

# *Freedom of Information Act 1992*

City of Joondalup Information Guide 2018











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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 December 2017.

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, 90 Boas Avenue, Joondalup or from the City's website at [joondalup.wa.gov.au](http://joondalup.wa.gov.au)

Enquiries may be made to the Freedom of Information Coordinator on **9400 4586, Monday – Friday, 8.30am - 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:

- *Age Discrimination Act 2004 (Cwlth)*
- *Agriculture and Related Resources Protection Act 1976*
- *Australian Human Rights Commission Act 1986 (Cwlth)*
- *Building Services (Registration) Act 2011*
- *Building Services Levy Act 2011*
- *Building Act 2011*
- *Bush Fires Act 1954*
- *Caravan Parks and Camping Grounds Act 1995*
- *Cat Act 2011*
- *Charitable Collections Act 1946*
- *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 1976*
- *EEO (Equal Employment Opportunity) Act 1984*
- *Electoral Act 1907*
- *Electronic Transactions Act 2003*
- *Environmental Protection Act 1986*
- *Emergency Management Act 2005*
- *Emergency Services Levy Act 2002*
- *Evidence Act 1906*
- *Fair Work Act 2009*
- *Food Act 2008*
- *Fines, Penalties and Infringement Notices Enforcement Act 1994*
- *Freedom of Information Act 1992*
- *Graffiti Vandalism Act 2016*
- *Health Act 1911*
- *Heritage of Western Australia Act 1990*
- *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*

- *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*
- *Oaths, Affidavits and Statutory Declarations Act 2005*
- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Act 1981 (Cwlth)*
- *Parliamentary Commissioner Act 1971*
- *Planning and Development Act 2005*
- *Public Interest Disclosure Act 2003*
- *Public Health Act 2016*
- *Racial Discrimination Act 1975*
- *Rates and Charges (Rebates and Deferments) Act 1992*
- *Residential Design Codes*
- *Road Traffic Code 2000*
- *Sex Discrimination Act 1984*
- *State Administrative Tribunal Act 2004*
- *State Records Act 2000*
- *State Records (Consequential Provisions) Act 2000*
- *State Records Commission Principles and Standards 2002*
- *Superannuation Act 2005*
- *Transfer of Land Act 1893*
- *Valuation of Land Act 1970*
- *Waste Avoidance and Resource Recovery Act 2007*
- *Workers Compensation and Injury Management Act 1981*

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](http://joondalup.wa.gov.au) or alternatively are available for viewing at all City of Joondalup public libraries and Customer Service Centres (Whitford Customer Service Centre, at the City of Joondalup Library – Whitford, and the City's Administration Building).



## Profile of the City

The City has its origins in the Wanneroo Road Board (the Board), created in October 1902. Seven members representing 250 people (the total population of the district at the time) founded the Board, which became the Shire of Wanneroo in July 1961, and achieved City status in October 1985. In July 1998, the City of Wanneroo was divided into the Shire of Wanneroo and the newly created City of Joondalup. 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 vibrant and 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 350 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 southern boundary of the City's district is located 15 kilometres north of Perth, positioning it within the northwest metropolitan region, one of the fastest growing areas in Australia. With a population of approximately 160,995 (ABS 2016) 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 13,085 registered businesses supplying the health, education, tourism, retail, finance and professional services sectors. These businesses service a growing regional population in 2017 of approximately 369,003, which is expected to increase to 588,000 by 2036.

Other facts about the City include:

• Number of suburbs	22
• Number of rateable properties	61,771
• General rate revenue	\$97 million
• Total budget expenditure	\$198 million

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

*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 *Joondalup 2022*.

### Vision Statement

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 *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

- **Primary centre status** – For the Joondalup City Centre to be the first Strategic Metropolitan Centre in Western Australia to achieve Primary Centre status.
- **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** – To be immersed within a region that is complementary and supportive of broader strategic outcomes.
- **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, being 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:

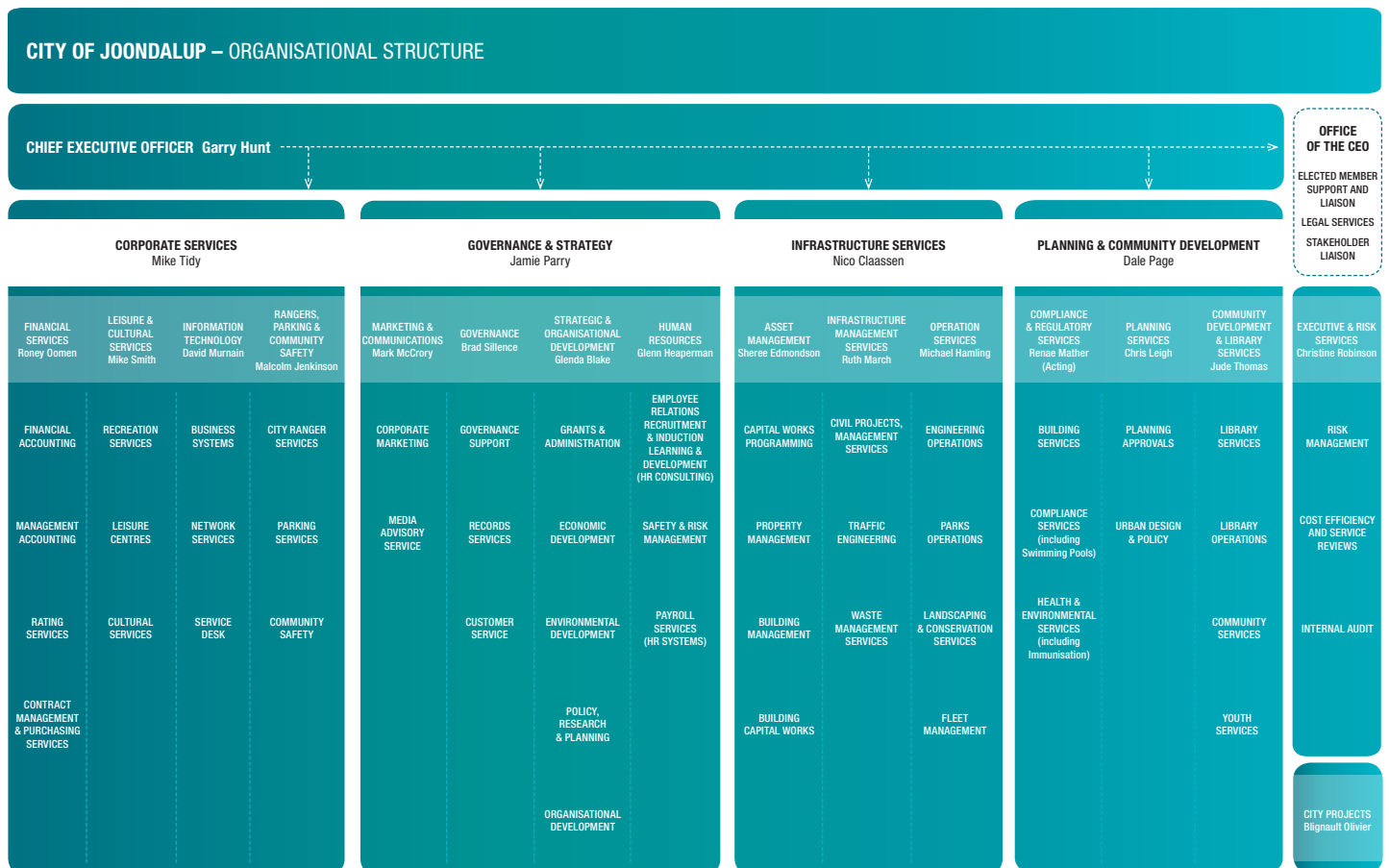
**Office of the CEO** – Executive and Risk Services, City Projects.

**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; Marketing and Communications; Strategic and Organisational Development; Human Resources.

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





## 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](http://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](http://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 important to provide good governance. Decisions are made by the Council and where appropriate authority has been delegated, also by employees.

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

### Meetings

The Council meets on a four weekly cycle from February to December. The cycle commences with a Strategy Session, followed by a Briefing Session and concludes with an Ordinary Meeting of the Council, followed by a week break. The City encourages participation in its decision-making processes and both its Briefing Sessions, commencing at 6.30pm, and Council Meetings, usually commencing at 7.00pm, are open to the public. These are held in the Council Chamber, 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 both Council Meetings and Briefing Sessions. Council also conducts Deputation Sessions at Briefing Sessions where members of the public may make presentations on items listed on the agenda for that meeting.

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 who wish to ask a question or make a public statement.

Residents and/or ratepayers of the City are requested to lodge questions in writing for the:

- Briefing Session by close of business on the Monday prior to the meeting
- Council meeting by 9.00am on the Monday prior to the meeting.

The City will accept a maximum of five written questions per City resident/ratepayer. 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 Council can relate to any matter affecting the operations of the City.

Questions should be marked to the attention of the Chief Executive Officer on fax **9300 1383**, by post to **PO Box 21 Joondalup WA 6919**, hand delivered to the Administration Centre or emailed to [xxxxxxx.xxxxxxxxxx@xxxxxxxx.xx.xxx.au](mailto:xxxxxxx.xxxxxxxxxx@xxxxxxxx.xx.xxx.au)



Public Statement Time is conducted at both Briefing Sessions and Council meetings and is limited to two minutes per member of the public.

Prior to the commencement of the Briefing Session, the adopted procedures provide a period for deputations from people or groups who are affected by an item that is listed on the Agenda. A period of 15 minutes is set aside for each deputation, with time for Elected Members' questions.

Deputations shall not exceed five persons in number and only three of those persons shall address 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.

## 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 and Engagement 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

Cnr Warwick Road and Marmion Avenue  
Duncraig  
T: **9400 4790**

#### Joondalup

102 Boas Avenue  
Joondalup  
T: **9400 4707**

#### Whitfords

Cnr Banks Avenue and Marmion Avenue  
Hillarys  
T: **9400 4870**

#### Woodvale

Trappers Drive  
Woodvale  
T: **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.

- **Ascertain** – training course booking system for employees.
- **Attain** – gifts register and contributions to travel register.
- **Aurion System** – payroll and human resource software.
- **Centaman Advantage Booking System** – facility booking 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 LINCIS. The data is accessible from the internet. The LINCIS system is used by many local governments.
- **Drawreg** – register of the City's engineering drawings.
- **EventEspresso** – Online Event Register and Event 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 83000 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 SharePoint portal** – corporate intranet.
- **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.
- **PPIBS (Project Planning and 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.
- **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.
- **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 and Assets** – a work management system used to manage the light vehicle fleet, capital works projects and infrastructure assets.
- **HPE Records Manager (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.



## Information Held

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

### Office of the CEO

- Common Seal Register
- Gifts Register and Contributions to Travel Register.

### 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 Utilisation History
- General Financial Records
- Graffiti Incident Register
- Grant Register
- Infringements 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 Details
- Policies
- 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
- Council Operated Buildings Maintenance Records
- Diversion from landfill statistics
- Engineering Working Files
- Independent Arboriculture/Tree Assessments
- Independent Playground Operational Audits
- Rainfall data
- Recycle Calendar and Waste Guide
- Design Plans
- Subdivision and Drainage Plans
- Traffic Surveys
- SMS messages and email notifications to registrants on the Pesticide Notification Register.

### 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 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 calling **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](http://joondalup.wa.gov.au)

- *Access and Inclusion Plan 2015-2017*
- Annual Financial Budgets (from 2008/09 onwards)
- Annual Financial Reports (from 2009/10 onwards)
- Annual Plans and Progress Reports
- Annual Reports (from 2008-09 onwards)
- *Beach Management Plan 2011-2016*
- *Bike Plan 2016-2021*
- *Biodiversity Action Plan 2009-2019*
- Building and Development application forms
- *Burns Beach Master Plan*
- City News editions
- City Projects (information on recent projects)
- City Policies
- *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 Safety and Crime Prevention Plan 2014-2018*
- *Corporate Business Plan 2017/18-2021/22*
- Council Agendas and Minutes from 1991
- Council Policies
- Customer Service Charter
- Domestic Waste and Recycling Guide 2017-18
- *Economic Development Strategy – Expanding Horizons*
- Electors Meeting Agendas and Minutes from 1991
- *Environment Plan 2014-2019*
- Equal Employment Opportunity Statement
- Fees and Charges Schedule
- Five Year Capital Works Program
- Freedom of Information Guide
- Friends Group Manual
- Governance Framework 2016
- Growing Locals (various – information brochures)
- Gifts Register and Contributions to Travel Register
- Guide to Becoming a City of Joondalup Elected Member
- Hepburn Heights Conservation Area Management Plan
- Investment Attraction Prospectus
- Joondalup Digital Strategy
- *Joondalup 2022 (Strategic Community Plan 2012-2022)*
- Joondalup 2022 (Summary Document)
- *Landscape Master Plan 2009-2019*
- *Library Service Delivery Plan, 2015-2020*
- *Lilburne Park Management Plan*
- Local Commercial Strategy
- Local Emergency Management Arrangements
- Local History Collection – Includes photographs, oral history, motion pictures, display materials and information relevant to the City of Joondalup and regional area (digital or print format)
- Local Planning Scheme
- Local Planning Strategy
- *Marmion Coastal Foreshore Reserve Management Plan 2014-2019*
- Media Releases
- Pamphlets/leaflets/information sheets
- *Pathogen Management Plan 2013-2016*
- Pesticide Use Notification Plan
- Planning Policies
- Plants and People in Mooro Country – Nyungar Plant Use in Yellagonga Regional Park
- Property Management Framework
- Recycling Calendar
- Register of Delegation of Authority
- Request for a Subsidy Payment for First/Replacement Vehicle Crossing
- Shepherds Bush Reserve Management Plan
- *Sorrento Coastal Foreshore Reserve Management Plan 2015-2020*
- Specified Area Rates (SAR) Capital Infrastructure Guidelines
- Sponsorship, Contributions and Donations Program
- Streetlight Shading Policy
- Street Verge Guidelines
- Structure Plans
- *Towards Zero – Road Safety Action Plan 2016-2020*
- Tree Management Guidelines
- Trees on private property Guideline
- *Walkability Plan 2013-2018*
- *Warwick Open Space Bushland Management Plan*
- Waste Guide 2017-18
- *Waste Management Plan 2016-2021*
- *Weed Management Plan*
- *Yellagonga Integrated Catchment Management Plan 2015-2019*
- *Yellagonga Integrated Catchment Management Plan 2009-2014 – Part 1 Technical Report*
- *Yellagonga Integrated Catchment Management Plan 2009-2014 – Part 2 Implementation Plan*
- *20 Year Strategic Financial Plan.*



Available at [joondalup-leisure.com.au](http://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 and Risk Services:

- Gifts Register and Contributions to Travel Register.

### 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/Park Utilisation Records.

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
- Declarations of Interest Register.

## Infrastructure Services

To access the following, contact Operation Services:

- Natural Area Action Plans (site specific)
- Asphalt Test Records
- Bore and Pump Licence Details for Parks/Reserves
- Independent Arboriculture/Tree Assessments
- Independent Playground Operational Audits
- Service Levels and Maintenance Schedules.

To access the following, contact Infrastructure Management Services:

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

To access the following, contact Asset Management:

- Building condition data per building.

## 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 (\$59.00)/commercial and industrial (\$83.40 first copy of microfiche, then \$42.50 for each subsequent copy)
- Plans and maps – vary from \$7.80 to \$68.00
- General publications – vary from \$11.45 to \$51.00
- Copying charge – \$0.20 cents per page (for documents that can be purchased).

## 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**.

Application forms and details of fees and charges are also available at **[joondalup.wa.gov.au](http://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**.





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*This document is available in alternate  
formats upon request.*