

# minutes

## Policy Committee

MEETING HELD ON **MONDAY 6 NOVEMBER 2017**

**TABLE OF CONTENTS**

<b>Item No.</b>	<b>Title</b>	<b>Page No.</b>
	<b>Declaration of Opening</b>	<b>3</b>
	<b>Declarations of Interest</b>	<b>4</b>
	<b>Election of Presiding Member</b>	<b>4</b>
	<b>Election of Deputy Presiding Member</b>	<b>4</b>
	<b>Apologies/Leave of absence</b>	<b>4</b>
	<b>Reports</b>	<b>5</b>
1	Setting of Meeting Dates – Policy Committee	5
	<b>Closure</b>	<b>8</b>

## CITY OF JOONDALUP

MINUTES OF THE SPECIAL POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 6 NOVEMBER 2017.

### ATTENDANCE

#### Committee Members

Mayor Hon. Albert Jacob, JP  
Cr Sophie Dwyer  
Cr Kerry Hollywood  
Cr Nige Jones  
Cr Russell Poliwka  
Cr Christine Hamilton-Prime *Deputising for Cr Norman*  
Cr John Chester

#### Observers

Cr Tom McLean, JP  
Cr Philippa Taylor  
Cr Christopher May  
Cr John Logan  
Cr Russ Fishwick, JP

#### Officers

Mr Garry Hunt	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Mr Brad Sillence	Manager Governance
Mrs Lesley Taylor	Governance Officer
Mrs Sinead McCarthy	Governance Officer

### DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 8.00pm.

## DECLARATIONS OF INTEREST

Nil.

## ELECTION OF PRESIDING MEMBER

Section 5.12 of the *Local Government Act 1995* requires a Committee appointed by a local government, to appoint a Presiding Member as the first item of business at its first meeting. Schedule 2.3 of the Act requires the Chief Executive Officer to preside.

Cr Sophie Dwyer self-nominated for the position of Presiding Member.

There being no further nominations at the close of the Election for Presiding Member, Cr Dwyer was declared elected unopposed to the position of Presiding Member and assumed the Chair at 8.02pm.

## ELECTION OF DEPUTY PRESIDING MEMBER

It is advisable that the Committee appoints a Deputy Presiding Member, who would chair the meeting in the absence of the Presiding Member.

Cr Nige Jones self-nominated for the position of Deputy Presiding Member.

There being no further nominations at the close of the Election for Deputy Presiding Member, Cr Jones was declared elected unopposed to the position of Deputy Presiding Member.

## APOLOGIES/LEAVE OF ABSENCE

### Leave of Absence Previously Approved:

Cr Mike Norman	1 November to 6 November 2017 inclusive;
Cr Russ Fishwick, JP	15 November to 20 December 2017 inclusive;
Cr Russ Fishwick, JP	25 January to 18 February 2018 inclusive.

**REPORTS****ITEM 1                    SETTING OF MEETING DATES - POLICY COMMITTEE**

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<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	02153, 101515
<b>ATTACHMENT</b>	Nil
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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**PURPOSE**

For the Policy Committee to consider the proposed schedule of committee meeting dates for 2018.

**EXECUTIVE SUMMARY**

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Policy Committee, ensuring synergy between meeting dates and the flow of information and decision-making.

It is recommended the Policy Committee adopts the meeting dates and times for the Policy Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup.

**BACKGROUND**

The Policy Committee was established at the Special Council meeting held on 6 November 2017. The role of the Policy Committee is to:

- make recommendations to Council on the development and review of the City's policies and overall policy framework
- develop and maintain a visual art collection of significance and repute that reflects the cultural aspirations of the City of Joondalup and its expressed goals and policies
- collect works of visual art of demonstrable excellence by artists of significance, consistent with the perceived developments in West Australian contemporary art
- collect and commission selectively works of art which enhance the existing Collection and which foster an understanding, enjoyment and appreciation of the visual arts among the broader community and members of the general public

- review the criteria established to determine award winners
- oversee the strategic direction of the City's Art Award events, Visual Art Collection and Visual Art Programs.

The proposed 2018 schedule of Council meeting dates is based on the format used in recent years. That is, a monthly meeting format with Strategy Sessions held on the first Tuesday of each month, Briefing Sessions held on the second Tuesday and Council meetings on the third Tuesday.

This enables committee meetings to be scheduled on the Monday, Tuesday or Wednesday of weeks one, two and three so as to minimise potential conflicts with other Council activities and provide a 'meeting-free' week in the fourth week of each month.

It is preferable to hold committee meetings in the first week of the month, thereby enabling committee recommendations to be listed in the Briefing Session agenda and subsequently the Council meeting agenda, however this may not always be possible due to other scheduled meetings.

## DETAILS

The Policy Committee will oversee the development and review of the City's policies as well as oversee the strategic direction of the City's Art Award events, Visual Art Collection and Visual Art Programs.

It is therefore suggested the Policy Committee meets on the proposed meeting day / date / times as follows:

- Monday 5 February 2018, commencing at 5.45pm
- Monday 11 June 2018, commencing at 5.45pm
- Monday 1 October 2018, commencing at 5.45pm
- Monday 3 December 2018, commencing at 5.45pm.

## Issues and options considered

The Policy Committee can either:

- adopt the meeting dates as proposed in this report  
or
- amend the meeting dates.

## Legislation / Strategic Community Plan / policy implications

### Legislation

*Local Government Act 1995.*  
*Local Government (Administration) Regulations 1996.*  
*City of Joondalup Meeting Procedures Local Law 2013.*

### Strategic Community Plan

#### Key theme

Governance and Leadership.

#### Objective

Corporate capacity.

#### Strategic initiative

Not applicable.

#### Policy

Not applicable.

**Risk management considerations**

Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis; lacking coordination with other key meetings and corporate planning processes.

**Financial / budget implications**

Not applicable.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

The proposed dates have been prepared based on the expected demand and timeframes associated with policy reviews, specifically the community consultation process. Meetings have been scheduled on the same day and time to provide Elected Members with a consistent meeting schedule.

**VOTING REQUIREMENTS**

Simple Majority.

**MOVED Cr Dwyer, SECONDED Cr Jones that the Policy Committee ADOPTS the following meeting dates and times for the Policy Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup:**

<b>Policy Committee to be held in Conference Room 2</b>
<b>Monday 5 February 2018, commencing at 5.45pm</b>
<b>Monday 11 June 2018, commencing at 5.45pm</b>
<b>Monday 1 October 2018, commencing at 5.45pm</b>
<b>Monday 3 December 2018, commencing at 5.45pm</b>

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Mayor Jacob, Crs Chester, Dwyer, Hamilton-Prime, Hollywood, Jones and Poliwka.

## **CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 8.04pm; the following Committee Members being present at that time:

MAYOR HON. ALBERT JACOB, JP  
CR KERRY HOLLYWOOD  
CR NIGE JONES  
CR RUSSELL POLIWKA  
CR CHRISTINE HAMILTON-PRIME  
CR JOHN CHESTER  
CR SOPHIE DWYER