



City of
Joondalup

NOTICE IS HEREBY GIVEN that the next Ordinary Meeting of the Council of the City of Joondalup will be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on Tuesday, 27 June 2000 at 7.00 pm.

LINDSAY DELAHAUNTY
Chief Executive Officer
21 June 2000

PUBLIC QUESTION TIME

Council allows a 15 minute public question time at each Council meeting which is open to the public.

To enable prompt and detailed responses to questions, members of the public are requested to lodge questions in writing to the Committee Clerk at least two days prior to the Council meeting at which the answer is required.

The Mayor is responsible for the conduct of public question time and ensuring that each member of the public has an equal opportunity to ask a question. The Mayor shall also decide whether a question will be taken on notice or alternatively who should answer the question.

The following general rules apply to question time:

- *question time is not to be used by a member of the public to make a statement or express a personal opinion.*
- *questions should properly relate to Council business.*
- *question time shall not be used to require an Elected Member or an officer to make a personal explanation.*
- *questions are not to be framed in such a way as to reflect adversely on a particular Elected Member or officer.*

DEPUTATION

Elected Members will conduct an informal session on the same day as the meeting of the Council in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup, commencing at 5.00 pm where members of the public may present deputations by appointment only.

A time period of fifteen (15) minutes is set aside for each deputation, with five (5) minutes for Elected Members' questions. Deputations shall not exceed five (5) persons in number and only three (3) of those persons shall be at liberty to address the Elected Members and to respond to questions raised. Deputation sessions are, however, open to the public and other persons may attend as observers.

MOBILE TELEPHONES

PERSONS ATTENDING MEETINGS are reminded that the use of Mobile Telephones during meetings is not permitted.

PLEASE ENSURE that mobiles are switched off before entering the Council Chamber.

** Any queries on the agenda, please contact Council Support Services on 9400 4369.*

CITY OF JOONDALUP

Notice is hereby given that an Ordinary Meeting of Council will be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup on **TUESDAY, 27 JUNE 2000** commencing at **7.00 pm**.

LINDSAY DELAHAUNTY
Chief Executive Officer
21 June 2000

Joondalup
Western Australia

AGENDA

OPEN AND WELCOME

APOLOGIES AND LEAVE OF ABSENCE

PUBLIC QUESTION TIME

The following question, submitted by Mr R De Gruchy of Sorrento, was taken on notice at the Council meeting held on 13 June 2000:

Q1 In relation to the Principal Activity Plan for the past five years, I was happy to see reference to effective two way communication with the community, critical success factors, and public participation. When will the Council conduct a survey of the users of the Craigie Leisure Centre to determine whether the users of that Council funded facility wish to have the management privatised?

A1 The calling of tenders for the operational management and lease of the City's leisure centres is in accordance with the City's **current** Strategic Plan. The Strategic Plan **includes the following objectives:** be cost effective in service delivery through the use of technology, benchmarking and market testing and identify and implement innovative ways to offer improved customer service. **The City's current** Strategic Plan was put out for public comment before adoption. The City is market testing the management of the Leisure Centres to ensure the best possible financial performance and customer service standards on behalf of all ratepayers, residents and users of the Centres. **The proposal to market test the management of the leisure centres has been in the public domain since June 1999. Since that time various groups and individuals have made inquiries or given comment in relation to the proposal. The issues raised have been addressed in the development of the tender specifications**

The following question, submitted by Ms Elaine Walker, Granny Spiers, was taken on notice at the Council meeting held on 13 June 2000:

Q1 I attended a deputation earlier this evening (13 June 2000) on behalf of Granny Spiers. Why, when a deputation comes before Council, are they treated with disrespect, and are abused, and denied the right of reply to a statement made?

A1 Council would hold that deputations are not treated with disrespect and are well advised on the procedure governing such sessions prior to their arrival and again by the Mayor when opening each session. The Council is not aware of any incident during her deputation when Ms Walker was abused.

The following question was submitted by Mr R De Gruchy of Sorrento:

Q1 Would you please advise the total cost of:

- (a) administrative costs;*
- (b) legal/consultative costs; and*
- (c) any other costs*

associated with the preparation of publication/distribution of tender documents pertaining to the proposed privatisation of the management of the 3 leisure centres (Craigie, Ocean Ridge and Sorrento/Duncraig)?

A1 Tenders have been called for the operational management and lease of the City's three leisure centres with the purpose to market test the performance of the Centres.

(a) Administrative Costs - no additional administrative costs were incurred

(b) Legal/Consultative Costs \$25,524

(c) Other Costs:

Advertising \$1,500 (est)

Property Survey \$3,890

Total Cost \$30,914

DECLARATIONS OF FINANCIAL/NON FINANCIAL INTEREST

CONFIRMATION OF MINUTES

[MINUTES OF COUNCIL MEETING, 23 MAY 2000](#)

At the Council meeting held on 13 June 2000, it was resolved that:

“the Minutes of the Council Meeting held on 23 May 2000 be confirmed as a true and correct record, subject to confirmation of the wording of the following correction:

Page 21, Paragraph 3, last sentence: The words “As requested Cr Patterson withdrew his comments and apologised for them” be amended to read: “As requested Cr Patterson withdrew his comments”.

Information in relation to the above matter has been circulated to elected members. As a result of this information, it is recommended that the Minutes of the Council meeting held on 23 May 2000 be confirmed in their entirety.

RECOMMENDATION

That the Minutes of the Council Meeting held on 23 May 2000 be confirmed as a true and correct record.

MINUTES OF COUNCIL MEETING, 13 JUNE 2000

RECOMMENDATION

That the Minutes of the Council Meeting held on 13 June 2000 be confirmed as a true and correct record.

ANNOUNCEMENTS BY THE MAYOR WITHOUT DISCUSSION

PETITIONS

PETITION REQUESTING TRAFFIC CALMING WORKS – PACIFIC WAY, BELDON – [02432, 01077]

A 30-signature petition has been submitted by Mr Chris Baker, MLA of behalf of residents of Beldon, requesting that appropriate traffic management strategies be effected to Pacific Way, Beldon.

The petitioners request that the traffic management strategies be listed for consideration in the 2000/2001 financial year, so as to reduce the likelihood of motor vehicle accidents.

This petition will be referred to Infrastructure Management for action.

RECOMMENDATION

That the petition:

1 requesting that appropriate traffic management strategies be effected to Pacific Way, Beldon;

be received and referred to the appropriate Business Unit for action.

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REPORT OF THE CHIEF EXECUTIVE OFFICER

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

DATE OF NEXT MEETING

CLOSURE

**CJ146 - 06/00 STANDING ORDERS REVIEW COMMITTEE -
[01369] [05885]**

WARD - All

SUMMARY

A meeting of the Standing Orders Review Committee was held on Tuesday 6 June 2000 and the unconfirmed minutes are submitted for noting by Council.

DETAILS

The unconfirmed minutes of the Standing Orders Review Committee held on Tuesday 6 June 2000 are included as Attachment 1 to this report.

No action is required from these minutes.

RECOMMENDATION

That Council NOTES the unconfirmed minutes of the Standing Orders Review Committee held on Tuesday 6 June 2000 and forming Attachment 1 to Report CJ146-06/00.

For the attachment to this report, see Appendix 1 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach1brf270600.pdf](#)

CJ147 - 06/00 REVIEW OF CORPORATE DELEGATED AUTHORITY MANUAL – [07032]

WARD - All

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 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 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. In each case the delegator is the one who grants the power; the delegator is either the local government or the Chief Executive Officer.

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, with the exception of the power to delegate.

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, the existing manual has been prepared to include all powers and duties notionally assigned to a local government and which could be delegated have been included. Some recent discussions with the City's legal advisors indicated that the current manual has been prepared to the extreme and required further review. It is intended that this will be completed shortly.

As stated above, the Act requires the delegator to review its delegations once every financial year. Once the Council delegates a power to the Chief Executive Officer, the Chief Executive Officer then becomes the delegator of that power. In most cases the Chief Executive Officer has further delegated the power to various other employees. The Act requires the Chief Executive Officer to also review these delegations.

Attached to the report are the delegations that the Council had made to the Chief Executive Officer that have not been further delegated. The current list of delegations are working well and it is suggested that they remain.

COMMENT/FUNDING

The delegated authority manual has previously been reformatted and with the inclusion of the delegated authority arising from the policies of the Council, the City now has a complete manual by which to operate. The revised manual provides an up to date guide for staff required to exercise delegated power.

RECOMMENDATION

That Council NOTES that it has reviewed its delegations made in accordance with the Local Government Act 1995 and that no alterations are required.

For the attachment to this report, see Appendix 2 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach2brf270600.pdf](#)

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CJ148 - 06/00 REVIEW OF CORPORATE POLICY MANUAL – [18058] [26176] [13399]

WARD - All

SUMMARY

The corporate policy manual is required to be reviewed at least annually. The last review was undertaken in June 1999 when the Joint Commissioners adopted a much revised manual where policies were more at a strategic level and where the day to day issues were contained in a corporate procedures manual.

This report details the suggested changes to the manual and it is recommended that they be adopted.

BACKGROUND

The former City of Wanneroo's policy manual was adopted by the City of Joondalup at a special meeting of Council held on 1 July 1998.

The Local Government Act 1995, made some significant changes to the operations of a local government. A major change was that it clearly defined the roles of the council, Mayor, Deputy Mayor, Councillor and the Chief Executive Officer. 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.

An extensive review was undertaken of the City's policy manual. The review 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 inconsistent with the Local Government Act 1995.

Following this extensive review, the Joint Commissioners adopted an extensively revised Policy Manual at its meeting held on 22 June 1999.

As stated within the 'Introductory Statement' of the manual, this report details the changes required as part of the annual review of the entire policy manual.

DETAILS

The policy manual is divided into five sections which reflect the corporate structure of the organisation. As part of the annual review, each directorate was required to review the sections that were relevant areas and suggest any appropriate changes.

In an effort to ensure that the development of future policies are in fact policies and not procedures, the following definition of the term ‘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.”

Attachment 1 to this report is a table that details those policies that require amendment or deletion and outlines the reasons for the amendment or deletion.

COMMENT/FUNDING

The new policy manual and the suggested amendments to it, focuses more on the strategic policies for the City of Joondalup and allows for the day to day operations to be captured within the corporate procedures manual.

In addition to the annual review of the corporate policy manual, the Act also requires the delegator (generally being the local government) to review its delegations once per financial year. This review is subject to a further report on the agenda. Both the policy manual and delegated authority manual are cross referenced to ensure easier referencing by officers.

RECOMMENDATION

That Council:

1 DELETES the following policies:

- Policy 3.1.9.1 - Variation to Policy 3.1.9**
- Policy 3.1.9.2 - Additions to Variations to Policy 3.1.9**
- Policy 5.2.1 - Advertising on Public Open Space**
- Policy 5.2.3 - Playground Equipment**

2 AMENDS the following policies as detailed in Attachment 2 to Report CJ148-06/00:

- Policy 2.3.2 - Communications**
- Policy 2.3.3 – Use of Common Seal and the Signatories for Contract Execution**
- Policy 2.4.1 – Accounting Policy**
- Policy 2.4.3 – Setting Fees and Charges**
- Policy 4.2.1 – Library Services**
- Policy 5.1.1 – Waste Management**
- Policy 5.2.2 – Council Reserves and Parks**
- Policy 5.2.4 – Memorial Plaques**
- Policy 5.2.5 – Floodlighting**
- Policy 5.2.6 – Median and Road Reserve Landscaping Undeveloped Future Road Reserves.**
- Policy 5.3.1 - Verge Treatments – Protective Devices**
- Policy 5.3.2 - Sand Drift Control**
- Policy 5.3.3 - Vehicle Crossing – Construction and Maintenance**
- Policy 5.3.4 - Removal of Graffiti and Repair of Vandalism**

- Policy 5.3.5 - Roadworks – Opening up**
- Policy 5.4.1 - Tennis Court Lighting Standards**
- Policy 5.4.2 - Stormwater Drainage into Wetlands.**

For the attachment to this report, see Appendix 3 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach3agn270600.pdf](#)

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CJ149 - 06/00 ENTERPRISE BARGAINING AGREEMENT - [02080]**WARD - All**

SUMMARY

In May 1999 the Industrial Relations Commission certified the City of Joondalup Umbrella Enterprise Agreement. The Agreement will expire in May 2001 and covers all staff employed under the Local Government Officers Award with the exception of the City's Rangers who have a separate Agreement. The primary objectives of the Agreement were to achieve greater workplace flexibility and improved levels of productivity and customer service.

The Umbrella Agreement provides for a further 1% payment backdated to 1 July 1999 subject to individual Unit Agreements being negotiated within 12 months. Staff Consultative Committees were established in all Directorates to pursue the development of the individual agreements. The Consultative Process enabled staff to become familiar with the EBA process and focused attention on actions to improve both productivity, customer service and achieve workplace reform.

During the last 12 months in working through the EBA process, the advantages originally hoped for have not all materialised. It is therefore proposed that the City recognise the improved levels of productivity, customer service, process re-engineering and workplace reform achieved by staff over the last 12 months and develop a new "managing for performance system" incorporating a more strategically focused rewards and recognition program.

BACKGROUND

In May 1999 the Industrial Relations Commission certified the City of Joondalup Umbrella Enterprise Agreement. The Agreement expired in May 2001 and covered all staff employed under the Local Government Officers Award with the exception of the City's Rangers who have a separate Agreement. The primary objectives of the Agreement were to achieve greater workplace flexibility and improved levels of productivity and customer service.

In return for entering into the Agreement all staff received a 4% salary increase backdated to January 1999. The Executive and Managers, whilst bound by the Agreement, were excluded from the wages clause. Any salary increases for the Executive and Managers are determined by market movement as assessed by an independent firm and subject to satisfactory performance against the performance criteria identified in their individual performance contracts.

The Umbrella Agreement provides for a further 1% payment backdated to 1 July 1999 subject to individual Unit Agreements being negotiated within 12 months. Staff Consultative Committees were established in all Directorates to pursue the development of the individual agreements. The Consultative Process enabled staff to become familiar with the EBA process and focused attention on actions to improve both productivity, customer service and achieve workplace reform.

In developing the individual agreements a number of common themes emerged that would be best dealt with consistently across the whole organisation. In order to achieve this it is proposed that a variation be made to the City of Joondalup Umbrella EBA. For instance, the arrangements relating to flexible working hours, sick leave and overtime provisions were listed for consideration in a number of Agreements.

In reviewing the process, the Executive considers that there has been a significant benefit to the organisation in terms of the education and training of staff. The Executive also considers that there has been a quantifiable improvement in productivity and customer service as a result of ongoing process engineering and workplace reform initiatives. In recognition of these outcomes and the work undertaken, the 1% increase provided for in the Umbrella Agreement has been passed onto staff.

DETAILS

Since the formal division of the City, a number of significant milestones have been achieved by the staff in terms of improvements in both productivity and customer service. It is considered that the efforts of staff need to be rewarded and further incentives offered to ensure the change process continues.

Customer Service

It is suggested that a payment of 1% backdated to 1 January 2000 be made in recognition of improved levels of customer service. The City's Strategic Plan identifies certain services as a key priority for the City over the next 5 years. In addition, the City's Customer Service Charter documents the City's commitment to its customers in relation to the service levels they can expect when dealing with the City.

The Council's overall customer satisfaction rate has significantly improved since May 1999. The data has been compiled by independent market research undertaken by Research Solutions. Between the May 1999 and May 2000 survey there has been an 8.9% increase in the number of people in the category ranges "somewhat satisfied" to "totally satisfied". The largest increase of approximately 7% occurred in the "very satisfied" rating. A diagram depicting the movement of the Council's satisfaction rating is included as Appendix One.

The costs of the 1% increase backdated to 1 January 2000 including all costs such as superannuation, leave loading and long service leave provision is estimated at \$90,000 for 1999/2000 and \$180,000 in future years.

Productivity Increases

It is suggested that a further payment of 1% backdated to 1 January 2000 be made in recognition of the improved levels of productivity as evidenced by the City's 12 WAMA Best Practice Awards as detailed in Appendix Two and process improvements at an individual Business Unit level. Examples of the changes at a Unit level include: -

During 1999, a number of initiatives were undertaken by Business Units to improve productivity and cultural change in terms of workplace reforms and work practices. Some of the initiatives such as the introduction of the Budget Management System, Business Plans Online and revised Contract Management processes positively impacted on the corporate organisation. The implementation of corporate systems such as Proclaim has also lifted the

productivity across the organisation. These benefits from the introduction of the corporate system will increase as the full functionality of the system is introduced in the coming months.

Budget Management System

Through the introduction of BMS, work practices have changed completely in relation to budget and financial arrangements.

The workload involved in budget preparation has been spread throughout the organisation shortening time-scales considerably and making Business Units far more aware and accountable for the budgets prepared for their areas of responsibility.

The changes have provided greater accountability and professional focus on business and financial management.

Productivity improvements were achieved because data was captured once, at source, free from transcription errors, and reduced preparation of documents by Business Units. There has been an overall decrease in time spent by Business Units in the preparation of budget material. The initial corporate budget preparation stages were completed far more quickly compared with previous years.

Business Plans Online (BPO)

The introduction of Business Plans in 1997/98 and improvements in Plans since then have focused operations on achieving the strategies identified in the City's Strategic Plan and increasing customer service.

With the implementation of BPO there has been additional productivity gains with the reduction in time and effort in producing individual Business Unit Business Plans, e.g. reduced typing, formatting and time taken to updating information.

Improvements have also been achieved in the access; availability to details relating to all Business Unit projects, status and quarterly performance targets with the information online.

This change in work practices has improved project reporting and management of operations.

Contract Management Processes

The development and implementation of the City's Contract Management Policy and Procedures has improved the organisation's accountability in relation to tendering processes and statutory compliance requirements. It has also established a culture of quality assurance and best value for the City in obtaining services.

Productivity gains were achieved through the standardisation and preparation of contract documents. Procedures were developed and processes introduced which has resulted in contracts now being executed within 48 hours (after Council decision) rather than, in some incidences, 1-2 months.

Procedures and training has led to the negotiation of contracts to achieve Best Value which has resulted in an estimated 1%-5% savings on recent major contracts for the City.

Additional productivity gains can be expected with the introduction of Contracts Online through the reduction in time and effort by staff in preparation of contact documentation.

Proclaim

The introduction of Proclaim has required staff to receive and improve workflow practices and processes, particularly Approval Services. The mapping of processes and the use of Proclaim and positive change in staff attitude have reflected in improvements in the turn-around times in Planning Development Applications.

Human Resources

During 1999 the Executive endorsed the Human Resource Services Five-Year Plan with strategies to create policies and procedures to create the City as a cohesive, customer focused and achievement oriented organisation. A number of process improvements have been made to encourage cultural change with a revised induction program for new staff and improvements in the methods to assist Business Unit managers with performance development reviews and recruitment matters. Policies and documents have been placed online as an up to date reference source and to assist managers and staff with human resource issues. With the online dispatching of job information and lodgement system productivity gains have been achieved in processing recruitment matters with a demonstrated reduction in processing time averaging two to five hours processing applications (depending on the job). There are additional savings in phone calls, photocopying and postage. Since January 1998, the unit has had 4457 enquiries. Improvements are continuing with additional human resources services and information being made available online for staff and Managers.

In addition to the projects nominated above the following productivity gain have also been achieved.

Productivity Gains

During the year Business Units gained productivity increases with the introduction of revised work practices, improved procedures and progress towards a positive change in organisational culture in a number of areas including: -

Office of the CEO

- establishment of a Customer Complaints System which has resulted in improved services by registering, tracking and monitoring action of all complaints received and addressing areas of concern
- Introduction of a Information Services (IS) Help Desk which has improved the response times of fixing IS issues, and improving staff's utilisation of the organisation's core systems
- development of Corporate Performance Indicators and monthly reporting to Executive of trends and achievements
- a Risk Management Audit was undertaken and areas of responsibility assigned to ensure matters identified in the audit are addressed.

Approval Services

- establishment of Work Allocation Meeting processes, for planning and building applications
- continued Proclaim training and efficiency improvement
- refinement of approval processes to streamline and improve process times
- process mapping of work practices and affirmation of checking and signing off processes to improve operations
- addressing the quality of decisions made and providing support and objective advice to the community particularly in relation to mediation on disputes.

Urban Design Services

- re-engineering of sub-division application processing resulting in improved efficiency across the organisation
- implemented improvements in scheme amendment procedures which has resulted in greater efficiencies
-

Infrastructure Management Services and Operations

- streamlined the management structure through integration of Waste Management Services, Buildings, Parks, Engineering and Administration
- improved customer service through the amalgamation and integration of business sub units
- outsourcing of various project design and capital works
- implementation of Service Level Agreement with City of Wanneroo for Waste Management and Road Construction Capital Works
- increased accountability for budget preparation and monitoring of City's Capital Works program resulting in administration efficiencies
- multi-skilling of staff
- finalisation of standard drawings and adoption of Australian uniform standards principles to improve efficiency and assessment of subdivision applications
- multi-skilling of staff to undertake purchasing and invoice processing functions relating to the area
- improved focus on customer service by supervisors and staff.

Community and Health Services

- development of a team environment in all sub-units to improve operations resulting in a more strategic approach to service provision
- process mapping of work activities in all sub-units and development of more effective operational procedures
- development of a system to assess community need for services resulting in improved quality of applications for increased grants funding
- development and implementation of methods of tracking individual client expenditure on a regional program level in Aged and Disability Services resulting in effective control procedures
- successful implementation of the HACC Fees policy and compliance audit resulting in a comprehensive review of Aged and Disability Services

- restructuring of the Health Services Sub-Unit operations resulting in increased operational effectiveness
- creation of internal systems for more efficient mail distribution within the Business Unit and for the centralised booking of vehicles resulting in a better utilisation of resources

Leisure and Ranger Services

- implementation of a centralised booking system for community facilities: This has enhanced customer service and reduced resources required to manage community bookings
- establishment of a corporate calendar of events; Improved co-ordination of events across the region, facilitating greater involvement and participation by key stakeholders in major community events
- establishment of infringement withdrawal guidelines and dog barking management procedures: Facilitates a prompt, consistent response to requests for withdrawal of infringements. Has reduced the administration workload

Library and Information Services

- implementation of new strategies to increase customer access to resources
- management of the service level agreement with City of Wanneroo
- implementation of the new automated library management system on schedule and within budget
- development of new income generation strategies

Accounting Services and Strategic Finance

- implementation of a number of corporate systems including; Oracle, BMS 2, Proclaim and Maximo updates
- business systems review of Maximo undertaken and improvements introduced
- improved financial reports on a 5 day closure cycle introduced
- process mapping of work activities and changes made to improve operations

The cost of the proposed increase backdated to 1 January 2000 is \$90,000 for 1999/2000 and \$180,000 in 2000/01.

Managing for Performance System

In order to provide a framework for the City to continue to develop best practice across all areas it is proposed to implement a Performance Management System.

An effective Managing for Performance model reflects a change of emphasis in Organisations away from command-and-control toward a facilitation model of leadership. This change has been accompanied by the recognition of the importance to the staff and the City of relating work performance to the strategic or long-term and overarching mission of the City as a whole. The Performance Management System will also address issues such as: -

- KPI's
- Quality Improvement
- Process Engineering

A Managing for Performance System will provide an opportunity for employees and their managers to discuss development goals and jointly create a plan for achieving those goals. Development plans should contribute to organisational goals and the professional growth of the staff member. The planning process must also involve consideration of the emerging City environment.

The new organisational model emphasises a focus on decision-making and accountability at the level where the work is done, development of a service culture that rewards performance, and integration of operations. Critical to the success of this new model is the adoption of a customer service orientation, a flexible attitude in the face of constant change, and streamlined business processes supported by networked administrative systems.

The Proposed Rewards and Recognition framework also underscores the vital role of education, training and development. Continuous learning is a prerequisite to successful job performance and organisational effectiveness. Employees must be able to learn work, developing effective technical and people skills in order to assume new responsibilities, and keep pace with and anticipate the changing nature of work and the workplace.

Process

The City will implement a Managing for Performance system, which is developed in collaboration with representatives of the Union and other City stakeholders. Implementation of the system is proposed subject to consultation with representatives from the City community. The relevant unions shall be consulted throughout the process.

The system shall be based on the following principles: -

- to establish a rewarding work environment in which employees are committed to achieving the City's goals;
- to promote responsibility and commitment by ensuring that staff members have a clear understanding of the strategic and business directions of the City
- to develop a clear understanding of roles and clarity with regard to expectations of performance;
- to promote learning and development in which the City provides opportunities for staff members to engage in continuous learning;
- the process shall cascade downwards through the City and operate transparently;
- not to be punitive; and
- to be linked to the Strategic Plan of the unit and organisation

The form of the Managing for Performance System and associated rewards and recognition program needs to be developed in conjunction with the City's employees. Staff commitment to work with management from the bottom up will be a determining factor in the success of the program. It is therefore suggested that an incentive payment of 1% be offered to staff if the system can be successfully developed and agreed over the next 12 months.

Term of the Agreement

It is not proposed to extend the life of the Umbrella Enterprise Bargaining Agreement that is due to expire in May 2001. As such, during the next 12 months, the City will need to review the agreement with employees regarding an appropriate “Managing for Performance System” that provides a new framework for recognising and rewarding staff.

COMMENT/FUNDING

The proposed increases have been benchmarked against figures available from the WA Treasury and Industry Groups. WA Treasury predicts that wages growth should peak in 2000/01 and average consistently less than 4% over the next three years. The trends in Enterprise Bargaining indicate that federal wage agreements are averaging about 3.8%. The indication from other large metropolitan Council’s is that they will be looking at similar increases.

A 1% increase in salary for all employees covered by the Umbrella Award including all on costs is approximately \$180,000.

Funds were included in the current budget to fund the 1% salary increase provided for in the Umbrella Agreement.

The cost of funding the two 1% payments for improvements in Customer Service and Productivity backdated to 1 January 2000 also amounts to approximately \$180,000. It is recommended that the cost of the increases be funded from the unbudgeted income of approximately \$740,000 generated from interim rates.

The incentive payment of 1% in June 2001 for developing and agreeing a “managing for performance system” would be funded in the 2001/02 financial year.

RECOMMENDATION

That Council:

- 1 SEEKS a variation of the existing City of Joondalup Umbrella EBA to reflect the changes detailed in the above report;**
- 2 APPROVES the payment of a 2% salary increase for all staff covered by the City of Joondalup Umbrella Enterprise Bargaining Agreement effective from 1 January 2000, in recognition of the improved levels of customer service and productivity;**
- 3 APPROVES the 1% incentive payment payable on 30 June 2001 subject to the successful development and agreement of a “Managing for Performance System”**

- 4 APPROVES the expenditure in (2) above estimated at \$180,000 being charged to Budget “CEO Office Salaries” and funded from “Unbudgeted Income – Interim Rates”**

For the attachment to this report, see Appendix 11 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach11agn270600.pdf](#)

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**CJ150 - 06/00 WARRANT OF PAYMENTS FOR THE PERIOD
ENDING 31 MAY 2000 - [09882]**

WARD - All

SUMMARY

This report details the cheques drawn on the funds during the month of May 2000. It seeks Council's approval for the payment of the May 2000 accounts.

BACKGROUND

| FUNDS | VOUCHERS | AMOUNT |
|--|-----------------|------------------------------|
| | | \$ c |
| Director Resource Management Advance Account | 021910-022775 | 6,159,649.10 |
| Municipal | 000205-000207 | 6,159,649.10 |
| Trust | | 0 |
| | TOTAL | \$ 12,319,298.20 |

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 2000, the amount was \$465,523.09.

The cheque register is appended as Attachment A.

CERTIFICATE OF THE DIRECTOR RESOURCE MANAGEMENT

This warrant of accounts to be passed for payment, covering vouchers numbered as indicated and totalling \$12,319,298.20 which is to be submitted to the Mayor and each Councillor on 27 June 2000 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.

DARRYL BROWN
Acting Manager Accounting Services

J B TURKINGTON
Director Resource Management

CERTIFICATE OF MAYOR

I hereby certify that this warrant of payments covering vouchers numbered as indicated and totalling \$12,319,298.20 submitted to Council on 27 June 2000 is recommended for payment.

.....
Mayor John Bombak

RECOMMENDATION

That Council APPROVES for payment the following vouchers, as presented in the Warrant of Payments to 31 May 2000, certified by the Mayor and Director of Resource Management and totalling \$12,319,298.20.

| FUNDS | VOUCHERS | AMOUNT |
|---|----------------------|----------------------|
| | | \$ c |
| Director Resource Management Advance Account | 021166-021909 | 6,159,649.10 |
| Municipal Trust | 000201-000204 | 6,159,649.10 |
| | TOTAL \$ | 12,319,298.20 |

For the attachment to this report, see Appendix 4 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach4brf270600.pdf](#)

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CJ151 - 06/00 FINANCIAL REPORT FOR THE PERIOD ENDING 31 MAY 2000 - [07882]

WARD - All

SUMMARY

The monthly reports for the 11 months ending 31 May 2000 are appended as Attachment A.

The May report indicates an overall surplus of \$16.3m on the City of Joondalup Revised Budget, an increase of \$1.7m on the previous period. This position can be analysed as follows:

- Operating Budgets show an overall surplus of \$2.9m at the end of May, an increase of \$1.3m on the previous month primarily due to the City receiving Grants Commission funding of \$0.9m earlier than budgeted and through Interim Rates of \$0.2m not budgeted.
- Capital Expenditure Budgets show a surplus of \$2.5m on budget, an increase of \$0.2m on the previous month. This is primarily due to surpluses arising on the vehicles & plant replacement programme of \$1.1m, furniture and equipment of \$0.3m and computer and communications equipment of \$1.0m planned in the adopted budget.
- Capital Works budgets show a surplus of \$10.9m on budget against \$10.7m in the previous month. Included in this figure is:
 - \$5.5m for the planned cost of the Joondalup Depot, which will not now proceed this year
 - \$1.5m of roadworks deferred to 2000/2001 for inclusion in the City of Wanneroo Service Agreement as per Council Report CJ045-03/00;

RECOMMENDATION

That the Financial Reports for the Period Ended 31 May 2000 be NOTED.

For the attachment to this report, see Appendix 5 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach5brf270600.pdf](#)

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CJ152 - 06/00 APPOINTMENT OF AUDITOR - 1 JULY 2000 TO 30 JUNE 2003 - TENDER 096-99/00 – [43831]

WARD - All

SUMMARY

The current appointment of Council's external auditors – Mr Graham McHarrie and Mr Peter Messer of Chartered Accountants Deloitte Touche Tomatsu expires on 30 June 2000.

In accordance with the provisions of the Local Government Act (Functions & General) Regulations 1996 tenders were called for the provisions of audit services for the city for the period 1 July 2000 to 30 June 2003. The City compiled an extensive Audit Scope Statement which required prospective tenderers to submit their proposals by close of business 25 May 2000.

Four tenders were received for the City's audit services from audit partners with the following Chartered Accounting firms:-

- BDO Nelson Parkhill
- Deloitte Touche Tomatsu
- Grant Thornton
- Haines Norton

The assessment and evaluation of the audit tenders was undertaken by an evaluation panel using a multi-criterion assessment system. These criteria included:

- knowledge and experience of auditing large local governments
- knowledge of City of Joondalup processes and systems
- method strategy and planning
- value for money
- capacity to value add

Following the evaluation and assessment of the tenders it is recommended that the City appoints Mr Graham McHarrie and Mr Peter Messer of Chartered Accountants Deloitte Touche Tomatsu as external auditors to the City of Joondalup for the triennial period 1 July 2000 to 30 June 2003.

BACKGROUND

Pursuant to the Local Government Act 1995 and the Local Government (Audit Regulations) 1996 the appointment of an auditor to undertake the audit of Local Governments requires that appointees be a registered company auditor or an approved auditor.

When appointing its auditor the local government must do so by an **absolute majority vote** in accordance with the provisions of Section 7.3(1) of the Local Government Act 1995 and such appointment is to be for a term of not more than five financial years.

The terms of the agreement between the local government and the auditor is to include:

- a) objectives of the audit;
- b) the scope of the audit;
- c) the plan of the audit;
- d) details of the remuneration and expenses to be paid to the auditor; and
- e) the method to be used by the local government to communicate with and to supply information to the auditor.

The auditor is to examine the accounts and annual financial report submitted for audit, and by no later than 31 December next following the financial year to which the accounts and report relate, prepare a report thereon and forward a copy of that report to:-

- the Mayor or President;
- the Chief Executive Officer; and
- The Minister for Local Government

The auditor's report forms an integral part of the Annual Report to the electors.

The City (or the former City of Wanneroo) has since 1985 appointed qualified auditors from Chartered Accountants, Deloitte Touche Tomatsu. Mr McHarrie has been external auditor to the City since 1990 and prior to his appointment, Mr Tom Lang (also from Deloitte Touche Tomatsu) was the City's appointed external auditor.

DETAILS

Tender No 096-99/00 for the supply of external audit services to the City for the triennium 1 July 2000 to 30 June 2003 closed at 3.00pm on Thursday 25 May 2000. Four tenders were received as follows:-

1 BDO Nelson Parkhill, 267 St George's Terrace, Perth

| | |
|--------------------|---|
| Nominated Auditors | Mr Brad McVeigh Ms Michelle Shafizadeh |
|--------------------|---|

Mr Brad McVeigh is the nominated auditor for this tender. He has extensive experience in audit work as a partner at BDO. His experience in the audit field spans a period of thirteen years. Mr McVeigh is a registered company auditor and is a recognised auditor for the purpose of the Local Government Act 1995.

Ms Michelle Shafizadeh is the nominated audit manager, she has over seven years experience in the audit field and is a registered company auditor.

This firm currently undertakes external audits for the following local governments:-

Town of Claremont
 Shire of Broome
 Shire of Carnarvan
 Shire of Cue
 Shire of Gasgoyne Junction
 Shire of Kununurra
 Shire of Meekatharra
 Shire of Mt Magnet
 Shire Of Mukinbudin
 Shire of Murchison
 Shire of Sandstone
 Shire of Three Springs
 Shire of Yalgoo

The fees quoted are:-

| | | | |
|-------------------|------------|----------------|---------------|
| Annual Fees | 2000/2001 | \$8,500 | GST Exclusive |
| | 2001/2002 | \$9,000 | GST Exclusive |
| | 2002/2003 | \$9,500 | GST Exclusive |
| Disbursements | 2000/2001 | \$340 | GST Exclusive |
| | 2001/2002 | \$360 | GST Exclusive |
| | 2002/2003 | \$380 | GST Exclusive |
| Schedule of Rates | Partner | \$180 per hour | |
| | Manager | \$100 | |
| | Senior | \$ 70 | |
| | Assistants | \$ 50 | |

Nominated tender reference:- Mr Terry Pearson Town of Claremont.

2 Deloitte Touche Tohmatsu, 152 St George's Terrace, Perth

Nominated Auditors Mr Graham McHarrie
 Mr Peter Messer

Mr Graham McHarrie is nominated auditor for this tender and is a Registered Local Government and Company Auditor and has substantial experience in leading the audit engagements of large organisations in both the private and public sectors. Mr McHarrie leads the Deloitte Touche Tomatsu Local Government group, which currently services eleven Western Australian municipalities. Mr McHarrie is one of the most experienced Local Government Auditors in Western Australia.

Mr Peter Messer is a Registered Company Auditor with over twenty years experience in auditing and corporate advisory services with Deloitte Touche Tohmatsu and other associated firms. Mr Messer acts as the second Partner for all Local Government audits in Western Australia. The second Partner review process provides "Quality Assurance".

Deloitte Touche Tomatsu currently undertakes audits for the following local governments:-

City of Joondalup
 City of Stirling
 City of Belmont
 City of Kalgoorlie/Boulder
 City of Swan
 City of Wanneroo
 East Metropolitan Regional Council
 Mindarie Regional Council
 Town of Vincent
 Town of Cambridge
 Town of Victoria Park

In addition it is the external auditor for Municipal Insurance Services - the local government self insurance schemes for Workers Compensation and Municipal Liability (public liability and professional indemnity).

The fees quoted are:-

| | | | | | |
|-------|------------------|---------------|----------------|---------------|-----|
| | Annual Fees | 2000/2001 | \$29,000 | GST Exclusive | |
| | | 2001/2002 | \$30,000 | GST Exclusive | |
| | | 2002/2003 | \$31,000 | GST Exclusive | |
| | Schedule of Rate | Partner | \$280 per hour | - estimated | 20 |
| hours | | Director | \$170 | - estimated | 40 |
| hours | | IT Specialist | \$130 | - estimated | 20 |
| hours | | Analyst | \$ 90 | - estimated | 100 |
| hours | | Other Analyst | \$60 | -estimated | 110 |
| Hours | | | | | |

| | | |
|-------------------------------|-----------------------|------------------|
| Nominated tender references - | Mr Stuart Cole | City of Belmont |
| | Mr Rodney Constantine | City of Stirling |
| | Mr Cliff Frewing | City of Swan |

3 Grant Thornton, 256 St George's Terrace, Perth

| | |
|--------------------|-----------------|
| Nominated Auditors | Mr Tom Wallace |
| | Mr Greg LeGuier |

Mr Tom Wallace is the nominated auditor for this tender and is a Registered Local Government and Company Auditor with thirty eight years experience as an auditor. He has been auditing Local Governments for the past fourteen years in Western Australia.

Mr Greg LeGuier is a registered Local Government and Company Auditor with twelve years experience as an auditor and would be responsible for the overall conduct of the audit.

Grant Thornton currently undertakes audits for the following local governments:-

City of Melville
City of Canning
City of Subiaco
City of Mandurah
City of Fremantle
Shire of Roebourne
Shire of Coorow
Shire of Derby/West Kimberley
Shire of Halls Creek
City of South Perth
City of Nedlands
Town of Cottesloe
Town of Port Hedland
Shire of Broome
Shire of Wyndham/East Kimberley
Shire of Wiluna
Shire of Ngaanyatjaraku

The fees quoted are:-

| | | | |
|-------------------|--------------|----------|---------------|
| Annual Fees | 2000/2001 | \$13,500 | GST Exclusive |
| | 2001/2002/ | \$14,000 | GST Exclusive |
| | 2002/2003 | \$14,500 | GST Exclusive |
| Schedule of Rates | Not Provided | | |

Nominated tender references not provided.

4 Haines Norton, 345 Harbourn Street, Herdsman, WA

Nominated Auditor Mr Tony Bevan
 Mr David Tomasi

Mr Tony Bevan of Haines Norton is the nominated Local Government Auditor for this tender and is a Registered Company Auditor with fifteen years experience.

Mr David Tomasi is also a Registered Government Auditor with fifteen years experience.

Haines Norton currently undertakes audits for the following larger local governments:-

City of Bayswater
Shire of Esperance

In total this firm performs audit services for 59 Local Governments, one being in the metropolitan area and the remainder in the country and northwest.

The fees quoted are:-

| | | | |
|-------------|-----------|----------|---------------|
| Annual Fees | 2000/2001 | \$16,500 | GST Exclusive |
| | 2001/2002 | \$17,000 | GST Exclusive |
| | 2002/2003 | \$17,500 | GST Exclusive |

| | | |
|-------------------|--------------|----------------------|
| Schedule of Rates | Partner | \$170-\$230 per hour |
| | Manager | \$110-\$130 |
| | Senior | \$ 90-\$110 |
| | Intermediate | \$ 70-\$ 90 |

Nominated tender references – Mr Ted Budzinski City of Bayswater
Mr Michael Archer Shire of Esperance

COMMENT/FUNDING

The Local Government Department, through the Local Government Financial Review Committee, has conducted a review of the system relating to the financial audit of local governments in Western Australia. It has made a series of recommendations in relation to auditing local governments. Prior to consideration of the implementation of the report the Department of Local Government has sought comment from local governments. The City of Joondalup compiled a response (Report CJ041-03/00 relates) to this committee which is currently reviewing those responses prior to formulating a decision.

The audit of the City of Joondalup will be carried out in accordance with the requirements of the Local Government Act 1995 and Local Government (Audit) Regulations 1996 in the provision of an effective financial and compliance audit of the City.

Interim audit procedures will be conducted during the financial year with the final audit timed to ensure internal and external deadlines are met, particularly regarding the conduct of the Annual General Meeting of Electors.

The assessment and evaluation of the audit tenders was undertaken by an evaluation panel using a multi-criterion assessment system. These criteria included:

- knowledge and experience of auditing large local governments
- knowledge of City of Joondalup processes and systems
- method strategy and planning
- value for money
- capacity to value add

Following an exhaustive assessment and comprehensive evaluation of each submission Mr Graham McHarrie and Mr Peter Messer from Deloitte Touche Tomatsu, Chartered Accountants, emerge as the outstanding applicants.

While Mr McHarrie and the Deloitte Touche Tomatsu submission was the most expensive it is to be recognised that with external audit, as with most services, you get what you pay for. The hourly rates and estimated number of hours for each of the “audit team” indicates that 290 team hours has been estimated for the interim and annual audits. This appears far in excess of the other tenderers and provides value for money given Mr McHarrie’s team’s knowledge of the City’s operations and systems.

Mr McHarrie and his predecessor Mr Tom Lang have held the responsibility for the audit of the former City of Wanneroo and the more recently the new City of Joondalup since 1 July 1985. Mr McHarrie is a partner in charge of audits in the Perth office of Deloitte Touche Tohmatsu. Both he and Mr Messer are registered company auditors and were registered local government auditors under the previous local government legislation. Each has over 20 years auditing experience.

Over the past 14 years Mr McHarrie has developed a comprehensive knowledge and understanding of Councils activities and was heavily involved with the split of the former City of Wanneroo assets and liabilities into the two new local governments of the City of Joondalup and Shire (and now City) of Wanneroo.

Mr McHarrie has been closely involved with the City’s change processes and he and his team have displayed interest and involvement in the recently installed core information systems, Rating Committee issues and Risk Management Identification. Deloitte Touche Tomatsu has also previously provided consulting services to the City and thus has a comprehensive understanding of the operations and aspirations of the City of Joondalup. This coupled with his professionalism, dedication and expert advice to Council and Officers, together with Deloitte Touche Tomatsu’s back up support suggests that he and Peter Messer be appointed as auditors to the City of Joondalup for the triennium 1 July 2000 to 30 June 2003.

Mr McHarrie’s audit approach will focus on:-

- Audit planning and risk identification.
- Testing and audit response to risks.
- Resolution of issues and reporting.

In the past Mr McHarrie has adopted the practice to meet with the Mayor and Chief Executive Officer at the conclusion of his audit at which time the results of the audit and the content of his Management Report are discussed. With the recent establishment of the Audit Committee, Mr McHarrie has offered his services to explain the role and responsibilities of both external and internal audit.

The fees quoted by Messrs McHarrie and Messer are:-

| | |
|---------|----------------|
| 2000/01 | \$29,000 + GST |
| 2001/02 | \$30,000 + GST |
| 2002/03 | \$31,000 + GST |

These are quoted on the basis that all records including completed financial statements, prepared in statutory format and supporting trial balances and recommendations are completed and available at the time of audit.

Comparing with the current 1999/2000 fee payable of \$28,000 the fee schedule is considered competitive.

RECOMMENDATION

That Council:

- 1. BY ABSOLUTE MAJORITY in accordance with the provisions of section 7.3 of the Local Government Act 1995 APPOINTS Mr Graham McHarrie and Mr Peter Messer of Deloitte Touche Tohmatsu as auditors to the City of Joondalup for the triennium 1 July 2000 to 30 June 2003 at a fee of \$29,000 for 2000/2001, \$30,000 for 2001/2002 and \$31,000 for 2002/2003, plus GST, with the appointments to be in accordance with the terms and conditions outlined in the Local Government (Audit) Regulations 1996;**
- 2. AUTHORISES the affixation of the common seal to and endorses the signing of the contract documents.**

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CJ153 - 06/00 RATES WORKING GROUP - REPORT ON FINDINGS – [49653]

WARD - All

SUMMARY

As a consequence of various rating issues a Rates Working Group was established to examine options available to address such issues and to consider whether the City's current rating policies, principles and framework were adequate and relevant for the newly created City of Joondalup.

The Rates Working Group comprises:-

Councillor D Carlos (Chair)
Councillor J Hurst
Councillor G Kenworthy
Councillor S Magyar
Councillor A Walker
John Turkington - Director Resource Management
Wayne Nicholls - Revenue Accountant

The group met on ten occasions and its findings are presented to the Council for consideration - refer Attachment 1.

BACKGROUND

The rates working party met on ten occasions and worked within the terms of reference agreed by Council. As an integral part of its deliberations the group:-

- Sought submissions from ratepayers, local community groups, commercial/industrial owners.
- Received input from:-
 - the Valuer General's Office on valuation methodologies
 - the Local Government Department on rating matters generally;
- Sought input from Eastern States Local Government Departments in New South Wales, Victoria, South Australia on the rationale for the inclusion of a flat "municipal charge" within their respective Local Government Acts;
- Had input at a meeting for the review of the Local Government Act 1995;
- Discussed and compared rating matters with other local governments and individuals with an interest in local government rating issues.

Very early in its deliberations the group considered that there were aspects of the City’s rating framework which could be categorised as “Short Term” Objectives and others which could be classified as “Longer Term” Objectives. These are adequately and fully addressed in the report.

DETAILS

A report from the working party details its suggested course of action via recommendations. This report is included in attachment 1 to this report.

COMMENT

While the general thrust of the Working Party’s Recommendations are supported the increase of the commercial improved rate in the dollar from 90% to 100% of the residential rate in one year could be considered too great. It may receive adverse comment albeit that properties in that sector did have a rate reduction in the 1999/2000 year as a consequence of lower valuation increases and the reduction in the rate in the dollar.

In addition, whilst the differentiation of vacant and improved land may have merit in encouraging development and is practised in other local governments as shown below (refer Table 1) there could be an adverse reaction from vacant land owners as they may consider themselves ‘hard done by’ because they don’t use the services and some will pay more than the lower valued properties in say Craigie and Heathridge, some of which are on the minimum payment of \$403. The impact of this is depicted in Table 2 below.

TABLE 1 Other Local Governments

| | Vacant | | Improved | |
|----------|--------|------------|----------|------------|
| | Rate ¢ | Minimum \$ | Rate ¢ | Minimum \$ |
| Melville | 7.16 | 475 | 5.52 | 365 |
| Armadale | 9.03 | 499 | 9.03 | 470 |

Note: Melville’s Vacant Minimum and Rate in the \$ is \$130% of Improved, Armadale’s is 106%.

TABLE 2 Vacant Land Rates in High Valued Suburbs

| Property | | | Rates | |
|----------|------------|--------|----------|----------|
| Number | Suburb | GRV | Current | Proposed |
| | | \$ | \$ | \$ |
| 190677 | Hillarys | 14,250 | 950.38 | 1,092.93 |
| 145276 | Ocean Reef | 11,700 | 780.31 | 897.35 |
| 189565 | Sorrento | 18,250 | 1,217.15 | 1,399.72 |

It should be noted that if the City resolves to have a higher minimum payment on its vacant land:-

- 1 rates on lower valued vacant land will increase from currently \$403 to \$500 with the minimum applying to properties with a GRV of approximately \$6,500 or less;
- 2 such decision needs approval of the Minister for Local Government pursuant to the provisions of Section 6.35 of the Local Government Act 1995

RECOMMENDATIONS

The Rates Working Group's recommendations are:-

RECOMMENDATION

- 1 That Council ADOPTS the following as 'guiding principles' for the 2000/01 rating year:-**
 - (a) the 2000/01 rate in the \$ for commercial-improved rated properties be set at 100% of the residential rate in the \$;**
 - (b) (i) in accordance with the provisions of Section 6.33 of the Local Government Act 1995 a separate rating group be created for vacant land within each rating category; and**
 - (ii) the 2000/01 rate in the \$ for residential and rural vacant land in the GRV sector be set at 115% of the improved residential and rural rate in the \$ with a minimum payment of \$500 with further increases to 130% in 2001/02 and to 145% in 2002/03 and seeks the Minister's approval regarding the imposition of the minimum payment pursuant to Section 6.35(5) of the Local Government Act 1995;**
 - (c) the minimum payments (other than residential and rural vacant land) be increased in 2000/01 in line with movements in the CPI (Perth Index) at 31 March 2000;**
 - (d) the principle of offering incentives for early rates payment in the form of**
 - (i) prizes; and**
 - (ii) discount of 5% of rates only****be continued;**
 - (e) (i) the security charge be continued with funding to be via a universally applied charge as permitted by S6.38 of the Local Government Act 1995 and Regulation 54 of the Local Government (Financial Management) Regulations 1996; and**

- (ii) a submission be compiled to the Minister for Local Government, WAMA and the Local Government Department with a view to broadening the powers of the Act in relation to the expenditure of funds raised from the Security Charge.
- 2 that Council of the day considers the option of phasing in of valuations for the 2002/03 revaluation as permitted by Schedule 6.1 of the Local Government Act 1995.
- 3 That Council:-
- (a) strongly encourages the State/Federal Governments to assist the ever growing numbers of self funded retirees with financial relief in regard to local government rates. Such assistance be in the form of a rate relief scheme along similar lines to the “eligible pensioner” entitlements and based on income and age testing;
- (b) (i) advises both WAMA and the Department of Local Government that the City has a strong desire to effect changes to the Local Government Act 1995 to enable local governments in Western Australia the option and flexibility of implementing a two component rating system, which encompasses both a flat universally applied charge and a variable charge based on valuation, similar to that which is permitted in New South Wales, Victoria and South Australia; and
- (ii) allocates appropriate resources to enable rate modelling to be undertaken on a two component rating system which encompasses both a flat charge and a variable charge based on valuation; and
- (c) establishes a Rates Working Group to meet on a regular quarterly basis to discuss rating matters with regular reporting to Council.

For the attachment to this report, see Appendix 6 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach6brf270600.pdf](#)

CJ154 - 06/00 VEHICLE TENDER 89-99/00. PURCHASE OF UTILITIES. – [45745]**WARD - All**

SUMMARY

This matter was deferred from the 13 June 2000 meeting of Council pending clarification of supply from Youngs Holden.

The City's 1999/00 budget provided for the purchase of vehicles, as detailed in the Light Vehicle Replacement Programme, the funding of which is from the Municipal Fund.

The CEO has delegated authority to accept tenders up to a figure of \$100,000. However, as this tender exceeds that figure, it requires approval of the Council.

The City's 1999/00 budget provided for the purchase of two 6 cylinder utilities, four 4 cylinder sedans and one 4 cylinder wagon with the trade of the following vehicles:

- Plant Number 99149 Daewoo Nubira Sedan allocated to Health Services
- Plant Number 99152 Ford Laser Sedan allocated to Health Services
- Plant Number 99100 Hyundai Lantra Sedan allocated to Infrastructure Management Services
- Plant Number 99154 Ford Laser Sedan allocated to Infrastructure Management Services
- Plant Number 99384 Hyundai Lantra Wagon allocated to Infrastructure Management Services
- Plant Number 95456 Ford Falcon Utility allocated to Operations Services
- Plant Number 99473 Ford Falcon Utility allocated to Operations Services

Ford Laser 99154 was not presented for inspection due to work commitments and consequently was excluded from the scope of this tender. It will be replaced by calling quotations from Tenderers.

Following a review of the business requirements within each Directorate, it was determined that in several instances it was more cost effective for the City to purchase utilities rather than sedans. Consequently the tender scope was altered prior to tenders being sought.

This report outlines the submissions received in relation to Tender 089-99/00.

It recommends:

- Accepting that Youngs Holden, which submitted the lowest tender but cannot secure sufficient stock, supply two of the six Holden Commodore Utilities and Phoenix Holden which submitted the second lowest tender, supply four Holden Commodore Utilities.
- The purchase of two 6 cylinder Holden Commodore Utilities and the disposal of Lantras Plant # 99100 and # 99384 with Youngs Holden.
- The purchase of four 6 cylinder Holden Commodore Utilities and the disposal of Nubira Plant # 99149 plus Falcon utilities # 95456 and # 95473 to Phoenix Holden
- The disposal of Laser Plant # 99152 to McInerney Sales Pty Ltd.

BACKGROUND

Council at its meeting held on 13 June 2000, resolved:

“that the matter pertaining to vehicle Tender 89-99/00 – Purchase of Utilities be DEFERRED to the Ordinary meeting of Council to be held on 27 June 2000 pending further clarification on supply problems.”

Tender number 089-99/00 pertaining to these acquisitions was advertised on Saturday 15th April 2000 and closed on Wednesday May 10, 2000. The six vehicles (from the original seven) to be traded were presented for inspection on April 20th, and were evaluated by all prospective tenderers.

Following a review of the business requirements it was determined that in the following instances it was more cost effective for the City to purchase utilities rather than sedans as savings in FBT would accrue and loads were required to be carried.

| Plant # | Make | Business Unit |
|---------|--------------|------------------------------------|
| 99149 | Nubira | Community & Health Services |
| 99152 | Laser | Community & Health Services |
| 99100 | Lantra | Infrastructure Management Services |
| 99384 | Lantra Wagon | Infrastructure Management Services |

DETAILS

There were ten submissions received for the supply and trade of six 6-cylinder utilities as per Tender 089-99/00, one submission for supply only and three submissions for outright purchase of the trade vehicles. Details of all submissions are shown on Attachment A.

Two makes of vehicles were offered by suppliers, the Holden Commodore VS III and the Falcon AU 2 XL utilities. A whole of life cost evaluation comparing the two makes of vehicles offered revealed that the Holden Commodore utility was the more cost effective vehicle after consideration of estimated resale prices at two years of age and estimated fuel consumption at 40,000 kms of travel. The whole of life costing evaluation is used to identify the best value vehicle make and then the lowest cost changeover is used to select the supplier.

References used for the comparative data were:

- Glasses Guide- Residuals March-May 2000
- R.A.C. Fuel Consumption figures May 2000

Due to the Holden factory shutdown and higher sales than expected, some Holden dealers have been left without sufficient stock. Youngs Holden have only been able to secure two Holden Commodore Utilities. Phoenix Holden are able to supply the remaining four vehicles.

COMMENT/FUNDING

The lowest cost changeover offered was from Youngs Holden, which also offered the lowest cost new supply on Holden Commodore VS III. Advice received from Youngs Holden indicated that it could only supply two of the six vehicles required.

The second lowest tender received was from Phoenix Holden. That organisation can supply the remaining requirement of four units.

The conditions of tendering allow for the selection of part of the tender submissions to achieve the best outcome for the City. The three submissions for outright purchase were compared to the trade valuations from Youngs Holden and it was determined that the City could achieve a higher disposal price by accepting the following purchase offers as highlighted:

| Tenderer | Vehicle Number & Trade Valuations | | | | | |
|---|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 99149 | 99152 | 99100 | 99384 | 95456 | 95473 |
| Youngs Holden | \$13,000 | \$12,000 | \$14,000 | \$13,750 | \$15,000 | \$15,000 |
| Phoenix Holden | \$13,050 | \$13,050 | \$13,050 | \$12,550 | \$15,050 | \$15,050 |
| Fratella Pty. Ltd. (Melville Motors) | \$10,500 | \$11,000 | \$13,000 | \$13,000 | \$14,700 | \$14,000 |
| McInerney Sales Pty.Ltd. | \$11,500 | \$13,100 | \$12,500 | No offer | \$14,333 | \$14,333 |

The selection of the highest trade valuations indicated above will achieve an additional \$1,250 return for the City compared to accepting all the trade valuations from Youngs Holden.

Full consideration was given to local suppliers Phoenix Holden and Nuford, both based in Wangara. Under the City's Regional Purchasing Policy it is recommended that the City accept the outright purchase offer from Phoenix Holden for the three vehicles as highlighted above. The highest and hence recommended outright purchase offer for vehicle #99152, was from McInerney Sales Pty. Ltd. of Morley and is \$50 greater than the offer from Phoenix Holden.

The offer to **supply** from both local suppliers is not competitive with the offer from Youngs Holden in Victoria Park. However due to Youngs not being able to supply more than two vehicles it is recommended that the remaining four vehicles be purchased from the second lowest tenderer, which is Phoenix Holden.

Accepting the above the following is the financial scenario:

Youngs Holden

| Supply Replacement | Price of Supply | Value of Trade | Changeover | Budget New Price | Budget Trade Price | Budget Surplus/(Shortfall) |
|--------------------|-----------------|-----------------|----------------|------------------|--------------------|----------------------------|
| Plant #99100 | \$17,129 | \$14,000 | \$3,129 | \$15,500 | \$11,000 | \$1,371 |
| Plant #99384 | \$17,129 | \$13,750 | \$3,379 | \$16,500 | \$12,000 | \$1,121 |
| Total | \$34,258 | \$27,750 | \$6,508 | | | \$2,492 |

Phoenix Holden

| Supply Only Against | Price of Supply | Value of Outright Sale | Changeover | Budget New Price | Budget Trade Price | Budget Surplus/(Shortfall) |
|---------------------|-----------------|------------------------|-----------------|------------------|--------------------|----------------------------|
| Plant #99149 | \$18,000 | \$13,050 | \$4,950 | \$15,500 | \$13,000 | (\$2,450) |
| Plant #99152 | \$18,000 | N/A | \$18,000 | \$18,500 | N/A | \$500 |
| Plant #95456 | \$18,000 | \$15,050 | \$2,950 | \$18,500 | \$14,000 | \$1,550 |
| Plant #95473 | \$18,000 | \$15,050 | \$2,950 | \$18,500 | \$14,000 | \$1,550 |
| Total | \$72,000 | \$43,150 | \$28,850 | \$71,000 | \$41,000 | \$1,150 |

McInerney Sales Pty Ltd

| Plant Number | Value of Purchase Trades | Budget Trade Price | Budget Surplus/(Shortfall) |
|--------------|--------------------------|--------------------|----------------------------|
| 99152 | \$13,100 | \$11,400 | \$1,700 |
| Total | \$13,100 | \$11,400 | \$1,700 |

| | |
|-------------------------------|-----------------------|
| Final result on Budget | \$5,342 Saving |
|-------------------------------|-----------------------|

The overall net result for the City is a cash outflow of \$22,258 derived as follows:

Cost of Supply

| | | |
|----------------------------|-----------------|-------------------------|
| • Youngs Holden | \$34,258 | |
| • Phoenix Holden | <u>\$72,000</u> | |
| Trade/Outright Sale | | \$106,258 |
| • Youngs Holden | \$27,750 | |
| • Phoenix Holden | \$43,150 | |
| • McInerney Sales Pty Ltd | \$13,100 | <u>\$ 84,000</u> |
| Net Cash Outflow | | <u>\$ 22,258</u> |

Accepting this, the overall 1999/00 budget surplus on tender 089-99/00 is \$5,342.

RECOMMENDATION

That Council, in accordance with the conditions of tendering, ACCEPTS the part tender from:

- 1 Youngs Holden for the supply of two 6 cylinder Holden Commodore utilities with the trade of Hyundai Lantra Sedan Plant # 99100 and Hyundai Lantra Wagon Plant # 99384, at a net change over figure of \$6,508 after trade in, as detailed in tender 089-99/00;**
- 2 Phoenix Holden for the supply of four 6 cylinder Holden Commodore utilities with the purchase of Daewoo Nubira Sedan Plant # 99149 plus Ford Falcon utilities Plant # 95456 and Plant # 95473 at a net change over figure of \$28,850 as detailed in tender 089-99/00;**
- 3 McInerney Sales Pty Ltd for the purchase of Ford Laser Sedan Plant # 99152 for \$13,100 as detailed in tender 089-99/00.**

For the attachment to this report, see Appendix 7 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach7brf270600.pdf](#)

CJ155 - 06/00 RALLY AUSTRALIA YOUTH PROJECT - [38245]**WARD - All**

SUMMARY

The Office of Youth Affairs has offered the City of Joondalup and City of Wanneroo the opportunity to run a one-off project to develop and support a Youth Rally Team. It is proposed that the project be implemented as a regional project in cooperation with the City of Wanneroo. The aim is to provide the opportunity for a team of up to twenty five young people to participate in a series of activities and training programs, culminating in participation in the Telstra Rally Australia held in Perth, Western Australia, in early November this year.

BACKGROUND

Telstra Rally Australia Youth Project (TRAYP) aims to help young people to develop a range of skills including practical driving and mechanical skills, problem solving, planning and team building through the participation at a number of local rally events during the year.

The teams are trained in the maintenance and preparation of vehicles and undertake participation in club and State events culminating in their participation in Telstra Rally Australia. Participants are selected to develop their skills in either driving/navigating or support crew, servicing vehicles, catering/logistical support.

Currently TRAYP operates one team from the Kensington Police and Citizens Youth Club, which is situated south of the river. It is proposed that a second team operate north of the river and a third in Bunbury.

TRAYP endeavors to promote the benefits of the safety aspects of driving by raising the profile of road safety issues and demonstrating young people's role in addressing the issue at the local level.

Aspects of the project include:

- A focus towards mainstream young people and youth participation.
- Using the Project to promote the road safety message amongst young people.
- Demonstrating to the community the positive contribution that young people can make towards road safety issues.
- Linking the program with the Roadsmart road safety initiatives in the local area.

The Telstra Rally Australia takes place in WA in November of each year and attracts a world class field of competition. For the past 8 years, funding has been allocated by Family & Children's Services to develop a youth team to participate in this rally. In keeping with the mandate of Family and Children's services, the project was largely used as a tool to engage young people who were assessed to be "at risk". This year however the money is being provided by the Office of Youth Affairs and the aims and objectives changed to fit within part of their mandate which is increasing road safety and reducing road trauma amongst youth.

Whilst the TRAYP will continue in its existing format this year, steps are being taken to align the Project more closely with Office of Youth Affairs initiative and programs.

The Office of Youth Affairs is a key player in road safety for young people. In conjunction with the Road Safety Council the Roadsmart Road Safety Grants Scheme has been developed and is to be piloted in Joondalup, Cannington and the Southwest. The Youth Rally team project is to be linked to the Roadsmart Grants scheme with the aim of forming of a comprehensive approach to youth road safety in the northern suburbs.

The aim of Roadsmart is to assist in reducing youth road trauma by encouraging ownership of road safety issues within the youth population and encouraging positive road safety behaviour. It is a pilot project and will cover projects based in Joondalup, Cannington and the Southwest region. Grants of up to \$5,000 are available for road safety initiatives that benefit young road users aged between 16-25 years. Applications must be developed by young people and be integrated with other local services.

Opportunities exist to link the project with other initiatives in order to provide flow on benefit to the wider community:

- The Roadsmart Grants Program
- Existing Driver Education Programs
- The Blue Light Drag Races
- School Based Driver Education

The Office of Youth Affairs reports that the police have been very enthusiastic about the Project given that it aims to reduce youth driver road toll. Contact has been made with the local police who have given their full support to the idea and offered to invite the youth rally team to the Blue Light Drag races, held Wanneroo Raceway monthly during the summer months.

It is also seen as an opportunity to link with the local business community via sponsorship.

The project has the support and endorsement of both Youth Advisory Councils.

DETAILS

It is intended that the City of Wanneroo will be responsible for daily administration of the Project including the budget and employees. However it is intended that a steering committee for the project will be formed to guide the project, support to employees, oversee the budget and select the participants. It is intended that a member of City of Joondalup Youth Services staff will be an active member of this committee and other key stakeholders such as the local police, be identified to form the committee membership.

The Office of Youth Affairs will provide a budget of \$48,000 to run the project between now and December 31 2000. It will also assist in submitting an application for a Lotteries Grant of \$10,000 making a total of \$58,000 for the Project.

Details:

- \$15,000 to fund the employment of a Team Manager. Office of Youth Affairs has an experienced Team Manager available for the position.
- \$25,000 for the Project Consultant currently appointed to support the three Projects. The role of the Consultant is to advise on race requirements such as training, planning, insurance, licensing and sponsorship for the team.
- \$18,000 running costs

In addition, the Office of Youth Affairs will also supply:

- An operational, competitive vehicle.
- Tools, equipment and spare parts

A Program Coordinator is employed and based at the Office of Youth Affairs to support the Project.

In discussions with the City of Wanneroo it has been determined that whilst the Project will be a joint City Of Joondalup/Wanneroo project. The City of Wanneroo will take responsibility for the day to day management. This will include:

- Financial management (management of the funding provided by the Office of Youth Affairs)
- Provision of workshop venue

Financial Cost to City of Joondalup

Costs to the City of Joondalup will be dedicated staff hours of a Youth Services Officer to support the Project. It is also proposed that an estimated contribution of \$2,000 be made toward the administration costs of the project. It is anticipated that these funds will be able to be accommodated within the City's existing budget for Community and Health Services.

Legal Liability

An integral component of the program is the provision of a Consultant to advise the steering committee of steps to minimise any legal liability. This would include safety measures in the workshop and the acquisition of appropriate licenses for drivers.

Promotion

All promotions of the project will show that the Project is a joint City of Joondalup/Wanneroo Project.

COMMENT

The Youth Rally project has the potential to be a high profile youth activity in the region. It provides opportunities to directly influence the road safety attitudes and skills of young people in a positive way. When linked to other road safety initiatives, the Youth Rally Team project could provide a foundation for a comprehensive, community-based approach to youth road safety in the region.

It also provides the opportunity for a substantial numbers of young people in the area to develop practical skills and abilities whilst undertaking a fun recreational activity.

The Project builds on what has been a very successful project run for the last eight years and broadens its availability to the wider youth population. It will compliment and expand the existing youth services provided by the City and build on existing youth road safety initiatives operating in the region.

RECOMMENDATION

That Council ENDORSES the proposal to run a regional Youth Rally Team in cooperation with the City of Wanneroo in November 2000.

**CJ156 - 06/00 TENDER NUMBERS 100-99/00, 101-99/00 & 102-99/00
FOR THE SUPPLY OF VARIOUS CLEANING
SERVICES – [45843, 46843, 47843]**

WARD - All

SUMMARY

Tenders for the annual contracts for the cleaning of various Council buildings closed on 7 June 2000. This report outlines the three contracts on offer, the tenders received for these contracts, the method used to assess the tenders, and recommends the acceptance of tenders from Reekie Property Services for all three contracts.

BACKGROUND

The cleaning of City buildings is divided between in-house cleaning and cleaning by external contractors. Contract cleaning is arranged by annual contracts. The term of each contract is one year with an option to renew the contract for a further year by mutual agreement. For the 2000/2001 financial year, the contracts have been arranged as follows:

| | |
|---------------------------|--|
| Contract Number 100-99/00 | Joondalup Administration Centre and Joondalup Library including the undercroft car parks and podium level paving around the Civic Chambers. |
| Contract Number 101-99/00 | Sorrento/Duncraig and Craigie Leisure Centres. |
| Contract Number 102-99/00 | Greenwood CHC; Greenwood Scout & Guide Hall; Toilet/Changerooms on Blackall Park, Barridale Park, Moolanda Park, Timberlane Park, Chichester Park, Ellersdale Park, Warwick Open Space, Hawker Park and Penistone Park; Clubrooms on Timberlane Park, Chichester Park, Ellersdale Park and Penistone Park; Woodvale Library; Greenwood/Warwick CCC and Warwick Community Hall; Dorchester Hall; and the Penistone Park Tennis Shelter. |

In accordance with the Local Government (Function & General) Regulations 1996 (as amended) the City advertised statewide seeking tenders on Wednesday 24 May 2000.

Tenders for the above contracts closed on Wednesday 7 June 2000.

DETAILS**Contract No. 100-99/00 Joondalup Precinct Buildings**

Eight tenders were received:

| | |
|---|--------------|
| Intercity Cleaning Services | \$132,226.00 |
| GWC Total Management Pty Ltd | \$181,968.00 |
| Reekie Property Services | \$110,200.00 |
| Office Cleaning Experts Pty Ltd | \$112,800.00 |
| Dominant Property Services | \$135,700.00 |
| Mastercare Property Services (WA) Pty Ltd | \$214,982.70 |
| RS Linfoot Investments Pty Ltd | |
| Trading as Linfoot Cleaning Services | \$124,190.00 |
| Prestige Property Services | \$130,963.42 |

The contract for these buildings is currently held by Office Cleaning Experts Pty Ltd (\$99,960.00 or \$109,956 including GST).

Contract Number 101-99/00 Sorrento/Duncraig and Craigie Leisure Centres

Seven tenders were received:

| | |
|---|-------------------------|
| GWC Total Management Pty Ltd | \$169,378.00 |
| Reekie Property Services | \$98,810.00 |
| Office Cleaning Experts Pty Ltd | \$111,005.00 |
| Dominant Property Services | \$95,820.00 |
| Mastercare Property Services (WA) Pty Ltd | (non-conforming tender) |
| RS Linfoot Investments Pty Ltd | |
| Trading as Linfoot Cleaning Services | \$103,702.00 |
| Prestige Property Services | \$108,109.28 |

The current contract for the Sorrento/Duncraig Leisure Centre is held by the Charles Service Company (\$15,659 or \$17,245 including GST), which has not tendered for the new contract. The most recent contract for the Craigie Leisure Centre was held by Office Cleaning Experts Pty Ltd (\$96,274 or \$105,901 including GST). This contract's term expired, but has been renewed on a monthly basis pending the leasing of the centre's operation to a private operator.

The tender received from Mastercare Property Services was declared non-conforming as their submitted tender form proved ambiguous. This tenderer had altered the tender form which is against clause 8 of the General Conditions of Tendering.

Contract Number 102-99/00 Various Buildings in Warwick, Greenwood, Kingsley and Woodvale

Six tenders were received:

| | |
|---|--------------|
| GWC Total Management Pty Ltd | \$133,180.00 |
| Reekie Property Services | \$56,899.00 |
| Dominant Property Services | \$58,923.00 |
| Mastercare Property Services (WA) Pty Ltd | \$136,216.46 |
| RS Linfoot Investments Pty Ltd | |
| Trading as Linfoot Cleaning Services | \$127,586.00 |
| Prestige Property Services | \$58,157.98 |

The current contract (excluding Woodvale Library) is held by Reekie Property Services (\$58,230 or \$64,053 including GST). Woodvale Library is currently cleaned on a monthly order by Intercity Cleaning Services (\$803/month or \$9636 annually, being \$883.30/month or \$10,600 annually including GST).

COMMENT/FUNDING

All cleaning works are funded from the Building Cleaning Works account.

All tendered prices include a GST component.

Under the City's Contract Management Framework, all three tenders were assessed by an evaluation committee using a weighted multi-criterion assessment system. The criteria provided in the Tender Information Document were:

- Price offered for the services;
- Tenderer's demonstrated ability to attend site at short notice to rectify a site problem;
- Tenderer's resources including specialised equipment, skill inventory and financial capacity;
- Tenderer's previous experience in carrying out similar works;
- Safety management policy including safety records for the last two years.

All tenderers attended the mandatory pre-tender briefings and site inspections.

Scoring each tender submission against these criteria, the tender evaluation committee has determined that the best value for money will be achieved by accepting the tenders from:

- Reekie Property Services for the lump sum price of \$110,200.00 and price schedule for contract 100-99/00;
- Reekie Property Services for the lump sum price of \$98,810.00 and price schedule for contract 101-99/00; and
- Reekie Property Services for the lump sum price of \$56,899.00 and price schedule for contract 102-99/00.

Reekie Property Services operate from premises in Ballajura and currently hold contracts with the City of Joondalup, City of Wanneroo, City of Cockburn, Western Power and various other smaller clients. Whilst not strictly “local” employers, the nature of the contract cleaning is for the new contract to require some additional cleaning staff, which because of the unusual hours usually results in local employment. It is common in the cleaning industry for a new contractor to take over the previous contractor’s staff either wholly or in part, but to introduce their own supervisor.

Each contract contains the provision to terminate by giving 90 days notice by the Principal. All three contracts commence on 1 July 2000 for a 12 month term with the provision to extend for a further 12 months or part thereof subject to the Principal’s approval.

RECOMMENDATION

That Council:

- 1 ACCEPTS the tender from Reekie Property Services for:**
 - (a) \$110,200.00 and price schedule for contract 100-99/00 (inclusive of GST) for the supply of cleaning services to Joondalup Precinct Buildings;**
 - (b) \$98,810.00 and price schedule for contract 101-99/00 (inclusive of GST) for the supply of cleaning services to Sorrento/Duncraig and Craigie Leisure Centres;**
 - (c) \$56,899.00 and price schedule for contract 102-9900 (inclusive of GST) for the supply of cleaning services to various buildings in Warwick, Greenwood, Kingsley and Woodvale;**
- 2 AUTHORISES the execution of contract documents.**

PW

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CJ157 - 06/00 TRAFFIC CALMING - WEST VIEW BOULEVARD - PETITION - [19140]

WARD - Whitfords

SUMMARY

In April 2000, the City received a petition from West View Boulevard residents seeking some form of traffic calming in their street. An investigation of traffic flow on West View Boulevard has not established a significant warrant for major traffic treatment. However, formalisation of parking bays adjacent to the Mullaloo Beach Primary School to reduce the overall pavement width and thereby vehicle speed, at this location is recommended for consideration.

BACKGROUND

In April 2000, the City received a petition from West View Boulevard residents seeking some form of traffic calming in their street. The petitioners are concerned with vehicle speed along West View Boulevard, in particular along the section adjacent to Mullaloo Beach Primary School.

The petitioners have requested that the City consider specific options such as roundabouts, speed humps or embayments (featuring red asphalt) to reduce vehicle speeds.

DETAILS

West View Boulevard functions as a local access road between Dampier Avenue and Oceanside Promenade, Mullaloo. As well as residential access, this road gives local street residents and non-local residents (east of Dampier Avenue) access to the Mullaloo foreshore area.

A plan showing West View Boulevard and its relationship to other roads in the local road network is shown on Attachment 1.

The majority of this road is 7.4m wide (standard residential road width) which widens to 9m adjacent to the Primary School to facilitate kerb side parking.

In view of the petitioners concerns, a traffic flow survey was undertaken in May 2000. The results were then compared to previous surveys undertaken on West View Boulevard in 1994, 1997 and 1998. The details of the traffic surveys are shown on the following table.

| West View Blvd | 1994 | 85th % | 1997 | 85th % | 1998 | 85th % | 2000 | 85th % |
|-----------------------|-------------|--------------------------|-------------|--------------------------|-------------|--------------------------|-------------|--------------------------|
| West of Dampier | 1820 | 54 | 2010 | 60 | 2230 | 64 | 2040 | 55 |
| West of Key West | 1510 | 55 | | | | | 1310 | 56 |
| East of Oceanside | 925 | 53 | 820 | 52 | 940 | 52 | 880 | 52 |

Traffic volumes expressed in vehicles per day (vpd). 85th percentile speed (km/h) is the speed at or below which 85% of vehicles travel.

Traffic Analysis

The data shows that traffic volume and speed on West View Boulevard have apart from perhaps seasonal variations, been relatively consistent since 1994. The data also suggests that in terms of both the volume and speed of vehicles, West View Boulevard is functioning well within the limits for a road of this type.

The section of West View Boulevard adjacent to the school is also subject to the 40km/h School Speed Limit between the hours of 7:30-9am and 2:30-4pm school days. Invariably the congestion caused by school peak traffic also limits vehicle speed at these times. Conversely during non-peak times when vehicle volumes are lowest, vehicle speeds tend to increase on most local roads.

West View Boulevard is no exception with the most incidence of excessive vehicle speed recorded after 6pm on Saturday night (May 2000 survey).

In the five-year period to December 1999, there has been one recorded vehicle crash at the intersection of West View Boulevard and Inlet Grove. Given that traffic volumes exiting Inlet Grove would be low, this type of crash is unusual, though indications are that it was only a minor incident.

Traffic Treatment Options

Generally, speed humps are not supported on local roads because they may generate other problems. While they can successfully reduce speed of most motorists at the device they tend to generate additional vehicle noise which negatively affects nearby residents. Secondly they can hinder emergency services and impact negatively on services such as Intensive Care Ambulance transfer of spinal patients. Unfortunately the use of speed humps can inappropriately transfer traffic onto other roads

Similarly, major treatment of this road such as installation of a roundabout is not warranted as the 85th percentile on West View Boulevard is below the current 60km/h speed limit.

While traffic calming treatments are successful in modifying driver behaviour in a majority of motorists (that is they can successfully reduce the 85th percentile speed), they are however, ineffective in modifying driver behaviour of those motorists who drive with little or no regard for their legal or social responsibilities. Invariably, these types of motorist see traffic treatments as a challenge, which may in some instances exacerbate problems associated with antisocial driver behaviour.

Notwithstanding, the use of red asphalt and kerb extensions adjacent to the school to formalise parking and reduce the overall pavement width at this location may have merit. Formalised parking will improve safety at the school during peak times while the reduced pavement width may also reduce the incidences of excessive vehicle speeds during non-peak periods, when they are currently most likely to occur.

A copy of the proposed strategy is shown on Attachment 2. The estimated cost to construct this treatment is around \$40,000.

In the past, the Education Department has contributed 50% of the total cost of providing parking embayments adjacent to schools. Co-funding arrangements may be initiated subject to adoption of a strategy.

COMMENT/FUNDING

While traffic volumes and the majority of vehicle speeds remain well within acceptable limits on West View Boulevard, the increased pavement width adjacent to the school may encourage isolated incidences of higher vehicle speeds during non peak times when vehicle volumes are lowest (e.g. late at night).

The investigation of traffic flow on West View Boulevard established no significant warrant for major traffic treatment of this road. However, formalisation of parking bays adjacent to the Primary School may maintain lower overall vehicle speeds at all times and also reduce the incidences of excessive vehicle speeds during non peak times.

On this basis, the strategy shown on Attachment 2 is recommend for adoption.

The construction of red asphalt kerbside parking embayments associated with the proposed strategy is listed for funding consideration as part of the City's Five-Year Capital Works Program. This project is currently listed as 1 of 4 projects currently listed for funding consideration as part of the 2001/02 School Parking & Safety Sub Program of the Traffic Management Program.

Unfortunately, excessive vehicle speed will always remain a concern on all local roads, due largely to the inability of standard traffic treatments to modify the behaviour of these type of motorists.

In the meantime, while major treatment of West View Boulevard currently has a low priority in comparison to other roads, monitoring of traffic flow will continue and its priority for traffic treatment reviewed accordingly.

RECOMMENDATION

That Council:

- 1. SUPPORTS funding in the Five-Year Capital Works Program on a priority basis, red asphalt kerbside parking embayments adjacent to Mullaloo Beach Primary School on West View Boulevard as shown on Attachment 2 to Report CJ157-06/00;**
- 2. CONTINUES to monitor traffic flow on West View Boulevard and review its priority for major traffic treatment accordingly;**
- 3. ADVISES the petitioners accordingly.**

For the attachment to this report, see Appendix 8 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach8brf270600.pdf](#)
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CJ158 - 06/00 BADRICK STREET, WARWICK - ROAD CLOSURE - [05378]

WARD - South

SUMMARY

In September 1999 the trial road closure of Badrick Street, Warwick for a period of six months was carried out to evaluate the possible impact on residents and the surrounding road network. The results of the trial and a recommendation to proceed with a permanent road closure for safety reasons is now presented for consideration

BACKGROUND

In December 1997, Main Roads WA advised that the District Police Office had highlighted its concerns with the number of serious vehicle conflicts at the four way, stop sign controlled intersection of Beach Road, Badrick Street and Belvedere Road, Warwick. As Belvedere Road and Badrick Street are not aligned, motorists turning right from Badrick Street into Beach Road face a head on conflict with vehicles that travel north on Belvedere Road and wish to continue straight ahead into Badrick Street.

At the time, the Police Service was prompted by the high rate and severity of crashes at this location. There had been fifteen recorded crashes injuries over a five year period to December 1997. Eight of these crashes involved serious injury to the vehicle occupants.

Despite this, Main Roads WA advised that it has no plans to install traffic signals, and it is unlikely that this intersection would ever be ranked a high enough priority to be considered for the installation of traffic signals.

On this basis, the City, in conjunction with the City of Stirling considered several options to improve safety at this intersection.

The options included, intersection realignment, full or partial median closure, banning right turns from Badrick Street, full or partial closure of either Badrick Street or Belvedere Road. All but the intersection realignment option would involve some restriction to residential access. Notwithstanding this, safe alternative routes could be provided in each case.

The City of Stirling ruled out any option that would effect access to Belvedere Road as it is the main access to several community facilities. Main Roads WA supported closure of Badrick Street as the most suitable option.

In view of this, at the February 1999 meeting of the Joint Commissioners, it was resolved to initiate the road closure of Badrick Street at the intersection of Beach Road (Item No. CJ14-02/99 refers). At that time, while the concerns of those residents who opposed the road closure were noted, it was anticipated that the safety improvements by removing the four way intersection would more than compensate for the minor changes to the existing level of residential access.

Following the public notice period, a trial road closure for a period of six months was supported at the September 1999 meeting of the Joondalup Joint Commissioners (Item No. CJ329-09/99 refers).

The trial commenced on 13 December 1999 and has now concluded. The closure remains in place pending consideration of this report.

DETAILS

As previously indicated the trial closure of Badrick Street at Beach Road commenced on the 13 December 1999. A plan showing the location of the road closure and the surrounding local road network are shown on Attachments 1 and 2 respectively.

Traffic Flow

During the trial period, traffic flows and crash rates were monitored in and around the surrounding local road network. A comparison of traffic flows on key roads before and during the trial closure are shown below.

| | Traffic Volume before (vpd) | Traffic volume during (vpd) | Change (vpd) |
|--------------------|-----------------------------|-----------------------------|--------------|
| Springvale Dr | 1240 | 1600 | +360 |
| Badrick Street | 850 | 190 | -660 |
| Barnesbury Road | 340 | 280 | -60 |
| Dorchester Ave | 6300 | 6500 | +200 |
| Gendale Road (CoS) | 1760 | 1830 | +70 |

The traffic flow surveys indicated that there had been no adverse effect to the functionality of the local road network through redirection of traffic onto other roads.

The increase on Springvale Drive remains well within the capacity of the intended road function. In real terms, the increase recorded on Springvale Drive of 360 vpd (24 hours) equates to 15 vehicles per hour.

The reduction of Badrick Street clearly indicates the majority of vehicles prior to the closure were through vehicles. However, the lower volume (190 vpd) recorded during the closure is more in keeping with this roads intended road function.

Crash Statistics

Crash data prior to and during the trial closure was also obtained from Main Roads WA.

In the five year period prior to the trial closure (13th December 1999) there had been 16 recorded crashes at the 4-way intersection of Beach/Badrick/Belvedere. Twelve of these crashes were classified as right angle crashes. In terms of severity, right angle crashes are only second to head on crashes. In terms of cost to the community, crashes at this location have cost in the order of \$420,000 over a five year period.

A comparison of crash rates before and during the road closure has also been completed. Interestingly, prior to the road closure the existing four-way intersection had double the crash rate of the nearest three-way (T) intersection of Beach and Springvale.

Comparison Crash Rates

| Roads | Before (Crash/year) | During (Crash/year) | Possible Crash Rate |
|----------------------------|------------------------|------------------------|------------------------|
| Beach / Springvale | 1.6 | 0 | 0.8 |
| Beach / Belvedere /Badrick | 3.2 | 0 | 1.6 |
| Dorchester / Badrick | 0 | 0 | - |
| Dorchester / Barnesbury | 0.2 | 0 | 0.1 |
| Badrick / Barnesbury | 0 | 0 | - |
| | | | |

Crash Rate of 1 = 5 crashes in five years.

During the trial closure period, there have been no crashes recorded at the subject or nearby intersections. Consequently the crash rate has remained at zero. Had the previous crash rate trend continued, a crash rate of 1.6 may have been expected (as shown in the table).

This positive result may be attributed to the reduction of potential vehicular conflicts brought about by the closure of Badrick Street. In terms of cost over the trial period, this reduction in crashes equates to a cost saving to the community of around \$55,000 or \$110,000 over twelve months..

Nearby improvements carried out on Beach Road (right turn lanes) at Springvale Drive and Belvedere Road by the City of Stirling and City of Joondalup may have also contributed to the improvements at these intersections.

Overall, the crash rate on this section of Beach Road has improved significantly since these works and the trial closure has been in place.

The estimated cost to permanently close Badrick Street including reinstatement of the verge and landscaping as shown on Attachment 2 is \$25,000. Under this proposal, the road reserve would remain and a dual use path would provide pedestrian and cyclist access.

Community Consultation

While the evidence suggests the closure has been successful, public opinion to the closure has remained divided. This had also occurred during the public consultation process prior to the closure.

Both street and local residents against the closure maintain that the closure has been an inconvenience through increased travel times. Those in support of the closure maintain that the inconvenience is far outweighed by the improved safety at the intersection and the reduction of non-local through traffic on Badrick Street.

The most responses were prompted by an independently distributed 'flyer' to households in the surrounding area. In total 51 of these signed letters has been received.

While receipt of these is acknowledged, some residents when prompted by the 'flyer', contacted the City directly to clarify the reasons behind the closure, subsequently indicated that they would no longer be sending their objections to the City.

Three residents of Springvale Drive have also formally objected to the closure. The main concern of these residents was an increase in traffic along this road and also the speed of traffic on this road. While these concerns are noted, these issues may be addressed by the future traffic management strategy for this road that is currently listed as parts of the City's draft Five Year Capital Works Program. The treatment of Springvale Drive is currently ranked 8 of 11 projects listed as part of the 2003/04 Precinct Traffic Management Program.

The City of Stirling has indicated that they remain in favour of maintaining the full road closure of Badrick Street.

COMMENT/FUNDING

In most instances road closures should only be considered if significant safety improvements can be established. In this instance, it had been anticipated that the safety improvements by removing the four way intersection would more than compensate for the minor changes to the existing level of residential access. Also while it is acknowledged that street residents gain additional benefits the overall safety benefits to the wider community are more significant.

Given that there has been no noticeable adverse effects in terms of traffic flow onto other roads and given that the initiative to close the road has reduced the previously high crash rate at the intersection of Beach Road, the permanent closure of Badrick Street to vehicular traffic is recommended.

Alternatively, while the implications of reopening of the road or perhaps trial of an alternative option are unknown, this may simply result in a return of the previously high crash rate. On this basis this course of action would need to be carefully considered.

If supported, the intention to close Badrick Street permanently to vehicular traffic will need to be advertised in accordance with Section 3.50 of the local Government Act 1995. The Act states that after a reasonable advertising period (normally 28 days), a report on any public submissions will be presented for consideration. If following this, the road closure is supported by Council; the recommended permanent road closure will be forwarded to the Minister for Lands for consideration. Final approval of a permanent road closure is subject to Ministerial approval.

In the interim, maintaining the current temporary road closure is also recommended for safety reasons.

The City may submit this project for funding as part of the 2001/2002 Federal Road Safety Black Spot Program. Officers are currently waiting for Main Roads WA crash data details to enable submission of this project in August 2000. An announcement on funding is not expected until March 2001. In view of this, the City may wish to proceed with this project without a funding contribution.

In this event, the funding for construction of the cul-de-sac can be listed concurrently for consideration as a high priority in the 2000/01 Traffic Management Program.

RECOMMENDATION

That Council:

- 1. INITIATES the permanent road closure of Badrick Street, Warwick at the intersection of Beach Road in accordance with Section 3.50 of the Local Government Act 1995;**
- 2. SUPPORTS maintaining the current road closure of Badrick Street, Warwick pending the outcome of the advertising period and further report to Council.**

For the attachment to this report, see Appendix 9 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach9brf270600.pdf](#)

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**CJ159 - 06/00 REQUEST TO CLOSE PEDESTRIAN ACCESSWAY
BETWEEN ECLIPSE CRESCENT AND TIFERA
CIRCLE, KALLAROO - [38670]**

WARD - Whitfords

SUMMARY

A request has been received from the four landowners whose properties adjoin the pedestrian accessway (PAW) that links Eclipse Crescent with Tifera Circle in Kallaroo. The adjoining landowners state that they endure frequent and various acts of anti-social behaviour that they feel is attributed to living by the above accessway and its closure would alleviate many of the problems being experienced.

This PAW provides access to the bus service on Dampier Avenue, the local delicatessen, Dampier Park (Reserve 39187) and the beach. (Please see Attachment 1). The location of the bus stops and the delicatessen on Dampier Avenue is such that if the PAW is closed, the additional walking distance to these facilities is not considered excessive. Only one public submission objecting to the proposal was received, and it stated that the PAW was regularly used by all members of the family to the various locations as mentioned above.

From a planning perspective this PAW is not in a critical location, as the key PAWS in the area are the two inter-linking PAWS leading from Tifera Circle to Alycon Place and Sulina Place, along with the PAW that leads directly from Tifera Circle to Dampier Avenue. The existence of the subject PAW in the network of accessways does not appear to be crucial and there has been very little public opposition in relation to this proposal. Lack of opposition would seem to indicate that this PAW is not regularly used by the community at large. Based on the foregoing, and the anti-social behaviour being experienced by adjoining landowners, closure of the PAW could be considered by Council.

DETAILS

The letter of application from the four adjoining landowners stated that their reasons for wishing this PAW closed were numerous. Graffiti on fences in the PAW; cans and stones being thrown onto roofs resulting in cracked and broken tiles; rubbish being thrown in the PAW; rowdy and drunken youths found lying in and around the PAW on week-ends.

The City referred this application to the service authorities, the Western Australian Planning Commission and the Department of Transport. Telstra, Alinta Gas and Western Power do not have any service plant within the PAW and therefore have raised no objections to the proposal.

The Water Corporation objected to the proposal due to having a sewer main located within the PAW. This objection will be withdrawn if the one adjoining landowner that is affected agrees to grant an easement, free of cost, to protect Corporation plant. The Water Corporation also required agreement to a condition regarding the location of new boundaries in relation to existing sewer manholes. The adjoining landowners concerned have agreed to the Water Corporation's conditions specific to their properties. Three of the applicants have agreed to pay the overall costs to closing the PAW.

The City has stormwater drainage plant within the PAW that will also require the protection of an easement. This would be at the expense of the three applicants' acquiring the land, and the City is awaiting written confirmation from the adjoining landowners concerned regarding this matter.

The Western Australian Planning Commission has not raised any objection to the proposal. The Department of Transport does not object to closure of the accessway, as it will have minimal impact on access to bus stops located on Dampier Avenue.

Public Advertising

The proposed closure was advertised for thirty days and during that time, the City received two submissions. One was an objection from a resident of Eclipse Circle who stated his family uses the accessway regularly. It is used for access both day and night, to the bus stop on Dampier Avenue, the local delicatessen, Mullaloo Beach and Northshore Beach areas and regular walking of their pet dogs. The objector states that his family has never noticed any excessive graffiti, litter or anti-social problems associated with the subject PAW.

The other public submission was from one of the adjoining landowners to the PAW, reiterating many of the concerns stated in the original letter requesting closure.

Site Inspection

A recent site inspection revealed the PAW to have very little rubbish although some broken glass was evident. There was graffiti on the adjoining fences that had been painted over. The PAW runs down towards Tifera Circle and daytime visibility was reasonable, though could be improved if the overhanging trees were cut back. It did not have any lighting so it is assumed night visibility is likely to be poor. (Please see Attachment 2).

COMMENT

The Water Corporation is the only service authority that has objected to this proposal, as it has service plant within the PAW that would affect two of the adjoining properties should the PAW be closed. However, this objection will be withdrawn if certain conditions are met and the affected landowners have agreed to these conditions. The Western Australian Planning Commission and the Department of Transport have not raised any objections to the proposal.

When there are a number of PAWS in proximity to each other, they often form a pedestrian network. This network usually offers convenience to pedestrians and cyclists by forming a link to various local amenities. The subject PAW's position in the small network of accessways in this area, does not appear to be so significant that its closure would have a dramatic impact in the PAW network overall.

During the thirty day public advertising period, only one objection was received, though it is stated that all six family members use the accessway on a regular basis. A single objection over a thirty day advertising period suggests that the subject PAW is not widely used by the community at large.

In addition, for the family that objected, the extra walking distance incurred does not appear to be excessive. Based on the above information, it is considered the application to close the

pedestrian accessway between Eclipse Crescent and Tifera Circle, Kallaroo should be supported.

RECOMMENDATION

THAT Council:

- 1 SUPPORTS the application to close the pedestrian accessway between Tifera Circle and Eclipse Crescent, Kallaroo, subject to the benefiting landowners meeting all of the necessary costs and conditions, including the granting of an easement to the City of Joondalup to protect drainage plant;**
- 2 REQUESTS the Department of Land Administration to formally close the accessway and dispose of the land to the adjoining landowners.**

For the attachment to this report, see Appendix 10 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach10brf270600.pdf](#)

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CJ160 - 06/00 DELEGATED AUTHORITY REPORT - [07032]**WARD - All**

SUMMARY

This report provides a resumé of the development applications processed by Delegated Authority from 1 May to 31 May 2000.

RECOMMENDATION

That Council NOTES the determinations made under Delegated Authority in relation to the applications described in Report CJ160-06/00.

For the attachment to this report, see Appendix 12 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach12brf270600.pdf](#)

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**CJ161 - 06/00 SUBDIVISION REFERRALS PROCESSED 1 MAY – 31
MAY 2000 – [05961]****WARD - All**

SUMMARY

Overleaf is a schedule of the Subdivision Referrals processed by the Subdivision Control Unit (SCU), from 1 May to 31 May 2000. Applications processed via the SCU were dealt with in terms of the delegation of subdivision control powers by the Chief Executive Officer (DP247-10/97 and DP10-01/98).

DETAILS

The total number of subdivisions processed will enable the potential creation of 85 additional residential lots, and 7 additional strata lots. The average processing time taken was 11 days.

RECOMMENDATION

That Council NOTES the action taken by the Subdivision Control Unit in relation to the applications described in Report CJ161-06/00.

For the attachment to this report, see Appendix 13 at the rear of this agenda.

To access this attachment on electronic document, click here: [Attach13brf270600.pdf](#)

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DATE OF NEXT MEETING

The next meeting of the Council has been scheduled for **7.00 pm** on **TUESDAY 11 JULY 2000** to be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup

CLOSURE

DECLARATION OF INTEREST FORMS, CLICK HERE: [declaration of interest.pdf](#)



City of
Joondalup

QUESTION TO MEETING OF COUNCIL

NAME

ADDRESS

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QUESTION

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Please place this form in the tray provided at the meeting or post to:

The Chief Executive Officer
City of Joondalup
P O Box 21
Joondalup WA 6919

NOTE Council is not obliged to respond to a question that does not relate to a matter affecting the municipality.

Questions at a Special Meeting of Council must relate to the stated purpose of the meeting.

FOR SEATING PLAN OF THE COUNCIL CHAMBER, CLICK HERE: [Seatplan.pdf](#)

