



MINUTES OF MEETING OF JOINT COMMISSIONERS
HELD ON 22 JUNE 1999

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CITY OF JOONDALUP

MINUTES OF MEETING OF THE JOINT COMMISSIONERS HELD IN COUNCIL CHAMBER, JOONDALUP CIVIC CENTRE BUILDING, BOAS AVENUE, JOONDALUP, ON TUESDAY, 22 JUNE 1999

ATTENDANCES

Commissioners:

C T ANSELL	Chairman
H MORGAN, AM	Deputy Chairman
M CLARK-MURPHY	
R M ROWELL	
W BUCKLEY	

Officers:

Chief Executive Officer:	L O DELAHAUNTY
Director, Resource Management:	J B TURKINGTON
Director, Planning & Development:	C HIGHAM
Director, Infrastructure Management:	D DJULBIC
Director, Community Development:	C HALL
Director, Strategic Planning:	R FISCHER
Manager, Division Taskforce	B PERRYMAN
Manager, Executive Services:	K ROBINSON
Manager, Council Support Services:	M SMITH
Publicity Officer:	L BRENNAN
Committee Clerk:	J AUSTIN
Minute Clerk:	L TAYLOR

In Attendance

Chief Executive Officer Shire of Wanneroo:	K WHITE
Director, Planning & Development Services, Shire of Wanneroo:	C JOHNSON
Director, Community Development, Shire of Wanneroo:	H BARON-ST JOHN
Director, Corporate Services, Shire of Wanneroo:	R SEARLE
Director, Technical Operations, Shire of Wanneroo:	D BLAIR
Manager, Executive Services:	E STEVENSON
Marketing Manager:	S JARVIS
Administration Officer:	T WALDIN
Communications Officer:	D GAVIN

APOLOGIES AND LEAVE OF ABSENCE

Nil

There were 15 members of the Public and 1 member of the Press in attendance.

The Chairman declared the meeting open at 1800 hrs.

PUBLIC QUESTION TIME

The following question, submitted by Mr T Darby-Smith, on behalf of Joondalup Primary School P & C Association was taken on notice at the Meeting of Joint Commissioners held on 8 June 1999:

Q1 Regarding Item CJ202-06/99 – Connolly Primary School Road Safety and Parking Strategy. In July 1996 a request was put to Council by the Joondalup Primary P & C for verge treatments around the school. In August 1997 a report was presented in relation to that verge treatment request. In April 1998 a report was presented in relation to a parking strategy which included those verge treatments. Can the Joondalup Primary School P & C have an assurance that the Commissioners will give the highest possible priority to approving the Joondalup Primary School parking strategy for 1999/2000 subject to a 50% contribution from the Education Department. I am asking, will Joondalup Primary School get a higher priority considering three years have passed since the initial request.

A1 The Joondalup Primary School is one of five schools currently listed in the draft 1999/2000 Traffic Treatments at Schools budget. While the City has this project listed for construction, the final allocation of funds is dependent on the Education Department's joint funding contribution.

The following question, submitted by Mrs M Zakrevsky of Mullaloo, was taken on notice at the Meeting of Joint Commissioners held on 8 June 1999:

Q1 Where is Reserve No 27732 (shown in line 1 of the Table under the heading "Background" on Page 41), as it does not appear to be on the attached plan, and what is its significance in relation to the other three reserves which are all shown as being owned by the Crown (Department of Transport)?

A1 Reserve 27732 is situated south of the main entrance of the boat harbour between West Coast Drive and foreshore Reserve 20561. Its northern boundary abuts Reserve 39197 and it extends southwards in line with the northern boundary of Lot 25 The Plaza. It is vested in the City of Joondalup for Recreation purposes.

The following question, submitted by Mr J Hollywood of Burns Beach, was taken on notice at the Meeting of Joint Commissioners held on 8 June 1999:

Q1 Why does the owner of private property need permission to erect a political sign on his own lawn?

A1 The owner of private property does not require permission to erect an election sign on his own land, provided the election sign complies with the general provisions of the Signs, Hoardings and Billposting Local Law, relating to the sign size and the number of days erected before the election and number of days removed after the election.

The following questions, submitted by Mr S Magyar of Heathridge, were taken on notice at the Meeting of Joint Commissioners held on 8 June 1999:

Q1 Would the Commissioners consider a conflict of interest to exist if a staff member in Development Approvals was a partner or held shares in an architect's firm?

A1 Yes, but only if that firm was undertaking consulting work for the Council, or was submitting applications for approval to the Council.

Q2 Have any of the Commissioners been previously made aware of such a situation and if so what action did that Commissioner take?

A2 Yes. Commissioner Rowell was contacted by a developer in relation to an application submitted for a proposal in the City centre. Commissioner Rowell drew this to the attention of the Director Planning and Development who investigated the matter. The officer concerned is employed under contract by the Council on a part time basis, on the understanding that he is able to continue his architectural practice and university tutoring. The investigation found that he had advised the developer to use a particular architectural firm who was in no way connected with his own. The employee has since been advised that, whilst there was no conflict of interest, such advice was not appropriate. Commissioner Rowell was subsequently advised of the outcome of the investigation and no further action was considered necessary.

The following question was submitted by Mrs A Hine, Wanneroo:

Q1 Would it be possible to invite Shirley Delahunty (nee Strickland) – Olympic medalist.

She is an outstanding athlete for Western Australia. Could we be generous and invite her to Joondalup?

A1 The 'ignite the dream tour' being held on Saturday, 19 June 1999 at the Arena Joondalup is being organised by the presenting partner, AMP.

The City's primary involvement to date has been to facilitate the tour coming to Joondalup.

As part of the day's program, AMP has made arrangements for Olympic medallist, Shirley Delahunty to be in attendance to meet with the public.

The Chief Executive Officer made reference to questions raised by Mr S Magyar at the Meeting of Joint Commissioners held on 8 June 1999 and advised he would be in contact with Mr Magyar to provide him with further background details to those questions.

Ms Sue Hart of Greenwood:

Re: Former Greenwood Primary School site (last reported to Joint Commissioners as Item CJ111-04/99):

Q1 During this month, June 1999, has the City of Joondalup received any communications from the State Planning Commission regarding the subdivision of the former Greenwood Primary School site?

A1 Response by Director, Planning and Development: Yes, Council has received a copy of the approval for the subdivision showing the approval and conditions.

Q2 If so, has the State Planning Commission approved subdivision plans for the former school site in which the developer gives up the full 10% public open space contribution as required by the Commissioners resolution of 13 April 1999 – Item CJ111-04/99?

A2 Response by Director, Planning and Development: No, the conditions of approval indicate that a total of 8% public open space is to be provided.

Q3 If the Planning Commission has approved plans for less than the full 10% public open space contribution, does such approval comply with the requirements of the Town Planning Act that acceptance of less than 10% public open space must be agreed to by the local Council?

A3 Response by Director, Planning and Development: I have sought legal advice on this matter this afternoon, and have been advised it would appear that the decision of the WA Planning Commission is in fact in line with the requirements of the Town Planning and Development Act and the policies attached.

Q4 Will Commissioners pursue the Council's rights of appeal under Section 26 of the Town Planning and Development Act 1928 regarding the provision of the full 10% public open space and the provision of the open space at the rear of Pulham Place?

A4 Response by Director, Planning and Development: During discussions with the City's legal advisors this afternoon, the provisions of Section 26 of the Town Planning and Development Act were discussed. It has always been a belief that there has not been a third party right to appeal, however, Dennis McLeod has advised that he believes that the Act does in fact allow for third party appeals. During discussions he made reference to the Nedlands case where they are in fact looking to appeal on a decision. With this in mind, I have decided to look further into this matter and I would plan to come back to Commissioners with a report at some future date where all the options available would be looked at.

Response by Cmr Rowell: The appeal at Nedlands is on the ex army land and Cape Bouvard are the developers in this particular case. The developers have proceeded with their subdivision development and do not appear to feel under any restriction of the fact that the Nedlands Council is appealing against its subdivision.

Mr John Hollywood, Burns Beach:

- Q1 I refer to a question I asked two weeks ago. Is it true that Commissioners nominated Commissioner R Rowell for consideration of appointment as the West Australian Municipal Association member to the WA Planning Commission Infrastructure Co-ordinating Committee? This appointment is for a 3-5 year term, at a fee of \$400 per hour. Commissioner Rowell will be representing WAMA, which is part of Council. Commissioner Rowell will be standing down in November, yet this appointment is for a period of 3-5 years. Why has this nomination occurred?*
- A1 Response by Cmr Rowell: There are some errors in the figures and amounts you quote. I did not take the nomination any further and I did not stand for the position.*
- Q2 Did Commissioners nominate Commissioner Rowell?*
- A2 Response by Cmr Rowell: Commissioners were prepared to nominate me. I chose not to stand due to the fact that I would be out of local government and would not be eligible.*
- Q3 Will there be a rescission motion on this Item?*
- A3 Response by Cmr Rowell: The period of time for the nomination has expired and I did not nominate.*
- Q4 Should a rescission motion not be put forward to stop the nomination being proceeded with?*
- A4 Response by Cmr Ansell: No.*
- Q5 CJ233-06/99 – Rollover of Building and Fleet Maintenance Services Annual Contracts: Did the cleaning staff for the City of Joondalup have the opportunity to tender on any cleaning contracts that are listed in these tenders?*
- A5 Response by Chief Executive Officer: No. This report refers to a roll over of existing contracts. It was felt with the split of Council this was the most prudent thing to do at this stage. As far as the cleaning staff of the City of Joondalup are concerned, I do not know that they would have been in a position to collectively submit a tender. All cleaning staff are separate employees of the City of Joondalup.*
- Q6 Is there any possibility in the future that the staff of the Cities of Wanneroo and Joondalup will be able to tender on these contracts?*
- A6 Response by Cmr Ansell: If they are in a position to do so, yes.*

Mr S Magyar, Heathridge:

Re: Late Item No 1 – Special Electors Meeting held on 14 June 1999.

Q1 Will Commissioners formally communicate their resolution of this evening both to the State Planning Commission and the consultants?

A1 Response by Cmr Ansell: Yes.

- *Mr Magyar asked that the following typographical error to CJ213-06/99 be amended:*

Policy Manual – Policy 2.2.1 – Issue and Return of Council Related Equipment to Elected Members: Page 2, Point 5 – Retiring Elected Members, should read:

“Retiring elected members who choose not to retain the mobile phone hands free kit.....”

Mrs M Zakrevsky, Mullaloo:

CJ213-06/99 – Section 2.6 – Human Services Policy 2.6.3 referring to public participation – Page 1.7:

Q1 Will consideration be given to the commencement time of public meetings? A 6.00 pm starting time for the public meeting held on Monday 14 June 1999 coincided with family meal time and News TV times? Meetings I attend normally commence at 7.30 pm or 8.00 pm. For those meetings that do commence at 6.00 pm substantial refreshments are provided, not just tea, coffee and biscuits in lieu of the main meal of the day for families.

Q2 If the 6.00 pm commencement time is to save staff who have to attend these meetings an extra journey, could this aspect be weighed up against the aspect raised in Question 1?

A1 & 2 Response by Cmr Ansell: Yes.

Q3 Policy 5.3.4 – Removal of graffiti and repair of vandalism: What exactly is the meaning of the term “target hardening” in the context of this item under Policy Statement?

A3 Response by Director, Infrastructure Management: I believe it refers to graffiti coating.

Q4 How soon can amendments and additions to Policy CJ213-06/99 be included if it is endorsed this evening? I notice this manual has taken a year to compile. This document is a large document for people just receiving it to read.

A4 Response by Cmr Ansell: This is a living document and is able to be changed on a weekly or fortnightly basis. There is no particular time frame. If an item needs to be included in this document, it will be.

DECLARATIONS OF FINANCIAL INTEREST

Nil

CONFIRMATION OF MINUTES

C28-06/99

**MINUTES OF MEETING OF JOINT COMMISSIONERS –
8 JUNE 1999**

MOVED Cmr Morgan, **SECONDED** Cmr Rowell that the Minutes of the Meeting of Joint Commissioners held on 8 June 1999, be confirmed as a true and correct record.

The Motion was Put and

CARRIED

ANNOUNCEMENTS BY THE CHAIRMAN WITHOUT DISCUSSION**REGIONAL CRIME AUDIT**

If you are worried about crime and anti-social behaviour in your area, you can express your opinion in a City of Joondalup and Shire of Wanneroo community safety and security audit of the region.

The Wanneroo Times Community newspaper has helped both the City and the Shire sponsorship of a residents' survey.

What we are doing is asking members of the community about their concerns and what types of incidents are occurring in their suburb.

We would ask the community to complete the survey and return it to the reply paid address.

The audit form will be run again in the Wanneroo Times next week.

COUNCILS TO BUILD TWO SKATE PARKS

As those who were at the earlier Joondalup meeting will have heard, the City of Joondalup and Shire of Wanneroo have announced they will build two new skate parks for the region's young people.

The new skate parks will follow Council's skate facilities at Wanneroo Showgrounds and Quinns Rocks.

The site proposed in the City of Joondalup is the north-west corner of MacDonald Reserve, Padbury. In the Shire of Wanneroo, the west side of Hainsworth Park, Girrawheen.

Once locations of the skate parks are confirmed, local skaters will be given the opportunity to design their own skate equipment.

Individuals and community groups are invited to present submissions on the location and design of both proposed skate parks.

RESIDENTS' CHANCE TO CHOOSE OLYMPIC TORCHBEARERS

Residents have the chance to recognise the heroes and quite achievers in our community by nominating people for selection as community torchbearers for the Sydney 2000 Olympic torch relay.

The City of Joondalup will host the Olympic torch in July 2000 – and nomination forms are available from Council.

We are looking for people who have made a contribution to their community, to peoples' lives and to our society to take part in this special event.

NEW BUSINESS UNITS

Restructuring of the community development directorate has seen the creation of two new business units.

The new business units of community and health services and leisure and ranger services have been established within the City of Joondalup staff structure.

Mark Stanton has been appointed to the position of Manager, Leisure and Ranger Services.

The position of Manager, Community and Health Services has been advertised and the selection process is currently underway.

TRANSPORT SERVICES

On behalf of both the City of Joondalup and Shire of Wanneroo, I would like to reassure patrons that transport services now being provided for the aged and disabled will remain at their current levels and standard.

Rumours that transport services will be cut when Joondalup and Wanneroo formally split on 1 July 1999 are unfounded.

All current transport arrangements will not be affected by the split and the two local governments will continue to work co-operatively.

PETITIONS**C29-06/99****PETITIONS SUBMITTED TO THE MEETING OF JOINT COMMISSIONERS – 22 JUNE 1999****PETITION REQUESTING IMPROVEMENTS TO BRACKEN PARK, DUNCRAIG – [07113J]**

A 76-signature petition has been received from residents of the City of Joondalup requesting Council make improvements to Bracken Park, Duncraig as follows:

- watering of the park;
- provide more frequent maintenance;
- plant more trees;
- provide more park furniture and play equipment

This petition will be referred to Parks and Landscaping Services for action.

MOVED Cmr Clark-Murphy, SECONDED Cmr Rowell that the petition requesting Council make improvements to Bracken Park, Duncraig be received and referred to the appropriate business unit for action.

The Motion was Put and

CARRIED

POLICY SECTION

Items CJ213-06/99 and CJ214-06/99 were Moved by Cmr Buckley and Seconded by Cmr Morgan. Cmr Buckley stated her intention to speak on both Items.

**CJ213-06/99 REVIEW OF CORPORATE POLICY MANUAL
– [26176J]****SUMMARY**

With the establishment of the new City of Joondalup, the former City of Wanneroo's policy manual was adopted. At the time of adopting the manual, it was agreed that a review be performed on it to ensure that a new policy manual be developed to better reflect the operations of the City of Joondalup.

An external consultant was engaged to assist with this review, which is now complete. It is recommended that the City of Joondalup revoke all existing policies and adopt the proposed policy manual.

BACKGROUND

In March 1998, Ms Jan Grimoldby was commissioned by the former City of Wanneroo to review its policy manual. The City of Joondalup at its special meeting of the Council held on 1 July 1998 resolved:

“That the Joint Commissioners:

- 1 adopt the Policy Manual, of the former City of Wanneroo as laid on the table,
- 2 request a further report reviewing the Policy Manual, as adopted in (1) above, to more accurately reflect the operations of the City of Joondalup.”

The Local Government Act, 1995, made some significant changes in the way a local government conducts its business. The Act states that the Chief Executive Officer is responsible for the day to day operations of the local government, including the responsibility of employment, management, supervision, direction and dismissal of employees, other than those designated as senior employees.

The policy manual of the former City of Wanneroo was developed primarily under the previous Local Government Act, 1960, which did allow the same management flexibility as the current legislation. Therefore, that policy manual consisted of many policies that can now be regarded as corporate management procedures.

An initial review of the policy manual generally found that

- a number of the policies were in fact corporate procedures;
- there were some statutory policies missing; and
- some of the policy statements were in fact inconsistent with the Local Government Act 1995.

Subsequently, the policy manual was further reviewed on a directorate by directorate basis in an effort to extract the existing policies that were in fact procedures, and update according to relevant legislation. Those policies that were identified as corporate procedures will be included in a ‘Corporate Procedures’ manual, which will be adopted by the executive following the adoption of the policy manual.

This review has now been completed as well as an extensive restructure of the policy manual to reflect the new City of Joondalup and its corporate structure.

DETAILS

The policy manual is now divided into five sections:

- Introduction;
- Corporate Services;
- Development Services;
- Community Development; and
- Technical Services.

In an effort to ensure that the development of future policies is in fact policies and not procedures, the following definition of policy has been developed:

Policy represents a statement of purpose to describe the overall intentions of the Council in relation to a broad issue. It does not address the mechanisms for implementation of the chosen direction.

Attached to the report is a table that details those policies that were contained in the previous manual and whether they have been deleted, revised or combined. This is in an effort to ensure an ‘audit trail’ is established for the previous policies. The table also includes those policies that are new, and the reasons for their inclusion.

COMMENT/FUNDING

The revised manual focuses more on the strategic policies for the City of Joondalup, and allows for the day to day operations to be captured within a corporate procedures manual.

In addition to the revised policy manual, an extensive review of the City’s delegated authority manual has been performed and is subject to a further report on this agenda. Both the policy and delegated authority manuals will be cross reference to ensure easier referencing by officers utilising them.

MOVED Cmr Buckley, SECONDED Cmr Morgan that **the Joint Commissioners:**

- 1 REVOKE all policies contained within the former City of Wanneroo policy manual as adopted by the City of Joondalup at its meeting held on 1 July 1998, and any further policies adopted by it since that date;**
- 2 ADOPT the policy manual for the City of Joondalup, as attached to Report CJ213-06/99 as laid on the table (and forming Appendix I in the Minute Book).**

Cmr Buckley advised Items CJ213-06/99 and CJ214-06/99 complement one another. These matters had been constituted by a review of the corporate policy manual and as a consequence of that review, a review of the delegations to members of the City of Joondalup staff. The corporate policy manual was a most comprehensive document and has been dealt with in a great deal of detail.

In addition to reviewing the policy manual, an audit trail has been prepared by staff for ease of reference for the community.

Cmr Buckley thanked staff for their input into the review of both the policy manual and delegated authority manual.

Comr Buckley supported the comments made earlier in the meeting during public question time, that this manual was a living document.

The Motion was Put and

CARRIED

Appendix I refers

**CJ214-06/99 REVIEW OF CORPORATE DELEGATED
AUTHORITY MANUAL – [07032J]**

SUMMARY

As a result of the division of the former City of Wanneroo and the establishment of the new City of Joondalup, the former City of Wanneroo's delegated authority manual was adopted by it at the special meeting of the Council held on 1 July 1998. The Local Government Act, 1995, requires that at least once every financial year, all delegations are to be reviewed by the delegator.

BACKGROUND

The City of Joondalup adopted the former City of Wanneroo's delegated authority manual at a special meeting of the Council held on the 1 July 1998. The former City of Wanneroo adopted its delegated authority manual in March 1998.

The Local Government Act 1995, requires that at least once every financial year, all delegations are to be reviewed by the delegator.

Following the extensive review of the City corporate policy manual, a review was performed on the delegated authority manual.

The manual was reviewed on a directorate by directorate basis, as well as those delegations which fall out of the corporate policies.

DETAILS

The Local Government Act 1960 allocated powers to Council, the Town Clerk or officers appointed to specific positions. Council could delegate a power to the Town Clerk or any officer but delegated powers could not be on delegated.

The Local Government Act 1995 is structured on the philosophy that a local government may only delegate its powers to the Chief Executive Officer and that the Chief Executive Officer may on delegate those powers to a person who he/she wishes to be responsible for the exercise of the power or duty. The schedule contains recommendations for delegations to the Chief Executive Officer and where appropriate, on delegations from the Chief Executive Officer to employees.

Because of the construction of the legislation it is not always clear what powers and duties need to be the subject of a delegation. To ensure compliance with the legislation, all powers

and duties notionally assigned to a local government and which could be delegated have been included in the appended schedule for the Council.

The delegations made under the existing manual have been reviewed on a directorate by directorate basis. Following the review of the City's policy manual, which is subject to a further report contained on this agenda, the delegated authority manual now contains and powers or duties that are assigned to an employee to perform as a result of that policy.

The delegated authority and policy manuals will be cross-referenced to make for easier referencing.

COMMENT/FUNDING

The delegated authority manual has been reformatted and with the inclusion of the delegated authority arising from the policies of the Council, the City now has a complete manual to operate by. A majority of the delegations contained within the previous delegated authority manual remain, but it has now been increased to capture those delegations arising from corporate policies. It is recommended that the proposed delegated authority manual be adopted by an absolute majority decision.

MOVED Cmr Buckley, SECONDED Cmr Morgan that the Joint Commissioners:

- 1 REVOKE all delegations contained within the former City of Wanneroo delegated authority manual as adopted by the City of Joondalup at its meeting held on 1 July 1998, and any further delegations adopted by it since that date;**
- 2 ADOPT the delegations manual for the City of Joondalup, as attached to Report CJ214-06/99 as laid on the table (and forming Appendix II in the Minute Book).**

The Motion was Put and

**CARRIED BY AN
ABSOLUTE MAJORITY**

Appendix II refers

FINANCE AND COMMUNITY DEVELOPMENT SECTION**CJ215-06/99 ADJUSTMENT/TRANSFER OF PROPERTY,
RIGHTS AND LIABILITIES OF THE FORMER
CITY OF WANNEROO – CLAUSE 8,
JOONDALUP AND WANNEROO ORDER 1998 -
[23475]****SUMMARY**

This report sets out the approach taken by the Joint Commissioners of the City of Joondalup and the Shire of Wanneroo in exercising the power to determine the adjustment of property, rights and liabilities of the former City of Wanneroo, pursuant to clause 8 of the Joondalup and Wanneroo Order 1998 (the Order). It does not adjust or transfer any of the property, rights and liabilities of the former City. It is presented as a matter of record.

BACKGROUND

The Order abolished the former City of Wanneroo on 1 July 1998 and, in its stead created two new local governments, namely the City of Joondalup and the Shire of Wanneroo. Five (5) commissioners were appointed on that date to be commissioners for both the City and the Shire.

The Order (clause 8) empowered the commissioners to determine any adjustment or transfer that is to be made between the City and Shire of property, rights and liabilities of the former City of Wanneroo. It further provided (clause 9) that, until a determination is made under clause 8, or further directions are given by order under section 9.62 of the Local Government Act 1995, on commencement –

- All real and personal property owned by or vested in the former City of Wanneroo is transferred to or becomes vested in the City of Joondalup;
- All liabilities of the former City of Wanneroo, whether ascertained or not, become the liabilities of the City of Joondalup and the Shire of Wanneroo jointly; and
- Actions and other proceedings that could have been brought by or against the former City of Wanneroo may be brought by or against the City of Joondalup and the Shire of Wanneroo jointly.

Clause 8 further provided that in making a determination under that clause, the commissioners are to have regard to the interests of the City of Joondalup and the Shire of Wanneroo.

DETAILS

Before addressing the ‘division’ of assets and liabilities the commissioners agreed on the need to consider a number of other matters as important prerequisites. In broad terms, the commissioners viewed the logical sequence of tasks to be performed in fulfilling their obligations as: -

- identification of the services and service levels offered by the former City of Wanneroo;
- determination of the appropriate range and level of services to be provided by each of the two new local governments;
- evaluation of each major service to determine the most advantageous method(s) of service delivery; and
- the development of staff structures and the provision of other resources necessary to efficiently and effectively provide those services.

These tasks were undertaken ‘in-house’. Independent consultants (INDEC Consulting) reviewed the results of the evaluations of major services. The final report was provided to the Chief Executive Officers (CEOs) of both new local governments for use as a guide in determining the most appropriate service delivery methods. Agreement has been reached between the CEOs, and endorsed by the Commissioners, that responsibility for the provision of the following significant services will be transferred to the Shire of Wanneroo (i.e. the City of Joondalup will be provided with the services under a ‘service contract/agreement’): -

- Waste Management Services,
- Engineering Construction,
- Fleet Maintenance,
- Building Maintenance/Building Cleaning Services.

The provision of these services by one local government to the other allows the retention of current efficiencies and economies of scale.

On the other hand, the City of Joondalup will be providing specified library services to the Shire of Wanneroo under similar arrangements as well as a number of services on a temporary basis (until the Shire is able to provide the service(s) in its own right). Such services include Information Technology and a range of Accounting Services.

On completion of these prerequisite tasks, the Commissioners made arrangements to conduct a number of workshops. Dr Liz Pattison has been contracted to facilitate the workshops. The approach/process used has been the subject of a risk management audit conducted by PriceWaterhouseCoopers. The CEOs of the City of Joondalup and the Shire of Wanneroo as well as the Manager, Division Task Force have attended all workshops by invitation.

In order to ensure compliance with the requirements of clause 8 of the Order, the Commissioners sought legal advice as to the scope of their discretion in making determinations under that clause. This advice was sought from the City's legal advisors, Watts & Woodhouse. In essence, the advice received was as follows: -

- the commissioners must:
- have regard to relevant considerations;
- disregard irrelevant considerations; and
- not act in a way in which no reasonable commissioners would act.
- in stating that the commissioners "*are to have regard to the interests of the City of Joondalup and the Shire of Wanneroo*", the Order has seen fit to give the commissioners a broad discretion.
- in the context of clause 8 of the Order, the word "interests" is used probably in the sense of "*the things in which one is concerned*".
- it would be reasonable to conclude that it would be in the interests of both new local governments for them to be provided with the infrastructure necessary to perform their functions.

Having regard to this advice, the Commissioners (at the Workshops), considered a wide variety of matters ranging from past contributions and past provision of services and facilities to current needs and future challenges. The following positions were formulated in respect of the specific asset/liability classes.

1. Assets

1.1 Land and Buildings

Generally land and buildings will be allocated on the basis of location. However, where land and any building located thereon is currently used to facilitate a service being provided by both local governments but is located in one of the local government districts consideration will be given to-

- the provision of an appropriate facility in the other local government district;
- joint ownership of the asset(s);
- the provision of formal access/usage rights to the "non owner" local government; or
- the "owner" local government being required to provide services to the other under a long-term agreement.

An exception to the general position of allocation on the basis of location, will be made in the case of the former City's one third share of super lot 17, Marmion Avenue, Tamala Park. Ownership of this landholding will be shared equally by the City of Joondalup and the Shire of Wanneroo (i.e. one sixth share each in the super lot). This is consistent with the adjustment of membership of the Mindarie Regional Council (MRC) described under the next sub heading.

1.2 Mindarie Regional Council (Membership)

The former City's entitlement to appoint four (of twelve) regional councillors to the Mindarie Regional Council will be divided equally between the City of Joondalup and the Shire of Wanneroo (i.e. 2 each). The rationale used in determining this allocation and the allocation of the super lot 17 land is as follows: -

- When Tamala Park was purchased and Mindarie Regional Council was formed in 1984 the three local governments – Perth, Wanneroo and Stirling agreed that the purchase cost should be shared equally and that each would have the same voting rights on MRC. This was notwithstanding the fact that the position of each LG was different and that Stirling would not be using the facility.

The fact that Wanneroo was now being split in two should not alter the principle of equal ownership and membership.

- The MRC operation will become even more important in the future and there is the possibility that recycling for Joondalup and Wanneroo will be carried out at this site (BSD current investigations).
- The life of the existing cells – stage 1 – is about 4 years or 3 years if Stirling continues to use this facility. Stage 2 with base lined or wholly lined will increase the life up to 6/11 years or 5/8 years with Stirling's participation.
- Joint ownership would help ensure that the maximum benefits would be easier to achieve politically and in dealings with the MRC.

1.3 Plant, Vehicles and Equipment

Plant and equipment is to be allocated on the basis of needs. Where an item of plant or equipment is presently being used in a location or is allocated to an employee (or gang), that item will be transferred to the ownership of the local government in which the plant is being used or to which the employee (or gang) is transferred.

However, recognition will be given where the transfer of plant and equipment is made on the basis of need and that need has only arisen as a result of the an arrangement for the provision of services from one to the other, resulting in plant and equipment not being duplicated and being allocated to the service provider only.

Note: Where there is a need for additional plant, items will be acquired (from "pool monies") as needed.

Any items identified as being no longer required will be liquidated and the proceeds will form part of the "pool monies".

1.4 Furniture and Fittings

Furniture and Fittings are to be allocated on the basis of needs in line with the arrangements outlined for Plant and Equipment above.

Note: Where there is a need for additional furniture and fittings, items will be acquired (from “pool monies”) as needed.

Any items identified as being no longer required will be liquidated and the proceeds will form part of the “pool monies”.

1.5 Artworks

A framework has been developed by the Art Collection Working Party to distribute the Art Collection between the City of Joondalup and the Shire of Wanneroo. The framework has been designed to provide a clear and rational basis on which to form separate collections, with logical themes and subject matter together with integrated artforms relevant to the community of each local government.

Five categories for the distribution of artworks were identified to form the framework. Each piece of art was assessed against framework and where an artwork fitted into more than one category it was allocated in order of priority of the categories listed hereunder: -

- Artworks in existing outlying locations are to be allocated on the basis of location;
- Artworks relating to the history of Wanneroo or donated to the former Shire of Wanneroo are to be allocated to the Shire of Wanneroo;
- Artworks relating to the history of Joondalup are to be allocated to the City of Joondalup;
- Artworks acquired prior to 1992 (between 1979-1991) are to be allocated to the Shire of Wanneroo; and
- All remaining artworks are to be individually assessed in accordance with the following sections of ‘like’ work to ensure that the individual Art Collections retain their integrity: -

To be allocated to the Shire of Wanneroo

- Rural landscape works;
- Animal and plant life works;
- Aboriginal works; and
- Ceramics.

To be allocated to the City of Joondalup

- Urban landscape works;
- Boat and sea pictures and sculptures;
- Still life and domestic interior works;
- Figurative works;
- Abstract works; and
- Portraits.

1.6 Infrastructure assets

This category of assets includes reserves infrastructure, roads, footpaths, drainage, car parking areas, other engineering infrastructure, health infrastructure and recreation infrastructure. All assets in this category are to be allocated on the basis of physical location.

1.7 Non current receivables

1.7.1 Deferred Pensioner Rates

To remain as a debt against the property (i.e. by location).

1.7.2 Sinking Fund Contribution

To be allocated to the Shire of Wanneroo, subject to adjustment on the basis of population as at 1 July 1998 (69% / 31%) using “pool monies”.

1.7.3 General Deferred Debtors

Where possible, to be allocated on the basis of location, otherwise on the basis of population as at 1 July 1998.

1.7.4 Deferred Town Planning Scheme Debtors

To be allocated to Shire of Wanneroo on the basis of location.

1.7.5 Mindarie Regional Council – undistributed surplus as at 1 July 1998 and initial capital advance

To be allocated equally to the City of Joondalup and the Shire of Wanneroo.

1.8 Stock on Hand

The allocation of Stock on Hand will be negotiated by the Executive Management of both local governments. The negotiated outcome will be reported to the Commissioners prior to 30 June 1999 for determination.

1.9 Current Assets (excluding Stock on Hand)

1.9.1 Cash Advances (cash on hand)

To be taken into the overall cash position (to form part of “pool monies”).

1.9.2 Investments

Reserve Fund investments held by the former City of Wanneroo that were established with third party contribution(s) and not identified in the Table referred to in clause 15 of the Joondalup and Wanneroo Order 1998 will be retained for their original purpose and will be cash backed. All other Reserve Fund investments will be taken into the overall cash position (to form part of “pool monies”).

Town Planning Scheme bank balances and investments to be allocated to the Shire of Wanneroo.

Investment funds required for 1997/98 carry forward works are to be allocated in accordance with the 1998/99 Budgets and adjusted on the basis of actual expenditure for the City of Joondalup and the Shire of Wanneroo.

The balance of investment funds (if any) are to be taken into the overall cash position (to form part of “pool monies”)

1.9.3 Rate Debtors

To remain as a debt against the property (i.e. by location).

1.9.4 General Trade Debtors

Where possible, to be allocated on the basis of location, otherwise on the basis of population as at 1 July 1998.

1.9.5 Prepayments

Where possible, to be allocated on the basis of location, otherwise on the basis of population as at 1 July 1998.

1.9.6 Accrued Income

Where possible, to be allocated on the basis of location, otherwise on the basis of population as at 1 July 1998.

2. Liabilities

2.1 Borrowings

2.1.1 Bank Overdrafts

Town Planning Scheme overdraft balances to be allocated to the Shire of Wanneroo.

All other overdraft balances are to be taken into the overall cash position (to be netted against “pool monies”).

2.1.2 Loans – Unsecured

Current and non current loan liabilities backed by the sinking fund are to be allocated to the Shire of Wanneroo, subject to adjustment on the basis of population as at 1 July 1998 using “pool monies”.

The remaining loan liability is to be allocated to the City of Joondalup, subject to adjustment on the basis of population as at 1 July 1998 using “pool monies”.

2.2 Creditors and Provisions

2.2.1 Trade Creditors

To be allocated on the basis of population as at 1 July 1998.

2.2.2 Sundry Creditors

Where possible, to be allocated on the basis of location, otherwise on the basis of population as at 1 July 1998.

2.2.3 Accrued Expenses

Where possible, to be allocated on the basis of location, otherwise on the basis of population as at 1 July 1998.

2.2.4 Provisions

Provisions for Annual Leave and Long Service Leave are to be cash backed (if possible) using “pool monies” and allocated on the basis of staff entitlements relevant to the respective local governments.

Provisions for redundancies are to be allocated on the basis of population as at 1 July 1998.

2.2.5 Flexi Leave and Time in Lieu entitlements

Flexi Leave and Time in Lieu entitlements are to be allocated on the basis of staff entitlements relevant to the respective local governments.

3. Vested Properties

Allocation is to be on the same basis as Land and Buildings (see section 1.1 above)

4. *Contingent Assets and Liabilities*

Contingent assets and liabilities are to be allocated equally to the City of Joondalup and the Shire of Wanneroo, consistent with the interim arrangements under clause 9 (1) (a) and (b) of the Joondalup and Wanneroo Order 1998, except for contingent assets and liabilities which may arise in relation to employees. The latter are to be allocated on the basis of staff location.

5. *Other Property, Rights and Liabilities*

Property, rights and liabilities of the former City of Wanneroo, other than those mentioned under sections 1 to 3 above are such that they are not brought to account in the financial statements. Hence, it is not essential to make determinations pursuant to clause 8 of the Order, before 1 July 1999. The Executive Management of both local governments are currently attempting to identify all such assets, liabilities and rights. As schedules become available the Commissioners will consider each item or class of items and make a determination thereon.

COMMENT/CONCLUSION

The Manager, Division Task Force has been requested to develop schedules of assets/liabilities based on the agreed determinations. These schedules are to be recommended for formal adoption by the Commissioners at future meetings.

MOVED Cmr Ansell, SECONDED Cmr Clark-Murphy that the Joint Commissioners ENDORSE the contents of Report CJ215-06/99 as an accurate record of the approach taken and the outcomes resulting from the Division of Assets and Liabilities Workshops 1 to 5 held between 20 April 1999 and 27 May 1999.

Cmr Ansell gave an overview of the processes involved in terms of splitting the assets and liabilities between the City of Joondalup and Shire of Wanneroo. He advised that whilst this had been a lengthy process, it had been carried out in a most professional manner; firstly by the staff of the City of Joondalup and latterly by the staff of the Shire of Wanneroo.

The Motion was Put and

CARRIED

Items CJ216-06/99 to CJ226-06/99 inclusive were Moved by Cmr Clark-Murphy and Seconded by Cmr Buckley. Cmr Clark-Murphy stated her intention to speak on Items CJ219-06/99 and CJ226-06/99.

**CJ216-06/99 SCHEDULE OF DOCUMENTS EXECUTED BY
MEANS OF AFFIXING THE COMMON SEAL –
[15876]**

The following is a list of documents sealed under the Common Seal of the City of Joondalup from 14.5.99 to 4.6.99.

- Document: Transfer of Land
Parties: City of Joondalup and Caroline Ann Morrissey
Description: Lot 372 on Plan 16149
Date: 14.5.99
- Document: Deeds
Parties: City of Joondalup and AMF Bowling Centres
Description: Lot 672 Perilya Road, Craigie
Date: 26.5.99
- Document: Deed
Parties: City of Joondalup, The Roman Catholic Archbishop of Perth and Davidson Pty Ltd
Description: Lots 852, 853, 878 – 884 and 906 on Plan 23436 and 885, 923 – 933 on Plan 23437
Date: 26.5.99
- Document: Copyright Agreement
Parties: City of Joondalup, Shire of Wanneroo and Cynthia Bailey
Date: 27.5.99
- Document: Lease
Parties: City of Joondalup and Optus Mobile P/L
Description: Lot 8 Prindiville Drive, Wangara
Date: 31.5.99
- Document: Lease
Parties: City of Joondalup and Kallaroo Pre-School Committee
Description: Lot 171 Batavia Place, Kallaroo
Date: 1.6.99
- Document: Purchasing Agreement
Parties: City of Joondalup and The Disability Services Commission
Date: 3.6.99
- Document: Scheme Amendment
Parties: City of Joondalup and The Minister for Planning
Description: TPS No 1 – Amendment No 839
Date: 4.6.99
- Document: Scheme Amendment
Parties: City of Joondalup and The Minister for Planning
Description: TPS No 1 – Amendment No 840
Date: 4.6.99
- Document: Transfer of Land
Parties: City of Joondalup and S B Marvell
Description: Lot 12 Uppill Place, Wangara
Date: 4.6.99

MOVED Cmr Clark-Murphy, **SECONDED** Cmr Buckley that the Schedule of Documents executed by means of affixing the Common Seal be **NOTED**.

The Motion was Put and

CARRIED

**CJ217-06/99 FINANCIAL REPORT FOR THE PERIOD
ENDED 31 MAY 1999 – [07882]**

SUMMARY

The Management Reports for the eleven months ended 31 May 1999 are appended for consideration – Attachments A refers.

With eleven months (92%) of the financial year expired, trends indicate that there will be some budgetary adjustments necessary. The majority of these have been reported in the Budget Review.

The Management Report (Municipal Fund Summary of Financial Activity), Attachment A, Segment 1, has been rearranged to more accurately reflect the operating position. The contributions for infrastructure assets and non operating income has been extracted from the operating statement and shown separately. Depreciation for infrastructure assets too has been shown separately. These amendments enable the operating position to be readily reflected.

It should be noted that contributions to infrastructure assets will be brought to account either when the assets are transferred to the City or at 30 June 1999.

Revenues

Local government accounting requirements dictate that rating and grant revenue is brought to account when the rates are levied and when the local authority obtains control over the asset. The Municipal Fund Summary of Financial Activity report (Attachment A, Segment 1) has however been adjusted to reflect the position at 31 May 1999 ie \$39,324,000. The accrued portion, \$3,558,458, has been shown separately.

Interest earnings are above budget and will end the year with a surplus.

Interim rating is in progress. The Valuer General provided rating information toward the end of May and this is currently being processed.

The non-operating income actual as compared to budget YTD is down due to the following revenue being outstanding:-

- Dual use path – Perth Bicycle Network Plan
- Traffic treatment – schools
- Woodvale/Kingsley Day Care
- Ministry of Sport – Greenwood Cricket Club

Follow up action to ensure that revenue is accounted for prior to 30 June 1999 has commenced.

Expenditures

Operating expenditure for Strategic Planning is below YTD budget figure as the donation to the aquatic facilities, Joondalup Arena has not, as yet, has not been paid in full.

Operating and capital expenditure in Technical Services, Community Development and Resource Management directorates remain below YTD budget figures due to the following factors:-

Technical Services

Major engineering works which have not yet commenced or are only partly completed:-

- Marmion Avenue Dualling
 - Kinross Southern Section – work to be completed in late June.
 - Mindarie North Section – construction planned May to November.
- Drainage (various locations)
Currently design work is being carried out, with works programmed for construction during May to August.
- Traffic Management
Craigie Drive programmed for construction to commence in July 1999.
- Hodges Drive Dualling
Main Roads installed traffic lights in May – final sealing stage expected in early June.

Community Development

- Woodvale/Kingsley Day Care Centre (now expected to be completed by end July 1999.)
- Library Services – computer software and equipment
- Day Care for Aged – motor vehicle replacement
- Ranger Services – motor vehicle replacement

Resource Management

Capital expenditure is below YTD budget figure due to payments still to be made on:-

- Computer software and equipment – Oracle
- Computer software and equipment – Payroll

RATES

Rates **levied** for the year were \$33,224,585.

Rate collection as at 31 May 1999 was \$32,367,185 which represented 91.0% of the **total rates due**, including arrears. While not a direct comparison the rate collection position at the corresponding period for the former City of Wanneroo in previous years was:-

1989/90	93.4%
1990/91	93.7%
1991/92	94.1%
1992/93	94.2%
1993/94	94.5%
1994/95	95.0%
1995/96	94.1%
1996/97	92.4%
1997/98	92.2%

In comparison with other local governments, the position at the end of April 1999 was:-

	Issue Date	Collection	Discount
Canning	3/09/98	92.0%	-
Wanneroo	11/09/98	86.3%	5.0 %
Bayswater	2/07/98	97.5%	-
Mundaring	26/07/98	90.0%	2.5 %
Stirling	20/08/98	94.0%	6.0 %

REFUSE

The total refuse levied for 1998/99 was \$5,914,528 with total refuse outstanding at 31 May 1999 being \$101,299 indicating a collection of 98.3%. Again, while not a direct comparison collections in previous years for the former City of Wanneroo were:-

1992/93	97.2%
1993/94	97.5%
1994/95	97.5%
1995/96	97.8%
1996/97	97.7%
1997/98	97.2%

SWIMMING POOL INSPECTION FEES

The amount levied for swimming pool inspection fees in the 1998/99 financial year was \$118,739. At 31 May 1999 \$1,504 or 1.3% remained outstanding.

Full details of rates, refuse and swimming pools are shown on Attachment A, Segment 2.

INTEREST ON INVESTMENT

The City's interest earnings to 31 May 1999 was \$2,287,348 (111.30% of budget figure) compared to an annual budget of \$2,055,109. It is to be recognised that included in these figures is the earnings of \$961,956 on the Reserve Accounts.

At 31 May 1999 the City's investment portfolio, including Reserves, was as follows:-

	\$	%
AMP Managed Treasury	8,312,124	15.31
Bankers Trust Cash Plus	9,842,014	18.12
Commonwealth Bank (CDA's)	2,617,280	4.82
CBA Cash Fund	8,352,332	15.38
NMFM Cash Enhanced	15,209,549	28.01
Trust West Treasury	9,796,919	18.04
Trust West Cash Enhanced	76,280	0.14
PBS (in liquidation)	95,266	0.18
	\$54,301,764	100.00%

A more detailed presentation of Council's investment portfolio at 31 May 1999 is shown on Attachment A, Segment 3.

BUILDING LICENCE FEES

Fees to 31 May 1999 were \$642,671 against a budgeted \$695,000. The collections in this area at 31 May are 92.5% of annual budget.

DEVELOPMENT APPLICATION FEES

Development Application Fees have far exceeded budget expectations (budget \$70,000 as against YTD actual \$313,747). On current results this will provide a surplus of \$250,000 by 30 June 1999.

Structures for these fees were changed just prior to completion of the 1998/99 budget and as there was no previous experience relating to fee revenue under the new structure an estimate of \$70,000 was budgeted. This has proved to have been greatly underestimated.

SUB DIVISION CLEARANCE FEES

Fees for this area of Council activity have exceeded budget estimates (YTD actual \$41,165 compared with a budgeted \$8,000). On current estimates this will provide a surplus of approximately \$35,000 by 30 June 1999.

RECREATION FACILITIES

Craigie Leisure Centre

In broad terms, the financial position for the Craigie Leisure Centre for the eleven month period ended May 1999 was:

	Annual Budget	Year to Date Budget (92%)	Year to Date Actual
	\$	\$	\$
Administration	-		-
Pool	56,822	52,087	146,712
Sports/Functions	111,173	101,909	137,191
Fitness Centre	(238,053)	(218,215)	(155,210)
Aerobics	(52,609)	(48,225)	(34,597)
Kiosk	(34,113)	(31,270)	(27,113)
Creche	87,925	80,598	85,049
Total Surplus/Subsidy	(\$68,855)	(\$63,116)	\$152,032

Net subsidy \$152,032

The Council's budget provides for an operating surplus of \$68,855 for this complex for the whole of the 1998/99 year. At 31 May 1999 the subsidy is \$152,032.

Attendances for the eleven months to 31 May 1999 were 740,230 compared with 717,536 for the corresponding period last year. This reflects an increase in numbers of 22,694.

The major increase in subsidy since the prior month is due to a significant decline in attendees at the pool (due to the weather) and fitness centre promotional activities which commence in late May and late June.

Leisure Centres

The operating position for the individual recreation centres for the eleven months ended 31 May 1999 was as follows:-

		Income	Expenditure	Council Contribution	Return
		\$	\$	\$	%
Ocean Ridge	BUDGET	304,400	346,979	42,579	87.7
	YTD BUDGET	279,033	318,064	39,031	
	ACTUAL	207,010	337,361	130,351	61.4
Sorrento/Duncraig	BUDGET	288,920	366,196	77,276	78.9
	YTD BUDGET	264,843	335,680	70,837	
	ACTUAL	252,429	353,998	101,569	71.3
Wanneroo	BUDGET	127,340	279,913	152,573	45.5
	YTD BUDGET	116,728	256,587	139,859	
	ACTUAL	98,990	205,458	106,468	48.2
Warwick	BUDGET	-	173,761	173,761	100.0
	YTD BUDGET		159,281	159,281	
	ACTUAL	-	195,522	195,522	100.0
TOTAL	BUDGET	\$720,660	\$1,166,849	\$446,189	61.8
	YTD BUDGET	\$660,604	\$1,069,612	\$409,008	
	ACTUAL	\$558,429	\$1,092,339	\$533,910	51.1

As reported in previous months, there is an expected shortfall of \$60,000 in revenue for the Ocean Ridge Community Centre. An error in calculating the subsidised use from 1997/98 resulted in an overestimate of approximately \$20,000 in the 1998/99 budgeted figure.

JAM nights are no longer held and this will result in a revenue shortfall of \$15,000 for that activity.

After School Care was over-budgeted at \$35,000 revenue, but should only have been \$10,000.

RESERVE ACCOUNTS

Aggregate account balances of Council's reserves at 31 May 1999 was \$28,244,341 .

TRUST FUNDS

Balances at 31 May 1999 were:

Unclaimed Salaries and Wages	\$1,673
Unclaimed Monies	\$50,959
Yanchep/Two Rocks Community Bus	\$84,972

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Financial Reports for the period ended 31 May 1999 be NOTED.

The Motion was Put and

CARRIED

Appendix III refers

CJ218-06/99 SERVER RECOMMENDATIONS – RECORDS DOCUMENT MANAGEMENT SYSTEM – [38633]

SUMMARY

It is necessary to procure a new server for the current Records Document Management System to be upgraded to Vault Manager Version 3, a Y2K compliant product. The split of the former City of Wanneroo means the current server can be utilised by one of the new local governments. The City of Joondalup has the greatest volume of data and is expected to increase this at a faster rate than the Shire.

Both local governments require a backup system capable of handling the volume of data stored in the record document management system. The proposed expenditure of \$110K includes \$30K for the purchase of a backup system capable of backing up the data on the new server. Provision is required for purchase of suitable backup for the current server.

BACKGROUND

The former City of Wanneroo implemented the Oasis Records Document Management System (RDMS) in 1997. A System Audit was conducted in February 1999 into all aspects of the RDMS. The report identified a number of issues as follows:

- the server is in need of tuning which could make a considerable difference to performance;
- the original record management process as implemented has become too complex and is not understood by most users. As a result the data structures have become confused which creates difficulties in retrieving documents;
- most users do not use the system and rely on unauthorised systems instead.

Resulting from the system audit and the split of the former City of Wanneroo, Records Services is currently undertaking a project to implement the recommendations of the audit and dividing the data. The project consists of three phases, detailed below.

Phase One – Preparation and Design

- Establish effective change management processes
- Redesign the Records Management Process
- Prepare infrastructure
- Split existing data between the City of Joondalup and Shire of Wanneroo.

Phase Two – Implement Vault Manager for both City of Joondalup and Shire of Wanneroo

- Implement Vault Manager ready to run the two logical databases. One for the City of Joondalup and the other for the Shire of Wanneroo
- Implement the new Records Management process
- Migrate the existing data into the new data structures
- Provide training and documentation.

Phase Three – System Enhancements

- Define, develop and implement any enhancements to the Vault Manager application
- Refine the Records Management process
- Integrate the Records Management System with other applications such as the Property System.

The project is currently in Phase One. A capacity management plan has been prepared and a server size requirements determined for both the City and Shire.

DETAILS

The current server configuration is:

- Sun Ultra Sparc
 - Twin 167 Mhz Processors
 - 512MB of memory
 - 1 x 2 GB Disks
 - 4 x 4 GB SCSI Drives
 - 6 x 18 GB SCSI Drives

The proposed configuration has been sized to carry the data from both the City and Shire, which includes all the data from the former City of Wanneroo, through to September 1999. It is then assumed that the former City of Wanneroo data will be moved to the original server. This will leave the Joondalup (new) server with a little excess capacity according to plan.

Capacity expectations for the City of Joondalup and Shire of Wanneroo are detailed in the following table.

Requirements	1999		2000		2001	
	Joondalup	Wanneroo	Joondalup	Wanneroo	Joondalup	Wanneroo
System Disks	18,000	18,000	26,000	21,000	34,000	24,000
Primary Disks	26,736	22,623	36,524	25,959	46,272	29,595
Mirrors	9,891	5,778	19,679	9,114	29,427	12,450
TOTAL	54,630	46,401	82,203	56,073	109,699	65,745

It can be seen from this table that the City of Joondalup storage requirements are predicted to double in the three year period whilst the Shire of Wanneroo will increase by approximately 20%.

The proposed system for the City of Joondalup:

- Sun E450 Server
- 2 x 400 Mhz Processor
- 512 MB Memory
- 4 x 4.2 GB Disk Drives
- 12 x 9 GB Disk Drives

The proposed system for the Shire of Wanneroo makes use of the existing configuration without any hardware configuration changes:

- Sun Ultra 2 – 2 x 167 Mhz processors
- 512 MB Memory
- 1 x 2 Gig Disk
- 4 x 4 Gig Disk
- 6 x 18 Gig Disk
- 3 controllers

The proposed new server will cost approximately \$80,000.

Capacity Planning

A report generated during Phase One of the project is the “RMS Server Configuration Recommendations Version 3”. The report examined the original expectations and system sizing and predicts the new sizing requirements against the revised predictions. The proposed split between the City and Shire has been pre-empted in the RMS and all records created since 1st July 1988 have been allocated as belonging to one or both councils.

To define the server capacity requirements for the next two years the following assumptions were made:

- City of Joondalup will be storing
- Recording hardcopy files
- Electronic documents
- Complaints
- Scanned incoming mail
- A0 drawings
- Faxes
-

The City of Joondalup is in the process of purchasing Fax Gateway software that will route all incoming faxes through Records Services (163 daily – weekdays). The City also wishes to store A0 drawings attached to incoming mail as scanned images (20 per day).

- Shire of Wanneroo will be storing
- Recording hardcopy files
- Electronic documents
- Scanned incoming mail
- Complaints
- A0 Drawings
- Faxes

The capacity plan figures do not reflect the last three items on the Shire of Wanneroo list, however, there is sufficient disk capacity on the existing server to handle these requirements.

Backup System

The current backup system does not have sufficient capacity to perform a daily backup of all data. It is essential that a new backup system be purchased, in line with current policy, so that backup can be performed unattended. This solution provides for unattended daily backup of the RDMS system.

It is desirable that a full system backup be performed each day to minimise the effort required for a total system recovery. The City requires that a 55GB of data be backed up overnight from the Joondalup server. This can be achieved by using a DLT tape drive with stacker. The cost would be a nominal \$30,000 for this solution. In the interim, the \$30,000 would provide a backup solution for both Local Governments. When the split takes place an additional sum of \$30,000 will be required for another solution. Funding for the additional solution is outside this request and is flagged for future funding consideration.

FUNDING

As the need to purchase an additional server and backup requirements is primarily due to the division of the former City of Wanneroo, there are no funds available in either the City of Joondalup or Shire of Wanneroo operating/capital budgets. It is therefore requested that the purchase of the server and backup requirements be funded from infrastructure.

The purchase of a new server is imperative to meet the Year 2000 compliance deadline. The server will be sourced through WAMA and CAMS and if unsuccessful will proceed to tender.

MOVED Cmr Clark-Murphy, **SECONDED** Cmr Buckley that the Joint Commissioners **APPROVE** the:

1 purchase of a new server with the following capacity:

- Sun E450 Server (or equivalent)
- 2 x 400 Mhz Processors
- 512 MB Memory
- 4 x 4 2GB Disk Drives
- 12 x 9 GB Disk Drives

and with high capacity DLT backup system, (at a total cost not to exceed \$110,000) for the Records Document Management System;

2 costs incurred in (1) above to be charged to infrastructure costs;

3 transfer of the existing server to the Shire of Wanneroo.

The Motion was Put and

CARRIED

**CJ219-06/99 JOONDALUP FESTIVAL COMMITTEE –
[38333J]**

SUMMARY

Meetings of the Joondalup Festival Committee was held on 22 March 1999 and 22 April 1999 and the minutes are submitted for noting by the Joint Commissioners.

DETAILS

Meetings of the Joondalup Festival Committee was held on 22 March 1999 and 22 April 1999.

No action has arisen as a result of these minutes and these are attached for noting and inclusion in the minute book.

MOVED Cmr Clark-Murphy, **SECONDED** Cmr Buckley that the minutes of the Joondalup Festival Committee meeting held on 22 March 1999 and 22 April 1999, forming Attachments 1 and 2 to Report CJ219-06/99 be **NOTED**.

Cmr Clark-Murphy advised the next meeting of the committee would be focusing on the staging of the 2000 Joondalup Festival.

She pointed out results from the market research survey conducted into the Joondalup Festival showed 90% of those who attended the festival stated it met or exceeded their expectations; 95% were satisfied or extremely satisfied. The only complaint received was that the festival should be bigger.

Cmr Clark-Murphy extended congratulations to all staff involved in staging the Joondalup Festival and to all members of the community who supported it.

The Motion was Put and

CARRIED

Appendix IV refers

**CJ220-06/99 10TH NATIONAL LOCAL GOVERNMENT
ENGINEERING CONFERENCE – [09047]**

SUMMARY

The purpose of this report is to recommend Council attendance to the 10th National Local Government Engineering Conference to be held in Sydney between 22 to 26 August 1999.

BACKGROUND

The National Conference is held bi-annually by the Institute of Municipal Engineers Australia and is an ideal opportunity to increase knowledge and awareness of world and National trends, and to broaden network contacts for the attending Council representatives. This conference has historically been attended by an elected member and a Director or their nominee.

DETAILS

The National Conference will be held in conjunction with the International Congress on Local Government Engineering and Public Works.

The theme of the conference is “Higher, Faster, Stronger – The Challenge of the New Millennium.” The contemporary issue facing Municipal Engineer’s operating in their local communities and managerial challenges facing Local Government Engineer’s operating in their Local Communities.

A significant contingent of overseas delegates is anticipated from among others, the United Kingdom, the United States, New Zealand, South Africa and Asia.

Conference Theme

Congress themes ranging from the Imperatives for Sustainability at the local level, Customer Service, Competitive Tendering, Infrastructure Management, Towards Sustainable Communities, Project and Risk Management, and the technologies into the new millennium.

Seventy one papers including eleven international papers will provide the delegate an insight into world experiences and trends.

Attendance

It is recommended that the Director Technical Services attend the conference because of the high relevance of the conference in relation to current and future issues that are currently before Council.

COMMENT/FUNDING

(a)	Accommodation/Incidental Expenses (5 nights)	\$1,375
(b)	Air Fares	\$1,200
©	Registration	\$1,200
	TOTAL	\$3,775

Early registration of attendees will result in some savings.

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners AUTHORISE the attendance of the Director Infrastructure Management to the 10th National Local Government Engineering Conference to be held in Sydney between 22 to 26 August 1999.

The Motion was Put and

CARRIED

CJ221-06/99 WARRANT OF PAYMENTS FOR THE PERIOD TO 31 MAY 1999 – [09882]

WARRANT OF PAYMENTS TO JOINT COMMISSIONERS ON 22 JUNE 1999
INCORPORATING PAYMENTS FOR THE MONTH OF MAY 1999

SUMMARY

This report details the cheques drawn on the funds during the month of May 1999. It seeks Joint Commissioners' approval for the payment of the May 1999 accounts.

BACKGROUND

FUNDS	VOUCHERS	AMOUNT
		\$ c
Director Resource Management Advance Account	11261-12372	6,994,438.72
Municipal	000118-000133	8,143,948.75
Trust	000013	35.00
Reserve Account	000019-000020	561,850.53
	TOTAL	\$ 15,700,273.00

It is a requirement pursuant to the provisions of Regulation 13(4) of the Local Government (Financial Management) Regulations 1996 that the total of all other outstanding accounts received but not paid, be presented to Council. At the close of May 1999, the amount was \$1,148,638.09

CERTIFICATE OF THE DIRECTOR RESOURCE MANAGEMENT

This warrant of accounts to be passed for payment, covering vouchers numbered as indicated and totalling \$15,700,273.00 which is to be submitted to each Joint Commissioner on 22 June 1999 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

ALEXANDER SCOTT
Manager Accounting Services

J B TURKINGTON
Director Resource Management

CERTIFICATE OF CHAIRMAN OF COMMISSIONERS

I hereby certify that this warrant of payments covering vouchers numbered as indicated and totalling \$15,700,273.00 submitted to the Joint Commissioners on 22 June 1999 is recommended for payment.

.....
Commissioner Campbell Ansell

MOVED Cmr Clark-Murphy, **SECONDED** Cmr Buckley that the Joint Commissioners pass for payment the following vouchers, as presented in the Warrant of Payments to 31 May 1999, certified by the Chairman of Commissioners and Director Resource Management, and totalling \$15,700,273.00.

FUNDS	VOUCHERS	AMOUNT
		\$ c
Director Resource Management Advance Account	11261-12472	6,994,438.72
Municipal	000118-000133	8,143,948.75
Trust	000013	35.00
Reserve Account	000019-000020	561,850.53
	TOTAL	\$ 15,700,273.00

The Motion was Put and

CARRIED

Appendix V refers

**CJ222-06/99 AUTHORISATION OF NEW BUDGET ITEMS –
[06511]**

SUMMARY

Various requests have been received for authorisation, in accordance with Section 6.8 (1) of the Local Government Act 1995, to incur unbudgeted expenditure. In most instances, a source of funding has been identified to accommodate the additional expenditure. A number of necessary adjustments to the budget estimates have also been identified. These are detailed on Attachment 'A' to this report.

The Joint Commissioners will be aware that the Local Government Act 1995 makes specific provisions relating to expenditure from the Municipal Fund not included in the annual budget:-

- “6.8 (1) A local government is not to incur expenditure from its municipal fund which is not included in its annual budget except where the expenditure:-
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
 - (b) is authorised in advance by resolution*; or
 - © is authorised in advance by the Mayor or President in an emergency.

***Absolute majority required.**

6.8 (2) Where expenditure had been incurred by a local government:-

- (a) pursuant to subsection (1) (a), it is to be included in the annual budget for that financial year; and

- (b) pursuant to subsection (1) (c), it is to be reported to the next ordinary meeting of the Council”.

While the Local Government (Financial Management) Regulations 1995 specifically requires comparatives with the **original** budget estimates, it has been adopted practice, for budgetary control purposes, to have “revised budget figures” which reflect the reallocations adopted each month.

In some instances the necessity to seek a reallocation of funds is to accommodate oversights during budget preparation or to include items which have eventuated since budget adoption. Other requests represent a re-assessment of priorities. In each instance, brief explanations have been provided by the respective Directorates and these are duplicated within the schedule.

The budget adjustments listed in Attachment ‘A’ do not affect the budget position.

This year it was agreed that the City of Joondalup Budget is compiled on the basis of ‘one line appropriations’ rather than appropriations for expense types. This effectively reduces the number of budget reallocations each month. Unfortunately it was not possible to dispense with budget reallocations entirely, especially in the area of Salaries and Wages and Contract Labour.

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners AUTHORISE, in accordance with the provisions of Section 6.8 (1) of the Local Government Act 1995, amendments to the “revised budget figures” of the 1998/99 Budget as detailed in the Authorisation of New Budget Items – 22 June 1999.

The Motion was Put and

**CARRIED BY AN
ABSOLUTE MAJORITY**

Appendix VI refers

**CJ223-06/99 TENDER NO 138-98/99: CONSTRUCTION OF
COMMUNITY FACILITY – ANTHONY
WARING PARK, CLARKSON – [36552W]**

SUMMARY

Tenders for the construction of the Community Facility on Anthony Waring Park, Clarkson closed on 11 May 1999. This report addresses the tenders and recommends acceptance of the tender of \$263,000.00 by Primo Construction WA Pty Ltd.

BACKGROUND

At its meeting of 8 December 1998, the Joint Commissioners for the Shire of Wanneroo approved the design of the proposed Community Facility on Anthony Waring Park, Clarkson and authorised the preparation of tender documents and the calling of tenders for the work (SW229-12/98 refers).

DETAILS

The invitation to tender was advertised on 24 April 1999 and tenders closed on Tuesday 11 May 1999. Eight (8) valid tenders were received:

Dalcon Construction Pty Ltd	\$244,828.00
Allbuild Construction Co Pty Ltd	\$254,545.00
Pacific Building Co	\$254,987.00
Creative Building and Development Company Pty Ltd	\$259,964.00
Primo Construction WA Pty Ltd	\$263,000.00
Longo Construction	\$270,150.00
Pandaragan Pty Ltd t/a HHH Design & Construction	\$274,000.00
Palace Homes & Constructions Pty Ltd	\$278,617.00

Creative Building & Development Company Pty Ltd, Longo Construction and Pandaragan Pty Ltd have all successfully completed contracts for the former City of Wanneroo. Pandaragan Pty Ltd currently holds the contract for the construction of the Cockman Community Centre.

Pacific Building Company completed the contract for the design and construction of two office buildings, the sanitation vehicle workshop and the chemical store at the Works Depot on Wanneroo Road. This contract was the subject of protracted mediation proceedings.

A detailed financial check with Dun & Bradstreet was done as part of the tender evaluation process on all tenderers who submitted valid tenders.

The eight (8) tenders have been assessed on the following selection criteria:

1. Conformity with tender documents
2. Submitted Cost
3. Proposed alternatives
4. Construction program
5. Value for money
6. Tenderer's resources
7. Tenderer's current commitments
8. Tenderer's previous performance, and
9. Tenderer's industrial relations and safety records.

Assessment of the tenders was performed by a tender evaluation committee made up of Manager Contract Management, Manager Strategic Development and Senior Council Buildings Officer under the City's framework of contract management.

A multi-criterion selection evaluation method was used by the Committee to assess each tender under the general guidelines of AS4120-1994 Code Of Tendering. While the tenderers' submitted tender sums are important, all valid tender submissions were assessed against the above criteria.

The two invalid tenders submitted consisted of a tender form but none of the supporting documentation required under the Conditions of Tender to make a meaningful evaluation.

The quality of submitted documentation varied considerably between tenderers. As the evaluation of tenders relies on the information contained in the submitted documentation, the variation in the quality of the submitted information is reflected in the overall rating achieved by the tender evaluation committee.

After the checking of references, financial checking and evaluation of the submitted documentation, the tender submitted by Primo Construction WA Pty Ltd was assessed as best meeting the criteria for this project.

COMMENT/FUNDING

The estimated financial structure for the project is:

<u>Funding</u>		
Total budget allocation		\$330,000.00
<u>Estimated Expenditure</u>		
Building Works tender which includes		
Building		
Whitegoods		
Contingency (\$8,000.00)	\$263,000.00	
Consultants Fees	\$14,820.00	
Administration, Printing, Advertising <i>etc.</i>	\$4,500.00	
Modification to in-ground irrigation	\$4,300.00	
Relocation of basketball pad and goal post	\$1,200.00	
New irrigation around building	\$2,460.00	
Landscaping	<u>\$1,500.00</u>	
Total estimated expenditure		<u>\$291,781.00</u>
Estimated Credit		<u>\$38,220.00</u>

Because of the tender validity period of 45 days from the date of closing of tenders and in view of Clause 9 of the Governor's Order which states:

“Until a determination is made under clause 8, or further directions are given by order under Section 9.62(1) of the Act, as to the adjustments or transfer between the City of Joondalup and the Shire of Wanneroo of property, rights or liabilities, on commencement:

- (a) *all real and personal property owned by or vested in the former City of Wanneroo is transferred to or becomes vested in the City of Joondalup”*

It is necessary for the City of Joondalup to make a decision on this matter. This item is included in the agenda for information for the ordinary meeting of the Shire of Wanneroo scheduled for 22 June 1999.

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners:

- 1 ACCEPT the tender from Primo Construction WA Pty Ltd of \$263,000.00 for the construction of the Community Facility on Anthony Waring Park, Clarkson;**
- 2 NOT ACCEPT the tenders submitted by Palace Homes & Constructions Pty Ltd, Creative Building & Development Company Pty Ltd, Pandaragan Pty Ltd, Allbuild Construction Co Pty Ltd, Pacific Building Company, Longo Construction and Dalcon Constructions Pty Ltd;**
- 3 AGREE to the execution of contract documents.**

The Motion was Put and

CARRIED

CJ224-06/99 REVISED DISABILITY SERVICE PLAN FOR THE CITY OF JOONDALUP – [09033]

SUMMARY

The Disability Service Plan for the City of Joondalup has been revised to reflect the new organisational structure and business operations that take effect from 1 July 1999. It provides a framework for further enhancing access to Council functions, facilities and services. The revised Plan is included as Attachment A.

BACKGROUND

The current Disability Service Plan, endorsed December 1997, has served as the Plan for both the City of Joondalup and the Shire of Wanneroo, until the physical separation of the two Councils from 1 July 1999. This interim measure was approved by the Disability Services Commission (DSC) with the understanding that a new Plan for each authority would be written and forwarded to DSC following the establishment of separate organisational structures.

The Plan has been amended to reflect the new structure and functions of the City of Joondalup. At the same time a general review of the Plan has occurred, based on:

- an evaluation of existing access strategies within the Plan;
- ongoing comments from the community and staff to identify any further access barriers/strategies; and

- reference to the City's Strategic Plan to identify initiatives with access implications for people with disabilities.

DETAILS

Full details of the new Disability Service Plan are included as Attachment A to this report. A foreword and contents page will need to be written for inclusion and the document will need to be offered in alternative formats eg. Braille.

Key changes in each section of the Plan are as follows:

Background

This section has been amended to accommodate changes in demographic information which has occurred as a result of the split of the former City of Wanneroo, as well as the publication of more recent statistics on the incidence of disability in the community.

Responsibility for the Planning Process

The responsibility for co-ordinating the implementation of the City's Plan will now rest with the Manager Organisation and Strategic Development.

The issue of the increased use of contractors to provide services on behalf of Council, and the need to ensure these services provide for the access requirements of people with disabilities has been highlighted in this new Plan.

Functions, Facilities and Services provided by the City of Joondalup

The functions, facilities and services provided by the City are in line with the new organisational structure. This new version of the Plan contains an overview of each Directorate, rather than going in to detail about each business units' activities (as in the previous Plan).

Access Policy

This section has been re-formatted as per Council's draft Policy Manual.

Consultation Process

Previous reviews and subsequent amendments of the Plan have involved formal consultations with the community. Given that the categories of identifiable access barriers are now well established, the consultation process this time has been more informal and ongoing. Sources of information on access issues have included regular feedback from a regional network of disability service providers, publicity articles inviting community feedback on access issues and 'ad hoc' enquiries from the community to the Disability Access Officer.

Key Outcomes, Objectives and Strategies Identified to Overcome Barriers

Please note that responsibilities for implementing strategies under the Plan have been changed across all ‘outcomes’ below to reflect the new management structure.

- Outcome 1 – Existing functions, facilities and services are adapted to meet the needs of people with disabilities.
 1. A strategy to ensure cultural events, eg. Festivals are as accessible as possible for people with disabilities has been added.
 2. The strategy of increasing the appointment of honorary parking inspectors (to monitor ACROD parking bays at places such as shopping centres) has been deleted due to management difficulties with operating the scheme. The strategies of increased emphasis on Ranger patrols as well as closer liaison with ACROD on other ways to reduce misuse of these bays have been added.
- Outcome 2 – Access to buildings and facilities is improved.
 1. The priority works program was completed during the last financial year and this strategy has been deleted. Future access work will be incorporated into the general maintenance program/budget. There is also an increased responsibility on facility managers to monitor the access needs of customers with disabilities and incorporate access improvements within the capital works program.
 2. Annual maintenance inspections will now incorporate access audits in buildings and facilities, not previously assessed for levels of access.
 3. With the development of Council’s signage manual (containing guidelines for the design of accessible signage for people with disabilities), the emphasis will now be on ensuring these guidelines are incorporated into signage for new or refurbished Council buildings and facilities.
 4. A strategy to strategically examine the provision of on-street ACROD parking bays in the Joondalup CBD has been added.
 5. Reference to access provision in Council’s planning documents has been added as a strategy.
- Outcome 3 – Information about functions, facilities and services is provided in formats which will meet the communication requirements of people with disabilities.

A key strategy under this outcome has been to develop an Information Policy. This has been achieved and the emphasis in the new Plan is on implementing the policy, as well as Council’s best practice guidelines for producing accessible community information.

- Outcome 4 – Staff awareness of the needs of people with disabilities and skills in delivering advice and services is improved.

A separate access newsletter has previously been circulated to staff on access achievements, whereas the emphasis in this Plan will be to incorporate achievements within a general staff newsletter. Other training strategies under this outcome are similar to the previous Plan.

- Outcome 5 – Opportunities for people with disabilities to participate in public consultations, grievance mechanisms and decision making processes are provided and mechanisms for their resolution are in place.

The issue of access in relation to postal voting for Council elections has been included. Other strategies under this outcome are similar to the previous Plan.

- Outcome 6 – Opportunities for people with disabilities to be employed are increased

The main additions under this outcome are providing Business Unit Managers with information on the 'employability' of people with disabilities, as well as examining the potential for traineeships to be provided by Council for people with disabilities.

Review and Evaluation Mechanisms

The main change under this outcome is that the Manager Organisation and Strategic Development will now be responsible for monitoring and reviewing progress in implementing the Plan, as well ensuring quarterly and annual reporting requirements are fulfilled.

Communicating the Plan to Staff and People with Disabilities

This section remains the same as for the previous Plan.

COMMENT/FUNDING

1. Many of the strategies outlined in the Plan do not necessarily require extra funding if incorporated into the initial planning for business undertakings for example, the design of a new Council facility or the updating of service area brochures.
2. Budget guidelines were circulated to Business Unit Managers in order to include funding for strategies such as disability training in the 1999/2000 budget.
3. Building and engineering access improvements have not been the subject of a special resource allocation, but rather 'mainstreamed' within the general maintenance budgets for these areas.
4. Details of resource allocations required for service areas to meet their responsibilities under the Disability Service Plan should be incorporated into any future budget compilation guidelines produced by Council.

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners ENDORSE the 1999/2000 Disability Service Plan for the City of Joondalup as outlined in Attachment A to Report CJ224-06/99.

The Motion was Put and

CARRIED

Appendix VII refers

**CJ225-06/99 APPOINTMENT OF JOONDALUP NORTH
YOUTH ADVISORY COUNCIL – [38245]**

SUMMARY

At the Joint Commissioners meeting of 22 December 1998 (CJ298-12/98 refers), approval was given for the development of a Youth in Government program for the City of Joondalup.

A component of the program is the establishment of two locally based Youth Advisory Councils. A selection process has been completed for the Joondalup North area and endorsement is being sought for representation to this Youth Advisory Council.

BACKGROUND

At the Joint Commissioners meeting held on 22 December 1998, it was resolved that the Joint Commissioners:

1. ENDORSE in principle the Youth in Government Program as put forward in [Report CJ298-12/98](#);
2. DISBAND the Junior Council in its current form and replace it with the Junior Council Program as put forward in [Report CJ298-12/98](#);

The Youth In Government Program draws together and integrates the work done by Nick Francis and Associates, the City's subsequent Youth Action Plan, the Youth Parliament programs of the YMCA and the State Government's Youth Advisory Council program (YAC's).

The Youth in Government Program includes a range of initiatives that incorporate:

- the development of two Youth Advisory Councils;
- a revised Junior Council program;
- participation in State Youth Parliament;
- participation in Federal Youth Parliament.

The main objectives of the Youth in Government project are:

- To provide an opportunity for young people throughout the City of Joondalup to raise, discuss and advocate on issues that are of significance to them.
- To provide opportunities for young people to learn about and participate in the decision making process of all levels of Government.
- To implement a meaningful and effective youth advisory council structure that is accessible to the wider youth community.

Promotional Strategies

A key objective of the project is to encourage participation from all sectors of the youth community. This has been reflected in the promotional strategies, which have included:

- an advertisement in the Wanneroo Times (4 weeks)
- an advertisement in University Newspapers (Harrabee , The Voice)
- detailed
 - letters and promotional materials to school Principals
 - letters and promotional materials to P & C Presidents
 - letters and promotional materials to the managers of youth service providers in the local area
 - letters and promotional materials to local youth groups
 - letters and promotional materials to local sporting clubs
- school visits in co-operation with Office of Youth Affairs
- distribution of posters in local shopping centres, recreation centres, tertiary institutions and youth meeting places.
- liaison with disability support groups and service providers.
- promotional materials sent to local employment agencies
- media releases to inform public of project progress
- radio announcements on the “Community Switchboard”

Selection Process

As a result of the above strategies, twelve nominations were received for the Joondalup North Youth Advisory Council.

A panel of City of Joondalup Youth Services staff reviewed nominations. The review was based on selection criteria, which included age, residential address, school attended, employment status and community involvement.

Whilst insufficient nominations were received to completely fill available places, it is envisaged that the Council will grow as the project develops a positive profile in the community.

In the meantime, the twelve nominees should form a workable Council to represent the young people of the region.

Terms of Reference

The Terms of Reference for both Youth Advisory Councils in the City were endorsed at the meeting of Commissioners on Tuesday 25 May, 1999 – (CJ180-05/99 refers).

Future directions

Following endorsement by the Joint Commissioners, the Youth Advisory Councillors (Joondalup North) will begin meeting on a monthly basis.

There are a number of program events currently being planned, including:

- an Orientation weekend for Joondalup North Youth Advisory Council (June 11-13, 1999)
- Junior Council Week (July 12 – 16th, 1999)
- a Development and Training weekend (September)
- monthly meetings of the two Youth Advisory Councils.

In addition to this, a contract is currently being negotiated with a videographer to record the progress of the project. The finished product will be a professional quality video detailing all stages of the project and including footage of events, meetings, presentations and participant interviews. Once completed the video will be used as an evaluation and promotional tool for the project. It will also be seen as an initiative of “Best Practice” in the field and will almost certainly be of interest to other municipalities and State government offices.

DETAILS

Joondalup North – Participant details

Name	Address
Aman Pabla	17 Sabot Place, Ocean Reef
Tracey – Lee McDonald	20 Calypso Retreat, Ocean Reef
Anne Ngo	10 Aldercrest Rise, Connolly
Philippa Brown	9 Walcha St, Mullaloo
Emma Dee	27 Metroliner Drive, Currambine
Timothy Lee	7 Whitecap Crt, Edgewater
Megan Smolders	38 Mooring Cres, Ocean Reef
Taralee Brayshaw	20 Apalie Trail, Edgewater
Sara McMillan	1 Sunbird Place, Ocean Reef
Emma Nolan	4 Settler Way, Edgewater
Joshua King	17 Exodon Drive, Heathridge
Heather Gibbons	14 Fontana Cove, Joondalup

The age ranges of the nominees for Joondalup North Youth Advisory Council are as follows:

Age	Number
15	5
16	3
17	3
18	2
19	1

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners in accordance with Section 5.8 of the Local Government Act, 1995, ESTABLISH a Joondalup North Youth Advisory Council with the following membership:

**Aman Pabla
Anne Ngo
Emma Dee
Megan Smolders
Sara McMillan
Joshua King
Tracey – Lee McDonald
Philippa Brown
Timothy Lee
Taralee Brayshaw
Emma Nolan
Heather Gibbons**

The Motion was Put and

**CARRIED BY AN
ABSOLUTE MAJORITY**

**CJ226-06/99 STUDENT SCHOLARSHIP AWARDS 1999 –
[35541]**

SUMMARY

The process for selecting local students to be awarded a City of Joondalup Student Scholarship Award has been completed. A Selection Committee has recommended 15 students from a total of 61 applications, as scholarship winners for 1999. Endorsement is being sought from the Joint Commissioners for this recommendation.

BACKGROUND

The former City of Wanneroo established the Student Scholarship Programme in 1981 to recognise the academic achievement and community work of year 10 students progressing to Year 11 and 12 or to a Technical and Further Education course.

The programme initially consisted of six full scholarships of \$2000. The programme was expanded in 1995 to include four half scholarships of \$1000. In 1996, the Council resolved to increase the programme further to ten full scholarships and six half scholarships. This amounted to awards to the total value of \$26,000 per annum.

The Student Scholarship Programme in its present form is currently under review. A report on its future will be presented in July of this year. Provision has been made in the 1999/2000 draft budget for funds to honour commitments made to the 1999 award winners till the end of the 2000 school year.

DETAILS

The Student Scholarship Selection Committee consisted of six people.

- Commissioner Marilyn Clark-Murphy
- Mr Jeremy Manning, Project Officer – Community Services
- Mr Mathew Humfrey, Project Officer – Community Services
- Mr Colin Brand, Joondalup District Education Office
- Ms Verity Newnham, Community Representative
- Ms Barbara Arthur, Community Representative

Applications for 1999 awards were sought through:

- advertisements in local newspapers;
- letters to all secondary school

Applications, which closed 31 December, 1998 were processed in three stages.

Stage 1 of the selection process was conducted by Council officers. This ensured all applicants met the basic selection criteria, namely;

- that parents resided in the City of Joondalup or the Shire of Wanneroo;
- that applicants were continuing with further education;
- that applicants had attained academic excellence;
- that applicants had contributed to a community service.

This process reduced the number of applicants to 27.

Stage 2 of the selection process was conducted by four of the panel members and included two council officers, a representative from the Joondalup District Education Office and a Community representative. The members of the short listing committee reviewed each application and then met once to place students on the short list. Students were ranked on their academic achievement, school involvement and contribution to the community.

Stage 3 of the selection process saw the students interviewed by the six members of the selection panel. The interview process involved the panel members asking each student two questions. Each panel member then ranked the students based on their responses to the questions.

The representative from the Joondalup District Education office, due to unforeseeable circumstances, was not able to attend the interviews. The questions he was to ask were in turn asked by one of the council officers, however, the council officer was still only able to submit one ranking for each student.

The rankings from individual panel members were collated and a final ranking of applicants was determined. Of the sixteen applicants, fifteen were recommended for awards and one for a special commendation.

The following students residing in the City of Joondalup were selected for full scholarships. (\$2000 over two years.)

Andrew Logan,	3 Corima Place,	CRAIGIE,	WA,	6025
Roslyn O'Halloran,	42 Angler Way,	SORRENTO,	WA,	6020
Joanna Potter,	18 Moss Paul Close,	DUNCRAIG,	WA,	6023
Matthew Titmanis,	3 Ardtalla Court,	DUNCRAIG,	WA,	6023
Heather Vander Wal,	17 Macmillan Rise,	DUNCRAIG,	WA,	6023
Adal Lopez,	6 Harrier Way,	BELDON,	WA,	6027
Thea Leman,	5 Maraoa Court,	PADBURY,	WA,	6025
Timothy Cornish,	28 Illowra Way,	DUNCRAIG,	WA,	6023
Kristen Binks,	64 Huntingdale Cres.,	CONNELLY,	WA,	6027

The following students were selected for half scholarships. (\$1000 over two years.)

Melissa Foo,	18 Marsden Way,	PADBURY,	WA,	6025
Melissa Smith,	16 Braybury Rise,	WOODVALE,	WA,	6026
Gemma Sidney,	28 Naturalist Boulevard,	ILUKA,	WA,	6028
Ken Coffman,	3 Crane Close,	OCEAN REEF,	WA,	6027
Casey Winton,	56 Wimbledon Drive,	KINGSLEY,	WA,	6026
Melinda Bell,	10 Nornury Way,	GREENWOOD,	WA,	6024

The following student was selected for a special commendation.

Lauren Merritt,	8 Buttercup Rise,	DUNCRAIG,	WA,	6023
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MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners:

- ENDORSE the following students selected by the Student Scholarship Selection Committee for a 1999 Student Scholarship Award.**

Full Scholarship (\$2000 over 2 years)

Andrew Logan,	3 Corima Place,	CRAIGIE,	WA, 6025
Roslyn O'Halloran,	42 Angler Way,	SORRENTO,	WA, 6020
Joanna Potter,	18 Moss Paul Close,	DUNCRAIG,	WA, 6023
Matthew Titmanis,	3 Ardtalla Court,	DUNCRAIG,	WA, 6023
Heather Vander Wal,	17 Macmillan Rise,	DUNCRAIG,	WA, 6023
Adal Lopez,	6 Harrier Way,	BELDON,	WA, 6027
Thea Leman,	5 Maraoa Court,	PADBURY,	WA, 6025
Timothy Cornish,	28 Illowra Way,	DUNCRAIG,	WA, 6023
Kristen Binks,	64 Huntingdale Cres,	CONNOLLY,	WA, 6027

Half Scholarship (\$1000 over 2 years)

Melissa Foo,	18 Marsden Way,	PADBURY,	WA, 6025
Melissa Smith,	16 Braybury Rise,	WOODVALE,	WA, 6026
Gemma Sidney,	28 Naturalist Blvd,	ILUKA,	WA, 6028
Ken Coffman,	3 Crane Close,	OCEAN REEF,	WA, 6027
Casey Winton,	56 Wimbledon Drive,	KINGSLEY,	WA, 6026
Melinda Bell,	10 Nornury Way,	GREENWOOD,	WA, 6024

Special Commendation

Lauren Merritt, 8 Buttercup Rise, DUNCRAIG, WA, 6023

2 THANK the members of the 1999 Student Scholarship Selection Panel.

Comr Clark-Murphy advised she was a member of the final selection panel for these awards, and that the students interviewed were outstanding and offered her personal congratulations to all award recipients.

The Motion was Put and

CARRIED

CJ227-06/99 PRICING POLICY – COUNCIL RECREATION FACILITIES – [10015]

SUMMARY

A community consultation process has been undertaken to ascertain the level of support from residents for junior use for Council Recreation Facilities being fully subsidised by all ratepayers compared to support for the introduction of junior fees to contribute towards the cost of operating Council Recreation Facilities

The results of the consultation indicate a strong level of support for the continuation of the existing policy of fully subsidising junior community based sport and recreation activities excepting aquatic activities. There is also significant support for the implementation of management strategies to address misuse of Council recreation facilities, overbooking and late cancellations for junior groups.

It is recommended that the Consultants report be received and that the Joint Commissioners note that the administration will proceed to develop a strategy to address the management issues raised in accordance with the report.

BACKGROUND

The Joint Commissioners at their meeting 27 October 1998 resolved to conduct a community consultation process involving:

- Survey of community views by telephone interview;
- Advertisements and articles in local newspapers prior to survey outlining advantages and disadvantages of charging fees for junior use to contribute towards the cost of operating Council Recreation Facilities; and
- Written submissions from interested individuals and groups;

In order to ascertain the level of support from residents for junior use of Council Recreation Facilities being fully subsidised by all ratepayers compared to support for the introduction of junior fees to contribute towards the cost of operating Council Recreation Facilities

Independent public relations firm – Shearman Communications, in conjunction with Patterson Market Research, has completed the public consultation process and forwarded their report (Attachment one refers).

The issue of whether to charge fees for junior use of Council Recreation Facilities has been debated and discussed for many years. A brief review of the history will help place finalising the City's stance on this issue in context.

In June 1981 and again in July 1990, the Council of the former City of Wanneroo considered whether juniors should be charged fees for the use of recreation facilities. (Items June 71 and E80701 refer).

In June 1995, the Council of the former City of Wanneroo considered a report advising of inconsistencies that occurred as a result of the "free use" policy. Council requested that costings and comparisons with other Local Authorities be obtained. This report was considered at the budget workshops and a sub committee formed to formulate a Uniform Pricing Policy for Recreation Facilities in the former City of Wanneroo.

This committee met on a number of occasions from September 1995 through to March 1997 without making any recommendations to Council.

DETAILS

A random telephone survey of 800 people, 400 from the City of Joondalup and 400 from the Shire of Wanneroo, was conducted by Patterson Market Research. In response:

- 70% of respondents support the current junior subsidisation policy;
- 29% of respondents support the introduction of a fee system for juniors;
- 1% of respondents were unsure;
- Respondents who believed that juniors should be charged for use of council facilities were asked if they should be charged for access to "constructed" facilities and/or for use of outdoor facilities such as ovals and courts.
 - 87% of the 29% who wanted juniors to be charged some fees for access believed they should be charged for access to constructed facilities. This translates to an estimated 25% of the total sample who believe that Juniors should be charged for access to constructed facilities.

When asked whether respondents would support charging junior groups fees to use outdoor ovals and courts, 56% of the 29% who wanted juniors to be charged believed they should be charged for access to outdoor ovals and courts. This translates into an estimated 16% of the total sample who believe that juniors should be charged access fees.

In essence, it seems that there is some support (about 25% of the community) for the notion that juniors should be charged for access to constructed facilities such as recreational centres. Only about 16% believe juniors should be charged for access to ovals and outdoor centres.

- 85% of respondents supported the introduction of cancellation fees for clubs who overbook facilities and fail to cancel with adequate notice, with 12% opposing such a practice.
- 58% supported a fee structure that charged an excess if facilities were booked for excessive periods. This practice was opposed by 31% of respondents.
- 70% reported that all community-based junior sport and recreational groups should receive the same subsidy treatment.

A total of 93 written submissions were received during the public comment period. Of these:

- 87% were totally opposed to a user-contribution system;
- 6.5% indicated they were against the introduction of fees but would support a system of fines for overbooking, late cancellations and misuse of facilities; and
- 4.3% supported the introduction of user contributes system.

A number of submissions were forwarded direct to the City. These submissions were forwarded to Shearman Communications for inclusion in the consultation process.

One petition with 444 signatures was received which stated:

“We, the undersigned ratepayers of Joondalup and Wanneroo, object most vehemently to any fees being charged to children for playing or training on any playing field or park owned by our City or Shire.”

Shearman Communications concluded that:

1. The majority of the local community (City of Joondalup and Shire of Wanneroo) does not support the introduction of a user-contributes system for junior recreational groups.
2. A management system to minimise abuse of the system and fairness for all groups using the various council facilities should be investigated as there is strong support among the local community for the introduction of better management procedures to reduce misuse of council recreation facilities, overbooking and late cancellations.

COMMENT/FUNDING

The public consultation process attracted significant community interest. It has been a credible and valuable means of resolving a long standing issue in the community. The consultation process has confirmed that the majority of residents support full subsidisation of junior community based sport and recreation groups for use of Council recreation facilities.

There is however strong support within the community for the adoption of management strategies that encourage equity and access for all groups wishing to use Council recreation facilities. Leisure Services will develop a strategy to address the management issues raised in accordance with the report.

It is worth noting the current subsidy for the 1998/99 financial year provided by the City of Joondalup and Shire of Wanneroo for junior community based sporting and recreation groups' use of recreation buildings is estimated to be \$335,245. This figure is based on 50% of the adult community hire rate for use of Council recreation facilities. The correct subsidy is therefore at least \$670,000 per annum for junior use. In many instances, the adult rate does not cover the cost of operating a particular facility so that the actual subsidy for junior use of community facilities is significantly higher than the figure indicated.

The costs for the consultation process totalled \$24,641.60, which included the focus group sessions and telephone survey. Given the range of views expressed and the strength of support for full subsidisation combined with effective management strategies to counteract the unintended side effects of free use, it has proven to be an extremely worthwhile exercise. Community consultation on this issue has provided a clear direction for future management and pricing policies for Council Recreation Facilities.

In view of the findings of the community consultation process it is considered that there should be no change to the City's pricing policy in relation to junior community based sporting and recreation groups use of Council recreation facilities. This will mean the continuation of free use of all recreation facilities excepting Craigie Leisure Centre.

The Junior Pricing Policy Community Consultation Programme Report is listed at Attachment one and is presented without the appendices.

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners:

- 1 NOTE the outcomes of the community consultation process to ascertain the level of support from residents for junior use for Council Recreation Facilities being fully subsidised by all ratepayers compared to support for the introduction of junior fees to contribute towards the cost of operating Council Recreation Facilities;**
- 2 ENDORSE the current pricing policy of free use by junior community based sporting and recreation groups for City Recreation Buildings and Parks and the charging of fees for junior use of Craigie Leisure Centre;**
- 3 NOTE that the administration will proceed to develop a strategy to address the management issues raised in accordance with the Junior Pricing Policy Community Consultation Programme Report.**

Cmr Clark-Murphy spoke in support of the Motion.

The Motion was Put and

CARRIED

Appendix VIII refers

CJ228-06/99 STRATEGIC MARKETING PLAN – LEISURE SERVICES – [22185]

SUMMARY

In the context of the growth of Western Australia's leisure market, the City of Joondalup and Shire of Wanneroo's share of the market is static. This is despite a substantial marketing budget across the unit in the vicinity of \$271,000 in the current financial year.

To address this situation, the consulting firm Shearman Communications was engaged to conduct a comprehensive review of the marketing of the seven leisure centres operated by the City of Joondalup and Shire of Wanneroo. The review process has resulted in a series of recommendations designed to facilitate an integrated marketing programme to substantially raise the profile of the leisure centres and provide optimum value for money from the marketing effort.

The consultants were required to:

- Analyse market research information on community leisure needs to identify community behaviour and determine why community leisure centres were under utilised;
- Develop a cost effective, coordinated marketing strategy to:
 - Increase awareness of the range of leisure services provided by the City of Joondalup and Shire of Wanneroo;
 - Increase participation in the City of Joondalup and Shire of Wanneroo's leisure programmes;
 - Educate the community about the benefits of participating in leisure activities; and
 - Achieve optimum value from the Leisure Services Business Unit marketing budget.

The consultancy originally focused on Leisure Centres in both the City of Joondalup and Shire of Wanneroo. The proposed marketing strategy was discussed with the Chief Executive Officer for the Shire of Wanneroo who indicated that the Shire would be developing its own corporate identity and marketing position. The development of a marketing strategy for the Leisure Centres in Wanneroo should therefore wait until the corporate marketing strategy was established. Consequently the discussion that follows relates solely to Leisure Services and Leisure Centres in the City of Joondalup.

It is recommended that the Joint Commissioners endorse the LifeZone marketing concept for the marketing of Leisure Services.

BACKGROUND

Edith Cowan University was commissioned by Leisure Services in August 1998 to undertake research into *Non Users of City of Joondalup and Shire of Wanneroo Recreation Centres*. The research sought to develop a profile of residents who do not use local recreation centre and the reasons for their non use.

Key findings of this research included:

- 60% of those surveyed said they never used public recreation facilities;
- Of those that did use public recreation facilities, 76% said the Centres they used were in the Wanneroo region;
- 97% of those that use Council recreation facilities visit a Centre once a year or less;
- In the City of Joondalup, Craigie Leisure Centre was by far the most popular;
- early 40% of users were not aware of any other recreation centres;
- Common excuses by non users were; '*not enough time*' and '*can't be bothered*';
- The most popular leisure and recreation activities were swimming (50%), child related activities, hobby classes, music, aerobics and adult education;
- People earning \$60,000 to \$80,000 per annum were the biggest users of recreation facilities;
- The biggest group of non users was in the lower than \$20,000 per annum income bracket;
- 86.2% of people above the age of 65 said they never used public recreation facilities;
- 42% of people aged 35 to 44 said they never used public recreation facilities;
- 58.3% of 16 to 19 year old users said they were not aware of other facilities;
- 53.8% of people said they would use facilities if they were aware of them; and
- 80 – 90% of respondents said they read the Wanneroo Times Community.

The consultants concluded from this research and their review of current Leisure Services marketing activities that:

- The lack of a consistent corporate image for leisure services and a fragmented approach to marketing is severely impacting on the ability of the leisure centres to attract new patronage;
- There is enormous potential to increase the City of Joondalup share of the leisure services market and improve the overall image of the Leisure Services Business Unit through a fresh, fully integrated marketing strategy;
- While all centres offer a mix of sport, recreation and leisure activities and facilities the diversity of names is misleading and further weakens the link with the City of Joondalup. Each centre should therefore be referred to as a Leisure Centre. The title Leisure Centre does not necessarily have to be utilised in a concept name or logo for the Centres;
- Adoption of a collective approach will facilitate the Leisure Centres capacity to attract sponsorship;

- Volume of patronage will offer potential sponsors opportunities for investment in a unique and innovative campaign, unheralded in Local Government.
- Leisure centres and cultural events provide the City of Joondalup with excellent public relations vehicles but their potential and capacity are not currently being fully utilised.

Shearman Communications subsequently recommended that:

- The centres in the City of Joondalup be referred to as Leisure Centres;
- An analysis of lighting in the Leisure Centres be conducted to ensure appropriate ambience, presentation of signage and energy management savings;
- A new corporate identity is developed and applied to Leisure Services and the individual Leisure Centres;
- A corporate style manual is developed to ensure consistent application to signage and promotional material;
- The new corporate identity is applied to all promotional material, advertising and signage to provide a solid foundation for an integrated marketing strategy;
- Sections of the City of Joondalup website relating to Leisure Services be revamped to enhance visual appeal;
- Website sections relating to Leisure Services are presented utilising the design elements of the new corporate identity;
- Leisure Centre staff are involved in the development and implementation of the marketing strategy to encourage ownership and good customer service;
- Staff uniforms featuring the new corporate identity are introduced at all Leisure Centres;
- New signage is produced in line with the new corporate identity;
- External signage is constructed to ensure strong visual appeal, longevity and endurance against graffiti;
- A progressive new approach be adopted to marketing leisure services;
- Marketing of the Leisure Centres be integrated to achieve value for money and a strong corporate link.

DETAILS

LifeZone

A market positioning concept has been developed that will establish an exciting new marketing foundation for the City of Joondalup's Leisure Services Unit. It presents a unique opportunity to relaunch the City's leisure centres and expose the facilities and activities to a broad section of the target market.

It is recommended that the market positioning concept of LifeZone be adopted for Leisure Services in the City of Joondalup. Leisure services are all about lifestyle. Fun, fitness, excitement and stimulation for the body, mind and soul. The LifeZone concept is based on three principles:

- Life – To be involved in life through participation, fun and enjoyment with other people, activities and events which stimulate the mind, body and soul.
- Zone – The area that surrounds us. Combined with life, zone refers to a specific area where life is abundant – a place, which stimulate the mind, body and soul.
- LifeZone – Referring to the lifezones within our bodies. The mind is a lifezone, which without stimulation, decays rapidly. The physical structure of our body houses many varying zones, which are stimulated through physical exercise.

The LifeZone design is vibrant, simple and full of life. It is a short, catchy title, which will allow City of Joondalup leisure centres to market their services with commercial fitness and leisure providers.

The LifeZone concept is not limited to the City of Joondalup's leisure centres. It is a multi-use marketing title, which can eventually be applied to other sections of the Leisure Services Unit such as local events.

The Marketing Mix

The new visual image and identity change will need to be supported by an integrated marketing campaign, which introduces Life Zone to the market and maintains an ongoing profile. The key to successfully marketing the LifeZone concept will be the implementation of a high profile launch, followed by a consistent advertising and public relations programme.

The proposed marketing plan will employ a range of strategies including:

- Direct Mail;
- Advertising;
- Publicity;
- Promotions;
- The Internet plus Website;
- Networking; and
- Displays

It will be implemented in four distinct stages designed to build and maintain the promotional momentum:

- 1 Concept Development (logo, style manual, signage, lighting, revamp of front counter/foyer areas, stationery, banner drops, uniforms, brochures)
- 2 Pre-launch (flyers, advertisements, newsletters)
- 3 Launch of LifeZone Week (encourage people, especially non-users to visit their local Life Zone, meet sporting personalities, media activities, promotion of LifeZone as a service provided by the City of Joondalup).
- 4 Post launch (advertising, publicity, displays, website, cross promotions)

Stage 1

Each individual leisure centre will have plans developed for signage and lighting. Local signage company Compac will be consulted on the design, positioning and production of appropriate internal and external signage to be implemented prior to the official LifeZone launch.

These plans would be developed in conjunction with the operator of each facility.

A LifeZone display and exhibition itinerary will be produced to form part of the profile-raising strategies contained within the marketing programme.

An exciting new LifeZone Website will be developed to capitalise on the growing interest in on-line information – particularly in the under 25 years market.

This diverse range of elements will form the foundation for a comprehensive, integrated LifeZone Marketing Programme.

Stage 2 – Pre-Launch

The Pre-Launch stage will take place in November 1999. It will involve completion of the various LifeZone marketing elements and concentrated promotion of the LifeZone leisure centres.

Stage 3 – Launch

LifeZone Week

LifeZone Week will be a seven-day programme of high profile promotions; advertising and publicity designed to introduce LifeZone to the northern suburbs.

It will encourage people – particularly non-users of the City of Joondalup's leisure centres – to visit their local LifeZone during the week to check out the fun and activities on offer.

A programme of sporting personality appearances, free activities, health testing and entertainment will be implemented across the three centres to encourage maximum attendance during the week.

A media promotion with a radio station and the Wanneroo Times will be developed to provide a strong incentive for people to participate in LifeZone Week. For example, people will be required to fill in the coupon in the Wanneroo Times and place it in the specially marked barrel in one of the three LifeZone centres for the chance to win a fantastic prize. The prize will be linked to health, sport and fun, such as a trip for two to a luxury health resort or major sporting event.

This promotion is seen as a critical element in the overall marketing plan and will guarantee wide spread exposure to LifeZone centres in the initial weeks of the re-launch phase of the programme. It is proposed to enhance the paid advertising component of the marketing plan with as much free editorial publicity as possible.

While the primary objective of these marketing initiatives is to promote LifeZone to a broad section of the community, the secondary objective will be to promote LifeZone as a service provided by the City of Joondalup. This will be consistently reinforced in all advertising, promotional material and publicity to ensure a tangible link between LifeZone and the City of Joondalup.

Stage 4 – Post Launch

It is vital that the LifeZone launch is complemented with a sustained programme of advertising and publicity over a 12-month period. Consistency of advertising will create brand awareness. This will be further enhanced by editorial coverage of the people and activities, which make up the LifeZone centres.

All advertising will cross-promote the LifeZone Website as a source of up-to-date information on courses and activities.

Value will be added to the ongoing marketing programme by a series of presentations on LifeZone to schools, community organisations, service groups and businesses supplemented by linkages to the Community Education Programme.

Publicity

1 x story per month in the media pertaining to LifeZone people, activities or achievements.

Display

Constant exhibition of the LifeZone display in local shopping centres, businesses and community venues. The display will be used as a marketing adjunct at direct presentations

Website

Continual promotion of the LifeZone Website through advertising and promotional material

Cross Promotion

Cross promotion of LifeZone centres will occur through City of Joondalup activities and events such as the Joondalup Festival.

Lighting

An analysis of lighting in the Leisure Centres has been conducted to ensure appropriate ambience, presentation of signage and energy management savings. It is considered that the introduction of improved lighting systems should take place once all other elements of the marketing strategy are in place. The estimated costs for lighting in total for the three Leisure Centres is \$63,000 and if necessary a submission for funds will be prepared for funding in 1999/2000 and 2000/2001.

Financial Considerations

The financial implications of implementing the LifeZone marketing campaign vary depending on the outcome of the tender for management services of the three Leisure Centres. The various scenarios are detailed in the attachments to this report.

COMMENT/FUNDING

The need to improve the marketing effort of Leisure Services is evident from Shearman Communications assessment of the current marketing performance. Without an investment of funds to reposition the unit and its services, the City's Leisure Services will become out of date and out of touch with the community with fewer people taking advantage of the leisure services offered.

The tender for the management of the three centres will require the successful operator to participate in the LifeZone marketing campaign and fund initiatives such as signage and lighting. Each Centre and its programmes would be promoted under the LifeZone Logo, clearly linking the Centre to the City of Joondalup as a service offered by the City to its residents.

Strategically, if management of the Leisure Centres is outsourced it is imperative for the City to work proactively with the operators to implement and maintain the LifeZone Marketing campaign. It is expected that any management operator will contribute substantial funds to the implementation and maintenance of the LifeZone campaign through funding items such as signage, uniforms and lighting.

Investment is required not only in marketing and promotional material but also in relation to the appearance of the City's major leisure facilities and the level of customer service of leisure services staff.

This investment is required irrespective of the operational management of the Centres. The Leisure Centres are a key component in the leisure services provided by the City. Participation in leisure activities has proven to be a powerful means to enhance the quality of life within the community. Marketing campaigns such as LifeZone have one clear goal in mind – increasing participation levels in leisure activities to enhance the quality of life.

The introduction of the LifeZone marketing concept will provide the future operators of the Leisure Centres with a powerful promotional tool to compete successfully in the marketplace. Linkage of the programmes and services delivered through the Leisure Centres directly back to the City will ensure there is significant recognition of the services provided through the City and its contribution to the quality of life in the region.

The introduction of a Quality Customer Service Programme for both facility operators and Council staff will be central to the strategy. Cultural change and work ethics will be emphasised. Participation in the programme will be a requirement in the tender documents for operational management of the Leisure Centres. An improved level of customer service, focusing the energy, effort and resources involved in relaunching Leisure Services and repositioning the unit in the market place is critical to the success of the marketing strategy.

Key performance indicators have been developed to monitor and assess the success of the LifeZone Marketing campaign. These are:

- Financial performance;
- Participation levels;
- Facility usage levels;
- Customer service feedback;
- Customer Satisfaction levels; and
- Public awareness

Naming the three major leisure centres as LifeZones provides an opportunity to reduce the confusion and conflict that has surrounded the names of Beaumaris Community Centre and Ocean Ridge Community Centre. The Ocean Reef Residents Association has promoted for some time changing the name of Beaumaris Community Centre to Ocean Reef Community Centre, as Ocean Reef is the name of the suburb. This has not been supported, as it would cause confusion with Ocean Ridge Community Centre. With a change of name to LifeZone, this conflict no longer exists.

Changing lifestyles, the beginning of a new era for the City of Joondalup and the approach of the new millennium present an exciting window of opportunity for the Leisure Services Unit. The time is right to embrace change and ensure that the City of Joondalup is at the forefront of a unique and commercially oriented leisure services project.

Previously the Recreation and Cultural Services Department of the former City of Wanneroo introduced a “hero” figure as a logo to represent the activities of the unit. Unfortunately, many other organisations have introduced similar images, and the image was used in a wide range of situations that ultimately reduced its effectiveness as a marketing tool.

The “hero” figure was not utilised as part of a strategic integrated marketing campaign across all the activities of the former department. It was used in isolation. In comparison, the current proposal has a strong commercial focus and includes plans to implement and promote the LifeZone concept on a consistent and ongoing basis.

Funds have been listed in the draft 1999/2000 budget to implement the marketing campaign. The funds required depend on the outcome of the management tender for operation of the Leisure Centres. Budgets that illustrate the two most likely management scenarios are detailed in Attachments one and two.

These scenarios are:

- 1 A management contractor manages Craigie Leisure Centre, Ocean Ridge Community Centre and Sorrento Duncraig Recreation Centre.

It is expected under this arrangement the management operator would make a 50% contribution to the costs of conducting LifeZone week and development and maintenance of the LifeZone website. The management operator would fund all signage and lighting expenditure from the operation of the Centre

- 2 This scenario assumes that the operational management of Craigie Leisure Centre is outsourced but Sorrento Duncraig Recreation Centre and Ocean Ridge Community Centre continues to be operated “in house.”

It is expected under this arrangement the management contractor for Craigie Leisure Centre would make a 50% contribution to the costs of conducting LifeZone week and a one third contribution to development and maintenance of the LifeZone website. The management contractor at Craigie Leisure Centre would be responsible for the signage and lighting costs for Craigie Leisure Centre.

OFFICER'S RECOMMENDATION: That the Joint Commissioners ENDORSE:

- 1 the adoption of the LifeZone Concept for the marketing of leisure services in the City of Joondalup;
- 2 the naming of the major recreation venues in the City of Joondalup as Leisure Centres for use in corporate documents;
- 3 the listing of \$37,300 in the draft 1999/2000 budget for implementation of the LifeZone Marketing Campaign;
- 4 the key performance indicators for assessing the performance of the LifeZone marketing campaign being:
 - Financial performance;
 - Participation levels;
 - Facility usage levels;
 - Customer service feedback;
 - Customer Satisfaction levels; and
 - Public awareness
- 5 the naming of the major recreation venues as LifeZones for marketing purposes;
- 6 renaming Beaumaris Community Centre to Ocean Reef Community Centre.

MOVED Cmr Clark-Murphy, SECONDED Cmr Morgan that consideration of the Strategic Marketing Plan – Leisure Services be DEFERRED pending further consideration by the Joint Commissioners.

Cmr Clark-Murphy recommended that this Item be deferred and considered in conjunction with the report on Future Strategic Direction – Major Recreation Facilities, Operation Management when this report is submitted.

The Motion was Put and

CARRIED

Items CJ229-06/99 to CJ231-06/99 inclusive were Moved by Cmr Clark-Murphy and Seconded by Cmr Buckley.

CJ229-06/99 DELEGATED AUTHORITY – [07032]

SUMMARY

The Shire of Wanneroo and the City of Joondalup will establish separate Ranger Service operations effective 1 July 1999. It is therefore appropriate that the City of Joondalup institutes the revocation of authorisations previously granted to those officers transferring to the Shire of Wanneroo and officers who have resigned from the City of Joondalup in recent times.

BACKGROUND

The Shire of Wanneroo and the City of Joondalup will establish separate Ranger Service operations effective 1 July 1999. The Shire of Wanneroo will be arranging the appropriate authorisations for its officers prior to 1 July 1999 in order to maintain normal operations. It is appropriate that the City of Joondalup revokes the authorisations determined under the Joondalup and Wanneroo Order 1988.

DETAILS

The Joondalup and Wanneroo Order 1998, Section 16(1),(2) provided as follows:

“A person who, immediately before commencement, holds an appointment made under a written law by the former City of Wanneroo for the purposes of enforcing or administering that written law, becomes a person appointed by the City of Joondalup for those purposes.

Until the Shire of Wanneroo appoints a person under a written law for the purposes of enforcing or administering that written law, the person appointed under that written law by the former City of Wanneroo and referred to in subclause (1) may perform the functions under that written law in respect of the Shire.”

The related Acts and Regulations are detailed hereunder:-

Local Government Act 1995;

Dog Act 1976 and Regulations thereunder;

Control of Vehicles (Off Road Areas) Act 1978 and Regulations thereunder;

Litter Act 1979 and Regulations thereunder;

Spearguns Control Act 1955 and Regulations thereunder.

It is therefore appropriate to revoke the authorisations of the following officers transferring to the Shire of Wanneroo that have jurisdiction under Section 16 of the Joondalup and Wanneroo Order 1998 or recent authorisations determined by the Joint Commissioners:

Rangers

Callum Jon Arnold

Sharnelle Nyaree Beanland

John Angelo Bettini

Michael John Hayes

Peter Llewyn Hoy

Robert Gregory Imms

Gregory Howard Kent

Wesley Albyn Miller

Alexander George Morrison

Terrence Keith Olden

Michael John O'Regan

Sean Dudley Ratcliffe

Revoke persons who have previously effected the registration of dogs as authorised as a registration officer under the provisions of Section 11 (3) of the Dog Act 1976.

Customer Service

Kelly Edmonds
Lynda Margaret Gray
Karen Gaye Parker
Susan Patricia Wesley
Resmie Anna Greer
Christine Smallwood
Kathleen Nita Jauncey
Pauline Zammit-Ireland
Tracey Jean Jacob
Alma Turner
Rae Jury
Christine Smith

Revoke the authorisations previously granted to John McKenzie, Patrick McDonald, Kevin Winston Smith and Kelly Edmonds under the Bush Fires Act 1954.

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners REVOKE, with effect from 1 July 1999:

- 1 the authorisations previously granted under the following :**
Local Government Act 1995;
Dog Act 1976 and Regulations thereunder;
Control of Vehicles (Off Road Areas) Act 1978 and Regulations thereunder;
Litter Act 1979 and Regulations thereunder;
Spearguns Control Act 1955 and Regulations thereunder;
Bush Fires Act 1954 and Regulations thereunder;

to the following Rangers:

Callum Jon Arnold
Sharnelle Nyaree Beanland
John Angelo Bettini
Michael John Hayes
Peter Llewyn Hoy
Robert Gregory Imms
Gregory Howard Kent
Wesley Albyn Miller
Alexander George Morrison
Terrence Keith Olden
Michael John O'Regan
Sean Dudley Ratcliffe

- 2 persons who have previously effected the registration of dogs as authorised as a registration officer under the provisions of Section 11 (3) of the Dog Act 1976.
Kelly Edmonds
Lynda Margaret Gray
Karen Gaye Parker
Susan Patricia Wesley
Resmie Anna Greer
Christine Smallwood
Kathleen Nita Jauncey
Pauline Zammit-Ireland
Tracey Jean Jacob
Alma Turner
Rae Jury
Christine Smith
- 3 the authorisations previously granted to John McKenzie, Patrick McDonald, Kevin Winston Smith and Kelly Edmonds under the Bush Fires Act 1954.

The Motion was Put and

**CARRIED BY AN
ABSOLUTE MAJORITY**

**CJ230-06/99 DELEGATION OF AUTHORITY – HEALTH
AND CARAVAN PARKS AND CAMPING
GROUNDS LEGISLATION [24041]**

SUMMARY

Section 26 of the Health Act 1911 and Section 17 of the Caravan Parks and Camping Grounds Act 1995 provide for a local government to appoint and authorise persons to exercise and discharge all or any of the powers and functions of the local government.

This report recommends to revoke the authorisation of those officers who are transferring to the Shire of Wanneroo or who have recently resigned from the City of Joondalup.

It is also necessary to revoke the delegated responsibility established under Section 26 of the Health Act 1911 to the Manager Health and Ranger Services as Health Services will combine with Community Services from 1 July 1999 to form the Community and Health Services Business Unit. The authority for the purpose of discharging the powers and functions as a local authority under the Health Act will need to be transferred to the Manager Community and Health Services or the person acting in that position from time to time.

BACKGROUND

The former City of Wanneroo at its meeting held on 27 August 1997 (Report P77-08/97 refers), resolved under Section 26 of the Health Act 1911 as amended, to appoint the appropriate Environmental Health Officers to administer the provisions of the various Health related regulations. Also, at the same meeting Council appointed eighteen (18) 'authorised officers' in accordance with Section 17 of the Caravan Parks and Camping Grounds Act 1995 to administer the provisions of the Act and to be issued with an identity card as prescribed.

The former City of Wanneroo at its meeting held on 26 May 1998 (P38-05/98 refers) appointed the Manager Health and Ranger Services or the person acting in that position from time to time as their deputy for the purpose of discharging the powers and functions as a Local Government.

Some staff will be transferred from the City of Joondalup to the Shire of Wanneroo from 1 July 1999 and it is therefore necessary to revoke the authorisation of those officers who are transferring to the Shire of Wanneroo or who have recently resigned from the City of Joondalup.

It will also be necessary to revoke the delegated responsibility of the Manager Health and Ranger Services as Health Services will combine with Community Services from 1 July 1999 to form the Community and Health Services Business Unit. A new delegation of authority will be required for the Manager Community and Health Services.

DETAILS

The following persons listed will have their authorisation under Section 26 of the Health Act 1911 as amended and the related Health (Food Hygiene) Regulations 1993, Health (Public Buildings) Regulations 1992, Bacteriolytic Treatment of Sewerage and Disposal of Liquid Waste Regulations, Sewerage (Lighting, Ventilation and Construction) Regulations 1971, Health Act (Swimming Pools) Regulations 1964, Health (Air Handling and Water Systems) Regulations 1994 and Health (Sewerage, Drainage and Underground Water Supply) Regulations 1959, revoked for the purposes of operating within the City of Joondalup:

Elizabeth French
David Gianfrancesco
Gordon Houston
Nick Lee
Neil McGuinness
Marko Pasalich
Gregory Spicer
Phillip Swain
Tania Wares

The following persons listed will have their authorisation under Section 17 of the Caravan Parks and Camping Grounds Act 1995 revoked for the purposes of operating within the City of Joondalup:

Elizabeth French
David Gianfrancesco
Gordon Houston
Nick Lee
Neil McGuinness
Marko Pasalich
Gregory Spicer
Phillip Swain
Tania Wares
Keith Weymes

The delegated authorisation previously granted to the Manager Health and Ranger Services, under Section 26 of the Health Act 1911, as amended, is to be revoked and an appointment is to be made under the same provisions of the Health Act 1911 to the Manager Community and Health Services or the person acting in that position from time to time as the deputy.

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners REVOKE, with effect from 1 July 1999:

- 1 the delegations previously granted to the following Environmental Health Officers under Section 26 of the Health Act 1911 as amended and the related Health (Food Hygiene) Regulations 1993, Health (Public Buildings) Regulations 1992, Bacteriolytic Treatment of Sewerage and Disposal of Liquid Waste Regulations, Sewerage (Lighting, Ventilation and Construction) Regulations 1971, Health Act (Swimming Pools) Regulations 1964, Health (Air Handling and Water Systems) Regulations 1994 and Health (Sewerage, Drainage and Underground Water Supply) Regulations 1959:**

**Elizabeth French
David Gianfrancesco
Gordon Houston
Nick Lee
Neil McGuinness
Marko Pasalich
Gregory Spicer
Phillip Swain
Tania Wares**

- 2 the delegations previously granted to the following officers under Section 17 of the Caravan Parks and Camping Grounds Act 1995:**

**Elizabeth French
David Gianfrancesco
Gordon Houston
Nick Lee
Neil McGuinness**

**Marko Pasalich
Gregory Spicer
Phillip Swain
Tania Wares
Keith Weymes**

- 3 the delegated authorisation previously granted to the Manager Health and Ranger Services under Section 26 of the Health Act 1911, as amended and an appointment be made under the same provisions of the Health Act 1911 to the Manager Community and Health Services or the person acting in that position from time to time.**

The Motion was Put and

**CARRIED BY AN
ABSOLUTE MAJORITY**

**CJ231-06/99 CODE OF PRACTICE FOR AUDIBLE
SECURITY ALARMS [05752]**

SUMMARY

A draft copy of the Code of Practice for Audible Security Alarms has been prepared as one of several initiatives of the Safer WA Joondalup Committee. Council is requested to give consideration to the adoption of this Code as a community awareness and education initiative.

BACKGROUND

There is increasing problem in the community with noise from audible security alarms that are set too sensitively, maintained incorrectly or not installed in accordance with Australian Standards.

Whilst consideration has been given to the drafting of a local law to regulate the installation and monitoring of intruder alarms it was considered more appropriate to introduce a Code of Practice (Attachment 1) as part of an overall community education strategy.

The population has become increasingly desensitised to the noise from audible alarms to the point that it is now merely an intrusion into their privacy. Many of these occurrences could be avoided by introducing a Code of Practice governing the installation and maintenance of both newly installed and existing systems. Reducing the incidence of such occurrences should also improve the reporting of legitimate incidents.

DETAILS

A Noise Working Party was established by the Safety (Anti-Social Behaviour) Taskforce of the Safer WA Joondalup Committee. The working party is responsible for examining ways of increasing community awareness in respect of noise and to set desirable standards for neighbourhood behaviour.

To date, several pamphlets on being a good neighbour have been produced and are included on Council's Web site. It is also intended that these brochures be distributed by the City early in the 1999/2000 financial year as part of the Community Connections Education Project.

The Environmental Protection Act gives the Police power to enter any premises and disarm an alarm that has been sounding continuously for longer than 30 minutes. Recovery of costs involved in engaging a specialist security company can be recouped through the Department of Environmental Protection.

Before the Police embark on such measures, time-consuming enquiries are necessary to locate other members of the household which can result in unacceptable delays before the situation can be resolved.

In the absence of any new initiatives at State level the proposed Code of Practice will give guidance on appropriate methods to minimise disturbance and introduce the implementation of a voluntary register of voluntary keyholders.

The Code has been drafted so as not to conflict with the provisions of current Australian Standards relating to intruder alarms. The Code is based on a similar UK initiative introduced in 1982 by the Department of the Environment, who were at the time experiencing similar problems with malfunctioning alarms.

Distribution of the Code may be facilitated by:

- distribution through the Security Agents Institute to all members;
- availability on Council's Web site;
- articles published in local newspapers;
- pamphlet drops where complaints are received by Council's Health Services.

COMMENT/FUNDING

Preliminary discussions with local Police indicate that they are prepared to give this initiative their support through establishing a register which will be an extension of their existing register for commercial premises.

MOVED Cmr Clark-Murphy, SECONDED Cmr Buckley that the Joint Commissioners ADOPT the Code of Practice for Audible Security Alarms as outlined in Attachment 1 to Report CJ231-06/99.

The Motion was Put and

CARRIED

Appendix IX refers

TECHNICAL SERVICES SECTION

Items CJ232-06/99 to CJ236-06/99 inclusive were Moved by Cmr Morgan and Seconded by Cmr Rowell. Cmr Morgan stated his intention to speak on Item CJ236-06/99.

**CJ232-06/99 ENGINEERING CONSTRUCTION &
 MAINTENANCE SERVICES ANNUAL
 TENDERS – [39613J, 30614J, 32614J, 34614J,
 36614J, 38614J, 30615J, 32615J, 34615J, 35760J,
 37760J, 39760J, 31821J, 33821J, 35821J, 37821J,
 39821J, 31826J]**

SUMMARY

The supply of materials, works and services for Technical Services operations has been addressed in the past by annual contracts with tenders called in April/May each year. As part of this process, tenders were advertised on 1, 8 & 15 May 1999 for the annual supply and works services contracts for the 1999/2000 financial year. Tenders closed on 18, 19 & 27 May 1999 and 1 June 1999. The tenders have been evaluated in accordance with the selection criteria as contained in the relevant tender information document and the recommendations have been made accordingly.

BACKGROUND

As part of this annual process, tenders were called and contracts were awarded for various services and supply of materials in the 1998/99 financial year.

Generally, tenders conforming to specifications and meeting the selection criteria are recommended to the Council for acceptance. Tenders have been evaluated in accordance with the multi assessment criteria which includes weightage based on price (0.80), contractor's resources (0.05), experience (0.10) and safety management (0.05). Recommendations have been made for the acceptance of tenders from those companies which have achieved highest score in this evaluation process.

The contracts for all these tenders (except for tender numbers 004-99/00, 010-99/00, 014-99/00, 030-99/00 and 032-99/00) will commence from 1 July 1999 and will remain in place till 30 June 2000. The contracts for tender numbers 004-99/00, 010-99/00, 014-99/00, 030-99/00 and 032-99/00 will commence from 1 September 1999 and remain in place till 30 June 2000. At the expiry of the initial contract period, the City may consider to extend the contract further for two periods each of 12 months or a part thereof. Such extension of these contracts will be in accordance with the same terms and conditions, or with negotiated price adjustments for CPI as published by the Australian Bureau of Statistics and material cost increase / decreases, of these contracts and will be at the discretion of the City.

DETAILS

001-99/00 Sweeping of Roads, Carparks and Pathways in Joondalup City Centre (39613J) (Refer Attachment 1)

This tender includes periodic sweeping of Joondalup City Centre streets, pathways & carparks. Two tenders were received and the tender from Asteranch Pty Ltd (Trading as Clean Sweep) has achieved the highest score in the evaluation process and is recommended for acceptance.

002-99/00 Sweeping of Roads, Facilities and Construction Sites Within the City (30614J) (Refer Attachment 2)

This tender includes sweeping of roads, facilities such as car parks, tennis courts, net-ball courts, other sporting facilities and construction sites. In previous years contractors under a lump sum price contract carried out the sweeping of all roads, car parks & sporting facilities. However, it has been decided to undertake the annual sweep of all roads, sporting facilities & car parks using the Council sweeper commencing in the 1999/2000 financial year. The recommended contractor will be used only for on-demand sweeping required during the year. Therefore this year's tender does not include any lump sum price and is only a schedule of rates tender.

Two tenders were received and the tender from Asteranch Pty Ltd (Trading as Clean Sweep) has achieved the highest score in the evaluation process and is recommended for acceptance.

004-99/00 Pavement Markings Within the City (32614J) (Refer Attachment 3)

This tender provides for all pavement markings associated with Council's parking facilities and marking of the kerbing at the immediate vicinity of roundabouts and traffic islands. Three tenders were received and the tender from Country Linemarking Pty Ltd has achieved the highest score in the evaluation process and is recommended for acceptance.

Country Linemarking is a contractor for Main Roads WA and is also a sub-contractor for Transfield (Main Roads WA's Term Maintenance Contractor) for pavement makings.

006-99/00 Supply and Delivery of Various Signs Within the City (34614J) (Refer Attachment 4)

This tender includes the supply of all signs including street name plates, roadwork signs, regulatory signs and other special purpose signs required by Council. Three tenders were received and the tender from De Neefe Signs Pty Ltd has achieved the highest score in the evaluation process and is recommended for acceptance.

It may be noted that De Neefe Pty Ltd is the Council's contractor for the supply of signs for the last three years and has provided satisfactory service.

008-99/00 Supply and Delivery of Sand Within the City (36614J)

(Refer Attachment 5)

This tender provides for the supply of sand to various construction sites as required for different projects. In previous years there was no annual supply contract for supply of sand. Considering the need of sand on a regular basis, this tender has been introduced in 1999/2000 round of tenders. Two tenders have been received and the tender from Rocla Quarry Products has achieved the highest score in the evaluation process and is recommended for acceptance.

The tender from Carramar Park Sand Supplies was not received in the tender box at the scheduled time of opening and was returned to the contractor by Manager Contract Management via letter on 21 May 1999.

Rocla Quarry Products has its own quarries and provided an excellent service recently during construction of a major road project.

010-99/00 Supply and Delivery of Brick Pavers Within the City (38614J)

(Refer Attachment 6)

This tender provides for the supply of clay brick pavers which are used in traffic islands and for the hardstand of road verges. Two tenders were received for this item. Boral Masonry submitted an alternate tender for the supply of concrete pavers. The tender from Midland Brick was not received in the tender box at the scheduled time of opening and was returned to the contractor by Manager Contract Management via letter on 21 May 1999.

The tender from Metro Brick is the only conforming tender for the supply of clay brick pavers and is recommended accordingly.

012-99/00 Drainage Gully Maintenance Within the City (30615J)

(Refer Attachment 7)

This tender provides for the drainage gully maintenance services. Two tenders were received and the tender from Asteranch Pty Ltd has achieved the highest score in the evaluation process and is recommended for acceptance.

014-99/00 Laying of Bricks Within the City (32615J)

(Refer Attachment 8)

This tender provides for the laying of bricks which is normally undertaken in traffic island and verges. Three tenders were received and the tender from Aline Brickpaving has achieved the highest score in the evaluation process.

Since Aline Brickpaving has submitted a tender for the first time for this Council, a reference check was made by contacting the nominated referee. The reference check has indicated that this company has provided satisfactory service to other Councils although it operates only with one crew. It is recommended that the tender from Aline Brickpaving be accepted subject to the offer to be made to Aline Brickpaving on the condition that it will provide assurance in writing to honour Council's commitment to satisfactory time-frames.

016-99/00 Provision of Material Testing Services to the City (34615J)

(Refer Attachment 9)

This tender provides for the material testing services to ensure that the construction works are undertaken to the specified standards. Two tenders were received and the tender from Qualcon Laboratories has achieved the highest score in the evaluation process and is recommended for acceptance.

Qualcon Laboratories is Council's contractor for the last three years and has provided service to a satisfactory standard.

020-99/00 Supply and Delivery of Crushed Limestone Within the City (35760J)

(Refer Attachment 10)

This tender provides for the supply of crushed limestone used for various construction projects. Four tenders were received and the tender from WA Limestone has achieved the highest score in the evaluation process and is recommended for acceptance.

WA Limestone has been the contractor for the supply of limestone for last two years and has provided service to a satisfactory standard.

022-99/00 Supply and Delivery of Bitumen Stabilised Crushed Limestone Within the City (37760J) (Refer Attachment 11)

This tender provides for the supply of bitumen emulsion premixed limestone which is used as road base material for road construction projects. Three tenders were received and the tender from WA Limestone has achieved the highest score in the evaluation process and is recommended for acceptance.

WA Limestone has been the contractor for the supply of limestone for last two years and has provided service to a satisfactory standard.

024-99/00 Supply and Delivery of Precast Stormwater Drainage Pipes, Fittings and Ancillary Products Within the City (39760) (Refer Attachment 12)

This tender provides for the supply of precast stormwater drainage pipes and ancillary products such as manhole liners, gully covers & grates.

Seven tenders were received but all tenderers have not submitted prices for all items. For best value for money, the tender has been split into two distinct parts. The first part includes drainage pipes, well liners, manhole liners & bases. The second part includes all other ancillary products. The tender evaluation criteria have been applied separately to these two parts. For first part the tender from CSR Humes and for second part the tender from CSR Wembley Cement have achieved the highest score. It is therefore recommended to accept tenders from CSR Humes for item numbers 1, 2, 8 & 9 and CSR Wembley Cement for all other items as outlined in the attachment 12 to this report.

026-99/00 Construction of Concrete Footpaths and Dual Use Paths within the City (31821J) (Refer Attachment 13)

This tender provides for the construction of concrete footpaths, dual use paths & crossovers. Five tenders were received and the tender from Stirling Concrete Ptd Ltd (Max Hilliard) has achieved the highest score in the evaluation process and is recommended for acceptance.

Max Hilliard has been the contractor for this item for the last three years and has provided services to a satisfactory standard.

028-99/00 Supply and Laying of Concrete Kerbing Within the City (33821J)

(Refer Attachment 14)

This tender provides for the laying of concrete kerbing for various road construction & maintenance projects. Three tenders were received and the tender from Kerb Qic has achieved the highest score in the evaluation process and is recommended for acceptance.

Kerb Qic is the contractor for this item for last three years and has provided service to a satisfactory standard.

030-99/00 Supply and Delivery of Premixed Concrete Within the City (35821J)

(Refer Attachment 15)

This tender provides for the supply of premixed concrete for various construction & maintenance projects. Four tenders were received and the tender from BGC Concrete has achieved the highest score in the evaluation process and is recommended for acceptance.

BGC Concrete has previously been the contractor for this item and has provided service to a satisfactory standard.

032-99/00 Supply and Delivery of Bituminous Products, Sealing Aggregates and Spray Seal Works Within the City (37821J) (Refer Attachment 16)

This tender provides for the supply of bitumen, aggregates and the spray seal works. Five tenders were received for these items. For best value for money, the tender has been split into two distinct parts. The first part includes supply of bitumen. The second part includes supply of road sealing aggregates and spray sealing works.

The tender evaluation criteria have been applied separately to these two parts. For first part, the tender from Boral Asphalt and for second part tender from CSR Emoleum have achieved the highest score. It is therefore recommended to accept tenders from Boral Asphalt for item numbers 1, 2, 3 & 4 and CSR Emoleum for all other items as outlined in the attachment 16 to this report.

034-99/00 Supply and Laying of Asphalt Within the City (39821J)

(Refer Attachment 17)

This tender provides for the supply & laying of asphalt for various road construction & maintenance projects. For best value for money, the tender has been split into two distinct parts. The first part includes supply & laying of asphalt. The second part includes only supply of asphalt. The tender evaluation criteria have been applied separately to these two parts.

The lowest priced tenderer has not been recommended in this instance due to unsatisfactory performance history, lack of quality certification in comparison to other tenderers and no prior experience with the Council. Consequently, for first part, the tender from Asphaltech Pty Ltd has achieved the highest score and is recommended accordingly.

In the second part the most critical item for evaluation is the supply of asphalt ex-plant. As per work practice, maintenance trucks are sent to asphalt supplier's plant to collect asphalt required for maintenance jobs. In this case location of supplier's plant is a critical factor. Asphaltech Pty Ltd has achieved the highest score in the evaluation based on the supply of asphalt ex-plant and is recommended accordingly.

Asphaltech Pty Ltd has previously been the contractor for Council and has provided satisfactory service.

036-99/00 Supply and Installation of Pathway Fence Within the City (31826J)

(Refer Attachment 18)

This tender provides for the supply and installation of road frontage & track pathway fencing. Two tenders were received for this item and the tender from Peter Wood Fencing has achieved the highest score in the evaluation process and is recommended for acceptance.

Peter Wood Fencing is the contractor for this item for last three years and has provided service to a satisfactory standard.

MOVED Cmr Morgan, SECONDED Cmr Rowell that the Joint Commissioners:

1 ACCEPT the tenders listed below in accordance with the amounts detailed on Attachments 1 to 18 to Report CJ232-06/99:

001-99/00 Sweeping of Roads, Carparks and Pathways in Joondalup City Centre

Asteranch Pty Ltd (Trading as Clean Sweep)

002-99/00 Sweeping of Roads, Facilities and Construction Sites Within the City

Asteranch Pty Ltd (Trading as Clean Sweep)

004-99/00 Pavement Markings Within the City

Country Linemarking Pty Ltd

006-99/00 Supply and Delivery of Various Signs Within the City

De Neefe Signs Pty Ltd

008-99/00 Supply and Delivery of Sand Within the City

Rocla Quarry Products

010-99/00 Supply and Delivery of Brick Pavers Within the City

Metro Brick

012-99/00 Drainage Gully Maintenance Within the City

Asteranch Pty Ltd

014-99/00 Laying of Bricks Within the City

Aline Brickpaving (Conditional Offer)

016-99/00 Provision of Material Testing Services to the City

Qualcon Laboratories

020-99/00 Supply and Delivery of Crushed Limestone Within the City

WA Limestone

022-99/00 Supply and Delivery of Bitumen Stabilised Crushed Limestone Within the City

WA Limestone

024-99/00 Supply and Delivery of Precast Stormwater Drainage Pipes, Fittings and Ancillary Products Within the City

CSR Humes
CSR Wembley Cement

026-99/00 Construction of Concrete Footpaths and Dual Use Paths Within the City

Stirling Concrete Pty Ltd (Max Hilliard)

028-99/00 Supply and Laying of Concrete Kerbing Within the City

Kerb Qic

030-99/00 Supply and Delivery of Premixed Concrete Within the City

BGC Concrete

032-99/00 Supply and Delivery of Bituminous Products, Sealing Aggregates and Spray Seal Works Within the City

Boral Asphalt (Items 1, 2, 3 & 4)

CSR Emoleum (Items 5, 6 & 7)

034-99/00 Supply and Laying of Asphalt Within the City

Asphaltech Pty Ltd

036-99/00 Supply and Installation of Pathway Fence Within the City

Peter Wood Fencing

2 AUTHORISE the signing of the contract agreements.

The Motion was Put and

CARRIED

Appendix X refers

CJ233-06/99 ROLLOVER OF BUILDING AND FLEET MAINTENANCE SERVICES ANNUAL CONTRACTS- [34231,34860J, 24084, 20085J, 21085J, 22085W, 23085W, 24085W, 25085J, 26085, 28085, 26456, 19972]

SUMMARY

The supply of materials, work and services for Building and Fleet Maintenance Services has been addressed in the past by annual contracts.

Twelve (12) contracts are due to expire on 30 June 1999, and one (1) contract on 31 July 1999. It is recommended that the option for the contract extension contained within the Conditions of Contract for the twelve (12) contracts, for an additional twelve (12) month period to 30 June 2000 and 31 July 2000 respectively, be exercised.

One (1) contract will be terminated on its expiry date of 30 June 1999.

Three (3) contracts will be rolled over on a month by month basis.

BACKGROUND

Two (2) tenders were advertised in February 1998 and eleven (11) tenders were advertised in August/September 1998, for the supply of materials, works and services for Building & Fleet Maintenance Services. Following the approval of the recommendations from the Joint Commissioners & Chief Executive Officer, these contracts were executed and expire on 30 June and 31 July 1999 respectively. Three options are available to Council, either rollover the existing contracts for a further twelve (12) months, or on a month by month basis in accordance with the conditions of Contract, or call for fresh tenders.

DETAILS

The following contracts are due to expire 30 June 1999:

085-97/98 Annual Cleaning – Sorrento/Duncraig Recreation Centre

Awarded to: Charles Service Company
 Contract Period: 1 April 1998 to 30 June 1999
 Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

086-97/98 Annual Cleaning – Ocean Ridge Recreation Centre

Awarded to: Bedford Cleaning Systems
 Contract Period: 1 April 1998 to 30 June 1999.
 Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

022-98/99 Mechanical & HVAC Services – Various Buildings in the City of Joondalup

Awarded to: Haden Engineering
 Contract Period: 1 November 1998 to 30 June 1999
 Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

028-98/99 Annual Cleaning – Joondalup Civic & Cultural Complex

Awarded to: Office Cleaning Experts
 Contract Period: 1 November 1998 to 30 June 1999
 Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

029-98/99 Annual Cleaning – Craigie Leisure Centre

Awarded to: Office Cleaning Experts
 Contract Period: 1 November 1998 to 30 June 1999
 Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

030-98/99 Annual Cleaning – Wanneroo Works Depot

Awarded to: Haddington Pty Ltd trading as Intercity Cleaning Services
 Contract Period: 1 November 1998 to 30 June 1999
 Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

031-98/99 Annual Cleaning – Quinns Rock/Merriwa Council Buildings

Awarded to: Reekie Property Services
Contract Period: 1 November 1998 to 30 June 1999
Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

032-98/99 Annual Cleaning – Various Buildings at Yanchep/Two Rocks

Awarded to: Prestige Property Services
Contract Period: 1 November 1998 to 30 June 1999
Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

033-98/99 Annual Cleaning – Various Buildings at Greenwood

Awarded to: Reekie Property Services
Contract Period: 1 November 1998 to 30 June 1999
Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

034-98/99 Supply of Cleaning Services – Eastern Central Zone

Awarded to: Expert Commercial Cleaning Services
Contract Period: 1 November 1998 to 30 June 1999
Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

035-98/99 Supply of Cleaning Services – South Eastern Zone

Awarded to: Reekie Property Services
Contract Period: 1 November 1998 to 30 June 1999
Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

037-98/99 Mechanical & HVAC Services for Various Buildings – Shire of Wanneroo/City of Joondalup

Awarded to: Haden Engineering
Contract Period: 1 November 1998 to 30 June 1999
Option for Contract Extension: Additional twelve (12) months to 30 June 2000.

The following contract is due to expire on 31 July 1999:

044-98/99 Supply of Mechanical & HVAC Maintenance Overview Consultancy at Various Sites

Awarded to: Lincolne Scott
Contract Period: 1 November 1998 to 31 July 1999
Option for Contract Extension: Additional twelve (12) months to 31 July 2000.

As the contractors have been satisfactorily performing their contractual responsibilities, it is recommended that the following contracts be rolled over in accordance with the Conditions of Contract approved by the Chief Executive Officer and Council from 1 July 1999 to 30 June 2000:

022-98/99	028-98/99
031-98/99	030-98/99
034-98/99	033-98/99
037-98/99	035-98/99

and from 1 August 1999 to 31 July 2000 for Contract No. 044-98/99.

In relation to Contract No. 032-98/99 awarded to Prestige Property Services, the company has constantly failed to meet the standard requirements set within the Conditions of Contract and benchmarking standards assessed with the company and Building and Fleet Maintenance Service, Cleaning Supervisor (Contracts) and are not considered for rolling over.

Council's "in-house" cleaners will carry out cleaning services within the buildings that were contained in the Contract.

The Joint Commissioners will be aware that a report has been submitted for consideration in the current round recommending that tenders be called for the operational management of Craigie Leisure Centre, Ocean Ridge Community Centre and Sorrento Duncraig Recreation Centre.

Until the outcomes of this process are known, it is recommended that the cleaning contracts 085-97/98, 086-97/98 and 029-98/99 for these facilities are rolled over on a month by month basis.

COMMENT/FUNDING

Budget allocations have been made in the 1999/2000 Draft Budget for funding of the Contracts against the various buildings contained within each contract.

MOVED Cmr Morgan, SECONDED Cmr Rowell that the Joint Commissioners:

1 AUTHORISE a twelve (12) month extension of the following contracts in accordance with the contract conditions from 1 July 1999 to 30 June 2000 for Contract Nos:

- | | |
|------------------|---|
| 022-98/99 | Mechanical & HVAC Services – Various Buildings in the City of Joondalup
Awarded to Haden Engineering |
| 028-98/99 | Annual Cleaning – Joondalup Civic and Cultural Complex
Awarded to Office Cleaning Experts |

- 030-98/99 Annual Cleaning – Wanneroo Works Depot
Awarded to Haddington Pty Ltd trading as Intercity Cleaning Services**
- 031-98/99 Annual Cleaning – Quinns Rock/Merriwa Council Buildings
Awarded to Reekie Property Services**
- 033-98/99 Annual Cleaning – Various Buildings at Greenwood
Awarded to Reekie Property Services**
- 034-98/99 Supply of Cleaning Services – Eastern Central Zone
Awarded to Expert Commercial Cleaning Services**
- 035-98/99 Supply of Cleaning Services – South Eastern Zone
Awarded to Reekie Property Services**
- 037-98/99 Mechanical & HVAC Services for Various Buildings – Shire of Wanneroo/City of Joondalup
Awarded to Haden Engineering**

and from 1 August 1999 to 31 July 2000 for contract No:

- 044-98/99 Supply of Mechanical & HVAC Maintenance Overview
Consultancy at Various Sites
Awarded to Lincolne Scott**

2 TERMINATE Contract No. 032-98/99 – Annual Cleaning of Various Buildings Yanchep/Two Rocks on its expiry on 30 June 1999;

3 AUTHORISE a month by month extension of the following contracts in accordance with the contract conditions:

- 085-97/98 Sorrento/Duncraig Recreation Centre
Awarded to Charles Service Company**

- 086-97/98 Ocean Ridge Recreation Centre
Awarded to Bedford Cleaning Systems**

- 029-98/99 Annual Cleaning – Craigie Leisure Centre
Awarded to Office Cleaning Experts**

The Motion was Put and

CARRIED

**CJ234-06/99 TENDER FOR SUPPLY & INSTALLATION OF
DRAINAGE SUMP FENCE WITHIN THE CITY
– TENDER NUMBER 038-99/00 – [33826J]**

SUMMARY

As per the annual process for the supply of goods and services, tender number 038-99/00 for the Supply and Installation of Drainage Sump Fence was advertised on 15 May 1999. At the close of the tenders on 15 June 1999 only one tender from DBS Fencing was received. This tender has been evaluated in accordance with the requirements as outlined in the tender information document and is recommended for acceptance.

BACKGROUND

In the Technical Operations area, there has always been an annual contract for the supply and installation of the Drainage Sump Security Fence. However, no such contract existed in the year 1998/1999. Considering the need for this item on a regular basis, this tender has been re-introduced in 1999/2000 round of tenders.

The contract for this tender will commence from 1 July 1999 and will remain in place until 30 June 2000. At the expiry of the initial contract period, the City may consider to extend the contract further for two periods each of 12 months or a part thereof. Such extension of these contracts will be in accordance with the same terms and conditions, or with negotiated price adjustments for CPI as published by the Australian Bureau of Statistics and material cost increase / decreases of these contracts and will be at the discretion of the City.

DETAILS

The tender number 038-99/00 was advertised on 15 May 1999 and closed at 3.00pm on 15 June 1999. At the close of the tenders only one tender from DBS Fencing was received. This tender provides for the supply & installation of drainage sump fence, which is used in both construction & maintenance operations.

Since only one tender was received, the tender prices have been compared with the contract prices for the last contract agreement (number 016-96/97) for the same item. The tender prices are generally comparable and are considered competitive.

DBS Fencing has previously worked for the Council projects and the services have been to a satisfactory standard. It is therefore recommended to accept the tender from DBS Fencing. The schedule of prices submitted by DBS Fencing is shown at attachment 1 to this report.

MOVED Cmr Morgan, SECONDED Cmr Rowell that the Joint Commissioners:

- 1 ACCEPT the following tender as detailed on Attachment 1 to Report CJ234-06/99:**

038-99/00 Supply and Installation of Drainage Sump Fence Within the City

DBS Fencing

2 AUTHORISE the signing of the contract agreement.

The Motion was Put and

CARRIED

Appendix XI refers

**CJ235-06/99 SPEED ZONING – GRAND BOULEVARD,
HODGES DRIVE AND OCEAN REEF ROAD -
[06033J, 01275J, 07131J]**

SUMMARY

Main Roads WA has sought comments in relation to proposed speed zone changes on Grand Boulevard, Hodges Drive and Ocean Reef Road. The proposed changes take into account the need for consistent speed zones and the completion of the Mitchell Freeway connection to Hodges Drive in February 2000. The proposed speed zones are consistent with the changed road environment and are supported.

BACKGROUND

Main Roads WA has advised that a review of the existing speed zones on Grand Boulevard, Hodges Drive and Ocean Reef Road has been completed. The two main factors when considering appropriate speed zoning for these roads was the need for consistent speed zones and the completion of the Mitchell Freeway connection to Hodges Drive in February 2000.

DETAILS

The existing speed zones for these roads are:

Grand Boulevard – 60km/h

Hodges Drive – Joondalup Drive to Marmion Avenue 80km/h

Hodges Drive – Marmion Avenue to Ocean Reef Road 60km/h with a 40km/h school zone

Ocean Reef Road – Hodges Drive to Boat Ramp Entry 60km/h

Ocean Reef Road – Boat Ramp Entry to Mitchell Freeway 80km/h

Ocean Reef Road – Mitchell Freeway intersection 70km/h

Ocean Reef Road – Mitchell Freeway to Hartman Drive 80km/h

These speed zones are shown on Attachment 1

The proposed speed zones are:

Grand Boulevard – 100 metres south of Collier Pass to Joondalup Drive 70km/h
Hodges Drive – Joondalup Drive to Ocean Reef Road 70km/h (retaining the 40km/h school zone near Eddystone Avenue)
Ocean Reef Road – Hodges Drive to Marmion Avenue 70km/h

The proposed speed zones are shown on Attachment 2

Main Roads WA advises that these changes will make the speed zoning along these roads consistent and more in keeping with the road type.

COMMENT

As the proposed speed zones on Hodges Drive and Ocean Reef Road are consistent and more in keeping with the road environment they are supported.

The proposed 70km/h speed zone on Hodges Drive adjacent to Ocean Reef Senior High School will not alter the existing 40km/h school zone.

Whilst, the proposed speed zone of 70km/h for Grand Boulevard may need to be reviewed in the future due to ongoing development, high number of pedestrians usage and land use planning in this area, the current proposed increase from 60km/h to 70km/h on this road, 100 metres south of Collier Pass to Joondalup Drive is supported.

MOVED Cmr Morgan, SECONDED Cmr Rowell that the Joint Commissioners:

- 1 CONCUR with Main Roads WA proposed speed zoning of Hodges Drive and Ocean Reef Road and Grand Boulevard;**
- 2 ADVISE Main Roads WA that the City support the proposed speed zone of 70 km/h for Grand Boulevard subject to ongoing reviews as further development occurs.**

The Motion was Put and

CARRIED

CJ236-06/99 GALLEON ROAD – BELDON – [01294J]

SUMMARY

A 27 signature petition has been received from Beldon residents expressing concern with two recent crashes in Galleon Road. The petitioners have requested the traffic calming or a road closure in Galleon Road. This matter was previously raised in February 1998 and based on an assessment of the traffic situation, the request for traffic treatments was not supported. While the two recent crashes are of concern, the traffic treatment or a road closure to prevent these types of isolated incidences is not considered as an effective strategy. On this basis, the traffic treatment or road closure of Galleon Road is not supported.

BACKGROUND

In February 1998, the Wanneroo Joint Commissioners considered a report in relation to a 21 signature petition from residents of Galleon Road, Beldon requesting traffic calming treatments for this street (Item TS20-02/98 refers).

The petitioners requested traffic calming on Galleon Road to reduce the incidences of speeding vehicles and antisocial driver behaviour problems (tyre squealing) in the street. After careful consideration of this report, the Joint Commissioners resolved not to support the request for installing traffic treatments on Galleon Road.

In May 1999, a 27 signature petition from Beldon residents requesting the traffic calming or a road closure in Galleon Road was presented to the Joint Commissioners (Item C20-05/99 refers). The submission of the petition follows two recent crashes each involving single vehicles on Galleon Road. The petitioners are also concerned that there is no footpath in Galleon Road.

DETAILS

Galleon Road is a 7.4 m wide carriageway and provides a local link between Dolphin Way and Ensign Way, Beldon. It has been designed as a low speed traffic environment and is typical of many local streets throughout the municipality. A plan showing the road layout and the surrounding road network is shown on Attachment 1.

The existing traffic volumes on Galleon Road are between 370 vehicles per day (vpd) north of Ensign Way and 120 vpd east of Dolphin Way. The 85th percentile speed of vehicles recorded along Galleon Road is between 31-48 km/h. The majority of motorists are local residents who would be familiar with the low speed environment. This data suggests that Galleon Road is functioning normally as a local road.

At the time of the previous request, there had been no recorded vehicle crashes over a three year period on Galleon Road. Data received from the Main Roads WA crash database has indicated that one crash has occurred at the intersection of Galleon Road and Ensign Way. The crash occurred at 2.00am on 29 November 1998 and was recorded as a single vehicle 'out of control' crash. The vehicle lost control turning left into Galleon Road from Ensign Way. The petitioners have stated that a crash also occurred on 15 March 1999. This incident was also a single vehicle 'out of control' crash negotiating a bend.

With regard to the provision of pedestrian facilities the priority for footpaths are generally adjacent to roads that carry significant traffic volumes or have a high proportion of elderly or young pedestrians. Assessment of the warrants for a footpath in Galleon Road indicate that it is a low priority.

COMMENT

Generally, priority for traffic calming treatments are given to roads that carry over 4,500 vehicles per day, have a high number of mid block or junction crashes, a high component of through traffic and significant pedestrian movements related to schools, shopping centres and recreational facilities.

Traffic calming treatments are successful in modifying driver behaviour in a majority of motorists. They are however, ineffective in modifying driver behaviour in motorists who drive with little regard for their legal or social responsibilities. These motorists invariably see these treatments as a challenge and in some instances, traffic treatments can exacerbate problems associated with antisocial driver behaviour. The closure of a road can redirect the traffic to other streets and therefore has generally not be supported.

On this basis, while the recent crashes are a concern, traffic conditions on Galleon Road remain the same. The isolated incidences do not warrant immediate changes to the road environment and therefore the traffic treatment or road closure of Galleon Road cannot be supported. However the traffic situation in Galleon Road will be monitored and the need for traffic treatments can be reviewed accordingly.

The construction of a footpath along Galleon Road will be listed for consideration in the Principal Activities Plan.

MOVED Cmr Morgan, SECONDED Cmr Rowell that the Joint Commissioners:

- 1 DO NOT SUPPORT the petitioners request for the road closure of Galleon Road, Beldon;**
- 2 LIST for consideration on a priority ranking in the Traffic Management Forward Plan the traffic treatment of Galleon Road;**
- 3 LIST for consideration in the Principal Activities Plan construction of a footpath along Galleon Road, Beldon;**
- 4 ADVISE the petitioners accordingly.**

Cmr Morgan spoke in support of the Motion.

The Motion was Put and

CARRIED

DEVELOPMENT & PLANNING SERVICES SECTION
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Items CJ237-06/99 to CJ239-06/99 inclusive were Moved by Cmr Rowell and Seconded by Cmr Clark-Murphy. Cmr Rowell stated his intention to speak on Item CJ237-06/99.

CJ237-06/99 METROPOLITAN CENTRES POLICY – [08570, 20454]

SUMMARY

The Western Australian Planning Commission has released a revised draft Metropolitan Centres Policy as a Statement of Planning Policy in accordance with Section 5AA of the Town Planning and Development Act for local government comments by 25 June 1999. A submission document has been prepared for the City by Planwest-Belingwe (the consultants undertaking the City's Centres Strategy project), and it is recommended that the Joint Commissioners endorse the submission for forwarding to the Western Australian Planning Commission together with additional comments outlined in this report.

BACKGROUND

1991 Metropolitan Centres Policy Statement

In 1991, the former Department of Planning and Urban Development (DPUD) released a Metropolitan Centres Policy Statement for the Perth Metropolitan Region. This is still the current endorsed policy on this subject. One of the main purposes of this was to establish a hierarchy of centres to serve the region, and to provide guidelines for determining the locations and sizes of centres. The guidelines concerning size of centres were:

	<u>nla (m²) per capita</u>	<u>nla (m²) per household</u>
Perth Central Area	0.20	0.56
Regional Centres	0.61	1.71
District Centres	0.40	1.12
<u>Neighbourhood and Local</u>	<u>0.53</u>	<u>1.49</u>
TOTAL	1.74	4.88

(nla: Net Lettable Area).

The hierarchy of centres proposed was as per the above table, except Regional Centres was divided into Strategic Regional Centres and Other Regional Centres. The policy designated the following City of Joondalup centres:

- Strategic Regional Centre : Joondalup
- Other Regional Centres : Whitfords City, Warwick Grove
- District Centres: Greenwood Village, Woodvale.

1997 Draft Metropolitan Centres Policy Statement

In 1997, the Ministry for Planning undertook a review of the 1991 Policy Statement and released for public comment a draft Metropolitan Centres Policy Statement (March 1997).

The policy objectives, principles and proposed centres hierarchy of the 1997 Draft Policy were essentially the same as the 1991 Policy. The main points of difference were:

- 1 Whereas the 1991 policy provides the guideline figures referred to above (nla per capita; nla per household), the 1997 draft took this a step further by applying similar guideline figures through a retail model to calculate sizes for each Regional and District Centre at 5-yearly periods up to the year 2026. The actual nla per capita figures used in the model were based on the 1993 level of nla supply in the region and by way of comparison to the 1991 policy figures were as follows:

	<u>nla (m²) per capita</u>
Perth CBD	0.20
Regional	0.59
District	0.44
Neighbourhood and Local	(Not considered)

The result was the 'Shopping Floorspace Guide' shown in Attachment No 1. It may be noted that a substantially greater number of City of Joondalup centres were designated, as compared to the 1991 policy.

2. In respect to providing guidance concerning the way that centres should be designed, the 1997 draft policy was of a more prescriptive nature than the 1991 policy. It provided the following requirements with which new developments and extensions to existing developments were to comply:
 - the plot ratio of the development should not exceed 0.4 of the site;
 - the proposed development and any associated car parking building should be located a minimum of 30m from any residential zone;
 - the proposed retail development and any associated car parking building should not exceed three and two storeys in height respectively, above the natural ground level;
 - the site coverage of the development, including any associated car parking building, should not exceed 50 percent of the area of the site; and
 - the proposed development, including any associated car parking building, should not cause any overshadowing on any adjacent residential zoned land at noon during any month.

1999 Revised Draft Metropolitan Centres Policy

Following consideration of the submissions received and advice of the Policy Review Panel set up to hear oral submissions on the 1997 draft policy, the Western Australian Planning Commission (WAPC) has adopted and released a revised draft Metropolitan Centres Policy as a Statement of Planning Policy in accordance with Section 5AA of the Town Planning and Development Act. The Act requires the WAPC to consult with local governments and local government associations affected by the Policy, and in this instance submissions are invited by 25 June 1999.

A copy of the 1999 revised draft policy has been placed in the Commissioners' reading room for reference.

DETAILS

Key changes in the 1999 revised draft policy as compared to the 1997 draft are as follows:

1. The revised draft policy is proposed as a Statement of Planning Policy in accordance with Section 5AA of the Act to give the policy added statutory force. It is understood that the status of relevant planning policies has been increasingly challenged in recent times (e.g the Whitford City Shopping Centre Appeal), and the use of Section 5AA is a way of addressing this.
2. The use of per capita floorspace guidelines has been omitted from the revised draft policy. The policy instead proposes a centres hierarchy which places greater emphasis on functions of the different types of centres in the hierarchy (refer Appendix 1 of the revised draft policy, pages 21-22). Upper shopping floorspace guidelines have been designated for the different types of centres, and these have changed slightly from the current 1991 policy designations.
3. The status of the centres floor space guide plan in the revised draft policy has changed to that of being for information only, simply listing the 1998 nla retail floor space for the designated centres. A copy of the plan is shown in Attachment 2.
4. The more specific development control standards proposed in the 1997 draft policy (as listed in the Background section, point 2) have now been deleted.
5. The revised draft policy places some emphasis on 'main street' principles as espoused in the WAPC's Liveable Neighbourhoods: Community Design Code.

COMMENT/FUNDING

The consultants currently undertaking a Centres Strategy for the City have recently been appointed to prepare a submission on the revised draft Metropolitan Centres Policy on behalf of the City. The consultants (Planwest and Belingwe) have presented their draft submission document (a copy of the Planwest-Belingwe submission is appended to this report as Attachment 3), and it is considered that the submission thoroughly addresses issues of relevance to the City.

Key points made in the consultants' submission document include the following:

- It is time for a critical and fundamental review of the performance of the hierarchy policy of planned centres which has been in place for 22 years, as views on commercial structures have altered radically in the metropolitan areas of other Australian cities compared to Perth.
- Whilst the draft policy goes some way to adopting Liveable Neighbourhoods: Community Design Code concepts, it appears 'main street' shopping is treated as an adjunct rather than the preferred alternative to the established regional/district/neighbourhood centre hierarchy. The policy should be more explicit in acknowledging, incorporating and embracing Liveable Neighbourhoods and 'main street' concepts and principles.
- The draft policy makes no advance on the current 1991 policy that it is designed to replace in encouraging and facilitating employment growth in the suburbs. Greater attention should be given in the policy to promoting jobs and employment self-sufficiency, in particular it should pursue the recommendations made in Kemp's 1997 study for the WAPC.
- The draft policy omits reference to per capita guidelines on shopping floorspace provision which are included in the current 1991 policy and have been an enduring feature of retail policy for the past 22 years. Some form of regional guidance on per capita floorspace provision and how it should be used is considered essential for consistency in modelling, preparation of local commercial strategies, retail impact statements, and in assessing development proposals.
- The shift in policy emphasis from floorspace to the functional role of centres is acknowledged and supported, however, the functional criteria for distinguishing between different levels of centre in the hierarchy in Appendix 1 is neither sufficiently detailed nor precise to be of much use in examining centre proposals.
- The rationale and arguments for changes to the floorspace guide for centres in the hierarchy from the current 1991 policy require explanation and justification.
- Comments are made regarding several specific centres listed in Appendix 3 to the policy.
- The draft policy recommends the use of various zones for the different centres in the hierarchy, however the value of such a large number of zones is questioned. A better approach would be to use such a designation of centre in a local commercial strategy and structure plan, with a more uniform zoning being applied to all centres (e.g the Centre Zone in TPS 1 and draft DPS 2).

Several additional issues have been identified (as follows), and these comments should also be conveyed to the WAPC:

1. Delegation of approvals to Local Government for centre proposals is to occur when applications accord with 'endorsed structure plans'. This should be clarified in terms of whether 'endorsed structure plans' includes plans such as the North West Corridor Structure Plan (NWCSP). The NWCSP proposes for example that the Clarkson and Butler District Centres be greater than 15000 m²NLA. If the NWCSP is regarded as an 'endorsed structure plan', then referral of an application to develop one of these centres to the size proposed in the NWCSP would not be required.
2. At a meeting held with Ministry for Planning (MFP) officers on 20 May 1999 on this matter, MFP indicated that it may be possible for a Local Commercial Strategy, once endorsed by WAPC, to over-ride provisions contained in the Metropolitan Centres Statement of Planning Policy, and proposals contained in the NWCSP. If this is indeed intended, then the Statement of Planning Policy should clearly provide for this.

It is recommended that the Joint Commissioners endorse the submission prepared by Planwest-Belingwe as the City's submission on the revised draft Metropolitan Centres Policy, together with the additional comments outlined above.

MOVED Cmr Rowell, SECONDED Cmr Clark-Murphy that the Joint Commissioners ENDORSE the submission prepared by Planwest-Belingwe on the Revised Draft Metropolitan Centres Policy, and forward the document to the Western Australian Planning Commission together with the additional comments outlined in Report CJ237-06/99.

Cmr Rowell gave an overview and background of the history and current situation with regard to the draft Metropolitan Centres Policy.

The Motion was Put and

CARRIED

Appendix XII refers

**CJ238-06/99 SUBDIVISION CONTROL UNIT – DIRECTOR,
DEVELOPMENT SERVICES - 21 MAY 1999
TO 3 JUNE 1999- [05961]**

SUMMARY

Overleaf is a resumé of the Subdivision Applications processed by the Subdivision Control Unit 21 May 1999 to 3 June 1999. All applications were dealt with in terms of the delegation of subdivision control powers to the Chief Executive Officer (DP247-10/97 and DP10-01/98). The Chief Executive Officer subsequently delegated to the Manager Development Management Services, the authority to deal with these applications as follows:

SCU1 Subdivision applications received which are generally consistent with an approved or agreed Structure Plan (including Outline Development Plan and Development Guide Plan).

SCU2 Subdivision applications previously supported, or not supported by Council and subsequently determined by the Western Australian Planning Commission (WAPC) consistent with the Council's recommendation.

SCU3 Applications for extension of subdivisional approval issued by the WAPC which were previously supported by Council.

SCU4 Applications for subdivision or amalgamation which result from conditions of development approval given by or on behalf of Council.

SCU5 Applications for subdivision or amalgamation of lots which would allow the development of the land for uses permitted in the zone within which that land is situated including applications involving the excision of land for road widening, sump sites, school sites, etc.

SCU6 Applications for subdivision or amalgamation of lots contrary to Council or WAPC Policy or are not generally consistent with an approved or agreed Structure Plan.

MOVED Cmr Rowell, SECONDED Cmr Clark-Murphy that the Joint Commissioners endorse the action taken by the Subdivision Control Unit in relation to the applications described in Report CJ238-06/99.

The Motion was Put and

CARRIED

Appendix XIII refers

CJ239-06/99 APPROVAL FOR HALF TENNIS COURT: LOT 896 (17) LACROSSE RISE, SORRENTO - [29163J]

SUMMARY

An application has been received by the City of Joondalup for the construction of a half Tennis Court at 17 Lacrosse Rise, Sorrento. In accordance with the requirements of the City's previous local law, written comments were required to be sought from the adjoining owners with regard to construction of the floodlights. Three affected owners were contacted, and despite two objections received from the owners at the rear, approval is recommended.

BACKGROUND

Lot No	896
Street Address	17, Lacrosse Rise, Sorrento
Land Owner	Pakistan Pty Ltd
MRS Zoning	R:20
TPS Zoning	Residential Development
Land Use	Single House (2 Storey)
Permissibility of Use	P
Lot Area	1388 m ² (Two Lots Amalgamated)

Site History

The present site originally consisted of lots 489 & 490, and was amalgamated to form one lot 896 (1388 m²). A large single house has been constructed and is nearing completion.

DETAILS

The subject lot is 1388m² and situated at the top of Lacrosse Rise, Sorrento. The proposed half Tennis Court will be situated in the rear (north eastern) corner of the lot, and measure 19 metres in length, by 9 metres in depth. The two light poles will be located along the rear boundary, five and a half metres in from each corner. The poles will be 5 metres high, with the lamp holder at the top of the pole, each housing a single “extreme cut off” light, with a 400 watt bulb. The light fittings used are designed to eliminate glare and light spill onto adjoining properties, in fact the lighting analysis and specification comply in every respect with the Former By- Law F1 and the current Private Property Local Law.

When the original application was submitted the Former By Law F1 “Fencing and Private Tennis Court Floodlighting” was in force. This has been superseded by the recently gazetted Private Property Law.

Advertising and Summary

Affected adjoining owners were contacted in accordance with the requirements of the previous Local Law. The neighbour most likely to be impacted upon on the front right hand side (eastern) did not comment. The two neighbours at the rear, however, have both strongly objected on the grounds of noise and light spill.

Assessment and Reasons for Recommendation

A recent site visit revealed that the proposed Tennis Court is surrounded by a high brick wall on the right hand (eastern boundary). A 1.4 metre high limestone wall is located on the rear boundary with a further 1.8 metre high timber fence on top. Two-thirds of the length of the Tennis Court backs onto Lot 446 (15) Ashmore Way whilst the remaining section is adjacent to Lot 445 (17) Ashmore Way (refer to attachments).

Reasons for the Recommendation

- The noise levels will be kept to a minimum due to the playing surface of the court being 1.4 metres lower than the ground level in the complainants’ properties and the 1.8 metre high timber fence will provide a further sound barrier. In addition, the local law prohibits use after 10:00 pm.
- The light poles will be located on the rear boundary of 17 Lacrosse Rise with the lights facing away from the complainants with no measurable light behind the poles.
- The noise from the court would be no more excessive than noise from the adjacent swimming pool and barbecue pavilion.

MOVED Cmr Rowell, **SECONDED** Cmr Clark-Murphy that the Joint Commissioners having considered the submissions, **APPROVE** the construction of a half Tennis Court and appropriate lighting in the north eastern corner of 17 Lacrosse Rise, Sorrento pursuant to the City's Private Property Local Law.

The Motion was Put and

CARRIED

CJ240-06/99 PROPOSED THIRD STOREY ADDITION TO EXISTING SINGLE HOUSE WHICH EXCEEDS THE HEIGHT AND SCALE OF BUILDINGS IN A RESIDENTIAL AREA POLICY: LOT 562 (71) ASHMORE WAY, SORRENTO [03759J]

SUMMARY

An application pursuant to clause 7.3(b) of the City of Joondalup Town Planning Scheme has been received for a proposed third storey addition to an existing single house which projects outside of the design envelope set out in the City's Height and Scale of Buildings in a Residential Area Policy.

In general, applications of this nature are commonly determined with delegated authority, however, due to the controversial nature of the subject land and immediate surrounding properties, is placed before the Joint Commissioners for determination.

BACKGROUND

Lot No	562
Street Address	71 Ashmore Way, Sorrento
Land Owner	Bruce Waldon BRISLIN
TPS Zoning	R20
Lot Area	761m ²
Existing Building Area	379m ²
Proposed Building Area	439m ²

Site History

BA90/0936 Building Licence issued for existing two storey single house.

BA90/3673 Building Licence issued for existing swimming pool.

16/02/98: Building Licence Application received (BA99/2378)

03/03/98: Applicant advised of information required and required report to Council.

28/04/98: Council approved proposal subject to resolution of building licence requirements.

- April 1998 New Height & Scale of Residential Buildings came into effect.
09/11/98: Amended plans received – proposed third storey increased in size.
02/02/99: Applicant advised that amended plans do not comply with Council's Height & Scale of Buildings in a Residential Area Policy DS4 and outstanding information required.
30/04/99: Further amended plans received.
- BA99/4023 Application for pergola licence made – not licensed.
28/05/99: Site Instruction 17833 issued for unauthorised pergola.

Previous Council Decisions

At its meeting of 28 April 1998, the Joint Commissioners Resolved to:

Issue the building licence (BA99/2378) subject to the satisfactory resolution of outstanding construction matters. (DP124-04/98 refers)

DETAILS

The proposal involves an addition to the existing two storeyed dwelling on the property by adding 16m² to the second storey and a new third level of 44m². The dwelling will have a plot ratio of 47%.

The front half of the existing dwelling is two storeys and the additions are proposed to add to that portion.

The site faces west and did slope down from rear to front by approximately 3 metres. A sub divisional retaining wall of approximately 0.8 metres exists along the rear of the lot with the properties to the rear being higher.

The site was originally both cut and filled with the front of the dwelling on approximately 0.7 metres fill and the rear 0.7 metre cut. The top of the rear sub divisional retaining wall is hence some 2.1 metres above the lower floor level.

The addition is therefore approximately 8.6 metres high from eaves to the original ground level at the front and 8 metres at the rear with the nearest side boundary being setback 3.18 metres.

Dwellings within the immediate locality are of a similar scale to the existing dwelling with two exceptions:

- Lot 599 Ashmore Way – 3 storeyed dwelling (approved on appeal by Minister).
- Lot 560 Manakoora Rise – 3 storey to west (to the rear) but 2 storey facing road.

The dwelling on Lot 560 was the subject of a Department of Local Government Inquiry.

Many dwellings in the locality would exceed the standard set out in the City's present Height Policy. Most, however, apply to sloping land where two storey dwellings have been constructed on filled land or have undercroft garages, etc.

The Scheme and Policy

The City's Height and Scale of Buildings Policy is a policy adopted under the City's Town Planning Scheme. The policy provides:

- for a 3 dimensioned tent shaped building envelope;
- that if the development projects outside the envelope, an approval to Commence Development is required and that such applications should be advertised for comment by adjoining owners.

In respect to the proposal, most of the upper roof and the southern facing upper wall project outside the envelope. (See attachments).

Applicant's Justification

The applicant has provided the following as justification for the proposal (summary):

- The Joint Commissioners approved the original third storey submission at Joint Commissioners' Meeting of 28 April 1998 (DP124-04/98), and the amended plans are not dissimilar to the original plans in height, R-Code compliance and setbacks.
- The amended plans involve an addition of a bedroom and bathroom and do not impact adversely on the adjoining neighbours or their privacy.
- The amended plans are not out of character with other three storey homes in the area.
- The residence at the rear of the subject lot (3 Manakoora Rise) is three storeys high and of greater bulk and size than the proposal.
- The changes to his amended plans are minimal from the original proposal.
- Every effort has been made to minimise negative impact on adjoining owners and maintain their privacy.
- The applicant is trying to restore the value of the property.

Relevant Legislation

Clause 7.3(b) of the City of Joondalup Town Planning Scheme No.1.

Relevant Policies

Height and Scale of Buildings in a Residential Area Policy (DS4)

Advertising and Submissions

The adjoining owners were notified of the proposal and three of the four abutting owners have objected. Their submissions are summarised below:

Item No:	Affected Property	Summary of Submission
1	Lot 563 (69) Ashmore Way	<p>Amended plans differ considerably from original submission.</p> <p>Request for the City to reject application due to conflict (ongoing stemming from 3 Manakoora Rise) Request for owner to revert to original application</p>
2	Lot 559 (5) Manakoora Rise	<p>Objection due to non-compliance with Policy DS4.</p> <p>“Overbuilding” of lot</p> <p>Letter dated 9/3/98 expresses concern that in time all houses in the area will be three levels high.</p>
3	Lot 560 (3) Manakoora Rise	<p>Objection to height of proposed dwelling & non-compliance with height policy.</p> <p>“Blocky” appearance & volumetric grossness or over-development.</p> <p>Visual amenity to adjoining neighbour’s property due to third storey.</p> <p>Departure of policy by the City after implementation.</p> <p>Applicants prior demands that developments comply with requirements, by-laws, regulations & codes and perceived non-compliance by objector.</p> <p>Compensation previously received by applicants due to perceived losses and seeking recompense for prospective losses.</p> <p>Visibility of southern façade from objectors residence.</p>

COMMENT

Issues

The Policy

The City's policy is not a prohibition on the height and scale of buildings. It provides for an "as of right approval" if residential buildings are within the building envelope and provides that buildings which project through the building envelope require development approval.

Policy Background

The policy is intended to reserve for the Council the ability to moderate the worst elements of the R Codes.

The R Codes provide for unlimited dwelling height depending upon setbacks and dwellings with excessive bulk and blandness. Buildings constructed on excessive fill are possible.

The critical elements of the envelope are:

- it is measured from natural ground level or levels after subdivision;
- it provides for a wall height on the boundary of 3.5 metres, a roof sloping up at 45° to a maximum height of 8.5 metres;
- eaves, chimneys and the like may project.

In the past year, approval has been granted for many dwellings which marginally project outside the envelope and have the following attributes:

- walls and surfaces which project are articulated to reduce building bulk and blandness;
- involves the building in undereaves of robes, ensuites, etc;
- has not resulted from excessive fill;
- has not resulted from unusual shaped buildings, ie height for the sake of view;
- has not resulted in excessive overlooking, where other options are available.

This proposal fails most of these tests.

The applicant has used No 3 Manakoora Rise as a justification for supporting the proposals. No 3 Manakoora Rise was approved prior to the adoption of the current height policy and was different in many respects.

- there is a 0.8 metre subdivisional retaining wall.
- the site falls approximately one storey from the road to the rear/side boundary;
- the dwelling consists of a two storey dwelling with undercroft garage;
- columns on the boundary support concrete roofs/floors with balconies and walls well set back.
- across much of the rear of the subject lot, No 3 Manakoora Rise is only one level, being an enclosed pool, at the street floor level (ie on one level of fill).

The dwelling is, however, considered to be bulky and would project outside of the current policy envelope and would today, in light of the present policy, be unlikely to be supported.

The Original Application

The nature of the original application is irrelevant as it is the current application that is before the City. It does, however, suggest that bulk rather than height is a concern to the objector. By any measure, however, this proposed extension is much larger than the current approved extension. The entire roof area of the third storey extension plus the third storey southern wall projects outside the building envelope of the height policy.

Overbuilding of Lot

There are several measures available to the City:

- open space – more than 50% of the site is available as open space;
- plot ratio – the ratio of all proposed floor space to the site area is less than 50% at 47%;
- The R Codes – the building complies;
- The City’s Height and Scale of Buildings Policy – the building does not satisfy the “approved as of right” component of the Policy.

All Houses in the Area May be Three Levels

Without the City’s intervention that would have been a possible outcome that many of the houses in the locality may be three levels as ocean views are possible, however, since the policy adoption, most dwellings have complied with the policy or been granted only minor dispensation including some in the immediate locality.

The policy was prepared following consideration of the approval of several of the then complying dwellings in the locality.

Excessive Building Bulk & Height

Without doubt the building could have been designed to provide the same floor space and comply with the policy building envelope. Approximately half of the existing dwelling is only at one level. The proposed third level is directly above an extended second level.

The buildings have a front elevation of 15.3 metres wide to both ground and second storey and 12.8 metres to the third storey. It is recessed in on the third storey from the north side and has balconies on both upper levels.

The building will have a slab side facing south measuring over 8 metres in height and 9 metres in length.

If the southern side wall was designed to comply with the policy, it would have considerably less building bulk.

Assessment and Reasons for Recommendation

The City's policy has resulted in better and more appropriately designed dwellings, and those which have not been approved, have been refused for good reason.

The policy is well founded and does have a high level of community support and understanding of its design outcomes.

Most houses in the immediate locality are two storey. There are two exceptions, however, both are prior to the policy adoption – one house was approved by the City, the other refused and approved on appeal.

The dwelling and proposed additions will have excessive height and building bulk which will be out of character with the general area. Even discounting the earthworks associated with the original dwelling, the proposed additions will extensively project through the building envelope.

A series of discretionary tests have been established for non-complying dwellings and the proposal fails most of those tests. The proposed building additions could have been designed to fit within the envelope.

It is recommended that the application be refused.

MOVED Cmr Rowell, SECONDED Cmr Clark-Murphy that the Joint Commissioners:

1 REFUSE the application for a third storey addition to an existing dwelling on Lot 562 (71) Ashmore Way, Sorrento for the following reasons:

- (a) the proposal excessively exceeds the “as of right” permissibility defined under the City’s Height and Scale of Buildings in Residential Areas Policy. The additions could have been designed in a manner which would have satisfied the above policy. The justification and reasons provided do not warrant the exercise of the Council’s discretion;**

- (b) **the proposal will have an adverse impact upon the amenity of the adjoining owners by virtue of the size, scale, height and bulk of the dwelling;**
- © **the proposal will adversely affect the orderly and proper planning of the locality;**

2 ADVISE the submissioners of the City’s determination.

Cmr Rowell highlighted background information in relation to both this issue and the conditions of the recently adopted Height and Scale of Residential Buildings policy.

The Motion was Put and

CARRIED

CJ241-06/99 REQUEST TO WITHDRAW PENDING LEGAL ACTION FOR BREACH OF DEVELOPMENT APPROVAL CONDITIONS AND TOWN PLANNING SCHEME NO 1: (ERECTION OF UNAUTHORISED CARPORTS AND STORAGE OF MATERIALS IN CARPARK) – LOT 34 (210) WINTON ROAD, JOONDALUP - [02022J]

SUMMARY

At its meeting of 13 April 1999 the Joint Commissioners resolved to initiate legal action against the Strata Company and owners of unauthorised carports/open storage erected/stored in the carparking bays of Lot 34 (210) Winton Road, Joondalup.

The unauthorised carports and open storage were to be removed by 5 February 1999. However, they were not removed until 14 April 1999. The carports were removed a few days prior to 14 April 1999. However the open storage remained. The matter was forwarded to the City’s solicitors for legal action and legal costs of \$230.20 have so far been raised.

As the matter of the unauthorised carports and open storage has been resolved on Lot 34 (210) Winton Road, Joondalup legal action is considered to be unnecessary.

The Strata Company has agreed to pay the City’s legal costs of \$230.20 should all legal action against the Strata Company and owners of the carports be withdrawn by Council.

It is recommended that all pending legal action be withdrawn involving this matter providing that the City’s legal costs of \$230.20 are paid by the offending parties. It is further recommended that the Strata Company and owners of the carports be advised to take note of any further requests by the City to comply with conditions of the Development Approval for the property and the City’s Town Planning Scheme No 1.

BACKGROUND

Lot No	34
Street Address	210 Winton Road, Joondalup
Land Owner	13 Strata Units
MRS Zoning	Urban
TPS Zoning	Service Industrial
Land Use	Light Industrial/Showrooms

Site History

At its meeting of 13 April 1999 the Joint Commissioners resolved to:

- 1 ADVISE the Strata Company of Lot 34 (210) Winton Road, Joondalup and the owners of the unauthorised carports and open storage of materials within the car parking bays at the rear of the property, that the erection of the carports without approval and the open storage is in breach of the City's Town Planning Scheme No 1 and development approval for the site.
- 2 ADVISE the Strata Company of Lot 34 and the owners of the illegal carports and unauthorised storage of materials within the rear carpark of the property, that the City intends to initiate legal action against them for failure to remove the items;
- 3 AUTHORISE the Chief Executive Officer to initiate legal action in accordance with 2 above.

The Strata Company and owners of the unauthorised carports were advised of the above resolution in correspondence dated 28 April 1999.

DETAILS

Correspondence dated 28 April 1998 from the City to the Strata Company/owners of the unauthorised storage not only notified them of Council's Resolution of 13 April 1999, but gave them the opportunity to explain why the carports/open storage took some 89 days to remove after being requested to do so by the City.

In correspondence dated 29 April 1999 the Strata Company stated that they had made extensive and strenuous efforts to have the Strata Owners comply, however, no evidence of this was forwarded until 17 May 1999.

Correspondence dated 3 May 1999 from Hermans & Rassi Electrical, owners of the unauthorised carports, stated that the carports were removed by 5 February 1999 as requested. This information was incorrect as photographs were taken of the unauthorised carports still erected on site on 15 March 1999.

As previously advised, correspondence received from the Strata Company Manager for Lot 34, dated 17 May 1999 detailed the efforts by the Strata Company to have the strata owners remove the open storage and unauthorised carports.

Should the Strata Company have produced this information during legal proceedings against them, it would be most likely that a Magistrate would have accepted their efforts and may have found them not guilty. Legal action could have continued against the owners of the unauthorised carports, however, the City may not have achieved a desired result. Legal costs would undoubtedly have been higher and may not have been fully recovered.

COMMENT

The City has achieved the removal of the unauthorised carports and open storage. Legal costs to the City at this time are \$230.20 which the Strata Company is prepared to pay, providing all pending legal proceedings are withdrawn. It is strongly recommended that Council withdraws all pending legal action providing legal costs of \$230.20 are paid by the offending parties.

MOVED Cmr Rowell, SECONDED Cmr Morgan that the Joint Commissioners:

- 1 ADVISE the Strata Company of Lot 34 (210) Winton Road, Joondalup and the owners of the unauthorised carports and open storage, that as the items have now been removed the Commissioners are prepared to withdraw all pending legal action against them on the proviso that the City's legal fees of \$230.20 are paid for by them;**
- 2 ADVISE the Strata Company and strata owners of Lot 34 (210) Winton Road, Joondalup that future requests by the City for them to comply with the conditions of Development Approval/City Zoning Scheme No 1 should be carried out on time as any future breaches may result in legal action;**
- 3 AUTHORISE the Chief Executive Officer to withdraw the legal action regarding this matter should the sum of \$230.20 be paid by the offending parties within 14 days notification.**

The Motion was Put and

CARRIED

REPORT OF THE CHIEF EXECUTIVE OFFICER
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C30-06/99 SPECIAL MEETING OF ELECTORS – MONDAY 14 JUNE 1999 – [23094J]

SUMMARY

Following receipt of a petition, a Special Meeting of Electors was held on Monday 14 June 1999, in accordance with Section 5.28 of the Local Government Act 1995, to discuss:

- 1 the preparation of a Structure Plan and Implementation Study for Hillarys Boat Harbour and adjoining reserves as detailed in report CJ164-05/99 in the agenda for the Ordinary Meeting of the Joint Commissioners of the City of Joondalup, 11 May 1999;
- 2 the possibility of the proposed uses of the land denying the rights of the residents of Joondalup to continue to enjoy the current amenity of the existing reserves;
- 3 other matters that may be raised from the floor of the meeting relating to the preparation of a Structure Plan and Implementation Study for Hillarys Boat Harbour.

In accordance with Section 5.33 of the Local Government Act, all decisions made at an electors meeting are to be submitted to Council for consideration.

The Minutes of the Special Meeting of Electors are submitted for noting by the Joint Commissioners.

BACKGROUND

A petition was presented to the Meeting of Joint Commissioners on 11 May 1999 requesting that a Special Meeting of Electors be held to discuss the preparation of a Structure Plan and Implementation Study for Hillarys Boat Harbour and adjoining reserves

DETAIL

A Special Meeting of Electors was held on Monday 14 June 1999, in accordance with Section 5.28 of the Local Government Act 1995. There were 64 members of the public and one member of the Press in attendance.

Following a period of question and comment time, the following motions were Moved by Mr Steve Magyar and Seconded by Mr Vic Harman:

“That we the electors of the City of Joondalup do hereby expect the Joint Commissioners to:

- 1 *acknowledge that Reserve 40802 only exists because of the long public campaign, in the 1970's and 1980's, to save the area as a sample of the Quindalup Dunes land formation and vegetation;*
- 2 *acknowledge the importance of the Quindalup Dune vegetation preserved at the Whitfords Nodes and their listing in the Perth Bushplan;*
- 3 *not proceed with or support any development applications or rezoning proposals that compromises the nature values of Reserve 40802;*
- 4 *review the Foreshore Management Plan for Reserve 40802 with the aim of maintaining the nature values of the foreshore area known as the Whitfords Nodes;*
- 5 *initiate planning and management strategies that will continue to protect the natural environment of the Whitfords Nodes;*

- 6 *ensure that the structure plan for Reserve 39197 be done separately to any study for Reserve 40802 and Reserve 20561.”*

Section 5.33 of the Local Government Act 1995 requires any decisions made at a Special Electors’ meeting to be considered, where practicable, at the next Ordinary Meeting of the Council.

COMMENT

The plans for Hillarys Boat Harbour (Reserve 39197) were prepared in the 1980’s and are not considered to provide an adequate basis for the assessment of development proposals and the ongoing management of the area. Under the Metropolitan Region Scheme the Western Australian Planning Commission (WAPC) is the development control authority for the area. Development applications relating to Reserve 39197 are signed by the Department of Transport as landowner on behalf of the Crown, and lodged with the City. The City then refers them with recommendations to the WAPC for determination. A structure plan is required for this area as a matter of priority.

The WAPC is able to prepare a structure plan for any area about which it is concerned and has initiated the preparation of this structure plan. The City can not direct the WAPC in its activities but can request that the structure plan be confined to the Hillarys Boat Harbour reserve and that any impact on the adjoining Reserve 40802 be identified so that it can be properly addressed separately by the City.

The City has a non-statutory Foreshore Management Plan for Reserve 40802 setting out proposals for development and use of the public area. While a structure plan is not required for this area, there could be impacts from development carried out or proposed on the adjoining reserve. The proposed residential development on the land to the east (Harbour Rise Estate) could also impact on the area necessitating a review of the foreshore management plan. Because of the impact of residential development in the area and any identified impact from possible development in the adjoining reserve, it will be necessary for the City to review its Foreshore Management Plan.

Reserve 40802 is the result in part of a public campaign carried out in the 1970’s and 1980’s to save areas of land in the locality from residential development. This open space is an important example of the Quindalup Dunes land formation and associated vegetation. This importance has been recognised by the treatment of the area in the City’s Foreshore Management Plan and its inclusion in the Perth Bushplan. The City will treat all proposals relating to the land contained in Reserve 40802 in accordance with its Foreshore Management Plan and request the WAPC to ensure the Plan is taken into account in the preparation of the structure plan.

MOVED Cmr Morgan, SECONDED Cmr Rowell that the Joint Commissioners:

- 1 NOTE the Minutes of the Special Meeting of Electors held on Monday 14 June 1999 forming Attachment 1 hereto, to discuss the preparation of a Structure Plan and Implementation Study for Hillarys Boat Harbour and adjoining reserves;**

2 ACKNOWLEDGE:

- (a) that Reserve 40802 only exists because of the long public campaign, in the 1970's and 1980's, to save the area in part as an example of Quindalup Dunes land formation and vegetation complex;
- (b) the importance of the Quindalup Dune vegetation preserved at the Whitfords Nodes and its listing in the Perth Bushplan;

3 CONSIDER any development applications or proposals relating to Reserve 40802 in accordance with the adopted Foreshore Management Plan giving due consideration to 2(a) and 2(b) above;

4 REVIEW Council's Foreshore Management Plan for Reserve 40802 in the light of development currently proposed in the surrounding area, any impacts identified through the preparation of the structure plan and having particular regard to public safety, security, pedestrian and vehicular access and the ongoing protection and maintenance of the coastal environment; and,

5 REQUEST the Western Australian Planning Commission to ensure that the proposed structure plan recognise the adopted Foreshore Management Plan for Reserve 40802.

The Motion was Put and

CARRIED

Appendix XIV refers

C31-06/99 COUNCIL MEETING TIME CHANGE - [02154]

SUMMARY

As from 1 July 1999, the City of Joondalup and Shire of Wanneroo will operate autonomously. The Shire of Wanneroo will be moving to temporary accommodation at the Wanneroo Works Depot and the Kingsley and Merriwa Community Centres.

Due to the physical location of the two municipalities it is recommended that the Council meeting times be changed so that the non-host Council meeting commences at 6.00pm and the host Council meeting commences at 7.00pm.

BACKGROUND

The Local Government Act 1995 requires a local government to give local public notice, at least once each year, of its ordinary meeting dates to be held in the next twelve months.

At the 9th February meeting of the Joint Commissioners, it was adopted that the ordinary meetings of the Joint Commissioners for the City of Joondalup and Shire of Wanneroo be held on the second Tuesday of every month at the Joondalup Civic Centre and on the fourth Tuesday of every month at the Wanneroo Civic Centre, commencing at 6.00pm and 7.00pm respectively.

DETAILS

As from 1 July 1999 the City of Joondalup and Shire of Wanneroo will operate autonomously. The Shire of Wanneroo will be moving to temporary accommodation at the Wanneroo Works Depot and the Kingsley and Merriwa Community Centres.

It is requested that the Council meeting times be altered to accommodate the change in logistics.

The Council meetings will still be held at the same venue and on the same dates as advertised in the Wanneroo Times on 23 February 1999 with the only change being the non-host Council commencing its meeting at 6.00pm and the host Council's meeting to start at 7.00pm.

No changes will be made to the current deputation arrangements.

The change in time for the City of Joondalup Council meeting will be advertised in accordance with the Local Government Act 1995.

MOVED Cmr Buckley, SECONDED Cmr Clark-Murphy that the Joint Commissioners:

1 SET the following meeting dates for the City of Joondalup:

<u>Date</u>	<u>Venue</u>	<u>Time</u>
13 July 1999	Joondalup Civic Centre	7.00pm
27 July 1999	Wanneroo Civic Centre	6.00pm
10 August 1999	Joondalup Civic Centre	7.00pm
24 August 1999	Wanneroo Civic Centre	6.00pm
14 September 1999	Joondalup Civic Centre	7.00pm
28 September 1999	Wanneroo Civic Centre	6.00pm
12 October 1999	Joondalup Civic Centre	7.00pm
26 October 1999	Wanneroo Civic Centre	6.00pm
9 November 1999	Joondalup Civic Centre	7.00pm
23 November 1999	Wanneroo Civic Centre	6.00pm
7 December 1999	Joondalup Civic Centre	7.00pm
21 December 1999	Wanneroo Civic Centre	6.00pm

2 in accordance with the Local Government Act 1995, GIVE PUBLIC NOTICE of the meeting dates as detailed in 1 above.

The Motion was Put and

CARRIED

DATE OF NEXT MEETING

The next meeting of the Joint Commissioners has been scheduled for **7.00 pm** on **TUESDAY, 13 JULY 1999** to be held at the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup.

CLOSURE

There being no further business, the Chairman declared the Meeting closed at 1940 hrs, the following Commissioners being present at that time:

COMMISSIONERS: ANSELL
MORGAN
CLARK-MURPHY
ROWELL
BUCKLEY