



Policy Review and Development Committee

Minutes

16 February 2017

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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Table of Contents

| <u>Item No</u> | <u>Subject</u> | <u>Page No</u> |
|----------------|---|----------------|
| 1. | <u>Declaration of Opening</u> | 3 |
| 2. | <u>Disclaimer</u> | 3 |
| 3. | <u>Announcements from the Presiding Member</u> | 3 |
| 4. | <u>Attendances</u> | 3 |
| 4.1 | Apologies..... | 3 |
| 4.2 | Approved Leave of Absence..... | 3 |
| 5. | <u>Declaration of Interest</u> | 4 |
| 6. | <u>Public Question Time</u> | 4 |
| 7. | <u>Confirmation of Minutes</u> | 4 |
| 8. | <u>Petitions, Presentations and Deputations</u> | 5 |
| 8.1 | Petitions | 5 |
| 8.2 | Presentations | 5 |
| 8.3 | Deputations..... | 5 |
| 9. | <u>Method of Dealing with Agenda Business</u> | 5 |
| 10. | <u>Reports</u> | 6 |
| 10.1 | Review of Council Policy – Vandalism Graffiti Management..... | 6 |
| 10.2 | Review of Council Policy – Equal Opportunity..... | 8 |
| 10.3 | Review of Council Policy – Closed Circuit Television Systems | 10 |
| 10.4 | Proposed New Council Policy – Public Art | 12 |
| 10.5 | Review of Council Policy – Elected Member Requests | 14 |
| 10.6 | Policy Review and Development Committee Review of Terms of Reference | 16 |
| 10.7 | Review of Council Policy – Infringement Withdrawal..... | 18 |
| 10.8 | Proposed New Council Policy – Bunbury Regional Art Gallery Trust..... | 20 |
| 10.9 | Leases and Licences Policy Amendment..... | 22 |
| 10.10 | Review of Council Policy – Recreation Facilities | 24 |
| 10.11 | Review of Council Policy – Asset Monitoring..... | 26 |
| 10.12 | Review of Council Policy – Commercial Leases..... | 28 |
| 10.13 | Review of Council Policy – Food Regulation Compliance and Enforcement | 30 |
| 10.14 | Review of Council Policy – Community Use of Banner Masts in Victoria Street | 32 |
| 11. | <u>Applications for Leave of Absence</u> | 34 |
| 12. | <u>Questions from Members</u> | 34 |
| 12.1 | Response to Previous Questions from Members taken on Notice..... | 34 |

| | | |
|------------|-----------------------------------|-----------|
| 12.2 | Questions from Members | 34 |
| 13. | Urgent Business..... | 34 |
| 14. | Date of Next Meeting | 34 |
| 15. | Close of Meeting..... | 34 |

1. Declaration of Opening

The Presiding Member declared the meeting open at 10.05am.

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 | 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 |
| Mr Mal Osborne | Director Planning and Development |
| Mr Julian Bowron | Manager Arts and Culture |

4.1 Apologies

Cr Wendy Giles

4.2 Approved Leave of Absence

Cr Monique Warnock will be requesting a retrospective leave of absence from Council at the OCM scheduled for 21 February 2017.

5. Declaration of Interest

Nil

6. Public Question Time

Not applicable

7. Confirmation of Minutes

Committee Decision: Moved Mayor Brennan Seconded Cr Hayward

The minutes of the Policy Review and Development Committee Meeting held on 17 November 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 appear in these minutes.

Items 10.10, 10.11, 10.12, 10.13 and 10.14 in these minutes were dealt with enbloc in accordance with Standing Order 5.5 at the conclusion of discussion and debate on the other matters. These items were moved Mayor Brennan and seconded Cr Kelly.

10. Reports

10.1 Review of Council Policy – Vandalism Graffiti Management

| | |
|-----------------------------|--|
| Applicant/Proponent: | Internal |
| Author: | Gavin Harris, Director Works and Services |
| Executive: | Gavin Harris, Director Works and Services |
| Attachments: | Appendix 4: Revised 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.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Vandalism Graffiti Management as presented.

Background

This policy was last reviewed in January 2015, and is presented to the PRDC for discussion and review as part of Council’s policy review schedule.

Council Policy Compliance

This report proposes the revision of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

Officers have undertaken a subsequent review of this Policy, with some minor amendments proposed as detailed at Appendix 4.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

The revised policy is presented to the PRDC for consideration and discussion.

Outcome of Meeting - 16 February 2017

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

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Vandalism Graffiti Management as presented.

10.2 Review of Council Policy – Equal Opportunity

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal |
| Author: | Odetta Robertson, Manager Organisational Development and HR |
| Executive: | Andrew Brien, Chief Executive Officer |
| Attachments: | Appendix 6: 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.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Equal Opportunity as presented.

Background

Initially a work procedure, Council Policy – Equal Opportunity was adopted by Council on 22 June 1999 and last reviewed in May 2015. 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 proposes the revision 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 subsequent review of this Policy, with only a small referencing amendment being proposed as shown at Appendix 6.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

The revised policy is presented to the PRDC for consideration and discussion.

Outcome of Meeting - 16 February 2017

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

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Equal Opportunity as presented.

10.3 Review of Council Policy – Closed Circuit Television Systems

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal |
| Author: | Neil Dyer, A/Manager Community Law and Safety |
| Executive: | Mal Osborne, Director Planning and Development Services |
| Attachments: | Appendix 7: Revised Council Policy CCTV |

Summary

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

Executive Recommendation

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

Background

This policy was last reviewed in May 2015, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report proposes the revision of an existing Council Policy.

Legislative Compliance

- *Local Government Act 1995*
- *WA Criminal Code Act Compilation Act 1913*
- *Criminal Procedures Act 2004*
- *Memorandum of Understanding – Western Australia Policy and City of Bunbury – 30/10/2014*

Officer Comments

Officers have undertaken a subsequent review of this Policy, with some minor amendments proposed as detailed at Appendix 7.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

The revised policy is presented to the PRDC for consideration and discussion.

Outcome of Meeting - 16 February 2017

The Executive Recommendation was moved by Cr Hayward 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 – Closed Circuit Television Systems as presented.

10.4 Proposed New Council Policy – Public Art

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal |
| Author: | Julian Bowron, Manager Arts and Culture |
| Executive: | Stephanie Addison-Brown, Director Corporate and Community Services |
| Attachments: | Appendix 9A: Proposed Public Art Policy Appendix 9B: Proposed Public Art Corporate Guideline |

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a new policy relating to the City of Bunbury Public Art Collection. The Policy and associated Corporate Guideline are **attached** at Appendices 9A and 9B respectively.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt new Council Policy Public Art Collection as presented.

Strategic Relevance

City of Bunbury Strategic Community Plan

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 Public Art Strategy 2009 – 2012* was prepared by consultant Pip Sawyer and adopted by Council in 8 June 2010 (refer 96/110). The strategy no longer aligns with Council structures, policies and processes.

Council Policy Compliance

This report proposes the adoption of a new Council policy.

Legislative Compliance

- Local Government Act 1995
- WA Local Government Act Functions and General Regulations 1996
- Income Tax Assessment Act 1997 Division 376 – Gifts or Contributions
- Cultural Bequests Program Guidelines (no 1) 1997
- Cultural Bequests Program(Maximum Approval Amounts) Determination (No 1) 1997
- Australian Government’s Cultural Gifts Program
- Copyright Act 1968
- Copyright Amendment (Moral Rights) Act 2000

Officer Comments

This policy and accompanying guideline have been prepared to align with current Council structures, legislative requirements, policies and processes as well as current best practice for delivering and managing public art projects and a Public Art Collection.

Analysis of Financial and Budget Implications

This policy includes the following principles which have budget implications:

- Adequate funding will be provided for the commissioning of new public art (2016/2017 budget allocation \$0).
- Adequate funding will be provided for maintaining the City of Bunbury's existing public art collection according to a prioritised schedule of works (2016/2017 budget allocation \$25,625).

Community Consultation

Consultation has taken place with Lloyd Horn who has had considerable involvement in the commissioning of public art in Bunbury, as well as with Andrew Frazer, artist and Artistic Director of the Re.Discover Bunbury Street Art Project.

Councillor/Officer Consultation

The following officers have been consulted during the preparation of this policy:

- The Director Works and Services
- The Director Planning and Development Services
- The Manager Assets and Projects
- The Manager Sustainability, Planning and Development
- The Manager Landscape and Open Space
- The Manager Governance
- The Senior Contracts and Procurement Officer
- The Strategic Planning Officer (Heritage)

Outcome of Meeting - 16 February 2017

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

That the Policy Review and Development Committee recommend that Council adopt new Council Policy Public Art Collection as presented.

10.5 Review of Council Policy – Elected Member Requests

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal |
| Author: | Greg Golinski, Manager Governance |
| Executive: | Andrew Brien, Chief Executive Officer |
| Attachments: | Appendix 10: Revised Council Policy – Elected Member Requests |

Summary

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

Executive Recommendation

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

Background

During the Elected Member/Executive roundtable held in January 2017, the Chief Executive Officer presented a methodology to simplify the process currently used for Elected Member request, which are governed by the Council Policy – Elected Member Requests.

It was suggested that channelling all requests (with the exception of confidential ones) through the Mayor’s Executive Assistant was the most efficient way to have this process managed.

Council Policy and Legislative Compliance

This report proposes the revision of an existing Council Policy.

Officer Comments

The revised policy as attached at Appendix 10 reflects the amended methodology as discussed at the January 2017 Elected Member/Executive roundtable.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

The revised policy is presented to the PRDC for consideration and discussion.

Outcome of Meeting - 16 February 2017

General discussion took place in relation to the proposed amendments to this policy, and it was queried whether a review of the new process was warranted prior to the policy being amended.

The Executive Recommendation was moved by Mayor Brennan and seconded by Cr Hayward and was carried as follows (2 votes for 1 against):

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

10.6 Policy Review and Development Committee Review of Terms of Reference

| | |
|-----------------------------|---------------------------------------|
| Applicant/Proponent: | Internal |
| Author: | Greg Golinski, Manager Governance |
| Executive: | Andrew Brien, Chief Executive Officer |
| Attachments: | Nil |

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate discussion regarding the Committee's terms of reference and membership composition.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council retain the status quo in relation to this committee's terms of reference and membership composition.

Background

In the lead up to the October 2017 local government elections, each committee of council has been requested to review their respective terms of reference and membership composition.

A collated report will then be provided to Council as part of a broader review of committees prior to the October elections. This will enable those committees with community representation to advertise for membership prior to October, and allow Council to formalise membership of all committees immediately following the elections.

Council Policy and Legislative Compliance

N/A

Officer Comments

The current terms of reference for the PRDC are 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 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.*

Membership of the PRDC currently comprises five elected members.

It is considered that both the terms of reference and membership composition for the PRDC is appropriate at this time.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This matter is presented to the PRDC for consideration. A collated report for all committees will be presented to Council for consideration following a review by each respective committee.

Outcome of Meeting - 16 February 2017

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

That the Policy Review and Development Committee recommend that Council retain the status quo in relation to this committee's terms of reference and membership composition.

10.7 Review of Council Policy – Infringement Withdrawal

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal |
| Author: | Greg Golinski, Manager Governance |
| Executive: | Andrew Brien, Chief Executive Officer |
| Attachments: | Appendix 11: Revised Council Policy – Infringement Withdrawal |

Summary

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

Executive Recommendation

That the Policy Review and Development Committee recommend that Council:

1. Revoke Council Policy – Infringement Withdrawal.
2. Request the Chief Executive Officer notify Elected Members on each occasion where an infringement issued under one of the City's local laws is revoked, where the infringement was issued to a City of Bunbury designated senior employee or an Elected Member.

Background

Council Policy – Infringement Withdrawal (Appendix 11) was last reviewed by Council in May 2016, and is presented to the PRDC for review ahead of schedule by request of the Chair, Cr Kelly.

Council Policy and Legislative Compliance

This report proposes the rescission of an existing Council Policy.

Officer Comments

The premise of the current policy is that Council is notified of each instance where an infringement under one of the City's local laws is successfully appealed, where the infringement was to a City Officer or an Elected Member.

It is suggested that such notifications could be provided operationally through communication channels other than a formal Council report (ie through the Executive Update). Accordingly, it is recommended that this policy be revoked.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This policy is presented to the PRDC for discussion.

Outcome of Meeting - 16 February 2017

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

That the Policy Review and Development Committee recommend that Council:

- 1. Revoke Council Policy – Infringement Withdrawal.***
- 2. Request the Chief Executive Officer notify Elected Members on each occasion where an infringement issued under one of the City's local laws is revoked, where the infringement was issued to a City of Bunbury designated senior employee or an Elected Member.***

10.8 Proposed New Council Policy – Bunbury Regional Art Gallery Trust

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal |
| Author: | Julian Bowron, Manager Arts and Culture |
| Executive: | Stephanie Addison-Brown, Director Corporate and Community Services |
| Attachments: | Appendix 12A: Proposed Public Art Policy Appendix 12B: Proposed Public Art Corporate Guideline |

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a new policy relating to the Bunbury Regional Art Galleries Trust. The draft Policy and Corporate Guideline are **attached** at Appendices 12A and 12B respectively.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the Council Policy Bunbury Regional Art Galleries Trust as presented.

Strategic Relevance

City of Bunbury Community Strategic Plan

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

Background

At the Council meeting held on 29 September 2015 (item 10.3 Bunbury Regional Art Galleries Governance Review 2015 Council Decision 336/15) it was resolved as follows:

“That Council supports the establishment of an independent trust or foundation for the Bunbury Regional Art Galleries with the aim of seeking and maintaining funds for acquisition of art works for the City collection and support of the gallery.”

The Bunbury Regional Art Galleries Trust was established in 2014 to receive the portable assets of Bunbury Regional Art Galleries from the Bunbury Regional Arts Management Board following Council taking over management of Bunbury Regional Art Galleries.

Legal advice obtained by the CEO in 2016 has identified that the Bunbury Regional Art Galleries Trust can be also be used to receive gifts, bequests and donations specifically for the purposes of the City of Bunbury Art Collection and the programs and facilities of Bunbury Regional Art Galleries.

Council Policy Compliance

City of Bunbury Art Collection Policy
City of Bunbury Asset Management Policy

Legislative Compliance

Local Government Act 1995

Local Government Act Functions and General Regulations 1996

Income Tax Assessment Act 1997 Division 376 – Gifts or Contributions

Cultural Bequests Program Guidelines (no 1) 1997

Cultural Bequests Program (Maximum Approval Amounts) Determination (No 1) 1997

Australian Government's Cultural Gifts Program

Copyright Act 1968

Copyright Amendment (Moral Rights) Act 2000

Officer Comments

The proposed policy will also serve as a"

"gift fund used and maintained only for the principle purpose of the fund, authority or institution"

This is a requirement for obtaining Deductible Gift Recipient (DGR) status for Bunbury Regional Art Galleries from the Australian Tax Office.

Analysis of Financial and Budget Implications

The establishment and promotion of the Bunbury Regional Art Galleries Trust is likely to encourage gifts, bequests and donations for the purposes Of Bunbury Regional Art Galleries Trust which will augment funding provided by Council.

Community Consultation

Not applicable

Councillor/Officer Consultation

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

Outcome of Meeting - 16 February 2017

General discussion took place in relation to this item, particularly in relation to the trustee and beneficiaries. Cr Kelly moved and Cr Hayward seconded the following motion which was passed unanimously:

That the Policy Review and Development Committee request the Chief Executive Officer provide information regarding the trustees and beneficiaries of the trust as part of report to Council to consider the adoption of this policy.

10.9 Leases and Licences Policy Amendment

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal Report |
| Responsible Officer: | Felicity Anderson, Manager Major Projects and Property |
| Executive: | Mal Osborne, Director Planning and Development |
| Attachments: | Appendix 13A: Revised Leases and Licences Policy Appendix 13B: Example Deed of Lease |

Summary

This item facilitates a review of the City's Leases and Licences policy.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Leases and Licences 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

The City has for many years practiced the application of two clauses within all newly negotiated leases to protect the City's interests. This process has been in place for at least 5 years.

The redevelopment clause was to ensure that the City was not left in a situation whereby any future development opportunities and community benefits were not affected by inflexible Lease arrangements.

In addition the remediation clause was considered to ensure buildings and assets that were built on City or Crown land were the responsibility of the particular Lessee who built them. That is at the end of a Lease arrangement there would be two options:

1. The City would consider if the asset was one the City was willing to take possession of and responsibility for. ie. does it align with future plans, consideration of ongoing asset management /whole of life costs?
2. If the City did not consider the asset appropriate to take possession of and responsibility for the remediation of the land is to be undertaken to the satisfaction of the City by the Lessee at the Lessee's expense.

It is suggested that these two clauses be embedded into the City's Leases and Licences policy to emphasise that they are non-negotiable during any future lease negotiations (see Appendix 13A).

A copy of the City's standard lease conditions are also attached at Appendix 13B for reference. It is important to note that should the Committee like to see any changes to conditions contained within the city's standard lease template document, then it would be prudent to obtain legal

advice in this regard as the lease template was prepared by the City's lawyers and is a legal instrument.

Council Policy Compliance

This report facilitates the revision of an existing Council Policy.

Legislative Compliance

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

Officer Comments

The amended Policy as at Appendix 13A seeks to emphasise the application of the two identified non-negotiable clauses currently in practice to protect the City's interests.

Analysis of Financial and Budget Implications

Application of these clauses does not have any immediate or direct financial impact.

However they may provide financial benefits in that they support the City to ensure they are not left with unwanted and unviable assets when Lessees have "finished" with them.

In addition the redevelopment clause may provide financial opportunity and potential savings should this need to be applied to address any future opportunities that are presented to Council.

Community Consultation

There has been no community consultation in respect to this item. All Leases are dealt with through public advertising in accordance with Section 3.58 of the *Local Government Act 1995*

Councillor/Officer Consultation

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

Outcome of Meeting - 16 February 2017

General discussion took place in relation to this item. The Mayor suggested adding the words "unless otherwise agreed" as a prefix to suggested point 1, which was unanimously agreed to.

The Executive Recommendation with the above amendment was moved by Mayor Brennan and second Cr Hayward and was passed unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Leases and Licences policy as presented and amended.

10.10 Review of Council Policy – Recreation Facilities

| | |
|-----------------------------|--|
| Applicant/Proponent: | Internal |
| Author: | John Kowal, Manager Sport and Recreation |
| Executive: | Stephanie Addison-Brown, Director Corporate and Community Services |
| Attachments: | Appendix 1: Council Policy – Recreation Facilities |

Summary

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

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Recreation Facilities as presented, with no changes recommended.

Background

This policy was last reviewed by Council in January 2015, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy and Legislative Compliance

This report facilitates the review of an existing Council Policy.

Officer Comments

Officers have reviewed the current Council Policy – Recreation Facilities (attached at Appendix 1), and consider that the policy is still appropriate in its current form.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This policy is presented to the PRDC for consideration and discussion.

Outcome of Meeting - 16 February 2017

This item was moved by Mayor Brennan and seconded by Cr Kelly and carried unanimously enbloc in according with Standing Order 5.5 as follows:

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Recreation Facilities as presented, with no changes recommended.

10.11 Review of Council Policy – Asset Monitoring

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal |
| Author: | Odetta Robertson, Manager Organisational Development and HR |
| Executive: | Andrew Brien, Chief Executive Officer |
| Attachments: | Appendix 2: 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.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Asset Monitoring as presented, with no changes recommended.

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 and Legislative Compliance

This report proposes the revision of an existing Council Policy.

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 reviewed the current Council Policy – Asset Monitoring (attached at Appendix 2), and consider that the policy is still appropriate in its current form.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This policy is presented to the PRDC for consideration and discussion.

Outcome of Meeting - 16 February 2017

This item was moved by Mayor Brennan and seconded by Cr Kelly and carried unanimously enbloc in according with Standing Order 5.5 as follows:

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Asset Monitoring as presented, with no changes recommended.

10.12 Review of Council Policy – Commercial Leases

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal |
| Author: | Felicity Anderson, Manager Major Projects and Property |
| Executive: | Andrew Brien, Chief Executive Officer |
| Attachments: | Appendix 3A: Council Policy – Commercial Leases Appendix 3B: Corporate Guideline – Commercial Leases |

Summary

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

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Commercial Leases as presented, with no changes recommended.

Background

This policy was last reviewed in January 2015, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy and Legislative Compliance

This report facilitates the review of an existing Council Policy.

Officer Comments

Officers have reviewed the current Council Policy – Commercial Leases (attached at Appendix 3A), and consider that other than some minor changes to position titles, the policy is still appropriate in its current form.

A copy of the associated corporate guideline is also presented at Appendix 3B for reference.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This policy is presented to the PRDC for consideration and discussion.

Outcome of Meeting - 16 February 2017

This item was moved by Mayor Brennan and seconded by Cr Kelly and carried unanimously enbloc in according with Standing Order 5.5 as follows:

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Commercial Leases as presented, with no changes recommended.

10.13 Review of Council Policy – Food Regulation Compliance and Enforcement

| | |
|-----------------------------|--|
| Applicant/Proponent: | Internal |
| Author: | Sarah Upton, Manager Environmental Health |
| Executive: | Mal Osborne, Director Planning and Development Services |
| Attachments: | Appendix 5A: Council Policy – Food Regulation Compliance and Enforcement Appendix 5B: Corporate Guidelines – Food Regulation Compliance and Enforcement |

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Food Regulation Compliance and Enforcement.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Food Regulation Compliance and Enforcement as presented, with no changes recommended.

Background

This policy was last reviewed in March 2015, and is presented to the PRDC for discussion and review as part of Council’s policy review schedule.

Council Policy and Legislative Compliance

This report proposes the revision of an existing Council Policy.

Officer Comments

Officers have reviewed the current Council Policy – Food Regulation Compliance and Enforcement (attached at Appendix 5A), and consider that other than one referencing change in the legislative area (from Health Act 1911 to Public Health Act 2016), the policy is still appropriate in its current form.

A copy of the associated corporate guideline is also presented at Appendix 5B for reference.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This policy is presented to the PRDC for consideration and discussion.

Outcome of Meeting - 16 February 2017

This item was moved by Mayor Brennan and seconded by Cr Kelly and carried unanimously enbloc in according with Standing Order 5.5 as follows:

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Food Regulation Compliance and Enforcement as presented, with no changes recommended.

10.14 Review of Council Policy – Community Use of Banner Masts in Victoria Street

| | |
|-----------------------------|---|
| Applicant/Proponent: | Internal |
| Author: | Gavin Harris, Director Works and Services |
| Executive: | Gavin Harris, Director Works and Services |
| Attachments: | Appendix 8A: Community Use of Banner Masts Policy Appendix 8B: Community Use of Banner Masts Corporate Guideline |

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Community Use of Banner Masts in Victoria Street.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Community Use of Banner Masts in Victoria Street as presented, with no changes recommended.

Background

This policy was last reviewed by Council in May 2015, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy and Legislative Compliance

This report facilitates the review of an existing Council Policy.

Officer Comments

Officers have reviewed the current Council Policy – Community Use of Banner Masts in Victoria Street (attached at Appendix 8A), and consider that the policy is still appropriate in its current form.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This policy is presented to the PRDC for consideration and discussion.

Outcome of Meeting - 16 February 2017

This item was moved by Mayor Brennan and seconded by Cr Kelly and carried unanimously enbloc in according with Standing Order 5.5 as follows:

That the Policy Review and Development Committee recommend that Council note the review of Council Policy – Community Use of Banner Masts in Victoria Street as presented, with no changes recommended.

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

The Manager Governance tabled a late item for consideration by the Committee, titled “Leases and Licences Policy Amendment” prior to the enbloc items being considered. The item was unanimously accepted and dealt with as item 10.9 of these minutes.

14. Date of Next Meeting

Thursday, 20 April 2017.

15. Close of Meeting

The Presiding Member closed the meeting at 10.29am