



City of
Joondalup

DRAFT AGENDA

FOR ELECTED MEMBERS'

BRIEFING SESSION

TUESDAY, 8 OCTOBER 2002

PUBLIC QUESTION TIME

Council allows for public question time at each Council meeting or Briefing Session, which is opened to the public. Questions must relate to the ordinary business of the City of Joondalup or the purpose of the Special Meeting, as appropriate.

The Mayor or the presiding person is responsible for the procedures and conduct of the public question time.

To enable prompt and detailed responses to questions, members of the public are requested to lodge questions in writing to the Committee Clerk two (2) days prior to the Council meeting or Briefing Session at which the answer is required. Answers to those questions received within that time frame will be provided in hard copy form at that meeting.

Those questions that are to be asked at the meeting are requested to be submitted in writing and placed in the 'question tray' prior to the commencement of the meeting. Those questions submitted in writing will be read aloud by the Chief Executive Officer and answers provided where possible. Verbal questions may be asked by members of the public and the period of time for verbal questions will be a minimum of fifteen (15) minutes.

The Mayor or presiding person shall decide to:

- *accept or reject the question;*
- *nominate a member of the Council and/or officer to answer the question; or*
- *determine that any complex question which requires research shall be taken on notice with a response provided as soon as possible and included in the agenda for the next ordinary meeting of the Council.*

The following 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 should be asked politely and are not to be framed in such a way as to reflect adversely on a particular Elected Member or officer;*
- *where an elected member is of the opinion that the question is not relevant to the business of the City of Joondalup or that a member of the public is making a statement, they may bring it to the attention of the meeting.*

DEPUTATION SESSIONS

Elected Members will conduct an informal session at the Briefing Session in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup, commencing at 6.00 pm where members of the public may present deputations by appointment only. (Please note that deputation requests are to be received by no later than 4.00 pm on the Monday prior to a Briefing Session.)

A time period of fifteen (15) minutes is set aside for each deputation, with five (5) minutes for Elected Members' questions. Deputation sessions are open to the public.

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

CITY OF JOONDALUP – BRIEFING SESSION

to be held in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup on
TUESDAY, 8 OCTOBER 2002 commencing at **6.00 pm**

ORDER OF BUSINESS

1 OPEN AND WELCOME

2 PUBLIC QUESTION TIME

The following questions were submitted to the Briefing Session held on 17 September 2002 by Mr Steve Magyar, Heathridge:

Q1 Can an explanation be given why Cr Carlos's motion to rescind the approval of the Mullaloo tavern fails to mention that Clause 4.5.3 of the City's Planning Scheme states that the power conferred by this clause may only be exercised if the Council is satisfied that:

(a) approval of the proposed development would be appropriate having regard to the criteria set out in Clause 6.8; and

(b) the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality?

A1 The reasons given in the rescission motion were prepared by Cr Carlos.

Q2 Does Cr Carlos's motion address any of the criteria of Clause 6.8 of the Planning Scheme?

A2 Yes.

Q3 Did the report to Council CJ204-08/02 detail the requirements of Clause 4.5.3 of the Planning Scheme?

A3 Report CJ204-08/02 makes reference to the fact that the Council is exercising discretion under the provisions of Clause 4.5 of District Planning Scheme No 2.

Q4 Did the report to Council CJ204-08/02 draw Council's attention to the requirements of Clause 6.8 of the Planning Scheme?

A4 The report includes consideration of the matters included in clause 6.8

The following questions were submitted by Mr S Magyar, Heathridge at the Briefing Session held on 17 September 2002:

Q1 Will the questions I submitted in writing be answered prior to next Tuesday's Council meeting?

A1 These questions have been taken on notice.

Q2 Cheque No 41585 - \$2882 to Paintball Skirmish WA. What was this cheque for?

A2 Payment of Team Building Exercise for 40 people.

Q3 Two of four cheques payable to RANS were cancelled. Why were the other cheques not cancelled?

A3 The cheques not cancelled were for payments due to RANS.

Q4 Cheque No 41874 - \$21,312.50 to James Christou. What was this cheque for?

A4 Payment of architectural fees for refurbishment of the administration building.

Q5 Cheque No 42059 - \$16,925.39 to Chamber of Commerce. What does Council receive for this amount?

A5 The City is a member of the Chamber of Commerce and this payment represents the 2002/2003 membership payment.

3 DEPUTATIONS

4 APOLOGIES AND LEAVE OF ABSENCE

Leave of absence previously approved:

Cr Hurst 12 October 2002 to 19 October 2002 inclusive

Cr A Walker 12 November 2002 to 26 November 2002 inclusive

5 DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY

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10 CLOSURE

ITEM 1 CITY OF JOONDALUP MAY 2003 ORDINARY ELECTIONS – [17518] [29068]

WARD - All

PURPOSE

To decide whether the City will conduct the May 2003 ordinary elections as an in person or postal election and whether the Electoral Commissioner will be responsible to conduct those elections.

EXECUTIVE SUMMARY

The City has received a letter from the Western Australian Electoral Commission requesting notification on whether or not the City would be conducting a postal vote in the upcoming May 2003 elections. The letter also acts as the agreement from the Electoral Commissioner to conduct the election.

The City's 2001 elections were conducted by post with a voter turnout of approximately 29.7%, which was a 1.5% increase on the inaugural City of Joondalup elections.

Funds have been made available in this year's budget. This report recommends that the City of Joondalup conducts the May 2003 elections as a postal election and declares the Western Australian Electoral Commissioner responsible to conduct the City of Joondalup elections.

BACKGROUND

As a result of recommendations made by the Royal Commission into the former City of Wanneroo, the inaugural elections of the City of Joondalup were conducted by means of a postal election. The change from in person to postal elections in 1999 revealed an increase of the voter participation rate from 6.51% in 1997 to 28.2% in 1999.

Following the success of the inaugural elections Council decided to conduct the 2001 elections and referendum again as postal. The voter participation rate for the 2001 elections and referendum was 29.7%, an increase of approximately 1.5% on the inaugural elections.

The cost of the 2001 election and referendum was \$215,000, which equates to a cost of approximately \$2.15 per elector. The costs of the 2001 elections were as follows:

	Description	Amount \$
1	Returning Officer fees	1,853.65
2	Head Office allocation (Total)	91,072.00
3	Casual staff	7,099.00
4	Postage mail out	33,543.10
5	Postage reply paid	12,044.37
6	Rolls	507.38
7	Advertising	2,498.78
8	Printing	52,400.24
9	Scanning Centre	13,981.23
	Total (excluding GST)	\$215,000.00

DETAILS

Local Government as an industry is now required to consult more with the community, encourage community participation and be more open and accountable for its actions. The City of Joondalup actively supports these requirements and considers elections to be an extremely important function and critical to achieving the above objectives.

Electoral Roll

Should the City decide to conduct its election by post, the CEO will be required to supply the Electoral Commissioner with a copy of the owners and occupiers roll. The Electoral Commissioner will be responsible for co-ordinating all other aspects of the election. Past experience shows that staff here at the City would be invited in the issuing of replacement papers and other minor tasks.

The Local Government Act 1995 makes provisions for the persons to be eligible to vote at local government elections.

Electoral Commission

Having the local government election process managed by the Western Australian Electoral Commission whose principal activity is to conduct elections, is generally accepted as being extremely positive for the following reasons:

- The election is conducted by professional staff appointed for that sole purpose;
- The election is overseen by an independent service provider with an in depth experience and adequate resources to perform the task;
- The appointment of the Electoral Commissioner to manage Local Government Elections removes any conflict of interest that may exist between elected members and the Returning Officer (which has been traditionally the Chief Executive Officer) and other local government officers appointed for the election.

The Western Australian Electoral Commission (WAEC) has given the City a cost estimate to conduct the May 2003 elections of \$249,000 (plus GST) to conduct the election. The cost is estimated on the following basis:

- 100,000 electors;
- 7 wards
- a mayoral election
- Response rate of 30%;
- 1 vacancy in each ward.

Included in the estimate is:

- Statutory advertising;
- Returning Officer and staff;
- Preparation of the mail out list;
- Election packages (Instructions, ballot papers etc);
- Printing and supply of electoral rolls of residents for the use of candidates; and

Fixed costs such as advertising, printing, mail out and Returning Officer fees are the major costs. The number of wards, candidates and elector turnout introduces variables.

Items not included in the estimate are:

- Non-statutory advertising
- Any legal expenses other than those that are determined to be borne by the WAEC in a Court of Disputed Returns; and
- Two local government staff members to work in the polling place on election day.

There will be the need for the City to undertake some intense local advertising in an effort to promote the election. There will also be an associated cost in preparation of the owners/occupiers roll. These costs have not been included in the estimate provided by the Western Australian Electoral Commission.

Statutory Provision:

Legislative Requirements

Section 4.61 of the Local Government Act 1995 enables the local government's elections to be held as either a "voting in person election" or a "postal election". The Act requires that prior to the 80th day before any election, the Council is to determine the mode by which the election will take place.

The "postal election" method of casting votes is by posting or delivering them to an electoral officer on or before Election Day, and must be carried out by the State Electoral Commissioner.

A "voting in person" election is one where the principal method of casting votes is by voting in person on Election Day but also allows for votes to be cast in person before Election Day or posted or delivered in accordance with regulations. The Chief Executive Officer and staff carry out a voting in person election unless another person is appointed as Returning Officer

If the City decides to conduct a "postal election" section 4.61 requires the following conditions be complied with:

- “(2) The local government may decide to conduct the election as a postal election (special majority required);
- (3) A decision under subsection (2) has no effect if it is made after the 80th day before Election Day;
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20 (4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration;
- (5) A decision made under subsection (2) on or before the 80th day before Election Day cannot be rescinded after that 80th day;
- (6) For the purpose of this Act, the poll for an election is to be regarded as having been held on Election Day even though the election is conducted as a postal election;

- (7) Unless a resolution under subsection (2) has effect, the election to be conducted as a voting in person election.”

COMMENT

There are now 49 Councils who exercise the right to conduct their elections as postal for the local government ordinary elections.

In 2001 the overall participation rate at postal elections was considerably higher than the statewide local government voter turnout figure. These higher turnout figures indicate that electors are more prepared to vote in postal elections. This has been the case for the City since the inaugural elections, which received 28.21% voter participation compared with the 6.51% recorded for the 1997 former City of Wanneroo elections.

It is therefore recommended to hold the 2003 elections for the City on Saturday, 3 May 2003 and request the Western Australian Electoral Commissioner responsible to conduct it by postal vote.

Account No:	11 10 13 131 4201 F114
Budget Item:	Elections
Budget Amount:	\$240,000
YTD Amount:	\$
Actual Cost:	\$249,000 (plus GST)

At its meeting held on 24 September 2002 (Item CJ226-09/02 refers) Council resolved:

“that consideration of the matter pertaining to the City of Joondalup May 2003 ordinary elections be DEFERRED to the next ordinary meeting of Council scheduled to be held on 15 October 2002.”

VOTING REQUIREMENTS

Special Majority

RECOMMENDATION

That Council BY A SPECIAL MAJORITY in accordance with:

- 1 Section 4.61(2) of the Local Government Act 1995, AGREES to conduct the May 2003 Election as a postal election to be held on Saturday, 3 May 2003;**
- 2 Section 4.20(4) of the Local Government Act 1995, DECLARES the Electoral Commissioner responsible for the conduct of the Election as detailed in (1) above.**

ITEM 2 CHANGES TO COUNCIL MEETING DATES FROM 5 NOVEMBER 2002 TO 12 NOVEMBER 2002 – [02154] [50521]

WARD - All

PURPOSE

To alter the date of the ordinary meeting of the Council scheduled for 5 November 2002 to 12 November 2002.

EXECUTIVE SUMMARY

The Mayor and Deputy Mayor have both indicated they will be unable to be in attendance for the Council meeting scheduled to be held on Tuesday 5 November 2002. In order to ensure there is sufficient representation in the Chamber, it is recommended that the meeting be rescheduled to Tuesday 12 November 2002.

BACKGROUND

The Council at its ordinary meeting held on 26 March 2002 set its meeting schedule up to April 2003. The agreed decision making process was a rolling three weekly cycle comprising of:

- Strategy Session
- Briefing Session
- Council meeting.

The agreed decision making cycle set an ordinary meeting of the Council for 5 November 2002 with a Strategy Session to be held on 12 November 2002.

DETAILS

It has been suggested that as both the Mayor and the Deputy Mayor will be unable to attend the Council meeting scheduled to be held on 5 November 2002, that it be rescheduled to 12 November 2002, with the Strategy Session planned for that date being cancelled.

Statutory Provisions:

Sections 5.6 and 5.34 of the Local Government Act 1995 state as follows:

5.6 Who presides at Council Meeting:

- (1) The mayor or president is to preside at all meetings of the Council.
- (2) If the circumstances mentioned in section 5.34 (a) or (b) apply the deputy mayor or deputy president may preside at a meeting of the Council in accordance with that section.

- (3) If the circumstances mentioned in section 5.34 (a) or (b) apply and:
- (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president;
- then the Council is to choose one of the councillors present to preside at the meeting.

5.34 When deputy mayors and deputy presidents can act:

If:

- (a) the office of mayor or president is vacant; or
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president;

then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires.

COMMENT

As a result of the indicated absences of the Mayor and Deputy Mayor, and to ensure there is sufficient representation within the Chamber, it is recommended that the Council meeting to be held on 5 November 2002 be rescheduled to 12 November 2002.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 AMENDS its decision of 26 March 2002 by:**
 - (a) CANCELLING the Strategy Session scheduled to be held at 6.00 pm on Tuesday 12 November 2002;**
 - (b) RESCHEDULING the ordinary meeting of the Council from 5 November 2002 to 12 November 2002, commencing at 7.00 pm;**
- 2 in accordance with the Local Government Act 1995, GIVES local public notice of the change to meeting dates as detailed in (1) above.**

ITEM 3 SCHEDULE OF DOCUMENTS EXECUTED BY MEANS OF AFFIXING THE COMMON SEAL - [15876]

WARD - All

PURPOSE

To provide a listing of those documents executed by means of affixing the Common Seal for noting by Council.

Document:	Copyright
Parties:	City of Joondalup and Bill Hawthorn
Description:	Recording of historical importance
Date:	5.09.02
Document:	Copyright
Parties:	City of Joondalup and Diana Roynards
Description:	Recording of historical importance
Date:	5.09.02
Document:	S70A
Parties:	City of Joondalup and Beatrice Chalk and Helen Taylor
Description:	Lot 72 on Plan 15298
Date:	5.09.02
Document:	Agreement
Parties:	City of Joondalup and Densford Pty Ltd
Description:	Execution of Contract No 043-01/02 – Collier Pass roadworks
Date:	11.09.02
Document:	Copyright
Parties:	City of Joondalup and Mary Burnett
Description:	Recording of historical importance
Date:	13.09.02
Document:	Copyright
Parties:	City of Joondalup and Barry Darch
Description:	Recording of historical importance
Date:	13.9.02
Document:	Copyright
Parties:	City of Joondalup and Jack Trow
Description:	Recording of historical importance
Date:	13.09.02
Document:	Lease
Parties:	City of Joondalup, Vodafone and Crown Castle
Description:	Assignment of Lease – Lot 145 Beach Road, Warwick
Date:	16.09.02

Document: Amendment
Parties: City of Joondalup
Description: Amendment No 14 to District Planning Scheme No 2
Date: 19.09.02

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

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

**ITEM 4 2002 ECOTOURISM ASSOCIATION OF AUSTRALIA
INTERNATIONAL CONFERENCE - MAYOR JOHN
BOMBAK - [00427]**

WARD - All

PURPOSE

To seek Council's approval for the Mayor to extend his visit to North Queensland, in conjunction with the Ecotourism Association of Australia International Conference, to permit inspection of the adjoining local government authority of Douglas Shire.

BACKGROUND

The Mayor and the Manager Strategic & Corporate Planning will be attending the 2002 Ecotourism Association of Australia International Conference from 21-25 October 2002 in Cairns, North Queensland. The theme of the Conference is "Ecotourism – A World of Difference".

The Douglas Shire Council, which is approximately 1½ hours drive north of Cairns, boasts a number of major ecotourism projects, such as the Port Douglas development (the Mirage), Daintree Cape Cooper Creek Wilderness. The Cooper Creek Wilderness is advantageously placed in the heart of the Daintree Rainforest. The world heritage Great Barrier Reef Marine Park is also located in this area. These projects are of world class standing, and it is considered desirable for the Mayor and the Manager Strategic & Corporate Planning to take the opportunity, whilst in Cairns, to visit as many projects as possible. The benefit to the City would be in the future development options for Ocean Reef and the linking of the environment and ecotourism.

The Manager Strategic & Corporate Planning has been authorised to extend her visit for an additional period of two days, to enable some of the projects referred to above to be witnessed.

DETAILS

The 2002 Ecotourism Association of Australia International Conference is being held in Cairns from 21-25 October 2002, with the overall conference theme being "Ecotourism – A World of Difference".

The costs associated with extending the Mayor's visit for a further two days, including two nights accommodation would be approximately \$500.00, plus car hire.

COMMENT

It is recommended that the Mayor and the Manager Corporate Strategic & Corporate Planning extend their visit to North Queensland for two days, as it is an ideal opportunity to advance their professional development, and also in order to gather information on ecotourism of benefit to the City.

This matter was submitted to the Council meeting held on 24 September 2002 (Item CJ129-09/02 refers). Due to a lack of quorum, no decision was made in relation to this item.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council AUTHORISES the Mayor to extend for a period of two days, his visit to North Queensland, to inspect other ecotourism projects in the Douglas Shire area, in conjunction with his attendance at the 2002 Ecotourism Association of Australia International Conference on 23-25 October 2002.

ITEM 5 2001/2002 ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS - [55264]

WARD - All

PURPOSE

To endorse the 2001/02 Annual Report and Audited Financial Statements and set a date for the Annual General Meeting of Electors.

EXECUTIVE SUMMARY

The City's auditor, Mr Peter Messer, Deloitte Touche Tohmatsu, has completed the audit of Council's records for the 2001/2002 financial year.

This Audit Report, together with the Annual Financial Report will form an integral part of Council's Annual Report to the electors at the Annual General Meeting.

The Local Government Act 1995 (Section 5.27) requires that the Annual General Meeting is to be held on a day selected by the local government, but not more than 56 days after the report is accepted by the local government.

The most appropriate date for the holding of the Annual General Meeting of Electors is Monday 11 November 2002 at 7.00 pm.

BACKGROUND

The City's auditor, Mr Peter Messer, Deloitte Touche Tohmatsu, has completed the audit of Council's records for the 2001/02 financial year.

Both the Annual Report and the Financial Report reflect on the City's achievements during 2001/02 and focus on the many highlights in a busy year.

As has been past practice, the Financial Report included within the Annual Report is an abridged version. The full Financial Statements, together with the notes to and forming part of the Financial Statements will be available as a separate document.

DETAILS

Statutory Provision:

Pursuant to the provisions of Section 5.54 of the Local Government Act 1995, the Annual Report for the financial year is to be accepted by the local government by no later than 31st December after that financial year. Further, at Section 5.27, the Act requires that the Annual General Meeting of Electors be held on a day selected by the local government, but not more than 56 days following the acceptance by the local government of the Report. In addition, the Chief Executive Officer must give public notice of the availability of the report as soon as practicable after the report has been accepted.

The most appropriate date for the convening of the Annual General Meeting of Electors has been determined to be Monday, 11 November 2002 at 7.00 pm.

The Local Government (Administration) Regulations 1996 at Clause 15 details the matters for discussion at the Annual General Meeting. They are the contents of the Annual Report for the previous financial year and then any other general business.

It is suggested therefore, that the Agenda format for the Annual Meeting of Electors be:

- **Attendances and Apologies**
- **Contents of the 2001/2002 Annual Report**
- **General Business**

Section 5.55 of the Local Government Act 1995 requires the City to give local public notice of the availability of the Annual Report as soon as practicable after the report has been adopted by the City.

Strategic Implications:

Strategy 1.3 of the City's Strategic Plan

“develop and implement models to involve the community in the identification of community needs”

COMMENT

In order for the City to meet its legislative requirements, it is recommended that the Council adopts the Annual Report for 2001/2002 and convenes the Annual General Meeting of Electors for Monday, 11 November 2002.

VOTING REQUIREMENTS

Special Majority

RECOMMENDATION

That Council:

- 1 ADOPTS BY A SPECIAL MAJORITY the 2001/2002 Annual Report and Financial Reports of the City of Joondalup;**
- 2 CONVENES the Annual General Meeting of Electors on Monday, 11 November 2002 at 7.00 pm in the Council Chambers;**
- 3 ADVERTISES by public notice that the City of Joondalup's 2001/2002 Annual Report will be available from the Civic Administration Building from approximately 28 October 2002.**

Appendices 1 & 1(b) refer

*To access this attachment on electronic document, click here: [Attach1brf081002.pdf](#)
[Attach1bbrf081002.pdf](#)*

ITEM 6 DELEGATED AUTHORITY - ACCEPTANCE OF TENDERS – [07032]

WARD - All

PURPOSE

To seek Council's approval to amend the Delegated Authority Manual to allow the Chief Executive Officer (CEO) to:

- Accept valid tenders;
- Decline to accept any tender; and
- Select acceptable tenderer(s) from an expression of interest

where the value does not exceed \$250,000.

EXECUTIVE SUMMARY

Approval is sought to increase the CEO's delegated authority limit in relation to tenders, from \$100,000 to \$250,000. Following a six month period operating with the higher delegated authority limit further analysis will be undertaken with a view of a further increase to \$500,000 for expenditure previously approved in the budget by Council.

The City's purchase of goods and services is undertaken in accordance with the Council approved budget. As Council has already considered the allocation of funds it is deemed that the related service and supply contracts present low risk.

The recommended increase in delegated authority levels for the CEO will provide benefits in relation to time, cost, increased certainty and consistency.

BACKGROUND

The CEO currently has delegated authority to:

- Accept valid tenders;
- Decline to accept any tender; and
- Select acceptable tenderer(s) from an expression of interest;

where the value will not exceed \$100,000.

DETAILS

The City undertakes the purchase of goods and services in accordance with the Council approved budget. These activities present low risk to the City as Council has given consideration to the allocation of the funds during the annual and half yearly budget deliberations and approved these expenditure items at this time.

The recommended increase of the delegated authority levels for the CEO will provide the City with:

- A shorter lead time from contract creation to implementation;
- Reduced administrative costs and overheads to both the City and prospective suppliers;
- Provide the private sector with increased certainty and responsiveness in dealing with the City;
- Provide consistency between the CEO delegated authority limit that positions ability to affix the Common Seal in executing contracts (also limited to \$250,000).
- An approach that is consistent with contemporary business practice.

Under the current delegated authority level of \$100,000, a substantial amount of Council time is taken up in the consideration of service and supply contracts. The table below shows tenders accepted between \$100,000 and \$250,000 during the 2001/02 financial year:

Contract No	Title	Contractor	Value (Financial Year 2001/2002)
003-01/02	Supply & Delivery of Various Signs	Road Safety Shop Pty Ltd De Neefe Pty Ltd	\$77,177.96 \$55,685.11
005-01/02	Preliminary Works for Road Resurfacing & Traffic Management	Stirling Paving	\$218,636.30
007-01/02	Supply & Repair of MGB Bins	Brickwood Holdings Pty Ltd	\$110,253.44
018-01/02	Supply of Skid Steer Mini Loader	BT Equipment	\$129,000
025-01/02	Replacement of Exiting Asbestos & Soffit Sheeting	Numans Pty Ltd	\$183,620 +GST
026-01/02	On-Street Parking Embayments & Road Modifications	Works Infrastructure Pty Ltd	\$248,083 +GST
027-01/02	Design & Construction of Wheel Sports Facility	Skatetech WA	\$103,785
029-01/02	Construction of Roundabout Hodges Drive/Constellation Drive, Ocean Reef	Pavement Technology Ltd	\$186,842 excluding GST
031-01/02	Supply Three Four Wheel Drive Dual Cabs	Grand Toyota	\$133,954
032-01/02	Supply One Watering Truck Without trade-in	Skipper Trucks/Raytone Motors	\$140,225

Attachment A to this Report refers to changes required to the Register of Delegation of Authority.

Statutory Provision:

Section 18 (1), (5) and Section 23 Local Government (Functions & General) Regulations 1996.

At its meeting held on 24 September 2002 (Item CJ231-09/02 refers), the required Absolute Majority was not achieved and this matter is again submitted for Council's consideration.

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That:

1 Council BY AN ABSOLUTE MAJORITY ENDORSES the change, as outlined on Attachment A to this Report to amend the Delegated Authority Manual to authorise the Chief Executive Officer (CEO) to:

- **accept valid tenders;**
- **decline to accept any tender; and**
- **select acceptable tenderer(s) from an expression of interest**

where the value does not exceed \$250,000;

2 further analysis be undertaken over the next six months to determine if a further increase to \$500,000 is warranted and a report submitted to Council.

Appendix 2 refers

To access this attachment on electronic document, click here: [Attach2brf081002.pdf](#)

ITEM 7 DEVELOPMENT OF A COUNTRY TOWN RELATIONSHIP – [52469]

WARD - All

PURPOSE

To determine whether the City of Joondalup should explore a relationship with a country town.

EXECUTIVE SUMMARY

Sister city relationships between city and country local government authorities are long term partnerships generally used to strengthen ties between urban and rural communities.

There is potential for the City to initiate a relationship with a country town that may offer significant benefits to both partners using innovative and flexible methods to achieve common goals.

This report discusses the benefits that a city-country sister city relationship could provide to the City of Joondalup and recommends that Council:

That Council:

- 1 Establishes a City-Country Sister City relationship with the Shire of Cue;*
- 2 Approves the reallocation in the 2002/2003 budget of \$7,320 to facilitate two youth exchanges bringing young people from the Shire of Cue to experience the City's Extreme Youth Festival in 2002 and Joondalup Festival in 2003; and*
- 3 Lists for consideration the allocation of funds in the 2003/2004 budget to form an ongoing youth exchange program between the City of Joondalup to the Shire of Cue.*

BACKGROUND

The Sister City concept is very popular amongst local government authorities within Australia. In 1982, the Australian Sister Cities Association Inc. was formed to increase understanding and foster world peace by furthering international communication and exchange through city-to-city affiliations. Its prime function is to encourage, co-ordinate and support organisations in developing relationships according to local needs.

The majority of sister city relationships in Australia occur with international cities throughout the world and the City of Joondalup is currently developing a sister city relationship with Jinan, China. However, many local government authorities find that relationships between city and country councils can also be very rewarding.

Generally, city-country sister city relationships within Australia are developed to:

- Extend the hand of friendship;
- Encourage cultural, social and economic exchange;
- Provide an opportunity for greater understanding between different communities.

Of those city-country relationships that currently exist most are developed through either youth or cultural exchange.

The sister city agreement between Bankstown City and Broken Hill in NSW has been recognised as the most successful sister city program operating within Australia and is achieved through an annual ‘youth sporting exchange’. Warringah Council in NSW has recently won two national awards for its relationship with Brewarrina Shire Council offering invaluable opportunities to young people from both councils in the areas of personal growth and community enhancement. The councils of Baulkham Hills and Cootamundra in NSW exchange shire representatives for major cultural events and have a student exchange each year on Australia Day.

Strategic Plan:

Developing a relationship with a country town will fulfil one of the objectives under the City’s Strategic Plan which is, to: *“take a proactive leadership role to achieve desirable outcomes for our community”* that will be achieved by *“creating partnerships and facilitating networks for the benefit of the region”*.

DETAILS

At the heart of any sister city relationship is the importance of mutual benefit. Sister city relationships are an ideal opportunity to share information and cultures and have provided excellent benefits in the areas of trade, tourism and cultural exchange.

City-country relationships benefit communities by building goodwill to further social and economic development at the local level. They stimulate an environment through which the communities can creatively learn to work and solve problems together, through reciprocal educational, municipal, environmental and professional exchange.

City-country relationships can also benefit organisations through information sharing, by providing networking and/or mentoring opportunities for staff and by boosting the organisation’s reputation in the community.

Best practice in partnership development suggests that a successful sister city relationship should:

- Have a clear focus;
- Have a strong theme that both staff and the community can identify with;
- Engage both staff and the community.

Whilst it is unlikely that a focused approach would appeal to everyone, common themes can be identified to use as a starting point to research a possible sister city relationship. These could be:

- Organisational development;
- Social and/or economic development;
- Youth and/or cultural exchange.

This allows Councils to target key areas from which to build on-going relationships. The most successful sister city relationships developed in Australia are based on youth exchange and it is recommended that the City also use this focus.

Prior to the formation of any sister city relationship the City of Joondalup needs to give consideration to the following points so that it can determine the following.

What does the City want to achieve from this relationship?

Liaison between city and country authorities helps to foster closer relationships and develop mutual understanding between communities. The City of Joondalup can use this sister city relationship to offer the hand of friendship to help build bridges between city-country authorities diverse in culture and lifestyle. This will not only promote goodwill but can also bring educational, economic, professional and social benefits to the communities involved.

A youth exchange, in particular, helps to develop communication skills amongst young people. By encouraging youth participation the City can help those involved to gain an awareness and understanding of other cultures and ways of life. This will also facilitate leadership skills and increase confidence in young people involved in the program.

What it can offer to the relationship.

The City of Joondalup has a number of upcoming events that offer a great opportunity in which to develop a youth exchange.

The City's Extreme Youth Festival, held in November 2002 and the Joondalup Festival in February 2003 are significant attractions for young people in the City and would give young people in a country town a great opportunity to find out about the youth culture in the Joondalup area and get involved in local activities. A display at each of the festivals could be developed by the country town to educate young people in Joondalup on life in the outback.

Based on one four-day trip for 12 young people and four adults from a country town the estimated costs are as follows:

Bus Fares	\$1,360
Accommodation (Burns Beach Caravan Resort)	\$480
Bus Hire	\$520
Activities	\$1,300
Total	\$3,660 per trip

Financial Implications:

It is proposed that the City will fund two trips down for young people for the Extreme Youth Festival (November 2002) and the Joondalup Festival (February 2003) at a cost of \$7,320 from the Community Development Administration and Strategic and Corporate Planning budgets. A budget reallocation will be sought at the half year budget review transferring these costs and budget to the Youth Development promotions budget (11.40.44.447.4102.0001).

Account No:	11.40.44.441.4102.0001 11.20.22.211.4102.0001
Budget Item:	Promotions
Budget Amount:	\$14,000
YTD Amount:	\$1,000
Actual Cost:	\$7,320

For the future of the program grant opportunities will be sought which will possibly provide funds for regional and rural communities seeking a youth exchange. The City of Joondalup could assist a country town to seek funding for projects resulting in involvement in the Joondalup Festival from the following sources:

- Regional Arts Fund – up to \$15,000;
- Lotteries Commission;
- Quick Response Grants; and
- Sponsorship opportunities through organisations such as the Water Corporation or Alinta Gas.

Other opportunities to facilitate a country town relationship could be via:

- An email or video based communication link.
- Sporting Exchange (for example a Australian Rules Football match - this could be facilitated through a selected Joondalup Football Club).

How will this relationship benefit the City of Joondalup?

By helping a country town and acting as a mentor via a sister city relationship the City of Joondalup can raise its own profile within the local community and create some good publicity.

Whilst interstate and international sister city relationship are quite common in Western Australia, no local government authorities in WA have developed an intrastate city-country relationship. The City of Joondalup would be a leader in this type of relationship that would in turn increase its corporate reputation.

What country town should the City partner with?

This year, 2002, is ‘Australia’s Year of the Outback’. The aim is to promote the ‘Spirit of the Outback’ so it touches every Australian, giving them a genuine understanding of the uniqueness and potential of the Australian outback. With this in mind it is recommended that the City of Joondalup develops a city-country relationship with a small town to help foster this understanding within the young people of Joondalup.

The Shire of Cue is approximately 640km north east of Perth and is known as the ‘Queen of the Murchison’. The town of Cue has a population of 250 people and the Shire of Cue has 4 fulltime office staff, 4 depot staff and 5 councillors.

The City of Joondalup's Special Events Officer has just returned from a two week visit to the Shire of Cue to assist in the planning and community consultation of their inaugural 'Qfest' Cue Outback Festival, to be held later this year in October.

During this trip the City's Special Events Officer introduced the possibility of a city-country relationship to the Shire of Cue to assess its interest. The idea received enthusiastic support from Councillors. Subsequently, a letter has been sent to the City of Joondalup from the Chief Executive Officer, Simon Hawkins, registering that support.

Cue has a number of excellent features that makes it a complementary partner in a city-country relationship:

- Cue is an inland outback location with a great inventory of historical cultural attractions including indigenous sites. The area has a rich history in gold and mineral exploration and production.
- It has exceptional cultural assets, including historic buildings, photographs and is recognised as Western Australia's only significant ghost town (Big Bell).
- Has significant indigenous sites including Walga Rock (a ritual site with ochre paintings) and the Wilgie Mai Ochre Mine – arguably the worlds oldest mine with an estimated age of 6,000 plus years.

Cue also provides strong opportunities for school or youth exchanges where young people can experience first hand outback station life. Many young people living in the City of Joondalup have not had the opportunity to experience life in the bush. Equally young people from Cue would not have experience the lifestyle of those living in the Joondalup area. This diversity provides an excellent opportunity for effective exchange.

The Shire of Cue also contrasts well with the City of Joondalup offering unique opportunities for young people of both areas:

- Old versus new
- Inland versus coast
- Outback versus metropolitan
- Historical versus modern
- Small population versus large population

COMMENT

Based on this information it is recommended that the City of Joondalup establishes a city-country relationship with the Shire of Cue. This will provide benefits to both communities including:

Benefits to the Shire of Cue

- Association with a large metropolitan local government with a good reputation for innovation.
- Access to over 100 schools in the region.
- The framework to promote Cue Shire activities with a focus on Indigenous Cultural Tourism.
- Cultural and community development experience through exchange with City of Joondalup staff.

Benefits to the City of Joondalup

- The ability to assist a rural isolated community;
- Personal development of young people;
- Establish opportunities for the exchange of cultural and community information;
- Establish regional networking opportunities;
- Give a broader understanding of Australian culture, outback and rural life;
- Greater understanding of Indigenous issues;
- Nurture a community awareness and respect.

It is recommended that two exchanges be initially conducted in this financial year bringing young people from the Shire of Cue to the City's Extreme Youth Festival in November 2002 and the Joondalup Festival in 2003 at a cost of \$7,320. It would then be proposed to facilitate another youth exchange in the following year by sending young people within the City of Joondalup to experience outback life and give them an opportunity to explore WA's early history.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council:

- 1 ESTABLISHES a City-Country Sister City relationship with the Shire of Cue;**
- 2 APPROVES the reallocation in the 2002/2003 budget of \$7,320 to facilitate two youth exchanges bringing young people from the Shire of Cue to experience the City's Extreme Youth Festival in 2002 and Joondalup Festival in 2003; and**
- 3 LISTS FOR CONSIDERATION the allocation of funds in the 2003/2004 budget to form an ongoing youth exchange program between the City of Joondalup to the Shire of Cue.**

ITEM 8 TELEPHONE SERVICE PROVIDER - FIXED AND MOBILE – [16838] [19026] [00033]

WARD - All

PURPOSE

The purpose of this report is to gain the approval of Council to enter into a Telecommunications Contract for Provision of Fixed and Mobile Telephone Services with Telstra Corporation (Telstra) to enable the City to continue to receive corporate discount rates on all calls. The value of this contract is estimated between \$300,000 and \$350,000 based on last financial years usage.

EXECUTIVE SUMMARY

This report recommends that the City continues to use Telstra as its fixed and mobile telephone service provider, and details the process undertaken by WALGA to select Telstra for its whole of Local Government agreement.

BACKGROUND

The City currently purchases its fixed and mobile telephone services from Telstra. Telstra also provides the digital link between the Duncraig Library and the Administration Centre and the Onramp service that allows Elected Members and staff to dial in to the City's computer network.

During the 2001/02 financial year the City made payments totalling \$333,329.40 to Telstra. Council staff have continually been monitoring the rates offered by other carriers and have recently been approached by two of Telstra's competitors. However as a result of a WALGA tender, Telstra has made an offer to the City for the supply of fixed (1 year) and mobile telephone (2 years) services from 30 September 2002.

DETAILS

WALGA advertised for Expressions of Interest for the Provision of Telecommunication services and subsequently invited three organisations to tender. All three tendered but cannot be identified due to a confidentiality agreement signed by WALGA, but it advises that all three are well established and nationally recognised carriers.

The three tenders received were evaluated via the following selection criteria:

- Financial Viability
- Price
- Commercial Strength
- Local Account Management
- Whether they were a wholesaler or retailer
- Other Value Adding Products
- Service Standards
- Network Coverage
- Ability to Service Local Government as a whole

During the evaluation Telstra was significantly challenged on price, and an external consultant was engaged to provide comment, analysis, and testing. Details of the pricing that the City can expect as a result of this tender are as follows:

Fixed Services

Local Calls from OnRamp 10,20,30 (Council has an OnRamp 20 & 30)	11 cents per call untimed
Local Call from PSTN (Analogue Lines used by small companies and residential properties)	15 cents per call untimed
Neighbourhood Calls	13.5 cents per call untimed
STD Calls to anywhere in Australia	10 cents per minute with no flagfall
Fixed to Telstra Mobiles	21 cents per minute and 9 cents call connection any time of the day
Fixed to Non Telstra Mobiles	31 cents per minute and 9 cents per call connection any time of the day

All timed calls are charged by the second

Mobile Services

\$10 monthly access fee inclusive of \$5 calls.

New peak call rates (9-5 PM, Monday to Friday), that have been reduced by 28% to 24.6 cents per minute, charged by the second.

Statutory Provision:

The City is not required to advertise a public tender where:

The Local Government (Functions and General) Regulations 1996 Part 4, s11 (2) (b) states:

“Tenders do not have to be publicly invited according to the requirements of this Part if – (b) the supply of goods or services is to be obtained through the Council Purchasing Service of WAMA.”

COMMENT

The use of the agreement negotiated by WALGA is a cost effective shared services solution and way for the City to meet its statutory obligations under the statutory provision listed above.

The City’s bargaining power and ability to obtain best value for money is enhanced by the use of this whole of Local Government agreement based on a call volume of 11,000,000

telephone calls. Telstra has undertaken to remain price competitive through the period of this agreement.

If the City does not enter into an agreement with Telstra by 30 September 2002, there is a possibility that its call rates will revert to normal retail rates causing increased expenditure. The City should, over the term of this contract, consolidate its telecommunication requirements and pursue a public tender provided that there is no similar agreement(s) entered into by WALGA.

This matter was submitted to the Council meeting held on 24 September 2002 (Item CJ233-09/02 refers). Due to a lack of quorum, no decision was made in relation to this item.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council AUTHORISES the signing of contract documents for the Provision of Fixed and Mobile Telephone Services with Telstra Corporation.

ITEM 9 JOONDALUP BUSINESS INCUBATOR PROJECT - [51024] [03082]

WARD - Lakeside

PURPOSE

The purpose of this report is for Council to consider two requests from the Business Development Association (North West Metropolitan) Inc for:

- 1 The secondment from Council of a suitable existing employee to fill the role of Incubator Coordinator for a period of some three months; and
- 2 The granting of an agreed Council contribution of \$35,000 to be made unconditional to enable employment of a suitable manager to ensure the business incubator building can be operational.

EXECUTIVE SUMMARY

The Business Development Association (North West Metropolitan) Inc has requested Council's assistance in providing secondment of a suitable employee for a period of some three months to act as Business Incubator Coordinator. Enquiries made indicate the City does not have an existing suitable employee available and therefore would not be able to assist with this request.

The second request relates to funding of \$35,000, included in the City's budget to be made unconditional. At the time of considering the initial application for \$70,000, the City's Budget Committee agreed to half the amount requested and applied several conditions. Those conditions were that:

- (a) the funds be used for maximising low-cost high bandwidth telecommunications access for technology-focused business tenants; and
- (b) the BEC Manager be relocated to the incubator and be responsible for coordinating its establishment and operation.

These two requests are made on the basis that it will be necessary to have or employ another person to coordinate the operations of the Business Incubator Centre. This represents a departure from the early understanding that the BEC Manager would be located at and have responsibility for the operations of the Business Incubator Centre. It is suggested that clarification be obtained as to why the BEC Manager cannot be relocated to the Business Incubator Centre where it would be expected provision of necessary mentoring and support could be best provided to persons establishing new businesses.

BACKGROUND

It is understood that the construction costs of the Joondalup Business Incubator Centre will exceed the initial estimates by approximately \$85,000 and funds planned for meeting operational start up costs have been used to meet the shortfall.

As a means of addressing this situation the Business Development Association (North West Metropolitan) Inc has requested the City's assistance in meeting the operating start up costs which now include a manager/coordinator. The Business Development Association request the secondment from Council of a suitable existing employee to fill the role of Incubator Coordinator for a period of some three months, and the granting of a proposed Council contribution of \$35,000 to be made unconditional, for meeting general operational costs of the Incubator Centre.

Previous Consideration

A request from the Business Development Association (North West Metropolitan) Inc for additional funding of \$70,000 for the Joondalup Business Incubator Project was considered by the City's Budget Committee at its meeting on 24 July 2002, where it was decided that the Budget Committee:

- “1 REJECTS the request for additional funding to the Business Incubator Project of \$70,000:
- 2 CONSIDERS a contribution of \$35,000 to the incubator project in the first half of the 2002/2003 financial year, with the understanding that this amount contributes to maximising low-cost high bandwidth telecommunications access for technology-focused business tenants;
- 3 that as a condition of the \$35,000 total funding assistance from the City, the project complies with the original proposal of relocating the BEC Manager to the incubator and who will be responsible for coordinating the establishment and operation of the incubator. (This is in keeping with Council's original agreement when it agreed to contribute funding to the project).”

Initial Proposal to Establish a Business Incubator

In a report prepared by the City's Co-ordinator Sustainable Development for the Budget Committee to consider the initial request of \$70,000, referred to the original Business Plan (Dated November 1999) whereby it was proposed that the BEC Manager would be relocating to the Incubator and taking responsibility for coordinating the establishment and operation of the facility. In the report it was suggested it should be noted that:

- “The North Metro BEC Manager is currently best placed in providing the services required of a business incubator as outlined in the contract arrangement with the Federal Government;
- All the existing or proposed business incubators operating in the Perth Metropolitan area have a resident BEC Manager acting in the role of Incubator Manager;
- The City substantially funds the operation of the North Metro Business Enterprise Centre (BEC) through a three year service agreement valued at \$53,251 in 2002/03;
- Council approved funding for the incubator (CJ074-04/00) on the understanding that “the Business Enterprise Centre will relocate to the incubator and that the BEC Manager will be responsible for coordinating the establishment and operation of the incubator.”

That report also indicated that the largest variable cost item is the full-time salary of the proposed Incubator Manager totalling over \$62,000.

It appears that this matter has not been effectively addressed by the Business Development Association other than by a paragraph in the correspondence requesting that Council agreed to the \$35,000 funding be made unconditional, as follows:

“It should be noted that the function of the Incubator Manager, which in part incorporates the Tenancy management of the building (and therein rent collection), is not, in the view of the committee, compatible with the operation of the Business Enterprise Centre Manager. Both operations have separate legal entities and Management Boards.”

Strategic Plan:

Strategy 1.1 of the City’s Strategic Plan is to “Fulfil and maintain a regional role”. To achieve this we will create partnerships and facilitate networks for the benefit of the region.

Strategy 3.1 of the City’s Strategic Plan is to “Establish alliances with key stakeholders to identify opportunities to encourage and promote economic growth”. To achieve this the City will explore incentives to attract new business.

DETAILS

Each member of the Executive Management team was asked if they had a suitable employee who could coordinate the activities of the Business Incubator and who would be available for secondment for some three months. In all instances the reply was in the negative.

Financial Implications:

A funding allocation of \$35,000 has been included in the current year budget. Details are as follows:

Account No:	11.10.21.214.4401.F540
Budget Item:	F540
Budget Amount:	\$35,000
YTD Amount:	\$0
Actual Cost:	\$0

COMMENT

In reviewing the information relevant to this budget allocation, it is considered that additional information should be requested from the North Metro Business Enterprise Centre to support their reasons for not relocating the BEC Manager at the Business Incubator Centre. Without some plausible explanation it is difficult to support the request for the \$35,000 to be used for employment of a person to coordinate activities at the Business Incubator Centre.

It is also considered that audited financial statements need to be provided by the recipient of any grant funding provided by Council to confirm that all the funds have been expended and that the funds were expended for the purpose they were provided.

This matter was previously considered by the City’s Budget Committee and the minutes of the Committee were “noted” by Council. Whilst the intent of the Committee was clear,

noting the minutes has resulted in a budget allocation of \$35,000 being made without any specific Council resolution or stipulation that the funds be conditional on their use. Therefore no recision motion is required to make these funds un-conditional should that be Council's wish.

VOTING REQUIREMENTS

Simple Majority

ADDITIONAL INFORMATION

Background – JBA Letter sent to the Mayor and Councillors dated 17 September 2002

With reference to the letter dated 17 September 2002 that was circulated by the President of the Joondalup Business Association (JBA) to His Worship the Mayor and Councillors regarding the above Council Agenda Item. Point 2 of the letter, quoting the City's Report (Item CJ228 – 09/02) accompanying the item stated:

“The Report also states that “All the existing or proposed business incubators operating in the Perth Metropolitan area have a resident BEC Manager acting in the role of Incubator Manager”

- This is simply not correct – some incubators do have co-located BEC Managers and in most cases it is because of a lack of BEC resources.”

The purpose of this Memorandum is additional clarification of the issue raised above with particular reference to Recommendation 2 of CJ228 – 09/02 that:

“2 the Business Enterprise Association be requested to provide Council with details as to why it considers that the relocation of the Joondalup BEC Manager to the Business incubator is not compatible, when the majority of BEC Managers through out the Perth Metropolitan area are located at Business Incubators.”

Additional Information for Council's Consideration

The Administration undertook a phone call to and a brief survey of all 11 existing and proposed incubators in Western Australia (see table below) which the Federal Government has played a role in funding. Through this brief survey, the following points were established.

- Of the 11 existing or proposed incubators surveyed, 10 had a BEC Manager co-located within the incubator. The only exception was Midland where the City of Swan had three incubators. In that particular case the Midland incubator was within a five-minute walk of the Swan Region BEC.
- Of the 11 existing or proposed incubators, 7 had the BEC Manager as the Incubator Manager while the proposed Stirling Incubator will have the current BEC Manager as Co-Manager of the Incubator.
- Where there was a separate Incubator Manager, the facility had significant capacity (for example Midland with 70 units and Welshpool with 40 units). Note that the proposed Joondalup Business incubator has only 34 units.

Name of Incubator	BEC	Other Manager	Other Staff	Capacity	Tenants	Operational
Coastal Business Centre (Fremantle)	BEC is Manager		FT Admin	70	20	Since 1997
Rockingham Business Development Centre	BEC is Manager		FT Admin	33	5	Since 1996
Western Australian Agribusiness Development Centre (Tambellup)	BEC is Manager		PT Admin	17	4	Since 2000
Welshpool Business Enterprise Centre	BEC is co-located	FT Manager	Admin	40	25	Since Oct 1993
Midland Enterprise Centre	BEC a 5 min walk away	FT Manager	No admin	70	32	Since 1989
Bassendean New Business Centre	BEC is Manager		Admin	20	15	Since 2001
Stirling Regional Business Centre	BEC is Co-Manager	Co-Manager	Admin	26		By end of 2003
The Commercial Centre (Albany)	BEC is Manager		Admin is tenant businesses	20	10	Since 1998
Kalgoorlie-Boulder Small Business Incubator (Kalgoorlie)	BEC located in incubator	Not confirmed	Admin to BEC	14		Mid Dec 2003
Kwinana Technology Business Incubator	BEC is manager		Admin FT	20		Mid 2003
Gosnells Centre for Business Development	BEC is co-located	Not confirmed	Admin	37		Feb/Mar 2004

The above survey confirms Administration's view that for a business incubator to have any measure of success in servicing its tenants, it ought to - at the very least - have a Business Enterprise Centre (BEC) Manager co-located within the premises. As it is not likely that the North Metro Business Enterprise Centre's (BEC) services are likely to be spread across more than one incubator (as with the City of Swan), there is little justification to the JBA's assertion that:

“It should be clearly understood that the role of the BEC Manager is inconsistent with that of the Incubator Manager”.

Furthermore, as Agenda Item CJ228 – 09/02 notes, Council approved funding for the incubator (CJ074-04/00) on the understanding that “the Business Enterprise Centre will relocate to the incubator and that the BEC Manager will be responsible for coordinating the establishment and operation of the incubator.” The Administration seeks to re-affirm this understanding.

It is hoped that this Memorandum addresses the issues that have been raised by the Joondalup Business Association (JBA) regarding the City's support for the Joondalup Business Incubator.

This matter was submitted to the Council meeting held on 24 September 2002 (Item CJ228-09/02 refers). Due to a lack of quorum, no decision was made in relation to this item.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council ADVISES the Business Development Association (North West Metropolitan) Inc, that:

- 1 the City does not have an existing suitable employee available for secondment and therefore cannot assist with the request for a secondment;**
- 2 the Business Enterprise Association be requested to provide Council with details as to why it considers that the relocation of the Joondalup BEC Manager to the Business Incubator is not compatible, when the majority of BEC Managers through out the Perth Metropolitan area are located at Incubator Centres;**
- 3 on provision of the explanation requested in 2 from the Business Enterprise Association, Council undertake to further consider the request to make funds set aside in the budget available to meet operational costs;**
- 4 the provision of any funds to the Business Enterprise Association be subject to providing an audited statement verifying what the funds have been expended on and confirming this to be for the purpose for which those funds were provided.**

ITEM 10 TENDER NUMBER 003-02/03 - PROVISION OF CLEANING SERVICES TO VARIOUS COUNCIL BUILDINGS – [88526]**WARD - All****PURPOSE**

This report recommends acceptance of the tender submitted by Reekie Property Services for Tender No: 003-02/03 Provision of Cleaning Services to Various Council Buildings.

EXECUTIVE SUMMARY

This tender was advertised in July 2002 and six tenders were received. Provision of Cleaning Services to Various Council Buildings incorporates standard cleaning functions to Joondalup Precinct Buildings and various Recreational Facilities in Greenwood, Warwick, Kingsley and Woodvale. The assessment of the tender has required additional time due to the number of buildings involved and variations with the submitted prices.

The tenders have been evaluated and it is recommended that Reekie Property Services be awarded this contract in accordance with the Schedule of Rates submitted. Reekie Property Services is the current Contractor with the City for this work.

It is therefore recommended that Council:

- 1 *ACCEPTS the Tender from Reekie Property Services for Tender No: 003-02/03, Provision of Cleaning Services to Various Council Buildings in accordance with the Schedule of Rates submitted. This contract will commence from 1 October 2002 for a period of 12 months to 31 September 2003, with an extension option of 2 x 12 months, subject to Council's approval;*
- 2 *ENDORSES signing of the Contract Documents.*

BACKGROUND

Contract 100-99/00, Supply of Cleaning Services to Joondalup Precinct Buildings, Contract 101-99/00 Supply of Cleaning Services to Duncraig/Sorrento and Craigie Leisure Centres and Contract 102-99/00 Supply of Cleaning Service to Warwick Community Centres were awarded to Reekie Property Services by Council at its ordinary meeting of May 2000. With the leasing of the Duncraig/Sorrento and Craigie Leisure Centre operation to the R.A.N's Management Group these areas were removed from the contract.

Contract 102-99/00, Supply of Cleaning Services to Various Buildings in Warwick, Greenwood, Kingsley and Woodvale was also awarded to Reekie Property Services.

The contracts for supply of cleaning services were fixed term contracts implemented to augment the in-house Operations Services cleaning section. Reekie Property Services were awarded the contracts and commenced on 1 July 2000 with a 1 x 12 month extension options.

This extension was exercised and Council at its Ordinary meeting of 17 April 2001 endorsed Contracts 100-99/00, 102-99/00 and terminated Contract 101-99/00 Cleaning Services to Duncraig/Sorrento and Craigie Leisure Centre.

DETAILS

Contract No: 003-02/03, Provision of Cleaning Services has amalgamated the previous dual contracts into single contract encompassing the following sections with individual schedule of rates per section.

1 Joondalup Precinct Buildings.

Joondalup Library.
Civic Chambers.
Administration Centre.
Undercroft Car Park and Podium Paving.

2 Various Council Buildings

Greenwood/Warwick Community Centre.
Warwick Community Hall.
Dorchester Community Hall.
Ellersdale Park, Toilets/Change rooms.
Hawker Park Toilets /Change rooms.
Penistone Park Toilets/Change rooms.
Penistone Park Tennis Shelter.
Greenwood Child Health Centre
Greenwood Scout/Guide Hall.
Blackall Park Toilet/Change rooms.
Barridale Park Toilets/Change rooms.
Moolanda Park Toilets/Change rooms.
Woodvale Library.
Timberlane Park Clubrooms
Woodvale Tennis, Toilets/Change rooms.
Chichester Park, Toilets/Change rooms.
Chichester Park Clubrooms.

Tenders were received from the following companies.

Reekie Property Services	Ballajura/The Vines.
Prestige Property Services	Herdsmen WA.
O.C.E. Corporate Cleaning	Perth
Delrun Cleaning	East Perth
Berkeley Challenge Pty Ltd	Osborne Park
Total Corporation Pty Ltd	Cloverdale

Contract 003-02/03 forms part of the City of Joondalup Operations Services Maintenance Program for the Council facilities. Operations Services in-house cleaning section undertakes cleaning of the Western suburbs and Reekie Property Services the Eastern group (as per previous list). Contract expenditure for the 2001/2002 Financial Year was \$184,866.

The tender documentation requires tenderers to address specific items for analysis e.g.

- Tenderers ability to respond.
- Tenderers resources.
- Tenderers previous experience.
- Tenderers safety record.
- Tenderers Schedule of Rates.

Analysis of the tenders has determined that Reekie Plumbing is the preferred Contractor. Reekie Property Services was the lowest tenderer overall. Comparison of tender with previous costs.

Joondalup Precinct Buildings

Description	Per Calendar Month – 99/00 (\$)	Per Calendar Month – 02/03 (\$)
Joondalup Administration	\$6,094	\$4,596
Joondalup Library	\$1,355	\$ 884
Undercroft Parking	\$1,733	\$2,706
Monthly Total	\$9,182	\$8,186
Weekend Cleaning Rate Per Hour	\$37.50	\$45.00

Comparison of current tender prices see attachment 1 to this Report.

Policy 2.4.6 Purchasing of Goods and Services

The City's policy on implementing goods and services encourages the participation of local business in the purchasing and tendering process. However no local companies could be considered, as none of the tenderers were local businesses.

This contract will commence 1 October 2002 and remain in place for a period of 12 months to 30 September 2003. The contract period provides for 2 x 12 months extension periods subject to Council approval.

FUNDING

All expenditure is via the City's Maintenance Budget as adopted by Council.

COMMENT

As the tender was initiated and advertised prior to the RANS closure the Leisure Centre cleaning component has not been included. Reekie Property Services has been reinstated as the cleaning contractor to these facilities on a monthly agreement and a contract variation will be initiated following adoption of the tender by Council.

Reekie Property Services has successfully undertaken Council's contract cleaning requirements and when required was able to initiate urgent works without disruption to normal services. Where monthly inspections have identified an area of concern, the company has rectified the item immediately. All buildings have an occurrence report book and these

are checked regularly. There are various performance checks built into this contract for Operations Services to monitor the performance.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION

That Council:

- 1 ACCEPTS the Tender from Reekie Property Services for Tender No: 003-02/03, Provision of Cleaning Services to Various Council Buildings in accordance with the Schedule of Rates submitted. This contract will commence from 1 October 2002 for a period of 12 months to 31 September 2003, with an extension option of 2 x 12 months, subject to Council's approval;**
- 2 ENDORSES signing of the Contract Documents.**

Appendix 3 refers

To access this attachment on electronic document, click here: [Attach3brf081002.pdf](#)

ITEM 11 2003/04 STATE BLACK SPOT PROGRAM - PROJECT SUBMISSIONS – [08151]

WARD - All

PURPOSE

The purpose of this report is to seek formal Council endorsement of projects submitted to the 2003/04 State Black Spot Program.

EXECUTIVE SUMMARY

On 30 July 2002, Main Roads WA called for submissions for the 2003/04 State Black Spot Program. Submissions were required by Friday 20 September 2002. In order to meet this deadline, project submissions have been made subject to formal endorsement by Council.

A comprehensive list of the proposed projects including total project costs, possible State Black Spot Program funding and the mandatory Council contributions should funding be approved are shown on Attachment 1. Formal endorsement of the short listed projects are supported on the basis that they may significantly improve safety of the local road network for all road users.

Therefore this report recommends that Council:

- 1 ENDORSES the projects shown on Attachment 1 as submitted to the 2003/04 State Black Spot Program;*
- 2 AGREES to consider as a high priority 1/3rd funding of successful State Black Spot projects as part of the 2003/04 budget deliberations.*

BACKGROUND

In August 2000, the State Government announced a new initiative targeting black spots and road improvements around Western Australia. The program is now moving into its third year. The State Black Spot Program is aimed at further improving road safety on local roads across Western Australia thereby reducing the significant trauma and suffering of crash victims, family and friends.

The program targets road locations where crashes are occurring and aims to fund cost effective, safety orientated projects by focusing on locations where the highest safety benefits and crash reductions can be achieved.

All submissions are considered on their merits and are evaluated against the criteria set by the State Black Spot Program Development and Management Draft Guidelines. The State Black Spot Program will allocate 2/3rd funding towards the cost of successful projects with the remaining 1/3rd project cost to be met by Council. For the 2002/03 year the City was granted \$360,000 with an opportunity for additional funds of \$353,333 via the State Black spot Program. (This is the subject of a separate report.)

DETAILS

On 30 July 2002, Main Roads WA called for submissions for the 2003/04 State Black Spot Program. To enable the submissions to be presented to the Metropolitan Regional Road Group Technical Members meeting, the submission deadline was set for Friday 20 September 2002.

As a consequence, any eligible projects had to be submitted prior to formal endorsement by Council. Previously, projects have been presented to Council prior to submission. In the event that Council approval is not forthcoming, projects may be withdrawn at any stage.

As part of this 2003/04 program, approximately 160 eligible sites (5 crashes in 5 years ending December 2001) were evaluated on a preliminary basis. Of these, 16 sites were subject to a more detailed assessment.

The basis on the assessment is to identify potentially cost effective solutions to a particular crash type or types. Essentially, a cost effective countermeasure is one which best addresses a particular crash type. An economic evaluation is then used to determine a Benefit Cost Ratio or BCR. The calculation is based on the cost of a countermeasure compared with the estimated cost saving achieved through a reduction of crashes or crash types. In simple terms, the greater the cost effectiveness, the greater the BCR value.

On the basis of the detailed assessment, 5 sites have been short listed and submitted for funding consideration as part of the 2003/2004 State Black spot Program. A comprehensive list of the short listed projects including total project costs, possible State Black Spot Program funding and the mandatory Council contributions should funding be approved are shown on Attachment 1 to this Report.

In accordance with the previous year, it is envisaged that the Minister for Transport will announce the approved projects early in 2003.

Financial Implications:

An amount of \$180,000 has been listed as Council's contribution in Year 2 (2003/04) of the City's Five Year Capital Works Program – Black Spot. The final amount required to fund the City's contribution towards any successful Black Spot Projects will be considered as part of next year's budget deliberations.

COMMENT

In order to meet the mandatory funding criteria, successfully approved projects will require a 1/3rd contribution from Council.

In the meantime, the short listed projects shown on Attachment 1 to this Report, are presented for formal endorsement by Council. Subject to Council endorsement and approval for State Black Spot funding, the City's contribution for each successful project will be listed for funding consideration as part of the City's 2003/04 budget deliberations.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION

That Council;

- 1 ENDORSES the projects shown on Attachment 1 to this Report as submitted to the 2003/04 State Black Spot Program;**
- 2 AGREES to consider as a high priority 1/3rd funding of successful State Black Spot projects as part of the 2003/04 budget deliberations.**

Appendix 4 refers

To access this attachment on electronic document, click here: [Attach4brf081002.pdf](#)

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**ITEM 12 METROPOLITAN REGION SCHEME PROPOSED
AMENDMENT NO 1060/33A - APPROVAL
REQUIREMENTS UNDER THE METROPOLITAN
REGION SCHEME FOR DEVELOPMENT BY A PUBLIC
AUTHORITY – [77529]**

WARD - All

PURPOSE

The purpose of the report is for Council to consider an amendment proposed to the Metropolitan Region Scheme Text to exempt public authorities of the requirement for development approval for the construction of a railway within land reserved for roads under the Metropolitan Region Scheme.

EXECUTIVE SUMMARY

The Western Australian Planning Commission (WAPC) has recently initiated an amendment to the Metropolitan Region Scheme Text (MRS) to exempt a public authority from requiring a development approval to construct a railway within land reserved for roads under the Metropolitan Region Scheme.

It is proposed that Clause 16(3)(d) of the MRS text be amended by inserting the following underlined words:

- (d) works on land reserved for Railways, or for Primary Regional Roads or Other Regional Roads, for the purpose of or in connection with a railway but this does not include the construction or alteration of a railway station or any related car parks, public transport interchange facilities, or associated means of pedestrian or vehicular access.

The Commission is seeking Council's comments on the proposed amendment, as there are several roads within the City that are zoned for 'Primary Regional Roads' and 'Other Regional Roads' under the MRS. (Attachment 2 to this Report).

The proposal was to be included in a recent MRS amendment (Amendment No 1009/33A) which exempts certain public works associated with roads, port facilities, railways, water, electricity and gas, high schools, regional parks and state forests from the requirement for development approval in respect of land reserved under the MRS. It was intended the amendment included railways thus the proposed amendment 1060/33A, which proposes to rectify this oversight.

No planning objections are raised to the proposed MRS amendment.

BACKGROUND

Suburb/Location:	Various
Applicant:	Western Australian Planning Commission
Owner:	Various
Zoning:	DPS: N/A
	MRS: N/A
Strategic Plan:	Lifestyle – Strategy 2.6 Promote and enjoy lifestyles that engender Environmental, Social and Economic balance.

DETAIL

Current Proposal or Issue

The amendment proposes to exempt a public authority from requiring development approval to construct a railway within land reserved for roads under the MRS by proposing that Clause 16(3)(d) of the MRS text be amended by inserting the following underlined words:

(d) works on land reserved for Railways, or for Primary Regional Roads or Other Regional Roads, for the purpose of or in connection with a railway but this does not include the construction or alteration of a railway station or any related car parks, public transport interchange facilities, or associated means of pedestrian or vehicular access.

The Commission is seeking Council's comments on the proposed amendment, as there are several roads within the City that are zoned for 'Primary Regional Roads' and 'Other Regional Roads' under the MRS.

The MRS was recently amended (Amendment No 1009/33A) to exempt certain public works associated with roads, port facilities, railways, water, electricity and gas, high schools, regional parks and State forests, from the requirement for development approval in respect of land reserved under the MRS. In the granting of final approval to the amendment a modification was required to correlate the list of permitted development with the appropriate reserve in the MRS (Attachment 1). However this did not include railway works on land reserved Primary and Other Regional Roads.

The developing rail transport system includes many situations where the railway is contained within the regional road reservation. The effect of the current amended provisions is that works for the purpose of or in connection with a railway would not be exempt from the requirement for development approval whereas those other works on land reserved for regional roads in the MRS are. This is because the scope of permitted development on land reserved for Primary Regional Roads or Other Regional Roads is limited to a definition that restricts development to 'road purpose' only as defined under the Main Roads Act 1930.

The proposed amendment to the MRS will exempt development approval for public works relating to railway works within road reserves as it was initially intended.

Statutory Provision:

The Metropolitan Region Town Planning Scheme Act (Section 33A) provides the process for an amendment not constituting a substantial alteration to the MRS. Any proposal to modify

the MRS must be advertised for a period of two months during which landowners directly affected are contacted by letter. The public is also informed by advertisements in local and statewide newspapers.

At the end of the submission period the WAPC consider all submissions and decide whether to alter the amendment or proceed with the original proposal. A recommendation is made to the Hon Minister for Planning for approval.

Advertising and Summary

The Commission has sought public comment on the amendment proposal via advertisements in *The Government Gazette* on Friday, 2 August 2002 and *The West Australian* newspaper on Saturday 3 August 2002.

Formal submissions are invited and must be lodged by Tuesday, 1 October 2002. The City has advised the WAPC that a formal response will be forwarded once the Council has considered the matter.

COMMENT

Amendment 1009/33A was intended to allow major public works of an operational nature to proceed without the need for development approval. It was not intended to exclude railway works. The amendment proposed will rectify this oversight.

No planning objections are raised to the proposed MRS amendment.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION

That Council ADVISES the Western Australian Planning Commission that it supports the proposed changes to the Metropolitan Region Scheme Text proposed in Amendment No 1060/33A.

Appendices 6 & 6(a) refer

To access this attachment on electronic document, click here: [Attach6brf081002.pdf](#)

[Attach6abrf081002.pdf](#)

ITEM 13 EXTENSION OF UNIFORM FENCING - BUTE COURT, KINROSS – [48314]

WARD North Coastal

PURPOSE

Council is requested to consider the outcomes of questionnaires in order to address a petition that requested the extension of the uniform fence adjacent to Marmion Avenue, Kinross.

EXECUTIVE SUMMARY

A 42-signature petition was received from Kinross residents requesting the extension of the uniform fence adjacent to Marmion Avenue, Kinross (Attachment 1).

The petition presents several arguments in support of the extension of the uniform fence, primarily that it would remove the danger to children by eliminating access to Marmion Avenue. It further states that it would reduce traffic noise and litter in the street.

Uniform fencing is not solely provided to prevent children accessing major roads. It is also provided to present a uniform appearance along rear boundaries of properties abutting major road reserves, which is a standard subdivision requirement. Whilst it is acknowledged that the uniform fence provides noise attenuation, this is not its main function.

It should also be noted that Policy 3.1.6 Uniform Fencing – Subdivision advocates the extension of cul-de-sac heads to reduce the extent of uniform fencing along major roads.

The purpose for providing such breaks in the uniform fencing around estates is to assist in minimising the establishment of ‘walled’ estates, which is considered an inappropriate urban design outcome. The existing opening provides unrestricted pedestrian and cyclist access to Marmion Avenue, the suburb of Kinross and to the potential future residential area to the west, including passive surveillance of the space. It should be noted that the current arrangement is in accordance with Policy 3.1.6 Uniform Fencing – Subdivision, including the existing barrier fencing.

A total of 75 (17%) was returned resulting in 54.6% in support, 13.3% in objection and 32% neutral. The results of the questionnaire revealed 15 users of the accessway. The accessway is used to access public transport, schools and parks, in addition it is used for social purposes and for exercise (walking). Of the 15 users 40% support closure, 46% object and 13% are neutral.

It is recommended that Policy 3.1.6 Uniform Fencing – Subdivision be adhered to and the existing opening be retained in its current configuration.

BACKGROUND

Suburb/Location:	Kinross
Applicant:	Mr C Evans & Ms S Reece (on behalf of the local community)
Owner:	Crown
Zoning:	DPS: Other Regional Road/Urban
	MRS: Other Regional Road/Urban
Strategic Plan:	Vision - Neighbourhood design that encourages walking, cycling, jogging.

DETAILS

A 42-signature petition was received from Kinross residents requesting the extension of the existing uniform fence adjacent to Marmion Avenue. The existing uniform fence ends where the road reserves of Marmion Avenue and Bute Court coincide. The location of Bute Court is shown in Attachment 1 including the layout of the culs de sac, existing fence and bollards.

The petition presents several arguments in support of the extension of the uniform fence, primarily that it would remove the danger to children by eliminating access to Marmion Avenue. It further states that it would reduce traffic noise and litter in the street.

Consultation:

The City forwarded questionnaires to 440 households. A total of 75 (17%) was returned resulting in 54.6% in support, 13.3% in objection and 32% neutral. In addition, there are 15 users of the accessway. The accessway is used to access public transport, schools and parks, in addition it is used for social purposes and for exercise (walking). Of the 15 users 40% support closure, 46% object and 13% are neutral. A table of key results from the questionnaires is shown in Attachment 2.

Comments were also sought from the subdivider, Peet & Company Ltd, who had no objection provided that the City funded the extension of the uniform fence.

Policy Implications:

Policy 3.1.6 – Uniform Fencing – Subdivision encourages a reduction in the extent of uniform fencing along major roads. To achieve this outcome, the policy encourages the provision of alternative design measures such as controlled access places, service roads and extension of culs-de-sac heads abutting major roads.

The policy states that where cul-de-sac heads and service roads are located immediately adjacent to regional roads or other roads of district importance, Council shall require the provision of barrier fencing along the common boundaries of these road reserves. Such fencing shall consist of bollards, posts and rails or other low, open designs as approved by the Chief Executive Officer. In assessing applications for alternative designs of barrier fencing the Chief Executive Officer shall have regard to the provision of visual breaks to continuous sections of fencing, compatibility with adjacent uniform fencing, pedestrian/cycle access and relative land levels between the cul-de-sac/service road and the major road, ongoing maintenance requirements and durability of the barrier fencing.

Strategic Plan:

City of Joondalup Strategic Plan 2000-2005. Vision – Create local neighbourhood precincts which have neighbourhood design that encourages walking, cycling, jogging – where it's easy to get around and enjoy a healthy lifestyle.

COMMENT

The petition argues that the existing opening in the uniform fence poses a serious danger to children playing in the street. Uniform fencing is not provided to prevent children accessing major roads. It is provided to present a uniform appearance along rear boundaries of properties abutting major road reserves, which is a standard subdivision requirement. Whilst it is acknowledged that the uniform fence provides noise attenuation, this is not its main function.

It should also be noted that Policy 3.1.6 Uniform Fencing – Subdivision advocates the extension of cul-de-sac heads to reduce the extent of uniform fencing along major roads.

The purpose for providing such breaks in the uniform fencing around estates is to assist in minimising the establishment of 'walled' estates, which is considered an inappropriate urban design outcome. It should be noted that the current arrangement is in accordance with the Policy 3.1.6 Uniform Fencing – Subdivision, including the existing barrier fencing.

The existing opening creates a more pedestrian and cycle friendly environment and encourages walking and cycling and the use of public transport. The existing opening provides unrestricted pedestrian and cyclist access to Marmion Avenue, the suburb of Kinross and to the potential future residential area to the west. It also provides for better connectivity between neighbourhoods, and assists in the promotion of passive surveillance along such routes.

Whilst the extension of the estate wall is not supported (at an approximate cost of \$10,000 to Council), alternative fencing and gate design options were explored. If there was to be any fencing then the preferred option is low permeable fencing (tubular pool type fencing) with a self-closing gate system similar to a pool gate. This option would be in accordance with the objectives of Policy 3.1.6 Uniform Fencing - Subdivision, allow for pedestrian access to be maintained and would restrict children accessing Marmion Avenue. This option would be an approximate cost of \$3,000 to Council and restrict cyclist movement, therefore, it is recommend that this option not be pursued.

Conclusion

In conclusion approval to the extension of the uniform fence may have ramifications for many other localities throughout the municipality that contain similar culs-de-sac head treatments. Council should be mindful that this request may create an undesirable precedent, to the detriment of sound urban design and passive surveillance outcomes. Additionally, should Council support the alternative fencing and gate option identified above, a precedent would be created whereby other localities may seek similar treatments that would, in turn, create financial implications.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

- 1 SUPPORTS Policy 3.1.6 Uniform Fencing - Subdivision and the existing opening in Bute Court, Kinross be retained in its current configuration;**
- 2 ADVISES all petitioners and questionnaire respondents accordingly.**

Appendices 7 & 7(a) refer

To access this attachment on electronic document, click here: [Attach7brf081002.pdf](#)

[Attach7abrf081002.pdf](#)

ITEM 14 CONSIDERATION OF EXCISION AND RE-VESTING OF LILBURNE RESERVE (RESERVE 35545), LOCATION 9853, (214) LILBURNE ROAD, DUNCRAIG – [05963] [57264]

WARD - Pinnaroo

PURPOSE

Council is requested to consider the outcomes pertaining to community based workshops held on 22 and 29 July 2002 in respect to the identification of an alternative site for use by the Fire and Emergency Services Authority (FESA) to construct a new fire station facility to service the Padbury locality. (A copy of the final workshop outcomes report has been placed in the Councillors' reading room for perusal).

Council is also requested by the Department for Planning and Infrastructure (DPI) to support the following:

- The excision of 3000m² of Lilburne Reserve (Reserve 35545) and re-vesting for the purpose of a fire station, and;
- The re-vesting of the remainder of Lilburne Reserve (Reserve 35545) from 'Public Recreation' to 'Conservation'.

EXECUTIVE SUMMARY

In August and November 2001, Council was requested to consider a proposed land exchange between the current FESA fire station site in Location 11898 (273) Hepburn Avenue, Padbury (Reserve 43210) and the City's Community Purpose site in Location 12223, (12) Blackwattle Parade, Padbury (Reserve 43717). This had been suggested as the FESA site is included in the Bush Forever Site 303 and the land swap was seen as a mechanism by which to retain the bushland on the site. Council resolved not to support the land exchange option due to significant local opposition.

Council, at its meeting on 27 November 2001, requested that the DPI determine an appropriate strategy for the provision of a fire station in the Hepburn Heights area.

Council, at its meeting on 12 February 2002 considered an application for approval to construct a fire station upon the current FESA vested site on Reserve 43210. One of Council's resolutions was to reiterate its previous request that the DPI determines an appropriate strategy for the provision of essential services in the Hepburn Heights area prior to a decision being made on this proposal.

As a result of Council's requests, DPI commissioned an independent consultant, Environmental Resource Management Australia Pty Ltd (ERM) to identify a suitable location for the facility, with a range of stakeholders being included within this decision making process. Two community based workshops were conducted on 22 and 29 July 2002, with representatives from DPI, FESA, City of Joondalup, Friends of Hepburn Heights, Friends of

Lilburne Reserve, Department of Environmental Protection (DEP), Western Power and several community representatives in attendance.

DPI wrote to the City requesting that Council support the preferred site identified at the workshops which is a 3000m² portion of Lilburne Reserve, together in support of the change of vesting of the remainder of Lilburne Reserve from ‘Public Recreation’ to ‘Conservation’.

The City wrote to DOLA seeking advice in respect to proceeding with the excision and re-vesting of the reserve as per DPI’s request. DOLA, via correspondence advised that the City should undertake advertising in accordance with statutory requirements.

It is therefore recommended the excision of a 3000m² portion of Lilburne Reserve and the re-vesting of the remainder of the reserve from ‘Public Recreation’ to ‘Conservation’ be advertised, to gauge community opinion.

BACKGROUND

Suburb/Location: Reserve 35545 Lilburne Reserve, Duncraig
Applicant: Department for Planning and Infrastructure
Owner: Crown
Zoning: **DPS:** Parks and Recreation
MRS: Urban
Strategic Plan: Lifestyle Strategy 2.6 – Implement projects with focus on improving environmental, social and economic balance.

The following previous Council resolutions pertaining to the fire station site are provided in chronological order.

Council at its meeting on 24 July 2001 (CJ249-07/01 refers) resolved:

“That the matter pertaining to the Proposed Land Exchange – Location 11898 (273) Hepburn Avenue, Padbury (Reserve 43210 – Fire Station Site) and Location 12223, (12) Blackwattle Parade, Padbury (reserve 43717 – Community Purpose Site) be DEFERRED pending further consideration by elected members.”

Council at its meeting on 14 August 2001 (CJ277-08/01 refers) resolved:

“(That Council)

- 1 NOTES the environmental significance of Hepburn Heights Bushland;*
- 2 NOTES the social and historical significance of Hepburn Heights Bushland;*
- 3 NOTES the lack of proposed uses for the City of Joondalup Community Purpose Site, reserve 43717;*
- 4 ADVERTISES for a period of 28 days the possibility of the land swap of FESA Reserve Loc. 11898 and City of Joondalup Community Purpose site, Reserve 43717 for the purpose of consolidating the Hepburn Heights Bushland Conservation Area;*

- 5 *INFORMS the residents of the Hepburn Heights Estate of the consideration of a possible land swap by means of a letter box distribution of flyers within the estate;*
- 6 *COMMUNICATES this decision to Hepburn Heights Residents Association; Fire & Emergency Services Authority of Western Australia; Western Australian Planning Commission; Friends of Hepburn & Pinnaroo Bushland and The Environmental Protection Authority;*
- 7 *LIAISES with the Department of Land Administration regarding the possible revocation of the Management Order on Reserve 43717;*
- 8 *RECEIVES a report on the outcome of the public consultation process by the end of October 2001.”*

Council at its meeting on 27 November 2001 (CJ419-11/01 refers) resolved:

“(That Council)

- 1 *“NOTES there is significant community opposition to the development of a fire station on the designated Fire and Emergency Services Authority site due to concern about damage to regionally significant bushland;*
- 2 *NOTES there is significant community opposition to the development of a fire station on the community purpose site on Blackwattle Parade due to concern about the impact on amenity of the surrounding residential area;*
- 3 *APPROACHES the Department of Planning and Infrastructure (DPI) to determine an appropriate strategy for the provision of these essential services (fire station and Western Power facilities) in the Hepburn Heights area..”*

Council at its meeting on 12 February 2002 (CJ027 - 02/02 refers) resolved:

“(That Council)

- 1 *“RECOGNISES the intended purpose of the Reserve for FESA’s use;*
- 2 *RECOGNISES the community concern in regard to development within the Hepburn Heights bushland;*
- 2 *STRONGLY RECOMMENDS that the Department for Planning and Infrastructure undertakes community consultation on the proposal prior to any decision being made;*
- 4 *REITERATES the request that the DPI determines an appropriate strategy for the provision of essential services in the Hepburn Heights area prior to a decision being made on this proposal;*
- 5 *In the event that approval is granted, REQUESTS that the Western Australian Planning Commission consult the City in regard to appropriate development conditions and that the following issues be addressed:*

- *a management plan be prepared for the operation of the fire station to ensure minimal impact on the amenity of nearby residential areas; and*
- *detailed drawings be provided for to the City for approval for the proposed access onto Hepburn Avenue and modification of traffic islands.”*

DETAILS

Council, at its meeting on 12 February 2002 considered an application for approval to construct a fire station upon the current FESA vested site on Reserve 43210. One of Council's resolutions was to reiterate its previous request that the DPI determines an appropriate strategy for the provision of essential services in the Hepburn Heights area prior to a decision being made on this proposal.

As a result of Council's requests, DPI commissioned an independent consultant, Environmental Resource Management Australia Pty Ltd (ERM) to identify a suitable location for the facility, with a range of stakeholders being included within this decision making process. It is important to note that Council has not initiated the process but that Joondalup's involvement has been sought out of necessity.

Two community based workshops were conducted on 22 and 29 July 2002, with representatives from DPI, FESA, City of Joondalup, Friends of Hepburn Heights, Friends of Lilburne Reserve, Department of Environmental Protection (DEP), Western Power and several community representatives in attendance.

DPI wrote to the City requesting that Council support the preferred site identified at the workshops which is a 3000m² portion of Lilburne Reserve, together in support of the change of vesting of the remainder of Lilburne Reserve from 'Public Recreation' to 'Conservation'.

The City wrote to DOLA seeking advice in respect to proceeding with the excision and re-vesting of the reserve as per DPI's request. DOLA's response acknowledged that advertising had taken place previously with regard to the proposed 'land swap' however, due to the current proposal being entirely new, advertising in accordance with DOLA's guidelines would still be necessary.

It is therefore recommended the excision of a 3000m² portion of Lilburne Reserve and the re-vesting of the remainder of the reserve from 'Public Recreation' to 'Conservation' be advertised, to gauge community opinion.

Statutory Provision:

Lilburne Reserve (Reserve 35545) was set aside pursuant to Section 20A of the Town Planning and Development Act 1928 for the designated purpose of 'public recreation' and in general terms it is considered in the public's best interest that land for this purpose should remain as such. However, it is recognised there is sometimes good argument for variations to the general policy of preserving existing Section 20A reserves. The "Guidelines for the Administration of Section 20A Public Recreation Reserves" were produced by the Department of Land Administration (DOLA) to identify where such variations are considered appropriate.

Under these Guidelines, where a portion of a Section 20A reserve is to be considered for excision or disposal, it needs to be proved that such an action will not disadvantage the local

community. Therefore prior to approval being granted, the City must satisfy the Minister for Lands that the proposal has been widely publicised within the locality. A sign on site is required together with an advertisement in a local newspaper and, if considered appropriate, canvassing of landowners in proximity to the subject site. Details of the level of advertising undertaken together with the results of that advertising are required to be forwarded to DOLA with any request to amend a reserve's purpose.

Advertising:

Council is requested to initiate advertising in respect of the new fire station site within portion of Lilburne Reserve. It is recommended that a sign on site be installed for a period of thirty days and an advertisement placed in the local community newspaper. It is suggested that all persons and groups who previously lodged submissions in respect to the fire station site be advised in writing, including all attendees of the workshops, together with all landowners of property adjacent to and adjoining Lilburne Reserve. In addition, in recognition of the process undertaken by the DPI, it is recommended that all advertising should include a paragraph, which ensures that public comment being sought is limited to the excision and re-vesting of Lilburne Reserve and not the identification of alternative fire station sites.

Strategic Implications:

It should be noted that a significant portion of the locality is currently not serviced to an accepted international standard by FESA. Whilst it is acknowledged that this issue is one of significant local importance, Council should be mindful of the ramifications of FESA's servicing inadequacies upon the wider community. It is therefore considered essential that the finalisation of the preferred fire station site, together with its construction, be progressed in a timely manner.

COMMENT

The final workshop outcomes report identified 4 main options. These are the original FESA site, another site in the Hepburn Heights Conservation area, the Community Purpose site on Blackwattle Parade and Lilburne Reserve, Duncraig. The workshops involved all key stakeholders, including members of the local community.

A systematic process of identifying options and evaluation criteria, weighting the criteria, rating the options and identifying a top ranked option formed the basis of the final decision. The final outcome of this process was that the preferred site for a fire station is a 3000m² portion of Lilburne Reserve fronting Hepburn Avenue. In addition, the re-vesting of the remainder of Lilburne Reserve from 'Public Recreation' to 'Conservation' also formed part of the final outcome to ensure that the remainder of Lilburn Reserve and, more importantly the vegetation contained therein, is afforded a higher level of protection. It is advised that there would be no additional cost to Council if the area was re-vested for Conservation purposes.

It should be noted that upon finalisation of the advertising period, a further report tabling all submissions received during the advertising period will be considered by Council prior to the City formally requesting excision and re-vesting of Lilburne Reserve by the DOLA. This report will also provide details in regard to the cadastral boundaries of the excision area via consultation between the City of Joondalup, FESA, DPI and the Friends of Lilburne Reserve so that disturbance and loss of remnant vegetation upon this portion of Lilburne Reserve is kept to an absolute minimum.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

- 1 ADVISES** the Department for Planning and Infrastructure that the City is advertising the excision of a 3000m² portion of Reserve 35545, Lilburne Reserve, together with the re-vesting of the remaining portion of the reserve from ‘Public Recreation’ to ‘Conservation’;
- 2 INITIATES** advertising in accordance with legislative obligations pertaining to Section 20A reserves. Advertising shall be for a period of 30 days and consist of notifying all persons and/or groups who previously lodged submissions in respect to the fire station site being advised in writing (including all attendees of the workshops, together with all landowners of property adjacent to and adjoining Lilburne Reserve), a sign placed on site, and an advertisement placed in the local newspaper. In addition, it is recommended that all advertising shall include the following paragraph:

“Two separate workshops were conducted on 22 and 29 July 2002 to identify a site for the construction of a fire station in the Padbury Area. The workshops involved a systematic process of identifying various site options and evaluation criteria, weighting the criteria, rating the site options and identifying a top ranked site option. The outcome of the assessment of all site options is that the preferred fire station site is a 3000m² portion of Lilburne Reserve fronting Hepburn Avenue, Duncraig. In addition to the above, the re-vesting of the remainder of Lilburne Reserve from ‘Public Recreation’ to ‘Conservation’ is also supported by the Department for Planning and Infrastructure. The City of Joondalup is inviting comment from all interested persons and groups in respect to the excision and re-vesting of Lilburne Reserve. Comments in respect to the identification of other fire station sites will not be considered as the identification of the preferred site is the outcome of the two community based workshops in which a consensus was reached by all key stakeholders, including local community group representatives”;
- 3** Upon finalisation of the advertising period, a further report tabling all submissions received during the advertising period be **CONSIDERED** by Council, prior to the City formally requesting excision and re-vesting of Reserve 35545 by the Department of Land Administration;
- 4 DETERMINES** the cadastral boundaries of the excision area via consultation between the City of Joondalup, FESA, DPI and the Friends of Lilburne Reserve so that disturbance and loss of remnant vegetation upon this portion of Lilburne Reserve is kept to an absolute minimum; and

- 5 THANKS the organisers, the Department for Planning and Infrastructure, and all attendees for their considerable time and input into the process of identifying the preferred fire station site upon portion of Reserve 35545, Lilburne Reserve, Duncraig.**

Appendix 8 refers

To access this attachment on electronic document, click here: [Attach8brf081002.pdf](#)

ITEM 15 LEISURE FACILITIES CAPITAL WORKS FUNDING POLICY – [83527]

WARD - All

PURPOSE

To consider adopting the policy for Leisure Facilities Capital Works Funding (Attachment 1) for inclusion in the City of Joondalup's Policy Manual.

EXECUTIVE SUMMARY

Council at its meeting of 21 May 2002, resolved to develop a report outlining a policy for funding sport and recreation facility capital works projects in consultation with the Synthetic Grass Playing Surface Workgroup. The City's current administrative procedure for assessing funding applications is aligned to the State Government's Community Sport and Recreation Facility Fund (CSRFF) process. By formalising a Council policy in relation to Leisure Facilities Capital Works Funding, the City's Formal Facilities Assessment Process will have clear definition and guidance to attain a sound recommendation for consideration of Council. The policy will encompass provision for all sport and recreation organisations, rather than adopting individual policies for selected sports.

It is recommended that Council adopts the policy for Leisure Facilities Capital Works Funding listed as Attachment One to this report for inclusion in Council's Policy Manual.

BACKGROUND

Council at its meeting of 21 May 2002 (CJ117-05/02 refers), resolved the following:

That Council:

- 1 *NOTES the draft policy for the provision of synthetic grass bowling greens, as recommended by the Synthetic Grass Playing Surface Workgroup;*
- 2 *In consultation with the Synthetic Grass Playing Surface Workgroup, DEVELOPS a report outlining a policy for funding sport and recreation facility capital works projects.*

The current administrative procedure for assessing funding applications is aligned to the State Government's Community Sport and Recreation Facility Fund (CSRFF) process. The process involves Council assessing, ranking and rating all applications received from sporting and community groups located within the City of Joondalup based on the following criteria:

- Well planned and needed by municipality
- Well planned and needed by applicant
- Needed by municipality, more planning required
- Needed by applicant, more planning required
- Idea has merit, more preliminary work needed
- Not recommended

Local Government bodies and legally constituted, not-for-profit sporting clubs and community groups are invited by the Department for Sport and Recreation to submit applications for funding to make modifications and additions to existing sport and recreation facilities or to construct new ones. A third of the total cost of the project may be funded by the CSRFF, with it being necessary that grants are matched by the applicant's own cash contribution to the project, with other funding bodies being sourced as required.

To assist in this process, each submission is assessed administratively via the Local Authority's Formal Facilities Assessment Process against the following key principles:

- Project justification
- Planning approach
- Community input
- Management planning
- Access and opportunity
- Design
- Financial viability
- Co-ordination; and
- Potential to increase physical activity.

Strategic Plan:

This policy would contribute to the following Key Result Area and strategy:

LIFESTYLE

Strategy 2.7

Encourage provision of a range of innovative and quality facilities, services and recreational activities which achieve the physical, social, cultural and intellectual well-being of the community, both locally and regionally.

To achieve this we will:

- *Foster community groups and partnerships.*
- *Influence and work collaboratively with other levels of government and the private sector.*
- *Create and maintain an aesthetic environment of lakes, parks and foreshore that meets a range of needs.*
- *Enable a diverse range of opportunities that address individual, family and community development needs of the residents and visitors to the City.*
- *Use a community development approach to build sustainable and empowered communities.*

DETAILS

The City of Joondalup is committed to the equitable allocation of Council resources for the purpose of developing community facilities. The Assessment Process that organisations enter into will ultimately provide a needs analysis and feasibility study that will ensure the project is well planned, managed and ultimately well used. This will then be assessed in light of other proposed projects to determine the maximum benefit for the community from Council's resources. In doing this, emphasis will be placed upon Council working in partnership with the community to ensure:

- Efficient and cost effective use of Council resources.
- Efficient, streamlined and transparent decision making.
- Council resources are allocated and developed according to community need.
- Duplication of services and facilities in communities is avoided.
- Wherever possible, investigation into multiple use of existing community resources is undertaken before allocation of Council owned or managed resources.

Consultation:

As per Council's resolution from 21 May 2002 a meeting was convened on Thursday 5 September 2002 to consult with the Synthetic Grass Playing Surface Workgroup regarding the Capital Works Funding Policy. This meeting endorsed (refer Attachment 2) that the "eligibility criteria" subject to a few elements of the policy being re-worded to achieve a better interpretation of the criteria. It was also agreed to delete storage as one of the stated projects that Council would not provide financial support for.

Policy Implications:

The policy will encompass provision for all sport and recreation organisations, rather than adopting individual policies for selected sports. Attachment One to this report details the proposed Leisure Facilities Capital Works Funding Policy.

COMMENT

It is considered that the current City of Joondalup administrative procedure for assessing capital works funding applications, as part of the requirement of the State Government's CSRFF, could be more effective in terms of planning direction for potential applicants. By formalising a Council policy in relation to Leisure Facilities Capital Works Funding, the City's Formal Facilities Assessment Process will have clear definition and guidance to attain a sound recommendation for consideration of Council. The policy will encompass provision for all sport and recreation organisations, rather than adopting individual policies for selected sports.

Council may provide up to one-third funding for approved Capital Works projects. The remaining two-thirds funding is to be raised by the applicant. This can be achieved from sources such as:

- Applicant's cash
- Applicant's "in-kind" or donated material
- State Government's Community Sport and Recreation Facilities Fund (CSRFF)

Applicants that were unsuccessful in receiving a grant from the CSRFF may still proceed with their proposed project, following Council's commitment to fund one-third, if the applicant agrees to fund the remaining two-thirds themselves.

Some advantages in formalising this funding policy include:

- All clubs / organisations applying for funding will be assessed by one consistent set of criteria; and
- The City has an opportunity to work strategically with the respective club in pursuing their future direction.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council ADOPTS the policy for Leisure Facilities Capital Works Funding forming Attachment One to this Report for inclusion in Council's Policy Manual.

Appendices 9 & 9(a) refers

To access this attachment on electronic document, click here: [Attach9brf081002.pdf](#)

[Attach9abrf081002.pdf](#)

ITEM 16 COMMUNITY SPORT AND RECREATION FACILITY FUND 2002/03 FUNDING ROUND - SUBMISSION PRIORITISATION – [22209]

WARD - All

BACKGROUND

Local Government bodies and legally constituted, not for profit sporting clubs and community groups have been invited by the Department for Sport and Recreation to submit applications for funding to make modifications and additions to existing sport and recreation facilities or to construct new ones. A third of the total cost of the project may be funded by the CSRFF, with it being necessary that grants are matched by the applicant's own cash or 'in-kind' contribution to the project, with other funding bodies being sourced as required.

CSRFF grants are available in one of two categories:

- 1 Annual grants, and
- 2 Forward Planning grants.

Annual grants will be given to projects of a less complex nature, which have a total project value between \$1,000 and \$50,000. Grants in this category must be claimed in the next financial year.

Forward Planning grants will be given to projects of a more complex nature, requiring a period of between one and three years to complete, and which are for grants of \$50,001 to \$1.5 million. Grants given in this category can be claimed in either the first, second or third year of the triennium in which the funds were allocated.

Council is required to assess, rank and rate all applications from organisations that fall within the boundaries of the City and forward these rankings and ratings to the Department of Sport and Recreation for consideration against all other submissions in the state. To assist in this process each submission is assessed administratively via the City's Formal Facilities Assessment Process.

The Minister for Sport and Recreation will announce the successful applications in February 2003. The grants will become available in the 2003/04 financial year or in another financial year nominated by the applicant.

EXECUTIVE SUMMARY

The Minister for Sport and Recreation has allocated nine million dollars from the Community Sport and Recreation Facility Fund (CSRFF) for the 2003/04 round of applications. Council is requested to assess, rank and rate all applications received from sporting and community groups located within the City.

Applications have been received from six community groups for a range of projects in addition there are two projects from the City of Joondalup for consideration. The following is the recommended assessment of priority ranking and project ratings for all applications to be submitted to the Minister for Sport and Recreation:

Rank Applicant	Rating
1 Craigie Leisure Centre	Needed by municipality, more planning required
2 Wanneroo Wolves Basketball	Needed by municipality, more planning required
3 Sorrento Croquet Club	Well planned and needed by applicant
4 Sorrento/Duncraig Junior Football Club	Well planned and needed by applicant
5 Warwick Bowling Club	Needed by applicant more planning required.
6 Whitfords Hockey Club	Needed by applicant more planning required.
7 Marmion Squash Club	Idea has merit, more preliminary work needed.
8 Beaumaris Sporting Association	Not recommended.

N.B) A table (attachment 1 to this Report) has been provided to show the extent of the possible financial commitment of the applications submitted for consideration by Council.

DETAILS

Financial Implications

Projects which are listed for possible support by the Community Sport and Recreation Facilities Fund are recommended to be included as part of the draft capital works budget for the appropriate year. On most occasions the grant monies are sought in the forthcoming financial year. Decisions as to the outcomes of the grant submissions will be announced in February or March 2003, at which time the City will be able to make the appropriate adjustments to the budget planning documentation according to the decisions of the state government.

Strategic Implications:

All applications were assessed by the Council's Formal Facilities Assessment Group consisting of Graeme Hall, Manager Community Development Services; Dennis Cluning, Manager Operations Services; Wayne Grimes, Recreation Development Officer; Martine Baker, Project Officer Strategic Development; Patrick Whelan, Coordinator Building Services and Mike Burke contract Recreation Officer.

All projects were assessed against the following key principles of the formal facilities assessment process:

- Project justification
- Planning approach
- Community input
- Management planning
- Access and opportunity
- Design
- Financial viability
- Co-ordination; and
- Potential to increase physical activity.

The local government authority in which the project is to be built is requested to place a priority ranking and rating on all applications based on the following criteria:

- Well planned and needed by municipality
- Well planned and needed by applicant
- Needed by municipality, more planning required
- Needed by applicant, more planning required
- Idea has merit, more preliminary work needed
- Not recommended

COMMENT/FUNDING

Details of the eight applications for assessment are:

Project 1

Craigie Leisure Centre

CSRFF	\$1,500,000
City of Joondalup	Unknown

Total Project Cost	Unknown
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The demise of the RANS Management Group as the contracted operators of the City's leisure facilities has heightened the awareness for the City to undertake some capital improvement at the Craigie Leisure Centre. The timing of the 2003/04 CSRFF funding round is not ideal given the amount of preparation time required to prepare a funding application of this size and nature. A key component of the submission for consideration for CSRFF funding will be the needs assessment research that is presently being undertaken and is due for presentation to the Council at the Strategy session 17 October 2002.

It is felt that there is a need to ensure that an application is submitted by the City to assist in meeting some of the costs of refurbishing the Craigie Leisure Centre. The Council has been kept informed as to the possible extent of the works which may be required in order to make the Craigie Leisure Centre a quality facility. The Leisure Centres Working Group have proposed that without knowing the findings of the needs assessment and therefore the extent of the project that the City should work towards developing a funding submission that seeks the maximum available given the extent of the partnership funding possibly available from the City. For the purpose of this report it is proposed that Council make a submission for 1.5

million dollars from the CSRFF. This amount is the maximum that can be sought for any single project.

Support from City for this project is required by the CSRFF guidelines to be demonstrated by allocation of a priority ranking within the list of other capital projects. The project is recognised as being needed by the municipality although additional planning is required. The estimate of capital cost and overall plan are indicative of the scale of the project and provide Council with an understanding of how the project may be eventually presented.

The development of the scope of works is seen as being crucial to an understanding of the costs involved in any refurbishment. It is clear that any support received from the CSRFF will assist in reducing the City's overall contribution to the project.

It is anticipated that any project to improve the facilities at the Craigie Leisure will be of significant importance to the Joondalup community as a whole. The facility improvement will be of benefit to the overall health and fitness of the community as well as having opportunity to assist in the development of sporting opportunity.

Support is sought from Council to proceed with a submission to the CSRFF on the basis that Council are likely to proceed with a project at the Craigie Leisure Centre and that this project is going to require funding. The receipt of 1.5 million dollars from the State Government would require 3 million dollars in matching funds from the City. Given the accelerated time line for the planning of this project it is thought that the application should be a forward planning grant in which the funds are sought in the 2004/2005 financial year of the of the triennium funding round.

It is recommended to Council that an application for up to 1.5 million be submitted to the CSRFF as the City of Joondalup's first priority for funding.

Project 2

Wanneroo Wolves Basketball Association

Wanneroo Wolves Basketball Association	up to \$10,000
CSRFF	up to \$10,000
City of Joondalup	up to \$10,000

Total Project Cost **up to \$30,000**

The CSRFF has provision within its guidelines to assist sporting clubs or organisations with funding for feasibility studies. The present situation facing the Wanneroo Wolves Basketball Association is that they have a need to find new accommodation prior to 2007, when the lease on their existing premises expires. In order to make an informed decision on the relocation of the Association it is seen as essential that a comprehensive and independent feasibility study be completed. It is considered that this feasibility should be completed by an independent and external consultant.

The closing date for submissions to the City by clubs seeking CSRFF funding was 6 September 2002. At that time no application had been submitted by the Basketball Association despite there being communication with the club regarding the matter. It is therefore proposed that the City of Joondalup proceed with making an application in conjunction with the Association.

The Association has advised that whilst it is unlikely to be in a position to make a one third contribution to the cost of the feasibility study the Association agree that the study should be completed. It is anticipated that the cost of a thorough feasibility study would be between \$20,000 and \$30,000, this would equate to the three parties contributing up to \$10,000 each.

The need to support the Wanneroo Wolves Basketball Association is seen as being of prime importance to both the City and to the sporting association. The availability of a thorough and independent feasibility study will play a significant role in identifying, planning and costing a preferred site for the association. Council is aware that a report regarding the Wanneroo Wolves Basketball Association by the local member is being prepared for consideration by the Minister for Planning and Infrastructure. However, given that the City is not aware of the scope or terms of reference of the Ministerial report it is considered that there remains a need for a feasibility study by the City.

The recommendation to Council is that up to \$10,000 be allocated on the draft budget for the undertaking of a feasibility study for the Wanneroo Wolves Basketball Association. This project is to be listed as the City's second priority in the list submitted for CSRFF consideration. The contribution by the City is contingent on the Basketball Association contributing matching funding from the Association's internal resources.

This project is recommended as it is believed that it is needed by both the club and Council. Completion of the report will assist Council in its decision making process.

Project 3

Sorrento Croquet Club

Sorrento Croquet Club	\$2,333
CSRFF	\$2,333
City of Joondalup	\$2,333

Total Project Cost \$6,998

This application is for the replacement of an existing equipment storage shed to improve access and ease of operation for club members.

The Sorrento Croquet Club is located on the Percy Doyle Reserve and operates as part of the Sorrento Bowling Club which leases facilities from the City. The Bowling club is aware of the proposed project and support the application by the Croquet Club.

The application is needed by the club as the current location of the equipment shed necessitates members negotiating a flight of steps to access the building. This presents practical difficulties in addition to the potential risk of injury to members from tripping or slipping when accessing the equipment.

The recommendation to Council is that the project submitted by the Sorrento Croquet Club be supported and listed as the City's third priority in the list of projects submitted for CSRFF assistance. The project is well planned and needed by the applicant.

Project 4

Sorrento-Duncraig Junior Football Club

Sorrento-Duncraig Junior Football Club	\$15,400
City of Joondalup	\$15,400
CSRFF	\$15,400
Total Project Cost	\$46,200

The Sorrento-Duncraig Junior Football Club which is based at the Percy Doyle Reserve is proposing to improve the training floodlights at the facility. The venue also provides sporting facilities for Tee-Ball and Junior Cricket making it a well used venue during both winter and summer seasons.

The current lighting provides a level of illumination at the venue which limits the clubs ability to utilise the entire oval for training purposes. The upgrading of the floodlights will aim to increase the scope of training the club can undertake. It is envisaged that the upgrade will also benefit the other facility users as through increasing the floodlit area.

The existing floodlights are located on the south-western and southern side of the oval. The original proposal from the club was to simply upgrade the existing floodlights. In subsequent discussions with the club it has been suggested that the new floodlights be located on the eastern side of the oval with the existing lights retained. Although this will increase the project cost it will also increase the area of uniform lighting and consequently allow for the rotation of training to occur. The club support the erection of the floodlights on the eastern side of the oval.

The junior football club has made significant financial contribution to the various capital developments at Percy Doyle Reserve in the past and in 2000 spent \$16,000 on extension to the clubrooms to increase the storage capacity.

The club will contribute one third of the cost of the project in cash and are seeking the balance from the City and CSRFF. The original total project cost submitted by the club was \$40,500 with the three parties contributing \$13,500. The revised proposal which has been developed in conjunction with the club will cost \$ 46,200 with \$15,400 being provided by the three parties. The club is in a position to meet its portion of the project cost in cash.

The recommendation to Council is that this project is supported and that the project is listed as Council's fourth priority for funding support. The project is well planned and needed by the applicant. By assisting the club with this project Council will enhance the usage of the Council facility.

Project 5

Warwick Bowling Club

Warwick Bowling Club	\$32,000 (cash)
	\$6,000 (volunteer labour)
City of Joondalup	\$38,000
CSRFF	\$38,000

Total Project Cost \$114,000

Warwick Bowling Club is located on Warwick Regional Open Space and is a member club of Warwick Recreation Association, which manages the Warwick Open Space Clubrooms. The Warwick Recreation Association consists of three member clubs, Warwick Bowling Club,

Greenwood Tennis Club and Perth Outlaws Softball Club. The Warwick Recreation Association supports the proposed project by Warwick Bowling Club.

This application is for the conversion of one existing green from natural grass to a synthetic surface. The club aims through this project to reduce the existing maintenance requirements and increase the amount of time bowls can be played at the venue. It is the intention of the applicant club to expand the current sporting calendar with the introduction of programmes targeted at a sector of the community currently not involved in the sport of bowls at present.

A number of bowling clubs in the metropolitan area have installed synthetic surfaces and the club has held discussions and with a number of these clubs to confirm the viability of the synthetic surfaces in those locations. Although the club has not undertaken a formal feasibility study the application shows evidence of a planned approach to the project and is able to contribute one third of the project cost in cash and voluntary labour.

At present the sports two governing bodies Bowls W.A. and W.A. Ladies Bowling Association do not have a Strategic Plan for the development of bowls facilities in W.A. The recent increase in the popularity of synthetic surfaces has highlighted the need for a strategic approach to the development of these facilities. The sports two governing bodies in conjunction with the Department of Sport and Recreation have commissioned a consultant to undertake the development of a facilities plan for bowls in the metropolitan area. A number of local authorities were involved in drafting the consultants brief for the study including The City of Joondalup.

The facilities development plan will provide direction for the future provision of bowling club facilities and will consider the development of new facilities as well as the possible rationalisation of existing facilities. The plan will also provide a guide to decision making with respect to financial support from LGA's and the State Government particularly for the installation of synthetic greens.

The study is due to be completed by October 2002, and the governing bodies will consider the recommendations and determine future courses of action. This timetable will enable the findings of the plan to be part of the next round of funding CSRFF funding in 2003/04. Until the production of a strategic plan for bowls has been completed it is considered unlikely that the Department of Sport and Recreation would allocate funding to a project involving the development of a synthetic surface in the metropolitan area.

It is considered that the project proposed by the Warwick Bowling Club has the elements of a supportable project, but that any financial support for the project should be subject to direction from the findings of the strategic planning process that is being undertaken by Bowls WA in conjunction with the Department of Sport and Recreation.

It is recommended that in principle support be given to the development of a synthetic bowling surface in the City and that an allocation of \$38,000 be included in the draft capital works budget for 2003/04 as a contribution towards the project from the Warwick Bowling Club. The ultimate allocation of the funding is contingent upon the Warwick Bowling Club being identified in the Strategic Plan as an optimum site for a synthetic bowling green within the City.

It is considered that the City should only allocate funding for the development of a synthetic bowling green in the future on the basis that the applicant club is identified in the Strategic Plan as an optimum location for a synthetic surface. This approach should apply equally in

cash component of \$120,154 is yet to be raised by the club through various fundraising initiatives. As the maximum voluntary labour amount permitted for each project under CSRFF guidelines is \$50,000 the proposed funding mix will require the club to source an additional cash amount of \$14,000 increasing its cash unsourced requirement to \$134,154.

It is for the reasons listed above that the recommendation is being made to Council that the project as presented by the Whitfords Hockey Club not be supported as there is a need for additional planning to be undertaken by the club. Of particular concern at this stage of the project is the lack of a detailed financial plan which clearly indicates the various sources from which the required partnership funding will be raised by the club.

The project is wanted by the applicant however it is considered that more planning is required.

Project 7

Marmion Squash Club

Marmion Squash Club	\$199,199
City of Joondalup	\$199,199
CSRFF	\$199,199

Total Project Cost \$597,598

This application is for the construction of an indoor multi-purpose facility at Timberlane Park in Woodvale. It incorporates 6 squash courts, toilets/toilets and office/storage space. The facility has been designed as an extension to the existing pavilion, with two courts having movable walls to enable a range of additional activities to be accommodated.

The need for this facility has been identified by the club to replace privately owned squash courts which closed in June 2002. Since closure of their facilities in Padbury the club have been forced to utilise courts at Scarborough. The club consider that this arrangement will hinder the development of squash as a sport at the local level and ultimately have a detrimental effect on the Marmion Squash Clubs membership levels.

Although the application is ostensibly a response to the club's reported need for squash facilities the proposed building has been designed to cater for a range of other indoor sports including racketball, badminton, table tennis, indoor soccer and volleyball in an effort to ensure the facility has appeal to the wider community. It is intended that the facility will be operated by the applicant club through a manager and support staff and be open seven days a week for approximately 14 hours per day all year.

As part of the planning process the Marmion Squash Club has completed a feasibility study which includes a market analysis, identifies strategies for increasing usage, concept design and location rationale. The completion of the feasibility study involved consultation with the City of Joondalup and a range of organisations involved in provision of squash facilities. Technical advice has also been obtained from a number of construction companies regarding the materials, costing and design of buildings.

The development and ownership of squash centres has historically been regarded as a commercial venture. However, the private sector is currently not developing new squash

centres and existing centres are closing where greater financial returns can be generated through other commercial opportunities. Given this scenario, there is likely to be increased pressure for local government to consider providing financial support to squash clubs to develop facilities in the same way as many other community sport and recreation groups.

Discussion with W.A. Squash the governing body for the sport of squash has confirmed that it has developed an overall strategic plan for the development of squash in W.A. Included within this strategic planning document is an identified need for a facility development plan. The task of developing a facilities plan has been identified as being the responsibility of the WA Squash Board however this process has not been undertaken at this stage. The lack of a strategic plan for the development of squash in the metropolitan area means that the proposal to construct a new squash facility in the Woodvale area cannot be evaluated within the context of an overall plan for squash facilities.

There are currently thirty-eight squash centres in the metropolitan area, four of which have been provided by local governments in each case the courts are part of a larger recreation complex. Anecdotal evidence suggests that a number of the privately provided squash courts are coming under pressure to survive as the value of the land which they occupy becomes increasingly attractive to commercial property developers. It is for this reason that the premises used by the Marmion Squash Club was closed as a squash centre in June 2002.

Given the capital investment required to construct a facility together with the subsequent costs associated with the ongoing operation of the facility it is crucial that all elements of the proposal are in place. Notwithstanding the planning that has been completed by the Marmion Squash Club to date it is considered that there are several issues that need to be addressed in greater detail.

- It is considered that the location of the facility proposed by the applicant club offers minimal exposure to passing traffic and pedestrians which will detract from marketing and promotional strategies.
- There are issues relating to the suitability of the development proposal and the possible impact upon the surrounding area.
- There are also likely to be environmental planning considerations with regard to the removal of bush to accommodate the facility itself and any additional infrastructure requirements such as car parking and access roads.
- The feasibility study undertaken by the club is not conclusive and fails to consider feasible alternative locations or to demonstrate a sufficient market demand for the facility in terms of users to enable the predicted income to be achieved.
- The capital cost of the facility is estimated to be \$597,000 of which the club are proposing to contribute a one third contribution of \$199,199 the cash component of which will be \$123,841 with an in-kind contribution of materials and labour valued at \$75,358. At present the clubs assets comprise \$16,000 in cash and \$20,000 equity in the squash centre formerly used by the club. It is anticipated by the club that the balance of the clubs cash contribution \$87,841 will be realised through a range of fundraising efforts including a car raffle, donations and loans from individual members which will subsequently be repaid from the centre's operational profit.

The general approach Council has adopted in the past is that of working with community groups to ensure they are self-supporting.

The funding proposal from the BSA in its current format is requesting a \$60,000 loan to the club in addition to the one third project cost of \$86,666 in the form of a grant from the City and does not conform to what has been the practice of Council. Consequently the proposal has not been recommended by Council.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

That Council:

- 1 NOTES the details of the CSRFF Applications reviewed and outlined in attachment 1 to this Report and ENDORSE the relevant priority ranking allocated to each project;**
- 2 ENDORSES the submission of an application to CSRFF for \$1.5 million for the refurbishment of the Craigie Leisure Centre and that this project be the City's number one priority;**
- 3 LISTS an amount of \$10,000 for consideration in the 2003/04 draft budget as part contribution for the completion of a feasibility study in conjunction with the Wanneroo Wolves Basketball Association;**
- 4 LISTS an amount of \$2,333 for consideration in the 2003/04 draft budget as Council's part contribution towards a storage shed for the Sorrento Croquet Club subject to the club being successful in receiving a CSRFF grant;**
- 5 LISTS an amount of \$15,400 for consideration in the 2003/04 draft budget as Council's part contribution towards floodlighting on Percy Doyle Reserve subject to the club being successful in receiving a CSRFF grant;**
- 6 LISTS an amount of \$38,000 in the 2003/04 draft budget as Council's contribution towards a synthetic turf bowling green at the Warwick Bowling Club subject to the club being successful in the receipt of a contribution from CSRFF and that the project is identified as a preferred site within the Bowls WA Strategic Facilities Plan;**
- 7 ADVISES the Whitfords Hockey Club that the project proposed is not recommended for Council's support as it requires further planning with particular reference to the club's contribution to the funding component of the project;**

- 8 ADVISES the Marmion Squash Club that the project proposed is not recommended for Council support as it requires further planning with particular reference to the club's contribution to the funding component of the project; and**
- 9 That the Beaumaris Sports Association be ADVISED that the project proposed is not recommended for Council support on the basis that the final proposal submitted is outside of Council's normal practice regarding financial support to sporting and community groups.**

Appendix 10 refers

To access this attachment on electronic document, click here: [Attach10brf081002.pdf](#)

ITEM 17 MINUTES AND RECOMMENDED CHANGES TO THE TERMS OF REFERENCE FOR THE SENIORS INTERESTS ADVISORY COMMITTEE (FORMERLY THE STRATEGIC ADVISORY COMMITTEE – SENIORS INTERESTS) – [55511]

WARD - All

PURPOSE

The purpose of this report is to recommend the adoption of the amended Terms of Reference and note the unconfirmed minutes of the Seniors Interests Advisory Committee (formerly the Strategic Advisory Committee – Seniors Interests).

SUMMARY

A meeting of the Strategic Advisory Committee - Seniors Interests was held on Wednesday 10 July 2002. The unconfirmed minutes of this meeting are submitted for noting by Council (Attachment 1 to this Report).

At this meeting the committee made suggestions for making changes to the Terms of Reference (Attachment 2 to this Report). These changes include committee membership and a new date for Terms of Appointment to reflect the ongoing nature of the committee.

At the Council meeting on 3 September 2002, a decision was carried to change the name of this committee from the Strategic Advisory Committee – Seniors Interests to Seniors Interests Advisory Committee. This report reflects that change.

BACKGROUND

At the Ordinary Council Meeting of 25 September 2001, Council approved to elect an Occasional Seniors Advisory Committee of elected members and community people representing groups with seniors in their membership. At the Ordinary Council Meeting of 9 October 2001, Council approved the establishment of the Strategic Advisory Committee – Seniors Interests. At the Ordinary Council Meeting of 18 December 2001 (CJ437-12/01 refers) the Terms of Reference of the Strategic Advisory Committee – Seniors Interests were altered to reflect the membership comprising of

- Three Elected Members;
- One Representative from the Department for Community Development/ Office of Seniors Interests;
- Two representatives from commercial or not-for-profit organisations that provide services to seniors in the City;
- Two members of the community who do not represent any particular group or organisation but whom have an interest in Seniors issues;
- Manager Community and Health Services;
- Manager Leisure and Ranger Services;
- A representative as a deputy for the commercial or not-for-profit organisation that provide services to seniors in the City; and

- A representative as a deputy for the community who do not represent any particular group or organisation but whom have an interest in seniors issues.

DETAILS

The unconfirmed minutes of the meeting of the Strategic Advisory Committee – Seniors Interests held on Wednesday 10 July 2002, are included as Attachment 1 to this Report.

Members reviewed the Terms of Reference for the Strategic Advisory Committee – Seniors Interests and made the following amendments for recommendation to Council that:

“2. MEMBERSHIP

The committee shall consist of the following members.

- 1 Three Elected Members;
- 2 One representative from the Department for Community Development/ Office of Seniors Interests;
- 3 One representative from Community Vision;
- 4 Two representatives from commercial or not-for-profit organisations that provide services to seniors in the City;
- 5 Two members of the community who do not represent any particular group or organisation but whom have an interest in Seniors issues;
- 6 Manager Community and Health Services; and
- 7 Manager Leisure and Ranger Services;
- 8 A representative as a deputy for the commercial or not-for-profit organisation that provide services to seniors in the City; and
- 9 A representative as a deputy for the community who do not represent any particular group or organisation but whom have an interest in seniors issues.”

Be replaced with:

“2. MEMBERSHIP

The committee shall consist of the following members.

- 1 Three Elected Members;
- 2 One representative from the Department for Community Development/ Office of Seniors Interests;
- 3 One representative from Community Vision;
- 4 Three representatives from commercial or not-for-profit organisations that provide services to seniors in the City;
- 5 Three members of the community who do not represent any particular group or organisation but whom have an interest in Seniors issues;
- 6 Manager Community Development Services or nominated representative;
- 7 A representative as a deputy for the commercial or not-for-profit organisation that provide services to seniors in the City; and
- 8 A representative as a deputy for the community who do not represent any particular group or organisation but who have an interest in seniors issues.”

“4. MANAGEMENT

4.1 Terms of Appointment

Appointments to the Committee shall be by nomination and Expression of Interest will be called from members of the general community and relevant commercial or not for profit organisations to fill the respective community and service provider positions on the Committee. Members shall be appointed by Council. The Terms of Office shall be to the 30 July 2002.”

Be replaced with:

“4. MANAGEMENT

4.1 Terms of Appointment

Appointments to the Committee shall be by nomination; Expressions of Interest will be called from members of the general community and relevant commercial or not for profit organisations to fill the respective community and service provider positions on the Committee. Members shall be appointed by Council. The Terms of Office shall be to the 3 May 2003.”

COMMENT

The recommendations to modify the Terms of Reference for this committee have been raised for consideration by members of the existing committee. The reason the committee seeks to make modifications is because it wishes to broaden its representation from the general community regarding the interests of seniors. The recommendations should be supported, as they will provide beneficial outcomes for the City of Joondalup in setting strategic direction for seniors into the future.

Advertisements are currently being placed in local community newspapers calling for expressions of interest to join the committee for a twelve-month term. Previous membership on this committee does not preclude re-nomination. Nominations and recommendations will be presented to Council in the near future.

Following the resignation of Ms Pamela Richardson as Industry Representative, it is recommended that the current deputy, Ms Audrey Poole be appointed to that position.

It is also recommended that Ms Gloria Lloyd-Jones be appointed in place of Mrs Sharon James as Community Vision Inc Representative.

At its meeting held on 24 September 2002 (Item CJ239-09/02 refers) Council resolved:

“that consideration of the matter pertaining to the Strategic Advisory Committee – Seniors Interests be DEFERRED to the next ordinary meeting of Council scheduled to be held on 15 October 2002.”

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION**That Council:**

- 1 NOTES the unconfirmed minutes of the Strategic Advisory Committee – Seniors Interests held on 10 July 2002 forming Attachment 1 to Report CJ239-09/02;**
- 2 ADOPTS the amended Terms of Reference for the Seniors Interests Advisory Committee forming Attachment 2 to Report CJ239-09/02;**
- 3 ACCEPTS the resignation of Ms Pamela Richardson and BY AN ABSOLUTE MAJORITY, APPOINTS Ms Audrey Poole as Industry Representative on the Seniors Interests Advisory Committee;**
- 4 ACCEPTS the resignation of Mrs Sharon James and BY AN ABSOLUTE MAJORITY, APPOINTS Ms Gloria Lloyd-Jones as Community Vision Inc Representative on the Seniors Interests Advisory Committee.**

Appendix 11 refers

To access this attachment on electronic document, click here: [Attach11brf170902.pdf](#)

**ITEM 18 PROPOSAL FOR ACQUISITION OF PORTION OF
COMMUNITY PURPOSE SITE, TRAPPERS DRIVE,
WOODVALE - [55070]**

WARD - Lakeside

DETAILS

This Item Is Confidential - Not For Publication

A full report has been provided to Elected Members under separate cover.

ITEM 19 ENTERPRISE AGREEMENT – CARPENTERS – [19091]

WARD – All

DETAILS

This Item Is Confidential - Not For Publication

A full report has been provided to Elected Members under separate cover.

7 REPORTS OF THE CHIEF EXECUTIVE OFFICER

8 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NOTICE OF MOTION NO 1 – CR C MACKINTOSH

In accordance with Clause 3.12 of the Standing Orders Local Law, Cr Carol Mackintosh has given notice of her intention to move the following motion at the Council meeting to be held on Tuesday 15 October 2002:

“That Councillors Carlos, Nixon, Hollywood and Walker be hereby requested to forthwith apologise to:

- 1.1 the staff of the City of Joondalup;*
- 1.2 the other Councillors of the City of Joondalup, and;*
- 1.3 more importantly, the ratepayers of the City of Joondalup;*

for their group walkout during the Council meeting conducted on Tuesday 24 September 2002 following the rejection of Cr Carlos’ failed rescission motion to rescind the approval for the much needed redevelopment of the Mullaloo Tavern, failing which they be formally censured for their conduct unbecoming of a Councillor and their conduct prejudicing the ability of the City of Joondalup Council to maintain a quorum and thereby conduct important Council business on behalf of our ratepayers during that meeting.”

VOTING REQUIREMENTS

Simple Majority.

NOTICE OF MOTION NO 2 – CR C MACKINTOSH

In accordance with Clause 3.12 of the Standing Orders Local Law, Cr Carol Mackintosh has given notice of her intention to move the following motion at the Council meeting to be held on Tuesday 15 October 2002:

“That Councillor Nixon be hereby requested to forthwith apologise to the Councillors of the City of Joondalup and the members of the public gallery for his crude and offensive behaviour as he left the Council Chamber during the course of the City of Joondalup Ordinary Council meeting conducted on 24 September 2002, as reported as the lead story on the front page of the Wanneroo Times Newspaper published on Thursday 26 September 2002 failing which he be formally censured for his aforementioned inappropriate behaviour.”

VOTING REQUIREMENTS

Simple Majority.

9 DATE OF NEXT MEETING

The next meeting of the Council has been scheduled for **7.00 pm** on **Tuesday, 5 November 2002** to be held in the Council Chamber, Joondalup Civic Centre, Boas Avenue, Joondalup

10 CLOSURE

BUSINESS OUTSTANDING FROM PREVIOUS MEETINGS

OFFICE OF THE CEO

NOTICE OF MOTION NO 3 - CR A PATTERSON - ex C32-03/02

“2 that report requested in (1) above is to address the following issues:

- the amount of money saved by these contracting out activities;
- the reduction in the number of FTEs employed by the Council;
- the increase in money available for improvements to various amenities in the City of Joondalup;
- The positive impact for local business and economic development in the City of Joondalup of such activities.

The report is to be completed by June 2002.”

Status: Arrangements have been made to submit a report to the October 2002 Council Meeting.

REVIEW OF CORPORATE CODE OF CONDUCT – ex CJ086-04/02

“2 REFERS the Code of Conduct to the Standing Orders Review Committee for the 2002/03 review, with a further report on the recommendations being submitted to Council for further consideration.”

Status: A review will be undertaken, with a report being presented to the Standing Orders Committee as soon as possible.

REVIEW OF PUBLIC QUESTION TIME AT COUNCIL MEETINGS AND BRIEFING SESSIONS – ex CJ125-06/02

“that the matter relating to the review of public question time procedures at Council meetings and Briefing sessions be DEFERRED pending receipt of guidelines relating to ‘managing public question time’ to be circulated by the Department of Local Government and Regional Development and be referred to the Standing Orders Review Committee for consideration.”

Status: Following receipt of guidelines from the Department of Local Government, a report will be submitted to the Standing Orders Review Committee.

Guidelines have been received and a report is being prepared.

QUESTIONS TO COUNCIL – CODE OF CONDUCT – ex CJ76-06/02

“4 REVIEWS by referral to the Standing Orders Review Committee its Code of Conduct and policies regarding the use of equipment to Councillors to remove any inconsistencies between the two documents and report back to Council.”

Status: A report will be submitted to the Standing Orders Review Committee in due course.

CORPORATE SERVICES AND RESOURCE MANAGEMENT

ALTERATIONS TO MULLALOO SURF CLUB, OCEANSIDE PROMENADE, MULLALOO – ex CJ449-12/01

“4 REQUIRES a further report outlining the details of the Deed of Variation to the current lease.”

Status: This will be undertaken following completion of the alterations, to be reviewed June 2002. This review will now take place in October 2002.

PLANNING & COMMUNITY DEVELOPMENT

REQUESTED CLOSURE OF A PORTION OF A ROAD BETWEEN LOT 151 (88) CLIFF STREET AND LOT 113 (31) MARINE TERRACE, SORRENTO – ex CJ193-07/00

“REQUESTS that the Local Housing Strategy is completed and a report presented to Council by November 2000.”

Status: In view of the strong community reaction to precinct planning, and the need for a comprehensive community consultation policy, it is proposed to review this programme. A report on this review was originally anticipated for July 2001.

It is now anticipated that this report will be presented to Council in November 2002.

MULLALOO CONCEPT PLAN REVISIONS - ex CJ315-09/01

“6 REQUIRES a further report detailing relative priorities, indicative costings and phasing of the elements in the Mullaloo Concept Plan paying specific attention to the points raised by detailed consultation with key community groups and others, particularly the need to ensure that there is no reduction in the recreational functionality and nett area of the useable surface of Tom Simpson Park proper.”

Status: A report anticipated for June 2002 is now expected to be submitted to Council in November 2002.

BREACH OF DISTRICT PLANNING SCHEME NO 2 – STORAGE OF MORE THAN ONE COMMERCIAL VEHICLE IN A RESIDENTIAL ZONE: LOT 89 (19) BULLARA ROAD, CRAIGIE – ex CJ353-10/01

“that a review be conducted in conjunction with the executive of the Joondalup Business Association of the definition for commercial vehicles in relation to the City of Joondalup District Planning Scheme No 2 with a further report being submitted to a future Council meeting.”

Status: It has been agreed to consider amending this definition as part of an Omnibus amendment to DPS2. It is anticipated that this amendment will be initiated in December 2002.

2002 ROYAL AUSTRALIAN PLANNING INSTITUTE (RAPI) NATIONAL CONGRESS – ex CJ395-11/01

“2 REQUESTS an information report on the outcomes of the RAPI 2002 Joint National Congress.”

Status: A report will be presented following attendance at the Congress in April 2002.

NOTICE OF MOTION – CR C BAKER – REVIEW OF “VERGE” LOCAL LAWS – ex C45-06/01

1 “Council REVIEWS all existing local laws (and its powers to make new local laws) concerning Council’s powers to actively encourage the owners and/or occupiers of rateable land to adequately maintain the verge area between their front property boundary line and the immediately adjacent road surface (proper) in the manner of a reasonable person (“the Review”)

2 the Review be the subject of a report to Council.”

Status: A paper was submitted to Council at its information session held on 2 April 2002. Councillors requested that more information be provided in relation to a landscape strategy prior to being submitted to Council.

COMMUNITY DEVELOPMENT

YOUTH SERVICES INITIATIVES - ex CJ245-07/01

“8 NOTES that a further report will be submitted to Council outlining the Youth Advisory Councils’ views on the Future Directions and Jumping at Shadows documents.”

Status: The Strategic Advisory Committee - Youth Affairs at its meeting held 4 February 2002 resolved to have a joint meeting of the Youth Advisory Councils to identify those projects that will be preferred to be carried out in the 2002/03 Financial Year.

This issue was discussed at Youth Advisory Council meeting 3 July 2002.

It is now anticipated that this report will be submitted to the Council meeting to be held in November 2002.

ANNOUNCEMENT BY CR P KADAK – ex C106-10/01

2 REQUESTS a report from the Joondalup North and South Youth Advisory Councils and the Strategic Advisory Committee – Youth Affairs on the conference and its recommendations.

Status: The Youth Advisory Councils are to further consider the report recommendations with a view of determining those recommendations that the City’s young people can realistically achieve.

This issue was discussed at Youth Advisory Council meeting 3 July 2002 and a report was anticipated to be presented to Council in June 2002. It is now anticipated that this report will be submitted to the Council meeting to be held in November 2002.

SHIRE OF WANNEROO AGED PERSONS' HOMES TRUST INC – MANAGEMENT COMMITTEE MEMBERSHIP – ex CJ410-11/01

“defers any action at present in relation to representation on the Board of the Shire of Wanneroo Aged Persons' Homes Trust Inc until this matter has been referred to the Strategic Advisory Committee – Seniors Interests;

CHARGES the Strategic Advisory Committee – Seniors Interests with the responsibility to Advise Council in regards to those which the Committee considers are the appropriate ways to support the development of aged care residential facilities and services for seniors”

Status: This matter has been presented to the Strategic Advisory Committee – Seniors Interests, and is to be further considered at a SACSI meeting scheduled for May.

A member of the Wanneroo Aged Persons' Homes Trust attended the SACSI meeting held on 10 July 2002. It is anticipated that a report to Council will follow November 2002.

RANS MANAGEMENT GROUP - ex JSC5-07/02

“requests the CEO to prepare a detailed report on the viability of the management and operation of the Sorrento/Duncraig and Ocean Ridge leisure centres;

Status: A brief is being developed by the Consultant and a report is expected to be presented to Council at the meeting to be held in November 2002.

WARWICK OPEN SPACE – PUBLIC TOILET FACILITY – ex CJ174-07/02

“That Council:

- 1 DEFERS the removal of the Warwick Open Space Public Toilet Facility until an alternative site has been established for a skate park facility for the catchment areas of Warwick and Greenwood senior high schools and/or an alternative skateboard park site has been established for people east of the freeway as a joint venture between the Cities of Joondalup, Stirling and possibly Wanneroo, for example in the south west corner of Liddell Reserve;
- 2 REQUESTS the Chief Executive Officer to arrange a Needs Analysis study to be carried out to assess the requirement for a public amenity facility to service the open space playing field area within the Warwick Open Space area. The findings are to be submitted to Council and if a need is apparent, that consideration of the construction of a public facility in a strategically located position form part of the Council's 2003/04 budget deliberations.”

Status: The City is consulting with all user groups at Warwick Open Space to discover the need for a toilet facility and a report detailing all findings will be presented to Council on 5 November 2002.

FUNDING REQUEST – JOONDALUP DISTRICTS CRICKET CLUB – ex CJ222-09/02

“Obtains a report for Council endorsement from the Beaumaris Sports Association working party following the completion of negotiations”

Comment: A Working Party is in the process of being formulated, comprising members representing the Beaumaris Sports Association, Crs Baker and Hollywood and City of Joondalup officers. The first meeting of the Working Party is planned for the week beginning Monday 14 October 2002.

INFRASTRUCTURE AND OPERATIONS**URBAN ANIMAL MANAGEMENT COMMITTEE – ex CJ358-10/01**

“4 SEEKS a further report and legal advice clarifying whether or not a local government may provide discounts on dog registrations for dogs that attend a recognised dog obedience course;”

“that consideration of the Urban Animal Action Plan – Cats forming Attachment 3 to Report CJ358-10/01 be:

- 1 Referred to the Urban Animal management Committee for further review;
- 2 Presented to Council for a further review;
- 3 Presented to Council for a final decision on the matter.

Status: A legal opinion has been received and will be presented to the next Urban Management Committee in November 2002. A report will then be submitted to Council in October 2002.

REQUEST FOR BUS SHELTER AND BUS BAY ON THE INWARD ROUTE ON COCKMAN ROAD BETWEEN MULLIGAN DRIVE AND COBINE WAY, GREENWOOD – ex CJ105 - 05/02

That consideration of request for bus shelter and bus bay on the inward route on Cockman Road between Mulligan Drive and Combine Way, Greenwood be deferred to allow public consultation to occur with the residents in the area, Ward Councillors and officers, with a further report being submitted to the next Council meeting scheduled to be held on 11 June 2002.

Further to an on-site meeting that was held on 11 July 2002 consultation is required with local residents on the installation of a bus seat on the eastern side of Cockman Road between Mulligan Drive and Cobine Way, Greenwood.

Residents comments are currently being awaited on the location of the bus seat.

Advice has been sought from Trans Perth on patronage figures for this bus stop.

OUTSTANDING PETITIONS

<p>Petition requesting installation of traffic calming devices between Moolanda Boulevard and Goollelal Road, Kingsley.</p> <p>Comment: A report, originally anticipated to be submitted in October, will be submitted to Council in November 2002.</p>	<p>3 September 2002</p> <p>Director Infrastructure Management</p>
<p>Petition in relation to parking concerns – Upney Mews Joondalup and adjacent park carpark.</p> <p>Comment: This matter is currently being investigated and a report on consideration to changing the parking prohibitions will be submitted to Council in November 2002.</p>	<p>3 September 2002</p> <p>Director Infrastructure & Operations</p>
<p>Petitions and letter in support of the proposed Sorrento Beach Redevelopment.</p> <p>Comment: The Sorrento Redevelopment proposal is currently on public exhibition. It is anticipated a report will be presented to Council following the closure of the exhibition period at which stage the petition will be considered</p>	<p>3 September 2002</p> <p>Director Planning & Community Development</p>
<p>Petition in support of caravans being parked on verge areas, Ranford Way, Hillarys.</p> <p>Comment: This matter has been dealt with administratively and may be removed from the agenda.</p>	<p>24 September 2002</p> <p>Director, Infrastructure & Operations</p>
<p>Petition relating to redevelopment of Mullaloo Tavern.</p>	<p>24 September 2002</p> <p>Director, Planning & Community Development</p>

REPORTS/PRESENTATIONS REQUESTED AT BRIEFING SESSIONS

	DATE OF REQUEST - REFERRED TO -
<p>Playing Surface – Iluka Sports Complex.</p> <p>Cr Baker requested a report on the following issue:</p> <p>The playing surface of the rugby pitch has become denuded of any vegetation, due to the fact that the local Rugby Club plays and trains on this field, as does the Heathridge Soccer Club. It is not appropriate for either club's teams to train on any other area of the facility due to the lack of lighting. Further the type of grass on this part of the complex is not winter grass.</p> <p>Cr Baker proposed that the grass be replaced with winter grass or a winter grass be sown into the existing grass during the period between the conclusion of the Rugby/Soccer season and the commencement of the cricket season later this year.</p> <p>Cr Baker further requested that additional lighting be erected at this facility. In the first instance, he stated that two large floodlights can be affixed to the upper roof fascia area of the Clubrooms, having the effect of illuminating other areas within the complex and remove the need for all teams to train on the main oval.</p> <p>Cr Baker asked whether the lighting and grassing can be dealt with under the existing budget or whether it will be necessary for Beaumaris Sports Association to lodge a CSRFF funding application.</p> <p>Comment: Beaumaris Sports Association have advised the Department of Sport and Recreation that they have withdrawn their application for the CSRFF. They are working on a full scheme for the whole project and expect to have project plans for the design and specifications by approximately 9 August 2002. They will be submitting a new CSRFF application this year.</p> <p>A report will be presented to Council in November 2002 covering all issues associated with the BSA.</p>	<p>16 July 2002</p> <p>Director Planning & Community Development</p>
<p>Cr Carlos requested a report on the cost of supplying half bins to senior citizens and the refuse costs associated with this.</p> <p>Comment: Information Memo has been sent to all Elected Members, the CEO & Directors.</p>	<p>27 August 2002</p> <p>Director Infrastructure & Operations.</p>