

# CITY OF JOONDALUP

## MINUTES OF MEETING OF THE POLICY MANUAL REVIEW COMMITTEE HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON THURSDAY, 18 SEPTEMBER 2003

### ATTENDANCE AND APOLOGIES

#### Committee Members:

MAYOR CARLOS – Chairman	
CR P KIMBER	Lakeside Ward
CR J HOLLYWOOD	North Coastal Ward
CR S HART	South Ward
CR M CAIACOB	Whitfords Ward

#### Officers:

Chief Executive Officer:	D SMITH
Director, Planning & Community Development:	C HIGHAM
Director, Corporate Services & Resource Management:	P SCHNEIDER
Manager Audit and Executive Services:	K ROBINSON
Manager, Infrastructure Management & Ranger Services:	P PIKOR
Manager, Assets & Commissioning:	C SMITH
Manager, Financial Services:	A SCOTT
Minute Clerk:	L TAYLOR

### APOLOGIES AND LEAVE OF ABSENCE

**Apologies:** Crs Baker, Gollant and Walker

Leave of absence:	Cr T Brewer	10 - 18 September 2003 inclusive
	Cr J Gollant	20 September – 15 October 2003 inclusive
	Cr C Baker	15 September – 15 October 2003 inclusive

The Chairman opened the Meeting at 1830 hrs

## **DECLARATIONS OF FINANCIAL INTEREST/INTEREST WHICH MAY AFFECT IMPARTIALITY**

Nil.

### **ITEM 1                    REVIEW OF CORPORATE POLICY MANUAL - [07032, 26176, 13399]**

WARD - All

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#### **PURPOSE**

To review Section 2.4, 2.5 and 2.6 the City's Corporate Policy Manual and make recommendations to the Council on amendments to these policies.

#### **EXECUTIVE SUMMARY**

Council at its meeting held on 29 July 2003 resolved to establish a Policy Manual Review Committee to *"review the City's corporate policy manual and make recommendations to the Council on amendments to existing policies or the adoption of new policies"*.

The Policy Manual Review Committee is requested to review Policy Manual - Section 2, subsections:

- 2.4 Financial Planning
- 2.5 Asset Management
- 2.6 Human Services.

#### **BACKGROUND**

At its meeting held on 26 August 2003, the Policy Manual Review Committee reviewed Policy Manual Section 2 , Corporate Services, subsections:

- 2.1 Human Resources,
- 2.2 Governance and
- 2.3 Office of the Chief Executive.

#### **DETAILS**

The current Policy Manual comprises the following sections:

- Corporate Services
- Development Services
- Community Development
- Infrastructure Management

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

Attachment 1 to this Report provides the following policies for consideration by the Committee, with proposed revisions as recommended by the Administration marked as shown below:

<b>2.4</b>	<b>FINANCIAL PLANNING</b>	<b>NATURE OF CHANGE RECOMMENDED</b>
2.4.1.	Accounting Policy	Various modifications required throughout policy.  Director Planning and Community Development to be included as signatory to accounts.
2.4.2	Investment Policy	Various amendments required throughout policy.
2.4.3	Setting Fees and Charges	
2.4.4	Rates Charges	
2.4.5	Budget Timetable	
2.4.6	Purchasing Goods and Services	Policy to be deleted and replaced with Policy 2.5.7 within the Asset Management Section
<b>2.5</b>	<b>ASSET MANAGEMENT</b>	
2.5.1	Commercial Usage of Beachfront and Beach Reserves.	Amendment of rename Section 2.5 to "Assets and Commissioning".
2.5.2	Procurement of Council Buildings	Amendment of rename Section 2.5 to "Assets and Commissioning".
2.5.3	Council Vehicles – Mayor and Council Officers	Amendment of rename Section 2.5 to "Assets and Commissioning".
2.5.4	Official Vehicles – Use of	Amendment of rename Section 2.5 to "Assets and Commissioning".
2.5.5	Consent to Alter Council Leased Premises	Amendment of rename Section 2.5 to "Assets and Commissioning".  Change to Statement.
2.5.6	Disposal of Surplus Personal Computers	Amendment of rename Section 2.5 to "Assets and Commissioning".
2.5.7	Purchasing Goods and Services	Amendment to renumber policy to fall within Section 2.5 "Assets and Commissioning".

<b>2.6</b>	<b>HUMAN SERVICES</b>	
2.6.1	Access to Information for People with Disabilities	
2.6.2	Access to Council Services and Facilities for People with Disabilities, their Families and Carers	
2.6.3	Public Participation Policy	<p>The City has a commitment to actively involve the community in Council's planning, development and service delivery activities.</p> <p>Accordingly, Policy 2.6.3 – Public Participation, which was issued in July 1999 (CJ213-06/99 refers), has been reviewed and requires to be replaced by Policy 2.6.3 – Community Consultation.</p> <p>“Consulting Our Community – A handbook to guide staff” supports this new policy. Through the guidelines, the City aims to:</p> <ul style="list-style-type: none"> <li>▪ Enhance planning, provision, management and evaluation of services, and;</li> <li>▪ Increase accountability and openness to our community.</li> </ul> <p>The draft Community Consultation Policy, the existing Public Participation policy and the guidelines were advertised for public comment for 60 days. It is anticipated that a report outlining feedback data will be presented to the Committee in early November 2003. In line with Council's previous resolution, Dr Christina Gillgren will attend that meeting to present her views on the Policy. It is recommended that consideration of this policy be deferred until such time.</p>
2.6.4	Environmental Sustainability	

## COMMENT

The role of the Council as a body is to set policy and strategic direction, with the day to day management of the City resting with the CEO. Policy statements are not binding on the Council, but are used as a set of guidelines in the decision-making process. It is therefore important that policies are reviewed regularly, at least on an annual basis.

The policies are submitted for consideration by the Committee.

## ATTACHMENTS

Attachment 1            Sections 2.4, 2.5 and 2.6 of the Policy Manual.

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION:

That it be recommended that Council:

- 1        DELETES Policy 2.4.6 Purchasing Goods and Services and ADOPTS replacement Policy 2.5.7 Purchasing Goods and Services as detailed in Attachment 1 to this Report;
- 2        DEFERS consideration of Policy 2.6.3 Public Participation and the adoption of a replacement Policy 2.6.3 – Community Consultation as detailed in Attachment 1 to this Report pending the presentation to the Policy Manual Review Committee by Dr Christina Gillgren, Director Citizens and Civics Unit at the Office of the Premier and Cabinet;
- 3        AMENDS the following Policies as detailed in Attachment 1 to this Report:
  - 2.4.1 - Accounting Policy
  - 2.4.2 - Investment Policy
  - 2.5.1 – Commercial Usage of Beachfront and Beach Reserves
  - 2.5.2 – Procurement of Council Buildings
  - 2.5.3 – Council Vehicles – Mayor and Council Officers
  - 2.5.4 – Official Vehicles – Use of
  
  - 2.5.5 - Consent to Alter Council Leased Premises
  - 2.5.6 – Disposal of Surplus Personal Computers

## **SECTION 2.4 - FINANCIAL PLANNING**

### **Policy 2.4.1 - Accounting Policy**

*Amendment recommended by the Administration:* Various modifications required throughout policy.

Director Planning and Community Development to be included as signatory to accounts.

Cr Hart queried the need for a fourth signatory to the Advance Account.

Director, Corporate Services and Resource Management advised it was to ensure there were sufficient signatories available to cover periods of absence of any of the other three cheque signatories.

Cr Caiacob raised a query in relation to irrecoverable debts.

No change required by Committee.

### **Policy 2.4.2 - Investment Policy**

*Amendment recommended by the Administration:* Various amendments required throughout policy.

No change required by Committee.

### **Policy 2.4.3 – Setting Fees and Charges**

Mayor Carlos queried whether a request had been received from Granny Spiers to waive the charges for a fund raising function to be held at the Beaumaris Community Hall during October.

This issue will be investigated.

No change required by Committee.

### **Policy 2.4.4 – Rates Charges**

Mayor Carlos referred to a conversation he had had with a Mayor from a UK City in relation to a preference by seniors to pay their rates by monthly instalments. Mayor Carlos requested that this information be provided to him in writing.

It was suggested that this issue be investigated to ascertain what effects this type of payment regime would have for the City.

Manager, Financial Services gave an outline of the payment facilities available to those people experiencing difficulties in paying their rates.

No change required by Committee.

**Policy 2.4.5 – Budget Timetable**

Cr Kimber raised the issue of the budget timetable during an election year and believed the target dates did not allow for this, and queried whether the dates could be put back a month in an election year.

It was suggested Council lobby WALGA with a view to changing the time for the holding of Local Government elections.

A report to be presented to the Committee in relation to the timing of Local Government elections.

No change required by Committee.

**Policy 2.4.6 – Purchasing Goods and Services**

*Amendment recommended by the Administration:* Policy to be deleted and replaced with Policy 2.5.7 within the Asset Management Section

No change required by Committee.

**ASSET MANAGEMENT****Policy 2.5.1 – Commercial Usage of Beachfront and Beach Reserves**

*Amendment recommended by the Administration:* Amendment of rename Section 2.5 to “Assets and Commissioning”.

Discussion ensued in relation to the conditions applying regarding commercial usage at the various beach locations within the City.

This policy is to be deferred and reviewed, with a further report to be presented to the Committee incorporating additional recommendations.

**Policy 2.5.2 – Procurement of Council Buildings**

*Amendment recommended by the Administration:* Amendment of rename Section 2.5 to “Assets and Commissioning”.

No change required by Committee.

**Policy 2.5.3 – Council Vehicles – Mayor and Council Officers**

*Amendment recommended by the Administration:* Amendment of rename Section 2.5 to “Assets and Commissioning”.

Cr Hart queried the use of LPG gas in vehicles operated by the City of Joondalup. Discussion ensued in relation to the benefits of using LPG.

No change required by Committee.

### **Sunday Serenades Concerts**

Mayor Carlos referred to the recently held Sunday Serenades Concert and advised on that occasion there was insufficient parking due to the inclement weather.

Mayor Carlos queried whether the secure carparking area could be open and made available for additional carparking space for future concerts.

This issue will be investigated.

### **Policy 2.5.4 – Official Vehicles – Use of**

*Amendment recommended by the Administration:* Amendment of rename Section 2.5 to “Assets and Commissioning”.

No change required by Committee.

### **Policy 2.5.5 - Consent to Alter Council Leased Premises**

*Amendment recommended by the Administration:* Amendment of rename Section 2.5 to “Assets and Commissioning”.

Change to Statement.

No change required by Committee.

### **Policy 2.5.6 – Disposal of Surplus Personal Computers**

*Amendment recommended by the Administration:* Amendment of rename Section 2.5 to “Assets and Commissioning”.

No change required by Committee.

### **Policy 2.5.7 – Purchasing Goods and Services**

*Amendment recommended by the Administration:* Amendment to renumber policy to fall within Section 2.5 – “Assets and Commissioning”.

Mayor Carlos advised he had had a meeting with one of the unsuccessful tenderers in relation to the tender for the City’s audit services.

Mayor Carlos requested the local company in question be given the opportunity of a debriefing meeting in relation to the tender it submitted.

No change required by Committee.



## **SECTION 2.6 – HUMAN RESOURCES**

### **Policy 2.6.1 – Access to Information for People with Disabilities**

Director, Planning and Community Development advised the Disability Services Plan was currently under review by the administration.

### **Policy 2.6.2 – Access to Council Services and Facilities for People with Disabilities, their Families and Carers**

Director, Planning and Community Development advised the Disability Services Plan was currently under review by the administration.

### **Policy 2.6.3 – Public Participation Policy**

*Amendment recommended by the Administration:* The City has a commitment to actively involve the community in Council's planning, development and service delivery activities.

Accordingly, Policy 2.6.3 – Public Participation, which was issued in July 1999 (CJ213-06/99 refers), has been reviewed and requires to be replaced by Policy 2.6.3 – Community Consultation.

“Consulting Our Community – A handbook to guide staff” supports this new policy. Through the guidelines, the City aims to:

- Enhance planning, provision, management and evaluation of services, and;
- Increase accountability and openness to our community.

The draft Community Consultation Policy, the existing Public Participation policy and the guidelines were advertised for public comment for 60 days. It is anticipated that a report outlining feedback data will be presented to the Committee in early November 2003. In line with Council's previous resolution, Dr Christina Gillgren will attend that meeting to present her views on the Policy. It is recommended that consideration of this policy be deferred until such time.

### **Policy 2.6.4 – Environmental Sustainability**

Cr Hart requested that this issue be deferred at this time and referred to the Environmental and Sustainability Committee for consideration.

**MOVED Cr Kimber, SECONDED Cr Caiacob that it be recommended that Council:**

- 1 DELETES Policy 2.4.6 Purchasing Goods and Services and ADOPTS replacement Policy 2.5.7 Purchasing Goods and Services as detailed in Attachment 1 to this Report;**

**2 DEFERS consideration of:**

- (a) **Policy 2.5.1 Commercial Usage of Beachfront and Beach Reserves – as detailed in Attachment 1 to this Report pending a further report being presented to the Policy Manual Review Committee incorporating additional recommendations;**
- (b) **Policy 2.6.3 Public Participation and the adoption of a replacement Policy 2.6.3 – Community Consultation as detailed in Attachment 1 to this Report pending the presentation to the Policy Manual Review Committee by Dr Christina Gillgren, Director Citizens and Civics Unit at the Office of the Premier and Cabinet;**
- (c) **Policy 2.6.4 – Environmental Sustainability – as detailed in Attachment 1 to this Report pending referral to the Environmental and Sustainability Committee for consideration;**

**3 AMENDS the following Policies as detailed in Attachment 1 to this Report:**

- **2.4.1 - Accounting Policy**
- **2.4.2 - Investment Policy**
- **2.5.2 – Procurement of Council Buildings**
- **2.5.3 – Council Vehicles – Mayor and Council Officers**
- **2.5.4 – Official Vehicles – Use of**
  
- **2.5.5 - Consent to Alter Council Leased Premises**
- **2.5.6 – Disposal of Surplus Personal Computers**

**The Motion was Put and**

**CARRIED**

**DATE OF NEXT MEETING**

To be determined.

**CLOSURE**

There being no further business, the Chairman declared the meeting closed at 1930 hrs.