

minutes

Policy Committee

MEETING HELD ON **MONDAY 4 NOVEMBER 2019**

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CITY OF JOONDALUP

MINUTES OF THE SPECIAL POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 4 NOVEMBER 2019.

ATTENDANCE

Committee Members

Cr Christine Hamilton-Prime
Mayor Hon. Albert Jacob, JP
Cr John Chester
Cr Russ Fishwick, JP
Cr Kerry Hollywood
Cr Christopher May

to 7.53pm

Observers

Cr John Raftis
Cr John Logan
Cr Suzanne Thompson
Cr Tom McLean, JP
Cr Russell Poliwka

Officers

Mr Garry Hunt	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Mr Brad Sillence	Manager Governance
Mrs Vivienne Stampalija	Governance Coordinator
Mrs Lesley Taylor	Governance Officer
Mrs Wendy Cowley	Governance Officer

DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 7.50pm.

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 Christine Hamilton-Prime self-nominated for the position of Presiding Member.

There being no further nominations at the close of the Election for Presiding Member, Cr Christine Hamilton-Prime was declared elected unopposed to the position of Presiding Member and assumed the Chair at 7.51pm.

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 Kerry Hollywood 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 Kerry Hollywood was declared elected unopposed to the position of Deputy Presiding Member.

APOLOGIES / LEAVE OF ABSENCE

Apology

Cr Nige Jones.

Leave of Absence Previously Approved

Cr Christine Hamilton-Prime	27 October to 10 November 2019 inclusive;
Cr Russ Fishwick, JP	4 November to 19 December 2019 inclusive.

ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

In accordance with Clause 5.2 of the City's *Meeting Procedures Local Law 2013*, this meeting was not open to the public.

PETITIONS AND DEPUTATIONS

Nil.

REPORT**ITEM 1 SETTING OF MEETING DATES – POLICY COMMITTEE**

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	103963, 02153, 101515
ATTACHMENT	Nil
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For the Policy Committee to consider the proposed schedule of committee meeting dates for 2020.

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 therefore 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 (Conference Room 2), 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 2020 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 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 days and times as follows:

- Monday 24 February 2020, commencing at 5.45pm.
- Monday 11 May 2020, commencing at 5.45pm.
- Monday 3 August 2020, commencing at 5.45pm.
- Monday 5 October 2020, 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.

Cr May left the room at 7.53pm.

MOVED Cr Chester, SECONDED Cr Hollywood 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 (Conference Room 2), Boas Avenue, Joondalup:

- 1 Monday 24 February 2020, commencing at 5.45pm;**
- 2 Monday 11 May 2020, commencing at 5.45pm;**
- 3 Monday 3 August 2020, commencing at 5.45pm;**
- 4 Monday 5 October 2020, commencing at 5.45pm.**

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Cr Hamilton-Prime, Mayor Jacob, Crs Chester, Fishwick and Hollywood.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 7.55pm; the following Committee Members being present at that time:

Cr Christine Hamilton-Prime
Mayor Hon. Albert Jacob, JP
Cr John Chester
Cr Russ Fishwick, JP
Cr Kerry Hollywood