

Section 2.1 – Human Resources

APPENDIX 1

POLICY 2.1.1 - EMPLOYMENT

OBJECTIVE

To ensure that the City fulfills its responsibilities as an employer.

STATEMENT

The City recognises the importance of effective human resource management by ensuring people related issues contribute to organisational objectives. To achieve this, the City will promote policies and guidelines which:

- develop and maintain a customer service ethos amongst staff;
- contribute to workplace reform;
- support EEO principles and Occupation Safety and Health processes;
- maintain an effective induction program for all new staff;
- encourage ongoing professional learning and development of all staff;
- develop a staff development program;
- develop a reward and recognition program
- maintain a staffing procedures manual to be made available to all staff; and
- establish and maintain effective workplace consultative committees.

The Chief Executive Officer will, at least every three years, review the structure of the City’s corporate management. This will be undertaken with appropriate staff consultation and in accordance with legislative requirements.

For the purposes of Section ~~5.27~~5.37 of the Local Government Act 1995, all staff holding the position of Director are to be considered a senior employee.

Previous Policy No.	N/A
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Staff Induction Manual Local Government Act 1995

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POLICY 2.1.2 - EQUAL EMPLOYMENT OPPORTUNITY**OBJECTIVE**

To outline the City's position on Equal Employment Opportunity (EEO).

STATEMENT

The City is committed to being an employer which provides for equal employment opportunity for all employees.

Responsibilities

The City recognises its legal obligations under the Equal Opportunity Act, 1984 (as amended) and will actively promote amongst Elected Members, employees and prospective employees equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of sex, marital status, pregnancy, race, disability, religious or political convictions, age, and family status and responsibility.

Staff Training, Appointments and Promotions

All employment training with this City will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this City will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this City will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

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The City is mindful of its community obligations and to that end will proactively undertake training for disadvantaged persons.

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Grievances

All informal complaints related to EEO will be dealt with fairly, quickly and confidentially by grievance officers appointed by the employee body who have received appropriate training to undertake that role.

All formal complaints related to EEO will be dealt with fairly, quickly and in accordance with legislative requirements by grievance officers appointed by the employee body who have received appropriate training to undertake that role.

Consultative Committee

An EEO Consultative Committee will be established comprising the Chief Executive Officer or his nominee, the Manager Human Resources and 4 representatives each from the administrative and the outside workforce. Staff representation on the Committee will be for a period of two years.

A minimum of four Grievance Officers will be elected by the staff body, to serve for a period of at least two years. Grievance Officers will not be members of the consultative committee.

Harassment

This City will not tolerate harassment of any form within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment).

Previous Policy Number:	B2-07
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	EEO Plan Equal Opportunity Act 1984

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POLICY 2.2.2 - ELECTED MEMBER TRAINING

OBJECTIVE

To ensure Elected Members are provided with the appropriate training to enable them to fulfill their duties of office.

STATEMENT

The Council recognises that Elected Members have a responsibility to undertake the training necessary to enable them to fulfill their duties of public office. Therefore it is committed to the on-going development of its Elected Members in the interests of effective representation. An annual allocation is provided in each year's budget to cover the cost of elected member training and development.

All Elected Members are encouraged to participate in:

- the Municipal Training Service's Councillor Induction Program;
- the City of Joondalup's Councillor Induction Program;
- University of Canberra – Elected Members' Course;
- training Courses relevant to their portfolio or committee responsibilities; and
- other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of the position, meeting procedures, etc.

Elected Members may be registered at training courses as itemised in this policy through Council Support Services. The Council shall determine the appropriateness of any other course or conference, interstate and overseas conferences and study tours on an individual basis in line with budget provisions.

Previous Policy No.	A2-11; EM14
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	

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POLICY 2.2.7 - ACKNOWLEDGMENT OF SERVICE
- ELECTED MEMBERS

OBJECTIVE

To provide a standard guideline for acknowledging the service of retiring elected members.

STATEMENT

Elected members work in a largely voluntary capacity. The introduction of sitting fees has enabled members to receive some financial recompense for the time they spend serving the community. The Council believes that no financial reward or gift can adequately acknowledge this service but will provide the following:-

- 1 On retirement, each elected member shall be presented with:
 - (a) a framed plaque of the council crest with an engraved plate identifying the name of the elected member and the years of service to Council, including any special achievements that elected member may have contributed to; and
 - (b) a gift on the basis of one hundred ~~dollars~~ and twenty dollars (~~\$100~~120) per annum of continuous service, and Mayors one hundred and fifty ~~twenty~~ dollars (~~\$120~~150) per annum of continuous service;
- 2 The gift will not be given as a cash payout and will be selected by the Chief Executive Officer in conjunction with the retiring elected member.
- 3 The plaques shall be presented at a special function to be held in July (or thereabouts) of each ordinary election year.

Previous Policy No:	N/A
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

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POLICY 2.2.8 - LEGAL REPRESENTATION FOR PRESENT AND FORMER ELECTED MEMBERS AND STAFF OF THE CITY

OBJECTIVE

To establish a policy and guidelines for the application of that policy for the provision of legal representation for present and former Councillors and staff of the former City of Wanneroo and new City of Joondalup.

STATEMENT

- 1 This policy is to provide the framework pursuant to which present or former members of Council and present or former employees of the City (referred to in this policy as “the relevant person”) may receive assistance against the costs of being involved in defending legal proceedings arising from the carrying out of the official responsibilities or terms of employment of the relevant person.

The legal representation available for a relevant person under this policy will include legal representation in any proceedings, whether:

- (a) civil;
- (b) criminal; or
- (c) investigative;

where the nature of the proceeding in which the relevant person is involved concerns the fact that the relevant person is or was a member of the Council or is or was an employee of the City, or the manner in which the relevant person gave effect to their duties and responsibilities as a consequence of holding that position.

- 2 The general indemnity referred to in paragraph 1 may not apply, at the discretion of Council, in circumstances where Council resolves that an indemnity under this policy is not justified to protect the interests of the City. Examples include:
 - (a) misconduct alleged against a relevant person;
 - (b) the proceedings relate to the conduct of a relevant person wholly or substantially in relation to matters outside the discharge of their duties and obligations as a relevant person;
 - (c) the relevant person is charged with a criminal offence;
 - (d) the relevant person is subpoenaed to provide evidence as a witness;
 - (e) the relevant person is the plaintiff.

Whether or not an indemnity as to costs and other liability arising from legal proceedings will be extended to a relevant person will be determined by Council having regard to the criteria for application set out in the balance of this policy.

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Application

- 1 A present or former Councillor or Officer (*“the relevant person”*) desiring assistance in regard to legal representation should make an application to the City for that purpose. This application should be referred to the Chief Executive Officer, who will make a recommendation to Council as to whether the application should be approved.

In cases of urgency, the Chief Executive Officer may authorise interim assistance under this policy, but where time permits the application should be referred to Council before any assistance is granted.

- 2 Where it is decided to retain legal representation on behalf of the City following the grant of an application for assistance under this policy, the Chief Executive Officer may obtain from a separate firm of solicitors advice in relation to the application of the policy in the circumstances of the case.

Criteria to be applied

For the purposes of determining an application for assistance, as contemplated by paragraph 2 of this policy, a relevant person may not be entitled to the assistance contemplated by this policy where:

- 1 in the opinion of the solicitors appointed by the City, adverse findings have been made against the relevant person by any previous Royal Commission or inquiry under the Local Government Act 1960 or Local Government Act 1995;
- 2 the relevant person is a present or former Councillor and has been charged with and found guilty of an offence which would disentitle the relevant person to become or continue as a Councillor under the Local Government Act 1995;
- 3 being an employee of the City, the relevant person is charged with and found guilty of an offence which, in the opinion of the City’s solicitors, would justify the termination of that employment; or
- 4 the application is in respect of proceedings which in whole or substantially concern matters unconnected with the discharge by the relevant person of their duties and obligations to the City;

Representation by the City’s Solicitors

The choice of legal representation for a relevant person under this policy will be at the discretion of the Chief Executive Officer or, where so determined by the resolution of Council, by the representation nominated by Council.

The basis upon which representation will be provided by the City will be generally in accordance with the following criteria:

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- 1 except in exceptional circumstances, representation will be by the usual solicitors for the City;
- 2 no separate barrister (whether senior counsel or otherwise) will be engaged;
- 3 in the normal course of events, representation will be for all relevant persons involved in the same proceeding, with no separate representation for an individual relevant person.

The above criteria may be varied where the particular circumstances of the case require.

Ceiling on Assistance

A ceiling of ~~\$3,000~~\$5,000 will be set upon each grant of assistance, such ceiling not to be exceeded except by a further direction of Council increasing the ceiling at separate increments not exceeding ~~\$3,000~~\$5,000 (or in a case of emergency, by the Chief Executive Officer) such direction not to be withheld providing that the criteria of the policy is still met.

Conflict of Interest

In any proceedings in which a relevant person is involved there is also the clear potential for other relevant persons and the City itself to be involved. As a consequence, there is clear potential for a conflict of interest between the interests of separate relevant persons both as between themselves and as between each of them and the City. As a consequence, upon a grant of assistance being effected pursuant to this policy, each relevant person granted assistance shall acknowledge:

- 1 the possibility of that conflict of interest;
- 2 that circumstances may arise where legal representation provided to the relevant person may be withdrawn because of that conflict of interest;

Where representation is withdrawn from a relevant person in these circumstances, providing that the relevant person is otherwise entitled to a continuation of that assistance, the relevant person will be entitled to the balance of the assistance not otherwise expended and which shall be applied to the costs of the relevant person by a legal practitioner of the relevant person's choice.

Repayment of Assistance

It shall be a condition of any grant of assistance that the relevant person undertakes to repay the City (*upon demand being made by the City in that respect*), the sum expended by the City in respect of such assistance (or part thereof as Council may determine) in the following circumstances:

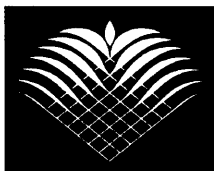
- 1 The *relevant person* is charged with an offence arising out of the *proceedings*.
 - 2 The *relevant person* is found guilty of such an offence.
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- 3 There is no appeal within the time or extended time for taking such appeal or alternatively the *relevant person* has exhausted his rights of appeal without being able to have such conviction set aside.
 - 4 Whether or not Council will seek repayment of the whole or any part of assistance provided to a relevant person will depend upon the circumstances of the case. This discretion will be exercised by Council having regard to the proper protection of the interests of the City and the gravity of the conduct of the relevant person.
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Previous Policy No.	A2-12, EM15
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	<u>Delegated Authority Manual</u>

EXAMPLE 1



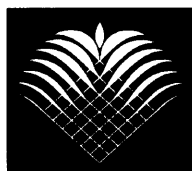
MEET YOUR WARD COUNCILLORS

**Have a matter of concern?
Wish to discuss an issue with your local Councillor?**

Councillors
are the representatives forWard.
They will be available at the following shopping centres
at the indicated times to discuss an area of concern that
you may have.

Location:	Time:	Date
Joondalup	11am-12 noon	7/6/00
Warwick	11am-12 noon	9/6/00
Currambine	11am-12 noon	14/6/00

EXAMPLE 2



MEET YOUR WARD COUNCILLORS

**Have a matter of concern?
Wish to discuss an issue with your local Councillor?**

Councillors Smith and Jones, who represent
the South Ward
will be available at the
Joondalup Shopping Centre
at 11 am
on Saturday 7 June 2000

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POLICY 2.2.10 - ELECTED MEMBERS ATTENDANCE FEES

OBJECTIVE

Sections 5.98, 5.98(A) and 5.99 of the Local Government Act 1995 allow for local authorities to determine a structure under which Elected Members are to be paid either a meeting fee or an annual attendance fee in recognition of each Elected Member's commitment.

STATEMENT

In accordance with the provisions of the Local Government 1995, fees are to be established for Elected Members at the first ordinary meeting of the Council in May of each year. The decision will determine the amount of the attendance fees and how it will be paid.

Elected members are to advise in writing to the Chief Executive Officer if they are not intending to claim their entire attendance fee. No advice received will mean automatic payment of the allowance. If all or part payment is not accepted initially, subsequent requests for the previously not accepted payment will be accrued from the date of the advice received by the Chief Executive Officer requesting the payment of the fee.

Previous Policy No:	N/A
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Local Government Act 1995

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**POLICY 2.2.11 – ~~COAT OF ARMS (COUNCIL CREST) AND~~
CORPORATE LOGO**

OBJECTIVE

To provide for the protection of the use of the ~~Council's Coat of Arms and~~ Corporate Logo and to prohibit its use for unofficial purposes.

STATEMENT

No person, without the authority of the Council, shall assume or use the City of Joondalup Corporate Logo, ~~Coat of Arms or any Arms~~, device or design so nearly resembling the City of Joondalup ~~Arms logo~~ as to be likely to be confused therewith on any letter, pamphlet, notice or handbill.

Persons authorised to use the ~~Council Crest or~~ Corporate Logo on Council business are the Mayor, Chief Executive Officer and Directors. Those persons authorised to use the corporate logo for Council business must take note that the corporate logo is subject to a licence agreement with Landcorp.

The ~~Coat of Arms or~~ Corporate Logo ~~are~~ is not to be used by any member of the Council or other person for election purposes.

Previous Policy No:	N/A
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

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**POLICY 2.2.12 - MEMBERS OF COUNCIL –
REIMBURSEMENT OF EXPENSES****OBJECTIVE**

To provide for the reimbursement of expenses incurred by an Elected Member while performing their duties.

STATEMENT

Expenses necessarily incurred by Elected Members in carrying out the functions of their office, or in the performance of an act under express authority of Council, may be claimed.

The Council will meet costs associated where an elected member:

- 1 incurs expenses related to child care where that member attends at a Council meeting or a Committee meeting, where he or she is a member, in accordance with the Local Government (Administration) Regulations 1996. Child minding fees are applicable for children, either of natural birth or guardianship, determined by legal process;
- 2 attends a meeting of a Recreation Association or Council appointed management or advisory Committee, as a Council delegate or deputy delegate;
- 3 attends any meeting of a Ratepayer, Progress or other Civic Association;
- 4 attends any function organised by Council, including Naturalisation ceremonies, official opening of Council facilities, public electors' meetings, receptions, seminars and local conferences;
- 5 attends at a Council appointed deputation;
- 6 attends a meeting of the Local Government Association as a Council delegate or deputy delegate;
- 7 attends at the Joondalup Centre for discussion in respect of matters listed on any Council Agenda paper, or meetings and interviews with ratepayers, electors and representatives of businesses which deal with Council;
- 8 attends a site the subject of matter listed on a Council Agenda paper;
- 9 responds to an official invitation to Council to attend any commercial, industrial, charitable, educational or welfare premises;

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An annual allowance of \$2000 be paid monthly in arrears for costs relating to telecommunication. Any additional expenses incurred to the \$2000 annual allowance will require the Elected Member to submit a claim form as described below (additional claims to the \$2000 require Elected Members to present invoices for the \$2000 and the additional amounts).

In submitting a claim for expenses incurred under these circumstances, Elected Members shall detail on the prescribed form the date of the claim, particulars of travel and nature of business, distance travelled, vehicle displacement and the total travelled in kilometres.

Details of other expenses, including telephone call charges (if in excess of the \$2000 annual allowance) and postage expenses should also be submitted on this form, supported by actual accounts or receipts.

The amount payable in respect of travelling expenses shall be that assessed at the application rate per kilometre as detailed in the Local Government Officers' Award.

Where an Elected Member does not have private means of transport or is unable to use a private vehicle, the cost of appropriate transport may be reimbursed on production of a receipt.

Elected Members electing to receive reimbursement of expenses in accordance with the provisions of this policy shall submit the appropriate claim form, together with supporting documentation, within two (2) clear calendar months after the month in which the expense was incurred. ~~two months of those expenses being incurred.~~ Expenses not claimed within ~~two months of being incurred or falling due~~ such time shall be deemed forfeited.

Previous Policy No.	A2-06, A2-09, A2-10, EM12
Amendments	CJ213-06/99; CJ299-09/99, CJ001-02/00
Issued:	February 2000
Related Documentation:	Local Government Act 1995

Section 2.4 – Financial Planning

POLICY 2.4.1 - ACCOUNTING POLICY

OBJECTIVE

To provide a framework for the financial management of the City of Joondalup which is clear, transparent and meets statutory obligations.

STATEMENT

1 Responsibilities

The Chief Executive Officer is responsible for the good management of Council's finances. The responsibility may be delegated to Director, Resource Management.

2 Accounting Framework

Accounting within the Council is based on a framework of Directorates and Business Units. The Council Budget is to allocate corporate overhead costs and expenses to the Business Units. This format reflects the direction of Council to Strategic and Principal Activities Plans.

3 Financial Reporting

(a) Quarterly Reporting

In accordance with Section 6.4 (2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, the following reports must be presented to Council showing actual revenue and expenditure figures:-

- (i) operating statement showing both program and nature;
- (ii) cash flow statement;
- (iii) ~~summary of current assets and liabilities~~ statement of financial position;
- ~~(iv) general purpose income;~~
- (iv) statement of rating information.

(b) Monthly Reporting

On a monthly basis the following reports must be provided to the Council (refer Regulation 34 of the Local Government (Financial Management) Regulations 1996:-

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- (i) financial management reports;
- (ii) capital works expenditure (greater than \$100,000) progress reports;
- (iii) ~~exception reports where variations to expenditure exceed \$50,000~~ identifies any significant variations between the year-to-date income and expenditure totals and the relevant annual budget provisions for those totals from 1 July to the end of the quarter (for this purpose, “significant” amounts are taken to exceed \$50,000); and
- (iv) any other information as may be considered necessary by the Chief Executive Officer.

4 Reporting Revenue and Expenditure By Nature and Type

For the purpose of reporting all revenue and expenses on “nature and type” as required by the Australian Accounting Standard 27, and the Local Government (Financial Management) Regulations 1996, the following categories have been adopted as the reporting policy of this Council:-

Revenue

- (a) Rates;
- (b) Grants and Subsidies;
- (c) Contributions, reimbursements and donations;
- (d) Profit on Asset Disposals;
- (e) Service Charges;
- (f) Fees and Charges;
- (g) Interest Earnings.

Expenses

- (a) Employee Costs;
- (b) Materials, Contracts and Suppliers;
- (c) Utilities (Gas, Electricity, Water, etc);
- (d) Insurance Expenses;
- (e) Depreciation on Non-Current Assets;
- (f) Loss on Asset Disposal;
- (g) Interest Expenses;
- (h) Other Expenditure.

5 Assets

(a) Capitalisation of Assets

Expenditure of a capital nature is recognised as an asset if the threshold value exceeds:-

- (i) \$1,000 for Buildings, Plant and Equipment, Furniture and Equipment, except where a group of assets (such as bins) exceed this value;

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- (ii) \$1,000 for Infrastructure

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(b) Categories of Assets

Artworks
Land
Buildings
Light Vehicles
Heavy Vehicles
Plant
Furniture and Equipment
Other Plant and Equipment
Reserves/Parks Playground and Leisure Equipment (Infrastructure)
Computer Hardware
Computer Software (exceeding \$10,000)
Roads
Drainage
Footpaths
Other Engineering

(c) Depreciation of Assets

Depreciation of assets in the general ledger will be charged to the appropriate business unit and sub unit for Management Accounting and to programme and sub programme for Statutory Accounting purposes.

Artworks	nil
Land	nil
Buildings	40 years
Light Vehicles	13-15 years
Heavy Vehicles	9.5 years
Plant	8 years
Furniture and Equipment	10 years
Other Plant and Equipment	10 years
Reserves/Parks Playground and Leisure Equipment (Infrastructure)	5-15 years
Computer Hardware	3 years
Computer Software (exceeding \$10,000)	5 years
Roads	40-50 years
Drainage	80 years
Footpaths - general	25-40 years
type 4 (cement concrete)	40 years
Other Engineering	1-100 years

6 Interest Earned on Reserve Investments

Interest earned from investing moneys held in reserves is to be classified as operating revenue and then transferred to the Reserve Account.

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7 Provision for Leave

Council's liability for annual leave and long service leave entitlements is expensed annually to provision accounts. When annual or long service leave is taken by an employee, the expense is charged directly to the relative provision account.

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Provisions include calculations for workers' compensation and superannuation. Liability for long service leave is discounted in accord with the table shown below:-

Long Service Leave Adjustment - AAS30				
	Entitlement	Annual Accrual	Discounted Down To	Pay System Adjustment
Year 1	1.3 Weeks	0.90	70%	0.90
Year 2	2.6 Weeks	1.95	75%	1.05
Year 3	3.9 Weeks	3.10	80%	1.15
Year 4	5.2 Weeks	4.40	85%	1.30
Year 5	6.5 Weeks	5.85	90%	1.45
Year 6	7.8 Weeks	7.40	95%	1.55
Year 7	9.1 Weeks	9.10	100%	1.70
Year 8	10.4 Weeks	10.40	100%	1.30
Year 9	11.7 Weeks	11.70	100%	1.30
Year 10	13.0 Weeks	13.00	100%	1.30
Pro-Rata Commences after 7 Years of Service				

8 Write Offs

When a debt appears to be irrecoverable, this is to be reported to Council and written off in accordance with the provisions of Sections 5.42(1) and 6.12(1)(c) of the Local Government Act 1995. The cost is to be expensed against the appropriate Business Unit.

9 National Competition Policy

National Competition Policy principles are to be implemented by the Council, where appropriate.

10 Advance Account

An Advance Account (Director of Resource Management Advance Account) is maintained, enabling cheque payments to be made in an expeditious manner. The Advance Account moneys are recouped on a weekly basis from the Municipal Fund.

11 Signatories to Accounts

The following people are signatories to Council's accounts:-

Advance Account

- Director Resource Management
- Manager Accounting Services
- Statutory/~~Systems~~ Accountant
- Manager Strategic Finance

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Municipal Account

- Chief Executive Officer
- Director Resource Management

Trust Funds

- Chief Executive Officer
- Director Resource Management

In the absence of the Chief Executive Officer or the Director Resource Management for an extended period, the Mayor or Chief Executive Officer may authorise, in writing, a designated senior officer to act as a signatory to the City's bank accounts.

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ148-06/00
Issued:	July 2000
Related Documentation:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standards Delegated Authority Manual

Section 2.4 – Financial Planning

POLICY 2.4.5 - BUDGET TIMETABLE

OBJECTIVE

Provide Councillors, Stakeholders and Staff with a time frame for the preparation and adoption of the annual budget.

STATEMENT

To achieve a transparent, planned and coordinated budget the process should link with the City’s ~~principal~~ Principal Activities Plan and Strategic Plan. It should also involve opportunities for input from all stakeholders.

ISSUES

The budget preparation process needs to be widely known so that Councillors, Staff and other stakeholders have an opportunity to have input to this process.

POLICY

Oct - Feb	Elected members and staff prepare a 3 year infrastructure/capital budget programme in accordance with strategic planning processes
March	Public submissions on matters to be incorporated into budget sought.
April	Standing Committees (where appropriate) will consider public submissions and operating budgets
April/May	Draft Principal Activities Plan is advertised for public comment.
May <u>Mar-Jun</u>	Administration prepares draft budget and budget review committee <u>council</u> considers proposed draft prior to calling for public comment The public invited to comment on the draft Budget.
June/Jul	_____ Council considers public comment and finalises Budget.
July	Budget is adopted by Council.

Previous Policy No:	N/A
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Local Government Act 1995

Section 2.5 – Asset Management

POLICY 2.5.4 - OFFICIAL VEHICLES – USE OF**OBJECTIVE**

To identify the extent of the permitted use of official vehicles by officers of the Council.

STATEMENT

The use of Council owned vehicles by officers shall be on the following basis:

Vehicles

- Mayor

Unrestricted private use

- Chief Executive Officer

Unrestricted private use, (in accordance with employment contract arrangements)

- Directors and Business Unit Managers

Unrestricted private use in Western Australia (in accordance with employment contract arrangements)

- Other officers

Commuting use only unless partial or full private use is negotiated with the Chief Executive Officer.

Previous Policy No:

Amendments: CJ213-06/99

Issued: July 1999

Related Documentation: Delegated Authority Manual

Section 3.1 – Development Services

POLICY 3.1.8 - ADVERTISING OF PLANNING DEVELOPMENT PROPOSALS

OBJECTIVE

To determine when applications for development are to be advertised.

STATEMENT

The Council acknowledges that Town Planning Scheme No 1 does not require mandatory advertising of development proposals.

The Chief Executive Officer may determine when a development proposal should be advertised, in accordance with the following:

Commercial, Mixed Business and Industrial Areas

If the proposal is considered by the Chief Executive Officer to be excessively obtrusive or to go beyond that that may be reasonably expected, then the proposal may be advertised.

Residential & Rural Areas

Any application, requiring advertising in compliance with the Town Planning Scheme, must be advertised for public comment.

In the event that an appeal against refusal is lodged for an application which has not been advertised, the Chief Executive Officer shall canvass public opinion before a response is made on the appeal.

In addition to any other means of advertising under Clauses 3.11 and 3.16 of Town Planning Scheme No. 1, the Council will require an on-site sign as required by Clause 3.10 of the Scheme to be erected in accordance with the specifications provided by the Chief Executive Officer. Such a sign is considered to be an exempt sign in accordance with the Signs Local Law.

Previously Policy No.	G3-02
Amendments	CJ213-06/99
Issued	July 1999
Related Documentation:	Delegated Authority Manual

Attachment to Policy 5.4.1 - Tennis Court Lighting Standards.

Table 2 – Standard of Illumination – All Tennis Courts.

Court Locations	Number of Courts Illuminated		
	Specified Standard		
	Unlit	Recreation	Association
Blackboy Park, Mullaloo		2	
Camberwarra Park, Craigie		2	
Emerald Park, Edgewater		2	
Fenton Park, Hillarys		1	
Glengarry Park, Duncraig		2	
Heathridge Park, Heathridge: Ocean Ridge Tennis Club			10
James Cook Park, Hillarys		2	
Kingsley Park, Kingsley		2	
Penistone Park, Greenwood		2	
Percy Doyle Reserve, Duncraig (Near library)		4	
Timberlane Park, Woodvale: Kingsley Tennis Club			12
Warwick Open Space, Warwick: Greenwood Tennis Club			10