



Policy Review and Development Committee

Minutes

29 July 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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PRDC Minutes

29 July 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 Wendy Giles (Deputy for Cr Steck)	City of Bunbury
Cr Amanda Yip	City of Bunbury
Cr Cheryl Kozisek (Presiding Member)	City of Bunbury
Cr Tresslyn Smith	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Mr Gary Barbour	Director Sustainable Communities

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance
Mrs Leanne French	Senior Governance and Risk Officer
Mr Kelvin Storey	Team Leader Strategic Planning and Urban Design
Mr Mark Allies	Team Leader Rangers and Emergency Management
Ms Kristen Anderson	Team Leader Economic Development
Mrs Sarah Upton	Manager Community Services

4.1 Apologies

Cr Steck

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

Nil

6. Confirmation of Minutes

Committee Decision: Moved: Cr Yip Seconded: Cr Smith

The minutes of the Policy Review and Development Committee Meeting held on 27 May 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 Local Planning Policy for Design Review

File Ref:	COB/3401
Applicant/Proponent:	Internal Report
Responsible Officer:	Kelvin Storey, Team Leader Planning and Urban Design
Responsible Manager:	Felicity Anderson, Manager City Growth
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 1.1 – Draft Local Planning Policy Appendix 1.2 – Supporting Framework

Summary

Design Review Panels (DRPs) are groups of independent experts who advise on the design quality of a project or development proposal. Over the last 18 months officers have worked with other local authorities located within the South West region to establish a South West Joint Design Review Panel (SWJDRP).

A Memorandum of Understanding (MOU) and Terms of Reference (TOR) have been prepared by the participating local governments. These and other arrangements related to the initiation of the SWJDRP was reported at the Council Meeting held on 8 June 2021.

To support the process a local planning policy is required to:

- establish a ‘head of power’ to create a relationship between the development assessment and design review process
- outline the types of applications that will trigger design review
- address fees and charges.

Executive Recommendation

That the Policy Review and Development Committee recommends that Council:

1. In accordance with clause 4 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 the draft Local Planning Policy for Design Review for public comment for a period of not less than 21 days.
2. Following public advertising, consider for adoption the draft Local Planning Policy for Design Review, along with any submissions lodged with the City of Bunbury during the public advertising period.

Voting Requirement: Simple Majority Vote

Strategic Relevance

- Theme 3: Our places and spaces
Goal: A natural and built environment that reflects Bunbury’s core values.
Objective 3.1 A city that is easy to get around with attractive streetscapes and pathways
Objective 3.2 An irresistible city centre, with thriving businesses and a vibrant inner-city residential community
Objective 3.3 High-quality urban design, well-planned neighbourhoods with housing choice, and appropriate provision for diverse land uses to meet the community’s needs
Objective 3.6 The public health and amenity of the community is protected

Regional Impact Statement

The local governments of Augusta-Margaret River, Boyup Brook, Bunbury, Busselton, Bridgetown, Capel, Collie, Dardanup, Donnybrook Balingup, Harvey, Nannup collectively recognise the potential benefits of establishing a joint DRP in the South West region to assist in the assessment of development applications, structure plans and local planning policy.

The South West Development Commission indicated that they would provide a \$3,000 grant to assist in establishing the SWJDRP.

Background

Design review is an independent and impartial evaluation process through which a panel of experts on the built environment assesses the design of a proposal. DRPs can be used for development applications, major public works, structure plans, local development plans and design related local planning policies.

DRP panels often contain a wide range of experience that can cover architecture, heritage, urban design, landscape architecture and planning. Their focus is on pre-lodgement advice, so that the DRP can influence the drafting of plans before the applicant is committed through fully worked up drawings.

Of the 29 metropolitan local governments in Perth, 25 have established DRPs. There are no DRPs in regional WA at the present time.

The Office for the Government Architect (OGA), the Department of Planning, Lands and Heritage and the South West Development Commission are supportive of establishing the SWJDRP.

Legislative and Council Policy Compliance

State Planning Policy 7.0 states that planning authorities should establish or provide access to design review processes for complex planning proposals. This is set out in the WAPC’s “Design Review Guide – Guidance for Local Governments to set up and operate a design review process”.

The Planning and Development (Local Planning Schemes) Regulations 2015 enables local government to prepare local planning policies in response to any matter related to the planning and development of the Scheme area.

Officer Comments

Documents have already been drafted to assist in establishing the SWJDRP and these include a Memorandum of Understanding, Terms of Reference, and a City of Bunbury local planning policy. The draft local planning policy seeks to strike a balance in terms of what proposals would trigger a SWJDRP review. Although the threshold can be set at the discretion of the local government, it is generally intended to only capture the larger development applications where a 90-day timeframe applies that will allow sufficient time for design review to occur.

The local planning policy as drafted allows for three design reviews at no cost to the proponent, provided one of the reviews occurs before the lodgement of a development application. This arrangement is intended to incentivise early engagement with the panel, which increases opportunities for SWJDRP feedback to be incorporated into a design at a lower cost to the proponent.

The draft Local Planning Policy for Design Review is **attached** at Appendix 1.

Analysis of Financial and Budget Implications

The estimated budget for operating the SWJDRP would be \$33,070 annually based on 12 meetings per year. Under the terms of the MOU the meeting costs would be divided equally between those local authorities with matters to be considered at a particular meeting. If three authorities had items every meeting, the total cost to the City would be around \$11,000 (one-third of \$33,070).

The initial assumptions to inform the budget are based on half of the meetings having agendas shared (with other local authorities) and half without. This results in a cost of \$16,535, which can be reviewed once the panel is operational and there is a better understanding of the frequency of the City's and Shires presenting items and sharing agendas.

Based on the above, a budget allocation of \$16,600 for the 21/22 financial year was requested through the budgeting process. Further explanation regarding how this figure was arrived at and the overarching framework generally is **attached** at Appendix 2.

Community Consultation

After being considered by the Policy Review and Development Committee the draft Local Planning Policy for Design Review will be reported to the next available meeting of Council, and then advertised for public comment for 21 days as per Part 2, Division 1, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015. Information will be made available during the advertising period further how the SWJDRP is intended to operate and the types of matters which will be considered.

Councillor/Officer Consultation

A series of internal planning workshops were held with officers to scope out and discuss the SWJDRP. City Officers led the 'Design Review Panel Establishment Working Group' with representatives attending from all South West local government authorities.

The arrangements for initiating the SWJDRP was presented at the Council Meeting held on 8 June 2021.

Timeline: Council Decision Implementation

Advertising of the draft Local Planning Policy for Design Review for public comment for a period of not less than 21 days will commence following Council's determination.

Outcome of Meeting – 29 July 2021

General discussion took place in relation to this item.

The executive recommendation was moved by Cr Yip and seconded by Cr Smith and was carried unanimously as follows:

That the Policy Review and Development Committee recommends that Council:

- 1. In accordance with clause 4 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 the draft Local Planning Policy for Design Review for public comment for a period of not less than 21 days.***
- 2. Following public advertising, consider for adoption the draft Local Planning Policy for Design Review, along with any submissions lodged with the City of Bunbury during the public advertising period.***

8.2 Proposed New Council Policy – Business Incentive Policy

File Ref:	COB/2297x COB/306
Applicant/Proponent:	Internal Report
Responsible Officer:	Cassidy McGuire, Economic Development Officer
Responsible Manager:	Felicity Anderson, Manager City Growth
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 2.1 – Draft Council Policy Business Incentive Appendix 2.2 – Possible Incentive options Appendix 2.3 – Management Policy Business Incentive Appendix 2.4 – Stakeholder Consultation Summary Appendix 2.5 – Summary of Research Undertaken

Summary

The purpose of this report is for the Policy Review and Development Committee to adopt a new policy for business incentives.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note and endorse the Business Incentive Policy as attached at Appendix 2.1.

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 2.1	Bunbury builds on its competitive advantages, supports innovation and celebrates business success.
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.

Regional Impact Statement

This Policy is aimed at supporting the development of businesses in Bunbury, which in turn, contributes to the growth of the Bunbury Geographe region.

Background

The creation of a Business Incentive Policy is an identified activity within the Business Support focus area of the City of Bunbury Economic Development Action Plan 2020-2023:

'We will develop a Business Incentive Policy that encourages and entices investment and development in our city and that increases business and employment opportunities through a consistent and transparent approach.'

In Bunbury, small business, which are businesses who employ 0-19 people, make up 95.9% of the 2,966 businesses registered in Bunbury. The small business sector, who will receive most benefit from this policy employs more people than mining, agriculture, retail and government services combined.

The actions included within the Business Support focus area recognise the importance of building relationships with our business community and ensuring the City is providing opportunities for new and existing business as a stimulus for further growth and development within Bunbury.

Furthermore, the intent of providing these incentives to the business community is to:

- Support the retention and growth of businesses in Bunbury
- Support the establishment of new businesses in Bunbury
- Support the diversification of business offerings in Bunbury
- Build capacity within businesses
- Expand and grow businesses' physical footprints, workforce, reach and markets.
- Build stronger relationships with businesses that form part of the City's economy and community
- Create a city that has a reputation for being business friendly

In developing the Policy, an extensive list of possible incentive options were considered, provided at Appendix 2.2.

The list of incentives was derived from a combination of sources, including contact with over 130 local governments across Australia through email, phone call, recommendation from other local governments and website research. Officers also discovered through this research, that a number of local governments did not have investment and/or business incentive policies.

Initiatives the City is currently conducting, but not formally promoting or recognising as incentives, were also included as options for consideration.

The incentives were evaluated against a matrix. The matrix assessed each incentive against a set of criteria, including whether the incentive was a financial or soft incentive (a non-financial incentive), the impact of the incentive in encouraging business development and growth and impact timeframes of the incentive to the target audience.

In further determining the suitability of incentives to offer within the Business Incentive Policy, Officers conducted internal and external stakeholder engagement processes, which focussed on gathering feedback on incentives that the City could offer.

Officer research and stakeholder feedback showed that the provision of financial incentives to business, although nice to have, did not necessarily decide where a business was going to invest or conduct their business operations.

Growing a reputation for being easy to do business with and having access to quality information and timely approvals, were ultimately much more valuable to businesses and would encourage the business community to further invest into Bunbury.

Further consistent themes that emerged from the Officer research included:

- Local governments are starting to distinguish between locational incentives (to steer or attract investment into favoured sectors or regions i.e., encouraging investors into region) and behavioural incentives (to influence the character, nature and quality of such investments i.e., enticing investors in certain business activities).
- The need to keep the policy simple. Companies need to understand how easy it is to comply with the eligibility criteria to qualify for the incentives.
- The importance of being business and development friendly.

The list of incentives the City is able to provide is included with the associated Management Policy, attached at Appendix 2.3.

The Business Incentive Policy has been developed, taking the above information and feedback into consideration and is now presented to the Policy Review Development Committee for consideration and further presentation to Council.

Council Policy Compliance

This report facilitates the adoption of a new Council Policy.

Legislative Compliance

Local Government Act 1995

Officer Comments

When developing the Business Incentive Policy, Officers were encouraged to think innovatively and collaboratively and to reflect the feedback received from other local governments and the results of stakeholder consultation.

The incentives included within this Policy have been thoroughly assessed. The incentives included within the Policy are meaningful and considered useful for the business community to utilise.

If endorsed, this Policy is intended to be made available to all existing businesses, as well as people looking to start new business in an effort to assist our existing business community and help grow new business ventures in Bunbury.

Developing a Business Incentive Policy is just one of the methods the City can utilise to help make doing business in Bunbury a more pleasurable experience, create meaningful relationships with the business community, build capacity within Bunbury businesses and grow Bunbury's reputation as a business friendly city.

Analysis of Financial and Budget Implications

Included within this Policy are a number of incentives that the City can deliver within its existing operations, however there are also a number of incentives provided that operate at a cost to the City. These are specified below:

- Provision of Bunbury Grant Finder, \$4,500 exclusive of GST per annum
- Provision of economic and community data, \$19,250 exclusive of GST per annum
- Business networking events, \$6,000 exclusive of GST per annum
- Small business assistance grant [subject to funding approval and dependent on environmental and economic impacts such as COVID-19]. The City's COVID-19 Business Support Grants delivered at a total cost of \$119,680.50
- Inclusion in marketing and promotional campaigns

The cost of operating these programs is delivered through PR-4249 Implement Economic Development Strategy.

Small businesses, the main target audience of this policy, make up 95.9% of businesses in Bunbury which provides jobs for 22,432 people. Of the \$50.1B in economic activity generated by small business in Western Australia, this means that on average, Bunbury businesses are contributing approximately \$223,214 per business.

Incentives, such as the ones included within the Business Incentive Policy, are invaluable to our community and have flow on effects for the economy such as growing new job opportunities and increasing Bunbury's population base.

Community Consultation

The Business Incentive Policy has been informed and prepared using the results of a number of consultation processes that have been undertaken.

Wherever possible, consultation was conducted in person by officers to ensure the consultation process was as collaborative as possible.

Consultation methods included:

- Survey to Bunbury business community
- Round table discussions
- One on one interviews
- Consultation with local governments across Australia

There were some common themes in the feedback received, these included:

- Appreciation for the opportunity to provide feedback
- The importance of being business and development friendly. Businesses want their local government to be easy to deal with
- Faster, simplified processes and clearer guidelines
- Improve on the 'can do' culture within the local government
- Flexibility in processes and decisions making is valued
- There is a perception within the community that it is hard to work with the City to achieve positive development outcomes
- The need to keep the policy simple. Businesses need to easily interpret eligibility criteria to qualify for incentives.

A stakeholder consultation summary is attached at Appendix 2.4 and includes the results of the survey, round table discussions and one to one business interviews.

A summary of research undertaken of other local governments is attached at Appendix 2.5.

Officers used the feedback received from other local governments and the results of stakeholder consultation to develop this Policy.

Councillor/Officer Consultation

Officers collaborated internally with all relevant departments and the Executive Leadership Team on the Business Incentive Policy.

Additionally, the City's Elected Members have been briefed on the development of the policy and invited to provide feedback and encourage business contacts to contact Officers to participate in the external stakeholder engagement process, which is now presented to the Committee for consideration.

Applicant Consultation

Not applicable to this report.

Timeline: Council Decision Implementation

Following Council endorsement, the new policy will become effective immediately. Officers will then package and promote available incentives as well as contact all external stakeholders that provided feedback on the policy development.

Outcome of Meeting – 29 July 2021

General discussion took place in relation to this item. During discussion it was suggested that the policy wording be slightly amended to include the city's commitment to continuous improvement in the context of economic growth, which was generally agreed to. With this amendment, the recommendation was moved by Mayor Brennan and seconded by Cr Yip and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council note and endorse the Business Incentive Policy as attached at Appendix 2.1 (as amended).

8.3 Review of Council Policy: Street Addressing

File No.	COB/306
Internal	Internal
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Dave Chandler, 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 3: Council Policy: Street Addressing

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Street Addressing. The policy was last reviewed in March 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 – Street Addressing, 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 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

The Street Addressing Policy was developed to establish a clearly documented policy position rather than an otherwise unidentified process which residents can relate to when seeking advice or opposing proposed re-allocation of street numbers. The Policy defines the standards and procedures for the assignment and amendment of street numbering within the City of Bunbury.

This policy was last reviewed by Council in March 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 existing Council Policy Street Addressing.

Legislative Compliance

N/A

Officer Comments

Officers have undertaken a review of the Council Policy Street Addressing as presented at Appendix 3 and suggest that the content of the current policy is appropriate.

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 – 29 July 2021

General discussion took place in relation to this item.

The executive recommendation was moved by Cr Giles 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 – Street Addressing, with no changes recommended.

8.4 Review of Council Policy: Council Delegates Reports

File No.	COB/306
Internal	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Dave Chandler, 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 4: Council Policy: Council Delegates Reports

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Council Delegates Reports. The policy was last reviewed in March 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 – Council Delegates Reports, 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 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

Not applicable.

Background

This policy was last reviewed by Council in March 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 existing Council Policy Council Delegates Reports.

Legislative Compliance

Not applicable.

Officer Comments

The Council Delegate Reports policy simply stipulates circumstances where Council delegates to external committees/organisations are to provide reports back to Council on the deliberations of the external committee/organisation. This ensures that Council is kept abreast of any issues that may have the potential to affect the City in future.

Officers have reviewed the existing policy (Appendix 4) and do not consider that any changes are required.

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 – 29 July 2021

General discussion took place in relation to this item.

The executive recommendation was moved by Cr Yip and seconded by Cr Smith and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy – Council Delegates Reports, with no changes recommended.

8.5 Review of Council Policy: Elected Member Entitlements

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Dave Chandler, Director Strategy and Organisational Performance
Responsible Manager:	Dave Chandler, Director Strategy and Organisational Performance
Executive:	Dave Chandler, 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 5: Revised Council Policy Elected Member Entitlements

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Elected Member Entitlements. Specifically, the changes proposed by Officers relate to the provision of and access to ICT hardware and systems. An updated policy is provided at Appendix 5.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Elected Member entitlements as presented.

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

Regional Impact Statement

Not applicable.

Background

Under the terms of the current Council Policy Elected Member Entitlements, Elected Members receive the maximum annual ICT allowance as determined by the Salaries and Allowances Tribunal (SAT), currently \$3,500. It is the then the responsibility of each Elected Member to source an appropriate device (tablet, laptop or similar) that will enable access to the relevant City systems and documentation to facilitate the discharge of the duties of an Elected Member.

Council Policy Compliance

This report facilitates the review of existing Council Policy Elected Member Entitlements.

Legislative Compliance

The Local Government Act provides parameters for Elected Member sitting fees and allowances. Further, the SAT determines the levels of sitting fees and allowances payable, with paragraph 17 of the most recent determination into Local Government CEOs and Elected Members relevant in this context:

It is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to elected members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected members are provided these fees and allowances to recognise the commitment of their time and to ensure they are not out of pocket for expenses properly incurred in the fulfilment of their duties. The Tribunal's original 2013 determination stated that "fees and allowances provided to elected members are not intended to be full time salaries for members". The Tribunal continues to recognise the degree of voluntary community service in the role of elected members.

Officer Comments

Officers propose an amendment to those aspects of the Elected Member Entitlements policy that govern the application of the ICT allowance, and specifically that part of the allowance be utilised by the City to provide Elected Members with suitable technology, hardware and support in lieu of the full cash payment. Notionally, the amount utilised for this purpose annually will be approximately 50% of the maximum amount payable, with the balance payable as a cash lump sum to Elected Members.

The primary reason for the proposed change is to achieve commonality across hardware, the result of which will be adequate security of Council information, compatibility with City of Bunbury systems, and recordkeeping that abides by the requirements of the State Records Act.

Historically there have been several examples of Elected Members having difficulty accessing systems and platforms utilised by the City for information dissemination and e-meetings. With the current arrangements requiring Elected Members to supply their own hardware, there is inconsistency in devices utilised for this purpose, which makes management and troubleshooting difficult for ICT staff. Further to the reasons already mentioned, commonality would also ensure that staff have the ability to assist Elected Members with any ICT issues they may be having, with appropriate training also able to be provided.

Analysis of Financial and Budget Implications

Nil, as the proposed changes to the policy still entail budgeting for the maximum ICT allowance available to Elected Members.

Community Consultation

Not applicable.

Councillor/Officer Consultation

This matter is presented to the Policy Review and Development Committee for consideration, and the matter has previously also been raised for discussion at a Strategic Briefing session.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination. Should Council adopt the Executive recommendation, it is expected that hardware will be distributed to Elected Members within a four-week period.

Outcome of Meeting – 29 July 2021

Extensive discussion took place in relation to this item.

Pursuant to standing order 11.1(b), the Mayor moved and Cr Kozisek seconded that ***this matter be deferred until after the 2021 City of Bunbury election.***

The Presiding Member put the motion to the vote and it was carried 4 votes "for" to 1 vote "against". Cr Yip voted against the motion.

8.6 Review of Council Policy: Execution of Documents

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Leanne French, Senior Governance and Risk Officer
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Dave Chandler, 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 Execution of Documents

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Executive of Council Documents.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Execution of Documents as presented.

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

Regional Impact Statement

Not applicable.

Background

The Execution of Documents Council Policy was adopted on 26 June 2018, refer Council Decision 184/18. For a document to be signed on behalf of Council, the common seal has to be affixed unless a person has been otherwise authorised by Council to do so. This is prescribed by section 9.49A of the *Local Government Act 1995*.

Existing Council Policy Execution of Documents governs the overarching authorisations to various City officers so that Council approval is not required every time a document needs to be signed. This power is different from a delegation, which enables any officer to exercise an express power or duty. These authorisations merely set out the City officer who can sign the class of documents identified as part of fulfilling their duties.

Council Policy Compliance

This report facilitates the review of existing Council Policy Execution of Documents.

Legislative Compliance

Section 9.49A (4) of the *Local Government Act 1995* states that a local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Officer Comments

The administrative burden of coordinating the affixing of the common seal is significant and inflexible, particularly when there is urgency to the execution of a document. Officers consider the reliance on the seal to execute documents as too great, and unnecessary in the modern organisational context. This Policy has enabled Council to move away from relying on the seal except for situations prescribed by law or where there is customary or political significance in doing so.

Documents are identified in the current system as Category 1A, 1B, 2 or 3 documents, depending on their significance. A recent review with City officers identified the need make minor amendments to Category 2 documents, as presented in Appendix 6

The position of Director of Infrastructure has been added as an authority to execute documents requirement in the management of land as landowner. This addition will assist in the streamlining of processes within the Infrastructure Directorate.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

Consultation has been undertaken with City Officers from the Infrastructure Directorate. 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 – 29 July 2021

General discussion took place in relation to this item.

The executive recommendation was moved by Mayor Brennan and seconded by Cr Yip and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Execution of Documents as presented.

8.7 Review of Council Policy: Tree Management

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Aileen Clemens, Manager Infrastructure Maintenance Services
Responsible Manager:	Aileen Clemens, Manager Infrastructure Maintenance Services
Executive:	Gavin Harris, Director Infrastructure
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 Tree Management

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Tree Management.

Executive Recommendation

That the Policy Review and Development Committee note that Council Policy Tree Management will be reviewed following the consideration and subsequent adoption by Council of the Greening Strategy and Public Open Space Strategy.

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

Regional Impact Statement

Not applicable.

Background

At the last meeting of the PRDC held in May, Cr Smith requested that any policies relating to the management of trees be presented to a subsequent meeting of the PRDC. This report fulfils this request.

Existing Council Policy Tree Management (see Appendix 7) governs the management of trees on Council-controlled land. The City's Private Property local law provides parameters around when City staff can intervene regarding trees on private property (i.e. dangerous trees). The local law is currently being reviewed by Officer's and is expected to be presented to this committee at its September meeting.

Council Policy Compliance

This report facilitates the review of existing Council Policy Tree Management.

Legislative Compliance

N/A

Officer Comments

It is expected that within the next two months Council will be presented with the Greening Strategy and Public Open Space Strategy for consideration and adoption. These documents will impact a number of existing policy documents (both Council and management policies) including the Tree Management policy.

Accordingly, Officers do not consider that any changes are required until such time as the two strategies above have been considered by Council.

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 – 29 July 2021

General discussion took place in relation to this item.

The executive recommendation was moved by Cr Smith and seconded by Cr Giles and was carried unanimously as follows:

That the Policy Review and Development Committee note that Council Policy Tree Management will be reviewed following the consideration and subsequent adoption by Council of the Greening Strategy and Public Open Space Strategy.

8.8 Review of Council Policy: Bushfire Inspection and Mitigation

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Mark Allies, Team Leader Rangers and Emergency Management
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 8: Council Policy Bushfire Inspection and Mitigation

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Bushfire Inspection and Mitigation.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Bushfire Inspection and Mitigation as presented.

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

Regional Impact Statement

Not applicable.

Background

The Council Policy Bushfire Inspection and Mitigation was adopted on 2 September 2014, refer Council Decision 334/14. It was last reviewed on 19 March 2019 and is now due for its biennial review.

The Policy provides how the City of Bunbury will assess the risk of bush fire to properties, apply treatments, and collaborate with the Department of Fire and Emergency Services to engage and educated the community.

Council Policy Compliance

This report facilitates the review of existing Council Policy Bushfire Inspection and Mitigation.

Legislative Compliance

Pursuant to section 33 of the *Bush Fires Act 1954* local governments can develop local laws, being customised strategies to reduce the risk and impact from bush fire.

Officer Comments

Officers have undertaken a comprehensive review of the Council Policy Bushfire Inspection and Mitigation and proposed significant changes as presented in Appendix 8.

The review has enabled officers to consider best practice processes based on Australian Standards and which are supported by current data. The Policy has been revised to ensure the City's practices and procedures in engaging with the community, assessing risks and applying treatments are consistent and lawful with the intent to reduce risk from individual properties, leading to a reduction of risk of bush fire to the whole community and surrounding local governments.

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 – 29 July 2021

General discussion took place in relation to this item.

The executive recommendation was moved by Cr Giles and seconded by Cr Yip and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Bushfire Inspection and Mitigation as presented.

8.9 Review of Council Policy: Closed Circuit Television System

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Mark Allies, Team Leader Rangers and Emergency Management
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: Closed Circuit Television System CCTV

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Closed Circuit Television System (CCTV).

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Closed Circuit Television System as presented.

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

Regional Impact Statement

Not applicable.

Background

This policy was last reviewed by Council on 28 May 2019 and is presented to Council by the PRDC for discussion and review as part of Council's policy review schedule. The purpose of the Policy is to guide and direct the Council regarding its Closed Circuit Television System.

Council Policy Compliance

This report facilitates the review of existing Council Policy Closed Circuit Television System.

Legislative Compliance

The following legislation applies to this Policy:

- *WA Criminal Code Act Compilation Act 1913*
- *Criminal Procedures Act 2004*
- *Freedom of Information Act 1992*
- *State Records Act 2000 and General Disposal Authority 2015*
- *Surveillance Devices Act 1998*

Officer Comments

Officers have undertaken a comprehensive review of the Council Policy Closed Circuit Television System and proposed changes as presented in Appendix 9.

The amendments proposed will ensure that the City continues to comply with statutory requirements in regard to the control of, access to, and management of data pertaining to the City's Closed Circuit Television System.

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 – 29 July 2021

General discussion took place in relation to this item.

The executive recommendation was moved by Cr Yip and seconded by Cr Giles and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Closed Circuit Television System as presented.

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

10.30am, Thursday 30 September 2021

12. Close of Meeting

The Presiding Member closed the meeting at 11.28am.

These Minutes were confirmed as a true and accurate record by the Policy Review and Development Committee at its meeting held on 30 September 2021.

Signed _____

Cr Cheryl Kozisek, Chair

