

City of Joondalup

Information Guide 2020

Freedom of Information Act 1992







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Introduction

The *Freedom of Information Act 1992* (the FOI Act) is designed to:

- enable the public to participate more effectively in governing the State
- make the persons and bodies that are responsible for State Government and local government more accountable to the public.

In furthering these objectives, the FOI Act requires respondent agencies to publish an annual Information Statement. This guide to the City of Joondalup (the City) serves as that statement and as a reference to the City's functions, responsibilities and information.

All information is current as at November 2020

This guide details:

- the structure and function of the City
- ways in which the public can participate in the City's decision making processes
- how the public can gain access to City documents.

Copies of this document may be obtained from Records Services, City of Joondalup, Boas Avenue, Joondalup WA 6027 or from the City's website at joondalup.wa.gov.au Enquiries may be made to the Freedom of Information Coordinator on **9400 4586, Monday to Friday from 8.30am to 5.00pm.**

Garry Hunt PSM
Chief Executive Officer

Legislative Requirements

The principal legislation governing the operation of Western Australian local governments is the *Local Government Act 1995*. In carrying out its functions, a local government is to use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

The City is also responsible for administering a number of state and Commonwealth Acts and regulations. Some significant pieces of legislation include, but are not limited to, the following:

- *Aboriginal Heritage Act 1972*
- *Age Discrimination Act 2004 (Cwlth)*
- *Agriculture and Related Resources Protection Act 1976*
- *Animal Welfare Act 2002*
- *Aquatic Resources Management Act 2016*
- *Auditor General Act 2006*
- *Australian Human Rights Commission Act 1986 (Cwlth)*
- *Biodiversity Conservation Act 2016*
- *Building Act 2011*
- *Building and Construction Industry Training Fund and Levy Collection Act 1990*
- *Building Service (Complaint Resolution and Administration) Act 2011*
- *Building Services (Registration) Act 2011*
- *Building Services Levy Act 2011*
- *Bush Fires Act 1954*
- *Caravan Parks and Camping Grounds Act 1995*
- *Cat Act 2011*
- *Charitable Collections Act 1946*
- *Commercial Tenancy (Retail Shops) Agreements Act 1985*
- *Conservation and Land Management Act 1984*
- *Contaminated Sites Act 2003*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Corruption, Crime and Misconduct Act 2003*
- *Criminal Code 1913*
- *Defamation Act 2005*
- *Disability Discrimination Act 1992 (Cwlth)*
- *Disability Services Act 1993*
- *Dividing Fences Act 1961*
- *Dog Act 1974*
- *Electoral Act 1907*
- *Electronic Transactions Act 2011*
- *Environmental Protection Act 1986*
- *Emergency Management Act 2005*
- *Emergency Services Levy Act 2002*
- *Equal Opportunity Act 1984*
- *Evidence Act 1906*
- *Fair Work Act 2009 (Cwlth)*
- *Food Act 2008*
- *Fines, Penalties and Infringement Notices Enforcement Act 1994*
- *Freedom of Information Act 1992*
- *Graffiti Vandalism Act 2016*
- *Health Act 1911*
- *Health (Miscellaneous Provisions) Act 1911*
- *Heritage Act 2018*
- *Human Rights and Equal Opportunity Commission Act 1986 (Cwlth)*
- *Human Rights (Sexual Conduct) Act 1994 (Cwlth)*
- *Industrial Relations Act 1979*
- *Interpretation Act 1984*
- *Land Administration Act 1997*
- *Legal Deposit Act 2012*
- *Library Board of Western Australia Act 1951*
- *Limitation Act 2005*
- *Liquor Control Act 2008*
- *Local Government Industry Award 2010*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Government Grants Act 1978*
- *Main Roads Act 1930*
- *Mental Health Act 2014*
- *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018*
- *Oaths, Affidavits and Statutory Declarations Act 2005*
- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Act Regulations 1996*
- *Parliamentary Commissioner Act 1971*
- *Planning and Development Act 2005*
- *Public Health Act 2016*
- *Public Interest Disclosure Act 2003*
- *Public Works Act 1902*
- *Racial Discrimination Act 1975 (Cwlth)*
- *Rates and Charges (Rebates and Deferments) Act 1992*
- *SPP7.3 Residential Design Codes Volume 1 and Volume 2 (Apartments)*
- *Residential Tenancies Act 1987*
- *Retail Trading Hours Act 1987*
- *Road Traffic Act 1974*
- *Road Traffic Code 2000*
- *Salaries and Allowances Act 1975*
- *Sex Discrimination Act 1984 (Cwlth)*
- *State Administrative Tribunal Act 2004*
- *State Records Act 2000*
- *State Records (Consequential Provisions) Act 2000*
- *State Records Principles and Standards 2016*
- *Statistics Act 1907*
- *Strata Titles Act 1985*
- *Superannuation Act 2005 (Cwlth)*
- *Transfer of Land Act 1893*
- *Valuation of Land Act 1978*
- *Waste Avoidance and Resource Recovery Act 2007*
- *Workers Compensation and Injury Management Act 1981*
- *Working with Children (Criminal Record Checking) Act 2004*

Local governments also operate within a framework of delegated legislation, including orders and proclamations made by the Governor, by-laws, regulations and ordinances made by other statutory authorities.

The *Local Government Act 1995* also gives local governments the power to make local laws, which are generally used to establish and maintain the quality of life and amenity in keeping with community expectations. The City's local laws are available on the City's website at joondalup.wa.gov.au or alternatively are available for viewing at all City of Joondalup public libraries and the Customer Service Counter within the City's Administration building.

Profile of the City

The City has its origins in the Wanneroo Road Board (the Board), created in 1902. Seven members who represented 250 people, (the total population of the district at the time), founded the Board. The Board became the Shire of Wanneroo in July 1961, and later became the City of Wanneroo in October 1985. The City of Wanneroo was divided into the City of Joondalup and the City of Wanneroo in July 1998. The City credits much of its development to Australians of diverse cultural and linguistic backgrounds, from the flourishing market garden industry of migrant communities in the early part of the century, to the new migrants of today.

Today, Joondalup is a successful City with large green spaces and bustling suburbs. It boasts 17 kilometres of pristine coastline to its west and the exceptional Yellagonga Regional Park to its east. The City has more than 372 diverse parklands which incorporate spacious open grassed areas and over 500 hectares of natural bushland. These areas support a range of unique flora and fauna, providing the community with many recreational opportunities.

The City is also home to a vibrant City Centre that, in addition to retail and professional services, contains diverse tertiary educational institutions and a growing health sector that services the broader north-west region. Joondalup benefits from a unique Learning Precinct, incorporating a five-star rated university with world-class research facilities, a premier large training provider and police academy. These assets are an important link to a highly skilled and productive local labour force and provide an excellent opportunity for industry-research collaboration.

With the City's southern boundary located 15 kilometres north of Perth, the City is situated in the north-west region of the Perth Metropolitan Area, one of the fastest growing residential locations in Australia. With a population of approximately 160,031 (ABS ERP 2018) and total land area of 99 square kilometres, the City is one of the largest local government areas in Western Australia by population.

The City is home to almost 13,135 (ABS 2018) registered businesses supplying the health, education, tourism, retail, finance and professional services sectors. These businesses service a growing regional population in 2018 of approximately 363,710, which is expected between 594,837 by 2041.

Other facts about the City include:

• Number of suburbs	22
• Number of rateable properties	62,913
• General rate revenue	\$98million
• Total budget expenditure	\$205million

The City's current *Strategic Community Plan 2012-2022 – "Joondalup 2022"* has been developed following considerable input from stakeholders, Elected Members and staff at the City.

The *Strategic Community Plan 2012-2022 – "Joondalup 2022"* is the City's long-term strategic planning document, which outlines the City's commitment to achieving the vision and aspirations of its community and regional stakeholders. It has a 10 year duration and is subject to minor reviews every two years and major reviews every four years.

The plan is structured according to six Key Themes, with each theme containing an Aspirational Outcome, Objectives and Strategic Initiatives.

The City's Vision and Values

The City's strategic direction is articulated through the following vision and both primary and distinguishing values within the *Strategic Community Plan 2012-2022 – "Joondalup 2022"*.

Vision

A global City: bold, creative and prosperous.

Values

In alignment with the City's bold vision, the City believes the following primary values should be inherent within any well-functioning and community-driven organisation.

Primary Values:

- **Transparent** – We facilitate appropriate levels of scrutiny by recording our decisions and making them accessible.
- **Accountable** – We accept responsibility for our actions and decisions that are within our control.
- **Honest** – We earn and sustain public trust by being honest and open in all our actions and always acting in the public interest.
- **Ethical** – We demonstrate moral behaviour that is free from corruption.
- **Respectful** – We treat people fairly and objectively and without discrimination.
- **Sustainable** – We manage our natural resources and public assets adaptively, ensuring equitable outcomes for future generations.
- **Professional** – We demonstrate strong skills and good judgment and behaviour in delivering our services.

In order to drive strategic improvement and the re-positioning of the City and its community as leaders in excellence, *Joondalup 2022* requires the adoption of distinguishing values to guide the direction and operations of the City into the future. They include the following:

- **Bold:** We will make courageous decisions for the benefit of the community and future generations.
- **Ambitious:** We will lead with strength and conviction to achieve our vision for the City.
- **Innovative:** We will learn and adapt to changing circumstances to ensure we are always one step ahead.
- **Enterprising:** We will undertake ventures that forge new directions for business and the local economy.
- **Prosperous:** We will ensure our City benefits from a thriving economy built on local commercial success.
- **Compassionate:** We will act with empathy and understanding of our community's needs and ambitions.

Key Themes

The decisions of the City are guided by a number of Key Themes within the Strategic Community Plan 2012-2022 – “Joondalup 2022”. Each Key Theme is defined by an Aspirational Outcome and within each are Objectives and Strategic Initiatives. The six key themes and respective objectives and strategic initiatives are as follows:

Governance and Leadership

- **Effective representation:** To have a highly skilled and effective Council that represents the best interests of the community;
- **Active democracy:** To have a community that actively engages with the City to achieve consensus and legitimacy in decision-making;
- **Corporate capacity:** For the community to have confidence and trust in the City that it can deliver services effectively and transparently;
- **Strong leadership:** For the City to demonstrate advocacy in promoting the needs and ambitions of the City and the advancement of local government.

Financial Sustainability

- **Financial diversity:** To be less reliant on rates as the primary basis for revenue by leveraging alternative income streams;
- **Major project delivery:** To effectively plan for the funding and delivery of major projects;
- **Effective management:** To conduct business in a financially sustainable manner.

Quality Urban Environment

- **Quality open spaces:** To have urban and green spaces which are attractive, well-utilised and enrich the lives of the community;
- **Integrated spaces:** To have integrated land use and transport planning that provides convenient and efficient movement across the City;
- **Quality built outcomes:** For the City's commercial and residential areas to be filled with quality buildings and appealing streetscapes;
- **City Centre development:** To have quality and diverse landmark buildings within the Joondalup City Centre that enhance the vitality and vibrancy of the urban space.

Economic Prosperity, Vibrancy and Growth

- **CBD of the North:** For the Joondalup City Centre to be recognised as Perth's second CBD, functioning as the primary commercial centre of the North West Metropolitan Perth Region;
- **Activity Centre development:** To have revitalised Activity Centres that are multi-purpose and provide for housing diversity and enhanced liveability;
- **Destination City:** To become a “Destination City” where unique tourism opportunities and activities provide drawcards for visitors and high amenity for residents;
- **Regional collaboration:** For the City to collaborate with regional partners and stakeholders in order to maximise opportunities for the future economic growth of the North West Metropolitan Perth Region;
- **Business capacity:** For the City's business community to have the technology and communication capability necessary to thrive within a competitive environment.

The Natural Environment

- **Environmental resilience:** To continually adapt to changing local environmental conditions;
- **Community involvement:** To build a community that takes ownership of its natural assets and supports their ongoing preservation and conservation;
- **Accessible environments:** To develop an appreciation for local natural assets by providing appropriate access to natural areas;
- **Environmental leadership:** To embrace learning opportunities on an international scale and continuously lead by example in our application of new knowledge.

Community Wellbeing

- **Quality facilities:** To provide facilities of the highest quality which reflect the needs of the community now and into the future;
- **Cultural development:** For the community to have access to world-class cultural and artistic events and facilities;
- **Community spirit:** To have proud and active residents who participate in local activities and services for the betterment of the community;
- **Community safety:** For residents to feel safe and confident in their ability to travel and socialise within the community.

Organisation Structure

The City of Joondalup is a body corporate, constituted under section 2.5 of the *Local Government Act 1995*. Its general function is to provide for the 'good government of persons in its district'.

The City of Joondalup Council comprises of a Mayor and 12 Councillors representing six wards. The wards are North Ward, North-Central Ward, Central Ward, South Ward, South-East Ward and South West Ward. The Mayor is elected by the City's electors with two Councillors representing each ward. Both the Mayor and Councillors are elected for four year terms.

The City's operations are managed by the Chief Executive Officer, who is supported by an Executive Leadership Team. The Chief Executive Officer's role is to carry the ultimate responsibility for the efficient and effective utilisation of the City's resources in achieving the City's objectives and strategic direction. The Executive Leadership Team is made up of Directors, who are highly qualified professionals, managing more than 1,000 employees throughout the City and who assist the Chief Executive Officer in managing the City's operations and functions.

The City's structure of directorates containing a number of specialised Business Units is as follows:

Office of the CEO – Audit and Risk Services; City Projects; Economic Development

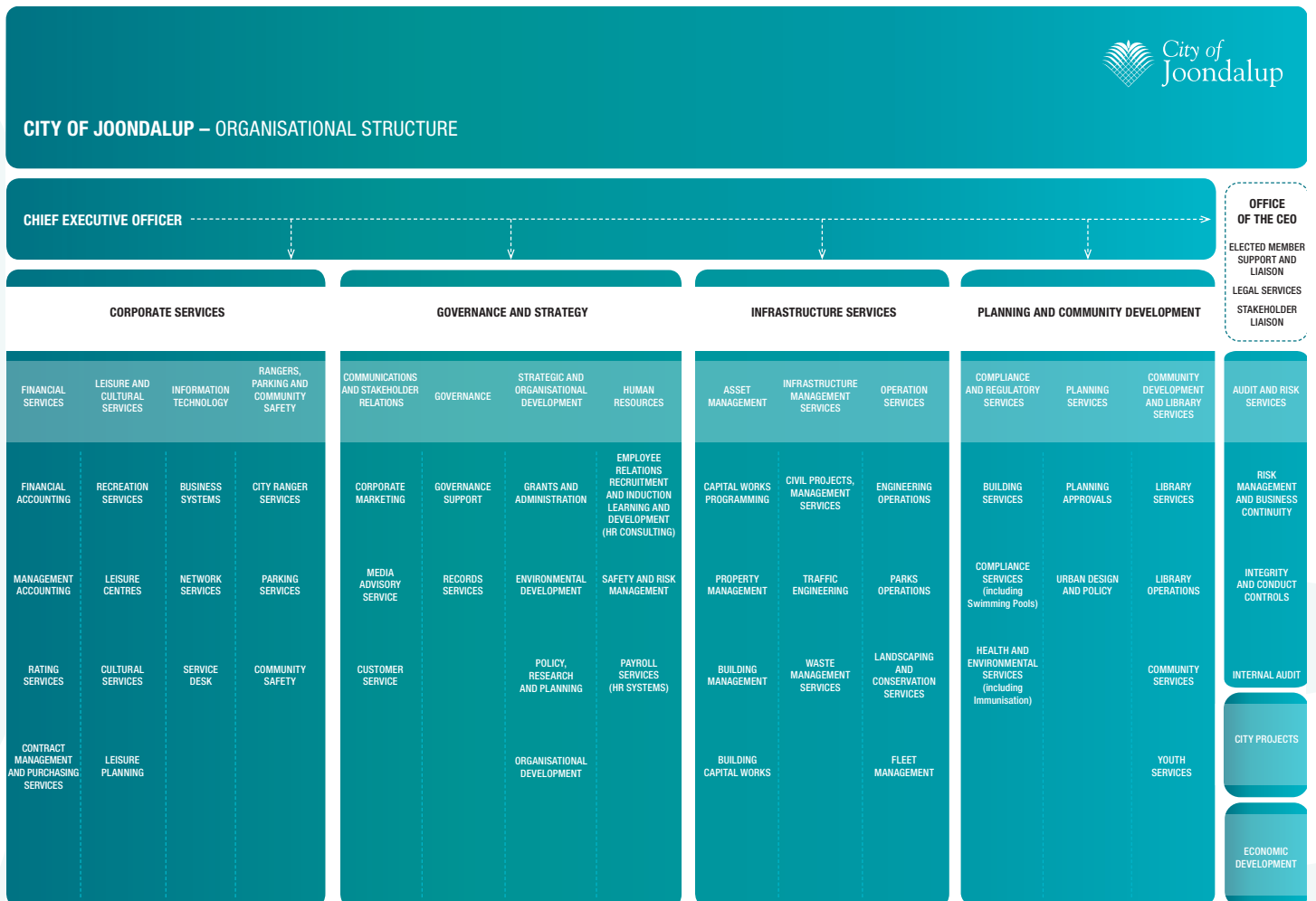
Corporate Services – Financial Services; Information Technology; Rangers, Parking and Community Safety; Leisure and Cultural Services.

Infrastructure Services – Infrastructure Management Services; Operation Services; Asset Management.

Governance and Strategy – Governance; Communications and Stakeholder Relations; Strategic and Organisational Development; Human Resources.

Planning and Community Development – Planning Services, Compliance and Regulatory Services; Community Development and Library Services.

The City's organisational structure detailing functional responsibilities is detailed below.



How Decisions Affect the Community

The decisions of the City impact on the everyday life of its residents in many ways, due to the wide-ranging responsibilities and activities placed on local governments. The provision of roads and footpaths, drainage, parks, recreation and leisure facilities, libraries, welfare services, refuse collection and disposal facilities, cultural services, and environmental health control activities are all matters requiring decisions by Council at various levels of consideration.

The most far-reaching effect the City has on the public is its control over planning matters. It has responsibility to oversee protection of the City's natural environment and heritage, while maintaining pace with a fast rate of urban development.

Whilst responsibility for some development decisions has been delegated to City employees (detailed in the annual Register of Delegated Authority), Council determines applications and prescribes standards for subdivision and development throughout the City. Council is also required under the *Planning and Development Act 2005* to initially determine applications for the rezoning of land (such as town planning schemes and regional scheme amendments). Land and property usage is also often subject to a Council decision, for example, the operation of home businesses.

Council decisions also aim to ensure that buildings within the City are constructed to the required standard. The design, construction and maintenance of City owned buildings provide the City's customers with quality facilities in the most efficient and economical way.

The City has also developed a range of plans that guide and direct its actions into the future. Copies of these plans are available from the City's Administration Centre or on the City's website at joondalup.wa.gov.au

Many of the issues that require a Council decision are subject to policy statements aimed at providing consistency in determinations, as well as indicating to the public the Council's position on a particular matter. A list of the City's policies is available on the City's website at joondalup.wa.gov.au, or alternatively available for viewing at all the City's libraries.

Public Participation in Decision-Making

The numerous activities and services that local governments provide, impact their communities at various levels, and consequently public participation in the decision-making process is an important part in providing good governance. An effective decision-making process increases the likelihood that the decisions themselves will be in the best interest of the community. Decisions are made by the Council and where appropriate decisions have been delegated to the Chief Executive Officer and designated employees in the administration.

Where the Council is required to make decisions, it does so through regular Council meetings. In some cases, the Council has established Committees to assist with its decision-making responsibilities. The Council is also represented on various statutory and non-statutory Boards and Committees. Details on committees, members and terms of reference are available on the City's website at joondalup.wa.gov.au

Meetings

The Council meets on a four weekly cycle from February to December. The cycle commences with a Strategy Session (in week 1), followed by a Briefing Session (in week 2) and concludes with an Ordinary Meeting of the Council (in week 3), in week 4 there is not scheduled meetings.

The Strategy Sessions are closed to the public and all agendas and supporting material is confidential. The purpose of the Strategy Sessions is to ensure Elected Members are informed on projects / matters in their early planning stages, and administration to receive Elected Member feedback.

The Briefing Session and Ordinary Meeting of Council are open to the public, which encourages participation in Council's decision-making process. The Briefing Session commence at 6.30pm and the Ordinary Meeting of Council commences at 7.00pm, both meetings are held in Council Chambers at Joondalup Civic Centre, 90 Boas Avenue, Joondalup.

In order to assist members of the public to participate, and to enhance relationships with its community, the Council allows for public questions to be asked and public statements to be made at Council Meetings and Briefing Sessions. Council provides members of the public with the opportunity to present deputations at Briefing Sessions relating to an item on the agenda.

The procedures which govern the conduct of public question time and public statement time provide a fair and equitable opportunity for all members of the public to address questions and statements to the Council.

Residents and/or ratepayers of the City are requested to lodge questions in writing for Briefing Sessions and Council Meetings by 9.00am on the Monday prior to the scheduled meeting.

The City will accept a maximum of five written questions per elector of the City. Two verbal questions will be permitted to be asked from members of the public in attendance at either the Briefing Session or Council Meeting.

Questions to the Briefing Session must relate to an item listed on the Briefing Session agenda, whereas questions to the Council Meeting can relate to any matter affecting the operations of the City.

Questions should be marked to the attention of the Chief Executive Officer and forwarded via; fax to 9300 1383, by post to PO Box 21 Joondalup WA 6919, hand delivered to the Administration Centre or emailed to council.questions@joondalup.wa.gov.au

Public Statement Time is conducted at both Briefing Sessions and Council Meetings and is limited to two minutes per member of the public. Public Statements at Briefing Session must relate to an item listed on the Briefing Session agenda.

Prior to the agenda of a Briefing Session being discussed by Elected Members, people or groups who are affected by an item that is listed on the agenda can make a deputation. A maximum time of one hour will be set aside for all deputations, with up to 15 minutes for each deputation, with time for Elected Members' to ask questions. Deputations shall not exceed five persons in number and only three of those persons shall address the Elected Members and respond to questions raised. Briefing sessions are open to the public and other persons may attend as observers.

Further participation in the decision-making process is also available through the submission of petitions, correspondence or direct contact with Elected Members via phone, email or by appointment. Elected Members details are available on the City's website joondalup.wa.gov.au.

Community Consultation and Participation

The City regularly consults with the community on a range of matters likely to have an impact on, or be of interest to, local residents. The Council has adopted a Community Consultation Policy to guide the City's activities when engaging in public consultation processes.

All consultations are advertised in the local Community Newspapers, are listed under News and Public Notices, and also appear on the City's website and social media platforms. On occasion, there will be editorial coverage of the consultations in the local newspapers and notices will be placed in The West Australian newspaper.

To increase levels of participation, ratepayers may be randomly selected from City databases and directly invited to participate in the consultation process.

The outcomes of community consultation and engagement activities are reported to Council and contained in Council Minutes. Links to those reports are provided as and when they occur.

Library Facilities

City libraries are open to all members of the public and library memberships are available. Membership is free, with children under the age of 18 needing a parents/guardian's signature to become a member.

Library Locations

Duncraig Library

Cnr Warwick Road and Marmion Avenue
Duncraig
Telephone: 9447 9533

Joondalup Library

Boas Avenue
Joondalup
Telephone: 6400 4707

Whitfords Library

Cnr Banks Avenue and Marmion Avenue
Hillarys
Telephone: 9401 8222

Woodvale Library

Trappers Drive
Woodvale
Telephone: 9400 4180

Computer Systems

The City holds a variety of information within its computer systems. A Freedom of Information application may require access to information in one or all of these systems.

- **ACT** – Interim Key Contacts Management System
- **Ascertain** – training course booking system for employees.
- **Attain Gift Register** – Register
- **Aurion System** – payroll and human resource software.
- **Brolly Software** – used to capture all social media feeds/posts
- **Cognology** – HR onboarding system
- **Community Information Database** – contains details of local community groups, organisations and government services provided in the local area that may be helpful to members of the public. The system uses an externally hosted web-based application called LINCOS. The data is accessible from the internet. The LINCOS system is used by many local governments.
- **Drawreg** – register of the City's engineering drawings.
- **EventEspresso** – Online Event Register and Event Booking System.
- **ICON** – Online Building, Planning & Health Application Lodgement System
- **IMS Facility Booking System** – Facility booking system
- **Intramaps / Intermaps** – online mapping system.
- **LINKS** – Leisure Centre Membership Management System
- **Local Studies History database** – includes several collections of ephemera, oral history, newspaper clippings, cartoons, videos, display material and photographs. General information retained can be accessed via keyword, subject, title, date etc, containing approximately 83,000 entries. Local Studies also has a smaller Local Government Correspondence 1930-1973 database, researched and entered by a volunteer of the library.
- **Microsoft Exchange server** – email system.
- **Microsoft Office 365 & SP Online** – OneDrive & Sharepoint off-premise (extension of corporate intranet)
- **Microsoft SharePoint portal** – corporate intranet (on premise)
- **Newenvhlth and EnvHlth database** – information is not entered into these databases anymore and they are used for research only for health complaints and inspections before the establishment of Proclaim Property and Rating System.
- **PINFORCE** – Infringement Management System
- **PPIBS (Project Planning & Proposal System)** – management of projects from submission for budget approval, through to project management and reporting. This includes small business unit internal projects through to large cross organisational corporate projects. This database is no longer in active use and contains historical information only.
- **Promaster Key Manager** – re-keying of City owned buildings.
- **Promapp** – process maps & process related documentation
- **Security Watch service requests** – no longer active and now used only for research using records predating the establishment of Proclaim Property and Rating System.
- **Sitefinity CMS** – Content Management System for the public web site.
- **SPYDUS** – (Library Management System) - contains all books and library resources.
- **SPYDUS Accounts Database** – (Library Management System) - includes overdue items not returned and payment for lost/damaged books.
- **SWIMDesk** – Extension of Leisure Centre Management System
- **Technology One Finance One** – contains all the City's financial records.
- **Technology One Property and Rating System** – includes property, animal, rates, receipting, customer requests and complaints and electoral roll information.
- **Technology One Works & Assets** – a work management system used to manage the light vehicle fleet and capital works projects and infrastructure assets.
- **Content Manager (Microfocus CM) (Electronic Document Records Management System)** – contains records, attributes (details), images of correspondence and corporate documents.
- **Winvaccs (Immunisation Management System)** – coordinates the completion of scheduled immunisations.
- **Wordpress CMS** – Content Management System for the public web site.
- **YLounge** – Youth Website CMS

Information held

The following lists the type of information held by the respective Directorates

Office of the CEO

- Common Seal Register
- Gift Registers
- Economic Development Strategy – Expanding Horizons
- Economic Profile and Opportunities
- Joondalup: A Region on the Rise

Corporate Services

- Animal Pound Register
- Art Collection Inventory Asset Details
- Banking Information
- Cat Registrations
- CCTV Image Register
- Contract and Tender Details
- Creditor Records
- Current Leisure Centres Membership Records
- Debtors Records
- Dog Registrations
- Electoral Records
- Facility Booking Records
- General Financial Records
- Graffiti Incident Register
- Infringements Register
- Grants Register
- Insurance Records
- Legal Action Information
- Leisure Activities program information
- Leisure Centre Patron Details (held at the centre concerned)
- Private Property Parking Agreement Register
- Rates Incentive Scheme Information
- Rates Records
- Signs Impound Register
- Sporting Clubs Database
- Trust and Municipal Fund Details
- Valuation Advice
- Vehicle Impound Register

Governance and Strategy

- Citizenship Records
- Civic Functions Details
- Code of Conduct
- Council Committee Agendas and Minutes (City of Wanneroo from 1980 to June 1998 and City of Joondalup from July 1998)
- Council Agendas and Minutes (City of Wanneroo from 1980 to June 1998 and City of Joondalup from July 1998)
- Correspondence – inwards and outwards
- Customer Service Charter
- Delegation of Authority Manual

- Employee Personal Files
- Electoral Gifts Register
- Media Releases/speeches
- Minute Books
- Payroll Records
- Policies
- Protocols
- Local Laws
- Declarations of Interest Register
- Primary and Annual Returns Register
- Strategic Community Plan and other Corporate Plans
- Training Records
- Training Videos and Publications
- Workers Compensation and Rehabilitation Records

Infrastructure Services

- Asphalt Test Records
- Bore and Pump Licence Details for Parks/Reserves
- Construction Files
- Consultants' Reports (when initiated by Business Unit)
- Council Operated Buildings Maintenance Records (when initiated by Business Unit)
- Diversion from landfill Statistics
- Engineering Working Files
- Independent Arboriculture / Tree Assessments
- Independent Playground Operational Audits
- Rainfall data
- Roads Design Plans
- Subdivision and Drainage Plans
- Traffic Surveys

Planning and Community Development

- Access and Inclusion Plan
- Account Records
- Building Licences with associated plans and documentation
- Client Information
- Community Information Database
- Community Organisation Records
- Corporate records, including but not limited to development approvals, subdivision approvals, town planning scheme amendments, grant applications
- Immunisation Records
- Current Membership Records (Leisure and Library Memberships)
- General Service Information
- Local Planning Scheme Documents
- Local Studies History Records
- Mapping Information
- Pool Licensing Process Site Inspection Assessment Sheets
- Service Provider Information
- Statistical Data
- Subdivision Plans
- Town Planning Studies

How to Access Documents Held by the City

Documents that are readily available, either for sale or free of charge can be obtained / viewed via the City's website or the relevant City Business Unit. Telephone enquiries should be made to the Business Unit or employee identified in this Guide by telephoning 9400 4000. **Information readily available is for inspection only unless otherwise stated.**

Documents Readily Available to the Public

The following documents are available for viewing on the City's website at joondalup.wa.gov.au

- *Access and Inclusion Plan 2018-2021*
- Annual Financial Budgets (Current and Previous Years)
- Annual Financial Reports (Current and Previous Years)
- Annual Reports
- *Beach Management Plan*
- *Bike Plan 2016-2021*
- Building and Development application forms
- *Burns Beach Masterplan*
- City News editions
- City of Joondalup Partnership Program 2018-2019 Summer Events
- *City Water Plan 2016-2021*
- *Climate Change Strategy 2014-2019*
- *Coastal Foreshore Management Plan 2014-2024*
- Code of Conduct for Employees, Elected Members and Committee Members
- Committee Agendas from 2002 (for committees open to the public)
- Committee Minutes from 2002
- *Community Development Plan 2015-2020*
- Community Garden Guidelines
- *Community Safety and Crime Prevention Plan 2014-2018*
- *Corporate Business Plan 2019/20– 2023/24*
- Corporate Business Plan quarterly reports
- Council Agendas and Minutes from 1991
- *Craigie Bushland Management Plan*
- *Crossover Guidelines June 2019*
- Customer Service Charter
- *Destination Joondalup 2021-2026*
- *Economic Development Strategy – Expanding Horizons*
- Economic Profile and Opportunities
- Electors Meeting Agendas and Minutes from 1991
- Environmental Education Brochures (various)
- *Environment Plan 2014-2019*
- Equal Employment Opportunity Statement
- Expanding Horizons Economic Development Strategy
- Fees and Charges Schedule
- Financial Interests Register
- Five Year Capital Works Program
- *Food Safety Action Plan 2016-2020*
- Freedom of Information Guide
- Friends Group Manual
- Governance Framework
- Gifts Registers
- Guide to Becoming a City of Joondalup Elected Member
- *Hepburn Heights Management Plan*
- *Hillarys Boat Harbour Management Plan*
- *Hillarys-Kallaroo Coastal Foreshore Management Plan*
- Joondalup: A Region on the Rise
- *Joondalup Activity Centre Plan*
- Joondalup Digital Strategy
- *Joondalup 2022 (Strategic Community Plan 2012-2022)*
- Joondalup 2022 (Summary Document)
- *Landscape Master Plan 2009-2019*
- *Lilburne Park Management Plan*
- Local Commercial Strategy
- Local Development Plans
- Local Emergency Management Arrangements
- Local History – Includes photographs, oral history, local newspaper articles, motion pictures, display materials and information relevant to the City of Joondalup and regional area (digital or print format)
- Local Housing Strategy
- Local Laws
- Local Planning Scheme
- Local Planning Strategy
- *Marmion Coastal Foreshore Reserve Management Plan 2014-2019*
- Nyungar to Noongar and Fourth Edition 2020
- Media Releases
- Membership Details (Library and Leisure Centres)
Pamphlets/leaflets/information sheets
- *Mullaloo Foreshore Reserve Management Plan*
- *Ocean Reef Foreshore Reserve Management Plan*
- Parking Permit Area Maps
- Pesticide Use Notification Plan and Application Form
- Policies (Council, City & Planning)
- Property Management Framework
- Protecting our Natural Areas & Parks
- Public Event Application Information Package
- Recycling Calendar
- *Regional Homelessness Plan 2018/19 – 2021/22*
- Register of Delegation of Authority
- Residential Concrete Crossover Standard Drawings
- Schedule of Fees and Charges 2019-20
- *Shepherds Bush Management Plan*
- Short Guide to Employee Benefits
- Significant Tree Register

- Sorrento Coastal Foreshore Reserve Management Plan 2015-2020
- Sponsorship, Contributions and Donations Program
- Stormwater Management Plan
- Structure Plans
- Technical Specifications – Commercial and Industrial Crossovers
- Think Green Living Guide
- Towards Zero – Road Safety Action Plan 2016 -2020
- Travel Maps for Cycling and Public Transport
- Tree Management Guidelines
- Walkability Plan 2013-2018
- Warwick Open Space Bushland Management Plan
- Waste Guide 2019-20
- Waste Management Plan 2016–2021
- Ward Map
- Weed Management Plan
- Yellagonga Integrated Catchment Management Plan 2015-2019
- Yellagonga Integrated Catchment Management Plan 2009-2014 – Part 1 Technical Report
- Yellagonga Regional Park Management Plan 2003-2013
- Your Street Verge Guidelines (Street Verge Guidelines)
- 20 Year Strategic Financial Plan 2018/19 – 2037/38
- Various brochures, FAQ's and Information guides checklists

Available at joondalup-leisure.com.au

- Locations and opening hours
- Membership options and pricing
- Program and service information
- Customer feedback
- Virtual tour and facility information
- MyFit login for member's services
- Pricing Options

Documents available for inspection

The following documents are available for public inspection by contacting the identified Business Unit or employee. A fee may be applicable should a copy of the document be required / permitted.

Office of the CEO

To access the following, contact the Manager Executive & Risk Services:

- Gift Registers

Corporate Services

To access the following, contact the Certifying Officer:

- Payment Vouchers

To access the following, contact the Senior Management Accountant or Funds Management Officer:

- Investment Register

- Fringe Benefit Tax Detailed Schedules
- Grants Register

To access the following, contact the Financial Services Administration and Control Officer:

- Annual Insurance Premium Details
- Bank Guarantee Held
- Bank Reconciliations
- Insurance Coverage

To access the following, contact the Senior Financial Accountant or the Financial Accountant:

- Bank Statements
- Cash Advance Register
- Municipal Fund Voucher
- Trust Fund
- Fixed Asset Register
- Payments to Creditors
- General Debtors Accounts (Current Year and Previous Two Years)

To access the following, contact the Team Leader Rating Services:

- Rate and Valuation Records
- Rates Debtors
- Rates Receipts

To access the following, contact the Coordinator Contract Administration and Purchasing Services:

- Tender Register

To access the following, contact the respective Club Development or Community Facilities Officer:

- Sport and Recreation Grant and Funding history
- Park and Community Facility Booking History

To access the following, contact the respective Arts or Events Officer:

- Cultural activities brochures, programs and newsletter (Arts), Principal Arts Officer
- Cultural activities brochures and expressions of interest for stalls and food trucks (Events), Principal Events Officer
- Cultural activities brochure (Visual Arts), Visual Arts Officer

To access the following, contact the Rangers, Parking and Community Safety Team:

- Cat ownership brochure
- Cat registration forms
- City Centre Parking maps
- City rangers' brochure
- Dog ownership brochure
- Dog registration forms
- Fire Prevention brochure
- Graffiti removal brochure
- School parking brochure

Governance and Strategy

To access the following, contact the Manager Governance:

- Electoral Gifts Register
- Electoral Rolls

To access the following, contact the Governance Coordinator:

- Annual and Primary Returns Register
- Council Minute Books
- Financial Interest Register (pre 2018)

Infrastructure Services

To access the following, contact Operation Services:

- Action Management Plans (site specific)
- Approved Plant Material (information booklet)
- Asphalt Test Records
- Bore and Pump Licence Details for Parks/Reserves
- Caltrop Register
- Independent Arboriculture / Tree Assessments (initiated by the business unit)
- Independent Playground Operational Audits
- Pesticide Notification Register
- Rainbow Bee-Eater Nesting Location Register
- Service Levels and Maintenance Schedules

To access the following, contact Infrastructure Management Services:

- A to Z of Waste Management
- Crossover Guidelines (including drawings)
- Vehicle Crossover Application form

To access the following, contact Asset Management

- Building condition audit requests per building
- Public building evacuation plans

Planning and Community Development

To access the following, contact the Manager Community Development and Library Services:

- Stock Records of Current Books

To access the following, contact the Administration Officer, Environmental Health:

- Immunisation pamphlets
- Immunisation Records, available to owners
- Plans – septic tank and effluent disposal systems

These documents may be inspected or made available at the Customer Service Counter within the City's Administration building:

- Aerial Photographs (viewing only)
- Building and Development application forms (also available on website)
- Pamphlets/leaflets/information sheets (also available on website)
- Cadastral Mapping Information

Fees Applicable

These documents may be purchased (where applicable) at the Customer Service Counter within the City's Administration Building:

- House Plans – owners may purchase copies of their own plans – residential (\$ 60.70) / commercial and industrial (\$85.70 first copy of microfiche, then \$43.70 for each subsequent copy)
- Plans and Maps – vary from \$7.95 to \$69.35
- General Publications – vary from \$11.68 to \$52.00

Access to Documents under the Freedom of Information Act 1992

If documents are not readily available, you can apply for access under the FOI Act. Requests should be made in writing (application form available if required) and submitted to the FOI Coordinator with the appropriate fee. An application form together with a schedule of charges may be obtained by contacting the FOI Coordinator on **9400 4586**.

Online application forms and details of fees and charges are also available at joondalup.wa.gov.au

Amendment of Personal Records

If the City holds records about your personal affairs, which you believe are incomplete, incorrect, out of date or misleading, you can apply for them to be amended. Applications should be made in writing and submitted to the FOI Coordinator.

For further information, contact the FOI Coordinator, **PO Box 21 Joondalup WA 6919** or call **9400 4586**.



City of
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*This document is available in
alternative formats upon request.*