade for HBF Arena and the City of Joondalup.

The Joondalup Wolves and Warwick Senators are the City's local NBL1 teams, with the Warwick Senators Women's team not only taking out the 2022 NBL1 West Premiership but also the 2022 NBL1 National Championship. Between the two associations they have over 8,500 participants across their competitions.

The event will be held from the 18 to 20 August 2023, with the teams arriving on the 17 August. 12 teams - six women's and six men's – form the championship with eight interstate and four West Australian teams playing.

The event will activate Show Court one and Show Court two simultaneously for three games a day on Friday and Saturday, with the Women's and Men's National Finals held on the Sunday, bringing thousands of people per day into Joondalup. The ticket cost for entry has not been finalised, however it will not exceed \$20.

It is estimated that the event will host 180 participants, 80 staff and officials and approximately 2,500 spectators daily, totalling approximately 8,000 people in attendance over the three-day event.

A breakdown of these numbers is outlined below:

- Teams: 12 teams (six women's and six men's) comprising of a minimum of 15 people, athletes, coaches and staff.  
Eight interstate teams and four West Australian teams
- Officials: 18 referees, six reserve referees, two to four referee coaches.  
A minimum of 32 score table and statisticians from WA.
- Streaming: A minimum of eight camera operators and two producers.  
10-12 commentators from right across Australia.

#### Sponsorship Benefits for the City

The event will be streamed live on Kayo with the 2022 event attracting more than 1.1 million minutes of viewership.

As the Host City sponsor the City will receive the below outlined benefits:

<b>Benefits to be provided to the City</b>	
<b>Promotional and Branding Benefits</b>	
Logo on promotional material	✓
Signage displayed at the event which will also be visible on the KAYO stream	✓
Logo and hyperlink on website during the final's series	✓
Recognition on media releases	✓
Recognition and link on social media forums	✓
Digital Marketing for example inclusion in club newsletters, emails	✓
Road to Joondalup Promotion as soon as the host City is determined commentators and clubs will have the opportunity to promote the "road to Joondalup" as part of their regular season strategies and commentary.	✓
<b>Economic and Tourism Benefits</b>	
Economic development - Approximately 550 bed nights (within the City) with an average stay of 3 nights, 4 days - Estimated daily spend of \$180 per day per person - NBL1 will work with the City to engage and promote local businesses to participants, staff, officials while they are staying within the region	✓
Tourism increased visitors to the region; people will travel to attend the event program from within Western Australian and interstate.	✓
<b>Other Benefits</b>	
Corporate Hospitality - complimentary VIP tickets	✓
Opportunity to set up a promotional display	✓
Opportunity for the City representative to present/speak	✓
Verbal acknowledgement throughout the final's series	✓
Merchandise distribution through participant packs including the opportunity for local businesses to get involved	✓
<b>Attendance</b>	
5,001 – 10,000	✓

### Economic Impact

With 260 players, staff and officials generating 550 bed nights, and then at least a few hundred interstate visitors as spectators/fans coming to Joondalup, it is expected that the event will deliver more than 1,000 bed nights across three days, noting that consultation has already commenced with the Joondalup Resort, Quest and Nautica @ Hillarys.

Tourism Research Australia data estimates that the national average spend of a domestic overnight tourist whose purpose of travel is to either compete in or spectate at a sporting event is \$360 per person per overnight stay with \$183 of this dedicated to accommodation.

Based on this research data with approximately 1,000 bed nights it is estimated this event will contribute over \$183,000 to the local accommodation sector.

In addition to the accommodation it is estimated that the 260 players, coaches and officials will spend on average \$180 a day over the three-day event period, contributing over \$140,000 to the economy.

In addition to the players, coaches and officials, NBL1 anticipate bringing thousands of people a day into Joondalup, all of whom will spend directly in Joondalup. It is expected that the event will cycle hundreds of thousands of dollars back into the Joondalup economy – directly benefitting local hospitality and service providers (such as; hire cars, restaurants, golf courses).

In addition to this, interstate and out of the region visitors are likely to spend in local shopping precincts during their stay.

#### Local Business and Stakeholder Engagement

NBL1 have proposed that they would like to work with the City to:

- develop quality travel packages for visitors
- provide opportunities to showcase culturally appropriate actions and promote local first nation stories
- increase accommodation occupancy and tourism revenue to the region
- incorporate local business information in participant packs.

The event will also be supported by the Wanneroo Basketball Association with support staff and volunteers.

#### Sponsorship Agreement and Key Performance Indicators

Should the Council agree to progress with supporting sponsorship of the NBL1 finals, a sponsorship agreement will be developed between the City and NBL1 outlining the roles, responsibilities, benefits, and key performance indicators, as per the City's standard sponsorship process.

Key Performance indicators will address all details outlined in the sponsorship benefits table previously outlined along with specific measures as follows:

- Attendance
  - Set a minimum attendance level.
- Customer Satisfaction Levels
  - Set a customer satisfaction level based conducting onsite and post event feedback.
- Marketing and Media Coverage
  - Set a dollar value for marketing and media coverage achieved for the event.
- Stakeholder Engagement
  - Outline approach and expectations around local business engagement.
- Financial Economic Impact
  - Outline a minimum economic impact dollar figure to be achieved.
  - Request that economic outcomes analysis be conducted and included in the post event report to ensure the City received return on investment for this sponsorship.

The City's approach to sponsorship is to ensure a coordinated approach towards the development of agreements that aim to maximise benefits and create effective partnerships.

Sponsorship is a mutually beneficial commercial partnership involving financial or in-kind investments made in return for marketing and promotional benefits.

The proposal from NBL meets these requirements as the City will receive a range of benefits in return for its financial contribution to the league.

### Issues and options considered

The Council may choose to:

- endorse the sponsorship of the NBL1 National Finals for the full amount requested of \$50,000 (excluding GST). The benefits outlined in the application do not align with this value as detailed in the City's sponsorship assessment matrix
- endorse the sponsorship of the NBL1 National Finals for the reduced amount of \$35,000 (excluding GST). This option ensures that the proposed benefits are in line with City's sponsorship assessment matrix  
or
- not endorse the significant event sponsorship application, which would then enable another state in Australia to be the first to host this national event outside of Victoria.

### Legislation / Strategic Community Plan / policy implications

**Legislation** Not applicable.

#### 10-Year Strategic Community Plan

**Key theme** Economy.

**Objective** Appealing and Welcoming - you welcome residents, and local and international visitors to the City.

**Policy** Not applicable.

### Risk management considerations

Not applicable.

### Financial / budget implications

As part of its annual budgeting process, the Council allocates an amount to attract significant events to the City to meet its strategic objectives. The proposed event would need to be incorporated into this budgeted amount as outlined below.

#### 2022-23 financial year impact

70% of the sponsorship amount recommended is due in the 2022-23 financial year.

<b>Account no.</b>	1.210.A2101.3293.0000.
<b>Budget Item</b>	Significant Event Sponsorship.
<b>Budget amount</b>	\$625,000
<b>Sponsorship proposed cost</b>	\$24,500
<b>Balance of budget line</b>	\$38,000

Noting that this account has already covered the cost for significant events such as Joondalup Festival of Motoring and the Perth International Arts Festival event to be held in February 2023.

2023-24 financial year impact

30% of the sponsorship amount recommended is due in the 2023-2024 financial year

<b>Account no.</b>	1.210.A2101.3293.0000.
<b>Budget Item</b>	Significant Event Sponsorship.
<b>Budget amount</b>	\$350,000 (subject to adoption of 23/24 budget)
<b>Sponsorship proposed cost</b>	\$10,500
<b>Balance of budget line</b>	TBC

\$350,000 has been budgeted for the continuation of the Joondalup Festival of Motoring event, should this be endorsed by Council.

All amounts quoted in this report are exclusive of GST.

**Regional significance**

The event will be unique to the state for the 2023 season and is supported by the Venues West, Basketball WA and the Wanneroo Basketball Association.

As reigning champions the Warwick Senators (Women) and Rockingham Flames (Men) will automatically join the conference champions which will attract a significant regional supporter base to the region.

**Sustainability implications**

Such an event should be well supported by the community, both locally and beyond the City boundaries, while also providing a strong stimulus for the local economy.

**Consultation**

Consultation has been conducted with Venues West, Basketball WA and the Wanneroo Basketball Association, with all organisations supportive of the event being held at HBF Arena Joondalup.

Venues West have offered discounted venue hire and catering support for the event.

Wanneroo Basketball Association will reschedule all local games for the period of time that the Final Series is held at HBF Arena Joondalup and will also support the event through the supply of staff and volunteers.

As the event is proposed to be held within the City of Joondalup boundaries, the City of Wanneroo has not been engaged at this stage.

**COMMENT**

Since 2012, the City has been working to attract significant events of a calibre suitable to enhance tourism and stimulate the local economy, while attracting wide media coverage to enhance and strengthen Joondalup's reputation and image as a Destination City.

Attracting significant events is part of the City's strategy to position Joondalup as a destination that attracts visitors with its diverse mix of iconic events with local, national, and international appeal.

The City has hosted or supported major events including the Joondalup Festival of Motoring, Perth Internal Arts Festival, NAB Cup (AFL), Soundwave and Future Music Festival. It also delivers major community events such as the Joondalup Festival and Valentine's Concert. In addition, it hosts and supports smaller community events such as the Heathridge Carols in the Park and other community group fairs / fêtes.

The NBL1 National Finals sponsorship proposal submitted is an opportunity for the City to provide financial support to the NBL1, in return for a range of marketing and promotional benefits.

If the sponsorship proposal was endorsed, the City would receive a range of benefits that enhanced the development of the sport, provide a positive image of the City and its ability to provide assistance to regionally and nationally significant sporting organisations and help to promote Joondalup as an attractive destination.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

**That Council AGREES to:**

- 1 APPROVE a sponsorship amount of \$35,000 (excluding GST) for the City to host the 2023 NBL1 National Final Series subject to the organisation entering into a formal sponsorship agreement with the City of Joondalup;**
- 2 LIST FOR CONSIDERATION as part of the City's budget development process, an amount of \$10,500 (excluding GST) in the 2023-24 Budget for the payment of the 30% balance of the sponsorship amount.**

*Appendix 13 refers*

To access this attachment on electronic document, click here: [Attach13brf230214.pdf](#)

## **ITEM 15 LIST OF PAYMENTS MADE DURING THE MONTH OF NOVEMBER 2022**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mat Humfrey Corporate Services
<b>FILE NUMBER</b>	09882, 101515
<b>ATTACHMENTS</b>	Attachment 1 Chief Executive Officer's Delegate Municipal Payment List for the month of November 2022 Attachment 2 Chief Executive Officer's Delegated Municipal Payment List (Bond Refunds for the month of November 2022) Attachment 3 Municipal and Trust Fund Vouchers for the month of November 2022
<b>AUTHORITY / DISCRETION</b>	Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

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### **PURPOSE**

For Council to note the list of accounts paid under the Chief Executive Officer's delegated authority during the month of November 2022.

### **EXECUTIVE SUMMARY**

This report presents the list of payments made under delegated authority during the month of November 2022, totalling \$17,978,726.96.

*It is therefore recommended that Council NOTES the Chief Executive Officer's list of accounts for November 2022 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 forming Attachments 1, 2 and 3 to this Report, totalling \$17,978,726.96.*

### **BACKGROUND**

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

### **DETAILS**

The table below summarises the payments drawn on the funds during the month of November 2022. Lists detailing the payments made are appended as Attachments 1 and 2 to this Report.

The vouchers for the month are appended as Attachment 3 to this Report.

FUNDS	DETAILS	AMOUNT
Municipal Account	Municipal Cheques & EFT Payments 112640 - 112656 & EF105915 - EF106224 & EF106240 - EF106560 Net of cancelled payments Vouchers 3409A – 3424A	\$10,530,091.97
	Bond Refund Cheques & EFT Payments EF105913 - EF105914 & EF106225 -EF106239 & EF106561 - EF106565 Net of cancelled payments.	\$39,101.80
	<b>Total</b>	<b>\$17,978,726.96</b>

### Issues and Options Considered

There are two options in relation to the list of payments.

#### Option 1

That Council declines to note the list of payments paid under delegated authority. The list is required to be reported to Council in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, and the payments listed have already been paid under the delegated authority. This option is not recommended.

#### Option 2

That Council notes the list of payments paid under delegated authority. This option is recommended.

### Legislation / Strategic Community Plan / Policy Implications

#### Legislation

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

### 10-Year Strategic Community Plan

#### Key theme

Leadership.

#### Outcome

Accountable and financially-sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.

#### 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**

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

### **Regional Significance**

Not applicable.

### **Sustainability Implications**

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

### **Consultation**

Changes in the treatment of bonds received and repaid, from being held in the Trust Fund to now being reflected in the Municipal Fund, have arisen from a directive by the Office of the Auditor General.

### **COMMENT**

All Municipal Fund expenditure included in the list of payments is incurred in accordance with the City of Joondalup *2022-23 Budget* as adopted by Council at its meeting held on 28 June 2022 (CJ104-06/22 refers) or has been authorised in advance by the Mayor or by resolution of Council as applicable.

### **VOTING REQUIREMENTS**

Simple Majority.

### **RECOMMENDATION**

**That Council NOTES the Chief Executive Officer's list of accounts for November 2022 paid under Delegated Authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* forming Attachments 1, 2 and 3 to this Report, totalling \$17,978,726.96.**

*Appendix 14 refers*

To access this attachment on electronic document, click here: [Attach14brf230214.pdf](#)

## **ITEM 16 LIST OF PAYMENTS MADE DURING THE MONTH OF DECEMBER 2022**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mat Humfrey Corporate Services
<b>FILE NUMBER</b>	09882, 101515
<b>ATTACHMENTS</b>	Attachment 1 Chief Executive Officer's Delegate Municipal Payment List for the month of December 2022 Attachment 2 Chief Executive Officer's Delegated Municipal Payment List (Bond Refunds for the month of December 2022) Attachment 3 Municipal and Trust Fund Vouchers for the month of December 2022
<b>AUTHORITY / DISCRETION</b>	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 list of accounts paid under the Chief Executive Officer's delegated authority during the month of December 2022.

### **EXECUTIVE SUMMARY**

This report presents the list of payments made under delegated authority during the month of December 2022, totalling \$22,090,628.97.

*It is therefore recommended that Council NOTES the Chief Executive Officer's list of accounts for December 2022 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 forming Attachments 1, 2 and 3 to this Report, totalling \$22,090,628.97.*

### **BACKGROUND**

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

### **DETAILS**

The table below summarises the payments drawn on the funds during the month of December 2022. Lists detailing the payments made are appended as Attachments 1 and 2 to this Report.

The vouchers for the month are appended as Attachment 3 to this Report.

FUNDS	DETAILS	AMOUNT
Municipal Account	Municipal Cheques & EFT Payments 112657- 112700 & EF106574 - EF107401 & EF107407 - EF107638 & EF107642 - EF107761 Net of cancelled payments	\$16,469,654.39
	Vouchers 3430A – 3442A	\$5,595,709.28
	Bond Refund Cheques & EFT Payments EF106566 - EF106573 & EF107402 -EF107406 & EF107639 - EF107641 & EF107762 - EF107766 Net of cancelled payments.	\$25,265.30
<b>Total</b>		<b>\$22,090,628.97</b>

### Issues and Options Considered

There are two options in relation to the list of payments.

#### Option 1

That Council declines to note the list of payments paid under delegated authority. The list is required to be reported to Council in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, and the payments listed have already been paid under the delegated authority. This option is not recommended.

#### Option 2

That Council notes the list of payments paid under delegated authority. This option is recommended.

### Legislation / Strategic Community Plan / Policy Implications

#### Legislation

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

### 10-Year Strategic Community Plan

#### Key theme

Leadership.

#### Outcome

Accountable and financially-sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.

#### 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**

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

### **Regional Significance**

Not applicable.

### **Sustainability Implications**

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

### **Consultation**

Changes in the treatment of bonds received and repaid, from being held in the Trust Fund to now being reflected in the Municipal Fund, have arisen from a directive by the Office of the Auditor General.

### **COMMENT**

All Municipal Fund expenditure included in the list of payments is incurred in accordance with the City of Joondalup *2022-23 Budget* as adopted by Council at its meeting held on 28 June 2022 (CJ104-06/22 refers) or has been authorised in advance by the Mayor or by resolution of Council as applicable.

### **VOTING REQUIREMENTS**

Simple Majority.

### **RECOMMENDATION**

**That Council NOTES the Chief Executive Officer's list of accounts for December 2022 paid under Delegated Authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* forming Attachments 1, 2 and 3 to this Report, totalling \$22,090,628.97.**

*Appendix 15 refers*

To access this attachment on electronic document, click here: [Attach15brf230214.pdf](#)

## ITEM 17 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED NOVEMBER 2022

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mat Humfrey Corporate Services
<b>FILE NUMBER</b>	07882, 101515
<b>ATTACHMENTS</b>	Attachment 1 Financial Activity Statement Attachment 2 Investment Summary Attachment 3 Supporting Commentary
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

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### PURPOSE

For Council to note the Financial Activity Statement for the period ended 30 November 2022.

### EXECUTIVE SUMMARY

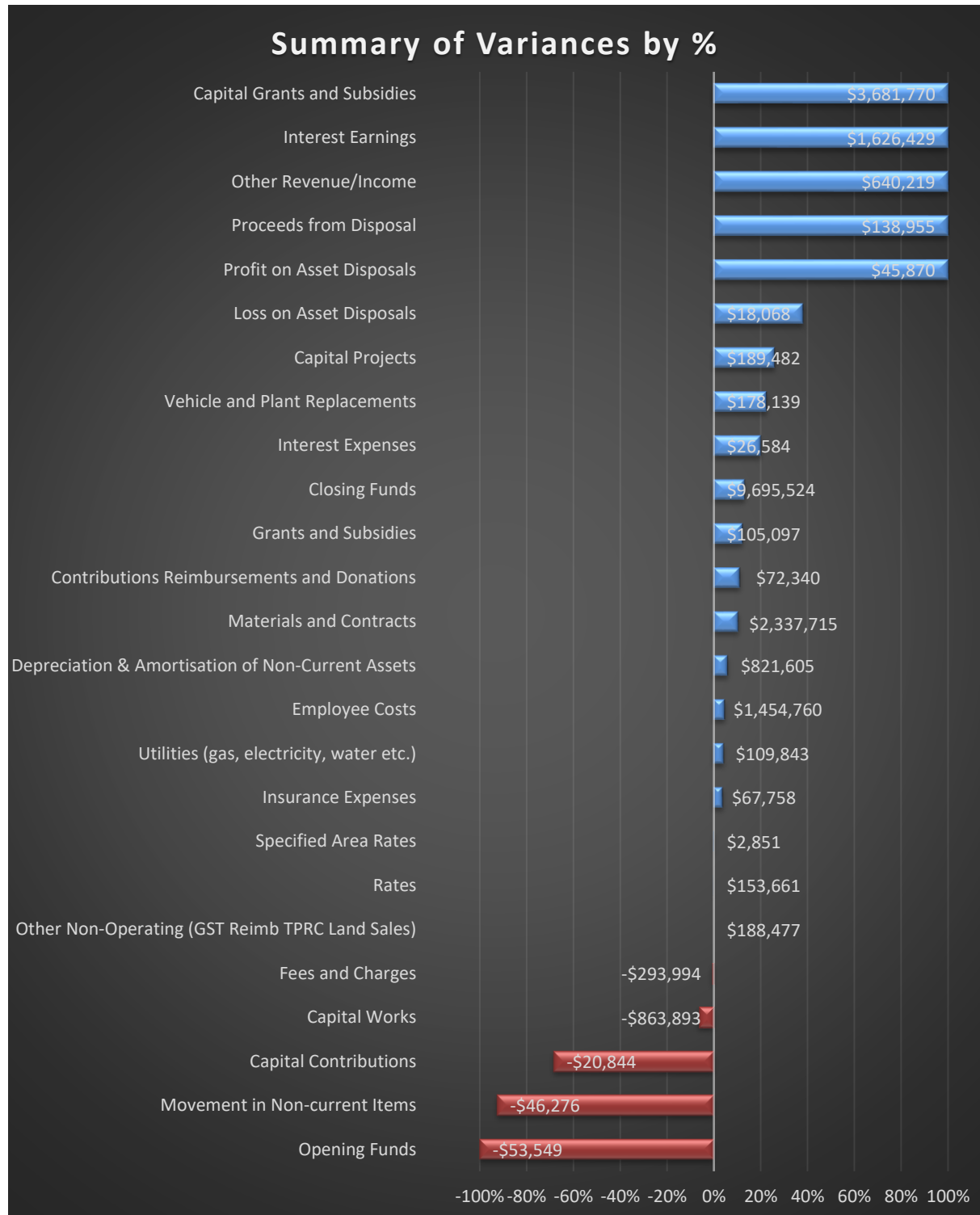
At its meeting held on 28 June 2022 (CJ104-06/22 refers), Council adopted the *2022-23 Annual Budget*. Council subsequently amended the budget at its meeting held on 16 August 2022 (CJ132-08/22 refers), 20 September 2022 (CJ158-009/22 and CJ161-09/22 refers) and 18 October 2022 (CJ178-10/22 and CJ179-10/22 refers). The figures in this report are compared to the amended budget.

The November 2022 Financial Activity Statement Report shows an overall favourable variance of \$9,695,524 from operations and capital, after adjusting for non-cash items.

It should be noted that this variance does not represent a projection of the end of year position or that these funds are surplus to requirements. It represents the year to date position to 30 November 2022 and results from a number of factors identified in the report, including the opening funds position which is subject to the finalisation of the *2021-22 Annual Financial Statements*.

There are a number of factors influencing the favourable variance, but it is predominantly due to timing of revenue and expenditure compared to the budget estimate in November and the finalisation of 2021-22 end of year process. The notes in Attachment 3 identify and provide commentary on the individual key material revenue and expenditure variances to date.

The key elements of the variance are summarised below:



The significant variances for November were:

**Materials and Contracts**

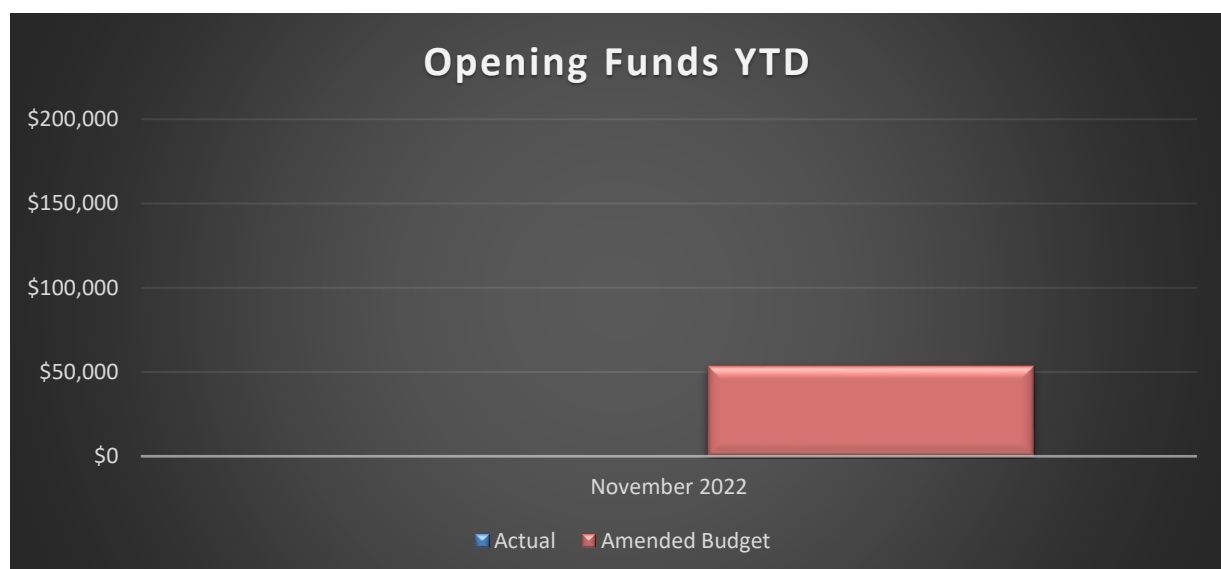
**\$2,337,715**



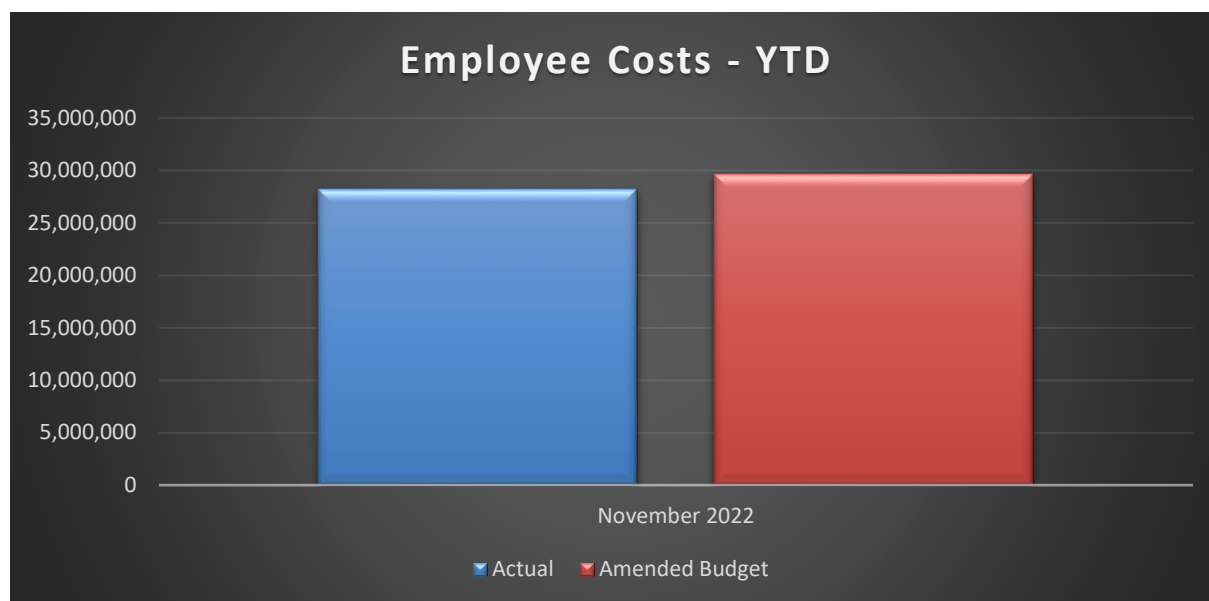
Materials and Contracts expenditure is \$2,337,715 below budget. This is spread across a number of different areas including External Service Expenses \$911,991, Waste Management Services \$587,222, Professional Fees and Costs \$418,031, Contributions and Donations \$301,507 and Public Relations, Advertising and Promotions \$229,124. This was partially offset by Computing (\$350,890).

**Opening Funds**

**(\$53,549)**



Opening Funds for November 2022 is \$53,549 below budget. The variation in the Closing Funds for the period ended 30 June 2022 is prior to end of year adjustments being processed. The final balance will be available after the Financial Statements for 2021-22 have been audited.

**Employee Costs****\$1,454,760**

Employee Costs expenditure is \$1,454,760 below budget. Favourable variances predominantly arose from vacancies in various areas.

*It is therefore recommended that Council NOTES the Financial Activity Statement for the period ended 30 November 2022 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 30 November 2022 is appended as Attachment 1.

**Legislation / Strategic Community Plan / Policy implications**

Legislation	<p>Section 6.4 of the <i>Local Government Act 1995</i> requires a local government to prepare an annual financial report for the preceding year and such other financial reports as are prescribed.</p> <p>Regulation 34(1) of the <i>Local Government (Financial Management) Regulations 1996</i> 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.</p>
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## 10-Year Strategic Community Plan

Key theme Leadership.

Outcome Accountable and financially-sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.

### 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 funds for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

### Financial / budget implications

All amounts quoted in this report are exclusive of GST.

### Regional significance

Not applicable.

### Sustainability implications

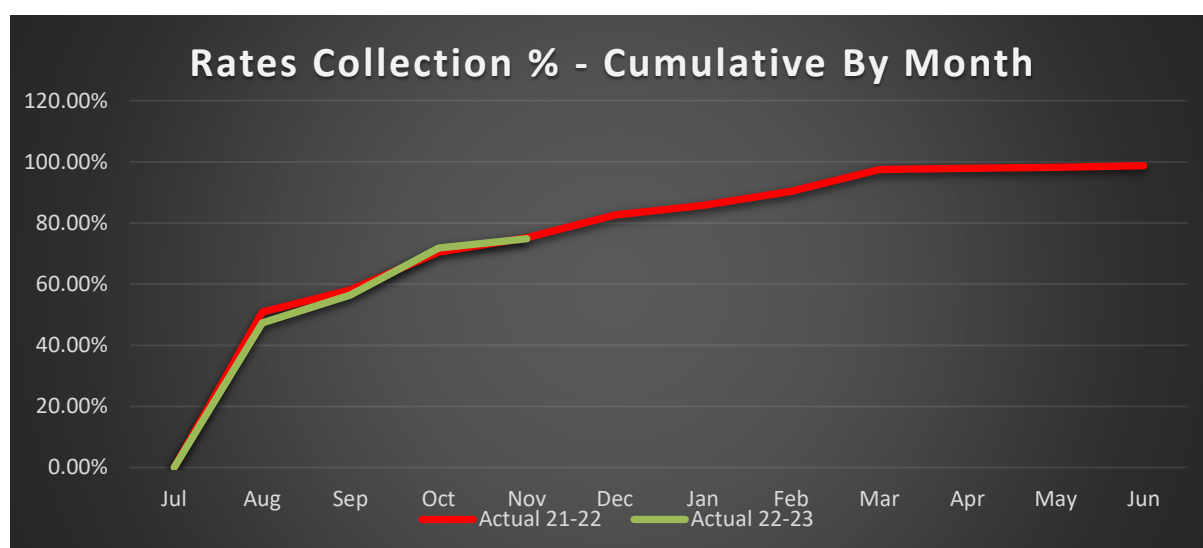
Expenditure has been incurred in accordance with adopted budget parameters, which have been structured on financial viability and sustainability principles.

### 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*.

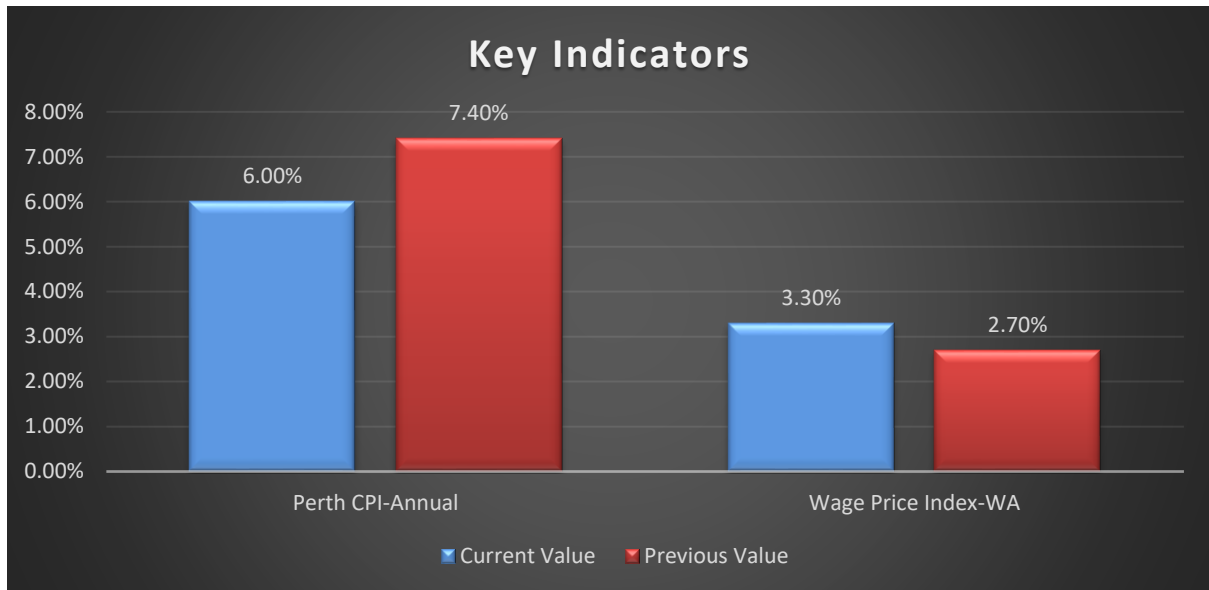
## KEY INDICATORS

### Rates Collection



Rates collections as a percentage of rates issued (debtors) is slightly lower than previous financial year at the end of November.

## **Economic Indicators**



During November, the Q3 Wage Price Index was released. Wages rose by 1.4% for the quarter in most states including Western Australia. Western Australian private wages growth accelerated 0.7ppts to 1.7% for the quarter to be 3.8% up through the year.

### **COMMENT**

All expenditure included in the Financial Activity Statement is incurred in accordance with the provisions of the 2022-23 adopted budget (as amended) or has been authorised in advance by Council where applicable.

### **VOTING REQUIREMENTS**

Simple Majority.

### **RECOMMENDATION**

**That Council NOTES the Financial Activity Statement for the period ended 30 November 2022 forming Attachment 1 to this Report.**

*Appendix 16 refers*

To access this attachment on electronic document, click here: [Attach16brf230214.pdf](#)

## **ITEM 18                      FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 31 DECEMBER 2022**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mat Humfrey Corporate Services
<b>FILE NUMBER</b>	07882, 101515
<b>ATTACHMENTS</b>	Attachment 1      Financial Activity Statement Attachment 2      Investment Summary Attachment 3      Supporting Commentary
<b>AUTHORITY / DISCRETION</b>	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

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### **PURPOSE**

For Council to note the Financial Activity Statement for the period ended 31 December 2022.

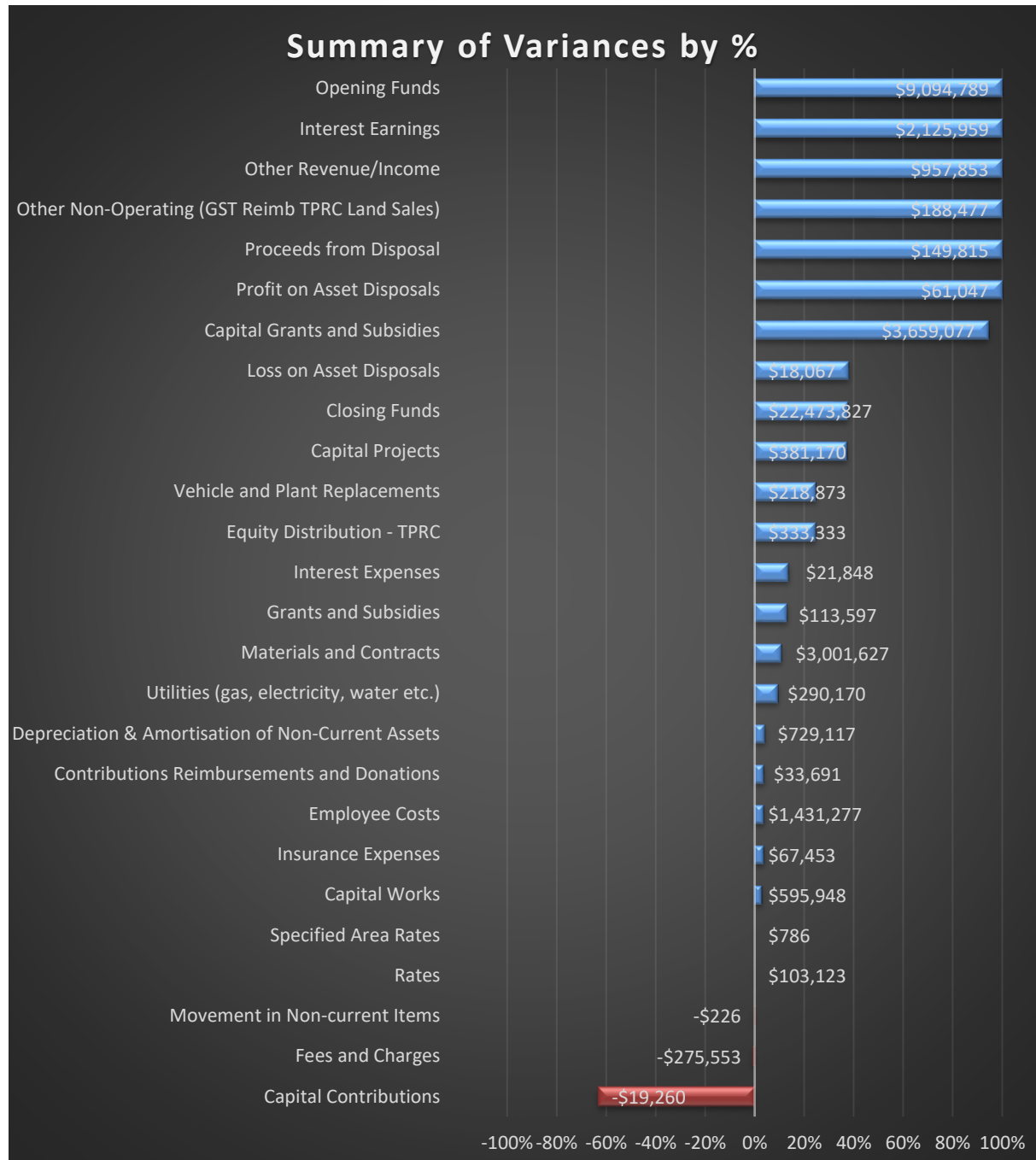
### **EXECUTIVE SUMMARY**

At its meeting held on 28 June 2022 (CJ104-06/22 refers), Council adopted the 2022-23 *Annual Budget*. Council subsequently amended the budget at its meeting held on 16 August 2022 (CJ132-08/22 refers), 20 September 2022 (CJ158-009/22 and CJ161-09/22 refers), 18 October 2022 (CJ178-10/22 and CJ179-10/22 refers) and 13 December 2022 (CJ211/12/22 refers). The figures in this report are compared to the amended budget.

The December 2022 Financial Activity Statement Report shows an overall favourable variance of \$22,473,827 from operations and capital, after adjusting for non-cash items.

There are a number of factors influencing the favourable variance, but it is predominantly due to timing of revenue and expenditure compared to the budget estimate in December. The notes in Attachment 3 identify and provide commentary on the individual key material revenue and expenditure variances to date.

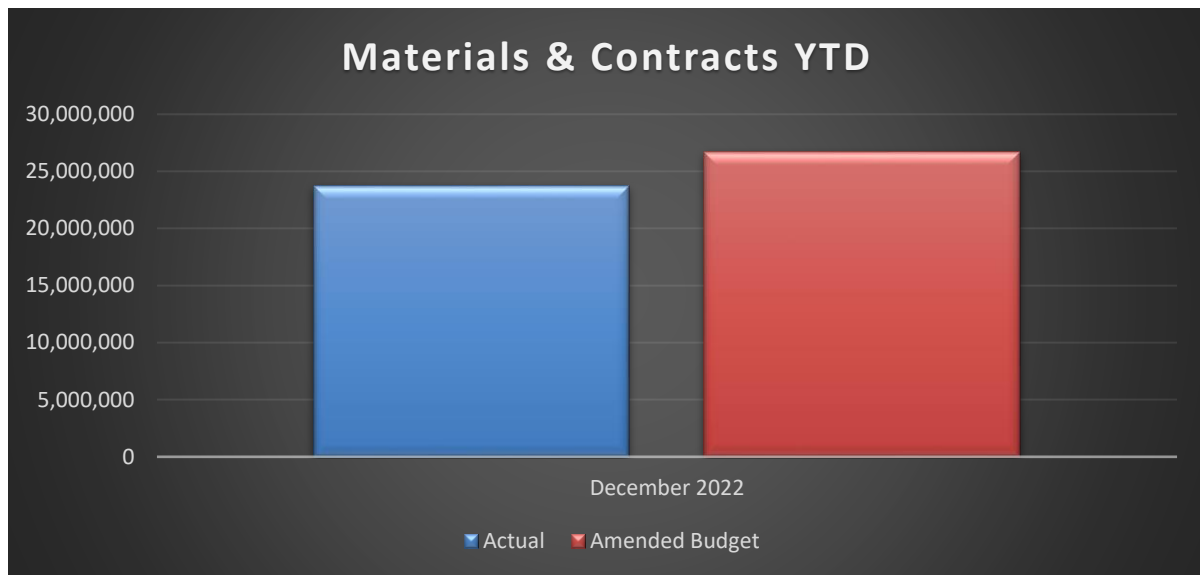
The key elements of the variance are summarised below:



The significant variances for December were:

**Materials and Contracts**

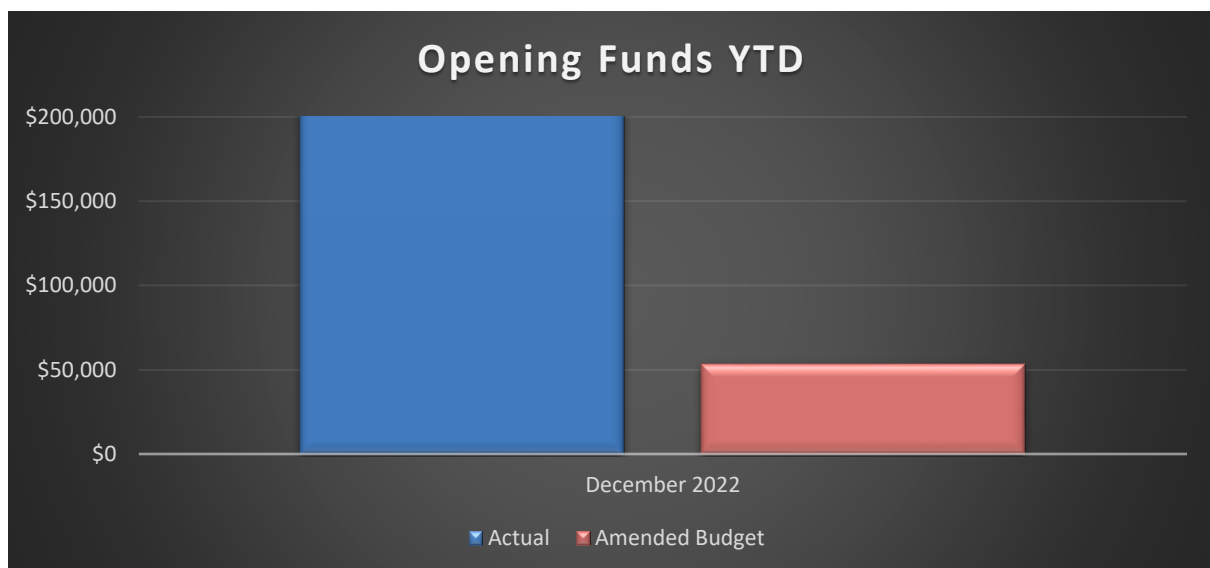
**\$3,001,627**



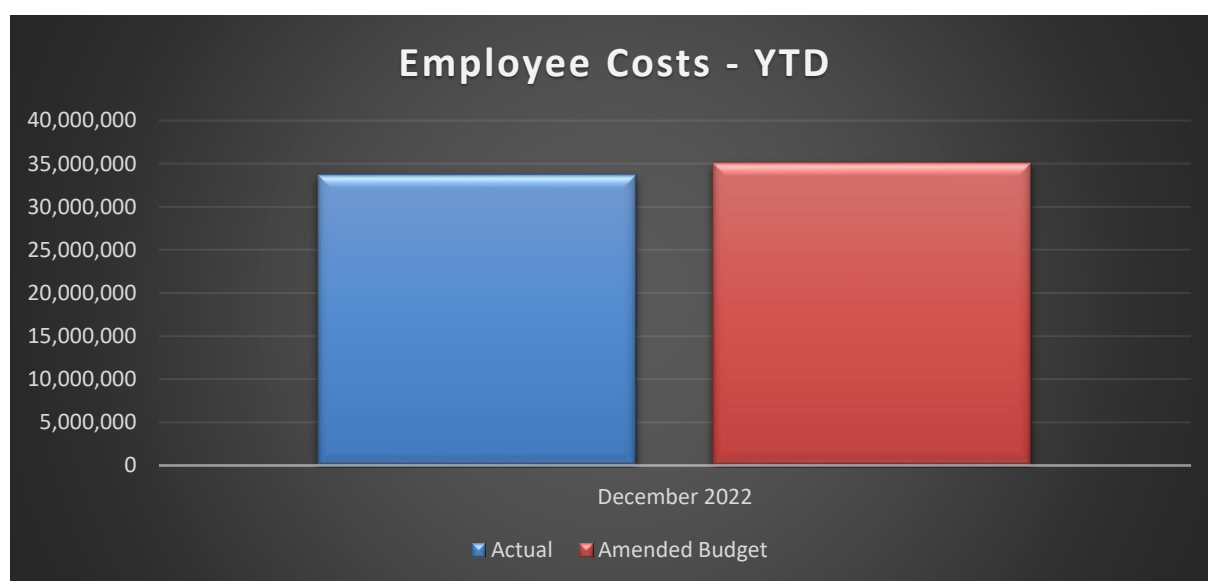
Materials and Contracts expenditure is \$3,001,627 below budget. This is spread across a number of different areas including Waste Management Services \$736,783, External Service Expenses \$685,905, Professional Fees and Costs \$539,276, Contributions and Donations \$284,345, Public Relations, Advertising and Promotions \$258,683, Administration \$254,167 and Computing \$234,438. Necessary updates are included in the Mid-Year Budget Review.

**Opening Funds**

**\$9,094,789**



Variations in the actual results for 2021-22 compared to the budget estimate gave rise to a favourable variance of \$9,094,789 in opening funds. The drivers for the increased end of year surplus, after taking end of year reserve movements and other offsets into account, are reductions in capital and operating expenditure and an increase in operating revenue. Adjustment to opening funds will be reflected in the Mid Year Budget Review.

**Employee Costs****\$1,431,277**

Employee Costs expenditure is \$1,431,277 below budget. Favourable variances predominantly arose from the year to date impact of vacancies in various areas.

*It is therefore recommended that Council NOTES the Financial Activity Statement for the period ended 31 December 2022 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 December 2022 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* 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.

**10-Year Strategic Community Plan**

**Key theme** Leadership.

**Outcome** Responsible and financially-sustainable. You are provided with a range of City Services which are delivered in a financially responsible manner.

### 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 funds for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

### Financial / budget implications

All amounts quoted in this report are exclusive of GST.

### Regional significance

Not applicable.

### Sustainability implications

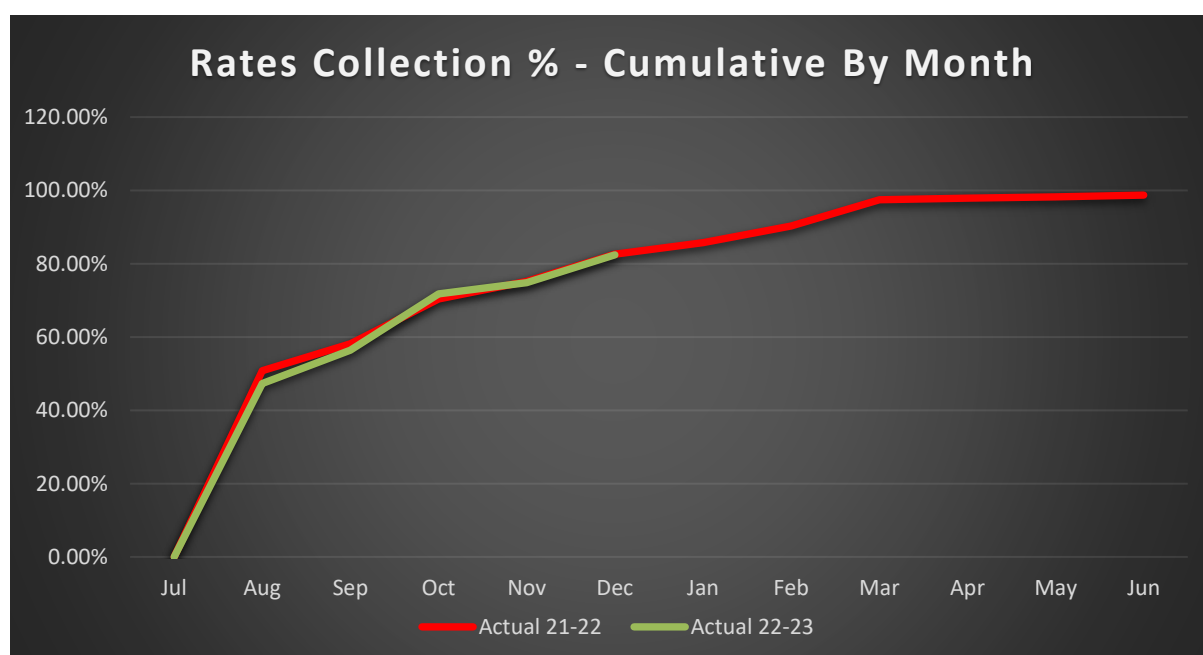
Expenditure has been incurred in accordance with adopted budget parameters, which have been structured on financial viability and sustainability principles.

### 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*.

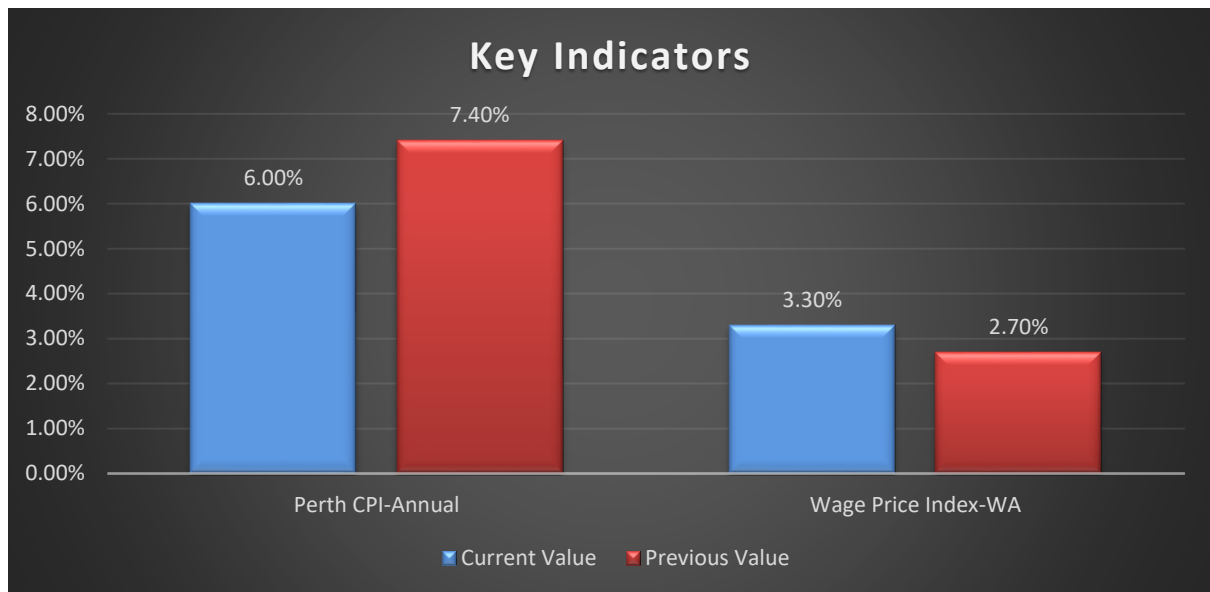
## KEY INDICATORS

### Rates Collection



Rates collections as a percentage of rates issued (debtors) is on par with the prior year at the end of December.

## **Economic Indicators**



During November, the Q3 Wage Price Index was released. Wages rose by 1.4% for the quarter in most states including Western Australia. Western Australian private wages growth accelerated 0.7ppts to 1.7% for the quarter to be 3.8% up through the year. CPI for the December quarter is expected to see a further rise in the annual Perth (All Groups) CPI figure.

### **COMMENT**

All expenditure included in the Financial Activity Statement is incurred in accordance with the provisions of the 2022-23 adopted budget (as amended) or has 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 December 2022 forming Attachment 1 to this Report.**

*Appendix 17 refers*

*To access this attachment on electronic document, click here: [Attach17brf230214.pdf](#)*



## ITEM 19 REVIEW OF SENIOR FEMALE SPORTING USE AT BRAMSTON PARK, BURNS BEACH

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mat Humfrey Corporate Services
<b>FILE NUMBERS</b>	06383, 101515
<b>ATTACHMENT</b>	Attachment 1 Community Consultation Outcomes Report
<b>AUTHORITY / DISCRETION</b>	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 consider the outcome of a 12-month trial of women only senior sporting use of the playing fields at Bramston Park, Burns Beach.

### EXECUTIVE SUMMARY

Community consultation was conducted during the development of the Bramston Park Community Sporting Facility in 2013 to determine support for the facility and the adjacent playing fields. Outcomes from the consultation showed that while the majority of those consulted supported the development, some concerns were raised about parking, noise, traffic and anti-social behaviour. As a result, Council agreed to restrict use of the playing fields to junior sport only.

The City received requests from local community sporting clubs to use Bramston Park playing fields for their senior teams since its opening in 2015. There is currently high demand for sporting facilities across the City, particularly for playing fields for winter season sports. As a result of a specific request from Kingsley Westside Football Club (KWFC) seeking consideration for its women's teams to access Bramston Park for games and training, at its meeting held on 14 December 2021 (C143-12/21 refers), Council received a Notice of Motion requesting a report be prepared reviewing the decision to restrict use of the playing fields at Bramston Park to junior sport.

Following the Notice of Motion, a report was presented to Council at its meeting held on 15 February 2022 (CJ024-02/22 refers) where Council agreed to approve a 12-month trial of senior female sporting use at Bramston Park, following which community consultation would be undertaken to determine future senior female use of the park.

The trial commenced in April 2022, with community consultation concluding in December 2022. Results of the consultation indicated that over three-quarters of respondents supported ongoing female senior sport at the park.

*It is therefore recommended that Council APPROVES the ongoing senior female sporting use of Bramston Park, Burns Beach from 1 April 2023.*

## BACKGROUND

At its meeting held on 13 July 2013 (CJ142-07/13 refers), Council considered a report on the proposed development of the Bramston Park Community Sporting Facility, Burns Beach.

The facility was proposed to be located adjacent to Bramston Park; a passive recreational park with no formal sporting use. With the introduction of the facility, the park was to be formalised into an active reserve, with playing fields suitable for cricket and soccer to cater for growing demand in the region.

The City undertook community consultation in 2012 as part of the development process, with the following stakeholders invited to participate:

- Residents living within a 200 metre radius of the site.
- Representatives from potential user groups.
- Representatives from the local resident's associations.

The City received 121 valid responses, or 34.6% of those invited to participate. A total of 43% of respondents supported the development of the community sporting facility and floodlighting at the site, while 52% were opposed. The most common concerns stated by those opposed were related to parking, noise, traffic and anti-social behaviour.

In considering the report and associated consultation outcomes, Council agreed, in part to:

*"2 REQUEST the Chief Executive Officer to arrange for further community consultation as detailed in this Report for the Bramston Park development project to be conducted in July - August 2013 using Attachments 6, 7 and 8 to Report CJ142-07/13, noting that the facility would not be hired for functions that create risk for anti-social behaviour (such as 18th and 21st birthdays) and the intended use of the playing fields is for junior sports;"*

As a result, the use of the playing fields to senior sporting clubs at Bramston Park was restricted to use only by junior sporting clubs, while the community facility at the site is available for use by both junior and senior sporting clubs.

Further consultation was conducted in July and August 2013, which provided invited participants with more detailed information about the site layout, facility design and proposed venue usage and management. The City received a total of 125 responses, or 34.6% of those invited to participate. A total of 52% of respondents supported the development of the community facility, while 44.6% were still opposed. The most common concerns stated by those opposed were again related to parking, noise, traffic and anti-social behaviour. With the increase in community support, at its meeting held on 24 September 2013 (CJ175-09/13 refers), Council approved the proposed development at Bramston Park.

At its meeting held on 14 December 2021 (CJ143-12/21 refers), Council received a Notice of Motion requesting a report be prepared reviewing the decision to restrict use of the playing fields at Bramston Park to junior sport. This Notice was as a result of a specific request from Kingsley Westside Football Club (KWFC) to grant access to Bramston Park for its senior women's teams.

The motion was adopted by Council as follows:

*“That the Council REQUESTS the Chief Executive Officer to prepare a report to be presented to the 2022 February Ordinary meeting of Council that reviews its decision of 13 July 2013 (CJ142-07/13 refers) that restricts the use of the playing fields at Bramston Park, Burns Beach for junior use only.”*

Reasons for the Notice of Motion were as follows:

- A request has been received from the local soccer club (Kingsley Westside FC) to grant access for their senior women’s teams to play matches at Bramston Park.
- Demand for senior sporting fields, especially those with supporting amenities (for example change rooms) that cater for female sport are at a premium across the City.
- Female soccer is a rapidly growing sport, especially as Perth is a host city for the 2023 FIFA Women’s World Cup.
- The park and facility has been operating for a number of years with no issues raised by local community (indicative of good venue stewardship by the soccer club).
- If supported, any review would be subject to community consultation, including the option for a trial period of 12 months.

Following the Notice of Motion, a report was presented to Council at its meeting held on 15 February 2022 (CJ024-02/22 refers) where Council agreed to the following:

- “1 APPROVE a 12-month trial of women only senior sporting use of Bramston Park, Burns Beach;*
- 2 REQUEST the Chief Executive Officer to arrange for community consultation to be undertaken following the trial to determine future women only senior sporting use of Bramston Park, Burns Beach.”*

## **DETAILS**

### Consultation

The 12-month trial period for senior female use at Bramston Park commenced on 1 April 2022 and will conclude on 31 March 2023. The following stakeholders were notified of the trial in March 2022:

- Residents living within a 200m radius of the site.
- Regular user groups.
- Local resident’s associations.
- Burns Beach Primary School.

The same stakeholders were invited to participate in community consultation regarding the trial between 24 November 2022 and 14 December 2022. The consultation was also advertised on the City’s website, social media and e-newsletter publications, in addition to signage at the park.

As the sporting clubs that use the park commence their winter season activities in April 2023, the City conducted the community consultation prior to the end of the trial period. Had the consultation occurred after the trial, an outcome on the ongoing senior female use of the park would not have been decided until at least mid-way through the winter sporting season, potentially disrupting the activities of the clubs.

As the trial period prior to the consultation covered the full winter season and a part of the summer season, it was determined that this would provide respondents with an adequate representation of the level of use that would be expected over a full year.

The survey sought feedback from respondents about their use of the venue, their relationship to the regular hirers of the venue, and level of support for the continuation of senior female sporting use of the park. The City also took the opportunity to seek input from the community regarding a proposed shared use arrangement between the City and the Burns Beach Primary School. A copy of the survey form is attached within the Community Consultation Outcomes Report (Attachment 1 refers).

### Park usage

Prior to the trial, Bramston Park playing fields were used by Joondalup Kinross Junior Cricket Club during summer season, and Kingsley Westside Football Club (KWFC) during the winter season.

While KWFC have both junior and senior teams, Bramston Park is used as a base for its junior teams, with senior teams playing home games at Chichester Park, Woodvale. The community facility at Bramston Park is used by KWFC for a number of junior, senior and whole-club events and functions due to the capacity limitations at the Chichester Park facility. The club expressed a desire to use the playing fields at Bramston Park for their women's senior teams and did so during the trial period.

During the trial period, the West Perth Football Club's (WPFC) junior and adult women's teams used the park for training on a regular basis. A number of other non-sport related community groups also use the community facility at Bramston Park, in addition to it being a popular choice for casual hire by the general public.

### Consultation outcomes

The City collected a total of 139 valid responses during the consultation period for an overall response rate of 12.5%. Of the 278 residents within a 200 metres radius of Bramston Park, Burns Beach, 35 submitted feedback. None of the sporting clubs contacted submitted feedback, whilst two of the 15 resident / ratepayer groups provided feedback.

Approximately one quarter of respondents indicated they were a parent of a child who attends Burns Beach Primary School, while 14% indicated they were a member of or affiliated with KWFC. Almost two-thirds of respondents indicated they currently use the park for leisure, sport or recreation.

Of the total respondents, 77.7% support or strongly support the use of the park for female senior sport. Of the total respondents, 21.6% provided comment on the matter indicating their general support for increased utilisation of the park, and support for opportunities to increase female participation and physical activity. There were also comments that the park should be available for all users regardless of gender.

Of the total respondents, 13% opposed or strongly opposed the use of the park for senior female sport. Comments opposing female senior sporting use were mainly related to increased issues around parking and traffic, and reduced access to the park for informal resident use such as dog walking. There were also a number of comments where respondents indicated they felt junior sporting teams will have reduced opportunities for access, that WPFC and other AFL teams should not be permitted to use the park, and that the park should be exclusively available to soccer clubs.

The remaining 9.4% of respondents were neutral, with a number of respondents commenting that they had not noticed a change in use of the park, or that the changes had not impacted them.

### Issues and Options Considered

Option 1 Remove the restriction on senior female sporting use at Bramston Park. This option is preferred.

The trial period captured senior women's sporting use over both summer and winter sporting seasons, providing the community with a comprehensive understanding of the full impact of senior women sporting use at the facility prior to providing feedback. The community consultation outcomes support this option.

Option 2 No action.

Council may decide to maintain the current restriction on senior sporting club use at Bramston Park. This option is not preferred.

### Legislation / Strategic Community Plan / Policy Implications

**Legislation** *City of Joondalup Local Planning Scheme No. 3.*

#### 10-Year Strategic Community Plan

**Key theme** Place.

**Outcome** Functional and accessible – you have access to quality community facilities that are functional and accessible.

**Policy Implications** *Asset Management Policy.  
High Risk Bookings in Community Facilities.  
Alcohol Management Policy.  
Facility Hire Subsidy Policy.*

### Risk Management Considerations

The following risks may arise should Council decide not to approve women's senior sporting club use of Bramston Park in an ongoing capacity:

- Existing City facilities may be unable to meet the growing demand for senior sporting club use.
- Increased expenditure for significant turf repairs may be required at existing facilities due to high usage levels.
- Inability of residents to access sporting activities in their local area.

The following risks may arise should Council decide to approve women's senior sporting club use of Bramston Park in an ongoing capacity:

- Increased costs for general turf maintenance due to increase in use.
- Adverse reactions from men's senior clubs preventing them access due to limitations they face with existing venues.
- Impact on local residents from increased activity, including traffic, parking and noise associated with sporting activities.

While the risk from allowing ongoing senior female use are still possible, the outcomes of the community consultation suggest that they are unlikely to occur.

## **Financial / Budget Implications**

Junior sporting clubs operating on City property currently receive a 100% subsidy on hire fees under the *Facility Hire Subsidy Policy*, while senior sporting clubs receive a 50% subsidy. Allowing women only senior sporting use of Bramston Park may require increased expenditure for ground maintenance at the venue, however income from hire fees would also increase.

## **Regional Significance**

Not applicable.

## **Sustainability Implications**

The *Property Management Framework* aims to support the equitable, efficient and effective management of City owned and managed properties. The Framework also aims to protect and enhance the City's property assets for the benefit of the community and for future generations.

## **Consultation**

The consultation was conducted in accordance with the City's *Community Consultation Policy* and Protocol.

## **COMMENT**

The demand for active sporting facilities in the City is increasing, however there are currently no opportunities to develop new facilities. This demand is noticeably higher among winter season sport, particularly soccer and AFL, where there is growing demand for access to sporting infrastructure outside traditional sporting season timeframes. In addition, an increase in participation in female sport in recent years has further increased pressure on existing facilities.

Enabling ongoing women's senior sporting club use at Bramston Park would contribute to increasing the availability of sporting infrastructure to the wider Joondalup community. While there were some respondents who opposed senior female sporting use of the park, the community consultation results were generally supportive of the idea.

These results, combined with the high demand for sporting infrastructure in the City support ongoing female senior sporting use at Bramston Park.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

**That Council APPROVES the ongoing female senior sporting use of Bramston Park, Burns Beach from 1 April 2023.**

*Appendix 18 refers*

To access this attachment on electronic document, click here: [Attach18brf230214.pdf](#)

## ITEM 20                      REQUEST FOR ADDITIONAL SUBSIDIES AND WAIVERS OF FEES FOR ANNUAL HIRE GROUPS

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mat Humfrey Corporate Services
<b>FILE NUMBER</b>	101271, 101515
<b>ATTACHMENTS</b>	Nil
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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### PURPOSE

For Council to consider applications for additional subsidies and waivers of fees for the hire of City facilities by annual user groups in 2023.

### EXECUTIVE SUMMARY

At its meeting held on 20 November 2012 (CJ234-11/12 refers), Council adopted a *Property Management Framework* which guides the City management act of all property under the City's ownership, care and control. At its meeting held on 15 November 2022 (CJ193-11/22 refers), Council undertook a review of the *Property Management Framework*. It contains specific requirements for the classifying of property and its usage.

Supporting the *Property Management Framework*, the *Facility Hire Subsidy Policy* allows for various levels of subsidisation of the hire fees for certain community groups. The policy states that where a community group wishes for further subsidisation, application must be made to the City with a report presented to Council for its consideration for requests over \$5,000.

The City has recently completed the booking process for use of its facilities during the 2023 annual booking period. Consequently, the following groups have sought further subsidisation or waiver of fees in accordance with the policy:

- Northern Lights Music WA Inc.
- Grandparents Rearing Grandchildren.
- University of the Third Age (U3A) Inc. – Joondalup Region.
- Burns Beach Primary School.
- Whitford Senior Citizens Club Inc.

*It is therefore recommended that Council:*

- 1     *DOES NOT AGREE to the request for an additional subsidy of hire fees for Northern Lights Music WA Inc. for the use of the Guy Daniels Clubroom in 2023;*
- 2     *AGREES to extend the 100% subsidised use for Grandparents Rearing Grandchildren WA Inc. for the use of the Grove Child Care facility in 2023 to a maximum of 33 hours average per week and a value of \$33,059.98;*

- 3 *DOES NOT AGREE to the request for an additional subsidy of hire fees for the University of the Third Age (U3A) Inc – Joondalup Region for the use of Rob Baddock Community Hall and Heathridge Community Centre in 2023;*
- 4 *AGREES to waive part of the hire fees for Burns Beach Primary School to the value of \$3,417.25 and charge Burns Beach Primary School a minimum of \$3,076.50 for its 2023 bookings of Bramston Park, Burns Beach;*
- 5 *AGREES to extend the 100% subsidised use for the Whitford Senior Citizens Club Inc. for the use of the Whitford Senior Citizens Centre in 2023 to a maximum of 99 hours average per week and a value of \$16,248.80.*

## **BACKGROUND**

At its meeting held on 20 November 2012 (CJ234-11/12 refers), Council adopted the *Property Management Framework* which is intended to provide a consistent and concise methodology of property management. Council adopted the *Facility Hire Subsidy Policy* which provides direction relating to subsidised use of City facilities, that is to:

- provide guidance on determining the extent of subsidy to be offered to groups hiring City-managed facilities
- ensure facility hire subsidies are applied in a consistent, transparent, and equitable manner.

Since the original adoption of both the *Property Management Framework* and *Facility Hire Subsidy Policy*, the Council has undertaken various reviews of both. On 16 August 2022 (CJ139-08/22 refers), the Council agreed to repeal the existing *Facility Hire Subsidy Policy* and replace it with a *Venue Hire Fees and Charges Policy*, to be effective from 1 January 2024. The Council also undertook a review of the *Property Management Framework* at its 15 November 2022 Council Meeting (CJ193-11/22 refers).

The policy applies to all local not-for-profit community groups and groups from educational institutions hiring City facilities on a regular or casual basis, excluding facilities contained within the City of Joondalup Leisure Centre, Craigie. The policy applies to organised groups only and does not apply to individuals.

The policy allocates a level of subsidy to user groups. The City will subsidise the cost of venue hire charges for City-managed facilities for local not-for-profit community groups and groups from educational institutions if the group is able to demonstrate that at least 50% of its active members / participants reside within the City of Joondalup. These groups are categorised within the policy based on the nature of the group - groups that provide recreational, sporting activities and / or targeted services exclusively for people aged 55 years and over.

Notwithstanding the above, the City reserves the right that if a group is booking a facility at a subsidised rate and it is not being utilised it may charge that group for the unutilised booking of that venue at the full community rate.

Regarding dealing of requests for additional subsidies over and above what is permitted within the policy, the policy states:

*“A group may apply for an additional subsidy under special circumstances. Applications must be made in a written submission to the Chief Executive Officer. The Chief Executive Officer will determine such requests where the value of the additional subsidy is below \$5,000. Requests for additional subsidies above \$5,000 will be addressed by the Chief Executive Officer and referred to Council for determination.*



*Additional subsidies will be provided for the following:*

- *Any group who has provided recent, significant cash or in-kind contribution(s) towards the total value of the construction of a hire facility.*
- *Any group who is experiencing significant financial difficulties.*
- *Any other group who can provide reasonable justification for receiving an additional subsidy.*

*Submissions for additional subsidies will be assessed on a case-by-case basis and will apply for one year / season. A new application must be made each following year / season."*

## **DETAILS**

The City has recently completed the booking process for use of its facilities during the 2022 annual booking period. Consequently, some groups have sought further subsidisation or waiver of fees in accordance with the policy.

An additional subsidy is considered to be an extension of an existing subsidy afforded to a group. This may be in the form of additional free-use hours or an extension of the subsidy percentage. A request for a waiver of hire fees occurs where a group is not currently eligible for a subsidy but is requesting hire fees be waived due to their unique circumstances.

### Northern Lights Music WA Inc.

<b>Facility hired</b>	<b>Classification within the policy</b>	<b>Current extent of subsidy</b>	<b>Average hours booked per week</b>	<b>Hours exceeding subsidy per week</b>
Guy Daniel Clubroom	Other not-for-profit community groups	50%	7	Not applicable

Northern Lights Music WA (NLM) currently hires the Guy Daniels Clubroom for delivery of its musical activities for all ages and skill levels. The group has booked 384 hours for 2023, averaging seven hours per week to undertake its activities. The group has been assessed as being eligible for a subsidy.

NLM formed in August 2020 and is a not for profit, run by volunteers, with 60% of members residing in the City of Joondalup. It should be noted that this orchestra was part of the Joondalup Symphony Orchestra (JSO). In early 2021, JSO approached the City seeking a venue with large storage and the capacity to support a rapidly growing membership. JSO, with the City's assistance, was offered a venue free of charge for six months. Northern Lights Music Inc was formed by a number of members from JSO who did not agree with the direction the group was taking.

NLM currently receive 50% subsidy under the Facility Hire Subsidy Policy. Being a relatively new group, NLM have implicated they have not accumulated sufficient surplus funds and have indicated they are not able to pay the remaining fees.

The City has received NLM current membership numbers, cost per member and financial statements. As of November 2022, NLM's membership was roughly 120 members, with fees structuring at \$200 for a 6-month individual, \$300 for family membership and no charge for members over the age of 70. NLM provided their 2021/22 financial report, which displayed a total income of \$21,315, made up of membership fees, performances, and concerts. Total expenditure for NLM was \$33,019, which consisted of instruments, equipment, instructor fees and licensing. As of 30 June 2022, NLM closing balance was \$19,443.

As the financial statement provided by NLM shows sufficient funds to cover the hire fees for the 2023 bookings, it is recommended that Council does not agree to the request for an additional subsidy of hire fees for Northern Lights Music for the use of Guy Daniels Clubroom in 2023 to the value of \$6,336.

Total Booking Cost	Current		Requested		Recommended	
	Subsidy value	Group payment	Subsidy value	Group payment	Subsidy value	Group payment
\$12,672	\$6,336	\$6,336	\$12,672	\$0	\$6,336	\$6,336

Grandparents Rearing Grandchildren WA Inc.

Facility hired	Classification within the policy	Current extent of subsidy	Average hours booked per week	Hours exceeding subsidy per week
Grove Child Care	Community service and charitable group	100% up to a maximum of 10 hours per week	33	23

Grandparents Rearing Grandchildren WA Inc. (GRG) are an incorporated not-for-profit registered charity providing support services to grandparents raising their grandchildren on a full-time basis. Currently, GRG assists 154 grandparents and 232 children, an 83% increase in the past 11 months.

GRG have booked 1,690 hours for 2023, averaging 33 hours per week, which enables the organisation to undertake its activities and events. The group have been assessed as being eligible for a subsidy under the policy. As a charitable organisation, the policy allocates the group up to 10 hours of 100% subsidised use per week. GRG have indicated it is not in a financial position to afford the cost to hire the Grove Child Care facility without the additional subsidy. GRG have requested Council consider an additional subsidy for the organisation to continue to deliver its services to the community in 2023.

As the hirer meets the eligibility criteria for an additional subsidy under the policy, it is recommended that Council agrees to extend the 100% subsidised use for Grandparents Rearing Grandchildren WA inc. for the use of the Grove Child Care facility in 2023 to a maximum of 33 hours average per week and a value of \$46,813.

Total Booking Cost	Current		Requested		Recommended	
	Subsidy value	Group payment	Subsidy value	Group payment	Subsidy value	Group payment
\$46,813	13,753.02	\$33,059.98	\$46,813	\$0	\$46,813	\$0

University of the Third Age (U3A) Inc – Joondalup Region.

Facility hired	Classification within the policy	Current extent of subsidy	Average hours booked per week	Hours exceeding subsidy per week
Rob Baddock Community Hall	Other not-for-profit community groups	50%	8	Not applicable

The University of the Third Age (U3A) Inc – Joondalup Region currently hires the Rob Baddock Community Centre for delivery of its activities and events. The group has booked 404 hours for 2023, averaging 8 hours per week to enable it to undertake its activities and events and has been assessed as being eligible for a subsidy.

It should be noted that prior to 2019, the group was provided a 100% subsidy of hire fees as it was classified a 'Senior Citizens Recreational and Sporting Group' within the policy. A requirement of this classification is that the group offers its services exclusively to persons aged over 55 years. During 2018, the City identified that the group's constitution had changed and no longer reflected the requirements for members to be of retirement age (or over 55 years of age). As such, the group has been reassessed as being an 'Other Not-for-Profit Group' and is only eligible to receive a 50% subsidy of hire fees.

The group has advised that despite the change to its constitution, all current members are over 55 years of age and has requested Council consider waiving the remaining 50% of hire fees to enable the group to continue to service the community.

As the group does not meet the eligibility criteria to be classified as a 'Senior Citizens Recreational and Sporting Group' within the policy, it is recommended that Council does not agree to the request for an additional subsidy of hire fees for the University of the Third Age (U3A) Inc – Joondalup Region for the use of Rob Baddock Community Hall in 2023.

At its meeting held on 15 February 2022 (CJ023-02/22 refers), Council agreed to waive the remaining 50% of hire fees for University of the Third Age (U3A) Inc – Joondalup Region in 2023 to the maximum value of \$8,120.

Total Booking Cost	Current		Requested		Recommended	
	Subsidy value	Group payment	Subsidy value	Group payment	Subsidy value	Group payment
\$10,840.80	\$5,420.40	\$5,420.40	\$10,840.80	\$0	\$5,420.40	\$5,420.40

#### Burns Beach Primary School

Facility hired	Classification within the policy	Current extent of subsidy	Average hours booked per week	Hours exceeding subsidy per week
Bramston Park	Educational institution groups	100%	35	27

The Burns Beach Primary School adjacent to Bramston Park, Burns Beach, opened in January 2022 and does not have an oval on the school grounds. As a result, the school requires use of Bramston Park for its activities during school hours.

The school has booked 1,351 hours for 2023, averaging 35 hours per week. This waiver request is an extension of the waiver approved by Council at its meeting held on 17 January 2022 (CJ068-05/22 refers).

The City's management order over Bramston Park prevents the City from entering into a lease or licence agreement, including a shared use agreement (SUA) with the Department of Education (DoE) for school use of the park. The City is in discussions with the Department of Planning, Land and Heritage (DoPLH) to change the management order to allow the City to licence the park, with the intent for the City to enter into a SUA with the DoE for use of the park by the Burns Beach Primary School. Once a SUA is in place, the park booking will conclude from the date the SUA comes into effect, however the timeline for this to be completed is currently unknown.

Under the City's Facility Hire Subsidy Policy, educational institutions are entitled to a 100% subsidy for park use up to eight hours per week per term, with any additional hours charged at the regular community hire rate. The Burns Beach Primary School currently book Bramston Park for an average of 35 hours per week. The total cost payable by the school for its 2023 booking after the subsidy has been applied is \$6,493.75. The school has requested that this cost be waived.

If the DoE were to have a shared use agreement with the City for use of Bramston Park by the Burns Beach Primary School, the DoE would be required to pay 25% of the total costs incurred by the City to maintain the park. The cost to the City in 2021-22 to maintain the park was \$12,306, which would make the school's contribution under a shared use agreement \$3,076.50. The difference between what the school is currently required to pay as part of its booking and what it would be expected to pay under a shared use agreement is \$3,417.25.

Following the partial approval of waiver of hire fees in 2022 it is recommended that Council agrees to partially waive part of the hire fees for Burns Beach Primary School to the value of \$3,417.25 and charge Burns Beach Primary School a minimum of \$3,076.50 for its 2023 bookings.

Total Booking Cost	Current		Requested		Recommended	
	Subsidy value	Group payment	Subsidy value	Group payment	Subsidy value	Group payment
\$15,005.05	\$8,511.30	\$6,493.75	\$15,005.05	\$0	\$11,928.55	\$3,076.50

#### Whitford Senior Citizens Club Inc.

Facility hired	Classification within the policy	Current extent of subsidy	Average hours booked per week	Hours exceeding subsidy per week
Whitford Senior Citizens Centre	Senior Citizens Recreational and Sporting Group	100% up to a maximum of 80 hours per week	99	19

The Whitford Senior Citizens Club currently hires rooms within the Whitford Senior Citizens Centre for its delivery of activities and events targeted at people over 55 years of age.

The club has booked 5,179.5 hours for 2023, averaging 99 hours per week to enable the group to undertake its activities and events for its membership. The club has been assessed as being eligible for a subsidy under the policy. As a 'Senior Citizen Recreational or Sporting Group' with over 100 members the policy allocates the club up to 80 hours of subsidised use per week. It is noted that the club also holds a licence over an office space, games room, two craft rooms and courtyard which affords the club use of these spaces during the calendar year.

At its meeting held on 15 February 2022 (CJ023-02/22 refers), Council agreed to extend the 100% subsidised use for the Whitford Senior Citizens Club's 2021 bookings to a maximum of 96 hours average per week and a total value of \$138,784.55.

The club has requested Council consider an additional subsidy of hire fees for the hours required to deliver its activities and events during 2023. As the club meets the eligibility criteria for an additional subsidy under the policy, it is recommended that Council agrees to extend the 100% subsidised use for the Whitford Senior Citizens Club for the use of the Whitford Senior Citizens Centre in 2023 to a maximum of 99 hours average per week and a value of \$16,248.11.

Total Booking Cost	Current		Requested		Recommended	
	Subsidy value	Group payment	Subsidy value	Group payment	Subsidy value	Group payment
\$138,672.47	\$122,423.67	\$16,248.80	\$138,672.47	\$0	\$138,672.47	\$0

#### **Issues and options considered**

Council may agree or not agree to each of the requests for additional subsidies and waiver of fees on a case-by-case basis.

**Legislation / Strategic Community Plan / policy implications**

**Legislation** Section 6.12 of the *Local Government Act 1995*.

**10-Year Strategic Community Plan**

**Key theme** Leadership.

**Outcome** Responsible and Financially Sustainable.

**Policy** *Facility Hire Subsidy Policy*.

**Risk management considerations**

The following risks may arise pending the consideration of the additional requests for subsidised use of City facilities:

- The user groups may not have the financial capacity to meet the costs proposed by the City for the additional use above the group's allocated subsidy.
- The City compromises its strategic initiative in examining alternative revenue streams.
- Making exceptions for groups may set a precedent and cause complications when determining subsidies for other groups.

**Financial / budget implications**

The cost to the City across all levels of subsidised use of City managed community facilities is approximately \$1.4 million each year.

In 2022, Council approved approximately \$80,000 of additional subsidies and waivers of fees for venue bookings. A summary of those 2021 additional subsidies and waivers of fees more than \$5,000 has been provided below:

<b>Group</b>	<b>Request type</b>	<b>Amount approved</b>
Grandparents Rearing Grandchildren	Additional Subsidy	\$33,170.48
Joondalup Symphony Orchestra	Additional Subsidy	\$5,658.90
University of the Third Age (UWA) Inc – Joondalup Region	Waiver of hire fees	\$8,120
Whitford Senior Citizens Club	Additional subsidy	\$14,784.55

If Council approves the requested additional subsidies and waivers of fees requested by these groups for 2023, the City will lose approximately \$67,559 in income from the annual venue bookings.

**Regional significance**

Not applicable.

**Sustainability implications**

The *Property Management Framework* aims to support the equitable, efficient and effective management of City-owned and managed properties. The framework recognises the value and community benefit of activities organised and provided for by community groups, by subsidising such groups where appropriate. The framework also aims to protect and enhance the City's property assets for the benefit of the community and for future generations.

**Consultation**

Not applicable.

**COMMENT**

The intent of the *Facility Hire Subsidy Policy* is to achieve more equitable and greater use of City facilities. It is important that the classification of groups within the policy for levels of subsidisation remains consistent. However, if a group requires further consideration relating to fees, Council has the option to waiver those fees.

The City's Venue Hire Fees and Charges Policy (VHFCP) will be effective from 1 January 2024, replacing the existing Facility Hire Subsidy Policy. Under the VHFCP, requests for waivers of hire fees will only be considered for hirers experiencing financial hardship and will be subject to terms and conditions as determined by the City. These requests will not be presented to Council for consideration.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION**

**That Council:**

- 1 DOES NOT AGREE to the request for an additional subsidy of hire fees for Northern Lights Music WA Inc. for the use of the Guy Daniels Clubroom in 2023;**
- 2 AGREES to extend the 100% subsidised use for Grandparents Rearing Grandchildren WA Inc. for the use of the Grove Child Care facility in 2023 to a maximum of 33 hours average per week and a value of \$33,059.98;**
- 3 DOES NOT AGREE to the request for an additional subsidy of hire fees for the University of the Third Age (U3A) Inc – Joondalup Region for the use of Rob Baddock Community Hall and Heathridge Community Centre in 2023;**
- 4 AGREES to waive part of the hire fees for Burns Beach Primary School to the value of \$3,417.25 and charge Burns Beach Primary School a minimum of \$3,076.50 for its 2023 bookings of Bramston Park, Burns Beach;**
- 5 AGREES to extend the 100% subsidised use for the Whitford Senior Citizens Club Inc. for the use of the Whitford Senior Citizens Centre in 2023 to a maximum of 99 hours average per week and a value of \$16,248.80.**

## ITEM 21                      REQUEST FOR FUNDING – JOONDALUP BROTHERS RUGBY UNION FOOTBALL CLUB

<b>WARD</b>	North
<b>RESPONSIBLE DIRECTOR</b>	Mr Mat Humfrey Corporate Services
<b>FILE NUMBER</b>	103318, 101515, 101400
<b>ATTACHMENTS</b>	Attachment 1      Financial statements - Joondalup Brothers Rugby Union Football Club  <i>(Please Note: Attachment 1 is Confidential and will appear in the official Minute Book only).</i>
<b>AUTHORITY / DISCRETION</b>	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 the Council to consider providing a financial contribution to the Joondalup Brothers Rugby Union Football Club (JBRUFC).

### EXECUTIVE SUMMARY

At its meeting held on 16 August 2022 (Notice of Motion No. 1 refers), Council resolved as follows:

*“That Council REQUESTS the Chief Executive Officer prepare a report on the options to provide ongoing financial support (through annual Sponsorship or through annual financial contributions) to Joondalup Brothers Union Football Club, noting that the City currently provides ongoing annual financial support to a significant number of other sporting clubs in the City of Joondalup.”*

The JBRUFC is a member of the Arena Community Sport and Recreation Association (ACSRA), now trading as Joondalup Sports Club (JSC) and is based at HBF Arena. HBF Arena is managed by VenuesWest on behalf of the State Government. Initial members of ACSRA other than JBRUFC were:

- Joondalup Netball Association
- Joondalup Little Athletics Association
- Joondalup Giants Rugby League Club

The Joondalup Giants Rugby League Club are no longer based at HBF Arena and currently base themselves from Admiral Park, Heathridge.

In 2010, the City (\$710,000) in partnership with the State Government (\$550,000) constructed playing fields and clubrooms for ACSRA members. In addition to the initial capital contributions, the City made it conditional as part of its \$4 million contribution to the redevelopment of HBF Arena in 2018, to include a second rugby playing field which at the time was a barrier for JBRUFC to achieve Premier League status.

The clubrooms located at HBF Arena are leased by ACSRA from Venues West. ACSRA are responsible for all outgoings and receive all income. JBRUFC pay an annual fee per player to be a member of ACSRA which allows them to book the clubrooms when required. JBRUFC hire the playing fields direct with VenuesWest.

The City is not part of the lease, however it established a Deed of Agreement in 2009 for 20 years with the WA Sports Centre Trust (WASCT) that contains certain clauses relating to ACSRA occupying the clubrooms and playing fields and courts. Such clauses are as follows:

- The City will pay an amount of \$7,500 per annum (indexed to Perth CPI currently \$10,030 in 2022) towards a renewal fund for the clubrooms (this renewal fund was accessed a few years ago to undertake remedial works to the facility).
- The City will pay 50% of the total maintenance costs of the playing fields occupied by ASCRA (2022 the City's contribution was \$54,306 excluding GST).
- The City pay certain amounts in the event ASCRA defaults on its lease.

The report canvasses several options based on if the JBRUFC was to occupy a City managed facility (either leased or hired) and hire the grounds from the City under the current fee structure and the Facility Hire Subsidy Policy. Based on 2021, JBRUFC booked 869.5 hours of venue hire and 890.5 hours of ground hire (with part of these hours requiring flood lights). Based on both scenarios, JBRUFC are in a better financial position with their current arrangement at HBF Arena.

The report further canvasses the same options under the proposed fee structure and the proposed Venue Hire Fees and Charges Policy which will be applicable as from 1 January 2024. Under the leased venue / ground hire scenario JBRUFC remain better off under the current arrangement with VenuesWest, however under the hired venue / ground hire scenario they would be better off within a City managed venue.

The City offers the Community Funding Program and the Corporate Sponsorship Program as various funding opportunities to community groups. JBRUFC have been successful in two applications under the former community funding program; in 2014-15 (\$3,102 – safety equipment for training purposes) and in 2017-18 (\$10,000 – coaching development program).

In addition, the current Facility Hire Subsidy Policy allows members of ACSRA to claim 50% of their ground hire fees for junior use. JBRUFC last claimed their junior subsidy rebate in 2016. The primary reason for JBRUFC not recently applying is based primarily on the group not being able to satisfy the criteria that states 50% of their members must reside within the City of Joondalup.

It is to be noted that the City received a sponsorship application from the JBRUFC in April 2022, however the application did not meet corporate sponsorship criteria and was declined. Following this, the City met with representatives of the Club to educate them about the Corporate Sponsorship Program with the intention of the club submitting a revised application. No subsequent application has been received.

There are numerous community groups that occupy (including groups located at HBF Arena) third party managed facilities that receive no financial assistance from the City. These groups face similar cost pressures to JBRUFC while accessing the HBF Arena and other non-managed City facilities. Except for the Joondalup Wolves who receive sponsorship and the junior subsidy applied to ACSRA members (under the current FHSP but not under the proposed VHFSP), no other venue hirers of the HBF Arena or externally managed venues receive any form of financial assistance from the City.



*It is therefore recommended that the Council*

- 1 *DOES NOT AGREE to provide a financial contribution to the Joondalup Brothers Rugby Union Football Club;*
- 2 *AGREES to provide the Joondalup Brothers Rugby Union Football Club with information regarding the Corporate Sponsorship Program for them to identify potential opportunities that meet the City's sponsorship criteria;*
- 3 *REQUESTS the Chief Executive Officer to negotiate with VenuesWest a reduction of venue hire fees applied to members of the Arena Community Sporting and Recreation Association due to the City's annual contribution to maintenance costs for the western playing fields and netball courts at HBF Arena.*

## **BACKGROUND**

At its meeting held on 16 August 2022 (Notice of Motion No. 1 refers), Council resolved as follows:

*That Council REQUESTS the Chief Executive Officer prepare a report on the options to provide ongoing financial support (through annual Sponsorship or through annual financial contributions) to Joondalup Brothers Union Football Club, noting that the City currently provides ongoing annual financial support to a significant number of other sporting clubs in the City of Joondalup.*

The resolution was a result of a Notice of Motion from Councillor Hill who included the following reasons for support:

*"The Joondalup Brothers Rugby Union Football Club:*

- 1 *is a Premier Grade Club based in the City of Joondalup;*
- 2 *delivers significant, large scale, positive community outcomes through creation of an inclusive and positive social and sporting environment underpinned by respect and integrity;*
- 3 *does not have access to City-operated sporting facilities and has to pay commercial rates to VenuesWest for use of HBF Arena facilities for training and matches;*
- 4 *does not currently benefit from any ongoing financial support from the City;*
- 5 *faces ongoing financial sustainability issues due to points (3) and (4) above."*

Joondalup Brothers Rugby Union Football Club (JBRUFC) was formed in 1998 and was initially based at the HBF Arena, before spending a short period at Iluka Open Space until 2011-12 when it relocated back to the HBF Arena.

In 2004, the Arena Community Sport and Recreation Association (ACSRA), now trading as Joondalup Sports Club (JSC) was formed which included JBRUFC, Joondalup Giants Rugby League Club, Joondalup Netball Association and Joondalup Little Athletics Association. The Joondalup Giants Rugby League Club left ACSRA and are now based at Admiral Park, Heathridge.

ACSRA occupy the netball courts and the active playing areas on the western side of HBF Arena. The City contributed \$284,000 towards the construction of the western playing fields and netball courts. The clubrooms were constructed and opened in 2011, which were funded through contributions from the State Government (\$550,000 - CSRFF), the City of Joondalup (\$710,000) and the member clubs (\$426,000), with a total project cost of \$1,685,000. The clubrooms were extended in late 2018 at an estimated cost of \$750,000, funded by the State Government. The extension included the following:

- Additional change rooms.
- Storage.
- Netball Office.
- Medical room.
- Limestone tiered seating and additional paving.

In addition to the initial capital contributions, the City contributed \$4 million towards the redevelopment of the HBF Arena in 2018 with this contribution going toward the construction of a second rugby playing field, additional netball courts, a netball administration building, basketball stadium for the Wanneroo Basketball Association, and clubroom facilities for the West Perth Football Club.

The clubrooms located on the western side of HBF Arena are leased to ACSRA by the WA Sports Centre Trust (WASCT) which VenuesWest manages on its behalf; and the playing fields are hired on an individual basis by the respective members of ACSRA including JBRUFC.

The City is not part of the lease, however it established a Deed of Agreement in 2009 for 20 years with the WASCT that contains certain clauses relating to ACSRA occupying the clubrooms and playing fields and courts. Such clauses are as follows:

- The City will pay an amount of \$7,500 per annum (indexed to Perth CPI currently \$10,030 in 2022) towards a renewal fund for the clubrooms (this renewal fund was accessed a few years ago to undertake remedial works to the facility).
- The City will pay 50% of the total maintenance costs of the playing fields occupied by ASCRA (2022 the City's contribution was \$54,306 excluding GST).
- The City pay certain amounts in the event ASCRA defaults on its lease.

## DETAILS

JBRUFC has approximately 490 members, split between 182 senior (over 18 years of age) and 308 juniors (between the ages of six years and 18 years). The club also has 42 non-playing / social members along with several coaches, managers, match officials and off field volunteers. This data is based on the 2021 season.

JBRUFC fields teams in the following grades / competitions:

- Premier male.
- Second grade male.
- Colts male.
- Third grade male.
- Ancient (veterans / masters).
- Juniors from under 6 to under 18 male.

A female junior team was initially established but did not progress however remains a focus for the club.

### Issues and options considered

ACSRA is a not-for-profit organisation and manages the leased clubrooms from WASCT at what is currently an annual figure of \$7,558 per annum. ACSRA pays all outgoings and receives all income from the operations of the clubrooms; and in addition, each member club pays ACSRA an annual fee of \$10 per member (exclusive of GST). JBRUFC had 490 registered members in 2021 and therefore paid \$4,900 to ACSRA. This grants them access to the clubrooms.

JBRUFC hires the playing fields directly with VenuesWest at the following rates and are charged \$37 per hour per pitch (they are afforded a \$9.00 discount on the gazetted community rate; they are not charged the commercial rate). Since 2018, JBRUFC have paid the following amounts for hire of active reserves:

- 2018: \$21,724.
- 2019: \$20,985.
- 2020: \$32,017.
- 2021: \$29,201.

Therefore, in 2021 for access to club rooms and hire of playing fields, JBRUFC paid approximately \$34,101 with the club operating from January to November, which includes a period of pre-season prior to the season proper.

The following table depicts various scenarios for the JBRUFC if they were to occupy a City managed facility versus their current arrangement at HBF Arena for 2021 (rates are excluding GST):

	Status Quo - HBF Arena/ACSRA	Scenario 1 - Leased City Facility – Hire Ground – current policy	Scenario 2 - Leased City Facility – Hire Ground – proposed policy (Jan 2024)	Scenario 3 - Hire facility – hire ground (current policy)	Scenario 4 - Hire facility – hire ground (proposed policy Jan 2024)
Lease fee	\$0	\$2,958	\$2,958	\$0	\$0
Venue operating costs - estimates	\$0	\$26,060	\$26,060	\$0	\$0
Facility hire	\$4,900	\$0	\$0	\$31,328 (890.5 hrs @ \$35.18 per hr)	\$6,812 (890.5 hrs @ \$7.65 per hr)
Ground hire fee	\$29,201 (includes pre season and floodlight costs)	\$10,054 (5 senior teams; 23 junior teams; 103 pre season hrs)	\$5,243 (869.5 hrs @ \$6.03 per hr)	\$10,054 (5 senior teams; 23 junior teams; 103 pre season hrs)	\$5,243 (869.5 hrs @ \$6.03 per hr)
Floodlight hire	\$0	\$0	\$1,532 (652 hrs @ \$2.35 per hr)	\$0	\$1,532 (652 hrs @ \$2.35 per hr)
Total costs	\$34,101	\$39,072	\$35,793	\$41,292	\$13,587

Please note the following assumptions have been made in the above table:

- For the leased scenarios the costs have been based on a similar sized clubroom and club membership to the Sorrento Football Club based at Percy Doyle Reserve. The venue operating costs estimates include cleaning, maintenance, staff costs, contents insurance, gas and electricity, liquor licence, and communications. JBRUFC would be responsible for these costs if they leased a City facility whereas under current arrangements ACSRA covers these costs. Noting each club operates differently and managing operational costs may vary.
- Calculation on ground hire fees for Scenarios 1 and 3 are based on the provision of the current FHSP and that JBRUFC do not meet the 50% resident requirements and therefore not eligible for any subsidy.
- The ground hire fees:
  - Scenarios 1 and 3 are based on the City's current fee structure at a per team base for in-season bookings and an hourly rate for pre-season bookings. For 2021 JBRUFC fielded five senior teams and 23 junior teams. Senior teams are calculated at \$5.70 per team and juniors at \$2.85 per team, with preseason rates set at \$6.30 per hour
  - are based on 869.5 hours as per VenuesWest hire arrangements – with 75% (652 hours) requiring use of floodlights at 50 lux at \$2.59 per hour (as proposed under the VHCFP) as an estimate
  - The 103 hours for preseason as provided by Venues West (ground hire hours before first Saturday full booking in April 2021).
- Facility bookable hours based on 890.5 in 2021 as provided by ACSRA.

Based on the above:

- Scenario 1 reveals that JBRUFC would be better off by \$4,071 if they were to remain at the HBF Arena rather than occupying a City of Joondalup leased facility, ground hire arrangement under the current Facility Hire Subsidy Policy (FHSP)
- Scenario 2 reveals that JBRUFC would be better off by \$1,692 if they were to remain at the HBF Arena rather than occupying a City of Joondalup leased facility, ground hire arrangement under the proposed Venue Hire Fees and Charges Policy (VHFCP)
- Scenario 3 reveals that JBRUFC would be better off by \$7,191 if they were to remain at the HBF Arena rather than occupying City of Joondalup ground hire and facility hire arrangement under the current FHSP
- Scenario 4 reveals that JBRUFC are worse off by \$20,514 if they were to remain at the HBF Arena rather than occupying a City of Joondalup ground hire and facility under the proposed VHFCP.

There are numerous other community and sporting groups that occupy non-City of Joondalup, third party facilities and do not enjoy the level of subsidisation of those groups that do occupy City facilities, nor seek any financial contributions from the City to assist with operating costs.

The following details a small cross section of the numerous sporting / community groups that do not occupy City facilities and an estimation of what they pay in venue hire per annum.

Group	Estimated Annual Venue Hire Expense
Basketball Association (22 venues)	\$600,000
Swim Club	\$150,000
Hockey Club (HBF Arena only)	\$22,500
Local Orchestra	\$15,000 - \$20,000
Local Arts Society	\$3,000 - \$6,000

It should also be noted that the City's current facility hire subsidy policy does not apply at the Craigie Leisure Centre (CLC), therefore any community group who may be eligible for a subsidy accessing other City facilities does not receive it if hiring part of CLC. This is based on the Council's adopted Strategic Position Statement:

*"Leisure Centre operations overall should aim to be self-sufficient and meet all operating costs."*

## **Community Funding**

The Council has recently revised its community funding guidelines with the intent of making funds more accessible to a wider section of community and sporting clubs. The Community Funding Program provides financial support to incorporated community groups to conduct projects, programs, events or activities that benefit the City of Joondalup community.

The program provides two levels of funding, with large grants (greater than \$10,000) offered annually and small grants (\$10,000 and lower) offered bi-annually.

Funding applications to assist with operating costs are not permissible, however where clubs have initiatives that they are planning to undertake and expend operational funds, these could be considered as part of the program.

JBRUFC have been successful in two applications under the former community funding program, in 2014-15 (\$3,102 – safety equipment for training purposes) and in 2017-18 (\$10,000 – coaching development program).

## **Sponsorship**

The City of Joondalup has a strategic vision to become a bold, creative and prosperous City on the global stage. In achieving this vision, the City recognises the importance of attracting and supporting events and programs that deliver economic benefit to the region and contribute to a vibrant and dynamic community atmosphere.

Through the Corporate Sponsorship Program, the City is able to provide support to external organisations and community groups that are assisting the City to achieve its strategic vision by delivering events, programs and activities within the region.

This program aims to achieve the following objectives:

- Attracting, hosting or supporting a wide range of events, programs and activities that enhance the liveability of the City for the community and promote Joondalup as a destination for visitors to the region.
- Providing positive exposure for the City's brand and image locally and regionally.
- Providing support to local organisations / community groups / sporting clubs.
- Stimulating economic development and providing benefits to local businesses.
- Increasing visitors to the region.
- Creating long-term value to the City and its residents by building sustainable partnerships or relationships.

All sponsorship agreements entered by the City are to provide an adequate return on investment by overseeing and managing the sponsorship program, process and outcomes.

The City has partnership agreements with the following community / sporting groups:

Group	Financial Support	Amount – 2022-2023 FY	Benefits
Joondalup Wolves – NBL1 Team sponsorship	Sponsorship	\$20,000	<ul style="list-style-type: none"> <li>• Attracts and supports a wide range of events, programs and activities that enhance the liveability of the City for the community and promote Joondalup as a destination for visitors to the region.</li> <li>• Provides positive exposure for the City's brand and image locally and regionally.</li> <li>• Increases visitors to the region.</li> <li>• Providing support to local organisations / community groups / sporting clubs.</li> <li>• Stimulating economic development and providing benefits to local businesses.</li> </ul>
Sorrento Tennis Club - Junior and Open Hardcourt Tournament	Sponsorship	\$2,500	<ul style="list-style-type: none"> <li>• Attracts and supports a wide range of events, programs and activities that enhance the liveability of the City for the community and promote Joondalup as a destination for visitors to the region.</li> <li>• Provides positive exposure for the City's brand and image locally and regionally.</li> <li>• Providing support to local organisations / community groups / sporting clubs.</li> </ul>
Joondalup Athletics Centre	Sponsorship	\$300	<ul style="list-style-type: none"> <li>• Provides positive exposure for the City's brand and image locally and regionally.</li> <li>• Providing support to local organisations / community groups / sporting clubs.</li> </ul>
Kingsley Football Club - Bali Bombings 20 <sup>th</sup> Anniversary	Sponsorship	\$3,000	<ul style="list-style-type: none"> <li>• Provides positive exposure for the City's brand and image locally and regionally.</li> <li>• Providing support to local organisations/community groups/sporting clubs.</li> </ul>
Churches of Christ Sport and Recreation Association – Under 16 National Basketball Championships	Sponsorship	\$5,000	<ul style="list-style-type: none"> <li>• Attracts and supports a wide range of events, programs and activities that enhance the liveability of the City for the community and promote Joondalup as a destination for visitors to the region.</li> <li>• Provides positive exposure for the City's brand and image locally and regionally.</li> </ul>

Group	Financial Support	Amount – 2022-2023 FY	Benefits
			<ul style="list-style-type: none"> <li>Increases visitors to the region.</li> <li>Providing support to local organisations / community groups / sporting clubs.</li> <li>Stimulating economic development and providing benefits to local businesses.</li> </ul>
Team XTR Tri Club Inc. – Triathlon Series (4 events)	Sponsorship	\$15,000	<ul style="list-style-type: none"> <li>Attracts and supports a wide range of events, programs and activities that enhance the liveability of the City for the community and promote Joondalup as a destination for visitors to the region.</li> <li>Provides positive exposure for the City's brand and image locally and regionally.</li> <li>Increases visitors to the region.</li> <li>Providing support to local organisations / community groups / sporting clubs.</li> <li>Stimulating economic development and providing benefits to local businesses.</li> </ul>

It is to be noted that the City has previously received a sponsorship application from the Joondalup Brothers Rugby Union Football Club in April 2022, however the application did not meet corporate sponsorship criteria and was declined. Following this, the City met with representatives of the Club to educate them about the corporate sponsorship program with the intention of the club submitting a revised application. No subsequent application has been received.

### Contributions

The City makes contributions to groups to assist them from an operational perspective for services or maintenance that the City would likely be required to undertake. The contribution is made in lieu of the City undertaking the works or services.

The City has ongoing arrangements with the following community / sporting groups by way of providing a contribution to assist them to operate:

Group	Financial Support	Amount – 2021-22	Reason
Sorrento and Mullaloo Surf Clubs; Ocean Reef Sea Rescue	Contribution	\$60,000 including GST	<p>The City holds three-year agreements with these three groups – the intent of this contribution is because these groups provide life preserving services on a volunteer basis that may be required to be performed by the City if these groups did not exist.</p> <p>Between both surf clubs a total of approximately 18,000 volunteer surf</p>

Group	Financial Support	Amount – 2021-22	Reason
			patrol hours were undertaken between October 2021 and March 2022.
Joondalup, Sorrento and Warwick Bowling Clubs	Contribution - \$5,441 per grass green \$2,720 per synthetic green.	Joondalup - \$22,671; Sorrento - \$34,007; Warwick - \$19,837	<p>These groups provide activities on City managed land with the quality of the playing surfaces over and above what could be provided by the City. The Council agreed to offer a contribution to assist with the ongoing maintenance of these bowling greens.</p> <p>If the club did not maintain these, there would be expectation that the City would be required to.</p>
Whitford District; Joondalup District; and Ocean Ridge Cricket Clubs	Contribution - \$6,495.60 per turf wicket	Whitford - \$27,064; Joondalup - \$64,955; Ocean Ridge - \$21,651	<p>These clubs play cricket on City managed parks with the level of cricket undertaken being played on turf / grass wickets rather than the community style synthetic wicket.</p> <p>In the past, the City had maintained these wickets however with costs increasing and the needs of the clubs not being able to be met by the City (wicket preparation on weekends), the City agreed to contribute to these clubs and not be involved with the maintenance of turf wickets.</p> <p>If the clubs did not maintain the turf wickets, there would be an expectation that the City would.</p>

### Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

### 10-Year Strategic Community Plan

Key theme Community.

Outcome Active and Social – you enjoy quality local activities and programs for sport, learning and recreation.

Policy *Facility Hire Subsidy Policy* (current). The current FHSP allows for a 50% subsidy to be paid to ACSRA members for junior rates levied from VenuesWest for their use of the HBF Arena.

One of the criteria to be eligible for the subsidy is that 50% of members reside within the City of Joondalup. The JBRUFC have not claimed this subsidy since 2016 as they fail to meet the 50% criteria.



The Council has agreed to implement a Venue Hire Fees and Charges Policy as from 1 January 2024 which removes all the current subsidies and applies a cost contribution model for community groups accessing City facilities.

### Risk management considerations

There are two risks if the Council agrees or does not agree to provide financial assistance to JBRUFC in that:

- 1 If there is not support for financial assistance, the JBRUFC may fall into financial challenges and potentially realign to a more community-based model, or may cease to exist  
or
- 2 If there is financial support provided to JBRUFC, this could set a precedent for all other sporting / community groups who occupy non-City of Joondalup managed facilities to seek similar contributions from the Council which could lead to a liability for the City of millions of dollars.

### Financial / budget implications

There are no funds within the 2022-23 budget for any form of contribution to sporting / community groups.

The profit and loss statement provided by JBRUFC for period ending August 2021 showed a closing bank balance of \$37,420. Copy of financial statements from JBRUFC are attached.

Major income sources are:

Item	September 2021 to August 2022	September 2020 to August 2021	September 2019 to August 2020	September 2018 to August 2019
Players Rego and Merchandise sales	115,710	\$101,151	\$62,761	\$95,529
Sponsorship and Donations	\$35,944	\$65,591	\$21,600	\$20,368
100 club	\$17,770	\$21,320	\$20,059	\$30,754

Major expenditure items are

Item	September 2021 to August 2022	September 2020 to August 2021	September 2019 to August 2020	September 2018 to August 2019
Player Payments	\$16,008	\$4,070	\$0	\$10,614
Purchase of jerseys / socks / shorts	\$66,736	\$82,197	\$25,833	\$37,352
Ground Hire	\$27,838	\$29,201	\$32,017	\$20,985
First aid and Physio	\$19,375	\$19,439	\$10,140	\$9,670
Rugby WA expenses	\$121	\$11,881	\$5,387	\$16,518
Coaching Services	\$40,000	\$15,000	\$19,000	\$12,000

**Regional significance**

The JBRUFC is one of two rugby clubs located within the northern corridor, the other being Wanneroo Rugby Union Club, based at Kingsway Open Space. Given the distances between the clubs, the JBRUFC attracts players beyond the City of Joondalup district.

**Sustainability implications**

The playing of sport has several social benefits, including building community.

**Consultation**

Not applicable.

**COMMENT**

The JBRUFC are better off under their current arrangements at Joondalup Arena under three of the four scenarios; with them being better off under the proposed new VHFPC due to become operational as from 1 January 2024. However, they are not the only sporting or community group that has to access non-City of Joondalup venues at higher venue charges for them to perform their programs and activities.

There are other members of ACSRA and other user groups of HBF Arena who face similar cost pressures as JBRUFC while accessing the HBF Arena. Except for the Joondalup Wolves who receive sponsorship and the junior subsidy applied to ACSRA members (under current FHSP but no longer under the proposed VHFPC), no other venue hirers of the HBF Arena or externally managed venues receive any form of financial assistance from the City.

The City has a total of 63 active reserves of which only some have associated facilities that support the activities on the reserve and these are all occupied by existing users. For the City to be able to house JBRUFC on one of its reserves it would more than likely require an existing user to be relocated and an adjoining facility would need to be constructed which would be at an estimated construction cost of \$5 million (based on the recent development of the facility at Chichester Park, Woodvale)

To try and alleviate some of the cost pressures, it is suggested that the City engages with VenuesWest to negotiate that part or all of the City's contributions made towards the maintenance of the western playing fields goes towards subsidising the hourly rate for members of ACSRA. While it is acknowledged that if the rates are further subsidised by VenuesWest, they may never reach the same levels as what the City applies; but it will go some way to bridging the gap.

**VOTING REQUIREMENTS**

Simple Majority.

**RECOMMENDATION****That Council:**

- 1 DOES NOT AGREE to provide a financial contribution to the Joondalup Brothers Rugby Union Football Club;**
- 2 AGREES to provide the Joondalup Brothers Rugby Union Football Club with information regarding the Corporate Sponsorship Program for them to identify potential opportunities that meet the City's sponsorship criteria;**
- 3 REQUESTS the Chief Executive Officer to negotiate with VenuesWest a reduction of venue hire fees applied to members of the Arena Community Sporting and Recreation Association due to the City's annual contribution to maintenance costs for the western playing fields and netball courts at HBF Arena.**

## **ITEM 22 INVITATION TO JOIN THE PANEL OF PRE-QUALIFIED SUPPLIERS 041/22 SUPPLY, DELIVERY AND INSTALLATION OF TURF**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mat Humfrey Corporate Services
<b>FILE NUMBER</b>	110435, 101515
<b>ATTACHMENTS</b>	Attachment 1 Schedule of Items Attachment 2 Summary of Submissions Attachment 3 Confidential Summary  <i>(Please Note: Attachment 3 is Confidential and will appear in the official Minute Book only).</i>
<b>AUTHORITY / DISCRETION</b>	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 offers submitted by the Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing, Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf, and Profounder Turfmaster Pty Ltd (Turfmaster Facility Management) to join the panel of pre-qualified suppliers for the supply, delivery and installation of turf.

### **EXECUTIVE SUMMARY**

Invitations were advertised on 26 October 2022 through state-wide public notice and published by Tenderlink for the supply, delivery and installation of turf. Invitations closed on 10 November 2022. A submission was received from each of the following:

- The Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing.
- Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf.
- Profounder Turfmaster Pty Ltd (Turfmaster Facility Management).

The submissions from the Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing, Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf, and Profounder Turfmaster Pty Ltd (Turfmaster Facility Management) represent best value to the City. All companies demonstrated experience in supplying, delivering and installing turf to local government agencies, have the capacity in terms of personnel and equipment to carry out the works, and provided a methodology which showed understanding of the required tasks.

*It is therefore recommended that Council ACCEPTS the offers submitted by:*

- 1 *The Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing;*
- 2 *Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf;*
- 3 *Profounder Turfmaster Pty Ltd (Turfmaster Facility Management);*

*to join the panel of pre-qualified suppliers for the supply, delivery and installation of turf as specified in Invitation 041/22, for a period of three years, at the submitted schedule of rates, with prices fixed for the first 12 months.*

## **BACKGROUND**

The City has a requirement for the supply, delivery and installation of turf.

The scope of works is for the supply, delivery and installation of turf inclusive of preparation and soil amendments to streetscapes and parks locations within the City. Site condition can vary from denuded sandy area to lush, healthy turf areas requiring removal and returfing. The works shall include all labour, materials, tools, equipment, delivery costs, and any other items that may be needed in order to meet the specified requirements.

A panel of Pre-qualified Suppliers (Panel) is therefore required to provide goods on an 'as and when' required basis. The City does not make any representation that it will procure or seek to procure the goods and / or services, or any particular volume of goods and / or services from the contractor(s).

A minimum of two panel members will be invited to join the Panel.

The City has an existing Panel contract in place with The Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing and Profounder Turfmaster Pty Ltd (Turfmaster Facility Management) which will expire on 23 February 2023.

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

## **DETAILS**

The Invitation for the supply, delivery and installation of turf was advertised through state-wide public notice and published by Tenderlink on 26 October 2022. The invitation period was for two weeks, and invitations closed on 10 November 2022.

### **Submissions**

A submission was received from each of the following:

- The Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing.
- Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf.
- Profounder Turfmaster Pty Ltd (Turfmaster Facility Management).

The schedule of items listed in the invitation is provided in Attachment 1 to this Report.

A summary of the submissions including the location of each supplier is provided in Attachment 2 to this Report.

A confidential summary is provided in Attachment 3 to this Report.

### **Evaluation Panel**

The evaluation panel comprised three members:

- one with 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.

### **Evaluation Method and Weighting**

The qualitative weighting method of invitation evaluation was selected to evaluate the offers for this requirement. Prior to assessment of individual submissions, a determination was made, based on the selection criteria, of what would be an acceptable qualitative score that would indicate the ability of the supplier to satisfactorily deliver the services.

The standard minimum acceptable qualitative score for invitations at the City is 50%, but the specific circumstances of invitation requirements may, from time to time, require the minimum score to be set higher than 50%, where the specification has complex design or technical requirements. The predetermined minimum acceptable pass score was set at 50%.

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

<b>Qualitative Criteria</b>		<b>Weighting</b>
1	Capacity	35%
2	Demonstrated experience in providing similar services	30%
3	Demonstrated understanding of the required tasks	30%
4	Social and economic effects on the local community	5%

### **Compliance Assessment**

Two responses received were assessed as partially compliant and remained for further consideration on the basis that clarification could be sought should they qualify for stage two assessment as follows:

- The Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing has no quality assurance or quality management system in place. It does, however, have a Health, Safety and Environment management system and an Inspection and Test Plan for the installation of turf which addressed many elements of the operations.
- Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf has no quality assurance or quality management system in place. It does, however, have procedures in place to manage the turf installation and is accredited to ISO 45001:2018 Occupational Health and Safety management systems.

The Submission from Profounder Turfmaster Pty Ltd was deemed fully compliant.

Based upon the above findings, all three offers from the Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing, Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf, and Profounder Turfmaster Pty Ltd (Turfmaster Facility Management) remained for further consideration.

### **Qualitative Assessment**

West Coast Turf scored 64.4% and was ranked third in the qualitative assessment. It is a family owned and run business operating turf farms, with the ability to deliver and install turf across the Perth metropolitan area. Summary information was provided for its employees including years of experience, their proposed role and relevant qualifications. It has employed an apprentice and two trainees to supplement staffing arrangements and will sub-contract if required. It has an extensive list of plant and machinery which is suitable for the City's proposed contract. After hours emergency contact details were omitted. It demonstrated very good experience providing similar services with contracts held with the Cities of Wanneroo, Belmont and Perth for equivalent scopes of works. It demonstrated a thorough understanding of the required tasks with process steps for boxing out and installation articulated. The expected timelines for completion of the works were clearly defined.

Turfmaster Facility Management scored 65.4% and was ranked second in the qualitative assessment. It has 28 years' experience and provided brief information for five staff nominated for turf installation which included their years of service, qualifications and responsibility. It has allocated adequate plant and equipment to the City's scope of works and has a fully equipped workshop which will minimise any downtime due to breakdowns. After hours emergency contact details were omitted. The company demonstrated substantial experience in providing similar services supplying, delivering and installing turf comparable to the City's requirements for local governments Cities of Albany, Mandurah, Gosnells, Wanneroo, Vincent, Perth, and Town of Port Hedland. It demonstrated a very good understanding of the required tasks providing an explanation of the process that it will follow, the quality of product that will be installed, and results of nematode testing that had been undertaken.

Allwest Turfing scored 74.9% and was ranked first in the qualitative assessment. It has been operating for 30 years and employs a team of experienced and suitably qualified supervisory staff and installers to service the City's proposed contract. Its fleet of machinery and specialised equipment was sufficient to undertake the scope of works at multiple sites and it has the ability to draw upon additional operational staff if required. After hours emergency contact details were sighted. It demonstrated extensive experience in providing similar services as it has been supplying and installing turf equivalent to the City's needs for the Cities of Stirling and Subiaco. It is the incumbent supplier to the City under the existing panel arrangement. It demonstrated a sound understanding of the required tasks, explaining how it will schedule the works, and the timeframes associated with this, and how it will use its Inspection Test Plan to ensure project requirements are met.

Given the minimum acceptable qualitative score of 50%, Allwest Turfing, West Coast Turf and Turfmaster Facility Management qualified to progress to the stage two assessment.

### **Price Assessment**

The panel carried out a comparison of the rates offered from Allwest Turfing, West Coast Turf and Turfmaster Facility Management in order to assess value for money to the City.

The estimated expenditure over a 12-month period will vary based upon demand and is subject to change in accordance with operational requirements. For the purposes of comparison of the financial value of the offers, the indicative rates submitted by each supplier have been applied to actual historical usage data of 22 scheduled items. This provides a value of each offer for comparative evaluation purposes based on the assumption that this pattern of usage is maintained. There is no guarantee that this will transpire, with any future mix of requirements being based upon demand and subject to change in accordance with the operational needs of the City.

The rates are fixed for the first 12 months of the Panel. This is subject to change in years two and three when panel members will be requested to submit their revised rates. For estimation purposes, a 4.5% CPI increase was applied to the rates in years two and three.

### Separable Portion 1 (excluding Jumbo Rolls)

Respondent	Estimated Comparative Price (Excluding GST)			
	Year 1	Year 2	Year 3	Total Years 1-3
Allwest Turfing	\$265,969	\$277,938	\$290,445	\$834,352
Turfmaster Facility Management	\$471,329	\$492,539	\$514,703	\$1,478,571
West Coast Turf	\$270,543	\$282,717	\$295,440	\$848,700

### Separable Portion 2 (including Jumbo Rolls)

Respondent	Estimated Comparative Price (Excluding GST)			
	Year 1	Year 2	Year 3	Total Years 1-3
Allwest Turfing	\$478,575	\$500,112	\$522,617	\$1,501,304
Turfmaster Facility Management	\$661,190	\$690,944	\$722,037	\$2,074,171
West Coast Turf	\$486,125	\$508,001	\$530,861	\$1,524,987

During 2021-22, the City incurred \$422,781 for the supply, delivery and installation of turf.

As one product was not available across all Respondents, the estimated contract prices for year one of the proposed contract, and 2021-22 expenditure, have been adjusted to remove this item.

The proposed new panel rates for Separable Portion 2 (including Jumbo Rolls) when compared against the City's existing rates (including Jumbo Rolls) represent a 13% increase (Allwest Turfing), a 56.5% increase (Turfmaster Facility Management), and 15% increase (West Coast Turf) when compared to the City's existing contracted rates.

As part of the panel arrangement, rates are fixed for the first 12-months with quotes obtained on each 12-month anniversary.

### Evaluation Summary

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

Offer	Weighted Percentage Score	Qualitative Ranking	Estimated Total Comparative Price	Price Rank
Allwest Turfing	74.9%	1	\$1,501,304	1
West Coast Turf	64.4%	3	\$1,524,987	2
Turfmaster Facility Management	65.4%	2	\$2,074,171	3

Whilst Profounder Turfmaster Pty Ltd (Turfmaster Facility Management) was \$572,867 more expensive over the three-year term of the turf panel, it has rates which are competitive for some schedule of rate items.



The panel therefore concluded that there was merit in including this offer, alongside the offers submitted from the Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing, and Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf, in the panel of pre-qualified suppliers for the supply, delivery and installation of turf, as they all provide value for money for the City.

It is therefore recommended that all three companies be appointed to the Panel of Pre-qualified Suppliers for the supply, delivery and installation of turf.

### Issues and options considered

The City has a requirement for the supply, delivery and installation of turf. The City does not have the internal resources to provide the goods / services and requires an appropriate external contractor to undertake the works.

### Legislation / Strategic Community Plan / Policy implications

**Legislation** A state-wide public tender was advertised, opened and evaluated in accordance with regulations 11(1) and 18(4) 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 \$250,000.

### 10-Year Strategic Community Plan

**Key Theme** Place.

**Outcome** Attractive and leafy – you have access to quality public open spaces and enjoy appealing streetscapes.

**Policy** Not applicable.

### Risk Management Considerations

Should the panel not proceed, the risk to the City will be high as the City would have difficulty providing quality turf on playing surfaces for the sporting clubs and user groups.

It is considered that the Panel will represent a low risk to the City as the recommended panel members are well-established suppliers with sufficient industry experience and capacity to provide the services to the City.

### Financial / Budget Implications

#### Current financial year impact

<b>Account no.</b>	Various accounts.
<b>Budget Item</b>	Supply and installation of turf.
<b>Budget amount</b>	\$300,000 plus capital.
<b>Proposed cost</b>	Not applicable.
<b>Balance</b>	Not applicable.

No contracts have been entered into at this time. Contracts will be established on the basis of prices quoted from panel members during the term of the panel. Maximum spend in 2022-23 is dictated by the budget available.

All amounts quoted in this report are exclusive of GST.

**Regional Significance**

Not applicable.

**Sustainability Implications**

The provision of turf enhances the appearance of the City's streetscapes, parks and open spaces and ensures playing surfaces meet the safety standards required of sporting groups.

**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 offers submitted by the Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing, Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf, and Profounder Turfmaster Pty Ltd (Turfmaster Facility Management) represent best value to the City.

**VOTING REQUIREMENT**

Simple Majority.

**RECOMMENDATION**

**That Council ACCEPTS the offers submitted by:**

- 1 The Trustee for Hackshaw Family Trust and the Trustee for HJS Trust trading as Allwest Turfing;**
- 2 Saratoga Holdings Pty Ltd as Trustee for the JPD Trust trading as West Coast Turf;**
- 3 Profounder Turfmaster Pty Ltd (Turfmaster Facility Management);**

**to join the panel of pre-qualified suppliers for the supply, delivery and installation of turf as specified in Invitation 041/22, for a period of three years, at the submitted schedule of rates, with prices fixed for the first 12 months.**

*Appendix 19 refers*

*To access this attachment on electronic document, click here: [Attach19brf230214.pdf](#)*

## **ITEM 23                    TENDER 043/22 PROVISION OF TREE PLANTING, MAINTENANCE AND TRUCK WATERING WITHIN THE CITY OF JOONDALUP AS PART OF THE CITY'S LEAFY CITY PROGRAM**

**WARD** All

**RESPONSIBLE DIRECTOR**                    Mr Mat Humfrey  
Corporate Services

**FILE NUMBER**                                110443, 101515

**ATTACHMENT**                                Attachment 1     Schedule of Items  
Attachment 2     Summary of tender Submissions  
Attachment 3     Confidential Tender Summary

*(Please Note: Attachment 3 is Confidential and will appear in the official Minute Book only).*

**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 Landscape Redevelopment Service Pty Ltd for the provision of tree planting, maintenance and truck watering within the City of Joondalup as part of the City's Leafy City Program.

### **EXECUTIVE SUMMARY**

Tenders were advertised on 12 November 2022 through state-wide public notice and published by Tenderlink for the provision of tree planting, maintenance and truck watering within the City of Joondalup as part of the City's Leafy City Program. Tenders closed on 29 November 2022. A submission was received from each of the following:

- Baroness Holdings Pty Ltd (Tree Planting and Watering).
- Environmental Industries Pty Ltd.
- Pinochle Holdings Pty Ltd (Landscape Australia Construction).
- Total Landscape Redevelopment Service Pty Ltd.

The submission from Total Landscape Redevelopment Service Pty Ltd represents best value to the City. The company demonstrated experience providing tree planting and watering services to a number of local governments including the Cities of Stirling, Canning, Cockburn and Fremantle. It demonstrated a thorough understanding of the required tasks and has the capacity in terms of personnel and equipment to carry out this project.

*It is therefore recommended that Council ACCEPTS the tender submitted by Total Landscape Redevelopment Service Pty Ltd for the provision of tree planting, maintenance and truck watering within the City of Joondalup as part of the City's Leafy City Program as specified in Tender 043/22, for a period of 27 months, with an option to extend the term of the contract by one year, at the submitted schedule of rates.*

## **BACKGROUND**

The City has a requirement for the planting, maintenance, and truck watering services for the City of Joondalup's Leafy City Program. The requirement set out the programmed and ad hoc planting (May 2023-August 2024) and watering and maintenance (September 2024-August 2025) of trees during the initial Contract period.

The City currently has a single contract for the maintenance and watering service with Baroness Holdings Pty Ltd (Tree Planting and Watering), which will expire on 31 July 2023.

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

## **DETAILS**

The tender for provision of tree planting, maintenance and truck watering within the City of Joondalup as part of the City's Leafy City Program was advertised through state-wide public notice and published by Tenderlink on 12 November 2022. The tender period was for two weeks, and tenders closed on 29 November 2022.

### **Tender Submissions**

A submission was received from each of the following:

- Baroness Holdings Pty Ltd (Tree Planting and Watering).
- Environmental Industries Pty Ltd.
- Pinochle Holdings Pty Ltd (Landscape Australia Construction).
- Total Landscape Redevelopment Service Pty Ltd.

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

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

A confidential tender summary is provided in Attachment 3 to this Report.

### **Evaluation Panel**

The evaluation panel comprised 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.

### **Evaluation Method and Weighting**

The qualitative weighting method of tender evaluation was selected to evaluate the offers for this requirement. Prior to assessment of individual submissions, a determination was made, based on the selection criteria, of what would be an acceptable qualitative score that would indicate the ability of the tenderer to satisfactorily deliver the services.

The standard minimum acceptable qualitative score for tenders at the City is 50%, but the specific circumstances of tender requirements may, from time to time, require the minimum score to be set higher than 50%, where the specification has complex design or technical requirements. This is a high-profile capital works project. The contractor appointed must be able to clearly demonstrate their capacity and ability to deliver the services.

The predetermined minimum acceptable pass score was set at 60%.

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 providing similar services	30%
4	Social and economic effects on the local community	5%

### Compliance Assessment

The following offers were assessed as compliant:

- Baroness Holdings Pty Ltd (Tree Planting and Watering).
- Environmental Industries Pty Ltd.
- Total Landscape Redevelopment Service Pty Ltd

The offer received from Landscape Australia Construction was assessed as partially compliant. It did not include the cost for traffic plans, fees or implementation in its offer and did not provide rates for hard digging - removal and disposal of excavated spoil material and supply and install of backfilling of screeded topsoil and removal and disposal of contaminated soil but was included for further consideration on the basis that clarification could be sought should the tenderer be recommended as the preferred tenderer at the conclusion of the tender evaluation.

Based upon the above findings, all offers remained for further consideration.

### Qualitative Assessment

Environmental Industries Pty Ltd scored 62% and was ranked fourth in the qualitative assessment. Environmental Industries Pty Ltd demonstrated an acceptable understanding of the required tasks, The response addressed traffic management, tree planting and locations, source of trees and quantities, a tree planting methodology, tree watering during planting and the maintenance period, tree maintenance activities and reporting for tree planting and the maintenance period. It has sufficient capacity in terms of key personnel and equipment to deliver the services. It demonstrated experience undertaking landscape maintenance in a variety of settings including estates and roadworks. Works have included the planting of large volumes of tubestock, and trees and truck watering. Clients include the Cities of Belmont and Wanneroo.

Landscape Australia Construction scored 66.9% and was ranked third in the qualitative assessment. It demonstrated an adequate understanding of the City's requirements. The response briefly addressed the tasks to be during contract commencement, traffic management, tree planting, watering, mulch and tree maintenance including electronic reporting and chemical application contract. It demonstrated its capacity in terms of personnel and equipment to undertake the services. The company demonstrated experience in landscape maintenance and construction services.

Three examples of current contracts were supplied as evidence supporting this statement. The examples are maintenance of Seaside Estate Madora Bay, Brabham Estate Brabham and Jindalee Foreshore reserve. Each included maintenance of landscapes including tree maintenance and monitoring and some hand watering of trees. Seaside Estate also included the planting of 200 trees.

Total Landscape Redevelopment Service Pty Ltd scored 73.8% and was ranked second in the qualitative assessment. It demonstrated thorough understanding of the City's requirements, addressing planning, tree installation, the watering schedule including use of an App for scheduling and the equipment and vehicles to be used. It also included relevant information on the sizes and capacity of its trucks and its approach to different types of watering. It demonstrated good experience completing similar work for local governments. The examples of work include street tree watering and revegetation watering for the City of Cockburn, tree planting and street tree watering for the City of Stirling, and street tree watering for the Cities of Canning and Fremantle. For each example the client, value, a description of the work, similarities, period and dates and outcomes were provided. The company has the capacity to deliver the service.

Tree Planting and Watering scored 78.3% and was ranked first in the qualitative assessment. It demonstrated a comprehensive understanding and appreciation of the City's requirements. It provided a detailed contract management plan in its Submission, addressing how it will carry out the entire works. It covered all the requirements of relevant legislation, key contract dates, the location of trees to be planted, water sources, excavation, methods of planting and reporting. It also covered traffic management and plant and equipment to be used for this project. Tree Planting and Watering demonstrated extensive experience providing tree installation, watering and maintenance services to the Cities of Melville, Stirling and the Town of Victoria Park. It is the current provider of the City's tree watering and maintenance services and installed the City's trees in 2021. Dates, periods and referee contracts of all contracts were provided. The company has the capacity in terms of equipment, fleet and personnel to meet the City's requirements.

Given the minimum acceptable qualitative score of 60%, all tenderers qualified to progress to the stage two assessment.

### Price Assessment

Following the qualitative assessment, the panel carried out a comparison of the rates offered by each tenderer qualified for stage two in order to assess value for money to the City.

The estimated expenditure may vary and is subject to change in accordance with operational needs of the Leafy City Program. For the purposes of comparison, the tendered rates offered by the tenderer have been applied to an estimate of the total number of trees intended to be planted (May 2023-August 2024), then watered and maintained (September 2024-August 2025). This provides a value for comparative evaluation purposes based on the assumption that the program schedule is maintained.

The rates are fixed for the Contract term and are not subject to change.

Tenderer	Installation of trees (May 2023 to August 2024 )	Watering and maintenance of trees (September 2024 to August 2025)	Total Estimated Contract Price
Total Landscape Redevelopment Service Pty Ltd	\$570,717	\$191,482	\$758,609
Tree Planting and Watering	\$825,958	\$314,670	\$1,112,378

Tenderer	Installation of trees (May 2023 to August 2024 )	Watering and maintenance of trees (September 2024 to August 2025)	Total Estimated Contract Price
Landscape Australia Construction	\$1,240,289	\$462,571	\$1,700,860*
Environmental Industries Pty Ltd	\$1,269,636	\$505,532	\$1,758,218

\* Note – The estimated contract price from Landscape Australia Construction excludes traffic plan costs and hard digging and removal and disposal of contaminated soil.

During the last financial year 2022-23 the City incurred \$31,072 for the maintenance and truck watering services for the City of Joondalup's Leafy City Program and is expected to incur in the order of \$758,609 over the two years and three months Contract period and \$836,127 should the one-year extension be exercised.

### Evaluation Summary

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

Tenderer	Weighted Percentage Score	Qualitative Ranking	Estimated Contract Price	Price Ranking
Total Landscape Redevelopment Service Pty Ltd	73.8%	2	\$758,609	1
Tree Planting and Watering	78.3%	1	\$1,112,378	2
Landscape Australia Construction	66.9%	3	\$1,700,860	3
Environmental Industries Pty Ltd	62%	4	\$1,758,218	4

Based on the evaluation result the panel concluded that the offer from Total Landscape Redevelopment Service Pty Ltd provides best value to the City and is therefore recommended.

### Issues and options considered

The City has a requirement for the planting, maintenance and truck watering services for the City of Joondalup's Leafy City Program. The City does not have the internal resources to supply the required goods/services and as such requires an appropriate external service provider.

### Legislation / Strategic Community Plan / Policy implications

#### Legislation

A state-wide public tender was advertised, opened and evaluated in accordance with regulations 11(1) and 18(4) 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 \$250,000.

## 10-Year Strategic Community Plan

<b>Key theme</b>	Place.
<b>Outcome</b>	Attractive and leafy – you have access to quality open spaces and enjoy appealing streetscapes.
<b>Policy</b>	Not applicable.

### Risk management considerations

Should the contract not proceed, the risk to the City will be medium as the City will not be able to progress with the City of Joondalup's Leafy City Program.

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

### Financial / budget implications

#### Current financial year impact

<b>Account no.</b>	SSE2057
<b>Budget Item</b>	Leafy City Program
<b>Budget amount</b>	\$ 500,000
<b>Amount spent to date</b>	\$ 31,072
<b>Proposed cost</b>	\$ 135,506
<b>Balance</b>	\$ 333,422

The balance does not represent a saving at this time, the projected expenditure on these services is subject to contingencies for damage due to vandalism, adverse weather conditions or other reasons and currently ongoing tree planting and watering activities.

### Regional significance

To reduce the environmental impact of climate change and rapid urban growth, the City's Leafy City Program aims to increase its overall canopy cover, and create cooler, inviting green urban spaces that will improve the comfort of pedestrian movement and reduce the 'urban heat island' effect generated by existing hardstand surfaces.

### Sustainability implications

#### Environmental

Increasing canopy cover throughout the City will create cooler, inviting green urban spaces that will improve the comfort of pedestrian movement and reduce the 'urban heat island' effect generated by existing hardstand surfaces.

#### Social

Outdoor activity is encouraged, and the provision of shaded spaces combined with other sun protection practices contributes to a healthier environment for the community.

#### Economic

Capital and on-going maintenance costs for enhanced urban forest initiatives will have the potential to be a large financial impact for the City.



## **Consultation**

Information about the Leafy City Program is available on the City's website.

Residents will be informed of the tree planting four weeks prior to works commencing. Approximately one week prior to the installation date, the proposed location of the tree will be marked on site. This will give residents the opportunity to remove any plants they would like to keep.

## **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 Landscape Redevelopment Service Pty Ltd represents best value to the City.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

**That Council ACCEPTS the tender submitted by Total Landscape Redevelopment Service Pty Ltd for the provision of tree planting, maintenance and truck watering within the City of Joondalup as part of the City's Leafy City Program as specified in Tender 043/22, for a period of 27 months, with an option to extend the term of the contract by one year, at the submitted schedule of rates.**

*Appendix 20 refers*

To access this attachment on electronic document, click here: [Attach20brf230214.pdf](#)

## REPORTS OF THE CHIEF EXECUTIVE OFFICER

### MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

#### NOTICE OF MOTION NO. 1 – CR CHRISTOPHER MAY – NUCLEAR POLICY

In accordance with Clause 4.6 of the *City of Joondalup Meeting Procedures Local Law 2013*, Cr Christopher May has given notice of his intention to move the following Motion at the Council meeting to be held on 28 February 2023:

*That Council AMENDS BY AN ABSOLUTE MAJORITY its decision of 18 July 2006 (C44-07/06 refers) to read as follows:*

*MOVED Cr Corr, SECONDED Cr Magyar that the following policy be ADOPTED:*

*“The City of Joondalup accepts that **inappropriate use of radioactive substances may pose a risk** ~~the transport, storage, treatment and use of radioactive substances could involve potential threats to the health and safety well-being of the City’s residents and visitors,~~ **while acknowledging that the use of existing and emerging nuclear technology for the purposes of emissions free energy generation and medical purposes is the jurisdiction of State and Federal Governments,** ~~of the City and declares:~~*

- 1 that approval will not be given for the building of any nuclear power stations, enrichment plants, weapons plants, or radio-active storage facilities within the City **of Joondalup’s boundaries;***
- 2 that approval will not be given for the storage of uranium, **or** nuclear waste, ~~or other materials connected with the nuclear power industry within the City’s boundaries or transportation through the City;~~*
- 3 that the responsible use of radioactive material **nuclear technology for peaceful purposes such as in hospitals, health facilities, and within smoke detectors continues to provide benefits to the health and wellbeing of the community is acceptable as the benefits to residents far outweigh the risks to the community at large;***
- 4 ~~that the City of Joondalup be designated a ‘Nuclear-Free City’.~~”*

#### REASON FOR MOTION

Within the City of Joondalup’s boundaries is a large hospital, and many specialist medical centres which utilise nuclear technology on a daily basis. To declare the City of Joondalup a “nuclear free zone” serves as symbolism to encourage fearmongering about safe nuclear technology, and in practice, being a “nuclear free zone” would mean our hospital and health facilities could not function.

The Officer's comments on the previous motion from 2006 already state that "the District Planning Scheme 2 does not allow heavy industry of any type to establish itself within the City's Jurisdiction, this includes nuclear power stations (as well as coal or gas power stations), nuclear weapons and enrichment plants".

Currently, the use of nuclear technology in Australia is limited to medical purposes only, other than nuclear powered submarines being purchased in coming years. The Australian Defence Force does not produce or store nuclear weapons, nor does the Federal Government permit allies to permanently store nuclear weapons on Australian territory.

There is a range of emerging nuclear technology that is seen to be even safer, lower cost and produce less waste than existing nuclear power generation technology. Any future policy toward nuclear energy in Australia is the jurisdiction of State and Federal Governments, not Local Government.

The proposed motion seeks to tidy up the wording from the 2006 motion and remove any issues around double standards, while still confirming that the City would not approve a nuclear power station, weapons facilities, etc, within its boundaries (which is already addressed within existing planning policy).

The motion seeks to future proof the City's current position should, over coming years, the Federal and/or State Government decide to incorporate improved nuclear technology, such as small modular reactors, into Australia's energy mix, given the current energy crisis facing the world. While the City would not be home to a future nuclear power station, there may be justifiable reason for the safe transport of radioactive material through the City boundaries, such as the Mitchell Freeway, related to medical or energy generation.

### **Call for One-Third Support**

In accordance with regulation 10 of the *Local Government (Administration) Regulations 1996*, one-third support of the number of offices of members of the Council was given by the following Elected Members:

- 1 Mayor Albert Jacob, JP.
- 2 Cr Nige Jones.
- 3 Cr Christopher May.
- 4 Cr John Logan.
- 5 Cr Russell Poliwka.

**NOTICE OF MOTION NO.2 – CR SUZANNE THOMPSON – PROPERTY MANAGEMENT FRAMEWORK**

In accordance with Clause 4.6 of the *City of Joondalup Meeting Procedures Local Law 2013*, Cr Suzanne Thompson has given notice of her intention to move the following Motion at the Council meeting to be held on 28 February 2023.

**That Council, acknowledging the ongoing implementation of the Property Management Framework by the City following the Council decision of 15 November 2022 (CJ193-11/22 refers), requests the Chief Executive Officer to prepare a report for future discussion at a Strategy Session that:**

- 1 Provides an update on the implementation of the Property Management Framework;**
- 2 Considers a mechanism that encourages organisations to enter into hire arrangements in place of leases;**
- 3 Outlines how community use of leased facilities can be maximised;**
- 4 Reviews lease payment arrangements, in particular special rents, to ensure City revenues are maximised while consider each lessee's capacity to pay;**
- 5 Considers a mechanism to provide 14 days' notice to Elected Members prior to the City entering into any lease negotiations for community facilities.**

**REASON FOR MOTION**

To make further improvements so that the document may make good on its stated aims of:

- preferencing hire arrangements over the establishment of leases or licences
- promoting occupancy arrangements that maximise access to the property by the wider community
- promoting occupancy arrangements that contribute to the financial viability of the City and reflect an occupant's capacity to pay.

**CLOSURE**



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

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

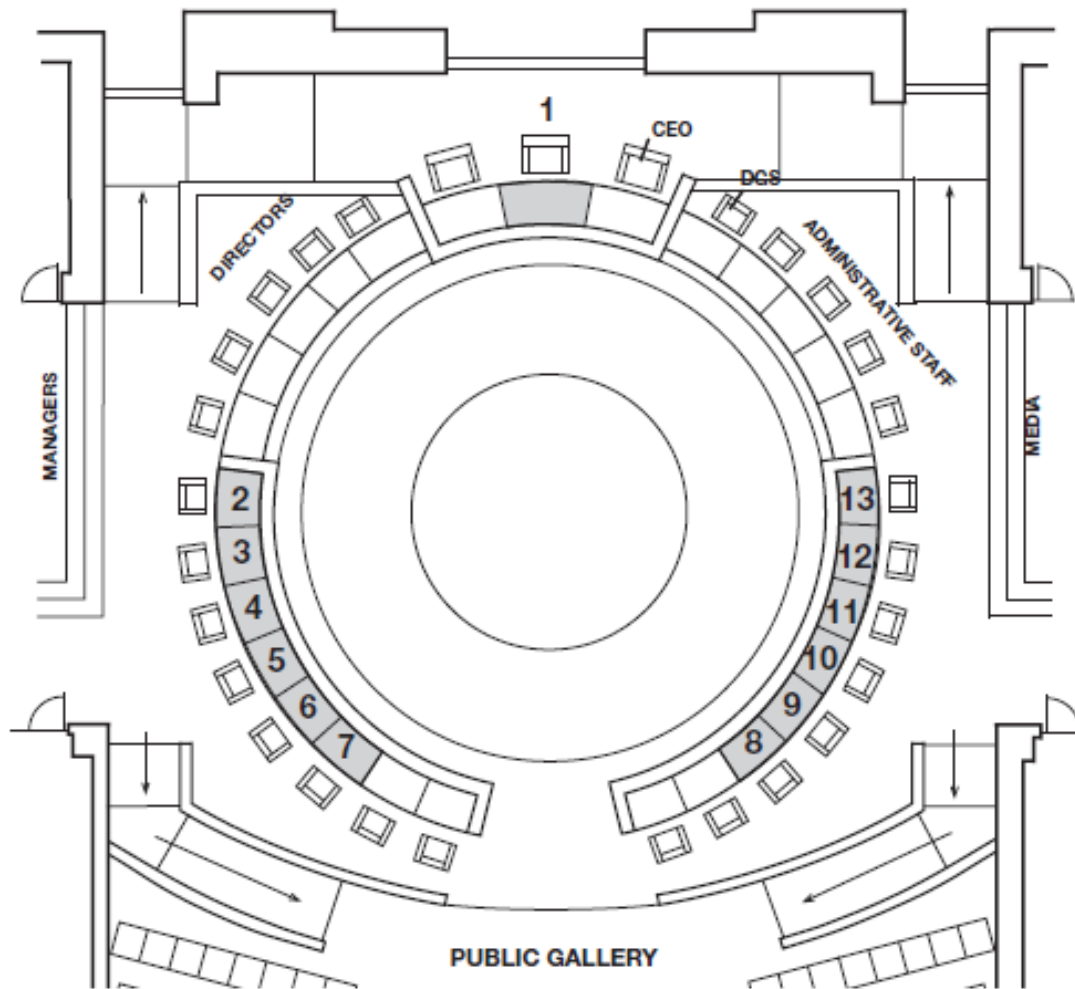
<b>Name / Position</b>		
<b>Meeting Date</b>		
<b>Item No. / Subject</b>		
<b>Nature of Interest</b>	Financial Interest * Proximity Interest* Interest that may affect impartiality*	<b><i>*Delete where not applicable</i></b>
<b>Extent of Interest</b>		
<b>Signature</b>		
<b>Date</b>		

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.”*

## Council Chamber – Seating Diagram



### Mayor

1 His Worship the Mayor, Hon. Albert Jacob, JP (Term expires 10/25)

#### North Ward

- 2 Cr Adrian Hill (Term expires 10/25)
- 3 Cr Tom McLean, JP (Term expires 10/23)

#### North-Central Ward

- 4 Cr Daniel Kingston (Term expires 10/25)
- 5 Cr Nige Jones (Term expires 10/23)

#### Central Ward

- 6 Cr Christopher May (Term expires 10/25)
- 7 Cr Russell Poliwka (Term expires 10/23)

#### South-West Ward

- 8 Cr Christine Hamilton-Prime (Term expires 10/25)
- 9 Cr John Raftis (Term expires 10/23)

#### South-East Ward

- 10 Cr John Chester (Term expires 10/25)
- 11 Cr John Logan (Term expires 10/23)

#### South Ward

- 12 Cr Russ Fishwick, JP (Term expires 10/25)
- 13 Cr Suzanne Thompson (Term expires 10/23)