

# City of Joondalup Policy Manual

## Frequently Asked Questions Document

### 1. What is the purpose of the Policy Manual?

The Policy Manual refers to the City of Joondalup's (the City) collection of policies, which have been adopted by Council. Determining local government policies is one of the roles of Council outlined in section 2.7 of the *Local Government Act 1995*.

To fulfil the role's requirements, the City's Policy Manual enables the documentation, maintenance and review of its current policies. Regular reviews of the City's policies are required to ensure their continued relevance and applicability.

### 2. What are policies?

Guided by the principles of good governance, policies reflect the current strategic positions of Council. Policies provide direction to further the City's strategic goals and/or fulfil statutory requirements.

### 3. How are policies categorised?

Policies are split into two broad categories, City and Council policies:

**City Policies** – Developed for administrative and operational purposes with an internal focus.

**Council Policies** – Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations.

### 4. What is a Planning Policy?

Planning Policies are a subset of either City or Council policies that are prepared in accordance with Clauses 3, 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. These allow Council to prepare local planning policies relating to planning or development in the Scheme area.

Local planning policies are required to be made available for public comment for a period of 21 days (regardless of the extent of their amendments)

### 5. When is a policy considered for implementation?

A policy response is considered where there is either complexity or lack of clarity in legislation, industry standards, strategic objectives or community need or expectation. This may be instigated by the CEO or Council.

### 6. How are policies reviewed?

Policies are reviewed in three ways:

- **Policy Revocation** – Policy is deemed no longer required or has been subsequently superseded by another policy.
- **Requiring minor amendments** – changes to language, style, formatting, etc. that do not impact on the application of the policy.
- **Requiring major amendments** – changes that significantly alter the City's position on an issue or change the strategic intent of the policy.

### 7. How often do policies get reviewed?

Policies are reviewed every five (5) years. They may be reviewed at an earlier date as a result of:

- (a) Legislative changes (Acts/Regulations/Local Laws) which have a bearing on a particular policy;
- (b) Council decisions which affect the continued validity or applicability of a policy;
- (c) Important technological or social changes; or
- (d) Any other such circumstance that would justify an earlier review.

### 8. What factors are used for review?

Policies are generally reviewed for:

- (a) Consistency – with regard to language, style and format.
- (b) Relevance – in terms of new plans and strategies that may supersede previously endorsed positions within existing policies.

- (c) Duplication – identified sections of policies that duplicate other policies, plans, strategies, local laws, and/or state legislation.
- (d) Operational content – identified sections of policies deemed as being too operational and therefore more appropriate to be incorporated into a City protocol or operational plan.

## 9. How does the reviewed policy become implemented?

Based on the factors listed above, policy reports are prepared and written by the City and presented to the Policy Committee for consideration. The Policy Committee will make recommendations to Council as to whether the policy should be adopted, amended or kept in its current format.

## 10. What is the role of the Policy Committee?

The Policy Committee meets approximately three to four times annually and has two major responsibilities:

1. Make recommendations to Council on the development and review of the City's policies and overall policy framework.
2. Maintain and develop the visual art collection of the City, collect and commission works of art to enhance the City's collection as well as review the criteria of any Art Award events hosted by the City.

## 11. Does the Policy Committee make the final decision?

No. All policies are considered by the Policy Committee but must be endorsed by Council at an Ordinary Meeting.

Policy Committee Meeting minutes are included on the Council agenda for adoption (if deemed appropriate by Council) with any changes that have been recommended by the Committee.

Council makes the final decision on whether the Policy is adopted and/or may alter the recommendations from the Policy Committee should they choose to do so.

## 12. How long does a policy review take?

Each policy is reviewed on a case-by-case basis and as such, there is no set timeframe for the review of a policy. Policy reviews are also dependent on whether consultation is required or requested.

## 13. Can I have input into the policy?

In most cases, yes. Some policies are advertised for comment or consultation on the City's website. Those interested in opportunities to comment on City initiatives are encouraged to check the [Community Consultation](#) page.

Alternatively, people are encouraged to join the [Community Engagement Network](#) to be alerted of consultation or engagement opportunities in your area of interest.

## 14. Who do I contact for more information?

Residents or stakeholders are encouraged to contact the City if they have ideas or feedback on the Policy process.

For further information, please contact the City's **Policy Officer** on **9400 4044** or at [info@joondalup.wa.gov.au](mailto:info@joondalup.wa.gov.au)