

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.

The policy development process is summarised in Figure 1.

Note that some policies are required under legislation (see Table 1).

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 makes a final determination.

The policy review process is summarised in Figure 2.

Note that some policies are required to be reviewed more frequently than every five years under legislation (see Table 1).

Community Consultation

Council may request consultation with the community in relation to new or amended **Council Policies** as outlined in the *Community Consultation Council Policy*.

New and amended **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) as per the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Planning Consultation Local Planning Policy*.

Those interested in opportunities to comment on new or amended policies are encouraged to monitor the Community Consultation webpage or subscribe to the City's Community Engagement Network eNewsletter.

Further Information

For further information on policies, please contact the City of Joondalup on **9400 4000** or via email to **info@joondalup.wa.gov.au**

Figure 1: Policy development process

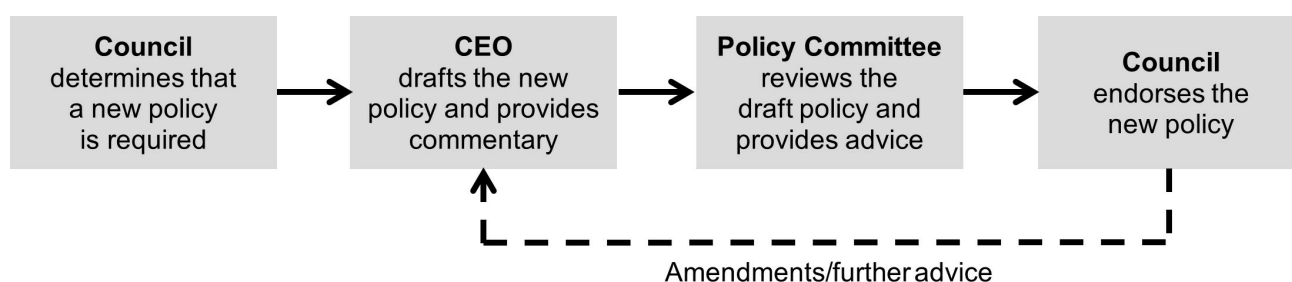


Figure 2: Policy review process

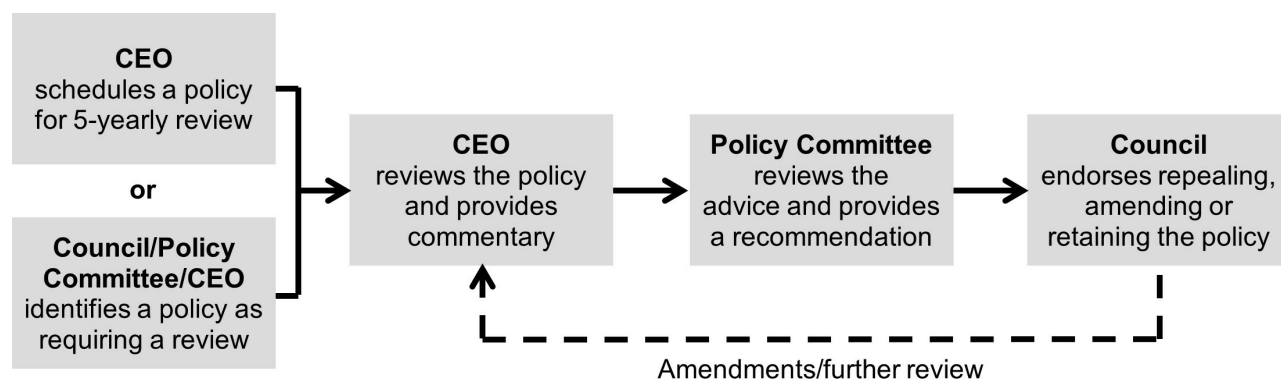


Table 1: Policies required under legislation

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