



Policy Review and Development Committee

Minutes

17 November 2016

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 review and policy 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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Minutes

17 November 2016

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.

Table of Contents

<u>Item No</u>	<u>Subject</u>	<u>Page No</u>
<u>1.</u>	<u>Declaration of Opening</u>	<u>3</u>
<u>2.</u>	<u>Disclaimer</u>	<u>3</u>
<u>3.</u>	<u>Announcements from the Presiding Member</u>	<u>3</u>
<u>4.</u>	<u>Attendances</u>	<u>3</u>
4.1	Apologies.....	3
4.2	Approved Leave of Absence.....	4
<u>5.</u>	<u>Declaration of Interest</u>	<u>4</u>
<u>6.</u>	<u>Public Question Time</u>	<u>4</u>
<u>7.</u>	<u>Confirmation of Minutes.....</u>	<u>4</u>
<u>8.</u>	<u>Petitions, Presentations and Deputations.....</u>	<u>5</u>
8.1	Petitions	5
8.2	Presentations	5
8.3	Deputations.....	5
<u>9.</u>	<u>Method of Dealing with Agenda Business.....</u>	<u>5</u>
<u>10.</u>	<u>Reports</u>	<u>6</u>
10.1	Revocation of Local Planning Policies for Marlston Hill (Stages 1, 2 and 3) Design Guidelines	6
10.2	Review of Local Planning Policy: Signage and Advertisements in Relation to Large Electronic Graphic Display Screens.....	11
10.3	Draft Appeal Guidelines for Leases and Licences	17
10.4	Review of Council Policy – Bunbury Museum Collection.....	19
10.5	Review of Council Policy – Hiring of City of Bunbury Billboards.....	21
10.6	Review of Council Policy Bushfire Inspection and Mitigation.....	24
10.7	Review of Delegations of Authority	26
10.8	Review of Purchasing Policies	31
<u>11.</u>	<u>Applications for Leave of Absence</u>	<u>33</u>
<u>12.</u>	<u>Questions from Members</u>	<u>33</u>
12.1	Response to Previous Questions from Members taken on Notice.....	33
12.2	Questions from Members.....	33

<u>13. Urgent Business.....</u>	<u>33</u>
<u>14. Date of Next Meeting</u>	<u>33</u>
<u>15. Close of Meeting.....</u>	<u>33</u>

1. Declaration of Opening

The Presiding Member declared the meeting open at 11am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Mayor Gary Brennan	City of Bunbury
Cr Brendan Kelly (Presiding Member)	City of Bunbury
Cr James Hayward (from 10.05am)	City of Bunbury
Cr Wendy Giles	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Mr Andrew Brien	Chief Executive Officer

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance
Mrs Leanne French	Senior Governance and Risk Officer
Mr Julian Bowron	Manager Arts and Culture
Mr John Kowal	A/Director Planning, Development and Regulatory Services
Mr Thor Farnworth	Manager Planning and Development
Mr Chris Widmer	Team Leader Emergency Management
Mrs Felicity Anderson	Manager Major Projects and Property

4.1 Apologies

Cr Warnock

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.

6. Public Question Time

Not applicable

7. Confirmation of Minutes

Committee Decision:

Moved: Cr Giles

Seconded: Mayor Brennan

The minutes of the Policy Review and Development Committee Meeting held on 18 August 2016, are confirmed as a true and accurate record.

CARRIED

8. Petitions, Presentations and Deputations

8.1 Petitions

Nil

8.2 Presentations

Nil

8.3 Deputations

Nil

9. Method of Dealing with Agenda Business

Items were dealt with in the order they appeared on the agenda.

10. Reports

10.1 Revocation of Local Planning Policies for Marlston Hill (Stages 1, 2 and 3) Design Guidelines

File Ref:	P11718
Applicant/Proponent:	Internal
Author:	Thor Farnworth, Manager Sustainability, Planning and Development
Executive:	John Kowal, A/Director Planning, Development and Regulatory Services
Attachments:	Appendix 1A: Local Planning Policy: Marlston Hill (Stage 1) Design Guidelines Appendix 1B: Local Planning Policy: ‘Marlston Hill (Stage 2)’ Design Guidelines Appendix 1C: Local Planning Policy: ‘Marlston Hill (Stage 3)’ Design Guidelines.

Summary

The procedure for revoking an adopted local planning policy is set out in the deemed provisions for local planning schemes under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

As such, a local planning policy may be revoked either by:

- being replaced by a subsequent local planning policy that expressly revokes the existing local planning policy; or
- a notice of revocation prepared by the local government and published in a newspaper circulating in the Scheme area.

The City of Bunbury has now decommissioned Council’s publicly provided television receiver located on the Marlston Hill lookout tower. This is due to circumstances where conventional television signal receivers have become largely redundant, as a result of the changeover to digital television technology and the way television media is broadcast and consumed (i.e. by internet and cable services).

Furthermore, the propensity for ‘tower television aerials’ to be mounted on residential rooftops, and their associated potential for negative impact on the visual amenity of Marlston Hill, has likewise abated.

Consequently, there is no longer any need or benefit in maintaining separate design guidelines for the residential area of Marlston Hill (Stages 1, 2 and 3), which were adopted by Council as local planning policies in February 2003, and which seek to prohibit domestic aerials and satellite dishes over and above the requirements of State and Local Planning Frameworks.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council:

1. Pursuant to the provisions of the *Planning and Development Act 2005*, revoke the following local planning policies in accordance with Part 2, Division 2, Regulation 6(b) under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - (a) Local Planning Policy: ‘Marlston Hill (Stage 1)’ Design Guidelines;

- (b) Local Planning Policy: ‘Marlston Hill (Stage 2)’ Design Guidelines; and
- (c) Local Planning Policy: ‘Marlston Hill (Stage 3)’ Design Guidelines.

2. Publish a notice of revocation in a newspaper circulating in the Scheme area.

Background

As an outcome of the Marlston Hill redevelopment project, three local planning policies were adopted by Council in February 2003 that set out design guidelines for regulating the quality and form of residential development within each of the development’s three stages, which is now substantively built out.

Since 2003, both State and Local Planning Frameworks have been extensively reviewed and updated, largely addressing many of the issues dealt with by the Marlston Hill design guidelines. As such, the Residential Design Codes (2015) and the City of Bunbury’s draft new Local Planning Scheme No. 8, which is now a ‘seriously entertained proposal’ with its public advertising, are considered to be adequate planning instruments for regulating development in the Marlston Hill area.

The only provision of the Marlston Hill design guidelines that were unique and not addressed by the R-Codes or new draft Scheme relate to the requirement for new or existing dwellings to be connected to Council’s publicly provided television receiver located on the Marlston Hill lookout tower.

It is important to note that the design guidelines adopted as local planning policies were intended to address amenity issues and not infrastructure servicing, as one of the implicit aims of the design guidelines was to avoid unsightly visual clutter of television aerials in a high profile residential estate.

Given that this provision of the Marlston Hill design guidelines are now redundant with the decommissioning of the publicly provided television receiver located on the Marlston Hill lookout tower, and that better technologies now exist eliminating the need for tower television aerials, there are no longer considered to be any benefit in maintaining the local planning policies.

Council Policy and Legislative Compliance

The following statutory planning instruments of the State Planning Framework and Local Planning Framework are applicable to this matter:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- State Planning Policy 3.1: Residential Design Codes (R-Codes);
- City of Bunbury Town Planning Scheme No. 7 (TPS7); and
- Draft City of Bunbury Local Planning Scheme No. 8 (LPS8).

Proposals to revoke a local planning policy are required to be undertaken in accordance with Part 2, Division 2, Regulation 6(b) under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Officer Comments

The three local planning polices proposed to be rescinded on block each contain a provision requiring new or existing dwellings to be connected to Council’s publicly provided television receiver located on the Marlston Hill lookout tower, accordingly:

- Marlston Hill (Stage 1) Design Guidelines, specifically clause 8.2, which states that ‘*Tower Television Aerials will not be permitted when an alternative received system is provided.*’
- Marlston Hill (Stage 2) Design Guidelines, specifically clause 5.1, dot point three, which states that ‘*Tower television aerials and satellite dishes will not be permitted when alternative receival systems are provided.*’
- Marlston Hill (Stage 3) Design Guidelines, specifically clause 9.2, which states that ‘*Tower television aerials will not be permitted when alternative receivable system are provided. Erection of any other aerials to be approved by Council’s Manager – Development Services and/or Senior Planner.*’

With the decommissioning of the receiver, recent reforms made to State and Local Planning Frameworks and the fact that Marlston Hill is substantively built out - the need for the design guidelines as adopted is no longer considered necessary or beneficial in terms of assessing and approving applications for development approval and building permits.

Below are the relevant extracted provisions of the current 2015 version of R-Codes that adequately regulate domestic television antennas and satellite dishes within all residential areas of the city including Marlston Hill:

Part 5 -	Design elements for single house(s) and grouped dwellings; and multiple dwellings in areas coded less than R40	Page 34
Design principles <i>Development demonstrates compliance with the following design principles (P)</i>		Deemed-to-comply <i>Development satisfies the following deemed-to-comply requirements (C)</i>
5.4.4 External fixtures P4.1 Solar collectors, aerials, antennas, satellite dishes, pipes and external fixtures integrated into the design of the building to not be visually obtrusive when viewed from the street and to protect the visual amenity of surrounding properties.		C4.1 Solar collectors installed on the roof or other parts of buildings. C4.2 Television aerials of the standard type, essential plumbing vent pipes above the roof line and external roof water down pipes. C4.3 Other external fixtures provided they are: i. not visible from the primary street; ii. are designed to integrate with the building; or iii. are located so as not to be visually obtrusive. C4.4 Antennas, satellite dishes and the like not visible from any primary and secondary street.

Part 6 -	Design elements for multiple dwellings in areas coded R40 or greater; within mixed use development and activity centres	Page 51
Design principles <i>Development demonstrates compliance with the following design principles (P)</i>		Deemed-to-comply <i>Development satisfies the following deemed-to-comply requirements (C)</i>
6.4.5 External fixtures P5.1 Solar collectors, aerials, antennas, satellite dishes, pipes and external fixtures integrated into the design of the building to not be visually obtrusive when viewed from the street and to protect the visual amenity of surrounding properties. P5.2 Other external fixtures integrated into the design of the building to not be visually obtrusive when viewed from the street and to protect the visual amenity of residents in neighbouring properties.		C5.1 Solar collectors installed on the roof or other parts of buildings. C5.2 Television aerials of the standard type, essential plumbing vent pipes above the roof line and external roof water down pipes. C5.3 Other external fixtures provided they are: <ul style="list-style-type: none"> i. not visible from the primary street; ii. are designed to integrate with the building; or iii. are located so as not to be visually obtrusive. C5.4 Antennas, satellite dishes and the like not visible from any primary and secondary street.

Therefore, the rescinding of the Marlstone Hill Design Guidelines presents no increased risks to the visual amenity of Marlston Hill. As such, the existing Marlston Hill Design Guidelines do not contain any controls other than the sole reliance upon the clause requiring connection to the networked television signal receiver service.

Furthermore, as the relevant clause is contained in a local planning policy, it is by its nature discretionary and not prohibitive. Consequently, in order to exercise this discretion to either approve or refuse the development of television aerials (regardless of their size), there would still be a necessary reliance upon the R-Codes for making a determination by Council.

Therefore, it can be assumed that the 2003 Marlstone Hill Design Guidelines no longer have any utility or provide any regulatory benefit over and above what the R-Codes already achieve.

Indeed, with the introduction of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the issue becomes problematic, as in considering an application for development approval or enforcement the local government is to have due regard to any local planning policy for the Scheme area. Hence, the rescinding of the local planning policies would represent orderly and proper planning and judicious administration of the Local Planning Framework.

Analysis of Financial and Budget Implications

There are no consequential financial or budgetary implications associated with the local planning policy revocation procedure other than the costs of public advertising.

Community Consultation

As the revoking of the Marlston Hill design guideline local planning polices is an administrative matter resulting from the decommissioning of Council's publicly provided television receiver located on the Marlston Hill lookout tower, no further community consultation is proposed over and above the required statutory procedure (i.e. a notice of revocation published in a newspaper circulating in the Scheme area).

Councillor/Officer Consultation

The proposal has been referred to the City of Bunbury's Development Coordination Unit (DCU) for professional advice and technical assessment prior to the finalisation of this report.

Delegation of Authority

The revocation of local planning policies is a statutory procedure that must be determined by Council.

Outcome of Meeting – 17 November 2016

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

That the Policy Review and Development Committee recommend that Council:

- 1. Pursuant to the provisions of the Planning and Development Act 2005, revoke the following local planning polices in accordance with Part 2, Division 2, Regulation 6(b) under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015:***
 - (a) Local Planning Policy: 'Marlston Hill (Stage 1)' Design Guidelines;***
 - (b) Local Planning Policy: 'Marlston Hill (Stage 2)' Design Guidelines; and***
 - (c) Local Planning Policy: 'Marlston Hill (Stage 3)' Design Guidelines.***

- 2. Publish a notice of revocation in a newspaper circulating in the Scheme area.***

10.2 Review of Local Planning Policy: Signage and Advertisements in Relation to Large Electronic Graphic Display Screens

File Ref:	A04151
Applicant/Proponent:	Internal
Author:	Thor Farnworth, Manager Sustainability, Planning and Development
Executive:	John Kowal, A/Director Planning, Development and Regulatory Services
Attachments:	Appendix 2A: Local Planning Policy: Signage and Advertisements Appendix 2B: State Administrative Tribunal Decision (DR 149 of 2015) <i>Ooh! Media Pty Ltd vs. City of Subiaco</i> , [2016] WASAT 92, 28 July 2016 Appendix 2C: Austroads Research Report (AP-R420-13) Impact of Roadside Advertising on Road Safety, January 2013 Appendix 2D: Outdoor Media Association (OMA) Digital Guideline

Summary

The existing Local Planning Policy: Signage and Advertisements **attached** at Appendix 2A was comprehensively reviewed and adopted by Council on 19 April 2016 (Council Decision 106/16). The primary aim of the last review of this policy was to provide guidance on the placement of animated and digital format signs and advertisements in locations outside of the Central Business District (CBD).

More recently, Council refused an application for development approval (reference number: DA/2016/161/1) for an 'electronic graphic display screen - large' at its ordinary meeting held on 6 September 2016. The proposal was for a 54m² sized digital billboard to be installed on the Retravision building located at the intersection of Blair Street, Sandridge Road and Albert Road in South Bunbury.

As part of its decision, Council resolved to refer the matter of the adopted Local Planning Policy: Signage and Advertisements to the Policy Review and Development Committee for its consideration to review.

Executive Recommendation

1. That the Policy Review and Development Committee provide the options, scope and the process for determining the required amendments to the current 'electronic graphic display screen' type of sign contained in the adopted Local Planning Policy: Signage and Advertisements.
2. That any proposed amendments to the adopted Local Planning Policy: Signage and Advertisements, be returned to the next meeting of the Policy Review and Development Committee for consideration.

Background

At its ordinary meeting held on 6 September 2016, Council considered an application for development approval to install a 54m² LED illuminated electronic graphic display screen on the wall of the Retravision building located at the intersection of Blair Street, Sandridge Road and Albert Road in South Bunbury.

At this meeting Council resolved (Decision 327/16) to:

1. *Refuse the application for planning approval (application reference: DA/2016/161/1) for the development of the proposed signage – ‘Electronic Graphic Display Screen – Large’ at Lot 150 (street address number 59) Forrest Avenue, South Bunbury, in accordance with the City of Bunbury’s Town Planning Scheme No. 7, for the following reasons:*
 - (a) *The proposed sign face area of 54m² significantly exceeds the prescribed maximum of 20m² for an electronic graphic display screen - large, contrary to Council’s Local Planning Policy: Signage and Advertisements;*
 - (b) *The proposal is contrary to objective (d) of Local Planning Policy: Signage and Advertisements, which relates to the safety and operation of “Other Regional Roads Reserve”;*
 - (c) *The proposal is contrary to objective (f) of Local Planning Policy: Signage and Advertisements, which relates to the character of signage within the city;*
 - (d) *The proposal is likely result in adverse impacts on road safety and the visual amenity of the locality, and hence, does not represent orderly and proper planning.*
2. *Advise the applicant, landowner and submitters of Council’s decision.*
3. *Refer the matter of the sign policy to the Policy Committee for review.*

In accordance with Council’s above decision, the adopted Local Planning Policy: Signage and Advertisements is being referred to the Policy Review and Development Committee for its consideration to review. More specifically, the committee is to review the provisions of the local planning policy in relation to regulating the sign type of ‘electronic graphic display screen’.

‘Electronic graphic display screen - large’ is defined in the local planning policy as meaning ‘a large digital format sign usually including Light Emitting Diode (LED) technology and associated technology and software, capable of producing still images, video replay and live television broadcasts and animations as programmed.’

Any resulting changes made to the standard design requirements in Table 6 of the local planning policy for an ‘electronic graphic display screen - large’, such as increasing the permitted maximum sign face area, would have the resulting effect of enabling delegated approval for larger signs of this type.

Council Policy and Legislative Compliance

The following statutory planning instruments of the State Planning Framework and Local Planning Framework are applicable to this matter:

- * *Planning and Development Act 2005;*
- * *Planning and Development (Local Planning Schemes) Regulations 2015;*
- * *City of Bunbury Town Planning Scheme No. 7 (TPS7);*
- * *Draft City of Bunbury Local Planning Scheme No. 8 (LPS8); and*
- * *Local Planning Policy: Signage and Advertisements.*

Proposals to amend a local planning policy are required to be undertaken in accordance with Part 2, Division 2, Regulation 5 under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Officer Comments

The grounds for Council's refusal to grant development approval for the 54m² sized LED illuminated digital billboard at the intersection of Blair Street, Sandridge Road and Albert Road in South Bunbury, can be summarised as follows:

- (a) potential risks to the safety of road users; and
- (b) likely impacts on the visual amenity and character of the locality.

Therefore, the scope of any consideration to review the adopted Local Planning Policy: Signage and Advertisements by the Policy Review and Development Committee will primarily need to address the two issues of road safety and visual amenity.

As such, a recent State Administrative Tribunal (SAT) decision **attached** at Appendix 2B for information purposes provides a useful case example and legal precedent for comparison purposes, which involved a review of the City of Subiaco's decision to refuse development approval for the replacement of an existing above-roof sign with an electronic digital display above-roof sign at number 1 Hay Street, Subiaco.

The proposal was to remove the existing billboard sign and install a new sign with an electronic digital display. The display panel of the new sign was to be 0.51 metres lower and 3.75 metres wider than the existing sign which would have resulted in an increase from 11.61m² to 17.63m² in area.

The issues arising for SAT's determination were whether or not the proposed sign represented a traffic safety risk and whether or not the design and scale of the new sign was appropriate to the character and amenity of the building and the locality.

In this case the Tribunal found that the proposed location of the new sign above the roof of the existing building and in full view of both west and south bound traffic, combined with the features typical of an electronic billboard type sign with frequently changing digital displays, meant that there was a likelihood of increased driver distraction, and hence, that the new sign represented a traffic safety risk.

The Tribunal was satisfied that the correct and preferable decision in this matter was therefore to refuse the development approval (i.e. exercising the precautionary principle). Accordingly, the application for review was dismissed and the decision of the respondent to refuse development approval was affirmed.

As in the *Ooh! Media Pty Ltd vs. City of Subiaco* case, the grounds for Council refusing the Retravision LED illuminated digital billboard was also predicated on road safety and visual amenity concerns. However, it can be argued that in both the SAT appeal and Council's consideration, greater emphasis can be placed on the matter of road safety.

Consequently, it is not recommended that the provisions of the local planning policy dealing with road safety issues be deleted or modified significantly at this point in time, given that objectively, there remains inconclusive research findings and conflicting opinions on the risks posed to road safety and

public liability (refer to Austroads Research Report (AP-R420-13) Impact of Roadside Advertising on Road Safety, January 2013, **attached** at Appendix 2C for information purposes).

Nevertheless, those aspects affecting the size of an electronic graphic display screen sign and its subjective impacts on visual amenity may be reconsidered at this point in time, in light of changing expectations of Council and its community without undue risks to public safety.

The standard design requirements in Table 6 of the local planning policy for an ‘electronic graphic display screen - large’ are as follows:

- Is a single faced sign.
- Subject to compliance with the maximum total sign face area as given in clause 9.1 of this Local Planning Policy, the maximum sign face area is 20m².
- Must not extend beyond a height of 12m above the ground.
- Must not project beyond the front alignment of a property.
- Must not expose an unsightly back view to a road or other public place.
- Must be located on premises in the City Centre Zone, Shopping Centre Zone or Mixed Business Zone and fronting land included in the City Centre Zone, Shopping Centre Zone or Mixed Business Zone, but must not be attached to or located in front of premises in the Residential Zone.
- Must not be distracting to motorised road users (e.g. is encouraged in pedestrian areas within entertainment precincts).
- Shall be subject to engineering certification of the structural adequacy of the billboard sign and its supporting structure. Where attached to overhead infrastructure, an engineering certification that the overhead structure has adequate structural capacity to support the sign and that the design of sign fixings is to appropriate standards, shall also be provided.
- Shall be subject to approval by Western Power or other appropriate authority for all electrical systems to ensure the electrical connections are designed to be safe in all situations.
- Must comply with maximum luminance levels as given in Table 2: Maximum Luminance Levels.
- Must comply with minimum 'dwell' durations as given in Table 3: Minimum Dwell Times for Animated and Digital Format Signage and Advertising where displayed outside of the City Centre Zone or Shopping Centre Zone.
- Must comply with minimum spacing between signs / advertisements given in Table 4: Minimum Acceptable Distance between Animated and Digital Format Signage and Advertising where displayed outside of the City Centre Zone or Shopping Centre Zone.

The maximum sign face area of 20m² for a LED illuminated digital billboard is somewhat arbitrary and may arguably be considered as being overly conservative by industry. As it is evident that the electronic graphic display screen technology is rapidly advancing and becoming more affordable and the demand for this type of signage is commensurately growing, there may be an opportunity to investigate the use other formulas to determine the maximum allowable size of electronic graphic display screen signs. As an example, other formulas that could be further investigated could include:

- percentage of the building, wall area of where the sign is to be installed;
- percentage of the area of the location where the size is to be installed; or
- determining the suitability of the sign against the aesthetics, amenity and the road safety aspects of the sign that is proposed to be installed.

Investigation of the most suitable requirements for assessing the appropriateness of electronic graphic display screen signs could also be made through meetings with industry representatives and other agencies who may be best placed to provide the necessary advice and recommendations on how to best establish standard design requirements that could be included in Policy.

To assist industry and the community with understanding and coping with this emerging technology, the Outdoor Media Association (OMA) of Australia has published its own Digital Guideline, which is **attached** at Appendix 2D for information purposes. Unfortunately, these guidelines do not provide standards that could be used to assess or clearly determine the appropriate size of an electronic graphic display screen sign for a particular location.

Analysis of Financial and Budget Implications

There are no consequential financial or budgetary implications associated with the local planning policy amendment procedure other than the costs related to staff and public advertising.

Community Consultation

The procedure for making amendments to Local Planning Policy: Signage and Advertisements is required to be carried out in accordance with Part 2, Division 2, Regulation 5 under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The statutory public advertising period for proposed draft amendments to a local planning policy must not be less than a period of 21 days, commencing on the day on which the notice of the policy is published in a newspaper circulating in the Scheme area.

Councillor/Officer Consultation

At present there are no specific draft amendments proposed to Local Planning Policy: Signage and Advertisements, and hence, the matter has not yet been referred to the City of Bunbury's Development Coordination Unit (DCU) for professional advice and technical assessment at this stage.

Delegation of Authority

The amendment of an adopted local planning policy is a statutory procedure that must be initiated and determined by Council.

Outcome of Meeting – 17 November 2016

General discussion took place in relation to this matter, with the CEO providing a revised Executive Recommendation that better-clarifies feedback sought from the Committee.

The Committee also requested the CEO to arrange for a representative from the Outdoor Media Association to attend the next available Council briefing session to provide an overview of contemporary practices in digital advertising.

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

That the Policy Review and Development Committee provide the CEO with options, scope and the process for determining the required amendments to the current 'electronic graphic display screen' type of sign contained in the adopted Local Planning Policy: Signage and Advertisements with specific reference to the following:

- a. percentage of the building or wall area of where the sign is to be installed;***
- b. percentage of the area of the location where the sign is to be installed;***
- c. determining the suitability of the sign against the aesthetics, amenity and the road safety aspects of the sign that is proposed to be installed;***
- d. maximum permitted size of any electronic graphic display screen sign;***
- e. other issues that the Committee Members deem appropriate.***

10.3 Draft Appeal Guidelines for Leases and Licences

Applicant/Proponent:	Internal
Responsible Officer:	Felicity Anderson, Manager Major Projects
Executive:	Andrew Brien, Chief Executive Officer
Attachments:	Appendix 3A: Proposed Policy Lease and Licence Fee Appeals Appendix 3B: Proposed Corporate Guideline Lease and Licence Fee Appeals

Summary

A draft policy (appendix 3A) and corporate guideline (appendix 3B) relating to appeal processes for leases and licences has been formulated to assist Stakeholder Management as per item 4 of the following council decision 238/16 dated 12 July 2016;

That Council:

- 1. Note the report and workshop feedback;***
- 2. Adopt the proposed revised:***
 - I. Leases and Licenses Policy (attached at appendix RAC-1)***
 - II. Executive Recommendation priced fee and charges structure (attached at Appendix RAC-3)***
 - III. Leases and Licences Guidelines (attached at Appendix RAC-2)***
- 3. Request the Chief Executive Officer provide a subsequent report to the Committee with a view to formalising Council's position in respect to "peppercorn" leases.***
- 4. Request the Chief Executive Officer develop an appropriate communication and stakeholder management plan to support the implementation of this policy***

Executive Recommendation

That the Policy Review Committee recommends that Council adopt the proposed Council Policy Lease and Licence Fee Appeals as presented at Appendix 3A.

Strategic Relevance

Key Priority Area 5: Corporate
Objective 5.3: Ensure Financial Sustainability

Background

The proposed Council Policy and Corporate Guideline captures the entire appeal process to ensure compliance and consistency for all lease and licence applications received.

Both the Policy and Guideline have been endorsed by the Executive Leadership Team on 13 October 2016.

Council Policy Compliance

This item relates to Council's existing Leases and Licences Policy.

Legislative Compliance

Section 3.58 of the *Local Government Act 1995* deals with disposal of property.

Officer Comments

The Policy and Guideline has been formulated in consultation with the City's Sport and Recreation Department, as well as Major Projects and Property, who are responsible for the City's property dealings.

Analysis of Financial and Budget Implications

Nil

Councillor/Officer Consultation

The Manager Major Projects and Property, Major Projects Administration Officer, Senior Property Officer, and Property Officer, together with the Sport and Recreation Liaison Officer and Manager Sport and Recreation all contributed to the formulation of the Policy and Guideline. The Manager Major Projects and Property presented this item to the Executive Leadership Team for their endorsement on 13 October 2016. The matter is now presented to the Policy Review and Development Committee for consideration.

Outcome of Meeting – 17 November 2016

General discussion took place in relation to this matter, specifically in relation to the level of consultation with the applicant once any application has been received and assessed. It was agreed by the Committee that a new point be added into the Corporate Guideline (Appendix 3B) at item 4.5 (existing 4.5 to become 4.6 and 4.6 to become 4.7) as follows:

4.5 The Sport and Recreation Officer communicate with the applicant inviting comment on the proposed findings and recommendations prior to the matter being presented to Council.

The Executive Recommendation was moved by Cr Giles and seconded by Cr Hayward (noting the amendment to Appendix 3B as detailed above) and was carried unanimously as follows:

That the Policy Review Committee recommends that Council adopt the proposed Council Policy Lease and Licence Fee Appeals as presented at Appendix 3A.

10.4 Review of Council Policy – Bunbury Museum Collection

Applicant/Proponent:	Internal
Responsible Officer:	Julian Bowron, Manager Arts and Culture
Executive:	Stephanie Addison-Brown, Director Corporate and Community Services
Attachments:	Appendix 4A: Revised Museum Collection Policy Appendix 4B: Current Museum Collection Policy Appendix 4C: Museum Collection Corporate Guideline

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a revised policy relating to the Museum Collection. The revised Policy and new Corporate Guideline are attached at Appendices 4A and 4C respectively. For comparison, the current policy is appended at Appendix 4B.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Bunbury Museum, Heritage Centre, and Local Studies Collection as presented at [Appendix 4A](#).

Strategic Relevance

Key Priority Area 5: Corporate
Objective 5.2: Maintain a high standard of corporate governance and improve access to information.

Key Priority Area 1: Community and Culture
Objective 1.5: Celebrate and recognise the richness of our arts, culture and heritage

Background

The City of Bunbury Museum Collection Policy was originally adopted by Council at its 5 March 2013 meeting (refer 52/13).

In 2015 the Policy was reviewed and minor changes were made before.

Council Policy Compliance

There is no other Council policy relevant to this report

Legislative Compliance

There is no legislative compliance relevant to this report

Officer Comments

The Manager Arts and Culture and the Museum Curator have undertaken a review of the City of Bunbury Museum, Heritage Centre and Local Studies Collection policy in accordance with the City's policy review schedule.

The Policy is proposed to be amended to maintain consistency with the City's current processes and procedures, and updated in accordance with professional museum standards generally.

The current policy required substantial changes to address the following:

- Consistency and alignment with City of Bunbury policy document formatting;
- Incorporating the Local Studies Collection into the policy;
- Providing greater clarity with regard to acquisition criteria and guidelines;
- Providing greater clarity with regard to acquisition, de acquisition and loans approval processes and procedures;
- Expanding on the requirements for collection management, care and conservation;
- Updating the history of the museum and the collections.

A new Corporate Guideline is also proposed to be implemented in conjunction with the revised policy.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications resulting from the recommendations of this report.

Community Consultation

N/A

Councillor/Officer Consultation

The review of this policy is presented to the Policy Review and Development Committee for consideration.

Outcome of Meeting – 17 November 2016

General discussion took place in relation to this matter. The Committee sought to increase the value of minor (category 1) items within the policy from up to \$300 to up to \$1000. Category 2 items would then become any item \$1000 or more.

With this amendment incorporated, the Executive Recommendation was moved by Cr Giles and seconded by Cr Kelly and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Bunbury Museum, Heritage Centre, and Local Studies Collection as presented at Appendix 4A.

10.5 Review of Council Policy – Hiring of City of Bunbury Billboards

Applicant/Proponent:	Internal
Author:	Juaini Taylor, Senior Events Officer
Executive:	Stephanie Addison Brown, Director Corporate and Community Services
Attachments:	Appendix 5A: Revised Billboards Policy Appendix 5B: Current Billboards Policy

Summary

A recent review of the City's current policy for 'Hiring of City of Bunbury Billboards and Banners', identified a few minor changes to the policy, which is now presented to the Policy Review and Development Committee for consideration.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised policy for 'Hiring City of Bunbury Billboards and Banners' as presented at Appendix 5A.

Background

To ensure that Council manages the hiring of City of Bunbury billboards and banners to promote events predominately within the City of Bunbury and Greater Bunbury, the policy for this has been revised to meet Council standards and expectations of the public.

The proposed revised policy is presented at Appendix 5A and the current policy (for comparison) is at Appendix 5B.

Council Policy Compliance

The report proposed the revision of an existing Council policy.

Legislative Compliance

Not applicable

Officer Comments

The following clauses are proposed to be removed from the current policy:

- Australind Bypass rest area billboard (located on the south bound side of Australind Bypass north of the Petrol Station) and Bussell Highway rest area billboard (located on the north bound lane just south of the Hospital complex) are for Bunbury Tourism marketing and/or event promotions.

These billboards are not available for hire and are specifically used for Bunbury tourism promotion, and therefore not applicable to hirers.

- Bussell Highway billboard (north bound side of Bussell Highway, just north of the Parade Road intersection and next to St Johns ambulance site) available for community hire as well as Bunbury Tourism marketing and/or event promotions.

This billboard was located on the new construction site for the Bunbury Fire Department and was removed in February this year, and disposed of under the instruction of the BGC Superintendent, as the two posts for the sign were in very poor condition.

- Bussell Highway sports ground sign (located on Bussell Highway at the entrance road to Hay Park) for sole use by the South West Sports Centre.

This billboard is not available for hire, and is specifically used by the South West Sports Centre, and is therefore not applicable to hirers.

The following details relating to hiring of banner locations are now proposed to be included in the policy.

Banner locations available for hire:

1. Victoria Street between Wellington and Symmons Streets x2

Conditions of hire for banners:

1. Hirer to pay the total hire bill within four (4) weeks of acceptance date to confirm booking.
2. The banner will be displayed for a period of two (2) weeks with installation and removal on Wednesdays.
3. Hirer is responsible for all artwork design production costs.
4. Banners are to be no larger than 900mm high, a total length of 9000mm, and must include a 6000mm length of rope from each corner (total 2400mm rope). A minimum of ten (10) eyelets are required across the top of the banner. Banners without eyelets will not be installed.
5. A diagram of the banner including the wording is to be attached to the application form.
6. Hirer is to ensure the standard of advertising is non-offensive and cannot be construed as offensive. Content must be approved by the City of Bunbury Events Department prior to any artwork being produced.
7. Hirer is responsible for any damage caused to the banners
8. The banner is to be delivered to the City of Bunbury Depot at Lot 37 Nuytsia Avenue Carey Park one (1) week prior to the installation date, and retrieved no later than one (1) week after the removal date. Storage of banners is not possible and uncollected banners may be destroyed.

Analysis of Financial and Budget Implications

Due to budget constraints in 2015/16, the billboard located on Bussell Highway was unable to be replaced. As a result of this and development at or near two of the current billboard locations, alternative sites have been proposed and additional sites are proposed to improve the exposure for community events. By introducing additional spaces, this is one of the strategies in addressing ad hoc banner

placements which creates visual pollution and potential hazard for traffic. This project is currently in progress and aims to be completed by the end of this financial year.

Community Consultation

The existing billboard locations are on or near Main Roads. MRWA South West are aware of the existing billboards which comply with MRWA policies for advertising signs.

Councillor/Officer Consultation

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

Outcome of Meeting – 17 November 2016

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

That the Policy Review and Development Committee recommend that Council adopt the revised policy for 'Hiring City of Bunbury Billboards and Banners' as presented at Appendix 5A.

10.6 Review of Council Policy Bushfire Inspection and Mitigation

Applicant/Proponent:	Internal
Responsible Officer:	Chris Widmer, Team Leader Community Safety and Emergency Management
Executive:	John Kowal, A/Director Planning, Development and Regulatory Services
Appendix:	Appendix 6A: Revised Council Policy – Bushfire Inspection and Mitigation Appendix 6B: Revised Corporate Guideline – Bushfire Inspection and Mitigation

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a revised Policy relating to Bushfire Inspection and Mitigation.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy *Bushfire Inspection and Mitigation* as presented at Appendix 6A.

Strategic Relevance

Key Priority Area 5 Corporate
Objective 5.2 Maintain a high standard of corporate governance and improve access to information

Background

The *Bushfire Inspection and Mitigation* policy was adopted by Council in September 2014, and is now due for its biennial review. A tracked copy is contained at Appendix 6A and a copy of the associated revised Corporate Guideline at Appendix 6B.

Council Policy Compliance

This report proposes a revision of an existing Council Policy.

Legislative Compliance

- Bush Fires Act:1954, section 33 (1)
- Australian Standard 3959:2009 – Construction of Buildings in Bush Fire Prone Areas
- International Standard 31 000 – Risk Management -Principles and Guidelines
- Draft State Planning Policy 3.7
- Local Government Act:1995
- City of Bunbury First and Final Fire Notice
- Bush Fire Inspection and Mitigation Corporate Guidelines
- Bush Fire Risk Management – Developing an Bush Fire Risk Register & Schedule
- National Risk Assessment Guidelines (NERAG) 2015

Officer Comments

Officers have reviewed the current policy and recommend changes as the policy initially used the BAL ratings as the prime determinants for risk and that they proved to be too loose to be viable.

The new policy and guidelines and policy incorporate two critical changes, being:

- A fundamental shift in risk measurement, using our risk assessment process values (in lieu of BAL),
- A recognition of the increasing use of solid fuel heating devices in residents back-yards and patios, which strictly speaking would be illegal in the Restricted Burning Period (Bush Fires Act – section 25). A clause has been added to enable the City to issue seasonal permits for these devices, which on inspection, are deemed to present low and reasonable risk,

It is considered that these amendments are minor and do not amend the broader intent of the policy.

Community Consultation

Not applicable

Analysis of Financial and Budget Implications

Not applicable.

Outcome of Meeting – 17 November 2016

General discussion took place in relation to this item, with some minor word changes proposed to the policy presented at Appendix 6A, specifically to change the wording in 3.2, 3.3 and 3.4 from “Letter sent to” to “Communication with the”. It is felt that leave the method of communication open ended is a more contemporary approach.

Further, some minor wording changes to the Corporate Guideline (Appendix 6B) were also suggested.

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

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Bushfire Inspection and Mitigation as presented and amended at Appendix 6A.

10.7 Review of Delegations of Authority

Applicant/Proponent:	Internal Report
Author:	Leanne French, Senior Governance and Risk Officer
Executive:	Andrew Brien, Chief Executive Officer
Attachments:	Appendix 7: Register of Delegations

Summary

The purpose of this report is for the Policy Review and Development Committee to receive the annual review of delegations made under the *Local Government Act 1995*.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council:

1. Receives the review of delegations in accordance with section 5.18 of the *Local Government Act 1995*; and
2. Amends its delegations to the Chief Executive Officer in the manner outlined within points 1-16 of this report, and as presented in the amended instruments of delegation **attached** at Appendix 7.

Note: Absolute Majority Required

Background

Under the provisions of the *Local Government Act 1995* (the Act), Council's Delegations of Authority are to be reviewed at least once every year. Council last reviewed its delegations on 23 June 2015 (refer Council Decision 219/15), and therefore a subsequent review is required for 2016.

The Delegation Register is a comprehensive document that consists of delegations from Council to the Chief Executive officer (or other employees), Council to committees, as well as those delegations from the Chief Executive Officer to other officers. It also includes delegations made under legislation other than the *Local Government Act 1995*.

Council Policy Compliance

Not applicable

Legislative Compliance

Sections 5.16, 5.17, 5.18, 5.42, 5.43, 5.44, 5.45 and 5.46 of the *Local Government Act 1995*, govern delegation of power.

Officer Comments

A local government the size of the City of Bunbury cannot operate without utilising Council's power under the Act to delegate certain functions to either a committee of Council or the Chief Executive Officer.

Delegations free up Council time to enable Elected Members to focus on representation, strategic planning, and community leadership, thereby enabling the Chief Executive Officer to efficiently implement Council resolutions and policy. The use of delegated authority means a large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

A local government may delegate to its Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act, other than those specified. Likewise, the Chief Executive Officer is able to be delegated all permissible powers from legislation other than the *Local Government Act*, including regulations and local laws made under those Acts.

The Chief Executive Officer may on-delegate to any employee of the City the exercise of any of the Chief Executive Officer's powers, or the discharge of any of his duties under the provisions of the Act, other than the power of delegation. On-delegated powers and duties are identified in each individual instrument of delegation detailed within the Delegations Register.

The 2016 review undertaken by Officers has resulted in:

- 7 delegations being amended, resulting from the consolidation of existing delegations and improvements to wording and legislative referencing;
- 1 new delegation being proposed;
- 3 delegations being recommended for repeal due to identified duplication; as well as
- 5 delegations from external agencies to local governments being included in the delegation register for reference purposes.

The list below (numbers 1-7) is a summary of proposed amendments to delegations following a review by Officers. List number 8 details the new delegation being proposed. List numbers 9-12 details the delegations from external agencies to local governments. List numbers 14-16 are those delegations that are proposed for repeal. Appendix 7 provides an updated Delegation Register incorporating the changes outlined below.

- 1. DACL03 – Appointment of Authorised Officer**
This delegation is amended to permit the CEO to appoint staff as authorised persons, not just Rangers, in accordance with the authority provided by various statutory acts and regulations, including the Local Government Act 1995.
- 2. DACL05 – Bush Fires Act**
This delegation is amended to apply conditions as prescribed in the *Bush Fires Act 1954*.
- 3. DACL06 – Cancellation of Infringement Notices**
This delegation is amended to apply an additional condition as prescribed in the *Bush Fires Act 1954*, and change the word “authorised” to “delegated” to ensure consistency.
- 4. DACL09 – Legal Proceedings**
This delegation is amended to include the *Control of Vehicles (Off Road Areas) 1978* to the statutory acts under which the Local Government may commence legal proceedings if required. Statutory Power of delegation provided in section 40 *Control of Vehicles (Off Road Areas) 1978*.

5. DAG03 – Contract Price Variations

This delegation is amended to clearly identify a delegated officer’s financial capacity to approve a variation to approved contracts.

6. DAH07 – Discharge of Powers – Food Act 2008

This delegation is amended to clearly identify the functions being delegated and to whom. Section 118(4) of the *Food Act 2008* states sub delegation is only permissible if expressly provided in regulations and the *Food Regulations 2009* do not provide for sub-delegation. This delegation provides the CEO with the authority to appoint authorised and designated officers in accordance with the *Food Act 2008*.

7. DASP01 – Notification on Land Title

This delegation was originally titled “*Flood Prone Land*” but on review by officers, and pursuant to the provisions of the *Schedule 2 Planning and Development Regulations 2015*, it has been reworded to clearly identify the function of the local government when determining applications for planning approval, to notify proprietors and prospective proprietors of land n under section 70A *Transfer of Land Act 1893*, of all factors affecting the use or enjoyment of the land, and not just flood prone land.

8. DASP02 – Notification on Land Title – Applications for Built Strata Subdivision

This delegation is new but similar to the delegation above (DASP01), in that it identifies the function of local governments when determining applications for built strata subdivisions to notify proprietors and prospective proprietors of land under section 70A *Transfer of Land Act 1893*, of factors affecting the use or enjoyment of the land.

As an example, properties that may be affected by the new bushfire management rules.

A new section has been added to the register titled **Statutory Delegations to Local Government from External Agencies**. These delegations are not new, however have not been referenced in the Delegation Register previously.

9. DASD01 – Western Australian Planning Commission – Clause 27 Greater Bunbury Region Scheme – Development Approvals

The function delegated by the Western Australian Planning Commission is in respect to the determination in accordance with Parts 7 and 9 of the Greater Bunbury Region Scheme, of applications for approval to commence and carry out developments.

10. DASD02 – Western Australian Planning Commission – Section 25 of Strata Titles Act 1995

The function delegated by the Western Australian Planning Commission is in respect to the issuing of certificates of approval under Section 25 of the *Strata Titles Act 1985*.

- 11. DASD03 – Noise control – Serve Environmental Protection Notices (s65(1))**
The function delegated by the Department of Environment Regulation is in respect to the serving of an environmental protection notice under section 65(1) of the *Environmental Protection Act 1986*.

- 12. DASD04 – Noise control – Keeping of Log Books, Noise Control Notices , Calibration and Approval of non-complying events (Reg. 16)**
The function delegated by the Department of Environment Regulation is in respect to keeping of log books, noise control notices, calibration and approval of non-complying events

- 13. DASD05 – Noise control – noise management plans (reg.13)**
The function delegated by the Department of Environment Regulation is in respect to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*.

The summary below lists those delegations which are recommended to be repealed.

- 14. DAG02 – Gaming Permits**
The authority to determine applications for gaming permits is already delegated by DAH06 – Section 55 Certificates. A separate delegation is not required in this instance.

- 15. DAG07 – Power of Entry**
In accordance with the *Local Government Act 1995*, power of entry may be provided to authorised employees to perform any function that a local government has under the Act if entry is required for the performance of the function or in any other case in which entry is authorised by the Act other than by a local law.

As the CEO has the delegated authority to appoint authorised officers, a delegation is not required in this instance.

- 16. DAO08 – Works Undertaken in Streets**
This delegation provides the same function as Delegation “DAO09 – Determine applications and apply conditions to matters relating to road reserves”. Works and Services Officers have reviewed the delegation and advise it is a duplication and not required.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

Consultation with affected Departments and a review of applicable legislation was undertaken in respect to reviewing the instruments of delegation.

Outcome of Meeting – 17 November 2016

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

That the Policy Review and Development Committee recommend that Council:

- 1. Receives the review of delegations in accordance with section 5.18 of the Local Government Act 1995; and***
- 2. Amends its delegations to the Chief Executive Officer in the manner outlined within points 1-16 of this report, and as presented in the amended instruments of delegation attached at Appendix 7.***

10.8 Review of Purchasing Policies

Applicant/Proponent:	Internal Report
Author:	Dave Russell, Senior Contracts and Procurement Officer
Executive:	Andrew Brien, Chief Executive Officer
Attachments:	Appendix 8: Revised Purchasing Policy

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a revised Council Policy regarding purchasing, involving the proposed consolidation of two current policies relating to procurement: Purchasing (Excluding Tenders), and Purchasing (Local Preference).

Executive Recommendation

That the Policy Review and Development Committee recommend that Council:

1. Repeal the current Purchasing (Local Preference) and Purchasing (Excluding Tenders) policies.
2. Adopt the Model Purchasing Policy as presented.

Strategic Relevance

Key Priority Area 5: Corporate
Objective 5.2: Maintain a high standard of corporate governance and improve access to information.

Background

New legislation introduced into the *Local Government (Functions and General) Regulations 1996* came in to effect from October 2015, which included the necessity for Council to have a Policy on Panels of Pre-Qualified suppliers if the Council intends to procure goods or services with a panel type contract arrangement. The City has a demonstrated need to utilise panel procurement so has prepared a Policy that ensures compliance with the Regulations.

WALGA has produced a Model Purchasing Policy template for local governments to utilise and adapt to meet their needs. The Model Purchasing Policy incorporates all the requisite information in one document, which makes it more user friendly for officers and stakeholders alike.

If adopted, the proposed Model Purchasing Policy would mean that the Council's existing policies on Purchasing (Excluding Tenders) and Purchasing (Local Preference) would need to be repealed, and effectively replaced by the new Policy. In addition to the requisite statutory aspects, guiding principles and ethical behaviour around procurement have also been added to clearly provide the expectations for officers to conduct all procurement in an appropriate manner.

Council Policy Compliance

This report proposes to replace two existing Council policies with a new policy.

Legislative Compliance

Procurement is governed by the *Local Government (Function and General) Regulations 1996*.

Officer Comments

The proposed Policy streamlines the Policies surrounding procurement into one document which will assist officers as it will in effect become the “one stop” procurement document. The Policy encompasses all the requirements of the Functions and General Regulations and because it has been provided by WALGA as a template, it is considered to address all of the requirements.

The content around the panels of pre-qualified suppliers provides the City with greater flexibility in its procurement planning to capitalise on procuring goods and services more competitively and to a higher service level.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications resulting from the recommendations of this report.

Community Consultation

N/A

Councillor/Officer Consultation

The Senior Contracts and Procurement Officer has liaised with Manager Governance, Senior Governance Officer and the Director Works and Services in finalising the proposed Policy, which is now presented to the Policy Review and Development Committee for consideration.

Outcome of Meeting – 17 November 2016

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

That the Policy Review and Development Committee recommend that Council:

- 1. Repeal the current Purchasing (Local Preference) and Purchasing (Excluding Tenders) policies.***
- 2. Adopt the Model Purchasing Policy as presented.***

11. Applications for Leave of Absence

Not applicable to this committee.

12. Questions from Members

12.1 Response to Previous Questions from Members taken on Notice

Nil

12.2 Questions from Members

Nil

13. Urgent Business

Nil

14. Date of Next Meeting

TBA pending availability of OMA representative to present to Council on 6 December 2016.

15. Close of Meeting

The Presiding Member closed the meeting at 11.35am.