



*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, 14 March 2000 at 7.00 pm.**

**LINDSAY DELAHAUNTY**  
**Chief Executive Officer**  
**8 March 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 Chairman 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 Chairman 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, 14 MARCH 2000** commencing at **7.00 pm**.

LINDSAY DELAHAUNTY  
Chief Executive Officer  
8 March 2000

Joondalup  
Western Australia

## AGENDA

### APOLOGIES AND LEAVE OF ABSENCE

### PUBLIC QUESTION TIME

**The following question, submitted by Mr Mitch Sideris, Mullaloo, was taken on notice at the Council meeting held on 22 February 2000:**

*Q1 On 6 January this year, I handed a memo to the Council regarding the incorrectly calculated overdue rate notice and sought to have my rate records corrected. Can you advise when I might expect a response and confirmation that this has occurred?*

A1 A response to Mr Sideris' letter was forwarded to him on 9 March 2000.

The rates were not incorrectly calculated as stated. The Joint Commissioners resolved, when adopting the 1999/00 Budget that to gain the discount all rate arrears, the current rates and all charges (refuse, security and swimming pools) had to be paid in full prior to the due date of 15 October 1999. This was clearly enunciated on the rate notice. The City's payment heirachy is structured to accommodate this across all properties within the City.

### Questions from Mr Bruce Sutherland of Burns Beach:

Questions received Tuesday 7 March 2000 (by email)

*Q1 I have heard that the Burns Beach Property Trust believe that they have paid extra Council rates on that part of Lot 2 west of Marmion Avenue; could you please advise if this is correct?*

A1 No, this is not correct. Part Lot 2 Burns Beach Road west of Marmion Avenue is zoned rural and has always been rated on an unimproved valuation basis.

Q2 *If this is so, how has this situation occurred and how much in extra rates have they paid?*

A2 Answered in 1.

Q3 *The EPA will very shortly release a Bulletin relating to environmental issues raised in the Clarkson-Butler Metropolitan Region Scheme. There is a strict two week period in which appeals regarding the findings of this Bulletin can be lodged with the responsible Minister. Noting the position that this Council took on Lot 2 at the Special Meeting of Council held on 25 January 2000, if the EPA comes down with adverse findings, will this Council ensure that you use the two weeks available to lodge an appeal consistent with your 25 January position?*

Q4 *If not, why not?*

A3&4 The Council would be incorrect to make any comment on any matters which may deal with a release by the EPA on the Clarkson-Butler MRS Amendment until received and given due consideration.

## **DECLARATIONS OF FINANCIAL INTEREST**

## **CONFIRMATION OF MINUTES**

### MINUTES OF COUNCIL MEETING, 22 FEBRUARY 2000

## **RECOMMENDATION**

**That the Minutes of the Council Meeting held on 22 February 2000 be confirmed as a true and correct record.**

## **ANNOUNCEMENTS BY THE MAYOR WITHOUT DISCUSSION**

## **PETITIONS**

1 PETITION OBJECTING TO THE PROPOSED CLOSURE OF PEDESTRIAN ACCESSWAY CONNECTING SANDSNAIL PLACE AND WENTLETRAP WAY, MULLALOO – [37411]

A 24-signature petition has been received from Mullaloo residents objecting to the proposed closure of the pedestrian accessway connecting Sandsnail Place and Wentletrap Way, Mullaloo.

This petition will be referred to Planning and Development for action.

2 PETITION OPPOSING THE USE OF PERFORMING ANIMALS IN CIRCUSES – [08909]

A 218-signature petition has been received opposing the use of performing animals in circuses because:

- the natural instincts of circus animals are frustrated when they are forced to spend their lives in cages or chains;
- the constant transporting of the animals is a cause of distress;
- most of the animals involved are required to complete physical programs which are quite unnatural for them.

The petition will be referred to Community & Development 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**

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**CJ033-03/00      SCHEDULE OF DOCUMENTS EXECUTED BY  
MEANS OF AFFIXING THE COMMON SEAL -  
[15876]**

**WARD - All**

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**SUMMARY**

The following is a list of documents sealed under the Common Seal of the City of Joondalup from 7.1.2000 to 14.2.2000:

Document:                    Grant  
Parties:                     City of Joondalup and Department of Family and Community Services  
Description:                Special Needs Subsidy Grant  
Date:                        7.1.2000

Document:                    Copyright Agreement  
Parties:                     City of Joondalup and Paul Joyce  
Description:                Local Studies – Oral History  
Date:                        24.1.2000

Document:                    Copyright Agreement  
Parties:                     City of Joondalup and John Hurney  
Description:                Local Studies – Oral History  
Date:                        24.1.2000

Document:                    Grant of Easement  
Parties:                     City of Joondalup and Perpetual Trustees Pty Ltd  
Description:                Lot 900 Beach Road, Warwick  
Date:                        24.1.2000

Document:                    Lease  
Parties:                     City of Joondalup and Vodafone  
Description:                Corporate Restructure  
Date:                        28.1.2000

Document:                    Deed  
Parties:                     City of Joondalup, C G Clarke and J D Seman  
Description:                Lot 810 Gairloch Place, Joondalup  
Date:                        28.1.2000

Document:                    Contract  
Parties:                     City of Joondalup and Densford P/L  
Description:                Traffic Management Project at West Greenwood  
Date:                        28.1.2000

Document: Withdrawal of Caveat  
Parties: City of Joondalup, Butte Holdings P/L and Rockingham P/L  
Description: Lot 709 Wanneroo Road, Kingsley  
Date: 28.1.2000

Document: Withdrawal of Caveat  
Parties: City of Joondalup and Brintwood P/L  
Description: Lots 6 + 6 (179-187) Wanneroo Road, Kingsley  
Date: 28.1.2000

Document: Application Letter  
Parties: City of Joondalup and Commonwealth Bank  
Description: Offer of Overdraft Accommodation and Set Off Arrangements –  
Account Nos 616610132129, 61661013217 and 616610132145  
Date: 2.2.2000

Document: Deed of Lease of Additional Area and Variation of Lease  
Parties: City of Joondalup, Fawn Holdings P/L and P A H Hickson and K A  
Hickson  
Description: Joondalup Function Centre  
Date: 2.2.2000

Document: Grant of Easement  
Parties: City of Joondalup, V J Bloor, J G Donovan and B J Hill  
Description: Pt of Lot 15, Robertson Court, Kingsley  
Date: 14.2.2000

## **RECOMMENDATION**

**That the Schedule of Documents executed by means of affixing the Common Seal be NOTED.**

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**CJ034-03/00            STATUTORY COMPLIANCE RETURN - 1 JULY 1999  
TO 31 DECEMBER 1999 – [09492]**

**WARD – All**

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**The Joint Certification by the Mayor and the Chief Executive Officer to be read aloud at the meeting of the Council**

***“We, John Bombak being the Mayor and Lindsay Owen Delahaunty being the appointed Chief Executive Officer of the City of Joondalup hereby certify that:***

***The information contained in Parts A and B of this Return is true and correct to the best of our knowledge.***

***The Return was included in the agenda papers and considered by the Council at the Ordinary Meeting of the Council held on 14 March 2000.***

***The contents of this Certification was read out aloud to the meeting.***

***The particulars of any matters of concern relating to the Return were recorded in the Minutes of the meeting.***

***The Appendix attached to this Return is a true and correct copy of the relevant section(s) of those minutes.***

***Subject to the matters of concern raised and recorded, the Council adopted the Compliance Return as the official Return of the Council for the period 1 July 1999 to 31 December 1999.”***

**SUMMARY**

The City has completed the Department of Local Government’s voluntary statutory compliance return for the period 1 July 1999 January to 31 December 1999. A return has already been completed for the period 1 January 1999 to 30 June 1999, to coincide with the Governor’s Order

**BACKGROUND**

Some years ago, the Local Government Department introduced a voluntary statutory compliance assessment as a result of its concerns at the level of non-compliance within the industry. The former City of Wanneroo was part of the program since its inception and it is considered appropriate that the City of Joondalup continue this practice.

## **DETAIL**

The former City of Wanneroo was divided by Governor's Order on 1 July 1998. Clause 10 of the order detailed that the City of Joondalup was to perform the executive functions for the Shire of Wanneroo until 30 June 1999, or until otherwise directed.

At the special meeting of the Joint Commissioners for the Shire of Wanneroo held on 20 April 1999 it was resolved that pursuant to Clause 10(1) of the Joondalup and Wanneroo Order 1998, that the Shire of Wanneroo give notice to the City of Joondalup that the Shire of Wanneroo will assume responsibility for the performance of all functions associated with the Wanneroo Town Centre Redevelopment Project, described in the relevant Business Plan adopted by the Joint Commissioners on 20 April 1999.

As a result of this clause and upon advice from the Department of Local Government, one return was completed on behalf of the two new local governments for the period 1 January to 30 June 1999. The City of Joondalup and the City of Wanneroo are individually responsible for completing a Statutory Compliance return for the period 1 July to 31 December 1999.

The Local Government (Audit) Regulations have recently been amended that as from January 2000, there will be a legal requirement to annually complete a Statutory Compliance Return.

## **COMMENT/FUNDING**

Explanatory notes have been attached to the return to qualify answers which are unclear or indicate non-compliance.

The completed form reveals a high level of compliance with a relatively minor number of issues that did not comply and need to be addressed.

Following the adoption of the Statutory Compliance Return, the Mayor and the Chief Executive Officer will jointly certify it.

## **RECOMMENDATION**

### **The Council:**

- 1 NOTES the completed Local Government Statutory Compliance Return for the period 1 July 1999 to 31 December 1999 and appended notes attached to Report CJ034-03/00;**
- 2 AGREES to the completed return being forwarded to the Executive Director of the Department of Local Government.**

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

**CJ035-03/00      ENVIRO 2000 CONFERENCE, 9 -13 APRIL 2000,  
SYDNEY - [ 90557]****WARD - All**

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**SUMMARY**

The purpose of this report is to recommend Council attendance at the ENVIRO 2000 Conference incorporating the Fifth National Conference on Waste Management to be held in Sydney between 9 to 13 April 2000.

**BACKGROUND**

Enviro 2000 is the first integrated environmental management conference incorporating four environmental conferences in one and is an ideal opportunity to increase knowledge and awareness of world and national trends.

**DETAILS**

The theme of the conference is 'Towards Sustainability'. The four disciplines will cover waste and environmental management issues facing elected members and professional officers operating in their local communities.

Speakers will include a number of world leaders in waste and environmental management.

There is also an opportunity to participate in technical visits to Newcastle's Summer Hill Waste Management Facility, the Bedminster Secondary Waste Treatment Facility and the Waste to Energy Plant at Wollongong.

**ATTENDANCE**

Mayor John Bombak and Cr John Hollywood are representatives on the Mindarie Regional Council (MRC). The MRC has resolved to send a delegation including the Mayor. In view of the significant progress made with waste treatment and waste management generally over the past few years, and Cr Hollywood's significant role in future decisions, it is recommended Council should send him. It is also recommended that the Coordinator, Waste Management and Environmental Services attend because of the high relevance of the subject matters and the relationship to current and future issues that are currently before Council. Also, the Coordinator is a member of the Secondary Waste Treatment Committee for the Mindarie Regional Council, which is currently assessing and facilitating an approach to introducing a secondary waste treatment process for the MRC. It is considered most beneficial for him to visit the plant to gain first hand knowledge of its operation.

**COMMENT/FUNDING**

	<b>Elected Member</b>	<b>CWM&amp;ES</b>
Account No:	11 05 05 052 3521	11 60 62 651 3302 0001
	0001	
Budget Item:	Conferences	Conferences
Budget Amount:		\$ 2000
Actual Costs:		
Accommodation	\$1128	\$1128
Air Fares	\$1940	\$1940
Registration and technical tour	<u>\$1094</u>	<u>\$1094</u>
<b>TOTAL</b>	<b>\$4,162</b>	<b>\$4,162</b>

Sufficient funds exist within the Infrastructure Management Services budget.

**RECOMMENDATION**

**That Council AUTHORISES the attendance of Councillor John Hollywood and the Coordinator Waste Management and Environmental Services Mr P Hoar, at the ENVIRO 2000 Conference to be held in Sydney from 9 to 13 April 2000, at an estimated cost of \$8,324, such funds being allocated from Account Nos 11 05 05 052 3521 and 11 60 62 651 3302 0001.**

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**CJ036-03/00      APPOINTMENT OF REPRESENTATIVE - NORTH  
METRO      EMPLOYMENT      AND      TRAINING  
ASSOCIATION - [45661]**

**WARD - All**

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**SUMMARY**

A request has been received from the Department of Training and Employment for an elected member representative to be appointed to the North Metro Employment and Training Association. It is recommended that an elected member be nominated to this Association.

**DETAILS**

A request has been received from the Department of Training and Employment for an elected member representative to be appointed to the North Metro Employment and Training Association.

The function of the North Metro Employment and Training Association is to:

- provide links between operational organisations, Government and other major players who operate on a regional level;
- increase training, employment and economic development opportunities;
- provide a strong voice in the region for the region;
- share intelligence group knowledge and expertise;
- stimulate growth in resource allocation to the region;
- act as a vehicle to deliver services to the region and when appropriate work towards achieving outcomes in a collective, coordinated manner;
- consider whether Incorporation is appropriate.

The Association advises that the City's Regional Economic Development Officer has in the past attended meetings and provided valuable input, however the Association is now keen to also have elected member representation.

The Association meets every six weeks, with the venue varying between the Cities of Joondalup, Stirling and Wanneroo. The next meeting is scheduled for 1.00 pm on Thursday 6 April 2000.

**RECOMMENDATION**

**That Council NOMINATES Cr J Hurst as representative and Cr D Carlos as Deputy to the North Metro Employment and Training Association.**

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**CJ037-03/00      APPOINTMENT      OF      REPRESENTATIVE      -  
JOONDALUP LOTTERIES HOUSE (INC) - [29094]**

**WARD - All**

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**SUMMARY**

At the Special Meeting of Council held on 14 December 1999, Council nominated representatives to the Joondalup Lotteries House Inc.

Due to the inability of Cr Rowlands to attend meetings, it is recommended that Council nominates a replacement representative to this external committee.

**BACKGROUND**

At the Special Meeting of Council held on 14 December 1999, Council nominated the following representatives to the Joondalup Lotteries House Inc:

Cr D Carlos - delegate  
Cr P Rowlands - deputy  
Director Community Development or nominee

**DETAILS**

The Joondalup Lotteries House, which is located next to the Council Administration Centre, was a joint project between the Lotteries Commission and the Council and was officially opened on 5 May 1999. Lotteries House aims to provide secure, affordable accommodation for community organisations in the northern suburbs involved in supporting and/or delivering non-profit human services. The building is managed by an incorporated body (The Joondalup Lotteries House Inc) and the management group comprises seven tenant representatives, two community members and two Local Government representatives from the City of Joondalup. Current tenants in the building are:

- Citizens' Advice Bureau
- Women's Healthworks
- Wanneroo Accommodation and Support Services
- Australian/Asian Association
- Australian Red Cross Shop
- Australian/Jordanian Friendship Association
- Dad Cap
- Centrecare
- Joondalup Parent Support Group
- Northside Housing Association
- Relationships Australia
- Workpower

## **COMMENT**

Meetings of Joondalup Lotteries House (Inc) are conducted on the 2<sup>nd</sup> Thursday of the month during working hours. Due to work commitments, Cr Rowlands has advised he is unable to attend meetings. To assist with meeting attendances, it is recommended that Council nominates two replacement representatives to this external committee.

## **RECOMMENDATION**

**That Council NOMINATES Cr A Walker and Cr A Nixon as deputy representatives to the Joondalup Lotteries House (Inc) in place of Cr Peter Rowlands.**

## **CJ038-03/00      MINUTES JOONDALUP EISTEDDFOD WORKING PARTY - [37228]**

**WARD – All**

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### **SUMMARY**

A meeting of the Joondalup Eisteddfod Working Party was held on 9 February 2000 and the unconfirmed minutes are submitted for noting by Council. The Working Party has also recommended amendments to the Terms of Reference of the Working Party.

### **BACKGROUND**

The Joondalup Eisteddfod, formerly the Wanneroo Eisteddfod was first conducted in 1988. The Eisteddfod has developed over the years into one of the largest events of its kind in the Perth Metropolitan area. Each year over 800 entries involving over 2,000 participants take part in the Eisteddfod programme. The objectives of the Eisteddfod and the Joondalup Eisteddfod Working Party are as follows:

- To encourage and assist development of the Eisteddfod.
- To facilitate the day to day operations of the Eisteddfod
- To assist the Co-ordinator in the organisation, set up and operation of the Eisteddfod
- To promote artistic excellence.
- To improve the performance skills of participants.
- To provide opportunities for public performances.

Members of the working party generally have specialised knowledge in one or more of the following areas: the operation of Eisteddfods, Performing Arts and Music.

### **DETAILS**

The minutes of the Joondalup Eisteddfod Working Party meeting held on 9 February 2000 are included as Attachment 1.

The recommended amendments to the Terms of Reference (Attachment 2 refers) include a change in the Membership which now includes two Councillors in place of a Commissioner and appointments to the Working Party needing to be approved by Council rather than the Joint Commissioners. These changes follow Council's decision at its December 1999 meeting to appoint Councillors to the Working Party (Item JSC 36-12/99 refers). These changes are highlighted in italics in Attachment 2.

## **RECOMMENDATION**

### **That Council:**

- 1 NOTES the minutes of the Joondalup Eisteddfod Working Party held on 9 February 2000 forming Attachment 1 to Report CJ038-03/00;**
- 2 ENDORSES the amended Terms of Reference for the Joondalup Festival Committee forming Attachment 2 to Report CJ038-03/00.**

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

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**CJ039-03/00            MINUTES OF JOONDALUP YOUTH ADVISORY  
COUNCIL MEETINGS – JANUARY, 2000 – [38245]****WARD - All**

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**SUMMARY**

Meetings of the Joondalup North and South Youth Advisory Councils were held on 17 and 19 January, 2000 and the minutes of both meetings are submitted for noting by Council.

**DETAILS**

The minutes of the Joondalup North Youth Advisory Council held on 17 January, 2000 at Anchors Youth Centre are included as Attachment 1.

The minutes of the Joondalup South Youth Advisory Council held at Joondalup Library on 19 January, 2000 are included as Attachment 2.

No action is required from these minutes.

**RECOMMENDATION**

**That Council NOTES the minutes of:**

- 1            the Joondalup North Youth Advisory Council meeting held on 17 January, 2000 forming Attachment 1 to Report CJ039-03/00;**
- 2            the Joondalup South Youth Advisory Council meeting held on 19 January, 2000 forming Attachment 2 to Report CJ039-03/00.**

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

## **CJ040-03/00      SAFER WA JOONDALUP DISTRICT & LOCAL COMMITTEES - [41157]**

**WARD** - All

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### **SUMMARY**

The SAFER WA Joondalup Committee and the Joondalup Police District Office have advised that a new structure of committee membership has been put in place with the introduction of several new SAFER WA Local Committees.

Both organisations have requested for Council participation and representation on each of these committees. This report outlines their requests, the SAFER WA structure and the involvement of the City of Joondalup with recommendations on how the Council can participate in these committees.

### **BACKGROUND**

In November 1998 the State Government re-launched the Community Policing Crime Prevention Council with its SAFER WA program. This initiative provided for each Police District in WA to establish a district SAFER WA Committee. These Committees were also formerly known as Community Policing Crime Prevention Committees.

SAFER WA Joondalup Committee is one of 22 District Committees throughout Western Australia that are at the front line of co-ordinating activities for community response relating to crime prevention. Specifically, the Committees provide a forum and structure as a working partnership between State and Local Government agencies and members of the community to identify and address local law and order problems.

These Committees report to the SAFER WA Executive Committee. The City of Joondalup is a member of the SAFER WA Joondalup District Committee.

### **DETAILS**

At the Special Council meeting on 14 December 1999 the Council resolved to nominate Councillors Allison Walker and Lorraine Ewen-Chappell and the City's Strategic Co-ordinator, Community Security & Safety as representatives to the SAFER WA Joondalup Committee. A letter was sent to the SAFER WA Joondalup Committee advising of the Council resolution.

The Chairman of the SAFER WA Joondalup Committee has since responded and has advised that the Committee resolved to adopt a new Structure of Committee of which a new policy provides for only two members from each of the local authorities, being the Cities of Joondalup and Wanneroo, comprising of a staff member and an Elected Member. The SAFER WA Joondalup Committee has now requested the City of Joondalup to nominate those representatives again in line with the new committee policy and further advised that new SAFER WA Local Committees will soon be established at each local Police station.

With regard to the City's Elected Member nomination from the Special Meeting of Council held on 14 December 1999 discussions have taken place with both Councillors Ewen-Chappell and Walker and it has been agreed that Councillor Ewen-Chappell will be the Elected Member from Council of the SAFER WA Joondalup Committee with Councillor Walker as deputy.

In relation to SAFER WA Local Committees, a letter has been received from Superintendent Daryl Lockhart of the Joondalup District Police advising that with the on-going development of the SAFER WA Program it has now been decreed that all Police stations within each Police district in Western Australia, shall now establish their own respective SAFER WA Local Committees with a reporting and accountability role to the District Committee.

In his letter to the Council Superintendent Lockhart has advised:-

*“As a result of this proposal it is clear that present district committee structures and future strategic direction will require some review and restructure to best meet the new model.*

*In accordance with this proposal it is suggested that to establish a consistent approach and balanced structure to the future operations of the SAFER WA program that the following support be provided from your Council:*

- 1. Council provide a senior administrative representative and one Councillor to take positions of the SAFER WA Joondalup District Committee; and*
- 2. Council provide a minimum of two Councillors from appropriate wards to take positions on Local SAFER WA Committees.”*

The membership of SAFER WA District Committees are made up of State and Local Government and community representatives and it should be noted that State Government organisations in the region, other than the local Police from each station, are not required nor being requested to have representatives on these Local Committees other than the regional district committee.

With the establishment of these Local Committees by the Police attached to the Warwick, Hillarys and Joondalup Police Stations, there have been no Terms of Reference, Guidelines or any other information provided to the Council which sets out the role and functions of these committees. It is therefore unclear why the representatives should be Councillors. However, Councillors could be members of Local Committees in their own right.

## **COMMENT/FUNDING**

In relation to the structure of SAFER WA, the SAFER WA Council heads up the whole of government program which comprises of 13 members from a number of government areas. The members include the Premier and Deputy Premier, the Commissioner of Police and the Chief Executive Officers of several key Government departments such as Homeswest and the Ministry for Justice.

SAFER WA Committees' Executive is a community incorporated body which is made up of senior Police and the Chairpersons or delegates of each of the SAFER WA District Committees. Attached to these committees, such as the SAFER WA Joondalup District Committee, are new SAFER WA Local Committees currently being formed by the Police from each Police station in the district.

Funding for SAFER WA is made up from four different areas:

1. Community Policing Fund;
2. State Crime Prevention Strategy Fund;
3. SAFER WA Fund;
4. SAFER WA Community Security Program.

Discussions with the Executive Officer of SAFER WA have revealed that the SAFER WA Council receives some \$305,000 per annum of which \$250,000 is allocated to the SAFER WA Council for their meetings and operational expenses and \$55,000 is proportioned to the SAFER WA District Committees for their operational meeting expenses.

In relation to SAFER WA, local authorities generally provide assistance to the district committees by means of providing meeting facilities, consumables such as stationery, use of office equipment and other forms of support such as the recent decision by Council to host a two-day seminar for the SAFER WA Committees' Executive.

The question of Local Government involvement in such matters and more importantly the extent to which local authorities extend their support is an issue that requires priority attention and resolution. The City of Joondalup continues to be active in seeking WAMA involvement in representing its members appropriately in this matter.

The role that the City of Joondalup has with both the Police and SAFER WA is significant and considered advantageous to both parties in terms of participating in crime prevention initiatives and in the best interest of the community. However, too much involvement, such as further Council representation on SAFER WA Local Committees as well as the SAFER WA Joondalup District Committee, may be considered as being excessive in view of that no other government agency has been requested to become members of these local committees. None-the-less, Councillors could become members of local committees in their own right if invited to joint the local committee.

Council should also keep in mind that the Joondalup Neighbourhood Watch, which reports to the SAFER WA Joondalup Committee, is also represented by the Strategic Co-ordinator Community Security & Safety and through Council financial assistance to cover operational expenses. Therefore, it is clear that the City of Joondalup plays an active role both in resources and funding in many of these crime prevention programs through the City's "Partnership" component of the City of Joondalup Safer Community Program.

As this extension of committee structure of SAFER WA is an initiative of the WA Police Service any support or assistance that is required to successfully meet their objectives and outcomes should be directly provided by the Police service itself and should operate at arms length from the Council.

**RECOMMENDATION****That Council:**

- 1 CONTINUES to participate on the SAFER WA Joondalup Committee with representation of the Strategic Co-ordinator Community Security & Safety and Councillor Ewen-Chappell with Councillor Walker as deputy;**
- 2 DECLINES the request from the Joondalup District Police Office for Councillor participation on the SAFER WA Local Committees;**
- 3 NOTES that any Councillors who may become members of SAFER WA Local Committees may do so but will be recognised as individual private community members only.**

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## **CJ041-03/00      REVIEW OF THE LOCAL GOVERNMENT AUDITING SYSTEM - [01139]**

**WARD - All**

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### **SUMMARY**

The Local Government Financial Management Advisory 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 in local governments.

Prior to consideration of the implementation of the report the Department of Local Government has sought comment from local governments.

This report provides:-

- the Advisory Committee's findings
- comments from the City's officers

It recommends that the comments from the City be forwarded to the Local Government Department.

### **BACKGROUND**

Following the release of the *Report of the Royal Commission into the City of Wanneroo*, the Department of Local Government established a working party to consider possible policy and legislative responses to the Report and its recommendations. One of the issues raised by the Royal Commission related to the adequacy of the local government audit system. The working party responded to this issue by requesting that the Local Government Financial Management Advisory Committee (LGFMAC) assess the issue. Specifically, it requested that LGFMAC:

*.... be asked to assess the Wanneroo Report to determine whether the problems identified at Wanneroo require a review of the role of the auditor. The Committee will also be asked to review the scope of the audit process with a view to producing a model audit contract as a minimum standard that could be applied generally to local governments. Consideration should be given to include in such a model contract, a sample check on the council's statutory compliance return.*

In February 1998, members of LGFMAC, under its role of monitoring the effectiveness of the local government auditing process, resolved to conduct a review of the system relating to the financial audit of local governments in Western Australia.

Membership of the LGFMAC is as follows:-

<b>NAMES</b>	<b>ORGANISATION REPRESENTED</b>
Stephen Cole (Chair) Director Local Government Operations	Department of Local Government
John Gilfellow Manager Monitoring and Investigations	Department of Local Government
Neil Woods Manager Information and Statistics Policy and Programs	Department of Local Government
Graeme Mackenzie Chief Executive Officer Town of Bassendean	Metropolitan Councils Institute of Municipal Management
Michael Kent Manager Accounting Services City of South Perth	Metropolitan Councils Institute of Municipal Management
Eddie Piper Manager Corporate Services City of Kalgoorlie Boulder	Country Councils Institute of Municipal Management
Keith White Director Finance and Administration Shire of Busselton	Country Councils Institute of Municipal Management
Tony Bevan Partner, Haines Norton Chartered Accountants	Professional Accounting Association ASCPA/CA
David Buttfeld Deputy President Shire of Serpentine/Jarrahdale	Metropolitan Councils WAMA
Ian Mickel Shire President Shire of Esperance	Country Councils WAMA

As an integral part of the review process the LGFMAC commissioned financial management consultants Grant Thornton to conduct a review of the local government auditing system under the following terms of reference:-

1. Determine the strengths and weaknesses of the current financial audit of local governments.
2. In conjunction with LGFMAC, recommend the processes to overcome the weaknesses and reinforce the strengths of the current financial audits of local government.

The consultants made a number of general findings in relation to the review. They were:-

1. Local government in Western Australia is in a somewhat unique position where the external audit function is neither under the control of the Minister for Local Government nor the Office of the Auditor General. The Office of the Auditor General identified the issue of perceived public accountability where an Auditor is appointed by a local government and reports directly to that local government.

2. There is a need to establish a set of standards, reporting requirements and monitoring outcomes for audits across all local governments. This should include a standard audit contract and audit plan.
3. There needs to be a better understanding by both administration and elected members of the role and function of an external audit.
4. There needs to be a process developed that enables the Minister for Local Government to satisfy him or herself that local government audits are meeting prescribed professional standards.
5. Local governments need to develop effective internal audit functions that address issues relating to compliance with council policies and the Local Government Act, and matters relating to efficiency and accountability.
6. There is a role for Audit Committees in local government.
7. Local governments need to consider other matters relating to the efficiency and effectiveness of their organization including the Statutory Compliance Returns (a check on compliance with the Act) and the development of performance indicators that measure the efficiency and effectiveness of their organization.

In addition to their general findings the consultants made a series of recommendations relating to aspects of the terms of reference. They were:-

1. Appointment of Auditors  
It is proposed that the present system whereby local authorities appoint and fix the fee of the Auditor be retained.
2. Audit Performance  
It is proposed that the members of local government, both elected members and executives, be made more aware of the objectives and statutory requirements of the external audit function through seminars and training sessions.
3. Scope of Statutory External Audit  
It is important that procedures are instituted so the Department of Local Government is able to give assurance to the Minister that the audit function in local government is being conducted to prescribed professional standards.
4. Standard Audit Contract  
It is proposed that the Department of Local Government prepares a standard audit contract for the provision of audit services and all local authorities be encouraged to use this standard contract. (Refer Appendix 1 of Attachment A).
5. Peer Review  
It is proposed that the Department of Local Government arrange for a regular peer review by a specialist, appointed either by the joint accounting bodies or the Office of the Auditor General in Western Australia, of the audit work papers of Auditors of local authorities to obtain assurance that the audits are being done to prescribed professional standards.

6. Internal Audit

It is proposed that all Councils shall develop an effective internal audit function.

The department of Local Government be given the authority to grant exemption for Councils in remote areas.

7. Audit Committees

It is proposed that all Councils form an Audit Committee with a majority of the members of the Committee being elected members of Council. The department of Local Government be given the authority to grant exemption for Councils in remote areas.

8. Local Government Statutory Compliance Return

It is proposed that it be left to the discretion of each local authority whether they require their Local Government Statutory Compliance Return to be completed or verified by their Auditor.

9. Performance Indicators

It is proposed that in the pursuit of best practice within local government that local authorities be encouraged to develop relevant performance and management indicators.

The Local Government Financial Management Advisory Committee has now completed its review of the system relating to the financial audit of local governments in Western Australia and its report has been submitted to the Department of Local Government.

A copy of the report is appended as **Attachment A**.

Prior to considering implementation of the report the Department of Local Government is keen to obtain views of local governments on the matters raised. Following receipt of comments from local governments the Department will consider any amendments which be required to Part 7 of the Local Government Act 1995 and associated regulations.

The List of Recommendations are as follows:-

**Recommendation 1**

**Local Governments continue to appoint their Auditor provided recommendations 2-8 are adopted to strengthen the system.**

**Recommendation 2**

**Minimum specifications for a local government audit contract be included in the Local Government Audit Regulations (1996).**

**Recommendation 3**

**Councils be required to have Audit Committees. Specific issues associated with Audit Committees that are to be addressed are:-**

***Membership***

**Audit Committees comprise only elected members and the CEO of the local government or his/her nominee. The elected members are to comprise a majority of the Committee.**

***Role and Responsibilities of the Audit Committee***

- The process of selecting the Auditor;
- Recommending to Council on the Auditor;
- Managing the audit process;
- Monitoring administration's actions on, and responses to, any significant matters raised by the Auditor;
- Submitting an Annual Report on the audit function to the Council and the Department of Local Government; and
- Consideration of the completed Statutory Compliance Return and monitoring administration's corrective action on matters of non-compliance.

**Recommendation 4**

Local governments be encouraged to appoint Audit Committees as soon as possible on a voluntary basis.

**Recommendation 5**

A series of training workshops be conducted around the State with content designed to assist the Audit Committees to define their role and responsibilities. It may be necessary to run a further series immediately after promulgation of the amending legislation that sets mandatory Audit Committees.

**Recommendation 6**

In addition to the report on the accounts and the annual financial report required by section 7.9 of the Local Government Act 1995, the Auditors of each local government be required to submit a further report on any issues which have been identified in their processes as needing to be addressed. The second report, terms the "*Management Report*" is to be submitted to the CEO of the respective local government. The CEO must be obliged to advise the Audit Committee on the action he has taken with regard to the *Management Report*. The Audit Committee must advise the Council regarding its level of satisfaction with the CEO's response to the *Management Report*. The Council is to inform the public at the annual electors meeting of the content of the Management Report and Council's actions with regards to the issues raised.

**Recommendation 7**

The Department of Local Government makes resources available to the LGFMAC to allow the Committee to assess ways of introducing an internal audit capacity for all local governments. This should include:

- a) establishing guidelines for Audit Committees on how and where to establish internal controls;
- b) developing a model contract for internal auditing; and
- c) examining models for delivering internal audit functions including internal auditing, contracting the Auditor General to provide internal audit advice to Councils and partnerships between small and larger local governments to ensure effective internal audit procedures.

**Recommendation 8**

**An additional peer review process for Auditors operating in the local government section should not be established.**

**Recommendation 9**

**The local government audit system be further examined in late 2002 to assess whether the improvements implemented as a result of this review have led to an effective audit process in which all relevant parties can have complete confidence.**

Up until the early 1980's the local government auditing function was undertaken by auditors from the Audit Section of the Local Government Department. In early 1981 the State Auditor General assumed responsibility for local government audits. This was changed in 1983 to open up the external audit function to the private sector on a fixed term contract basis. Tenders were called for this service.

At that time the former City of Wanneroo appointed Mr John Kollosche from Arthur Andersen, Chartered Accountants, as its external auditor. Due to various unresolved issues with the Local Government Department Audit System Mr Kollosche relinquished his appointment. Following this Mr Tom Lang from the Chartered Accountants, Deloitte Haskins & Sells (now Deloitte Touche Tohmatsu), was appointed as auditor. Mr Lang and his successor, Mr Graham McHarrie, have been successful in retaining the audit of the former City and now the Cities of Joondalup and Wanneroo. The current term of the appointment of Mr McHarrie expires on 30 June 2000. The term of the appointment of the auditor has since 1985 been for 3 years albeit that the legislation permits the appointment up to 5 years.

**DETAILS/COMMENT**

While in broad general terms the current system of external auditing of local governments in Western Australia functions satisfactorily, there has over more recent times seen an overall need for a more detailed assessment of systems, procedures, business processes and a focus on business risk management which has seen the appointment of internal auditors within the larger local governments. The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 indeed requires the CEO to review business systems once in every 4 years. This review is undertaken independently of the officers responsible for the various functions.

Following a recommendation from the Inquiry Panel into the City of Wanneroo in 1997 the Joint Commissioners formed an Audit Committee comprising the Chairman, Deputy Chairman and the Chief Executive Officer. The role of the Audit Committee was to monitor the external audit, review the management report and implement an internal audit quarterly reporting system on such areas as risk management, compliance auditing and performance management.

This committee met on an as required basis with minutes distributed to all Commissioners. It is proposed that a similar committee be put in place consisting of the Mayor, Deputy Mayor and CEO.

While the appointment of internal auditors is not mandatory it is considered good business practice. The City of Joondalup has for the last couple of years, had an internal audit function operating through Chartered Accountants, Pricewaterhouse Coopers. This 2 year contract expires at the end of the calendar year. These auditors report through to the Audit Committee.

The following comments are made in relation to the findings of the LGFMAC.

The overall general thrust and recommendations of the LGFMAC are supported.

**Recommendation 1**

**Local Governments continue to appoint their Auditor provided recommendations 2-8 are adopted to strengthen the system.**

*City's Response*

*Supported*

**Recommendation 2**

**Minimum specifications for a local government audit contract be included in the Local Government Audit Regulations (1996).**

*City's Response*

*Supported. However, the proposed list on minimum standard audit (as indicated in LGFMAC Attachment 1) should be regarded as a guideline only ... the auditor should exercise professional judgement to ensure that the critical audit areas are reflected in an appropriate Audit Plan.*

*A local government may wish to exceed the minimum standard in which case this extended scope would be in the Audit Plan.*

**Recommendation 3**

**Councils be required to have Audit Committees. Specific issues associated with Audit Committees that are to be addressed are:-**

***Membership***

**Audit Committees comprise only elected members and the CEO of the local government or his/her nominee. The elected members are to comprise a majority of the Committee.**

***Role and Responsibilities of the Audit Committee***

- **The process of selecting the Auditor;**
- **Recommending to Council on the Auditor;**
- **Managing the audit process;**
- **Monitoring administration's actions on, and responses to, any significant matters raised by the Auditor;**
- **Submitting an Annual Report on the audit function to the Council and the Department of Local Government; and**
- **Consideration of the completed Statutory Compliance Return and monitoring administration's corrective action on matters of non-compliance.**

City's Response

The City has *established* an Audit Committee which comprises the Mayor, Deputy Mayor and Chief Executive Officer. It is serviced by the Manager Executive Services.

A separate report recommending the establishment of an Audit Committee comprising the Mayor, Deputy Mayor, Chief Executive Officer and to be serviced by the Manager, Executive Services is included on the agenda for this meeting.

The Local Government (Financial Management) Regulations 1996 require the CEO to be responsible for the efficient and effective operations of Council and review systems and business processes once in every 4 year period.

The City is of the strong view that the Audit Committee's role is also to be responsible for:-

- Risk Management
- Performance Reporting
- Compliance Reporting

**Recommendation 4**

**Local governments be encouraged to appoint Audit Committees as soon as possible on a voluntary basis.**

City's Response

The City concurs with this recommendation.

**Recommendation 5**

**A series of training workshops be conducted around the State with content designed to assist the Audit Committees to define their role and responsibilities. It may be necessary to run a further series immediately after promulgation of the amending legislation that sets mandatory Audit Committees.**

City's Response

The City concurs with this recommendation that the Audit Committee receives training in the role of the auditor and the responsibilities associated with an Audit Committee. It is suggested that such training be an integral module of the Councillor Training Programme.

**Recommendation 6**

**In addition to the report on the accounts and the annual financial report required by section 7.9 of the Local Government Act 1995, the Auditors of each local government be required to submit a further report on any issues which have been identified in their processes as needing to be addressed. The second report, terms the "Management Report" is to be submitted to the CEO of the respective local government. The CEO must be obliged to advise the Audit Committee on the action he has taken with regard to the Management Report. The Audit Committee must advise the Council regarding its level of satisfaction with the CEO's response to the Management Report. The Council is to inform the public at the annual electors meeting of the content of the Management Report and Council's actions with regards to the issues raised.**

City's Response

*The City concurs with this recommendation however, the suggestion that the Annual Meeting of Electors be informed of the contents of the Management Report is not supported. The annual meeting of electors is not the appropriate forum for dealing with recommendations to management. It is suggested that the Auditor be entitled to attend the Annual General Meeting of Electors and if appropriate entitled to address the meeting..*

**Recommendation 7**

**The Department of Local Government makes resources available to the LGFMAC to allow the Committee to assess ways of introducing an internal audit capacity for all local governments. This should include:**

- a) **establishing guidelines for Audit Committees on how and where to establish internal controls;**
- b) **developing a model contract for internal auditing; and**
- c) **examining models for delivering internal audit functions including internal auditing, contracting the Auditor General to provide internal audit advice to Councils and partnerships between small and larger local governments to ensure effective internal audit procedures.**

City's Response

*The City concurs with this recommendation. There is an important role for internal audit in Local Government. The distinction between the scope of a financial audit and the scope of internal audit needs to be clearly understood. Compliance, Risk Management and Performance Reporting should be dealt with at this internal audit level.*

**Recommendation 8**

**An additional peer review process for Auditors operating in the local government section should not be established.**

City's Response

*The City concurs with this recommendation.*

**Recommendation 9**

**The local government audit system be further examined in late 2002 to assess whether the improvements implemented as a result of this review have led to an effective audit process in which all relevant parties can have complete confidence.**

City's Response

*The City concurs with this recommendation.*

**RECOMMENDATION**

**That Council ADVISES the Local Government Department of its comments in relation to the Review of the Local Government Auditing System as outlined in Report CJ041-03/00.**

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

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**CJ042-03/00 ESTABLISHMENT OF AUDIT COMMITTEE -  
[00139]****WARD - All****SUMMARY**

During the restructuring of the former City of Wanneroo, the Commission established a Audit and Risk Committee comprising of the Chairman and Deputy Chairman together with the Chief Executive Officer to oversee the Audit and Risk Management functions of the City. This report recommends that the City of Joondalup establishes a similar Audit Committee.

**BACKGROUND**

The Royal Commission into the former City of Wanneroo identified the adequacy of the local government audit system as an issue. Partly in response to the matters raised in the Royal Commission the Joint Commission established a Risk Committee comprising of the Chairman and Deputy Chairman together with the Chief Executive Officer to oversee the Audit and Risk Management functions of the City.

To assist the Audit and Risk Committee tenders were called for suitably qualified consultants to undertake an internal audit consultancy. Following evaluation of tenders Price Waterhouse Coopers were appointed for a two year term expiring in December 2000. The Internal Auditors brief focuses on :-

- (1) Statutory Compliance Audits
- (2) Development of a Corporate Compliance Calendar
- (3) Risk exposure identification
- (4) Value for money Audits

Price Waterhouse Coopers has undertaken a risk assessment workshop with the Executive. The workshop identified risks faced by the City and required mitigation strategies to be developed. A further workshop is currently being arranged to reassess the City's risks and mitigation plans.

A corporate compliance calendar has also been developed that sets out the City's statutory obligations under all relevant legislation. This document is used as a tool to ensure that the City complies with the various reporting deadlines under relevant legislation. The calendar complements the quarterly reviews undertaken by Officers in order to complete the Department of Local Governments Voluntary Statutory Compliance report.

Management Information reports are also being developed that provide an overview of the key performance indicators for the City. Quarterly reports will be submitted to the Audit Committee for consideration.

The Internal Audit consultancy complements the work undertaken by Deloitte in their role as external auditors.

## **DETAILS**

In more recent times the Department of Local Government have advocated the establishment of Audit Committees particularly in relation to the external Audit functions. A separate report relating to a review of the audit system by the Local Government Financial Management Advisory Committee which has been released by the Department for Local Government for comment is included as a separate item on this agenda.

It is considered however that the model previously adopted by the Commission incorporating both external and internal audit as well as risk management is preferable to a Committee established essentially to monitor the external audit.

## **RECOMMENDATION**

### **That Council:**

- 1 ESTABLISHES, BY AN ABSOLUTE MAJORITY, an Audit Committee with the role of overseeing the internal and external Audit and Risk Management and Compliance functions of the City;**
- 2 APPOINTS the Mayor and Deputy Mayor together with the Chief Executive Officer as members of the Audit Committee;**
- 3 SETS the quorum for the Audit Committee at two members.**

## **CJ043-03/00      HALF YEAR BUDGET REVIEW - 31 DECEMBER 1999 - [36287]**

**WARD - All**

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### **SUMMARY**

This Report covers the Half-Year Budget Review exercise undertaken by the City of Joondalup on the 31 December 1999 financial statements.

The review has been undertaken by Officers of the City, and has encompassed an analysis and projection of performance on the areas of:

- Operating Activities
- Strategic Initiatives
- Capital Works
- Vehicle and Plant Replacement

Officers have identified a number of New Funding Requests encompassing

- Council Resolutions
- Council Requests
- Items from the 2000/2001 Works programme

These have been put forward as proposals to utilise surplus funds in 1999/2000 arising from the review of budgets.

A Councillors' workshop was held on Tuesday, 29 February 2000, to discuss the Budget Structure, the Management Reporting Process and to outline the process and results of the Half-Year Budget Review.

At that session, budget savings of \$920.6k were identified against proposals for New Funding Requests to the value of \$919.9k.

Two adjustments to these figures have subsequently been identified:

- Savings in Operating Activities have reduced by \$9k as the final grant received from Lotteries Commission for Woodvale Community Care Centre will be \$151k against an estimate of \$160k (refer Half Year Budget Review Report, page 4, column 1, paragraph 6).
- The New Funding Initiative for Anchors Youth Services Wheelchair Access has been corrected from \$12.0k to \$1.2k (refer Half Year Budget Review Report, page 24, table 2).

The net effect of these changes are as follows:

	<b>Figures from Workshop</b>	<b>Revised Figures</b>	<b>Movement</b>
	<b>\$k</b>	<b>\$k</b>	<b>\$k</b>
Operating Activities	314.6	305.9	(9.0)
<b>Strategic Initiatives</b>	118.7	118.7	
<b>Capital Works</b>	399.0	399.0	
<b>Vehicle &amp; Plant Replacement</b>	88.6	88.6	
<b>Savings Identified</b>	<b>\$ 920.6</b>	<b>911.6</b>	<b>(9.0)</b>
<b>New Funding Requests</b>	<b>\$ 919.9</b>	<b>909.1</b>	<b>10.8</b>
<b>Net Savings</b>	<b>\$ 0.7</b>	<b>2.5</b>	<b>1.8</b>

Full details of the Half Yearly Budget Review, the savings anticipated and the new funding proposals are contained in Attachment A to this report.

### **RECOMMENDATION**

**That Council, BY AN ABSOLUTE MAJORITY, in accordance with the provisions of Section 6.8(1) of the Local Government Act 1995 AMENDS the 1999/00 Budget to effect the funding of new initiatives and projects as detailed in Attachment A of Report CJ043-03/00.**

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

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## **CJ044-03/00      CHARGES FOR ORAL HISTORY WORKSHOP – [20086]**

**WARD - All**

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### **SUMMARY**

The Local Studies Section of the Joondalup Centre Library conducts an annual Oral History Workshop for the purpose of training volunteer interviewers for the Oral History Programme. This workshop is conducted free of charge to participants, as the goal is to encourage community participation in the project. Approximately eighteen months ago, the Batty Library decided to discontinue the provision of training in oral history skills. This has presented the opportunity to extend Council's courses to include paid attendees. It is proposed to continue to run the workshops for voluntary workers at no charge, but to impose a fee to others outside Council's Oral History Programme who wish to take advantage of the professional training.

### **BACKGROUND**

The Batty Library has for many years been at the forefront of training for Oral History interviewing. However in a report recently released the Library advised the decision to cease this aspect of its operations. The Library ceased providing training courses in oral history interviewing some eighteen months ago and has no plans to hold further courses on the basis that the Library does not consider itself to be a teaching centre. This creates a training opportunity for Council's Oral History Programme.

Council's Oral History Programme commenced in 1993 with the aims of proactively generating recorded historical information as a valuable resource for researchers now and in the future as well as heightening the public's awareness of the region's heritage. Most importantly, this was to be a high level community participation programme. Volunteers from the community, under the guidance of a part-time Oral History Officer, conduct the interviews. To ensure volunteer interviewers have appropriate skills, Council provides an annual one day training programme. To date, this has been very successful, resulting in 265 completed interviews which relate the story of the region. This resource is valuable as the majority of the interviewee's information would not have otherwise been recorded in print format. The programme is an ongoing one and new volunteers are constantly recruited.

### **DETAILS**

In previous years, the annual Oral History Workshop conducted by the Joondalup Centre Library has attracted interest from external organisations or municipalities. With the withdrawal of the Batty Library from Oral History training, a market has been created which the library is in a position to enter. It is proposed to advertise the workshop for this year further than the City of Joondalup/City of Wanneroo region in order to attract more participants who will not be directly involved in Council's Oral History Project. It is proposed to charge these participants a fee for participation in the training.

Through the workshop registration process, two categories of attendees will be identified:

- i) people registering as voluntary members of Council's Oral History Programme. Attendance will be free;
- ii) people requiring training but with no ongoing commitment to Council's Oral History Programme. Attendance will be charged.

It is proposed the fee for financial Oral History Course attendees will be initially set at \$35, which represents a cost recovery arrangement for City based on current estimates of number of participants and demand. The Oral History Association of Western Australia charges \$50 for Members and \$60 for non Members for one day workshops. The Association's workshops contain content which is more in-depth than that which is provided by the City. The workshops also have fewer participants and are designed to cater for more personalised training. In this context, it is not considered that the City would be entering into direct competition with the Oral History Association of Western Australia.

## **RECOMMENDATION**

### **That Council:**

- 1 AUTHORISES, BY AN ABSOLUTE MAJORITY, pursuant to the provisions of Section 6.19 of the Local Government Act 1995, the following additional charge:**

**\$35 Oral History Course registration fee – non library registrations**

- 2 ADVERTISES the proposed new charge in accordance with Section 6.19 of the Local Government Act 1995;**
- 3 INTRODUCES the schedule of charges for Oral History Course registration fee effective 1 April 2000.**

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**CJ045-03/00      SERVICE LEVEL AGREEMENT BETWEEN CITY OF  
JOONDALUP AND CITY OF WANNEROO FOR  
PROVISION OF CONSTRUCTION WORKS - [48118]**

**WARD – All**

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**SUMMARY**

As a result of the establishment of two new local authorities on 1 July 1998, an independent review was undertaken for use as a guide in determining the most appropriate service delivery method for the provision of major operational services.

Various services including provision of construction works were reviewed and it was concluded that it would be appropriate for the City of Wanneroo to continue to provide these particular services to the City of Joondalup due to economies of scale, geographical considerations, future growth needs, and to allow for the retention of the current administration efficiencies.

The contract for the Provision of Construction Works has a period of two years and commits the City of Joondalup to provide \$1.5M in value of Capital Construction projects in the form of roadworks for each year of contract period.

Council's obligation to City of Wanneroo for 2000/2001 budgeting period is again \$1.5M, which will be the final obligation in relation to this particular contract.

The purpose of this report is to seek Council's endorsement for proposed capital works projects to the value of \$1.5M in keeping with the Service Level Agreement arrangements.

**BACKGROUND**

As part of the split process, the former City of Wanneroo undertook a review of service delivery options with the assistance of independent consultants.

The main thrust of the study was to recommend service delivery options that resulted in:

- Retaining genuine economies of scale
- No local government to profit or suffer loss from the venture
- Service provision to be efficient and competitive
- Provide a seamless transition in service provision during the split process

The study also took into consideration:

- Geographical considerations
- Retention of administration efficiencies where practical
- Future service needs associated with growth demands

It is also important to recognise that as part of the split process, the Governor's Order required that all employees shall maintain their conditions of employment for a two year period from 1 July 1998 to 1 July 2000 with no forced redundancies during this period.

## **DETAILS**

This report particularly deals with the Construction of Engineering Capital Works service level agreement, which has a contract period of two years commencing from 1 July 1999. The contract commits the City of Joondalup to provide \$1.5M in value of Capital Construction projects for each year of the term of the agreement.

This particular agreement puts in place arrangements whereby the preparation of the final year of the contract (year two) timetable is undertaken no later than the end of April 2000.

The City of Joondalup (the Principal) shall prepare and submit to the City of Wanneroo (the Contractor) a Project Budget for 2000/2001 (Year 2) which shall:

- (a) Provide a description of each proposed Project for Year 2
- (b) Include indicative plans; and
- (c) Provide an indicative lump sum price and costings for each of the Projects

The Principal shall ensure that the Projects included in the Project Budget for Year 2 are of sufficient number or magnitude so that the total of the indicative lump sum prices of those Projects is not less than \$1,500,000.

A copy of the agreement can be made available to Councillors upon request.

## **COMMENT/FUNDING**

A preliminary review of the proposed projects for 2000/2001 fails to identify any significant projects that will accommodate this commitment.

These projects have been designed and are programmed to be contracted out during April/May/June and will over-run into the 2000/2001 financial year.

As this work is intended to be outsourced in any event, it is proposed for Councils consideration that the nominated projects be carried over and utilised as the 2000/2001 service level agreement projects for the City of Wanneroo. The nominated projects are listed below:

		<b>Project Value</b>	<b>Programme</b>
<b>Project 1</b>	<b>Whitfords Avenue/Northshore Drive</b> Construction of a roundabout. Design works complete. This project has black spot funding of \$130,000. (Refer Attachment 1)	\$220,000	Jul 00 to Dec 00
<b>Project 2</b>	<b>Hepburn Avenue/West Coast Drive/Whitfords Avenue</b> Dual roundabout construction including the single lane boulevarding of West Coast Drive, and dualling of Whitfords Avenue, north of the roundabout through to Northside Drive (Refer Attachment 2)	\$750,000	Jul 00 to Sep 00
<b>Project 3</b>	<b>Allenswood Road Greenwood</b> Two single lane roundabouts at Blackall Drive and Leschenaultia Street with \$75,000 of Black spot funding for one roundabout. (Refer Attachments 3 and 4)	\$292,500	Oct 00 to Dec 00
<b>Project 4</b>	<b>Coastal Dual Use Path</b> This project involves the extension of the coastal DUP Path from Key West car park through to the Ocean Reef Marina (Refer Attachment 5)	\$240,000	Sep 00 to Dec 00
	<b>TOTAL</b>	<b>\$1,502,500</b>	

The above project types are all in accordance with the Service Level Agreement guidelines, as the works involve major construction works. Conceptual plans for the various projects are depicted at Attachments 1 to 5.

It is essential that Project 2 is completed prior to October 2000 due to the impact on the Hillary's Boat Harbour, and compliance with the Black Spot funding timing constraints associated with Projects 1 & 3 requires that these works are completed within this calendar year.

The proposal will not impact on City of Joondalup's workforce, as this work would be required to be outsourced.

The City of Wanneroo has agreed to the proposal and it is considered that these arrangements will prove beneficial to City of Joondalup by meeting its service agreement obligations without the need to commit to major capital projects, thereby resulting in the City of Joondalup having more flexibility in delivering its 2000/2001 budget.

**RECOMMENDATION****That Council:**

- 1 AGREES to the following projects, project budgets and timeframes to form part of the Year 2 (2000/2001) service level agreement arrangements as listed below:**

	<b>Project Value</b>	<b>Programme</b>
Project 1 Whitfords Avenue/Northshore Drive Construction of a roundabout	<b>\$220,000</b>	<b>Jul 00 to Dec 00</b>
Project 2 Hepburn Avenue/West Coast Drive/Whitfords Avenue Dual roundabout construction including the single lane boulevarding of West Coast Drive, and dualling of Whitfords Avenue, north of the roundabout through to Northside Drive	<b>\$750,000</b>	<b>Jul 00 to Sep 00</b>
Project 3 Allenswood Road Greenwood Two single lane roundabouts at Blackall Drive and Leschenaultia Street with \$75,000 black spot funding for one roundabout	<b>\$292,500</b>	<b>Oct 00 to Dec 00</b>
Project 4 Coastal Dual Use Path This project involves the extension of the coastal DUP Path from Key West car park through to the Ocean Reef Marina	<b>\$240,000</b>	<b>Sep 00 to Dec 00</b>
<b>TOTAL</b>	<b>\$1,502,500</b>	

- 2 CARRIES FORWARD the necessary funds to enable the works to proceed as detailed in point 1 above;**
- 3 ENDORSES the Director Infrastructure Management (Principal's Representative) to formalise the arrangements in accordance with the terms and conditions of the agreement relating to the Provision of Construction Works.**

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

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## **CJ046-03/00      MAIN ROADS WA - SPEED LIMIT REVIEW      - [05094]**

**WARD - All**

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### **SUMMARY**

Main Roads WA has sought the City's comments in relation to proposed speed zone changes on arterial roads within the municipality. The proposed changes take into account the need for consistent speed zones on all arterial roads throughout the municipality. The proposed speed zones are presented for consideration.

### **BACKGROUND**

Main Roads WA recently completed a speed limit review on Hepburn Avenue, Whitfords Avenue, Northshore Drive, Joondalup Drive, Ocean Reef Road and Wanneroo Road.

The proposed changes are part of Main Roads WA on going review of speed limits in the metropolitan area. The aim of the review is to make speed limits on roads of similar geometry and road function the same consistent speed limit. This approach to speed zoning allows motorists to identify certain speed limits according to the road environment and minimises the confusion that some motorists may have had with a variety of speed limit changes over relatively short lengths of road.

Two examples of the changes already in place are Wanneroo Road north of Carramar Road and Hodges Drive, where one consistent speed limit is now in place.

### **DETAILS**

A brief description of the proposed speed zones are given below with the existing and proposed speed limits shown pictorially on Attachments 1 and 2 to this report.

***Whitfords Avenue*** – reduce from 80km/h to 70km/h from Northside Drive to Belrose Entrance and Trappers Drive to Wanneroo Road. The proposed change will make Whitfords Avenue 70km/h for the entire length. Main roads propose to review the speed limit on Whitfords Avenue between Hepburn Avenue and Marmion Avenue after roadworks are completed on this section. It is likely that a 60km/h speed limit will be supported, which would be consistent with other coastal roads.

***Northshore Drive*** – reduce from 80km/h to 70km/h from Whitfords Avenue to Northshore Avenue. It is also likely this may be reviewed to 60km/h if appropriate changes are made to the road environment in the future.

***Ocean Reef Road*** - reduce from 80km/h to 70km/h from Marmion Avenue to Mitchell Freeway and Mitchell Freeway to Trappers Drive. This is consistent with the recently changed limit on Hodges Drive and the western section of Ocean Reef Road. The section east of Trappers Drive will, due to limited access, remain at 80km/h.

***Joondalup Drive*** - reduce from 80km/h to 70km/h from Wedgewood Drive to Edith Cowan University entrance. This section is the only portion of Joondalup Drive that is not currently zoned at 70km/h. Therefore the change will make the speed limit on Joondalup Drive between the City Centre and Ocean Reef Road consistent and in keeping with the adjacent commercial development.

***Wanneroo Road*** - reduce from 80km/h to 70km/h from Kingsway Drive to San Rosa Road. This change is proposed due to the development adjacent to Wanneroo Road and includes the section between Whitfords Avenue and Ocean Reef Road to ensure a consistent speed zone.

Main Roads WA intend to implement the proposed changes in two stages. The first stage being Wanneroo Road, Joondalup Drive and Ocean Reef Road. The second stage will include Whitfords Avenue and Northshore Drive.

Advanced warning signs will be erected to indicate the change in speed zone for a period of six weeks to advise motorists of the change. In addition, information regarding the changes will be advertised in local newspapers and the West Australian shortly before implementation.

Main Roads WA intend to implement the changes in late March 2000.

## COMMENT/FUNDING

It is commonly accepted by traffic engineers that a speed limit should appear to be reasonable to drivers. Consequently, the 85<sup>th</sup> percentile speed of traffic (*the speed at or below which 85% of vehicles travel*) is often used as a guide when selecting an appropriate speed zone.

However, for this process to result in **safe** travelling speeds it must be assumed that drivers are capable of making a realistic assessment of the risk of crash involvement and drive accordingly. In reality, the average driver cannot be expected to have a realistic understanding of how the risk of involvement in a casualty crash varies according to the speed at which they choose to travel. This is particularly so on urban arterial roads such as Wanneroo Road, Joondalup Drive, Ocean Reef Road, Whitfords Avenue and Northshore Drive.

To highlight the relationship between increased speed and casualty crashes the following statistics are presented for consideration.

In 1998, the estimated total cost of crashes in the metropolitan area alone to the Western Australian Community was 775.4 million dollars. In total 66,569 persons were involved in road crashes of which 223 were tragically killed. Speed was recorded as a factor in 32.3% of all fatalities in Western Australia during 1998.

Statistics presented recently at the 1999 Insurance Commission of WA Conference on Road Safety "*Green Light for the Future*" show that risk of crash involvement in a casualty crash, expressed as a risk relative to that of an experienced driver traveling at 60km/h, doubles for the first increase of 5km/h and continues to increase exponentially with each 5km/h increase in speed thereafter.

In this instance the relative risk of a crash at the existing 80km/h speed limit is 19 times greater than if the proposed 70km/h speed zones were in place. Expressed in terms of crashes, studies show that a uniform 10km/h reduction in traveling speed of a vehicle may reduce the possibility of a crash occurring by 42%. The total reduction in casualty crashes would be considerably greater than 42%.

A number of factors contribute to the exponential increase in the risk of involvement in a casualty crash with increasing speed. These include the increase distanced traveled during the recognition and reaction time of the driver, increased braking (stopping) distance, increased impact speed and resultant crash energy. For instance stopping sight distance at 80km/h is 95m as opposed to 70m at 70km/h (AustRoads 1988).

All these factors equate increased speed to a greater risk of first having a crash and secondly greatly increase the chances of injury or death. The increased risk associated with higher vehicle speeds of death or injury for vulnerable road users such as pedestrians or cyclists is even greater.

While the focus has more recently been on reducing the Local Area Built up area (BUA) speed limit to 50 km/h, statistics show that 87.3% of road casualty crashes occurred on main arterial roads compared with 14.2% on local streets.

These findings emphasize the much greater need to control traveling speeds on arterial and main roads rather than local streets.

Inconsistent speed zoning has been highlighted as a concern to local road users for some time. However, while some motorists believe higher speeds zones are more appropriate on some arterial roads, statistics show that even an increase speed by 10km/h can greatly increase the frequency and severity of road crashes.

While the need to have uniform speed limits consistent with the road environment on arterial roads is important, the need to ensure these roads operate at a safe speed for all roads users is even greater.

In view of this, as the proposed speed zones are consistent and more in keeping with the road environment, Main Roads WA proposed speed zone changes on Wanneroo Road, Joondalup Drive, Ocean Reef Road, Whitfords Avenue and Northshore Drive are supported.

In the meantime, the issue of 50km/h speed limits on local roads is currently being investigated in association with another matter and will be presented in a separate report to Council in due course.

**RECOMMENDATION**

**That Council:**

- 1 CONCURS with Main Roads WA proposed speed zone changes on Whitfords Avenue, Northshore Drive, Ocean Reef Road, Joondalup Drive and Wanneroo Road;**
- 2 ADVISES Main Roads WA accordingly.**

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

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**CJ047-03/00      TRAFFIC MANAGEMENT STRATEGY – 10 METRE  
WIDE LOCAL ROADS (BRIDGEWATER DRIVE,  
KALLAROO) - [09174J]**

**WARD** - Whitfords

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**SUMMARY**

A 143-signature petition has been received from Rob Johnson MLA, Member for Hillarys, on behalf of Kallaroo residents requesting a change to speed limitations and or the installation of traffic treatments in an effort to stop excessive speed on Bridgewater Drive, Kallaroo.

In the context of the overall traffic management strategy for ten metre wide local roads, the petitioners' concerns have been investigated and the following presented for consideration.

**BACKGROUND**

In November 1999, a 143-signature petition was received from Rob Johnson MLA, Member for Hillarys, on behalf of Kallaroo residents requesting a change to speed limitations and or the installation of traffic treatments in an effort to stop excessive speed on Bridgewater Drive, Kallaroo. The petitioners request that urgent action be taken to stop the excessive speed of vehicles (irresponsible motorists) on Bridgewater Drive. Of the 143 petitioners, 50 reside on Bridgewater Drive.

Concern over vehicle speed, particularly adjacent to the Springfield Primary School, has been raised in the past. To address this, the City in conjunction with the School Road Safety Committee, developed a traffic management scheme for the section of Bridgewater Drive directly adjacent to the school.

Essentially, the scheme is designed to supplement the existing 40km/h school zone by encouraging lower vehicles speeds, regulating parent parking and providing a safe crossing point for school children. Implementation of the scheme, as shown on Attachment 1, is tentatively programmed to commence in February/March 2000.

In the meantime, a brief history in relation to traffic management of local roads is as follows.

Generally, traffic treatments are successful in modifying driver behaviour (reducing vehicle speed) in a majority of motorists. That is, they can successfully reduce the 85<sup>th</sup> percentile speed of vehicles by up to 40 km/h depending on the type of device. However, they are ineffective in modifying driver behaviour in motorists who drive with little or no regard for their legal or social responsibilities. These motorists invariably see traffic treatments as a challenge and in some instances, traffic treatments can exacerbate problems associated with antisocial behaviour such as *excessive* speed.

At the time of construction, many 10 metre roads were an acceptable width for local roads of this type. Unfortunately, wider carriageway widths are now recognised as a contributing factor to higher overall vehicle speed.

In the past, traffic treatment strategies on 10 metre wide roads featured the installation of roundabouts at intersections or mid block slow points in conjunction with a painted central median to control speed. This strategy has been relatively successful with many roads being treated in this manner over the past 10 years.

More recently however, the effectiveness of this strategy to reduce overall vehicle speeds has been questioned, as mid block vehicle speeds have remained higher in some instances. The requirement for localised widening of the existing carriageway to accommodate this type of treatment has also generated some concern by residents directly affected by these treatments. Emergency Services and bus service operators have also expressed concerns in relation to the use of some high deflection devices on local roads.

A limiting factor for the use of this treatment had also been cost. Typically, the cost of an overall treatment is approximately \$60-70,000 per roundabout plus the cost of raised islands and painted median and has meant that treatments have been restricted to a limited number of roads per year.

In view of this, an alternative traffic management strategy for 10 metre wide roads has been developed.

The new strategy for 10 metre wide carriageway roads throughout the municipality features a flush red asphalt central median with intermittent landscaping. Raised traffic islands are provided at junctions to regulate vehicle-turning movements and at high pedestrian crossing points to improve safety at these locations. The intermediate landscaping allows existing residential access to be maintained while creating a boulevard effect and improving the visual amenity for a given length of road.

The reduced carriageway width in combination with the change in the road environment through central landscaping, effectively reduces overall vehicle speeds and unlike previous strategies, the negative impacts on residential access are significantly reduced. In addition, restricted intersection widths lesson the likelihood of some antisocial behaviour such as 'burnouts'.

A typical cost for this type of treatment is between \$100 to \$120 per metre depending on the requirement for reticulation. This means that the overall cost to treat a road such as Bridgewater Drive would be approximately \$210,000. This is significantly less than previous strategies incorporating roundabouts and provides a significantly better benefit cost ratio for overall traffic treatment on roads of this type.

The use of coloured asphalt and central median landscaping has been developed and implemented as an accepted traffic treatment option in some Local Government areas including City of Stirling.

The recent installation of this type of treatment on Blackall Drive, Greenwood has been accepted well by the local community.

In recent discussions regarding treatment of similar roads within the municipality, this type of strategy has received the support of the Police Service as an effective speed controlling traffic treatment.

## **DETAILS**

Bridgewater Drive is a 10 metre wide circulating local road in Kallaroo. Its function is to collect traffic and distribute it to higher-class perimeter roads such as Marmion Avenue and Dampier Avenue.

A survey of traffic flow on Bridgewater Drive indicates a range of traffic volume is between 1200 to 2000 vehicles per day. This volume of traffic is well within the limit that could be expected on a road of this type. However, the recorded 85<sup>th</sup> percentile speed of vehicles (the speed at or below which 85 percent of vehicles travel) on this road (excluding the 40km/h school zone) is between 55 and 74 km/h during peak flow periods.

As previously stated, at the time of construction, the alignment of the road was acceptable for a road of this type. Unfortunately, wider carriageway widths are now recognised as a contributing factor to higher overall vehicle speed. Existing overall recorded vehicle speeds on Bridgewater Drive support this.

If adopted, the proposed traffic management strategy for Bridgewater Drive could be expected to achieve a reduction in overall vehicle speeds by around 10-15km/h in keeping with advice from the Police Service. This would result in the desired outcome of achieving recorded speeds at or below the current built up area (60km/h) limit.

## **COMMENT/FUNDING**

While adoption of a traffic management strategy for Bridgewater Drive featuring a flush red asphalt central median with intermittent landscaping is supported, this does not rule out future consideration of roundabouts at suitable locations, as the value of these as traffic control devices remains unchanged.

Roundabouts are ideally suited to intersections with equal traffic flows on each leg and are generally utilised to enhance the safety considerations associated with turning traffic. The severity of crashes at intersections can also be reduced by the correct use of roundabouts. The advantage of implementing the currently supported strategy is that the option of providing additional treatments such as roundabouts at suitable locations in the future, still remains.

While the treatment of this road will address the petitioners concerns by modifying driver behaviour in a majority of motorists, it is important to note that traffic treatments are ineffective in preventing incidences of *excessive* speed caused by motorists who drive with little regard for their legal or social responsibilities. Clearly prevention and apprehension of these type of motorists remains the responsibility of the Police Service.

Notwithstanding this, it is accepted that the responsibility to provide and maintain a safe and functional local road network for the majority of law abiding road users rests with Local Government. On this basis the adoption of the existing traffic management strategy as previously outlined is recommended.

This strategy is also consistent with the treatment currently programmed for Bridgewater Drive adjacent to Springfield Primary School.

If adopted, priority for treatment of Bridgewater Drive in comparison with other roads throughout the municipality will be determined. Officers are currently prioritising all 10m wide roads for traffic treatment as part of the 2000/01 budget deliberations.

In accordance with the City's Strategic objectives, it is intended that all 10m wide roads (untreated and treated) throughout the municipality be considered and submitted for funding consideration as part of this process.

On this basis, the inclusion of traffic treatments on Bridgewater Drive for funding consideration on a priority basis as part of the 2000/2001 budget deliberations is recommended.

The local area or built up area speed limit for all roads is currently set at 60km/h. Discussion as to the appropriateness of this speed for local roads has been ongoing since its adoption following the conversion from miles per hour in the late 1960's.

More recently, adoption of a 50km/h general urban speed limit has received wide support. However its introduction is dependent on a decision at a State Government level. In the meantime, the use of precinct based, 50km/h limits have been facilitated by the introduction of the national Roads Rules.

However, it is unlikely that, given the existing criteria, that a lower speed limit would be supported by Main Roads WA on a road of this type without the necessary traffic treatments (to achieve an 85<sup>th</sup> percentile speed of 50km/h) being in place. A more detailed report on the introduction of 50km/h speed limits on local roads will be presented to Council for consideration in due course.

## **RECOMMENDATION**

### **That Council:**

- 1        LISTS traffic treatment of Bridgewater Drive, Kallaroo for funding consideration on a priority basis, as part of the 2000/2001 budget deliberations;**
- 2        ADVISES the petitioners and residents of Bridgewater Drive accordingly.**

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

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**CJ048-03/00      PROPOSED TOILET CHANGEROOMS - LOT 7 (125)  
OCEANSIDE PROMENADE, MULLALOO - [ 01153J]  
[36362J, 37362J]**

**WARD** - Whitfords

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**SUMMARY**

Report CJ106-04/99 examined the construction of beachside public toilets at two car-parks on Oceanside Promenade, Mullaloo in line with the Foreshore Management Plan. This report further examines the siting and design options, and recommends the placement of pre-fabricated automated self-cleaning toilets at the northern carpark but deferring the southern carpark option until an appraisal of the new automated toilets can be conducted.

**BACKGROUND**

At their meeting of 13 April 1999, the Joint Commissioners of the City of Joondalup considered a report on the siting, design and public opposition to the placement of beachside public toilets at the carparks on Oceanside Promenade opposite West View Boulevard and between Key West Drive and West View Boulevard, Mullaloo (CJ106-04/99 refers). The Joint Commissioners resolved to:

- 1      “APPROVE the location of the proposed toilet/changeroom at the West View Boulevard and Key West Drive carparks, Mullaloo;” and
- 2      “subject to advice from the Crime Operation Unit of the WA Police Service on the design of the facilities to reduce anti-social behaviour, AUTHORISE the preparation of tender documents and calling of tenders for the works.”

Consultation with Inspector Geoff Maloney, Assistant District Officer of the Joondalup Police District took full account of the public safety concerns raised by the public and reported in CJ106-04/99. In brief, these concerns centered on the probable attraction of anti-social, behaviour to the vicinity of the toilet blocks. Other objections related to the toilets being visible from houses on Oceanside Promenade, interrupting otherwise pristine views. One objection to the siting of the West View Boulevard car park toilet raised the issue that it would not be visible and would therefore invite trouble, and another suggested self-cleaning facilities similar to those used in inner-Sydney parks

Inspector Maloney advised that visibility is a primary concern in public safety, and suggested that the toilets be located as close to Oceanside Promenade as possible, preferably right on the street. He further advised that it is important that people attempting to use the toilets for sexual misbehaviour should be visible having to leave their cars and walk a significant distance in full view, not being able to duck in from an adjacent car parking bay. On the design, he recommended that the space inside the toilets should be small enough to make dual occupancy impossible. This included the removal of shower and changing facilities, opting instead for external showers and no changing facilities. He further noted that if possible, the disabled toilet should be done away with as the space must of necessity be large enough for multiple occupancy.

## DETAILS

While Inspector Maloney's comments were being considered and some re-design work was being undertaken, a Victorian firm, WC Convenience Management Pty Ltd, contacted the City to view their product, the *EXELoo*<sup>TM</sup> automated public toilet at the Public Works Expo held in August 1999. At the time of writing report CJ106-04/99, the only automated self-cleaning public toilets available in Australia were of European manufacture, were very expensive and had inordinate lead times. The *EXELoo* range of products are assembled in Victoria under licence from the New Zealand manufacturer, being suitably priced and containing many features to discourage anti-social behaviour.

Of major importance is *EXELoo*'s compliance with AS1428.1 *Design for access and mobility: General requirements for access – Buildings*, being the statutory access requirements for public buildings. It should be noted, however, that the City of Joondalup's requirements generally are to AS1428.2 *Design for access and mobility: Enhanced and additional requirements – Buildings and facilities*. AS1428.1 caters to the 80<sup>th</sup> percentile of people with disabilities, while AS1428.2 extends to the 90<sup>th</sup> percentile. In relation to these toilets, this compliance with the lesser standard's only impact would be a slightly smaller compartment. Refer to Attachment 1 for a plan of the *EXELoo* toilet. Until such time as board walks are provided to the water's edge for wheelchair access to the sea, the smaller compartment is unlikely to cause any difficulty for beach users.

As noted above, the provision of large spaces is seen as an invitation to anti-social behaviour. To counter this, *EXELoo* has an automatic door activated by push button. It times how long people occupy the cubicle. After a pre-set time, a recorded message advises the occupant that their time has expired and asks them to leave. If they don't, after a further period the message is repeated. After a third period the door opens automatically and a very loud alarm sounds to draw attention to the facility. Experience in the Eastern States has shown that anti-social behaviour is reduced.

*EXELoo* is equipped and programmed to wash itself down three times a day and dry itself before it is re-opened to the public. Units can also be fitted with baby change tables and/or sharps disposal units as optional extras. WC Convenience Management Pty Ltd through its WA agent offers a maintenance contract on the installations. There are over 300 *EXELoo* installations in Australia, some being in the City of Stirling.

Revised siting proposals are shown on Attachment 2. The location of the northern Key West toilet shown on Attachment 2 page 1 has not changed. While there is a temptation to site the toilet near the Oceanside Promenade boundary, probable resident's objections and likely interference with the limestone pinnacles in the area combine with the visibility of the site from Oceanside Promenade houses to recommend no change.

The West View Boulevard toilet, however, was proposed at the bottom of a bank making it almost invisible from the road. It is therefore proposed to fill an area adjacent to the shoulder of the car park access road, and locate the toilet directly opposite the entrance of the car park. This would then satisfy all concerns over anti-social behaviour. The additional fill would be in an area already considerably disturbed and would therefore be acceptable under environmental planning guidelines.

As the proposal is to replace three pans (two female and one male) and one urinal with *EXELoo* toilets, it is necessary to provide at least two unisex pans. To maintain compliance with AS1428.1, this means two complete toilet installations per site, rather than one single compliant toilet and one double pan toilet. This latter configuration does not comply with AS1428.1 for either wheelchair or ambulatory disabled, and the code requires that a second pan in any installation be suitable for ambulatory disabled with the third pan being non-compliant.

As this installation will be the first automated self-cleaning toilet in the City of Joondalup, and because the northern end of Mullaloo Beach is without toilet facilities, it is suggested that only the installation at the northern Key West Drive carpark (the cheaper of the two options, see below) be constructed at this time, but that pending a favorable review of the toilets' operation, the West View Boulevard carpark site be developed. The *EXELoo* toilets can count the number of people using the toilet. This tool will provide valuable information on usage for planning future requirements.

### COMMENT/FUNDING

It is proposed to tender a contract for the supply and placement on site of the complete toilets at the same time as tendering a "head" contract for the total project, and to novate the supply contract as a nominated sub-contract to the head contract after acceptance of the two contracts by Council. Tender documents will be structured accordingly to allow for the novation.

Funding and anticipated expenditure for the two projects is as follows:

Project 4001 Key West Mullaloo toilets;

<b>Budget</b>		<b>\$119,520.00</b>
Supply of 2 <i>EXELoo</i> toilets	\$107,600.00	
2no sharps disposal units @ \$350 ea.	\$ 700.00	
Earthworks	\$ 1,000.00	
Paving	\$ 2,500.00	
Electrical connection	\$ 3,500.00	
External showers and sewer connection	\$ 10,000.00	
<b>Construction sub-total carried forward</b>		<b>\$125,300.00</b>
Consultant's Fees	\$ 3,000.00	
Advertising <i>etc.</i>	\$ 720.00	
Building Licence <i>etc.</i>	\$ 500.00	
<b>Administration sub-total</b>		<b>\$ 4,220.00</b>
<b>Anticipated Total Project Expenditure</b>		<b><u>\$129,520.00</u></b>
<b>Position against budget</b>		<b><u>(\$ 10,000.00)</u></b>

An additional \$10,000 has been requested for re-allocation from the budget control account in the Half Year Budget Review to cover the shortfall.

Project 4002 West View Mullaloo toilets;

<b>Budget</b>		<b>\$119,520.00</b>
Supply of 2 <i>EXELoo</i> toilets	\$107,600.00	
2no sharps disposal units @ \$350 ea.	\$ 700.00	
Earthworks	\$ 2,000.00	
Paving	\$ 2,500.00	
Electrical connection	\$ 3,500.00	
External showers and sewer connection	\$ <u>28,620.00</u>	
<b>Construction sub-total</b>		<b>\$144,920.00</b>
Consultant's Fees	\$ 3,280.00	
Advertising <i>etc.</i>	\$ 720.00	
Building Licence <i>etc.</i>	\$ <u>600.00</u>	
<b>Administration sub-total</b>		<b>\$ <u>4,600.00</u></b>
<b>Anticipated Total Project Expenditure</b>		<b><u>\$149,520.00</u></b>
<b>Position against budget</b>		<b><u>(\$ 30,000.00)</u></b>

An additional \$30,000 has been requested for re-allocation from the budget control account in the Half Year Budget Review to cover the shortfall.

## **RECOMMENDATION**

### **That Council:**

- 1 APPROVES the revised siting of the proposed toilets at the West View Boulevard car park;**
- 2 AUTHORISES the preparation of tender documents and the calling of tenders for the supply self-cleaning automated toilets at the Key West Drive carpark, Mullaloo;**
- 3 REQUESTS that a report on the operation of the automated self-cleaning toilets is submitted for consideration after the toilets have been operational for 12 months, the report containing an assessment of the need for a further toilet installation at the West View Boulevard carpark.**

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

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**CJ049-03/00      PRECINCT PLANNING - [46597]****WARD - All**

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**SUMMARY**

The report is prepared for Council's consideration of the initiation of an Urban Design Study and a design process to look at the development of two precinct areas.

The report is a response to the Strategic Plan and in particular its stated desire to create sustainable communities and the opportunity for the community to participate in Council's planning and decision making process.

The report highlights the importance of a positive character to the success of a modern city, and the means by which Council through the management of the public domain can influence a city's character. The design study will provide background information about the character and form of the City and will look closely at the role of precincts and their significance to local communities. The approach will allow a consistent and coordinated approach to precinct planning.

The report outlines a community design process for the development of two precincts – Mullaloo Beach and The Parade, Sorrento. The design process is intended to be community driven; to ensure the final designs are in tune with the requirements of the community. Focus groups comprising of members of the community will be formed for both areas to help in the development of concept designs for both areas.

**BACKGROUND**

The report is a response to the Strategic Plan. In its vision statements the Plan talks about creating a sustainable community with local neighbourhood precincts which have their own distinctive character identity and community spirit and easy access to high quality local services. It talks about creating effective two-way communication with the community with opportunities for the community to participate in Council's planning and decision making. And it talks about development in harmony with the environment.

Strategy 2.1 of the City of Joondalup Strategic Plan is to develop and implement community plans through:

- the identification of precincts of common interest or focus;
- the involvement of each community in developing Precinct Action Plans;
- the enhancement of standards of infrastructure to meet changing community needs and expectations.

Societies are becoming progressively more affluent and mobile, with people being able to choose where they live. The future competitiveness of cities will ultimately be dependent on their ability to attract and retain residents, businesses and tourists alike. Positive character and lifestyle opportunities provided by a city are therefore becoming more important attributes to the success of a city. The City of Joondalup, like any city, is constantly changing. It is desirable for these changes to be guided by recognition of the existing character. This is more likely to occur when there is a clear vision and good understanding of what elements contribute most to its character.

The City of Joondalup is comprised of numerous community centres. Ranging in size from the Strategic Regional Centre of Joondalup City, to Regional Centres at Whitfords and Warwick, District Centres, Neighbourhood Centres and Local Centres. The centres not only vary in size, but also have different functions and serve different roles. They are therefore an ideal focus for closer examination as they impact on a number of areas of interest. From a people perspective, centres are a source for local goods and both private and public services. This is particularly important for anyone with limited access to transport. If centres are safe, comfortable and attractive they serve as a meeting place and provide the opportunity for local residents to combine leisure with shopping. They can also cater for the cultural and spiritual needs. From a business perspective, centres provide employment and investment and opportunities for small business startups. From an environmental point of view successful local centres provide an option for individuals to reduce dependence on car travel, to make shorter trips, or to change travel mode to walking or cycling for many trips.

Centres function better in some locations than in others. The particular types of roads and street patterns or proximity to a water body can be important factors in the success of a centre. Past practice has not resulted in the ideal location of all centres and it could be argued that poor location is contributing to some extent in the under performance of some centres in the City. While location of existing centres cannot realistically be changed it can be taken into account in determining priorities and recommended options relating to particular centres.

## **DETAILS**

It is proposed to carry out two distinct projects. Firstly the Urban Design Study which is an overview of the City to determine direction and priorities. The second is the Precinct Design Project which aims to develop concept plans through community participation to refine the design and development process for the improvement of precincts.

### **Urban Design Study**

A character or image can not be invented for an existing city. It is important to build on the strengths of a city. It could be argued as a new city Joondalup's character is not well formed. As in all cities Joondalup's character comes mainly from its public domain. As the managers of the public domain Council has the opportunity to impact positively on it. The public domain is the streets, parks, gardens, coastline, public buildings and shopping centres. It also includes those parts of the private domain that define the edges of important public spaces. The public domain provides the setting for most human exchanges, whether they are social, business or recreational, and the setting for houses, and commercial buildings. It is proposed to analyse the strengths and weaknesses of the City's public domain to highlight the main issues and to identify the broader implications that city form and character have on the economic and social aspects of the City. This process will help to identify opportunities which Council can use to create recognisable differences between centres and therefore between precincts.

The Study, and ultimately the individual precinct plans, will need to recognise the changing demographics of locations, and therefore the needs of the community. The identification of community and cultural facilities, services and demands within the locality, is an integral part of the planning process.

The study is proposed to be reasonably brief and will give long term focus to the City's development. It will allow a consistent and coordinated approach to the development of a quality public environment. Such coordination will provide for a comprehensive approach towards design projects and for priorities to be set out in the Principal Activity Plan and project costs to be included in the Annual Budget.

The study aims to provide the first step in articulating a vision for the City by:

- Recognising what makes up the City's character.
- Identify the strengths and weaknesses of the City
- Identifying ways to maintain and enhance its stated character.
- Recognising strengths and weaknesses of local precincts
- Providing information about the City so informed decisions can be made in the planning and development of the public domain.

The study will be done from an urban design perspective using accepted urban design qualities:

**Identity** – an expression of the individuality of a city. Most strongly expressed through its landform and built form.

**Legibility** – how easily people get around a city. Mainly determined by a city's street layout pattern and landmarks.

**Variety** – cities should offer diversity of activities, with a mixed-use nature, and a rich and varied character.

**Accessibility** – good accessibility to activities, resources, information and places

**Good Quality Public Spaces & Meaningful Streets** – good quality public space should cater for the social, recreational and spiritual needs of the community. Streets are the most heavily used public space, and therefore have a strong influence on a person's perception of a city.

**Robustness** – making spaces, buildings and infrastructures durable and flexible in their use able to accommodate change.

**Balance between Public & Private Domain** – a city is mainly experienced through its public domain, which is normally defined by private buildings. The façade presented to major public spaces should be carefully considered as to its impact on a person's perception of the city.

**Viable City Centre** – a viable city centre provides good access, variety of activities, a safe and vital environment, memorable building and an active night life.

The study is not designed to be an exhaustive look at the City but an initiating report aimed at identifying the major elements. The study will be designed to be flexible; to change as the City changes, and to be added to as required. It will be used as the basis to help to identify and implement capital works projects, maintenance works and services provided by Council.

Council will be project managers for the study with consultants employed to carry out and produce the study. The consultants will be charged with preparing a document, which gives a clear overall vision of how to maintain and strengthen the character of the City. It will identify the precincts and their focal points. Established where Council's resources can best be spent, and highlight the positive effects this will have on the physical and cultural aspect of the City.

### **Precinct Design Projects**