

CITY OF JOONDALUP

MINUTES OF MEETING OF THE POLICY MANUAL REVIEW COMMITTEE HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON WEDNESDAY 29 OCTOBER 2003

ATTENDANCE AND APOLOGIES

Committee Members:

MAYOR CARLOS - Chairman	
CR P KIMBER	Lakeside Ward
CR J HOLLYWOOD	North Coastal Ward
CR S HART	South Ward
CR M CAIACOB	Whitfords Ward

Officers:

Chief Executive Officer:	D SMITH
Director, Infrastructure & Operations:	D DJULBIC
Manager Marketing Communications	
& Council Support:	B ROMANCHUK
Manager Operation Services:	D CLUNING
Committee Clerk:	J HARRISON

APOLOGIES AND LEAVE OF ABSENCE

Apologies: Crs Baker and Gollant

Leave of absence previously approved:

Cr C Baker: 22 October 2003 – 23 November 2003 inclusive

The Chairman opened the Meeting at 1830 hrs

DECLARATIONS OF FINANCIAL INTEREST/INTEREST WHICH MAY AFFECT IMPARTIALITY

Nil.

CONFIRMATION OF MINUTES

MINUTES OF POLICY MANUAL REVIEW COMMITTEE MEETINGS HELD ON TUESDAY 26 AUGUST 2003 AND THURSDAY 18 SEPTEMBER 2003

MOVED Cr Kimber **SECONDED** Cr Hollywood that the Minutes of the Policy Manual Review Committee meetings held on Tuesday 26 August 2003 and Thursday 18 September 2003 be confirmed as a true and correct record.

The Motion was Put and

CARRIED

ITEM 1 REVIEW OF CORPORATE POLICY MANUAL - [07032, 26176, 13399]

WARD - All

PURPOSE

To review Section 5 of the City's Corporate Policy Manual and make recommendations to the Council on amendments to these policies.

EXECUTIVE SUMMARY

Council at its meeting held on 29 July 2003 resolved to establish a Policy Manual Review Committee to *"review the City's corporate policy manual and make recommendations to the Council on amendments to existing policies or the adoption of new policies"*.

The Policy Manual Review Committee is requested to review Policy Manual - Section 5, subsections:

- 5.1 – Environmental Waste Management
- 5.2 – Operations Services
- 5.3 – Infrastructure Management Services
- 5.4 – Infrastructure Management Services
- 5.5 – Ranger Services

BACKGROUND

At its last meeting held on 18 September 2003, the Policy Manual Review Committee reviewed Policy Manual Section 2 , Corporate Services, subsections:

- 2.4 Financial Planning
- 2.5 Asset Management
- 2.6 Human Services.

DETAILS

The current Policy Manual comprises the following sections:

- Corporate Services
- Development Services
- Community Development
- Infrastructure Management

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions and to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day to day business of Council to be handled by the administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

Attachment 1 to this Report provides the following policies for consideration by the Committee, with proposed revisions as recommended by the Administration marked as shown below:

5.1	ENVIRONMENTAL WASTE MANAGEMENT	NATURE OF CHANGE RECOMMENDED
5.1.1	Waste Management	Deletion of part of Section 2 – Recycling.
5.2	OPERATIONS SERVICES	
5.2.2	Council Reserves and Parks	
5.2.4	Memorial Plaques	
5.2.5	Floodlighting	
5.2.6	Median and Road Reserve Landscaping Undeveloped Future Road Reserves	
5.3 & 5.4	INFRASTRUCTURE MANAGEMENT SERVICES	
5.3.1	Verge Treatments – Protective Devices	
5.3.2	Sand Drift Control	
5.3.3	Vehicle Crossing – Construction and Maintenance	

5.3.4	Removal of Graffiti and Repair of Vandalism	
5.3.5	Roadworks – Opening up	
5.4.1	Tennis Court Lighting Standards	
5.4.2	Stormwater Drainage Into Wetlands	
5.5	RANGER SERVICES	
5.5.1	Burning of Garden Refuse and Cleared Vegetation	Amendment to renumber policy to fall within Section 5.5 – Ranger Services (Previously Policy 4.6.1) Change to dates for burning garden refuse.

COMMENT

The role of the Council as a body is to set policy and strategic direction, with the day to day management of the City resting with the CEO. Policy statements are not binding on the Council, but are used as a set of guidelines in the decision-making process. It is therefore important that policies are reviewed regularly, at least on an annual basis.

The policies are submitted for consideration by the Committee.

ATTACHMENTS

Attachment 1 Section 5 of the Policy Manual.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION That it be recommended that Council:

- 1 AMENDS Policy 5.1.1 - Waste Management, as detailed in Attachment 1 to this Report;
- 2 DELETES Policy 4.6.1 - Burning of Garden Refuse and Cleared Vegetation and ADOPTS replacement Policy 5.5.1 Burning of Garden Refuse and Cleared Vegetation as detailed in Attachment 1 to this Report.

The Committee considered Sections 5.1, 5.2, 5.3, 5.4 and 5.5 of the Policy Manual. The following comments and amendments to policies were made:

Recycling

Mayor Carlos asked when a report would be submitted on the issue of recycling. The Director Infrastructure and Operations advised that the Secondary Waste Treatment Project has determined the preferred sites. By the end of this year the Regional Council will decide which owner it will deal with, and hopefully an offer will be made. The technical solution will not occur until next year and that will decide whether one- or two-bin system options are available.. The Director Infrastructure and Operations stated that a survey undertaken at the end of last year concluded that much of the community wants a second bin. He advised that a one-bin system is far more environmentally friendly and cost effective and it is premature to introduce a two-bin system if there is an opportunity for a one-bin system.

Mayor Carlos requested that a press release be made on the above issue.

SECTION 5.1 - ENVIRONMENTAL WASTE MANAGEMENT

5.1.1 Waste Management

Amendment recommended by the Administration:

Deletion of part of Section 2 – Recycling.

Amendment required by the Committee:

Section 1, last paragraph: Delete the words “including ‘holiday homes’”.

SECTION 5.2 - OPERATIONS SERVICES

5.2.2 Council Reserves and Parks

No change required by Committee.

Postcards WA

Mayor Carlos referred to the recent filming of City of Joondalup parks by Postcards WA and stated he would have appreciated earlier notification of this event in order to be better prepared.

5.2.4 Memorial Plaques

No change required by Committee.

5.2.5 Floodlighting

Amendment required by the Committee:

The following additional sentence to be included at the end of the Statement: “Impact of lighting on residential properties to be kept to a minimum.”

5.2.6 Median and Road Reserve Landscaping Undeveloped Future Road Reserves

No change required by Committee.

SECTIONS 5.3 & 5.4 - INFRASTRUCTURE MANAGEMENT SERVICES**5.3.1 Verge Treatments – Protective Devices**

No change required by Committee.

5.3.2 Sand Drift Control

No change required by Committee.

5.3.3 Vehicle Crossing – Construction and Maintenance

No change required by Committee.

5.3.4 Removal of Graffiti and Repair of Vandalism

No change required by Committee.

5.3.5 Roadworks – Opening up

No change required by Committee.

5.4.1 Tennis Court Lighting Standards

No change required by Committee.

5.4.2 Stormwater Drainage Into Wetlands

Amendment required by the Committee:

Point 3 of the statement to be amended to read “Land reserved for Parks and Recreation, *and foreshore.*”

SECTION 5.5 - RANGER SERVICES

5.5.1 Burning of Garden Refuse and Cleared Vegetation

Amendments recommended by the Administration:

- Amendment to renumber policy to fall within Section 5.5 – Ranger Services (Previously Policy 4.6.1)
- Change to dates for burning garden refuse.

Firebreaks

Mayor Carlos queried the regulations relating to firebreaks. The Director Infrastructure and Operations indicated that this was regulated by the Bush Fires Act.

MOVED Cr Kimber SECONDED Cr Hollywood that it be recommended that Council

1 AMENDS the following Policies as detailed in Attachment 1 to this Report:

Policy 5.1.1 - Waste Management;

Policy 5.2.5 – Floodlighting;

Policy 5.4.2 – Stormwater Drainage into wetlands;

2 DELETES Policy 4.6.1 - Burning of Garden Refuse and Cleared Vegetation and ADOPTS replacement Policy 5.5.1 Burning of Garden Refuse and Cleared Vegetation as detailed in Attachment 1 to this Report.

The Motion was Put and

CARRIED

Filming within the City of Joondalup

Following a query from Cr Hollywood, it was advised that no licence was needed to film within public places in the City of Joondalup.

DATE OF NEXT MEETING

To be determined.

CLOSURE

There being no further business, the Chairman declared the meeting closed at 1904 hrs.