

POLICY MANUAL – INDEX OF RECOMMENDED CHANGES

POLICY NO.	POLICY HEADING	PROPOSED CHANGES
2.3.2	Communications	Minor amendments required to reflect change in local newspapers.
2.3.3	Use of Common Seal and the Signatories for Contract Execution	Minor changes in the signatories for increasing business efficiency and delegation by Chief Executive Officer
	FINANCIAL PLANNING	
2.4.1	Accounting Policy	Minor change made to Page 1.
2.4.3	Setting Fees and Charges	Minor changes made to Page 3 to reflect GST provisions.
	DEVELOPMENT SERVICES	
3.1.9.1	Variation to Policy 3.1.9	This policy is no longer required as it has been incorporated into the Harbour Rise Structure Plan. It is therefore recommended that the policy be deleted
3.1.9.2	Additions to Variations to Policy 3.1.9	This policy is no longer required as it has been incorporated into the Harbour Rise Structure Plan. It is therefore recommended that the policy be deleted.
	COMMUNITY FUNDING - LIBRARIES	
4.2.1	Library Services	Minor changes are required to be made to Points 3, 4(b) and 7.
	ENVIRONMENTAL WASTE MANAGEMENT	
5.1.1	Waste Management	Minor changes are required to be made to Points 1, 2 and 3.

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POLICY NO.	POLICY HEADING	PROPOSED CHANGES
	PARKS AND LANDSCAPING	
5.2.1	Advertising on Public Open space	This policy is no longer applicable as it is covered by the Signs Local Law. It is therefore recommended that the policy be deleted.
5.2.2	Council Reserves and Parks	Minor changes are required to be made due to changes in officer/business unit titles.
5.2.3	Playground Equipment	This policy is no longer required as all play equipment must conform to AS standards, and there is no need to reiterate this requirement. It is therefore recommended that the policy be deleted.
5.2.4	Memorial Plaques	Minor changes are required to be made due to changes in business unit titles.
5.2.5	Floodlighting	Minor changes are required to be made to this policy.
5.2.6	Median & Road Reserve Landscaping Undeveloped Future Road Reserves	Minor changes are required to be made to this policy.
	ENGINEERING CONSTRUCTION & MAINTENANCE SERVICES	
5.3.1	Verge Treatments – Protective Devices	Minor changes are required to be made due to changes in officer/business unit titles.
5.3.2	Sand Drift Control	Minor changes are required to be made due to changes in business unit titles.

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POLICY NO.	POLICY HEADING	PROPOSED CHANGES
5.3.3	Vehicle Crossing – Construction and Maintenance	Minor changes are required to be made to this policy.
5.3.4	Removal of Graffiti and Repair of Vandalism	Minor changes are required to be made due to changes in business unit titles.
5.3.5	Roadworks – Opening up	Minor changes are required to be made due to changes in officer/business unit titles.
	INFRASTRUCTURE DESIGN SERVICES	
5.4.1	Tennis Court Lighting Standards	Minor changes are required to be made due to changes in business unit titles.
5.4.2	Stormwater Drainage Into Wetlands	Minor changes are required to be made due to changes in business unit titles.

Section 2.3 – Office of the Chief Executive

POLICY 2.3.2 - COMMUNICATIONS

OBJECTIVE

To indicate the City's high level of commitment to public consultation and to provide good, open and accountable government.

STATEMENT

The City of Joondalup is committed to ensuring that the community is kept informed on matters before Council, fairness and equity; friendly, helpful, respectful and professional service. Effective communication is a key to ensuring that these principles of operation are met.

The City will strive to meet and where possible exceed the objectives laid down within its Customer Service Charter.

Correspondence Received

All communication regarding council business from a member of staff or an elected member shall be at all times courteous, clear and professional.

All external written correspondence will receive a response within 7 working days of receipt, however an acknowledgment will be provided if, in the view of the appropriate Business Unit Manager, a full and detailed reply is not possible within that time frame.

External correspondence that is received marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the relevant Business Unit Manager, a response is appropriate.

Facsimiles and electronic mail will be treated as written correspondence.

Directors and the Chief Executive Officer shall determine which items of correspondence will be presented to the Council, through the appropriate committee or direct to full Council.

Mayoral correspondence

Mayoral correspondence and invitations to civic functions will be issued on mayoral letterhead. Council letterhead is reserved for use by the administration. A file copy of mayoral correspondence shall be maintained in the appropriate file/s, together with the originating correspondence. In instances where the mayor is providing technical information to correspondents, the appropriate officer will draft the correspondence or that section of the correspondence.

Section 2.3 – Office of the Chief Executive

Councillor Correspondence

The use of individual councillor letterhead is at the discretion of the individual councillor, however, it is not to be construed as official correspondence of the City.

Council Stationery

No Council stationery is to be used for election purposes.

Communication between Elected Members and Staff

In order to facilitate effective use of staff resources, all inquiries and requests from Elected Members shall be directed to the Chief Executive Officer or relevant Director for action. Where the request entails the use of City resources (human or physical) to an extent which the Director believes may impact on the smooth administration of the directorate, the request is to be referred to the Chief Executive Officer for determination.

Communication between Elected Members and staff will in general be governed by the 'Civic and Corporate Protocols and Procedures Manual' and the 'Code of Conduct'.

Media Contact

In accordance with the Local Government Act 1995, the spokespersons for Council are the Mayor and Chief Executive Officer, either of whom may delegate authority to the appropriate Director to make a statement on behalf of the City. Directors may determine if a Business Unit Manager is the most appropriate person to provide a statement. All Business Unit Managers will receive some internal training on dealing with the media through the Marketing Unit. Written media statements are to be approved by the Chief Executive Officer prior to their release.

Publications

Publications produced by the City will be available for loan through all libraries within the local government area and available for reading at the Council office and customer service centre(s). Publications distributed to households will also be available through the library system. The following publications will be advertised as available in the weekly section of the Wanneroo Times a newspaper circulating in the district and will also be available, on request, in alternative formats:

- Annual Report;
- Community Services Directory;
- Principal Activities Plan;
- Strategic Plan

Section 2.3 – Office of the Chief Executive

Advertising

All statutory advertisements shall be placed in either the ‘West Australian’ ~~or the ‘Wanneroo Times’ newspapers,~~ or a newspaper circulating in the district, as specified by the relevant legislative requirement.

Previous Policy No:	See B3-13/CS-11; EM9/EM-09; EM11/EM-15; B3-04/MKT-03; B3-01/CS-02;B1-04/CS-04
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Customer Service Charter Local Government Act 1995 Delegated Authority Manual

POLICY 2.3.3 - USE OF COMMON SEAL AND THE SIGNATORIES FOR CONTRACT EXECUTION

OBJECTIVE

To provide a policy for the use of common seal and Signatories for the execution of
~~Agreements in simple contracts and deeds and signatories for the execution of simple~~
~~contracts.~~

STATEMENT

~~The following applies to the use of common seal and affixing the signatures in contract~~
~~documents.~~ Subject to the compliance of the section 3.57 and 3.58 of the Local Government
Act 1995 and Part IV of the Local Government (Functions and General) Regulations 1996 the
following applies to the use of the common seal and affixing the signatures in Agreements:

- 1 ~~all deeds for land transfer irrespective of their consideration to be executed under a~~
~~common seal affixing the signatures of the Chairman of Commissioners / Mayor and the~~
~~Chief Executive Officer, or in the absence of the Chief Executive Officer (unless a~~
~~resolution of the Council otherwise determines), the Director, Resource Management.~~ all
Deeds including Land Transfer deeds, Service Agreements between two local
governments or between the City and another public sector organisation, Leases without
a financial consideration, to be executed under a common seal affixing the signatures of
the Mayor and the Chief Executive Officer. Should the Mayor be absent or unavailable
for execution his/her signature the Deputy Mayor or the acting Mayor; AND IN the
absence of the Chief Executive Officer (unless a resolution of the Council otherwise
determines), the acting Chief Executive Officer or the Director, Resource Management
will affix his/her signature,
- 2 ~~a contractan~~ Agreement for the procurement of goods or services for a lump sum
consideration ~~exceeding~~ in excess of \$250,000, is to be executed under a common seal,
- 3 ~~a common seal is not necessary to be affixed for the execution of a contract for the~~
~~procurement of goods or services for a consideration up to \$250,000,~~ an Agreement for
the procurement of goods or services for a lump sum consideration in excess of
\$250,000, is to be executed under a common seal,
- 4 ~~a contract for a consideration exceeding \$100,000, up to \$250,000, is to be executed by~~
~~the Chief Executive Officer,~~ a common seal is not necessary to be affixed for the
execution of an Agreement for the procurement of goods or services for a lump sum
consideration up to \$250,000 or an annual or a longer term contract other than a Service
Agreement,

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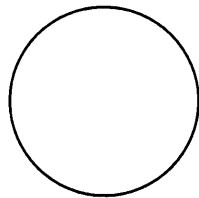
- 5 ~~a contract for a consideration exceeding \$50,000 up to \$100,000, is to be executed by a Director,~~an Agreement for a lump sum consideration up to \$250,000 and all fixed term contracts can be executed jointly by a Director/Executive Manager and Manager Contract Management,
- 6 ~~a contract for a consideration up to \$50,000, is to be executed jointly by a Council Officer who is holding a position not less than a Business Unit Manager and the Manager Contract Management.~~a single Purchase Order for procurement of vehicles or non customised off the shelf goods will be issued instead of execution of a Formal Instrument of Agreement provided such procurements are complying with Local Government (F & G) Regulations 1996. The Purchase Order should specifically insert the following words *“This Purchase Order is issued subject to the terms and conditions of contract as provided under Contract No... and accepted by the Council”*,

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- 7 ~~a typical form for affixing the common seal is as shown below;~~ for a direct purchase item including goods and minor services the total worth of which does not exceed \$25,000 the execution of a Formal Instrument of Agreement is not necessary provided such procurement has been done complying with the City's Regional Purchasing Policy;

“EXECUTED on the date set out at the commencement of this Agreement

The Common Seal of City of Joondalup was hereunto affixed and signed by the authority of a resolution of the Council (Nodated) in the presence of :



Mayor/Chairman

Chief Executive Officer”

Previous Policy No:	EM25
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

Section 2.4 – Financial Planning

POLICY 2.4.1 - ACCOUNTING POLICY**OBJECTIVE**

To provide a framework for the financial management of the City of Joondalup which is clear, transparent and meets statutory obligations.

STATEMENT**1 Responsibilities**

The Chief Executive Officer is responsible for the good management of Council's finances. The responsibility may be delegated to Director, Resource Management.

2 Accounting Framework

Accounting within the Council is based on a framework of Directorates and Business Units. The Council Budget is to allocate corporate overhead costs and expenses to the Business Units. This format reflects the direction of Council to Strategic and Principal Activities Plans.

3 Financial Reporting**(a) Quarterly Reporting**

In accordance with Section 6.4 (2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, the following reports must be presented to Council showing actual revenue and expenditure figures:-

- (i) operating statement showing both ~~function~~ program and nature;
- (ii) cash flow statement;
- ~~(iii) municipal fund summary of financial activity;~~
- (iv) summary of current assets and liabilities;
- (v) general purpose income;
- (vi) statement of rating information.

(b) Monthly Reporting

On a monthly basis the following reports must be provided to the Council (refer Regulation 34 of the Local Government (Financial Management) Regulations 1996:-

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- (i) financial management reports;
- (ii) capital works expenditure (greater than \$100,000) progress reports;
- (iii) exception reports where variations to expenditure exceed \$50,000; and
- (iv) any other information as may be considered necessary by the Chief Executive Officer.

4 Reporting Revenue and Expenditure By Nature and Type

For the purpose of reporting all revenue and expenses on “nature and type” as required by the Australian Accounting Standard 27, and the Local Government (Financial Management) Regulations 1996, the following categories have been adopted as the reporting policy of this Council:-

Revenue

- (a) Rates;
- (b) Grants and Subsidies;
- (c) Contributions, reimbursements and donations;
- (d) Profit on Asset Disposals;
- (e) Service Charges;
- (f) Fees and Charges;
- (g) Interest Earnings.

Expenses

- (a) Employee Costs;
- (b) Materials, Contracts and Suppliers;
- (c) Utilities (Gas, Electricity, Water, etc);
- (d) Insurance Expenses;
- (e) Depreciation on Non-Current Assets;
- (f) Loss on Asset Disposal;
- (g) Interest Expenses;
- (h) Other Expenditure.

5 Assets**(a) Capitalisation of Assets**

Expenditure of a capital nature is recognised as an asset if the threshold value exceeds:-

- (i) \$1,000 for Buildings, Plant and Equipment, Furniture and Equipment, except where a group of assets (such as bins) exceed this value;
- (ii) \$1,000 for Infrastructure

Section 2.4 – Financial Planning

(b) Categories of Assets

Buildings
 Light Vehicles
 Heavy Vehicles
 Plant
 Furniture and Equipment
 Other Plant and Equipment
 Reserves/Parks Playground and Leisure Equipment (Infrastructure)
 Computer Hardware
 Computer Software

(c) Depreciation of Assets

Depreciation of assets in the general ledger will be charged to the appropriate business unit and sub unit for Management Accounting and to programme and sub programme for Statutory Accounting purposes.

Buildings	40 years
Light Vehicles	13.5 years
Heavy Vehicles	9.5 years
Plant	8 years
Furniture and Equipment	10 years
Other Plant and Equipment	10 years
Reserves/Parks Playground and Leisure Equipment (Infrastructure)	5-15 years
Computer Hardware	3 years
Computer Software	5 years
Roads	50 years
Drainage	80 years
Footpaths - general	25 years
- type 4 (cement concrete)	40 years

6 Interest Earned on Reserve Investments

Interest earned from investing moneys held in reserves is to be classified as operating revenue and then transferred to the Reserve Account.

7 Provision for Leave

Council's liability for annual leave and long service leave entitlements is expensed annually to provision accounts. When annual or long service leave is taken by an employee, the expense is charged directly to the relative provision account.

Section 2.4 – Financial Planning

Provisions include calculations for workers' compensation and superannuation. Liability for long service leave is discounted in accord with the table shown below:-

Long Service Leave Adjustment - AAS30				
	Entitlement	Annual Accrual	Discounted Down To	Pay System Adjustment
Year 1	1.3 Weeks	0.90	70%	0.90
Year 2	2.6 Weeks	1.95	75%	1.05
Year 3	3.9 Weeks	3.10	80%	1.15
Year 4	5.2 Weeks	4.40	85%	1.30
Year 5	6.5 Weeks	5.85	90%	1.45
Year 6	7.8 Weeks	7.40	95%	1.55
Year 7	9.1 Weeks	9.10	100%	1.70
Year 8	10.4 Weeks	10.40	100%	1.30
Year 9	11.7 Weeks	11.70	100%	1.30
Year 10	13.0 Weeks	13.00	100%	1.30
Pro-Rata Commences after 7 Years of Service				

8 Write Offs

When a debt appears to be irrecoverable, this is to be reported to Council and written off in accordance with the provisions of Sections 5.42(1) and 6.12(1)(c) of the Local Government Act 1995. The cost is to be expensed against the appropriate Business Unit.

9 National Competition Policy

National Competition Policy principles are to be implemented by the Council, where appropriate.

10 Advance Account

An Advance Account (Director of Resource Management Advance Account) is maintained, enabling cheque payments to be made in an expeditious manner. The Advance Account moneys are recouped on a weekly basis from the Municipal Fund.

11 Signatories to Accounts

The following people are signatories to Council's accounts:-

Advance Account

- Director Resource Management
- Manager Accounting Services
- Statutory/Systems Accountant

Section 2.4 – Financial Planning

Municipal Account

- Chief Executive Officer
- Director Resource Management

Trust Funds

- Chief Executive Officer
- Director Resource Management

In the absence of the Chief Executive Officer or the Director Resource Management for an extended period, the Mayor or Chief Executive Officer may authorise, in writing, a designated senior officer to act as a signatory to the City's bank accounts.

Previous Policy No:	N/A
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standards Delegated Authority Manual

Section 2.4 – Financial Planning

POLICY 2.4.3 - SETTING FEES AND CHARGES**OBJECTIVE**

To establish a fair and equitable fee structure on a user contributes basis which reflects actual costs for goods and services provided by council and takes into account the City's objectives and community obligations.

STATEMENT**Goods**

'Goods' includes the provision of anything which may be tangible, such as information reports or documentation.

The following shall apply to the provision of goods:

- (a) Fees for the provision of goods will aim at the full economic cost of producing the good;
- (b) Fees will be reviewed annually as part of the annual budget development program.

Services

'Services' includes licensing & inspection fees.

- (a) Fees for the provision of services shall aim at recovering the full economic cost of providing the service.
- (b) Fees will be reviewed annually as part of the annual budget development program
- (c) Authority to waive fees is delegated to the Chief Executive Officer.

Hire Charges

'Hire Charges' includes halls, community rooms and sporting or recreation venues, hired for a specific period.

'Junior' is defined as 18 years and under

'Senior' is defined as 60 years and over, or retired.

Section 2.4 – Financial Planning

Outside venues

These are defined as parks, gardens, ovals and similar.

Council will aim to recover 20% of the annual maintenance cost for all outside recreation areas. To achieve this, hire charges will be set based on the following:

- (a) junior sport & recreation bodies - free of charge
- (b) senior sport & recreation bodies – free of charge
- (c) bodies where the majority of members are Pensioners or Seniors Cards holders - 50% of real cost of provision of area;
- (d) All other groups and individuals - 100% of real cost of provision of area

The area under use to be determined in consultation with the Director Community Development.

Inside venues

These are defined as all built areas, including leisure and aquatic centres, local and community halls, sports centres, club rooms, and other council owned property.

Council will aim at 100% cost recovery of operating costs for all indoor leisure and aquatic centres, bearing in mind the need to:

- (a) maintain premises; and
- (b) provide for future additional and replacement premises.

However the minimum standard benchmark for individual leisure centres will be that established by the centre for Environment and Recreation Management at the University of South Australia.

Hire charges will be determined on a venue by venue basis, using the following criteria:

- (a) peak or off-peak booking;
- (b) permanent, temporary or one-off booking;
- (c) whether the booking group is recognised as a charitable organisation by the ATO;
- (d) the type of use the venue will be put to;
- (e) the age and condition of the venue; and

Section 2.4 – Financial Planning

Costs associated with goods, services and hire charges will be reviewed annually as part of the annual budget development process. The basic principles considered in establishing fees and charges will be:

- (a) cost-contribution;
- (b) fee-for service on a cost-recovery basis; and
- (c) charges which reflect the true cost of providing a facility.
- (d) the venue's population pool and location limitations
- (e) inclusion of GST where applicable.

Lease fees

'Lease Fees' includes all property where a formal agreement to lease, contract to lease or license to occupy is in place or should be in place.

- 1 Council recognises that not-for-profit groups are generally
 - (a) providing a benefit to the community; and
 - (b) not in a position to pay commercial lease rates.
 - 2 The standard lease fee is therefore set as follows:-
 - (a) not-for-profit organisations - equivalent of 1% of current capital replacement cost per annum
 - (b) lease fees will be determined in proportion to any contribution made by a user group to the capital cost;
 - (c) all others - market value.
 - (d) inclusion of GST where applicable.
 - 3 Lease fees for vacant land provided to not-for-profit organisations will be that determined by the Valuer-General. Such leases or rental agreements will provide mechanisms for revaluation every three years.
 - 4 Capital cost will be determined by the Director Strategic Planning.
 - 5 Any existing anomalies to this policy will be rectified as the opportunity arises.
 - 6 Licence to Occupy agreements to be phased out as each agreement ends and then leases will be implemented.
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Section 2.4 – Financial Planning

Authority to Waive Fees

Authority to waive fees for goods, services or hire charges is delegated to the Chief Executive Officer on the written support of the responsible officer. This authority does not extend to statutory charges, the municipal rate or service charges incorporated within the Rate Notice

(See S6.16, 6.17, 6.18 & 6.19 of Local Government Act 1995).

Previous Policy Number:	W2; F2-03
Amendments;	CJ213-06/99
Issued:	July 1999
Related documentation:	National Competition Policy Delegated Authority Manual

Section 4.2 – Libraries

POLICY 4.2.1 - LIBRARY SERVICES**OBJECTIVE**

To clarify the role, responsibilities and services of the City's public library system.

STATEMENT**1 Membership**

In accordance with the Library Board of Western Australia Act 1951 - Library Board (Registered Public Libraries) Regulations 1985 the Library Service and Information Service shall be a free public library service, regardless of residential address and no charges shall be made for such a service other than levied through the municipal rate. Temporary membership deposits, fines for overdue loans and recoup charges for lost or damaged stock are not classified as charges for service.

Any person is entitled to enrol for membership of the Library Service upon showing satisfactory proof of identity and current address. Young adults must also provide the name and address of a contact person.

Children (those under 18 years of age) must have the membership form countersigned by a parent or guardian. The place of residence shall be taken as the address where the child normally resides.

Any person not able to provide satisfactory proof of identity and residence (e.g. new or temporary residence or visiting family or friends) will be permitted to enrol on payment of a refundable deposit to be determined as part of Council's annual fees and charges. The deposit is refundable upon return of all library materials and surrender of the membership card, or when the member has established permanent residency.

Organisations are not eligible for membership. Responsibility for materials borrowed must be undertaken by an individual and not an organisation staff position.

On satisfactory completion of the conditions required for membership, one (1) automated system library membership card shall be issued to the applicant together with advice regarding the rules of operation, including borrowing limits, financial liability for overdue, lost or damaged items and stock request provisions, which are determined by:

- the Library Board of Western Australia Act 1951;
- Library Board (Registered Public Libraries) Regulations 1985; or
- the Manager Library services in consultation with the Director, Community Development.

Section 4.2 – Libraries

2 Opening Hours

The libraries will be open to the public with hours determined by Council except in the case of emergency where closure will be authorised by the Chief Executive Officer.

3 Children's Library Service

The Library Service is available to all children residing or attending institutions within the City of Joondalup. Age shall not be a restriction provided parents are willing to take full responsibility if damage to library books and materials occurs, or fines for overdue loans are incurred.

Children will not be restricted to use of junior resources but may use adult resources. The Librarian may assist in their choice of reading material but shall not have the responsibility for implementing the standards devised by the parent for the control of the reading habits of the child.

The Librarians shall establish close co-operation between themselves and the schools in the area, encouraging school visits and supplementing school library resources in the provision of information.

Special programmes, activities and events will promote the enjoyment of reading and encourage children to make full use of library resources.

4 Stock Selection

(a) Strategy

The Library Service's stock selection strategy shall aim to:

- (i) provide information on any subject which may be of value to the public in the format most appropriate to customer needs
- (ii) encourage life-long learning
- (iii) present, as far as possible, all points of view equally, on any subject, and remain neutral in matters of controversy
- (iv) develop an holistic system-wide collection to ensure the widest range of materials is available locally
- (v) conform to Federal and State censorship decisions
- (vi) not be influenced by individuals, community groups or organisations making representation for particular materials to be withdrawn from view or loan. Persons making such representations shall be directed to the State Censorship Office of WA for determination.

Section 4.2 – Libraries

(b) Council owned stock

~~Council owned stock is not provided on inter-library loan to other local government authorities except at the discretion of the Chief Executive Officer.~~

Donations of books and other materials from individuals and organisations are added to stock at the discretion of the Chief Executive Officer, subject to normal stock selection criteria. Such items shall not necessarily remain the property of the Library Service but may be disposed of at a Council booksale or if inappropriate, through other means determined by the Chief Executive Officer. The authority to fix prices to materials for sale is delegated to the ~~CEO~~ Chief Executive Officer.

(c) Historical Collection

The Library and Information Service will collect, organise and permanently preserve material that reflects the history and development of the Region. This material will include local government documents, written material (either published or unpublished), photographs, maps, videotapes, oral-history tapes and records on microfilm, microfiche and CD-ROM.

The collection will be appropriately housed at the central library to ensure preservation and to provide maximum security at all times. Items in this collection are for reference within the library and are not available for loan.

Before Council records are destroyed or otherwise disposed of, they should be referred to the Manager Library Services who will retain any books, documents or other data which is considered to be of historical value.

(d) Reference & Textbooks

Branch library collections provide a local, up-to-date ready reference service. The Central library is responsible for developing a regional reference collection with the Alexander Library addressing reference services at the state level.

Acquisition and provision of textbooks and other resources directly connected with formal education are considered the responsibility of educational institutions.

Section 4.2 – Libraries

(e) Special Needs

Stock selection strategies will maintain an optimum balance between special needs resources and resources which meet the needs of the general community.

The Community Language Resource Collection of library materials in Languages Other Than English (LOTE) will be provided through LISWA in response to local demands.

5 Cultural Activities

The library buildings may be used for cultural activities at the discretion of the Manager Library Services, provided that such activities do not interfere with the library service.

Community Activity Rooms, although primarily for library use, shall be available for hire to groups within the community, provided that the use is compatible with the library.

Use of community activity rooms shall be at the discretion of the Branch Librarian.

6 Standards of Behaviour

While utilising the Library Service, all users must respect the rights of other users. Parents may not leave children under the age of 11 unattended in the Library without the prior approval of the Librarian on duty. The Manager Library Services is responsible for establishing appropriate behavioural guidelines.

7 Notice Boards, Fliers & Petitions

Community notice boards located within libraries shall be available for use by individuals or groups in the libraries, provided that all material shall be approved by the Manager Library Services or branch librarian before being displayed. Notices advertising for private or personal monetary gain shall not be displayed

Petitions shall not be displayed or circulated in the libraries.

The distribution of political and religious material not being the normal stock of library, shall not be displayed or circulated in the libraries.

8 Community Information Service

The central library shall maintain Council's on-line Community Information Service, and endeavour to provide appropriate information of community based groups and organisations which relate to the City.

Council endorses the Australian Library and Information Association 'Statement on Freedom to Read' which is attached in Appendix 1.

Section 4.2 – Libraries

9 Sponsorship

Library stationery, library holiday reading and special programmes for children may be commercially sponsored where the Manager Library Services considers appropriate.

Previous Policy No:	H6-01 to 32 ; L1 to L7
Amendments:	CJ213-06/99; CJ383-11/99
Issued:	November 1999
Related Documentation:	Library Board of Western Australia Act 1951 Delegated Authority Manual

Section 4.2 – Libraries

APPENDIX 1**FREEDOM TO READ**

"The Australian Library and Information Association, believing that freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other sources of information, affirms the following principles as basic and distinctive of the obligations and responsibilities of the librarian:

1. A primary purpose of a library service is to provide information through books and other media on all matters which are appropriate to the library concerned.
2. A librarian must protect the essential confidential relationship which exists between a library user and the library.
3. The functions of the librarian include; to promote the use of materials in the librarian's care; to ensure that the resources of the library are adequate to its purpose; to obtain additional information from outside sources to meet the needs of readers; to cater for interest in all relevant facets of knowledge, literature and contemporary issues, including those of a controversial nature; but neither to promote or suppress particular ideas and beliefs.
4. A librarian, while recognising that powers of censorship exist and are legally vested in state and federal government, should resist attempts by individuals or organised groups within the community to determine what library materials are to be or are not to be available to the users of the library.
5. A librarian should not exercise censorship in the selection of materials by rejecting on moral, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the library and meets the standards, such as historical importance, intellectual integrity, effectiveness of expression or expression of accuracy of information which are required by the library concerned.

Material should not be rejected on the grounds that its content is controversial or likely to offend some sections of the library's community.

6. A librarian should uphold the right of all Australians to have access to library services and materials and should not discriminate against users on the grounds of age, sex, race, religion, national origin, disability, economic condition, individual lifestyle or political or social views.
7. A librarian must obey the laws relating to books and libraries, but if the laws or their administration conflict with the principles put forward in this statement, the librarian should be free to move for the amendment of these laws."

Section 5.1 – Environmental Waste Management

POLICY 5.1.1 - WASTE MANAGEMENT

OBJECTIVE

To provide a comprehensive waste disposal service to the City.

STATEMENT

The City will establish and maintain a comprehensive waste management strategy for public and private property which supports the policy directions of the State Government and other relevant agencies to reduce, re-use, and recycle and safe disposal. -

The strategy will incorporate the following components:

1 Domestic Waste Collection

Every occupied domestic property within the City shall be serviced with an effective, efficient and economical domestic rubbish service. ~~Procedures for~~ The collection and disposal of domestic waste shall be in accordance with the Service Level Agreement as approved by Council~~determined by the Chief Executive Officer in accordance with occupational safety, health, community service obligations and efficiency of service requirements.~~

Any variations to the general procedures requested by residents may be provided on a fee for service basis, such fee to be determined as part of the annual fees and charges schedule

All domestic premises, including 'holiday homes' shall be subject to refuse collection charges, to be set as part of the annual budget each financial year.

2 Recycling

A domestic recycling service will be conducted regularly. Residents will be advised of any changes to items appropriate for recycling. ~~Procedures for the~~ The collection and disposal sorting of recycled waste materials shall be in accordance with the Service Level Agreement as approved by Council~~determined by the Chief Executive Officer in accordance with occupational safety, health, community service obligations and efficiency of service requirements.~~

Council shall promote domestic composting of organic materials and market a small range of compost bins and worm farms at cost with an appropriate administration charge.

Section 5.1 – Environmental Waste Management

3 Green Waste Disposal

In order to promote effective green waste recycling, Council shall issue four “clean green” vouchers to each property as part of the domestic rubbish rate each year. The vouchers will be posted with the first rate notice each financial year. New properties coming on to the domestic rubbish service shall be issued with four ‘clean green’ entry vouchers with their amended rate notice.

“Clean green” entry vouchers are valid for a 14 month period from 1 August until 30 September the following year.

Lost vouchers will not be replaced.

Claims for non-receipt of ‘clean green’ entry vouchers shall only be ~~recognised if made in writing together with a copy of the current rate notice.~~ replaced if in accordance with “Lost entry vouchers for Badgerup Green Site”.

4 Street Litter

Council will provide litter receptacles in appropriate streets, parks and reserves and at buildings under the care, control and management of Council. These will be emptied on a daily or weekly basis dependent on usage.

A verge litter collection crew will assist with the regular maintenance of council verges.

Council will at all times work in conjunction with the Keep Australia beautiful Council to promote and encourage litter reduction.

Previous Policy No:	B3-14, G1-02 to G1-04, TS-EWS-2, TS-EWS-3, TS-EWS-5,
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

Section 5.2 – ~~Parks Landscaping~~Operations Services

POLICY 5.2.2 - COUNCIL RESERVES AND PARKS

OBJECTIVE

To provide a variety of Public Open Spaces which fulfill the community's recreational and environmental needs.

STATEMENT

Council's parks and reserves are categorised as follows:-

Dry Parks

Minor passive Public Open Space with an area of less than four hectares shall be developed and maintained as non-reticulated or dry parks. These parks may be reticulated if:-

- 1 in the opinion of the ~~Chief Executive Officer~~ Council, environmental circumstances necessitate reticulation;
- 2 the cost associated with the establishment and maintenance of the reticulated area is not prohibitive or is not to be met solely by Council.

Dry parks can be further defined as:-

- Undeveloped* - areas of potential Public Open Space set aside during subdivisional planning.
- Developed* - partly cleared of existing vegetation to enable passive recreation;
 - to be planted with couch grass stolons during the winter months;
 - parks may be provided with basic play equipment facilities and bollards to all boundaries.

Reticulated Parks

- Passive* - area of park can vary;
 - design prepared by ~~Parks Landscaping~~Infrastructure Management Services and approved by the ~~Chief Executive Officer~~ Council.
- Active Minor* - area to be minimum 2.5 hectares and maximum six hectares;
 - active oval and toilet/changeroom facilities to be provided;
 - design to be prepared by ~~Parks Landscaping~~Infrastructure Management Services and approved by Council.

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- Active Major*
- area to exceed six hectares;
 - toilet facilities to be provided with the option to extend if supported by club;
 - design to be prepared by ~~Parks Landscaping~~Infrastructure Management Services and approved by Council;
 - areas within the Public Open Space may be retained without reticulation.

Conservation Reserves

- Regional*
- bushland of regional significance which has significant environmental value and is used or appreciated by a wide section of Perth’s population.
- Local*
- areas or indigenous vegetation retained for environmental and community needs.
- Bushland Areas*
- areas of vegetation retained in conjunction with active or passive Public Open Space.

Previous Policy No.	H4-05, H4-06, P6
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	Delegated Authority Manual

Section 5.2 – ~~Parks Landscaping~~Operations Services

POLICY 5.2.4 - MEMORIAL PLAQUES

OBJECTIVE

To provide guidance for recognition of events and individuals

STATEMENT

1 A memorial with plaque will be provided, with Council approval for:

- (a) significant event or tragedy
- (b) honour a particular event

Plaques approved by Council will be maintained by Council’s ~~Parks Landscaping~~Operations Services.

2 An individual tree memorial without a plaque may be arranged on written request identifying the specific reason, justification and proposed location.

Approval for individual tree memorial is delegated to the Chief Executive Officer.

Previously Policy No.	P20
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

Section 5.2 – ~~Parks Landscaping~~Operations Services

POLICY 5.2.5 - FLOODLIGHTING

OBJECTIVE

To provide and maintain floodlights at selected sports fields in accordance with Australian Standard 2560 Part 1 - 1982 through to 2560 Part 2.8 - 1982.

STATEMENT

The level of lighting at sports fields will reflect the type of sports being played.

Sports where balls are thrown or hit at high speeds (baseball, cricket etc) will require higher levels of lighting than sports where larger balls are thrown or kicked at lower speeds (soccer, football etc).

The installation of any additional floodlights, together with the associated operating and maintenance costs, will be the responsibility of the club or clubs allocated the facility providing the installation of additional lighting is approved by Council and is in accordance with Australian Standard Code 2560.

Clubs proposing to fixture night competition games are required to ensure all lighting requirements for player safety are met prior to commencement of play.

The position and alignment of the lighting must ensure that conflict with adjoining junctions and roads is avoided so as not to distract drivers or road users.

Previous Policy No.	H4-08, P8
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	N/A

Section 5.2 – ~~Parks Landscaping~~Operations Services

POLICY 5.2.6 - MEDIAN & ROAD RESERVE LANDSCAPING
UNDEVELOPED FUTURE ROAD RESERVES

OBJECTIVE

To visually enhance or protect areas of selected road reserves, both arterial and distributor type, by implementing landscape works to Council's satisfaction in conjunction with area developers.

STATEMENT

The decision to landscape or reticulate the median strips and verge areas of arterial and distributor roads will be the responsibility of Council, made by Council.

To assist in making this decision arterial and distributor roads will be prioritised in order of their appropriateness and suitability for landscaping and reticulation.

Roads with a high priority will be considered for installation of landscaping and reticulation, funded by Council or the developer and will ultimately become Council's responsibility.

Variables considered when prioritising arterial and distributor roads for landscaping and reticulation will include:-

- 1 presence of indigenous vegetation;
- 2 extent of development with regard to lighting and drainage;
- 3 expected regularity of disturbance by service utilities and vehicular traffic.

Areas proposed for reticulation must be designed to enable selected areas to be discontinued as development occurs. Reticulation designs must be submitted for approval prior to commencement of any reticulation installation within a road reserve.

Notation:

~~This policy is currently being reviewed by Council's Median & Road Landscaping Working Party.~~

Previous Policy No.	H4-11, P11
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	Delegated Authority Manual

Section 5.3 – ~~Engineering Construction & Maintenance~~ Infrastructure Management Services

POLICY 5.3.1 - VERGE TREATMENTS - PROTECTIVE DEVICES

OBJECTIVE

To enable property owners to protect verge landscaping, verge reticulation and to discourage verge parking.

STATEMENT

Property owners may make written application to the ~~Chief Executive Officer~~ Director Infrastructure Management to install barrier type kerbing or bollards within the road verge to protect reticulation, landscaping and to discourage verge parking.

The installation of bollards shall only be approved for commercial or industrial zoned properties at the property owners expense and to the satisfaction of the Director Infrastructure Management.

Where a residential property on an intersection or junction is experiencing damage to the verge, they may install barrier type kerbing. The installation of this kerbing around residential properties is on the basis of a 50:50 split between the City and the Property owner.

Previous Policy No:	TS-ID-7
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

Section 5.3 – ~~Engineering Construction & Maintenance~~ Infrastructure Management Services

POLICY 5.3.2 - SAND DRIFT CONTROL

OBJECTIVE

To ensure that property owners are not adversely affected by sand drift.

STATEMENT

The developer of a subdivision or other development site is required to control the sand movement by stabilisation to the maximum extent possible in order that the adverse effects of sand drift may be minimised.

The control of sand drift from vacant residential properties, shall be stabilised by the owner of the property, to the satisfaction of the Chief Executive Officer.

Council shall reinstate, at its own expense, landscaped road verges and private gardens, that in the opinion of the Chief Executive Officer, have been adversely affected by sand drift resulting from a municipal works programme.

Owners or occupiers of property likely to be affected by a municipal works programme, shall be advised in writing of the proposed works and of Council's policy in respect to reinstatement.

Previous Policy No.	G2-04; G2-05; TS-A-1
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

Section 5.3 – ~~Engineering Construction & Maintenance~~ Infrastructure Management Services

**POLICY 5.3.3 - VEHICLE CROSSING - CONSTRUCTION
AND MAINTENANCE**

OBJECTIVE

To ensure that vehicle crossings are maintained to a safe condition and to offer a financial subsidy towards the construction of the first vehicle crossing to a property.

STATEMENT

Council shall pay half the cost (as assessed by the Chief Executive Officer) of a standard ~~2.80 metre wide~~ crossing from the road surface to the front boundary of the property, if the crossing is the first constructed to that lot and constructed in accordance with Council's specifications. The remaining cost shall be payable by the property owner.

When a vehicle crossing has been constructed to a lot, the maintenance and upkeep of the crossing to a safe and useable standard, is the responsibility of that property owner.

In the instance where a bitumen vehicle crossing has reached the end of its useful life, a subsidy is payable if the crossing is replaced in accordance with Council's specification for concrete or brickpaving. The property owner must accept any extra costs associated with the replacement of the crossing, i.e cost to remove base and deteriorated surface and any formwork and cost of colouring.

A subsidy for replacement is applicable to deteriorated bitumen crossings only.

Previous Policy No.	I1-02; I1-01; TS-A-3; TS-A-4
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

Section 5.3 – ~~Engineering Construction & Maintenance~~ Infrastructure Management Services

POLICY 5.3.4 - REMOVAL OF GRAFFITI AND REPAIR OF VANDALISM

OBJECTIVE

To minimise the effects of vandalism and graffiti on Council property.

STATEMENT

To minimise the effects of graffiti and vandalism and to safeguard the public interest, the City of Joondalup will:

- 1 endeavour to remove graffiti within 24 hours of it being reported;
- 2 remove vandalised playground equipment from reserves as a matter of urgency and replace it as soon as practicable;
- 3 treat all vandalism which represents a danger to the public or reduces the security of a Council facility as a matter of urgency;
- 4 investigate and implement methods of ‘target hardening’ graffiti and vandalism prone sites and items;
- 5 report on a regular basis to Council on the effectiveness of this graffiti and vandalism policy.

Previous Policy No.	J1-05, TS-A-9
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	N/A

Section 5.3 – ~~Engineering Construction & Maintenance~~ Infrastructure Management Services

POLICY 5.3.5 - ROADWORKS - OPENING UP**OBJECTIVE**

To ensure that road works are completed to the satisfaction of the Director Infrastructure Management or his nominee.

STATEMENT

The ~~Chief Executive Officer~~ Director Infrastructure Management shall have the authority to issue permits for the opening up of roadworks, providing that:

- 1 the bona fides of the applicant are established
- 2 the applicant is a recognised licensed contractor in this field of work
- 3 the rules covering the issue of a permit are adhered to.

All pipes shall be thrust bored across Arterial Roads unless otherwise authorised in writing to the ~~Chief Executive Officer~~ Director Infrastructure Management. All requests for open trenching across Arterial Roads shall include data justifying the need for special approval to open trench.

Applications shall be directed to the ~~Chief Executive Officer~~ Director Infrastructure Management, who shall determine the conditions under which the works may be approved, including the amount of bond monies payable which shall be determined by the cost of Council completing the work.

Previous Policy No.	I1-06, TS-ECM-1
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

Section 5.4 – Infrastructure ~~Design~~ Management Services

POLICY 5.4.1 - TENNIS COURT LIGHTING STANDARDS**OBJECTIVE**

To ensure that tennis court lighting for facilities throughout the City are to the Standard specified in this policy and that an application must be received from the club using the facility to upgrade the lighting.

STATEMENT

- 1 Tennis court lighting shall be provided to all new Council funded tennis courts unless there is a community or tennis club requirement for non-illuminated courts.
- 2 Tennis courts shall be illuminated to either an Association Standard or a Recreational Standard and these standards shall be the minimum standard as detailed below:

- (a) Association Standard

Association Standard illumination shall be provided for tennis court facilities that are operated by Council for Tennis Clubs belonging to the NDTA or West Australian Lawn Tennis Association.

- (b) Recreation Standard

Recreation Standard illumination shall be provided for tennis court facilities that are constructed and operated by Council for the casual and recreational usage by either the public or clubs.

- (c) Determination of Standard

A club or users of a tennis court facility may request that the lighting be upgraded from Recreational to Association Standard based upon increase night time usage or as a requirement to enter a night time competition. All requests must be fully documented and supported by patronage figures and the requirements for night time competition. Council shall make a final decision as recommended by the Director Community Development. Funding for the upgrade, if approved, shall be subject to the allocation of expenditure in Council's Draft and Final Budget and Five Year Plan.

- 3 Illumination Standards

Council will maintain tennis court lighting installations to ensure illumination levels are as stated in Table 1 (see Appendix) in this policy as follows:

Section 5.4 – Infrastructure ~~Design~~ Management Services

- (a) Association Standard
 - (i) The minimum average service illuminance within the total playing area shall be 180 lux with a minimum of 150 lux at any point
 - (ii) The minimum average service illuminance within the principal playing area shall be 200 lux with a minimum of 180 lux at any point.
 - (iii) The uniformity ratios shall be in accordance with Table 1 (see Appendix), which forms part of this policy.
 - (b) Recreation Standard
 - (i) The minimum average service illuminance within the total playing area shall be 100 lux with a minimum of 80 lux at any point.
 - (ii) The minimum average service illuminance within the principal playing area shall be 125 lux with a minimum of 100 lux at any point
 - (iii) The uniformity ratios shall be in accordance with Table 1 (see Appendix), which forms part of this policy.
 - (c) Playing Areas
 - (i) The principal playing area (PPA) shall extend to 200mm beyond the marked court area.
 - (ii) The total playing area (TPA) shall extend to 6 metres beyond the baselines and 3.5 metres beyond the double lines.
- 4 Council will pay for tennis court lighting charges for tennis courts illuminated to either standard, unless prior or lease arrangements are in effect and therefore preclude this provision
- 5 If a tennis club requests an upgrade of the existing standard of lighting, then the club shall be responsible for all costs associated with the proposed upgrading beyond the standard determined for that facility. These costs include new or modified poles, luminaires, conduits, cables, fuses and switch boxes, cabinets, upgrade or modified power to the site, consulting engineering fees for investigation and design, pavement and surface reconstruction costs and all other capital costs of the installation.
- (a) The Club shall also be responsible for ongoing operating costs of the upgraded installation beyond the specified standard and shall include lamp, luminaire and control gear replacement and cleaning, wear and tear on the electrical installation and switching points, and all other maintenance costs.

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- (b) The Club shall be responsible for the additional power charges for the upgraded lighting beyond the specified standard.
 - (c) The tennis club shall apply for Council approval to increase or improve illumination levels beyond the specified standard. The application shall detail the proposed standard of lighting, reasons for requesting the change, a plan for the courts to be changed and sources of funding. The application shall be jointly considered by the Director Infrastructure Management and the Manager Leisure and Ranger Services for a recommendation to Council.
- 6 If as a result of investigation , Council is required to upgrade an existing tennis court facility to achieve the minimum standard and the operating club requests approval to upgrade beyond this standard, Council may optionally make a contribution for the upgrading, up to the value of the works to achieve the minimum standard.
- 7 If new tennis courts are to be funded and constructed by Council and the operating club requests an illumination standard beyond that specified, then Council will accept a contribution from the club towards the construction. This contribution will be funded from sources external to Council and include all costs for the higher standard, as outlined in clause five. Construction of the non-electrical components of the courts may proceed prior to funding approvals. Installation of the electrical and lighting facilities will not proceed until the full amount of additional costs required for the higher illumination standard is provided for expenditure by Council.
- 8 Specified Standards
- Table 2 (see Appendix) attached to this policy specifies the standard illumination required for all courts within the City. Illumination standards for courts may be changed in accordance with this policy.
- 9 New Courts
- New courts added to a tennis court facility shall be illuminated to the existing standard in accordance with this policy.

Previous Policy No.	K1-06; TS-ID-5
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	N/A

Section 5.4 – Infrastructure ~~Design~~ Management Services

POLICY 5.4.2 - STORMWATER DRAINAGE INTO WETLANDS

OBJECTIVE

To ensure that ecosystem of wetlands are protected from the effects of discharging stormwater.

STATEMENT

Council opposes in principle the discharge of piped or artificially channelled stormwater drainage into lakes or other wetlands and the establishment of sumps within the areas listed as one of the following:

- 1 Classified in Volume 26 of “Wetlands of the Swan Coastal Plain - wetland mapping, classification & Evaluation Atlas”
- 2 Listed as a system six wetland
- 3 Land reserved for Parks and Recreation.
- 4 Possesses a classification of Resource Enhancement or Multiple Use Management as per Water & Rivers Commission / Department of Environmental Protection(1996).

From time to time the Council may be prepared to accept the piped discharge of stormwater drainage to lakes or other wetlands in such reserve lands on the following basis:

- 1 Council is satisfied that no alternative disposal method is reasonably available to the proponent;
- 2 provision has been made for the pre-treatment of the water to the satisfaction of the Director Infrastructure Management and in accordance with the water sensitive design principles/ practices.

Previous Policy No.	G2-06, TS-ID-4
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	N/A
