

## Existing (Council) policies organised under new categories

Proposed policy category:	Policy name:
<b>Arts and culture</b>	Arts Development Scheme Policy
	Public Art Policy
	Visual Arts Policy
<b>Buildings and facilities</b>	Environmentally Sustainable Design for City Buildings Policy
	Facility Hire Subsidy Policy
	High Risk Bookings in Community Venues Policy
	Naming of Public Facilities Policy
	Requests for New or Capital Upgrades to Existing Community Venues Policy
<b>Community wellbeing</b>	Community Funding Program Policy
	Disposal of Minor Surplus Assets Policy
	Volunteer Policy
<b>Elected Members and Council</b>	Civic Centre Policy
	Complaint Investigation Policy
	Elected Member Communications Policy
	Elected Members' Entitlements Policy
	Elections Caretaker Policy
	Freeman of the City of Joondalup Policy
<b>Governance and management</b>	Appointment of Acting or Temporary CEO Policy
	Asset Management Policy
	Attendance at Events Policy
	Australian Business Excellence Framework Policy
	Business Continuity Policy
	City of Joondalup Standards for CEO Recruitment Performance and Termination Policy
	Community Consultation Policy
	Fraud, Corruption and Misconduct Control Policy
	Legal Representation for Council Members and Employees Policy
	Notification of Public Works Policy
	Payments to Employee in Addition to a Contract or Award Policy
	Records Management Policy
	Risk Management Policy
	Sustainability Policy

Proposed policy category:	Policy name:
<b>Parks and public open space</b>	Beach Management Activities Policy
	Circus Policy
	City Playground Shade Policy
	Memorials in Public Reserves Policy
	Stormwater Management Policy
	Vandalism to Vegetation on City Land Policy
<b>Rates and finance</b>	Investment of Available Funds Policy
	Payment of Rates and Charges Policy
	Purchasing Policy
	Rates Hardship Policy
	Recovery of Costs Awarded to the City Policy
	Specified Area Rating Policy
<b>Roads, parking and transport infrastructure</b>	Dedicated Car Parking for Seniors and Parents With Prams Policy
	Parking Schemes Policy
	Streetlight Shading Policy

# Introduction to the Policy Manual

The City of Joondalup Policy Manual includes all current Council Policies and Local Planning Policies adopted by a resolution of Council under either the *Local Government Act 1995* or the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## Background

Policies reflect the current strategic positions of Council and provide direction to further the City's strategic goals and/or fulfil statutory requirements. Documented policies enable the effective and efficient management of Council resources and support the community to understand the reasoning behind Council and administrative decisions.

A policy is not binding on Council, but provides a guideline for Elected Members and staff in determining individual applications and requests. Generally, policies evolve from issues that come before Council and should continue to evolve through a process of review and refinement. Relevant Local Planning Policies are required to be considered in the determination of development proposals.

## Types of policies

City of Joondalup policies are either Council Policies or Local Planning Policies.

**Council Policies** are policies that set Council's position in relation to identified matters of interest. Council Policies are adopted by Council and align with the vision, goals and outcomes of the City's 10-Year Strategic Community Plan. Council Policies are then further categorised into themes for ease of locating a specific policy within the manual.

**Local Planning Policies** are policies that relate to planning and development within the Local Planning Scheme area. Local Planning Policies are developed under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## Developing new policies

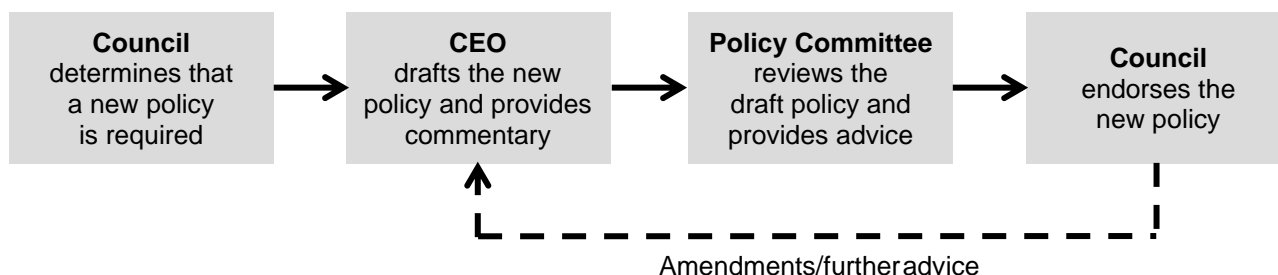
A new policy may be considered where there is either complexity or lack of clarity in legislation, industry standards, strategic objectives, or community need or expectation.

The development of new policies is directed by Council who are supported by the Policy Committee. The need for a new policy can be identified by Council, the Policy Committee, or by the Chief Executive Officer; however, Council is responsible for the final decision on whether a new policy is required.

Once Council has determined this, the Chief Executive Officer (through the City's administration) develops a draft policy which is then reviewed by the Policy Committee before being endorsed by Council. Through Council, the Policy Committee may request amendments or further advice before Council endorses the final policy.

Note that some policies are required under legislation (see Appendix).

### Policy development process:



## Reviewing existing policies

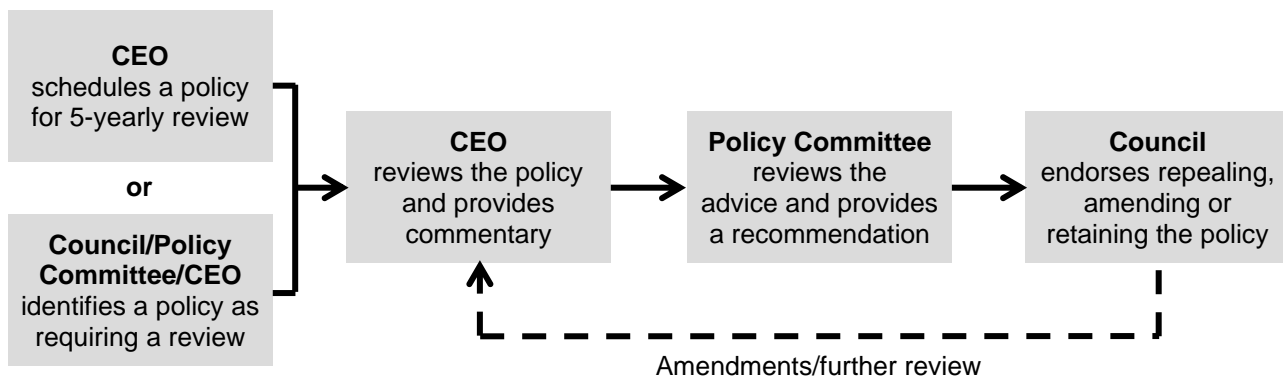
The City reviews its policies at least every five years to ensure they remain relevant to Council and the community. Where a policy position has become redundant (eg due to new/updated legislation, strategies, frameworks, etc), then this timeframe may be reduced.

The Chief Executive Officer (through the City's administration) develops a review schedule annually towards the end of each calendar year. Policies are then reviewed, and commentary and recommendations are provided to the Policy Committee. The Policy Committee recommends to Council whether a policy should be repealed, amended or retained in its current format, and Council ultimately makes a determination.

Each policy is reviewed on a case-by-case basis and, as such, the time taken to complete the review of each individual policy varies. How long a policy review takes is also dependent on whether community consultation is required or requested. Through Council, the Policy Committee may request amendments or further review before Council make a final determination.

Note that some policies are required to be reviewed more frequently than every 5 years under legislation (see Appendix).

### Policy review process:



## Appendix: Policies required under legislation

Policy name:	Legislation:	Review period:
Appointment of Acting or Temporary CEO Policy	Local Government Act 1995 (Section 5.39C)	<i>Not prescribed</i>
Attendance at Events Policy	Local Government Act 1995 (Section 5.90A)	<i>Not prescribed</i>
City of Joondalup Standards for CEO Recruitment Performance and Termination Policy	Local Government (Administration) Regulations 1996 (Schedule 2)	<i>Not prescribed</i>
Elected Members Entitlements Policy	Local Government Act 1995 (Section 5.128(5))	2 years
Payments to Employee in Addition to a Contract or Award Policy	Local Government Act 1995 (Section 5.50)	<i>Not prescribed</i>
Purchasing Policy	Local Government (Functions and General) Regulations 1996 (Sections 11A, 24AC, 24E, 24F, 24G)	<i>Not prescribed</i>