



**2001/2002 Half Year Budget Review**

*Half Year Budget Review  
for the Period to  
31 December 2001*

**ATTACHMENT A**

APPENDIX 18

0124

<b>Contents:</b>	<b>Page</b>
Introduction	Page 1
Budget Analysis Process	Page 2
Management Overview	Page 3
Budget Review	
Operating Activities	Page 3
Capital Expenditure	Page 5
Vehicle & Plant Replacement	Page 5
Projects	Page 5
New Funding Requests	Page 5
Conclusion	Page 6
Recommendation	Page 6
<b>Appendices:</b>	
Savings / (Shortfall) by Business Unit	App A
Capital Expenditure Surplus (Shortfall)	App B
Projects - Surplus (Shortfall) by project	App C
Capital Works – New Works	App D
Proposals - New	App E

### Introduction

The City of Joondalup traditionally undertakes a Half Year Budget Review based on 31 December financial statements to identify any material issues arising from the delivery of the City's Annual Budget and how these issues, if any, could be addressed.

Since 1999/2000, a historical pattern of expenditure has become available for the City of Joondalup

operations and has been used as one of the tools in developing subsequent annual budgets and undertaking periodical reviews.

The City further streamlined its half yearly review process and this will assist business units in preparing for the 2002/2003 budget cycle due to commence in Feb/Mar 2002.

The City has further refined its financial reporting systems, developed ongoing financial systems and undertaken extensive financial training with front line staff which has assisted in reporting and managing the financial aspects of the activities under their control.

Substantial improvements in the level of understanding and accountability have been achieved amongst all levels of staff. This has resulted in prompt availability and improved quality of financial reports. Minor adjustments of actual expenditures continue to be required to correct mis-allocations.

The half yearly budget review process focuses on material variances, identifying the cause of variances and identifies savings which may be used to support current projects or to fund new projects.

Minor reallocations at budget line levels are proposed to enable accurate financial control and reporting. These adjustments will assist in the future financial forecasts required for the Principal Activities Plan and the 2002/03 budget.

The half-year review process has been extensive, with reviews of individual business plans, review of YTD and projected performance of every activity within the business unit and every project to identify the funding required for the current year. Additional requests for funding have been sought.

**On an overall basis, the City has net funds of \$645.3k available for redistribution to new spending proposals.** The net funds available for redistribution are after examining operational and project activities. The composition of the net funding is described further within the report.

Projects in progress have delivered a surplus available for reallocation of **\$484.7k**, due to reduced cost estimates for the project, changes in the scope of the projects, deferral of projects, deletion of projects no longer required or where alternative solutions have been found.

The position can be summarised as follows:

	<i>Year End Projection – Surplus (Shortfall)</i>
<b>Operating Activities:</b>	<b>\$ 000's</b>
- Interest Earnings (shortfall)	(300.0)
- Income and Expenditure	351.5
<b>Total Funds (Shortfall) from Operating activities</b>	<b>51.5</b>
<b>Capital Expenditure</b>	<b>109.1</b>
<b>Projects</b>	<b>484.7</b>
<b>Total Additional Revenue and Savings identified</b>	<b>645.3 k</b>

	<i>Year End Projection – Surplus (Shortfall)</i>
<b>Funding Requests:</b>	
<i>New Capital Works</i>	<i>(227.6 k)</i>
<i>New Proposals – Priority 1</i>	<i>(417.7 k)</i>
<b>Total Funding Requests</b>	<b><i>(645.3 k)</i></b>
Funds shortfall if all funding requests approved	\$ NIL

A number of Capital Works projects funded from Municipal funds are expected to be carried forward at 30 June 2002. These total \$650.0k.

It is possible to utilise these funds for the New Funding Requests. However, it must be recognised that the current projects would then need to be funded in the 2002/03 budget.

Expected Capital Works to be carried forward at 30 June 2002 (Untied Funds)	\$ k
<i>Currambine Community Centre</i>	<i>400.0 k</i>
<i>Joondalup Performing Arts (Conceptual Design)</i>	<i>250.0 k</i>
Total Untied Funds	\$ 650.0 k

It is anticipated that further Capital Works will be carried forward at 30 June 2002, however funding for these works are tied to specific funding sources, and these funds are therefore not available for reallocation at this point in time.

### **Budget Analysis Process**

The half year budget review process and supporting reports were developed to assist Business Units in undertaking a performance review of the Operating Budgets and Projects and to report by exception on the major variances, analysing Year to Date performance and projecting this forward to a Year End Savings/(Shortfall).

The City of Joondalup's Adopted Budget 2001/2002 can for simplicity be viewed as comprising of the following elements:

- **Operating Budgets** – for day to day operations controllable by Business Unit Managers
- **Vehicle and Plant Replacement** – for the ongoing replacement of existing vehicles and plant controllable through Asset Management
- **Capital Expenditure** – for items of capital expenditure not related to projects
- **Capital Works** – for specifically funded capital works in progress projects controllable through Infrastructure Management
- **Projects** - for specifically funded projects controlled by Business Unit Managers

**This budget review process has been modified from last year.** Managers have become more familiar with the financial reports through training, the rollout of the ADI reporting system and through the development of tailored financial reports.

Financial Reports available from Oracle Financials and subsidiary systems allow this type of analysis to be undertaken on a Business Unit, Activity or Location basis.

Oracle Financial reports are used to review and report on **Operating Activities** by Activity.

The **Vehicle And Plant Replacement Programme**, including Profit and Loss on Asset Disposal has been reviewed.

**Capital Expenditure** is recorded through the Oracle Asset module with reports being obtained from the Oracle Assets module and Oracle Financial reports

**Capital Works** are reported through Oracle Projects and the analysis and projection of performance on Capital Works has been undertaken independently by the Infrastructure Management Directorate.

Oracle Financial reports are used to review and report on **Projects**.

Business Units have undertaken an analysis at Activity level, for **Operating Activities** and in accordance with the principle of managing on a “bottom line basis”, have matched projected overspend variances against underspend variances

to report a net position. The net Business unit position has been considered in the review.

### Management Overview

Through the Half-Year Budget Review process, the City of Joondalup is projecting funds available for redistribution of \$645.3k.

The following table highlights the identified savings, dissected into four major budget classification areas:

	Surplus For Redistribution
Operating Activities	\$ 51.5 k
Capital Expenditure	\$ 109.1 k
Vehicles & Plant Replacement	0 k
Projects	\$ 484.7 k
	\$ 645.3 k

The above includes major variances on Projects, as the objective of the review exercise is to focus on funding available for redistribution.

**The available funding excludes surpluses arising from Environmental Waste Services, Swimming Pool Inspections which are allocated to specific reserves at the end of the financial year and are therefore not available for redistribution**

through the Budget Review process. Surpluses arising from Special Area Rates must be allocated to the relevant Specific Reserve at the end of the financial end in accordance with the requirements of the Local Government Act (1995) and are therefore not available for redistribution through the Budget Review process.

Requests for funding of projects or capital works not included in the Adopted 2001/02 budget have been received from Elected Members and Business Units. These are shown below:

	(Funding Requests) \$
<b>New Funding Requests:</b>	
Capital Works	(\$ 227.6 k)
Proposals – Priority 1	(\$ 417.7 k)
<b>Total New Funding Requests</b>	<b>(\$ 645.3 k)</b>

### Budget Review – Operating Activities

Using financial and management information available at 31 December 2002, Business Units reviewed the financial performance of the unit, to identify any areas which would have a major impact on the business unit's year-end position.

The total Operating Activities for the City projects a surplus of \$51.5k.

Surpluses relating to Environmental Waste Services, Swimming Pools Inspections and Special Are Rating have been excluded from the overall reported position as these are allocated to specific Reserves at the end of each year.

Surplus (Shortfalls) by business unit is shown at Appendix A.

The following table summarizes the performance by Directorate:

	Year End Projection – Surplus (Shortfall) \$
Central Finance	(426.4 k)
Governance	30.0 k
Office of the CEO	114.1 k
Resource Management	486.1k
Planning & Development	142.0 k
Infrastructure Management	(326.0 k)
Community Development	31.7 k
Total Surplus from Operations	\$ 51.5 k

The following matters are worthy of comment:

#### Central Finance

The total projected shortfall of (\$426.4k.) This is due to:

- a significant decline in global interest rates which is expected to result in a decrease of

(\$300k) in interest income on Municipal funds to budget. This is despite a larger than anticipated pool of investment funds being available during the course of the year as a result of improved rates collections and year-to-date underspending.

- Income from Interim Rates is expected to be (\$200k) lower than budget.
- Additional interest on outstanding rates \$90k.
- Additional Administration charge on instalments \$13k.
- Additional Grants Commission income \$5.6k
- Additional Pensioner Deferred Rates \$5k
- Additional Discounts on Rates (\$40k).

A decrease in interest income on Reserves of \$300k is also expected due to lower interest rates in the market. However this impacts upon Reserve Account balances and does not impact on the funds available for redistribution.

#### Governance

Surplus arising from savings in Catering of \$30.0k.

#### Office of the CEO

The Office of the CEO includes Executive Services, Council Support, Marketing, Strategic Planning, Organisation Strategic Development, Contract Management, Information Services and Human Resource Management.

The Directorate is projecting a net surplus of \$114.1k that arises from the following major items:

#### Savings:

- Council Support – \$20k - salary costs
- Marketing – \$20k – salary costs (Manager not replaced)
- Information Services - \$40k – software maintenance
- Strategic Planning – \$20k - consulting costs

#### Additional Costs:

- Safer Community Programme including the City Watch programme – (\$19k) – additional costs in programme

#### Resource Management

The Resource Management Directorate is projecting a net surplus of \$486.1k which arises from the following major items:

#### Additional income / Savings:

- Forfeiture of Bonds - \$249k
- Salaries – staff vacancies not backfilled \$20k
- Commission / Credit Card Charge - \$60k
- Non replacement of Business Systems Accountant position - \$53k
- Building Maintenance + Plant Maintenance Costs - \$120k

#### Additional Costs / Reduced Income:

- National Competition Policy Grant not expected – (\$25k)

#### Planning & Development

The Planning & Development Directorate is projecting a net surplus of \$142.0k which arises from the following major items:

#### Additional income:

- Land Purchase Inquires - \$43k
- Building Licences - \$100k
- Development Application Fees - \$20k

#### Additional costs:

- Shortfall in Income (\$4k)
- Additional Postage and Advertising costs (\$8k)

Increased revenues are expected from increased building activity due to the First Home Owners scheme, lower interest rates and building licence fees on major business development within the City. (Edith Cowan University \$79k)

#### Infrastructure Management

The Infrastructure Management Directorate is projecting a shortfall of (\$326.0k) due to the following:

- Grant funding relating to the Formula Road Grant totalling (\$1,197k) had erroneously been double counted in the Adopted Budget. This funding will not be received and this adjustment therefore reduces the amount available for redistribution. However a \$500k MRRP grant was received which reduced the impact to a net (\$697k).

- A non operational grant of **(\$9.0k)** will not be received
- A grant of **\$380k** has been received from Main Roads in respect of Shenton Avenue. Council had budgeted to undertake the total expenditure but had not expected the additional grant when the budget was adopted. The grant funding was expected to be received during the 2002/03 year, but has been made available by Main Roads on the proviso that the funds will be spent in 2001/02. The \$380k Municipal Funds will need to be rebudgeted in 2002/03.
- The surplus arising from Environmental Waste and Special Area Rates are excluded from this fund reallocation as any surplus is required to be transferred to specific Reserve at year end.

#### Community Development

The Community Development Directorate is projecting a net surplus of **\$31.7k** which arises from the following major items:

#### Additional Income / Savings:

- Additional Poundage Fees - **\$25k**
- Salaries - **\$30k** – non replacement of Director

#### Reduced Income:

- Hire of Facilities – **(\$28k)**

#### Budget Review – Capital Expenditure

Surplus of **\$109.1k** is projected (Refer *Appendix B*) and arises from the following:

- **\$112,966** – purchase of GPS for Safer Community Programme not required
- replacement purchase of laser printer for Leisure and Rangers - **(\$2,700)**

#### Budget Review – Vehicle & Plant Replacement

Asset Management has reviewed the Vehicle and Plant replacement Programme. No savings have been forecast in relation to the Motor Vehicle & Plant Replacement program. However, if vehicles are disposed of as part of the organisation restructure, the profit on disposal will result in funds being available of reallocation.

#### Budget Review – Projects

Projects approved in the Adopted Budget are separately identified through project numbers. The review of Projects indicates net Savings of **\$484.7k**. A list of the “surplus (shortfall) by project” is shown at *Appendix C*.

Reasons for savings / shortfalls are as follows:

	Savings (Costs) \$
Projects cancelled	\$ 65.0 k
Projects postponed this year	\$205.5 k
Savings anticipated	\$ 242.7 k
Additional funds required	(\$ 28.5 k)
<b>Total New Funding Requests</b>	<b>\$ 484.7 k</b>

#### New Funding Requests

Business Units and Elected Members have submitted a number of new capital works and projects. These total **\$645.3k** and have been categorised as follows:

	Savings (Costs) \$
<b>Capital Works – New Works:</b>	
Grant Funding Received (Income)	651.0 k
Grant Funding applied to New Works	(651.0 k)
Capital Works previously approved by Council	(24.2 k)
Capital Works to be approved	(203.4 k)
<b>Total Municipal Funding Required</b>	<b>(227.6 k)</b>
<b>New Proposals</b>	<b>(\$ 417.7 k)</b>
<b>Total new Capital Works and Proposals</b>	<b>(\$ 645.3 k)</b>

**Capital Works – New Works**

Refer *Appendix D*

- **Additional Tied Grants** – The City received **\$651.0k** in additional grant funding which is to be applied to specific works. As no costs had previously been budgeted, the income received is fully offset against expenditure to carry out those works. As a result – no funds are available for reallocation.
- **Approved Capital Works** – Capital Works totalling **\$24.2k** have previously been approved by Council and are to be funded from the available surplus.
- **Capital Works to be funded** - Capital Works totalling **\$203.4k** are to be funded from the available surplus.

**New Proposals**

New proposals totalling **\$417.7k** are listed at *Appendix E*. Details of each proposal is attached.

**Conclusion**

The funding equation is summarised as follows:-

		Year End Projection – Surplus (Shortfall)
<i>Savings:</i>		
<i>Operating Activities (Appendix A)</i>		51.5 k
<i>Capital Expenditure (Appendix B)</i>		109.1 k
<i>Projects (Appendix C)</i>		484.7 k
<b>Total Savings</b>		<b>\$ 645.3 k</b>
<i>Funding Requests:</i>		
<i>Capital Works (Appendix D)</i>		
<b>Funded:</b>		
<i>Grants Income</i>	651.0 k	
<i>Grants Expenditure</i>	651.0 k	Nil
<b>Unfunded:</b>		
<i>Current Works</i>	24.2 k	
<i>New Works</i>	203.4 k	227.6 k
<i>New Proposals (Appendix E)</i>		417.7 k
<b>TOTAL REQUESTS</b>		<b>\$ 645.3 k</b>

**Recommendation**

The identified surplus from Operations, Capital Works and Projects is sufficient to fund the requests for funding as shown.

This report recommends that Council:

- Notes the half-year budget review for the period to 31 December 2001
- by Absolute Majority vote in accordance with the provisions of s6.8(1) of the Local Government Act (1995), relocates the identified surplus funds (**\$645.3k**) for new Capital Works (**\$227.6k**) and new Proposals (**\$417.7k**).

## Appendix A Savings (Shortfall) by Business Unit

Business Unit No	Business Unit	Surplus (Shortfall) - By B/Unit	Surplus (Shortfall) - By Directorate
		\$	\$
2	Central Finance	(426,375)	(426,375)
50	Governance	30,000	30,000
	<b><u>Directorate - Office CEO</u></b>		
11	Office of the CEO Administration	0	
12	Executive Support	0	
13	Council Support	20,000	
15	Marketing	39,578	
18	Information Services	42,850	
21	Strategic Planning	22,500	
221	Organisational Planning	0	
222 / 813	Safer Community and City Watch	(19,047)	
23	Human Resources	0	
24	Contracts Management	8,220	
	Total - Directorate - Office of the CEO		114,101
	<b><u>Directorate - Resource Management</u></b>		
31	Resource Management Administration	224,317	
32	Corporate Finance	18,000	
33	Accounting Services	243,750	
	Total - Directorate - Resource Management		486,067
	<b><u>Directorate - Planning and Approvals</u></b>		
41	Planning and Approvals - Administration	4,000	
42	Approval Services	150,000	
43	Urban Design	(12,000)	
	Total - Directorate - Planning and Approvals		142,000
	<b><u>Directorate - Infrastructure Management Services</u></b>		
61	IMS Administration	0	
62-72	Total - Directorate - Infrastructure Management Services	(326,000)	(326,000)
	<b><u>Directorate - Community Services</u></b>		
81	Community Development Administration	34,635	
82	Leisure & Rangers	(7,022)	
88	Community and Health	0	
95	Library Services	4,072	
	Total - Directorate - Community Services		31,685
	Net (Shortfall) from Operations	\$ 51,478	\$ 51,478



## Appendix B – Capital Expenditure - Surplus (Shortfall)

Item	Surplus (Shortfall)	Reason
GPS for Safer Community Programme	\$ 112,966	Capital expenditure not required as this function is being undertaken by NGS
Printer / Fax for CEO	(\$ 1,200)	Printer and facsimile for the office of the CEO
Replacement of Laser printer - Leisure and Rangers business unit	(\$ 2,700)	Replacement of printer
<b><i>Total Surplus available for reallocation</i></b>	<b><i>\$109,066</i></b>	

## Appendix C – Projects - Surplus (Shortfall) by Project

Project Name	Unit	Savings \$	Reason
<b>Projects Cancelled</b>			
D799 – Contestability Framework	Contracts	30,000	Organisational culture changes such as Reward and Recognition and Performance management system make it more appropriate to commence with a pilot project and focus on Best Practice instead of Best Value Principles
F023 – Exhibition Centre	Economic Development	35,000	Project not relevant in current context
Total of Projects Cancelled		65,000	
<b>Projects Postponed</b>			
D782 – Strategic Marketing Plan	Leisure	16,000	Lifeline trademark will not be launched in this financial year, but this item will be included for consideration in the 2002 /2003 financial year.
F102 - Review of Child Health Centre	Community Development	8,000	Project will not be completed this financial year so there will be savings of \$8,000
F271 - Digital Signatures	Council Support	21,500	Project postponed due to weak Australian dollar
F021 - Strategic Planning Facilitation	Strategic Planning	15,000	Project postponed – until 2002/03
F154 - Review and upgrade of financial systems	Resource Management	145,000	Project postponed – until 2002/03
Total of Projects Postponed		205,500	
<b>Projects With Savings</b>			
F342 - Corporate PC Replacement Programme	Information Services	25,000	Savings - lower equipment costs
F025 - Web Development Applications	Online Services	32,300	Savings - work completed internally
F112 - Foreshore Recreation Strategy	Strategic Planning	5,000	Quotes for the project suggest possible savings in the order of \$5000.

F293 - Public Web Design	Online Services	7,000	Savings - work completed internally
C651 - Consulting (Lot 118)	Strategic Planning	25,000	Savings anticipated
F006 - Building Licences Storage	Council Support	3,000	Savings due to faster completion of project
F012 - Customer Service Quality	Marketing	2,400	Savings anticipated due to overestimation of costs
F030 - Economic Development	Economic Development	22,800	Savings anticipated
F035 - Enterprise Bargaining Agreement	Human Resources	5,000	Savings anticipated due to overestimation of costs
F278 - New Letter folding machine	Accounting Services	6,000	Savings as equipment costs less than anticipated
F285 - Gold Programme	Leisure	5,000	Savings as work completed using operating funds
F052 - Scanning Building Licences	Building Approvals	23,000	Savings anticipated - work done in-house
F120 - Microfiche project	Building Approvals	4,700	Savings anticipated - work done in-house
F050 - Additional Staff	Building Approvals	4,000	Savings due to delay in recruitment
F180 - Future Directions Youth Services	Community Development	19,000	Savings due to delay in recruitment
F304 - Community Transport Service	Community Development	13,500	Savings due to delay in recruitment
F315 - Permanent appointment of Special Projects Officer	Leisure	20,000	Savings due to delay in recruitment
F357 - Future Directions Community Services	Community Development	20,000	Savings due to delay in recruitment
Total of Projects with Savings		242,700	
<b>Projects With Increased Costs</b>			
F060 - Precinct Concepts	Urban Design	(11,500)	Increase scope of project for video recordings
F188 - Phasing Valuations	Accounting Services	(6,000)	Additional costs to complete software programme
F321 - Regional Portal Project	Online Services	(11,000)	Additional funds required to complete works
Total of Projects With Increased Costs		(28,500)	
<b>Total Surplus available for reallocation</b>		<b>\$ 484,700</b>	

## Appendix D – Capital Works – New Works

Funding Source	New Income	New Expenditure	Application of Funds
<b>Tied Funding Grants</b>	\$	\$	
Contributions (WAGR) Collier Pass Parking	578,000	578,000	Collier Pass, Joondalup – Street Improvements This contribution from WAGR is for street improvements including improved on street parking. The additional parking addresses current problems associated with rail commuter parking.
FLRG Grant Increase	10,190	10,190	The City receives FLRG grants that are allocated to road resurfacing. This year, an extra increase has been received and this will be allocated to the existing Road Resurfacing – Various Road Programs
MRWA Direct Grant Increase	13,609	13,609	The City receives Main Roads direct grants that are allocated to road resurfacing. This year, an extra increase has been received and this will be allocated to the existing Road Resurfacing – Various Road Programs
Lotteries Commission (Mullaloo Surf Club) increase	30,000	30,000	Mullaloo Surf Lifesaving Clubroom Extensions. This project is being jointly funded with the Club, the Lotteries Commission and the City. The Club and the City are funding \$120,000 each and the Lotteries Commission has allocated an additional \$30,000 over its \$120,000 for a funding allocation of \$160,000.
Department Planning Infrastructure Coastcare	10,890	10,890	Dune Stabilisation – Mullaloo. This additional funding has been provided from the Department of Planning and Infrastructure for these stabilisation works on the foreshore.
Department Planning & Infrastructure (PBN)	8,300	8,300	Perth Bicycle Network Extensions. CJ414-11/01 refers.
<b>TOTAL - Funding and Expenditure</b>	<b>\$ 650,989</b>	<b>\$ 650,989</b>	

<b>Approved Capital Works</b>			
4091 Joondalup Admin – Fire Phones		4,770	Project previously approved by Council. These additional funds are to complete the upgrading of the fire alarm system, as intercom phones are required between the master panel and Warden phones on each floor. This is a safety requirement, so communication feedback can be given between the floors and the central command position.
4091 Joondalup Admin – Upgrade heater banks		14,400	The heater banks have existing relays that fail on a regular basis. Upgrading of the relays is required for safer switching of the heater banks. These works are needed as part of the VAV box upgrade in progress.
6386 Melaleuca Drive Traffic Island		5,000	Address traffic safety issue (CJ444-12/01)
<b>Additional Capital Works previously approved</b>		<b>\$ 24,170</b>	

6380 - Davallia Road Modifications		48,450	Additional works required for verge re-establishment at Warwick Road junction, Granadilla Street and Nicholli Street. This was to comply with Traffic Management design criteria.
6307 - Warwick Road / Dorchester Avenue		60,000	This is a State Blackspot funded project for 2001/2002, jointly funded with the City and State Government. Works include construction of a dual lane roundabout at this major intersection. Following the detailed design it was revealed that additional funds are required due to the approaches of the roundabout being extended to accommodate improved traffic safety and flow requirements. This resulted in increased pavement to be constructed and increased verge reinstatements which now include the relocation of Western Power 22 KV power poles. The project is currently being advertised for Tender.
6310 – Whitfords Avenue / Kingsley Drive		60,000	This is a State Blackspot funded project for 2001/2002, jointly funded with the City and State Government. Works include construction of a dual lane roundabout at this major intersection. Following the detailed design it was revealed that additional funds are required due to the approaches of the roundabout being extended to accommodate improved traffic safety and flow requirements. This resulted in increased pavement to be constructed and increased verge reinstatements which now include the relocation of Western Power 22 KV power poles. This project is currently being advertised for Tender.
4125 Joondalup Admin - Seal Eaves		30,000	The Administration Building is over 20 years old and due to deterioration and damage, no air seal exists between the ceiling and eaves on the 3 <sup>rd</sup> floor. Outside air infiltration cannot be prevented and this adversely affects the efficient operation of the air conditioning. During hot or humid conditions, the air conditioning cannot cope and the whole building temperature rises. It is proposed to reseal the eaves at the same time as roof replacement works, programmed to commence in March/April, 2002. This will enable a saving of \$10k if the works are done jointly.
Aldwych Way laneway		5,000	Concerns have been expressed over the speed of some motorists using the laneway linking Aldwych Way. This situation has been ongoing for some time and as an initial first step, the City has implemented advisory speed pavement markings and no parking lines to reflect this low speed environment. Whilst the installation of additional speed reduction devices is being considered, the co-operation of all users is being sought to drive in accordance with the function of the laneway.
New Capital Works for approval		<b>\$ 203,450</b>	
<b>Total –Funding Required</b>		<b>\$ 227,620</b>	

## Appendix E – Proposals - New

Business Unit No	Proposal Name	Officer Responsible	Reason	Amount \$
95	F183 Public Internet Terminal Printers	N Clifford	Satisfy customer demand for printing facilities from internet enquiries	13,200
88	F370 Joondalup Festival Youth Tent	M Barry	Increase awareness of the City's Youth and Family Services through the provision of information	3,200
22	F383 Video Production Targeting Greenhouse Gases	J Kirton	Video to highlight positive partnerships between the City and the community and sustainable initiatives that produce "win-win" outcomes for the community	7,500
43	F390 Conservation Management Plan	D Butcher	Restoration of Aboriginal heritage site	14,025
81	F391 Promotional Video Community Connections	N Clifford	Promote greater awareness and participation	2,000
81	F392 West Perth Football Club Planning Business Support	N Clifford	Assist the West Perth Football club to achieve financial stability	5,000
23	F393 Organisation Review	M Loader	Increase efficiency through organisational restructure	250,000
42	F394 Additional Pool Enclosure Inspector	C Terelinck	Compliance with new legislation and improved auditing of pool inspection programme	3,770
21	F399 Technical Documentation of Web services Architecture	R Fischer	Develop and document technical specifications of web services architecture	3,000
21	C651 North Metro Business Enterprise Centre Service Agreement	R Fischer	Maximise employment opportunities and encourage development in the region	50,000
21	Connolly Community Centre **	R Fischer	Funding for Connolly Community Centre - Residents Contribution \$250k.	65,875
	<b>Total Proposals – requested for funding</b>			<b>\$ 417,570</b>

\*\* Connolly Community Centre

- The overall funding of this project is as follows:

Estimated Construction cost	\$ 473,757
Equipment and furnishings #	28,910
Total Cost of Project	<b>\$ 502,667</b>
If Grant successful	\$ 473,757
Less Connolly Residents Association	250,000
Total Funding from City of Joondalup	223,757
Less funding in half year budget	65,875
To be funded 2002/03	<b>\$ 157,882</b>

# Lotteries Grant will be sought for this purpose.

- An additional \$157,882 will need to be funded in the 2002/03 Budget to complete the project provided the grant application to Lotteries Commission for \$28,910 is successful



**Project Basics****Business Unit: Library & Information Services****Activity Centre: Library Services****Project Short Title: Public internet terminal printers (F183)****Project Characteristics****Project Theme:** Lifestyle**Project Strategy:** Promote the Electronic Community (Lifestyle)**Suburb:** Multiple Suburbs**Project Description**

**Project Description:** Purchase and install printers to enable customers to obtain hard copy of their internet enquiry results. PCs have already been installed.  
Income generated will eventually off-set Council costs.

**Project Outcomes:** Satisfy existing customer demand for additional facilities.

**Performance Indicators:** Income generated.

**Budget Expectations**

(Acct: 11.80.95.952.xxxx.F183)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$13,800	\$	\$	\$	\$
<i>Total Operating Required</i>	(\$600)	(\$1,800)	(\$2,000)	(\$2,000)	(\$2,000)

**Project Justification**

**Community Benefits:** Enhanced access to information on the world wide web.

**Legislative Requirements:**

**Organisational Benefits:**

**Project Impact & Priority****Project Priority:** 1**Councillor Request:** None

## Project Basics

**Business Unit: Community & Health Services**

**Activity Centre: Youth Services**

**Project Short Title: Joondalup Festival: Youth Tent (F370)**

## Project Characteristics

**Project Theme:** Leadership

**Project Strategy:** Take a Leadership Role, Initiate, Facilitate and promote Leading-Edge Projects and Best Practices (Leadership)

**Suburb:** Multiple Suburbs

## Project Description

**Project Description:** To utilise the Joondalup Festival Youth Tent as an opportunity to promote the City of Joondalup's Youth and Family Services (including the YAC's), whilst supporting the provision of space and activities for local young people.

**Project Outcomes:** Increased awareness of the City's Youth and Family services through the provision of information and participation of staff and YAC members.

Youth friendly space provided for local young people with activities that celebrate youth culture.

Partnerships enhanced with other business units in City of Joondalup for the benefit of young people.

**Performance Indicators:** 1. Information accessed by young people attending the Youth Tent.  
2. Participation of young people in activities in the Youth Tent.  
3. Profile of City of Joondalup's Youth and Family services raised.

## Budget Expectations

(Acct: 11.80.88.898.xxxx.F370)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$	\$	\$	\$	\$
<i>Total Operating Required</i>	\$3,200	\$3,200	\$3,200	\$3,200	\$

## Project Justification

**Community Benefits:** Young people's needs are met. Young people will be viewed positively by the broader community as they engage in youth specific activities. Young people are involved in the organisation of the Joondalup Festival. By including young people in the Joondalup Festival the event becomes a whole of community event and works to breaking down current stereotypes.

**Legislative Requirements:**

**Organisational Benefits:** Business units working collaboratively for the benefit of our local young people. The City of Joondalup and its Youth and family services are promoted.

## Project Impact & Priority

**Project Priority:** 1

**Councillor Request:** None

## Project Basics

**Business Unit: Organisation & Strategic Development**

**Activity Centre: Local Agenda 21**

**Project Short Title: Video production: "Targeting Greenhouse Gases",  
Environmental and Sustainable Development  
Initiatives (F383)**

## Project Characteristics

**Project Theme:** Lifestyle

**Project Strategy:** Promote and Enjoy Lifestyles That Engender Environmental, Social and Economic Balance (Lifestyle)

**Suburb:** Multiple Suburbs

## Project Description

**Project Description:** A corporate video production featuring "Targeting Greenhouse Gases" and the City's approach towards reducing Greenhouse gas emissions and encouraging environmentally sustainable development, as part of the Cities for Climate Protection programme. Based on interviews with key stakeholders and sustainability leaders, including the Mayor, staff, community groups, and business operators. The programme will highlight the positive partnerships between the City and the community, and sustainable development initiatives that produce "win win" outcomes for the community.

**Project Outcomes:** Corporate Video Production.

**Performance Indicators:** Participation of staff and community groups.

## Budget Expectations

(Acct: 11.20.22.223.xxxx.F383)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$	\$	\$	\$	\$
<i>Total Operating Required</i>	\$7,500	\$	\$	\$	\$

## Project Justification

**Community Benefits:** Community education and profile raising. Highlights positive community participation and achievement in environmental and sustainable development initiatives. Assists community consultation process, Cities for Climate Protection programme milestone 2 and 3.

### Legislative Requirements:

**Organisational Benefits:** Promotional and educational resource. Staff education and training. Applicable to staff induction training. Opportunity to market to other local government authorities and interested parties. Demonstrates local leadership by the promotion of leading edge projects. Demonstrates the City's commitment to implement projects which focus on enhancing environmental, social and economic balance.

## Project Impact & Priority

**Project Priority:** 1

**Councillor Request:** None

**Project Basics****Business Unit: Urban Design & Policy Services****Activity Centre: Planning & Policy Services****Project Short Title: CONSERVATION MANAGEMENT PLAN (F390)****Project Characteristics****Project Theme:** Lifestyle**Project Strategy:** Rejuvenate Our Suburbs (Lifestyle)**Suburb:** Edgewater**Project Description****Project Description:** Preparation of Conservation Management Plan and restoration of aboriginal burial site.**Project Outcomes:** Restoration of aboriginal heritage site.**Performance Indicators:** To meet the needs of the aboriginal community**Budget Expectations**

(Acct: 11.40.43.432.xxxx.F390)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	(\$14,025)	\$	\$	\$	\$
<i>Total Operating Required</i>	\$28,050	\$	\$	\$	\$

**Project Justification****Community Benefits:** restoration of the aboriginal heritage site**Legislative Requirements:** n/a**Organisational Benefits:** n/a**Project Impact & Priority****Project Priority:** 1**Councillor Request:** None

**Project Basics****Business Unit: Community Development Administration****Activity Centre: Community Education****Project Short Title: Promotional Video Community Connections (F391)****Project Characteristics****Project Theme:** Leadership**Project Strategy:** Fulfill and Maintain a Regional Coordinating Role (Leadership)**Suburb:** Multiple Suburbs**Project Description**

**Project Description:** Money required to pay for a promotional video which was developed for the National Innovation Awards presentation of COmmunity Connections in Canberra. These funds will cover these expenses (\$3,000) and will allow copies of the video to be made and distributed to schools and community groups and used at protional events.

**Project Outcomes:** Greater awareness and participation in Community Connections.

**Performance Indicators:** Larger awareness and involvement in Council run initiatives.

**Budget Expectations**

(Acct: 11.80.81.812.xxxx.F391)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$	\$	\$	\$	\$
<i>Total Operating Required</i>	\$2,000	\$	\$	\$	\$

**Project Justification**

**Community Benefits:** promotional video will be an effective way to spread the word about the roles and responsibilities of Council.

**Legislative Requirements:** No

**Organisational Benefits:** Yes develops a positive community image for Council.

**Project Impact & Priority****Project Priority:** 1**Councillor Request:** None

### Project Basics

**Business Unit:** Community Development Administration

**Activity Centre:** Community Development Administration

**Project Short Title:** West Perth Football Club Business Planning Support  
(F392)

### Project Characteristics

**Project Theme:** Lifestyle

**Project Strategy:** Encourage Provision of a Range of Innovative and Quality Facilities, Services and Recreational Activities (Lifestyle)

**Suburb:** Multiple Suburbs

### Project Description

**Project Description:** The engagement of a consultant to facilitate a competitive analysis of Western Australian Football League Clubs. With an end result of assisting the club to achieve financial stability.

**Project Outcomes:** A comparison of the financial position of the West Perth Football Club in comparison to other Western Australian Football League Clubs.

**Performance Indicators:** A supporting document to the West Perth Football Club's existing business plan.

### Budget Expectations

(Acct: 11.80.81.811.xxxx.F392)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$	\$	\$	\$	\$
<i>Total Operating Required</i>	\$5,000	\$	\$	\$	\$

### Project Justification

**Community Benefits:** Involving the Joondalup Community in the Business Planning Process of the West Perth Football Club.

**Legislative Requirements:** None

**Organisational Benefits:** Development of a clear understanding of the financial position of the West Perth Football Club in comparison to that of other Western Australian Football League Clubs. With an end result of the club achieving greater financial stability.

### Project Impact & Priority

**Project Priority:** 1

**Councillor Request:** None

### Project Basics

**Business Unit:** Human Resource Services  
**Activity Centre:** Human Resource Administration  
**Project Short Title:** Organisational Review (F393)

### Project Characteristics

**Project Theme:** Organisational Culture  
**Project Strategy:** Create Positive Achievement-Oriented Culture (Organisational Culture)  
**Suburb:** Joondalup

### Project Description

**Project Description:** To review the organisation to reduce duplication and promote clear processes. It is expected that there will be a reduction in the number of directorates and business unit managers that will mean less senior staff.

**Project Outcomes:** As a result of the organisational review it is foreshadowed that some senior staff members will be excess to requirements. This means that redundancy payments will be obligatory for the City should alternative suitable positions not be found.

**Performance Indicators:** A new structure

### Budget Expectations

(Acct: 11.20.23.231.xxxx.F393)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$	\$	\$	\$	\$
<i>Total Operating Required</i>	\$250,000	\$	\$	\$	\$

### Project Justification

**Community Benefits:** Less duplication, clear processes, a streamlined approach to the City's core business of service to the community.

**Legislative Requirements:** nil

**Organisational Benefits:** A restructured City administration with less costs

### Project Impact & Priority

**Project Priority:** 1  
**Councillor Request:** None

## Project Basics

**Business Unit:** Approval Services

**Activity Centre:** Private Swimming Pools

**Project Short Title:** ADDITIONAL POOL ENCLOSURE INSPECTOR (F394)

## Project Characteristics

**Project Theme:** Organisational Culture

**Project Strategy:** Excel in Customer Service (Organisational Culture)

**Suburb:** Multiple Suburbs

## Project Description

**Project Description:** The proposal is for one additional pool inspector to be employed on a permanent basis, to target the customer service demands created by legislative changes due to come into place in March 2002. The inspector would be employed at level 4 (equivalent to the existing pool inspector range)

an additional work station needs to be established (computer, chair etc). Provisional space exists to accommodate an extra officer in the pool team.

The new officer would utilise cars from the existing Approvals allocation. Projected travel of over 10000kms per annum (modelled on existing pool team travel distances) would have a knock on benefit of reducing the Approvals FBT burden (to be determined).

Although the legislation will not change until March 2002, it is suggested that the officer be appointed on adoption of the mid year review, to facilitate training in readiness for new demands.

Suggested budget impacts are as follows -

1. Staff member (level 4 range for 4 months of the 01-02 budget year)  
\$35 000 pa or \$11667 pro rata
2. Corporate overheads and cascading (unknown)
3. Office set up, includes PC and minor equipment - say \$3800
4. Revenue (100 pools per month from April - at say \$65 per pool)  
amounts to \$13000 in the current budget year.

**Project Outcomes:** Compliance with new legislation  
Improved auditing of pool inspection programme

**Performance Indicators:** Customer feedback  
Legislative compliance

## Budget Expectations

(Acct: 11.40.42.423.xxxx.F394)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$	\$	\$	\$	\$
<i>Total Operating Required</i>	\$3,770	\$	\$	\$	\$

## Project Justification

**Community Benefits:**

**Legislative Requirements:** COJ will comply with new legislation coming into place in March 2002

**Organisational Benefits:** Level of customer service will be improved by additional exposure of the pools team to the community

## Project Impact & Priority

**Project Priority:** 1

**Councillor Request:** None



**Project Basics****Business Unit:** Strategic Planning**Activity Centre:** On Line Services**Project Short Title:** Technical Documentation of Web Services  
Architecture (F399)**Project Characteristics****Project Theme:** Organisational Culture**Project Strategy:** Excel in Customer Service (Organisational Culture)**Suburb:** Multiple Suburbs**Project Description****Project Description:** Ensure all web services are fully documented including database structures and web applications, to ensure ease of maintenance regardless of personnel.

Cost for administrative assistance.

**Project Outcomes:** completed set of technical documentation**Performance Indicators:** all web services documented**Budget Expectations**

(Acct: 11.20.21.212.xxxx.F399)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$	\$	\$	\$	\$
<i>Total Operating Required</i>	\$3,000	\$	\$	\$	\$

**Project Justification****Community Benefits:** - maximum uptime to online services**Legislative Requirements:** none**Organisational Benefits:** - provide continuity of online services - enable ease of maintenance of online services**Project Impact & Priority****Project Priority:** 1**Councillor Request:** None

### Project Basics

**Business Unit: Strategic Planning**

**Activity Centre: Economic Development**

**Project Short Title: North Metro Business Enterprise Centre Service Agreement 2001/02 to 2003/04 (F402)**

### Project Characteristics

**Project Theme: Economic Vitality**

**Project Strategy: Establish Alliances with Key Stakeholders to Identify Opportunities (Economic Vitality)**

**Suburb: Multiple Suburbs**

### Project Description

**Project Description:** Currently, the City of Joondalup has a service agreement, signed in June 2000 to June 2001. A new application was submitted in 18 December 2001 for a renewed agreement from 2001/02 through to 2003/04 for \$50,000 and indexed for the subsequent three years. In Jan 2002 this is calculated on the basis of the average last three financial years's CPI for Perth. The average of 3.2 percent over the three years 1998/99 to 2000/2001 should be reviewed annually due to the GST in 2000/2001. \$65,000 will be given to the BEC by the Small Business Development Corporation and another \$24,000 will be given to the BEC by the Joondalup Business Association.

**Project Outcomes:** The Objectives of the North West Metro BEC are to:  
 1) Maximise the creation of employment opportunities by facilitating the establishment of new business startups within the North West Metropolitan Region.  
 2) To encourage and facilitate the development and broadening of the economic base within the North West Metropolitan Region.

### Performance Indicators:

### Budget Expectations

(Acct: 11.20.21.213.xxxx.F402)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$	\$	\$	\$	\$
<i>Total Operating Required</i>	\$50,000	\$51,600	\$53,251	\$	\$

### Project Justification

**Community Benefits:**

**Legislative Requirements:**

**Organisational Benefits:**

### Project Impact & Priority

**Project Priority: 1**

**Councillor Request: None**

## Project Basics

**Business Unit:** Organisation & Strategic Development

**Activity Centre:** Organisation & Strategic Development Administration

**Project Short Title:** Connolly Community Facility (C101)

## Project Characteristics

**Project Theme:** Lifestyle

**Project Strategy:** Promote and Enjoy Lifestyles That Engender Environmental, Social and Economic Balance (Lifestyle)

**Suburb:** Connolly

## Project Description

**Project Description:** Development of a community facility at Connolly. Council resolved at its meeting of 18 December 2001, Report CJ140 - 12/01, to ENDORSE that consideration be given at the mid year Budget review to the provision of funding support for the development of a community facility at Connolly to an amount of \$223,757. The Connolly Residents Association would contribute all the remaining grant funds of \$250,000 to the project and that Council contributes the balance required which is \$223,757

**Project Outcomes:** Community facility built in the suburb of Connolly.

**Performance Indicators:** Community facility built in the suburb of Connolly within budget and on time (once building schedule established).

## Budget Expectations

(Acct: 11.20.22.221.xxxx.C101)

	2001/02	2002/03	2003/04	2004/05	2005/06
<i>Total Capital Required</i>	\$65,875	\$157,882	\$	\$	\$
<i>Total Operating Required</i>	\$	\$	\$	\$	\$

## Project Justification

**Community Benefits:** Community facility built in the suburb of Connolly to meet various community needs.

**Legislative Requirements:** Nil

**Organisational Benefits:** Nil

## Project Impact & Priority

**Project Priority:** 1

**Councillor Request:** None