



## Policy Review and Development Committee

### Minutes

**27 January 2022**

#### 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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Bunbury WA 6230  
Western Australia  
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## Policy Review and Development Committee Minutes

27 January 2022

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 Manager Governance opened the meeting at 9.30am as this was the first meeting of the Policy Review and Development Committee since the 2021 local government elections, and therefore the committee is required to elect a Presiding Member from amongst themselves in accordance with Section 5.12 of the *Local Government Act 1995*.

The Manager Governance called for nominations for the position of Presiding Member

Cr Smith nominated Cr Kozisek as presiding member, which was seconded by Cr Giles. Cr Kozisek accepted the nomination. There being no further nominations, Cr Kozisek was duly elected the Presiding Member of the Policy Review and Development Committee, and therein assumed the Chair.

## 2. Disclaimer

Not applicable to this committee.

## 3. Announcements from the Presiding Member

Nil

## 4. Attendances

### *Committee Members:*

<b>Member Name</b>	<b>Representing</b>
Cr Wendy Giles	City of Bunbury
Cr Michelle Steck	Deputy for Cr Steele
Cr Marina Quain	City of Bunbury
Cr Cheryl Kozisek	City of Bunbury
Cr Tresslyn Smith	City of Bunbury

### *Ex-officio Members (non-voting):*

<b>Member Name</b>	<b>Representing</b>
Mr Mal Osborne (via videoconference)	Chief Executive Officer

### *Support Staff:*

<b>Name</b>	<b>Title</b>
Mr Greg Golinski	Manager Governance
Mr David Ransom	Manager Finance
Mr Steve de Meillon	Team Leader Community Partnerships
Mr Mark Allies	Team Leader Rangers and Emergency Management

**4.1 Apologies**

Cr Steele was an apology.

**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 Kozisek

Seconded: Cr Giles

*The minutes of the Policy Review and Development Committee Meeting held on 30 September 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 Council Policy: Occupational Health and Safety

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Jason Hall, Team Leader OSH
<b>Responsible Manager:</b>	Odetta Robertson Manager People and Safety
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 1: CURRENT Council Policy Occupational Health and Safety

#### Summary

The purpose of this Report is for Council to consider revoking an existing Policy that outlines the City of Bunbury's objectives and commitment to improving safety performance. A copy of the current policy is attached at Appendix 1.

#### Executive Recommendation

That the Policy Review and Development Committee recommends that Council revoke Council Policy Occupational Safety and Health, noting that the policy has been adopted by the Executive Leadership Team as a Management Policy.

*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 4.3: Trusted leadership and robust decision-making

#### Regional Impact Statement

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

#### Background

The City engaged NSCO Consulting to undertake an audit of the Occupational Safety and Health compliance at the City back in 2018. The audit identified that whilst the City at the time had a Corporate Guideline: Occupational Safety and Health, Standard *AS/NZS 4801:2001 Occupational Health and Safety Management System* required an overarching Occupational Safety and Health "policy" to meet satisfactory compliance. The then Corporate Guideline was subsequently adopted as a "policy" in order to meet compliance.

The City’s Policy Framework has since been amended by Council with the nomenclature “Corporate Guideline” no longer in existence, having been replaced with the term “Management Policy”.

### **Council Policy Compliance**

This report facilitates the review of an existing Council Policy.

### **Legislative Compliance**

- Section 19 *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *AS/NZS 4801:2001 Occupational Health and Safety Management Systems.*

### **Officer Comments**

Given the changes to the Policy Framework, the Occupational Health and Safety Policy is no longer required to be adopted by Council as a Council Policy, and has been endorsed by the Executive Leadership Team as a “Management Policy”. The Council Policy can therefore be revoked.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Nil

### **Elected Member/Officer Consultation**

This matter is presented to the PRDC for consideration.

### **Applicant Consultation**

N/A

### **Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

### **Outcome of Meeting – 27 January 2022**

General discussion took place in relation to this item, and in particular the Council’s oversight into Work Health and Safety (WHS) related matters in the event of a Council Policy becoming a Management Policy. The CEO indicated that any relevant WHS and related risk matters are presented through the Council’s Audit Committee, such that the broader oversight still remains.

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

***That the Policy Review and Development Committee recommends that Council revoke Council Policy Occupational Safety and Health, noting that the policy has been adopted by the Executive Leadership Team as a Management Policy.***



## 8.2 Review of Council Policy: Asset Monitoring

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Odetta Robertson Manager People and Safety
<b>Responsible Manager:</b>	Odetta Robertson Manager People and Safety
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Appendix 2: CURRENT Council Policy Asset Monitoring

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Asset Monitoring. 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 recommends that Council notes the review of Council Policy Asset Monitoring, 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 exercises responsible asset stewardship, sound financial management, and exemplary customer service.

### Regional Impact Statement

Nil.

### Background

This policy facilitates the protection of the City's assets and equipment, as well as assisting with the management of the City's mobile assets.

The City of Bunbury is committed to providing a safe work environment for its employees and the community in which unlawful, antisocial and inappropriate activity is kept to a minimum while respecting the individual rights of privacy.

The policy ensures that the possible use of workplace surveillance will be compliant with the requirements of relevant legislation, including the *Surveillance Device Act 1998*.

### **Council Policy Compliance**

This report facilitates the review of an existing Council Policy.

### **Legislative Compliance**

The *Surveillance Device Act 1998* requires organisations to have in place policies prior to any surveillance activities being implemented, to ensure all affected persons (employees) are fully aware of the City's intentions in this regard.

### **Officer Comments**

Officers have undertaken a review of the current policy and do not recommend any changes. The content of the policy is considered appropriate.

### **Analysis of Financial and Budget Implications**

The Policy will not have any impact on the budget.

### **Community Consultation**

Nil

### **Elected Member/Officer Consultation**

This policy is presented to the PRDC for consideration.

### **Applicant Consultation**

N/A

### **Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

### **Outcome of Meeting – 27 January 2022**

The Executive Recommendation was moved by Cr Steck and seconded by Cr Quain and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee recommends that Council notes the review of Council Policy Asset Monitoring, with no changes recommended.***

### 8.3 Review of Council Policy: Equal Opportunity

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Odetta Robertson Manager People and Safety
<b>Responsible Manager:</b>	Odetta Robertson Manager People and Safety
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 3: REVISED Council Policy Equal Opportunity

#### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Equal Opportunity. 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 recommends that Council adopts the revised Council Policy Equal Opportunity as presented at Appendix 3.

*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 exercises responsible asset stewardship, sound financial management, and exemplary customer service.

#### Regional Impact Statement

Nil.

#### Background

Initially a work procedure, Council Policy Equal Opportunity was adopted by Council on 22 June 1999 and last reviewed in May 2019. The purpose of the Policy is to ensure the fair and equitable treatment of persons accessing the City of Bunbury's services/facilities (members of the public) and/or in the course of employment with the City of Bunbury.

#### Council Policy Compliance

This report facilitates the review of an existing Council Policy.

#### Legislative Compliance

- *Local Government Act 1995*
- *Equal Opportunity Act 1984*
- *Fair Work Act 2009 (Cth)*
- *Age Discrimination Act 2004 (Cth)*
- *Workplace Gender Equality Act 2012 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*

#### **Officer Comments**

Officers have undertaken a review of the current policy, with minor changes recommended to reflect the City's current Policy Framework, ie. Management Policies vs Corporate Guidelines.

#### **Analysis of Financial and Budget Implications**

The Policy will not have any impact on the budget.

#### **Community Consultation**

Nil

#### **Elected Member/Officer Consultation**

This policy is presented to the PRDC for consideration.

#### **Applicant Consultation**

N/A

#### **Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

#### **Outcome of Meeting – 27 January 2022**

The Executive Recommendation was moved by Cr Quain and seconded by Cr Giles and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee recommends that Council adopts the revised Council Policy Equal Opportunity as presented at Appendix 3.***



Section 5.50 of the *Local Government Act 1995* requires a local government to have in place a policy in relation to employees whose employment with the local government is finishing, setting out the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee, and the manner of assessment of the additional amount.

#### **Officer Comments**

Officers have undertaken a review of the Policy as presented at Appendix 4, and suggest that the content of the current policy is appropriate and does not require amendment. The policy remains consistent with the wording contained in legislation.

#### **Analysis of Financial and Budget Implications**

Any payments made will be from existing budget lines for this purpose.

#### **Community Consultation**

Nil

#### **Elected Member/Officer Consultation**

This policy is presented to the PRDC for consideration.

#### **Applicant Consultation**

N/A

#### **Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

#### **Outcome of Meeting – 27 January 2022**

The Executive Recommendation was moved by Cr Quain and seconded by Cr Steck and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee recommends that Council notes the review of Council Policy Recognition of Employee Service Upon Retirement or Resignation, with no changes recommended.***

## 8.5 Review of Council Policy: Registration of Freehold Commercial Leases

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	City of Bunbury
<b>Responsible Officer:</b>	Brian Watkins, Senior Property Officer
<b>Responsible Manager:</b>	David Ransom, Manager Finance
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Appendix 5: REVISED Registration of Freehold Commercial Leases Council Policy

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Registration of Freehold Commercial Leases. 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 recommends that Council adopts the revised Council Policy Registration of Freehold Commercial Leases as presented at Appendix 5.

*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 exercises responsible asset stewardship, sound financial management, and exemplary customer service.

### Regional Impact Statement

Nil.

### Background

This policy was last reviewed in September 2019 and is presented to Council as part of a biennial policy review process. The policy applies to commercial leases on freehold land between the City and third parties.

### Council Policy Compliance

This report facilitates the review of an existing Council Policy.

### Legislative Compliance

N/A

**Officer Comments**

Officers have undertaken a review of the current policy, with minor changes recommended; specifically that there is no such thing as a freehold crown lease. It is suspected that the word “crown” is an unintended typographical error.

**Analysis of Financial and Budget Implications**

The Policy will not have any impact on the budget.

**Community Consultation**

Nil

**Elected Member/Officer Consultation**

This policy is presented to the PRDC for consideration.

**Applicant Consultation**

N/A

**Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

**Outcome of Meeting – 27 January 2022**

The Executive Recommendation was moved by Cr Giles and seconded by Cr Quain and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee recommends that Council adopts the revised Council Policy Registration of Freehold Commercial Leases as presented at Appendix 5.***



## 8.6 Review of Council Policy: Related Party Disclosures

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	David Ransom, Manager Finance
<b>Responsible Manager:</b>	David Ransom, Manager Finance
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 6: CURRENT Council Policy Related Party Disclosures

### Summary

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

The policy outlines the City's disclosure requirements in regard to the existence of relationships regardless of whether or not any transaction has occurred, in accordance with Australian Accounting Standards Board Accounting Standard AASB124 (Related Party Disclosures).

### Executive Recommendation

That the Policy Review and Development Committee recommends that Council notes the review of Council Policy Related Party Disclosures, 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 exercises responsible asset stewardship, sound financial management, and exemplary customer service.

### Regional Impact Statement

Nil.

### Background

This policy was last reviewed in September 2019 and is now due for its biennial review.

The scope of Australian Accounting Standards Board Accounting Standard AASB124 (Related Party Disclosures) was amended in July 2015 to encompass not for profit entities including local

governments. AASB124 now imposes a number of obligations upon elected members and senior City staff in relation to disclosure of their financial dealings with related parties.

The primary objective of AASB124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and potential profit or loss may have been affected by the existence of related parties and their transactions.

### **Council Policy Compliance**

This report facilitates the review of an existing Council Policy.

### **Legislative Compliance**

AASB124 imposes a number of obligations upon Elected Members and senior City staff in relation to disclosure of their financial dealings with related parties.

### **Officer Comments**

Officers have undertaken a review of Council's current policy in this regard (see Appendix 6), and do not recommend any changes, as the document is consistent with current legislative requirements.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Nil

### **Elected Member/Officer Consultation**

This policy is presented to the PRDC for consideration.

### **Applicant Consultation**

N/A

### **Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

### **Outcome of Meeting – 27 January 2022**

The Executive Recommendation was moved by Cr Steck and seconded by Cr Giles and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee recommends that Council notes the review of Council Policy Related Party Disclosures, with no changes recommended.***

## 8.7 Review of Council Policy: Self-Supporting Loans

<b>File No.</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	David Ransom, Manager Finance
<b>Responsible Manager:</b>	David Ransom, Manager Finance
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Appendix 7: CURRENT 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.

### 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

The policy was presented to the last meeting of the PRDC prior to the 2021 elections, where it was deferred until after the election to enable the new Council consideration relating to the capped dollar amounts within the policy, particularly in the context that Council ultimately determines each application on a case by case basis anyway.

### 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 maintain that having capped amounts within the policy provides Officers and Community organisations with guidance as to a broad quantum that Council may consider for a self-supporting loan. Officers suggest that the content of the current policy 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 – 27 January 2022**

The Executive Recommendation was moved by Cr Quain and seconded by Cr Steck and was CARRIED unanimously as follows:

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

## 8.8 Review of Council Policy: Elected Member Entitlements

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Greg Golinski, Manager Governance
<b>Responsible Manager:</b>	Greg Golinski, Manager Governance
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 8: 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 8.

### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Elected Member entitlements as presented at Appendix 8, with changes to be applied from 1 July 2022.

*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 applies only to the City of Bunbury

### Background

This matter was previously deferred by the PRDC from its July 2021 meeting until after the 2021 elections. The matter is now brought back to the PRDC for consideration.

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**

Nil

### **Elected Member/Officer Consultation**

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

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Should Council adopt the Executive recommendation, it is suggested that any changes in this regard be applied from 1 July 2022.

### **Outcome of Meeting – 27 January 2022**

Cr Steck moved and Cr Giles seconded that Standing Orders be suspended to allow general discussion in relation to this item. The motion was CARRIED unanimously.

Extensive discussion took place in relation to the suggested changes to the Policy by Officers, with overall disagreement as to the changes proposed. Committee Members also discussed amendments they would like to see made to the policy over and above those proposed, including a review of Elected Member sitting fee and allowances.

Cr Steck moved and Cr Giles seconded that Standing Orders be resumed. The motion was CARRIED unanimously.

Following discussion, Cr Quain moved and Cr Kozisek seconded the following motion:

***That the Policy Review and Development Committee recommend that Council adopt amendments to the Elected Member Entitlements Policy that reflect Mayoral and Councillor sitting fees and allowances be paid at 100% of the band maximum as determined annually by the Salaries and Allowances Tribunal, with no other changes recommended at this time pending further discussion in relation to Elected Member ICT allowances and the provision of ICT hardware.***

The motion was put to the vote and was CARRIED unanimously.

The motion differed from the Executive Recommendation insofar as Committee Members wished to see further consultation with Elected Members as to the ICT elements of the Policy.

## 8.9 Review of Council Policy: Shark Hazard Management

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Mark Allies, Team Leader Community Law and Safety
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Appendix 9: REVISED Council Policy Shark Hazard Management

### Summary

The purpose of this Report is for the Policy Review and Development Committee (PRDC) to review the current Council Policy relating to Shark Hazard Management. The policy is scheduled for review as part of Councils biennial review schedule.

### Executive Recommendation

That the Policy Review and Development Committee recommends that Council adopt revised Council Policy Shark Hazard Management as presented at Appendix 9.

*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 local environment.  
Objective 1.1: A community where people are safe and feel safe.

### Regional Impact Statement

This policy applies within the City of Bunbury.

### 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 a review of an existing Council Policy.

### Legislative Compliance



Currently there is no legislation that deals with the issues surrounding shark sightings and shark attacks. If there is a fatality from a shark attack, WA Police (WAPOL) immediately take charge. In accordance with the Emergency Management Act 2005 (EM Act), WAPOL are also responsible for any “hazard” that is not a declared hazard under the EM Act.

#### **Officer Comments**

There have been very few incidents within the City of Bunbury since the initiation of this Policy and Guideline, and therefore there are no operational after-action reports to indicate any changes that may be required.

Officers have undertaken a review of this Policy and propose amendments as per Appendix 9.

Officers remain of the view that the documents are ‘best practice’ and should remain fundamentally unchanged.

#### **Analysis of Financial and Budget Implications**

Nil

#### **Community Consultation**

Not applicable

#### **Councillor/Officer Consultation**

This report 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 January 2022**

The Executive Recommendation was moved by Cr Quain and seconded by Cr Giles and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee recommends that Council adopt revised Council Policy Shark Hazard Management as presented at Appendix 9.***

### 8.10 Review of Council Policy: Local Opportunities at City Run Events

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Steve de Meillon, Team Leader Community Partnerships and Events
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Appendix 10: CURRENT Council Policy Local Opportunities at City Run Events

#### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Local Opportunities at City-Run Events. The policy was adopted by Council in May 2019 as a recommendation by the then Bunbury Event Advisory Group.

A copy of the policy is at Appendix 10.

#### Executive Recommendation

That the Policy Review and Development Committee recommends that Council notes the review of Council Policy Local Opportunities at City-Run Events, with no changes recommended.

*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

The policy prioritises opportunities for Bunbury Geographe-based vendors and performers at City-run events.

#### Background

This policy was adopted by Council in May 2019 as a recommendation by the then Bunbury Event Advisory Group, as a mechanism to prioritise opportunities for Bunbury Geographe-based vendors and performers at City-run events.

#### Council Policy Compliance

This report facilitates the review of an existing Council Policy.

**Legislative Compliance**

Nil

**Officer Comments**

Officers have undertaken a review of Council’s current policy in this regard (see Appendix 10), and do not recommend any changes.

**Analysis of Financial and Budget Implications**

Nil

**Community Consultation**

Nil

**Elected Member/Officer Consultation**

This policy is presented to the PRDC for consideration.

**Applicant Consultation**

N/A

**Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

**Outcome of Meeting – 27 January 2022**

General discussion took place in relation to this item, with the Team Leader Community Partnerships requesting the addition of an additional paragraph into the policy as follows:

*City Officers reserve the right to decline applications dependent on the previous behaviour and/ or reliability of vendors. City Officers reserve the right to allot event spaces to successful vendors as needed to suit the event format.*

The Committee agreed to this inclusion as part of a revised policy presented by the Executive.

The Executive Recommendation (revised as detailed above) was moved by Cr Steck and seconded by Cr Quain and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee recommends that Council adopts the revised Council Policy Local Opportunities at City-Run Events as presented.***

### 8.11 Review of Council Policy: Vandalism Graffiti Management

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Josh Stewart, A/Manager Waste Operations and Infrastructure Business Services
<b>Responsible Manager:</b>	Josh Stewart, A/Manager Waste Operations and Infrastructure Business Services
<b>Executive:</b>	Dave Russell, A/Director Infrastructure
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Appendix 11: CURRENT Council Policy Vandalism Graffiti Management

#### Summary

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

A copy of the policy is at Appendix 11.

#### Executive Recommendation

That the Policy Review and Development Committee recommends that Council notes the review of Council Policy Vandalism Graffiti Management, with no changes recommended.

*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 local environment.  
Objective 1.1: A community where people are safe and feel safe.

#### Regional Impact Statement

This policy applies to the City of Bunbury only.

#### Background

The policy was last reviewed in July 2019 and is now due for its biennial review. Officers have reviewed the policy noting that there may be changes made to the Vandalism Act during 2022 that may impact on the policy, however at this time Officers do not recommend any changes.

#### Council Policy Compliance

This report facilitates the review of an existing Council Policy.

**Legislative Compliance**

Nil

**Officer Comments**

Officers have undertaken a review of the Policy as presented at Appendix 11, and suggest that the content of the current policy is appropriate and does not require amendment. It is noted that changes may be made to the Vandalism Act during 2022 which may affect subsequent reviews of the policy.

**Analysis of Financial and Budget Implications**

Nil

**Community Consultation**

Nil

**Elected Member/Officer Consultation**

This policy is presented to the PRDC for consideration.

**Applicant Consultation**

N/A

**Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

**Outcome of Meeting – 27 January 2022**

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 recommends that Council notes the review of Council Policy Vandalism Graffiti Management, with no changes recommended.***

## 8.12 Review of Council Policy: Grant Funding

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Steve de Meillon, Team Leader Community Partnerships
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Appendix 12A: CURRENT Council Policy Grant Funding Appendix 12B: CURRENT Council Policy Minor Grants Appendix 12C: PROPOSED Council Policy Grant Funding Appendix 12D: Grant Funding Guidelines

### Summary

The purpose of this report is for the Committee to consider updates to the existing Grant Funding Council Policy.

Officers have proposed many changes, and therefore rather than a tracked change version, the existing policy is provided at Appendix 12A, and the proposed policy at Appendix 12C. Existing Council Policy Minor Grants is also provided at Appendix 12B as this will be superseded by the content of the proposed new policy.

### Executive Recommendation

That the Policy Review and Development Committee recommends that Council:

1. Adopt the updated Grant Funding Policy as presented at Appendix 12C.
2. Revoke existing Council policies: Grant Funding, and Minor Grants, noting that the content within the newly adopted policy supersedes the existing instruments.

*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 4.3	Trusted leadership and robust decision-making.

### Regional Impact Statement

The proposal will have no regional impact.

### Background

The Grant Funding Policy was last reviewed by Council in April 2021.

### **Council Policy Compliance**

This report facilitates the review of an existing Council Policy.

### **Legislative Compliance**

N/A

### **Officer Comments**

At the conclusion of each annual grant funding program a review is completed to ensure the grant program is relevant to the community need and alignment with the City of Bunbury Strategic Community Plan.

Officers consulted with key stakeholders including previous grant applicants and the Bunbury Events Advisory Committee, conducted internal staff workshops and benchmarked against other Local Government grant programs. The review highlighted the need to amend the grant program categories, funding limits, opening rounds and processes to ensure the program is relevant and accessible by the community.

The revisions to the grant funding program include:

- New categories to better align with the needs of the community and the City's Strategic Community Plan.
- Amended funding limits to better suit the community's need for funding.
- Making funding more accessible by allowing applicants to apply throughout the year for certain categories.
- Improved assessment process to allow applicants to be notified in a timely manner.

The first round of the 2022 Grant program will open in April 2022.

The adoption of the proposed policy as presented at Appendix 12C incorporates the content of existing Council policies Grant Funding and Minor Grants, meaning that these can be revoked as part of the Officer recommendation.

### **Analysis of Financial and Budget Implications**

Nil, as a grant funding policy is currently in place.

### **Community Consultation**

Nil

### **Councillor/Officer Consultation**

This report is presented to the Committee for consideration.

**Applicant Consultation**

Not applicable.

**Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

**Outcome of Meeting – 27 January 2022**

The Executive Recommendation was moved by Cr Quain and seconded by Cr Steck and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee recommends that Council:***

- 1. Adopt the updated Grant Funding Policy as presented at Appendix 12C.***
- 2. Revoke existing Council policies: Grant Funding, and Minor Grants, noting that the content within the newly adopted policy supersedes the existing instruments.***



### 8.13 Review of Committee Terms of Reference

<b>File Ref:</b>	COB/306		
<b>Applicant/Proponent:</b>	Internal		
<b>Responsible Officer:</b>	Greg Golinski, Manager Governance		
<b>Responsible Manager:</b>	Greg Golinski, Manager Governance		
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance		
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes	
<b>Attachments:</b>	Nil		

#### Summary

The purpose of this report is for the Policy Review and Development Committee to review its terms of reference in accordance with Council Decision 230/21, where all Council Committees were requested to review their respective terms of reference and report back to Council by April 2022.

#### Executive Recommendation

That the Policy Review and Development Committee recommend that Council retain the existing Terms of Reference for the Policy Review and Development Committee as follows:

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.

*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.

#### Background

In establishing its committees post the 2021 City of Bunbury election and making appointments therein, Council requested that all Committees review their respective terms of reference and report back to Council by April 2022 (refer Decision 230/21). This report facilitates this obligation.

### **Council Policy Compliance**

Not applicable.

### **Legislative Compliance**

Not applicable.

### **Officer Comments**

Previous amendments to this Committee's terms of reference include the adding of Planning Policies and Local Laws. The current terms of reference (as below) is considered appropriate and effective in terms of the work the Committee undertakes on behalf of the Council.

- 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.*

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Nil

### **Elected Member/Officer Consultation**

This matter is presented to the PRDC for consideration.

### **Applicant Consultation**

N/A

### **Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

**Outcome of Meeting – 27 January 2022**

The Executive Recommendation was moved by Cr Giles and seconded by Cr Steck and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee recommend that Council retain the existing Terms of Reference for the Policy Review and Development Committee as follows:***

- 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.***

#### 8.14 Future Meeting Dates

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Greg Golinski, Manager Governance
<b>Responsible Manager:</b>	Greg Golinski, Manager Governance
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	Nil

#### Summary

The purpose of this report is for the Policy Review and Development Committee to set its meeting dates for the next 2 years up to the 2023 local government election.

#### Executive Recommendation

That the Policy Review and Development Committee meet as follows through to the 2023 local government elections, with all meetings commencing at 9.30am:

1. 31 March 2022
2. 26 May 2022
3. 28 July 2022
4. 29 September 2022
5. 24 November 2022
6. 23 February 2023
7. 27 April 2023
8. 29 June 2023
9. 31 August 2023

*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 4.3: Trusted leadership and robust decision-making

#### Background

The terms of reference requires the committee to review all Council policies within a two-year period, in line with Council elections. To facilitate this, it is suggested that the Committee meet every two months.

#### Council Policy Compliance

Not applicable.

#### **Legislative Compliance**

Not applicable.

#### **Officer Comments**

As foreshadowed above, it is suggested that this committee meet every two months for the next two years. In keeping with the timing of this meeting, it is proposed to hold meetings at 9.30am on the last Thursday of each applicable month. The schedule would therefore be:

1. 31 March 2022
2. 26 May 2022
3. 28 July 2022
4. 29 September 2022
5. 24 November 2022
6. 23 February 2023
7. 27 April 2023
8. 29 June 2023
9. 31 August 2023

#### **Analysis of Financial and Budget Implications**

Nil

#### **Community Consultation**

Nil

#### **Elected Member/Officer Consultation**

This report seeks to consult with members of the Policy Review and Development Committee to establish a suitable meeting schedule for that committee.

#### **Applicant Consultation**

N/A

#### **Timeline: Council Decision Implementation**

Immediate.

#### **Outcome of Meeting – 27 January 2022**

General discussion took place in relation to this item, with a general view that meeting times be moved to 3.30pm to better-accommodate all members.

With this change, the Executive Recommendation was moved by Cr Steck and seconded by Cr Quain and was CARRIED unanimously as follows:

***That the Policy Review and Development Committee meet as follows through to the 2023 local government elections, with all meetings commencing at 3.30pm:***

- 1. 31 March 2022***
- 2. 26 May 2022***
- 3. 28 July 2022***
- 4. 29 September 2022***
- 5. 24 November 2022***
- 6. 23 February 2023***
- 7. 27 April 2023***
- 8. 29 June 2023***
- 9. 31 August 2023***

**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**

3.30pm, Thursday 31 March 2022

**12. Close of Meeting**

The Presiding Member closed the meeting at 10.27am.

**Confirmed as a true and accurate record of proceedings at  
the Policy Review and Development Committee Meeting held  
on 14 April 2022.**

Signed: \_\_\_\_\_  
Cr Cheryl Kozisek, Chair

