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Section 2.3 – Office of the Chief Executive

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**POLICY 2.3.5 – ONLINE SERVICES**

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**1. PURPOSE**

At the City of Joondalup, the Internet and email facilities have become an critical working tools for internal and external business communications. This policy highlights the rules and guidelines covering the use of the Internet and email facilities within the City of Joondalup.

The policy explains how Internet and email access should be used and what an online user is permitted and not permitted to do. Furthermore it will outline the action strategies to be used when non-compliance occurs.

**2. SCOPE**

This policy will apply to all '**council representatives**' including, Councillors, employees, contracted and temporary workers, work experience students and volunteers who have access to the Internet and email systems at the City of Joondalup.

**3. POLICY****3.1 Usage of Login Accounts and Passwords**

Users are provided with access to the City's computer network and corporate systems via a personalised login account(s). Associated with each login account is a password that the user is required to change at periodic intervals defined by the security policy.

Users must always ensure that they only access the network and corporate systems using their individual login accounts. Furthermore, the passwords for these login accounts are not to be divulged to other persons.

The above policy ensures:

- ☐ Access to the network and corporate systems can always be traced to specific individuals
- ☐ Access to system functions and facilities are properly authorised
- ☐ Financial transactions performed are consistent with the approved authority for each position

**3.2 Use of the Internet and Electronic Mail**

The use of the Internet and email facilities and equipment by council representatives is permitted and encouraged, where such use is for business purposes and supports the goals and objectives of the City of Joondalup and its business units.

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Council representatives are not permitted to use these systems for offensive material, which includes and is not limited to:

- Obscene or harassing languages or images;
- Racial, ethnic, sexual, ~~or erotic or gender specific~~ comments or images; and
- Other comments or images that ~~would~~ could reasonably be expected to offend other council representatives or members of the public on the basis of their religion, ~~or~~ political beliefs, sexual orientation, physical feature, national origin or age.

Other activities which are considered improper include, but ~~is~~ are not limited to:

- Chain letters or junk email;
- Operating an outside business, business venture operations or activities offering personal gains;
- ~~Employees are not permitted to visit using~~ masking sites, unauthorised news groups, anonymous email sites or anonymous proxy servers;
- ~~Using Email is not to be used to~~ advertise any information which is not work related;
- Conducting illegal activities;
- Chat lines or free Email services; and
- Gambling.

~~The Web and Systems Administrator Information Management~~ may apply an interim revision to the policy as necessitated by changing business requirements. These changes are to be advertised in the Desk of the CEO publication, with all Council representatives being informed via email. The interim revision of this policy must be presented to the next meeting of Council for adoption by Council of the revised policy.

### 3.2.2 Personal Use

The Internet and email facilities exist for business purposes. However the City of Joondalup recognises that on occasions council representatives use the facilities for incidental 'personal use' for example online banking, and stockmarket sites. When using the facilities for personal use the council representatives ~~is~~ are responsible for using good judgement and adhering to all aspects of the Online Services Policy.

### 3.2.3 Encounter of Controversial Material

Users may encounter material which is controversial and which they may consider inappropriate or offensive. It is the users responsibility not to initiate access to such material.

In a case where a user opens an email or Internet site, and was unaware of the contents they should not forward the material to any internal or external users and must close down the page or delete the material from the deleted folder immediately.

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Continual non-compliance will result in disciplinary action.

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### 3.2.4 Newsletters and Discussion forums

Council Representatives are permitted to subscribe to electronic newsletters and authorised newsgroups which are work or professional development related. ~~from a professional body when used for organisational and professional development.~~

~~In order for a staff member to gain subscription to a newsletter they must seek authorisation from their supervising Manager. At any time the supervising Manager can revoke permission of subscription for any purpose.~~

All Council Representatives at the City of Joondalup are able to participate in discussion forums included in reputable organisations' web sites. These discussion forums are only permitted for business purposes.

The City may terminate subscriptions to newsgroups and mailing lists where it is deemed such subscriptions are causing excessive data traffic.

### 3.2.5 Study Purposes

All council representatives of the City of Joondalup who are attending a course of study approved by and appropriate to the needs of the Council are allowed to use the Internet and email facilities for study purposes. ~~The time allocated for this purpose is determined by the Manager and must be recorded. These records must be signed by the Manager and employee and monitored regularly.~~

## 3.3 All Internet and email transactions are the property of the City of Joondalup.

The City of Joondalup respects the rights of council representatives to privacy however the Council reserves the right to access business records created by its Council representatives and to investigate any suspected improper conduct on the part of any council representative.

All Internet and email transactions made by a council representative is become ~~is~~ the property of the City of Joondalup.

## 3.4 Intellectual Property

The Internet and email facilities and equipment are provided to council representatives to assist in the performance of the Ceorporation's ~~Ceorporation's~~ responsibilities and execution of individual jobs. Therefore all material created by a council representative on these systems, during work hours, is the intellectual property of the City of Joondalup.

~~However, it is indicated in the policy that council representatives are allowed to use these facilities during non-work hours for study purposes (See 3.1.4). All material, which is created for this purpose and conducted during no-work periods is the intellectual property of the author and not the City of Joondalup.~~

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However, all usage undertaken pursuant to Section 3.2.5 of this policy shall remain the intellectual property of the individual and not the City.

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**3.5 Sensitivity and Confidentiality**

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While emails are a fast and convenient way of communication it should not replace personal communication

It would be improper for bad news to be distributed by email, for example negative feedback or criticism.

The Internet and email facilities and equipment are not secure because of the ease of sending, forwarding and storing messages, and being printed in a common area where others can read the information. Thus they are an unsuitable medium for distributing sensitive or confidential information.

A council representative should:

- Not send information, which is sensitive in nature;
- ☐ ~~Not send corporate information or copyright material without Managerial permission;~~

- Ensure emails sent from the City of Joondalup contain a corporate confidentiality note, which is displayed below;

*'The information contained in this communication may be confidential or commercially sensitive information. If you are not the intended recipient you must not copy this communication, disclose its contents to any other party; or take any action in reliance on it. Please delete and destroy all copies and immediately notify the sender on {insert telephone number} or by reply message'.*

- Do not send any information to media organisations without permission from the Business Unit Managers and acting in accordance with the council's policy for media releases.
- Not use emails in lieu of contracts or for formal agreements because of the potential for forgery or misrepresentation.

**3.6 Record Management**

All business communications appropriate to the ~~Cities~~ City's projects should be stored to the Records Management System (RMS). This is to prevent the City's records being inadvertently destroyed.

All messages which have been stored to a Council representative's hard drive, or to a file server must be deleted after they are no longer required for business purposes.

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Be aware that Information Services ~~Management~~ performs monthly clean-ups of the email server deleting:

- Emails in trash folders older than 30 days;
- Emails sent items folder older than 60 days;
- Emails in inbox folder older than 90 days.

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**3.7 Monitoring and Surveillance**

Monitoring and surveillance of Internet and emails facilities occurs ~~not for policing~~ rather to protect the City of Joondalup from potential consequences that may occur through misuse of the Internet and email.

The City of Joondalup maintains a log of Internet and email access transactions for all users and examines unusual usage patterns. The City is able to determine the pages browsed and the time this material was accessed.

The City of Joondalup respects the right of its council representatives to privacy however the City has the right to review, audit, intercept, access and disclose all activities, received or sent via the Internet or email.

**3.8 Professionalism**

Emails are often viewed as an informal means of communicating, however the same corporate writing standards for business letters, faxes and memos are also to be applied to emails. (See Written Communication Guideline.)

All email users must have a standard auto signature, which includes:

- City of Joondalup;
- Users full Name;
- Users position title;
- City of Joondalup's address;
- Telephone/mobile number;
- Fax number;
- Email address;
- Confidentiality quote/Disclaimer (see 3.54 for standard confidentiality note).

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### 3.9 Users Responsibility

It is the user's responsibility to ensure Microsoft eOutlook is maintained at a good standard.

- Check and read your emails twice daily.
- Respond to emails promptly and in accordance with the Customer Service Charter.
- Maintain your Outlook calendar on a daily basis.
- Manage your inbox, deleted items and sent items the way you would when managing paper records.
- The Microsoft 'Out of Office Assistant' must be in operation when a Council representative is out of the office.

### 4.0 Virus Awareness

The City of Joondalup has protection from a number of computer viruses, however there are many new strains, which are able to penetrate our system, causing much damage.

~~All eEmployees should~~ must not download ~~and or~~ install free or pirated software, especially from unknown sources, as there is a danger of introducing viruses into our system.

All software installed at the City of Joondalup should be licensed and checked by ~~Information Services Management~~ to confirm it operates in conjunction with the corporate standard operating environment.

The City of Joondalup maintains anti-virus facilities in order to minimise potential threats from virus attacks to our internal systems. The City of Joondalup also recognises the responsibility to reduce the potential for viruses to be propagated to other individuals and organisations from sources within the City of Joondalup.

Anti-virus facilities will be maintained in a timely manner with information from software providers and other sources being reviewed frequently and assessed in terms of potential threats to internal and external systems. Software updates and any other measures considered appropriate will be undertaken in order to maintain and protect internal systems. The City of Joondalup reserves the right to withdraw services, filter content and quarantine files and data intended for internal and external recipients on either a temporary or permanent basis.

The problems associated with viruses have been demonstrated in many major virus outbreaks and it is recognised that completely up to date anti-virus software does not provide total protection against all computer viruses. As such the following user responsibilities have been identified:

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- (a) Users should exercise care when accessing files, programs or services from external sources such as email or the internet. Unsolicited email or email from a source not known to the recipient should not be opened or forwarded to other email users. If the information is considered to be potentially useful it should be forwarded to the Information Services Management Help Desk for virus analysis.
- (b) Virus reports received by users should be forwarded ONLY to the Information Services Management Help Desk. Many computer viruses have been distributed as “notifications” or “fixes” and the potential disruption of mass distribution of a virus hoax is in many ways as threatening as a real computer virus.
- (c) Users must adhere to directives that may be issued from time to time regarding the use of services and data from Information Services Management. These instructions are designed to protect the availability and integrity of network services.
- (d) All software installed at the City of Joondalup must be licensed and approved by Information Services Management that it is consistent with the corporate standard operating environment. Users must not download and-or install free or pirated software as these are potential sources of viruses.

**4.1 Acknowledgment of Policy Understanding**

All current and new council representatives at the City of Joondalup are required to read and understand this policy. The policy will be a part of the induction manual and a signed copy of the Acknowledgment of Policy Understanding form (Appendix 1) needs to be forwarded to the Manager Human Resource and place on the employees file for record.

To ensure awareness and understanding of the policy and knowledge of other restricted activities, the Online Policy will be addressed in a council representative's yearly performance review.

**4.2 Breaching the Policy**

Improper use of the Internet and email systems may pose a threat to the systems security and the privacy of staff and others and the legal liability of the organisation.

The City of Joondalup continually carries out monitoring and surveillance of the Internet and emails. When a council representative does not observe this policy, appropriate action will be taken in accordance with the Code of Conduct and City of Joondalup Award conditions.

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Previous Policy No:N/A

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Amendments: CJ361-12/00, CJ002-02/01  
Issued: March 2001  
Related Documentation: Online Service Provision Policy 4.2.2

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## CITY OF JOONDALUP

### ACKNOWLEDGMENT OF POLICY UNDERSTANDING ONLINE SERVICES POLICY

NAME

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DIRECTORATE

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BUSINESS UNIT

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POSITION

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Definitions:

For the purpose of the following declaration the below definitions are understood.

- Online Service: any electronic communication method that involves the intercommunication with any electronic network not owned and administered by the City of Joondalup.
- Council representative: Is any Councillor, employee, contracted and temporary worker, work experience students and volunteers who have access to the Internet and email facilities at the City of Joondalup.

I have read and understood the Online Services Policy and agree to abide by the conditions as outlined in the Online Services Policy.

Furthermore I ~~will agree to read, and confirm my understanding and adhere to~~ be bound by all activity changes that are advertised by email and on the City's internet. ~~in the Desk of the CEO publication from the Web and Systems Administrator.~~

I understand that the City monitors the Internet and email facilities and may revoke access to any or all online services, at any time, if I breach the Policy. Further I understand that in the event of a breach appropriate action can be taken in accordance with the Code of Conduct, the City of Joondalup's Award conditions and other relevant legislation.

Signature

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Date

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**Section 2.4 – Financial Planning**

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**POLICY 2.4.1 - ACCOUNTING POLICY****OBJECTIVE**

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

**STATEMENT****1 Responsibilities**

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

**2 Accounting Framework**

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

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

In accordance with Section 6.4 (2) of the Local Government Act 1995 and Regulation 34 and 35 of the Local Government (Financial Management) Regulations 1996, the following reports must be presented to Council showing actual revenue and expenditure figures:-

- (i) operating statement showing both program and nature;
- (ii) statement of cash flows;
- (iii) statement of financial position;
- (iv) statement of rating information.

**(b) Monthly Reporting**

Monthly reports must be provided to the Council (refer Regulation 34 of the Local Government (Financial Management) Regulations 1996) as follows:-

- (i) financial management reports;
- (ii) capital works expenditure (greater than \$100,000);

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- (iii) ~~identifies~~ identifying any significant variations between the actual year-to-date income and expenditure totals and the relevant annual budget provisions for those totals from 1 July to the end of the quarter-appropriate reporting period ~~(for this purpose as a guide,~~ “significant” amounts are generally taken to exceed \$50,000; and
- (iv) any other information as may be considered necessary by the Chief Executive Officer.

Monthly reports will be on calendar months and the reports will be presented at the next available Council meeting allowing for a reasonable time for preparation of such reports.

A monthly report for the month of July will not be compiled as the City’s Annual Budget has generally not been adopted and the comparative actual versus budget data is not available. A special note will be made in the August monthly report indicating that this report is for the two month period.

(c) **Annual Reporting**

The annual financial report will not be placed before Council until it has been audited by the external auditor.

**4 Reporting Revenue and Expenditure By Nature and Type**

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

**Revenue**

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

**Expenses**

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

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- (g) Interest Expenses;
- (h) Other Expenditure.

### 5 Assets

#### (a) Capitalisation of Assets

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

- (i) \$2,000 for Buildings, Plant and Equipment, Furniture and Equipment, except where a group of assets (such as bins) exceed this value;
- (ii) \$2,000 for Infrastructure

#### (b) Categories of Assets

Artworks  
 Land  
 Buildings  
 Light Vehicles  
 Heavy Vehicles  
 Plant  
 Furniture and Office Equipment  
 Other Equipment  
 Reserves/Parks Playground and Leisure Equipment (Infrastructure)  
 Computer Equipment  
 Computer Software (exceeding \$10,000)  
 Roads  
 Drainage  
 Footpaths  
 Other Engineering

#### (c) Depreciation of Assets

Depreciation of assets in the general ledger will be charged to the appropriate business unit and sub unit for Management Accounting and to programme and sub programme for Statutory Accounting purposes, as follows:-

Artworks	nil
Land	nil
Buildings	40 years
Light Vehicles	13.3 years
Heavy Vehicles	9.5 years
Plant	8 years
Furniture and Office Equipment	10 years
Other Plant and Equipment	10 years
Reserves/Parks Playground and Leisure Equipment (Infrastructure)	5-20 years
Computer Equipment	3 years

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Computer Software (exceeding \$10,000)	5 years
Roads	20-50 years
Drainage	80 years
Footpaths	25-50 years
Other Engineering	1-100 years

### 6 Interest Earned on Reserve Investments

Interest earned from investing moneys held in reserves is to be classified as operating revenue and then transferred to the Reserve Account in accordance with Council's Annual Budget.

### 7 Provision for Leave

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

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

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

### 8 Write Offs

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

### 9 National Competition Policy

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

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**10 Advance Account**

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

**11 Signatories to Accounts**

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

**Advance Account**

- Director Corporate Services & Resource Management
- Statutory Accountant
- Manager Financial Services
- Director Planning and Community Development

**Municipal Account**

- Chief Executive Officer
- Director Corporate Services & Resource Management
- Director Planning and Community Development

**Trust Funds**

- Chief Executive Officer
- Director Corporate Services & Resource Management
- Director Planning and Community Development

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

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Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ148-06/00, CJ001-02/01, CJ121-06/02
Issued:	June 2002
Related Documentation:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standards Delegated Authority Manual

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**POLICY 2.4.2 - INVESTMENT POLICY**

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**OBJECTIVE**

To provide policy guidelines for investment of the City's Funds which are surplus to immediate requirements.

**STATEMENT****1 Investment Objectives**

The investment objective is to manage the Council's investment portfolio in order to maximise return within agreed risk parameters.

In achieving this the following must be maintained:

- (a) high level of security by using recognised assessment criteria;
- (b) adequate level of diversification to spread risk;
- (c) ready access to funds for day to day requirements;
- (d) adherence to the requirements of Section 6.14 of the Local Government Act 1995 and Section 18 (1) of the Trustees Act 1962 (as amended) (the "Prudent Person" rule);
- (e) Ability for investment funds to achieve a return consistent with the UBSWA 90 day bank bill index and/or the Reserve Bank of Australia 11am cash rate.

**2 Risk Profile**

When exercising the power of investment the following are to be given consideration:

- (a) the purpose of the investment and the needs and circumstances;
- (b) the desirability of diversifying investments;
- (c) the nature of and risk associated with existing investments;
- (d) the need to maintain the real value of the capital and income;
- (e) the risk of capital or income loss or depreciation;
- (f) the potential for capital appreciation;
- (g) the likely income return and the timing of income return;
- (h) the length of the term of the proposed investment;
- (i) the probable duration of the fund;
- (j) the liquidity and the marketability of the proposed investment during, and on the determination of, the term of the proposed investment;
- (k) the aggregate value of the investment;

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- (l) the effect of the proposed investment in relation to the tax liability (if any);
- (m) the likelihood of inflation affecting the value of the proposed investment;
- (n) the costs (including commissions, fees, charges and duties payable) of making the proposed investment; and
- (o) the results of a review of existing investments.

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**3 Delegated Authority to Invest**

The authority is to be delegated to the Chief Executive Officer to make investment decisions and sign investment lodgements and withdrawals. Pursuant to the provisions of Section 5.45 of the Local Government Act 1995. This authority may be delegated to the Revenue Statutory Accountant.

**4 Authorised Investments**

Authorised investments would include but not necessarily be limited to:

- (a) Bank accepted/endorsed bank bills;
- (b) Bank negotiable Certificates of Deposit;
- (c) Bank interest bearing deposits;
- (d) Bank backed floating rate notes;
- (e) State/Commonwealth Government Bonds;
- (f) Cash, Cash Plus (or equivalent) Managed funds; and
- (g) City of Joondalup major land transactions.

**5 Council's Direct Investments****(a) Quotations on Investments**

Not less than three (3) quotations shall be obtained from authorised institutions whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above and Council's bank management fee structure based around a level of credit funds being maintained.

**(b) Term to Maturity**

The term to maturity for an investment may range from "at call" to six months without Council approval.

**(c) Liquidity**

- (i) At least 20% of the total investment portfolio must be liquifiable within 10 days.
- (ii) Cash flow must be monitored daily to ensure cash funds are available to meet commitments.

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### (d) Major Land Transactions

~~The investment in City of Joondalup major land transaction accounts to be limited to the overdraft balance rounded up to the nearest \$100 on the first day of each month. The investment rate to be the Commonwealth Bank of Australia one month cash interest rate on the first day of each month plus a 1.00% premium.~~

## 6 Investments with Fund Managers - Prudential Requirements

Investments in managed funds will only include cash funds for funds invested for 0-3 months and cash-plus/cash enhanced funds (maximum permitted duration 2½ years with a bank bill performance benchmark) for funds available for 3 months and more.

The managed funds must have a minimum credit rating of "A" from Standard & Poors or "A2" from Moodys.

Council's investments must be available "at call" or readily accessible with no penalty over a maximum of 7 day period.

## 7 General Policy Guidelines

### (a) Diversification Credit Risk

The amount invested with any one financial institution or managed fund should not exceed the following percentages of average annual funds invested. When placing investments, consideration should be given to the relationship between credit rating and interest rate.

Long Term Rating (Standard and Poors)	Short Term Rating (Standard and Poors)	Maximum Percentage of Total Investments with any one Financial Institution
AAA to AA-	A1+	50%
A+ to A-	A1	40%
BBB+ to BBB-	A2	Nil

### (b) Credit Ratings

If any of the funds/securities held are downgraded such that they no longer fall within Council's investment policy guidelines, they will be divested within 30 days or as soon as is practicable.

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The short term rating order 0-365 days (as defined by S & P Australian Ratings) is:

A1+	Extremely strong degree of safety regarding timely payment
A1	A strong degree of safety for timely payment
A2	A satisfactory capacity for timely payment

Long term rating order is:

AAA to AAA-	An extremely strong capacity to repay
AA+ to AA-	A very strong capacity to repay
A+ to A-	A strong capacity to repay
BBB+ to BBB-	An adequate capacity to repay

## 8 Management Reporting

### (a) Financial Reporting

Each month an investment report must be produced for Council.

The report is to summarise:

- Total funds invested by account type.
- Total funds invested by institution.
- Investment spread by institution.
- Institution exposure versus limits.
- Any breaches of authority.

(Each quarter the investment report must include returns versus benchmarks).

### (b) Policy Review

~~At least annually, the Investment Policy shall be reviewed with regard to the suitability and compliance of the policy reported to Council.~~

Previous Policy No: N/A  
 Amendments: CJ213-06/99, CJ121-06/02, CJ232-09/02  
 Issued: October 2002  
 Related Documentation: Local Government Act 1995  
 Delegated Authority Manual

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**Section 2.5 – Assets and Commissioning Management**

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**POLICY 2.5.1 – COMMERCIAL USAGE OF BEACHFRONT  
AND BEACH RESERVES**

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**OBJECTIVE**

To provide guidelines for the management of commercial usage of beachfront and beach reserves.

**STATEMENT**

From time to time, requests are received from commercial operators to conduct a range of businesses on the beachfront. These proposals range from hiring out of body boards or umbrellas to the provision of personal services such as massage and the sale of consumables.

**1 GENERAL****(a) Support for Commercial Activities**

- (i) In general, the City will support the provision of mobile vending services only on beaches which are patrolled.
- (ii) In recognition of the important role Surf Life Saving Clubs play in promoting beach safety, the City will provide the Surf Life Saving Clubs with the first option on the provision of food and refreshment vending service.
- (iii) On un-patrolled beaches, the City will consider the provision of a stationary service, based in a car park adjacent to the beach front, to provide refreshments and snacks.
- (iv) A maximum of one licence to provide a mobile vending service will be issued for each beach where this is deemed to not interfere with existing commercial activities.
- (v) A maximum of one licence for the provision of a stationary refreshment stand will be considered for each beach where this is deemed to not interfere with existing commercial activities.
- (vi) All services provided must fulfill the City's requirements under the relevant local laws for street trading, hawkers, canvassers and any other local law which may apply.

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**(b) Types of Commercial Activity**

- (i) In general, the types of commercial activity which will be considered by the City are the provision of a mobile vending service supplying cool drinks, ice creams and sun screen.
- (ii) The sale, advertising or promotion of alcohol, cigarette and nicotine products will not be permitted.
- (iii) The provision of a security service such as secure lockers will be considered on all beaches.
- (iv) The provision of goods for hire will only be considered at patrolled beaches.

**(c) Vending Service**

- (i) Mobile vendors *may* be issued permission to utilise small motorised vehicle to carry and sell their wares. Service providers are expected to agree to the City's Code of Practice in relation to the use of such vehicles, in order to prevent nuisance, environmental damage or danger to beach users.
- (ii) Where Surf Life Saving Clubs have their base, the City will offer to the Surf Life Saving Clubs first option on the provision of a mobile vendor service, providing cool drinks, ice creams and sun screen at the beach where the clubhouse is located. No licence fee will be charged to Surf Life Saving Clubs wishing to provide this service.
- (iii) The offer will be made at the beginning of each financial year and must be accepted or rejected by 31 August of each year.

**(d) Goods for Hire**

- (i) The following goods for hire will be considered:
  - Umbrellas/beach shade
  - Deck chairs
  - Body boards
- (ii) The City will not approve the provision of personal services such as massage.

**(e) Environmental Protection**

- (i) The City recognises that the beach area comprises a fragile ecosystem which requires careful management.

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**Section 2.5 – Assets and Commissioning Management**

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- (ii) Glass and polystyrene containers will not be permitted to be sold from any mobile vending service.
- (iii) Mobile vending services are not permitted to traverse the sand dune system except on designated paths.
- (iv) Any service provider who fails to take adequate care in relation to the environment is liable to have the vending licence cancelled.

**2 MARMION BEACH**

The City will consider applications for:

- (a) A mobile commercial vendor providing a service to the Marmion Beach front of cool drinks, sun screen and ice creams.
- (b) A security service providing lockers for beach patrons.
- (c) Goods for hire.

**3 SORRENTO BEACH**

- (a) The City will offer the opportunity to provide a mobile service to the Surf Life Saving Club in accordance with Part 1 of this policy statement.
- (b) The City will consider proposals for a security service providing lockers for beach patrons.
- (c) The City will consider proposals for goods for hire.

**4 HILLARYS**

This beach is considered to be well catered for in terms of existing commercial activity. No additional services except a security service will be considered here.

**5 PINNAROO POINT AND WHITFORDS BEACH**

The City will consider applications for the provision of a caravan-based service, utilising the car park area, and a security locker service.

**6 MULLALOO BEACH**

- (a) The City will offer the opportunity to provide a mobile vendor service to the Surf Life Saving Club in accordance with Part 1 of this policy statement.
- (b) The City will consider proposals for a security service providing lockers to beach patrons.

**Section 2.5 – Assets and Commissioning Management**

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- (c) The City will consider proposals for goods for hire.

**7 OCEAN REEF BOAT HARBOUR**

In general, no commercial activity at this beach will be supported.

**8 BURNS BEACH**

The City will consider proposals for a mobile vendor at this beach and the provision of a locker service.

**9 REVIEW**

This policy will be reviewed at the completion of a full twelve months of operation.

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Previous Policy No:	R7, E2-01
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	

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**Section 2.5 – Assets and Commissioning Management**

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**POLICY 2.5.2 - PROCUREMENT OF COUNCIL BUILDINGS**

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070

**OBJECTIVE**

To establish responsibility for the provision of buildings to house Council activities.

**STATEMENT****Objectives for New Buildings**

Any building proposals within the City, whether for new buildings or for additions, shall be subject to review to ensure that they meet the objectives of:

- the City's Strategic Plan;
- corporate responsibilities, and
- identified needs.

**Responsibility**

The Chief Executive Officer shall be responsible for the procurement of all Council buildings and for the alteration of or additions to Council buildings required by changing accommodation needs. This will be undertaken in consultation with the appropriate Director and/or community group.

**Community Use Buildings**

Community use buildings shall be subject to a Formal Assessment Process, as current at the time of application.

**Council Commitments**

New buildings and substantial renovations shall, where possible, demonstrate Council's commitment to the arts, environmental and energy efficiency considerations.

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Previously Policy No.	J1-02
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

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**Section 2.5 – Assets and Commissioning Management**

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**POLICY 2.5.3 – COUNCIL VEHICLES –  
MAYOR AND COUNCIL OFFICERS**

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072

**OBJECTIVE**

Identification of the standards adopted for vehicles of the Council assigned to the Mayor and officers of the Council and guidance as to when vehicles should be replaced.

**STATEMENT**

The Mayor and the Council officers indicated may be assigned a Council owned vehicle that complies with the following standards:

The Mayor	<p>Luxury 8 cylinder sedan with interior fittings to a high standard including air conditioning with climate control and automatic transmission.</p> <p>Replacement of the Mayor's vehicle will occur every 12 months or earlier if a cost effective special dealership arrangement can be negotiated, and subject to compliance with tendering regulations.</p>
Chief Executive Officer	<p>Large 6 cylinder sedan with interior fittings to a high standard including climate control air conditioning and automatic transmission (in accordance with employment contract arrangements).</p> <p>Replacement of the CEO's vehicle will occur every 12 months or earlier if a cost effective special dealership arrangement can be negotiated, and subject to compliance with tendering regulations.</p>
Directors	<p>Six cylinder sedan with interior fittings to a high standard including climate controlled air conditioning and automatic transmission (in accordance with employment contract arrangements).</p>
Business Unit Managers	<p>Six cylinder sedan with air conditioning and automatic transmission (in accordance with employment contract arrangements).</p>
Other officers to whom a vehicle is assigned	<p>Four or six cylinder vehicle, either sedan, station sedan, utility or panel van as appropriate and approved by the Chief Executive Officer.</p>

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**Section 2.5 – Assets and Commissioning Management**

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All vehicles shall be air-conditioned and sedans shall be fitted with automatic transmission.

Commercial vehicles shall be fitted with manual transmission unless automatic transmission is required by the vehicle duty.

Vehicle specifications shall be developed to determine the type of vehicle to be purchased to best meet the City's business needs.

Passenger fleet vehicles to be replaced under the most cost effective changeover practices, based on market conditions, being 3 years or 60,000kms, whichever is the sooner.

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Previous Policy No:

Amendments: CJ213-06/99, CJ121-06/02

Issued: June 2002

Related Documentation: Motor Vehicle Strategy

Section 2.5 – Assets and Commissioning Management

**POLICY 2.5.4 - OFFICIAL VEHICLES – USE OF**

074

**OBJECTIVE**

To identify the extent of the permitted use of official vehicles by officers of the Council.

**STATEMENT**

The use of Council owned vehicles by officers shall be on the following basis:

**Vehicles**

- Mayor  
Unrestricted private use
- Chief Executive Officer  
Unrestricted private use, (in accordance with employment contract arrangements)
- Directors and Business Unit Managers  
Unrestricted private use in Western Australia (in accordance with employment contract arrangements)
- Other officers  
Commuting use only unless partial or full private use is negotiated with the Chief Executive Officer.

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Previous Policy No:

Amendments: CJ213-06/99, CJ001-02/01

Issued: March 2001

Related Documentation: Delegated Authority Manual

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Section 2.5 – Assets and Commissioning Management

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**POLICY 2.5.5 – CONSENT TO ALTER COUNCIL LEASED PREMISES**

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**OBJECTIVE**

To provide the Chief Executive Officer delegated authority to approve of alterations and additions to Council premises by the lessee, where the market value is less than \$20,000.

**STATEMENT**

The City has a standard lease, which is executed with all lessors of Council buildings and land. This lease requires that where the lessee proposed an alteration or new addition, that the prior written approval of the Council is obtained. Most leases have a clause such as the one below:

*Not without the prior written content of the Lessor to erect or suffer to be erected any building or structure to the demised premises or any part thereof or to make or suffer to be made any alteration in or to any building or structure erected thereon or cut, main or injure or suffer to be cut, maimed or injured any of the walls or timbers thereof.*

Where the request to make an alteration or addition to Council premises is less than \$20,000 in market value, the Council gives the Chief Executive Officer delegated authority to approve of such requests. **Prior to approval being granted by the Chief Executive Officer, the Council Elected members and the particular Ward Councillors are to be notified of the details of all requests received.**

The approval or otherwise of such requests shall be recorded in the Delegated Authority Register and reported to Council together with such other delegations.

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Previous Policy No:	N/A
Amendments:	CJ281-08/01
Issued:	September 2001.
Related Documentation:	Delegated Authority Manual

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Section 2.5 – Assets and Commissioning Management

**POLICY 2.5.6 - DISPOSAL OF  
SURPLUS PERSONAL COMPUTERS**

078

**OBJECTIVE**

To provide a framework for the provision of surplus personal computers to schools and community groups located within the City of Joondalup.

**STATEMENT**

The Council recognises the need to support, develop and foster an harmonious community, and further recognises the role community groups, education facilities and schools play in this role.

To assist those groups in performing their functions, the City will offer its surplus personal computers to them on a demonstrated needs basis. An assessment panel comprising of elected members and staff will be convened to assess the merits of each application and to award the computers to the successful schools and community groups.

The panel will operate under the following conditions, which are in line with the Community Funding Guidelines:

- Computers will only be provided to schools for use within the schools by students and teachers.
- Applications for no more than 5 computers will be accepted from schools.
- Computers will only be provided to schools located within the boundaries of the City of Joondalup
- Schools applying for computers must meet the applicant selection criteria

Applications will be assessed against the following factors:

- Demonstrated need;
- No additional sources to purchase computers are available;
- Demonstration of how the computers will be utilised;
- Provision of any documentation which will support the need for additional computer resources within the school;
- Appropriate accountability processes being in place including a statement from successful applicants stating how the computers will be utilised within the schools.

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Previous Policy No:

Amendments:

CJ060-03/02.

Issued:

May 2002

Related Documentation:

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**Section 2.5 2.4— Financial Planning Assets and Commissioning**

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**POLICY 2.4.6-2.5.7 - PURCHASING GOODS AND SERVICES**

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080

**PREAMBLE**

The City recognises that there are many tangible economic benefits in supporting businesses located within the City of Joondalup. It is committed to assisting with the promotion and stimulation of local economic development.

As a major purchaser of goods and services, the City will provide every opportunity for businesses located within the City to participate in the provision of goods and services to the City. It is recognised that the range and availability of goods and services offered by local businesses is sometimes limited. The City will procure goods and services within a context of ensuring the City achieves best value for money for the community, products and services which meet the City's requirements for quality and availability, and that the procurement process meets the City's legal and ethical obligations

**OBJECTIVES**

To stimulate business development and growth in the City by pursuing every opportunity to purchase goods and services from businesses located within the City of Joondalup, having regard to the need to:

- achieve best value for money for the community;
- meet the specified requirements of the City;
- comply with the legal framework and Cities policies; and
- recognise the economic benefits that each purchasing decision may offer the City and the region.

To ensure the City plays an integral role in its economic development through its purchasing directions by:

- facilitating joint project initiatives with businesses in the City; and
- providing reciprocal benefits such as employment opportunities or business sustainability wherever this can be achieved in the region.

**STATEMENT**

The City of Joondalup will support economic development by providing the opportunity for local business to provide goods and services to the City by:

- Taking a leadership and educational role in promoting the economic advantages which can be delivered from supporting local business within the community
- Encouraging the participation of local business in the City's purchasing process and tendering process through effective communication and relationship management

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**Section 2.5 2.4— Financial Planning Assets and Commissioning**

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- Being proactive in promoting the local business community through the use of initiatives such as but not limited to:

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  - ◆ The Joondalup On-Line Business Directory and other e-commerce initiatives.
  - ◆ The 2cities Portal Project.
  - ◆ The Community Connections Project.
  - ◆ The Business Incubator
- Providing business information regarding the City's purchasing needs in order to assist local business in providing specific goods and services as required by the City.
- Facilitating an increased understanding for local business in meeting the requirements of the City's purchasing procedures and contract management framework.
- Encouraging local business to also support the community by procuring the majority of its requirements locally.
- Developing and monitoring key measures that demonstrate the effectiveness of this Policy over time

Suppliers within the City can actively seek business with the City of Joondalup by:

- Registering on the City of Joondalup On-line Business Directory
- Proactively promoting goods and services to the City.
- Participating in the City's tender and quotation processes.
- Considering the City as an important customer.
- Offering value for money, customer service and competitive prices for the supply quality goods and services.
- Actively supporting the City's joint project initiatives.

**Interpretations**

In this Policy the following definitions shall apply unless the context means otherwise:

"Local Business" - a local business is any business within the City of Joondalup which has its business premises physically located within the boundaries of the City.

"The Region" – the region shall include the City of Joondalup and its neighbouring Cities including City of Wanneroo and City of Stirling.

"The City" – The City of Joondalup.

"Contract Management Framework" – the procedural framework developed by the City for its contracts, tenders and associated policies.

"Quotation" means a closed quote up to \$50,000 exclusive of GST.

"Tender" means an open quote through statewide public invitation to comply with statutory requirements.

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**Section 2.5 2.4— Financial Planning Assets and Commissioning**

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**Benefits of the Policy**

The City recognises that the benefits of this policy will:

- Increase and promote economic activity within the City of Joondalup.
- Facilitate small business participation in the City's procurement process.
- Enhance competition amongst local businesses.
- Develop improved relations between the City and the local business community
- Provide more effective risk management.

**Application of the Policy**

This Policy should be read in conjunction with the City's Corporate Purchasing Procedures and Contract Management Handbook.

Notwithstanding the requirements of relevant legislation in relation to public tenders City staff when making a purchasing decision should:

- Inform and encourage local suppliers who have registered on the City of Joondalup On-line Business Directory to provide a quotation where goods and services are available locally and in accordance with procedures.
- Continue to allow suppliers from outside the City of Joondalup to provide a quotation.
- Ensure that the City is meeting its best value for money objectives.
- Where there is no local supplier within the City of Joondalup, shall consider suppliers from within the Region with the exception of public tenders.
- Demonstrate an ethical and transparent process that also can be viewed by others as ethical and transparent.
- Ensure all purchasing decisions are based upon the following selection criteria where applicable:
  1. Achieving value for money for the community living in the City of Joondalup,
  2. Meeting the specified requirements as detailed in the City's policies and procedures,
  3. Complying with the City's purchasing, contract management, legal and statutory framework
  4. Assessment of any economic benefits which the purchasing decision may offer the City and the Region. This includes circumstances where:
    - continued patronage to a supplier within the City or the Region is likely to create economic benefits such as employment opportunity or business sustainability
    - the purchasing decision has the capacity to generate economic benefit and employment opportunities to the Region
    - the purchasing decision may provide any potential value adding linkages to the City and the Region

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**Section 2.5 2.4 – Financial Planning Assets and Commissioning**

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- Where the City invites tenders/quotation for supply of goods or services, staff are required to, and will, consider tenders and quotation in accordance with Local Government (Functions and General) Regulations 1996, the conditions of tendering and the City's purchasing procedures. When considering tenders and quotations, no price preference will be given by the City on account of the supplier being local.

Application of this policy is to be within all applicable legal frameworks including, but not limited to, the Local Government Act 1995 and its Regulations, Trade Practices Act 1974 and National Competition Policy.

**Policy Review**

The Purchasing Policy shall be reviewed at least annually with regard to suitability, currency and compliance and will be reported to Council.

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Previous Policy No:	B3-20
Amendments:	CJ257-07/00, CJ031-02/02
Issued:	March 2002
Related Documentation:	N/A

Note: This policy was previously numbered 2.4.6

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## Section 3.1 – Development Services

**POLICY 3.1.1 - CHILD CARE CENTRES**

084

**OBJECTIVE**

The purpose of this policy is to provide guidance for the location and development of Child Care Centres to maximise user convenience and maintain a high level of amenity in residential areas.

**STATEMENT****Relevant Legislation*****District Planning Scheme No.2 Clause 1.9:***

*CHILD CARE CENTRE means premises used for the daily or occasional care of children in accordance with the Community Services (Child Care) Regulations 1988.*

***Table No 1 Zoning Table***

The use class **Child Care Centre** is a 'D' use in the Residential, Mixed Use, Business, Commercial, Civic and Cultural, Private Clubs/Recreation and Special Residential Zones. A 'D' use is a use that is not permitted, but the Council may grant its approval after following the procedures of the scheme that relate to matters to be considered by Council and advertising. The use is not permitted in the Service Industrial and Rural zones.

**TABLE 6**

USE	NUMBER OF CARS
Child Care Centre	Not less than 5 and 1 per staff member

**Related Legislation And Policies**

Community Services (Child Care) Regulations 1988 (Government Gazette 25/11/1988)

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**Section 3.1 – Development Services**

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**Location****1 Road Hierarchy**

Child Care Centres are reasonably high traffic generators and therefore should not be located on Primary District Distributors where the primary function is to cater for through traffic or on Local Distributors in close proximity to District Distributors or in or adjacent to Access Roads in residential areas where amenity, safety and aesthetics must take priority. Accordingly, these Centres should be located on Local Distributor roads in such a fashion that they will not conflict with traffic control devices and will not encourage the use of nearby Access Roads for turning movements.

**2 Neighbouring Uses**

Wherever possible it is preferred to locate Child Care Centres adjacent to non-residential uses such as Shopping Centres, Medical Centres/Consulting Rooms, School Site, Parks and Community Purpose Buildings to minimise the impact such Centres will have on the amenity of residential areas.

**3 Existing Child Care Centres**

When submitting an Application for Approval to Commence Development for a new child care centre, the proponents should demonstrate their awareness of the number, size and location of existing or approved centres within the locality.

**Parking****1 Location**

All parking areas should be located in front of buildings or at least be easily visible from the entry to the site so that patrons are encouraged to use the on-site parking and not the road verges. Any difficult to use or access parking bays should be allocated to staff.

**2 Design**

Parking areas should preferably be designed to allow traffic to flow through using entry and exit crossovers so that traffic conflicts and congestion do not unnecessarily restrict the use of the parking area. For the purposes of determining parking requirements, designs incorporating through flow are referred to as **Type 1** and those accessed only by a two-way crossover as a **Type 2**. In certain circumstances, detailed below, Type 2 designs require more parking bays than Type 1 designs.

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**Section 3.1 – Development Services**

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**3 Number - Children And Staff**

086

All Child Care Centres must provide a minimum of one parking bay for each staff member and at least five parking bays for up to 25 children. For Centres with more than 25 children the required parking bays are determined by reference to the attached figure. The actual parking requirement for Centres in this category varies with the configuration of the parking area and the number of children.

At least one parking bay must conform to ACROD standards and be set aside for that purpose.

**Setbacks****1 Street**

In residential areas all buildings should be set back from the street boundary at least as far as the lesser of the two adjoining residences and if the adjoining lots are vacant should be set back a minimum of six metres.

**2 Other**

Side and rear setbacks should generally be in accordance with the Residential Planning Codes for residential buildings. Care should be taken to ensure outdoor play areas are not located adjacent to private open space or living areas.

**Landscaping****1 Onsite**

All street frontages of the site to a depth of three metres are required to be suitably landscaped and reticulated to assist to preserve the character of residential areas.

**2 Verge**

The verge area in front of all Child Care Centres is required to be suitably landscaped and reticulated and maintained to discourage patrons from parking on the verge instead of using the parking areas provided. Under no circumstances is the verge to be paved or sealed as this would encourage its use for parking and detract from the amenity of the area.

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**Section 3.1 – Development Services**

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**Advertising****1 Application**

Because of the possible detrimental effect Child Care Centres can have on the amenity, safety and aesthetics of residential areas, all applications must be advertised for public comment prior to consideration for approval.

~~Approved Child Care Centres can display only one advertising sign approved by the Chief Executive Officer. The maximum lettering height is 20cm. Where letters or numerals are individually fixed to walls, the Chief Executive Officer shall approve the colours and materials. Where signboards are used the board shall not exceed 50cm in height and 100cm in length, and lettering shall be black on a gold/bronze background. Signs shall not be illuminated after 8.00pm each night.~~

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Previous Policy No.	DS1
Amendments	CJ213-06/99, CJ318-09/01
Issued	October 2001
Related Documentation:	Delegated Authority Manual

## Section 3.1 – Development Services

## PARKING FOR CHILDCARE CENTRES

088

TYPE 1 PARKING

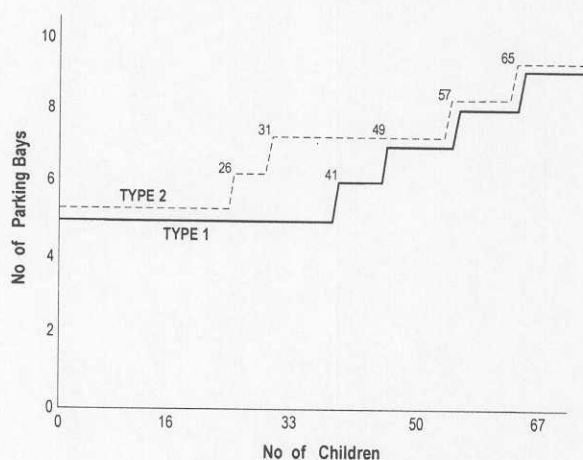
CHILDREN	BAYS
< 40	5
41 - 48	6
49 - 56	7
57 - 64	8
65 - 72	9

TYPE 2 PARKING

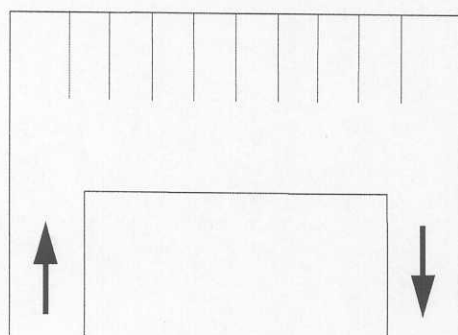
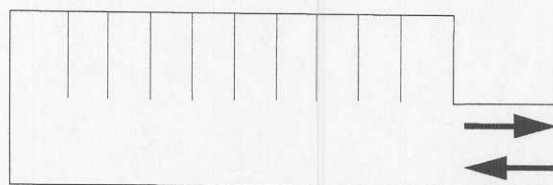
CHILDREN	BAYS
< 25	5
26 - 30	6
31 - 56	7
57 - 64	8
65 - 72	9

**NOTE:** ABOVE BAYS ARE FOR NUMBERS OF CHILDREN ONLY. ADDITIONAL BAYS ARE REQUIRED FOR EACH STAFF MEMBER.

## CHILDCARE PARKING



## PARKING LAYOUTS

TYPE 1TYPE 2

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**Section 3.1 – Development Services**

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**POLICY 3.1.5 - NOMENCLATURE - PUBLIC FACILITIES**

090

**OBJECTIVE**

To provide a policy for the naming of public facilities.

**STATEMENT**

The Chief Executive Officer shall arrange for the naming of streets and reserves, and the allocation of house numbers.

All naming of streets, reserves and Council buildings shall be in accordance with the Geographic Names Committee guidelines.

Parks and Reserves shall be named after an adjacent boundary road, where possible, to facilitate ease of identification.

The Chief Executive Officer shall liaise with Directors in determining the names of Council buildings and make a recommendation to the Council.

Council buildings and facilities shall be named after the locality in which they reside or after an adjacent road, where possible, to facilitate ease of identification.

Notwithstanding the foregoing, exceptions may be permitted with the prior approval of Council.

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Previous Policy No.	G3-24
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	Delegated Authority Manual

## Section 3.2 - Urban Design

092

**POLICY 3.2.5 – DESIGN GUIDELINES FOR  
WATERVIEW ESTATE, KINGSLEY**

**OBJECTIVE**

1. To provide guidelines which encourage the integrated development of the subdivision area.
2. To promote a high standard of residential amenity.
3. To promote an interesting and intimate streetscape.

**STATEMENT**

1. The subject policy will affect land contained within lots 6 and 7 Wanneroo Road, Kingsley as shown on the attached plan, lots created under Western Australian Planning Commission reference 109769.
2. It should be noted that unless otherwise stated below the general provisions of the City of Joondalup District Planning Scheme No.2~~Town Planning Scheme No.1~~, the Residential Design~~Planning~~ Codes and the City's Height and Scale of Buildings in Residential Areas Policy 3.1.9 will apply.
3. Boundary Setbacks for Dwellings, Garages and Carports

Front Setback: 4 metre average, with a minimum of 3 metres.

Secondary street setbacks to be in accordance with the requirements of the Residential ~~Planning~~ Design Codes

Rear Setback: 3 metre average, with a minimum of 2 metres. Outbuildings are excluded from this requirement.

Side Setback: To be in accordance with the Residential ~~Planning~~ Design Codes.

Lots 35, 36, 37 & Pt 6: All structures are to be setback 3 metres from the rear of lots 35, 36 and 37 and west side of Pt lot 6 to accommodate a future access way and allow for adequate manoeuvrability and visibility.

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**Section 3.2 - Urban Design**

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**4. Open Space Requirement****093**

Lots less than 400m<sup>2</sup> in area are to be provided with a minimum of 40% open space and lots greater than 400m<sup>2</sup> in area are to be provided with a minimum of 50% open space.

**5. Parking**

Provision of two car-parking bays on site with at least one covered bay. Parking may be in tandem arrangement or side by side.

**6. Fencing**

Fencing to primary street frontages shall be a maximum height of 1.8m, designed to be visually permeable, two thirds of the fencing should be 'open in nature' and a maximum solid portion of 750 mm measured from ground level.

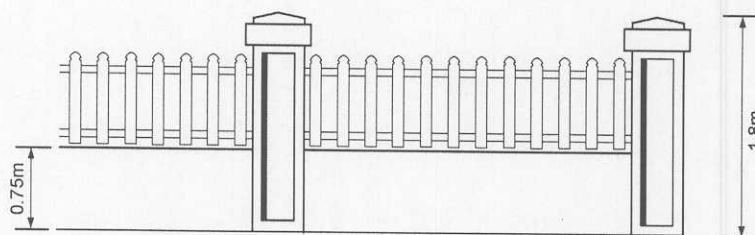


Figure 3: Fencing

**7. Grouped Dwelling Development**

All requirements for grouped dwelling developments to be in accordance with the provisions of the Residential Planning Design Codes.

**8. Height and Scale**

Council's Policy 3.1.9 – Height and Scale of Buildings Within A Residential Area shall apply.

For Attachment, click here: [attachpolicy325.pdf](#)

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Previous Policy No:	N/A
Amendments:	CJ164-07/00
Issued:	July 2000
Related Documentation:	

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**Section 3.2 - Urban Design**

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**POLICY 3.2.7. - PEDESTRIAN ACCESSWAYS**

094

**AUTHORITY**

This policy has been prepared in accordance with clause 8.11 of the City of Joondalup's District Planning Scheme No.2, which allows Council to prepare planning policies relating to planning or development within the scheme area.

**OBJECTIVES**

Council recognises that a variety of problems may be experienced by people living adjacent to Pedestrian Access Ways (PAWs), but also recognises that they provide important non-vehicular movement through the area for the benefit of the local community.

With this framework in mind this Policy has the following objectives:

- 1 To ensure that a safe, convenient and legible pedestrian movement network is provided and maintained.
- 2 To minimise any anti-social behaviour that may be associated with PAWs.

**Application of Policy**

To achieve the objectives, this policy provides guidance on the:

- Inclusion and design of PAWs in new subdivisions;
- Assessment Criteria for closure of a PAW.

**Policy Statement****1 Provision of Pedestrian Access ways in New Subdivisions**

The creation of new PAWs is generally not supported. The City does acknowledge however that there may be instances where the creation of PAWs are warranted or are the only solution to providing a convenient and legible pedestrian movement network. In these instances, the following requirements will apply:

- (a) The applicant must provide written justification for the inclusion of the PAW and illustrate how the design will minimise opportunities for anti-social behaviour;

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**Section 3.2 - Urban Design**

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- 095
- (b) The length of a PAW shall not exceed 70 metres;
  - (c) Minimum width of 5 metres where connecting one minor road to another;
  - (d) Where the PAW is located at a cul de sac head that almost abuts a major road, parkland neighbouring development, or area with future development potential the PAW shall be equal to the road reserve width of the minor road;
  - (e) Consideration must be given to the gradient of the PAW, particularly its impact on use, safety and security;
  - (f) To increase security for those lots abutting the PAW and the safety of pedestrians using the PAW, uninterrupted sight lines shall be provided for the entire length of the PAW;
  - (g) The PAW shall be designed and finished at the applicant's expense in a manner, which makes them safe attractive and convenient:
    - (a) Landscaping, including trees, is encouraged but shall not consist of bushes and other elements that would create a visual barrier or harbour illicit activity.
    - (b) Lighting should illuminate the length of the PAW in a way that does not lead to excessive glare into neighbouring properties. Lights shall be provided at both ends of the PAW and through the PAW to AS 1158.3.1.1999 (and as amended).
  - (h) The PAW must be designed to generally prevent use by vehicular traffic (emergency access should be considered) and designed to limit the speed of cyclists and other users to ensure a safe but convenient link. Barriers which force users to dismount their bicycles are discouraged.
  - (i) The PAW should be integrated with the local pedestrian movement network and where ever possible orientated to reinforce the visual link between local landmarks and local attractions to assist in orientation of pedestrians and other users. (If the network is on street as it may be in streets with less than 300 vpd it is still to be integrated with this system and where there are footpaths it should be integrated with them).

## Section 3.2 - Urban Design

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### Development of Land Adjacent to Pedestrian Access ways

Where a PAW is created in a new subdivision area, adjacent lots should be developed to maximise use and surveillance of the PAW. This shall be encumbered on the developer of the lot through the creation of Detailed Area Plans (DAP) for PAW abutting lots (See Liveable Neighbourhoods Edition 2 page 57) to be incorporated into an appropriate agreed structure plan under District Planning Scheme No.2. DAP for these lots shall include the following provisions.

#### Dwelling Layout

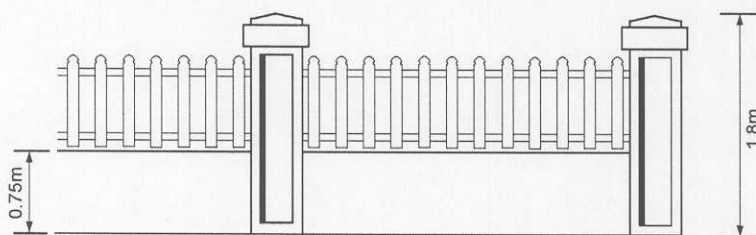
Main living areas should be located to ensure that views of the adjoining PAW are maximised.

#### Building Facades

Building facades facing PAWs should contain major openings to habitable rooms. Large expanses of blank wall should be avoided.

#### Fencing

Fencing along common boundaries of PAWs/private property should be designed to be visually permeable. Fencing should be 'open in nature' and a maximum of 1.8 metres in height with the solid portion of fencing, a maximum of 750mm in height. An example of 'permeable fencing' is detailed below:



**Figure 1:**

## 2 Closure of Pedestrian Access ways

Where PAWs form important links in the pedestrian movement network closure shall not be supported except as a last resort in extreme circumstances.

In considering applications for the closure of PAWs, the following assessments will be conducted:

### (a) Urban Design Assessment

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### **Section 3.2 - Urban Design**

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An Urban Design Assessment shall be undertaken to determine the importance of the PAW in the pedestrian movement network. Factors to be considered are:

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## Section 3.2 - Urban Design

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### Access to Community Facilities

Where a PAW is considered to provide an important access route to a community facility closure shall generally not be supported. Examples of facilities include schools, shops, public open space, bus stops, libraries, churches and rail stations. Other community facilities may also warrant this consideration.

### Availability of Alternative Access Routes

A safe, clear and direct alternative route must exist which provides access to community services and facilities.

### Relationship to the Pedestrian Network, Bikeplan and 'Safe Routes to Schools'

Closure of a PAW will not be supported where it forms part of:

- A designated pedestrian network (eg forms part of a continuous PAW access network);
- The City's Bikeplan;
- A designated 'Safe Route to School'.

### Assessing Changes to Level of Access

To illustrate the impact that closing a PAW may have on access to a community facility a walking catchment diagram in the form of a Ped-Shed, shall be prepared. A 400m catchment will be provided for a PAW close to community facilities and 800m where the PAW is close to a Town Centre or Major Transit Terminal (e.g. Rail Station). This diagram will demonstrate the effects on walking distance and times before and after closure of the PAW. For further details on the 400 metre and 800 metre catchment, consult Edition No.2 'Liveable Neighbourhoods' (2000).

Following completion of 'Urban Design Assessment' the importance of the PAW in the pedestrian movement network shall be rated as low, medium or high.

### **(b) Nuisance Impact Assessment**

Where the reason given for requesting closure is anti-social behaviour, a Nuisance Impact Assessment shall be undertaken. The City will assess any evidence provided by the applicant. Additional information (e.g. Ranger reports and City's records) may be accessed to determine the degree of anti-social behaviour being experienced. Based on points such as:

- Frequency of occurrence;
- Number of offences;
- Nature of offences.

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**Section 3.2 - Urban Design**

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The level of anti-social behaviour shall be rated as either low, medium or high.

**099****(c) Community Impact Assessment**

A Use Assessment shall be undertaken to gather information from surrounding residents to determine the PAW's level of use. Comments will be sought from local residents within the vicinity of the PAW and users of the PAW. This will consist of the erection of a sign at either end of the PAW for a minimum of 30 days. Correspondence in the form of a letter and questionnaire will also be forwarded to surrounding landowners within a 400 metre radius of the PAW. The following additional steps may be undertaken:

- Insertion of notices in local newspaper;
- Liaison with local community groups.
- An on-site assessment to count pedestrian and cyclists movement.

**Access for Disabled and Seniors**

The impact of closure on residents in accommodation for aged or disabled persons located in the vicinity, particularly where the PAW provides access to community facilities or services shall be given special consideration.

The level of use shall be rated as either low, medium or high.

**(d) Final Assessment**

The results of each individual assessment will enable a final determination to be made via cross-analysis of the three assessments.

Case One

Closure is not supported where following urban design assessment the PAW is considered of high importance.

Case Two

Where, following urban design assessment, the PAW is considered of medium importance, closure will be supported when nuisance is high or medium and use is low.

Case Three

Where, following urban design assessment, the PAW is considered of medium importance, closure will be supported when nuisance is high and use is medium.

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## Section 3.2 - Urban Design

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### Case Four

Closure will not be supported where urban design assessment of the PAW is considered of medium importance, and both use and nuisance is low.

### Case Five

Closure is not supported where urban design assessment of the PAW is considered of medium importance and both nuisance is considered medium or low and use is medium.

### Case Six

Closure is not supported where urban design assessment of the PAW is considered medium and use is high.

### Case Seven

Closure is supported where urban design assessment of the PAW is considered low and nuisance is considered high, medium or low and use is low or medium.

### Case Eight

Closure is not supported where urban design assessment of the PAW is considered low and use is high.

### **(e) Referral to the Department for Planning and Infrastructure ~~Ministry for Planning and Department of Transport~~**

The results of the assessment will be referred to the Department for Planning and Infrastructure ~~Ministry for Planning and the Department of Transport~~ for comment only if Council supports closure of the PAW. ~~The proposal will be referred to Council after comments have been received.~~

## **3 Alternatives to Closure**

Where a determination is made not to support an application for closure, which was submitted on the grounds of anti-social behaviour, upgrade of the PAW may be considered. Such improvements may include:

- Improvements to lighting;
- Improvements to appearance;
- Increasing fence heights to 2.2 metres;
- Increased security patrols.

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**Section 3.2 - Urban Design**

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Where a significant security problem is shown to exist for dwellings abutting the PAW, but closure cannot be supported, Council will give consideration to alternatives or initiatives raised by landowners abutting the PAW. Any options raised shall only be considered where the proposal is:

- Considered to significantly improve security;
- Supported by abutting land owners;
- Deemed to have no significantly negative impact on the amenity of the surrounding area;
- Deemed to have no adverse impact on traffic management.

**4 Advertising Procedures**

Where the City has carried out an assessment for closure and is in support of closing the PAW, the proposal must be advertised. Comments will be sought from State Government and Utility Agencies such as:

- Department of Land Administration (Also to provide land purchase price to be met by abutting land owners);
- Water Corporation;
- Western Power;
- Telstra;
- Alinta Gas.

Comments from local residents will be sought during the assessment phase of the proposal.

Previous Policy No:	N/A
Amendments:	CJ101-04/01, CJ318-09/01
Issued:	October 2001
Related Documentation:	

**URBAN DESIGN ASSESSMENT****NUISANCE ASSESSMENT****COMMUNITY IMPACT ASSESSMENT****High**

- PAW provides a direct route to community facilities
- safe, alternative route does not exist
- PAW part of a continuous PAW link - ie a chain of two or three PAWs and is linked to streets with existing path systems
- PAW is a designated 'safe route to school', 'bikeplan'

**Medium**

- PAW provides a route to community facilities but not direct
- An alternative route exists but some inconvenience
- PAW not designated as a 'safe route to school' or bikeplan

**Low**

- PAW not linked to any community facility
- a safe, reasonable alternative walkway exists
- PAW is not part of a continuous link to community facilities
- PAW is not designated as a 'safe route to school' or bikeplan

**High**

- There is a high and consistent frequency in the occurrence of criminal activity and/or antisocial behaviour compared to elsewhere in suburb
- The number of different types of occurrences is high and is directly related to the PAW
- The severity of criminal activity and/or antisocial behaviour is considered higher than elsewhere in the suburb
- Occurrences substantiated by questionnaire respondents

**Medium**

- Frequent occurrence of criminal activity and antisocial behaviour compared to elsewhere in the suburb.
- There are several different types of occurrences that are directly related to the PAW
- The severity of criminal activity and/or antisocial behaviour is considered higher than elsewhere in the suburb

**Low**

- Occurrence of criminal activity or antisocial behaviour similar to elsewhere in the suburb.
- Types of offences are limited to antisocial behaviour
- The severity of antisocial behaviour is similar to elsewhere in the suburb

**High**

- Significant portion of respondents not in favour of closures (over 50%)
- High portion of household use the PAW regularly
- High portion of users inconvenienced by closure (over 50%)

**Medium**

- Medium portion of respondents not in favour of closure (over 30%)
- Moderate level of households using the PAW
- Moderate portion of users inconvenienced by closure of the PAW (30-50%)

**Low**

- High number of residents in favour of closure (over 75%)
- Low number of households using the PAW
- Few users inconvenienced by closure (less than 30%)

## Section 4.2 – Libraries

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**POLICY 4.2.2 - PUBLIC ONLINE SERVICE PROVISION****OBJECTIVE**

Provide effective and efficient use of online services whilst ensuring Council is not legally compromised by its public provision of these services, such as access to the Internet.

**STATEMENT**

Libraries provide access to online information services as one method of satisfying the information, recreational and cultural needs of the community. Specific entertainment-based online services will not be provided unless warranted by valid informational content in line with standard selection policies.

**Code of Conduct**

In order to meet the requirements of the Censorship Act 1995, Division 6, Council is a signatory to the Code of Conduct of the Western Australian Internet Association. In accordance with this Code users of the online services provided by Council must be registered members of the City of Joondalup Libraries and have signed an agreement to abide by Online Service Provision Policy - Public Acceptable Use.

A public notice containing a copy of Division 6, section 102 of the Censorship Act 1995 will be located near each public terminal providing online services to ensure awareness of liabilities.

**Public Acceptable Use**

Any member of the public found breaking the Online Services Policy would immediately have access to online services revoked. Where such breaches include suspected illegal activity the matter will be referred to the Western Australian Police Department.

Customers agree by signing the Library membership register to abide by **all** the below listed conditions. Clients shall:

- 1.1 Not use Council computing equipment to:
  - 1.1.1 Transmit objectionable material
  - 1.1.2 Obtain possession of objectionable material
  - 1.1.3 Advertise objectionable material is available for transmission
  - 1.1.4 Request the transmission of objectionable material
  - 1.1.5 Transmit restricted material to a minor
  - 1.1.6 Make restricted material available to a minor
    - as defined by the Censorship Act 1996 (WA)

## Section 4.2 – Libraries

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- 1.1.7 Not use Council computing equipment to breach, to attempt to breach, the security of either Council or external computing equipment or facilities
- 1.2 Not use, or attempt to use, emails, short messaging (SMS), file transfer (FTP), newsgroups, Internet relay chat (IRC), chat line, or other similar interactive Services;
- 1.3 Not transfer, or attempt to transfer, digital files between Council equipment and online sources and vice versa;
- 1.4 understand that Internet access is a filtered service, which prohibits access to certain sites which might be considered either illegal or immoral;
- 1.5 acknowledge that Council cannot guarantee more than a single booking period. Customers must have finished all online activity before the end of a booked session;
- 1.6 understand that Council is not responsible for the content of any online services, including its accuracy, authoritativeness, timeliness or usefulness. Similarly, Council cannot be held responsible for breaks in the service due to technical problems outside its control. The nature of the Internet means that some or all services will sometimes not be available without prior notice.

**Charging**

World Wide Web access will be provided free of charge to clients, in line with Council policy to provide a free information service to residents and library users. Provision of other Internet-based or online services will incur charges to recover Council costs as appropriate.

**Training**

Library staff will provide only basic access assistance in the use of the public online services. Organised group training sessions may be conducted as considered by the Manager Library and Information Service. Such training sessions may be charged to the client on a cost recovery basis.

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Previous Policy No:	L8
Amendments:	CJ213-06/99, CJ002-02/01
Issued:	June 2002
Related Documentation:	Censorship Act 1995 Delegated Authority Manual Policy 2.3.5 Online Services

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**Section 5.1 – Environmental Waste Management**

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**POLICY 5.1.1 - WASTE MANAGEMENT****OBJECTIVE**

To provide a comprehensive waste disposal service to the City.

**STATEMENT**

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

The strategy will incorporate the following components:

**1 Domestic Waste Collection**

Every occupied domestic property within the City shall be serviced with an effective, efficient and economical domestic rubbish service. The collection and disposal of domestic waste shall be in accordance with the Service Level Agreement as approved by Council.

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

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

**2 Recycling**

A domestic recycling service will be conducted regularly. Residents will be advised of any changes to items appropriate for recycling. The collection and sorting of recycled materials shall be in accordance with the Service Level Agreement as approved by Council.

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

**3 Green Waste Disposal**

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

**Section 5.1 – Environmental Waste Management**

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

Lost vouchers will not be replaced.

Claims for non-receipt of ‘clean green’ entry vouchers shall only be replaced if in accordance with “Lost entry vouchers for Badgerup Green Site”.

**4 Street Litter**

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

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

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

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Previous Policy No:	B3-14, G1-02 to G1-04, TS-EWS-2, TS-EWS-3, TS-EWS-5,
Amendments:	CJ213-06/99, CJ148-06/00
Issued:	July 2000
Related Documentation:	Delegated Authority Manual

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**POLICY 4.6.1- 5.5.1- BURNING OF GARDEN REFUSE & CLEARED  
VEGETATION**

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**OBJECTIVE**

To reduce the risk of fire, eliminate smoke nuisance and prevent the deterioration of air quality related to the burning of garden refuse and cleared vegetation.

**STATEMENT**

As well as the provisions in Section 25 of the Bush Fires Act 1954, the following conditions apply to the burning of garden refuse and cleared vegetation:

**Residential Garden Refuse**

- 1 Garden refuse and rubbish shall be placed on the ground in a heap no more than one metre across and to a height of no more than one metre. Only one heap may be burnt at any one time.
- 2 Between ~~2 November~~ 1 October and ~~30 April~~ 31 May annually, provided that the day of burning is not designated as an extreme or very high fire danger rating, garden refuse may be burned between 6.00pm and 11.00pm.

**Cleared Land Development Sites**

- 3 The burning of cleared vegetation on subdivisional land development sites shall be prohibited at all times.

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Previous Policy No:	C1-03, C3-03
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Bush Fires Act 1954

Note: This policy was previously numbered 4.6.1.