

## Section 2.1 – Human Resources

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## APPENDIX 1

**POLICY 2.1.6 - STAFF UNIFORMS****OBJECTIVE**

To:

- present a recognisable, tidy and professional image of staff to the community;
- to ensure that staff are appropriately dressed for their duties, and
- to ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions.

**STATEMENT**

The City shall adopt a corporate uniform for staff employed in the following areas:

- customer service/front line staff;
- ☐ ~~Leisure Centre Staff;~~
- Outside Workforce;
- Ranger Services Operational Staff;
- any other groups of staff as the Chief Executive Officer may from time to time see fit.

Where appropriate, approved uniforms will incorporate the City's logo.

It shall be a job requirement that the staff involved in the designated areas wear the full uniform at all times during the performance of their duties unless a specific task necessitates otherwise or a specific medical condition prevents the wearing of the uniform.

The City is to ensure that where uniforms are compulsory that it has obtained the appropriate declaration to satisfy the requirements of the Australian Taxation Office in relation to Fringe Benefits Tax.

All items of uniform shall be assessed annually by the relevant Business Unit Manager and replaced when fair wear and tear has occurred.

When a person ceases to be an employee of the City, all items of clothing and equipment, as directed by the relevant Business Unit manager, shall be returned to the City.

The specific issue and items of issue for uniform apparel will be detailed in the staff manual.

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Previous Policy No:	R13; RS1; C3-11
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Staff Induction Manual Delegated Authority

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**POLICY 2.2.6 – COUNCIL AND ELECTORS’ MEETINGS –  
ELECTRONIC SOUND RECORDING****OBJECTIVE**

To provide for the electronic recording of Council meetings to ensure that a true and accurate account of the debate and discussions at the meetings is available.

**STATEMENT**

- 1 All ordinary and special Council meetings, and electors’ meetings shall be electronically recorded –except when the Council has resolved to go behind closed doors, where the decision to record that part of the meeting shall be at the discretion of the Mayor.
- 2 Members of the public may purchase a copy of the taped proceedings or alternatively listen to recorded proceedings under the supervision of a person as designated by the Chief Executive Officer.
- 3 Elected Members may obtain a copy of the taped proceedings of the Council upon request, free of charge.
- 4 Elected Members may, at the specific direction of the Chief Executive Officer, obtain a transcript of a particular section or all of a Council meeting. No other transcript will be provided.
- 5 Costs of providing taped proceedings to members of the public will be the cost of the tape plus staff time to make the copy. The cost of supervised listening to recorded proceedings will be the cost of the staff time. The cost of staff time will be set in the City’s schedule of fees and charges each year.
- 6 All tapes are to be retained as part of the City’s records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office.

Previous Policy No.	A1-06; EM6
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Schedule of Fees and Charges Manual Delegated Authority Manual

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**POLICY 2.2.13 - PAYMENT OF FEES, ALLOWANCES AND EXPENSES**  
**AND THE PROVISION OF FACILITIES TO THE MAYOR,**  
**DEPUTY MAYOR AND COUNCILLORS**

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## **APPENDIX A**

### **APPLICABLE LEGISLATION**

Relevant provisions of the Local Government Act 1995 and Local Government (Administration) Regulations 1996

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**PART 1 - PRELIMINARY****1.1 Title**

This policy may be referred to as the City of Joondalup Payment of Fees, Allowances and Expenses and Provision of facilities to the Mayor, Deputy Mayor and Councillors.

**1.2 Commencement**

This policy shall come into operation on 1 May 2002.

**1.3 Legal Framework**

This policy has been prepared to conform with the provisions relevant to Elected Member entitlements under the Local Government Act 1995 and Regulations made under that Act. The particular Sections of the Local Government Act 1995 or Regulations relating to Elected Member's fees allowances or expenses to be met in accordance with this policy, have been outlined in appropriate areas of this policy for ease of reference.

**1.4 Expense Period**

For the purpose of calculating expenses and application of limits set and applied under this policy, the Annual Expense Period shall be from May to May in the following year.

**PART 2 – PROVISION OF FACILITIES****2.1 Objective**

To provide elected members with appropriate facilities, equipment, material and information to support them in performing their duties of office.

**2.2 Mayor**

- (1) The Mayor shall, in carrying out the duties and responsibilities of that office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under Section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995 :-
  - (a) The provision of a V8 Ford Fairlane or equivalent luxury sedan type motor vehicle with unrestricted use for all official and social duties connected to the office of Mayor and for personal private use.
  - (b) Membership of the Qantas Club;
  - (c) The cost of functions attended as a member of the 250 Club provided all membership fees are paid personally by the Mayor;

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- (d) The cost of attending any breakfast, dinner or similar function where invited as the Mayor and representative of the City provided such function does not fall into the category of a conference as defined in clause 5.3 of this policy or is for election purposes;
  - (e) Suitable office accommodation within the Civic Centre;
  - (f) Secretarial services including word processing, photocopying, printing, postage, facsimile and telephone facilities;
  - (g) Administrative assistance associated with any Council functions, meetings, publications and the like;
  - (h) Access to the elected Members Lounge and Office refreshments;
- (2) All equipment and facilities subject of this policy, are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

**2.3 Deputy Mayor and Councillors**

- (1) The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of that office, be entitled to receive the benefit of the following facilities without the reduction (unless otherwise stated) of the fees and allowances under Section 5.98, 5.98A, 5.99 and 5.99A of the Act:-
- (a) Access to the Elected Member Lounge and refreshments;
  - (b) Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre;
  - (c) Secretarial support including limited word processing, photocopying, printing, postage, facsimile and telephone facilities;
  - (d) The cost of attending any breakfast, dinner or similar function where invited as the Deputy Mayor or Councillor and representative of the City or Ward, provided such function does not fall into the category of a conference
- (2) All equipment and facilities subject of this policy, are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

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**PART 3 – ISSUE AND RETURN OF COUNCIL EQUIPMENT****3.1 Objective**

A person elected to the office of Mayor or Councillor of the City shall be issued with various items of equipment, documentation, etc that are considered helpful in the performance of their duties as an Elected Member.

This policy details the equipment, documents, stationery and other items that will be issued to Elected Members and the conditions that apply.

**3.2 Equipment**

Unless otherwise advised, the following equipment will be issued to Elected Members:

- (a) 1 mobile telephone (Replaceable after each 2 years)
- (b) Mobile telephone hands free kit installed in vehicle (Optional)
- (c) Facsimile/answering machine
- (d) Personal computer or laptop computer and printer and dedicated telephone line
- (e) 4 pin power board
- (f) Elected Member lounge key
- (g) Security card/Building Access Card and ID Card
- (h) Satchel or briefcase (optional)
- (i) 1 City of Joondalup vehicle licence number plate, selection of numbers 2 to 20 (optional)

**3.3 Documentation**

The following documentation will be issued to Elected Members:

- (a) Committee members booklet
- (b) Community Directory
- (c) Local Government Act 1995
- (d) Local Laws Manual
- (e) Policy Manual
- (f) Civic & Corporate Procedures manual
- (g) Code of Conduct
- (h) Western Australian Municipal Association - Elected Member Manual
- (i) Internal Telephone directory
- (j) Planning Scheme text and report
- (k) Budget
- (l) Service Agreement – Elected Members & Information Services Business Unit

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**3.4 Other**

The following items will be issued to Elected Members:

- (a) Name badge
- (b) Business cards
- (c) Appropriate stationery
- (d) Computer desk (optional)
- (e) Pair safety footwear (optional)
- (f) Hard hat (optional)
- (g) Street directory
- (h) Filing cabinet (upon request)
- (i) Elected Member Uniform issue (non -compulsory)  
(1 Jacket, 2 Trousers/Skirts and Shirts/Blouses)
- (j) Driz-a-bone Jacket or similar (optional)

**3.5 Mobile Phone Facilities**

- (1) Elected Members may have a mobile phone hands free kit installed in their vehicle. A hands free kit will not be installed in the last six months of an Elected Member's term. An Elected Member is eligible for the transfer of the mobile phone equipment at the cost of the City to another vehicle once every two years. If the mobile phone equipment is to be transferred more than once every two years, then the second and subsequent transfer shall be at the cost of the Elected Member.
- (2) Elected Members may have memo or message bank facilities connected to their Council allocated mobile telephone.

**3.6 Vehicle Licence Number Plate**

- (1) Elected Members may have a City of Joondalup vehicle licence number plate fitted to their vehicle. An Elected Member is eligible for the transfer of the vehicle licence number plate at the cost of the City to another vehicle once every two years, but not in the last six months of an Elected Member's term. If the vehicle licence number plate is to be transferred more than once every two years, then the second and subsequent transfer shall be at the cost of the Elected Member.

**3.6-7 Return of Equipment Issued**

- (1) An Elected Member retiring after serving a term of two years or more, is entitled to retain equipment issued by Council with the exception of:
  - (a) Any equipment that is less than two years old (~~excepting mobile phones, refer clause (3) below~~);
  - (b) Equipment leased by Council;
  - (c) Security Card/Building Access Card and ID Card;
  - (d) Elected Member Lounge Key.



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- (2) An Elected Member retiring after serving less than two years is not entitled to retain equipment or material issued by Council other than clothing and stationery.
- (3) Retiring Elected Members may retain their Council allocated mobile phone and hands free kit ~~by paying the City the agreed written down value of the mobile phone as detailed in 3.7(1)(a).~~ The retiring Elected Member shall bear all costs associated with the transfer of the mobile phone to their name.
- (4) Retiring Elected Members who choose not to retain the mobile phone hands free kit will have it removed from their vehicle at the cost of the City.
- (5) Retiring elected members are to return the Council issued vehicle licence number to the City within fourteen (14) days of ceasing to be an elected member. Any costs associated with this transfer of the elected member's vehicle licence number plate shall be met by the City.
- (6) When equipment is returned to Council, that equipment ~~will~~may be issued to the newly Elected Member provided that the balance of the term of office to be served is less than two years.

**3.78 Equipment to be Appropriate**

All equipment issued shall be reviewed on a regular basis to ensure that the technology is appropriate for the needs of Elected Members.

**PART 4 – PAYMENT OF FEES AND ALLOWANCES****4.1 Objective**

To detail the amount of fees, allowances, payment structure and conditions under which those fees and allowances shall be paid to Elected Members, as resolved by Council in accordance with Sections 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

**4.2 Meeting Attendance Fees**

Council has resolved to pay the maximum amount within the prescribed limit that may be claimed annually for meeting attendance fees for the Mayor, being \$12,000 and for Councillors \$6,000.

**4.3 Annual Local Government Allowances - Mayor and Deputy Mayor**

Council has resolved to pay the maximum Annual Local Government Allowance within the prescribed limit that may be paid to the Mayor, being \$60,000 and for Deputy Mayor being \$15,000.

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**4.4 Telecommunications Allowance**

- (1) Council has resolved to pay all elected members an annual telecommunication allowance of \$2,000.
- (2) The annual telecommunication allowance is for costs relating to Council provided mobile telephone and facsimile machine and call costs incurred relating to Council business on a personal telephone/facsimile machine.
- (3) Any claims by elected members for expenses incurred over the \$2000 annual telecommunication allowance are to be submitted on the form provided. (Additional claims above the \$2000 must be supported by receipted invoices for the \$2000 and the additional amounts claimed). ***Refer to clause 5 under Reimbursement of Expenses.***

**4.5 Conditions of Payment**

- (1) Payment of meeting fees and allowances under this policy, shall be subject to the following conditions:
  - (a) The meeting fees, allowances for Mayor and Deputy Mayor and annual telecommunication allowance, shall be paid monthly in arrears unless an elected member has advised the CEO in writing that they do not want to claim any or part of those fees and allowances. Without advice to the contrary, payment of the fees and allowances will be automatic.
  - (b) If payment is not accepted initially, subsequent requests for payment will be accrued from the date of such request.
  - (c) Payment is applicable to each Expense Period;
  - (d) Each elected member regularly attends Council meetings and carries out other normal duties of the office;
  - (e) The taxation liability arising from these payments is the individual responsibility of each elected member;
- (2) The value of fees and allowances included in this policy shall be reviewed at the Ordinary Council Meeting following each bi annual election.

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**PART 5 – ATTENDANCE AT CONFERENCES AND TRAINING WITHIN AUSTRALIA**

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**5.1 Objective**

To detail the annual amounts and guidelines for Elected Members attendance at local, interstate and overseas conferences, seminars, lectures, courses and sister city visits. Elected Members are encouraged to attend appropriate conferences and training to enable them to be more informed and better able to fulfil their duties of office.

**5.2 Annual Conference and Training Expense Allocation**

- (1) The following annual conference and training expense allocation shall be made available to elected members:
  - (a) The Mayor shall be entitled to an annual expense allocation of \$10,000; and
  - (b) All Councillors shall be entitled to an annual expense allocation of \$5,000.
- (2) In addition to the annual expense allocation detailed in clause (1)(a) above, the Mayor shall be entitled to attend the Annual WALGA and ALGA conferences.

**5.3 Definition**

In this part, “Conferences and Training” means conferences, seminars, congresses, forums, workshops, courses, meetings deputations, information and training sessions and events related to the industry of local government and held within Australia.

**5.4 Approval Process**

- (1) Elected Members may be nominated and authorised to attend conferences and training by:
  - (a) The Council through a resolution passed at a Council Meeting;
  - (b) The CEO acting within delegated authority.
- (2) Under this Policy, Authority is delegated to the CEO:
  - (a) to authorise Elected Members attendance at conferences and training;

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- (b) to nominate and authorise a substitute Elected Member to attend any conference in lieu of the Mayor or another nominated or authorised Elected Member.

**5.5 Conferences and Training that may be attended**

The conferences and training to which this policy applies shall generally be limited to:

- (a) West Australian Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences;
- (b) Special “one off” conferences called or sponsored by or for the WALGA and/or ALGA on important issues;
- (c) Annual Conferences of the major Professions in Local Government;
- (d) Australian Sister Cities Conferences;
- (e) City of Joondalup Councillor Induction Program;
- (f) Municipal Training Service’s Councillor Induction Program;
- (g) WALGA Elected Member Training and Development;
- (h) Training Courses relevant to their portfolio or committee responsibilities; and
- (i) other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of Elected Members, meeting procedures, etc.

**5.6 Payment of Conference and Training Costs**

- (1) Payment from Conference and Training Allocation

Council will pay Conference or Training costs where the Elected Member has been nominated and authorised to attend and there is sufficient funds remaining within the Elected Members Annual Conference and Training Expense Allocation.

- (2) Booking Arrangements

Registration, travel and accommodation for Elected Members will be arranged through the Office of the Chief Executive Officer with the appropriate Council discount for travel and accommodation being provided. All costs including airfares, registration fees and accommodation will be paid direct by the City.

- (3) Registration

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The City will pay all normal registration costs for Elected Members/delegates that are charged by organisers, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Council.

(4) Accommodation

- (a) The Council will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.
- (b) Where available, accommodation shall normally be booked at the conference venue.

(5) Conference Travel

- (a) Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference. All reasonable travel costs for Elected Members/delegates to and from the conference location and venue will be met by the Council.
- (b) Approval for air travel must where possible, be sought two months prior to departure.
- (c) Air travel standards will apply as follows unless varied with the prior approval of the Council:

	<b>Inter &amp; Intra State</b>	<b>Overseas</b>
Elected Members	Business Class	Economy Class

If Business Class is not available, Economy Class is to be used.

- (d) If accommodation is at the conference venue or in close proximity, taxis should be used. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending conferences, will be reimbursed by the Council.
- (e) Where in particular circumstances Elected Members desire to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

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- (6) Daily Allowance- Payment and Reimbursement.
- (a) An advance of ~~\$90-100~~ per day for interstate travel and ~~\$140-155~~ per day for overseas travel shall be made available for food, drink and incidental expenses.
  - (b) The administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.
  - (c) The Daily Expense Allowance shall be paid to cover all reasonable incidental expenses associated with the conference attendance such as:
    - (i) hotel/motel charges other than accommodation, ie. laundry;
    - (ii) reasonable telephone or facsimile use;
    - (iii) breakfasts, lunches, dinners and other meals not included in the conference registration fee;
    - (iv) any optional activity in a conference program.
  - (d) The Daily Expense Allowance shall not cover:
    - (i) any expenses or time occupied on matters other than Council business;
    - (ii) meal claims where meals are provided at a conference.
  - (e) Documentary evidence in the form of original invoices and receipts must be provided for the acquittal of all advances. All advances must be acquitted within one week of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City.

**5.7 Elected Member/Delegate Accompanying Person**

- (1) Where an Elected Member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Elected Member/accompanying person and not by the Council. The exception to the above being the cost of attending any official conference dinner where partners would normally attend.
- (2) An accompanying person's registration, or accompanying person's program fees, are to be paid to the conference organiser, at time of registration. The

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Council is prepared to receive such registration and payments to forward them on to the conference organiser, with any Council delegates' registration.

- (3) Where the Council meets, an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Council by the Elected Member/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

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**5.8 Guidelines for Conference Attendance**

- (1) Subject to the provisions of clause 5.2 “Annual Conference and Training Expense Allocation” the guidelines detailed in this clause shall apply.
- (2) Elected members may attend several local conferences but only one requiring overnight stay, per expense period (May to May). Should any member wish to attend an additional local conference requiring overnight stay, that request shall be referred to Council for approval.
- (3) No more than two elected members may attend a particular conference, seminar, lecture or course outside Western Australia at the same time. The CEO or Council may however approve attendance by more than two members if a particular purpose or need arises.
- (4) Elected members may attend two interstate conferences, seminars, lectures, training and courses during a two year period between Council elections. (ie May to May in election years).
- (5) Elected Members will only be registered for conference/training courses itemised in this policy, if the elected member has sufficient funds in their annual conference and training expense allocation to meet the costs. Where there are insufficient funds to meet cost of requested conference or training in the elected member’s conference and training allocation, Council approval must be obtained before costs are incurred.
- (6) The cost of training that is specifically arranged for attendance by all elected members, (eg teambuilding) shall be paid from a separate allocation for the purpose and not considered as part of and debited to the individual elected members allocation referred to in this policy.
- (7)
  - (a) Subject to Council approval, an Elected Member may agree to meet the costs and forfeit same from their own annual conference and training allocation, of sending another elected member to a conference or training, where that member has insufficient funds remaining in their allocation.
  - (b) In such cases, the elected member agreeing to meet those costs, shall provide the CEO with a written statement to that effect, signed by both elected members and authorising the CEO to initiate necessary arrangements and debit the authorising members allocation.
  - (c) Initiation of the necessary arrangements to allow the elected member to attend a conference under the above circumstances, will only proceed if there is sufficient funds remaining in the overall Council Budget for elected members conferences and training.



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**PART 6 – ATTENDANCE AT OVERSEAS CONFERENCES**

- (1) An Elected Member may, with Council approval, attend an overseas conference.
- (2) An Elected Member planning to attend an overseas conference may, after providing written notice to the CEO of their intention to do so, carry forward into the next expense period, any unspent amount from their Annual Conference and Training Allocation. The written notice shall be provided to the CEO before the end of May for budget purposes.
- (3) The unspent amount carried forward from the previous expense period shall be added to the next expense period conference allocation and be used to meet the costs of an overseas conference related to the local government industry as detailed in PART 5, section 5.5 of this policy.
- (4) Attendance at an overseas conference is subject to authorisation being obtained from Council prior to departure, with a specific Council resolution supporting that the conference attendance will be of benefit to the City and the Elected Member and detailing any conditions that may apply.

**PART 7 – REIMBURSEMENT OF EXPENSES****7.1 Objective**

To provide for the reimbursement of expenses necessarily incurred by elected members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

**7.2 Child Care**

- (1) The payment of child care costs is covered under Local Government (Administration) Regulations 1996, Regulation 31(1)(b) and 31(3) and (5) refers. An extract of those regulations is reproduced as follows:

Reg. 31(1)(b) “child care and travel costs incurred by a council member because of a member’s attendance at a council meeting or a meeting of a committee of which he or she is a member.”

Reg 31 (3) “The extent to which child care costs referred to in sub regulation (1) (b) can be reimbursed is the actual cost per hour or \$10.00 per hour which ever is the lesser amount.”

Reg 31 (3) “For the purposes of subregulations (2) to (4), actual amounts and actual costs are to be verified by sufficient information.”

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- (2) In accordance with Regulation 31, child care costs will be paid for an elected member's attendance at a council meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.
- (3) Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council related activity and incurs child care costs, such costs may be claimed provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.
- (4) Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
- (5) Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.
- (6) Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Members Annual Expense Reimbursement Limit as referred to in clause 7.3 of this policy.

**7.3 Travel**

- (1) Travel costs incurred and paid by Elected Members will be reimbursed for:
  - (a) Travel and parking expenses incurred by a member using a private vehicle to, from and attending:-
    - (i) meetings of the Council or a Committee of the Council and civic functions;
    - (ii) as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, local government association or industry groups or committees of them;
    - (iii) a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty;
    - (iv) attending social functions where the member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity;
  - (b) The amount payable in respect of travelling expenses shall be paid from the time the Returning Officer has declared a person elected as a Council member.

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- (c) Travel expenses claimed under this policy are to be calculated in accordance with the rate per kilometre prescribed for the class of vehicle as detailed in the Local Government Officers' Award where the members vehicle is used.
  - (d) A claim for reimbursement of expenses form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by members to ensure that the transport expense can be verified.
- (2) Where it is deemed to be otherwise more appropriate for an Elected Member to travel to a Council related commitment, a taxi may be used and the costs incurred claimed.
  - (3) All expenses claimed other than travel in a members own vehicle, must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.

**7.4 Other Specified Expenses**

- (1) An Annual Reimbursement Limit of \$500 shall be available to Elected Members for reimbursement of costs incurred and paid by Elected Members for:
  - (a) Clothing, suit hire and dry cleaning of clothes worn for Council business;
  - (b) Protocol gifts as approved by the House Committee.
  - (c) Communication costs incurred above the communication allowance under Part 4 of this policy (currently \$2000), for:-
    - (i) call costs associated with the Council provided mobile telephone and facsimile machine and
    - (ii) call costs incurred by the member relating to Council business, on a personal telephone/facsimile machine;

provided all such costs up to and over the \$2,000 limit are substantiated;
- (2) Costs incurred and paid by Elected Members will be reimbursement by Council up to the reimbursement limit in each expense period. When a member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- (3) All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.
- (5) Original invoices and receipts are required for audit purposes and to enable GST to be claimed. Where a GST refund is received it will be credited to the Elected Members Expense Reimbursement record.

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## Section 2.2 - Governance

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### 7.5 Time Limit on Claims

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 2 clear calendar months after the month in which the expenses were incurred. Expenses not claimed within such time shall be deemed forfeited.

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Previous Policy No:

Amendments:

Issued:

Related Documentation:

## Section 2.2 - Governance

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## APPENDIX A

**PROVISIONS OF THE LOCAL GOVERNMENT ACT 1995 AND  
ADMINISTRATION REGULATIONS 1996****8.1 Local Government Act 1995 - Extracts**

The following information is considered that most applicable to the contents of this policy. The information has been extracted from the Local Government Act 1995.

***Division 8 – Fees, expenses and allowances*****Fees etc. for council members**

- 5.98.** (1) A council member who attends a council or committee meeting is entitled to be paid –
- (a) the prescribed minimum fee for attending a council or committee meeting; or
  - (b) where the local government has set a fee within the prescribed range for council or committee meeting attendance fees, that fee.
- (2) A council member who incurs An expense of a kind prescribed as being an expense –
- (a) to be reimbursed by all local governments; or
  - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,
- is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) A council member to whom subsection (2) applies is to be reimbursed for the expense –
- (a) where the minimum extent of reimbursement for the expense has been prescribed, to the extent; or
  - (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the prescribed range (if any) of reimbursement, to that extent.

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**Section 2.2 - Governance**

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- (4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.
- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid –
  - (a) the prescribed minimum annual local government allowance for mayors or presidents; or
  - (b) where the local government has set an annual local government allowance within the prescribed range for annual local government allowances for mayors or presidents, that allowance.
- (6) A local government cannot –
  - (a) make any payment to or
  - (b) reimburse an expense of,  
  
a person who is a council member or a mayor or president in that person's capacity as a council member, mayor or president unless the payment or reimbursement is in accordance with this Division.
- (7) A reference in this section to a "committee meeting" is a reference to a meeting of a committee comprising –
  - (a) council members only; or
  - (b) council members and employees.

**Allowance for deputy mayor or deputy president**

- 5.98A. (1)** A local government may decide\* to pay the deputy mayor or deputy president of the local government an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

*\* Absolute majority required.*

- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

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**Section 2.2 - Governance**

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**Annual fee for council members in lieu of fees for attending meetings**

**5.99.** A local government may decide\* that instead of paying council members a fee referred to in section 5.98 (1), it will instead pay all council members who attend council or committee meetings –

- (a) the prescribed minimum annual fee; or
- (b) where the local government has set a fee within the prescribed range for annual fees, that fee.

*\* Absolute majority required.*

**Allowances for council members in lieu of reimbursement of expenses**

**5.99A.** A local government may decide\* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all council members –

- (a) the prescribed minimum annual allowance for that type of expense; or
- (b) where the local government has set an allowance within the prescribed range for annual allowances for that type of expense, an allowance of that amount,

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

*\* Absolute majority required ”*

**8.2 Local Government (Administration) Regulations 1996**

The following information extracted from the Local Government (Administration) Regulations 1996 is considered that most applicable to the contents of this policy.

**“Meeting attendance fees – s.5.98 (1)**

**30.** (1) For the purpose of section 5.98 (1), subject to subregulation (3) –

- (a) the minimum fee for a council member other than –
  - (i) the mayor or president; or
  - (ii) in the case of a regional local government, the chairman, attending a council meeting is \$50 for each meeting; and

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**Section 2.2 - Governance**

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- (b) maximum fee for a council member other than –
  - (i) the mayor or president; or
  - (ii) in the case of a regional local government, the chairman, attending a council meeting is \$120 for each meeting.
- (2) For the purpose of section 5.98 (1), subject to subregulation (3) or (5), as the case requires –
  - (a) the minimum fee for a council member attending a meeting of a committee of which he or she is also a member is \$25 for each meeting and;
  - (b) the maximum fee for a council member attending a meeting of a committee of which he or she is also a member is \$60 for each meeting.
- (3) The total fee paid to a council member other than –
  - (a) the mayor or president; or
  - (b) in the case of a regional local government, the chairman, for attending a council meetings (whether of the council or of any committee) in each year is not to exceed \$6,000.
- (4) For the purpose of section 5.98 (1), subject to subregulation (5) –
  - (a) the minimum fee –
    - (i) for the mayor or president; or
    - (ii) in the case of a regional local government, for the chairman, attending a council meeting is \$100 for each meeting; and
  - (a) the maximum fee –
    - (i) for the mayor or president; or
    - (ii) in the case of a regional local government, for the chairman, attending a council meeting is \$240 for each meeting.



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**Section 2.2 - Governance**

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- (5) The total fees paid –
  - (a) to the mayor or president; or
  - (b) in the case of a regional local government, to the chairman, for attending meetings (whether of the council or of any committee) in each year is not to exceed \$12,000.

**Expenses that are to be reimbursed – s. 5.98 (2) (a) and (3)**

- 31.** (1) For the purposes of section 5.98 (2) (a), the kinds of expenses that are to be reimbursed by all local governments are –
- (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
  - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (2) The extent to which an expense referred to in subregulation (1) (a) can be reimbursed is the actual amount.
- (3) The extent to which child care costs referred to in subregulation (1) (b) can be reimbursed is the actual cost per hour or \$10.00 per hour, whichever is the lesser amount.
- (4) The extend to which travel costs referred to in subregulation (1) (b) can be reimbursed –
- (a) if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
  - (b) if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person's place of residence or work and back –
    - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
    - (ii) if the distance travelled referred to in subparagraph (I) is more than 100km, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

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**Section 2.2 - Governance**

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- (5) For the purposes of subregulations (2) to (4), actual amounts and actual costs are to be verified by sufficient information.

**Expenses that may be approved for reimbursement – s.5.98 (2) (b) and (3)**

- 3.2** (1) For the purposes of section 5.98 (2) (b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are –
- (a) an expense incurred by a council member in performing a function under the express authority of the local government;
  - (b) an expense incurred by a council member to whom paragraph (a) applied by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
  - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.
- (2) The extent to which an expense referred to in subregulation (1) can be reimbursed is the actual amount, verified by sufficient information.

**Annual entertainment allowances for mayors or presidents – s. 5.98 (5)**

- 33.** (1) For the purposes of section 5.98 (5) –
- (a) The minimum annual local government allowance for the mayor or president is \$500; and
  - (b) The maximum annual local government allowance for a mayor or president is –
    - (i) \$10,000 or
    - (ii) 0.002 of the local government's operating revenue, whichever is the greater amount, but in any case no more than \$60,000.
- (2) In this regulation –
- “operating revenue”** has the meaning that it has in the *Local Government (Financial Management) Regulations 1996*.

**33A.** For the purposes of section 5.98A(1) the prescribed percentage is 25%.

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**Section 2.2 - Governance**

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**Annual attendance fees – s.5.99**

34. (1) For the purpose of section 5.99 –
- (a) The minimum annual fee for a council member other than –
    - (i) the mayor or president; or
    - (ii) in the case of a regional local government, the chairman, attending meetings (whether of the council or of any committee) is \$2,000; and
  - (b) the maximum annual fee for a council member other than –
    - (i) the mayor or president; or
    - (ii) in the case of a regional local government, the chairman, attending meetings (whether of the council or of any committee) is \$6,000.
- (2) For the purpose of section 5.99 –
- (a) the minimum annual fee –
    - (i) for the mayor or president; or
    - (ii) in the case of a regional local government, for the chairman, attending meetings (whether of the council or of any committee) is \$6,000; and
  - (b) the maximum annual fee –
    - (i) for the mayor or president; or
    - (ii) in the case of a regional local government, for the chairman, attending meetings (whether of the council or of any committee) is \$12,000.

**Allowances in lieu of reimbursement of telecommunications expenses s. - 5.99A**

- 34A. For the purposes of section 5.99A(b), the maximum total annual allowances for telephone and facsimile machine rental charges referred to in regulation 31(1)(a) and any other telecommunications expenses that might otherwise have been approved for reimbursement under regulation 32 is \$2,000.

## Section 2.3 – Office of the Chief Executive

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**POLICY 2.3.7 - TENDERING****OBJECTIVE**

To comply with the provision of Sections 3.57 and 3.58 of the Local Government Act 1995 and Part IV of the Local Government (Functions & General) Regulations 1995 (amended) procuring goods or services and disposal ensuring that the Code of Tendering and Best Practice in Contract Management are met.

**STATEMENT****Responsibilities**

The Council is responsible for good governance and statutory compliance of the Local Government Act 1995 (Act) and its regulations, Occupational Safety and Health Act and Regulations, and Trade Practice Act 1974. The Chief Executive Officer delegates certain responsibilities to other staff members so that accountability is decentralised and the tendering process becomes transparent and is seen as transparent meeting the best practice framework.

**Contract Management Framework**

The City's tendering process complies with its contract management framework and statutory compliance is met in accordance with Local Government Act and Regulations. It also ensures that the City receives best value for its money from all procurement of goods and services and disposal. Manager Contract Management should be responsible for maintaining the Contract Management Framework and continuous improvement of the Contract Management Handbook.

**Tendering Process**

Under the provision of section 3.57 and 3.58 of the Local Government Act 1995, public tenders are to be invited for the procurement for goods and services where worth of consideration exceeds or estimated to exceed \$50,000 including to register expressions of interest, and all disposition of property (lease, sale of assets including land, used plant, building) unless exempted under Regulation 11.2 or 30 of the Local Government (Functions and General) Regulations 1996 through statewide notice.

Probity, value for money, due process and legislative compliance should be the fundamental requirements for all procurement and disposal by the Council.

Where in house tenders are submitted, a competent Probity Auditor should always be appointed to oversee the Tendering Process who should not be part of the Tender Evaluation Team.

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**Section 2.3 – Office of the Chief Executive**

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Previous Policy No:

Amendments:

Issued:

Related Documentation:

Local Government Act 1995

Local Government (Functions & General) Regulations 1996  
(amended)

Regional Purchasing Policy

Delegated Authority Manual

Contract Management Handbook

Policy No 2.3.3

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**Section 2.4 – Financial Planning**

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**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, Corporate Services and 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 34 and 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~~ statement of cash flows;
- (iii) statement of financial position;
- (iv) statement of rating information.

**(b) Monthly Reporting**

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

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**Section 2.4 – Financial Planning**

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- (i) financial management reports;
- (ii) capital works expenditure (greater than \$100,000)-progress reports;
- (iii) 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.

Monthly reports will be on calendar months and the reports will be presented at the next available Council meeting.

A monthly report for the month of July will not be compiled as the City’s Annual Budget has generally not been adopted and the comparative actual v’s versus budget data is not available. A special note will be made in the August monthly report indicating that this report is for the two month period.

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**(c) Annual Reporting**

The annual financial report will not be placed before Council until it has been audited by the external auditor.

**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;

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## **Section 2.4 – Financial Planning**

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(h) Other Expenditure.



## Section 2.4 – Financial Planning

### 5 Assets

#### (a) Capitalisation of Assets

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

- (i) \$12,000 for Buildings, Plant and Equipment, Furniture and Equipment, except where a group of assets (such as bins) exceed this value;
- (ii) \$12,000 for Infrastructure

#### (b) Categories of Assets

Artworks  
 Land  
 Buildings  
 Light Vehicles  
 Heavy Vehicles  
 Plant  
 Furniture and Office Equipment  
 Other Plant and Equipment  
 Reserves/Parks Playground and Leisure Equipment (Infrastructure)  
 Computer Hardware Equipment  
 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	10-13.3 years
Heavy Vehicles	9.5 years
Plant	8 years
Furniture and Office Equipment	10 years
Other Plant and Equipment	10 years
Reserves/Parks Playground and Leisure Equipment (Infrastructure)	5-15 years
Computer Hardware Equipment	3 years
Computer Software (exceeding \$10,000)	5 years
Roads	40-50 years
Drainage	80 years

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**Section 2.4 – Financial Planning**

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Footpaths  
Other Engineering

~~25-40~~25-50 years  
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.

## Section 2.4 – Financial Planning

### 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.

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 under delegated authority 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 from the Municipal Fund on a weekly basis from the Municipal Fund.

## Section 2.4 – Financial Planning

### 11 Signatories to Accounts

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

#### Advance Account

- ~~Director Resource Management~~ Director Corporate Services & Resource Management
- ~~Manager Accounting Services~~
- Statutory Accountant
- ~~Manager Strategic Corporate Finance~~ Financial Services

#### Municipal Account

- Chief Executive Officer
- ~~Director Resource Management~~ Director Corporate Services & Resource Management

#### Trust Funds

- Chief Executive Officer
- ~~Director Resource Management~~ Director Corporate Services & Resource Management

In the absence of the Chief Executive Officer or the ~~Director Resource Management~~ Director Corporate Services & 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.

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Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ148-06/00, CJ001-02/01
Issued:	March 2001
Related Documentation:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standards Delegated Authority Manual

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**Section 2.4 – Financial Planning**

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**POLICY 2.4.2 - INVESTMENT POLICY****OBJECTIVE**

To provide policy guidelines for investment of the City's Funds which are surplus to immediate requirements.

**STATEMENT****1 Investment Objectives**

The investments objective is to manage the Council's investment portfolio in order to maximise return within agreed risk parameters.

In achieving this the following must be maintained:

- (a) high level of security by using recognised assessment criteria;
- (b) adequate level of diversification to spread risk;
- (c) ready access to funds for day to day requirements;
- (d) adherence to the requirements of Section 6.14 of the Local Government Act 1995 and Section 18 (1) of the Trustees Act 1962 (as amended) (the "Prudent Person" rule);
- (e) Ability for investment funds to achieve a return consistent with the Bankbill Swap rate (30 day average) (BBSW) and/or the Reserve Bank of Australia 11 am cash rate.

**2 Risk Profile**

When exercising the power of investment the following are to be given consideration:

- (a) the purposes of the investment and the needs and circumstances;
- (b) the desirability of diversifying investments;
- (c) the nature of and risk associated with existing investments;
- (d) the need to maintain the real value of the capital and income;
- (e) the risk of capital or income loss or depreciation;
- (f) the potential for capital appreciation;
- (g) the likely income return and the timing of income return;
- (h) the length of the term of the proposed investment;
- (i) the probable duration of the fund;
- (j) the liquidity and the marketability of the proposed investment during, and on the determination of, the term of the proposed investment;

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## Section 2.4 – Financial Planning

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- (k) the aggregate value of the investment;
- (l) the effect of the proposed investment in relation to the tax liability (if any);
- (m) the likelihood of inflation affecting the value of the proposed investment;
- (n) the costs (including commissions, fees, charges and duties payable) of making the proposed investment; and
- (o) the results of a review of existing investments.

### 3 Delegated Authority to Invest

The authority is to be delegated to the Chief Executive Officer to make investment decisions and sign investment lodgements and withdrawals. Pursuant to the provisions of Section 5.45 of the Local Government Act 1995. This authority may be delegated to the Revenue Accountant.

### 4 Authorised Investments

Authorised investments would include but not necessarily be limited to:

- (a) Bank accepted/endorsed bank bills;
- (b) Bank negotiable Certificates of Deposit;
- (c) Bank interest bearing deposits;
- (d) Bank backed floating rate notes;
- (e) State/Commonwealth Government Bonds;
- (f) Managed funds having a credit rating of AA - (Standard and Poors Australian Ratings) or better; and
- (g) City of Joondalup major land transactions.

### 5 Council's Direct Investments

#### (a) Quotations on Investments

~~Not less than three (3) quotations shall to be obtained from authorised institutions whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above and Council's bank management fee structure based around a level of credit funds being maintained. Investments will be made with reference to Councils investment advisors. Where investments are made outside such recommendations, three quotations shall be obtained from authorised institutions whenever an investment is proposed.~~

#### (b) Term to Maturity

The term to maturity for an investment may range from "at call" to six months without Council approval.

#### (c) Liquidity

## Section 2.4 – Financial Planning

- (i) At least 20% of the total investment portfolio must be liquifiable within 10 days.
- (ii) Cash flow must be monitored daily to ensure cash funds are available to meet commitments.

### ~~(d) Major Land Transactions~~

~~The investment in City of Joondalup major land transaction accounts to be limited to the overdraft balance rounded up to the nearest \$100 on the first day of each month. The investment rate to be the Commonwealth Bank of Australia one month cash interest rate on the first day of each month plus a 1.00% premium.~~

~~To provide policy guidelines for investment of the City's Funds which are surplus to immediate requirements.~~

## 6 Investments with Funds Managers - Prudential Requirements

Investments in managed funds will only include those rated either at least A1 + short term or AA - long term. Products will only include cash funds for funds invested for 0 - 3 months and cash-plus/cash enhanced funds (maximum permitted duration 2½ years with a bank bill performance benchmark) for funds available for 6 months.

Council's investments must be available "at call" or readily accessible with no penalty over a maximum of 7 day period.

Investments in Managed Funds are to be restricted to Australian Securities.

## 7 General Policy Guidelines

### (a) Diversification Credit Risk

The amount invested with any one financial institution or managed fund should not exceed the following percentages of average annual funds invested. When placing investments, consideration should be given to the relationship between credit rating and interest rate.

Long Term Rating (Standard and Poors)	Short Term Rating (Standard and Poors)	Maximum Percentage of Total Investments
AAA to AA-	A1+	50%
A+ to A-	A1	40%
BBB+ to BBB-	A2	Nil

### (b) Credit Ratings

## Section 2.4 – Financial Planning

If any of the funds/securities held are downgraded such that they no longer fall within Council's investment policy guidelines, they will be divested within 30 days or as soon as is practicable.

The short term rating order 0-365 days (as defined by S & P Australian Ratings) is:

A1+	Extremely strong degree of safety regarding timely payment
A1	A strong degree of safety for timely payment
A2	A satisfactory capacity for timely payment

Long term rating order is:

AAA AAA-	An extremely strong capacity to repay
AA+ to AA-	A very strong capacity to repay
A+ to A-	A strong capacity to repay
BBB+ to BBB-	An adequate capacity to repay

## 8 Management Reporting

### (a) Financial Reporting

Each month an investment report must be produced for Council.

The report is to summarise:

- Total funds invested by account type.
- Total funds invested by institution.
- Investment spread by institution.
- Institution exposure versus limits.
- Any breaches of authority.

~~(Each quarter the investment report must include returns versus benchmarks).~~

### (b) Policy Review

At least annually, the Investment Policy shall be reviewed with regard to the suitability and compliance of the policy reported to Council.



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## Section 2.4 – Financial Planning

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

## Section 2.4 – Financial Planning

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**POLICY 2.4.3 - SETTING FEES AND CHARGES****OBJECTIVE**

To establish a fair and equitable fee structure on a user contributes basis which reflects actual costs for goods and services provided by council and takes into account the City's objectives and community obligations.

**STATEMENT****Goods**

'Goods' includes the provision of anything which may be tangible, such as information reports or documentation.

The following shall apply to the provision of goods:

- (a) Fees for the provision of goods will aim at the full economic cost of producing the good;
- (b) Fees will be reviewed annually as part of the annual budget development program.

**Services**

'Services' includes licensing & inspection fees.

- (a) Fees for the provision of services shall aim at recovering the full economic cost of providing the service.
- (b) Fees will be reviewed annually as part of the annual budget development program
- (c) Authority to waive fees is delegated to the Chief Executive Officer.

**Hire Charges**

'Hire Charges' includes halls, community rooms and sporting or recreation venues, hired for a specific period.

'Junior' is defined as 18 years and under

'Senior' is defined as 60 years and over, or retired.

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**Section 2.4 – Financial Planning**

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**Outside venues**

These are defined as parks, gardens, ovals and similar.

Council will aim to recover 20% of the annual maintenance cost for all outside recreation areas. To achieve this, hire charges will be set based on the following:

- (a) junior sport & recreation bodies - free of charge
- (b) senior sport & recreation bodies – free of charge
- (c) bodies where the majority of members are Pensioners or Seniors Cards holders - 50% of real cost of provision of area;
- (d) All other groups and individuals - 100% of real cost of provision of area

The area under use to be determined in consultation with the Director Community Development.

**Inside venues**

These are defined as all built areas, including leisure and aquatic centres, local and community halls, sports centres, club rooms, and other council owned property.

Council will aim at 100% cost recovery of operating costs for all ~~indoor-leisure and aquatic centres~~ activities undertaken by Council, bearing in mind the need to:

- (a) maintain premises; and
- (b) provide for future additional and replacement premises.

However the minimum standard benchmark for individual leisure centres will be that established by the centre for Environment and Recreation Management at the University of South Australia.

Hire charges will be determined on a venue by venue basis, using the following criteria:

- (a) peak or off-peak booking;
- (b) permanent, temporary or one-off booking;
- (c) whether the booking group is recognised as a charitable organisation by the ATO;
- (d) the type of use to which the venue will be put to;
- (e) the age and condition of the venue; and

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**Section 2.4 – Financial Planning**

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2.4.9

Costs associated with goods, services and hire charges will be reviewed annually as part of the annual budget development process. The basic principles considered in establishing fees and charges will be:

- (a) cost-contribution;
- (b) fee-for service on a cost-recovery basis; and
- (c) charges which reflect the true cost of providing a facility.
- (d) the venue's population pool and location limitations
- (e) inclusion of GST where applicable.

**Lease fees**

'Lease Fees' includes all property where a formal agreement to lease, contract to lease or license to occupy is in place or should be in place.

- 1 Council recognises that not-for-profit groups are generally
    - (a) providing a benefit to the community; and
    - (b) not in a position to pay commercial lease rates.
  - 2 The standard lease fee is therefore set as follows:-
    - (a) not-for-profit organisations - equivalent of 1% of current capital replacement cost per annum
    - (b) lease fees will be determined in proportion to any contribution made by a user group to the capital cost;
    - (c) all others - market value.
    - (d) inclusion of GST where applicable.
  - 3 Lease fees for vacant land provided to not-for-profit organisations will be that determined by the Valuer-General. Such leases or rental agreements will provide mechanisms for revaluation every three years.
  - 4 Capital cost will be determined by the ~~Director~~ Executive Manager Strategic Planning ~~Director Corporate Services & Resource Management~~.
  - 5 Any existing anomalies to this policy will be rectified as the opportunity arises.
  - 6 Licence to Occupy agreements to be phased out as each agreement ends and then leases will be implemented.
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**Section 2.4 – Financial Planning**

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2.4.1

**Authority to Waive Fees**

Authority to waive fees for goods, services or hire charges is delegated to the Chief Executive Officer on the written support of the responsible officer. This authority does not extend to statutory charges, the municipal rate or service charges incorporated within the Rate Notice

(See S6.16, 6.17, 6.18 & 6.19 of Local Government Act 1995).

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Previous Policy Number:	W2; F2-03
Amendments:	CJ213-06/99, CJ148-06/00
Issued:	July 2000
Related documentation:	National Competition Policy Delegated Authority Manual

## Section 2.4 – Financial Planning

**POLICY 2.4.4 - RATES CHARGES****OBJECTIVE**

To establish a standard for charges relating to rates in accordance with the Local Government Act 1995.

**STATEMENT**

The following payment options, time frames, discounts, charges and interest rates shall apply to rates, overdue payments and payment options.

**Payment Options**

<del>1</del> <u>one</u> payment in full, of rates and other charges, providing a 5% discount <u>plus</u> entry into the rate incentive prize draw.	<del>21 days following the issuing of rate notices</del>
21 <u>one</u> payment in full of rates and other charges, providing a 5% discount <u>plus</u> entry into the rate incentive prize draw	28 days following the issuing of rate notices
32 <u>two</u> payments (50% each)	
• 1st instalment	35 days following the issuing of rate notices
• 2nd instalment	63 days after due date of 1st instalment

It is mandatory pursuant to Section 6.45 of the Local Government Act 1995, to provide an option for four equal instalments. Where a ratepayer elects to pay by instalments, an interval of at least 2 months must be given between the second and subsequent instalments.

43 <u>four</u> payments (25% each)	
• 1st instalment	35 days following the issuing of rate notices
• 2nd instalment	63 days after due date of 1st instalment
• 3rd instalment	63 days after due date of 2nd instalment
• 4th instalment	63 days after due date of 3rd instalment

**Late Payment Interest**

In accordance with the provisions of Section 6.13 and 6.51 of the Local Government Act 1995, the City may impose interest on all current and arrears general rates, current and arrears domestic refuse charges and current and arrears private swimming pool inspection fees at a rate set in its annual budget, calculated on a simple interest basis on arrears amounts that remain unpaid and current amounts that remain unpaid after 35 days from the issue date of the original rate notice, or the due date of the instalment and continues until instalment is paid.

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**Section 2.4 – Financial Planning**

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Excluded are deferred rates, instalment current amounts not due under the four payment option, registered pensioner portions and current government pensioner rebate amounts. Such interest to be charged once per month on the outstanding balance on the day of calculation for the number of days, as previously detailed.

**Instalments and Arrangements - Administration Fees and Interest Charges**

In accordance with the provisions of Section 6.45 of the Local Government Act 1995, impose the following administration fees and interest charges for payment of rates, domestic refuse charges and private swimming pool inspection fees:

**Two Instalment Option**

An administration fee, together with an interest charge as determined at the adoption of the Council's annual budget, calculated on a simple interest basis on 50% of the total current general rate calculated 35 days from the date of issue of the annual rate notice to 63 days after the due date of the first instalment.

**Four Instalment Option**

An administration fee, together with an interest charge as determined at the adoption of the Council's annual budget, calculated on a simple interest basis on:

- 75% of the total current general rate calculated 35 days from the date of issue of the annual rate notice to 63 days after the due date of the first instalment;
- 50% of the total current general rate calculated from the due date of the first instalment to the due date of the second instalment;
- 25% of the total current general rate calculated from the due date of the second instalment to the due date of the third instalment.

**Hardship Cases**

In accordance with the provisions of Section 6.49 of the Local Government Act 1995, the Chief Executive Officer may enter into special payment agreements with ratepayers for the payment of rates, domestic refuse charges and private swimming pool inspection fees. An administration fee per assessment for each payment agreement may be determined by the Council at the adoption of its annual budget ~~per assessment for each payment agreement~~.

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Previous Policy No:	B5-02; B5-05
Amendments:	CJ213-06/99
Issued:	July 1999
Related Documentation:	Local Government Act 1995 Annual Budget Delegated Authority Manual

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## Section 2.4 – Financial Planning

2.4.5

**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 Strategic and Principal Activities Plans ~~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****Target Dates**

<b>Oct - Feb</b>	Elected members and staff prepare a 35 year infrastructure/capital budget programme in accordance with strategic planning processes
<b>April/May</b>	Draft Principal Activities Plan is advertised for public comment.
<b>Mar-Jun</b>	Administration prepares draft budget and council considers proposed draft prior to calling for public comment
<b>June/Jul</b>	Council finalises Budget.
<b>July</b>	Budget is adopted by Council.

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ001-02/01
Issued:	March 2001
Related Documentation:	Local Government Act 1995



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**Section 2.5 – Asset Management**

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**POLICY 2.5.3 – COUNCIL VEHICLES –  
MAYOR AND COUNCIL OFFICERS**

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**OBJECTIVE**

Identification of the standards adopted for vehicles of the Council assigned to the Mayor and officers of the Council and guidance as to when vehicles should be replaced.

**STATEMENT**

The Mayor and the Council officers indicated ~~shall~~ may be assigned a Council owned vehicle that complies with the following standards:

The Mayor	Luxury <u>8 cylinder</u> sedan with interior fittings to a high standard including air conditioning with climate control and automatic transmission.  <u>Replacement of the Mayor's vehicle will occur every 12 months or earlier if a cost effective special dealership arrangement can be negotiated, and subject to compliance with tendering regulations.</u>
Chief Executive Officer	Large <u>6 cylinder</u> sedan with interior fittings to a high standard including climate control air conditioning and automatic transmission (in accordance with employment contract arrangements).  <u>Replacement of the CEO's vehicle will occur every 12 months or earlier if a cost effective special dealership arrangement can be negotiated, and subject to compliance with tendering regulations.</u>
Director	Six cylinder sedan with interior fittings to a high standard including climate controlled air conditioning and automatic transmission (in accordance with employment contract arrangements).
Business Unit Managers	Six cylinder sedan with air conditioning and automatic transmission (in accordance with employment contract arrangements).
Other officers to whom a vehicle is assigned	Four or six cylinder vehicle, either sedan, station sedan, utility or panel van as appropriate and approved by the Chief Executive Officer.

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## Section 2.5 – Asset Management

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All vehicles shall be air-conditioned and sedans shall be fitted with automatic transmission.

Commercial vehicles shall be fitted with manual transmission unless automatic transmission is required by the vehicle duty.

Vehicle specifications shall be developed to determine the type of vehicle to be purchased to best meet the City's business needs.

Light Passenger fleet vehicles to be replaced under the most cost effective changeover practices, based on market conditions, being 3 years or 60,000kms, whichever is the sooner.

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Previous Policy No:

Amendments:

CJ213-06/99

Issued:

July 1999

Related Documentation:

Motor Vehicle Strategy

## Section 2.6 – Human Services

2.6.4

**POLICY 2.6.4 - ENVIRONMENTAL, SOCIAL AND ECONOMIC SUSTAINABILITY****OBJECTIVE**

To:

- 1 progressively enhance environmental, social and economic sustainability within the City of Joondalup;
- 12 protect and enhance the natural and human environments for the benefit of present and future generations;
- 23 minimise, as far as practicable, any adverse environmental impacts associated with its activities;
- 34 take advantage of and maximise environmentally beneficial opportunities;
- 5 adopt appropriate management practices to facilitate sustainability;

in the City of Joondalup

**STATEMENT**

The City of Joondalup recognises its responsibility to work with its community towards an environmentally, socially and economically sustainable future. The City is committed to the development, implementation and management of programs which will ensure continual improvement in its environmental and sustainability performance, and will safeguard environmental quality and well-being for its present and future communities and employees.

In establishing the City's strategic direction in supporting and enhancing environmental, social and economic sustainability, the City will:

- identify key sustainability issues for the City and adopt appropriate management practices;
- address the environmental impacts of its activities and operations and take action as appropriate to minimise and manage such impacts;
- encourage the protection and conservation of the natural environment;
- adopt appropriate environmentally beneficial initiatives;
- minimise waste production and energy consumption;
- prepare plans and strategies which set objectives and targets for environmental and sustainability performance;
- establish an effective strategic framework for addressing environmental issues;
- publicly report on the effectiveness of environmental performance;

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**Section 2.6 – Human Services**

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- develop effective internal and external communications processes on environmental and sustainability issues, including awareness raising and educational programmes.

In order to achieve this, the City will -

- implement programs and actions in accordance with its Strategic Plan;
- ~~continue development, implement and progressively review the City's of its~~ Local Agenda 21 Sustainability Plan;
- ensure the community's health and environment is protected by implementing effective waste management and recycling services;
- develop and implement environmental performance evaluation techniques;
- publicly report on environmental, social and economic sustainability performance through periodic ~~State of the Environment~~ Sustainability Indicator Reports;
- adopt the most appropriate technology and work practices to minimise the effects that its operations have on the environment;
- seek, assess, and where appropriate adopt, environmentally beneficial initiatives;
- encourage technology transfer and sharing of environmental experiences with other Local Government authorities;
- encourage suppliers and contractors to adopt best environmental operational and management practices;
- conduct public consultation programmes.

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

## Section 4.2 – Libraries

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**POLICY 4.2.1 - LIBRARY AND INFORMATION SERVICES****OBJECTIVE**

To clarify the role, responsibilities and services of the City's public library system.

**STATEMENT****1 Membership**

In accordance with the Library Board of Western Australia Act 1951 - Library Board (Registered Public Libraries) Regulations 1985 the ~~Library Service~~ and Information Service shall be a free public library service, regardless of residential address and no charges shall be made for such a service other than levied through the municipal rate. Temporary membership deposits, fines for overdue loans and recoup charges for lost or damaged stock are not classified as charges for service.

Any person is entitled to enrol for membership of the Library and Information Service upon showing satisfactory proof of identity and current address and the provision of an alternative contact person. ~~Young adults must also provide the name and address of a contact person.~~

Children (those under 18 years of age) must have the membership form countersigned by a parent or guardian. The place of residence shall be taken as the address where the child normally resides.

Any person not able to provide satisfactory proof of identity and residence (e.g. new or temporary residence or visiting family or friends) will be permitted to enrol on payment of a refundable deposit to be determined as part of Council's annual fees and charges. The deposit is refundable upon return of all library materials and surrender of the membership card, or when the member has established permanent residency.

Organisations are not eligible for membership. Responsibility for materials borrowed must be undertaken by an individual and not an organisation staff position.

On satisfactory completion of the conditions required for membership, one (1) automated system library membership card shall be issued to the applicant together with advice regarding the rules of operation, including borrowing limits, financial liability for overdue, lost or damaged items and stock request provisions, which are determined by:

- the Library Board of Western Australia Act 1951;
- Library Board (Registered Public Libraries) Regulations 1985; or
- the Manager Library and Information Service ~~services~~ in consultation with the Director Planning and Community Development.

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## Section 4.2 – Libraries

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### 2 Opening Hours

The libraries will be open to the public with hours determined by Council except in the case of emergency where closure will be authorised by the Chief Executive Officer.

### 3 Children's Library Service

The Library and Information Service is available to all children ~~residing or attending institutions within the City of Joondalup~~. ~~Age shall not be a restriction provided that a parents or guardian is are~~ willing to take full responsibility if damage to library books and materials occurs or fines for overdue loans are incurred.

Children will not be restricted to use of junior resources but may use adult resources. The ~~Librarian-Library staff~~ may assist in their choice of reading material but shall not have the responsibility for implementing the standards devised by the parent or guardian for the control of the reading habits of the child.

The Librarians shall establish close co-operation between themselves and the schools in the area, encouraging school visits and supplementing school library resources in the provision of information.

Special programmes, activities and events will promote the enjoyment of reading and encourage children to make full use of library resources and services.

### 4 Stock Selection

#### (a) Strategy

The Library and Information Service's stock selection strategy shall aim to:

- (i) provide information on any subject which may be of value to the public in the format most appropriate to customer needs
- (ii) encourage life-long learning
- (iii) present, as far as possible, all points of view equally, on any subject, and remain neutral in matters of controversy
- (iv) develop an holistic system-wide collection to ensure the widest range of materials is available locally
- (v) conform to Federal and State censorship decisions
- (vi) not be influenced by individuals, community groups or organisations making representation for particular materials to be withdrawn from view or loan. Persons making such representations shall be directed to the State Censorship Office of WA for determination.

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**Section 4.2 – Libraries**

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**(b) Council owned stock**

Donations of books and other materials from individuals and organisations are added to stock at the discretion of the Chief Executive Officer, subject to normal stock selection criteria. Such items shall not necessarily remain the property of the Library and Information Service but may be disposed of at a Council booksale or if inappropriate, through other means determined by the Chief Executive Officer. The authority to fix prices to materials for sale is delegated to the Chief Executive Officer.

**(c) Historical Collection**

The Library and Information Service will collect, organise and permanently preserve material that reflects the history and development of the Region. This material will include local government documents, written material (either published or unpublished), photographs, maps, videotapes, oral-history tapes and records on microfilm, microfiche and CD-ROM.

The collection will be appropriately housed at the central library to ensure preservation and to provide maximum security at all times. Items in this collection are for reference within the library and are not available for loan.

Before Council records are destroyed or otherwise disposed of, they should be referred to the Manager Library and Information Services who will retain any books, documents or other data which is considered to be of historical value.

**(d) Reference & Textbooks**

Branch library collections provide a local, up-to-date ready reference service. The Central library is responsible for developing a regional reference collection with the ~~Alexander~~ Library and Information Services of WA Library addressing reference services at the state level.

Acquisition and provision of textbooks and other resources directly connected with formal education are considered the responsibility of educational institutions.

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**Section 4.2 – Libraries**

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**(e) Special Needs**

Stock selection strategies will maintain an optimum balance between special needs resources and resources which meet the needs of the general community.

The Community Language Resource Collection of library materials in Languages Other Than English (LOTE) will be provided through LISWA in response to local demands.

**5 Cultural Activities**

The library buildings may be used for cultural activities at the discretion of the Manager Library and Information Services, provided that such activities do not interfere with the library service.

Community Activity Rooms, ~~although primarily for library use~~, shall be available for hire to groups within the community, provided that the use is compatible with the library.

Use of community activity rooms shall be at the discretion of the Branch Librarian.

**6 Standards of Behaviour**

While utilising the Library and Information Service, all users must respect the rights of other users. Parents may not leave children under the age of 11 unattended in the Library without the prior approval of the Librarian on duty. The Manager Library and Information Services is responsible for establishing appropriate behavioural guidelines.

**7 Notice Boards, Fliers & Petitions**

Community notice boards located within libraries shall be available for use by individuals or groups in the libraries, provided that all material shall be approved by the Manager Library and Information Services or branch librarian before being displayed. Notices advertising for private or personal monetary gain shall not be displayed

Petitions shall not be displayed or circulated in the libraries.

The distribution of political and religious material not being the normal stock of library, shall not be displayed or circulated in the libraries.

**8 Community Information Service**

The central library shall maintain Council's on-line Community Information Service, and endeavour to provide appropriate information of community based groups and organisations which relate to the City.

Council endorses the Australian Library and Information Association 'Statement on Freedom to Read' which is attached in Appendix 1.

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**Section 4.2 – Libraries**

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**9 Sponsorship**

Library stationery, library holiday reading and special programmes for children may be commercially sponsored where the Manager Library and Information Services considers appropriate.

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Previous Policy No:	H6-01 to 32 ; L1 to L7
Amendments:	CJ213-06/99; CJ383-11/99, CJ148-06/00
Issued:	July 2000
Related Documentation:	Library Board of Western Australia Act 1951 Delegated Authority Manual

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**Section 4.2 – Libraries**

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6

**APPENDIX 1****FREEDOM TO READ**

"The Australian Library and Information Association, believing that freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other sources of information, affirms the following principles as basic and distinctive of the obligations and responsibilities of the librarian:

1. A primary purpose of a library service is to provide information through books and other media on all matters which are appropriate to the library concerned.
2. A librarian must protect the essential confidential relationship which exists between a library user and the library.
3. The functions of the librarian include; to promote the use of materials in the librarian's care; to ensure that the resources of the library are adequate to its purpose; to obtain additional information from outside sources to meet the needs of readers; to cater for interest in all relevant facets of knowledge, literature and contemporary issues, including those of a controversial nature; but neither to promote or suppress particular ideas and beliefs.
4. A librarian, while recognising that powers of censorship exist and are legally vested in state and federal government, should resist attempts by individuals or organised groups within the community to determine what library materials are to be or are not to be available to the users of the library.
5. A librarian should not exercise censorship in the selection of materials by rejecting on moral, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the library and meets the standards, such as historical importance, intellectual integrity, effectiveness of expression or expression of accuracy of information which are required by the library concerned.

Material should not be rejected on the grounds that its content is controversial or likely to offend some sections of the library's community.

6. A librarian should uphold the right of all Australians to have access to library services and materials and should not discriminate against users on the grounds of age, sex, race, religion, national origin, disability, economic condition, individual lifestyle or political or social views.
7. A librarian must obey the laws relating to books and libraries, but if the laws or their administration conflict with the principles put forward in this statement, the librarian should be free to move for the amendment of these laws."

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**Section 5.3 – Infrastructure Management Services**

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**POLICY 5.3.2 - SAND DRIFT CONTROL****OBJECTIVE**

To ensure that property owners are not adversely affected by sand drift.

**STATEMENT**

The developer of a subdivision or other development site is required to control the sand movement by stabilisation to the maximum extent possible in order that the adverse effects of sand drift may be minimised.

The control of sand drift from vacant residential properties, shall be stabilised by the owner of the property, to the satisfaction of the ~~Chief Executive Officer~~Director Infrastructure and Operations. Management.

Council shall reinstate, at its own expense, landscaped road verges and private gardens, that in the opinion of the ~~Chief Executive Officer~~Director Infrastructure and Operations. Management, have been adversely affected by sand drift resulting from a municipal works programme.

Owners or occupiers of property likely to be affected by a municipal works programme, shall be advised in writing of the proposed works and of Council's policy in respect to reinstatement.

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Previous Policy No.	G2-04; G2-05; TS-A-1
Amendments	CJ213-06/99, CJ148-06/00
Issued:	July 2000
Related Documentation:	Delegated Authority Manual

**Policy 5.4.1****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			<del>10</del> 12
Harbour View Park, Hillarys		2	