



City of  
**Joondalup**

# **DRAFT AGENDA FOR BRIEFING SESSION**

to be held on  
**TUESDAY, 31 MAY 2005**  
in Conference Room 1,  
Joondalup Civic Centre, Boas Avenue, Joondalup  
commencing at 6.30 pm

## **Public Question Time**

**Members of the public are requested to lodge questions  
in writing by 4 pm on Monday 30 May 2005.  
Answers to those questions received within that timeframe will,  
where practicable, be provided in hard copy form  
at the Briefing Session.**

**GARRY HUNT  
Chief Executive Officer  
27 May 2005**

## **BRIEFING SESSIONS**

The following procedures relating to the conduct of Briefing Sessions were adopted at the Council meeting held on 31 August 2004.

### **PURPOSE OF BRIEFING SESSIONS**

For the most effective decision-making, elected members/Commissioners must have the opportunity to gain maximum knowledge and understanding of any issue presented to the Council on which they must vote. It is reasonable for elected members/Commissioners to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary Council meetings. The complexity of many items means that elected members/commissioners may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. This is achieved by the elected members/commissioners meeting as a body to receive a briefing on issues listed for Council decision. It is considered Briefing Sessions are much more efficient and effective than elected members/Commissioners meeting staff on an individual basis for such a purpose, with the added benefit that all elected members/Commissioners hear the same questions and answers.

Briefing Sessions conducted by the City are open to the public with the exception of confidential items that are to be considered by Council behind closed doors. In addition to having the opportunity to receive detailed presentations from staff and consultants about matters that are to be on the Council Meeting Agenda for decision, Briefing Sessions are the forum used by the City to receive deputations from the public, ratepayer and other community groups, about matters of interest and due for consideration and decision of Council.

To protect the integrity of the decision-making process it is essential that Briefing Sessions be conducted in keeping with agreed procedures that are consistently applied.

### **PROCEDURES FOR BRIEFING SESSIONS**

- 1 Dates and times for sessions should be set well in advance where practical.
- 2 The CEO will ensure timely written notice and the agenda for each session is provided to all members.
- 3 Session papers should be distributed to members at least three days prior to the meeting. This does not preclude submission of late items where considered appropriate by the CEO.
- 4 The Mayor/Chairman of Commissioners or other designated member is to be the presiding member at all sessions.
- 5 Elected members/Commissioners, employees and consultants shall disclose their financial and conflicts of interest in matters to be discussed.
- 6 Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary Council meetings. Persons disclosing a financial interest will not participate in that part of a session relating to their interest and shall leave the meeting room.

- 7 There is to be no opportunity for a person with an interest to request that they continue in the session.
- 8 A record should be kept of all sessions. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.
- 9 Elected members/Commissioners have the opportunity to request matters be included on the agenda for consideration at future Strategy or Briefing Sessions by:
  - (a) Request to the Mayor/Chairman;
  - (b) Request to the Chief Executive Officer; or
  - (c) Submitting a Notice of Motion to a Council meeting in keeping with Standing Orders.
- 10 An exception to point 7 above would be a situation where a consultant who has/declares a financial interest in the matter, is asked to attend a Strategy or Briefing Session to provide information only, on that matter being considered at the Session.
- 11 Briefing Sessions will be open to the public unless the session is being briefed on a matter for which a formal Council meeting may be closed.
- 12 Briefing Sessions will be the forum that ratepayer, community and other groups and members of the public can make a deputation on Council meeting agenda matters before the Council. Persons wanting to arrange deputations must do so in keeping with the procedures then applicable.
- 13 Items to be addressed will be limited to matters listed on the forthcoming agenda.
- 14 Briefings will only be given by staff or staff and consultants, for the purpose of ensuring that elected members and the public are more fully informed.
- 15 All questions and discussions will be directed through the chair. There will be no debate style discussion, as this needs to take place in the ordinary meeting of Council when the issue is set for decision.
- 16 A period for Public Questions be held at the commencement of Briefing Sessions that relate only to items on the agenda.

## **PUBLIC QUESTION TIME**

Public question time is provided at meetings of Council or briefing sessions that are open to the public.

Public question time is not a public forum for debate or making public statements. The time is limited to asking of questions and receiving responses. This procedure is designed to assist the conduct of public question time and provide a fair and equitable opportunity for members of the public who wish to ask a question. Public question time is not to be used by elected members. Members of the Council are encouraged to use other opportunities to obtain information.

Questions raised at the Briefing Session must relate only to items on the agenda.

### **Prior to the Meeting/Briefing Session**

To enable prompt and detailed responses to questions, members of the public are encouraged to lodge questions in writing to the Committee Clerk by close of business on the Friday prior to the Council meeting or Briefing Session at which the answer is required. Answers to those questions received within that time frame, where practicable, will be provided in hard copy form at that meeting.

### **At the Meeting/Briefing Session**

A register will be provided for those persons wanting to ask questions to enter their name, and the order of registration will be the order in which persons will be invited to ask their questions.

Public question time will be limited to the legislative minimum of fifteen (15) minutes and may be extended by resolution of the Council, but the extension of time is not to exceed ten (10) minutes in total. Public question time will be limited to two (2) questions per member of the public. When all people who wish to do so have asked their two (2) questions, the presiding member may, if time permits, provide an opportunity for those who have already asked their two (2) questions to ask further questions.

During public question time at the meeting, each member of the public wanting to ask questions will be required to provide a written form of their question(s) to a Council employee.

Where the number of required questions exceeds the number able to be asked, the member of the public may submit the unasked questions to the Council, where they would be 'taken on notice' and a written response provided.

The procedure to ask a public question during the meeting is as follows:

- persons are requested to come forward in the order they registered;
- give their name and address;
- read out their question;
- before or during the meeting each person is requested to provide a written form of their question to a designated Council employee;
- the person having used up their allowed number of questions or time is asked by the presiding member if they have more questions; if they do then the presiding member notes the request and places them at the end of the queue; the person resumes their seat in the gallery;
- the next person on the registration list is called;
- the original registration list is worked through until exhausted; after that the presiding member calls upon any other persons who did not register if they have a question (people may have arrived after the meeting opened);
- when such people have asked their questions the presiding member may, if time permits, provide an opportunity for those who have already asked a question to ask further questions;
- public question time is declared closed following the expiration of the allocated time period or where there are no further questions.

The Mayor or presiding member shall decide to:

- Accept or reject the question and his/her decision is final;
- Nominate a member of the Council and/or Council employee to respond to the question;
- Due to the complexity of the question, it be taken on notice with a written response provided as soon as possible, and included in the agenda of the next briefing session or Council meeting, whichever applicable.

**The following rules apply to public question time:**

- *question time is not to be used by a member of the public to make a statement or express a personal opinion;*
- *questions should properly relate to Council business;*
- *question time shall not be used to require an Elected Member or an officer to make a personal explanation;*
- *questions should be asked politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or Council employee;*
- *where a response has been provided to a question asked by a member of the public, and where that response, in the opinion of the presiding person, adequately deals with the question, there is no obligation to further justify the response;*
- *where an elected member is of the opinion that the question is not relevant to the business of the City of Joondalup or that a member of the public is making a statement, they may bring it to the attention of the meeting.*

It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

### **Disclaimer**

Responses to questions not put in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

## **DEPUTATION SESSIONS**

Council will conduct an informal session on the same day as the Briefing Session in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup, commencing at 6.30 pm where members of the public may present deputations by appointment only. (Please note that deputation requests are to be received by no later than 4.00 pm on the Monday prior to a Briefing Session.)

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

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

## **CITY OF JOONDALUP – BRIEFING SESSION**

to be held in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup on **TUESDAY, 31 MAY 2005** commencing at **6.30 pm**.

### **ORDER OF BUSINESS**

#### **1 OPEN AND WELCOME**

#### **2 DEPUTATIONS**

#### **3 PUBLIC QUESTION TIME**

**The following questions were submitted by Mr S Magyar, Heathridge to the Briefing Session held on 10 May 2005:**

Q1 *Re: Items 4 and 5 – Strategic Financial Management Plan*

*Is there any reason why community workshops cannot be held to enable Cmrs, staff and residents to develop a better common understanding of this major long term issue?*

A1 The process for consulting for the current Strategic Financial Plan 2005/06 – 2008/09 as I understand it is the same process that has been followed for the previous Principal Activities Plan. It is intended that consultation for future Strategic Financial Plans that project out 20 years will be greater.

Q2 *Item 1 – Schedule of Documents*

*The internal processes of this establishment have been raised in both Parliament and the Upper House Inquiry and the current Local Government Inquiry. The question was raised as to whether the CEO and the Chairman of Commissioners or Mayor (as the case may be) are both present when signing and affixing the Common Seal to documentation. Has there been any major changes in the processes for affixing the Common Seal?*

A2 Both the Chairman and CEO are present at the same time when affixing the Common Seal and signing the register.

**The following questions were submitted by Mr M Sideris, Mullaloo to the Briefing Session held on 10 May 2005:**

Q1 *Re: Items 8 and 9 – Tender Nos 043-04/05 and 033-04/05*

*Why do both these reports not have a table of contract value stipulated? Even though these tenders are for the supply of a service, there would be some level of GST applicable?*

A1 Both these tenders were not lump sum tenders. Where there is no lump sum tender a schedule of rates is included, which has been done in this case. Under the heading 'Financial Implications', a paragraph has been included in

relation to the payment of GST. The City is able to claim an input credit for amounts of GST charged.

Q2 *Public Question Time – I checked the City's website between 10.00 am and 11.00 am on Friday, 6 May 2005 and the draft agenda for this evening's meeting had not been posted, yet it is stated that all questions for the Briefing Session must be submitted by 5.00 pm on the Friday. Please advise:*

- (a) *when was the agenda for the Briefing Session put on the web?*
- (b) *does the City intend to still expect the community to submit questions before close of business on the Friday?*

A2 (a) The Briefing Session was uploaded to the City's website between 4.40 pm and 4.50 pm on Friday 6 May 2005.

- (b) As agendas for Briefing Sessions are generally not available to the public until late Friday afternoon prior to the scheduled Briefing Session, it has been agreed that written questions relating to matters listed on the Briefing Session agenda can now be submitted by 4pm on the Monday immediately prior to the scheduled Briefing Session. This deadline coincides with the deadline set for deputation requests.

## **4 APOLOGIES AND LEAVE OF ABSENCE**

### **Leave of Absence previously approved**

Cmr Smith            7 and 28 June 2005

## **5 DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY**

The Chief Executive Officer stated his intention to declare a financial interest in Item 6 - Chief Executive Officer - Performance Review Committee as this matter relates to his contract of employment.

The Chief Executive Officer stated his intention to declare a financial interest in Item 7 - Chief Executive Officer Contract of Employment as this matter relates to his contract of employment.



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**11 REPORTS/PRESENTATIONS REQUESTED BY  
COMMISSIONERS**

## **ITEM 1                    CITY OF JOONDALUP TOURISM DEVELOPMENT PLAN 2003 – 2008 – [45001]**

**WARD:**                    All

**RESPONSIBLE DIRECTOR:**            Mr Garry Hunt  
Chief Executive Officer

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### **PURPOSE**

For Council to adopt the City of Joondalup draft Tourism Development Plan (TDP) having considered all public submissions made in relation to the plan.

### **EXECUTIVE SUMMARY**

On 17 December 2002, Council resolved to develop a tourism strategy for Joondalup (CJ312-12/02 refers). Subsequent to this Council decision, Tourism Co-ordinates were appointed to undertake development of a Tourism Development Plan (Attachment 1) in January 2004. The draft TDP was presented to Council on 14 December 2004 and at that meeting Council resolved to accept the draft TDP and endorsed a sixty-day public comment period. (CJ305-12/04 refers).

The City has received over forty responses from the public. In general the public response to the draft TDP has been positive. Other than rectifying a few typographical errors, no changes are recommended to the draft TDP. Submissions support the broad direction of the Plan, particularly its sustainable eco- tourism theme. (A summary of all submissions is at Attachment 2).

In order to target market to other demographic groups, and also to assist in the development and implementation of a social marketing strategy, the City approached tourism students at Edith Cowan University to give them a presentation on the draft plan and to invite them to make submissions on it. Thirty five students responded to this invitation. (A qualitative analysis of their submissions is shown at Attachment 3).

A session was organised on 23 February 2005 to enable community to meet the consultants and provide feedback on the draft TDP. At that session, the group requested that Council develop appropriate policies and procedures to ensure the implementation of the TDP would occur in a manner that ensures public amenity is protected and that all appropriate policies are in place prior to the implementation of the TDP.

It is to be noted that development of policies will require adequate resourcing and therefore consideration will be given to workload and priorities of the City in its business planning and budget process for 2005/06 to undertake such work.

This group also requested that the City become a member of the Sea Change Group of Councils, whose primary role is to manage the impact of tourists and a growing population on infrastructure and services. The City will correspond with the Sea Change Task Force to ascertain eligibility in becoming a member of the group.

The City will need to work on a regional and state level to develop tourism in partnership with neighbouring local governments, the Sunset Coast Tourism Association and Tourism Western Australia.

The TDP is aligned to the City's Strategic Plan 2003 – 2008. Its primary objective is to provide all stakeholders with an understanding of the opportunities and issues for tourism in the City. It is designed to guide tourism related decision making and planning. The TDP has four major sections being:

- Marketing
- Infrastructure Planning and Development
- Funding
- Implementation

The TDP has provided Council with another example of a successful public participation and public consultation process and has enhanced staff skills and knowledge.

This report recommends that Council:

- 1 *ADOPTS the Tourism Development Plan shown at Attachment 1 of this Report;*
- 2 *REQUESTS the Chief Executive Officer to progress the Tourism Implementation Plan within adopted annual budget allocations;*
- 3 *CONTINUES to provide ongoing information on the development of tourism through the City of Joondalup's website.*

## **BACKGROUND**

On 17 December 2002, Council resolved to:

- 1 *AUTHORISE the development of a Tourism – Ecotourism Strategy for the City of Joondalup;*
- 2 *LIST for consideration in the draft 2003/2004 budget funding for research and development of the Tourism - Ecotourism Strategy and actions plans;*
- 3 *AUTHORISE the development of partnerships, networks and alliances with the Federal and State Government, other local Governments and City of Joondalup and regional stakeholders to enhance and progress the development of Tourism - Ecotourism as a key industry for the City".*

*(CJ312-12/02 refers)*

Subsequent to this Council decision, Terry Penn and Peter Argo, Executive Directors of Tourism Co-ordinates, were appointed to undertake development of a Tourism Development Plan (TDP) in January 2004. The consultants worked with both the tourism industry and community in the development of a tourism plan and completed it in late 2004. The draft TDP was presented to Council on 14 December 2004 and at that meeting Council resolved to:

- 1 *ACCEPT the Draft Tourism Development Plan forming Attachment 1 to Report CJ305-12/04;*
- 2 *ENDORSE a public comment period of 60 days commencing on 15 January 2005.*

*(CJ305 - 12/04 refers)*

## DETAILS

The consultants commenced development of the TDP in January 2004. In the initial stages of the TDP development, they held meetings and workshops with the Commissioners, City staff, key stakeholders and community. The outcomes of these meetings were used to inform the draft TDP.

The consultants completed the draft TDP in late 2004 and Council accepted this draft Plan on 14 December 2004.

Following this the draft TDP was made available to the community for a period of sixty days to enable people to make submissions in relation to the plan. Citizens and community groups were also invited to a “feedback session” on 23 February 2005. The objective of this session was to provide community members an opportunity to meet the consultants and to hold detailed discussion on the draft TDP.

The City has received over forty responses from the public. A summary of all submissions is at Attachment 2.

### Tourism Development Plan

The TDP is at Attachment 1 of this report.

The TDP is aligned to the City’s Strategic Plan 2003 – 2008. Its primary objective is to provide all stakeholders with an understanding of the opportunities and issues for tourism in the City. It is designed to guide tourism related decision making and planning. The TDP has four major sections being:

- Marketing
- Infrastructure Planning and Development
- Funding
- Implementation

The TDP recommends that the above four be considered in the context of four tourism development zones (Page 16 of the TDP). These zones are:

**The Coastal Tourism Development Zone** - Which stretches from the suburbs of Marmion in the City’s south to Burns Beach in the north. It includes the coastal strip west of West Coast Drive (and its northern extensions) and the adjacent ocean.

**The Wetlands Tourism Development Zone** - Which hugs the City’s eastern boundary from Hepburn Avenue to Burns Beach Road. It incorporates Lake Goollelal, Lake Joondalup, Neil Hawkins Park and Yellagonga Regional Park.

**The City Centre Tourism Development Zone** - Which focuses on the Joondalup Central Business District’s businesses, facilities and educational and medical institutions.

**The Coastal Bush Tourism Development Zone** - Which covers the open space areas east of the suburbs of Padbury and Craigie, and include the Craigie Recreational Centre.

### Issues and options considered:

It may seem that the City does not have a tourism industry or tourism infrastructure, with the exception of Hillary’s Boat Harbour, Joondalup Resort and The Aquarium of Western Australia. This was considered during development of the TDP and the consultants

determined that a number of businesses are aware of the potential tourism market and have positioned themselves to develop this industry. (Refer Appendix 5 of the TDP)

Joondalup does have a competitive advantage and this includes its coastline, the Yellagonga Regional Park, Craigie Bushland area, the City centre, excellent transport links as well as modern shopping centres and other facilities. The issue that the City faces however is that other areas within the Perth metropolitan region, such as the City of Rockingham, have similar attractions, have been tourist destinations for a number of years and are strong competitors. Research indicates that Joondalup is not a tourist destination and primarily attracts either day visitors or people visiting friends and relatives. International and Intrastate visitors either come to visit Perth or other iconic areas of Western Australia (Refer Appendix 6 of the TDP – Perth Region and Joondalup).

The City will therefore have to develop strategies to effectively develop, market and implement tourism within its boundaries and take a regional approach. The City will need to undertake further analysis, research and discussion with regional stakeholders before a fully regional approach can be adopted. Both the Cities of Joondalup and Wanneroo have demonstrated a commitment to a regional approach through their respective tourism plans. Tourists do not recognise local government boundaries and therefore the TDP recommends that tourism be developed at a regional level, in partnership with other local governments and tourism organisations.

#### **Link to Strategic Plan:**

The development of a sustainable tourism industry is aligned to Objective 3.2 *“To develop and promote the City of Joondalup as a tourist attraction”* of the Strategic Plan and this will be achieved through the following strategies:

- 3.2.1 *Create and promote cultural tourist attractions*
- 3.2.2 *Develop an “eco-tourism” strategy*
- 3.2.3 *Develop marketing strategies to support the promotion of the City of Joondalup as a tourist attraction.*

#### **Legislation – Statutory Provisions:**

Nil

#### **Risk Management considerations:**

##### 1 Ethical Risks

- Conflicting interests between tourism developers and eco-tourism principles.
- Potential for raising community expectations if plan cannot be adequately resourced.

##### 2 Project Management Risks

- Future management costs and management issues.
- Ethical project management.
- Partnership approach and effective communication across the city and region.

##### 3 Physical Risks

- Implications will require a dedicated Tourism Officer to continue project outcomes.
- Resources for infrastructure required
- Skills, knowledge and attitude of community to operate completely under eco-tourism strategic vision.

#### 4 Funding Risks

- Funding will be required for implementation, but it is unknown whether the City will be successful in procuring grants.

#### **Financial/Budget Implications:**

A total of \$49,862.00 has been spent to date. It is expected that the balance of \$8,232.00 will be expended by 30 June 2005 and will be spent on advertising, printing and promotion.

<b>Account No:</b>	F672- Support for Small Business
<b>Budget Amount:</b>	\$58,094.00
<b>Consultancy:</b>	\$45,675.00
<b>Advertising:</b>	\$1635.00
<b>Promotion (Production of Calendar):</b>	\$2455.00
<b>Room Hire:</b>	\$60.00
<b>YTD Amount:</b>	<b>\$49,862.00.00</b>

#### **Policy implications:**

The City may need to consider the development of a number of policies such as:

- Screening of developers and applicants to ensure their suitability as developers of tourism developments
- Tourism transport and access policy
- Short stay accommodation
- Building height restrictions
- Building density restrictions
- Trading hours
- Noise nuisance
- Liquor licensing

On 26 April 2005 Council endorsed the report on “*Policy Review*” in which it was proposed that:

*“those policies that are developed for administrative and/or operational imperatives (City Policies) will be developed by Council officers for Council consideration and be subject to the normal Council meeting cycle for Council review and endorsement.”*

*(CJ064 - 04/05 refers)*

In accordance to this Council decision, the City will be able to consider the development of the policies listed above. If developed, the policies will be presented to Council for review and endorsement.

The development of policies will require adequate resourcing and therefore consideration will have to be given to current workload and priorities. The City may also need to work in partnership with the State Government and other Local Government Authorities in development of some of the policies.

#### **Regional Significance:**

“Experience Perth” is a new regional body established under Tourism Western Australia’s new zone strategy and is Western Australia’s most visited tourism destination. The top six iconic experiences in this region are Kings Park, Mandurah, the Avon Valley, Fremantle,

Perth and Rottnest Island. Specifically, the favourite experiences in the regional centre are lifestyle, coastal activities and wine/food indulgence.

Although the City of Joondalup is one of 45 Local Government Authorities within the “Experience Perth” region, Industry consultation evidences that the City is not seen by the tourism industry as a tourist destination and that the City does not have a tourism positioning within the tourism industry.

However, the name Joondalup has some recognition as a result of the long-term quality marketing and positioning of the Joondalup Resort and Golf Course in the business tourism sector and Asian leisure sector. Hillarys Boat Harbour/Sorrento Quays/Sorrento Beach Resort, AQWA and Whitford City Shopping Centre have strong profiles in the tourism industry and consumer markets.

Furthermore, the Australian Government, through its “Tourism White Paper” initiative is working towards a framework for structural change to more effectively support Australia’s tourism industry.

The paper contains an additional \$235 million funding over the next four and a half years, including \$120 million for international marketing. The City of Joondalup would be eligible to apply for funding through this initiative if it could demonstrate a regional approach to development of tourism.

The City will therefore need to work on a regional and state level to develop tourism in partnership with neighbouring local governments, the Sunset Coast Tourism Association and Tourism Western Australia.

The Sunset Coast Tourism Association is a valuable network and is currently providing a marketing tool in its visitor guide, as well as providing sub-regional representation and industry promotional activities.

Experience Perth is also an important marketing organisation for Joondalup and the Sunset Coast. The intrastate market (especially day visitors) is a priority market for Joondalup and is very competitive within this Perth region.

Joondalup will need to create new strategies and tactics to maintain and grow its market share to facilitate the development of the City as a tourist destination, on a regional level.

### **Sustainability implications:**

Sustainability implications have been dealt with in context of the four Key Focus Areas of the City’s Strategic Plan

**1 Community Wellbeing** – The development of Tourism will be an integral part of strategies that will:

- Further develop Joondalup as a Learning City
- Enhance and create new cultural events and support cultural facilities
- Provide additional leisure and recreational activities
- Ensure that diverse needs of all sectors of the community are addressed in planning for tourism

**2 Caring for the Environment** – where tourism planning will ensure environmental sustainability by:

- Directing the type and impact of tourism that the City promotes
- Environmental protection and conservation is considered a priority



- Ensuring that environmental education is a key focus of tourism planning

### **3 City Development** – where tourism development is planned to deliver:

- Economic development, growth and local employment
- Sustainable tourism opportunities in other niche markets
- Investment opportunities

### **4 Organisational Development** – where the City will:

- Facilitate development of policies to ensure that tourism is sustainable
- Consult with the community in development of tourism
- Consider resourcing for development of tourism

#### **Consultation:**

The City of Joondalup is very committed to public participation and community consultation. The development of the TDP has enabled the City to utilise staff skills in public participation and community consultation. The City consulted with staff, members of the community, tourism industry representatives and government agencies during all stages of the TDP development.

The City will continue to provide ongoing information on the development of tourism in the City through the City's website

#### **Details on Consultation with community and business groups**

A number of methods were used to ensure that the community and business groups were provided opportunities to input and participate in the creation of the TDP. This was done through inviting them to workshops, meetings and presentations.

Additionally, the promotion of the development of the plan enabled community involvement in the project. Advertisements and articles were placed in the local newspapers and information was also placed on the City's website under the "Major Projects" section. A number of articles were also published in the City's quarterly newsletter – Council News.

In the initial stage of development of the TDP, tourism industry representatives attended a workshop on 14 April 2004 and community members participated in a workshop held on 21 April 2004. Advertisements were also placed in the Joondalup Community Newspaper inviting members of the public to provide their view on how the City could develop tourism in the City of Joondalup. The outcomes of these meetings, workshops and correspondence from the community were used to inform the development of the draft TDP.

Once Council had accepted the draft plan on 14 December 2004, the TDP was made available for a period of sixty days (from 15 January to 15 March 2005) inviting members of the public to make submissions in relation to the Plan. People were given the option to either send in online submissions via the City's website, post submissions in writing or to drop these into submission boxes which were placed at all four libraries and both customer service points.

Advertisements were placed in the West Australian newspaper as well as the Joondalup Community newspaper. Information was placed on the City's website and information letters were sent to the Tourism Industry, State and Local Government agencies and also to the City's Ratepayers' Groups and Friends' Groups.

Additionally, the City commissioned the production of the "Experience Joondalup" 2005 desk calendars as a marketing and promotion exercise. These calendars are a photographic

representation of the City's natural and built environment. 2500 calendars, printed in full colour, were distributed to the public via the City's libraries and during the recent Joondalup Festival.

### **Details on Consultation with other targeted groups**

In order to target market to other demographic groups, the City approached tourism students at Edith Cowan University to give them a presentation on the draft plan and to invite them to make submissions on it. Thirty-five students responded to this invitation. A qualitative analysis of their submissions is shown at Attachment 3.

At another level, and to collect the opinion of the tourism industry, presentations were made to the Sunset Coast Tourism Association, the Joondalup Learning Precinct Board, and to SKAL International which is an international association for travel and tourism operators. Information on the TDP was also posted on the West Australian Tourism Association website.

On 23 February 2005 the City organised a second workshop and invited representatives of the City's Ratepayers' and Friends' groups to this session. The intent of this session was to receive feedback from them on the draft TDP.

All submissions (received during the sixty-day public comment period) are summarised and are at Attachment 2 of this report. In total, the City received 43 submissions.

### **COMMENT**

In general the public response to the draft TDP has been positive. Submissions support the broad direction of the TDP, particularly its sustainable eco- tourism theme. Other than rectifying a few typographical errors, no changes are recommended to the draft TDP.

Overall, the submissions indicate strong support for the strategies outlined in the TDP but with the main proviso, that the principles of sustainable development must underpin, protect and preserve local quality of life and the natural environment. Letters have been sent to community members thanking them for their submissions.

All submissions have been analysed and are attached for Council's consideration at Attachments 2 & 3.

### **View of attendees at feedback session held on 23 February 2005**

Attendees at the feedback session said that they were concerned about the lack of Council policies for building heights and density. They also expressed a concern that Joondalup could potentially become another "Gold Coast" which has high-rise developments along the coast. In particular, the group requested that Council develop appropriate policies and procedures to ensure the implementation of the TDP would occur in a manner that ensures public amenity is protected and that all appropriate policies are in place prior to the implementation of the TDP.

They further stated that natural areas should not be given up to provide additional parking on the coastal strip. Public transport to the coastal areas should be improved so that more parking spaces are not needed. Development on the coastal reserve should be limited to toilets and change rooms, rather than tourist developments.

The group also expressed concerns about encouraging tourism based on entertainment and socialising because of the high cost of cleaning up. They believe that such activities encouraged alcohol and drug abuse. The community did not want the City to become another "Northbridge".

## Sea Change Group of Councils

Additionally, the group requested that Council consider becoming a member of the Sea Change Group of Councils. The National Sea Change Task Force was formally constituted on 10 November 2004 and comprises of more than sixty local governments Australia wide. These local governments are working on the development of strategies to manage the impact of population growth and the influx of tourists on infrastructure such as roads, drains and water as well as services such as health and education. Annual membership of the Taskforce is on the basis of current population. If the City of Joondalup were to join the Taskforce, the membership fee for 2005/06 would be \$4,500.00.

The five types of Local Government Agencies in sea change areas are:

- 1 Coastal cities – substantial urban centres beyond the State capitals with populations greater than 100,000 for example: Cairns, the Gold Coast and Maroochy (QLD) and Greater Geelong (VIC);
- 2 Coastal commuters – suburbanised satellite communities at the edges of capital cities for example: Gosford and Wyong (NSW), Pine Rivers and Caboolture (QLD), Wanneroo, Mandurah and Rockingham (WA) and Onkaparinga (SA);
- 3 Coastal getaways – small to medium coastal towns within three hours drive of a capital city for example: Bunbury and Busselton (WA), Bass and Surf Coasts (VIC) and Victor Harbour (SA)
- 4 Coastal lifestyle destinations – Communities more than three hours drive from a capital city with a tourism and leisure focus for example Coffs Harbour and Byron (NSW) Whitsunday (QLD) and Moyne (VIC)
- 5 Coastal hamlets – Small, remote coastal communities often surrounded by protected natural areas for example Robe and Grant (SA), Augusta-Margaret River (WA) and Douglas (QLD)

Given that the City of Joondalup does not seem fit into the criteria listed above, the City will correspond with the Sea Change Task force to ascertain eligibility to become a member of this group.

## Outcomes of implementing the Tourism Development Plan

It should be noted that the tourism strategies for each zone, as detailed within the Tourism Development Plan are quite different and reflect the different interests of a range of potential tourists that may visit the zones. It is expected that once the TDP is implemented, the benefits to the City and its residents are likely to be:

- Development of the future direction for Eco-tourism in the City of Joondalup and its associated region.
- The effective use of tourism marketing and development resources through their better co-ordination and linking to target markets.
- An increase in the value of tourism in terms of visitor numbers, expenditure, infrastructure investment and growth in employment.
- The protection and enhancement of the City's natural and cultural heritage.
- Maintenance of the resource base of the region's tourism product by increasing the capacity to generate wealth in a way that is linked to long term investment in environmental and associated infrastructure.
- Increase in employment opportunities, in an expanding tourism industry for existing and new residents.

**ATTACHMENTS**

Attachment 1	Tourism Development Plan
Attachment 2	Summary of submissions on the Draft Tourism Development Plan
Attachment 3	Qualitative analysis of feedback from ECU students

**VOTING REQUIREMENTS**

Simple Majority

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

- 1 ADOPTS the Tourism Development Plan shown at Attachment 1 of this Report;**
- 2 REQUESTS the Chief Executive Officer to progress the Tourism Implementation Plan within adopted annual budget allocations;**
- 3 CONTINUES to provide ongoing information on the development of tourism through the City of Joondalup's website.**

*Appendix 1 refers.*

To access this attachment on electronic document, click here: [Attach1brf310505.pdf](#)

## **ITEM 2 INTERIM REPORT - CONSULTATION PROCESS - PROTOCOLS FOR PUBLIC QUESTION AND STATEMENT TIME – [12950] [02154] [08122] [10567]**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Garry Hunt  
Chief Executive Officer

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### **PURPOSE**

To provide the Council with an interim report regarding the public participation process relating to the preparation of appropriate protocols for public question and statement time.

### **EXECUTIVE SUMMARY**

The Council at its ordinary meeting held on 14 December 2004 agreed to:

- *NOTE the request from the electors to include a public statement time at Council meetings and Briefing sessions;*
- *AGREE to give consideration to the inclusion of a public statement time when reviewing the guidelines relating to public question time;*
- *AGREE to the community being involved in developing protocols for public question time and statement time within the constraints imposed by the Local Government Act 1995 and the need for Council meetings to progress the ordinary business of the Council.*

Following that decision the Council further agreed at its ordinary meeting held on 26 April 2005:

- 1 *Council AGREES to invite all members of the following committees to be part of developing the protocols for public question time and statement time:*
  - *Conservation Advisory Committee*
  - *Sustainability Advisory Committee*
  - *Senior Interests Advisory Committee*
  - *Youth Advisory Council*
  - *CBD Enhancement Committee*
- 2 *A report on the findings of the workshops be PRESENTED to Council in June 2005.*

A workshop was held where all members of the nominated committees were invited. A total of 17 committee members attended and took part in the workshop by working in groups and responding to questions pertaining to protocols for public question and statement time.

It is intended that the outcomes of the workshop will be presented to the Council at its meeting to be held 28 June 2005. Following consideration by the Council it will be suggested that the wider community be consulted.

## **BACKGROUND**

Council at its meeting held on 14 December 2004 resolved to:

- *NOTE the request from the electors to include a public statement time at Council meetings and Briefing sessions;*
- *AGREE to give consideration to the inclusion of a public statement time when reviewing the guidelines relating to public question time;*
- *AGREE to the community being involved in developing protocols for public question time and statement time within the constraints imposed by the Local Government Act 1995 and the need for Council meetings to progress the ordinary business of the Council.*

Further to that resolution, Council at its meeting held on 26 April 2005 resolved that:

- *Council AGREES to invite all members of the following committees to be part of developing the protocols for public question time and statement time:*
  - *Conservation Advisory Committee*
  - *Sustainability Advisory Committee*
  - *Senior Interests Advisory Committee*
  - *Youth Advisory Council*
  - *CBD Enhancement Committee*
- *a report on the findings of the workshops be PRESENTED to Council in June 2005.*

All members of the nominated committees were forwarded details in early May 2005 of a proposed workshop to be held on 23 May 2005 in an effort to commence the public participation process in developing such protocols for public question and statement time.

## **DETAILS**

A total of 45 committee members were invited to attend the scheduled workshop that was held on Monday 23 May 2005. Members were requested to indicate their attendance by 11 May 2005. Those members who had not been in contact were followed up with a telephone call. Of those invited, 17 people attended the workshop with representation of each of the committees being in attendance.

The participants were grouped in tables of 4 or 5 and worked through a series of questions relating to public question and statement time in an effort to develop an agreed position for a response. Where consensus could not be achieved this was recorded accordingly.

### **Issues and options considered:**

Following the workshop, the responses by each table are being collated and will be analysed accordingly in order to present a draft set of protocols to the Council for consideration. That report will present the options available to the Council.

### **Link to Strategic Plan:**

Outcome – The City of Joondalup is an interactive community

- 4.3 To ensure the City responds to and communicates with the community
- 4.3.3 Provide fair and transparent decision-making processes.

**Legislation – Statutory Provisions:**

The Local Government Act 1995 and associated Regulations require that a period of time be allocated at the commencement of every Council meeting for the asking of and responding to questions asked by members of the public. The rules associated with the conduct of public question time are detailed within the legislation; however, public statement time is not a statutory requirement.

**Risk Management considerations:**

Not Applicable

**Financial/Budget Implications:**

Not Applicable

**Policy implications:**

Council does not have a policy relating to public question and statement time but it has adopted a form of guidelines/procedures that assist the Presiding member with the conduct of public question time.

It is intended that following the analysis of the data and responses from the workshop, that revised set of guidelines will be adopted.

**Regional Significance:**

Not Applicable.

**Sustainability implications:**

The City recognises its responsibilities to work with its community towards an environmentally, socially and economically sustainable future. Consideration of the recommendations of the Governance Review Panel will enhance the social aspect of sustainability by demonstrating improved governance practices for the benefit of the community of the City of Joondalup.

**Consultation:**

The arranged workshop held on the 23 May 2005 was phase 1 of the public participation process in developing the protocols relating to public question and statement time. A report is scheduled to be presented to Council later in June, which will present a draft set of protocols for consideration by Council. Following consideration by Council it is suggested that the draft set of guidelines be consulted with the wider community prior to the final guidelines being adopted by Council.

**COMMENT**

This report is intended to provide an interim update to Council regarding the process made in involving the community for the development of the protocols for public question and statement time.

The report scheduled to be presented to Council on 28 June 2005 will provide more detail regarding the process and the outcomes of the consultation.

**ATTACHMENTS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

**That Council NOTES the interim report regarding the community consultation for the development of protocols for public question and statement time.**



## **ITEM 3                    INTEGRATED    CATCHMENT    MANAGEMENT    – [72568]**

**WARD:**                    Lakeside

**RESPONSIBLE  
DIRECTOR:**            Mr Garry Hunt  
                                 Chief Executive Officer

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### **PURPOSE**

To seek endorsement by Council on the proposed process to develop an Integrated Catchment Management Plan (ICM) for the Yellagonga Catchment that aims to improve the health of the wetlands in Yellagonga Regional Park.

### **EXECUTIVE SUMMARY**

The City of Joondalup, together with the City of Wanneroo and the Department of Conservation and Land Management (CALM), has shared responsibilities for the management of the Yellagonga Regional Park wetlands and surrounding catchment. This incurs significant costs and currently Council funds are being directed at 'end of pipe' solutions such as aerial pesticide spraying and stormwater management. While these are important in addressing current management issues, the development of an ICM will provide for a long term strategic focus to enable a targeted and holistic approach to catchment management that looks at treating the cause of these problems currently being faced within the Yellagonga catchment.

The City of Wanneroo is in a position to commence the planning process and is seeking advice from the City of Joondalup on its position with regard to ICM for the Yellagonga Catchment. The City of Wanneroo has approved a 2004/05 Strategic Initiative for the Yellagonga ICM Plan at a cost of \$40,000 and has approached the City of Joondalup to provide a matching contribution towards the development of the plan in 2005/06 and 2006/07

Following recent developments including the resignation of the Yellagonga Catchment Group (YCG) coordinator, there is an opportunity to re-evaluate the YCG coordinator position and redirect the City of Joondalup's contributions towards the appointment of an ICM Project Officer. This would enable the City of Joondalup to redirect committed funds currently allocated to the YCG coordinator position to a more strategic and holistic role of an ICM Project Officer. It is considered that this would be the preferred option and more appropriate use of the City's resources.

This report recommends that Council:

- 1        *SUPPORTS the development of the Yellagonga Integrated Catchment Management Plan, in conjunction with the City of Wanneroo;*
- 2        *ENDORSES the proposal to jointly appoint a Project Officer on a two-year fixed term contract to coordinate the development of the Yellagonga Integrated Catchment Management Plan;*
- 3        *LISTS for consideration in the Draft 2005/06 Budget an amount of \$31,620 for the employment of the Yellagonga Integrated Catchment Management Project Officer for a fixed-term contract period of two years, subject to a matching financial contribution from the City of Wanneroo.*

## **BACKGROUND**

### Integrated Catchment Management

The City of Joondalup, together with the City of Wanneroo and CALM, has shared responsibilities for the management of the Yellagonga Regional Park wetlands and surrounding catchment.

The health of the wetlands in Yellagonga Regional Park is determined by the condition of the catchment and the inputs that flow directly or indirectly from all land use activities in the catchment. Subsequently, the Park faces a number of critical management challenges, many of which originate from the surrounding catchment.

In response to the current health of the wetland system, both Cities have undertaken various initiatives such as aerial pesticide treatment of Lake Joondalup to help control midges and upgrades to stormwater outfalls to minimise nutrient loading to the lakes via stormwater drainage. These are short term strategies to address the problem at the tail end and not the cause of the problem.

Both Cities have also jointly funded the employment of a YCG Coordinator. The role of this position has been to coordinate the YCG's activities and, in particular, to facilitate the implementation of community-based projects aimed at improving the health of the Yellagonga wetlands (involving revegetation, water monitoring and education).

The development of an ICM Plan can address a whole of approach to catchment management and provide a coordinated approach to sustainably plan and manage the land, water, vegetation, wildlife and biodiversity to improve the health of the wetlands in the Yellagonga Regional Park and benefit the whole catchment.

The ICM Plan would also provide for a coordinated approach to catchment group efforts including that work undertaken by community groups, that play a critical on-ground role in catchment management.

The development of the ICM Plan will align with the Commonwealth-accredited Swan Region Natural Resource Management (NRM) Strategy. The NRM Strategy was developed in consultation with state government agencies, local government, industry, indigenous communities, catchment and community groups and the general community. The strategy was released in April 2005 and aims to promote the sustainable use and management of natural resources in the Swan Region. The Swan Catchment Council (SCC) is the peak NRM body in the Swan Region and is responsible for the coordination and delivery of NRM activities in the Swan Region. The Swan NRM Strategy has been submitted to the Commonwealth Government seeking accreditation. Following the accreditation process, both Cities can apply for funding for the delivery of NRM projects through the SCC. Both the Cities of Joondalup and Wanneroo have actively involved the SCC in the proposed process to develop an ICM Plan for the Yellagonga catchment to ensure the ICM Plan will be aligned with and therefore meets the requirements for external grants.

### Yellagonga Regional Park Management Plan

The Yellagonga Regional Park Management Plan 2003-2013 was released in June 2003. The Management Plan was developed by CALM in close liaison with the Cities of Joondalup and Wanneroo, the park's Community Advisory Committee, park users and other interested members of the community.

The Management Plan identifies strategies and priorities with responsibilities across various stakeholders including the Cities of Joondalup and Wanneroo. Key strategies with regard to the development of an ICM Plan are provided below:

*‘Prepare and implement an integrated catchment management plan and promote the development of water sensitive design techniques on lands adjacent to the park’*

Responsibility: COJ, COW, DOE. Priority: High

*‘Prepare a comprehensive water catchment management plan for the wetlands within the park, which integrates town planning and landuse considerations, with the protection and enhancement of water resources’*

Responsibility: COJ, COW, DOE, CALM. Priority: High

**Suburb/Location:** Joondalup, Edgewater, Woodvale, Kingsley  
**Applicant:** Not Applicable  
**Owner:** Not Applicable  
**Zoning:** **DPS:** Not Applicable  
**MRS:** Not Applicable

## DETAILS

### Issues and options considered:

The City of Wanneroo is in a position to commence the ICM planning process and has already allocated \$40,000 for ICM in the 2004/05 budget. The City of Wanneroo has written to the City of Joondalup requesting advice on the City of Joondalup’s position with regard to ICM. The letter highlights the need for a coordinated approach to the shared responsibility of both Cities to improve the health of the wetlands in Yellagonga Regional Park and that the development of an ICM will help identify actions that each Council will be responsible for implementing within each local government area as well as those that require a partnership approach.

The YCG Coordinator has played an important role in providing support to the Yellagonga Catchment Group and implementing on-ground catchment management projects in the Yellagonga Regional Park. In April, the YCG Coordinator resigned from this position, providing an opportunity to re-evaluate this position and redirect existing resources towards ICM.

The YCG has also recently had a number of resignations from key members of the group. This has resulted in low attendance at committee meetings and minimal involvement in implementation of the on ground projects coordinated by the YCG Coordinator. The YCG coordinator had subsequently taken on a considerably more administrative role for the YCG instead of implementing on-ground catchment management projects in the Cities of Wanneroo and Joondalup as intended for this position.

It is considered that the redirection of funds from the YCG Coordinator position towards ICM would be the preferred option and more appropriate use of the City’s resources. This is a view shared by the City of Wanneroo and it is understood the position of the YCG Coordinator is being reviewed and altered to become a ‘Yellagonga Wetlands Officer’. This officer would work with various community groups (including the YCG and Friends of Yellagonga), schools and other stakeholders such as CALM and the North Metro Catchment Group (NMCG) to implement community-based projects, without giving the officer responsibility for managing, or reporting to, the YCG Committee.

The development of an ICM Plan would involve a staged process using the State of the Environment's pressure-state-response model. This model is based on the concept of causality: human activities exert pressures on the environment; these change its state or condition; society responds by developing catchment goals, objectives and strategies or other responses to address the key management issues and influence those activities and so address the pressures.

### Pressures

The wetlands in Yellagonga Regional Park have been adversely affected by:

- Low water levels due to groundwater abstraction and dry climate;
- Removal of wetland fringing vegetation;
- Contamination of groundwater by septic tank effluent, agriculture and other land uses;
- Increase in hard surface areas surrounding the wetlands; and
- Stormwater drainage from residential and industrial areas.

### State

The Park faces a number of critical management challenges, many of which originate from the surrounding catchment. The current water quality of the wetlands based on nutrient levels (phosphorous and total nitrogen) is higher than acceptable limits and has been assessed as eutrophic (Kinnear et al. 1997). The enrichment of nutrients into the wetlands has resulted in a number of adverse effects to the wetland system including algal blooms, plagues of non-biting midges, algal toxicity and loss of amenity through odours and fouling of the shoreline. Many of these adverse effects occur on an annual basis, particularly in Lake Joondalup and Lake Goollelal, affecting both Joondalup and Wanneroo communities.

### Response

In response to ratepayer pressure to address this problem, both Cities have undertaken various initiatives such as annual aerial pesticide spraying of Lake Joondalup to help control midges and upgrades to stormwater outfalls to minimise nutrient loading to the lakes via stormwater drainage. It is important to note that these initiatives address the problem at the tail end and not the cause of the problem. The development of an ICM Plan can address this management issue and provide a strategic, holistic and long term management focus.

The ICM would provide a framework for this work to be undertaken in a shared approach and would enable clear links to be made between this work and also the work of the Cities of Joondalup and Wanneroo, CALM and other management authorities.

While the community would need to be consulted to gather the views on issues for the catchment, it is likely that key catchment issues would include but not be limited to:

- Education, promotion and co-operation;
- Water quality and stormwater management;
- Vegetation;
- Biodiversity;
- Land management;
- Foreshore management;
- Landscaping;
- Nutrient and Irrigation Management plans; and
- Recreation.

ICM involves a holistic approach towards the management of natural resources within a catchment. The ICM planning process seeks to integrate the views of all sectors of government and community that use and manage water, land, vegetation and other natural resources on a catchment basis. ICM can only be achieved by harbouring cooperation and coordination between stakeholders and the ICM plan must be able to reflect many different perspectives.

### Process

It is anticipated that the Yellagonga ICM planning process will take approximately two years and will involve the following actions:

#### Phase 1 (July 2005 – December 2005): Scoping

- Appoint a project officer (fixed-term contract) to coordinate the development of the ICM plan
- Prepare a Memorandum of Understanding between COW, COJ and CALM
- Host information sessions for City Staff and Commissioners from COW and COJ
- Establish a Steering Committee comprising representatives from COW, COJ, State government agencies (including CALM and Department of Environment), Regional NRM Bodies (SCC and NMCG) and the local community (including the YCG)

#### Phase 2 (January 2006 – December 2006): Information Gathering

- Collate information on the past and present states of the catchment
- Arrange stakeholder workshops to identify and prioritise catchment management issues (relating to water quality/quantity, vegetation, biodiversity, community use, planning and development)

#### Phase 3 (January 2007 – August 2007): Preparing the ICM Plan

- Identify strategies to address catchment management issues
- Develop targets/indicators for catchment health
- Develop an implementation plan (including actions, priorities, responsibilities and costs)
- Release draft ICM plan for public comment

It is proposed that a Project Officer is employed to work with various stakeholders, represented on a Steering Committee, to develop the Yellagonga ICM Plan. The SCC will be actively involved in the facilitation of this process so that the Yellagonga ICM Plan is aligned with the recently released Commonwealth-accredited Swan Region Strategy, which outlines natural resource management at the regional scale.

### **Link to Strategic Plan:**

*The development of an Integrated Catchment Management Plan links with the City's Strategic Plan 2003-2008 as follows:*

*Objectives 2.1: To plan and manage our natural resources to ensure environmental sustainability.*

*Strategy 3.4.1: Maintain and protect natural assets to retain biodiversity.*

### **Legislation – Statutory Provisions:**

There are a number of statutory provisions that are applicable to the development of the Yellagonga ICM Plan. These are referred to under Policy implications.

**Risk Management considerations:**

The development of an ICM Plan needs to consider the following risks:

Ethical

- Conflict of interest in Stakeholder groups;
- Perceived inequity of benefits from developing the ICM Plan between the two Cities;
- Potential conflict from the Yellagonga Catchment Group from withdrawing Council administrative support for the administration of the group;
- Given the strategic nature of this project, the success of the ICM Plan requires a commitment to provide direction and expertise throughout the ICM planning process from all areas of each City's operations; and
- The ICM planning process outlined in this report requires the full support and involvement of both the Cities of Joondalup and Wanneroo.

Project Management risks

- Inadequate representation of various community groups in the development of an ICM;
- Potential conflict of interest in the development of the memorandum of understanding between both Cities;
- Future maintenance costs and management issues;
- The project will require a strong partnership approach and good coordination across the Cities of Joondalup and Wanneroo, the Department of Conservation and Land Management and interest groups in terms of its management; and
- The appointment and continuation of a suitable officer to develop and finalize the ICM Plan.

Project Funding Risks

- Potential for external funding assistance unknown and pending completion of ICM Plan;
- Stakeholder financial contributions for the implementation of the ICM Plan is unknown, particularly from CALM;
- Pending approval as new proposal in 2006/07 budget;
- The funding withdrawal of one of the Cities to develop the ICM Plan; and
- The success of this project will be dependant on all stakeholders taking responsibility and financial commitment to implement the ICM Plan.

**Financial/Budget Implications:**

<b>Account No:</b>	Not approved
<b>Budget Item:</b>	1 2130 3001 0001 F780
<b>Budget Amount:</b>	05/06 \$40,000
	06/07 \$35,000
<b>YTD Amount:</b>	Nil
<b>Actual Cost:</b>	Nil

The City of Wanneroo and the City of Joondalup have a budget provision for a permanent full-time Yellagonga Catchment Coordinator. There is no requirement for the allocation of new funds from the City given it is intended to redirect the City of Joondalup's recurrent operating budget of \$25,080 per annum, currently allocated to the YCG coordinator position, to a more strategic and holistic role of ICM Project Officer. The balance required of \$6,540 can be sourced from other operational budgets.

A budget for the 2005/06 and 2006/07 financial years was formulated for ICM in early 2005. The project at that time required \$40,000 and \$35,000 for the 2005/06 and 2006/07 financial

years respectively. Given the recent developments with the City of Wanneroo, this figure has now been finalized at \$31,620 for 2005/06 and \$31,620 for 2006/07 for each City. This budget allocation includes all salary and associated overhead costs for the ICM project officer.

It is considered that this would be the preferred option and more appropriate use of the City's resources given the current resourcing constraints. The plan is to be developed over a period of two years, so financial contribution would be for a fixed term contract for two years with \$31,620 allocated for the 2005/06 and \$31,620 allocated for the 2006/07 financial years.

### **Policy implications:**

It is noted that the development of the Yellagonga ICM Plan needs to adhere to the following Statutory and City policies:

- Draft Water Resources Policy 2004 – Statement of Planning Policy 2.9;
- Draft Bushland Policy for the Perth Metropolitan Region 2004 – Statement of Planning Policy 2.8;
- Revised Draft Environmental Protection (Swan Coastal Plain Wetlands) Policy 2004;
- Environmental Protection (Swan Coastal Plain Lakes) Policy 1992;
- Stormwater Drainage Into Wetlands Policy 5.4.2 (City of Joondalup); and
- Environment Sustainability Policy 2.6.4 (City of Joondalup).

### **Regional Significance:**

The regional significance of ICM is discussed throughout this report. The Yellagonga Regional Park itself is one of eight (8) regional parks that have been established by the State Government in the Perth Metropolitan Region. The Regional Parks have been established due to their outstanding regional conservation, landscape and recreation values.

ICM cannot be addressed within the constraints of Local Government administrative boundaries and needs to incorporate a whole of catchment approach to protect the land, water, vegetation, wildlife and biodiversity for the benefit of the whole of the Yellagonga Catchment.

Given the hydrology of the catchment is such that groundwater flow is in the general direction from east to west, much of what happens on the eastern side of the lake in Wanneroo has the potential to impact on the western side of the lake in Joondalup. It is therefore imperative that a regional approach be undertaken to the overall protection of the Yellagonga Catchment.

### **Sustainability implications:**

#### Environmental

The development of an ICM Plan has significant environmental implications in that provides for the protection of natural assets including the land, water, vegetation, wildlife and biodiversity for the benefit of the whole of the Yellagonga Catchment. This is particularly significant given the Park contains some of the oldest and last remaining freshwater wetland systems on the Swan Coastal Plain. The wetlands are also of international and national significance and are listed on the Australian Nature Conservation Agency's Directory of Important Wetlands in Australia and on the Register of the National Estate.

### Social

Social impacts associated with the development of an ICM Plan include greater level of community understanding and involvement in the management of the catchment to protect its environmental values as well as its cultural and heritage values. The ICM Plan would also provide a strategic framework to guide on ground community group activities. The ICM approach also provides for a long term holistic approach to treating the causal factors associated with the current midge problem and is likely to result in positive results in addressing this social problem.

### Economic

Management of the Yellagonga wetlands and surrounding catchment incurs significant costs and current management practices and associated costs are being directed at end of pipe solutions such as aerial pesticide spraying and stormwater management. While these are important in addressing current management issues, the development of an ICM will provide for a long term strategic focus to enable a targeted and holistic approach to catchment management that looks at treating the cause of these problems currently being faced within the Yellagonga catchment. With a long term focus in mind, it is anticipated that funds directed via this approach will result in long term cost savings. This also has a positive impact on Ecotourism product and the opportunity to provide revenue streams through Ecotourism. The development of an ICM plan also provides a mechanism for strategic long term management and protection of the City's natural assets.

### **Consultation:**

The City has liaised with representatives from the City of Wanneroo, CALM, SCC, NMCG and the YCG regarding the development of the Yellagonga ICM Plan. CALM has advised that the proposal is consistent with the strategies contained in the Yellagonga Regional Park Management Plan 2003-2013. The SCC has also provided advice and support for the development of an ICM Plan for the Yellagonga Catchment. The City has been informed that the SCC and NMCG will be actively involved in the facilitation of this process so that the Yellagonga ICM Plan is aligned with the Commonwealth-accredited Swan Region Natural Resource Management (NRM) Strategy (and therefore meets the requirements for external grants).

The SCC and NMCG have advised that NRM Officers will support both Cities through the development and implementation of the Yellagonga ICM Plan. The NRM Officers can provide advice on issues relating to natural diversity, water management, sustainable production and indigenous heritage. Furthermore, the two Cities can benefit from resources provided by existing NRM projects, such as the 'Wangara Industry Education Project' and 'Water Wise on the Farm', which will assist in improving catchment health.

The development of the ICM Plan will also include considerable public input to identify issues from across a broad range of areas including residential, business and industry sectors. Consultation will also occur through holding information sessions for City Staff and Commissioners and Councillors from the Cities of Joondalup and Wanneroo respectively. Stakeholder workshops will also be held to identify and prioritise catchment management issues (relating to water quality/quantity, vegetation, biodiversity, community use, planning and development). The ICM planning process will involve the establishment of a Steering Committee with representatives from the Cities of Joondalup and Wanneroo, State Government agencies (including CALM and Department of Environment), Regional NRM Bodies (SCC and NMCG) and the local community (including the YCG). The steering committee will provide a forum in which to consult on a broad range of issues related to the development of the ICM Plan for the Yellagonga Catchment.



## COMMENT

The City has recent cases that support the need for ICM namely the Wangara Industrial complex and the issue of acid sulphate soils.

### Wangara Industrial complex

The Wangara Industrial complex is a good example of the need for a whole of catchment approach to managing the health of the Yellagonga wetlands. The industrial complex contributes more pollutants to the Yellagonga wetlands than any other drainage catchment. All properties within this industrial complex are connected to the City of Wanneroo's drainage system and discharge through Outfall 27 into the lake system. Given the flow of nutrients to Lake Joondalup is from the South and South East, this discharge is direct into the Wallaburnup swamp, which is located in the City of Joondalup. A whole of catchment approach through the development of an ICM would help identify and target such priority areas for management and could save the City of Joondalup significant resources and funds by addressing the cause and not just simply directing ongoing efforts towards end of source solutions in the Wallaburnup swamp.

### Acid Sulphate Soils

Recent developments on the issue of acid sulphate soils also support the need to develop an ICM for the Yellagonga catchment. Given very little is known about the extent to which wetlands on the Jandakot and Gngara mounds are underlain by acid sulphate soils and the depth at which pyrite occurs, it is imperative to understand water table levels and ensure all relevant agencies and government departments work together to ensure water table levels do not fall below the pyretic material as this can cause major changes in the ecology of the Yellagonga wetlands given their susceptibility to acidification. Groundwater abstraction on both sides of the Yellagonga wetlands need a coordinated and holistic approach to ensure that this is managed so the water table remains above pyrite layers in the soil.

The process indicates that a Project Officer (rather than an external consultant) be employed on a two-year fixed term contract to coordinate the development of the Yellagonga ICM Plan. In light of the foreseen difficulties with coordinating stakeholders involved in ICM, it is believed that the employment of a Project Officer will achieve the best outcome for both Cities.

Preliminary discussion with the SCC has highlighted an opportunity for the peak NRM body of the Swan Region to manage the Project Officer, on behalf of both Cities. Given its considerable experience and knowledge in NRM, the SCC would be better positioned to recruit a suitable officer for this purpose. The Project Officer would operate between the two Cities and would be managed on a shared basis between both Cities as per arrangements for the YCG Coordinator position. This management arrangement would also assist in strengthening the partnership between the two Cities, the SCC and other stakeholders involved in NRM.

It should be noted that the both Cities jointly fund the employment of a permanent, full-time YCG Coordinator to assist the YCG and other stakeholders with on-ground catchment management activities. Furthermore, from recent discussions between the two Cities we have been advised that the City of Wanneroo proposes to continue to fund the Yellagonga Catchment Coordinator position to implement on-ground catchment management projects in the City of Wanneroo; however, it is envisaged that the current role of the position will be altered to become a 'Yellagonga Wetlands Officer'. This officer would work with various community groups (including the YCG and Friends of Yellagonga), schools and other stakeholders (such as CALM and NMCG) to implement community-based projects, without giving the officer responsibility for managing, or reporting to, the YCG Committee (an independent, community-based organization) as previously occurred. The City of Joondalup

does not propose to offer such a position, however, will redirect existing resources to funding an ICM Plan and will review this position at the completion of the Plan.

Given the strategic nature of this project, it will be necessary for a corporate response to ensure the ICM is supported adequately across all areas of the two Cities.

If the Yellagonga ICM Plan is to be a success, the ICM planning process outlined in this report requires the full support and involvement of both the Cities of Joondalup and Wanneroo.

## **ATTACHMENTS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

### **That Council:**

- 1 SUPPORTS the development of the Yellagonga Integrated Catchment Management Plan, in conjunction with the City of Wanneroo;**
- 2 ENDORSES the proposal to jointly appoint a Project Officer on a two-year fixed term contract to coordinate the development of the Yellagonga Integrated Catchment Management Plan;**
- 3 LISTS for consideration in the Draft 2005/06 Budget an amount of \$31,620 for the employment of the Yellagonga Integrated Catchment Management Project Officer for a fixed-term contract period of two years, subject to a matching financial contribution from the City of Wanneroo.**

## **ITEM 4                    MINUTES OF THE SUSTAINABILITY ADVISORY COMMITTEE MEETING - 5 MAY 2005 – [00906]**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Garry Hunt  
Chief Executive Officer

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### **PURPOSE**

The unconfirmed minutes of the Sustainability Advisory Committee meeting held on 5 May 2005 are submitted for endorsement by Council.

### **EXECUTIVE SUMMARY**

The Sustainability Advisory Committee (SAC) met on 5 May 2005. Items of Business included an update on the implementation of the Sustainability Advisory Committee's Strategic Work plan and review of the Acid Sulphate Soils interim report 2.

This report recommends that Council:

- 1        *NOTES the unconfirmed minutes of the Sustainability Advisory Committee meeting held on 5 May 2005 forming Attachment 1 to this Report;*
- 2        *THANKS the Sustainability Advisory Committee for its considered responses to the Acid Sulphate Soils Interim Report 2;*
- 3        *NOTES that the amendments suggested by the committee will be referred to the Chief Executive Officer for consideration in the final report.*

### **BACKGROUND**

The Sustainability Advisory Committee was formed by Council resolution and its Terms of Reference state the following objectives:

To recommend to the City of Joondalup Council on policy, advice and appropriate courses of action which promote sustainability, which is (1) environmentally responsible, (2) socially sound and (3) economically viable.

To provide advice to Council on items referred to the Committee from the City of Joondalup Council or administration.

### **DETAILS**

#### **Issues and options considered:**

The Sustainability Advisory Committee presided over two items of business being an update on the implementation of the Sustainability Advisory Committee's strategic work plan and the acid sulphate soils interim report 2, which was referred by Council to the committee for the purpose of providing comment to the interim report.

With regard to item 1 - The Committee developed a strategic work plan in 2004 and regularly receives progress reports on the status of implementation of the work plan. Attachment 1 provides details of the status report.

With regard to Item 2 - The Committee discussed the acid sulphate soils item of business at length and raised a number of issues of concern, particularly related to planning and the impacts of development on acid sulphate soils. Details of these issues and recommended amendments to the Interim report are shown in Attachment 1 of this report.

Other issues discussed were within general business and related to an Environmental Officer position vacancy at Edith Cowan University (ECU) and the Sustainable Cities Inquiry.

### **Link to Strategic Plan:**

The Sustainability Advisory Committee links with the Strategic Plan as follows:

Objective 4.3 To ensure the City responds to and communicates with the community.

4.3.1 Provide effective and clear community consultation.

4.3.2 Provide accessible community information.

4.3.3 Provide fair and transparent decision-making processes.

### **Legislation – Statutory Provisions**

Section 5.8 of the Local Government Act 1995 states that a local government may establish committees of three or more persons to assist Council, to exercise powers and discharge duties of the local government that can be delegated to committees.

With regard to the acid sulphate soils interim report 2 the following legislation and statutory provisions apply:

- 1 Western Australian Planning Commission – Planning Bulletin 64 – Acid Sulphate Soils;
- 2 Town Planning & Development Act 1928;
- 3 Environmental Protection Act 1986; and
- 4 Health Act 1911.

### **Risk Management considerations:**

#### *Ethical Risk:*

Various community groups and stakeholders within the City of Joondalup may inadequately be represented on the Sustainability Advisory Committee and therefore their views are not communicated through the Committee.

There are potential cultural issues associated with matters that may be referred to the Sustainability Advisory Committee, in particular indigenous Australians and areas of cultural significance.

#### *Project Management:*

The project management of the Sustainability Advisory Committee requires intensive resourcing and Council needs to ensure ongoing support to the Committee and that the committee can continue to operate at a strategic level in the advice it provides in order to retain the motivation for members to participate.

*Physical:*

The item of business referring to the acid sulphate soils interim report 2 requires significant risk management to ensure that the social, economic and environmental impacts are managed. Little is known of the location and impact of acid sulphate soils and this could potentially lead to development approval in land affected by acid sulphate soils resulting in significant environmental, social and economic impacts.

*Financial:*

With regard to the item of business 2 - acid sulphate soils the Council should note the significant potential for financial outlays associated with poor management of acid sulphate soils areas in comparison to the relatively low costs associated with proper testing and identification of areas at risk.

**Financial/Budget Implications:**

The Sustainability Advisory Committee does not require specific funding to operate. All costs are met from within existing operational budgets.

**Policy Implications:**

It is noted that the Sustainability Advisory Committee can provide advice to Council on a range of policies that promote sustainability, namely:

Policy 2.6.3 Public Participation.

Policy 2.6.4 Environmental Sustainability.

With respect to preliminary recommendation 7 in the acid sulphate soils interim report 2, it should be noted that this recommendation will have policy implications given the recommendation that the City will work with the Department of Environment to develop a local planning policy to ensure that development on land containing acid sulphate soils is planned and managed to avoid potential adverse effects on the natural and built environment. It is also intended that the policy will include a more rigorous self-assessment tool.

**Regional Significance:**

The management of acid sulphate soils has regional significance due to the natural systems that it may impact upon such as wetland hydrology, biological systems and abiotic conditions (soils etc). These natural systems require a regional approach to the management of acid sulphate soils because they are not confined to local government boundaries.

The City of Joondalup and the City of Wanneroo have proposed a process to develop an Integrated Catchment Plan (ICM) for the Yellagonga Catchment. The ICM will provide a regional approach to manage issues such as acid sulphate soils with the aim of improving the health of the wetlands in Yellagonga Regional Park.

**Sustainability Implications:**

The Sustainability Advisory Committee aligns with the Strategic Plan 2003-2008 and provides a forum for effective and clear community consultation and a fair and transparent decision-making process on a range of sustainability issues and provides advice to Council via a formal arrangement.

The Committee provides for a cost effective and resource efficient use of resources to access expertise and advice. The establishment of the Committee also provides a formal arrangement for the committee to provide direct recommendations to Council on a range of sustainability issues.

The implementation of the Sustainability Advisory Committee's strategic work plan provides a framework for the Committee to recommend to Council on policy, advice and appropriate courses of action that promote sustainability, which is (1) environmentally responsible, (2) socially sound and (3) economically viable.

With regard tot the item on acid sulphate soils the following sustainability implications should be noted.

Potential environmental implications include:

- Fish kills;
- Loss of biodiversity in wetlands; and
- Contamination of surface water and groundwater resources.

Potential financial implications include:

- Costs associated with the testing procedure;
- Loss of land values affected by areas affected;
- Costs associated with corrosion to concrete and steel infrastructure by acidic soil and water and ongoing maintenance costs; and
- Potential legal costs either directly to the city or to developers and residents wishing to purchase land that is affected.

Potential social implications include:

- Loss of aesthetic amenity;
- Duty of care for the city to its residents to be aware and restrict development of affected land; and
- Purchase of land/property without knowledge of acid sulphate soil risk and the need to ensure future title deed transferrals require disclosure of the acid sulphate soil risk.
- Need to ensure that the development of land containing acid sulphate soils is planned and managed to avoid potential adverse effects on the natural and built environment.

### **Consultation:**

The Sustainability Advisory Committee provides a significant forum for community consultation and engagement. All members of the Committee are from the City of Joondalup community and are active in the field of sustainability. This provides a unique resource for the City to utilise for the provision of information and expertise to Council on matters relating to sustainability within the scope of the Committee's terms of reference.

### **COMMENT**

The City of Joondalup recognises the significant negative impact associated with acid sulphate soils and it should be noted that the recommendations made by the Sustainability Advisory Committee with respect to the Acid Sulphate Soils Interim report 2 shall be referred to the Chief Executive Officer for consideration to include these amendments into the final report. Given the report was an interim report it is not necessary at this point for Council to endorse the Committee's recommendations for amendments to an interim report until the Chief Executive Officer has had the opportunity to consider the amendments and ensure that they will benefit and strengthen the final report.

The Sustainability Advisory Committee made the following recommendations:

*CONSIDER the following items with view of having them included in the final Acid Sulphate Soils report:*

- (a) A reference to the large potential economic costs incurred by all stakeholders from the generation of acid soils and water; and*
- (b) An explanation of the relative ease and small costs involved in carrying out the specific test for determining the presence of acid sulphate soils (reference appended for Councils' information at Attachment 2).*

*REQUEST that the following amendments to recommendation 2 in Acid Sulphate Soils interim report 2 (shown at attachment 1) [from]:*

*“The COJ to work with the DoE to develop a local planning policy that includes the requirement for developments involving excavation in areas considered at risk by the City, to undertake a rigorous soil assessment process.”*

*[to]*

*“That the City of Joondalup work with the Department of Environment to develop a local planning policy that includes the requirement for all developments in areas considered at risk by the City, to undertake a rigorous soil assessment process, to advise Council and potential buyers/users of current and future risks.”*

The Sustainability Advisory Committee made the following recommendations:

- (a) REQUEST the Chief Executive Officer ensures that the correct technical staff avail of the opportunity to participate directly in the acid sulphate soils test for both the Hocking Road and Woodlake Retreat sites with the aim of gaining experience to inform its intended local planning policy for acid sulphate soils;*
- (b) REQUEST the Chief Executive Officer ensures that all future reports being referred to the Sustainability Advisory Committee be accompanied by the author of the report or an appropriate technical person.*

It is considered unnecessary for these recommendations to be endorsed by Council as they can be directed to the Chief Executive Officer administratively for further consideration.

## **ATTACHMENTS**

Attachment 1            The unconfirmed minutes of the Sustainability Advisory Committee meeting held 05 May 2005.

## **VOTING REQUIREMENTS**

Simple Majority.

## **RECOMMENDATION**

### **That Council:**

- 1 NOTES the unconfirmed minutes of the Sustainability Advisory Committee meeting held on 5 May 2005 forming Attachment 1 to this Report;**
- 2 THANKS the Sustainability Advisory Committee for its considered responses to the Acid Sulphate Soils Interim Report 2;**
- 3 NOTES that the amendments suggested by the committee will be referred to the Chief Executive Officer for consideration in the final report.**

*Appendix 2 refers.*

*To access this attachment on electronic document, click here: [Attach2brf310505.pdf](#)*



## **ITEM 5 PUBLIC ACCESS TO THE GOVERNANCE REVIEW PANEL - FINAL REPORT – [52568] [70544] [24549] [00561] [58527]**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Garry Hunt  
Chief Executive Officer

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### **PURPOSE**

To give consideration for the public release of the Governance Report into the City of Joondalup.

### **EXECUTIVE SUMMARY**

In May 2004, the final report of the Governance Review into the City of Joondalup was submitted to the City. In June 2004 the Council publicly released the recommendations of the final report.

At its meeting of November 2004, the Council resolved to request the Minister for Local Government and Regional Development to publicly release the Governance Review Report. The Minister at the time subsequently advised that it is not her position to do so.

Given the advice from the City's solicitors and the advice that the City has received from the Department of Local Government and Regional Development it is recommended that the City not release the final report of the Governance Review at this stage.

### **BACKGROUND**

A Governance Review Panel was established in September 2003 comprising of:

- Mr Steve Cole, Director Capacity Building – Department of Local Government and Regional Development – (Chairman);
- Councillor Ian Mickel, President – Shire of Esperance;
- Mr Cliff Frewing, Executive Manager – Financial and Information Services – City of Swan and President, WA Division of Local Government Managers Australia;
- Mr Bruce Wittber, Consultant (Executive Officer).

The following terms of reference for the governance review were agreed to by the City of Joondalup in September 2003:

*The Governance Review panel will assess and make recommendations on the operations of the Council of the City of Joondalup with particular reference to:*

- 1 *The development of an appropriate working relationship between elected members that will achieve good government for the City and an appropriate public image for the local government within the community;*
- 2 *Whether or not the behaviour of elected members related to their local government responsibilities, both personal and collective, is appropriate in terms of the Council's responsibilities and public perception;*

- 3 *The ordinary meetings of Council with particular regard to meeting procedures, behaviour of participants, the operation of Standing Orders and whether those Standing Orders require amendment;*
- 4 *Whether or not the relationships between elected members are having, or could be perceived to be having, an impact on the fairness, objectivity and outcome of the decisions being made by Council;*
- 5 *Whether the Code of Conduct is appropriate and adherence to that code;*
- 6 *The nature and effectiveness of the working relationship between elected members and senior employees;*
- 7 *Whether the information and advice to elected members from the executive is appropriate and sufficient and how that advice is being received and used in Council's deliberations and determination of matters;*
- 8 *The adherence to the requirements of the Local Government Act that the Mayor and CEO are to "liaise on the local government's affairs and performance of its functions."*
- 9 *The nature and effectiveness of the Council decision-making structure;*
- 10 *Whether the Council decision-making processes are fair, open and objective (in accordance with the Act and community interest).*
- 11 *Whether or not the nature and source of statements to the media regarding Council matters and decisions are appropriate, fair, reasonable and within the context of the Local Government Act;*
- 12 *The participation, nature and effectiveness of the elected member induction process and on-going development opportunities for elected members;*

The governance review report provides further background to the establishment of the review.

*"The City of Joondalup experienced significant change in elected membership at the May 2003 elections. The new Council struggled with internal dissention from the start with the on-going employment of the CEO, Mr Denis Smith the primary catalyst. A Governance Review Panel (the Panel) was established in September 2003 as a means of restoring Council equilibrium and function, but unfortunately Council dysfunction accelerated so that in December 2003, the Minister for Local Government and Regional Development acted in accordance with s8.19 of the Local Government Act 1995 and suspended the Council. A panel of Commissioners has taken the place of the elected body and they will run the Council until an inquiry is held and a decision is made on whether the Council be dismissed or reinstated.*

*Despite the Council being suspended, the decision was taken to complete the governance review on the basis that it would document some of the issues at the City and provide guidance for an in-coming Council."*

The Council at its meeting held on 23 November 2004 resolved as follows, that the:

- 1 *Joint Commissioners DEFER consideration of Responses to Governance Review to allow it to be considered at the same time as motions from the Annual Meeting of Electors that relate to this matter;*
- 2 *Acting CEO be requested to write to the Minister advising that the community is requesting the release of the Governance Report for public information and asking whether the Minister is prepared to release the report.*

The Council further considered the responses to the Governance Review Final Report at its next meeting held on 14 December 2004 and made a number of resolutions.

## **DETAILS**

A letter was drafted and forwarded to the Hon. Minister for Local Government and Regional Development on 30 November 2004. A letter in response was subsequently received from the Minister received by the City on 20 December 2004, which reads: -

*“Thank you for your letter of 30 November 2004 in which you requested my consideration in terms of the City of Joondalup releasing the Governance Report to the public.*

*Once the Governance Review was complete and the Department forwarded the Report to the City of Joondalup in may of this year, the report effectively became the property of the City of Joondalup and, therefore, any decision regarding its release to the public lies with the City.*

*As the Minister for Local Government and Regional Development, it is not appropriate that I make such a decision on behalf of the Council.”*

The Governance Review Final Report has been tendered as an exhibit to the McIntyre Inquiry into the City of Joondalup. Subsequent to the letter from the Minister, advice was sought about public access of the report through the Inquiry into the City of Joondalup being conducted by Mr Greg McIntyre, which is expected to be completed by the later half of this year.

The advice from the Inquiry office is that a member of the public cannot obtain the Governance Review Final Report by making a request at the Office of the Inquiry. Further advice is that it is possible that the document may be made public when the Inquirer publishes his final report into the inquiry into the City of Joondalup.

The Chairman of the Governance Review Panel has advised that;

*“I appreciate that in the development phase of the Governance Review that public release of the document was promoted as an appropriate outcome. Since then, however, the Ford Inquiry under Division 2 of Part 8 of the Local Government Act 1995, has been initiated. It will be examining, inter alia, the same matters addressed in the report of the Governance Review Panel. It is apparent that any release of the Panel’s report prior to the release of the report of the Ford Inquiry is likely to have an adverse and disruptive effect on the integrity of the Ford Inquiry. Moreover, any release other than pursuant to the Parliamentary order or authority may give rise to actions of defamation. The City must take its own legal action advice in these respects. At this time the Department countenances against release of the report – at least at this stage.*

*It may later be appropriate for it to be released in some form after all due precautions. If there is a request from members of the public for the report to be released I submit it would*

*be appropriate for Council to state the reasons given above but there may be real value in releasing the recommendations of the report as these relate to operational and policy matters for Council to consider”*

The City did obtain separate legal advice, which is in agreement with the advice provided by the Department.

**Issues and options considered:**

There are three options available to the Council at this point in time.

- Option 1 – Not to release the Governance Review Panel – Final Report. This option would be consistent with the legal advice received by the City of Joondalup.
- Option 2 – To release the Governance Review Panel – Final Report to the public. This option would be contrary to the advices received by the City of Joondalup and may expose it to litigation by aggrieved parties.
- Option 3 – Not to release the Governance Review Panel – Final Report at this stage. This option would be consistent with the advice received by the City of Joondalup. The status or potential legal action possible may diminish or alter over time, which would allow the final report to be released publicly.

**Link to Strategic Plan:**

The City’s Strategic Plan contains the following references to our Values and Guiding Principles:

**Trust**

- We will have an environment of openness and transparency.
- We will make information accessible.

**Leadership through Partnerships and Networks**

- We will develop a supportive and trusting relationship with our community.

**People Management**

- We will invest in best practice workforce management.
- We will encourage employee commitment and innovation.

**Legislation – Statutory Provisions:**

The Governance Review was carried out in agreement between the Department of Local Government and Regional Development and the City and was to address twelve (12) Terms of Reference, as agreed by the parties. Such a review is in keeping with the provisions of Section 8.3 of the Local Government Act 1995.

**Risk Management considerations:**

As a result of the advices received by the City of Joondalup the risk of publicly releasing the final report at this stage is that such an action may expose the City to litigation by affected parties.

The risk of not releasing the final report may present a situation where the City is accused of not being open and accountable with the release of information, which may be in the public interest, in particular as the report details with governance operations of the City.

**Financial/Budget Implications:**

Not Applicable

**Policy implications:**

Policy 2.3.4 has the following 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-coordinator.*

**Regional Significance:**

Not Applicable

**Sustainability implications:**

The City recognises its responsibilities to work with its community towards an environmentally, socially and economically sustainable future. Consideration of the recommendations of the Governance Review Panel will enhance the social aspect of sustainability by demonstrating improved governance practices for the benefit of the community of the City of Joondalup.

**Consultation:**

Consultation has occurred with the City's legal advisors, the Department of Local Government & Regional Development and its Minister.

**COMMENT**

Given the response of the Minister, the advice provided by the Department of Local Government and Regional Development and the potential for the City to be exposed from potential litigation, which is supported by legal advice obtained by the City of Joondalup regarding the public release of the Governance Review – Final Report, it is recommended that the Governance Review – Final report not be released for public inspection at this time.

**ATTACHMENTS**

Not Applicable

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

**That Council AGREES not to release the City of Joondalup – Governance Review, 2003 – Final Report to the public at this time.**

The Chief Executive Officer stated his intention to declare a financial interest in Item 6 - Chief Executive Officer - Performance Review Committee as this matter relates to his contract of employment.

## **ITEM 6 CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW COMMITTEE – [20006]**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Peter Schneider  
Director Corporate Services & Resource Management

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### **PURPOSE**

The purpose of this report is for Council to establish a Performance Review Committee to review the Chief Executive Officer's (CEO) performance.

### **EXECUTIVE SUMMARY**

In accordance with clause 11 of the Employment Contract of the Chief Executive Officer for the City of Joondalup, performance against key performance indicators is to be reviewed by a Performance Review Committee.

Specifically Clause 11 sub clause 2 deals with the initial performance review, which is to be undertaken within thirty (30) days after the conclusion of the sixth months of the CEO's employment under the above contract.

*It is recommended that:*

- 1 *Council BY AN ABSOLUTE MAJORITY ESTABLISHES a Performance Review Committee consisting of three or more Joint Commissioners;*
- 2 *The terms of reference for the Performance Review Committee be to:*
  - (a) *Review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;*
  - (b) *Prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to the Council at a council meeting for consideration and actioning;*
  - (c) *Review the Chief Executive Officer's performance on an ongoing basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment contract;*
  - (d) *Review the Key Performance Indicators to be met by the Chief Executive Officer.*

## BACKGROUND

At the Special Council Meeting held on 21 January 2005, Commissioners resolved as follows when considering item C2-01/05 CEO Recruitment & Appointment:

- 1 *APPOINT Candidate C to the position of Chief Executive Officer of the City of Joondalup on a performance based contract for a maximum period of five years on a commencing total annual remuneration package of \$231,900;*
- 2 *ENDORSE the employment contract for the Chief Executive Officer prepared by Jackson McDonald Solicitors (marked 'Confidential' and attached hereto in the Minute Book);*
- 3 *AUTHORISE the Chairman of Commissioners and Acting Chief Executive Officer to prepare and execute the necessary documents to give effect to this appointment.*

The Employment Contract of the CEO for the City of Joondalup was subsequently executed and the CEO commenced employment with the City on 31 January 2005. Schedule 2 of the contract contained initial Key Performance Indicators to be achieved by the CEO.

## DETAILS

### Issues and options considered:

The CEO's Employment contract provides for an initial performance review as follows:

"Clause 11.2 Initial Performance Review

- (a) The Executive's performance will be reviewed by the Performance Review Committee within thirty (30) days after the conclusion of the sixth month of the Executive's employment under this contract.
- (b) The sixth month performance review is to be conducted in the same manner and following the same procedure as provided for in sub-clauses 11.3(b) to (i) inclusive."

The sixth month anniversary of the CEO's employment is 31 July 2005 which means that his performance will need to be reviewed within thirty (30) days of that date, being 30 August 2005.

Clause 1.9 of the CEO's Employment contract defines "Performance Review Committee" to mean the Councillors formed as a committee in accordance with the Local Government Act 1995 (the Act) for the purposes of reviewing the performance of the Executive.

### Link to Strategic Plan:

Objective 4.5 - To manage our workforce as a strategic business resource.

### Legislation – Statutory Provisions:

In accordance with Section 5.8 of the Act a local government may establish (by absolute majority) committees of three or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Section 5.10 of the Act states inter alia that a committee is to have as its members persons appointed (by absolute majority) by the local government to be members of the committee.

**Risk Management considerations:**

The performance review process is designed to evaluate and assess the CEO's performance against Key Performance Indicators on a periodic basis and the Performance Review Committee is required to refer its concluded report to the Council for consideration and actioning. Schedule 2 of the CEO's Employment Contract details the initial Key Performance Indicators to be achieved by the CEO.

**Financial/Budget Implications:**

In conducting the performance review under the CEO's Employment contract, the Performance Review Committee is required to appoint and consult with and seek guidance from an external and independent human resources expert, or similar, to facilitate the review of the Executive's performance (Clause 11.3(e)(i)).

An estimate for this work will be determined in conjunction with the Performance Review Committee once established.

**Policy implications:**

Not Applicable

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Not Applicable

**Consultation:**

Not Applicable

**COMMENT**

It is recommended that the Performance Review Committee be established and that they meet as early as possible in order to progress the review in accordance with the requirements and processes documented in Clause 11 Performance Development & Review of the CEO's Employment Contract. Nominations are sought from the Joint Commissioners to enable the establishment of this committee.

**ATTACHMENTS**

Not Applicable

**VOTING REQUIREMENTS**

Absolute Majority.



**RECOMMENDATION**

**That:**

- 1 Council BY AN ABSOLUTE MAJORITY ESTABLISHES a Performance Review Committee consisting of three or more Joint Commissioners;**
- 2 The terms of reference for the Performance Review Committee be to:**
  - (a) Review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;**
  - (b) Prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to the Council at a council meeting for consideration and actioning;**
  - (c) Review the Chief Executive Officer's performance on an ongoing basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment contract;**
  - (d) Review the Key Performance Indicators to be met by the Chief Executive Officer.**

The Chief Executive Officer stated his intention to declare a financial interest in Item 7 - Chief Executive Officer Contract of Employment as this matter relates to his contract of employment.

## **ITEM 7 CHIEF EXECUTIVE OFFICER CONTRACT OF EMPLOYMENT – [20006]**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Peter Schneider  
Director Corporate Services & Resource Management

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### **PURPOSE**

The purpose of this report is to seek Council's approval for a minor variation to the Chief Executive Officer's (CEO) Employment Contract in relation to Clause 12.6 Mobile Phone Contribution.

### **EXECUTIVE SUMMARY**

The CEO's employment contract makes provision for a City provided mobile phone. During the initial stages of his employment it took some time to resolve an issue involving retention of his existing personal mobile phone number.

This has since been resolved, however in the interim the CEO incurred out-of-pocket business related expenditure on behalf of the City.

*It is recommended that Council APPROVES reimbursement of the business related mobile phone expenditure incurred by the Chief Executive Officer for the period 31 January 2005 to 13 April 2005 inclusive.*

### **BACKGROUND**

At the Special Council Meeting held on 21 January 2005, Commissioners resolved as follows when considering item C2-01/05 CEO Recruitment & Appointment:

- 1 *APPOINT Candidate C to the position of Chief Executive Officer of the City of Joondalup on a performance based contract for a maximum period of five years on a commencing total annual remuneration package of \$231,900;*
- 2 *ENDORSE the employment contract for the Chief Executive Officer prepared by Jackson McDonald Solicitors (marked 'Confidential' and attached hereto in the Minute Book);*
- 3 *AUTHORISE the Chairman of Commissioners and Acting Chief Executive Officer to prepare and execute the necessary documents to give effect to this appointment.*

The Employment Contract of the CEO for the City of Joondalup was subsequently executed and the CEO commenced employment with the City on 31 January 2005.

## DETAILS

### Issues and options considered:

The CEO's contract of employment provides for a mobile phone as follows:

#### 12.6 Mobile Phone Contribution

- (a) A Mobile Phone will be supplied to the Executive as a tool of trade. The Mobile Phone (and the SIM card and phone number) remain, at all times the property of the Council and the Executive shall return the Mobile Phone (and SIM card) at the termination of employment, or earlier at the request of the Council.
- (b) The Mobile Phone Contribution is an annual fixed amount included within the Executive's TEC in recognition of the Executive's ability to use the Mobile Phone for reasonable limited personal use.
- (c) When using the Mobile Phone in the course of driving, the Executive must use a hands free kit installed in the motor vehicle at the Council's expense. On termination of employment or earlier, the Council or its authorised representative may remove the hands free kit from the motor vehicle. The Executive must make the motor vehicle available for this purpose at the Council's request.

A query arose in the early part of the CEO's tenure when he advised that he would prefer to supply his own mobile phone, as opposed to the City supplying one, as he did not wish to change his mobile phone number and the alternative of carrying around two phones had obvious impracticalities associated with it.

Clarification was sought from Jackson McDonald, who drafted the contract, as to whether Clause 12.6 prevented the City from agreeing to the CEO's request in this regard. Their advice was that "... the clause clearly states that the mobile phone provided to the CEO is a tool of trade. It is apparent from this that there is no requirement, or need, for the CEO to provide his personal mobile to undertake Council business."

In order to resolve this dilemma, the CEO has formally transferred his mobile phone to the City.

As it took some time to arrive at this compromise position, the CEO had been using his personal mobile phone for business related calls during this period.

Consequently the CEO has incurred expenditure on business related calls between 31 January 2005 and 13 April 2005 (inclusive).

Clause 13.1 of the CEO's employment contract covers expenses and states that "... the executive will be reimbursed for reasonable expenses, such as parking, travelling and accommodation, incurred on the performance of the Executive's duties under this Contract." Jackson McDonald's view on utilising this clause in relation to the mobile phone issue was that "Given Clause 12.6 it is not reasonable in our view for reimbursement of business calls on the CEO's personal mobile phone."

**Link to Strategic Plan:**

Objective 4.5 - To manage our workforce as a strategic business unit.

**Legislation – Statutory Provisions:**

Section 5.39 of the Local Government Act 1995, Contracts for CEO's and Senior Employees states that the employment of a person who is a CEO or a senior employee is to be governed by a written contract.

**Risk Management considerations:**

As this matter is essentially a variation to contract, it has been referred to Council for resolution.

**Financial/Budget Implications:**

<b>Account No:</b>	1 1110 3803 0001 9999
<b>Budget Item:</b>	Mobile Phones
<b>Budget Amount:</b>	\$1,500
<b>YTD Amount:</b>	\$1,125
<b>Actual Cost:</b>	\$1,155

The value of expenditure incurred by the CEO is estimated to be \$600, subject to receipt of the final account from Telstra. This amount will be funded by a small overrun in the above budget item.

**Policy implications:**

Not Applicable

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Not Applicable

**Consultation:**

Not Applicable

**COMMENT**

As the CEO's out-of-pocket expenditure on mobile telephone calls is for legitimately incurred business purposes it would seem unreasonable not to reimburse him for the costs involved.

Account should also be taken of the fact that this matter has arisen in the early stages of employment and has been resolved in the longer term by the CEO agreeing to transfer his mobile phone to the City.

**ATTACHMENTS**

Nil

**VOTING REQUIREMENTS**

Simple majority

**RECOMMENDATION**

**That Council APPROVES reimbursement of the business related mobile phone expenditure incurred by the Chief Executive Officer for the period 31 January 2005 to 13 April 2005 inclusive.**

**ITEM 8                      WARRANT OF PAYMENTS 30 APRIL 2005 – [09882]****WARD:** All**RESPONSIBLE DIRECTOR:** Mr Peter Schneider  
Corporate Services and Resource Management**PURPOSE**

The Warrant of Payments for the month ended 30 April 2005 is submitted to Council for approval.

**EXECUTIVE SUMMARY**

This report details the cheques drawn on the funds during the month of April 2005, totalling \$10,279,742.09 and seeks approval by Council for the payments listed.

*It is recommended that Council APPROVES for payment the vouchers, as presented in the Warrant of Payments to 30 April 2005 certified by the Chairman of Commissioners and Director Corporate Services & Resource Management and totalling \$10,279,742.09*

**BACKGROUND**

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's Municipal and Trust funds. In accordance with Local Government (Financial Management) Regulations 1996 a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

**DETAILS**

The table below details the cheques drawn on the funds during the month of April 2005 and seeks approval by Council for the payments listed.

<b>FUNDS</b>	<b>DETAILS</b>	<b>AMOUNT</b>
Director Corporate Services & Resource Management Advance Account		Nil
Municipal Account	Cheques 70773 – 71172 EFT 2425– 2719 52A-57A	10,279,742.09
Trust Account		Nil
		<b>\$10,279,742.09</b>

The Director Corporate Services & Resource Management Advance Account is an imprest account. All future creditor payments will be made through the Municipal Account and the Director Corporate Services and Resource Management Advance account will be closed at the end of April 2005 as approved by Council at its meeting of 14 December 2004 (CJ308-12/04).

The cheque and voucher registers are appended as Attachments A & B.

The total of all other outstanding accounts received but not paid at the close of April 2005 was \$743,521.65

**CERTIFICATE OF THE DIRECTOR OF CORPORATE SERVICES & RESOURCE MANAGEMENT**

This warrant of payments to be passed for payment, covering vouchers numbered as indicated and totalling \$10,279,742.09 which is to be submitted to Council on 7 June 2005 has been checked, is fully supported by vouchers and invoices and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costing and the amounts shown were due for payment.

.....  
PETER SCHNEIDER  
Director Corporate Services & Resource Management

**CERTIFICATE OF CHAIRMAN OF COMMISSIONERS**

I hereby certify that this warrant of payments covering vouchers numbered as indicated and totalling \$10,279,742.09 was submitted to Council on 7 June 2005.

.....  
JOHN PATERSON  
Chairman of Commissioners

**Issues and options considered:**

Not Applicable

**Link to Strategic Plan:**

Objective 4.1.1 – Ensure financial viability and alignment to plan.

**Legislation – Statutory Provisions:**

The Council has delegated to the CEO the exercise of its power to make payments from the Municipal and Trust Funds, therefore in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, a list of accounts paid by the CEO is prepared each month showing each account paid since the last list was prepared. In addition regulation 13 (4) requires that after the list of payments has been prepared for a month, the total of all other outstanding accounts is to be calculated and a statement of that amount is to be presented to the Council.

**Risk Management considerations:**

In accordance with section 6.8 of the Local Government Act 1995, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

**Financial/Budget Implications:**

All expenditure from the municipal fund was included either the 2004/05 Annual Budget or half year review, approved by Council.

**Policy implications:**

All expenditure included in the warrant of payments is drawn from the City's accounting records which are maintained in accordance with Policy 2.4.1.

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Expenditure has been incurred in accordance with budget parameters which have been structured on financial viability and sustainability principles.

**Consultation:**

In accordance with Section 6.2 of the Local Government Act 1995, the annual budget was prepared having regard to the plan for principal activities which was advertised for a 42 day period with an invitation for submissions in relation to the plan.

**COMMENT**

All expenditure included in the warrant of payments is in accordance with the 2004/05 Annual Budget, 2004/05 Half Year Budget review or has been authorised in advance by Council where applicable.

**ATTACHMENTS**

Attachment A                      Warrant of Payments for Month of April 2005  
Attachment B                      Municipal Fund Vouchers for Month of April 2005

**VOTING REQUIREMENTS**

Simple majority.

**RECOMMENDATION**

**That Council APPROVES for payment the following vouchers, as presented in the Warrant of Payments to 30 April 2005 certified by the Chairman of Commissioners and Director Corporate Services & Resource Management and totalling \$10,279,742.09**

<b>FUNDS</b>	<b>DETAILS</b>	<b>AMOUNT</b>
<b>Director Corporate Services &amp; Resource Management Advance Account</b>		<b>Nil</b>
<b>Municipal Account</b>	<b>Cheques 70773 – 71172 EFT 2425– 2719 52A-57A</b>	<b>10,279,742.09</b>
<b>Trust Account</b>		<b>Nil</b>
		<b>\$10,279,742.09</b>

*Appendix 3 refers.*

To access this attachment on electronic document, click here: [Attach3brf310505.pdf](#)



## ITEM 9 FINANCIAL REPORT FOR THE PERIOD ENDING 30 APRIL 2005 – [07882]

<b>WARD:</b>	All
<b>RESPONSIBLE DIRECTOR:</b>	Peter Schneider Corporate Services and Resource Management

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### PURPOSE

The April 2005 financial report is submitted to Council to be noted.

### EXECUTIVE SUMMARY

The April 2005 year to date report shows an overall variance (under spend) of \$19.6m when compared to the year to date revised budget approved by Council at its meeting of 15 March 2005 (CJ030-03/05).

This variance can be analysed as follows:

- The **Operating** position (Change in Net Assets Before Reserve Transfers) shows an actual surplus of \$12.4m compared to a budgeted surplus of \$7.4m at the end of April 2005. The \$5.0m variance is primarily due to a favourable variance in income from rates instalment interest and charges, interest income, employee costs, consultancy costs, administration costs and utilities.
- **Capital Expenditure** is \$1.6m against the year to date budget of \$3.1m. The \$1.5m under spend is due to the deferral of heavy and light vehicle purchases and IT related projects.
- **Capital Works and Corporate Projects** expenditure is \$11.4m against the year to date budget of \$24.5m. This is a timing difference of which \$6.1m relates to normal Capital Works while \$7.0m relates to Capital Works classified as Corporate Projects. Total committed funds in relation to all Capital Works are \$9.0m.

### BACKGROUND

Not Applicable

### DETAILS

The financial report for the period ending 30 April 2005 is appended as Attachment A.

### Issues and options considered:

Not Applicable

### Link to Strategic Plan:

Objective 4.1.1 – Ensure financial viability and alignment to plan.

**Legislation – Statutory Provisions:**

In accordance with Section 6.4 of the Local Government Act 1995 a local government is to prepare an annual financial report for the preceding year and such other financial reports as are prescribed. Regulation 34 of the Local Government (Financial Management) Regulations 1996 details those other financial reports which need to be prepared and states that they are to be presented to Council and recorded in the minutes of the meeting at which they are presented.

**Risk Management considerations:**

In accordance with section 6.8 of the Local Government Act 1995, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

**Financial/Budget Implications:**

Refer attachment A.

**Policy implications:**

All expenditure included in the financial statements is drawn from the City's accounting records which are maintained in accordance with Policy 2.4.1.

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Expenditure has been incurred in accordance with budget parameters which have been structured on financial viability and sustainability principles.

**Consultation:**

In accordance with Section 6.2 of the Local Government Act 1995, the annual budget was prepared having regard to the plan for principal activities which was advertised for a 42 day period with an invitation for submissions in relation to the plan.

**COMMENT**

All expenditure included in the financial statements is in accordance with the 2004/05 Annual Budget, 2004/05 Half Year Budget review or has been authorised in advance by Council where applicable.

**ATTACHMENTS**

Attachment 1            Financial Report for the period ending 30 April 2005.

**VOTING REQUIREMENTS**

Simple majority.

**RECOMMENDATION**

**That the Financial Report for the period ending 30 April 2005 be NOTED.**

*Appendix 4 refers.*

*To access this attachment on electronic document, click here: [Attach4brf310505.pdf](#)*

## **ITEM 10 TENDER 045-0405 SUPPLY AND DELIVERY OF SIX DUAL CAB TRUCKS OF APPROXIMATELY 7500KG GVM FITTED WITH SIDE LIFTERS WITH OR WITHOUT A TRADE-IN, AND DISPOSAL OF SIX USED TRUCKS**

**WARD:** All

**RESPONSIBLE** Mr Peter Schneider

**DIRECTOR:** Director Corporate Services and Resource Management

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### **PURPOSE**

To seek the approval of Council to choose Major Motors Unit Trust T/As Major Motors as the successful tenderer for the supply and delivery of six dual cab trucks of approximately 7500kg GVM fitted with side lifters without trade-in, and Raytone Motors Pty Ltd as the successful tenderer for the outright purchase of one of the used vehicles.

### **EXECUTIVE SUMMARY**

Tenders were advertised on 13 April 2005 through statewide public notice for the Supply and Delivery of Six Dual Cab Trucks of Approximately 7500KG GVM Fitted with Side Lifters With or Without a Trade-in and Disposal of Six Used Trucks. Tenders closed on 28 April 2005. Four submissions were received from: The Trustee for Belmont Unit Trust T/As Skipper Trucks Belmont, Raytone Motors Pty Ltd, Smith Broughton Pty Ltd T/As Smith Broughton & Sons and Major Motors Unit Trust T/As Major Motors.

*It is recommended that in relation to tender number 045-04/05, Council:*

- 1 *CHOOSES Major Motors Unit Trust T/As Major Motors as the successful tenderer for the supply of six dual cab trucks of approximately 7500kg GVM fitted with side lifters without trade-in for the Lump Sum Price of \$380,400.00 excluding GST.*
- 2 *CHOOSES Raytone Motors Pty Ltd as the successful tenderer for the outright purchase of one dual cab truck, plant number 95061, for the Lump Sum Price of \$31,432.00 excluding GST.*
- 3 *AUTHORISES the Chief Executive Officer (CEO), on behalf of the City, to enter into a contract with Major Motors Unit Trust T/As Major Motors in accordance with their submitted tender, subject to any minor variations that may be agreed between the CEO and Major Motors Unit Trust T/As Major Motors.*
- 4 *AUTHORISES the Chief Executive Officer (CEO), on behalf of the City, to enter into a contract with Raytone Motors Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed between the CEO and Raytone Motors Pty Ltd.*
- 5 *NOTES that vehicles 95062-95065 and 95068 will be disposed of via public auction.*

## BACKGROUND

The six dual cab trucks to be replaced were purchased in 2001 and have been fully utilized towing mower trailers and moving personnel to complete tasks such as mowing parks, verges and median strips. Five existing trucks are Mitsubishi FE 647 Canters and one is an Isuzu NPR 300.

The trucks have a recommended replacement criteria of 4 years and are now due for replacement.

The City's 2004/05 budget provided for the purchase of light vehicles, as detailed in the Fleet Replacement Program. Funding for the cost of the changeover is to be sourced from the Light Vehicle Reserve Account.

## DETAILS

Tenders were advertised on 13 April 2005 through statewide public notice for the Supply and Delivery of Six Dual Cab Trucks of Approximately 7500KG GVM Fitted with Side Lifters With or Without a Trade-in and Disposal of Six Used Trucks. Tenders closed on 28 April 2005. Four submissions were received from: The Trustee for Belmont Unit Trust T/As Skipper Trucks Belmont, Raytone Motors Pty Ltd, Smith Broughton Pty Ltd T/As Smith Broughton & Sons and Major Motors Unit Trust T/As Major Motors.

The first part of the tender evaluation process is to check conformance to the Compliance Criteria, in order to ensure that all essential requirements have been met. Tenders not meeting all the essential requirements are deemed to be non-conforming and are eliminated from further consideration. The Evaluation Panel considered that all the tenders submitted met all the essential requirements and they were submitted for further consideration.

Raytone Motors and Smith Broughton submitted offers in accordance with the outright purchase option in the tender documents. The Raytone Motors offers were higher than the Smith Broughton offers on all vehicles and the Smith Broughton tender was therefore eliminated from further consideration.

It was determined that the outright purchase offer by Raytone Motors for plant number 95061 would be advantageous to the City. It was also determined that the price the City could achieve via public auction for the remaining five vehicles would be more advantageous than any of the tender prices quoted.

The second part of the evaluation process involves an independent assessment of the qualitative and quantitative criteria by each member of the Evaluation Panel. Each member of the Evaluation Panel assessed the tender submissions individually against the selection criteria using the weightings determined during the tender planning phase. The Evaluation Panel then convened to submit and discuss their assessments, leading to a ranking of each submission in order of merit.

Under the City's Contract Management Framework, the tenders were assessed by the Evaluation Panel using a weighted multi-criterion assessment system and AS 4120-1994 'Code of Tendering', ensuring compliance with *Regulation 18(4) of the Local Government (Functions and General) Regulations 1996*.

The Selection Criteria for Tender Number 045-04/05 are as follows:

### Selection Criteria

- Demonstrated ability of Tenderer to provide after sales service and product spare parts
- Scheduled delivery date for the new supply
- Beneficial effects of Tender / local content
- Tendered Price/s  
(Whole of Life Cost)

Note: The Price used in the Whole of Life Cost evaluation process is the tendered basic price of the new vehicles plus an estimate of the cost of servicing and fuel consumption over 100,000 kilometres less the anticipated resale value in four years time.

### Issues and options considered:

The submitted tenders presented several options for purchase with or without trade-in and for outright purchase. In addition, the option of disposing of the used vehicles via auction was also considered. The evaluation process undertaken is described elsewhere in the report.

### Link to Strategic Plan:

This contract supports objective 3.1 of the City's Strategic Plan, which states:

"To develop and maintain the City of Joondalup's assets and built environment."

### Legislation – Statutory Provisions:

The statewide public tender was advertised, opened and evaluated in accordance with the *Local Government (Functions and General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is expected to be or is worth more than \$50,000. The consideration for this contract is expected to exceed the Chief Executive Officer's Delegated Authority in relation to the acceptance of tenders to \$100,000.

### Risk Management considerations:

There are no significant risks attached to the acceptance of this tender. The recommended tenderer has supplied similar trucks in the past and the performance with previous supply contracts has been satisfactory.

### Financial/Budget Implications:

The City of Joondalup is a registered business entity for GST purposes. The net effect on the price submitted by the successful tenderer is that the City pays GST but is able to claim an input tax credit for the amount of GST paid.

Account No:	LIGHT VEHICLE REPLACEMENT RESERVE		
Budget Item:	V256, 257, 258, 259, 260, 263		
	<b>Excluding GST</b>	<b>GST</b>	<b>Including GST</b>
Budget Amount:	\$198,000.00	\$19,800.00	\$217,800.00
YTD Amount:	NIL	NIL	NIL
Tender Price:	\$380,400.00	\$38,040.00	\$418,440.00
Trade-in Price / Auction	\$181,432.00	\$18,143.20	\$199,575.20
Estimate:			
Nett Price: *	\$198,968.00	\$19,896.80	\$218,864.80

\* SUBJECT TO RESERVE PRICES BEING ACHIEVED AT AUCTION

**Policy implications:**

The City's Policy 2.5.7 Purchasing Goods and Services encourages local business in the purchasing and tendering process and has been applied and incorporated into the selection criteria. None of the tenderers is based in either the City or the Region.

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Funding for the replacement of fleet items is set aside into reserve accounts through an internal hire system based on kilometres travelled or hours worked. Rates are adjusted each year to ensure that sufficient funds will be available in future years for the replacement of fleet items.

**Consultation:**

Not Applicable

**COMMENT**

The evaluation process identified Major Motors Unit Trust T/As Major Motors as the highest ranked tenderer for purchase of the new vehicles and the Evaluation Panel considered that they have the capability and resources to provide the required supply on a value for money basis.

Raytone Motors Pty Ltd submitted the highest prices for the outright purchase of all the used trucks, compared with Smith Broughton & Sons. However, for the five trucks other than 95061, an independent auction valuation showed that approximately \$1000 extra per truck could be achieved at public auction compared to the offers from Raytone Motors.

The Evaluation Panel therefore recommend Major Motors Unit Trust T/As Major Motors as the preferred tenderer for the purchase of six new vehicles without trade-in and Raytone Motors Pty Ltd as the preferred tenderer for the outright purchase of vehicle number 95061. Vehicle numbers 95062-95065 and 95068 will be disposed of via public auction.

**ATTACHMENTS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

**That Council in relation to Tender Number 045-0405:**

- 1**      **CHOOSES Major Motors Unit Trust T/As Major Motors as the successful tenderer for the supply of six dual cab trucks of approximately 7500kg GVM fitted with side lifters without trade-in for the Lump Sum Price of \$380,400.00 excluding GST;**
- 2**      **CHOOSES Raytone Motors Pty Ltd as the successful tenderer for the outright purchase of one dual cab truck, plant number 95061, for the Lump Sum Price of \$31,432.00 excluding GST;**
- 3**      **AUTHORISES the Chief Executive Officer (CEO), on behalf of the City, to enter into a contract with Major Motors Unit Trust T/As Major Motors in accordance with their submitted tender, subject to any minor variations that may be agreed between the CEO and Major Motors Unit Trust T/As Major Motors;**
- 4**      **AUTHORISES the Chief Executive Officer (CEO), on behalf of the City, to enter into a contract with Raytone Motors Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed between the CEO and Raytone Motors Pty Ltd;**
- 5**      **NOTES that vehicles 95062-95065 and 95068 will be disposed of via public auction.**

## **ITEM 11                    FESA - EMERGENCY SERVICE LEVY PAYMENT OPTION FOR THE FINANCIAL YEAR ENDING 30 JUNE 2006 – [31229]**

**WARD:**                    All

**RESPONSIBLE  
DIRECTOR:**            Mr Peter Schneider  
                                 Corporate Services and Resource Management

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### **PURPOSE**

This report is to advise Council that in respect of the Emergency Service Levy, Council may elect to remit payments by either of two options. It is recommended that Council elects to remit ESL repayments using Option B for the next 3 years.

### **EXECUTIVE SUMMARY**

The Emergency Service Levy (ESL) was introduced by the West Australian State Government with effect from 1 July 2003 to fund the Fire & Emergency Services Authority (FESA). The ESL allows local governments to make an annual, or longer, election to remit ESL payments to FESA using either Option A or Option B.

Under Option A, FESA owns the debt and is entitled to the 11% interest on outstanding balances. Local governments collect the debt on behalf of FESA and are able to invest money received until it is required to be remitted to FESA. The total ESL and interest collected during any month is paid to FESA in the following month. Under Option A new ESL debts are owned by FESA.

Under Option B, the City acquires the ESL debt and becomes entitled to the 11% interest on outstanding balances. Local governments are able to invest money received until remitted to FESA in quarterly instalments (of the total ESL levied only).

The City elected to make the ESL repayments using Option B for the 2004/05 year. Based on the 04/05 year to date ESL receipts and payments, Option B has been more advantageous than Option A. The City has received approximately \$125,000 in interest, which is \$75,000 more than if it had utilised Option A.

It is anticipated that by electing to use Option B, the City will continue to receive approximately \$75,000 more interest than if it used Option A in the 2005/06 year.

*It is recommended:*

- 1        *That Council ELECTS to remit the emergency services levy for the 2005/06, 2006/07 and 2007/08 years by Option B inclusive of the following features:*
  - *Local government assumes ownership of all ESL debt levied during the year (CoJ owns the debt)*
  - *Local government has responsibility for accepting and subsequently approving any ESL amounts to be written off*
  - *Local government remits 100% of the ESL levied to FESA on a quarterly basis (30% by 21 September, 30% by 21 December, 30% by 21 March and 10% on 21 June) for each of the future years*
  - *Local government retains any late payment penalty interest charges*



2 *That FESA be advised of this decision as detailed in (1) above.*

## **BACKGROUND**

The ESL was introduced by the West Australian State Government with effect from 1 July 2003 to fund the Fire & Emergency Services Authority (FESA). Local governments are required to raise the ESL as part of issuing their annual rates notices and to collect and remit the ESL payments to FESA.

The City of Joondalup levied \$8,587,259 for the ESL during 2004/05.

The ESL legislation allows a local government to make an annual or longer election to remit ESL payments to FESA by either of 2 options:

- Option A – debt is owned by FESA, local government remits to FESA by the 21<sup>st</sup> of the month all monies collected during the previous month
- Option B – debt is owned by local government, local government remits 100% of the annual ESL levied to FESA in quarterly payments.

The City of Joondalup elected to use Option A during the 2003/04 year due mainly to the uncertainty of the ESL incoming cash flows during the ESL's inaugural year. The City elected to use Option B for the 2004/05 year and to assess whether this resulted in more interest income to the City than Option A.

FESA has requested the City of Joondalup to advise its preferred payment option for 2005/06 year. FESA has also invited the City to make an election for multiple years.

## **DETAILS**

### **Issues and options considered:**

The 2004/05 ESL rate was 1.4700 cents per \$GRV. The 2005/06 ESL rate-in-the-dollar has not yet been declared.

The City expects to levy approximately \$9m for the 2005/06 ESL, which will be levied and included separately on the City's rate notices.

The general features of the ESL are as follows:

Local government responsibilities are to:

- Calculate and invoice the ESL on behalf of FESA, on the local government's rates notices in accordance with the rules set out in the ESL Manual of Operating Procedures (MOP) applying the annual ESL rates declared by the Minister
- Report to FESA the amount of ESL that the local government has invoiced, within 14 days of the annual rates / ESL billing run
- Charge the ESL "late payment" interest rate (11%)
  
- Pay ESL on the improved property owned by the local government as invoiced by FESA
- Provide a monthly or annual report on the collections and outstanding debt
- Make payments to FESA using Option A or Option B
- Collect the ESL debts and interest charges on outstanding ESL debts from the ratepayer or from the Office of State Revenue – for rebates paid on behalf of pensioner / senior ESL concession payment
- Collect the interest accruing on "deferred ESL" from the Office of State Revenue
- Incur all costs incurred in recovering the ESL debt

**FESA responsibility:**

- FESA may apply penalty interest at a rate declared by the Minister (11%) where ESL payments are not lodged by a local government with FESA on time
- FESA pays the local government an annual ESL administration fee by 31 October

**Other Information**

- The ESL is a charge against the property (Section 36O of the Fire & Emergency Authority of Western Australia Act 1998)
- The local government may elect to use payment Option A or B in any year with the approval of FESA. FESA will not accept responsibility for any costs incurred by a local government associated with future decisions by that local government where it chooses to migrate between Options A and B and this is approved.

The specific features of the ESL payment options are as follows:

**Option A – key features**

- FESA assumes liability for all unpaid and deferred ESL (FESA owns the debt)
- FESA has responsibility for accepting and subsequently approving any ESL amounts to be written off
- Local government remits to FESA all monies collected during the previous month

**Option B – key features**

- Annual ESL debts
  - Local government assumes ownership of all ESL debt levied during the year (CoJ owns the debt)
  - Local government has responsibility for accepting and subsequently approving any ESL amounts to be written off
  - Local government remits 100% of the ESL levied to FESA on a quarterly basis (30% by 21 September, 30% by 21 December, 30% by 21 March and 10% on 21 June)
  - Local government retains any late payment penalty interest charges

**Link to Strategic Plan:**

Objective 4.1.1 – Ensure financial viability and alignment to plan.

**Legislation – Statutory Provisions:**

The Emergency Services Levy is contained within the Fire & Emergency Authority of Western Australia Act 1998.

**Risk Management considerations:**

- Possible perception that local government is profiting from the ESL
- Possible perception that local government supports cost shifting from Federal and State Government to local government
- Risk that the cash flow profile may change from prior year profile and result in less funds available for investment
- FESA has invited local governments to take Option B for 1-3 year terms. A risk exists in that the payment dates and % payments to FESA may change on a year-to-year basis.
- If investment interest rates increase, the quantified benefit will be reduced.

An analysis, using the 2004/05 ESL cash receipts up to May 2005, estimated the resulting cash payments using Option A and B and estimated the resulting funds available for investment. This analysis indicated that Option B resulted in interest of approximately \$125,000 whilst Option A resulted in interest of approximately \$50,000.

**Financial/Budget Implications:**

The financial implications under Option B are as follows:

- Under Option B, the City has the potential to receive interest of approximately \$75,000 more than under Option A.
- The City will charge interest on outstanding ESL debts at 11% per annum. Any payments received will be applied against the outstanding interest and principal.

**Policy implications:**

Not Applicable

**Regional Significance:**

Not Applicable

**Sustainability implications:**

The additional interest under Option B will generate funds that will assist the City with its economic sustainability. FESA has the ability to change the % remitted and the due dates however has undertaken that these parameters will not change without negotiation with local governments. On that basis, it is proposed that the City review its election of Option A or Option B on a tri-annual basis.

**Consultation:**

In accordance with Section 6.2 of the Local Government Act 1995, the annual budget was prepared having regard to the plan for principal activities which was advertised for a 42 day period with an invitation for submissions in relation to the plan.

**COMMENT**

Benefits of selecting Option B

- The City has the potential to gain additional interest income by investing the difference between the actual payments received and the quarterly instalment monies paid to FESA during the relevant year. Financial projections using 2004/05 ESL payments indicates that the City will potentially be better off by around \$75,000
- Where pensioners defer their rates in accordance with the *Rates & Charges (Rebates and Deferments) Act 1992 Amended*, the City will receive interest on the deferred ESL amounts at approximately 5.6% (gazetted annually in arrears) on deferred debt paid by the Office of State Revenue

It is anticipated that the 2005/06 cashflows are likely to be similar to 2004/05 and that Option B will continue to result in more funds available for the City to invest and therefore more interest will be earned.

**ATTACHMENTS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

**That:**

- 1 Council ELECTS to remit the emergency services levy (ESL) for the 2005/06, 2006/07 and 2007/08 years by Option B inclusive of the following features:**
  - **Local government assumes ownership of all ESL debt levied during the year (City of Joondalup owns the debt)**
  - **Local government has responsibility for accepting and subsequently approving any ESL amounts to be written off**
  - **Local government remits 100% of the ESL levied to FESA on a quarterly basis (30% by 21 September, 30% by 21 December, 30% by 21 March and 10% on 21 June) for each of the future years**
  - **Local government retains any late payment penalty interest charges**
- 2 FESA be ADVISED of this decision.**

## **ITEM 12                    2006/2007   STATE   BLACKSPOT   PROGRAM   – [08151]**

**WARD:**                    All

**RESPONSIBLE  
DIRECTOR:**            Mr David Djulbic  
                                 Director Infrastructure and Operations

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### **PURPOSE**

The purpose of this report is to seek Council's formal endorsement of projects submitted for the 2006/07 State Black Spot Program.

### **EXECUTIVE SUMMARY**

On 2 March 2005, Main Roads WA called for submissions for the 2006/07 State Black Spot Program. Submissions are required by 24 June 2005. In order to meet this deadline, project submissions require formal endorsement by Council.

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

*This report recommends that Council ENDORSES the listed projects shown on Attachment 1 to this Report for submission to the 2006/07 State Black Spot Program.*

### **BACKGROUND**

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

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

All submissions are considered on their merits and are evaluated against the criteria set by the State Black Spot Program Development and Management Guidelines.

The State Black Spot Program will allocate two thirds funding towards the cost of successful projects with the remaining one-third-project cost to be met by Council.

### **DETAILS**

#### **Issues and options considered:**

On 2 March 2005, Main Roads WA called for submissions for the 2006/07 State Black Spot Program. To enable the submissions to be presented to the Metropolitan Regional Road Group Technical Members meeting, the submission deadline was set for 24 June 2005.

As part of this 2006/07 program, approximately 140 eligible sites in the City of Joondalup (5 crashes in 5 years ending December 2004) were evaluated on a preliminary basis. Of these, 26 sites were subject to a more detailed assessment.

The projects are prioritised on a statewide basis, utilising an economic indicator known as the BCR (Benefit Cost Ratio). The BCR is the comparison of cost savings to the community as a result in the reduction of crashes, compared to the cost of installing a particular traffic treatment type. In simple terms, the greater the cost effectiveness, the greater the BCR value, which results in a higher project ranking. It is also noted that some of the State Black Spot Program funds will be allocated towards projects that have undergone a safety audit procedure. The extent of these funds is yet to be determined, however it is unlikely to be more than 20% of the program funding. Safety audits have been undertaken for various sites to take into consideration the traffic volumes and the intersection layouts.

On the basis of the detailed assessment eleven sites have been short-listed. A list of the short listed projects including total project costs, possible State Black Spot Program funding and the mandatory Council contributions should funding be approved are shown on Attachment 1.

In accordance with the previous year, it is envisaged that the Minister for Transport will announce the approved projects early to mid 2006.

**Link to Strategic Plan:**

The projects fit into the Strategic Plan for the City by improving infrastructure. The major benefit for the community is a safer road network. The use of the State Black Spot programs enables the City to source grant funds in combination with its own funds.

**Legislation – Statutory Provisions:**

Not Applicable

**Risk Management considerations:**

The installation of an appropriate treatment at particular locations will mitigate risks associated with the potential for accidents occurring from a frequency and severity perspective.

**Financial/Budget Implications:**

The successful funding of Black Spot projects will require Council to allocate funds in the 2006/07 Program. The grants are provided on the basis of two-thirds contribution from the State to one third by the City.

An amount of \$180,000 has been listed as Council's contribution in (2006/07) of the City's Five Year Capital Works - Black Spot Program. Should Council be successful in all its submissions, then a budget adjustment will be undertaken as part of the 2006/07 Draft Budget deliberations.

**Policy implications:**

Not Applicable

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Not Applicable

**Consultation:**

Not Applicable

**COMMENT**

The State Black Spot Program is administered by Main Roads WA and provides funding to improve the road network.

The short listed projects shown on Attachment 1 are presented for formal endorsement by Council. Subject to endorsement and approval for State Black Spot funding, the City's contribution for each successful project will be listed for funding consideration as part of the City's 2006/07 budget deliberations.

**ATTACHMENTS**

Attachment 1            Proposed 2006/07 State Black Spot Program Project Submission List

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

**That Council ENDORSES the listed projects shown on Attachment 1 to this Report for submission to the 2006/07 State Black Spot Program.**

*Appendix 6 refers.*

*To access this attachment on electronic document, click here: [Attach6brf310505.pdf](#)*

*V:\DD\05reports\June 7\2006\_07 State Blackspot Program.doc*

## **ITEM 13 METROPOLITAN REGIONAL ROAD PROGRAM 2006/2007 TO 2010/2011 – [06759] [08151]**

<b>WARD:</b>	All
<b>RESPONSIBLE DIRECTOR:</b>	Mr David Djulbic Director Infrastructure and Operations

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### **PURPOSE**

This report outlines information about projects to be submitted to Main Roads WA for the 2006/07 Five Year Metropolitan Regional Road Program.

### **EXECUTIVE SUMMARY**

Main Roads WA has sought submissions for the 2006/07 to 2010/2011 Metropolitan Regional Road Program for Improvement Projects and Rehabilitation Projects.

This report outlines the guidelines for the assessment of, and recommends projects for consideration by the Metropolitan Regional Road Group.

This report recommends that Council:

- 1 *SUBMITS Connolly Drive / Moore Drive – Shenton Avenue to Burns Beach Road and Marmion Avenue to Connolly Drive for consideration for funding as part of the 2006/2007 Metropolitan Regional Road Program and as shown at Attachments 1 and 3 to this Report;*
- 2 *SUBMITS the Road Rehabilitation projects to Main Roads WA for consideration for funding as part of the 2006/2007 Metropolitan Regional Road Program as shown at Attachment 4 to this Report.*

### **BACKGROUND**

Each year, Main Roads WA (MRWA) invites project submissions from local government for funding consideration as part of the Metropolitan Regional Road Program. The program allocates funds derived from the State Road Funds to Local Government Agreement. Main Roads WA requests detailed project submissions up to two years in advance to allow Councils to program approved projects into their Budgets with certainty of grant funding. Less detail is required for projects submitted in the following three years.

The project types are separated into two categories as outlined below:

Road Improvement Projects, which are:

- (a) those which would involve upgrading of an existing road to a higher standard than currently exists, i.e. pavement widening, new overtaking lanes, traffic control measures, etc;
- (b) new works where a road pavement does not currently exist at the proposed standard, e.g. dual carriageway or new carriageway construction.



A multi-criteria analysis, (taking into consideration road capacity, geometry, crashes, benefits and costs) is used to score and prioritise road improvement projects on urban arterial roads submitted by Councils within the metropolitan area.

Road Improvement Projects are audited, scored and approved for the first year only, 2006/07, with any projects submitted for future years beyond 2006/07 to provide MRWA with information on project summary rather than detail and future cash flows.

Road rehabilitation projects are those proposed for existing roads where the pavement is to be brought back to as new physical condition, e.g. resealing, reconstruction, re-sheeting and reconditioning. A one year programme only is required for these submissions – 2006/07.

The distribution of the MRRP funds is based on 50% of the pool to Improvement Projects and 50% to Rehabilitation Projects. A limit of \$1 million per Council per year has been set for Improvement Projects and \$500,000 for Rehabilitation Projects. Funding approval is based on Council's contribution of at least a third to each project.

## **DETAILS**

### **Issues and options considered:**

#### Road Improvement Projects

The proposed Road Improvement Project submitted for 2006/07 is Connolly Drive / Moore Drive – Shenton Avenue to Burns Beach Road and Marmion Avenue to Connolly Drive as detailed on Attachment 1 and shown at Attachments 2 & 3. This project is listed in the Major Road Construction Program in the Draft 2005/06 Five Year Capital Works Program.

This project has been submitted in response to the proposed extension of the Mitchell Freeway to Shenton Avenue and Burns Beach Road. Main Roads WA has undertaken before and after traffic modelling for both roads to determine the effect of traffic movements when these roads connect to the freeway. As a result of the modelling, it is forecast that there will be an increase in traffic on Shenton Avenue when it is connected to the freeway, with additional traffic attracted to Moore Drive and Connolly Drive to bypass the traffic signals and roundabout on Marmion Avenue. An increase in traffic on these roads will be accompanied by an increase in crashes and lowered safety levels. Construction of dual carriageways with traffic signals at the Shenton Avenue and Marmion Avenue junctions, as shown on Attachment 3 provides capacity for the increased traffic, safe turning movements and better facilities for buses, cyclists and pedestrians.

The other project submitted in detail is the section of Burns Beach Road from Joondalup Drive to the Mitchell Freeway. This project has been re-evaluated and re-submitted as a future MRRP project, as shown on attachment 2. It is shown in the Major Road Construction Program of the Five Year Capital Works Program but to be deferred from 2006/07 to 2008/09 subject to Connolly/Moore Drive funding. This project and other roads are re-evaluated on an annual basis as a result of changing traffic patterns, volumes and, crashes. The five year MRRP programme is adjusted in accordance with these results of the multi-criteria analysis and Main Roads WA audited scoring.

#### Road Rehabilitation Projects

An assessment and mechanical study was undertaken for a number of roads, which provides the technical details and recommendations to comply with the criteria for assessing projects. A review is also undertaken on other works such as the traffic management program where traffic islands are located in a red asphalt median on local distributor roads. The resurfacing component of these construction works can be funded via this program if it meets the specified criteria. The inspections, analysis, scoring and documentation was undertaken by

a specialist pavement consultant. The Road Rehabilitation Program recommended for submission to Main Roads WA for funding consideration in the 2006/07 financial year is shown at Attachment 4.

### **Link to Strategic Plan:**

The projects fit into the Strategic Plan for the City by improving infrastructure which leads to an improved lifestyle and an integrated transport system – Strategies 3.1.1 and 3.4.1. Under the MRRG Road Improvement Program, the dualling of arterial roads such as Connolly Drive and Moore Drive, means that these million dollar plus projects can be undertaken using an external funds source, and include upgrading junction treatments, installing bus embayments and adding smooth asphalt seal to reduce traffic noise on an existing chip seal carriageway.

The sections of Connolly Drive and Moore Drive have been submitted for 2006/07 because as a single project it has the highest points score using the multi-criteria assessment and therefore the best chance of being funded while in competition against other projects from metropolitan councils. As well, under MRRP guidelines, if it is funded in 2006/07, the funding required to complete the project in 2007/08 is automatically committed and preserved for 2007/08.

The extension of the Mitchell Freeway to Shenton Avenue and Burns Beach Road is tentatively scheduled within the timeframe 2005 to 2008. This project ties in with the extension and in conjunction with the dualling of Burns Beach Road from Marmion Avenue to the freeway, the City's arterial road network is well placed to accommodate the increased traffic volumes resulting from the freeway extension.

The major benefit for the community is a more efficient road network as a result of better roads and paths, reduced travel times, less crashes and easier access to facilities. Moreover, using the MRRP process in this way enables the City to construct major roads using the best combination of grant income and its own funds.

For Road Rehabilitation projects, roads can be resurfaced using the MRRP grant as an external funds source that can offset the prohibitive cost of resurfacing and refurbishment of arterial, major and local distributor roads. These treatments prolong the life of the road pavement by resurfacing when it is most beneficial to do so rather than waiting until the pavement fails which may require more expensive reconstruction.

### **Legislation – Statutory Provisions:**

The funds for these programs come from the State Road Funds to Local Government Agreement. There are no statutory provisions applicable to the funds application but there are procedural requirements as outlined below:

#### Process for 2005/2006 Metropolitan Regional Road Program

- 1 Project submission to be forwarded to Main Roads WA (MRWA) by 2 May 2005. MRWA will accept submissions with later endorsement by Council.
- 2 Submissions are checked for omissions and errors in computations.
- 3 Submissions are audited:
  - Rehabilitation projects by Materials Engineering Branch, Main Roads WA
  - Improvement projects by an independent consultant auditor
- 4 Audit queries are discussed with affected Councils

- 5 Final audited projects are sent to Main Roads WA for collation and priority listing based on points score.
- 6 Lists of audited projects distributed to all Councils in August 2005.
- 7 The Sub Groups of the Metropolitan Regional Road Group each have technical meetings to discuss and approve projects within the Sub Group only. The Cities of Wanneroo, Joondalup, Stirling and Town of Vincent form the North West Sub Group.
- 8 Recommendations are forwarded to the Technical Members Committee of the Metropolitan Regional Road Group. The Director Infrastructure & Operations from the City is the Chairman of this Technical Group which then recommends the projects to be funded across the metropolitan area to the Metropolitan Regional Road Group.
- 9 The Metropolitan Regional Road Group, which is comprised of elected representatives from metropolitan Councils, considers funding submissions in accordance with the guidelines and makes recommendations to the Advisory Committee. This committee forwards those recommendations to the Commissioner of Main Roads who in turn forwards recommendations to the Minister For Planning and Infrastructure who approves the funding.
- 10 Councils would expect advice of approval of projects during November/December 2005.

**Risk Management considerations:**

The City has received advice from Main Roads WA that when the Mitchell Freeway is extended to Shenton Avenue, an increase in traffic can be expected on Moore Drive and Connolly Drive. This will be caused by drivers attempting to bypass the existing traffic signals at Burns Beach Road, Ocean Gate Parade and the Shenton Avenue/Marmion Avenue roundabout.

The City has an obligation to address this issue and those of access and amenity for residents. If the traffic volumes increase because of an external influence on the area then the probability of crashes is likely to increase also.

The City also benefits by reducing its financial risk as the project will be two thirds funded by the State Government as detailed at Attachment 1. It will fund the other one third of the cost from municipal revenue.

The City cannot ignore how the freeway impacts on its infrastructure, residents and operations. The extension of the freeway northwards from Hodges Drive to Shenton Avenue will reduce the traffic impacts on Hodges Drive and its adjacent residents. They will be transferred to Shenton Avenue and then to Burns Beach Road. This project provides a means of managing the impacts in the short and longer term and provides benefits for the growing population in the area.

**Financial/Budget Implications:**

The successful grant funding of the road improvement project will require Council to allocate funds in the 2006/07 Capital Works Budget – Major Road Construction Program (as well as 2007/08) and Road Preservation and Resurfacing Program as shown on Attachments 1 and 4. The grants are provided on the basis of a two thirds contribution by Main Roads WA to one third by the City. The maximum annual grant for Rehabilitation Projects is \$500,000 and \$1,000,000 for Road Improvement Projects. The City's contribution is funded from the

Municipal Fund for road improvement projects and the Federal Local Roads component (FLRG) of Federal Assistance Grants (FAG) for road rehabilitation projects.

Following auditing, some of the Rehabilitation Projects may not be funded in 2006/2007 and may need to be re-evaluated for submission with further projects for funding in subsequent years. It is also possible that the City may not receive funding for the Improvement Project. These circumstances occur because projects from all metropolitan Councils compete for the limited funds each year. At this time, the City has not received confirmation of the 2005/06 MRRG Program Fund allocation although it is estimated to be approximately \$10M in total for Improvement and Rehabilitation Programs. It is anticipated to be the same amount in 2006/07 with around \$5M for each program. The scores of all projects are rigorously audited leading to some projects not achieving the required score or being below the funding cut off level for each Council or the program pool.

**Policy implications:**

Not Applicable

**Regional Significance:**

Not Applicable

**Sustainability implications:**

The multi-criteria analysis of major improvement projects submitted for MRRP funding requires that Environmental, Social and Economic factors be considered. As the Connolly Drive/Moore Drive project has a relatively high points score with a strong likelihood of receiving grant funding, the following comments relate only to that project.

The Environmental factors are the physical environment, visual quality and cultural and heritage issues.

- physical environmental impacts are those that may damage the area and require approvals from relevant authorities – both Connolly Drive and Moore Drive are designated District Distributor A Roads in the Perth Metropolitan Functional Road Hierarchy published by Main Roads WA in 1999. The roads have been designed, earthworked and formed for dual carriageway construction as part of the original subdivisions. The project area has been transformed from a natural physical environment to one that is man made and its impact is minimal.
- Visual quality impacts are those such as removal of bushland, reduced scenic views and altering the landscape in a negative way. As described above, the existing roads have been constructed to accommodate the second carriageway. However landscaping of the medians and verges will be undertaken to ameliorate the impact of the second carriageway and additional pavement area.
- Cultural and Heritage issues are also considered in the environmental issues area. The project is within the existing road reserves created as part of a Greenfields subdivisional development and therefore, there are no cultural or heritage sites in the area.

The Social factors are displacement of people, accessibility and community cohesion.

- Displacement of people deals with home and land acquisition and owners consent. The dual carriageway project is totally within existing road reserve boundaries and does not affect existing private property.
- Accessibility to and from connecting local roads is improved by providing greater carriageway capacity and the use of right turn lanes and median openings for vehicle storage while waiting to turn.
- Community cohesion relates to land use changes and traffic patterns that improve or disrupt the community. Turning movements into and out of local roads onto busy single carriageways are a factor in many crashes in the area. The project addresses many of these crashes with left and right turn lanes and islands and the rear end crashes by using asphalt with ant-skid properties. All of this achieves a degree of traffic calming and is further reinforced with traffic signals at Shenton Avenue and Marmion Avenue as shown on Attachment 3.

Economic factors are considered on a local and regional basis and deal with accessibility to or displacement of business and increased business activity.

- At a local level the project improves accessibility to businesses by providing greater capacity to allow people to reach their destination. This includes not only local shops but also schools, Currambine Train Station and Arena Sports Complex.
- On a regional basis, the project provides for the easier access to Joondalup CBD, the largest regional centre outside of Perth and Fremantle. It caters for the increased traffic and access to the Mitchell Freeway, the primary north south transport route in Perth and with traffic signals at Shenton Avenue and Marmion Avenue, traffic has easier access to Marmion Avenue, the major arterial road in the northwest corridor. These strong transport links provide a regional improvement for business activity and business prospects.

### **Consultation:**

The City has liaised with Main Roads WA on the Mitchell Freeway extension and as a result of its presentation on the local and regional traffic impacts caused by the freeway extension, both the Connolly Drive / Moore Drive and Burns Beach Road projects have been submitted for grant funding. The City is also a member of the community consultation working group (CCWG) for the Mitchell Freeway extension to Shenton Avenue and remains aware of both community and traffic concerns for that project.

In regard to the Connolly Drive / Moore Drive dual carriageway project, consultation has not been undertaken at this time. The project is at a submission stage to gain funding and at a time closer to the design documentation stage and subject to the level of funding provided by Main Roads WA, a consultation plan will be developed.

### **COMMENT**

The Metropolitan Regional Road Program is administered by Main Roads WA using well established formulae, conditions and procedures that are outlined in the State Road Funds to Local Government Agreement. The City has received grant funding in the past from the program and subject to priorities and auditing of other projects from metropolitan councils, would anticipate funding of the Connolly/Moore Drive project in 2006/07 and 2007/08.

If the project does receive grant funding, it would be project managed by Infrastructure Management & Ranger Services using either a Consulting Engineer or internal resources for the detailed design, documentation, contract management and superintendence.

## ATTACHMENTS

Attachment 1	Road Improvement Projects Details
Attachment 2	Locality plan
Attachment 3	Connolly Drive/Moore Drive project plan
Attachment 4	Road Rehabilitation Projects Details

## VOTING REQUIREMENTS

Simple majority

## RECOMMENDATION

### That Council:

- 1 SUBMITS Connolly Drive / Moore Drive – Shenton Avenue to Burns Beach Road and Marmion Avenue to Connolly Drive for consideration for funding as part of the 2006/2007 Metropolitan Regional Road Program and as shown at Attachments 1 and 3 to this Report;**
- 2 SUBMITS the Road Rehabilitation projects to Main Roads WA for consideration for funding as part of the 2006/2007 Metropolitan Regional Road Program as shown at Attachment 4 to this Report.**

*Appendix 7 refers.*

To access this attachment on electronic document, click here: [Attach7brf310505.pdf](#)

## **ITEM 14                    PROPOSED PARKING SCHEME AMENDMENT – DESIGNATION OF COMMUTER PARKING – [07190]**

**WARD:**                         Lakeside

**RESPONSIBLE  
DIRECTOR:**                 Mr David Djulbic  
   Director Infrastructure and Operations

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### **PURPOSE**

To amend the City of Joondalup Parking Scheme by the designation of 211 parking bays for use as Commuter Parking. The 211 parking bays to be made up from 93 bays in Collier Pass Parking Station No 9 and the on-street parking facilities of, 88 bays in Collier Pass, 21 bays in Barron Parade and 9 bays in Clarke Crescent.

### **EXECUTIVE SUMMARY**

The City has constructed parking facilities for use by commuters under an agreement with the Department of Transport (Western Australian Government Railways (WAGR)). The agreement provided for a financial contribution by WAGR to cover the costs of constructing the parking bays in the dual carriageway works of Collier Pass and the Collier Pass Parking Station No 9, in return for 211 parking bays being designated for use by commuters. Under the agreement, the commuter parking will operate until 5 December 2012, being ten (10) years from the completion date of the Collier Pass dual carriageway and parking facilities.

In keeping with the agreement, it is necessary to designate the agreed parking facilities for use as commuter parking. The designation of parking facilities is made in accordance with Clauses 18 and 33 of the City of Joondalup Parking Local Law 1998. As such it is recommended that Council:

- 1     *AMENDS the City of Joondalup Parking Scheme in accordance with Clause 18 of the City's Parking Local Law 1998 by designating the City of Joondalup Collier Pass Parking Station No 9, for use as commuter parking;*
- 2     *AMENDS the City of Joondalup Parking Scheme in accordance with Clause 33 of the City's Parking Local Law 1998 by designating the on-street parking facilities being 88 bays in Collier Pass, 21 bays in Barron Parade and 9 bays in Clarke Crescent for use as commuter parking.*

### **BACKGROUND**

The Joondalup Transit Station was initially planned as a destination station and therefore only a minimal amount of commuter and kiss and ride parking facilities were constructed to accommodate origin requirements. Lack of commuter parking was identified as an issue in the consultation phase during development of the Joondalup City Centre Public Parking Strategy.

The 2001 Parking Occupancy survey confirmed that commuters were parking all day in several central City parking stations intended to support the parking needs for inner City businesses. While time restrictions were approved by Council and applied in October 2001, those restrictions displaced commuters. Subsequent discussions were held between the City and WAGR to identify opportunities and costs to provide commuter parking in proximity to the Joondalup Transit Station.

## DETAILS

### Issues and options considered:

At its meeting held on 12 February 2002, (Item CJ021-02/02 refers) Council approved the part funding contribution from WAGR to construct the dual carriageway of Collier Pass with parking maximised for use by commuters. It was also indicated in the report that lot 505 Collier Pass could be used for commuter parking with the construction costs being met by WAGR. The agreement between WAGR and the City was for a total of 211 parking bays being a combination of on-street and off-street parking, to be set aside for use by commuters, in return for a cost contribution of \$705,327 by WAGR.

### Link to Strategic Plan:

The recommendation in this report is supported by the following objective and strategy in the City's Strategic Plan 2003 – 2008:

Objective: 3.3 To continue to meet changing demographic needs.

Strategy: 3.3.2 Integrate plans to support community and business development.

### Legislation – Statutory Provisions:

The City of Joondalup Parking Local Law 1998 was made in keeping with the requirements of the Local Government Act 1995, Section 3.12 Procedure for making local laws. The Parking Local Law at Clause 18 provides for the City by resolution, to establish, determine and vary from time to time, parking stations and the management of such stations. The Parking Local Law at Clause 33 provides for the City by resolution, to establish, determine and vary from time to time, all matters relating to on-street parking.

### Risk Management considerations:

Not Applicable

### Financial/Budget Implications:

Adoption by Council of the recommendation will require the erection of a sign to identify the City of Joondalup Collier Pass Parking Station No 9 and indicate that it has been designated for use as commuter parking.

<b>Account No:</b>	1.7230.4615.0529
<b>Budget Item:</b>	Parking Control Signs
<b>Budget Amount:</b>	\$22,361
<b>YTD Amount:</b>	\$
<b>Actual Cost:</b>	\$750 est.

### Policy implications:

Not Applicable

### Regional Significance:

Not Applicable



**Sustainability implications:**

Not Applicable

**Consultation:**

During development of the Joondalup City Centre Public Parking Strategy, a public meeting was held to obtain feedback on parking issues in the City Centre and what was proposed as part of the strategy. Comment provided at that time, supported the development of Collier Pass as a dual carriageway including the parking layout and designation of that parking for use as commuter parking.

The designation of Collier Pass Parking Station No 9 for use as commuter parking is in accordance with the proposed Funding Agreement between the City and the WAGR. That agreement details the terms and conditions under which the WAGR provided funds to the City to build the parking bays in Collier Pass, Barron Parade and the Collier Pass Parking Station.

**COMMENT**

In the early stages of development of the Joondalup City Centre when parking demand was low and parking supply was relatively high, few difficulties were experienced by motorists who wanted to park close to where they shopped or conducted business. As the City has developed, parking restrictions have had to be applied in parking stations and on-street, to maximise the use of parking facilities.

The application of parking restrictions to achieve a greater turnover of vehicles has displaced those vehicles that previously occupied parking bays for long periods. In some instances, the all day parking was by commuters. The agreement with WAGR to provide commuter parking is for ten years from the completed construction date of the Collier Pass facilities being 5 December 2002. The City has sought flexibility within the agreement to be able to alter the locations where commuter parking can be provided. This is considered important due to the on-going development and evolving nature of the City and its facilities.

The City's Parking Scheme will need to be under constant review to meet changes in demand and some community expectations that can be met. In such a scenario, the City must expect some adverse reaction from time to time as changes are made to accommodate changing demands.

**ATTACHMENTS**

Attachment 1            Plan titled "211 Commuter Parking Bays Dept. Public Transport Agreement" showing Collier Pass Parking Station No 9 ninety three (93) parking bays, On street Parking in Collier Pass eighty eight (88) bays, Barron Parade twenty one (21) bays and Clarke Crescent nine (9) bays.

**VOTING REQUIREMENTS**

Simple Majority

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

- 1 AMENDS the City of Joondalup Parking Scheme in accordance with Clause 18 of the City's Parking Local Law 1998 by designating the City of Joondalup Collier Pass Parking Station No 9, for use as commuter parking;**
- 2 AMENDS the City of Joondalup Parking Scheme in accordance with Clause 33 of the City's Parking Local Law 1998 by designating the on-street parking facilities being 88 bays in Collier Pass, 21 bays in Barron Parade and 9 bays in Clarke Crescent for use as commuter parking.**

*Appendix 8 refers.*

*To access this attachment on electronic document, click here: [Attach8brf310505.pdf](#)*

## **ITEM 15                    PROPOSED PARKING SCHEME AMENDMENT - MCLARTY AVENUE PARKING STATION NO 1 – [07190]**

<b>WARD:</b>	Lakeside
<b>RESPONSIBLE DIRECTOR:</b>	Mr David Djulbic Director Infrastructure and Operations

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### **PURPOSE**

To amend the City of Joondalup Parking Scheme by the introduction of a three hour time limit in McLarty Avenue Parking Station No 1, to provide opportunity for increased use by customers in support of adjacent businesses.

### **EXECUTIVE SUMMARY**

Demand for parking in proximity to the City's McLarty Ave Parking Station No1 has increased significantly. The Royal Automobile Club of Western Australia (RAC) has consolidated its Call Centre Operations at its Joondalup premises located on the south west corner of Shenton and McLarty Avenues, Joondalup. This consolidation has meant that demand for long term parking in the area has increased by 50 vehicles at the peak staff period of 7.30 am Monday to Friday. While sufficient unrestricted parking bays were identified to accommodate the expected increase in parking demand, the majority of those unrestricted bays are located north of Shenton Ave.

The parking bays that were previously available for staff and customers of businesses in the area are now regularly fully utilised by 7.30 am. With the majority of staff that have worked in the area for many years not commencing until 8.30am – 9.00am, they find that there are few, if any, parking bays available at that time. Business proprietors have also advised having received complaints from their customers about the difficulties they experience in finding parking in close proximity.

The parking issue has caused tension between businesses and generated requests for increased enforcement of existing time restricted parking bays and the application of new time restrictions to another fifteen parking bays.

*In keeping with the requests of business proprietors in the area, it is recommended that Council AMENDS the City of Joondalup Parking Scheme in accordance with Clause 18 of the City's Parking Local Law 1998, by the introduction and application of a three hour time limit to the fifteen parking bays on the south east section of McLarty Ave Parking Station No 1.*

### **BACKGROUND**

The City has been requested to place additional time restrictions in McLarty Ave Parking Station No 1 and to enforce existing parking restrictions both in the parking station and on-street in an attempt to free up parking bays for customers and staff of the business centre opposite. Parking demand in the immediate vicinity has increased significantly so that all parking bays in the parking station are frequently fully occupied by 7.30 am Monday to Friday.

Parking demand has increased due to the RAC having consolidated its Call Centre Operations at its Joondalup premises located on the south west corner of Shenton and

McLarty Avenues. The RAC consolidation has increased demand for long term parking by approximately 50 vehicles per day in that vicinity.

Prior to the consolidation, the RAC approached the City to obtain clarification that there would be sufficient parking available for use by their employees being transferred to Joondalup. The City was able to demonstrate that there was a surplus number of parking bays not subject to time restrictions and therefore suitable for the long term parking needs of the RAC staff. The majority of the unrestricted parking bays identified at that time were located on-street in McLarty Ave, north of Shenton Ave. The use of these bays would require a relatively short walk to the RAC and other business premises in the area. There was also a surplus number of un-restricted parking bays in the McLarty Ave Parking Station No 1 that accommodated the need for long and short term parking for staff and customers of business premises in the area.

The RAC staff park in McLarty Ave Parking Station No 1 and utilise the majority of bays by 7.30am each day. This means that the staff of other businesses in the area who commence work later in the day, as well as their customers, now experience difficulty in locating suitable parking in close proximity. This has created some tensions between the various parties.

## **DETAILS**

### **Issues and options considered:**

Business proprietors with premises in McLarty Ave opposite the McLarty Ave Parking Station No 1 have requested that Rangers be more active in enforcing existing on-street and off-street parking restrictions. The request was made due to the restricted parking bays being consistently occupied for longer than the permitted times and the adverse impact this was reported to be having on customers and the businesses.

Prior to the RAC consolidating the Call Centre at their Joondalup premises, the available parking and time restriction mix appeared to adequately meet the short and long term parking demand in the area. This situation has now changed with business proprietors requesting that parking restrictions be applied to more of the currently un-restricted parking bays within the McLarty Ave Parking Station No 1. As a consequence of this the three hour limit being applied to fifteen parking bays on the east side of the parking station, as indicated on the attached plan, is being proposed.

### **Link to Strategic Plan:**

The recommendation in this report is supported by the following objective and strategy in the City's Strategic Plan 2003 – 2008:

Objective: 3.3 To continue to meet changing demographic needs.

Strategy: 3.3.2 Integrate plans to support community and business development.

**Legislation – Statutory Provisions:**

The City of Joondalup Parking Local Law 1998 was made in keeping with the requirements of the Local Government Act 1995, Section 3.12 Procedure for making local laws. The Parking Local Law 1998, Clause 18 Establishment of Parking Stations, provides that:

“The local government may by resolution, establish, determine and vary from time to time and indicate by signs:

- (a) parking stations;
- (b) permitted times and conditions of parking or stopping in parking stations;
- (c) classes of vehicles permitted to park or stop in parking stations;
- (d) the manner of parking or stopping in parking station,

but such authority shall not be exercised in a manner inconsistent with the provisions of this local law or any such written law.”

**Risk Management considerations:**

Not Applicable

**Financial/Budget Implications:**

Adoption by Council of the recommendation, will require the erection of signs to indicate that the designated parking bays are subject to a three hour parking restriction.

<b>Account No:</b>	1.7230.4615.0529
<b>Budget Item:</b>	Parking Control Signs
<b>Budget Amount:</b>	\$22,361
<b>YTD Amount:</b>	\$
<b>Actual Cost:</b>	\$250 est.

**Policy implications:**

Not Applicable

**Regional Significance:**

Not Applicable

**Sustainability implications:**

The recommended introduction of a three hour parking restriction to apply to the fifteen parking bays in the south east section of McLarty Ave Parking Station No 1, will support a higher turnover of vehicles using those parking bays thereby providing greater opportunities for customers to park close to the businesses they want to visit.

**Consultation:**

Discussions have been held between the General Manager, RAC Call Centre, McLarty Ave Joondalup, and the City Officers concerning the location and availability of parking spaces for RAC staff and enforcement of current time restrictions on parking bays in close proximity to the RAC building.

Ongoing consultation has occurred with various business proprietors concerning enforcement of the existing one hour on street parking restrictions and the section of two hour parking restrictions in the McLarty Ave Parking Station No 1. The business proprietors have also requested that additional bays within the car park be time restricted to achieve increased opportunities for customers and staff to park.

### **COMMENT**

The proposed introduction of a three (3) hour time restriction to fifteen bays in the McLarty Ave Parking Station No 1, is recommended as this will complement the existing two hour restriction applicable to the fifteen bays immediately opposite, within the car park. The on-street parking bays adjacent to the Business Centre are subject to a one hour restriction.

Where parking bays are available without time restrictions or fees and in close proximity to where people work, experience has demonstrated that those bays will be occupied first. This is what has happened at these parking facilities in this instance.

As the City develops, those staff who have worked in the City for a long time and while there has been no great demand for parking, will find it increasingly difficult to park close to where they work. It can be expected that the parking bays closest to businesses will increasingly be subject to shorter time restrictions to maximise turnover in support of businesses and their customer needs.

### **ATTACHMENTS**

Attachment 1            Plan outlining parking bay layout with locations of current and proposed three hour time restrictions.

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

**That Council AMENDS the City of Joondalup Parking Scheme in accordance with Clause 18 of the City's Parking Local Law 1998 by the introduction and application of a three hour time limit to the fifteen parking bays on the south east section of McLarty Ave Parking Station No 1.**

*Appendix 9 refers.*

*To access this attachment on electronic document, click here: [Attach9brf310505.pdf](#)*

## **ITEM 16                    TENDER 038-04/05 CIVIC CHAMBERS, LIBRARY AND ADMINISTRATION BUILDING LIFT SERVICES UPGRADE AND MAINTENANCE – [38569]**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr David Djulbic  
Director Infrastructure and Operations

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### **PURPOSE**

To seek the approval of Council to choose ThyssenKrupp Elevator as the successful tenderer for the Civic Chambers, Library and Administration Building lift services upgrade and maintenance.

### **EXECUTIVE SUMMARY**

Tenders were advertised on 23 February 2005 through statewide public notice for the Civic Chambers, Library and Administration Building Lift Services Upgrade and Maintenance. Tenders closed on 10 March 2005. Two submissions were received from: ThyssenKrupp Elevator and Otis Elevator Co Pty Ltd.

It is recommended that in relation to tender number 038-04/05, Council:

- 1 *AUTHORISES BY AN ABSOLUTE MAJORITY, in accordance with Section 6.8(1) of the Local Government Act 1995, re allocation of \$54,093 from Project 6830 Joondalup SES additions to Project 4179 Joondalup Administration Centre, Civic Chambers and Library Lift Upgrades;*
- 2 *SUBJECT to the reallocation of \$54,093, as detailed in 1 above, that Council:*
  - (a) *CHOOSES ThyssenKrupp Elevator as the successful tenderer for the Civic Chambers, Library and Administration Building Lift Services Upgrade and Maintenance in accordance with the Lump Sum Price of \$268,500 excluding GST;*
  - (b) *AUTHORISES the Chief Executive Officer (CEO), on behalf of the City, to enter into a contract with ThyssenKrupp Elevator in accordance with their submitted tender, subject to any minor variations that may be agreed between the CEO and ThyssenKrupp Elevator;*
  - (c) *DETERMINES that the maintenance contract is to be for an initial period of three years, with an option to extend subject to satisfactory performance reviews for a further maximum period of 24 months in 12 month increments, with the total term of the contract not to exceed 5 years.*

### **BACKGROUND**

The City has a lift maintenance contract that expires on 30 June 2005.

It has been identified that major lift upgrade works are required at the Civic Chambers, Library and Administration Building over the next few years to bring the lift operations to an acceptable level of service. These works include additional lift operating stations, additional

lights, replacement of main controllers with soft start and stop and replacement door operators.

The subject of this report is for the major upgrade works to the Civic Chambers passenger lifts 1 and 2 and the Library passenger lifts 1 and 2, plus ongoing maintenance work to those lifts and the Administration Building lifts 1 and 2. The ongoing maintenance work will extend over a 5 year period subject to performance reviews.

In accordance with industry practice the upgrade and lift maintenance have been combined into one contract.

## **DETAILS**

Tenders were advertised on 23 February 2005 through statewide public notice for the Joondalup Administration Building Lift Services Upgrade and Maintenance. Tenders closed on 10 March 2005. Two submissions were received from: ThyssenKrupp Elevator and Otis Elevator Co Pty Ltd.

The first part of the tender evaluation process is to check conformance to the Compliance Criteria, in order to ensure that all essential requirements have been met. Tenders not meeting all the essential requirements are deemed to be non-conforming and are eliminated from further consideration.

Both tenders submitted met all the essential requirements and were submitted for further consideration.

The second part of the evaluation process involves an independent assessment of the qualitative and quantitative criteria by each member of the Evaluation Panel. Each member of the Evaluation Panel assessed the tender submissions individually against the selection criteria using the weightings determined during the tender planning phase. The Evaluation Panel then convened to submit and discuss their assessments, leading to a ranking of each submission in order of merit.

The Evaluation Panel considered that the tender submitted by ThyssenKrupp Elevator required clarification of issues relating to the programming of the installation and some of the equipment to be provided. Clarification #1 was issued to ThyssenKrupp Elevator on 21 March 2005. Following receipt of the response, the Evaluation Panel re-convened to re-assess the scoring of ThyssenKrupp Elevator.

Under the City's Contract Management Framework, the tenders were assessed by the Evaluation Panel using a weighted multi-criterion assessment system and AS 4120-1994 'Code of Tendering', ensuring compliance with *Regulation 18(4)* of the *Local Government (Functions and General) Regulations 1996*.

The Selection Criteria for Tender Number 038-04/05 are as follows:

### **Selection Criteria**

Performance and experience of Tenderer in completing similar projects

- Relevant industry experience, including details of similar work undertaken. Details of previous projects should include, but not necessarily be limited to, description, location, construction amounts, date, duration, client etc.
- Past record of performance and achievement
- Level of understanding of Tender documents and work required
- Written references from past and present clients (names and contact numbers are not sufficient)



Capability and competence of Tenderer to perform the work required

- Company structure
- Qualifications, skills and experience of key personnel
- Equipment and staff resources available
- Percentage of operational capacity represented by this work
- Financial capacity, e.g. letter from accountant to the effect that the Tenderer
  - has handled previous contracts of this size satisfactorily and
  - is currently able to do so
- Compliance with Tender requirements – insurances, licences etc
- Quality systems
- Occupational Safety and Health management system and track record

Beneficial effects of Tender / local content

- The potential social and economic effect of the Tender on the City of Joondalup community
- The potential social and economic effect of the Tender on the Regional community
- Value added items offered by Tenderer
- Sustainability / efficiency / environmental

Methodology

- Detail the procedures and process they intend to use to achieve the requirements of the Specification
- Provide an outline of the provisional works programme

Tendered Price/s

- The Price to supply the specified goods or services
- Schedule of Rates for additional goods or services, variations and disbursements
- Discounts, settlement terms

**Issues and options considered:**

The lifts in the Civic Chambers and Library have regular breakdowns. A major issue identified has been the need for upgrading the controllers. As the lifts are critical to the operation of the City's buildings, preventative maintenance and improvements are sound asset management strategies.

**Link to Strategic Plan:**

Not Applicable

**Legislation – Statutory Provisions:**

The statewide public tender was advertised, opened and evaluated in accordance with the *Local Government (Functions & General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is expected to be or is worth more than \$50,000. The consideration for this contract is expected to exceed the Chief Executive Officer's Delegated Authority in relation to the acceptance of tenders to \$100,000.

**Risk Management considerations:**

This contract improves the public safety aspect associated with the lifts in the Civic Chambers and Library. The contract also provides for preventative maintenance over five years, which will minimise potential breakdowns through regular service inspections and minor repairs.

**Financial/Budget Implications:**

The City of Joondalup is a registered business entity for GST purposes. The nett effect on the price submitted by the successful tenderer is that the City pays GST but is able to claim an input tax credit for the amount of GST charged.

<b>Capital Costs</b>	<b>2004/05 (Excluding GST)</b>		<b>GST</b>	<b>Total (Including GST)</b>
Account No:	Project 4179			
Budget Item:	Joondalup Administration Centre, Civic Chambers and Library Lift Upgrades			
Budget Amount:	\$88,907			
Tender Price:	\$143,000		\$14,300	\$157,300
Shortfall	\$54,093			

<b>Maintenance Costs</b>	<b>2004/05 (Excluding GST)</b>	<b>2005/06 – 2009/10 (Excluding GST)</b>	<b>GST</b>	<b>Total (Including GST)</b>
Account No:	1.7270.0101			
Budget Item:	Joondalup Administration Centre, Civic Chambers and Library Lift Upgrades			
Budget Amount:	\$21,520	\$125,500 (5 years at \$25,100)	\$12,550	\$138,050
Tender Price:	existing	\$125,500 (5 years at \$25,100)	\$12,550	\$138,050

**Capital Costs**

The tendered prices for the capital upgrades exceed the current budget allocation of \$88,907.

In order to complete the capital upgrade works as part of this tender it is proposed that additional funds be reallocated from the Major Building Works Program. In this program funds of \$80,000 have been allocated to upgrade the Joondalup SES Building. This upgrade work has been deferred pending the possible inclusion of a SES facility in the new depot. As the new depot project is still in the planning process, it is proposed to reallocate \$54,093 from this project and re-list the balance of funds for the SES building upgrade in the 2005/06 financial year of the budget.

**Policy implications:**

The City's Policy 2.5.7 Purchasing Goods and Services encourages local business in the purchasing and tendering process and has been applied and incorporated into the selection criteria. Neither tenderer is located within either the City or the Region.

**Regional Significance:**

Not Applicable

**Sustainability implications:**

This contract is an integral part of the City's asset management approach to maintaining and upgrading its building operations, enhancing the value of its assets and reducing ongoing maintenance costs.

**Consultation:**

Not Applicable

**COMMENT**

The evaluation process identified ThyssenKrupp Elevator as the highest ranked tenderer and the Evaluation Panel considered that they have the capability and resources to carry out the work on a value for money basis.

The Evaluation Panel therefore recommend ThyssenKrupp Elevator as the preferred tenderer.

**ATTACHMENTS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

**RECOMMENDATION****That in relation to Tender Number 038-04/05 Council:**

- 1 AUTHORISES BY AN ABSOLUTE MAJORITY, in accordance with Section 6.8(1) of the Local Government Act 1995, reallocation of \$54,093 from Project 6830 Joondalup SES additions to Project 4179 Joondalup Administration Centre, Civic Chambers and Library Lift Upgrades;**

- 2 SUBJECT to the reallocation of \$54,093, as detailed in 1 above, Council:**
- (a) CHOOSES ThyssenKrupp Elevator as the successful tenderer for the Civic Chambers, Library and Administration Building Lift Services Upgrade and Maintenance in accordance with the Lump Sum Price of \$268,500 excluding GST;**
  - (b) AUTHORISES the Chief Executive Officer (CEO), on behalf of the City, to enter into a contract with ThyssenKrupp Elevator in accordance with their submitted tender, subject to any minor variations that may be agreed between the CEO and ThyssenKrupp Elevator;**
  - (c) DETERMINES that the maintenance contract is to be for an initial period of three years, with an option to extend subject to satisfactory performance reviews for a further maximum period of 24 months in 12 month increments, with the total term of the contract not to exceed 5 years.**

## **ITEM 17                    TENDER    044-04/05    PRUNING   OF   TREES, VEGETATION CHIPPING AND STUMP GRINDING WITHIN THE CITY OF JOONDALUP – [67571]**

**WARD:**                    All

**RESPONSIBLE  
DIRECTOR:**            Mr David Djulbic  
                                  Director Infrastructure and Operations

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### **PURPOSE**

To seek the approval of Council to choose The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd as the successful tenderer for the pruning of trees, vegetation chipping and stump grinding.

### **EXECUTIVE SUMMARY**

Tenders were advertised on 9 April 2005 through statewide public notice for the Pruning of Trees, Vegetation Chipping and Stump Grinding. Tenders closed on 26 April 2005. Only one tender submission was received, being from The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd.

It is recommended that in relation to tender number 044-04/05, Council:

- 1        *CHOOSES The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd as the successful tenderer for the Pruning of Trees, Vegetation Chipping and Stump Grinding in accordance with the Schedule of Rates, as outlined in Attachment 1 to this Report;*
- 2        *AUTHORISES the Chief Executive Officer (CEO), on behalf of the City, to enter into a contract with The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd in accordance with their submitted conforming tender, subject to any minor variations that may be agreed between the CEO and The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd;*
- 3        *DETERMINES that the contract is to be for an initial period of 12 months with an option to extend, subject to satisfactory performance reviews, for a further maximum period of 24 months, in 12 month increments, with the total term of the contract not to exceed 3 years.*

### **BACKGROUND**

The pruning, removal and chipping of trees on land owned, managed or maintained by the City is completed in part by the City's tree pruning crews and in part by a contractor approved by the City and operating in accordance with the requirements as established in the Contract. The regular pruning and removal of street trees under power lines and work too large for the City's resources is contracted out. The existing Contract for these works expired on 30 April 2005 but has been extended for an interim period to 20 June 2005.

The removal of tree stumps is also undertaken by an external contractor and this Contract expired on 30 April 2005 but has also been extended for an interim period to 20 June 2005. This contract has previously been separate from the tree pruning and chipping contract, however, in order to simplify the administrative process in managing two separates

Contracts, the two operations have now been combined into a new tender, the subject of this document.

Additionally, the intent of combining the two requirements was to promote a broader scope of work to prospective tenderers, thereby endeavouring to obtain more competitive prices for the City.

## **DETAILS**

Tenders were advertised on 9 April 2005 through statewide public notice for the Pruning of Trees, Vegetation Chipping and Stump Grinding. In addition, tender details were advertised on the City of Joondalup website and provided to the Joondalup Business Association. Tenders closed on 26 April 2005. One submission was received, being from The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd.

The first part of the tender evaluation process is to check conformance to the Compliance Criteria, in order to ensure that all essential requirements have been met. Tenders not meeting all the essential requirements are deemed to be non-conforming and are eliminated from further consideration.

The tender submitted by The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd met all essential criteria.

The second part of the evaluation process involves an independent assessment of the qualitative and quantitative criteria by each member of the Evaluation Panel. Each member of the Evaluation Panel assessed the tender submission against the selection criteria using the weightings determined during the tender planning phase. The Evaluation Panel then convened to submit and discuss their assessments, in order to ensure that the tenderer had the capability and resources to carry out the work.

Under the City's Contract Management Framework, the tenders were assessed by the Evaluation Panel using a weighted multi-criterion assessment system and AS 4120-1994 'Code of Tendering', ensuring compliance with *Regulation 18(4)* of the *Local Government (Functions and General) Regulations 1996*.

The Selection Criteria for Tender Number 044-04/05 are as follows:

### **Selection Criteria**

Performance and experience of Tenderer in completing similar projects

- Relevant industry experience, including details of similar work undertaken. Details of previous projects should include, but not necessarily be limited to, description, location, construction amounts, date, duration, client etc.
- Past record of performance and achievement with a local government
- Past record of performance and achievement with other clients
- Level of understanding of Tender documents and work required
- Written references from past and present clients

Capability and competence of Tenderer to perform the work required

- Company structure
- Qualifications, skills and experience of key personnel
- Equipment and staff resources available
- Percentage of operational capacity represented by this work
- Financial capacity, e.g. letter from accountant to the effect that the Tenderer

- (a) has handled previous contracts of this size satisfactorily and
- (b) is currently able to do so

- Risk assessment
- Compliance with Tender requirements – insurances, licences etc
- Quality systems
- Occupational Safety and Health management system and track record

#### Beneficial effects of Tender / local content

- The potential social and economic effect of the Tender on the City of Joondalup community
- The potential social and economic effect of the Tender on the Regional community
- Infrastructure / office / staff / suppliers / subcontractors within the City of Joondalup
- Value added items offered by Tenderer
- Sustainability/efficiency/environmental

#### Tendered Price

- The Schedule of Rates to supply the specified goods or services
- Schedules of Rates for additional goods or services, variations and disbursements
- Discounts, settlement terms

#### **Issues and options considered:**

Not Applicable

#### **Link to Strategic Plan:**

This contract supports objective 3.1 of the City's Strategic Plan, "To develop and maintain the City of Joondalup's assets and built environment."

#### **Legislation – Statutory Provisions:**

The statewide public tender was advertised, opened and evaluated in accordance with the *Local Government (Functions & General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is expected to be or is worth more than \$50,000. The consideration for this contract is expected to exceed the Chief Executive Officer's Delegated Authority in relation to the acceptance of tenders to \$100,000

#### **Risk Management considerations:**

There are no significant financial risks attached to the acceptance of this tender. The recommended tenderer is the current Contractor and the performance of the Contractor under the current Contract has been satisfactory.

The current Contractor has undertaken its Occupational Safety and Health requirements within the existing Contract to a high standard. This was reflected in its tendered submission, which the evaluation panel identified that the Tenderer had fully demonstrated and maintained a safe and reliable Occupational Safety and Health Management System and Track record.

**Financial/Budget Implications:**

Ongoing expenditure will be in accordance with the City's Maintenance and Capital Works Budgets, as authorised by Council annually and reviewed periodically. Expenditure is estimated to be \$477k per annum, with a total contract value over the three (3) year period of the tender being approximately \$1431k (excluding GST).

The City of Joondalup is a registered business entity for GST purposes. The net effect on the price submitted by the successful tenderer is that the City pays GST but is able to claim an input tax credit for the amount of GST paid.

**Policy implications:**

The City's Policy 2.5.7 Purchasing Goods and Services encourages local business in the purchasing and tendering process and has been applied and incorporated into the selection criteria. The sole tenderer is located in Nowergup, which is in the Region.

**Regional Significance:**

Not Applicable

**Sustainability implications:**

The maintenance of the City's trees is necessary to ensure the City's assets comply with the expectations of the community and are maintained to an acceptable standard.

**Consultation:**

Not Applicable

**COMMENT**

The tender submission evaluated includes an alternative offer comprising of a revised schedule of rates for stump grinding in parks, verges and medians. Within this revised schedule, the items are divided into different size ranges from those as stated in the original tender document. It is proposed that rates submitted in this alternative tender be considered and evaluated in conjunction with the recommended Schedule of Rates as a comparison during the initial twelve months of the Contract. Once details of usage per category of the recommended Schedule of Rates have been documented during the first twelve month period, the percentage of usage per category can be analysed in accordance with the 'alternative schedule of rates' to ascertain if a more advantageous commercial and financial benefit can be realised by the City.

As there was only one tender submission, a comparison was made of the Schedule of Rates of this submission against those rates as submitted by the tenderer's for the previous tender three years ago, ie; for 2001, for which Geoff's Tree Service was the successful tenderer.

On analysis, the rates submitted by the recommended tenderer for this requirement are still cheaper than those submitted by the unsuccessful tenderers in 2001. Therefore, when compared to the actual rates submitted in 2001 it can be concluded that the rates submitted by the recommended tenderer are deemed to represent value for money.

The Evaluation Panel, through due process, identified The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd as having the capability and resources necessary to carry out the work on a value for money basis and therefore recommend The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd as the preferred tenderer.



**ATTACHMENTS**

Attachment 1            Schedule of Rates

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

**That Council in relation to Tender Number 044-04/05:**

- 1        CHOOSES** The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd as the successful tenderer for the Pruning of Trees, Vegetation Chipping and Stump Grinding in accordance with the Schedule of Rates, as outlined in Attachment 1 to this Report;
  
- 2        AUTHORISES** the Chief Executive Officer (CEO), on behalf of the City, to enter into a contract with The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed between the CEO and The Jansen Gray Family Trust T/As Geoff's Tree Service Pty Ltd;
  
- 3        DETERMINES** that the contract is to be for an initial period of 12 months with an option to extend, subject to satisfactory performance reviews, for a further maximum period of 24 months, in 12 month increments, with the total term of the contract not to exceed 3 years.

*Appendix 10 refers.*

To access this attachment on electronic document, click here: [Attach10brf310505.pdf](#)

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## **ITEM 18                    CHANGES TO THE RESOURCE RECOVERY REBATE SCHEME – [30667]**

<b>WARD:</b>	All
<b>RESPONSIBLE DIRECTOR:</b>	Mr David Djulbic Director Infrastructure and Operations

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### **PURPOSE**

To provide Council with background, issues and develop a response in consultation with the Municipal Advisory Council (MWAC) to the proposed changes to the RRRS outlined in correspondence to the City, letter discussion paper dated 20 April 2005, Attachment A.

### **EXECUTIVE SUMMARY**

Waste disposed to landfill is levied by the State Government at \$3 /tonne for putrescible class 2 waste and \$1 for inert, class 1 waste.

These funds are divided and half is allocated to the Resource Recovery Scheme (RRRS) and the other to the Waste Management and Recycling Fund grant scheme

Local government was originally against the introduction of a levy but it was recognised certain wastes needed attention and to fund schemes and programmes the levy was an acceptable approach provided a rebate scheme was introduced to compensate local governments for operating waste diversion services such as kerbside recycling services.

The Waste Management Board (WMB) proposes to cut the funds available in the RRRS to half from July 2005 in order to fund their Strategic Waste Initiatives Schemes (SWIS).

The consultation process for the changes have been inadequate and the Municipal Waste Advisory Council (MWAC) has issued a request for all local governments to oppose the changes until issues on process and timeliness are addressed.

City Officer's have proposed another way to manage the schemes by increasing the levy to a level that will fund both schemes and in so doing spread the cost burden across the whole community and not just to ratepayers. Officers will work with MWAC on a strategy to propose changes to the WMB. A City Officer's response has been forwarded consistent with the above in order to meet the deadline of 25 May 2005.

*It is recommended that Council:*

- 1        *NOTES the proposed changes to the Resource Recovery Rebate Scheme;*
- 2        *ENDORSES the CEO's response to the Waste Management Board on the basis that it:*
  - (a)     *provides for the continuation of the funding to Local Government of the Resource Recovery Rebate Scheme at current levels or better;*
  - (b)     *provides funding for the Strategic Waste Initiatives Scheme through an increase of the landfill levy;*

- (c) *extends the application of the landfill levy to regional centres such as Geraldton, Bunbury, Albany and Mandurah;*
- (d) *supports the exemption of the landfill levy for residue waste processed through a resource recovery facility.*

## **BACKGROUND**

The Waste Management and Recycling Fund (WMRF) provides the revenue for the RRRS. It is financed through the waste levy charged by the State Government on landfill operators in the Perth region. The levy is charged at \$3/tonne for putrescible waste (class 2 and 3) and \$1/tonne for inert waste (class 1).

The RRRS is a daughter of the original Metropolitan Rebate Scheme introduced on 1 January 2001 and was designed to provide financial assistance to all local authorities in WA who provide kerbside recycling and other services that divert waste from landfill.

Local Government was strongly opposed the introduction of the scheme at the time as it was seen as another tax and landfill operators were their tax collector. It was recognised, however, that a scheme needs to be introduced to do something about the ever increasing tonnes being delivered to landfills. Negotiations followed the WMRF was implemented with the MRS as a trade off to Local Government.

At present the RRRS receives approximately half of the revenue from the fund, the other half is issued under the grant scheme. The City has submitted the necessary documentation for the rebate and has averaged approximately \$40 000 per period with approximately \$500 000 all up figure.

The Waste Management Board (WMB) has released a Future Directions policy statement for waste management in December 2004. The policy paper contained a list of priority waste streams that requires better management and disposal methods, this is known as the Strategic Waste Initiative Scheme (SWIS). In order to implement programs the Board requires more funds and it is proposed to reduce the RRRS by 50% from July 2005.

A consultation process with workshops and a number of papers have been written on the proposal. The Municipal Waste Advisory Council has provided a list of issues regarding the changes to the RRRS and the issues with the consultation process.

## **DETAILS**

### **Issues:**

#### Reallocation of RRRS to SWIS

The WMB wishes to finance SWIS programs by reallocation of funds from the RRRS to the SWIS. The WMB has had a grants program in place since the inception of the WMRF. There has been little evidence that the funding over the period has minimised waste to landfill or significantly increased the diversion waste from landfill. The only group that has consistently diverted waste from landfill is local government. Kerbside recycling is an expensive operation for local government and any assistance to provide funding for the service should be retained or even increased.

It is also proposed to open up the RRRS to non local government organisations. While there is no objection with the philosophical view the reallocation of funds and the opening up of the RRRS, the reality is that local governments will see a dramatic drop in revenue from rebates.

At a time when recycling is in a state of crisis (Recycling Co. of WA in liquidation, glass recycling plant's closure and reduction in the market for recycling commodities) the State should be seen to supporting the service and not seen to be trying to withdraw funding to burden local governments even more.

### SWIS

The scheme is new and will take time to develop the necessary expertise and resources.

The WMB has also proposed to increase the levy to fund the SWIS, however, this has not been supported by the State Government on the basis the WMB has not put forward a compelling business case for what it would do with the funds.

The problem is that the industry and local governments needs the infrastructure to deal with hazardous wastes (after the closure of Brookdale), tyre disposal, electronic and computer equipment and batteries. Any attempt to process these streams in WA has not been successful on a sustained basis. Generally, the grant money has been used for programs like education, promotion, cleaner production and research and development, no funds have been allocated to provide infrastructure that will build the industry e.g. the Cities of Joondalup, Swan and Wanneroo completed a \$645,000 upgraded of the MRF at Wangara and applied for a grant. It was rejected on the grounds that it was an infrastructure upgrade and didn't qualify. These are types of issues that need to be addressed if there is going to be any significant movement to divert waste from landfill.

### **Options considered:**

#### Levy Exemption for Residue Waste

The discussion paper is silent on the levy for residue waste from Resource Recovery Facilities (RRFs). Waste generators who process waste through a waste minimization process for example a RRF or a recycling sorting plant should be exempt from the levy. This is based on the rationale that the waste has already been charged at a premium and as part of the diversion stream it should not be treated as the same as unprocessed land filled waste.

#### A way forward

Instead of a minimalist policy, the WMB should be advocating a rise in the landfill levy in order to fund the schemes it proposes. In terms of equity and assisting the policy debate, it is proposed to fund both schemes through a rise in the landfill levy.

### **This Initiative Would Have The Following Effect:**

- Continue to provide local government with the rebate for resources recovered. This assists in spreading the burden of kerbside recycling throughout the whole community (including industry) and not just rate payers;
- The landfill levy should apply to regional centres such as Bunbury, Albany, and Geraldton to make the process more equitable;
- Provide the funding for SWIS;

### **Link to Strategic Plan:**

This is a State Government issue and does not affect the City's Strategic Plan.

**Legislation – Statutory Provisions:**

The proposed changes will not affect any of the City's statutory provisions.

**Risk Management considerations:**

The risk is to all local governments of reduced funding through the significant reduction to the RRRS.

**Financial/Budget Implications:**

The proposed changes will have an effective on the 05/06 budget if the proposed effective date is implemented. However, a strong voice of protest is being organised through the Municipal Waste Advisory Council to ensure any effective date does not impact on the 05/06 budgets. Notwithstanding this, the City's 05/06 waste management budget has been adjusted in the event that this implementation date proceeds.

**Policy implications:**

The proposed changes will not impact on the City's policies

**Regional Significance:**

The proposed changes will effect all local governments who apply for the RRRS.

**Sustainability implications:**

The proposed changes to the RRRS will not have any sustainability implications.

**Consultation:**

City Officers are consulting other local governments through the Municipal Waste Advisory Council.

**COMMENT**

The original commitment of State Government when implementing the landfill levy was to provide local governments with a rebate for resources recovered through their waste collection systems. Local government should ensure that this commitment is continued by the measures it has available to it.

A letter has also been sent by Officers of the City to meet the response date consistent with the above but further proposing enhancement to the Scheme and the landfill levy for discussion purposes.

**ATTACHMENTS**

Attachment A Letter and discussion paper from the WMB on the proposed changes.

**VOTING REQUIREMENTS**

Simple Majority.

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

- 1 NOTES the proposed changes to the Resource Recovery Rebate Scheme;**
- 2 ENDORSES the CEO's response to the Waste Management Board on the basis that it:**
  - (a) provides for the continuation of the funding to Local Government of the Resource Recovery Rebate Scheme at current levels or better;**
  - (b) provides funding for the Strategic Waste Initiatives Scheme through an increase of the landfill levy;**
  - (c) extends the application of the landfill levy to regional centres such as Geraldton, Bunbury, Albany and Mandurah;**
  - (d) supports the exemption of the landfill levy for residue waste processed through a resource recovery facility.**

*Appendix 11 refers.*

*To access this attachment on electronic document, click here: [Attach11brf310505.pdf](#)*

## ITEM 19 DELEGATED AUTHORITY REPORT FOR THE MONTH OF APRIL 2005 – [07032]

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Clayton Higham  
Director Planning and Community Development

### PURPOSE

To submit items of Delegated Authority to Council for noting.

### EXECUTIVE SUMMARY

This report provides a resume of the Development Applications processed by Delegated Authority during April 2005 (see attachment 1).

The total number of Development Applications **determined** (including Council and delegated decisions) is as follows:

Month	No	Value (\$)
April 2005	106	21,612,066

The number of DAs received in April 2005 was 89.

### BACKGROUND

**Suburb/Location:** All  
**Applicant:** various – see attachment  
**Owner:** various – see attachment  
**Zoning:** **DPS:** various  
**MRS:** various  
**Strategic Plan:** see below

### DETAILS

#### Issues and options considered:

The following applications were considered under the terms of the City's District Planning Scheme, relevant policies and standards, and in accordance with the Delegation of Authority notice issued by the Council in October 2004.

#### Link to Strategic Plan:

City Development is a key focus area of the City's Strategic Plan. The proposals considered during the month relate closely to the objectives of providing for a growing and dynamic community.

The Council adopted the Delegation of Authority instrument after detailed consideration, in accordance with the Strategic Plan objective of providing a sustainable and accountable business.

The delegation is necessary due to the large volume of business encountered in the development within the City. It is a key instrument in providing a range of services that are proactive, innovative, and use best practice to meet organisational needs. This is also a strategy of the City's Strategic Plan.

**Legislation – Statutory Provisions:**

All proposals were assessed, checked, reported and crosschecked in accordance with relevant standards and codes.

**Risk Management considerations:**

The delegation process includes detailed practices on reporting, checking and cross checking, supported by peer review in an effort to ensure decisions taken are lawful, proper and consistent.

**Financial/Budget Implications:**

Not Applicable

**Policy implications:**

Various policies are relevant to individual applications, dependent upon the nature of each application.

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Not Applicable

**Consultation:**

Of the 106 applications determined during the report summary period 45 were required by Council to be referred to interested/affected parties by Council.

**COMMENT**

It is noteworthy that more applications were determined than were received, indicating that demand was met during the period in review.

**ATTACHMENTS**

Attachment 1            April 2005 determinations

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

**That Council NOTES the determinations made under Delegated Authority in relation to the applications described in this report for the month of April 2005.**

*Appendix 12 refers.*

*To access this attachment on electronic document, click here: [Attach12brf310505.pdf](#)*



## **ITEM 20                      SUBDIVISION REFERRALS PROCESSED 1 TO 30 APRIL 2005 – [05961]**

**WARD:**                      Lakeside, North Coastal, South, South Coastal, Whitfords

**RESPONSIBLE  
DIRECTOR:**                Mr Clayton Higham,  
Director Planning and Community Development

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### **PURPOSE**

This report is to advise the Council of subdivision referrals received by the City for processing in the period 1-30 April 2005.

### **EXECUTIVE SUMMARY**

Attachment 1 is a schedule of the Subdivision Referrals processed from 1–30 April 2005. Applications were dealt with in terms of the delegation adopted by the Council in October 2004.

### **BACKGROUND**

**Suburb/Location:**        Refer Attachment 1  
**Applicant:**                Refer Attachment 1  
**Owner:**                    Refer Attachment 1  
**Zoning:**                 **DPS:** Various  
                                  **MRS:** Various

### **DETAILS**

#### **Issues and options considered**

Twelve subdivision referrals were processed within the period. The average processing time taken was 21 days, which compares favourably with the statutory timeframe of 42 days. The subdivision applications processed enabled the potential creation of ten (10) strata residential lots. Six applications were not supported. These applications are as follows:

#### **Ref: SU233-05 – 94 High street and 75 Parnell Avenue, Sorrento**

This application was not supported for the following reasons:

- 1        Proposal does not conform to the requirements of the Residential Design Codes with respect to minimum and average lots sizes.
- 2        Approval to the survey strata subdivision would result in the creation of a lot of a much smaller size than those prevailing in the locality and therefore set an undesirable precedent for further subdivision of a similar type in this locality.

#### **Ref: SU247-05 – 10 Catenary Court, Mullaloo**

This application was not supported for the following reasons:

- 1        The proposed subdivision does not comply with the average lot size requirement of 450m<sup>2</sup> in area as required under the Residential Design Codes of WA and WAPC Policy DC 2.2 – Residential Subdivision.
- 2        The proposed subdivision does not comply with the 4.24 metre battle-axe lot

truncation requirement prescribed under WAPC Policy DC 2.2 – Residential Subdivision.

- 3 Approval to the subdivision would result in the creation of lots of a much smaller size than those prevailing in the locality and therefore set an undesirable precedent for further subdivision of a similar type in this locality.

**Ref: SU1068-04.01 – 1 Alberta Pocket, Joondalup**

This application was not supported as the diagram does not reflect the lot boundaries in accordance with the approved Development Application DA04/0863 approved on 23 February 2005.

**Ref: SU126269.01 – 500 Burns Beach Road, Burns Beach**

This application was not supported for the following reasons:

- 1 Approval of the subdivision would be premature in the absence of an Agreed Structure Plan and therefore prejudice the overall planning of the area.
- 2 Approval of the subdivision would be premature to the finalisation of public advertising of the Foreshore Management Plan required in accordance with the Council's resolution of 15 March 2005 in relation to the adoption of the Burns Beach Structure Plan.

**Ref: SU126395.01 – 500 Burns Beach Road, Burns Beach**

This application was not supported for the following reasons:

- 1 Approval of the subdivision would be premature in the absence of an Agreed Structure Plan and therefore prejudice the overall planning of the area.
- 2 Approval of the subdivision would be premature to the finalisation of public advertising of the Foreshore Management Plan required in accordance with the Council's resolution of 15 March 2005 in relation to the adoption of the Burns Beach Structure Plan.

**Ref: SU127744 – 8 Phee Place, Greenwood**

This application was not supported as the proposal does not conform to the requirements of the Residential Design Codes with respect to the provision of minimum width of lot frontage to proposed lot 2.

**Link to Strategic Plan:**

City Development is a key focus area of the City's Strategic Plan. The proposals considered during the month relate closely to the objectives of providing for a growing and dynamic community.

**Legislation – Statutory Provisions:**

All proposals were assessed in accordance with relevant legislation and policies, and a recommendation made on the applications to the Western Australian Planning Commission.

**Risk Management considerations:**

The delegation process includes details practices on reporting, assessment, and checking to ensure recommendations are appropriate and consistent.

**Financial/Budget Implications:**

Not Applicable

**Policy implications:**

Not Applicable

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Not Applicable

**Consultation:**

No applications were advertised for public comment for this month, as either the proposals complied with the relevant requirements, or were recommended for refusal due to non-compliance.

**COMMENT**

Not Applicable

**ATTACHMENTS**

Attachment 1            Schedule of Subdivision Referrals

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

**That Council NOTES the action taken by the subdivision control unit in relation to the applications described in this Report for the month of April 2005.**

*Appendix 13 refers.*

*To access this attachment on electronic document, click here: [Attach13brf310505.pdf](#)*

## **ITEM 21                    WHITFORDS VOLUNTEER SEA RESCUE GROUP INC - CLARIFICATION OF AGREEMENT – [06995]**

**WARD:**                    All

**RESPONSIBLE  
DIRECTOR:**            Mr Clayton Higham  
                                 Director Planning and Community Development

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### **PURPOSE**

For Council to give consideration to remove a condition from the Financial Grant Agreement between the City of Joondalup and the Whitfords Volunteer Sea Rescue in order to process the \$80 000 contribution for the Whitfords Volunteer Sea Rescue Vessel.

### **EXECUTIVE SUMMARY**

On 5 August 2003, Council endorsed the 2003/2005 Budget and Budget Committee minutes, which included a contribution of \$80,000 towards the cost of a sea rescue vessel to be purchased by the Whitfords Volunteer Sea Rescue Group. The City's funding represented one third of the vessel's total cost, with the Fire & Emergency Services Authority of Western Australia (FESA) and the Whitfords Volunteer Sea Rescue Group to contribute the remaining two thirds.

The report to the Budget Committee in July 2003, recommended that \$80,000 be allocated in the 2003/2004 budget, subject to a number of conditions. One such condition involved "a formal commitment with the City being entered into by FESA and the Whitfords Volunteer Sea Rescue Group". The Service Agreement for the provision of a sea rescue service was signed on 13 November 2004 by FESA and the Metropolitan Volunteer Sea Rescue Group not FESA and the Whitfords Volunteer Sea Rescue Group. The Metropolitan Volunteer Sea Rescue Group is the peak body for the individual sea rescue group's and therefore signed the service agreement on behalf of the Whitfords Volunteer Sea Rescue Group.

The Whitfords Volunteer Sea Rescue Group has commissioned the building of the sea rescue vessel and FESA has paid their \$80,000 contribution.

*It is recommended that Council;*

- 1        *BY AN ABSOLUTE MAJORITY, REVOKES Part 2(g) its decision of 5 August 2003 under Item JSC66-08/03, being:  
  
          “(g)    a formal commitment with the City being entered into by FESA and the Whitfords Volunteer Sea Rescue Group”;*
- 2        *ACCEPTS that the formal Service Agreement for the provision of a sea rescue service has been signed by FESA and the Metropolitan Volunteer Sea Rescue Group;*
- 3        *PROCEEDS with payment of the \$80,000 carried forward in the 2004/2005 budget, to the Whitfords Volunteer Sea Rescue Group for the newly constructed sea rescue vessel.*

## BACKGROUND

The report presented to the Budget Committee in July 2003, made the following recommendations:

- 1 *Council supports the inclusion of \$80,000 in the 2003/2004 budget to assist the Whitfords Volunteer Sea Rescue Group as a one third contribution towards the purchase of a new rescue vessel.*
- 2 *Councils support for the project detailed in (1) above be conditional upon a detailed proposal being forwarded by the group which is inclusive of the following:*
  - (a) *The development of a detailed specification for the design and development of the vessel,*
  - (b) *A clear indication of the funding proposal of the project (this is to include a clear understanding from Whitfords Volunteer Sea Rescue Group with regards to sale or trade in of their existing rescue vessels),*
  - (c) *An understanding from the Whitfords Volunteer Sea Rescue Group to their plan for their second rescue vessel and likelihood of council assistance being sought for that vessel in a future year,*
  - (d) *A clear understanding of the full operational costs associated with the provision of this vessel and how costs will be met for the duration of the boat's usable life,*
  - (e) *A clear understanding of how the City of Joondalup will be recognised for its contribution to this project,*
  - (f) *The involvement of an officer of the City of Joondalup in the development of the design specifications and the undertaking of the tender process,*
  - (g) *A formal commitment with the City being entered into by from FESA and the Whitfords Volunteer Sea Rescue Group.*

The Whitfords Volunteer Sea Rescue Group submitted a proposal to the City requesting funding to assist with the purchase of a new sea rescue vessel, to replace the existing boat. It was recommended that Council support the proposal as it was seen to play an integral role in providing a safer environment for City of Joondalup residents.

The Whitfords Volunteer Sea Rescue Group has operated in the local area for some 30 years, servicing the local boating community by providing a 24-hour support base and educational facilities for the public.

The group's rescue services extend from City Beach in the South to the 'Alkimos' wreck north of the Mindarie Marina and out to sea as far as operational limits permit. This area includes Hillary's Boat Harbour, Ocean Reef Boat Harbour and Mindarie Keys (the three busiest harbours in WA).

The Whitfords Volunteer Sea Rescue Group has in excess of 100 active volunteers and 1500 Associate members through the Radio Network System. It is the largest volunteer sea rescue operation in Western Australia providing a marine radio listening watch 24 hours a day 365 days of year.

The Whitfords Volunteer Sea Rescue Group is registered as an official accredited learning institution to provide courses for the public in Small Craft Proficiency, Basic Navigation and General Radio Usage.

The new rescue vessel was designed and put out to tender with construction completed in November 2004 at a cost of approximately \$240,000. FESA has since paid its \$80,000 contribution to the Whitfords Volunteer Sea Rescue Group and the club has arranged the sale of its previous vessel to meet its financial commitment.

The City's \$80,000 contribution is available for distribution upon the finalising of a draft Financial Grant Agreement.

**Suburb/Location:** Ocean Reef Boat Harbour, Ocean Reef.  
**Applicant:** Whitfords Volunteer Sea Rescue Group  
**Owner:** Not Applicable  
**Zoning:** **DPS:** Not Applicable  
**MRS:** Not Applicable

## DETAILS

The Whitfords Volunteer Sea Rescue Group has satisfactorily met all of these conditions, apart from the formal commitment between FESA and the Whitfords Volunteer Sea Rescue Group. This recommendation was included to ensure a formal commitment with FESA for operational matters pertaining to the service and to document a financial commitment from FESA towards the vessel. As FESA has already paid their contribution to the Whitfords Volunteer Sea Rescue and it is not possible to have a service agreement between FESA and the Whitfords Volunteer Sea Rescue then it is recommended that this condition be removed from the Financial Agreement between the City and the Whitfords Volunteer Sea Rescue.

### Issues and options considered:

The draft Financial Grant Agreement between the City of Joondalup and the Whitfords Volunteer Sea Rescue Group requires the removal of the last condition from the Financial Grant Agreement between the City of Joondalup and the Whitfords Volunteer Sea Rescue in order to process the \$80 000 contribution for the Whitfords Volunteer Sea Rescue Vessel.

### Link to Strategic Plan:

Outcomes	Objectives	Strategies
The City of Joondalup provides social opportunities that meet community needs.	1.3 To continue to provide services that meet changing needs of diverse and growing community.	1.3.1 Provide leisure and recreational activities aligned to community expectations, incorporating innovative opportunities for today's environment.
The City of Joondalup is a safe and healthy city.	1.4 To work with the community to enhance safety and security in a healthy environment.	1.4.2 Contribute to the protection of human health.
The City of Joondalup is recognised as a great place to visit.	3.2 To develop and promote the City of Joondalup as a tourist attraction.	3.2.1 Create and promote cultural tourist attractions.
The City of Joondalup recognises the changing demographic needs of the community.	3.3 To continue to meet changing demographic needs.	3.3.2 Integrate plans to support community and business development.

### Legislation – Statutory Provisions:

Not Applicable

**Risk Management considerations:**

Not Applicable

**Financial/Budget Implications:**

<b>Account No:</b>	1.4550.4401.0001.F678
<b>Budget Item:</b>	Contributions
<b>Budget Amount:</b>	\$80,000
<b>YTD Amount:</b>	Nil
<b>Actual Cost:</b>	\$80,000

**Policy implications:**

Not Applicable

**Regional Significance:**

Not Applicable

**Sustainability implications:**

Not Applicable

**Consultation:**

The City's Solicitors and Legal Consultants, who have prepared the draft Financial Grant Agreement on behalf of the City of Joondalup.

**COMMENT**

The Whitfords Volunteer Sea Rescue Group has satisfactorily met all conditions recommended by Council, apart from the formal commitment between FESA and the Whitfords Volunteer Sea Rescue Group. This recommendation was initially included;

- to ensure a formal commitment between the Whitfords Volunteer Sea Rescue Group and FESA, detailing operational matters pertaining to the service, and
- to document a financial commitment from FESA to the Whitfords Volunteer Sea Rescue Group for the Whitfords Volunteer Rescue vessel.

As FESA has already paid their contribution to the Whitfords Volunteer Sea Rescue and it is not possible to have a service agreement between FESA and the Whitfords Volunteer Sea Rescue then it is recommended that this condition be removed from the Financial Agreement between the City and the Whitfords Volunteer Sea Rescue.

**ATTACHMENTS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

### **Call for One-Third Support**

The Local Government Act 1995, under regulations prescribed to deal with Section 5.25(e), lays down the following procedure for dealing with revoking or changing decisions made at Council or Committee meetings:

*If a decision has been made at a Council meeting, then any motion to revoke or change the decision must be supported by at least one-third of the number of officers (whether vacant or not) of members of the Council.*

*If supported by one-third of the members, then any decision to revoke a resolution of the Council is required to be passed by an Absolute Majority.*

Prior to giving consideration to the following recommendation, Commissioners are required to give the support of one-third of their members, and such support is to be recorded in the Minutes of this meeting.

### **RECOMMENDATION**

#### **That Council:**

- 1 BY AN ABSOLUTE MAJORITY, REVOKES Part 2(g) its decision of 5 August 2003 under Item JSC66-08/03, being:**  
**“(g) a formal commitment with the City being entered into by FESA and the Whitfords Volunteer Sea Rescue Group”;**
- 2 ACCEPTS that the formal Service Agreement for the provision of a sea rescue service has been signed by FESA and the Metropolitan Volunteer Sea Rescue Group;**
- 3 PROCEEDS with payment of the \$80,000 carried forward in the 2004/2005 budget, to the Whitfords Volunteer Sea Rescue Group for the newly constructed sea rescue vessel.**



## **7 REPORT OF THE CHIEF EXECUTIVE OFFICER**

### **ITEM 22 SPECIAL MEETING OF ELECTORS HELD ON 2 MAY 2005 - [85558] [75029] [38221]**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Garry Hunt  
Chief Executive Officer

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A report giving consideration to the resolutions carried at the Special Meeting of Electors held on 2 May 2005 will be presented to the Council meeting on 7 June 2005.

**8 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**9 BUSINESS OUTSTANDING FROM PREVIOUS MEETINGS**

**10 OUTSTANDING PETITIONS**

**11 REPORTS/PRESENTATIONS REQUESTED BY  
COMMISSIONERS**

**BUSINESS OUTSTANDING FROM PREVIOUS MEETINGS****OFFICE OF THE CEO**

AMENDMENT TO CITY'S STANDING ORDERS LOCAL LAW (ex CJ307-12/02 – ANNUAL GENERAL MEETING OF ELECTORS)

- 2(a) Motion 1 (*requesting Council to make the various changes to public question time*) be considered as part of the further review of the City's Standing Orders Local Law:

COUNCIL'S MEETING CYCLE – ex CJ195-08/04

- “4 during the next review of the City's Standing Orders Local Law REQUEST a report be provided to the Council on whether Briefing and Strategy Sessions can be formally recognised in the Standing Orders Local Law but with flexibility as to the procedures that would apply.”

**Status: A further review of the Standing Orders Local Law is being undertaken. A draft version of the Standing Orders Local Law 2005 was submitted to the City's solicitors. A draft of the Standing Orders has been circulated to the Commissioners for information. A report will be presented to the Strategy Session to be held on 14 June 2005.**

MEETING OF THE POLICY MANUAL REVIEW COMMITTEE HELD ON 18 SEPTEMBER 2003 – ex CJ213-09/03

- “3 DEFERS consideration of:

- (a) Policy 2.5.1 Commercial Usage of Beachfront and Beach Reserves – as detailed in Attachment 2 to Report CJ213-09/03 pending a further report being presented to the Policy Manual Review Committee incorporating additional recommendations;
- (c) Policy 2.6.4 – Environmental Sustainability – as detailed in Attachment 2 to Report CJ213-09/03 pending referral to the Environmental and Sustainability Committee for consideration;”

**Status: Reports will be submitted to the Policy Committee.**

REVIEW OF THE POLICY MANUAL (ex Briefing Session 11 May 2004)

Cmr Smith requested that the following comment, from the Minutes of the Sustainability Advisory Committee meeting held on 29 April 2004, be taken into consideration within the proposed review of the Policy Manual:

*“General Business - Mr Carstairs indicated that it was important to ensure that sustainability issues are embedded into Council policy during the next 12 months to ensure ongoing sustainable outcomes in the City. Mr Carstairs believes that it is important to identify targets, outcomes and timeframes to implement these to ensure the best sustainability outcomes in the future.”*

**Status: This matter will be referred to the newly formed Policy Committee.**

POLICY REVIEW - ex CJ064-04/05

- “4 ADOPTS a new policy to replace Policy 2.3.1, based on the Council policy framework in Attachment 1 to Report CJ064-04/05, and that policy to include reference to the Policy Committee and its terms of reference;”

**Status: This matter will be referred to the newly formed Policy Committee.**

**MAYOR D CARLOS (SUSPENDED) – REQUEST FOR PAYMENT OF MAYORAL ALLOWANCE – ex CJ118-06/04**

“that no determination is made on this matter at this time and the item be DEFERRED until the McIntyre Inquiry completes its deliberations and issues a Report.”

**Status: A report will be submitted following the completion of the McIntyre Inquiry.**

**LANDSCAPING PLANS FOR JOONDALUP REGIONAL CULTURAL FACILITY AND REDESIGN OPTIONS OF COUNCIL CHAMBER (ex CJ248-11/04 – JOONDALUP REGIONAL CULTURAL FACILITY SITE ACQUISITION)**

- “3 REQUIRE that a report detailing forward landscaping plans for the site be prepared for consideration of Council taking into account the cultural and performing arts needs of the community, which will be assessed through a collaborative consultation process involving educational institutions, performing arts groups, arts consultants and other stakeholders;
- 5 REQUIRE an urgent review be conducted and interim report prepared and presented at the December 2004 Council meeting with regard to the costs and options of redesigning the Council Chamber to meet the provisions of the Governance Review and allow for greater availability and usage for performing arts and other community events.”

**Status: In relation to Point 3, consultation will take place as soon as is practicable and it is envisaged that a report will be submitted to Council in early 2005. It should be noted that the purchase of the site was finalised through the execution of the offer and acceptance.**

**In relation to Point 5, a meeting has been held with architects to discuss possible project plan options.**

**RELEASE OF REPORT OF THE FORENSIC AUDITOR – ex C70-11/04**

“That due to questions and motions raised at the Annual Meeting of Electors held on 22 November 2004, the Joint Commissioners CONSIDER releasing, at the Council meeting immediately following receipt of the information outlined below, the report of the Forensic Auditor into the employment contract of the former Chief Executive Officer that is currently marked confidential subject to:

The Acting CEO being requested to contact the following for comment on this proposed course of action, asking them to provide any information they consider should be taken into account by the Council when it makes its decision:

- Deloitte Touché Tohmatsu, the Forensic Auditor
- Mr McIntyre, who is conducting the current Inquiry into the City of Joondalup
- Fiocco’s Lawyers”

**Status: Correspondence was forwarded to the relevant parties following the Annual General Meeting.**

**Fiocco Lawyers had no objection; Mr McIntyre had no position, however, Deloitte Touche Tohmatsu objected to the release of information on the basis that, without full understanding of the scope and context of the audit, it may not be correctly interpreted in the public arena. On that basis, it is not proposed to release the information at this time.**

**This document has been admitted as evidence into the McIntyre Inquiry into the City of Joondalup. Advice has been sought from McLeod’s Lawyers relating to the ability of members of the public gaining access to this document. The McIntyre Inquiry is currently anticipated to conclude at the end of July 2005.**

**GOVERNANCE REVIEW PANEL REPORT AND RECOMMENDATIONS (ex CJ299 - 12/04 Annual General Meeting of Electors held on 22 November 2004)**

In relation to Motion 1 of the Annual General Meeting of Electors held on 22 November 2004, the Joint Commissioners:

- AGREE not to release the contents of the Governance Review Panel – Final report at this stage and will review the decision not to release the report pending the response from the Minister.
- the document referred to as Responses to Recommendations the “City of Joondalup Governance Review 2003” LIE ON THE TABLE until such time as the Review becomes public.

**Status: Letter received by the City on 20 December 2004 advising that as the final report is the ‘property’ of the City and it is the decision of the City for it to be released. A report will be presented to the April 2005 round of meetings.**

**This document has been admitted as evidence into the McIntyre Inquiry into the City of Joondalup. Advice has been sought from McLeod’s Lawyers relating to the ability of members of the public gaining access to this document. The McIntyre Inquiry is currently anticipated to conclude at the end of July 2005.**

**REVIEW OF DOCUMENTS (ex CJ299 - 12/04 - Annual General Meeting of Electors held on 22 November 2004)**

In relation to Motion 1 of the Annual General Meeting of Electors held on 22 November 2004, the Joint Commissioners:

- 2 (c) NOTE their decision of 23 November 2004 (Item CJ276-11/04 refers) and AGREE to undertake a review of the:
- (i) guidelines relating to public question time;
  - (ii) protocols and procedures relating to strategy and briefing sessions;
  - (iii) City’s Standing Orders Local Law;
  - (iv) City’s Code of Conduct;
  - (v) electronic controls within the Council Chamber;
  - (vi) Induction program for Mayors and Councillors/Commissioners;

**Status: Reviews of the relevant governance documents have commenced and will be presented to the Council on an as-required basis.**

**In relation to (i), a workshop was held with members of the Council’s advisory committees on 23 May 2005. An interim report will be presented to the 7 June 2005 Council meeting, with a final report detailing the outcomes of the workshop being presented to the 28 June 2005 Council meeting.**

ESTABLISHMENT OF PROTOCOLS (ex CJ299 - 12/04 - Annual General Meeting of Electors held on 22 November 2004)

in relation to Motion 1 of the Annual General Meeting of Electors held on 22 November 2004, the Joint Commissioners:

- 2 (d) ESTABLISH clear protocols relating to:
- (i) the attendance of invited guests or specialist advisors to Council meetings;
  - (ii) the working relationship between the Mayor and CEO that complements the relevant sections of the Local Government Act 1995;
  - (iii) elected members requiring access to information and requests for action;
  - (iv) necessary requirements for proposing amendments and changes to recommendations at Council meetings.

**Status: Reviews of the relevant governance documents have commenced and will be presented to the Council on an as-required basis.**

CONSIDERATION OF PUBLIC STATEMENT TIME AT COUNCIL MEETINGS AND BRIEFING SESSIONS (ex CJ299 - 12/04 - Annual General Meeting of Electors held on 22 November 2004)

In relation to Motion 11 of the Annual General Meeting of Electors held on 22 November 2004, the Joint Commissioners:

- (b) AGREE to give consideration to the inclusion of a public statement time when reviewing the guidelines relating to public question time;
- (c) AGREE to the community being involved in developing protocols for public question time and statement time within the constraints imposed by the Local Government Act 1995 and the need for Council meetings to progress the ordinary business of the Council.

**Status: A workshop was held with members of the Council's advisory committees on 23 May 2005. An interim report will be presented to the 7 June 2005 Council meeting, with a final report detailing the outcomes of the workshop being presented to the 28 June 2005 Council meeting.**

PROPOSED CONSULTATION PROCESS - PROTOCOLS FOR PUBLIC QUESTION AND STATEMENT TIME - ex CJ065-04/05

"2 a report on the findings of the workshops be PRESENTED to Council in June 2005."

**Status: A workshop was held with members of the Council's advisory committees on 23 May 2005. An interim report will be presented to the 7 June 2005 Council meeting, with a final report detailing the outcomes of the workshop being presented to the 28 June 2005 Council meeting.**

**REVIEW OF CODE OF CONDUCT – NON-VILIFICATION OF RATEPAYERS (ex CJ299 - 12/04 - Annual General Meeting of Electors held on 22 November 2004)**

In relation to Motion 12 of the Annual General Meeting of Electors held on 22 November 2004, NOTE that recommendation No 25 referred to in the motion is a recommendation of the Governance Review Panel and cannot be altered by the City, however, the issue on non-vilification of ratepayers will be considered as part of the review of the Code of Conduct.

**Status: This will be taken into consideration when reviewing the Council's Code of Conduct.**

**REVIEW OF GUIDELINES RELATING TO PUBLIC QUESTION TIME (ex CJ299 - 12/04 - Annual General Meeting of Electors held on 22 November 2004)**

In relation to Motion 13 of the Annual General Meeting of Electors held on 22 November 2004 NOTE that issues relating to the conduct at public question time will be taken into consideration when reviewing the guidelines relating to public question time.

**Status: A workshop was held with members of the Council's advisory committees on 23 May 2005. An interim report will be presented to the 7 June 2005 Council meeting, with a final report detailing the outcomes of the workshop being presented to the 28 June 2005 Council meeting.**

**OCEAN REEF BOAT HARBOUR DEVELOPMENT PROJECT (ex CJ299 - 12/04 - Annual General Meeting of Electors held on 22 November 2004)**

In relation to Motion 18 of the Annual General Meeting of Electors held on 22 November 2004, REQUEST a detailed report be submitted for consideration by the Joint Commissioners addressing the issue of community consultation and coastal management in relation to the Ocean Reef Boat Harbour Development project.

**Status: The Ocean Reef Boat Harbour Development Project Control Group, comprising representatives from the City, Department of Planning and Infrastructure, LandCorp and Clifton Coney Group, is finalising a study program, consultant briefs and costs estimates and it is proposed to present a report to Council in early 2005.**

**REQUEST FOR FUNDING ASSISTANCE PURSUANT TO POLICY 2.2.8 - LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES – ACTING CHIEF EXECUTIVE OFFICER AND MANAGER AUDIT & EXECUTIVE SERVICES – ex C74-12/04**

“4 REQUEST the Director Corporate Services and Resource Management to provide a report to the next meeting of Council on:

- (a) the management of legal advice to the City in relation to the Inquiry;
- (b) any possible conflict in relation to the engagement of Mr McLeod by Mr Clayton Higham.”

**Status: On 24 December 2004 the Director Corporate Services and Resource Management was subpoenaed to the Inquiry. The CEO is directly responsible for pursuing matters identified in this Item.**

APPLICATION FOR FUNDING – MR MICHAEL SMITH – ex CJ025-02/05 - REQUEST FOR FUNDING ASSISTANCE PURSUANT TO POLICY 2.2.8 – LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES – ELECTED MEMBER (SUSPENDED) AND MANAGER MARKETING COMMUNICATIONS AND COUNCIL SUPPORT

- “4 DEFERS the application from Mr Michael Smith to allow the Chief Executive Officer to:
- (a) provide advice to the Commissioners on how access to this policy impacts on officers’ access to the City’s legal representative;
  - (b) check that the application provided is complete in all respects.”

**Status: The City’s Internal Inquiry Officer is researching information for the Chief Executive Officer in this regard.**

REQUEST FOR FURTHER FUNDING ASSISTANCE PURSUANT TO POLICY 2.2.8 – LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES – ELECTED MEMBERS (SUSPENDED) – ex CJ026-02/05

“That Council DEFERS the matter relating to the request for funding assistance pursuant to Policy 2.2.8 – Legal Representation for Elected Members and Employees – Elected Members (Suspended being O’Brien, Mackintosh and Kimber) to a Special Meeting of Council with the purpose of the meeting to consider the following specific matters:

- 1 the provision of a form of security for any further funding provided to suspended elected members by the Council;
- 2 an indication from suspended elected members pertaining to the City’s Insurance Policy including:
  - (a) the level of access currently existing under the policy;
  - (b) the dates the insurance policy was accessed;
  - (c) any process undertaken to seek or approval being granted for retrospective approval for the payment of legal costs incurred;
- 3 an indication as to whether or not Council should set a limit on the amount of funding to be provided to suspended elected members, pending the finalisation of the Inquiry.”

**Status: The City’s Internal Inquiry Officer is researching information for the Chief Executive Officer in this regard.**

REVIEW OF WARD BOUNDARIES AND ELECTED MEMBER REPRESENTATION - ex CJ084-05/05

- “2 REQUESTS the Chief Executive Officer to prepare a discussion paper regarding the review of ward boundaries and elected member representation to be presented to the Council for further consideration;”

**Status: A discussion paper will be prepared with a report to be presented to the Council in August 2005.**



## SPECIAL MEETING OF ELECTORS HELD ON 2 MAY 2005 – ex CJ099-05/05

“2 REQUESTS a report to be submitted to the meeting of Council to be held on 7 June 2005 giving consideration to the resolutions carried at the Special Meeting of Electors held on 2 May 2005.”

**Status: A report will be presented to Council on 7 June 2005.**

**STRATEGIC AND SUSTAINABLE DEVELOPMENT**

## DEVELOPMENT OF A COUNTRY TOWN RELATIONSHIP - ex CJ278-11/02

“that Council DEFERS any decision to enter into a city-country sister City relationship until further analysis can be undertaken.”

**Status: This item has been determined as a low priority for Council in 2005 and will be reconsidered in 2006.**

## OPTIONS FOR PURCHASE OF CORPORATE VEHICLES - ex CJ230-10/04

4 request the Sustainability Advisory Committee to investigate and report to the Council on options (including hybrid vehicles) relating to the operating of corporate vehicles that adhere to best practice sustainability principles.

**Status: The Sustainability Advisory Committee has formed a working group of three members to work with Council Officers to look at this matter.**

## DEVELOPMENT OF A STATEMENT OF PRINCIPLES COMMITTING POLICIES OF COUNCIL TO SUSTAINABILITY OBJECTIVES – ex CJ064-04/05 – POLICY REVIEW

5 REFERS to the newly formed Policy Committee for attention the resolution of the Sustainability Advisory Committee dated 14 October 2004 concerning development of a statement of principles that commits all policies of Council to sustainability objectives.

**Status: This will be referred to the first meeting of the Policy Committee.**

## NOTIFICATION OF VISITS BETWEEN JOONDALUP AND JINAN SISTER CITIES DURING 2005 - ex CJ066-04/05

“3 REQUESTS the Chief Executive Officer to commence arrangements for the hosting of the delegation and to provide a report back to Council in the near future outlining the details of the itinerary as well as a promotion and education program for business and community to be appropriately involved in the forthcoming visit in August 2005;

4 DEFERS the decision to accept the invitation from Mayor Bao Zhiqiang of the Municipal People’s Government of Jinan for the Chairman of Commissioners to lead a delegation to Jinan to attend the International Tourism Fair from 21-23 October 2005 until the draft Relationship Plan is presented to Council in May;”

**Status: A report detailing the promotion and education program for business and community will be presented to the June round of meetings.**

**CORPORATE SERVICES AND RESOURCE MANAGEMENT**

CREDIT CARD PAYMENT DETAILS (ex CJ009-02/05 - WARRANT OF PAYMENTS – 31 DECEMBER 2004)

“2 REQUESTS the Chief Executive Officer to provide a report to Council in due course on the detail to be provided in the Warrant of Payments in relation to credit card payments, such report to outline:

- the role of the Council;
- processes used by other local governments;
- advice from the Department of Local Government;
- legal requirements;
- recommendations of the City’s Auditors;
- any other information considered appropriate by the CEO;”

**Status: A report will be submitted to Council in due course.**

TENDER REGULATIONS – (ex CJ043-03/05 2004 COMPLIANCE AUDIT RETURN)

“3 EXPRESSES its concern that the Tender Regulations have not been followed and advises the Department of Local Government and Regional Development that the Council has requested that a report on this matter be submitted to the Audit Committee;”

**Status: A report will be submitted to the Audit Committee.**

**PLANNING & COMMUNITY DEVELOPMENT**

LOT 1 OCEANSIDE PROMENADE, MULLALOO (ex C83-05/03 NOTICE OF MOTION NO 4 – CR M CAIACOB)

“that Council AGREES and RESOLVES to incorporate Lot 1 Oceanside Promenade, Mullaloo into Tom Simpson Park reserve proper and makes any and all necessary changes to the status and zoning of the land as per the Council Officers recommendation in CJ118-05/02.”

“that consideration of the Notice of Motion - Cr M Caiacob – Lot 1 Oceanside Promenade, Mullaloo be DEFERRED pending submission of a report.”

**Status: A report will be presented to Council following a review of the City’s asset portfolio.**

TOM SIMPSON PARK AND TEN LOTS IN MERRIFIELD PLACE, MULLALOO (ex CJ299 - 12/04 - Annual General Meeting of Electors held on 22 November 2004)

In relation to Motion 16 of the Annual General Meeting of Electors held on 22 November 2004 NOTE that a report will be presented to the Joint Commissioners in early 2005 on the matter of including Lot 1 Oceanside Promenade and the grassed road reserve adjacent to Tom Simpson Park into Tom Simpson Park, and the reservation of 10 lots in Merrifield Place, Mullaloo;

**Status: A report will be presented to Council following a review of the City’s asset portfolio.**

PROPOSED MODIFICATIONS TO CURRAMBINE STRUCTURE PLAN NO 14 – DELETION OF THE RESIDENTIAL MIXED USE PRECINCT AND REPLACEMENT WITH A SMALL LOT RESIDENTIAL PRECINCT AND MINOR MODIFICATIONS TO THE DEVELOPMENT PROVISIONS – ex CJ088-04/04

“3 a separate report giving further consideration to the provision of retail land uses for the Currambine locality in relation to the City’s POLICY 3.2.8 – Centres Strategy, and retail floorspace allocations across the City, as noted in Schedule 3 of DPS2, be prepared;”

**Status: Partially addressed in Report to Council 27 April 2004. Remainder to be reported as part of the Centres Strategy review which is intended to be undertaken in 2004/2005.**

ISSUES IN RELATION TO ACID SULPHATE SOILS – (ex CJ024-02/05 - MINUTES OF THE SUSTAINABILITY ADVISORY COMMITTEE MEETING, 10 FEBRUARY 2005)

3 INITIATES appropriate research into the matter of Acid Sulphate soils considering the issues raised by the Sustainability Advisory Committee and seeks input from the Western Australian Local Government Association, Department of Planning and Infrastructure and other relevant State government agencies.”

**Status: Investigation is currently under way.**

ACID SULPHATE SOILS – INTERIM REPORT 2 – ex CJ062-04/05

“2 NOTES a final report will be presented to Council following comment from the appropriate stakeholders within the City of Joondalup, including the Sustainability Advisory Committee, concluding the final recommendations and findings of the City’s investigation into Acid Sulphate Soils.”

**Status: The report has been released for comment and will be presented to the Sustainability Advisory Committee, the next meeting of which is scheduled for 5 May 2005. Comment from other stakeholders is also being sought. The final report is anticipated to be submitted to Council on 7 June 2005.**

STATE ADMINISTRATIVE TRIBUNAL APPEAL NO 67 OF 2005: LEWIS TIMMS VS CITY OF JOONDALUP – MEDICAL CENTRE EXTENSION: LOT 715 (110) FLINDERS AVENUE, HILLARYS – ex CJ098-05/05

- 1 DEFERS consideration of this matter and that the State Administrative Tribunal and the applicant:
  - (a) be advised that Council believes that as the original application for planning consent was determined having regard to the submissions received from the surrounding property owners, any revised application should be referred to them for further comment;
  - (b) be REQUESTED to give sympathetic consideration to this request from Council and support an extension of time to permit consultation with the adjoining property owners on the revised plans before a decision is made by Council on the revised plans that have been submitted as part of the mediation process;
- 2 in the public interest ADOPTS a policy that in cases of the review being considered by the State Administrative Tribunal that involves the City of Joondalup, that the State Administrative Tribunal be requested to remove the requirement that mediation is to be a private matter;
- 3 DELEGATES authority to the Chief Executive Officer to waive this policy in special cases.

**Status: The applicant has agreed to Council's request to carry out a consultation process with neighbours, and this process is underway.**

#### COMMUNITY DEVELOPMENT

PROPOSED NEW STRUCTURES FOR CRIME PREVENTION IN WESTERN AUSTRALIA – ex CJ338-12/02

- “4 NOTES that Council will be advised as the matter progresses both through Desk of the CEO reports and a further report to Council.”

**Status: A report was presented to Executive Management on 11 October 2004, with a further report outlining the City's requirements to be decided at a future Executive meeting. The City's decision was forwarded for consideration at the WALGA North Zone meeting on 25 November 2004.**

**At the WALGA North Zone meeting held on 25 November 2004 it was agreed that the item regarding the proposed Community Safety and Crime Prevention partnership be deferred to allow member Councils to provide their responses to the City of Stirling.**

SORRENTO DUNCRAIG AND OCEAN RIDGE LEISURE CENTRES OPERATIONS AND MANAGEMENT REVIEW RECOMMENDATIONS – ex CJ093-04/04

- “3 NOTE that this arrangement be reviewed as part of the proposed Leisure Plan to be developed by the City.”

**Status: Funding for development of the Leisure Plan was approved in the 2004/05 budget and worked commenced in November 2004. The development of the Leisure Plan will take approximately six months. The Leisure Plan is underway at this time and on time for July finalisation.**

LEISURE CENTRES (ex CJ299 - 12/04 - Annual General Meeting of Electors held on 22 November 2004)

In relation to Motion 8 of the Annual General Meeting of Electors held on 22 November 2004:

- (b) AGREE to review industry related fees and charges to ensure the leisure centres programs and services are at an equitable price;
- (c) DEVELOP a membership specifically for Seniors to be launched in conjunction with the opening of the new facilities at Craigie Leisure Centre;

**Status:** A review of industry fees and charges for leisure centres has been completed. The review looked at similar facilities and services to Craigie Leisure Centre, outlining competitors' prices and developing an industry average for particular prices. The review clearly outlined Craigie Leisure Centre offers facilities and services in line with the industry average.

A new Seniors membership has been developed for the opening of the aquatic facilities at Craigie Leisure Centre. The GOLD membership will provide a range of specifically designed seniors' exercise classes at both Craigie Leisure Centre and Sorrento Dun Craig Leisure Centre and will include aqua-aerobics, gym and group fitness classes. A report on discounting membership to concession cardholders is being developed for consideration. It is anticipated that the Executive Management Team will receive this report in June 2005.

LOCATION OF 50 METRE POOL AT CRAIGIE LEISURE CENTRE OR AN ALTERNATIVE LOCATION – (ex JSC29-08/04 – MINUTES OF 2004/05 BUDGET COMMITTEE MEETINGS)

“2 REQUEST that a report be submitted to Council as to whether a 50 metre pool should be located at Craigie Leisure Centre or at an alternative location;”

**Status:** The City has committed in September 2004 to a refurbishment project to the aquatic facilities at the Craigie Leisure Centre. Further development of the City's aquatic facilities, i.e. a 50 metre pool, would only occur as a result of:

- (1) Detailed analysis of the performance of the Craigie Leisure Centre once the refurbishment has been completed.
- (2) Detailed market research that considers all market segments.

The Craigie Leisure Centre redevelopment project is inclusive of a geothermal water heating system which could cater for a further 50 metre water space.

ABORIGINAL ISSUES IN THE CITY OF JOONDALUP – (ex JSC29-08/04 – MINUTES OF 2004/05 BUDGET COMMITTEE MEETINGS)

“4 REQUEST that a report be submitted to Council on raising the profile of Aboriginal issues in the City of Joondalup as a significant part of the Cultural Plan.”

**Status:** The forthcoming Cultural plan for the City will address raising both the profile of Aboriginal issues and the level of community exposure to local programs presenting Aboriginal artistic endeavour and culture. A comprehensive strategy addressing issues relating to the presentation of Aboriginal cultural activities, the participation of Aboriginal people in civic life in the city, and the consequential raising of community awareness of Aboriginal issues will be available for consideration as part of the draft cultural plan.

ABORIGINAL FLAG (ex CJ334 – 12/04 - Minutes of the Youth Advisory Council Meeting – 22 September 2004)

“4 that the City’s position regarding the Aboriginal flag be addressed as part of the Cultural Plan.”

**Status:** The Cultural Mapping Document identified indigenous recognition and heritage issues that might be addressed in the City’s Cultural Plan. The flying of the aboriginal flag in the forecourt of the Council administration building was identified as a desirable initiative to promote recognition of indigenous culture by the City.

**The aboriginal flag has been flown on various occasions in the past, including NAIDOC week in 2004.**

POLICY POSITION – YOUTH CURFEW (ex CJ334 – 12/04 - Minutes of the Youth Advisory Council Meeting – 22 September 2004)

2 the recommended policy position that the City of Joondalup actively resists any course of action such as a youth curfew that limits the right of young people to move freely within the public domain until adequate and direct consultation has occurred with young people and other stakeholders and all other proactive approaches have been explored, and that a detailed report regarding this recommendation be provided to Council;

**Status:** The Youth Advisory Committee has failed to achieve a quorum for the three meetings held in 2005. This has meant that this issue has not progressed and cannot be reported to Council by the proposed date of April 2005. The matter will be discussed by the Youth Advisory Committee at the first possible opportunity. A subsequent report will be forwarded to Council.

STRATEGIC PLAN FOR CITY’S ART COLLECTION – (ex CJ014-02/05 - ART COLLECTION PURCHASES)

“3 REQUESTS that a strategic plan be developed for the art collection that takes into account an acquisition and disposal plan, and contains a strategy for the display of art works throughout the City’s offices and appropriate buildings within the City of Joondalup, such as Edith Cowan University.”

**Status:** The Request to develop a strategy on the Art Collection will need to be developed in consultation with ECU and should include the incoming Visual Arts Project Officer (position currently filled only on part time temporary basis). The development of a strategic plan for the City’s Art Collection is considered an important step in progressing the management of the artwork owned by the City. Guidelines for the strategy will be developed as a result of the Cultural Plan.

DISCOUNTED FEES FOR SENIORS ATTENDING CRAIGIE LEISURE CENTRE – ex CJ015-02/05 - MINUTES OF THE SENIORS INTERESTS ADVISORY COMMITTEE MEETINGS HELD 17 NOVEMBER AND 15 DECEMBER 2004

“3 REQUESTS that the matter of discounted fees for seniors attending Craigie Leisure Centre be resolved by Council in time for the 2005 Budget round of meetings.”

**Status: A detailed report considering potential discounting policies for seniors and other disadvantaged groups is being drafted for consideration by Council.**

**The report will identify various levels of discount and the potential costs of the varying percentages upon the City’s financial position.**

#### **INFRASTRUCTURE & OPERATIONS**

FIRE BREAKS AND PEDESTRIAN ACCESS TO BEACHES IN OCEAN REEF (ex CJ004-02/04 – ANNUAL GENERAL MEETING OF ELECTORS HELD ON MONDAY 17 NOVEMBER 2003)

in relation to Motion 4 of the Annual General Meeting of Electors held on 17 November 2003:

(c) REQUEST the CEO to provide Council with a report and suitable recommendations once investigations concerning the second fire break have been completed;

**Status: As part of future staged development of Iluka, the developers intend submitting to the City design solutions for either a raised boardwalk or pathway linking the coastal dual use path to the north-western portion of the Iluka subdivision. It is at that time that consideration to the second firebreak can be given by the City.**

PROPOSED PARKING RESTRICTIONS – HAWKER AVENUE, FARNE CLOSE AND SANDAY PLACE, WARWICK (ex CJ260-11/04)

4 *REQUEST the Acting Chief Executive Officer to conduct a further parking survey within relevant localities that are affected by patrons utilising the Warwick Rail Station and the Greenwood Station following a six month period after the commissioning of the Greenwood Rail Station.*

**Status: A further parking survey will be conducted in June/July 2005.**

TENDER NO 014-04/05 PROVISION OF SECURITY AND PATROL SERVICES IN THE CITY OF JOONDALUP – CITY WATCH (ex CJ272-11/04)

5 REQUEST a report be submitted to Council for consideration prior to the extension of the contract beyond two years.

**Status: The requested report will be provided to Council in November 2006.**

**EDGEWATER QUARRY SITE - (ex CJ300 - 12/04 - Site Acquisition - Works Depot)**

REQUEST the City's officers in acknowledgement of public submissions received to the Business Plan and in the interests of the long-term strategic planning for the City, undertake a needs and opportunities analysis of the Edgewater Quarry site and report back to Council.

**Status:** A project plan is being prepared to guide the needs and opportunities analysis. Currently research on previous work that has been done on this site is being collated and will provide the background to the project plan.

**This project is currently on hold until a determination is made on the acquisition of the Hodges Drive Depot site.**



### OUTSTANDING PETITIONS

<p>A 55-signature petition has been received from residents of the City of Joondalup strongly urging the City to reconsider the decision to increase fees for the Movements for Healthy Bodies and Teen Aerobics classes presented at Sorrento Duncraig Leisure Centre.</p> <p><b>Comment: All submissions will be taken into consideration as part of the Fees and Charges Review, which is scheduled for 2005.</b></p>	<p>12 October 2004</p> <p>Planning and Community Development</p>
<p>A 57-signature petition has been submitted on behalf of Greenwood residents requesting the Council to investigate ways of curbing unruly traffic behaviour in Sherington Road, Greenwood.</p> <p><b>Comment: This Petition will be considered as part of the 2005/06 Draft Budget deliberations.</b></p>	<p>23 November 2004</p> <p>Infrastructure and Operations</p>
<p>A 24-signature petition has been received from Kallaroo residents requesting the City of Joondalup to take action to permanently address traffic issues in Aristrade Avenue, between Mullaloo Drive and Henderson Drive in Kallaroo.</p> <p><b>Comment: This matter will be handled administratively and may therefore be removed from the agenda.</b></p>	<p>17 May 2005</p> <p>Infrastructure and Operations</p>
<p>A 15-signature petition has been received from Edgewater residents requesting the enhancement of the open space area on Lakeside Drive, with walk through into Hindmarsh Way.</p> <p><b>Comment: This matter will be handled administratively and may therefore be removed from the agenda.</b></p>	<p>17 May 2005</p> <p>Infrastructure and Operations</p>
<p>A 329-signature petition has been received from residents of the City of Joondalup requesting the City to fund and develop a skateboarding park in the suburb of Ocean Reef for the benefit of the children.</p> <p><b>Comment: All signatories to the petition will be invited to a meeting in approximately three weeks' time, to advise them that their comments have been taken into consideration and outline the Council process that would need to be implemented for a Skate Park to be built.</b></p>	<p>17 May 2005</p> <p>Planning and Community Development</p>

**REPORTS/PRESENTATIONS REQUESTED BY COMMISSIONERS**

	<b>DATE OF REQUEST - REFERRED TO -</b>
<p><b>Use of the Council Chamber</b></p> <p>Discussion ensued on the ability to make the chamber available for hire, on a cost-recovery basis, for certain formal occasions. It was requested that guidelines be prepared to assist the Mayor/Chairman in approving use of the Council Chamber.</p> <p><b>Comment: A report will be presented to a future Strategy Session.</b></p>	<p>9 November 2004</p> <p>Office of the CEO</p>
<p><b>Council Meetings</b></p> <p>Cmr Anderson requested a report on the costs associated with holding a Council meeting at a suitable location besides the Council Chamber within the City of Joondalup.</p> <p><b>Comment: Research of appropriate venues is currently being undertaken along with examination of the legislative requirements. A report will be presented to Council in the near future.</b></p>	<p>26 October 2004</p> <p>Office of the CEO</p>