



Policy Review and Development Committee

Minutes

27 May 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

27 May 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

Cr Kozisek welcomed Cr Yip to her first meeting of the Policy Review and Development Committee.

4. Attendances

Committee Members:

Member Name	Representing
Mayor Gary Brennan	City of Bunbury
Cr Michelle 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 Mal Osborne	Chief Executive Officer
Mr Dave Chandler	Director Strategy and Organisational Performance

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance
Mrs Leanne French	Senior Governance and Risk Officer
Mrs Sarah Upton	Manager Community Services

4.1 Apologies

Nil

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 before 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.

Nil

6. Confirmation of Minutes

Committee Decision: Moved: Cr Steck Seconded: Cr Kozisek

The minutes of the Policy Review and Development Committee Meeting held on 8 April 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 Statutory Annual Review of Delegations – 2020/21

File Ref:	COB/3757
Applicant/Proponent:	Internal
Responsible Officer:	Leanne French Senior Governance and Risk Officer
Responsible Manager:	Greg Golinski Manager Governance
Executive:	Dave Chandler Director Strategic and Organisational Performance
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: City of Bunbury Delegation Register APPENDIX 2: Draft Instrument of Delegation 1.1.3 Disposing of Confiscated or Uncollected Goods APPENDIX 3: Draft Instrument of Delegation 1.1.21 Receiving and Withdrawal of Complaints Alleging a Breach of Council Code of Conduct APPENDIX 4: Draft Instrument of Delegation 6.1.1 Prohibition Orders APPENDIX 5: Draft Instrument of Delegation 6.1.2 Food Business Registrations APPENDIX 6: Draft Instrument of Delegation 6.1.3 Appoint Authorised Officers and Designated Officers APPENDIX 7 Draft Instrument of Delegation 8.1.1 Discharge of Powers – Section 26 of the Health (Miscellaneous Provisions) Act 1911

Summary

The purpose of this report is for the Committee to receive the annual review of delegations made under the *Local Government Act 1995*, *Building Act 2011*, *Bush Fires Act 1954*, *Cat Act 2011*, *Dog Act 1976*, *Food Act 2008*, *Graffiti Vandalism Act 2016*, *Health (Miscellaneous Provisions) Act 1911*, *Planning and Development Act 2005*, *Public Health Act 2016*, *Health (Asbestos) Regulations 1992* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council:

1. Receives this report as the review of the delegations for the 2020/21 financial year pursuant to section 5.46(2) of the *Local Government Act 1995*, section 47(2) of the *Cat Act 2011*, section 10AB (2) of the *Dog Act 1976*.
2. Removes the function within delegation 1.1.3 Disposing of Confiscated or Uncollected Goods of section 3.40A(4) *Local government Act 1995* of Declare that an impounded vehicle is an abandoned vehicle wreck and adds the function of section 3.46 Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government.
3. Includes an additional function within Delegation 1.1.21 Receiving and withdrawal of complaints alleging a breach of Council Code of Conduct to provide the Chief Executive Officer with the authority to approve the complaint form and any future amendments to the

form pursuant to clause 11(2)(a) of the *Local Government (Model Code of Conduct) Regulations 2021* as presented at Appendix 3.

4. Separates the current functions of power within delegation 6.1.1 Discharge of Powers (Foods Act 2008) into three (3) individual Delegations, being 6.1.1 Prohibition Orders; 6.1.2 Food Business Registrations; and 6.1.3 Appoint Authorised Officers and Designated Officers as presented at Appendices 4, 5 and 6.
5. Amends the appointment of its Deputy from Manager Community Services to Team Leader Environmental Health, pursuant to section 26 of the *Health (Miscellaneous Provisions) Act 1911* as presented at Appendix 7.

Voting Requirements: Absolute Majority

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

Regional Impact Statement

Not applicable to this report.

Background

The *Local Government Act 1995*, *Cat Act 2012* and the *Dog Act 1976*, require delegations to be reviewed by the Delegator at least once each financial year. This standard is applied to all delegations regardless of the Head of Power. Council last reviewed its delegations in its entirety on 23 June 2020. Therefore, this review is being conducted to ensure Council is compliant with the requirements of the applicable legislation. A copy of the Register, including any amendments made by Council since the last annual review is attached at Appendix 1. This Register includes all delegated authority where the delegator is Council.

Council Policy Compliance

The City's Management Policy Legislative Compliance applies.

Legislative Compliance

The following sections of legislation apply when delegating powers or duties to the Chief Executive Officer:

- section 5.42(1) of the *Local Government Act 1995*;
- section 45 of the *Cat Act 2011*;
- section 10AA of the *Dog Act 1976*;
- section 16 of the *Graffiti Vandalism Act 2016*;
- section 127 (1) and (3) of the *Building Act 2011*;
- section 48 and 59(3) of the *Bush Fires Act 1954*;
- section 118 of the *Food Act 2008*;

- section 26 of the *Health (Miscellaneous Provisions) Act 1911*;
- schedule 2, Clause 82 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- section 21 of the *Public Health Act 2016*; and
- regulation 15D(7) of the *Health (Asbestos Regulations 1992)*

Officer Comments

As part of the review the City’s operational requirements, the volume of decisions under each statutory power or duty and the conditions and limitations integrated to mitigate risks and sensitivities of the decisions have been considered.

The Executive Leadership Team have been involved in consultation regarding individual delegations.

Amendments to six delegations have been recommended. Draft versions of the proposed instrument of delegations are attached at Appendices 2 to 7, and include the following proposed changes:

Ref.	Current Function	Head of Power	Proposed amendment	Comment	Page in Register
1.1.3	Disposing of confiscated or uncollected goods	<i>Local Government Act 1995</i>	Remove the function of section 3.40A(4) to declare that an impounded vehicle is abandoned and replace with section 3.46 to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government.	The function of s3.40A(4) is already included in Delegation 1.1.2 and therefore does not need repeating in Delegation 1.1.3. The function of s3.46 was erroneously missed and should be included within Delegation 1.1.3	12
1.1.21	Receiving and withdrawal of complaints alleging a breach of Council Code of Conduct	<i>Local Government Act 1995</i>	Addition of function (2) to authorise the CEO to approve the complaint form and any future amendments.	Council approved the initial complaints form at its meeting held 23 February 2021. This addition to the delegation would provide authority to the CEO to approve the complaint form and any future amendments to the form.	50

Ref.	Current Function	Head of Power	Proposed amendment	Comment	Page in Register
6.1.1	Discharge of Powers (Food Act 2008)	<i>Food Act 2008</i>	Separate the current functions of power within delegation 6.1.1 Discharge of Powers (Foods Act 2008) into three (3) individual Delegations, being 6.1.1 Prohibition Orders, 6.1.2 Food Business Registrations and 6.1.3 Appoint Authorised Officers and Designated Officers as presented	This amendment does not propose to change the function of the Express Power or Duty delegated. It simply separates the current delegation into three, thereby simplifying the functions of each delegation and to whom the power or duty is delegated to.	92
NEW 6.1.1	Prohibition Orders	<i>Food Act 2008</i>	Amend the delegate from Manager Community Services to Manager Community Services and Team Leader Environmental Health	This delegation may be made to a Delegate or Delegates most suitable for fulfilling the power or duty (s.118(2)(b)). The regulations for do not provide for sub-delegation. The most suitable delegates are considered to be both Manager Community Services and Team Leader Environmental Health.	NEW Appendix 4
NEW 6.1.2	Food Business Registrations	<i>Food Act 2008</i>	Amend the delegate from Manager Community Services to Manager Community Services and Team Leader Environmental Health	This delegation may be made to a Delegate or Delegates most suitable for fulfilling the power or duty (s.118(2)(b)). The regulations for do not provide for sub-delegation. The most suitable delegates are considered to be both Manager Community Services and Team Leader Environmental Health.	NEW Appendix 5
NEW 6.1.3	Appoint Authorised Officers and	<i>Food Act 2008</i>	No changes	No change – merely separation of old 6.1.1	NEW Appendix 6

Ref.	Current Function	Head of Power	Proposed amendment	Comment	Page in Register
	Designated Officers				
8.1.1	Discharge of Powers – Section 26 of the Health (Miscellaneous Provisions) Act 1911	<i>Health (Miscellaneous Provisions) Act 1911</i>	Appoint the Team Leader Environmental Health as the City's Deputy	<p>Every local government is authorised and directed to carry out the provisions of the Health (Miscellaneous Provisions) Act 1911 and the regulations, local laws and orders made.</p> <p>The local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all of any of the powers and functions of the local government.</p> <p>The City previously appointed the position Manager Community Services as its Deputy. It is recommended that the position of Team Leader Environmental Health be appointed as Deputy to ensure operational requirements remain efficient and effective.</p>	100

Delegation 1.1.16 Defer, Grant Discounts, Waive or Write Off Debts was amended by Council at its meeting held 31 March 2020 (CD 067/20) in response to the COVID-19 pandemic. The delegation was subsequently reviewed on 21 July and 8 December 2020. The CEO has once again reviewed the delegation. Due to the ongoing uncertainty surrounding the pandemic, it is proposed for the Delegation to remain as is for another 12 months. The delegation will be reviewed again in conjunction with the annual review of delegations.

City Officers are currently undertaking an in-depth review of the Purchasing Council Policy in conjunction with Delegations 1.1.11 Tenders for Goods and Services and 1.1.12 Panels of Pre-qualified Suppliers for Goods and Services. Elected Members will be consulted on the review at a future strategic briefing session, prior to the items being considered by Council.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

The CEO and Executives have been consulted in the review of the City's delegations.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any amendments to delegations apply immediately following Council resolving as such.

Outcome of Meeting – 27 May 2021

The Executive Recommendation was moved by Mayor Brennan and seconded by Cr Steck.

The Presiding Member put the motion to the vote and it was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council:

- 1. *Receives this report as the review of the delegations for the 2020/21 financial year pursuant to section 5.46(2) of the Local Government Act 1995, section 47(2) of the Cat Act 2011, section 10AB (2) of the Dog Act 1976.***
- 2. *Removes the function within delegation 1.1.3 Disposing of Confiscated or Uncollected Goods of section 3.40A(4) Local government Act 1995 of Declare that an impounded vehicle is an abandoned vehicle wreck and adds the function of section 3.46 Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government.***
- 3. *Includes an additional function within Delegation 1.1.21 Receiving and withdrawal of complaints alleging a breach of Council Code of Conduct to provide the Chief Executive Officer with the authority to approve the complaint form and any future amendments to the form pursuant to clause 11(2)(a) of the Local Government (Model Code of Conduct) Regulations 2021 as presented at Appendix 3.***
- 4. *Separates the current functions of power within delegation 6.1.1 Discharge of Powers (Foods Act 2008) into three (3) individual Delegations, being 6.1.1 Prohibition Orders; 6.1.2 Food Business Registrations; and 6.1.3 Appoint Authorised Officers and Designated Officers as presented at Appendices 4, 5 and 6.***
- 5. *Amends the appointment of its Deputy from Manager Community Services to Team Leader Environmental Health, pursuant to section 26 of the Health (Miscellaneous Provisions) Act 1911 as presented at Appendix 7.***

8.2 Review of Council Policy: Commercial Leases

File No.	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Kristen Mildwaters, Lands Officer
Responsible Manager:	Felicity Anderson, Manager Economic Development and Lands
Executive:	Gary Barbour, Director Planning and Development Services
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 Commercial Leases

Summary

This report facilitates the review of the Commercial Leases Council Policy.

Executive Recommendation

That the Committee recommend that Council note the review of existing Council Policy Commercial Leases, with no changes recommended.

Voting Requirement: Simple Majority

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

This Policy impacts properties within the City of Bunbury only.

Background

The Commercial Leases Council Policy was last reviewed by Council in March 2019, and is now due for its biennial review.

The Policy (see Appendix 8) outlines the procedures for providing leases/licences to commercial entities to undertake commercial activities during negotiations for the granting of a new lease/licence or when Expressions of Interest (EOI) are sought for commercial tenants on vacant premises.

Council Policy Compliance

This report facilitates the review of an existing Council policy.

Legislative Compliance

N/A

Officer Comments

Officers have reviewed the existing policy and don't recommend any changes at this time.

Analysis of Financial and Budget Implications

Nil as no changes to the Policy are proposed.

Community Consultation

Not applicable in regard to this Policy

Councillor/Officer Consultation

This report is presented to the Policy Committee for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

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

Outcome of Meeting – 27 May 2021

The Executive Recommendation was moved by Cr Steck and seconded by Cr Yip.

The Presiding Member put the motion to the vote and it was carried unanimously as follows:

That the Committee recommend that Council note the review of existing Council Policy Commercial Leases, with no changes recommended.

8.3 Review of Council Policy: Activation of Public Open Space

File No.	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Sarah Upton, Manager Community Services
Responsible Manager:	Sarah Upton, Manager Community Services
Executive:	Gary Barbour, Director Planning and Development Services
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: Revised Council Policy Activation of Public Open Space

Summary

This report facilitates a review of Council Policy Activation of Public Open Space (the Policy).

Executive Recommendation

That the Committee recommend that Council adopt the revised Council Policy Activation of Public Open Space as presented at Appendix 9.

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.

Regional Impact Statement

This Policy impacts properties within the City of Bunbury only.

Background

The Policy was first adopted by Council in July 2016, with a purpose of effectively managing activities in Public Open Space in a manner that encourages and provides opportunities for businesses and groups to activate areas in the City of Bunbury.

The City receives numerous applications from various businesses looking to operate in Bunbury throughout the course of the year. Prior to the existence of the Policy, applications were made via several City Departments in a number of ways, such as a lease, street trading licence or permit, and with each application utilising a different method and level of approval required. The adoption of the policy and associated processes streamlined these processes, with the intent of bringing social, cultural and economic value to the City, while encouraging local business growth and identifying the areas around Bunbury that can be enhanced to the benefit of the community.

Council Policy Compliance

This report facilitates the review of an existing Council policy.

Legislative Compliance

Section 3.58 of the *Local Government Act 1995* deals with disposal of property in relation to the leasing of land. Street Trading Licenses and Permits are not governed by legislation.

Officer Comments

The City has identified a need to effectively manage the City's public open space in a way that encourages character and vibrancy to the many recreational, tourist and prominent waterfront areas throughout Bunbury, whilst streamlining the process for applicants and staff alike.

The Policy acts to funnel activity to designated areas in order to enhance and activate the Public Open Space. It assists local businesses in utilising the Public Open Space, whilst creating a competitive, yet cohesive place to trade and do business.

Officers have reviewed the existing Policy and recommend some minor changes as presented at Appendix 9. The main change relates to the removal of Luciana Park as a Designated Trading Area due to the Youth Precinct development.

Analysis of Financial and Budget Implications

Fees and charges are applied to the lessees, street trading licence and permit holders in accordance with the City's Fees and Charges and Annual Budget.

Community Consultation

Extensive consultation took place as part of the original adoption of the policy in 2016, however none was considered necessary for this review as the proposed changes are considered minor.

Councillor/Officer Consultation

This report is presented to the Policy Committee for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

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

Outcome of Meeting – 27 May 2021

General discussion took place in relation to this item, and in particular the non-exclusion of Lucianna Park as a result of the Youth Precinct development.

It was agreed that any reference to Lucianna Park within the policy should be retained, to enable the area to continue to be utilised as a Designated Trading Area under the terms of the policy. The following motion was moved by Cr Smith and seconded by Cr Yip, and was carried unanimously:

That the Committee recommend that Council adopt the revised Council Policy Activation of Public Open Space as presented at Appendix 9, but amended to reflect the inclusion of Lucianna Park as a Designated Trading Area.

8.4 Review of Council Policy: Access and Inclusion

File No.	COB/306
Internal	Internal
Responsible Officer:	Steve de Meillon, Team Leader Community Partnerships
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 10: Revised Council Policy: Access and Inclusion

Summary

The purpose of this report is to facilitate the review of existing Council Policy, Access and Inclusion. Officers from the Community Partnerships team have reviewed the document and propose some minor changes as presented at Appendix 10.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy: Access and Inclusion as presented.

Voting Requirement: Simple Majority Required

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 1.5: Establish Bunbury as the Most Accessible Regional City in Australia by 2020

Regional Impact Statement

This Policy impacts properties within the City of Bunbury only.

Background

Council Policy Access and Inclusion is due for review as part of Council's biennial review schedule.

The policy underwent a significant overhaul when last reviewed in 2019, with a view to being more specific and clear in the City's approach to access and inclusion, and including an emphasis on striving for best practice rather than just meeting compliance.

Council Policy Compliance

This report proposed the review of an existing Council policy.

Legislative Compliance

Local Government Act 1995

Officer Comments

The proposed changes are commended to the Committee for consideration.

Analysis of Financial and Budget Implications

Not applicable

Community Consultation

As the proposed changes are minor, the reviewed policy is presented directly to the Policy Review and Development Committee, and a more comprehensive review will be undertaken by the Disability Access and Inclusion Committee following the 2021 City of Bunbury Elections.

Councillor/Officer Consultation

This matter is presented to the 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 – 27 May 2021

The Executive Recommendation was moved by Cr Steck and seconded by Cr Yip.

The Presiding Member put the motion to the vote and it was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy: Access and Inclusion as presented.

8.5 Review of Council Policy: Hiring of Billboards and Banners

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Juani Taylor, Senior Events Officer
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 11: Revised Council Policy Hiring of Billboards and Banners

Summary

The purpose of this report is to facilitate the review of existing Council Policy, Hiring of Billboards and Banners. Officers from the Community Services team have reviewed the document and propose some minor changes as presented at Appendix 11.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy: Hiring of Billboards and Banners as presented.

Voting Requirement: Simple Majority Vote

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 1.4: Arts, culture, heritage and events that enrich our understanding and enjoyment of life, celebrate our identity and bring the community together

Regional Impact Statement

Events taking place within the Bunbury Geographe region are able to be promoted through the hiring of City of Bunbury billboards and banners.

Background

The City of Bunbury currently provides opportunities for event organisers to promote their events via the hiring of City-owned billboard and banner space, located throughout the Local Government Area and also centrally in Victoria Street. These spaces are utilised year-round to promote events taking place primarily in Bunbury but also throughout the Bunbury Geographe region.

As its title suggests, Council Policy Hiring of Billboards and Banners manages the hiring of these pieces of infrastructure, with the policy last reviewed in March 2019.

Council Policy Compliance

This report facilitates the review of existing Council Policy Hiring of Billboards and Banners.

Legislative Compliance

Local Government Act 1995
Codes of Practice, Worksafe WA

Officer Comments

Officers have reviewed the existing policy and propose only minor changes as depicted at Appendix 11.

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

The revised policy will take effect immediately following Council's determination.

Outcome of Meeting – 27 May 2021

The Executive Recommendation was moved by Cr Steck and seconded by Cr Yip.

The Presiding Member put the motion to the vote and it was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy: Hiring of Billboards and Banners as presented.

8.6 Review of Council Policy: Media Statements

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Brody Russell, Team Leader Public Relations
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Mal Osborne, Chief Executive Officer
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 12: Council Policy Media Statements

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Media Statements. The policy was last reviewed in May 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 – Media Statements, 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

This policy was last reviewed by Council in May 2019, and is presented to the PRDC for discussion and review as part of Council’s policy review schedule. The policy provides guidance and procedures as to how the City of Bunbury manages its media processes.

Council Policy Compliance

This report facilitates the review of existing Council Policy Media Statements.

Legislative Compliance

Section 2.8 of the *Local Government Act 1995* defines the role of a Mayor, which in part extends to speaking on behalf of the local government. The Media Statements policy expands on the processes around engagement with the media.

Officer Comments

Although the *Local Government Act 1995* already prescribes that the Mayor will be the spokesperson for the local government, the policy is a useful resource for external parties wishing to undertake media-related enquiries with the City.

Officers have undertaken a review of the Council Policy Media Statements as presented at Appendix 12 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 – 27 May 2021

The Executive Recommendation was moved by Cr Yip and seconded by Cr Steck.

The Presiding Member put the motion to the vote and it was carried unanimously as follows:

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

8.7 Review of Council Policy: Civic Commendations

Fine No.	COB/306
Applicant:	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 13: Council Policy Civic Commendations

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Civic Commendations. The policy was last reviewed in May 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 – Civic Commendations, 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

This policy was last reviewed by Council in May 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 Civic Commendations.

Legislative Compliance

N/A

Officer Comments

Officers have undertaken a review of the Council Policy Civic Commendations as presented at Appendix 13.

The Policy provides a process for the receipt and assessment of civic commendation and other award nominations on behalf of the City of Bunbury, to enable Council to recognise the efforts and achievements of community members who have contributed to the City.

It is suggested 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 – 27 May 2021

The Executive Recommendation was moved by Cr Yip and seconded by Cr Steck.

The Presiding Member put the motion to the vote and it was carried unanimously as follows:

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

9. Questions from Members

9.1 Response to Previous Questions from Members taken on Notice

The following questions were taken on notice at the last meeting of the Committee on 8 April 2021. Responses have since been provided and are reflected below:

Question 1

Question regarding the term ‘art museum quality’ within the policy document.

Response

The Director of BRAG has confirmed that is not an industry specific term. The intent of wording is that it indicates that there would only be a certain professional standard of art that would be included for consideration in the collection ensuring that quality and integrity is maintained in building on the collection. In the absence of specific industry terminology it was felt that this best captures the intent of the standard of work to be collected in line with Section 2.1 and 2.2 Acquisition Development and Guidelines.

Question 2

Question regarding a written history of the City’s Art Collection.

Response

There was an essay on the history of the collection which was completed to a “draft” standard prior in 2014 by a gentlemen by the name of David Bromfield. A copy has been provided to Elected Members. The reference made by Cr Smith as to \$10,000 being allocated for this work cannot be verified, as it does not appear to have ever been a specific decision of the Council.

9.2 Questions from Members

1. Cr Smith requested that any policies regarding tree management be presented to a future meeting of the Committee.

The Manager Governance responded that a Council Policy exists regarding the management of trees on Council-controlled land, and that the Private Property local law provides parameters around when City staff can intervene regarding trees on private property (ie dangerous trees). The Tree Management policy will be brought to the next meeting of the committee and the Private Property local law is currently being reviewed by staff and will also be presented to the Committee (most likely in September).

2. Cr Smith asked whether the sand drift from Boulters Heights can be looked at?

The CEO indicated he would ask staff to investigate.

3. It was queried whether external members of committees must be electors or residents of the City of Bunbury?

The Manager Governance responded that the Act defines external members as “other persons”, and that the legislation is silent on the residency of “other persons” in the context of committee membership. It is at the absolute discretion of Council as to who they wish to appoint to a Council Committee, regardless of where they reside.

4. Cr Kozisek asked whether the City has a workforce planning policy?

The CEO indicated that the current workforce plan is in the process of being reviewed, and that a response to Cr Plumb’s CHD in this regard would be sent to all Elected Members shortly.

10. Urgent Business

Nil

11. Date of Next Meeting

10.30am, Thursday 29 July 2021

12. Close of Meeting

The Presiding Member closed the meeting at 10.59am.

These Minutes were confirmed as a true and accurate record by the Policy Review and Development Committee at its meeting held on 29 July 2021.

Signed 
Cr Cheryl Kozisek, Chair