



Policy Review and Development Committee

Minutes

30 September 2021

Committee Terms of Reference

- 1** *To review all existing Bunbury City Council policies within a two year period, in line with the local government election cycle and facilitate the development of new policies for consideration by Council on an ongoing basis.*
- 2** *To make recommendations to Council on matters of policy, policy and local law review and policy and local law development.*
- 3** *To explore opportunities that promote policy development in all areas that are within Council's jurisdiction.*
- 4** *To allow any draft policy developed and fully considered by another Advisory Committee of Council to be referred directly to Council for consideration.*
- 5** *To provide Bunbury City Councillors with assistance and support to develop new Council policies.*

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Policy Review and Development Committee

Minutes

30 September 2021

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

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1. Declaration of Opening

The Presiding Member declared the meeting open at 10.30am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Mayor Gary Brennan	City of Bunbury
Cr Cheryl Kozisek (Presiding Member)	City of Bunbury
Cr Wendy Giles (Deputy Member)	City of Bunbury
Cr Jaysen Miguel (Deputy Member)	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Mrs Odetta Robertson	A/Director Strategy and Organisational Performance

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance
Mr Gary Barbour	Acting CEO
Mr Steve de Meillon	Team Leader Community Partnerships
Mr David Russell	Manager Community Facilities
Mrs Barbara Macaulay	Team Leader Development Assessment and Compliance
Mr Mark Allies	Team Leader Community Law Safety and Emergency Management
Ms Jenny Scott	Museum Team Leader and Curator

4.1 Apologies

Councillors Smith, Yip and Steck were apologies.

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member <u>before</u> the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.
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Nil

6. Confirmation of Minutes

Committee Decision: Moved: Mayor Brennan Seconded: Cr Kozisek

The minutes of the Policy Review and Development Committee Meeting held on 29 July 2021 are confirmed as a true and accurate record.

CARRIED

7. Method of Dealing with Agenda Business

All items were dealt with in the order they appeared in the agenda.

8. Reports

8.1 Review of City of Bunbury Local Planning Policies

File Ref:	COB/3150
Applicant/Proponent:	Internal
Responsible Officer:	Anthony Pick, Senior Planning Officer
Responsible Manager:	Felicity Anderson, Manager City Growth
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 1: Draft Local Planning Policy 3.4 Outbuildings and Minor Structures Appendix 2: Draft Local Planning Policy 3.5 Sea Containers Appendix 3: Adopted Local Planning Policy 3.5 Minor Structures (including Outbuildings) Appendix 4: Adopted Local Planning Policy 5.7 Sea Containers and Transportable or Relocatable Storage Containers and Structures Appendix 5: Local Planning Policy 58 Recycled Dwellings

Summary

The planning department is currently undertaking a review of the City's local planning policies (LPPs). The purpose of the review is to ensure that the City's LPPs are contemporary and provide clear guidance on the expectations, standards, and requirements of the City on a range of planning matters. The revised LPP format is largely based on WALGA's 'Local Planning Policy Guide' to deliver consistency in structure, format, and style across Local Government jurisdictions, whilst providing for local planning responses relative to the City of Bunbury. The LPP review will be undertaken through a staged approach given the number of policies to be reviewed.

Executive Recommendation

That the Policy Review and Development Committee recommends that Council resolves to:

1. In accordance with clause 5 of 'Division 2 – Local Planning Policies' under Part 2 – Local Planning Framework' of 'Schedule 2 – Deemed provisions for local planning schemes' of the *Planning and Development (Local Planning Schemes) Regulations 2015*, proceed to advertise draft Local Planning Policy 3.4 - Outbuildings and Minor Structures, and draft Local Planning Policy 3.5 - Sea Containers for public comment for a period of not less than 21 days.
2. Following public advertising consider for adoption draft Local Planning Policy 3.4 - Outbuildings and Minor Structures, and draft Local Planning Policy 3.5 - Sea Containers, along with any submissions lodged with the City of Bunbury during the public advertising period.

3. In accordance with clause 6 of ‘Division 2 – Local Planning Policies’ under Part 2 – Local Planning Framework’ of ‘Schedule 2 – Deemed provisions for local planning schemes’ of the *Planning and Development (Local Planning Schemes) Regulations 2015*, proceed to:
 - (i) Revoke Local Planning Policy 58 - Recycled Dwellings
 - (ii) Publish a notice of revocation in accordance with clause 87 of the Regulations.

Voting Requirement: Simple Majority

Strategic Relevance

Theme 2	Our economy
Goal	A thriving and dynamic economy, that plays to its strengths, and confidently presents to the world.
Objective 2.2	Bunbury is known far and wide for its strengths as a place to live, visit and do business.
Theme 3	Our places and spaces
Goal	A natural and built environment that reflects Bunbury’s core values.
Objective 3.3	High-quality urban design, well-planned neighbourhoods with housing chose, and appropriate provision for diverse land uses to meet the community’s needs.
Theme 4	Our City
Goal	Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.3	Trusted leadership and robust decision-making.

Regional Impact Statement

The local planning policy review will not have any regional impact.

Background

The *Planning and Development (Local Planning Schemes) Regulations 2015* provides the legislative basis for preparing a local planning policy, in respect of any matter related to the planning and development of the Scheme area.

The Planning Department are undertaking a review of the City’s LPPs with a focus on ensuring the policies are easy to understand, provide greater clarity on process and reflect community expectations. The LPPs seek to facilitate development whilst ensuring design and amenity impacts align with community expectations. The policy review also includes identifying LPPs that are no longer required for a planning purpose (e.g., the matter is dealt with through changes in planning legislation or development standards no longer reflect contemporary planning practices). Where an LPP no longer adds value to the planning assessment of development applications, the LPPs will be recommended to be revoked.

The draft local planning policies and adopted policies, referred to within this report, are provided at Appendices 1-5 for the consideration and information of the Committee.

Council Policy Compliance

Not applicable.

Legislative Compliance

Clause 3, Part 2, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) provides for local government to prepare a LPP in respect of any matter related to the planning and development of the Scheme area.

The Regulations set out the procedural requirements for preparing, amending or revocation of an LPP. The following statutory planning instruments of the state and local planning framework are applicable.

- *Planning and Development (Local Planning Schemes) Regulations 2015*.
- City of Bunbury Local Planning Scheme No.8 (LPS8 or the Scheme).
- State Planning Policy 7.3 Residential Design Codes Volume 1.

The recommendation of the Policy Review and Development Committee will be included in the agenda item presented to Council for determination.

Officer Comments

Draft Local Planning Policy 3.4 - Outbuildings and Minor Structures

On 2 July 2021 changes to State Planning Policy 7.3: Residential Design Codes Volume 1 (R-Codes) provided for LPPs to amend or replace certain deemed-to-comply requirements of the R-Codes, without the approval of the WAPC. Draft LPP3.4 has been prepared to provide a clear planning framework for the assessment of development applications for outbuildings and minor structures, and varies the deemed-to-comply requirements of the R-Codes in respect of building height, lot boundary setbacks and size of outbuildings.

The draft LPP varies clause 5.1.6 Building height of the R-Codes in respect of the maximum wall and ridge height for minor structures (carports and patios). Those variations are subject to satisfying development standards set out in Table 1a and 1b of the LPP. The proposed variations reflect the type of minor variations that have been supported by the City.

The draft LPP varies the maximum wall and ridge height for outbuildings, and the collective size area of outbuildings. The variations to the deemed-to-comply provisions are based on a sliding scale relative to the size of the lot. Development that complies with the policy will not be subject to neighbour consultation as is currently required. Any variation to the LPP requirements may require neighbour consultation, at the discretion of the City.

Officers have been on site to review the impact of development post construction, where variations were previously approved. Officers consider that the policy development standards are reasonable and appropriate. However, where variations are sought applications will need to demonstrate the impact of the development in relation to site context (e.g., streetscape, density and residential amenity).

The draft policy provides greater clarity on the process for when applications are to be assessed through a building permit or development application. The draft policy varies the deemed-to-comply requirements of the R-Codes and therefore compliance with the policy will not require development approval. Previously the policy permitted variations subject to neighbour consultation. Where applications were lodged with neighbour comments, they were processed by the Building Department. Where no neighbour comments were lodged with the application the Planning Department undertook neighbour consultation. There were concerns that the policy provided for an objection to a minor variation which was consistent with the development standards set out in the policy. The new draft policy will provide for a more consistent and simpler process.

Draft Local Planning Policy 3.5 - Sea Containers

The LPP has been reviewed and updated to provide clarity, avoid duplication, and simplify the development standards and requirements applicable to the assessment of sea containers on zoned or reserved land.

The policy sets out exemptions from development approval subject to development standards and conditions. Where development approval is required, the LPP sets out the development standards (e.g., size, design, stormwater, siting, use) applicable to an outbuilding in association with a residential use, commercial storage, or siting of a sea container on reserved land.

Local Planning Policy 58 – Recycled Dwellings

LPP58 was adopted in 2003. The LPP provides guidance on the procedures and requirements for recycled dwellings. However, the policy does not provide any detailed design requirements and is not frequently referred to, if at all, due to the limited number of applications.

It is considered that recycled dwellings can be appropriately assessed through State Planning Policy 7: Design of the Built Environment, State Planning Policy 7.3: Residential Design Codes Volume 1, Local Planning Policy 3: Zone Development Requirements, and the City of Bunbury Local Planning Scheme, in particular the matters to consider which includes:

- (m) the compatibility of the development with its setting, including –
 - (i) the compatibility of the development with the desired future character of its setting; and,
 - (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation, and appearance of the development.

It is therefore recommended that the LPP is revoked. If further design requirements are required in the future those requirements would be more appropriately addressed within LPP3: Zone Development Requirements.

Analysis of Financial and Budget Implications

The revisions to the Local Planning Policy will reduce the number of development applications (Codes Variations) processed by the Building and Planning Department. Therefore, there will be a reduction in fee income due to the changes proposed in the policy. Last year the Building

Department processed 72 Codes Variations and received \$147 per application. However, it is estimated that approximately 50% of R-Code variations were in relation to a reduced lot boundary setback which will still need an application under the proposed process.

Community Consultation

Nil at this stage.

LPP3.5 Outbuildings and Minor Structures, and LPP3.4 Sea Containers will be advertised in accordance with the Regulations for a minimum of 21 days.

Should Council resolve to revoke LPP58 Recycled Dwellings, the City is required to publish a notice of revocation in accordance with the Regulations.

Councillor/Officer Consultation

The draft LPPs have been referred internally to the City's Strategic Planning, Environmental Health and Building Services team.

Timeline: Council Decision Implementation

Draft Local Planning Policy 3.4 - Outbuildings and Minor Structures and Draft Local Planning Policy 3.5 - Sea Containers, will be advertised in accordance with the Regulations for 21 days and any submissions will be reviewed in light of any submissions made prior to Council resolving to proceed with the policies with or without modification.

Local Planning Policy 58 Recycled Dwellings is to be revoked subject to a notice of revocation being published on the City's website.

Outcome of Meeting - 30 September 2021

The Team Leader Development Assessment and Compliance provided the committee with a brief overview of the changes proposed in relation to these planning policies.

The Executive Recommendation was moved by Cr Miguel and seconded by Cr Giles and was carried unanimously as follows:

That the Policy Review and Development Committee recommends that Council resolves to:

- 1. In accordance with clause 5 of 'Division 2 – Local Planning Policies' under Part 2 – Local Planning Framework' of 'Schedule 2 – Deemed provisions for local planning schemes' of the Planning and Development (Local Planning Schemes) Regulations 2015, proceed to advertise draft Local Planning Policy 3.4 - Outbuildings and Minor Structures, and draft Local Planning Policy 3.5 - Sea Containers for public comment for a period of not less than 21 days.***
- 2. Following public advertising consider for adoption draft Local Planning Policy 3.4 - Outbuildings and Minor Structures, and draft Local Planning Policy 3.5 - Sea Containers,***

along with any submissions lodged with the City of Bunbury during the public advertising period.

- 3. In accordance with clause 6 of 'Division 2 – Local Planning Policies' under Part 2 – Local Planning Framework' of 'Schedule 2 – Deemed provisions for local planning schemes' of the Planning and Development (Local Planning Schemes) Regulations 2015, proceed to:**

(iii) Revoke Local Planning Policy 58 - Recycled Dwellings

(iv) Publish a notice of revocation in accordance with clause 87 of the Regulations.

8.2 Review of Council Policy: Honorary Freeman of the City of Bunbury

File No.	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Odetta Robertson, A/Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 6: Revised Council Policy Honorary Freeman of the City of Bunbury

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Honorary Freeman of the City of Bunbury. The policy was last reviewed in July 2019 and is now due for its biennial review.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Honorary Freeman of the City of Bunbury as presented at Appendix 6.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.3: Trusted Leadership and robust decision making.
Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in July 2019, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

The policy stipulates the procedure for the nomination, selection and awarding of the prestigious title to a person designated as ‘Honorary Freeman of the City of Bunbury’.

Officers have undertaken a review of this policy and have made some minor suggested changes. The proposed changes are reflected at Appendix 6.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

This matter is presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council’s determination.

Outcome of Meeting - 30 September 2021

The Manager Governance provided a brief overview of the proposed changes to the policy.

The Executive Recommendation was moved by Cr Giles and seconded by Cr Kozisek and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Honorary Freeman of the City of Bunbury as presented at Appendix 6.

8.3 Review of Council Policy: Legal Representation for Elected Members and Employees

File No.	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Odetta Robertson, A/Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 7: Council Policy Legal Representation for Elected Members and Employees

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Legal Representation for Elected Members and Employees. The policy was last reviewed in September 2019 and is now due for its biennial review.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Legal Representation for Elected Members and Employees, with no changes recommended.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.3: Trusted Leadership and robust decision making.
Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in September 2019, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Section 9.56 of the Local Government Act 1995 (the Act) provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. However, the legislation does not preclude people taking action against individual council members or employees if they believe that the council member or employee has not acted in good faith.

Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district. Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions, a council can expend funds to provide legal representation for council members and employees, as long as it believes that the expenditure falls within the scope of the local government's function.

Officer Comments

Council Policy Legal Representation for Elected Members and Employees outlines the conditions upon which the City may cover the cost of legal representation for Elected Members and Officers where legal action has been taken against them in relation to their role as either an Elected Member or employee of the City of Bunbury.

The policy reflects the Department of Local Government, Sport and Cultural Industries Operational Guideline Legal Representation for Council Members and Employees.

Officers have undertaken a review of this policy (Appendix 7) and recommend no changes.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

This matter is presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting - 30 September 2021

The Executive Recommendation was moved by Cr Miguel and seconded by Mayor Brennan and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Legal Representation for Elected Members and Employees, with no changes recommended.

8.4 Review of Council Policy: Self Supporting Loans

File No.	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Odetta Robertson, A/Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 8: Council Policy Self Supporting Loans

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Self Supporting Loans. The policy was last reviewed in July 2019 and is now due for its biennial review.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Self Supporting Loans, with no changes recommended.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.3: Trusted Leadership and robust decision making.
Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in July 2019, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Subdivision 3 of Division 5 of Part 6 of the *Local Government Act 1995* deals with borrowings.

Officer Comments

Officers have undertaken a review of the Policy as presented at Appendix 8 and suggest that the content is appropriate and does not require amendment.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

This matter is presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting - 30 September 2021

General discussion took place in relation to this policy and in particular why the policy references capped dollar amounts, given that Council ultimately determines each application on a case by case basis anyway.

A motion for this item to be deferred until following the City of Bunbury election, to enable further Officer consideration relating to the capped dollar amounts referenced above was moved by Mayor Brennan and seconded by Cr Giles and was carried unanimously as follows:

That this item to be deferred until following the City of Bunbury election, to enable further Officer consideration relating to the capped dollar amounts within the policy.

8.5 Review of Council Policy: Reserve Areas Set Aside for the Riding of Horses

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Sarah Upton, Manager Community Services
Responsible Manager:	Sarah Upton, Manager Community Services
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 9: Council Policy Reserve Areas Set Aside for the Riding of Horses

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Reserve Areas Set Aside for the Riding of Horses. The policy was last reviewed in July 2019 and is now due for its biennial review.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Reserve Areas Set Aside for the Riding of Horses, with no changes recommended.

Voting Requirement: Simple Majority Vote

Strategic Relevance

- Theme 4: Our City
- Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
- Objective 4.3: Trusted Leadership and robust decision making.
- Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in July 2019, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

City of Bunbury Public Place and Local Government Property Local Law is applicable.

Officer Comments

Officers have undertaken a review of the Policy as presented at Appendix 9 and suggest that the content is appropriate and does not require amendment.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

This matter is presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting - 30 September 2021

The Executive Recommendation was moved by Cr Kozisek and seconded by Cr Miguel and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Reserve Areas Set Aside for the Riding of Horses, with no changes recommended.

8.6 Review of Council Policy: Naming of Roads, Reserves, Bridges and Other Places

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Steve de Meillon, Team Leader Community Partnerships
Responsible Manager:	Sarah Upton, Manager Community Services Greg Golinski, Manager Governance
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 10: Revised Council Policy Naming of Roads, Reserves, Bridges and Other Places

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Naming of Roads, Reserves, Bridges and Other Places.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Naming of Roads, Reserves, Bridges and Other Places as presented at Appendix 8, including the proposed change of name.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Theme 4: Our City

Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.

Objective 4.3: Trusted Leadership and robust decision making.

Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

At the Ordinary Council Meeting held on 29 June 2021, Council requested (via a motion on notice from Cr Steele) *that the Policy Review and Development Committee review existing Council Policy Naming of Roads, Reserves, Bridges and Other Places in the context of recognising Aboriginal history and language, as well as initiating a process for the naming or dual naming of landmarks, sites and streets.* (refer Council Decision 131/21).

Council Policy Compliance

This report facilitates the review of an existing Council Policy. The City's Reconciliation Action Plan is also applicable in this regard.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed this policy in the context requested by Council, with suggested changes as reflected at Appendix 10.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

This matter is presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting - 30 September 2021

General conversation took place in relation to this item, and in particular future consultation and engagement with local indigenous groups regarding the operationalisation of the policy.

The Team Leader Community Partnerships indicated that the policy has deliberately been drafted at a high level, and in many respects is just the beginning of the conversation in relation to indigenous naming and dual naming within the City. Engagement with the relevant groups would occur in accordance with the parameters of the policy as proposals for name changes and/or dual naming are considered.

The Executive Recommendation was moved by Cr Kozisek and seconded by Cr Miguel and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Naming of Roads, Reserves, Bridges and Other Places as presented at Appendix 8, including the proposed change of name.

8.7 Review of Council Policy: Bunbury Museum and Heritage Centre and Local Studies Collection

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Jenny Scott, Curator Bunbury Museum and heritage Centre
Responsible Manager:	Dave Russell, Manager Community Facilities
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 11: Revised Council Policy Bunbury Museum and Heritage Centre and Local Studies Collection

Summary

The Bunbury Museum and Heritage Centre and Local Studies Collection Council Policy is due for revision and re-adoption by Council in line with specified time frames with minor changes made as recommended and simplified where appropriate.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council endorse the revised Museum and Heritage Centre and Local Studies Collection Council Policy as presented at Appendix 11.

Voting Requirement: Simple Majority

Strategic Relevance

Theme 1: Our Community and Culture
Goal: A safe, healthy and cohesive community, with a rich cultural life, and supportive social environment.
Objective 1.3: A welcoming community, where diverse cultures are valued, and residents have a sense of belonging.

Regional Impact Statement

There will not be any regional impact by endorsing the revised Policy

Background

The Bunbury Museum and Heritage Centre and Local Studies Collection Council Policy is reviewed every two years to reflect any updates and amendments to ensure it is relevant in delivering successful management of objects and local studies collection items to the community.

Council Policy Compliance

The report facilitates a review of existing Council Policy Bunbury Museum and Heritage Centre and Local Studies Collection.

Legislative Compliance

N/A

Officer Comments

The proposed revised Museum and Heritage Centre and Local Studies Collection Council Policy has the following changes proposed as attached in the draft Policy to establish greater clarity and simplification where possible. The items of greater interest or significance have been included via explanation below and minor changes such as re-wording or do not change intent are visible as track changes within the document.

1. **Terminology (general)** – Due to the organisational re-structure and period of time since last reviewed, relevant officer roles have been updated throughout the document.
2. **Policy Statement (Page 1)** – This has been reworded to simplify and be more succinct than the current version.
3. **Policy Details (Page 1)** – Wording updated to be guided by National Museum Standards (intent does not change). Updated deaccession wording to simplify. Given the curator role responsibilities, the curator should be responsible for identifying acquisition items (and not the Manager).
4. **Policy Details (Page 2)** – Some simplifying of wording and also recommended deletion regarding financial delegations as this is already embedded in the Council Purchasing Policy and would be a duplication. Staff are aware of their obligations to only spend within authorised limits by position and by budget allocation available.
5. **Section 1.1 Collection (Page 2)** – This has been deleted as it is already covered by the Policy Statement and Policy Details.
6. **Section 1.2 Mission (Page 2)** – has been re-written to reflect current mission and now sounds more positive and inspiring.
7. **Section 1.3.1 and 1.3.2 History of Museum and Building (Page 2/3)** – This has been in place from when the corporate guideline and Council Policy were combined. The history holds no place in how the Policy is applied and is not in line with the Policy Statement. The history contained within the current Council Policy is available both at the Museum and Heritage Centre and online. While it is acknowledged that the history plays an important role, residents are more likely to access this information from the website or on site from the Museum and Heritage Centre.
8. **Section 1.3.3 The Collections (Page 3/4)** – wording has been updated to be more contemporary and relevant and the deletion has occurred because it is either contained elsewhere in the document or serves no purpose and is superfluous.
9. **Section 2.2.1 Acquisition Criteria (Page 4/5)** – Minor re-wording in line with contemporary practices and no significant change of intent or purpose.
10. **Section 2.2 Acquisition Guidelines (Page 5/6)** – Minor re-word and some content added around acquisition assessment as well as inclusion of relevant Aboriginal cultural material references. The reference to deed of gifts for acquisitions has been removed as is not relevant as this relates to the City purchasing and not donation.
11. **Section 2.3 Acquisition Approval Process and Procedures (Page 6/7)** – The wording has had minor changes to provide more clarity in general and references to budget and purchasing is not relevant as is covered in the existing Council Purchasing Policy.

12. **Section 2.4 Donations and Bequests (Page 7)** – minor wording changes and removal of supporting documentation reference as this is collected as a matter of course under the collection management section. There has been a sentence added regarding donation and permanent display including recalling at will. These are conditions that should be clearly articulated to any donors so that the museum is neither obliged to permanently display an item or have it recalled. This would be better placed as a loan item in lieu of donation.
13. **Section 2.5 DGR Status (Page 7)** – The winding up clause has been updated to reflect expectations of people donating Items. The wording for this clause has been derived from the recently adopted Art Collection Council Policy which also addressed the same issue to ensure that in the event of winding up that a suitable organisation receive any objects.
14. **Section 2.6 De-accessioning and Disposal of Collection Items (Page 7/8)** – The intent of this section remains the same with most wording just reflecting a more simplified approach. The section stating keeping an item for a minimum of 5 years has been recommended for deletion as it may not be safe to keep an item this long and given that we have both criteria for deaccession and a Council decision required to endorse de-accession it would be very rare that this would happen. Also suggested for deletion is the wording around keeping an object/item for 6 months post endorsement for deaccession – this is simply not required as disposal can proceed once decision endorsed by Council.
15. **Section 2.7 Method of Disposal (Page 8/9)** – Once a decision for de-accession has been endorsed by Council the disposal method shall be carried out in line with appropriate Local Government Act legislation and Management Policies. This wording has been updated from the current version and now includes reference to the ICOM's Code of Ethics for Museums.
16. **Section 4.1 Loan Objectives (Page 10)** – The information is not required as does not have a practical application within the Policy. Has been deleted to simplify.
17. **Section 4.3 Parameters (Page 11)** – The text deleted is of an operational nature and is not required as covered under the supervision of staff as per their position descriptions.
18. **Compliance Requirements (Page 11/12)** – These have been updated to reflect current guidelines and legislation.

Analysis of Financial and Budget Implications

All monies spent on the maintenance and acquisition of objects and collection items is done so in line with approved adopted budgets on an annual basis.

Community Consultation

N/A

Elected Member/Officer Consultation

Consultation took place within the Bunbury Museum and Heritage Centre Staff, Curator Bunbury Museum and Heritage Centre and the Manager Community Facilities.

Applicant Consultation

Not applicable – statutory update

Timeline: Council Decision Implementation

Immediate once Council have endorsed the recommendation.

Outcome of Meeting - 30 September 2021

The Executive Recommendation was moved by Cr Giles and seconded by Cr Kozisek and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council endorse the revised Museum and Heritage Centre and Local Studies Collection Council Policy as presented at Appendix 11.

9. Questions from Members

9.1 Response to Previous Questions from Members taken on Notice

Nil

9.2 Questions from Members

Nil

10. Urgent Business

Nil

11. Date of Next Meeting

TBC post October election

12. Close of Meeting

The Presiding Member closed the meeting at 10.52, noting that this was the last meeting of the committee prior to the local government elections, and thanked members for their contributions over the past 2 years.

These Minutes were confirmed as a true and accurate record by the Policy Review and Development Committee at its meeting held on 27 January 2022.

Signed _____

Cr KOZISEK, Chair