

Section 1 – Introduction

CITY OF JOONDALUP

POLICY MANUAL

*Developing partnerships to enhance growth, economic viability and diversity
of lifestyle, through leadership.*

Section 1 – Introduction

ALPHABETICAL INDEX	POLICY NO.
Access to Council Services and Facilities for People with Disabilities, their Families and Carers	2.6.2
Access to Information for People with Disabilities	2.6.1
Accounting Policy	2.4.1
Acknowledgment of Service - Elected Members	2.2.7
Additions to Variation to Policy 3.1.9 – Deleted by CJ148-06/00	3.1.9.2
Advertising of Development Proposals – Deleted by CJ121-06/02	3.1.8
Advertising on Public Open Space – Deleted by CJ148-06/00	5.2.1
Alfresco Dining -Joondalup City Centre	3.1.3
Art Collection	4.4.1
Budget Timetable	2.4.5
Buildings set back from the boundary additional acceptable development provisions – Clause 3.3.1 of the Residential Design Codes 2002	3.1.14
Burning of Garden Refuse & Cleared Vegetation	5.5.1
Burning of Garden Refuse & Cleared Vegetation – Deleted by CJ253-11/03	4.6.1
Cash-in-lieu of Car Parking	3.1.12
Centres Strategy	3.2.8
Child Care Centres	3.1.1
Circuses - Deleted by CJ085-04/00	5.2.7
Coastal Limestone Cliff Hazard	5.3.6
Corporate Logo	2.2.11
Commercial Usage of Beachfront and Beach Reserves.	2.5.1
Communications	2.3.2
Community Funding	4.1.1
Community Service Provision And Obligations	4.5.1
Completion of Primary and Annual Returns	2.1.7
Conditions of Hire for City of Joondalup Facilities – Child Protection	4.3.5
Consent to Alter Council Leased Premises	2.5.5
Consulting Rooms – Deleted by CJ230-07/01	3.1.2
Council Chamber and Meeting Rooms - Use of	2.2.5
Council Reserves And Parks	5.2.2
Council Vehicles – Mayor and Council Officers	2.5.3
Deputising for the Mayor at Functions	2.2.4
Design Guidelines Carine Glades Mews Estate, Duncraig	3.2.4
Design Guidelines for Stage 12 Iluka – Beaumaris Beach Estate – Deleted by CJ291-11/02	3.2.3
Design Guidelines for Stage 4 Iluka – Beaumaris Beach Estate – Deleted by CJ291-11/02	3.2.2
Design Guidelines for Stage 8c Currambine – Beaumaris Beach Estate – Deleted by CJ291-11/02	3.2.1
Design Guidelines for Waterview Estate, Kingsley	3.2.5
Disposal of Surplus Personal Computers	2.5.6

Section 1 – Introduction

ALPHABETICAL INDEX	POLICY NO.
Elected Member Training - Deleted by CJ422-12/01	2.2.2
Elected Members' Advertising	2.2.9
Elected Members' Attendance Fees - Deleted by CJ422-12/01	2.2.10
Employment	2.1.1
Environmental Sustainability	2.6.4
Equal Employment Opportunity	2.1.2
Floodlighting	5.2.5
Floodlighting on Sporting Parks	4.3.4
Height and Scale of Buildings within a Residential Area	3.1.9
Home Business	3.1.11
Investment Policy	2.4.2
Issue and Return of Council Related Equipment to Elected Members - Deleted by CJ422-12/01	2.2.1
Junior and Disabled Sport and Recreation Donations	4.1.4
Legal representation for elected members and employees	2.2.8
Leisure	4.3.1
Leisure Facilities Capital Works Funding	4.1.3
Lending Authority or Loan Guarantor for Sporting Clubs or other External Organisations	2.4.6
Library and Information Services	4.2.1
Local Stores – Deleted by CJ230-07/01	3.1.4
Management of Community Facilities	4.3.2
Median & Road Reserve Landscaping Undeveloped Future Road Reserves	5.2.6
Members of Council – Reimbursement of Expenses - Deleted by CJ422-12/01	2.2.12
Memorial Plaques	5.2.4
Museum Collections And Operations	4.4.2
Nomenclature - Public Facilities	3.1.5
Occupational Safety and Health	2.1.3
Official Vehicles – Use of	2.5.4
Online Services	2.3.5
Online Service Provision	4.2.2
Payment to Employees in addition to contract or award.	2.1.4
Payment of Fees, Allowances and Expenses and the Provision of Facilities to the Mayor, Deputy Mayor and Councillors	2.2.13
Pedestrian Accessways	3.2.7
Playground Equipment – Deleted by CJ148-06/00	5.2.3
Policy Development & Review Process – Deleted by CJ064-04/05	2.3.1
Prevention of stormwater discharge into natural areas	5.4.3
Procurement of Council Buildings	2.5.2
Provision of Information	2.3.4

Section 1 – Introduction

ALPHABETICAL INDEX	POLICY NO.
Public Art	4.4.3
Public Participation	2.6.3
Public Submissions	2.3.6
Rates Charges	2.4.4
Purchasing Goods and Services Deleted by CJ213-09/03	2.4.6
Purchasing Goods and Services	2.5.7
Recording of Proceedings	2.2.6
Recordkeeping Responsibilities	2.3.8
Removal of Graffiti and Repair of Vandalism	5.3.4
Retaining Walls – Subdivision	3.1.7
Roadworks - Opening Up	5.3.5
Sand Drift Control	5.3.2
Selective Voluntary Severance	2.1.5
Setting Fees and Charges	2.4.3
Sports Development Program	4.1.2
Staff Uniforms	2.1.6
Storage/Consumption Of Alcohol – Community Recreation Facilities & Reserves	4.3.3
Stormwater Drainage Into Wetlands	5.4.2
Subdivision and Development Adjoining Areas of Public Space	3.2.6
Sunsmart	4.5.2
Telecommunications Facilities	3.1.13
Tendering	2.3.7
Tennis Court Lighting Standards	5.4.1
Travel/Accommodation - Elected Members and Staff- Deleted by CJ422-12/01	2.2.3
Uniform Fencing - Subdivision	3.1.6
Use of Common Seal and the Signatories for Contract Execution	2.3.3
Variation to Policy 3.1.9 – Deleted by CJ148-06/00	3.1.9.1
Vehicle Crossing - Construction and Maintenance	5.3.3
Verge Treatments - Protective Devices	5.3.1
Wanneroo Road – Deleted by CJ230-07/01	3.1.10
Waste Management	5.1.1

Section 1 – Introduction

INTRODUCTORY NOTES

1.1 Background To Policy Manual

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions and to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day to day business of Council to be handled by the administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

It is important to note that this manual contains the policy statement of the Council and does not contain procedural matters. These procedural matters are contained within a separate corporate document and detail procedurally how the operations of the City are carried out.

A current policy manual of any organisation proves to be a valuable tool in improving the decision making process. This manual should be that for the City of Joondalup.

The policies contained within this manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from directorates across the organisation.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place. The policies in this manual are all subject to review on a regular basis. It is also possible for members of the community to seek an early review of a specific policy.

This Policy Manual forms part of the City's public documentation and is referred to in the City's Delegated Authority Manual. The policy manual is available for public inspection during office hours, at the Council office, on request.

The Manual is in 4 sections, and the list of contents provides a guide to where to seek specific policies.

The Manual is also available on the City's website.

Section 1 – Introduction

1.2 Policy Framework

Each policy is developed in order to address specific matters. They relate to objectives of the City of Joondalup as described in Council’s Strategic Plan, and, in some instances, as required by legislation. The principles behind the policies are directly related to the City’s values as an organisation. These are that the City:

- will work with the community in a way which is friendly, helpful, professional and inspires confidence;
- believes that it is essential that the Council and Council staff are honest, dedicated and show respect for others;
- will aim for equity and fairness in all we do; we will focus on the needs of the customer; and strive for continuous improvement;
- wants the Council to be a dynamic organisation, flexible and innovative with strong team spirit – a great place to work and a welcoming place for the community to visit.
- is committed to the principles of Freedom of Information.

Essentially, policies developed by the City of Joondalup are aimed at ensuring and encouraging equity, fairness, access to information and decision-making and effective management of community resources.

Each policy includes:

- 1 an objective statement (what the policy aims to achieve)
- 2 a policy statement (what the policy is)
- 3 related documentation (where additional information may be found, such as discussion documents, reports and so on, if applicable);
- 4 a review period (when the policy should be reconsidered by Council); and
- 5 the date of commencement, including the Council resolution number.

Where appropriate, any previous policy which the new one replaces shall also be listed.

1.3 Policy Development Process

The Manual incorporates a provision for the development of new policies. The policy may be found within Section 2 of the manual.

Section 1 – Introduction

1.4 Policy Review Process

As the review period for a policy is reached, a report is prepared for Council consideration on the effectiveness of the policy, any variations which may have occurred in implementing the policy, the reasons behind those variations and any recommendations for amendment.

At least annually, the entire policy manual will be reviewed by each responsible Directorate. The review process will be co-ordinated by Council Support Services.

1.5 Related Documentation

The following documents are either referred to or related to matters incorporated in this Policy Manual:

- Civic And Corporate Procedures Manual ;
- Council Code Of Conduct;
- Delegated Authority Manual;
- Staff Manual, Including Induction And Procedures;
- Equal Employment Opportunity Management Plan;
- Occupational Safety And Health Manual;
- Town Planning Scheme;
- Local Laws;
- Asset Management Strategy;
- Cultural Development Strategy;
- Formal Assessment Procedures;
- Funding Guidelines;
- Disability Services Plan;
- Strategic Plan;
- Principle Activities Plan;
- Public Participation Strategy;
- Local Agenda 21;
- State Of The Environment Report.

Much of this documentation may be found on the Internet.

Section 1 – Introduction

CONTENTS

SECTION 1 - INTRODUCTION

- 1.1 Background To Policy Manual
- 1.2 Policy Framework
- 1.3 Policy Development Process
- 1.4 Policy Review Process
- 1.5 Related Documentation

SECTION 2 - CORPORATE SERVICES

2.1 HUMAN RESOURCES

- 2.1.1 Employment
- 2.1.2 Equal Employment Opportunity
- 2.1.3 Occupational Safety and Health
- 2.1.4 Payment to Employees in addition to contract or award.
- 2.1.5 Selective Voluntary Severance
- 2.1.6 Staff Uniforms
- 2.1.7 Completion of Primary and Annual Returns

2.2 GOVERNANCE

- 2.2.1 Issue and Return of Council Related Equipment to Elected Members- **Deleted by CJ422-12/01**
- 2.2.2 Elected Member Training - **Deleted by CJ422-12/01**
- 2.2.3 Travel/Accommodation - Elected Members and Staff - **Deleted by CJ422-12/01**
- 2.2.4 Deputising for the Mayor at Functions
- 2.2.5 Council Chamber and Meeting Rooms - Use of
- 2.2.6 Recording of Proceedings
- 2.2.7 Acknowledgment of Service - Elected Members
- 2.2.8 Legal Representation For Elected Members And Employees
- 2.2.9 Elected Members' Advertising
- 2.2.10 Elected Members' Attendance Fees - **Deleted by CJ422-12/01**
- 2.2.11 Corporate Logo
- 2.2.12 Members of Council – Reimbursement of Expenses - **Deleted by CJ422-12/01**
- 2.2.13 Payment of Fees, Allowances and Expenses and the Provision of Facilities to the Mayor, Deputy Mayor and Councillors

Section 1 – Introduction

2.3 OFFICE OF THE CHIEF EXECUTIVE

- 2.3.1 Policy Development & Review Process – **Deleted by CJ064-04/05**
- 2.3.2 Communications
- 2.3.3 Use of Common Seal and the Signatories for Contract Execution
- 2.3.4 Provision of Information
- 2.3.5 Online Services Code of Practice
- 2.3.6 Public Submissions
- 2.3.7 Tendering
- 2.3.8 Recordkeeping Responsibilities

2.4 FINANCIAL PLANNING

- 2.4.1. Accounting
- 2.4.2 Investment
- 2.4.3 Setting Fees and Charges
- 2.4.4 Rates Charges
- 2.4.5 Budget Timetable
- (Previous Policy 2.4.6 - Purchasing Goods and Services – **Deleted by CJ213-09/03**)
- 2.4.6 Lending Authority or Loan Guarantor for Sporting Clubs or other External Organisations

2.5 ASSETS AND COMMISSIONING

- 2.5.1 Commercial Usage of Beachfront and Beach Reserves.
- 2.5.2 Procurement of Council Buildings
- 2.5.3 Council Vehicles – Mayor and Council Officers
- 2.5.4 Official Vehicles – Use of
- 2.5.5 Consent to Alter Council Leased Premises
- 2.5.6 Disposal of Surplus Personal Computers
- 2.5.7 Purchasing Goods and Services

2.6 HUMAN SERVICES

- 2.6.1 Access to Information for People with Disabilities
- 2.6.2 Access to Council Services and Facilities for People with Disabilities, their Families and Carers
- 2.6.3 Public Participation Policy
- 2.6.4 Environmental Sustainability

Section 1 – Introduction

SECTION 3 - DEVELOPMENT SERVICES

3.1 DEVELOPMENT SERVICES

- 3.1.1 Child Care Centres
- 3.1.2 Consulting Rooms – **Deleted by CJ230-07/01**
- 3.1.3 Alfresco Dining -Joondalup City Centre
- 3.1.4 Local Stores – **Deleted by CJ230-07/01**
- 3.1.5 Nomenclature - Public Facilities
- 3.1.6 Uniform Fencing - Subdivision
- 3.1.7 Retaining Walls – Subdivision
- 3.1.8 Advertising of Development Proposals – **Deleted by CJ121-06/02**
- 3.1.9 Height and Scale of Buildings within a Residential Area
 - 3.1.9.1 Variation to Policy 3.1.9 – **Deleted by CJ148-06/00**
 - 3.1.9.2 Additions to Variations to Policy 3.1.9 – **Deleted by CJ148-06/00**
- 3.1.10 Wanneroo Road – **Deleted by CJ230-07/01**
- 3.1.11 Home Business
- 3.1.12 Cash-in-lieu of Car Parking
- 3.1.13 Telecommunications Facilities
- 3.1.14 Buildings set back from the boundary additional acceptable development provisions – Clause 3.3.1 of the Residential Design Codes 2002

3.2 URBAN DESIGN

- 3.2.1 Design Guidelines for Stage 8c Currambine - Beaumaris Beach Estate – **Deleted by CJ291-11/02**
- 3.2.2 Design Guidelines for Stage 4 Iluka - Beaumaris Beach Estate – **Deleted by CJ291-11/02**
- 3.2.3 Design Guidelines for Stage 12 Iluka - Beaumaris Beach Estate – **Deleted by CJ291-11/02**
- 3.2.4 Design Guidelines Carine Glades Mews Estate, Duncraig
- 3.2.5 Design Guidelines for Waterview Estate, Kingsley
- 3.2.6 Subdivision and Development Adjoining Areas of Public Open Space
- 3.2.7 Pedestrian Accessways
- 3.2.8 Centres Strategy

SECTION 4 - COMMUNITY DEVELOPMENT
--

4.1 COMMUNITY FUNDING

- 4.1.1 Community Funding
 - 4.1.2 Sports Development Program
 - 4.1.3 Leisure Facilities Capital Works Funding
 - 4.1.4 Junior and Disabled Sport and Recreation Donations
-

Section 1 – Introduction

4.2 LIBRARIES

4.2.1 Library and Information Services

4.2.2 Online Service Provision

4.3 COMMUNITY FACILITIES & RECREATION

4.3.1 Leisure

4.3.2 Management of Community Facilities

4.3.3 Storage And Consumption Of Alcohol At Community Recreation Facilities And Reserves

4.3.4 Floodlighting on Sporting Parks

4.3.5 Conditions of Hire for City of Joondalup Facilities – Child Protection

4.4 CULTURAL DEVELOPMENT

4.4.1 Art Collection

4.4.2 Museum Collections And Operations

4.4.3 Public Art

4.5 COMMUNITY SERVICES

4.5.1 Community Service Provision And Obligations

4.5.2 Sunsmart

4.6 RANGER SERVICES - Section deleted

4.6.1 Burning of Garden Refuse & Cleared Vegetation - Deleted by CJ253-11/03

SECTION 5 - INFRASTRUCTURE MANAGEMENT
--

5.1 ENVIRONMENTAL WASTE MANAGEMENT

5.1.1 Waste Management

5.2 OPERATIONS SERVICES

5.2.1 Advertising on Public Open Space – Deleted by CJ148-06/00

5.2.2 Council Reserves And Parks

5.2.3 Playground Equipment – Deleted by CJ148-06/00

5.2.4 Memorial Plaques

5.2.5 Floodlighting

5.2.6 Median & Road Reserve Landscaping Undeveloped Future Road Reserves

5.2.7 Circuses – Deleted by CJ085-04/00

Section 1 – Introduction

5.3 INFRASTRUCTURE MANAGEMENT SERVICES

- 5.3.1 Verge Treatments - Protective Devices
- 5.3.2 Sand Drift Control
- 5.3.3 Vehicle Crossing - Construction and Maintenance
- 5.3.4 Removal of Graffiti and Repair of Vandalism
- 5.3.5 Roadworks - Opening Up
- 5.3.6 Coastal Limestone Cliff Hazard

5.4 INFRASTRUCTURE MANAGEMENT SERVICES

- 5.4.1 Tennis Court Lighting Standards
- 5.4.2 Stormwater Drainage Into Wetlands
- 5.4.3 Prevention of stormwater discharge into natural areas

5.5 RANGER SERVICES

- 5.5.1 Burning of Garden Refuse and Cleared Vegetation

INDEX TO SECTION 2

CORPORATE SERVICES

2.1 HUMAN RESOURCES

- 2.1.1 Employment
- 2.1.2 Equal Employment Opportunity
- 2.1.3 Occupational Safety and Health
- 2.1.4 Payment to Employees in addition to contract or award.
- 2.1.5 Selective Voluntary Severance
- 2.1.6 Staff Uniforms
- 2.1.7 Completion of Primary and Annual Returns

2.2 GOVERNANCE

- 2.2.1 Issue and Return of Council Related Equipment to Elected Members - **Deleted by CJ422-12/01**
- 2.2.2 Elected Member Training - **Deleted by CJ422-12/01**
- 2.2.3 Travel/Accommodation - Elected Members and Staff - **Deleted by CJ422-12/01**
- 2.2.4 Deputising for the Mayor at Functions
- 2.2.5 Council Chamber and Meeting Rooms - Use of
- 2.2.6 Recording of Proceedings
- 2.2.7 Acknowledgment of Service - Elected Members
- 2.2.8 Legal Representation For Elected Members And Employees
- 2.2.9 Elected Members' Advertising
- 2.2.10 Elected Members' Attendance Fees - **Deleted by CJ422-12/01**
- 2.2.11 Corporate Logo
- 2.2.12 Members of Council - Reimbursement of Expenses - **Deleted by CJ422-12/01**
- 2.2.13 Payment of Fees, Allowances and Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors

2.3 OFFICE OF THE CHIEF EXECUTIVE

- 2.3.1 Policy Development & Review Process – **Deleted by CJ064-04/05**
- 2.3.2 Communications
- 2.3.3 Use of Common Seal and the Signatories for Contract Execution
- 2.3.4 Provision of Information
- 2.3.5 Online Services Code of Practice
- 2.3.6 Public Submissions
- 2.3.7 Tendering
- 2.3.8 Recordkeeping Responsibilities

INDEX TO SECTION 2

CORPORATE SERVICES

2.4 FINANCIAL PLANNING

2.4.1. Accounting Policy

2.4.2 Investment Policy

2.4.3 Setting Fees and Charges

2.4.4 Rates Charges

2.4.5 Budget Timetable

(Previous Policy 2.4.6 Purchasing Goods and Services – **Deleted by CJ213-09/03**)

2.4.6 Lending Authority or Loan Guarantor for Sporting Clubs or other External Organisations

2.5 ASSET MANAGEMENT

2.5.1 Commercial Usage of Beachfront and Beach Reserves.

2.5.2 Procurement of Council Buildings

2.5.3 Council Vehicles - Mayor and Council Officers

2.5.4 Official Vehicles - Use off

2.5.5 Consent to Alter Council Leased Premises

2.5.6 Disposal of Surplus Personal Computers

2.5.7 Purchasing Goods and Services

2.6 HUMAN SERVICES

2.6.1 Access to Information for People with Disabilities

2.6.2 Access to Council Services and Facilities for People with Disabilities, their Families and Carers

2.6.3 Public Participation Policy

2.6.4 Environmental Sustainability

Section 2.1 – Human Resources

POLICY 2.1.1 - EMPLOYMENT**OBJECTIVE**

To ensure that the City fulfills its responsibilities as an employer.

STATEMENT

The City recognises the importance of effective human resource management by ensuring people related issues contribute to organisational objectives. To achieve this, the City will promote policies and guidelines which:

- develop and maintain a customer service ethos amongst staff;
- contribute to workplace reform;
- support EEO principles and Occupation Safety and Health processes;
- maintain an effective induction program for all new staff;
- encourage ongoing professional learning and development of all staff;
- develop a staff development program;
- develop a reward and recognition program
- maintain a staffing procedures manual to be made available to all staff; and
- establish and maintain effective workplace consultative committees.

The Chief Executive Officer will, at least every three years, review the structure of the City's corporate management. This will be undertaken with appropriate staff consultation and in accordance with legislative requirements.

For the purposes of Section 5.37 of the Local Government Act 1995, all staff holding the position of Director are to be considered a senior employee.

Previous Policy No.	N/A
Amendments:	CJ213-06/99, CJ001-02/01
Issued:	March 2001
Related Documentation:	Local Government Act 1995

Section 2.1 – Human Resources

POLICY 2.1.2 - EQUAL EMPLOYMENT OPPORTUNITY**OBJECTIVE**

To outline the City's position on Equal Employment Opportunity (EEO).

STATEMENT

The City is committed to being an employer which provides for equal employment opportunity for all employees.

Responsibilities

The City recognises its legal obligations under the Equal Opportunity Act, 1984 (as amended) and will actively promote amongst Elected Members, employees and prospective employees equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of sex, marital status, pregnancy, race, disability, religious or political convictions, age, and family status and responsibility.

Staff Training, Appointments and Promotions

All employment training with this City will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this City will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this City will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

The City is mindful of its community obligations and to that end will proactively undertake training for disadvantaged persons.

Grievances

All informal complaints related to EEO will be dealt with fairly, quickly and confidentially by grievance officers appointed by the employee body who have received appropriate training to undertake that role.

Section 2.1 – Human Resources

All formal complaints related to EEO will be dealt with fairly, quickly and in accordance with legislative requirements by grievance officers appointed by the employee body who have received appropriate training to undertake that role.

Consultative Committee

An EEO Consultative Committee will be established comprising the Chief Executive Officer or his nominee, the Manager Human Resources and 4 representatives each from the administrative and the outside workforce. Staff representation on the Committee will be for a period of two years.

A minimum of four Grievance Officers will be elected by the staff body, to serve for a period of at least two years. Grievance Officers will not be members of the consultative committee.

Harassment

This City will not tolerate harassment of any form within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment).

Previous Policy Number:	B2-07
Amendments:	CJ213-06/99, CJ001-02/01
Issued:	June 2002
Related Documentation:	EEO Plan Equal Opportunity Act 1984

Section 2.1 – Human Resources

POLICY 2.1.3 - OCCUPATIONAL SAFETY AND HEALTH**OBJECTIVE**

To outline the City's commitment to providing a safe and healthy work environment for all its employees.

STATEMENT

The City of Joondalup recognises its responsibility to ensure the occupational health and safety of all employees and others affected by its activities. Council believes no job is so important that it cannot be done safely and will undertake this through effective staff consultation.

Health & Safety Objectives

The commitment, cooperation and effective team working of all employees are fundamental to achieving the objectives.

The key health and safety objectives are to:

- 1 ensure safe equipment, safe practices and safe systems of work;
- 2 ensure that employees understand their responsibility for safe working and are provided with appropriate instruction training, information and equipment;
- 3 involve employees in health and safety matters and consult with them in ways to reduce workplace hazards and prevent accidents;
- 4 protect the public, the environment, equipment and materials from injury, accidental loss or damage;
- 5 conform with statutory requirements as a minimum standard;
- 6 provide effective fire, emergency and security arrangements for protection of employees, the public and facilities, and ;
- 7 develop and improve programme standards in consultation with government and unions.

Section 2.1 – Human Resources

Responsibilities

Health and safety is the individual and collective responsibility of all employees. In particular:

1 Managers and Supervisors

All Managers and Supervisors will be held responsible for implementing the Health & Safety Policy. Goals will be set and performance regularly reviewed against these goals.

2 Employees

Employees shall follow safe working rules and procedures, identify control and report hazards and assist with the safety of all employees.

Previous Policy No.	B3-10
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	Occupational Safety and Health Manual Delegated Authority

Section 2.1 – Human Resources

POLICY 2.1.4 - PAYMENT TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD

OBJECTIVE

To provide guidelines for circumstances where Council may consider paying a member of staff over the agreed level, according to the relevant Award, Contract of Employment, Enterprise Bargaining Agreement or other document current at the time of redundancy or severance.

STATEMENT

The terms and conditions outlined in the employment contract will prevail except in circumstances where the Chief Executive Officer, on the advice of the supervising Business Manager or Director, determines that the employee may receive an over-award payment based on the following criteria:

- 1 the employee has been in the employment of the council or its predecessors for a continuous period of over ten years; **and**
- 2 in the preceding three years in the employee's annual Performance and Development Reviews the employee has performed at a level considered **commendable** (performance is marked by initiative, effectiveness and high quality work) or **outstanding** (performance characterised by exceptionally high quality work and delivery of superior results.)

The offer will be limited to a maximum of an additional 20% based on the total redundancy. In the case of a severance pay package the offer will be based on a maximum amount of \$50 for each year of service to a total maximum amount of \$1,000.

It must be noted that the payment of these amounts is not a right, but as a reward to those members who have demonstrated exceptional levels of service.

(Note: Continuous employment includes periods of leave without pay, long service leave, study leave, sick leave, maternity leave, paternity leave, compassionate leave and any other types of leave where the employee remains an employee of the City even though he/she may not be paid for a period. It includes part-time and full-time employees and those who may have, from time to time, been both full-time and part-time employees.)

Previous Policy No:	B2-30, b2-11
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority

Section 2.1 – Human Resources

POLICY 2.1.5 - SELECTIVE VOLUNTARY SEVERANCE**OBJECTIVE**

To provide guidelines for the implementation of a selective voluntary severance package to meet the requirements of the Local Government Act 1995 and to prepare a policy in relation to payments to employees in addition to contract or award.

STATEMENT

In an ever changing organisational environment it is considered appropriate to recognise that on occasions it will be in the best interest of both the organisation and individual employees to offer selective voluntary severances.

The quantum of the selective voluntary severance package for employees shall consist of all existing entitlements for annual leave, long service leave and superannuation in addition to:

- two weeks pay for each completed year of service;
- four weeks pay in lieu of notice or five weeks in the case of employees over 45 years of age;
- pro-rata long service leave for employees who have worked in excess of 5 years;
 - for the purpose of calculating items 1 and 2, the annual salary be adjusted to recognise motor vehicle use will be in accordance with the Mercer Cullen Egan Dell formula.

Expressions of interest from employees for voluntary severance may be either accepted or declined at the absolute discretion of the Chief Executive Officer.

This policy does not apply to any severance or redundancy pursuant to any relevant Award or Enterprise Bargaining Agreement.

Previous Policy No.	B2-30
Amendments	CJ213-06/99, C212-09/03
Issued	November 2003
Related Documentation:	Local Government Act 1995 Delegated Authority

Section 2.1 – Human Resources

POLICY 2.1.6 - STAFF UNIFORMS**OBJECTIVE**

To:

- present a recognisable, tidy and professional image of staff to the community;
- to ensure that staff are appropriately dressed for their duties, and
- to ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions.

STATEMENT

The City shall adopt a corporate uniform for staff employed in the following areas:

- customer service/front line staff;
- Outside Workforce;
- Ranger Services Operational Staff;
- any other groups of staff as the Chief Executive Officer may from time to time see fit.

Where appropriate, approved uniforms will incorporate the City's logo.

It shall be a job requirement that the staff involved in the designated areas wear the full uniform at all times during the performance of their duties unless a specific task necessitates otherwise or a specific medical condition prevents the wearing of the uniform.

The City is to ensure that where uniforms are compulsory that it has obtained the appropriate declaration to satisfy the requirements of the Australian Taxation Office in relation to Fringe Benefits Tax.

All items of uniform shall be assessed annually by the relevant Business Unit Manager and replaced when fair wear and tear has occurred.

When a person ceases to be an employee of the City, all items of clothing and equipment, as directed by the relevant Business Unit manager, shall be returned to the City.

The specific issue and items of issue for uniform apparel will be detailed in the staff manual.

Previous Policy No:	R13; RS1; C3-11
Amendments:	CJ213-06/99, CJ121-06/02
Issued:	June 2002
Related Documentation:	Delegated Authority

Section 2.1 – Human Resources

POLICY 2.1.7 – COMPLETION OF PRIMARY AND ANNUAL RETURNS

OBJECTIVE

To provide a policy in respect to completion of Primary and Annual Returns.

STATEMENT

The following employees shall complete Primary and Annual Returns in accordance with Section 5.75 and 5.76 of the Local Government Act 1995:

- Chief Executive Officer
- Directors
- Business Unit Managers
- Employees with delegated power or duty.
- Employees who are members of a committee that comprises Council members and employees.

Previous Policy No:	B2-29
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Local Government Act 1995

Section 2.2 – Governance

POLICY 2.2.4 - DEPUTISING FOR THE MAYOR AT FUNCTIONS**OBJECTIVE**

To provide for situations when the Mayor is unable to attend a function hosted by another organisation.

STATEMENT

In accordance with Section 5.34 of the Local Government Act 1995, if the Mayor is unable to attend a function, the Deputy Mayor, if available, will fulfill the duties of mayor.

If the Deputy Mayor is unable to attend then a Ward Councillor(s) will be asked to deputise. Ward Councillors will be requested to attend on the basis of availability. If a Ward Councillor is not available, a Councillor with a particular interest will be invited to attend.

Staff will advise the inviting organisation of the Elected Member attending and will send details of the function to the Elected member.

The Council recognises the position of the Mayor's partner who may be invited to a function in his or her own right but cannot officially represent the Council.

Previous Policy No.	A2-15; EM24
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Local Government Act 1995

Section 2.2 – Governance

POLICY 2.2.5 - COUNCIL CHAMBER AND MEETING ROOMS **- USE OF**

OBJECTIVE

To determine the nature and extent of the use of the Council Chamber, Conference Rooms and Ward offices.

STATEMENT

The Council Chamber, Conference Rooms and Ward offices located within the Joondalup Civic Centre shall NOT be used for any purpose other than official Council functions, such as the conduct of Council meetings, Committee Meetings, Special Electors' meetings, Local Government Association Meetings, Regional Council Meetings and citizenship ceremonies, and the conducting of Council business (Ward Offices only), unless the prior consent of the Mayor is obtained with requests being made in writing.

Previous Policy No.	A1-02; EM4
Amendments	CJ213-06/99, CJ187-06/01, C212-09/03
Issued:	November 2003
Related Documentation:	

Section 2.2 – Governance

POLICY 2.2.6 –RECORDING OF PROCEEDINGS**OBJECTIVE**

To provide for the recording of Council meetings to ensure that a true and accurate account of the debate and discussions at the meetings is available.

STATEMENT

- 1 All ordinary and special Council meetings, and electors' meetings shall be electronically recorded except when the Council has resolved to go behind closed doors, where the decision to record that part of the meeting shall be at the discretion of the Mayor.
- 2 Members of the public may purchase a copy of the taped proceedings or alternatively listen to recorded proceedings under the supervision of a person as designated by the Chief Executive Officer.
- 3 Elected Members may obtain a copy of the taped proceedings of the Council upon request, free of charge.
- 4 Elected Members may, at the specific direction of the Chief Executive Officer, obtain a transcript of a particular section or all of a Council meeting. No other transcript will be provided.
- 5 Costs of providing taped proceedings to members of the public will be the cost of the tape plus staff time to make the copy. The cost of supervised listening to recorded proceedings will be the cost of the staff time. The cost of staff time will be set in the City's schedule of fees and charges each year.
- 6 All tapes are to be retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office.
- 7 The use of video cameras, electronic recording devices (other than for the express purpose of official minute taking) or still photography to record proceedings of the local government within the Council Chamber shall be by a simple majority decision of the Council.

Previous Policy No.	A1-06; EM6
Amendments	CJ213-06/99, CJ121-06/02, C169-08/03, C212-09/03
Issued:	November 2003
Related Documentation:	Schedule of Fees and Charges Manual Delegated Authority Manual

Section 2.2 – Governance

POLICY 2.2.7 - ACKNOWLEDGMENT OF SERVICE
- ELECTED MEMBERS

OBJECTIVE

To provide a standard guideline for acknowledging the service of retiring elected members.

STATEMENT

Elected members' work is largely voluntary. The introduction of sitting fees has enabled members to receive some financial recompense for the time they spend serving the community. The Council believes that no financial reward or gift can adequately acknowledge this service but will provide the following:-

- 1 On retirement, each elected member shall be presented with:
 - (a) a framed plaque of the council crest with an engraved plate identifying the name of the elected member and the years of service to Council, including any special achievements that elected member may have contributed to; and
 - (b) a gift on the basis of one hundred and thirty dollars (\$130) per annum of continuous service, and Mayors one hundred and sixty dollars (\$160) per annum of continuous service;
- 2 The gift will not be given as a cash payout and will be selected by the Chief Executive Officer in conjunction with the retiring elected member.
- 3 The plaques shall be presented at a special function to be held in July (or thereabouts) of each ordinary election year.

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ001-02/01, C212-09/03
Issued:	November 2003
Related Documentation:	Delegated Authority Manual

Section 2.2 – Governance

POLICY 2.2.8 – LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES

OBJECTIVE

Under the *Local Government Act 1995*, the City's 'good government' powers allow it, in appropriate circumstances, to pay for the Legal Representation Costs of an individual Elected Member or Employee.

This Policy sets out guidelines to assist the Council in determining when it is appropriate to pay Legal Representation Costs.

This Policy does not cover legal representation provided to, or on behalf of, the City.

Explanation of Key Terms

Approved Lawyer is to be:

- (a) a 'certificated practitioner' under the *Legal Practice Act 2003*; and
- (b) approved in writing by the Council.

Elected Member or Employee means a current or former Commissioner, Elected Member, or Employee of the City.

Legal Proceedings may be civil, criminal or investigative (including an inquiry under any written law).

Legal Representation is the provision, to or on behalf of an Elected Member or Employee, by an Approved Lawyer of Legal Services that are in respect of:

- (a) a matter or matters arising from the performance of the functions of the Elected Member or Employee; and
- (b) Legal Proceedings involving the Elected Member or Employee that have been, or may be, commenced.

Section 2.2 – Governance

Legal Representation Costs are the costs, including fees and disbursements, properly incurred in providing Legal Representation.

Legal Services includes advice, representation or documentation that is provided by an Approved Lawyer.

Payment by the City of Legal Representation Costs may be either by:

- (a) a direct payment to the Approved Lawyer (or the relevant law firm); or
- (b) a reimbursement to the Elected Member or Employee.

GUIDELINES

1 Payment criteria

There are three major criteria for determining whether the City should pay the Legal Representation Costs of an Elected Member or Employee. These are:

- (a) the Legal Representation Costs must relate to a matter that arises from the performance, by the Elected Member or Employee, of his or her functions;
- (b) the Legal Representation Costs must be in respect of Legal Proceedings that have been, or may be, commenced; and
- (c) in performing his or her functions, to which the Legal Representation relates, the Elected Member or Employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct.

2 Examples of Legal Representation Costs that may be approved

2.1 If the criteria in clause 1 are satisfied, the City may approve the Payment of Legal Representation Costs:

- (a) where proceedings are brought **against** an Elected Member or Employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Elected Member or Employee; or
- (b) for involvement in a statutory or other inquiry that requires information to be given, or to which information is given, by an Elected Member or Employee in connection with his or her functions.

Section 2.2 – Governance

- 2.2 This policy does not relate to situations where legal proceedings are commenced by an elected member or employee and there is a presumption that the City will not pay for legal representation costs in these circumstances. However this policy does not preclude such a request being submitted and considered by the Council for extenuating circumstances where the elected member or employee is the subject of threatening behaviour by another person.
- 2.3 The City will not approve the Payment of Legal Representation Costs to an Elected Member or Employee for a defamation action, or a negligence action, instituted by the Elected Member or Employee.

3 Application for payment

- 3.1 An Elected Member or Employee who seeks assistance under this Policy is to make an application(s) for Payment of Legal Representation Costs.
- 3.2 The application:
- (a) is to be made in writing to the Council; and
 - (b) is to give details of:
 - (i) the matter for which Legal Representation is sought;
 - (ii) how that matter relates to the functions of the relevant Elected Member or Employee;
 - (iii) the lawyer (or law firm) who is to be asked to provide the Legal Representation;
 - (iv) the nature of Legal Representation to be sought (such as advice, representation in court, preparation of a document etc); and
 - (v) the estimated cost (if known) of the Legal Representation.
 - (c) is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates; and
 - (d) so far as possible, is to be made before seeking the Legal Representation to which the application relates.
- 3.3 The application is to be accompanied by a written statement by the applicant that he or she:
- (a) has read, and understands, the terms of this Policy;

Section 2.2 – Governance

- (b) acknowledges that any approval of Legal Representation Costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
- (c) undertakes to repay to the City any Legal Representation Costs in accordance with the provisions of clause 7.

3.4 An application is also to be accompanied by a report prepared by or on behalf of the CEO or, where the CEO is the applicant, by the Director Corporate Services and Resource Management.

4 Legal Representation Costs - limit

- 4.1 Unless otherwise determined by the Council, payment of Legal Representation Costs in respect of a particular application is not to exceed \$5,000.
- 4.2 An Elected Member or Employee may make a further application to the Council in respect of the same matter.

5 Council's powers

- 5.1 The Council may:
 - (a) refuse;
 - (b) grant; or
 - (c) grant subject to conditions, including a financial limit,an application for payment of Legal Representation Costs.
- 5.2 A condition under clause 5.1 may include a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of Legal Representation Costs.
- 5.3 In assessing an application, the City may have regard to any insurance benefits that may be available to the applicant under the City's Councillors and Officers insurance policy (or its equivalent).
- 5.4 The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of Legal Representation Costs.
- 5.5 The Council may, subject to clause 5.6, determine that an Elected Member or Employee whose application for Legal Representation Costs has been approved has, in respect of the matter for which Legal Representation Costs were approved:
 - (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or

Section 2.2 – Governance

(b) given false or misleading information in respect of the application.

5.6 A determination under clause 5.5 may be made by the Council only on the basis of, and consistently with, the findings of a court, tribunal or inquiry.

5.7 Where the Council makes a determination under clause 5.5, it may also determine that all or part of the Legal Representation Costs paid by the City are to be repaid by the Elected Member or Employee in accordance with clause 7.

6 CEO's powers

6.1 In cases of urgency, the CEO, subject to clause 6.2, may exercise, on behalf of the Council, any of the powers of the Council under clauses 5.1 and 5.2, to a limit of \$2,000, where a delay in approving an application would be detrimental to the legal rights of an elected member or employee.

6.2 Where the CEO is the applicant, the powers in clause 6.1 are to be exercised by the Director Corporate Services and Resource Management.

6.3 An application approved by the CEO under clause 6.1, or by the Director Corporate Services and Resource Management under clause 6.2, is to be submitted to the next meeting of the Council which may exercise any of its powers under this Policy, including its powers under clause 5.4.

7 Repayment of Legal Representation Costs

7.1 An Elected Member or Employee whose Legal Representation Costs have been paid by the City is to repay the City:

(a) all or part of those costs – in accordance with a determination by the Council under clause 5.7; or

(b) as much of those costs as are available to be paid by way of set-off – where the Elected Member or Employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City paid the Legal Representation Costs.

7.2 The City may take action in a court of competent jurisdiction to recover any monies due it under this Policy.

Previous Policy No: A2-12, EM15
Amendments: CJ213-06/99, CJ001-02/01, CJ136-06/04
Issued: July 2004
Related Documentation:

Section 2.2 – Governance

POLICY 2.2.9 - ELECTED MEMBERS' ADVERTISING**OBJECTIVE**

To determine guidelines for advertising of Elected Members availability.

STATEMENT

The Chief Executive Officer is authorised to advertise Ward Councillors' availability at various locations in order for them to meet with electors to discuss matters of concern subject to:

- 1 advertisements be limited to no more than one notice every two months;
- 2 advertisement size is to be no larger than 11cm x 8cm (8 x 3 column) in the format as detailed in the attachment hereto; For attachment click here: [attachpolicy229.pdf](#)
- 3 notice is to only be placed in a local newspaper;
- 4 this class of advertising is not to be carried out during the six months leading up to a Council election or in respect of a Councillor who has nominated as a candidate for a State or Federal election.

Previous Policy No.	A2-13; EM13
Amendments	CJ213-06/99, CJ001-02/01
Issued:	March 2001
Related Documentation:	Delegated Authority Manual

Section 2.2 – Governance

POLICY 2.2.11 –CORPORATE LOGO

OBJECTIVE

To provide for the protection of the use of the Corporate Logo and to prohibit its use for unofficial purposes.

STATEMENT

No person, without the authority of the Council, shall assume or use the City of Joondalup Corporate Logo, device or design so nearly resembling the City of Joondalup logo as to be likely to be confused therewith on any letter, pamphlet, notice or handbill.

Persons authorised to use the Corporate Logo on Council business are the Mayor, Chief Executive Officer and Directors. Those persons authorised to use the corporate logo for Council business must take note that the corporate logo is subject to a licence agreement with Landcorp.

The Corporate Logo is not to be used by any member of the Council or other person for election purposes.

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ001-02/01
Issued:	March 2001
Related Documentation:	Delegated Authority Manual

Section 2.2 - Governance

**POLICY 2.2.13 - PAYMENT OF FEES, ALLOWANCES AND EXPENSES
AND THE PROVISION OF FACILITIES TO THE MAYOR,
DEPUTY MAYOR AND COUNCILLORS****TABLE OF CONTENTS**

PART 1 - PRELIMINARY	Page No
1.1 Title	
1.2 Commencement	
1.3 Legal Framework	
1.4 Expense Period	
 PART 2 – PROVISION OF FACILITIES	
2.1 Objective	
2.2 Mayor	
2.3 Deputy Mayor and Councillors	
 PART 3 – ISSUE AND RETURN OF COUNCIL EQUIPMENT	
3.1 Objective	
3.2 Equipment	
3.3 Documentation	
3.4 Other	
3.5 Mobile Phone facilities	
3.6 Vehicle Licence Number Plate	
3.7 Return of Equipment Issued	
3.8 Equipment to be Appropriate	
 PART 4 – PAYMENT OF FEES AND ALLOWANCES	
4.1 Objective	
4.2 Annual Meeting Attendance Fees	
4.3 Annual Local Government Allowance - Mayor and Deputy Mayor	
4.4 Telecommunications Allowance	
4.5 Conditions of Payment	
 PART 5 – ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA	
5.1 Objective	
5.2 Annual Conference and Training Expense Allocation	
5.3 Definition of “Conference”	
5.4 Approval Process	
5.5 Conferences and Training that may be Attended	

Section 2.2 - Governance

5.6 Payment of Conferences and Training Costs

- (1) Payment from Conference and Training Allocation
- (2) Booking Arrangements
- (3) Registration
- (4) Accommodation
- (5) Conference Travel
- (6) Daily Allowance – Payment and Reimbursement

5.7 Elected Members/Delegates Accompanying Persons

5.8 Guidelines for Conference Attendance

PART 6 – ATTENDANCE AT OVERSEAS CONFERENCES

PART 7 - REPORT

PART 8 – REIMBURSEMENT OF EXPENSES

- 8.1 Objective
- 8.2 Child Care
- 8.3 Travel
- 8.4 Other Specified Expenses
- 8.5 Time Limit on Claims and Approval Process

APPENDIX A

APPLICABLE LEGISLATION

Relevant provisions of the Local Government Act 1995 and Local Government (Administration) Regulations 1996

Section 2.2 - Governance

PART 1 - PRELIMINARY

1.1 Title

This policy may be referred to as the City of Joondalup Payment of Fees, Allowances and Expenses and Provision of facilities to the Mayor, Deputy Mayor and Councillors.

1.2 Commencement

This policy shall come into operation on 1 May 2002.

1.3 Legal Framework

This policy has been prepared to conform with the provisions relevant to Elected Member entitlements under the Local Government Act 1995 and Regulations made under that Act. The particular Sections of the Local Government Act 1995 or Regulations relating to Elected Member's fees allowances or expenses to be met in accordance with this policy, have been outlined in appropriate areas of this policy for ease of reference.

1.4 Expense Period

For the purpose of calculating expenses and application of limits set and applied under this policy, the Annual Expense Period shall be from May to May in the following year.

PART 2 – PROVISION OF FACILITIES

2.1 Objective

To provide elected members with appropriate facilities, equipment, material and information to support them in performing their duties of office.

2.2 Mayor

- (1) The Mayor shall, in carrying out the duties and responsibilities of that office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under Section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995 :-
 - (a) The provision of a V8 Ford Fairlane or equivalent luxury sedan type motor vehicle with unrestricted use for all official and social duties connected to the office of Mayor and for personal private use.
 - (b) Membership of the Qantas Club;

Section 2.2 - Governance

- (c) The cost of the Mayor and Partner of attending any breakfast, dinner or similar function where invited as the Mayor and representative of the City provided such function does not fall into the category of a conference as defined in clause 5.3 of this policy or is for election purposes;
 - (d) Suitable office accommodation within the Civic Centre;
 - (e) Secretarial services including word processing, photocopying, printing, postage, facsimile and telephone facilities;
 - (f) Administrative assistance associated with any Council functions, meetings, publications and the like;
 - (g) Access to the elected Members Lounge and Office refreshments;
- (2) All equipment and facilities subject of this policy, are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

2.3 Deputy Mayor and Councillors

- (1) The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of that office, be entitled to receive the benefit of the following facilities without the reduction (unless otherwise stated) of the fees and allowances under Section 5.98, 5.98A, 5.99 and 5.99A of the Act:-
- (a) Access to the Elected Member Lounge and refreshments;
 - (b) Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre;
 - (c) Secretarial support including limited word processing, photocopying, printing, postage, facsimile and telephone facilities;
 - (d) The cost of attending any breakfast, dinner or similar function where invited as the Deputy Mayor or Councillor and representative of the City or Ward, provided such function does not fall into the category of a conference as defined in clause 5.3 of this policy or is for election purposes.
- (2) All equipment and facilities subject of this policy, are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

Section 2.2 - Governance

PART 3 – ISSUE AND RETURN OF COUNCIL EQUIPMENT

3.1 Objective

A person elected to the office of Mayor or Councillor of the City shall be issued with various items of equipment, documentation, etc that are considered helpful in the performance of their duties as an Elected Member.

This policy details the equipment, documents, stationery and other items that will be issued to Elected Members and the conditions that apply.

3.2 Equipment

Unless otherwise advised, the following equipment will be issued to Elected Members:

- (a) 1 mobile telephone (Replaceable after each 2 years)
- (b) Mobile telephone hands free kit installed in vehicle
- (c) Facsimile/answering machine
- (d) laptop computer and printer and dedicated telephone line
- (e) 4 pin power board
- (f) Elected Member lounge key
- (g) Security card/Building Access Card and ID Card
- (h) Satchel or briefcase (optional)
- (i) 1 City of Joondalup vehicle licence number plate, selection of numbers 2 to 20 (optional)
- (j) Palm pilot or similar electronic diary (optional).

3.3 Documentation

The following documentation will be issued to Elected Members:

- (a) Committee members booklet
- (b) Community Directory
- (c) Local Government Act 1995
- (d) Local Laws Manual
- (e) Policy Manual
- (f) Civic & Corporate Procedures manual
- (g) Code of Conduct
- (h) Western Australian Local Government Association - Elected Member Manual
- (i) Internal Telephone directory
- (j) Planning Scheme text and report
- (k) Budget
- (l) Service Agreement – Elected Members & Information Services Business Unit

Section 2.2 - Governance

3.4 Other

The following items will be issued to Elected Members:

- (a) Name badge
- (b) Business cards
- (c) Appropriate stationery
- (d) Computer desk (optional)
- (e) Pair safety footwear (optional)
- (f) Hard hat (optional)
- (g) Street directory
- (h) Filing cabinet (upon request)
- (i) Elected Member Uniform issue (non -compulsory)
(1 Jacket, 2 Trousers/Skirts and Shirts/Blouses)
- (j) Driz-a-bone Jacket or similar (optional)
- (k) Paper shredder (optional)

3.5 Mobile Phone Facilities

- (1) Elected Members may have a mobile phone hands free kit installed in their vehicle. A hands free kit will not be installed in the last six months of an Elected Member's term. An Elected Member is eligible for the transfer of the mobile phone equipment at the cost of the City to another vehicle once every two years. If the mobile phone equipment is to be transferred more than once every two years, then the second and subsequent transfer shall be at the cost of the Elected Member.
- (2) Elected Members may have memo or message bank facilities connected to their Council allocated mobile telephone.

3.6 Vehicle Licence Number Plate

- (1) Elected Members may have a City of Joondalup vehicle licence number plate fitted to their vehicle. An Elected Member is eligible for the transfer of the vehicle licence number plate at the cost of the City to another vehicle once every two years, but not in the last six months of an Elected Member's term. If the vehicle licence number plate is to be transferred more than once every two years, then the second and subsequent transfer shall be at the cost of the Elected Member.

3.7 Return of Equipment Issued

- (1) An Elected Member retiring after serving a term of two years or more, is entitled to retain equipment issued by Council with the exception of:
 - (a) Any equipment that is less than two years old (with the exception of a mobile phone - See 3.7(3))
 - (b) Equipment leased by Council;
 - (c) Security Card/Building Access Card and ID Card;

Section 2.2 - Governance

- (d) Elected Member Lounge Key.
- (2) An Elected Member retiring after serving less than two years is not entitled to retain equipment or material issued by Council other than clothing and stationery.
- (3) Retiring Elected Members may retain their Council allocated mobile phone and hands free kit as detailed in 3.7(1)(a). The retiring Elected Member shall bear all costs associated with the transfer of the mobile phone to their name.
- (4) Retiring Elected Members who choose not to retain the mobile phone hands free kit will have it removed from their vehicle at the cost of the City.
- (5) Retiring elected members shall return the Council issued vehicle licence number to the City within fourteen (14) days of ceasing to be an elected member. Any costs associated with this transfer of the elected member's vehicle licence number plate shall be met by the City.
- (6) When equipment is returned to Council, that equipment may be issued to the newly Elected Member provided that the balance of the term of office to be served is less than two years.

3.8 Equipment to be Appropriate

All equipment issued shall be reviewed on a regular basis to ensure that the technology is appropriate for the needs of Elected Members.

PART 4 – PAYMENT OF FEES AND ALLOWANCES

4.1 Objective

To detail the amount of fees, allowances, payment structure and conditions under which those fees and allowances shall be paid to Elected Members, as resolved by Council in accordance with Sections 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

4.2 Annual Meeting Attendance Fees

Council resolves to pay the maximum amount within the prescribed legislated limit that may be claimed annually for meeting attendance fees for the Mayor and Councillors.

4.3 Annual Local Government Allowances - Mayor and Deputy Mayor

Council resolves to pay the maximum Annual Local Government Allowance within the prescribed legislated limit that may be paid to the Mayor and Deputy Mayor.

Section 2.2 - Governance

4.4 Telecommunications Allowance

- (1) Council resolves to pay all elected members an annual telecommunication allowance to the maximum amount within the prescribed legislated limit.
- (2) The annual telecommunication allowance is for costs relating to Council provided mobile telephone and facsimile machine and call costs incurred relating to Council business on a personal telephone/facsimile machine.
- (3) Any claims by elected members for expenses incurred over the maximum annual telecommunication allowance detailed in (1) above are to be submitted on the form provided. (Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit and the additional amounts claimed). ***Refer to clause 5 under Reimbursement of Expenses.***

4.5 Conditions of Payment

- (1) Payment of meeting fees and allowances under this policy, shall be subject to the following conditions:
 - (a) The meeting fees, allowances for Mayor and Deputy Mayor and annual telecommunication allowance, shall be paid monthly in arrears unless an elected member has advised the CEO in writing that they do not want to claim any or part of those fees and allowances. Without advice to the contrary, payment of the fees and allowances will be automatic.
 - (b) If payment is not accepted initially, subsequent requests for payment will be accrued from the date of such request.
 - (c) Payment is applicable to each Expense Period;
 - (d) Each elected member regularly attends Council and associated meetings and carries out other normal duties of the office;
 - (e) The taxation liability arising from these payments is the individual responsibility of each elected member.
- 2 The value of fees and allowances included in this policy shall be reviewed at the Ordinary Council Meeting following each bi annual election.

Section 2.2 - Governance

PART 5 – ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA

5.1 Objective

To detail the annual amounts and guidelines for Elected Members attendance at local, interstate and overseas conferences, seminars, lectures, courses and sister city visits. Elected Members are encouraged to attend appropriate conferences and training to enable them to be more informed and better able to fulfil their duties of office.

5.2 Annual Conference and Training Expense Allocation

- (1) The following annual conference and training expense allocation shall be made available to elected members:
 - (a) The Mayor shall be entitled to an annual expense allocation of \$10,000; and
 - (b) All Councillors shall be entitled to an annual expense allocation of \$5,000.
- (2) In addition to the annual expense allocation detailed in clause (1)(a) above, the Mayor shall be entitled to attend the Annual WALGA and ALGA conferences.

5.3 Definition

In this part, “Conferences and Training” means conferences, seminars, congresses, forums, workshops, courses, meetings deputations, information and training sessions and events related to the industry of local government and held within Australia.

5.4 Approval Process

- (1) Elected Members may be nominated and authorised to attend conferences and training by:
 - (a) The Council through a resolution passed at a Council Meeting;
 - (b) The CEO acting within delegated authority.
- (2) Under this Policy, Authority is delegated to the CEO:
 - (a) to authorise Elected Members attendance at conferences and training;

Section 2.2 - Governance

- (b) to nominate and authorise a substitute Elected Member to attend any conference in lieu of the Mayor or another nominated or authorised Elected Member.

5.5 Conferences and Training that may be attended

The conferences and training to which this policy applies shall generally be limited to:

- (a) West Australian Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences;
- (b) Special “one off” conferences called or sponsored by or for the WALGA and/or ALGA on important issues;
- (c) Annual Conferences of the major Professions in Local Government;
- (d) Australian Sister Cities Conferences;
- (e) City of Joondalup Councillor Induction Program;
- (f) Municipal Training Service’s Councillor Induction Program;
- (g) WALGA Elected Member Training and Development;
- (h) Training relating to the role of elected members; and
- (i) other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of Elected Members, meeting procedures, etc.

5.6 Payment of Conference and Training Costs

- (1) Payment from Conference and Training Allocation

Council will pay Conference or Training costs where the Elected Member has been nominated and authorised to attend and there is sufficient funds remaining within the Elected Members Annual Conference and Training Expense Allocation.

- (2) Booking Arrangements

Registration, travel and accommodation for Elected Members will be arranged through the Office of the Chief Executive Officer with the appropriate Council discount for travel and accommodation being provided. All costs including airfares, registration fees and accommodation will be paid direct by the City.

Section 2.2 - Governance

(3) Registration

The City will pay all normal registration costs for Elected Members/delegates that are charged by organisers, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Council.

(4) Accommodation

(a) The Council will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

(b) Where available, accommodation shall normally be booked at the conference venue.

(5) Conference Travel

(a) Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference. All reasonable travel costs for Elected Members/delegates to and from the conference location and venue will be met by the Council.

(b) Approval for air travel must where possible, be sought two months prior to departure.

(c) Air travel standards will apply as follows unless varied with the prior approval of the Council:

Inter & Intra State		Overseas
Elected Members	Business Class	Business Class

If Business Class is not available, Economy Class is to be used.

(d) If accommodation is at the conference venue or in close proximity, taxis should be used. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending conferences, will be reimbursed by the Council.

Section 2.2 - Governance

- (e) Where in particular circumstances Elected Members desire to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.
- (6) Daily Allowance- Payment and Reimbursement.
 - (a) An advance of \$105 per day for interstate travel and \$160 per day for overseas travel shall be made available for food, drink and incidental expenses.
 - (b) The administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.
 - (c) The Daily Expense Allowance shall be paid to cover all reasonable incidental expenses associated with the conference attendance such as:
 - (i) hotel/motel charges other than accommodation, ie. laundry;
 - (ii) reasonable telephone or facsimile use;
 - (iii) breakfasts, lunches, dinners and other meals not included in the conference registration fee;
 - (iv) any optional activity in a conference program.
 - (d) The Daily Expense Allowance shall not cover:
 - (i) any expenses or time occupied on matters other than Council business;
 - (ii) meal claims where meals are provided at a conference.
 - (e) Documentary evidence in the form of original invoices and receipts must be provided for the acquittal of all advances. All advances must be acquitted within one week of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City.

Section 2.2 - Governance

5.7 Elected Member/Delegate Accompanying Person

- (1) Where an Elected Member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Elected Member/accompanying person and not by the Council. The exception to the above being the cost of attending any official conference dinner where partners would normally attend.
- (2) An accompanying person's registration, or accompanying person's program fees, are to be paid to the conference organiser, at time of registration. The Council is prepared to receive such registration and payments to forward them on to the conference organiser, with any Council delegates' registration.
- (3) Where the Council meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Council by the Elected Member/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

5.8 Guidelines for Conference Attendance

- (1) Subject to the provisions of clause 5.2 "Annual Conference and Training Expense Allocation" the guidelines detailed in this clause shall apply.
- (2) Elected members may attend several local conferences including those that require overnight accommodation, subject to Clause 5.6(1) and (4) of this policy.
- (3) No more than two elected members may attend a particular conference, seminar, lecture or course outside Western Australia at the same time. The CEO or Council may however approve attendance by more than two members if a particular purpose or need arises.
- (4) An elected member may, after providing written notice to the CEO of their intention to do so, carry forward into the next year any unspent amount from their Annual Conference and Training allocation. The written notice shall be provided to the CEO before the end of May for budget purposes.
- (5) At the commencement of each two year period between Council elections (May to May in election years) as referred to in (4) above, each elected member will commence their annual expense allocation as detailed in 5.2(1)(a) and (b) and forfeit any unspent funds.

Section 2.2 - Governance

- (6) Elected Members will only be registered for conference/training courses itemised in this policy, if the elected member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet cost of requested conference or training in the elected member's conference and training allocation, Council approval must be obtained before costs are incurred.
- (7) The cost of training that is specifically arranged for attendance by all elected members, (eg teambuilding) shall be paid from a separate allocation for the purpose and not considered as part of and debited to the individual elected members allocation referred to in this policy.
- (8)
 - (a) Subject to Council approval, an Elected Member may agree to meet the costs and forfeit same from their own annual conference and training allocation, of sending another elected member to a conference or training, where that member has insufficient funds remaining in their allocation.
 - (b) In such cases, the elected member agreeing to meet those costs, shall provide the CEO with a written statement to that effect, signed by both elected members and authorising the CEO to initiate necessary arrangements and debit the authorising members allocation.
 - (c) Initiation of the necessary arrangements to allow the elected member to attend a conference under the above circumstances, will only proceed if there is sufficient funds remaining in the overall Council Budget for elected members conferences and training.

PART 6 – ATTENDANCE AT OVERSEAS CONFERENCES

- (1) An Elected Member may, with Council approval, attend an overseas conference.
- (2) An elected member may attend an overseas conference if the elected member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas conference or training in the elected member's conference and training allocation, Council approval must be obtained before costs are incurred.
- (3) Attendance at an overseas conference is subject to authorisation being obtained from Council prior to departure, with a specific Council resolution supporting that the conference attendance will be of benefit to the City and the Elected Member and detailing any conditions that may apply.

Section 2.2 - Governance

PART 7 - REPORT

Upon attendance at any interstate or overseas conference, seminar or training session as detailed within this policy, where registration and other associated costs are met by the City of Joondalup, the attending elected member shall be required to prepare a report on their attendance and benefits, to be circulated to all members of the Council.

PART 8 – REIMBURSEMENT OF EXPENSES

8.1 Objective

To provide for the reimbursement of expenses necessarily incurred by elected members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

8.2 Child Care

- (1) The payment of child care costs is covered under Local Government (Administration) Regulations 1996, Regulation 31(1)(b) and 31(3) and (5) refers. An extract of those regulations is reproduced as follows:

Reg. 31(1)(b) “child care and travel costs incurred by a council member because of a member’s attendance at a council meeting or a meeting of a committee of which he or she is a member.”

Reg 31 (3) “The extent to which child care costs referred to in sub regulation (1) (b) can be reimbursed is the actual cost per hour or \$10.00 per hour which ever is the lesser amount.”

Reg 31 (3) “For the purposes of subregulations (2) to (4), actual amounts and actual costs are to be verified by sufficient information.”
 - (2) In accordance with Regulation 31, child care costs will be paid for an elected member’s attendance at a council meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.
 - (3) Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council related activity and incurs child care costs, such costs may be claimed provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.
 - (4) Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
 - (5) Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.
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Section 2.2 - Governance

- (6) Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Members Annual Expense Reimbursement Limit as referred to in clause 7.3 of this policy.

8.3 Travel

- (1) Travel costs incurred and paid by Elected Members will be reimbursed for:
- (a) Travel and parking expenses incurred by a member using a private vehicle to, from and attending:-
 - (i) meetings of the Council or a Committee of the Council and civic functions;
 - (ii) as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, local government association or industry groups or committees of them;
 - (iii) a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty;
 - (iv) attending social functions where the member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity;
 - (b) The amount payable in respect of travelling expenses shall be paid from the time the Returning Officer has declared a person elected as a Council member.
 - (c) Travel expenses claimed under this policy are to be calculated in accordance with the rate per kilometre prescribed for the class of vehicle as detailed in the Local Government Officers' Award where the members vehicle is used.
 - (d) A claim for reimbursement of expenses form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by members to ensure that the transport expense can be verified.
- (2) Where it is deemed to be otherwise more appropriate for an Elected Member to travel to a Council related commitment, a taxi may be used and the costs incurred claimed.
- (3) All expenses claimed other than travel in a members own vehicle, must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.
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Section 2.2 - Governance

8.4 Other Specified Expenses

- (1) An Annual Reimbursement Limit of \$500 shall be available to Elected Members for reimbursement of costs incurred and paid by Elected Members for:
 - (a) Clothing, suit hire and dry cleaning of clothes worn for Council business;
 - (b) Protocol gifts as approved by the House Committee.
 - (c) Communication costs incurred above the communication allowance under Part 4 of this policy (maximum legislated limit), for:-
 - (i) call costs associated with the Council provided mobile telephone and facsimile machine and
 - (ii) call costs incurred by the member relating to Council business, on a personal telephone/facsimile machine;

provided all such costs up to and over the maximum legislated limit are substantiated;
- (2) Costs incurred and paid by Elected Members will be reimbursement by Council up to the reimbursement limit in each expense period. When a member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- (3) All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.
- (5) Original invoices and receipts are required for audit purposes and to enable GST to be claimed. Where a GST refund is received it will be credited to the Elected Members Expense Reimbursement record.

8.5 Time Limit on Claims and Approval Process

Members electing to receive reimbursement of expenses in accordance with the provisions of this policy shall submit the appropriate claim form to the CEO, together with supporting documentation, within 2 clear calendar months after the month in which the expenses were incurred. Expenses not claimed within such time shall be deemed forfeited.

Section 2.2 - Governance

Previous Policy No:	2.2.1; A2-14; EM10 2.2.2; A2-11; EM14 2.2.3; A2-01; EM7 2.2.10; 2.2.12; A2-06; A2-09; A2-10; EM12
Amendments:	CJ422-12/01, CJ121-06/02, C212-09/03
Issued:	November 2003
Related Documentation:	Delegated Authority Manual Local Government Act 1995

Section 2.2 - Governance

APPENDIX A**PROVISIONS OF THE LOCAL GOVERNMENT ACT 1995 AND
ADMINISTRATION REGULATIONS 1996****8.1 Local Government Act 1995 - Extracts**

The following information is considered that most applicable to the contents of this policy. The information has been extracted from the Local Government Act 1995.

Division 8 – Fees, expenses and allowances**Fees etc. for council members**

- 5.98.** (1) A council member who attends a council or committee meeting is entitled to be paid –
- (a) the prescribed minimum fee for attending a council or committee meeting; or
 - (b) where the local government has set a fee within the prescribed range for council or committee meeting attendance fees, that fee.
- (2) A council member who incurs An expense of a kind prescribed as being an expense –
- (a) to be reimbursed by all local governments; or
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,
- is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) A council member to whom subsection (2) applies is to be reimbursed for the expense –
- (a) where the minimum extent of reimbursement for the expense has been prescribed, to the extent; or
 - (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the prescribed range (if any) of reimbursement, to that extent.

Section 2.2 - Governance

- (4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.
- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid –
 - (a) the prescribed minimum annual local government allowance for mayors or presidents; or
 - (b) where the local government has set an annual local government allowance within the prescribed range for annual local government allowances for mayors or presidents, that allowance.
- (6) A local government cannot –
 - (a) make any payment to or
 - (b) reimburse an expense of,

a person who is a council member or a mayor or president in that person's capacity as a council member, mayor or president unless the payment or reimbursement is in accordance with this Division.
- (7) A reference in this section to a "committee meeting" is a reference to a meeting of a committee comprising –
 - (a) council members only; or
 - (b) council members and employees.

Allowance for deputy mayor or deputy president

- 5.98A.** (1) A local government may decide* to pay the deputy mayor or deputy president of the local government an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

** Absolute majority required.*

- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

Section 2.2 - Governance

Annual fee for council members in lieu of fees for attending meetings

5.99. A local government may decide* that instead of paying council members a fee referred to in section 5.98 (1), it will instead pay all council members who attend council or committee meetings –

- (a) the prescribed minimum annual fee; or
- (b) where the local government has set a fee within the prescribed range for annual fees, that fee.

** Absolute majority required.*

Allowances for council members in lieu of reimbursement of expenses

5.99A. A local government may decide* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all council members –

- (a) the prescribed minimum annual allowance for that type of expense; or
- (b) where the local government has set an allowance within the prescribed range for annual allowances for that type of expense, an allowance of that amount,

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

** Absolute majority required ”*

8.2 Local Government (Administration) Regulations 1996

The following information extracted from the Local Government (Administration) Regulations 1996 is considered that most applicable to the contents of this policy.

“Meeting attendance fees – s.5.98 (1)

30. (1) For the purpose of section 5.98 (1), subject to subregulation (3) –

- (a) the minimum fee for a council member other than –
 - (i) the mayor or president; or
 - (ii) in the case of a regional local government, the chairman, attending a council meeting is \$50 for each meeting; and

Section 2.2 - Governance

- (b) maximum fee for a council member other than –
 - (i) the mayor or president; or
 - (ii) in the case of a regional local government, the chairman, attending a council meeting is \$120 for each meeting.
- (2) For the purpose of section 5.98 (1), subject to subregulation (3) or (5), as the case requires –
 - (a) the minimum fee for a council member attending a meeting of a committee of which he or she is also a member is \$25 for each meeting and;
 - (b) the maximum fee for a council member attending a meeting of a committee of which he or she is also a member is \$60 for each meeting.
- (3) The total fee paid to a council member other than –
 - (a) the mayor or president; or
 - (b) in the case of a regional local government, the chairman, for attending a council meetings (whether of the council or of any committee) in each year is not to exceed \$6,000.
- (4) For the purpose of section 5.98 (1), subject to subregulation (5) –
 - (a) the minimum fee –
 - (i) for the mayor or president; or
 - (ii) in the case of a regional local government, for the chairman, attending a council meeting is \$100 for each meeting; and
 - (a) the maximum fee –
 - (i) for the mayor or president; or
 - (ii) in the case of a regional local government, for the chairman, attending a council meeting is \$240 for each meeting.

Section 2.2 - Governance

- (5) The total fees paid –
 - (a) to the mayor or president; or
 - (b) in the case of a regional local government, to the chairman, for attending meetings (whether of the council or of any committee) in each year is not to exceed \$12,000.

Expenses that are to be reimbursed – s. 5.98 (2) (a) and (3)

- 31.** (1) For the purposes of section 5.98 (2) (a), the kinds of expenses that are to be reimbursed by all local governments are –
- (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (2) The extent to which an expense referred to in subregulation (1) (a) can be reimbursed is the actual amount.
- (3) The extent to which child care costs referred to in subregulation (1) (b) can be reimbursed is the actual cost per hour or \$10.00 per hour, whichever is the lesser amount.
- (4) The extend to which travel costs referred to in subregulation (1) (b) can be reimbursed –
- (a) if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person's place of residence or work and back –
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (I) is more than 100km, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

Section 2.2 - Governance

- (5) For the purposes of subregulations (2) to (4), actual amounts and actual costs are to be verified by sufficient information.

Expenses that may be approved for reimbursement – s.5.98 (2) (b) and (3)

- 3.2** (1) For the purposes of section 5.98 (2) (b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are –
- (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applied by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.
- (2) The extent to which an expense referred to in subregulation (1) can be reimbursed is the actual amount, verified by sufficient information.

Annual entertainment allowances for mayors or presidents – s. 5.98 (5)

- 33.** (1) For the purposes of section 5.98 (5) –
- (a) The minimum annual local government allowance for the mayor or president is \$500; and
 - (b) The maximum annual local government allowance for a mayor or president is –
 - (i) \$10,000 or
 - (ii) 0.002 of the local government's operating revenue, whichever is the greater amount, but in any case no more than \$60,000.
- (2) In this regulation –
- “operating revenue”** has the meaning that it has in the *Local Government (Financial Management) Regulations 1996*.

- 33A.** For the purposes of section 5.98A(1) the prescribed percentage is 25%.

Section 2.2 - Governance

Annual attendance fees – s.5.99

- 34.** (1) For the purpose of section 5.99 –
- (a) The minimum annual fee for a council member other than –
 - (i) the mayor or president; or
 - (ii) in the case of a regional local government, the chairman, attending meetings (whether of the council or of any committee) is \$2,000; and
 - (b) the maximum annual fee for a council member other than –
 - (i) the mayor or president; or
 - (ii) in the case of a regional local government, the chairman, attending meetings (whether of the council or of any committee) is \$6,000.
- (2) For the purpose of section 5.99 –
- (a) the minimum annual fee –
 - (i) for the mayor or president; or
 - (ii) in the case of a regional local government, for the chairman, attending meetings (whether of the council or of any committee) is \$6,000; and
 - (b) the maximum annual fee –
 - (i) for the mayor or president; or
 - (ii) in the case of a regional local government, for the chairman, attending meetings (whether of the council or of any committee) is \$12,000.

Allowances in lieu of reimbursement of telecommunications expenses s. - 5.99A

- 34A.** For the purposes of section 5.99A(b), the maximum total annual allowances for telephone and facsimile machine rental charges referred to in regulation 31(1)(a) and any other telecommunications expenses that might otherwise have been approved for reimbursement under regulation 32 is \$2,000.

Section 2.3 – Office of the Chief Executive

POLICY 2.3.2 - COMMUNICATIONS

OBJECTIVE

To indicate the City's high level of commitment to public consultation and to provide good, open and accountable government.

STATEMENT

The City of Joondalup is committed to ensuring that the community is kept informed on matters before Council, fairness and equity; friendly, helpful, respectful and professional service. Effective communication is a key to ensuring that these principles of operation are met.

The City will strive to meet and where possible exceed the objectives laid down within its Customer Service Charter.

Correspondence Received

All communication regarding council business from a member of staff or an elected member shall be at all times courteous, clear and professional.

All external written correspondence will receive a response within 7 working days of receipt, however an acknowledgment will be provided if, in the view of the appropriate Business Unit Manager, a full and detailed reply is not possible within that time frame.

External correspondence that is received marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the relevant Director or Business Unit Manager, a response is appropriate.

Facsimiles and electronic mail will be treated as written correspondence.

Directors and the Chief Executive Officer shall determine which items of correspondence will be presented to the Council, through the appropriate committee or direct to full Council.

Mayoral correspondence

Mayoral correspondence and invitations to civic functions will be issued on mayoral letterhead. Council letterhead is reserved for use by the administration. A file copy of mayoral correspondence shall be maintained in the appropriate file/s, together with the originating correspondence. In instances where the mayor is providing technical information to correspondents, the appropriate officer will draft the correspondence or that section of the correspondence.

Section 2.3 – Office of the Chief Executive

Councillor Correspondence

The use of individual councillor letterhead is at the discretion of the individual councillor, however, it is not to be construed as official correspondence of the City.

Council Stationery

No Council stationery is to be used for election purposes.

Communication between Elected Members and Staff

In order to facilitate effective use of staff resources, all inquiries and requests from Elected Members shall be directed to the Chief Executive Officer or relevant Director for action. Where the request entails the use of City resources (human or physical) to an extent which the Director believes may impact on the smooth administration of the directorate, the request is to be referred to the Chief Executive Officer for determination.

Communication between Elected Members and staff will in general be governed by the 'Civic and Corporate Protocols and Procedures Manual' and the 'Code of Conduct'.

Media Contact

In accordance with the Local Government Act 1995, the spokespersons for Council are the Mayor and Chief Executive Officer, either of whom may delegate authority to the appropriate Director to make a statement on behalf of the City. Directors may determine if a Business Unit Manager is the most appropriate person to provide a statement. All Business Unit Managers will receive some internal training on dealing with the media through the Marketing Unit. Written media statements are to be approved by the Chief Executive Officer prior to their release.

Publications

Publications produced by the City will be available for loan through all libraries within the local government area and available for reading at the Council office and customer service centre(s). Publications distributed to households will also be available through the library system. The following publications will be advertised as available in the weekly section of a newspaper circulating in the district and will also be available, on request, in alternative formats:

- Annual Report;
- Community Services Directory;
- Principal Activities Plan;
- Strategic Plan

Section 2.3 – Office of the Chief Executive

Advertising

All statutory advertisements shall be placed in either the ‘West Australian’ , or a newspaper circulating in the district, as specified by the relevant legislative requirement.

Previous Policy No:	See B3-13/CS-11; EM9/EM-09; EM11/EM-15; B3-04/MKT-03; B3-01/CS-02;B1-04/CS-04
Amendments:	CJ213-06/99, CJ148-06/00, C212-09/03
Issued:	November 2003
Related Documentation:	Customer Service Charter Local Government Act 1995 Delegated Authority Manual

Section 2.3 – Office of the Chief Executive

**POLICY 2.3.3 - USE OF COMMON SEAL AND THE SIGNATORIES
FOR CONTRACT EXECUTION**

OBJECTIVE

To provide a policy for the use of the common seal and signatories for the execution of agreements.

STATEMENT

Subject to the compliance of Sections 3.57 and 3.58 of the Local Government Act 1995 and Part IV of the Local Government (Functions and General) Regulations 1996, the following applies to the use of the common seal and affixing the signatures in agreements:

- 1 all deeds including Land Transfer deeds, Service Agreements between two local governments or between the City and another public sector organisation, Leases without a financial consideration, to be executed under a common seal affixing the signatures of the Mayor and the Chief Executive Officer. Should the Mayor be absent or unavailable for execution of his/her signature, the Deputy Mayor or the Acting Mayor may execute the document; AND IN the absence of the Chief Executive Officer (unless a resolution of the Council otherwise determines) the acting Chief Executive Officer or the Director Corporate Services & Resource Management will affix his/her signature;
- 2 an Agreement for the procurement of goods or services for a lump sum consideration in excess of \$250,000, is to be executed under a common seal affixing the signatures of the Mayor and the Chief Executive Officer
- 3 an Agreement for a lump sum consideration up to \$250,000 and all fixed term contracts can be executed jointly by a Director/Executive Manager and Manager Assets & Commissioning, or the Chief Executive Officer.
- 4 a common seal is not necessary to be affixed for the execution of an Agreement for the procurement of goods or services for a lump sum consideration up to \$250,000 or an annual or a longer term contract other than a Service Agreement;
- 5 an Agreement for a consideration up to \$100,000 can be executed jointly by a Manager and Manager Assets & Commissioning;

Section 2.3 – Office of the Chief Executive

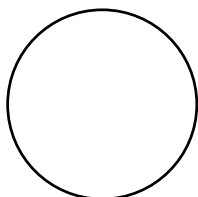
- 6 A single Purchase Order for procurement of vehicles or non customised off the shelf goods will be issued instead of execution of a Formal Instrument of Agreement provided such procurements are complying with Local Government (Functions and General) Regulations 1996. The Purchase Order should specifically insert the following words: *“This Purchase Order is issued subject to the terms and conditions of contract as provided under Contract No ... and accepted by the Council”*;
- 7 for a direct purchase item including goods and minor services the total worth of which does not exceed \$25,000 the execution of a Formal Instrument of Agreement is not necessary provided such procurement has been done complying with the City’s Regional Purchasing Policy;

Agreement: For the purpose of this policy, the scope of the word “Agreement” will include Deeds, Leases, Hire purchase agreements, Letter of Intent, Simple Contracts for procurement of goods or services, and Purchase orders where no Agreement has been executed. The “Agreement” for the purpose of this policy will not include any Employment Contracts including an EBA, one to one negotiated contracts, Work Place Agreements between the City and one or more of its Employees. The word “Employee” is as defined under section 5.37, 5.39 or 7.11 of the Local Government Act 1995, amended from time to time.

- 8 a typical form for affixing the common seal is as shown below:

“EXECUTED on the date set out at the commencement of this Agreement

The Common Seal of City of Joondalup was hereunto affixed and signed by the authority of a resolution of the Council in the presence of :



Mayor

Chief Executive Officer

Previous Policy No:	EM25
Amendments:	CJ213-06/99, CJ148-06/00, CJ163-07/00
Issued:	June 2002
Related Documentation:	Delegated Authority Manual

Section 2.3 – Office of the Chief Executive

POLICY 2.3.4 - PROVISION OF INFORMATION**OBJECTIVE**

The policy sets the guidelines for provision of information to the public, elected members and officers of the City. In accordance with the Freedom of Information Act 1992 and the Local Government Act 1995 requests for information should be received by local government officers during office hours. Documents should only be released when the request conforms with the published Information Statement and under the guidance of the Freedom of Information Co-ordinator.

STATEMENT

In accordance with the Freedom of Information Act 1992 and Local Government Act 1995, the City will release copies or allow viewing on request to documents under its control by members of the public who make application for such information in accordance with the current Information Statement.

Elected Members who desire to view records outside those records detailed within the Local Government Act 1995 and the Information Statement must demonstrate to the Chief Executive officer that it is relevant to their performance as an elected member (Section 5.92 LG Act 1995).

When demonstrating the relevance to the information an elected member must make application to the Chief Executive Officer. When determining the level of access, the Chief Executive Officer may:

- allow the member to view the document only with an officer present to assist in interpretation;
- grant access to the information via an edited document;
- be in the best interest to provide access to all elected members in either a full or edited format;
- be released to elected member(s) under a confidential restriction means;

Where an elected member is dissatisfied with the level of information provided by the Chief Executive Officer under this policy, the elected member may request the Mayor to liaise with the Chief Executive Officer to obtain access to the information required;

Nothing in this policy prevents an elected member from moving a “Notice of Motion of which previous Notice has been given” which includes instructions to the Chief Executive Officer to produce documents at a meeting of Council. Where the Council resolves the production of documents relevant to the performance of the functions of the Council or Councillor, under the Local Government Act 1995 or any other law, then the Chief Executive Officer shall provide the requested documents in the manner resolved by Council.

Section 2.3 – Office of the Chief Executive

Previous Policy No:	-
Amendments:	CJ227-09/00
Issued:	October 2000
Related Documentation:	Local Government Act 1995 Freedom of Information Act 1992

Section 2.3 – Office of the Chief Executive

POLICY 2.3.5 – ONLINE SERVICES**1. PURPOSE**

At the City of Joondalup, the Internet and email facilities have become 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.

Section 2.3 – Office of the Chief Executive

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 comments or images; and
- Other comments or images that could reasonably be expected to offend other council representatives or members of the public on the basis of their religion, political beliefs, sexual orientation, physical feature, national origin or age.

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

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

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 are responsible for using good judgment 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.

Continual non-compliance will result in disciplinary action.

Section 2.3 – Office of the Chief Executive

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.

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.

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

Section 2.3 – Office of the Chief Executive

3.5 Sensitivity and Confidentiality

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;
- 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 email 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 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.

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

Section 2.3 – Office of the Chief Executive

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

3.7 **Monitoring and Surveillance**

Monitoring and surveillance of Internet and email facilities occur 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 3.5 for standard confidentiality note).

Section 2.3 – Office of the Chief Executive

3.9 Users Responsibility

It is the user's responsibility to ensure Microsoft Outlook 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.

Employees must not download 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 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:

Section 2.3 – Office of the Chief Executive

- (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 Management Help Desk for virus analysis.
- (b) Virus reports received by users should be forwarded ONLY to the Information 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 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 Management that it is consistent with the corporate standard operating environment. Users must not download 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 an 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.

Previous Policy No:	N/A
Amendments:	CJ361-12/00, CJ002-02/01, C212-09/03
Issued:	November 2003
Related Documentation:	Online Service Provision Policy 4.2.2

CITY OF JOONDALUP

ACKNOWLEDGMENT OF POLICY UNDERSTANDING **ONLINE SERVICES POLICY**

NAME

DIRECTORATE

BUSINESS UNIT

POSITION

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 agree to read and confirm my understanding and be bound by all activity changes that are advertised by email and on the City's internet..

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

Date

Section 2.3 - Office of the Chief Executive

POLICY 2.3.6 - PUBLIC SUBMISSIONS

OBJECTIVE

To establish a guideline for the recording of submissions presented to Council.

STATEMENT

Where the Council receives a public submission from a body of people, incorporated club, organisation, residents association etc, as a result of the public consultation process on issues confronting the City, such submission shall be regarded as one submission, UNLESS the content of that submission is individually signed with the name and address of each member/person agreeing with the content of the said submission.

Previous Policy No:	N/A
Amendments:	C121-11/01
Issued:	November 2001.
Related Documentation:	

Section 2.3 – Assets and Commissioning Services

POLICY 2.3.7 - TENDERING**OBJECTIVE**

To comply with the provision of Sections 3.57 and 3.58 of the *Local Government Act 1995* and Part IV of the *Local Government (Functions & General) Regulations 1996* as amended and the Code of Tendering and Best Practice in Asset and Contract Management when procuring or disposing of goods and services and property.

STATEMENT**Responsibilities**

The Council is responsible for good governance and statutory compliance with the *Local Government Act 1995* and its Regulations, *Occupational Safety and Health Act 1984* and Regulations, and *Trade Practice Act 1974*. The Chief Executive Officer delegates certain responsibilities to other staff members so that the accountability is decentralised and the tendering process is transparent and meets the best practice framework.

Contract Management Framework

The City's tendering process complies with its contract management framework and statutory compliance is met in accordance with *Local Government Act 1995* and Regulations. It ensures that the City receives best value for money from all procurement or disposal of goods and services and property. The Manager Assets and Commissioning is responsible for maintaining the Contract Management Framework and continuous improvement of the Contract Management Handbook.

Tendering Process

Pursuant to the provisions of section 3.57 and 3.58 of the *Local Government Act 1995*, public tenders are invited for the procurement for goods and services where consideration exceeds, or is estimated to exceed \$50,000 (excluding GST) and disposal of property. Tenders do not have to be publicly invited in certain circumstances which are detailed in Regulation 11.2 and 30 of the *Local Government (Functions and General) Regulations 1996*.

Probity, value for money, due process and legislative compliance are the fundamental requirements for all procurement and disposal by the City.

Where in house tenders are submitted, a competent Probity Auditor should be appointed to oversee the Tendering Process however that person should not be part of the Tender Evaluation Team.

Section 2.3 – Assets and Commissioning Services

Previous Policy No:

Amendments:

CJ121-06/02

Issued:

June 2002

Related Documentation:

Local Government Act 1995

Local Government (Functions & General) Regulations 1996
(amended)

Public Works Act 1902

Purchasing Policy and Procedure

Delegated Authority Manual

Contract Management Handbook

Policy No 2.3.3

Section 2.3 – Office of the Chief Executive

POLICY 2.3.8 – RECORDKEEPING RESPONSIBILITIES**OBJECTIVE**

This policy sets the guidelines for proper recordkeeping practices by the City of Joondalup.

STATEMENT

All elected members, staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions and ensuring all corporate documents are retained within the City's official recordkeeping system (RMS) at the point of creation regardless of the format, being in accordance with:

- State Records Act 2000
- Evidence Act 1906
- Acts Amendment (Evidence) Act 2000
- Freedom of Information Act 1992
- Local Government Act 1995
- Local Government Accounting Directions 1994

The definition of a corporate document/record is:

If any document/record meets one or more of the following criteria, they are deemed a corporate record.

1. *Does it convey information essential or relevant in making a decision?*
2. *Does it convey information upon which others will be, or are likely to make decisions affecting the City's operations, or rights and obligations under legislation?*
3. *Does it commit the City to certain courses of action or the commitment of resources or provision of services?*
4. *Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?*
5. *Is the information likely to be needed for future use, or is it of historical value or interest?*

All must abide by the recordkeeping requirements of the City as defined in the publication titled Recordkeeping Plan, which is a requirement of the State Records Act 2000.

Section 2.3 – Office of the Chief Executive

Access

Access to corporate records by staff and contractors will be in accordance with designated access and security classifications as determined by the Records Services Coordinator.

Access to the City's records by the general public will be in accordance with the Freedom of Information Act 1992.

Access to the City's records by elected members and committee members will be via the Chief Executive Officer in accordance with section 5.92 of the Local Government Act 1995.

Destruction

The Records Services Coordinator will dispose of records kept by the City in accordance with the 1999 General Disposal Authority for Local Government Records (produced by the State Records Office of Western Australia), following authorisation from the Chief Executive Officer.

Ephemeral Records

Ephemeral records have no continuing value to the City and are generally only needed for a few hours or a few days and they may not need to be placed within the City's official recordkeeping system. Section 1.11 of the General Disposal Authority for Local Government Records 1999 describes ephemeral records as:

- Duplicate (or exact) copies of records, documents, circulars, forms, etc.
- Information material including price lists, catalogues, advertising material, brochures etc, produced by other organisations.
- Reference sets of directories, addresses and contact lists, including internal directories and lists produced by the local government, other agencies and organisations or suppliers.
- Unsolicited letters or promotional material which offer goods or services to the local government.
- Messages in the form of voice mail, e-mail, telephone messages, post-it or sticky notes when the message does not relate to the business functions of the local government.

Note: Messages which DO relate to the business functions of the local government must be transcribed and placed on the appropriate subject file. Once transcribed the original message may be destroyed.

- Rough drafts of reports, or correspondence, routine or rough calculations not circulated to other staff in the local government, and of which a final draft has been produced and placed on the appropriate subject file.

Section 2.3 – Office of the Chief Executive

Note: Versions of drafts which contain significant changes to context must be placed in the appropriate subject file e.g. internal policy.

- Transitory messages giving minor instructions and of a routine or instruction nature that are used to further some activity in either a paper-based or electronic format e.g. correcting typing errors; requesting file creation or retrieval; filing a letter; formatting documents; duplicating.
- Letters or cards of appreciation, sympathy or greetings of no enduring value.
- Working papers, background notes and reference materials used to prepare or complete other documents. Those documents become the record of the local government and are placed on the appropriate subject file.

Note: Working papers and background notes relating to the development of internal policy must be placed on the appropriate subject file.

In accordance with this schedule staff, contractors or Elected Members may dispose of such ephemeral records once reference ceases.

Training and Education

Training in recordkeeping practices and the use of the City's document and records management system (RMS) is available to all newcomers upon commencement and refresher courses are available upon request to the Records Services Coordinator.

Elected members will be made aware of their recordkeeping responsibilities as part of the Elected Members Induction Program.

Previous Policy No:

Amendments:

CJ040-03/04

Issued:

January 2005

Related Documentation:

Section 2.4 – Financial Planning

POLICY 2.4.1 - ACCOUNTING

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.

Section 2.4 – Financial Planning

(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);
- (iii) 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 appropriate reporting period (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.

Section 2.4 – Financial Planning

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;
- (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:

Section 2.4 – Financial Planning

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
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				

Section 2.4 – Financial Planning

8 Write Offs

When a debt 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.

10 Signatories to Municipal Account and Trust Account

Category A Signatories	Category B Signatories
Chief Executive Officer	Manager Financial Services
Director Planning & Community Development	Statutory Accountant
Director Corporate Services & Resource Management	
Director Infrastructure & Operations	

Approval of payments require signatures as follows:

Cheques or EFT Payment Amounts	Combination of Signatories
Payments under \$10,000	Any 1 of Category A or B signatories
Payments of \$10,000 and over to payments under \$250,000	Any 2 of Category A or B signatories
Payments of \$250,000 and over	Any 1 of Category A and 1 of B signatories; or Any 2 Category A signatories.

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.

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ148-06/00, CJ001-02/01, CJ121-06/02, CJ213-09/03, CJ308-12/04
Issued:	December 2004
Related Documentation:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standards Delegated Authority Manual

Section 2.4 – Financial Planning

POLICY 2.4.2 - INVESTMENT POLICY**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;
-

Section 2.4 – Financial Planning

- (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.

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 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.

Section 2.4 – Financial Planning

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.

Section 2.4 – Financial Planning

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 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).

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ121-06/02, CJ232-09/02, CJ213-09/03
Issued:	November 2003
Related Documentation:	Local Government Act 1995 Delegated Authority Manual

Section 2.4 – Financial Planning

POLICY 2.4.3 - SETTING FEES AND CHARGES**OBJECTIVE**

To establish a fair and equitable fee structure on a user contributes basis which reflects actual costs for goods and services provided by council and takes into account the City's objectives and community obligations.

STATEMENT**Goods**

'Goods' includes the provision of anything which may be tangible, such as information reports or documentation.

The following shall apply to the provision of goods:

- (a) Fees for the provision of goods will aim at the full economic cost of producing the good;
- (b) Fees will be reviewed annually as part of the annual budget development program.

Services

'Services' includes licensing & inspection fees.

- (a) Fees for the provision of services shall aim at recovering the full economic cost of providing the service.
- (b) Fees will be reviewed annually as part of the annual budget development program
- (c) Authority to waive fees is delegated to the Chief Executive Officer.

Hire Charges

'Hire Charges' includes halls, community rooms and sporting or recreation venues, hired for a specific period.

'Junior' is defined as 18 years and under

'Senior' is defined as 60 years and over, or retired.

Section 2.4 – Financial Planning

Outside venues

These are defined as parks, gardens, ovals and similar.

Council will aim to recover 20% of the annual maintenance cost for all outside recreation areas. To achieve this, hire charges will be set based on the following:

- (a) junior sport & recreation bodies - free of charge
- (b) senior sport & recreation bodies – free of charge
- (c) bodies where the majority of members are Pensioners or Seniors Cards holders - 50% of real cost of provision of area;
- (d) All other groups and individuals - 100% of real cost of provision of area

The area under use to be determined in consultation with the Director Community Development.

Inside venues

These are defined as all built areas, including leisure and aquatic centres, local and community halls, sports centres, club rooms, and other council owned property.

Council will aim at 100% cost recovery of operating costs for all leisure activities undertaken by Council, bearing in mind the need to:

- (a) maintain premises; and
- (b) provide for future additional and replacement premises.

However the minimum standard benchmark for individual leisure centres will be that established by the centre for Environment and Recreation Management at the University of South Australia.

Hire charges will be determined on a venue by venue basis, using the following criteria:

- (a) peak or off-peak booking;
- (b) permanent, temporary or one-off booking;
- (c) whether the booking group is recognised as a charitable organisation by the ATO;
- (d) the type of use to which the venue will be put;
- (e) the age and condition of the venue; and

Section 2.4 – Financial Planning

Costs associated with goods, services and hire charges will be reviewed annually as part of the annual budget development process. The basic principles considered in establishing fees and charges will be:

- (a) cost-contribution;
- (b) fee-for service on a cost-recovery basis; and
- (c) charges which reflect the true cost of providing a facility.
- (d) the venue's population pool and location limitations
- (e) inclusion of GST where applicable.

Lease fees

'Lease Fees' includes all property where a formal agreement to lease, contract to lease or license to occupy is in place or should be in place.

- 1 Council recognises that not-for-profit groups are generally
 - (a) providing a benefit to the community; and
 - (b) not in a position to pay commercial lease rates.
 - 2 The standard lease fee is therefore set as follows:-
 - (a) not-for-profit organisations - equivalent of 1% of current capital replacement cost per annum
 - (b) lease fees will be determined in proportion to any contribution made by a user group to the capital cost;
 - (c) all others - market value.
 - (d) inclusion of GST where applicable.
 - 3 Lease fees for vacant land provided to not-for-profit organisations will be that determined by the Valuer-General. Such leases or rental agreements will provide mechanisms for revaluation every three years.
 - 4 Capital cost will be determined by the Director Corporate Services & Resource Management.
 - 5 Any existing anomalies to this policy will be rectified as the opportunity arises.
 - 6 Licence to Occupy agreements to be phased out as each agreement ends and then leases will be implemented.
-

Section 2.4 – Financial Planning

Authority to Waive Fees

Authority to waive fees for goods, services or hire charges is delegated to the Chief Executive Officer on the written support of the responsible officer. This authority does not extend to statutory charges, the municipal rate or service charges incorporated within the Rate Notice

(See S6.16, 6.17, 6.18 & 6.19 of Local Government Act 1995).

Previous Policy Number:	W2; F2-03
Amendments;	CJ213-06/99, CJ148-06/00, CJ121-06/02
Issued:	June 2002
Related documentation:	National Competition Policy Delegated Authority Manual

Section 2.4 – Financial Planning

POLICY 2.4.4 - RATES CHARGES**OBJECTIVE**

To establish a standard for charges relating to rates in accordance with the Local Government Act 1995.

STATEMENT

The following payment options, time frames, discounts, charges and interest rates shall apply to rates, overdue payments and payment options.

Payment Options

- | | | |
|---|--|---|
| 1 | <u>one</u> payment in full of rates and other charges, providing a 2.5% discount plus entry into the rate incentive prize draw | 28 days following the issuing of rate notices |
| 2 | <u>two</u> payments (50% each) <ul style="list-style-type: none">•1st instalment•2nd instalment | 35 days following the issuing of rate notices
63 days after due date of 1st instalment |

It is mandatory pursuant to Section 6.45 of the Local Government Act 1995, to provide an option for four equal instalments. Where a ratepayer elects to pay by instalments, an interval of at least 2 months must be given between the second and subsequent instalments.

- | | | |
|---|---|---|
| 3 | <u>four</u> payments (25% each) <ul style="list-style-type: none">•1st instalment•2nd instalment•3rd instalment•4th instalment | 35 days following the issuing of rate notices
63 days after due date of 1st instalment
63 days after due date of 2nd instalment
63 days after due date of 3rd instalment |
|---|---|---|

Late Payment Interest

In accordance with the provisions of Section 6.13 and 6.51 of the Local Government Act 1995, the City may impose interest on all current and arrears general rates, current and arrears domestic refuse charges and current and arrears private swimming pool inspection fees at the rate of 11%, calculated on a simple interest basis on arrears amounts that remain unpaid and current amounts that remain unpaid after 35 days from the issue date of the original rate notice, or the due date of the instalment and continues until instalment is paid. Excluded are deferred rates, instalment current amounts not due under the four payment option, registered pensioner portions and current government pensioner rebate amounts. Such interest to be

Section 2.4 – Financial Planning

charged once per month on the outstanding balance on the day of calculation for the number of days, as previously detailed.

Instalments and Arrangements - Administration Fees and Interest Charges

In accordance with the provisions of Section 6.45 of the Local Government Act 1995, impose the following administration fees and interest charges for payment of rates, domestic refuse charges and private swimming pool inspection fees:

Two Instalment Option

An administration fee, together with an interest charge as determined at the adoption of the Council's annual budget, calculated on a simple interest basis on 50% of the total current general rate calculated 35 days from the date of issue of the annual rate notice to 63 days after the due date of the first instalment.

Four Instalment Option

An administration fee, together with an interest charge as determined at the adoption of the Council's annual budget, calculated on a simple interest basis on:

- 75% of the total current general rate calculated 35 days from the date of issue of the annual rate notice to 63 days after the due date of the first instalment;
- 50% of the total current general rate calculated from the due date of the second instalment to the due date of the third instalment;
- 25% of the total current general rate calculated from the due date of the third instalment to the due date of the fourth instalment.

Hardship Cases

Objective

To reduce the burden on the City's residents who are currently experiencing (or who are at risk of experiencing) severe financial hardship.

Note: At the Special Council Meeting held on 19 August 2004, the Joint Commissioners resolved that collection of late payment interest for the Emergency Services Levy shall be subject to the policy statement relating to cases of hardship.

Statement

Residents of the City who are financially secure will participate in their community with a sense of purpose and direction; will contribute from a position of security and stability and gain positive identity and improved overall health and well-being.

The City recognizes that not all residents are always in a position of financial security and some may experience hardship at particular times during their lives.

Section 2.4 – Financial Planning

In providing support to residents who are experiencing severe financial hardship, the City will implement a number of Guiding Principles from its Strategic Plan. Those principles include working in partnership with the community, building capacity and focusing on improving the quality of life for residents.

The City will respond to the needs of residents experiencing severe financial hardship by the ensuring that they are -

- Treated with respect and dignity
- Treated with fairness and equity
- Shown compassion and understanding when they express that they are experiencing severe financial hardship
- Made aware that certain means of relief may be able to be provided through the City's Financial Hardship policy
- Made aware that the means of accessing relief is through the City's confidential free Financial Counselling Service
- Made aware that the Financial Counselling Service has the responsibility for both providing financial information and assessment of financial circumstances for the purpose of advocating relief to the City's officers
- Made aware that a contribution from residents is expected even when relief is applied but that such a contribution will be judged according to circumstances

The City will determine the level of relief applicants receive using the following principles-

1. Circumstances:

- There is evidence of genuine hardship because of trauma/tragedy, level of income, reliance on Social Security, illness/disability, business failure, other factors

2. Applicant Contribution.

- The City will determine the financial contribution amount an applicant may contribute to the reduction of the debt
- If it is determined from evidence that the contribution will exacerbate the level of hardship then consideration may be given to writing off all or part of the late payment interest.

Previous Policy No:	B5-02; B5-05
Amendments:	CJ213-06/99, CJ121-06/02, JSC30-08/04
Issued:	September 2004
Related Documentation:	Local Government Act 1995 Annual Budget Delegated Authority Manual

Section 2.4 – Financial Planning

POLICY 2.4.5 - BUDGET TIMETABLE**OBJECTIVE**

Provide Councillors, Stakeholders and Staff with a time frame for the preparation and adoption of the annual budget.

STATEMENT

To achieve a transparent, planned and coordinated budget the process should link with the City's Strategic and Principal Activities Plans. It should also involve opportunities for input from all stakeholders.

ISSUES

The budget preparation process needs to be widely known so that Councillors, Staff and other stakeholders have an opportunity to have input to this process.

POLICY**Target Dates**

Oct - Feb	Elected members and staff prepare a 5 year infrastructure/capital budget programme in accordance with strategic planning processes
April/May	Draft Principal Activities Plan is advertised for public comment.
Mar-Jun	Administration prepares draft budget and council considers proposed draft prior to calling for public comment
June/Jul	Council finalises Budget.
July	Budget is adopted by Council.

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ001-02/01, CJ121-06/02
Issued:	June 2002
Related Documentation:	Local Government Act 1995

Section 2.4 – Financial Planning

**POLICY 2.4.6 – LENDING AUTHORITY OR LOAN GUARANTOR
FOR SPORTING CLUBS OR OTHER EXTERNAL ORGANISATIONS****OBJECTIVE**

To provide policy guidelines when considering the issues associated with the appropriateness or otherwise of the City acting as a lending authority or loan guarantor for any sporting club or other external organisation.

STATEMENT

The City of Joondalup choose not enter into any agreements with any sporting clubs or other external organisations to act as a lending authority or provide any guarantee for any loan raised by any sporting club or external organisation.

COMMENT

There are inherent risks associated with the provision of self-supporting loans or guarantees, however there is also a limit to the City's ability to fund and maintain community facilities and services to the extent desired by the community. The City recognises that the provision of community facilities and services that meet identified community needs is one of its biggest challenges, and therefore, a major priority. As such significant effort will be made to address this issue, notably through the development of the Community Development Plan, the Management Strategy for City owned Community Buildings and the Strategic Asset Management Plan.

Previous Policy No:

Amendments:

CJ205 - 08/04

Issued:

September 2004

Related Documentation:

Section 2.5 – Asset Management

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

Section 2.5 – Asset Management

(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.

Section 2.5 – Asset Management

- (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 – Asset Management

- (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.

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

Section 2.5 – Assets and Commissioning

POLICY 2.5.2 - PROCUREMENT OF COUNCIL BUILDINGS**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.

Previously Policy No.	J1-02
Amendments	CJ213-06/99, CJ213-09/03
Issued:	November 2003
Related Documentation:	Delegated Authority Manual

Section 2.5 – Assets and Commissioning

**POLICY 2.5.3 – COUNCIL VEHICLES –
MAYOR AND COUNCIL OFFICERS****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	Luxury 8 cylinder sedan with interior fittings to a high standard including air conditioning with climate control and automatic transmission. 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.
Chief Executive Officer	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). 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.
Directors	Six cylinder sedan with interior fittings to a high standard including climate controlled air conditioning and automatic transmission (in accordance with employment contract arrangements).
Business Unit Managers	Six cylinder sedan with air conditioning and automatic transmission (in accordance with employment contract arrangements).
Other officers to whom a vehicle is assigned	Four or six cylinder vehicle, either sedan, station sedan, utility or panel van as appropriate and approved by the Chief Executive Officer.

Section 2.5 – Assets and Commissioning

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.

Previous Policy No:

Amendments: CJ213-06/99, CJ121-06/02, CJ213-09/03

Issued: November 2003

Related Documentation: Motor Vehicle Strategy

Section 2.5 – Assets and Commissioning

POLICY 2.5.4 - OFFICIAL VEHICLES – USE OF

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.

Previous Policy No:

Amendments: CJ213-06/99, CJ001-02/01, CJ213-09/03

Issued: November 2003

Related Documentation: Delegated Authority Manual

Section 2.5 – Assets and Commissioning

POLICY 2.5.5 – CONSENT TO ALTER COUNCIL LEASED PREMISES

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 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.

Previous Policy No:	N/A
Amendments:	CJ281-08/01, CJ213-09/03
Issued:	November 2003
Related Documentation:	Delegated Authority Manual

Section 2.5 – Assets and Commissioning

POLICY 2.5.6 - DISPOSAL OF SURPLUS PERSONAL COMPUTERS

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.

Section 2.5 – Assets and Commissioning

Previous Policy No:

Amendments:

CJ060-03/02, CJ213-09/03

Issued:

November 2003

Related Documentation:

Section 2.5 – Assets and Commissioning

POLICY 2.5.7 - PURCHASING GOODS AND SERVICES**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

Section 2.5 – Assets and Commissioning

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

Section 2.5 – Assets and Commissioning

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

Section 2.5 – Assets and Commissioning

- 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.

Previous Policy No:	B3-20
Amendments:	CJ257-07/00, CJ031-02/02, CJ213-09/03
Issued:	November 2003
Related Documentation:	N/A

Note: This policy was previously numbered 2.4.6

Section 2.6 – Human Services

**POLICY 2.6.1 - ACCESS TO INFORMATION FOR PEOPLE WITH
DISABILITIES**

OBJECTIVE

To provide equity of access to the full range of information provided for the Community on Council functions, facilities, services and programs for all residents, including people with disabilities.

STATEMENT

- 1 Council information policies or strategies developed will have reference to this Policy.
- 2 This policy will work in conjunction with ‘best practice’ guidelines (to be developed by Council) which can be consulted to ensure that community information provided by Council will be accessible to all residents.
- 3 Council will assess individual needs and use alternative communication strategies, as appropriate, and within available resources, where possible to enable people with a disability to access its community information.
- 4 Council will monitor the demand for additional communication methods/technologies, for example Telephone Typewriter service.
- 5 Council will monitor developments in communication technology and electronic media, and their applications in order to continually improve access to, and the accessibility of, its information for people with disabilities.
- 6 Within the annual budget process, Council will consider the allocation of funds for production and distribution of information to people with disabilities.
- 7 Council will develop staff skills in the provision of information in formats or forms which meet the communication requirements of individuals with a disability, on a timely basis.
- 8 Printed information produced by Council shall be:
 - (a) clear and easy to understand eg. plain English, short sentences, pictures and diagrams,
 - (b) clear headings;
 - (c) clear and easy to read eg. adequate print size, clear print, contrast between print and background, important information in bold and larger print; and

Section 2.6 – Human Services

- (d) physically accessible eg. wheelchair accessible brochure stands.
- 9 Public documents due for re-printing or new documents (including forms, notices and accounts) will be produced according to agreed 'best practice guidelines' developed by Council.
- 10 Council will provide all printed community information in alternative formats (such as large print, audio tape, computer disc and Braille), upon request, and on a timely basis, at the discretion of the Chief Executive Officer, to meet the information requirements of people who cannot access standard print information due to a disability.

The availability of information in alternative formats will be publicised as widely as possible within the community, within applicable Council publications and in Council facilities where public documents are displayed.

Council will keep a record of requests for information required on an ongoing basis in alternative formats.

Information provided on the Council's Internet home page will consider the access requirements of people who have a vision impairment.

Council will use Information Radio where appropriate to ensure people who have a print disability receive important community information provided by Council to its residents.

Council will use a range of communication technologies to assist people who have a hearing impairment to ensure access to its community information, for example audio loops, sign language interpreters.

Previous Policy No:	SP/DP1.
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Access Policy - Disability Service Plan

Section 2. 6 - Human Services

**POLICY 2.6.2 - ACCESS TO COUNCIL SERVICES AND
FACILITIES FOR PEOPLE WITH DISABILITIES,
THEIR FAMILIES AND CARERS**

OBJECTIVE

To ensure that people with disabilities can access services and facilities provided by Council, like other members of the community.

STATEMENT**Principles**

The City of Joondalup is committed to ensuring that the community is accessible to all people including people with disabilities, their families and carers.

The City of Joondalup interprets an accessible community as one in which all Council facilities, programs and services (both in house and contracted) are available to people with disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by other people in the community.

Council recognise that people with disabilities are valued members of the community with the same fundamental rights as all residents of the City of Joondalup to participate in and contribute to local community life.

To achieve a more accessible community the City of Joondalup is committed to active consultation with people with disabilities, their families and carers and where required disability organisations to identify access barriers and appropriate solutions or responses.

Council will also seek to raise general community awareness regarding access issues in order to facilitate the integration of people with disabilities into all aspects of life in the community.

The Access Policy aims to further the principles of the Western Australian Disability Services Act (1993) and the Commonwealth Disability Discrimination Act (1992).

Definitions

Disability The loss or reduction of functional ability and activity that is consequent upon impairment.

Disabilities can be sensory, neurological, physical, intellectual, cognitive or psychiatric and people can have more than one type of disability.

Access The absence of environmental and/or social barriers to the full participation in their community of people with disabilities.

Section 2. 6 - Human Services

Policy

- 1 Every effort will be made to ensure that any person who lives or works in, or visits the City of Joondalup will not be denied access to any Council facility, program or service on the basis of personal disability.
 - 2 All new facilities operated by Council will be designed to be accessible to people with different types of disability.
 - 3 Existing facilities operated by Council will, as far as possible, be progressively modified to optimise their accessibility.
 - 4 Programs and services provided by Council will have operating guidelines which optimise their availability to people with disabilities.
 - 5 Information about Council facilities, programs and services will be provided in a variety of formats that are accessible to people with different types of disabilities.
 - 6 Council staff will be provided with training to raise awareness of disability issues and increase skills in responding to the needs of people with disabilities.
 - 7 Council will promote its equal opportunity policy within the organisation and publicly and ensure its practices support this policy.
 - 8 Council will ensure that the needs of people with disabilities are taken into account in the design of all proposed developments involving public access, in accordance with the relevant legislations.
 - 9 Council will inform developers of their changing responsibilities in relation to the access requirements of Commonwealth disability discrimination legislation.
 - 10 Council will ensure that building regulations and standards relating to access for people with disabilities are promoted and enforced.
 - 11 Council will encourage local businesses and organisations to make their facilities, products and services as accessible as possible for people with disabilities.
 - 12 Council will promote community awareness of people with disabilities as part of the diverse community of the City of Joondalup with the same rights as any other resident.
 - 13 Council will ensure that all strategic policy and planning documents are consistent with Council's policy on access.
 - 14 Council will ensure that all new Elected Members and staff of the City of Joondalup are made aware of the Access Policy and the key outcomes of the Disability Service Plan.
-

Section 2. 6 - Human Services

15 Council will review the Access Policy every two (2) years.

Previous Policy No.	F2-01
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Access Policy – Disability Service Plan

Section 2.6 – Human Services

POLICY 2.6.3 - PUBLIC PARTICIPATION**OBJECTIVE**

To outline the City's commitment to actively involve the community in Council's planning, development and service delivery activities.

STATEMENT

The City has a stated objective to enhance the capacity of the community to actively participate in decision-making and strategic direction setting.

The City is committed to improving its public participation practices. The City recognises that this will require:

- adequate resourcing;
- in-house and external training;
- the establishment of best practice public participation mechanisms; and
- a program of review to evaluate public participation processes.

The City will develop a Public Participation Strategy which will address:

- the identification of issues requiring public participation;
- the inclusion in the annual budget process of funding for public participation activities;
- increasing staff awareness and skills in public participation techniques;
- how all sectors and groups within the community can have the opportunity to participate in the City's activities; and
- a community education program relating to public participation in the City's affairs.

Definitions

Public participation – can be defined as:

The provision of opportunities for the public to be involved in a range of issues affecting their communities and lifestyles. Such opportunities would enable the public to provide information, ideas and opinions on plans, proposals, policies and services; partner the City in working towards specific objectives; or actively contribute to physical works (eg. Environmental projects.)

While public participation can include the following elements it is far more than:

- Public consultation
 - Public relations
 - Information dissemination
 - conflict resolution.
-

Section 2.6 – Human Services

Budget

Where a specific public participation program relates to a budgeted item or City proposal, the costs of the participation program will be met from the budget concerned.

Where a specific public participation program relates to an independent proponent's proposal, the cost of the public participation program will be met by the proponent.

Reporting and review

The City's Public Participation activities will be reviewed in relation to specified performance measures which include:

- level of public knowledge regarding opportunities to participate;
- level of public satisfaction with the opportunity to participate; and
- range of public participation projects undertaken throughout the organisation.

In order to provide the community with summary information regarding the City's public participation program, the review will be reported on in the City's Annual Report in accordance with statutory requirements and Council's Strategic Direction.

Previous Policy No:	N/A
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	

Section 2.6 – Human Services

POLICY 2.6.4 - ENVIRONMENTAL, SOCIAL AND ECONOMIC SUSTAINABILITY

OBJECTIVE

To:

- 1 progressively enhance environmental, social and economic sustainability;
- 2 protect and enhance the natural and human environments for the benefit of present and future generations;
- 3 minimise, as far as practicable, any adverse environmental impacts associated with its activities;
- 4 take advantage of and maximise environmentally beneficial opportunities;
- 5 adopt appropriate management practices to facilitate sustainability;

in the City of Joondalup

STATEMENT

The City of Joondalup recognises its responsibility to work with its community towards an environmentally, socially and economically sustainable future. The City is committed to the development, implementation and management of programs which will ensure continual improvement in its environmental and sustainability performance, and will safeguard environmental quality and well-being for its present and future communities and employees.

In establishing the City's strategic direction in supporting and enhancing environmental, social and economic sustainability, the City will:

- identify key sustainability issues for the City and adopt appropriate management practices;
- address the environmental impacts of its activities and operations and take action as appropriate to minimise and manage such impacts;
- encourage the protection and conservation of the natural environment;
- adopt appropriate environmentally beneficial initiatives;
- minimise waste production and energy consumption;
- prepare plans and strategies which set objectives and targets for environmental and sustainability performance;
- establish an effective strategic framework for addressing environmental issues;
- publicly report on the effectiveness of environmental performance;
- develop effective internal and external communications processes on environmental and sustainability issues, including awareness raising and educational programmes.

Section 2.6 – Human Services

In order to achieve this, the City will -

- implement programs and actions in accordance with its Strategic Plan;
- develop, implement and progressively review the City's Local Agenda 21 Sustainability Plan;
- ensure the community's health and environment is protected by implementing effective waste management and recycling services;
- develop and implement environmental performance evaluation techniques;
- publicly report on environmental, social and economic sustainability performance through periodic Sustainability Indicator Reports;
- adopt the most appropriate technology and work practices to minimise the effects that its operations have on the environment;
- seek, assess, and where appropriate adopt, environmentally beneficial initiatives;
- encourage technology transfer and sharing of environmental experiences with other Local Government authorities;
- encourage suppliers and contractors to adopt best environmental operational and management practices;
- conduct public consultation programmes.

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ121-06/02
Issued:	June 2002
Related Documentation:	

INDEX TO SECTION 3

DEVELOPMENT SERVICES

3.1 DEVELOPMENT SERVICES

- 3.1.1 Child Care Centres
- 3.1.2 Consulting Rooms – **Deleted by CJ230-07/01**
- 3.1.3 Alfresco Dining -Joondalup City Centre
- 3.1.4 Local Stores – **Deleted by CJ230-07/01**
- 3.1.5 Nomenclature - Public Facilities
- 3.1.6 Uniform Fencing - Subdivision
- 3.1.7 Retaining Walls - Subdivision
- 3.1.8 Advertising of Development Proposals – **Deleted by CJ121-06/02**
- 3.1.9 Height and Scale of Buildings within a Residential Area
 - 3.1.9.1 Variation to Policy 3.1.9 – **Deleted by CJ148-06/00**
 - 3.1.9.2 Additions to Variation to Policy 3.1.9 – **Deleted by CJ148-06/00**
- 3.1.10 Wanneroo Road – **Deleted by CJ230-07/01**
- 3.1.11 Home Business
- 3.1.12 Cash-in-lieu of Car Parking
- 3.1.13 Telecommunications Facilities
- 3.1.14 Buildings set back from the boundary additional acceptable development provisions – Clause 3.3.1 of the Residential Design Codes 2002

3.2 URBAN DESIGN

- 3.2.1 Design Guidelines for Stage 8c Currambine - Beaumaris Beach Estate
- **Deleted by CJ291-11/02**
- 3.2.2 Design Guidelines for Stage 4 Iluka - Beaumaris Beach Estate
- **Deleted by CJ291-11/02**
- 3.2.3 Design Guidelines for Stage 12 Iluka - Beaumaris Beach Estate
- **Deleted by CJ291-11/02**
- 3.2.4 Design Guidelines Carine Glades Mews Estate, Duncraig
- 3.2.5 Design Guidelines for Waterview Estate, Kingsley
- 3.2.6 Subdivision and Development Adjoining Areas of Public Space
- 3.2.7 Pedestrian Accessways
- 3.2.8 Centres Strategy

Section 3.1 – Development Services

POLICY 3.1.1 - CHILD CARE CENTRES

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)

Section 3.1 – Development Services

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.

Section 3.1 – Development Services

3 Number - Children And Staff

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.

Section 3.1 – Development Services

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.

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

TYPE 1 PARKING

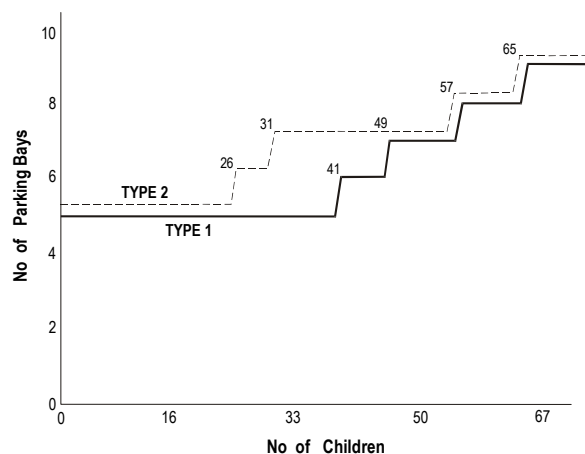
CHILDREN	BAYS
< 40	5
41 - 48	6
49 - 56	7
57 - 64	8
65 - 72	9

TYPE 2 PARKING

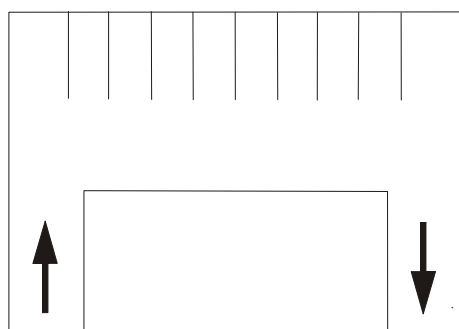
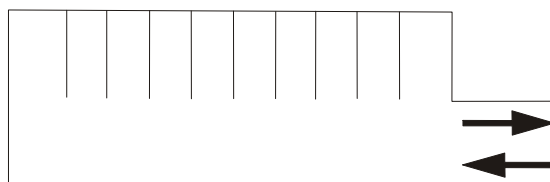
CHILDREN	BAYS
< 25	5
26 - 30	6
31 - 56	7
57 - 64	8
65 - 72	9

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

CHILDCARE PARKING



PARKING LAYOUTS

**TYPE 1****TYPE 2**

Section 3.1 – Development Services

POLICY 3.1.3 - ALFRESCO DINING - JOONDALUP CITY CENTRE

OBJECTIVE

1. To facilitate “Alfresco Dining” which refers to outdoor seating that is designed to be used by the general public for dining purposes on the street verge or in a public space, generally as an extension of an existing eating house already operating within an adjacent building.
2. To allow for the operations of alfresco dining in such a manner that will not conflict with, or prejudice, the activities in adjacent premises (commercial and/or residential) or interfere with the traffic flow in the area or any other normal function of the area.
3. To provide guidelines for the granting of planning approval for alfresco dining.
4. To complement the provisions for outdoor dining as specified in Part 3 – Outdoor Dining – Trading in Public Places Local Law.

The policy is to be implemented in conjunction with the provisions of Part 3 – Outdoor Dining of the City of Joondalup Trading in Public Places Local Law.

STATEMENT

Area

This policy shall apply to alfresco dining facilities **within the City of Joondalup**.

Requirements to operate an Alfresco Area

In order to operate an alfresco dining area prospective operators require

- a valid planning approval and
- a valid outdoor dining licence issued under the City of Joondalup’s Trading in Public Places Local Law.

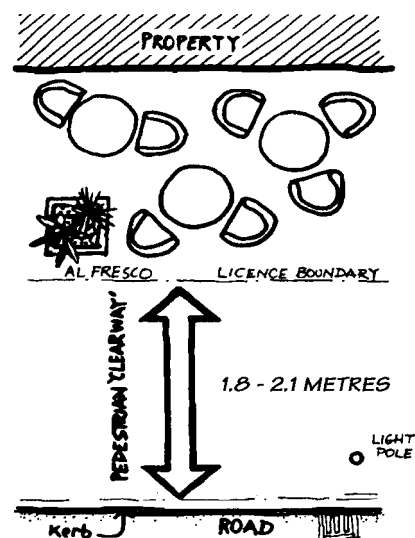
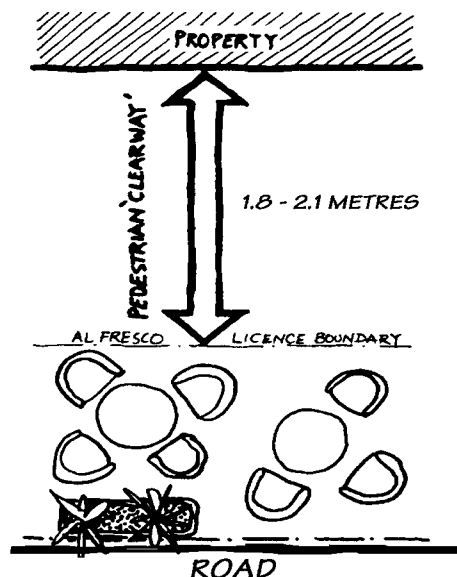
Statements

Guidelines for locating Alfresco Dining Areas

- 1 Alfresco dining areas should be appropriate to the character and functions of the area in which they are proposed to be located.
- 2 Alfresco dining areas will not be approved where, in the opinion of Council, the gathering of customers or the elements of design will impede pedestrian or vehicular movements, or cause conflicts with other activities.

Section 3.1 – Development Services

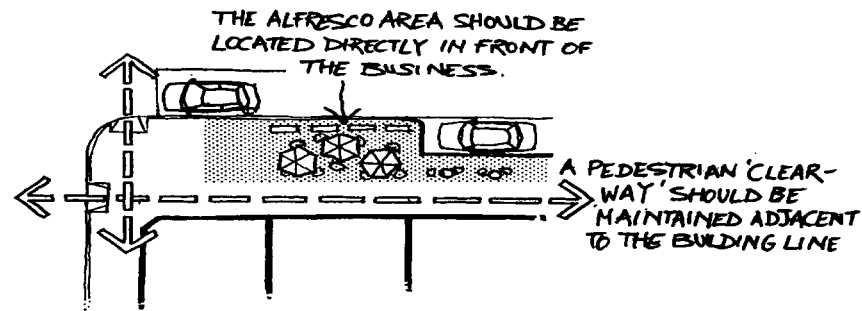
- 3 Applications to establish alfresco dining areas will also need to comply with specific requirements of any relevant policy relating to the location and/or type of activity proposed, unless the Council considers such compliance is not necessary in a particular instance.
- 4 The establishment of alfresco dining facilities should not conflict with or inconvenience other adjacent activities.
- 5 Structures associated with alfresco dining areas may only be fixed to the footpath or to any other structures with the prior written approval of Council.
- 6 In instances where permanent structures are proposed, the proposal must be referred to the Minister for Local Government for approval.
- 7 The alfresco dining area is to be designed to accommodate disabled access.
- 8 The exits to a building that adjoins the alfresco area are not to be impeded in any way.
- 9 Any alfresco dining area should not obstruct pedestrian movement. A minimum clear footpath width of 1.8m to 2.1m should be provided dependent on the pedestrian traffic volume within the area. Determination shall be made by Council on the individual merit of the location. Pedestrians should be able to make normal use of the footpath without being obliged to step into the road at any point, or make other unwarranted detours.



- 10 Any alfresco dining area should not obstruct sight lines for either vehicles or pedestrians, both at road junctions and vehicle access crossovers.

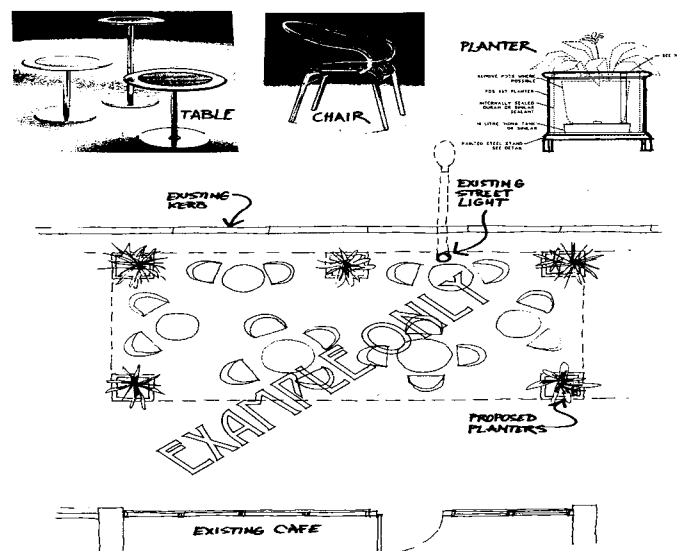
Section 3.1 – Development Services

Location of alfresco dining on footpaths and car parking embayments



- 11 The alfresco dining area shall be presented in a way that enhances the amenity of the adjoining properties and the street in general. This may be achieved through using decorative pot plants and chairs and tables of an appropriate style. Any structures placed within the public domain in accordance with this clause must be considered in respect to other clauses in this policy and the City of Joondalup 'Trading in Public Places' local law.

Typical plan of a proposed alfresco dining area



- 12 Alfresco areas shall be demarcated (line marked) and details with respect to barrier fencing/bollards being provided if a risk assessment of the proposed alfresco dining area is indicates that this is warranted.

Section 3.1 – Development Services

Planning Approval requirements

- 1 Applications for alfresco dining will be treated as Development Applications (Form 1). The application form is required to be signed by DLI as the owner of the land.
- 2 Applications must be accompanied by plans and a management plan as outlined under part 3 (clause 17 d and e)– Outdoor Dining – City of Joondalup Trading in Public Places Local Law
- 3 A planning approval for alfresco dining is required to include the following conditions:
 - A. The licence holder make adequate insurance arrangements to the satisfaction of the Council, in the joint names of the Council and the operator, for public liability insurance cover to provide indemnity in respect to both injury to persons and damage to property. A copy of the policy will need to be provided to the City prior to the commencement of trading. The City shall be advised directly by the insurance company of any possible changes to the policy.
 - B. Structures and furniture must be stable under windy conditions.
 - C. The operator shall not, without the prior approval of the Council:
 - (a) make use of any method of noise making (ie live music, record, tape, radio, etc);
 - (b) carry out any specific functions (ie fashion parades, art exhibitions, etc);
 - (c) prevent the public from using the alfresco area, whether paying customers or not.
 - D. The operator shall keep the alfresco area clean and free from rubbish to the satisfaction of the Council.
 - E. The approval is valid for a period of 36 months.
 - F. In granting approval, the Council may limit operating hours.
 - G. The tables, chairs and all equipment associated with the alfresco area shall be removed from the public space outside normal trading hours.
 - H. The City reserves the right to require the alfresco area to be removed at any time at the applicant's expense to undertake essential maintenance work.
 - I. Any modifications of the street verge or any relocation of existing street furniture, trees or services shall not be undertaken without the prior approval of the Council.

Section 3.1 – Development Services

- J. All costs associated with any such works will be totally at the applicant(s) expense.

Fees

Development Application Fee}	To be set by Council as part of the annual schedule of fees and charges.
Renewal Fee }	As above.

Previously Policy No.	G3-41
Amendments	CJ213-06/99; CJ024-02/04
Issued	March 2004
Related Documentation:	Schedule of Fees and Charges Local Laws of the City

Section 3.1 – Development Services

POLICY 3.1.5 - NOMENCLATURE - PUBLIC FACILITIES

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 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.

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.

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

Section 3.1 – Development Services

POLICY 3.1.6 - UNIFORM FENCING - SUBDIVISION**OBJECTIVE**

To provide a policy in respect of new and replacement uniform fencing. Such fences shall be designed and erected to be sympathetic to the amenity and aesthetics of the locality.

DEFINITIONS

“amenity” shall have the same meaning provided within the City’s District Planning Scheme No 2.

“height” means the vertical distance from the natural ground level to the top of the wall.

“lot” shall have the same meaning provided within the City’s District Planning Scheme No 2.

“natural ground level” shall have the same meaning provided within the Residential Design Codes of Western Australia.

“non sacrificial graffiti protection” means a coating applied to a fence or wall that is not removed in the process of removing graffiti.

“private property” means any real property, parcel of land or lot that has a separate certificate of title, which is in private ownership or subject of a lease or agreement with a company or person enabling its use for private purposes and includes any building or structure thereon.

“public place” means any place to which the public has access.

“reserve” includes parklands, reserves, foreshores and other lands included in or adjoining the district, and set apart for the use and enjoyment of the public and includes parks and other lands acquired for public purposes, and vested in or under the care, control and management of the local government.

“uniform fencing ” means a fence of uniform style erected upon the external boundary of a subdivision of land and/or on boundaries abutting public open space, drainage sites, pedestrian accessways and major roads.

POLICY AREA

This policy applies to the whole of the City of Joondalup.

Section 3.1 – Development Services

POLICY STATEMENT

In the case of all subdivision applications, where residential lots are proposed to directly abut public open space, drainage sites, pedestrian accessways and major roads, the City shall request the Western Australian Planning Commission (WAPC) to impose, as a condition of subdivision approval, that the applicant provides uniform fencing and landscaping.

For the purposes of this policy, subdivision includes the creation of a new lot or lots, the amalgamation of existing lots and any other land dealings that require the approval of the WAPC, including the creation of strata lots.

Construction Requirements

- 1 Uniform fences shall be impermeable (solid) and constructed to a maximum height of 1.8 metres above natural ground level.
- 2 Where extensive lengths of uniform fencing are proposed, these shall be articulated in the form of planting recesses, combination of materials, colours, textures and/or other similar detailing to reduce the vertical mass and provide visual interest.
- 3 Uniform fences must be constructed of materials or finished treatments to give a long lasting, aesthetically pleasing appearance, low-maintenance and complemented, where appropriate, with landscaping native to the locality.
- 4 Uniform fencing construction materials may include brick, masonry, or other materials as approved by the City. Brick or masonry piers shall project a maximum of 300mm above the fence line and provided at intervals of not more than 7.5 metres for brick or masonry fences and 6.0 metres for all other fences.
- 5 Where subdivision conditions require the construction of uniform fencing, it shall be constructed prior to seeking subdivision clearance from the City.
- 6 The construction of uniform fencing adjoining areas of public space must comply with specific requirements outlined within the City's Policy 3.2.6 Subdivision and Development Adjoining Areas of Public Space and 3.2.7 Pedestrian Accessways.

Uniform fencing abutting major road reserves

- 1 To reduce the extent of uniform fencing along major roads, subdivision and structure plans shall:
 - require the provision of other complimentary non-residential land-uses adjacent to major roads;

Section 3.1 – Development Services

- eliminate the need for uniform fencing by incorporating alternative design measures such as culs-de-sac head extensions to major roads, CAPS and Boulevard treatments, where direct lot access to internal subdivisional roads is prohibited under WAPC policy.
- 2 Where cul-de-sac heads and service roads are located immediately adjacent to major roads, the City 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 City.
 - 3 Where culs-de-sac heads abut major roads, any solid wall infill of these open sections between walls is prohibited in order to minimize the creation of ‘walled estates’, which is an undesirable urban design outcome.

Landscaping

Where the WAPC has imposed the condition for uniform fencing and landscaping on a subdivision approval, the City shall require the developer to submit a landscaping plan together with the uniform fencing plans. The landscaping plan will include details of any financial contribution to the City, or a written undertaking of the developer’s preparedness to meet future costs for ongoing maintenance of the landscaping for a negotiated period (desired minimum of 2 years).

Maintenance and Replacement of Uniform Fencing

Refer to Part 4 of the City’s Private Property Local Law 1998 relating to estate fences. The provisions contained within Clauses 24 and 25(1) to 25(3) relate to replacement, maintenance and anti graffiti finishes and shall apply to uniform fencing.

Previous Policy No.	G3-38
Amendments	CJ213-06/99; CJ018-02/03
Issued	February 2003
Related Documentation:	Delegated Authority Manual

Section 3.1 – Development Services

POLICY 3.1.7 - RETAINING WALLS - SUBDIVISION

OBJECTIVE:

To control the height and bulk of subdivision retaining walls to ensure that the amenity of the urban environment is not compromised by inappropriate development.

DEFINITIONS

“**boundary fence**” means a boundary fence referred to in section 16 of the Dividing Fences Act 1961.

“**height**” means the vertical distance from the natural ground level to the top of the wall.

“**lot**” shall have the same meaning provided within the Residential Design Codes of Western Australia.

“**Natural ground level**” shall have the meaning provided within the Residential Design Codes.

“**non sacrificial graffiti protection**” means a coating applied to a fence or wall, which is not removed in the process of removing graffiti.

“**public place**” means any place to which the public has access.

“**Retaining Wall**” means a wall designed to retain soil and superimposed load.

“**Subdivision Retaining Wall**” shall mean a wall designed to retain soil resulting from earthworks associated with compliance with a condition of subdivisional approval issued by the Western Australian Commission and pursuant to Section 20D of the Town Planning and Development Act 1928.

POLICY AREA

This policy applies to the whole of the City of Joondalup.

POLICY STATEMENTS

Excessive retaining is discouraged. The raised height of buildings and the overlooking of an adjoining property resulting in the potential loss of privacy is a matter the City will have particular regard to when assessing retaining wall proposals.

- 1 A building licence must be obtained from the City prior to any work commencing on the construction of a proposed retaining wall.

Section 3.1 – Development Services

- 2 Where an owner(s) of a lot fills that lot above the natural ground level then that owner(s) has an obligation to support that fill through the construction of a retaining wall wholly within the boundaries of the owner(s) lot.
- 3 Where an owner(s) of a lot excavates soil then that owner(s) must provide support for any adjoining lot and superimposed loads, through the construction of a retaining wall wholly within the boundaries of the owner(s) lot.
- 4 The Manager Infrastructure Management and Ranger Services may approve subdivision retaining walls not exceeding three (3) metres in height. However, where the subdivisional retaining wall abuts a lot in different ownership then the relevant provisions of the Residential Design Codes shall apply.
- 5 The Principal Building Surveyor is authorised to issue a building licence for any retaining wall which has been approved under point 4 above.
- 6 Subdivision retaining walls in excess of 3 metres in height require Council approval.
- 7 Subdivision retaining walls are to be designed in accordance with the City's guidelines for development and subdivision of land.
- 8 Alternatives to slab on ground construction are to be encouraged where it is obvious that due to the gradient and characteristics of the site, major excavation or filling as a result of raft slab construction would be inappropriate.
- 9 Retaining walls abutting a public place shall be treated with a non-sacrificial anti-graffiti coating.
- 10 Where any vegetation on adjoining land has been disturbed for the purposes of subdivision works it shall be rehabilitated within twenty-eight (28) days upon completion of the project. In the interim, erosion control measures must comply with Council Policy 5.3.2 *Sand Drift Control* and Private Property Local Law 1998.

Previous Policy No:	J3-11
Amendments:	CJ213-06/99, CJ132-06/03
Issued:	July 2003
Related Documentation:	Residential Planning Codes Delegated Authority Manual

Section 3.1 – Development Services

**POLICY 3.1.9 - HEIGHT AND SCALE OF BUILDINGS
WITHIN A RESIDENTIAL AREA**

OBJECTIVE

- 1 To ensure that all development within a residential area of significant height and scale is given appropriate consideration with due regard to the protection and enhancement of the amenity and streetscape character of the surrounding area.

STATEMENT**Area**

This planning policy applies to all development in the Residential Zone within the City of Joondalup with the exception of areas in which building height and scale is otherwise addressed in structure plans made in accordance with Part 9 of District Planning Scheme No 2.

Definitions

- 1 “Amenity” shall mean the quality of the environment as determined by the character of an area, its appearance and land use, which contributes to its pleasantness and harmony and to its better enjoyment.
- 2 “Building Threshold Envelope” shall mean the invisible envelope over a building site described by a height above natural ground level of 3.5m at the side and rear boundaries increasing in line with the distance to the closest boundary to a height of 8.5 metres but not extending closer than three metres to the street boundary.
- 3 “Natural Ground Level” shall mean:
 - (a) the contour or spot levels (RL) of previously undisturbed land noted on a site plan or site survey plan;
 - (b) land within areas having been recontoured with or without retaining walls as part of the approved subdivisional works shall be deemed to have natural ground level coinciding with the recontoured ground as approved;
 - (c) where land has been previously disturbed, natural ground level shall be deemed to be based on existing records or where there are no adequate records, an estimate as determined by the Chief Executive Officer.

Section 3.1 – Development Services

Policy Statement

- 1 Applications for development approval and for building licences for developments which do not exceed the building threshold envelope are deemed to comply with the objectives of this policy and shall be processed by Approval Services in the normal manner. If it is unclear from the application due to lack of detail whether the threshold is exceeded or not, the application shall be considered to exceed the building threshold envelope.
- 2 Applications for development approval and for building licences for developments which exceed the building threshold envelope except as outlined in Paragraph 5 of this statement shall be accompanied by:
 - (a) A site contour plan showing natural ground level (as defined in this policy) with 0.5 metre contours prepared by a licensed surveyor;
 - (b) Plans showing finished floor levels, wall heights and roof heights of the proposed building(s);
 - (c) Written justification by the applicant for those aspects of the development which exceed the threshold set out in this policy, including the likely impact of the height and location of the building(s) on the amenity of nearby landowners and the surrounding area generally.
- 3 In the case of applications referred to in paragraph 2 of this statement, Council will seek written comments on the proposal for a period of 14 days from the date of notification from affected landowners of land within 15 metres of the boundaries of the subject land and on the opposite side of the street.
- 4 Applications which exceed the building threshold envelope shall be deemed to be non-complying applications for which Council's development approval is required. Non-complying applications shall be processed as follows:
 - (a) In cases in which notified landowners have raised no concerns or objections AND the application is supported by the Manager Approvals, Planning and Environmental Services, the application shall be processed under delegated authority;
 - (b) In cases in which notified landowners have raised concerns or objections OR the application is not supported by the Manager Approvals, Planning and Environmental Services, the application is to be presented to Council for determination.

Section 3.1 – Development Services

- 5 The following may encroach beyond the building threshold envelope without restriction:
- (a) fascias, gutters, downpipes, eaves to a maximum width of 600mm, chimneys, flues, pipes, air conditioning plant, aerials, light fittings, electricity or gas metres or other services;
 - (b) pergolas, screens or sunblinds.
-

Previous Policy No.	G3-17, DS4
Amendments	CJ213-06/99, CJ086-04/00
Issued	June 2002
Related Documentation:	Delegated Authority Manual

Section 3.1 – Development Services

A 3D perspective diagram of a building footprint. The building is a rectangular prism with a height of 3.5m. The frontage is 5m. The front boundary is set back 3m from the street. The rear boundary is 8.5m from the front boundary. The site perimeter is at natural ground level.

Distance From Boundary	Height Above Natural Ground Level
0m	3.5m
0.5m	4.0m
1.0m	4.5m
1.5m	5.0m
2.0m	5.5m
2.5m	6.0m
3.0m	6.5m
3.5m	7.0m
4.0m	7.5m
4.5m	8.0m
5.0m	8.5m

SCALE 1:250
DATE 24/11/99

Section 3.1 – Development Services

POLICY 3.1.11 - HOME BUSINESS**OBJECTIVE**

To establish guidelines for the exercise of Council's discretion when assessing Home Business uses.

RELATED DOCUMENTATION

This Local Planning Policy is part of a wider framework of documents, which relate to people working from home. It should be read in conjunction with section 3.24 of the Town Planning Scheme ('The Scheme') and the 'Local Planning Strategy Relating to People Working From Home' which contains strategies and a statement of principles.

This Policy draws on these principles and supports the strategies by setting down aims and provisions, which the Council will consider before making a decision in relation to home business activities.

STATEMENT**1 Policy Aims**

- (a) To maintain residential areas as primarily a place to live, not primarily a place to work whilst recognizing that working from home is an expanding area of employment, and a significant contributor to local employment.
- (b) To protect the amenity and character of residential areas by ensuring that potential impacts associated with home business such as noise, traffic, pollution, people and advertising signs are minimised and adequately controlled.
- (c) To enhance the effectiveness of Council's decision making through consultation with interested parties.
- (d) To provide a measure of the extent of the home business to ensure that it does not dominate the use of the land nor be so large or intensive that it changes the residential character of the neighbourhood.
- (e) To guide the location of home business proposals to minimise any impact on the amenity and character of residential locations.

2 Policy Area:

This Policy applies to the whole of the City of Joondalup.

Section 3.1 – Development Services

3 Policy Statement

- (a) The applicant must use the dwelling as the principal place of residence.
- (b) Only one Home Business Category may be undertaken on the site at any one time.
- (c) Where a Category 3 Home Business is proposed in either a Residential zone or Special Residential zone, the preferred location of the proposal is where it abuts or is directly opposite one of the commercial centres listed in the City of Joondalup Centres Strategy.
- (d) Where a Home Business attracts customers, the maximum number of customers must be as follows:-

Category 1:

No Customers permitted

Category 2:

- (i) Customer visits must be by appointment only;
- (ii) No more than 2 customers are to be at the premises at any one time.

Category 3:

- (i) No more than three customers may attend the premises at any one time;
- (e) Regular deliveries of goods and equipment including deliveries carried out at intervals of less than a month are not considered appropriate. Proposals involving intervals of less than a month will only be considered taking into account the following factors:
 - (i) nature of the goods delivered;
 - (ii) frequency of deliveries;
 - (iii) type of delivery vehicle used;
 - (iv) likely inconvenience to existing traffic.
- (f) A Home Business must not result in a substantial and or inappropriate modification of the dwelling. In assessing such requirement the following factors will be considered:
 - (i) total floorspace area used in the Home Business activity;
 - (ii) modifications to the external appearance of the dwelling;
 - (iii) changes to internal layout and additional equipment installed.
- (g) Any appliances or machinery used for the purpose of the home business must be of a domestic scale. Industrial appliances or machinery will be prohibited.

Section 3.1 – Development Services

- (h) Where an application relates to property on a Strata Title, the written permission of the Body Corporate is to be submitted with the application.
- (i) For the purpose of this policy, amenity refers to all factors that combine to form the character of the area to residents and passers by and shall include the present and likely future amenity. In determining whether a proposed home business is likely to detrimentally affect the amenity of the neighbourhood, the following factors will be considered:
 - (i) emission of noise, vibration, smell, fumes, vapour, steam, soot, ash, dust, grit, oil, waste water or waste products;
 - (ii) hours of operation;
 - (iii) number of customers visiting the premises;
 - (iv) traffic likely to be generated;
 - (v) additional parking requirements created by the proposed home business;
 - (vi) storage of harmful or poisonous chemicals,
 - (vii) compliance with the management plan;
 - (viii) compliance with the requirements set out by the Town Planning Scheme provisions;
 - (ix) public submissions and or complaints by adjoining owners.
- (j) Applicants proposing to carry out a Home Business -Category 3 use, must submit a Management Plan as part of the application. As a minimum, Management Plans are to include the following information:
 - (i) measures to minimise and control noise;
 - (ii) measures to minimise vehicle loading and unloading and traffic movements;
 - (iii) the proposed hours of operation;
 - (iv) a car parking plan;
 - (v) a landscaping plan including landscape buffers;
 - (vi) details of any poisonous, flammable or harmful chemicals or other hazardous materials proposed to be stored or used and measures to ensure that no polluting or harmful substances will escape from the site;
 - (vii) measures to minimise emissions of odours, dust or vapours from the site;
 - (viii) ways to limit the number of people visiting the house at any one time in relation to the business;
 - (ix) a diagram of proposed signage;
 - (x) a plan showing any proposed outdoor storage areas;
 - (xi) measures to ensure that no detrimental impact occurs to the character of the neighbourhood;
 - (xii) measures to manage the impact of the home business on any building or place listed on the Municipal Inventory of Heritage Places.
 - (xiii) compliance with all other relevant State and Commonwealth legislation and or Regulations.
 - (xiv) details of all appliances or machinery to be used in the Home Business.

Section 3.1 – Development Services

- (k) The days and hours of operation for each category of home business shall not exceed the following:
- (i) 8.00 am to 5.00 pm Monday to Friday
 - (ii) 9.00 am to 5.00 pm Saturday.
- (l) When determining an application, the Council:
- (i) may limit the number of hours and/or days of operation of a home business proposal where it is deemed necessary to protect the amenity of the surrounding area.
 - (ii) elect to grant an initial term of approval of twelve (12) months. In some instances where it is considered appropriate a longer period may be considered. The applicant is to seek renewals thereafter to effect the continuance of the home occupation.
- (m) Community Consultation

In considering any variations to the required standards, Council will carry out community consultation as part of the decision making process. Concerns of adjoining owners will be considered as a relevant factor in the assessment of applications for planning approval. Because of the differing range of issues which may be involved with individual applications it is recognised that Council and staff will need to make value judgments on the level of consultation required in specific cases. However, in all cases Council will respond with:

- a commitment to community consultation;
- a systematic approach;
- accountability;
- post consultation follow up.

Decisions about consultation are to be documented for future reference and must consider the following:

- decision in relation to views being sought, e.g. immediate neighbourhood or wider community;
- a short explanation of the issues canvassed;
- description of the method used, e.g. letter, pamphlet, advertisement;
- the duration of consultation period, e.g. 14 days, 21 days etc.;
- respondents are to be advised of the outcome.

Previous Policy No.	G3-18
Amendments	CJ213-06/99, CJ297-09/99, CJ020-02/02
Issued	February 2002
Related Documentation:	N/A

Section 3.1 – Development Services

POLICY 3.1.12 - CASH-IN-LIEU OF CAR PARKING**OBJECTIVE**

To ensure an adequate provision of off street parking to cater for the normal parking demand of land uses in all areas. To provide an option for developers for the development of on-site parking. To provide an equitable basis for apportioning charges for cash-in-lieu of the provision of car parking to contribute towards a fund for Council to meet future parking demand within the locality of the City of Joondalup.

STATEMENT**Policy Area**

This policy applies to all non-residential development in the City of Joondalup, except in the Joondalup City centre zone, the Rural, Special Rural and Special Residential zones.

Policy Statement

- 1 In accordance with Part 9 of Council's Town Planning Scheme, all developers must provide parking bays, as required by Table No 6.
- 2 Council's Town Planning Scheme provides that Council may accept a cash payment in lieu of the provision of on-site parking in certain circumstances.
- 3 Council may approve a development involving the payment of cash-in-lieu of car parking provided at least 75 per cent of the required car park is provided on-site.

Parking Bay Valuation

- 1 For the purpose of this policy, a Typical Parking Bay and its associated manoeuvring and landscaping areas is assumed to occupy an area of 30 square metres and cost \$700.00 to construct. The cash value in any particular case will depend on the land value.
- 2 The cash value that will be accepted for each parking bay is the sum of the construction cost and the land component. For practical purposes, these costs have been calculated and grouped into four categories:

Residential land	\$4,300 per bay
Commercial land	\$4,450 per bay
Light/Service Industrial Land	\$2,950 per bay
General Industrial land	\$2,200 per bay

Section 3.1 – Development Services

Policy Exceptions

- 1 In particular instances involving compatible land uses in close proximity, Council may approve an aggregate reduction in car parking, supported by reciprocal parking and access agreements when the different land uses are located on separate lots, as an alternative to the payment of cash-in-lieu.
- 2 In the case of purpose built developments involving a single occupancy where the parking demand can be estimated with a high degree of confidence, the Council may approve a reduction in required parking without the payment of cash-in-lieu. In these instances the Council may require an appropriate area of land to remain undeveloped and/or the provision of additional car parking or the payment of cash-in-lieu if, in Council's opinion, additional parking is required.

Delegation

- 1 Council has delegated authority to the Director Planning and Development to approve development applications involving the payment of cash-in-lieu of the provisions of on-site car parking, in accordance with this policy.
- 2 All exceptions to this policy, including those detailed under 5.1 and 5.2 must be referred to Council for approval.

Royce Court Carparking

Policy Area

This policy applies to all lots that abut Royce Court, Lot 65 Winton Road, Joondalup.

Policy Statement

The public parking provided in Royce Court is considered adequate for development up to 0.70 plot ratio on the surrounding lots. Any development on lots within this policy area above a plot ratio of 0.70 will require a cash-in-lieu of carparking contribution to be made to Council in accordance with the service Industrial category of Council's Cash-in-Lieu of Carparking Policy.

Previous Policy No.	G3-08
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	N/A

Section 3.1 - Development Services

POLICY 3.1.13 - TELECOMMUNICATION FACILITIES**STATEMENT**

- 1 The City recognises that it is bound by the Federal legislation relating to telecommunication facilities and that it has no jurisdiction over the location or installation of “low impact” facilities as defined under the *Telecommunications (Low-Impact Facilities) Determination Act 1997*.
- 2 The City, as a general rule, does not support the installation or location of telecommunication facilities, particularly in the vicinity of schools, childcare establishments, hospitals and general residential areas.
- 3 The City recognises the right of land owners/applicants to make applications for planning approval for telecommunication facilities deemed to be other than low impact under the *Telecommunications Act*, and acknowledges its obligation to make a recommendation to the WAPC or determine the application in its own right.
- 4 Having received a Development Application for a telecommunication facility, the City will advertise the proposal for a 30-day period and consult with the local community surrounding the proposed site. Owners and occupiers of property within a radius of 500m will be advised in writing, at the cost of the applicant, and afforded an opportunity to make comment to the Council prior to the matter being considered at a Council meeting.
- 5 In making a recommendation to the WAPC or determining the application the Council will have regard to;
 - (a) the comments and concerns of the local community,
 - (b) the merits of the particular proposal
 - (c) compliance with the industry code of practice,
 - (d) compliance with matters required to be considered under the District Planning Scheme, and
 - (e) the general concerns of the Council regarding the potential effects of telecommunication facilities referred to in point 2 above.

Previous Policy No:

Amendments:

C172-12/02

Issued:

January 2003

Related Documentation:

POLICY 3.1.14 - BUILDINGS SET BACK FROM THE BOUNDARY
ADDITIONAL ACCEPTABLE DEVELOPMENT PROVISIONS –
CLAUSE 3.3.1 OF THE RESIDENTIAL DESIGN CODES 2002

OBJECTIVES

To augment the Residential Design Codes 2002 (the R Codes) by providing Acceptable Development provisions for the setback of buildings in the case of Single House developments on survey strata lots without common property, and Grouped Dwelling developments on survey strata lots with common property or on strata lots.

STATEMENT**Policy Application and Definitions**

This policy shall apply to the development of land within the City of Joondalup for any of the residential purposes set out in the R Codes. The terms contained within this policy shall be interpreted in accordance with the R Codes.

The provisions of this policy do not apply to developments on land over which a Structure Plan has been adopted by the City wherein there may be different setback requirements.

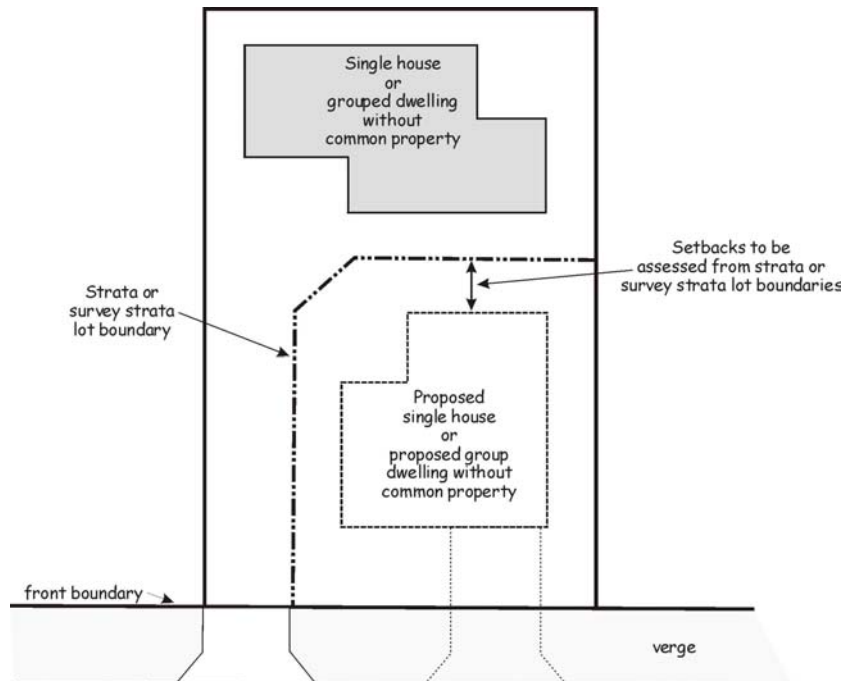
Authority

Clauses 2.6.1 and 2.6.2 of the R Codes enable Council's to adopt Local Planning Policies that are consistent with the provisions of the R Codes. This policy has been expressly formulated to provide additional Acceptable Development provisions under Clause 3.3.1 of the R Codes.

Clause 3.3.1 – Buildings Set Back from the Boundary – Additional Acceptable Development Provisions

In addition to the Acceptable Development provisions under Clause 3.3.1 Buildings Set Back from the Boundary of the R Codes, development which complies with the following provisions are also deemed to be Acceptable Development:

- (vi) In the case of Single House development that has not previously been approved or constructed on an approved survey strata lot without common property, building setbacks shall be assessed from survey strata lot boundaries.
- (vii) In the case of a Grouped Dwelling development that has not previously been approved or constructed where survey strata or strata lot boundaries exist, building setbacks shall be assessed from strata or survey strata lot boundaries.



Application Requirements

Proposed developments that comply with the provisions of proposed subclause (vi) above of this policy (that is, in relation to Single Houses) require only an application for a Building Licence to be submitted to and approved by the City.

Proposed developments that comply with the provisions of proposed subclause (vii) above of this policy (that is, Grouped Dwellings), however, continue to require an application for a Development Application to be submitted to and approved by the City, prior to or in conjunction with seeking a Building Licence.

NOTE:

Where a development application has been approved by the City for Grouped Dwellings, and is current, the setback requirements of this Policy do not apply.

Previous Policy No:	N/A
Amendments:	CJ086-04/04
Issued:	May 2004
Related Documentation:	

Section 3.2 – Urban Design

**POLICY 3.2.4 - DESIGN GUIDELINES CARINE GLADES MEWS
ESTATE, DUNCRAIG**

OBJECTIVE**STATEMENT****Zoning**

The land is zoned for Residential Development in the City of Wanneroo Town Planning Scheme No 1 and has a residential density coding of R25. The requirements of the Scheme, Council policies and the Residential Planning Codes 1991 are to be followed.

Zero Lot Alignment

The use of parapet walls is permitted to only one of the side boundaries on the lots nominated on the attached plan. For attachment, click here: [attachpolicy324.pdf](#) Parapet walls may be 3.25m high and apply only to single storey sections of the building, two storey sections of the building are to be set back as provided in the Residential Planning Codes. Two storey parapet walls are not permitted. The measurement of wall height and the permitted length of the single storey parapet walls are to be in accordance with the Residential Planning Codes.

Fencing

Fibre cement (Super Six) fencing is not permitted.

1 Front Fencing

Front fencing shall be of two types as shown in the attached plan and as described below.

(a) Type 1

Any fence or gate over 1.2m high (to a maximum of 1.8m) shall consist of a t least 50% open fence, that is, a predominantly open material such as wrought iron railing up 50% of the fence or gate face area. (For example, a low masonry wall from ground level to 900mm height with wrought iron panels between piers from 900mm to 1800mm high or equal widths of solid and open panels up to 1800mm high).

Section 3.2 – Urban Design

(b) Type 2

Any fence or gate shall have a maximum height of 900mm and consist of at least 50% open fence, as 3.1.1 above.

2 Side and Rear Boundary Fences

Materials for these fences are to be compatible with the house and shall generally be of masonry.

Building Height

Maximum building height shall be 6.0m to the top of the eaves (measured in accordance with the Residential Planning Codes) and 8.5m to the highest point of the roof. Buildings which do not show their roofs, that is, “flat” roofs behind a parapet are to be no more than 6.5m in height to the top of the parapet measured as above.

Crossovers

Crossovers are to be of the same material as the driveway and shall comply with City of Joondalup construction requirements.

Storage Sheds

A storage shed to a floor area of 4 square metres is to be provided under the main roof of the dwelling or garage and constructed of the same materials as the dwelling or garage.

Easements

Easements apply to Lots 722, 725 and 726. Building is not permitted on those areas and development on those areas is subject to Water Corporation regulations.

Estate Wall Adjacent Dual Use Path And Juniper Park

Lots 734 to 738 (inclusive) have an existing masonry and wrought iron wall on their northern boundary for views of Juniper Park. Should the owner of any of these lots require to remove the wrought iron section of the fence and infill for privacy purposes, such infill must comprise dressed timber fixed vertically with 10mm spaces between, with no supports or rails visible to Juniper Park, to a height to match the existing wall and the surface facing Juniper Park painted in a colour to match the adjacent masonry.

Roof Material

Highly reflective metal roofs (zincalume) are not permitted. Any metal sheet roof must be colour coated.

Section 3.2 – Urban Design

Carports And Garages

Where carports and garages are to be set forward of the main dwelling, they are not to represent more than 50% of the front elevation and are to be constructed of the same materials as the main dwelling.

Clothes Line And Refuse Bin Storage Areas

These areas are to be positioned such that when they are used for their intended purpose, clothing and bins are not seen from the street when viewed by an adult person of average height standing within the road reserve.

Exemption - Lot 739

The guidelines in their entirety, as outlined above, are not to apply to Lot 739.

Note 1 - Restrictive Covenants

Purchasers should note that a restrictive covenant applies to most lots in relation to the prevention of structures such as, but not limited to, pergolas and sheds being built in such a way as to protrude above the height of the existing Estate walling adjacent to the lot. For details of these restrictive covenants, purchasers should contact the Real Estate Agent for the vendors, Carine Glades Real Estate.

Note 2 - Approval of Building Plans

Two sets of plans and a materials specification of a proposed dwelling are to be submitted to the Carine Glades Mews developers for written approval prior to submission to the City of Joondalup.

Previous Policy No.	DS6
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	N/A

Section 3.2 - Urban Design

**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 Town Planning Scheme No.1, the Residential 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 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 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.

Section 3.2 - Urban Design

4. Open Space Requirement

Lots less than 400m² in area are to be provided with a minimum of 40% open space and lots greater than 400m² 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.

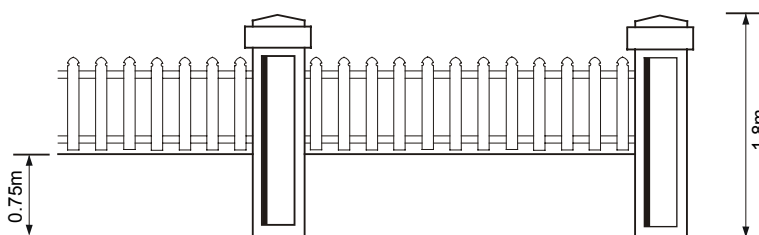


Figure 3: Fencing

7. Grouped Dwelling Development

All requirements for grouped dwelling developments to be in accordance with the provisions of the Residential Planning 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](#)

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

Section 3.2 – Urban Design

**POLICY 3.2.6 – SUBDIVISION AND DEVELOPMENT
ADJOINING AREAS OF PUBLIC SPACE****OBJECTIVE**

To maximise the outlook onto and casual surveillance of areas of public space from adjoining properties and streets in order to provide the following benefits whilst ensuring an appropriate level of privacy for those living on the adjoining properties:

1. Increased protection for public property (e.g. public open space and any improvements thereon) and adjoining properties; and,
2. An increased sense of safety and security for those using public space and those residing in adjoining properties.

STATEMENT**Policy Area**

This policy applies to all future subdivision and development adjoining areas of public space. For the purposes of this policy, public space shall be defined as any space available for use by the general public. This includes public open space, underpasses and any other such areas as may be determined by Council. It shall not however include pedestrian accessways as these are the subject of a separate policy.

Policy Statement

The following subdivision and development guidelines should be adhered to in order to maximise the outlook onto and casual surveillance of areas of public space from adjoining properties and streets whilst maintaining an appropriate level of privacy for those living on the adjoining properties.

Section 3.2 – Urban Design

Subdivision Guidelines

1. Subdivision Design

Subdivisions should be designed so that areas of public space are fronted along all boundaries by public roads or private roads (where commercial or community sites are involved). Lots should be orientated to front and therefore overlook areas of public space. Subdivision designs, which propose lots backing onto areas of public space will generally not be supported. Refer to Figure 1.

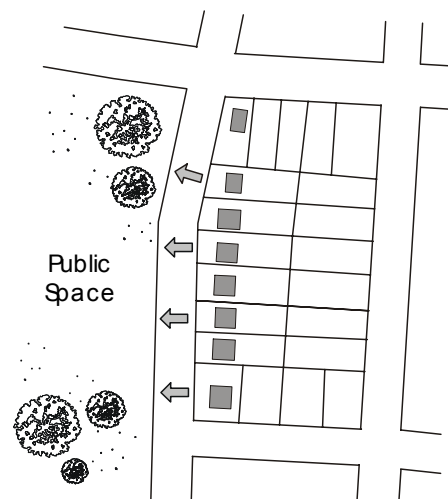


Figure 1: Lots Fronting Park Across A Street

2. Landscaping of Public Open Space

Landscaping of public open space should be 'open in nature' so that a clear outlook is maintained onto and through the space from adjoining properties. In some instances this principle may require to be balanced against the need to recognise other values such as conservation.

3. Street Lighting

Street lighting surrounding areas of public space should provide greater illumination than standard street lighting. Lighting should be a minimum 125 watt mercury vapour. Lighting should not spill onto adjoining properties.

Section 3.2 – Urban Design

Development Guidelines

As outlined above, the City acknowledges that there will be situations where lots directly abut areas of public space. In these instances, the following development guidelines should be adhered to. The fencing guidelines should also be adhered to in instances where lots may not abut, but overlook areas of public space.

1. Dwelling Layout

Main living areas should be located to ensure that views of adjoining public space are maximised. Refer to Figure 2.

2. Building Facades

Building facades facing areas of public space should contain major openings to habitable rooms. Large expanses of blank wall should be avoided. Refer to Figure 2.

3. Fencing

Fencing along common boundaries of public space/private property and along the front boundaries of lots overlooking public space should be designed to be visually permeable. Fencing should be 'open in nature' and a maximum of 1.8m in height with the solid portion of fencing, a maximum of 750mm in height. The height being measured from natural ground level in the same manner as Council's Height and Scale of Buildings within a Residential Area Policy 3.1.9. Refer to Figure 3.

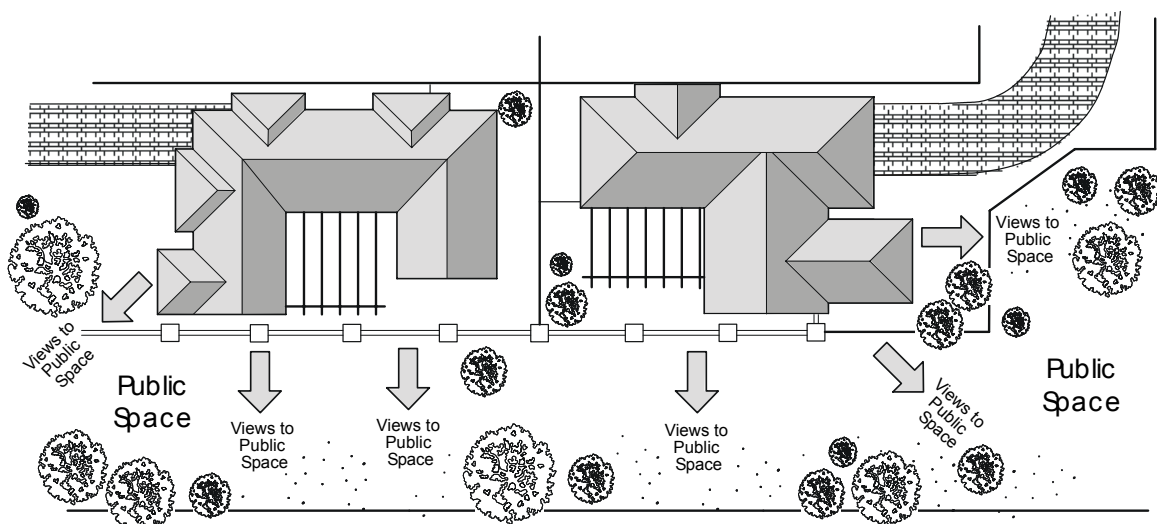


Figure 2: Sting of Residence Adjoining Public Space

Section 3.2 – Urban Design

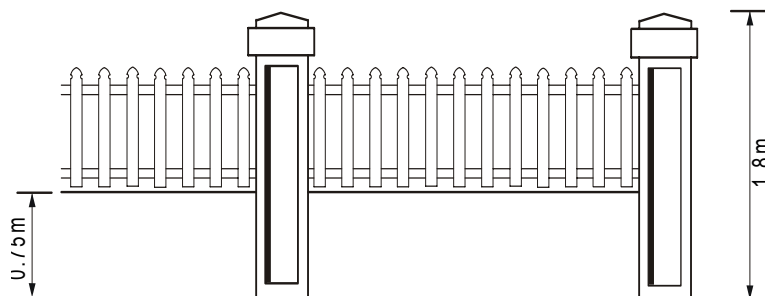


Figure 3: Fencing

Previous Policy No:

Amendments:

Issued:

Related Documentation:

CJ182-07/00, CJ235-09/02

October 2002

Delegated Authority Manual

Section 3.2 - Urban Design

POLICY 3.2.7 - PEDESTRIAN ACCESSWAYS

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 pedestrian and cycle 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 the impact of anti-social behaviour that may be associated with PAWs.

Application of Policy

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

- Configuration and design of PAWs in new subdivisions;
- Assessment Criteria to be used for closure of PAW applications.

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 remaining design solution in order to provide 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;
- (b) The length of a PAW shall not exceed 70 metres;
- (c) Minimum width of 8 metres where connecting one minor road to another;

Section 3.2 - Urban Design

- (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 constructed at the applicant's expense in a manner, which makes them safe, attractive and convenient and shall include the following:
 - (a) Landscaping, including trees, but shall not consist of bushes and other elements that would create a visual barrier or harbour illicit activity.
 - (b) Lighting to 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 and cycle movement network and where ever possible orientated to reinforce the visual link between local landmarks and local attractions to assist in the 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).

Development of Land Adjacent to Pedestrian Access ways

Where a PAW is proposed as part of a new subdivision, the design of the PAW and development adjoining the PAW shall be considered by the developer at the preliminary subdivision stage in accordance with the provisions of this policy and incorporated into an appropriate agreed structure plan under District Planning Scheme No.2.

Where subdivision and/or development is proposed adjacent to an existing PAW the following assessment criteria will apply:

Section 3.2 - Urban Design

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.

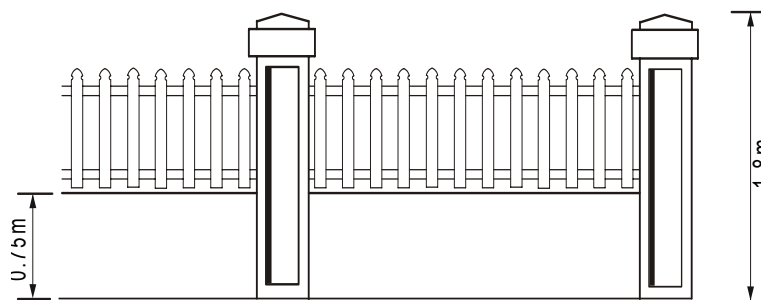


Figure 3: Fencing

2 Closure of Pedestrian Access ways

PAWs are an important element in providing a safe, convenient and legible pedestrian and cycle movement network, particularly in suburban locations designed with cul-de-sacs, and 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 undertaken:

(a) Urban Design Assessment

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

Section 3.2 - Urban Design

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 community facilities include but are not limited to schools, shops, public open space, bus stops, libraries, churches and rail stations.

Availability of Alternative Access Routes

A safe, clear and direct alternative route exists 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 key 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, is prepared. A 400m catchment applies to 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 before and after closure of the PAW.

Following completion of 'Urban Design Assessment' the importance of the PAW in the pedestrian movement network is 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 is undertaken to substantiate claims of anti-social behaviour occurring within the PAW. The City will assess any evidence provided by the applicant. Additional information (e.g. Ranger/Police/City Watch reports and City's records) are obtained and used to determine the degree of anti-social behaviour being experienced. Assessment of nuisance impact is assessed upon:

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

The level of anti-social behaviour is rated as low, medium or high.

Section 3.2 - Urban Design

(c) Community Impact Assessment

A 'Use Assessment' is undertaken to gather information from surrounding residents in order to determine the PAW's level of use by the local community. Comments will be sought from local residents within a 400-metre radius of the subject PAW. This is based on a 5 minute walking distance. This will consist of the erection of a sign at either end of the PAW for a minimum of 30 days and, a letter and questionnaire being forwarded to landowners. The following additional public consultation may be undertaken:

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

Access for Disabled and Seniors

The impact of closure on residents particularly aged or disabled persons who reside in close proximity shall be given special consideration as the impact of the PAW closure upon these groups is likely to be greater.

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 all 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.

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.

Section 3.2 - Urban Design

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

The results of the assessment will be presented to Council for consideration. Where Council supports closure of a PAW a full copy of the closure report will be referred to the Department for Planning and Infrastructure (DPI), for determination by the Western Australian Planning Commission (WAPC).

(f) Reconsideration of decision

Where Council has considered a request to close a PAW and has determined that the PAW should remain open, Council's decision is final and will only be reconsidered were it is clearly demonstrated that the assessment has not been in accordance with the policy provisions. In the absence of a reconsideration being heard by Council a new application for closure may be submitted no less than 18 months of the date of Councils decision.

In circumstances where Council supports closure of a PAW, however the WAPC does not support closure, Council may request that the WAPC reconsider its decision. For a request for reconsideration to be initiated all landowners abutting the PAW are required to make a joint request, with the request being supported by 'new information' that addresses the matters raised by the WAPC in its decision. Council will then consider the request and forward the decision to the WAPC for consideration.

Once the WAPC has determined the request for reconsideration no further request for reconsideration can be made. The City will consider a new application for closure no less than 18 months of the date of the WAPC's decision on the reconsideration.

Section 3.2 - Urban Design

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, upgrading 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.

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 State Government and Utility Agencies

When the City has received an application for PAW closure and all prescribed fees have been paid, the City will refer the proposal to State Government and Utility Agencies such as:

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

Comments received from State Government and Utility Agencies will determine if essential services (i.e sewerage main) are located with the PAW and whether or not these services need to be relocated and/or an easement put in place should closure be supported. Comments can also be made for or against the proposal.

Previous Policy No:	N/A
Amendments:	CJ101-04/01, CJ318-09/01, CJ085-04/04
Issued:	May 2004
Related Documentation:	

URBAN DESIGN 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

NUISANCE ASSESSMENT

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

COMMUNITY IMPACT ASSESSMENT

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 3.2 – Urban Design

POLICY 3.2.8 - CENTRES STRATEGY

1.1 OBJECTIVE AND PRINCIPLES

The main objective of the strategy is to adopt a new policy that seeks to take a fresh approach to the distribution, size and nature of centres in the City of Joondalup. In doing so the strategy adopts new terminology in classifying centres to help reflect this fresh approach to the reader or user. The new centres are city centre, town centre, small town centre and village centre. These equate to centres classified in the *Metropolitan Centres Policy* as shown in Table 1.

The strategy also interprets, applies and implements the draft 1999 *Metropolitan Centres Policy*, having regard to the particular circumstances that exist in the City of Joondalup. In the approach city centres replace the former regional centres, town centres replace former district centres, village centres replace the former neighbourhood centres, and local shops replace the previous local shops. Multiple ownership, integration, diversity, service and employment are key words synthesising the intent of the strategy.

The specific objective of this policy is to promote retail and incremental expansion of existing centres throughout the City of Joondalup as part of a catch-up strategy until 2006.

The Vision for Joondalup is to develop City Centre as:

- A viable alternative to Perth – in status and function.
- A major centre for commerce.
- A vibrant, living place filled with people day and night, the focus of the community, not only of Joondalup but the whole North-West Corridor for employment, entertainment, employment, shopping, restaurants, arts culture and university life.
- A high technology business environment, taking advantage of leading-edge opportunities to stimulate economic growth.

To promote throughout the suburbs the continuing evolution, development and expansion of small town and village centres, each a microcosm of the city centre, to become the meeting places for people, the economic and social focus, in harmony with the local communities in which they are situated.

Strategy principles are:

The Centres Hierarchy

Promote Joondalup Centre as the primary commercial, social and cultural centre for the North West corridor, and as a ‘city in the suburbs’ and the preferred location for major offices and retailing as well as a rich mix of leisure, entertainment, recreation and community facilities.

Section 3.2 – Urban Design

Maintain town centres at Whitford City and Warwick Grove as significant regional nodes offering community focus by providing a mix of retail, office, leisure, entertainment, recreation and community facilities.

Promote small town centres more actively than has been the case to now. Allow such minor expansion as can be accommodated on site at Greenwood City. Consider allowing Woodvale to expand, or convert to, a small town centre. Promote Currambine as a small town centre in the medium term. Encourage mixed business to establish adjacent district centre sites.

Maintain the existing structure and distribution of neighbourhood centres for the period of the strategy. Subject to good urban design as envisaged by the Centre Zone and structure plans in the Town Planning Scheme, on a case by case basis, allow minor expansion and extensions as part of the redevelopment, renewal process which some centres are now due.

Mixed Business Areas/Community Business Parks¹

Opportunities for new developments of this type are limited. Notwithstanding this, and subject to good urban design, promote initiatives to establish new mixed business areas accommodating bulky goods outlets, warehouses, showrooms, service industries and small and medium scale business uses as part of all designated city, town and small town centres. These areas should be located in planned precincts, having good accessibility and exposure, on the fringe of industrial areas; and in locations convenient to the regional and district road network and accessible to public transport.

As a means of increasing the amount of retail floor area in Joondalup, and at the same time promoting diversity and multiple ownership of smaller retail establishments, one of the proposals in this strategy is to define a shop, or shops, not exceeding 200 m² nla on a separate lot as a mixed business with adequate street frontage and exposure.

Similarly, promote new initiatives for technology parks and community business parks in association with existing and planned centres and in appropriate freestanding locations.

The Nature and Form of Centres

Promote evolutionary revitalisation and re-modelling of existing centres, where practicable, along ‘main street’ principles, as integrated, mixed use, safe, attractive and vibrant centres that provide a community focus. This, in some instances, will involve the transition of existing residential uses to commercial uses.

¹ Community Business Parks are business centres, on sites, ideally, ranging from 4-10 hectares, which provide primarily for office-related activity. However, because such sites will be difficult to find in the City of Joondalup smaller projects should also be considered. They may be developed in association with existing centres or in freestanding locations.

Section 3.2 – Urban Design

Promote, as the preferred model, the expansion or redevelopment of selected parts of city centres, town centres, small town centres, village centres and local shops in the form of ‘main street’ centres, as proposed in the *Liveable Neighbourhoods: Community Design Code*.

Promote greater diversity of land use and community activity in and close to centres at all levels in the hierarchy.

Employment

A key objective of this strategy is the promotion of employment within the whole city. While Joondalup city centre should always remain the focus for employment generation in the North-West Corridor, much more must be done to permeate employment opportunities into the town and village centres. This is in addition to the growth in home based employment that is expected to occur.

If employment self-sufficiency trends discussed in Section 3.2.1 of this report are to be improved, and for reasons discussed in that section it is important that they are, then much more emphasis must be placed on attracting employment generating uses to the city, town and village centres in Joondalup.

While public sector employment in government and local government is an important component of employment, it can never be the major component. Commerce, in its many forms, must fulfill that role. To boost opportunities for employment a primary objective for the strategy must be to attract more commerce to Joondalup.

Community Infrastructure

Make the best use of existing and planned community infrastructure, including public transport, arterial roads, trunk services and community facilities, in planning for centre development.

At the lower end of the shopping hierarchy in Joondalup, the practice has been to locate village (neighbourhood) centres on local residential distributor roads away from the more important roads and public transport routes. The Council should investigate the possibilities for new or expanded village centres to take advantage of the better exposure offered at entrances into residential neighbourhoods. The use of ‘main street’ shopping planning principles could be most productive in this regard.

Attitude and Approach to Centre Development

Promote a more flexible, open and innovative approach to centre development, providing for individual initiative and enterprise, wherever appropriate, and encouraging the emergence and implementation of new ideas. Encourage a diverse range of attractions for all age groups, including ‘shoppertainment’, ‘eatertainment’ and ‘edutainment’ type concepts, through family entertainment centres.

Section 3.2 – Urban Design

Conclusions

Implicit in the above statements is that expansion of commercial uses (of which retailing as defined in the Metropolitan Centres Policy (1999) is only a part) is a primary objective of this strategy and must be encouraged at all levels of the shopping centre hierarchy. The primary mechanism by which this can be accomplished in an orderly way is through the use of the structure plans in Centre zone in the Town Planning Scheme.

Centre zones should be created around all existing centres encompassing peripheral areas relative to the size of the centre. For example, a Village Centre zone might encompass a 100 metre wide peripheral area around the centre. A small town centre may encompass 200 metres, a large town centre 400 metre radius and a city centre 800 metres.

Within these centre zones structure plans should be used to delineate areas for different uses ranging from residential at higher densities to intensive commercial development. Obviously these structure plans will be tailored to maximise the attributes of each site – but should have the underlying objective of providing for an evolutionary transition to employment generating land uses.

1.2 Hierarchy of Centres

The hierarchy of centres² in the City of Joondalup is as follows:

City Centre:	Joondalup
Town Centres:	Whitford City Warwick Grove
Small Town Centres:	Currambine Greenwood Village Woodvale
Tourist Centres:	Hillarys Boat Harbour Ocean Reef Boat Harbour
Village Centres:	Beach Road, Duncraig Burragah Way, Duncraig Sheppard Way, Marmion Arnisdale Road, Duncraig Marri Road, Duncraig Coolibah Drive, Greenwood Moolanda Boulevard, Kingsley South Warburton Avenue, Padbury Kingsley Drive/Creaney Drive, Kingsley Hillarys (Flinders Avenue) Trappers Drive, Woodvale Perilya Road, Craigie Oceanside Promenade, Mullaloo

² For the purpose of this classification:

- City, town, small town equate to strategic regional, regional and district centres as designated in the draft 1999 *Metropolitan Centres Policy Statement*.
- Village (neighbourhood) centres generally provide 1000-5,000m² nla retail floorspace.
- Local centres generally provide less than 1,000m² nla retail floorspace.

Section 3.2 – Urban Design

	Koorana Road, Mullaloo
	Gunter Grove, Beldon
	Wisteria Parade, Edgewater
	Gwendoline Drive, Beldon
	Marina Boulevard, Ocean Reef
	Caridean Street, Heathridge
	Glenelg Place, Connolly
	Constellation Drive, Ocean Reef
	Iluka
	Currambine
	Candlewood Boulevard, Joondalup
	Kinross
Local Shops:	Lilburne Road, Duncraig
	Adalia Street, Kallaroo
	Moolanda Boulevard, Kingsley North
	Kinross Drive, Kinross
	Blackwattle Parade, Padbury
	Alexander Road, Padbury
	Harman Road, Sorrento
	West Coast Drive, Sorrento
	Hillarys (Whitfords Ave)
Other Centres:	Waldecks, Wanneroo Road, Kingsley
	West Coast Drive, Sorrento
Rail Station Precincts	Warwick Station
	Whitfords Station
	Edgewater Station
	Currambine Station

1.3 The Functions of Centres

Each level of centre in the hierarchy is intended to serve a set of functions. These are summarised in Table 1. In general centres at the different levels are supposed to be complementary rather than competitive in that they are supposedly servicing different segments of the market.

Nevertheless all centres are comprised of shops which are competitive to a greater or lesser extent. Generally a higher order centre will contain all the functions of lower order centres which will compete, but will also contain other additional functions which will not.

Section 3.2 – Urban Design

1.4 Recommendations for Specific Centres for the Strategy Period (2006)

1.4.1 City Centre

It is recommended that:

- For the period of this strategy, until 2006, the policy of actively promoting Joondalup in favour of competing centres should be continued, but should be reviewed after that time.
- In the long term, the Joondalup City Centre should continue to develop in accordance with approved structure plan towards a nla of approximately 100,000 m² although this figure should not be restrictive .
- There should be a sustained effort (including active lobbying by the Council) to attract tertiary sector (office) employment generating land uses. The employment target of 45,000 jobs, while optimistic on current trends, should be retained.

1.4.2 Town Centres

It is recommended that:

Warwick Centre

- The Council consider any proposals for expansion of the centre or the establishment of mixed business in peripheral areas in the context of an approved structure plan based on ‘main street’ principles.

It is recommended that:

Whitford Centre

- Expansion to Whitford Centre be restricted to 50,000 m².
- Expansion should be in accordance with regional guidelines, in the context of intensification of surrounding land use (conversion of adjoining houses to non-retail mixed use), diversification of land use within the site, and an agreed structure plan

1.4.3 Small Town Centres

It is recommended that:

Currambine Centre

- No expansion over 10,000m² be permitted until it can be demonstrated that the planned commercial structure of the centres in the north of the City has been substantially developed to their planned sizes and trading patterns have settled.
- Nothing in the recommendation above shall preclude the incremental expansion of Currambine along ‘main street principles’ as envisaged under Section 5.2.6 of the Metropolitan Centres Policy contained in Statement of Planning Policy No 9 (17/10/00).

Section 3.2 – Urban Design

It is recommended that:

Greenwood Centre

- The shopping centre site and a peripheral area of about 200 metres wide around the site should be included in a Centre zone in the Town Planning Scheme.
- The Council consider any proposals for expansion of the centre or the establishment of mixed businesses in peripheral areas in the context of an approved structure plan based on ‘main street’ principles.

1.4.4 Tourist Centres

It is recommended that:

- The Council and the WAPC consider any proposals for expansion of a marina complex or the establishment of additional leisure orientated commercial business at Hillarys Marina and Ocean Beach Boat Harbour and in adjacent areas in the context of an approved structure plan.

1.4.5 Village Centres

It is recommended that:

- The Council progressively include village centres and peripheral areas, about 100 metres wide, in a Centre zone in the Town Planning Scheme as structure plans are approved.
- The Council consider any proposals for expansion of a centre or the establishment of mixed business in peripheral areas in the context of an approved structure plan based on ‘main street’ principles.

1.4.6 Local Shops

It is recommended that:

Insert new definition for local shops to not exceed 200 m² nla with an aggregate of not more than 1000 m², and on a separate lot of not less than 1000 m² with direct street frontage of not less than 20 metres. Local shops be permitted in the Business and Mixed Use zones as outlined in Schedule 3. No expansion should be permitted without the preparation of an acceptable centre plan.

1.4.7 Mixed Business Areas/Community Business Parks

It is recommended that:

- Facilitate provision of mixed business areas in centres at Whitford City, Warwick Grove, Currambine, Greenwood Village and Woodvale Boulevard.
- Encourage further growth and development of existing mixed business areas at Joondalup Service Trades Area and Canham Way.

Section 3.2 – Urban Design

- Promote and provide for community business parks:
- within or adjacent to centres at all levels in the functional hierarchy;
- on appropriate freestanding sites which:
 - are located within 500 metres of rail stations and public transport termini;
 - are located on major arterial roads which are easily accessible and benefit from good exposure;
 - have good road access, other services and a high quality physical environment;
 - are located so as not to adversely affect the amenity and character of existing - residential areas by way of privacy, traffic generation or other consequences incompatible with residential development;
 - have minimum and maximum site areas of 4 hectares and 10 hectares respectively.

1.4.8 Station Precincts.

It is recommended that:

- The Council co-operates with Westrail to maximise commercial and other employment generating opportunities at railway stations.

1.5 CONCLUSIONS

At present the City of Joondalup is under-supplied with retail and commercial floor area, relative to its population, when compared with the metropolitan region as a whole, or the more mature urban areas immediately to the south of the City, in the City of Stirling. Over the next 7-8 years Joondalup will be reaching maturity. Its residential areas will be fully developed. In time land uses will begin to evolve into the higher order uses which are more prevalent in the older areas of the metropolitan region. This strategy sets the initial stages of this in motion. The thrust of the recommendations is that the period to 2006 should be a catch up period for the City with respect to commercial activity – in its broadest sense – recognising that such landuses provide a service to the community and create employment.

The basis for this recommended strategy is that the Council should be positive and pro-active towards expanding the retail and commercial base in the City as a primary means of generating employment.

Notwithstanding that the community can be alarmed at, and antagonistic towards, unforeseen or ad hoc proposals to expand or introduce new shopping centres or commercial development in residential areas, this can be achieved if carried out sensitively and with full community consultation. The tools to achieve this are already incorporated in the Town Planning Scheme 'Centre' zone and structure plan provisions.

Previous Policy No:

Amendments:

CJ351-11/00


Issued:


July 2001

Related Documentation:

TABLE 1 - CITY OF JOONDALUP CENTRES STRATEGY

Centre Functions

 CENTRE FUNCTIONS	CITY CENTRE	TOWN CENTRE	SMALL TOWN CENTRE	TOURIST CENTRE	VILLAGE CENTRE	LOCAL SHOPS	CENTRES ADOPTING 'MAIN STREET' PRINCIPLES
ALTERNATIVE MCP NAMES	Strategic Regional Centre	Regional Centre	District Centre	Tourist Centre	Neighbourhood and Local Centre		
PRIMARY FUNCTIONS	Multi purpose and major employment centres for a full range of retail, commercial, administrative, entertainment, leisure, recreation and regional community facilities	Multi-purpose centres for retail, commercial, community, leisure and entertainment facilities.	Centres for weekly retail, service and community facilities	Centres for tourist, commercial recreation and tourist and marine business open seven days a week till late.	Low key centres for convenience shopping, small offices and local services and community facilities within easy access from residential neighbourhood.	Daily consumables and services.	As for centres in the hierarchy.
PREFERRED LOCATION	Primary road, rail station and major public transport services.	Primary road, rail station and major public transport services.	Major distributor road, and public transport services.	Suitable coastal or other tourist location	District distributor road intersection and bus route, on the edge of the catchment area.	Main local distributor road intersection.	As for centres in the hierarchy
Office and Community Uses	Major offices of businesses and government, professional offices and major entertainment and leisure facilities.	Office development, professional offices and entertainment facilities.	District level offices such as professional, sales and service offices.	Offices and community services associated with tourist or marine business as appropriate. Some related professional offices may be appropriate.	Small offices and other low impact employment premises.	Not encouraged	As for centres in the hierarchy
Retail Types	Department stores, discount department stores, major supermarkets, major specialised stores, specialty and convenience stores.	Discount department stores, supermarkets, specialty stores and convenience stores.	Minor discount department stores, supermarkets, specialty stores and convenience stores.	Predominantly tourist orientated retail. Includes all marine and water based retailing. A Mix of convenience retailing should also be permitted.	Supermarkets, convenience stores and local shops.	Daily convenience goods only.	As for centres in the hierarchy
Licensed Premises*	Hotels, motels, taverns, restaurants, convention centre, liquor store, major amusement and recreational facilities	Hotels, motels, restaurants, liquor store, café, amusement & recreational facilities.	Hotel, taverns, restaurants and cafés.	Hotels, taverns, restaurants, night clubs, amusement parlours and cafes.	Low key café.	Small licensed café, less than 100 m ²	As for centres in the hierarchy



	CITY CENTRE	TOWN CENTRE	SMALL TOWN CENTRE	TOURIST CENTRE	VILLAGE CENTRE	LOCAL SHOPS	CENTRES ADOPTING 'MAIN STREET' PRINCIPLES
Fast Food Outlet	Free-standing appropriate	Free-standing appropriate	Free-standing appropriate	Free standing as appropriate.	Low key in centre	Not permitted	As for centres in the hierarchy
Cinemas	Major multi screen cinema complexes	Major multi screen cinema complexes	Maximum of two cinemas screens.	Maximum of two cinemas screens.	Maximum of one cinema screen.	Not permitted	As for centres in the hierarchy
Shopping Floorspace Guide	Unrestricted, or up to 100,000 m ² as specified	Up to 50,000 m ²	Up to 15,000 m ²	Size determined by structure plan.	Up to 3,000 m ² , or 4,500 m ² where siting criteria is satisfied.	200 m ² max for each shop, aggregate less than 1,000 m ²	Up to 100,000 m ² depending on the hierarchy and MCP qualifications.
Plans	Structure Plan	Structure Plan	Structure Plan	Structure plans supported by architectural perspectives and artists impressions.	Structure Plan	Outline Plan	Structure Plan
Other Retail/ Commercial**	To be provided adjacent to main centre.	To be provided adjacent to main centre.	To be encouraged.	To be encouraged – especially craft industries and sales.	Permitted subject to siting criteria.	Not permitted	As for centres in the hierarchy
Per Capita nla Rate	Combined with regional centres	0.62 m ²	0.41m ²	Per capita ratio not applicable	0.55 m ²	Not applicable	
Other Design Criteria				Main street principles with as much 'public domain' as possible.		Designed to service 200 homes.	Main Street principles.

* Approvals subject to licenses granted under the provisions of the Liquor Act, 1988.
 ** Any commercial use which is harmonious in its context to surrounding uses.

SCHEDULE 3 – RETAIL NET LETTABLE AREA FOR CENTRES

MAP REF NO	LOCALITY	CENTRE TYPE	MAXIMUM NLA (m ²)
	Joondalup City Centre including Lakeside Shopping Centre	C	Up to 100,000
	Whitford City	T	50,000
	Warwick Grove	T	38,000
	Currambine	ST	10,000
	Greenwood Village	ST	10,000
	Woodvale	ST	10,000
	Hillarys Boat Harbour	Tourist	To be determined by Structure Plan
	Ocean Reef Boat Harbour	Tourist	To be determined by Structure Plan
1	Beach Road, Duncraig	V	Below 4,500*
2	Burrageh Way, Duncraig	V	Below 4,500*
3	Sheppard Way, Marmion	V	Below 4,500*
4	Arnisdale Road, Duncraig	V	Below 4,500*
5	Marri Road, Duncraig	V	Below 4,500*
6	Coolibah Drive, Greenwood	V	Below 4,500*
7	Moolanda Boulevard, Kingsley South	V	Below 4,500*
8	Warburton Avenue, Padbury	V	Below 4,500*
9	Kingsley Drive/Creaney Drive, Kingsley	V	Below 4,500*
10	Hillarys (Flinders Avenue)	V	Below 4,500*
11	Trappers Drive, Woodvale	V	5,000*
12	Perilya Road, Craigie	V	Below 4,500*
13	Oceanside Promenade, Mullaloo	V	Below 4,500*
14	Koorana Road, Mullaloo	V	Below 4,500*
15	Gunter Grove, Beldon	V	Below 4,500*
16	Wisteria Parade, Edgewater	V	Below 4,500*
17	Gwendoline Drive, Beldon	V	5,000*
18	Marina Boulevard, Ocean Reef	V	Below 4,500*
19	Caridean Street, Heathridge	V	Below 4,500*
20	Glenelg Place, Connolly	V	Below 4,500*
21	Constellation Drive, Ocean Reef	V	Below 4,500*
22	Iluka	V	Below 4,500*
23	Currambine	V	Below 4,500*
24	Candlewood Boulevard, Joondalup	V	Below 4,500*
25	Kinross	V	Below 4,500*
	Lilburne Road, Duncraig	LS	Below 1,000**
	Adalia Street, Kallaroo	LS	Below 1,000**
	Moolanda Boulevard, Kingsley North	LS	Below 1,000**
	Kinross Drive, Kinross	LS	Below 1,000**
	Blackwattle Parade, Padbury	LS	Below 1,000**
	Alexander Road, Padbury	LS	Below 1,000**
	Harman Road, Sorrento	LS	Below 1,000**
	West Coast Drive, Sorrento	LS	Below 1,000**
	Hillarys (Whitfords Avenue)	LS	Below 1,000**

NOTES

- * Generally Village Centres over 3,000 m² or expansion to over this figure will not be supported unless it can be shown there is a need and that the proposed expansion will be based on ‘mainstreet’ shopping principles.
- ** Generally local shops over 1,000 m² or expansion to over this figure will not be supported.

CLASSIFICATION OF CENTRES

C	City Centre
T	Town Centre
ST	Small Town Centre
V	Village Centre
LS	Local Shops

INDEX TO SECTION 4

COMMUNITY DEVELOPMENT

4.1 COMMUNITY FUNDING

- 4.1.1 Community Funding
- 4.1.2 Sports Development Program
- 4.1.3 Leisure Facilities Capital Works Funding
- 4.1.4 Junior and Disabled Sport and Recreation Donations

4.2 LIBRARIES

- 4.2.1 Library and Information Services
- 4.2.2 Online Service Provision

4.3 COMMUNITY FACILITIES & RECREATION

- 4.3.1 Leisure
- 4.3.2 Management of Community Facilities
- 4.3.3 Storage And Consumption Of Alcohol At Community Recreation Facilities And Reserves
- 4.3.4 Floodlighting on Sporting Parks
- 4.3.5 Conditions of Hire for City of Joondalup Facilities – Child Protection

4.4 CULTURAL DEVELOPMENT

- 4.4.1 Art Collection
- 4.4.2 Museum Collections And Operations
- 4.4.3 Public Art

4.5 COMMUNITY SERVICES

- 4.5.1 Community Service Provision And Obligations
- 4.5.2 Sunsmart

4.6 RANGER SERVICES - Section deleted

- 4.6.1 Burning of Garden Refuse & Cleared Vegetation - Deleted by CJ253-11/03

Section 4.1 – Community Funding

POLICY 4.1.1 - COMMUNITY FUNDING

OBJECTIVE

To provide a framework for the provision of targeted funding which meets Council's strategic objectives in facilitating community development in partnership with the community.

STATEMENT

Scope

This policy encompasses the following areas of community funding:

- sport and recreation subsidies, including those which have, historically, been provided to individuals;
- financial support to recreation associations, specific sporting and service groups, and schools;
- community arts and community service projects, activities or events;
- welfare support projects, activities or events;
- sustainable development (environmental, social and economic) projects, activities or events;
- infrastructure funding, however requests for \$10,000 or more require a Formal Facilities Assessment Process.

It differentiates between provision of grants and purchase of service arrangements, and therefore does not incorporate funding provided to services such as the St John's Ambulance or State Emergency Service. These funding arrangements, together with the awarding of scholarships, awards, prizes, annual or special appeals and sponsorship arrangements are treated separately.

1. Community Funding Strategy

- 1.1 Council recognises the important role it plays in fostering a vibrant and harmonious community. One of the measures established to support the development of the community is through the provision of community funding initiatives.
- 1.2. A community funding strategy will be determined as part of the budget development process each year and shall incorporate an adopted focus for the funding period, based on Council's Strategic and other Plans. The focus will be developed as part of Council's community consultation program and will aim at providing a strategic objective for community funding initiatives for a specified period of time. This will translate to each funding area highlighting priority areas for the twelve month period.

Section 4.1 – Community Funding

2. Funding Categories

Council may establish the following specific funds each year, as part of the budget development process. Each fund will focus on selected strategic objectives. Priorities for each fund will be developed as part of the promotion and application package.

2.1 *Sport & Recreation Development Fund*

Objective:

To provide funding support to specific activities which complement the annual priorities adopted as part of the budget process and Leisure Services planning.

2.2 *Culture & the Arts Development Fund*

Objective:

To promote and foster culture and the arts in line with the strategic objectives of Council and Cultural Services planning.

2.3 *Sustainable Development Fund*

Objective:

To encourage sustainable development through environmentally responsible, socially sound and economically viable initiatives within the City that are in line with the strategic objectives of Council.

2.4 *Community Services Fund*

Objective:

To promote and support community-based initiatives which meet Council's annually selected strategic direction and Community Services planning.

3. Definitions

The following definitions apply to this policy:

Organisation - is an incorporated body under the Associations Incorporation's Act 1987 or a recognised not for profit, non-government corporate body either created by government or with an Australian Companies Number (ACN) or Australian Business Number (ABN), or a school.

Grant - is the provision of a set amount of funds for a single year in order to achieve a specific identified purpose, agreed to in a formal contract with Council.

Section 4.1 – Community Funding

Subsidy - is the provision of in-kind support in the form of a cash book entry which enables Council to determine the real cost of support provisions and donations to community groups.

4. General Funding Guidelines

While individual funds will have their own guidelines, the following are common to all funds:

4.1 *Eligible Projects, Activities or Events*

Consideration will be given to funding the following:

- 4.1.1 capital projects and items;
- 4.1.2 one-off projects, activities or events;
- 4.1.3 seeding grants for projects, activities or events which can demonstrate independent viability after an appropriate period;
- 4.1.4 projects, activities or events where all other potential sources of funding have been exhausted or are not available.

4.2 *Ineligible Projects, Activities or Events*

Council will not fund the following:

- 4.2.1 deficit funding - for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue;
- 4.2.2 Retrospective funding – expenses incurred prior to the application closing date;
- 4.2.3 recurrent salaries and recurrent operational costs;
- 4.2.4 proposals where alternative sources of funding are available;
- 4.2.5 more than one request for funding in a twelve month period;
- 4.2.6 individuals, unless they are sponsored by an eligible organisation and are residents of the City;
- 4.2.7 government or quasi-government agencies with the exception of schools;
- 4.2.8 projects considered part of a school's core activities;
- 4.2.9 Development or improvement of school facilities and equipment;
- 4.2.10 for profit organisations.

Projects or matters where a donation is sought for a specific appeal such as the Red Cross Appeal or a crisis appeal will be considered separately and budgeted for in accordance with the council's annual budget review.

Section 4.1 – Community Funding

4.3 Acknowledgment

It is expected that all projects, events and activities funded through Council's Community Funding program will:

- 4.3.1 acknowledge Council's support in its advertising, promotion and any media publicity to the satisfaction of Council;
- 4.3.2 utilise Council's logo where approved;
- 4.3.3 provide a detailed report at the conclusion of the project which outlines the project's, activity's or event's achievements measured against the objectives; and
- 4.3.4 provide a statement of acquittal of Council funds expended, and audit if required.

4.4 Other

Council will:

- 4.4.1 allocate grants inclusive of any GST payable;
- 4.4.2 only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances;
- 4.4.3 require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds;
- 4.4.4 require each application for funding to be in writing with the required supporting documentation;
- 4.4.5 expect each successful applicant to agree that they do not represent Council in any capacity; and
- 4.4.6 Canvassing of Councillors/Council officers will disqualify.

4.5 Infrastructure Funding

For organisations seeking financial assistance for infrastructure funding such as building extensions, new buildings or other infrastructure, this application process must be completed but applications where the expected total expenditure exceeds \$10,000 will require assessment under Council's Formal Facilities Assessment Process . Infrastructure funding applications will require an extended time frame in that the funding may not be available until the next financial year, at which time it may be funded as a separate budget item, at the Council's discretion.

Section 4.1 – Community Funding

5. Eligibility

Only organisations are eligible for funding support. In some instances, organisations may apply for funding on behalf of individuals who must be residents of the City. Only one application per year may be funded for any one organisation. In general, applicants for funding shall be required to fulfil the following criteria:

1. not for direct profit or financial gain to the organisation or an individual;
2. proposal supports the vision, mission, values and strategic direction of Council;
3. proposal meets specific funding program guidelines;
4. applicant organisation can demonstrate:
 - the capacity to manage and be accountable for the funds and the project, activity or event;
 - that its membership is primarily City residents; and
 - that its aims and objectives are aimed primarily at the City's community or the project, activity or event will take place within the City and benefit the City.

6. Program Promotion

6.1 Advertising

All funding programs will be advertised at least annually. Rolling programs which do not require a closing date for applications will be advertised quarterly within the local paper. Where appropriate and feasible, specific groups such as conservation groups, recreation associations, schools and so on may be advised of the grant availability by letter.

6.2 Time Frame

All applicants will be advised of the outcome of their application within three months of the closing date for applications or, in the case of rolling programs within six weeks of their application. If the application is unsuccessful the reasons for the decision will also be provided.

6.3 Presentation & Publicity

Wherever feasible, successful applicants may be invited to a function hosted by Council to be presented with their award or advised of their application's success. The Marketing Unit will arrange appropriate publicity for announcing successful grant applications.

Section 4.1 – Community Funding

7. Accountability

While each fund will have specific guidelines, the following accountability measures will be common to all funding made available:

7.1 Reporting Requirements

Organisations successful in their application are required to:

- 7.1.1 Acquit the funds by 31 October in the year following their successful grant application. The acquittal is to include the appropriate financial statements as determined by Council, and to demonstrate that the funds have been spent on the purpose for which they were allocated;
- 7.1.2 Provide a written report to council on the outcome of their project, activity or event including relevant statistics and whether objectives and key performance indicators of the project have been met. The contents of the report requirements will be determined by Council;
- 7.1.3 Where an organisation has applied for funds on behalf of an individual, the individual concerned may be required to make a presentation to council, participate in an interview or address a group of people regarding the project, activity or event; and
- 7.1.4 Provide details of all advertising, promotion and any media publicity to the satisfaction of Council.

7.2 Unspent Funds

- 7.2.1 Funds which are unspent at the conclusion of the funding period will be returned to Council within 60 days of the completion of the project, activity or event.
- 7.2.2 Funds which remain unaccounted for or remain unspent shall be treated as for any Council debt.

7.3 Availability of Information

A central register of grants will be maintained and kept up to date by the Resource Management Directorate. The information will be available to any member of the public on request and will be submitted to council for noting annually. The register will contain the following information:

- Name of recipient organisation and individual concerned (where applicable);
- Amount of funds provided;
- Purpose of funds provision;
- Date project/activity is expected to be complete;
- Date funds were approved;

Section 4.1 – Community Funding

- Date satisfactory acquittal of funds has been received by council;
- Any other information considered by the Chief Executive Officer to be of value to the council in its decision-making and funds management.

8. Assessment and Approval of Grants

- 8.1 An assessment panel will be established by the relevant Director for each fund category to assess applications for funding received under that category. The assessment panels will consist of relevant Council officers and members of the community with expertise and experience relevant to the funding category.
- 8.2 All grants will be approved by resolution of Council on recommendation of an assessment panel.
- 8.3 Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

9. Guidelines

Guidelines will be available for the various funds at the time of the completion of the annual budget and will be made available on request as part of a publicly available information and funding application package.

Applicants are encouraged to seek assistance from the relevant Council staff member to develop their proposal.

Previous Policy No:	H1-01, H1-02, H5-03, H5-04, H5-06, R16
Amendments:	CJ213-06/99; CJ303-09/99; CJ193-08/03; CJ194-08/04
Issued:	August 2004
Related Documentation:	Community Funding Guidelines Delegated Authority Manual

Section 4.1 – Community Funding

POLICY 4.1.2 - SPORTS DEVELOPMENT PROGRAM**OBJECTIVE**

To provide financial assistance to local district sporting clubs for projects, programs and events that benefit the development of the sport and enhance its delivery to City of Joondalup residents.

STATEMENT

This policy encompasses the following priorities :

1. To support local district sporting clubs in the creation and implementation of Sports Development Planning.
2. To assist local district sporting clubs to enhance the delivery of sport within the City of Joondalup to all local residents.
3. To promote community based sport, through the growth of developmental programs initiated and conducted by local district sporting clubs.
4. To ensure the success of local district sporting clubs through the establishment of identified pathways for local junior talent development.

DEFINITIONS

District Sporting Clubs – are clubs that play at or are aspiring towards the highest level of competition in their chosen sport. The club must provide a pathway leading to elite level participation.

Junior Participants – 18 years and under.

Senior Participants – 19 years and over.

SPORTS DEVELOPMENT PROGRAM GUIDELINES**1.0 Who is eligible ?**

Sporting clubs that have a regional representation and who compete in district league competitions are eligible to apply to the Sports Development Program. Sporting clubs must be:

- Not-for-profit.
- Incorporated (under the provisions of the Association's Incorporation's Act 1987).
- Located within the City of Joondalup.
- Representative at both Junior and Senior level.

Section 4.1 – Community Funding

2.0 What projects are available for funding ?

2.1 Consideration will be given to the following;

- Projects/programs and events that are considered new initiatives and that can be seen to enhance the sports community profile.
- Projects/programs and events that include or aim to develop partnerships within the community.
- Projects/programs and events that directly increase the participation levels in the sport.
- Projects/programs and events that are supported by and clearly fit within the Sport Development Plans of the State Sporting Association.
- Projects/programs and events that develop pathways for local sports people to achieve the highest possible level of competition.
- Projects where alternative sources of State Government Funding are not available.
- Projects that assist clubs, on a short term basis, to meet potentially restrictive recurrent funding costs.
- New short term coaching appointments (1 year) where evidence of the club's continued commitment to coaching development is provided.
- Projects that provide replacement sponsorship income for a one year period.

2.2 The City of Joondalup will not fund the following;

- Projects covered under the Community Sport & Recreation Facilities Fund (CSRFF). Such projects include the construction and extension of sporting facilities.
- Retrospective deficit funding (to repay cash shortfalls)
- For profit organisations
- Individuals
- Tours or travel costs resulting from overseas or interstate competitions.
- Payments for contracted players.
- Clubs that have received funding through the City of Joondalup's Community Funding Program.

3.0 How are applications assessed ?

Expressions of Interest for the Sports Development Program will be advertised in early January each year, with applications assessed seasonally in March (Winter Sports) and September (Summer Sports).

A panel of stakeholders comprising City of Joondalup officers and representatives from both the Department of Sport and Recreation and state sporting associations will assess the applications. The Panel will then make recommendations with a report developed and presented to Council for approval.

Section 4.1 – Community Funding

4.0 What are the conditions of Funding ?

- All applications must include a full financial history and future budget projections for the next 2 years to highlight how the funds will contribute to the self-sufficiency of the club.
- Clubs are not eligible to apply to the Sports Development Program the following year after a successful application.
- The maximum funding available to an individual club is \$20,000 in any one year.
- For funds received, clubs are required to recognise the support provided by the City of Joondalup, as specified in the Council report and according to the level of funding offered.
- The club is to supply a full report and acquittal of the funds received by the time stipulated in the funding agreement.

Previous Policy No:

Amendments: CJ240-09/02

Issued: October 2002

Related Documentation:

Section 4.1 - Community Funding

POLICY 4.1.3 - LEISURE FACILITIES
CAPITAL WORKS FUNDING**OBJECTIVE**

To provide a framework for the provision of funding for Capital works projects, which meets Council's strategic objectives in facilitating the provision of leisure facilities.

STATEMENT**Scope**

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 uses of existing community resources is undertaken before allocation of Council owned or managed resources.

Issues that may delay or impede an application include:

- Failure to meet the eligibility criteria or to accurately address the issues covered in the application form.
- Lack of Council resources available at the time of application.
- The proposal may satisfactorily cover all issues but other existing facilities may be more suitable.

The City will endeavour to assist community organisations to explore all options available to them in the attempt to satisfy their needs.

Section 4.1 - Community Funding

1 Eligibility Criteria

The following criteria MUST be met by the applicant organisation/s before Council will consider assessing this application.

- The organisation/s must reside or ultimately reside in the City of Joondalup or have the majority of its members residing in the City of Joondalup.
- The organisation/s must be incorporated and not-for-profit (Organisation/s working towards incorporation are required to provide a copy of a draft constitution and a written commitment detailing the time when incorporation will be achieved).
- The organisation's constitution must not be restrictive in its membership and be open to all members of the general public.
- Evidence of the organisation's ability to meet financial commitments. To determine this, organisations to supply a copy of:
 - (a) Annual audited financial reports from previous two (2) years, and
 - (b) A detailed financial plan.
- Initial annual evidence of its ability to secure and maintain relevant insurance policies needs to be provided if the proposed facility is to be managed by the organisation. This criteria will then form part of the lease arrangement to be developed between the successful applicant and the City.
- Organisations can apply for funding once per year. However, if organisations are successful with their application, then they will not be eligible to apply for funding in the following year (i.e. if successful in 2002, then will be eligible to apply next in 2004).

2 Exclusions

Council will not provide financial support for:

- Projects which have started before approval is announced by the City of Joondalup and the State Government
- Purchase of land
- Cost of bar facilities
- Commercial operations pursuing projects primarily for a profit or with a commercial purpose
- Expenditure other than capital improvement (e.g. operational or recurrent)

3 Selection Preferences

Preference will be given to proposals which:

- Incorporate, or provide opportunity to incorporate, other community uses.
 - Are funded by a number of sources, with the applicant body demonstrating that they will make at least a one-third contribution to the cost of the facility.
 - Are justified via the applicant's Strategic Plan and/or Development Plan.
 - Are intended for areas where suitable land is already available.
-

Section 4.1 - Community Funding

- Have community support.
- Will meet a significant immediate or long term need in the community.
- Contribute to a sense of community identity.
- Will be well used throughout the year.
- Are consistent with City of Joondalup's Strategic Plan and Community Development Services Business Unit Plan.
- Are identified within the planning process of a governing or overriding body.

4 Documentation Required

Minimum requirements are noted below. Applicants may wish to supply additional RELEVANT information such as the methodology and results of any formal needs assessment.

- Completed Application Form
- Certificate of Incorporation
- Most recent audited financial report
- Previous two years audited accounts
- Proposed future budgets for the next two (2) years
- Written confirmation of financial commitments from other funding sources
- If a multiple user club there must be agreement in writing between all user groups for the additions / extensions

5 Other

Council will:

- only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances
- require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds
- require each application for funding to be in writing with the required supporting documentation

6 Assessments and Approval of Grants

6.1 A Formal Facilities Assessment Group, consisting of relevant Council officers, will assess, rank and rate all applications received 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
-

Section 4.1 - Community Funding

6.2 Funding Criteria

Council will 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 obliges to fund the remaining two-thirds themselves.

6.3 All funding will be approved by resolution of Council on recommendation from the Formal Facilities Assessment Group.

6.4 Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

Previous Policy No:

Amendments:

CJ021-02/03

Issued:

February 2003

Related Documentation:

Section 4.1 - Community Funding

**POLICY 4.1.4 – JUNIOR AND DISABLED SPORT
AND RECREATION DONATIONS****OBJECTIVE**

To encourage excellence in sport and recreation activities by providing financial assistance in a fair and equitable manner for eligible young people and people with disabilities.

1 STATEMENT

An application from a young person (under 18 years) or from a person with a disability of any age, who has been selected to represent the state or nation in intrastate (outside Perth Metropolitan), interstate or overseas championships in sport or recreation activities, may be granted a donation towards the travel costs incurred in the representation.

2 CRITERIA FOR APPROVAL

- (a) The applicant is an Australian citizen and resident of the City of Joondalup;
- (b) The application is made in writing and is supported by documentation from the relevant governing association;
- (c) No more than one application from any individual is approved in the financial year;

3 PROCEDURE FOR APPLICATION

- (a) Complete and submit the request form;
- (b) Attach documentation from the relevant governing association.

4 PROCESS OF APPROVAL

- (a) Applications are assessed on a monthly basis;
- (b) Applicants will be notified within 2 weeks of this decision;
- (c) The donation is forwarded to the relevant governing body, which will then be forwarded to the individual.

5 DONATION AMOUNT

Traveling intrastate, interstate or internationally - \$100.00 per individual;

Section 4.1 - Community Funding

- 6 A donation will not be made retrospectively.
- 7 The applicant receives no personal financial gain from the donation other than to assist in the payment of fees, charges, fares and other costs, which may be relevant to the request.
- 8 The applicant must be selected by a recognized sporting governing body and must represent an official Western Australia or Australian team. Donations will not be considered for persons involved in administration, training or coaching.
- 9 In the event that an applicant has been granted a donation, and for whatever reason does not attend the competition for which the donation was provided, the applicant is required to return the donation to Council within 2 months.
- 10 Council will budget annually for donations to provide financial assistance to junior and disabled sport and recreation representatives.

Previous Policy No:

Amendments: CJ037-02/04

Issued: March 2004

Related Documentation: Delegated Authority Manual
Assistance to Junior and Disabled Sport and Recreation
Representatives Guidelines

Section 4.2 – Libraries

POLICY 4.2.1 - LIBRARY AND INFORMATION SERVICE**OBJECTIVE**

To clarify the role, responsibilities and services of the City's public library system.

STATEMENT**1 Membership**

In accordance with the Library Board of Western Australia Act 1951 - Library Board (Registered Public Libraries) Regulations 1985 the Library and Information Service shall be a free public library service, regardless of residential address and no charges shall be made for such a service other than levied through the municipal rate. Temporary membership deposits, fines for overdue loans and recoup charges for lost or damaged stock are not classified as charges for service.

Any person is entitled to enrol for membership of the Library and Information Service upon showing satisfactory proof of identity and current address and the provision of an alternative contact person.

Children (those under 18 years of age) must have the membership form countersigned by a parent or guardian. The place of residence shall be taken as the address where the child normally resides.

Any person not able to provide satisfactory proof of identity and residence (e.g. new or temporary residence or visiting family or friends) will be permitted to enrol on payment of a refundable deposit to be determined as part of Council's annual fees and charges. The deposit is refundable upon return of all library materials and surrender of the membership card, or when the member has established permanent residency.

Organisations are not eligible for membership. Responsibility for materials borrowed must be undertaken by an individual and not an organisation staff position.

On satisfactory completion of the conditions required for membership, one (1) automated system library membership card shall be issued to the applicant together with advice regarding the rules of operation, including borrowing limits, financial liability for overdue, lost or damaged items and stock request provisions, which are determined by:

- the Library Board of Western Australia Act 1951;
- Library Board (Registered Public Libraries) Regulations 1985; or
- the Manager Library and Information Service in consultation with the Director Planning and Community Development.

Section 4.2 – Libraries

2 Opening Hours

The libraries will be open to the public with hours determined by Council except in the case of emergency where closure will be authorised by the Chief Executive Officer.

3 Children's Library Service

The Library and Information Service is available to all children provided that a parent or guardian is willing to take full responsibility if damage to library books and materials occurs or fines for overdue loans are incurred.

Children will not be restricted to use of junior resources but may use adult resources. The Library staff may assist in their choice of reading material but shall not have the responsibility for implementing the standards devised by the parent or guardian for the control of the reading habits of the child.

The Librarians shall establish close co-operation between themselves and the schools in the area, encouraging school visits and supplementing school library resources in the provision of information.

Special programmes, activities and events will promote the enjoyment of reading and encourage children to make full use of library resources and services.

4 Stock Selection

(a) Strategy

The Library and Information Service's stock selection strategy shall aim to:

- (i) provide information on any subject which may be of value to the public in the format most appropriate to customer needs
- (ii) encourage life-long learning
- (iii) present, as far as possible, all points of view equally, on any subject, and remain neutral in matters of controversy
- (iv) develop an holistic system-wide collection to ensure the widest range of materials is available locally
- (v) conform to Federal and State censorship decisions
- (vi) not be influenced by individuals, community groups or organisations making representation for particular materials to be withdrawn from view or loan. Persons making such representations shall be directed to the State Censorship Office of WA for determination.

Section 4.2 – Libraries

(b) Council owned stock

Donations of books and other materials from individuals and organisations are added to stock at the discretion of the Chief Executive Officer, subject to normal stock selection criteria. Such items shall not necessarily remain the property of the Library and Information Service but may be disposed of at a Council booksale or if inappropriate, through other means determined by the Chief Executive Officer. The authority to fix prices to materials for sale is delegated to the Chief Executive Officer.

(c) Historical Collection

The Library and Information Service will collect, organise and permanently preserve material that reflects the history and development of the Region. This material will include local government documents, written material (either published or unpublished), photographs, maps, videotapes, oral-history tapes and records on microfilm, microfiche and CD-ROM.

The collection will be appropriately housed at the central library to ensure preservation and to provide maximum security at all times. Items in this collection are for reference within the library and are not available for loan.

Before Council records are destroyed or otherwise disposed of, they should be referred to the Manager Library and Information Service who will retain any books, documents or other data which is considered to be of historical value.

(d) Reference & Textbooks

Branch library collections provide a local, up-to-date ready reference service. The Central library is responsible for developing a regional reference collection with the Library and Information Services of WA addressing reference services at the state level.

Acquisition and provision of textbooks and other resources directly connected with formal education are considered the responsibility of educational institutions.

Section 4.2 – Libraries

(e) Special Needs

Stock selection strategies will maintain an optimum balance between special needs resources and resources which meet the needs of the general community.

The Community Language Resource Collection of library materials in Languages Other Than English (LOTE) will be provided through LISWA in response to local demands.

5 Cultural Activities

The library buildings may be used for cultural activities at the discretion of the Manager Library and Information Service, provided that such activities do not interfere with the library service.

Community Activity Rooms shall be available for hire to groups within the community, provided that the use is compatible with the library.

Use of community activity rooms shall be at the discretion of the Branch Librarian.

6 Standards of Behaviour

While utilising the Library and Information Service, all users must respect the rights of other users. Parents may not leave children under the age of 11 unattended in the Library without the prior approval of the Librarian on duty. The Manager Library and Information Service is responsible for establishing appropriate behavioural guidelines.

7 Notice Boards, Fliers & Petitions

Community notice boards located within libraries shall be available for use by individuals or groups in the libraries, provided that all material shall be approved by the Manager Library and Information Service or branch librarian before being displayed. Notices advertising for private or personal monetary gain shall not be displayed

Petitions shall not be displayed or circulated in the libraries.

The distribution of political and religious material not being the normal stock of library, shall not be displayed or circulated in the libraries.

8 Community Information Service

The central library shall maintain Council's on-line Community Information Service, and endeavour to provide appropriate information of community based groups and organisations which relate to the City.

Council endorses the Australian Library and Information Association 'Statement on Freedom to Read' which is attached in Appendix 1.

Section 4.2 – Libraries

9 Sponsorship

Library stationery, library holiday reading and special programmes for children may be commercially sponsored where the Manager Library and Information Service considers appropriate.

Previous Policy No:	H6-01 to 32 ; L1 to L7
Amendments:	CJ213-06/99; CJ383-11/99, CJ148-06/00, CJ121-06/02
Issued:	June 2002
Related Documentation:	Library Board of Western Australia Act 1951 Delegated Authority Manual

Section 4.2 – Libraries

APPENDIX 1

FREEDOM TO READ

"The Australian Library and Information Association, believing that freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other sources of information, affirms the following principles as basic and distinctive of the obligations and responsibilities of the librarian:

1. A primary purpose of a library service is to provide information through books and other media on all matters which are appropriate to the library concerned.
2. A librarian must protect the essential confidential relationship which exists between a library user and the library.
3. The functions of the librarian include; to promote the use of materials in the librarian's care; to ensure that the resources of the library are adequate to its purpose; to obtain additional information from outside sources to meet the needs of readers; to cater for interest in all relevant facets of knowledge, literature and contemporary issues, including those of a controversial nature; but neither to promote or suppress particular ideas and beliefs.
4. A librarian, while recognising that powers of censorship exist and are legally vested in state and federal government, should resist attempts by individuals or organised groups within the community to determine what library materials are to be or are not to be available to the users of the library.
5. A librarian should not exercise censorship in the selection of materials by rejecting on moral, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the library and meets the standards, such as historical importance, intellectual integrity, effectiveness of expression or expression of accuracy of information which are required by the library concerned.

Material should not be rejected on the grounds that its content is controversial or likely to offend some sections of the library's community.

6. A librarian should uphold the right of all Australians to have access to library services and materials and should not discriminate against users on the grounds of age, sex, race, religion, national origin, disability, economic condition, individual lifestyle or political or social views.
7. A librarian must obey the laws relating to books and libraries, but if the laws or their administration conflict with the principles put forward in this statement, the librarian should be free to move for the amendment of these laws."

Section 4.2 – Libraries

POLICY 4.2.2 - 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

- 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.

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

Section 4.3 – Community Facilities and Recreation

POLICY 4.3.1 - LEISURE**OBJECTIVE**

To guide the provision of leisure services, facilities and programmes to assist in the achievement of the City of Joondalup's Mission, Vision and strategic objectives.

STATEMENT

The City of Joondalup is committed to making a significant and sustainable contribution to the quality of life of its citizens, by supporting a broad range of leisure services, facilities and programmes.

Beliefs and Values

- Participation in leisure makes a significant contribution to the health, well being and quality of life of the people of Joondalup.
- Leisure makes a positive contribution to the local economy.
- All people should have the opportunity to participate in leisure regardless of age, ability, discretionary income, ethnicity, gender and geographical location.
- The City must manage its limited leisure resources, including human, financial and physical assets, in a manner that ensures equity, efficiency and effectiveness.
- Leisure provides an ideal vehicle and provides “tools” to build and engender community spirit.
- The social and economic values of services are of equal importance and as such each programme/service must be carefully assessed in light of its financial return and economic viability as well as its social benefit.

Roles

- Advocating on behalf of the community and community groups to local, regional and national service providers.
- Co-ordinating the provision of leisure via the development of a city-wide Leisure Strategic Plan.
- Monitoring and evaluating the provision of leisure services in Joondalup in accordance with all policies and strategic plan.

Section 4.3 – Community Facilities and Recreation

- Promoting:
 - The benefits of participation in Leisure Activities.
 - Joondalup as a leisure events city.
 - Opportunities for leisure in Joondalup.
- Providing leisure information and advice.
- Providing assistance to community groups via grants, subsidies, and contracts.
- Providing services, facilities and programmes where there is a proven need.
- Researching existing and future needs and trends in leisure.
- Working in partnerships with other providers wherever viable.

Outcomes

- Joondalup residents are aware of and have access to a broad range of leisure activities.
- Consultation with the Joondalup community, leisure participants and service providers is ongoing and effective.
- Physical assets meet the identified and viable leisure needs of Joondalup and minimum legal standards.
- Leisure is making a positive contribution to the city's economy.
- Research into the existing and future leisure needs and trends of Joondalup is ongoing and findings are taken into account in the planning and provision of all services, facilities and programmes.
- Identified target groups are aware of, have access to, and are increasing their participation in a broad range of leisure activities.
- Resources are allocated and services, facilities and programmes are delivered efficiently, effectively and equitably.
- Services, facilities and programmes meet the leisure needs of the Joondalup community.
- Services, facilities and programmes complement and enhance the city's unique character and environment.
- Joondalup is widely recognised for hosting successful local, regional, and national recreation, sports and cultural events and festivals.
- Volunteers are acknowledged and supported.

Previous Policy No:	R15
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	N/A

Section 4.3 – Community Facilities and Recreation

POLICY 4.3.2 - MANAGEMENT OF COMMUNITY FACILITIES

OBJECTIVE

To provide equity and access in the provision and management of community recreation facilities and services, and to meet the changing needs of the community.

STATEMENT

Pre-School Centres

Pre-school committees shall be responsible for all utility and operating charges, cleaning (including after community use) and all interior maintenance excluding plumbing and electrical repairs.

Council shall be responsible for water rates, Western Australian Fire Brigades Board charges, exterior, structural, plumbing and electrical maintenance of the building, plus proportional costs associated with the Child Health Centres.

Surf Life Saving Clubs

Twenty one years peppercorn leases may be issued to surf clubs.

Surf clubs shall be responsible for all utility and operating charges, cleaning (including after community use) and all interior maintenance.

Council shall be responsible for exterior and structural maintenance of the building and plumbing and electrical repairs.

Licences to Occupy

Clubs which contribute to the cost of a facility shall share usage and ongoing operational and maintenance costs with Council in proportion to the contribution of each. These arrangements are administered under a “Licence to Occupy” agreement.

Design and Furnishing

Standards shall be set for the construction of Council managed facilities in regard to size, design and finishes. Standard furnishings for any Council managed facilities shall be a domestic refrigerator and stove, chairs, tables, vinyl floorcovering and curtains if required. Any requirements over and above the standard are the responsibility of the organisation.

Section 4.3 – Community Facilities and Recreation

Previous Policy No:	H5-07, R3
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	N/A

Section 4.3 – Community Facilities and Recreation

**POLICY 4.3.3 - STORAGE AND CONSUMPTION OF ALCOHOL AT
COMMUNITY RECREATION FACILITIES AND RESERVES****OBJECTIVE**

To effectively manage the licensing, storage and consumption of alcohol at community recreational facilities and reserves.

STATEMENT**Administration**

The consumption of alcohol within Council recreation facilities, or on reserves, is permitted subject to the prior approval from the Chief Executive Officer.

Sale of Alcohol

Clubs/groups wishing to:

- sell alcohol either directly or indirectly (eg included in the price of ticket); or
- store alcohol;

at Council recreation facilities and reserves must apply to Council in writing for approval, to apply for an appropriate Liquor License.

Approval will only be considered for those clubs/groups which have been granted either an Occasional, Club or Club Restricted Liquor License from the Office of Racing and Gaming (Liquor Licensing Division).

Council reserves the right to withdraw permission to store alcohol on its premise at any time.

Restricted Licence Approvals:

The Chief Executive Officer is delegated authority to support applications for restricted licenses under the following conditions:

- where the applicant is the lessee of the premises;
- where the application seeks a liquor licence for regular bookings;
- where the application is limited to within the following hours:
 - ⇒ Thursdays - to 11 pm;
 - ⇒ Fridays - to 12 midnight;
 - ⇒ Saturdays - to 12 midnight;
 - ⇒ Sundays to 10 pm;

Section 4.3 – Community Facilities and Recreation

Where, in the view of the Chief Executive Officer, the application may have an unacceptable influence on local amenity, the matter may be referred to council for decision.

Support for applications for an unrestricted Club Licence will be referred to Council for decision.

Previous Policy No	H5-02, R5
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Booking Community Recreation Facilities and Reserves Delegated Authority Manual Local Laws of the City

Section 4.3 – Community Facilities and Recreation

POLICY 4.3.4 – FLOODLIGHTING ON SPORTING PARKS**OBJECTIVE**

To provide equity and access in the standard of floodlighting for sporting parks.

STATEMENT**Basic Provision of Floodlights**

Where the type and standard of use accommodated at the reserve demonstrates a need for the installation of floodlighting for basic training needs, Council shall at its cost, install and maintain up to two lighting standards, each fitted with up to two floodlights of approximately 1,000W capacity per luminary.

Senior sporting groups allocated use of the facilities described above will be required to pay a seasonal ground hire charge to partly offset the cost of provision.

The above provision limits the responsibility of the City for sole provision and maintenance of sporting facilities on sporting reserves.

Enhanced Provision of Floodlights

Where sporting clubs or an incorporated association seek additional floodlighting at a reserve, applications will only be approved under the following criteria:

- The applicant is an incorporated association or is in the process of becoming an incorporated association and is made up of two or more sports clubs;
- The applicant is willing to lease or is leasing facilities from Council on the basis of a lease rental set at approximately 1% of the capital value of the facility;
- Funding will only be made available for lighting to 1,000 Watts capacity per luminary;
- The applicant agrees that the floodlights will become the property of the City and available for use by other groups;
- The applicant agrees to meet the operating costs of additional floodlights on any park;
- Application must be assessed by the City through its Formal Facilities Assessment process;
- Any approval from the City is on the basis of a 1/3rd contribution from the Association, 1/3rd from Council and 1/3rd from the Community Sport and Recreation Facilities Fund or similar funding source;
- Any request for additional floodlighting will need to comply with other planning and development approval processes, including the need to conduct community consultation, and;
- Application is not retrospective.

Section 4.3 – Community Facilities and Recreation

Previous Policy No:	N/A
Amendments:	CJ189-06/01
Issued:	July 2001
Related Documentation:	

Section 4.3 - Community Facilities and Recreation

**POLICY 4.3.5 – CONDITIONS OF HIRE FOR
CITY OF JOONDALUP FACILITIES – CHILD PROTECTION**

OBJECTIVE

To provide a safe environment for young people to participate in sport, recreation and leisure pursuits throughout the City of Joondalup.

STATEMENT

At the time of making a permanent booking for the use of a City of Joondalup facility, all sport and recreation clubs/associations and community groups with members under 18 years of age will be required to provide the City with a copy of their organisation's Child Protection Policy. If the organisation does not have a current policy in place, a permanent booking will not be confirmed. A permanent booking will only be made with community groups who have a Child Protection Policy in place and who present a copy to the City of Joondalup's Facility Booking Officer.

DETAILS

The following information is not part of the policy, however it has been included on advice from the City of Joondalup's insurance brokers.

The City of Joondalup recognises that as the owner and manager of facilities utilised by sport and recreation clubs/associations and community groups, it has a responsibility to promote safe environments for participation. This commitment to awareness and consistency in approaches towards Child Protection issues has been implemented through a Condition of Hire for all facilities. The City will support sport and recreation clubs/associations and community groups in undertaking their legal responsibility in relation to Child Protection.

Roles and Responsibilities**Role of the City of Joondalup:**

- Promote safe environments for young people to participate in sport, recreation and leisure pursuits;
- Assist and support clubs, associations and community groups in the development of their Child Protection policy;
- Request that clubs, associations and community groups develop and undertake an annual review of their Child Protection policy.

Section 4.3 - Community Facilities and Recreation

Role of Sport and Recreation Clubs/Associations and Community Groups

- Promote safe environments for young people to participate in sport, recreation and leisure pursuits;
- Develop a Child Protection Policy to govern the activities of their organisation;
- Implement the Child Protection Policy and ensure that club/association/group members and representatives comply with its objectives;
- Conduct an annual review of the Child Protection Policy.

Each year all sport and recreation clubs/associations and community groups will be invited to attend a free Child Protection seminar conducted through the City's existing Club Development program. The seminars will be designed to make organisations aware of their responsibilities in relation to Child Protection, to raise current issues and assist with the annual review of their Child Protection policy.

OUTCOMES

The 'Condition of Hire for City of Joondalup Facilities – Child Protection' Policy aims to:

- Promote a safe environment for young people to participate in community based sport, recreation and leisure activities;
- Raise awareness of the responsibilities of sport and recreation clubs/associations and community groups to implement a Child Protection Policy;
- Provide assistance and support through on-going training and information for sport and recreation clubs/associations and community groups on issues relating to Child Protection through the annual Club Development program;
- Reduce the number of reported incidents of child/youth maltreatment and/or abuse;
- Create an awareness of the appropriate actions that must be taken in cases of reported incidents of child/youth maltreatment/abuse;
- Maintain a high standard of facilities for community user groups.

POLICY REVIEW

The City will conduct a review of the policy annually.

Previous Policy No:

Amendments:

CJ269-11/04

Issued:

Related Documentation:

Section 4.4 – Cultural Development

POLICY 4.4.1 - ART COLLECTION

OBJECTIVE

To support contemporary Western Australian art and artists.

To provide the citizens of the City of Joondalup access to high quality visual art within the boundaries of the City.

STATEMENT

The City of Joondalup is committed to develop a high quality Art Collection that represents a financial and cultural investment in the City.

Collection Profile

The City of Joondalup Art Collection's first priority will be a collection of good quality artwork by contemporary Western Australian artists.

The Collection's second priority will be a regional focus.

Acquisition Procedure

A professional Art Consultant will be contracted to identify art works that adhere to the Objectives of this Policy. The Chief Executive Officer is authorised to purchase Artworks of \$1,000 and under that meet the collection profile on the recommendation of the City's Art Consultant.

Artworks Over \$1000 recommended for purchase by the City's Arts Consultant are to be viewed by the Art Collection Working Party for a recommendation to Council.

Only the Art Consultant has the right to formally reserve artworks.

On behalf of the City of Joondalup, the Art Consultant will consider all offers of gifts, donations and bequests and advise the City as to the suitability and acceptability of the artwork as part of the Art Collection.

Previous Policy No.	H7-01, R9
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

Section 4.4 – Cultural Development

POLICY 4.4.2 - MUSEUM COLLECTIONS AND OPERATIONS

OBJECTIVE

Ensure the effective management of the City of Joondalup's Museum Collection.

STATEMENT

The City of Joondalup's Museums seek to collect, document and conserve objects that record the history, culture and natural environment of the area and adjacent coastline, with interpretation of the collection promoting education, enjoyment and community participation.

The City of Joondalup's Museum collections and operations will be managed in accordance with the Museum's Mission Statement and the City of Joondalup 'Collections Management Manual'.

Previous Policy No.	H9-01, R10
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	N/A

Section 4.4 – Cultural Development

POLICY 4.4.3 - PUBLIC ART

OBJECTIVE

To develop and promote the cultural identity of the City of Joondalup through the implementation of artworks in public spaces and places.

STATEMENT

Projects will be implemented according to Council's Public Art Implementation Process.

The community shall be consulted within the planning of future projects.

The establishment of new design partnerships between artists, designers, architects and other professionals will be encouraged.

The community will be provided access to information regarding details of public artworks in the City of Joondalup through various means.

Previous Policy No:	R11
Amendment	CJ213-06/99
Issued	July 1999
Related Documentation:	N/A

Section 4.5 – Community Services

POLICY 4.5.1 - COMMUNITY SERVICE PROVISION AND OBLIGATIONS

OBJECTIVE

To articulate the values, service standards and customer focus of the City of Joondalup's community service provision

STATEMENT

All direct client-based services provided by the City are based on the following principles of operation:

- confidentiality;
- dignity;
- respect of individual needs; and
- natural justice.

Service Provision:

A range of community services, which meet the identified needs of the community, will be delivered according to the eligibility and accountability requirements of the funding body where applicable.

All services shall be delivered in a non-discriminatory, non-judgmental manner. The dignity and individuality of every person shall be respected.

The needs of identified special groups will be taken into consideration in the delivering of service.

Appropriate reporting of serious matters such as abuse, violence or criminal activity is to be undertaken through guidelines developed for the purpose.

Fees

The charging and administration of fees shall be fair and equitable, based on cost recovery, user pays and in some instances the requirements, policies and principles of funding bodies.

Fees will be set by council annually, as part of the Budget process, in accordance with the requirements of the relevant funding body, where applicable.

The authority to waive fees or negotiate an amended fee for people who are assessed as financially disadvantaged is delegated to the Chief Executive Officer.

Section 4.5 – Community Services

Confidentiality

The City shall ensure that only information that is directly relevant to the effective service delivery and the Service's duty of care responsibilities shall be collected, collated and retained by the City, in a manner which provides for security of information.

The written consent of the individual, their family or carer shall be sought prior to obtaining information from any other source, or releasing information to any other source, except where it is necessary for the proper discharge of the City's duties.

Information relating to individuals shall be available to the individual, their family or carer to inspect on request. Such information shall be retained only as long as it remains relevant to the delivery of effective services, the duty of care obligations and the City's obligations under the LISWA Records Management guidelines.

Grievance procedure:

A fair and equitable system for managing and reviewing grievances by customers, their carers or family members will be established and managed, through the Directorate responsible. Complaints or grievances will be dealt with promptly and documented carefully. Complaints or grievances shall be dealt with by a person other than that involved directly with the complaint or service provision. The complaints system shall include the provision of information regarding appeals, options for further action and the right to use an independent advocate.

All complaints will be recorded in a confidential complaints file.

Previous Policy No.	F1-02, F2-03, W1 to W5
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	N/A

Section 4.5 – Community Services

POLICY 4.5.2 - SUNSMART

OBJECTIVE

To ensure all children attending City of Joondalup buildings and or services are protected from the harmful effects of the sun throughout the year.

STATEMENT

The purpose of the SunSmart policy is to:

- provide ongoing education and promote personal responsibility for skin cancer prevention and early detection;
- provide environments that support SunSmart practices;
- create an awareness of the need to reschedule work and play; and
- create an awareness of the need to reschedule work and play outdoor activities to support SunSmart practices.

Procedure

- Ensure SunSmart procedures conform with childcare guidelines endorsed from time to time by the Cancer Foundation of WA

Previous Policy No:	N/A
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	N/A

INDEX TO SECTION 5

INFRASTRUCTURE MANAGEMENT

5.1 ENVIRONMENTAL WASTE MANAGEMENT

5.1.1 Waste Management

5.2 OPERATIONS SERVICES

- 5.2.1 Advertising on Public Open Space - Deleted by CJ148-06/00
- 5.2.2 Council Reserves And Parks
- 5.2.3 Playground Equipment – Deleted by CJ148-06/00
- 5.2.4 Memorial Plaques
- 5.2.5 Floodlighting
- 5.2.6 Median & Road Reserve Landscaping Undeveloped Future Road Reserves
- 5.2.7 Circuses - Deleted by CJ085-04/00

5.3 INFRASTRUCTURE MANAGEMENT SERVICES

- 5.3.1 Verge Treatments - Protective Devices
- 5.3.2 Sand Drift Control
- 5.3.3 Vehicle Crossing - Construction and Maintenance
- 5.3.4 Removal of Graffiti and Repair of Vandalism
- 5.3.5 Roadworks - Opening Up
- 5.3.6 Coastal Limestone Cliff Hazard

5.4 INFRASTRUCTURE MANAGEMENT SERVICES

- 5.4.1 Tennis Court Lighting Standards
- 5.4.2 Stormwater Drainage Into Wetlands
- 5.4.3 Prevention of stormwater discharge into natural areas

5.5 RANGER SERVICES

- 5.5.1 Burning of Garden Refuse & Cleared Vegetation

Section 5.1 – Environmental Waste Management

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 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.

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

“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.

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, CJ253-11/03
Issued:	December 2003
Related Documentation:	Delegated Authority Manual

Section 5.2 – Operations Services

POLICY 5.2.2 - COUNCIL RESERVES AND PARKS**OBJECTIVE**

To provide a variety of Public Open Spaces which fulfill the community's recreational and environmental needs.

STATEMENT

Council's parks and reserves are categorised as follows:-

Dry Parks

Minor passive Public Open Space with an area of less than four hectares shall be developed and maintained as non-reticulated or dry parks. These parks may be reticulated if:-

- 1 in the opinion of the Council, environmental circumstances necessitate reticulation;
- 2 the cost associated with the establishment and maintenance of the reticulated area is not prohibitive or is not to be met solely by Council.

Dry parks can be further defined as:-

- | | | |
|--------------------|---|--|
| <i>Undeveloped</i> | - | areas of potential Public Open Space set aside during subdivisional planning. |
| <i>Developed</i> | - | partly cleared of existing vegetation to enable passive recreation; |
| | - | to be planted with couch grass stolons during the winter months; |
| | - | parks may be provided with basic play equipment facilities and bollards to all boundaries. |

Reticulated Parks

- | | | |
|---------------------|---|--|
| <i>Passive</i> | - | area of park can vary; |
| | - | design prepared by Infrastructure Management Services and approved by the Council. |
| <i>Active Minor</i> | - | area to be minimum 2.5 hectares and maximum six hectares; |
| | - | active oval and toilet/changeroom facilities to be provided; |
| | - | design to be prepared by Infrastructure Management Services and approved by Council. |

Section 5.2 – Operations Services

- Active Major*
- area to exceed six hectares;
 - toilet facilities to be provided with the option to extend if supported by club;
 - design to be prepared by Infrastructure Management Services and approved by Council;
 - areas within the Public Open Space may be retained without reticulation.

Conservation Reserves

- Regional*
- bushland of regional significance which has significant environmental value and is used or appreciated by a wide section of Perth's population.
- Local*
- areas or indigenous vegetation retained for environmental and community needs.
- Bushland Areas*
- areas of vegetation retained in conjunction with active or passive Public Open Space.

Previous Policy No.	H4-05, H4-06, P6
Amendments	CJ213-06/99, CJ148-06/00
Issued	July 2000
Related Documentation:	Delegated Authority Manual

Section 5.2 – Operations Services

POLICY 5.2.4 - MEMORIAL PLAQUES

OBJECTIVE

To provide guidance for recognition of events and individuals

STATEMENT

1 A memorial with plaque will be provided, with Council approval for:

- (a) significant event or tragedy
- (b) honour a particular event

Plaques approved by Council will be maintained by Council's Operations Services.

2 An individual tree memorial without a plaque may be arranged on written request identifying the specific reason, justification and proposed location.

Approval for individual tree memorial is delegated to the Chief Executive Officer.

Previously Policy No.	P20
Amendments	CJ213-06/99, CJ148-06/00
Issued:	July 2000
Related Documentation:	Delegated Authority Manual

Section 5.2 – Operations Services

POLICY 5.2.5 - FLOODLIGHTING**OBJECTIVE**

To provide and maintain floodlights at selected sports fields in accordance with Australian Standard 2560 Part 1 - 1982 through to 2560 Part 2.8 - 1982.

STATEMENT

The level of lighting at sports fields will reflect the type of sports being played.

Sports where balls are thrown or hit at high speeds (baseball, cricket etc) will require higher levels of lighting than sports where larger balls are thrown or kicked at lower speeds (soccer, football etc).

The installation of any additional floodlights, together with the associated operating and maintenance costs, will be the responsibility of the club or clubs allocated the facility providing the installation of additional lighting is approved by Council and is in accordance with Australian Standard Code 2560.

Clubs proposing to fixture night competition games are required to ensure all lighting requirements for player safety are met prior to commencement of play.

The position and alignment of the lighting must ensure that conflict with adjoining junctions and roads is avoided so as not to distract drivers or road users.

Impact of lighting on residential properties to be kept to a minimum.

Previous Policy No.	H4-08, P8
Amendments	CJ213-06/99, CJ148-06/00, CJ253-11/03
Issued	December 2003
Related Documentation:	N/A

Section 5.2 – Operations Services

POLICY 5.2.6 - MEDIAN & ROAD RESERVE LANDSCAPING
UNDEVELOPED FUTURE ROAD RESERVES**OBJECTIVE**

To visually enhance or protect areas of selected road reserves, both arterial and distributor type, by implementing landscape works to Council's satisfaction in conjunction with area developers.

STATEMENT

The decision to landscape or reticulate the median strips and verge areas of arterial and distributor roads will be the responsibility of Council, made by Council.

To assist in making this decision arterial and distributor roads will be prioritised in order of their appropriateness and suitability for landscaping and reticulation.

Roads with a high priority will be considered for installation of landscaping and reticulation, funded by Council or the developer and will ultimately become Council's responsibility.

Variables considered when prioritising arterial and distributor roads for landscaping and reticulation will include:-

- 1 presence of indigenous vegetation;
- 2 extent of development with regard to lighting and drainage;
- 3 expected regularity of disturbance by service utilities and vehicular traffic.

Areas proposed for reticulation must be designed to enable selected areas to be discontinued as development occurs. Reticulation designs must be submitted for approval prior to commencement of any reticulation installation within a road reserve.

Previous Policy No.	H4-11, P11
Amendments	CJ213-06/99, CJ148-06/00
Issued	July 2000
Related Documentation:	Delegated Authority Manual

Section 5.3 – Infrastructure Management Services

POLICY 5.3.1 - VERGE TREATMENTS - PROTECTIVE DEVICES**OBJECTIVE**

To enable property owners to protect verge landscaping, verge reticulation and to discourage verge parking.

STATEMENT

Property owners may make written application to the Director Infrastructure and Operations to install barrier type kerbing or bollards within the road verge to protect reticulation, landscaping and to discourage verge parking.

The installation of bollards shall only be approved for commercial or industrial zoned properties at the property owners expense and to the satisfaction of the Director Infrastructure and Operations.

Where a residential property on an intersection or junction is experiencing damage to the verge, they may install barrier type kerbing. The installation of this kerbing around residential properties is on the basis of a 50:50 split between the City and the Property owner.

Previous Policy No:	TS-ID-7
Amendments:	CJ213-06/99, CJ148-06/00
Issued:	June 2002
Related Documentation:	Delegated Authority Manual

Section 5.3 – Infrastructure Management Services

POLICY 5.3.2 - SAND DRIFT CONTROL

OBJECTIVE

To ensure that property owners are not adversely affected by sand drift.

STATEMENT

The developer of a subdivision or other development site is required to control the sand movement by stabilisation to the maximum extent possible in order that the adverse effects of sand drift may be minimised.

The control of sand drift from vacant residential properties, shall be stabilised by the owner of the property, to the satisfaction of the Director Infrastructure and Operations.

Council shall reinstate, at its own expense, landscaped road verges and private gardens, that in the opinion of the Director Infrastructure and Operations have been adversely affected by sand drift resulting from a municipal works programme.

Owners or occupiers of property likely to be affected by a municipal works programme, shall be advised in writing of the proposed works and of Council's policy in respect to reinstatement.

Previous Policy No.	G2-04; G2-05; TS-A-1
Amendments	CJ213-06/99, CJ148-06/00, CJ121-06/02
Issued:	June 2002
Related Documentation:	Delegated Authority Manual

Section 5.3 – Infrastructure Management Services

**POLICY 5.3.3 - VEHICLE CROSSING - CONSTRUCTION
AND MAINTENANCE****OBJECTIVE**

To ensure that vehicle crossings are maintained to a safe condition and to offer a financial subsidy towards the construction of the first vehicle crossing to a property.

STATEMENT

Council shall pay half the cost (as assessed by the Chief Executive Officer) of a standard crossing from the road surface to the front boundary of the property, if the crossing is the first constructed to that lot and constructed in accordance with Council's specifications. The remaining cost shall be payable by the property owner.

When a vehicle crossing has been constructed to a lot, the maintenance and upkeep of the crossing to a safe and useable standard, is the responsibility of that property owner.

In the instance where a bitumen vehicle crossing has reached the end of its useful life, a subsidy is payable if the crossing is replaced in accordance with Council's specification for concrete or brickpaving. The property owner must accept any extra costs associated with the replacement of the crossing, i.e cost to remove base and deteriorated surface and any formwork and cost of colouring.

A subsidy for replacement is applicable to deteriorated bitumen crossings only.

Previous Policy No.	I1-02; I1-01; TS-A-3; TS-A-4
Amendments	CJ213-06/99, CJ148-06/00
Issued:	July 2000
Related Documentation:	Delegated Authority Manual

Section 5.3 – Infrastructure Management Services

POLICY 5.3.4 - REMOVAL OF GRAFFITI AND REPAIR OF VANDALISM

OBJECTIVE

To minimise the effects of vandalism and graffiti on Council property.

STATEMENT

To minimise the effects of graffiti and vandalism and to safeguard the public interest, the City of Joondalup will:

- 1 endeavour to remove graffiti within 24 hours of it being reported;
- 2 remove vandalised playground equipment from reserves as a matter of urgency and replace it as soon as practicable;
- 3 treat all vandalism which represents a danger to the public or reduces the security of a Council facility as a matter of urgency;
- 4 investigate and implement methods of ‘target hardening’ graffiti and vandalism prone sites and items;
- 5 report on a regular basis to Council on the effectiveness of this graffiti and vandalism policy.

Previous Policy No.	J1-05, TS-A-9
Amendments	CJ213-06/99, CJ148-06/00
Issued:	July 2000
Related Documentation:	N/A

Section 5.3 – Infrastructure Management Services

POLICY 5.3.5 - ROADWORKS - OPENING UP**OBJECTIVE**

To ensure that road works are completed to the satisfaction of the Director Infrastructure and Operations or his nominee.

STATEMENT

The Director Infrastructure and Operations shall have the authority to issue permits for the opening up of roadworks, providing that:

- 1 the bona fides of the applicant are established
- 2 the applicant is a recognised licensed contractor in this field of work
- 3 the rules covering the issue of a permit are adhered to.

All pipes shall be thrust bored across Arterial Roads unless otherwise authorised in writing to the Director Infrastructure and Operations. All requests for open trenching across Arterial Roads shall include data justifying the need for special approval to open trench.

Applications shall be directed to the Director Infrastructure and Operations, who shall determine the conditions under which the works may be approved, including the amount of bond monies payable which shall be determined by the cost of Council completing the work.

Previous Policy No.	I1-06, TS-ECM-1
Amendments	CJ213-06/99, CJ148-06/00
Issued:	June 2002
Related Documentation:	Delegated Authority Manual

Section 5.3 – Infrastructure Management Services

POLICY 5.3.6 - COASTAL LIMESTONE CLIFF HAZARD**OBJECTIVE**

To minimise the public safety risks posed by natural coastal limestone cliff hazards, to provide a reasonable approach to satisfy Council's duty of care in relation to these hazards and as far as possible preserve the natural environment for current and future generations to enjoy.

POLICY STATEMENT

The City of Joondalup has a genuine concern for its residents and the public visiting or using facilities along its coastal reserve. The City of Joondalup cares about personal safety and welfare of its residents and visitors to its coastal hazard areas. We will aim to manage, with a conservative approach, the potential for injuries and misadventure to residents and visitors, in a manner that does not render the environment sterile, detract from its natural beauty or unnecessarily diminish use and enjoyment in the process.

GOALS, OBJECTIVES AND STRATEGIES**Goal**

We seek to minimise the incidence of injury to visitors from limestone cliff hazards on the City's coastal reserves through the implementation of a risk management program, and in so doing manage the City's exposure to public liability.

1 Objective

To minimise the likelihood and undesirable consequences of misadventure or injury to residents or visitors through the implementation of measures which are reasonable in terms of hazard and the inherent character of the identified cliff hazard areas.

1.1 Strategies

- 1.1.1 Provide key staff awareness campaign to ensure identification of potential or existing cliff hazards and provide appropriate training to key staff to adequately assess the potential risk.
 - 1.1.2 Carry out a risk assessment of the cliff hazard areas at least every 5 years to identify hazards and ensure these are addressed in a review of the cliff hazard maintenance program.
 - 1.1.3 Use specialist expertise to identify and rate risk within in the context of this policy.
 - 1.1.4 Promptly investigate any reported incidents at cliff hazard areas.
-

Section 5.3 – Infrastructure Management Services

1.1.5 Implement appropriate safeguards for protection of the public in light of assessed risks. This will include, but will not be limited to:

- monitor cliff hazards and where necessary initiate strategies to reduce obvious cliff hazard risks;
- monitor and maintain fencing and signage to fulfill the policy's objectives;
- use of Dual Use Paths to restrict access to cliff hazard; and
- use of awareness signs to effectively warn residents or visitors of the hazard.

2 Objective

To encourage appropriate visitor behavior with respect to cliff hazard areas posed by natural and developed environments.

2.1 Strategies

2.1.1 Promote public awareness of the hazards by producing and promoting a brochure to increase awareness but also promote the City's policy on personal responsibility – 'Your safety is our concern but is also your responsibility'.

2.1.2 Provide signs to alert visitors to the hazards of limestone cliff hazards which are not reasonably obvious. (Standard pictogram or symbol signs be used for easy comprehension).

A guidance note has been developed to assist officers determine the risk and the level of care required, Policy 5.3.6. Each area should be assessed on its merits using a commonsense and sensitive approach to the surrounding environment.

Background notes have also been drafted, Appendix B, to assist officers in understanding of the development of the policy.

Note: This policy shall not be changed without prior consultation with the City's Insurer.

Previous Policy No.	CJ279-11/04
Amendments	
Issued:	December 2004
Related Documentation:	

Section 5.3 – Infrastructure Management Services

ATTACHMENT B**GUIDE FOR ASSESSING RISKS FOR COASTAL LIMESTONE CLIFF HAZARDS****Introduction**

This guide has been developed to assist Officers in determining natural limestone hazard risks. This guide should be read in conjunction with the City's Coastal Limestone Cliff Hazard Policy and the attached background notes used to develop the policy.

Officers will need to determine the level of risk associated with the coastal reserve. Generally, the Dual Use Pathway (DUP) project provides an excellent access control measure. Fencing of the pathways will restrict access to all these areas and the fence posts will also provide a structure to attach the warning signs. Where a DUP has been constructed a fence and sign monitoring program should be developed to ensure fencing is in good repair and signs are legible.

Where a DUP is not constructed, officers should consider the following factors in the assessment of the area as reasonable measures to address duty of care responsibilities:

- The character and level of usage of the land;
- Whether there has been positive encouragement to the public to the land by the Council;
- Council's use of the land;
- Any limestone cliff hazards;
- Whether an identified limestone cliff hazard is obvious or hidden;
- Whether an ordinary person exercising a reasonable degree of care would avoid the hazard;
- The degree of likelihood of persons of different ages, capacities, sobriety and advertence who might visit the location;
- Whether the danger was created or contributed to by the action of the City or whether the danger is naturally occurring.

In determining the hazard, the City commissioned Gordon Geological Consultants to identify hazards on the City's coastal reserve. In order to address the appropriate level of care, these areas have been determined as high, medium and low and have the appropriate measures applied to these risks according to the factors identified above. Whilst this categorisation is to be applied as a useful starting point, it is important to assess each risk situation on its particular merits by reference to the above factors.

Section 5.3 – Infrastructure Management Services

1 Low Level Risk Area

Defined as an area where use is discouraged but the City is aware of minimal usage, the area is without facilities and access is difficult. An example of such an area would be the limestone formations south of Ocean Reef Boat Harbour. Council discourages usage by fencing northern access from the breakwater, does not provide facilities, usage is low but is aware of usage and the risk is naturally occurring. In this case, for example, a set of signs should be erected at trail heads warning of the risk and signs attached to the northern fenced area of the breakwater.

2 Medium Level Risk Area

Defined as areas where Council provides minimal facility such as a basic limestone base parking area off the road with no other facilities, is aware of minimal usage but does not actively discourage use and has naturally occurring cliff hazards. A set of signs should be erected at trail heads, international rockfall hazard signs spaced along the trail where the hazard has close proximity to the trail. Where possible the trail should be realigned away from identified hazards.

3 High Level Risk Area

Defined as an area where Council provides parking and change rooms and has naturally occurring cliff hazard. Signs should be erected at all access points to the hazard, where possible fencing should prevent access, signs should be installed along any existing fence line. Any accessible, dangerous, hidden and immediate hazards should be made safe by using remedial action least likely to affect or damage the natural environment and surrounding areas. This may require some works depending on the situation. These areas would include popular swimming beaches.

By way of comment, it is important to realise that each areas should be assessed on its merits, often the area being assessed will not fall neatly into the above. The assessment officer should use a commonsense approach in addressing the hazard using the information in this document as a guide.

4 Monitoring

Where a DUP has not been constructed periodical monitoring of the hazards should be completed after severe storm events or where incidents have been reported. Where a DUP has been constructed periodic risk assessments are not required but a fence and sign maintenance program should be initiated to ensure fences are in good repair and signs are legible.

A suitably qualified person should be used to complete this task. (A number of the City's officers have completed the CALM course on Visitor Risk Management).

Section 5.3 – Infrastructure Management Services

5 Signs

All signs comply with the relevant Australian Standard (AS 2416-1995). They should be used sensitively and sensibly to create appropriate levels of public awareness of limestone hazards. Use of international signs with limited text should be used in conjunction with current hazard signs.

6 Education

A brochure titled ‘Hazards of our Limestone Coastline’ has been printed and has been issued to relevant organisations. Officers should remember to distribute the brochure when discussing or talking to community groups or the public. A record of the distribution list should be kept.

7 Personal Responsibility

Officers should promote the Council’s policy on personal responsibility - ‘Your safety is our concern but is also your responsibility’.

Section 5.3 – Infrastructure Management Services

ATTACHMENT C**BACKGROUND NOTES FOR OFFICERS ASSESSING LIMESTONE CLIFF HAZARDS IN THE CITY OF JOONDALUP****INTRODUCTION**

Following the rock fall at Cowaramup Bay, the Grace Town Disaster, the Coroner's report – rider 1 stated that "coastal local governments should concern themselves with providing a level of care and management for limestone cliff hazards within their boundaries."

The then City of Wanneroo progressed the policy by commissioning Gordon Consulting in mid 1997 to assess the risks and produce a report according to the brief. This Consultancy was the subject of Coastcare/Coastwest funding for which a \$10 000 grant was approved. Development applications were submitted and approvals were gained from the Ministry for Planning. The intention was to address the risks identified in the report and includes demolishing cliffs by an excavator/backhoe, brush offs, use of limestone blocks and spalls to restrict access to caves, concrete infill, catch fences and ditches, fencing and signage, and at a last resort, explosives. The then City of Wanneroo ordered 87 signs to be erected during December 1997 to address 33 hazards that are assessed as posing an immediate risk to public safety. This work has been completed, however there are outstanding works required to address the hazards identified in the report.

Since this time, a review of the original report was commissioned, as time had elapsed and it was necessary to determine changes in safety levels of the risk areas. This review was completed in 1998 and a number of minor works were completed, mainly the erection of signs and fences. An inspection of these signs has shown that they have been placed at the point of the hazard. This approach would need to be called into question as the consultant's report identified some hazards had disappeared, and other areas were transformed to create new hazards. The second report indicated there has been a surprising level of activity within such a small period of time.

ISSUES**Duty of Care**

The approach taken to identify and to eliminate all the risk hazards along the coastline identified in the Consultant's report needs to be weighted to Council duty of care responsibilities that have been identified in a number of decisions in case law. There are a number of issues identified by these cases and although it is not clear on the level of care required in all circumstances, Council can be confident there is not a requirement to render every hazard totally safe along the coastline in order to be safe from liability. The level of care required depends on factors such as Council's provision of facilities and servicing. The issue is to identify and implement those measures that will discharge Council's level of care to particular risk areas.

Notwithstanding, Council should take a conservative approach in assessment of the risk.

Section 5.3 – Infrastructure Management Services

Satisfaction of the Duty of Care

There are a number of issues that need to be considered given there is a high probability that a duty of care exists with reserves under the City's care and management. The question is, once the duty of care is found to exist (should be accepted taking a conservative approach) what will be considered reasonable measures to discharge a duty of care? Some of the factors which will be considered in determining what are reasonable measures were outlined in the High Court of Australia's decision *Romeo v Conservation Commission of the Northern Territory*. It was found that a duty of care arose by virtue of the Conservation Commission's control of the area where Romeo fell off a natural cliff and was injured.

These factors are detailed below:

- The character and level of usage of the land;
- Whether there has been positive encouragement of the public to the land by the managing body;
- The managing body's use of the land;
- Any cliff hazards;
- Whether an identified cliff hazard is obvious or hidden;
- Whether an ordinary person exercising a reasonable degree of care would avoid the hazard;
- The degree of likelihood of persons of different ages, capacities, sobriety and advertence might visit the location;
- Whether the danger was created or contributed to by the action of the managing body or whether the danger is naturally occurring.

The Court also stated that regard was to be given to the effect of preventative measures on the aesthetic qualities of the landscape particularly, where the public body in control of the land has a stated function, for example preserving the integrity of the natural environment.

Also, the Romeo case showed that where public facilities are not provided, the standard of what is required to discharge the duty is less onerous. Further, it confirmed that the managing body only take reasonable steps to prevent foreseeable injury and that where a risk or danger is obvious the council need not go to extra ordinary lengths to warn the public of it or prevent it from being harmed by it.

It also should be noted that in all of these cases that have been determined by the various courts throughout Australia, there has not been a decision that has required local authorities to fence a beach or reserve area. However, after consultation with McLeod and Co., Barristers and Solicitors, it is point out that since there has not been a particular test case regarding limestone hazards on beaches or coastal reserves, a 'long bow' should not be drawn nor should the City of Joondalup be complacent on the issue. Therefore, it is essential that in the reading of the policy, operatives should apply a case by case test to each of the risk areas, using the dot points outlined above.

Section 5.3 – Infrastructure Management Services

Importantly, the Courts also acknowledge the local authority has an important role to determine budgetary and resource allocation considerations and are legitimate factors in taking steps to guard against particular risks.

Accordingly, Infrastructure Management Services has developed this policy for cliff hazards mindful of the above issues.

Department of Conservation and Land Management's Approach

CALM employs consultants to assess the risks periodically and places signs at the access point to the walk trails or beaches. CALM has a policy on the matter and addresses a range of issues that their reserves and lands are used for. It is considered too high flown for the discrete nature of the limestone hazard project, however elements of the policy have been considered and the limestone cliff hazard policy is consistent, as far as reasonably practical, with CALM's policy.

Section 5.4 – Infrastructure Management Services

POLICY 5.4.1 - TENNIS COURT LIGHTING STANDARDS**OBJECTIVE**

To ensure that tennis court lighting for facilities throughout the City are to the Standard specified in this policy and that an application must be received from the club using the facility to upgrade the lighting.

STATEMENT

- 1 Tennis court lighting shall be provided to all new Council funded tennis courts unless there is a community or tennis club requirement for non-illuminated courts.
- 2 Tennis courts shall be illuminated to either an Association Standard or a Recreational Standard and these standards shall be the minimum standard as detailed below:

- (a) Association Standard

Association Standard illumination shall be provided for tennis court facilities that are operated by Council for Tennis Clubs belonging to the NDTA or West Australian Lawn Tennis Association.

- (b) Recreation Standard

Recreation Standard illumination shall be provided for tennis court facilities that are constructed and operated by Council for the casual and recreational usage by either the public or clubs.

- (c) Determination of Standard

A club or users of a tennis court facility may request that the lighting be upgraded from Recreational to Association Standard based upon increase night time usage or as a requirement to enter a night time competition. All requests must be fully documented and supported by patronage figures and the requirements for night time competition. Council shall make a final decision as recommended by the Director Planning and Community Development. Funding for the upgrade, if approved, shall be subject to the allocation of expenditure in Council's Draft and Final Budget and Five Year Plan.

- 3 Illumination Standards

Council will maintain tennis court lighting installations to ensure illumination levels are as stated in Table 1 (see Appendix) in this policy as follows:

Section 5.4 – Infrastructure Management Services

- (a) Association Standard
 - (i) The minimum average service illuminance within the total playing area shall be 180 lux with a minimum of 150 lux at any point
 - (ii) The minimum average service illuminance within the principal playing area shall be 200 lux with a minimum of 180 lux at any point.
 - (iii) The uniformity ratios shall be in accordance with Table 1 (see Appendix), which forms part of this policy.
 - (b) Recreation Standard
 - (i) The minimum average service illuminance within the total playing area shall be 100 lux with a minimum of 80 lux at any point.
 - (ii) The minimum average service illuminance within the principal playing area shall be 125 lux with a minimum of 100 lux at any point
 - (iii) The uniformity ratios shall be in accordance with Table 1 (see Appendix), which forms part of this policy.
 - (c) Playing Areas
 - (i) The principal playing area (PPA) shall extend to 200mm beyond the marked court area.
 - (ii) The total playing area (TPA) shall extend to 6 metres beyond the baselines and 3.5 metres beyond the double lines.
- 4 Council will pay for tennis court lighting charges for tennis courts illuminated to either standard, unless prior or lease arrangements are in effect and therefore preclude this provision
- 5 If a tennis club requests an upgrade of the existing standard of lighting, then the club shall be responsible for all costs associated with the proposed upgrading beyond the standard determined for that facility. These costs include new or modified poles, luminaires, conduits, cables, fuses and switch boxes, cabinets, upgrade or modified power to the site, consulting engineering fees for investigation and design, pavement and surface reconstruction costs and all other capital costs of the installation.
- (a) The Club shall also be responsible for ongoing operating costs of the upgraded installation beyond the specified standard and shall include lamp, luminaire and control gear replacement and cleaning, wear and tear on the electrical installation and switching points, and all other maintenance costs.
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Section 5.4 – Infrastructure Management Services

- (b) The Club shall be responsible for the additional power charges for the upgraded lighting beyond the specified standard.
 - (c) The tennis club shall apply for Council approval to increase or improve illumination levels beyond the specified standard. The application shall detail the proposed standard of lighting, reasons for requesting the change, a plan for the courts to be changed and sources of funding. The application shall be jointly considered by the Director Infrastructure and Operations and the Manager Community Development Services for a recommendation to Council.
- 6 If as a result of investigation, Council is required to upgrade an existing tennis court facility to achieve the minimum standard and the operating club requests approval to upgrade beyond this standard, Council may optionally make a contribution for the upgrading, up to the value of the works to achieve the minimum standard.
- 7 If new tennis courts are to be funded and constructed by Council and the operating club requests an illumination standard beyond that specified, then Council will accept a contribution from the club towards the construction. This contribution will be funded from sources external to Council and include all costs for the higher standard, as outlined in clause five. Construction of the non-electrical components of the courts may proceed prior to funding approvals. Installation of the electrical and lighting facilities will not proceed until the full amount of additional costs required for the higher illumination standard is provided for expenditure by Council.
- 8 Specified Standards
- Table 2 (see Appendix) attached to this policy specifies the standard illumination required for all courts within the City. Illumination standards for courts may be changed in accordance with this policy.
- 9 New Courts
- New courts added to a tennis court facility shall be illuminated to the existing standard in accordance with this policy.

Previous Policy No.	K1-06; TS-ID-5
Amendments	CJ213-06/99, CJ148-06/00, CJ121-06/02
Issued:	June 2002
Related Documentation:	N/A

Section 5.4 – Infrastructure Management Services

TABLE 1 - ILLUMINATION STANDARDS

STANDARD	ILLUMINANCE LEVEL lux						UNIFORMITY			
	PPA			TPA			PPA		TPA	
	Init	Maint	Abs Min	Init	Maint	Abs Min	Emin/ Eav	Emin /Emax	Emin /Eav	Emin /Emax
Association	250*	200	180	220*	180	150	0.6	0.4	0.5	0.3
Recreation	-	125	100	-	100	80	0.6	0.4	0.5	0.3

* - minimum values only - not to be used in design calculations

Section 5.4 – Infrastructure Management Services

Chapter Nine Table 2 - Standard of Illumination - All Tennis Courts

Court Locations	Number of Courts Illuminated		
	Specified Standard		
	Unlit	Recreation	Association
Blackboy Park, Mullaloo		2	
Camberwarra Park, Craigie		2	
Emerald Park, Edgewater		2	
Fenton Park, Hillarys		1	
Glengarry Park, Duncraig		2	
Heathridge Park, Heathridge: Ocean Ridge Tennis Club			10
James Cook Park, Hillarys		2	
Kingsley Park, Kingsley		2	
Penistone Park, Greenwood		2	
Percy Doyle Reserve, Duncraig (near library)		4	
Timberlane Park, Woodvale: Kingsley Tennis Club			12
Warwick Open Space, Warwick: Greenwood Tennis Club			12
Harbour View Park, Hillarys		2	

Section 5.4 – Infrastructure Management Services

POLICY 5.4.2 - STORMWATER DRAINAGE INTO WETLANDS**OBJECTIVE**

To ensure that ecosystem of wetlands are protected from the effects of discharging stormwater.

STATEMENT

Council opposes in principle the discharge of piped or artificially channelled stormwater drainage into lakes or other wetlands and the establishment of sumps within the areas listed as one of the following:

- 1 Classified in Volume 26 of “Wetlands of the Swan Coastal Plain - wetland mapping, classification & Evaluation Atlas”
- 2 Listed as a system six wetland
- 3 Land reserved for Parks and Recreation and foreshore.
- 4 Possesses a classification of Resource Enhancement or Multiple Use Management as per Water & Rivers Commission / Department of Environmental Protection(1996).

From time to time the Council may be prepared to accept the piped discharge of stormwater drainage to lakes or other wetlands in such reserve lands on the following basis:

- 1 Council is satisfied that no alternative disposal method is reasonably available to the proponent;
- 2 provision has been made for the pre-treatment of the water to the satisfaction of the Director Infrastructure and Operations and in accordance with the water sensitive design principles/ practices.

Previous Policy No.	G2-06, TS-ID-4
Amendments	CJ213-06/99, CJ148-06/00, CJ253-11/03
Issued:	December 2003
Related Documentation:	N/A

Section 5.4 - Infrastructure Management Services

**POLICY 5.4.3 -PREVENTION OF STORM WATER DISCHARGE
INTO NATURAL AREAS****OBJECTIVE**

To ensure that natural areas are protected from the effects of discharging storm water.

STATEMENT

Council opposes as a matter of policy the discharging of piped or artificially channeled storm water drainage into natural areas, and no new stormwater outfalls are to be discharged into natural areas that are managed or owned by the City of Joondalup.

The disposal of storm water into natural areas is considered to be detrimental to the biodiversity of the natural area and is not viewed as a sustainable practice. In natural areas where historically this practice has occurred the natural area has major weed and disease problems with raised nutrient levels and gross pollutants that have found their way into the natural area via drainage pipes. Grass weeds that proliferate around these drainage outfalls may pose a fire hazard when the grass dries out in the summer months.

The protection of the City's natural areas is implicit to the City's sustainability strategies, and the reduction of storm water inflow into natural areas is seen as an integral component of ongoing biodiversity protection and preservation strategies.

This policy applies to all planning processes and engineering works applications, which adjoin any natural areas within the City of Joondalup.

For the purpose of this policy, natural areas include bushland, coastal reserves, wetlands and local waterways.

Previous Policy No:

Amendments:

CJ214-09/04, CJ325-12/04

Issued:

December 2004

Related Documentation:

Section 5.5 – Ranger Services

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

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 1 October and 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.

Previous Policy No:	C1-03, C3-03
Amendments:	CJ213-06/99, CJ253-11/03
Issued:	December 2003
Related Documentation:	Bush Fires Act 1954

Note: This policy was previously numbered 4.6.1.