

# minutes

## Policy Committee

MEETING HELD ON

MONDAY 21 FEBRUARY 2022

### **Acknowledgement of Traditional Custodians**

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

*This document is available in alternate formats upon request*

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**Note:**

Clause 15.10 of the City's *Meeting Procedures Local Law 2013* states:

*This local law applies generally to committee meetings except for clause 7.1 in respect of members seating and clause 7.8 in respect of limitation on members speaking.*

# CITY OF JOONDALUP

## MINUTES OF THE POLICY COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 21 FEBRUARY 2022.

### ATTENDANCE

#### Committee Members

Cr Suzanne Thompson	<i>Presiding Member</i>
Mayor Hon. Albert Jacob, JP	
Cr Adrian Hill	
Cr Daniel Kingston	<i>Deputy Presiding Member</i>
Cr Russell Poliwka	
Cr John Raftis	
Cr John Chester	

#### Observers

Cr Christine Hamilton-Prime, JP	
Cr Tom McLean, JP	<i>to 6.40pm</i>

#### Officers

Mr James Pearson	Chief Executive Officer
Mrs Rebecca Maccario	Acting Director Governance and Strategy
Mrs Kylie Bergmann	Manager Governance

### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.30pm.

## **DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY**

Nil.

## **APOLOGIES AND LEAVE OF ABSENCE**

### **Leave of Absence Previously Approved**

Cr John Logan                      17 to 21 March 2022 inclusive.

## **CONFIRMATION OF MINUTES**

### **MINUTES OF THE POLICY COMMITTEE MEETINGS HELD ON 2 AUGUST 2021, 4 OCTOBER 2021 AND THE SPECIAL POLICY COMMITTEE MEETING HELD ON 1 NOVEMBER 2021**

**MOVED** Mayor Jacob, **SECONDED** Cr Hill that the minutes of the following meetings of the Policy Committee be **CONFIRMED** as a true and correct record:

- 1      Policy Committee held on 2 August 2021;
- 2      Policy Committee held on 4 October 2021;
- 3      Special Policy Committee held on 1 November 2021.

The Motion was Put and

**CARRIED (7/0)**

**In favour of the Motion:** Cr Thompson, Mayor Jacob, Crs Chester, Hill, Kingston, Poliwka and Raftis.

## **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 is not open to the public.

## **PETITIONS AND DEPUTATIONS**

Nil.

## REPORTS

### ITEM 1 REVISED CIVIC CENTRE POLICY

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBERS</b>	101270, 101515
<b>ATTACHMENT</b>	Attachment 1      Revised <i>Civic Centre Policy</i>
<b>AUTHORITY / DISCRETION</b>	Legislative - includes the adoption of local laws, planning schemes and policies.

#### PURPOSE

For Council to adopt a revised *Civic Centre Policy*.

#### EXECUTIVE SUMMARY

The *Civic Centre Policy* (the Policy) provides guidance around the use of the City's Council Chamber and civic centre meeting rooms, as well as a number of activities relating to meetings. The Policy was initially created in 1999 and was last reviewed by Council at its meeting held on 20 March 2012 (CJ032-03/12 refers) where a range of changes were made to the City's overall policy framework.

In line with the need for periodic reviews of policies, some minor changes to the Policy are suggested to improve its operation.

*It is therefore recommended that Council ADOPTS the revised Civic Centre Policy, as detailed in Attachment 1 to this Report.*

#### BACKGROUND

A revised *Civic Centre Policy* was presented to the Policy Committee on 2 August 2021, where some minor changes were suggested to improve its operation and to reflect current legislative intent. At that meeting, the Committee resolved:

*"That Item 2 – Revised Civic Centre Policy BE REFERRED BACK to the Chief Executive Officer to:*

- 1      *Retain the current provisions in clause 2.1;*
- 2      *Provide further clarity in regard to the use of other rooms and facilities within the Civic Centre, such as ward rooms and the Councillors' Lounge."*

In regards to Part 2 above, clause 2.2 – Use of Councillors' Lounge and other rooms – has been inserted into the Policy.

## DETAILS

In the main the Policy is retained in its current form, with some minor changes to the wording where “Civic Centre Meeting Rooms” is now referred to conference rooms. There is also the inclusion of clause 2.2 – Use of Councillors’ Lounge – to provide clarity in regard to the use of other rooms and facilities within the Civic Centre, such as ward rooms and the Councillors’ Lounge.

The inclusion of clause 2.2 specifies when the Councillors’ Lounge may be used, and who can grant approval outside of the listed uses. It also specifies when the Ward offices may be used and how they can be booked. As well as the reading room which is available for elected member use at any time, and does not need to be booked.

### Issues and Options Considered

Council can either:

- adopt the revised *Civic Centre Policy* as presented
- adopt the revised *Civic Centre Policy* with further amendments  
or
- not adopt the revised *Civic Centre Policy*.

### Legislation / Strategic Community Plan / Policy Implications

**Legislation**                      *Local Government Act 1995.*  
*City of Joondalup Meetings Procedures Local Law 2013.*

### Strategic Community Plan

**Key theme**                      Governance and Leadership.

**Objective**                      Effective Representation.

**Strategic initiative**        Ensure the elected body has a comprehensive understanding of its roles and responsibilities.

**Policy**                          Not applicable.

### Risk Management Considerations

Reputational – Low – A clear policy is required so as to avoid the perception of any political alignment.

### Financial / Budget Implications

There are no financial implications associated with the adoption of the revised Policy.

### Regional Significance

Not applicable.

### Sustainability Implications

Not applicable.

## Consultation

Consultation was undertaken with Elected Members at the Policy Committee on 2 August 2021.

## COMMENT

In line with the need for periodic reviews of policies, the suggested changes are anticipated to improve its operations and reflect current legislative intent.

## VOTING REQUIREMENTS

Simple Majority.

## OFFICER'S RECOMMENDATION

That Council ADOPTS the revised *Civic Centre Policy* as detailed in Attachment 1 to this Report.

*Cr McLean left the Room at 6.40pm.*

## **PROCEDURAL MOTION – THAT THE ITEM BE REFERRED BACK**

**MOVED** Cr Thompson, **SECONDED** Cr Poliwka that **Item 1 - Revised Civic Centre Policy BE REFERRED BACK** to the Chief Executive Officer to provide further clarity in regard to use of other rooms and facilities within the Civic Centre.

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Cr Thompson, Mayor Jacob, Crs Chester, Hill, Kingston, Poliwka and Raftis.

*Appendix 1 refers*

*To access this attachment on electronic document, click here: [Attach1agnPOLICY220221.pdf](#)*



## **URGENT BUSINESS**

Nil.

## **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

## **REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION**

### **Review of Policy Committee's Role**

Cr Thompson requested a report to review the current Policy Committee's Role, with a view to considering adding the Review of Local Laws as part of the Committee's remit.

Cr Thompson asked that the report include an outline of the Policy Committee's projected work-load for the current year, with policy's that the City's Officers have identified for review and consideration as to whether the number of meetings scheduled this year would be sufficient to manage the extra workload this may entail, addressing the logistics of adding additional meetings to our schedule, should the Committee members see fit.

Cr Thompson also requested that the report include a list of all policies and the dates they were last reviewed (as per the list already generated on our website) but highlighting Officer's brief views on them and in particular:

- any policies that are considered to be reviewed
- any policies that are considered to be obsolete.

## **CLOSURE**

There being no further business, the Presiding Member declared the Meeting closed at 7.16pm the following Committee Members being present at that time:

Cr Suzanne Thompson  
Mayor Hon. Albert Jacob, JP  
Cr Adrian Hill  
Cr Daniel Kingston  
Cr Russell Poliwka  
Cr John Raftis  
Cr John Chester