



Policy Review and Development Committee

Minutes

18 August 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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Policy Review and Development Committee Minutes

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1. Declaration of Opening

The Presiding Member declared the meeting open at 10.03am.

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 Wendy Giles	City of Bunbury
Cr Monique Warnock	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

Cr Hayward was absent.

4.1 Apologies

Nil

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.

Nil

6. Public Question Time

Not applicable

7. Confirmation of Minutes

Committee Decision: Moved Cr Giles Seconded Cr Warnock

The minutes of the Policy Review and Development Committee Meeting held on 16 June 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 the agenda.

10. Reports

10.1 Review of Heritage Planning Policies

Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Executive:	Andrew Brien, Chief Executive Officer
Appendix:	Nil

Summary

This purpose of this report is to advise the Policy Review and Development Committee (PRDC) that a review of seven (7) Heritage Planning Policies is currently being undertaken by the Heritage Advisory Committee (HAC).

Executive Recommendation

That the Policy Review and Development Committee receive the information.

Strategic Relevance

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

Background

The terms of reference of the PRDC makes provision for any Council policies that have been fully considered by another Committee to be referred directly to Council for consideration.

This report merely seeks to bring to the attention of the PRDC the fact that seven (7) Heritage Planning Policies are being reviewed by another Committee of Council.

Council Policy Compliance

Not applicable

Legislative Compliance

Not applicable.

Officer Comments

The HAC will be reviewing the following policies at its meeting on 10 August 2016:

1. East Bunbury Heritage Area
2. Application fees for Planning Approval of Development of Heritage Places
3. Development Assessment Process for Heritage Places
4. Heritage Places

5. Assessment of Cultural Heritage Significance
6. Rate Concession for Heritage Places
7. Variations to Development Requirements for Heritage Places

As per standard Council procedure, these policies (once reviewed) will then be presented directly to Council for ratification.

Councillor/Officer Consultation

Nil

Analysis of Financial and Budget Implications

Nil

Outcome of Meeting - Policy Review and Development Committee

The Executive Recommendation was MOVED Cr Giles and SECONDED Cr Warnock, and was carried unanimously as follows:

That the Policy Review and Development Committee receive the information.

CARRIED

10.2 Review of Council Policy – Purchasing Local Preference

Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Executive:	Andrew Brien, Chief Executive Officer
Attachments:	Appendix 1: Revised Council Policy – Purchasing Local Preference

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a revised Policy relating to Purchasing Local Preference, which applies for local contractors and/or suppliers.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy *Purchasing Local Preferences* as presented at Appendix 1.

Strategic Relevance

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

Background

The Policy was adopted by Council in July 2001 and last reviewed in January 2015. The purpose of the Policy is to promote economic activity, increase employment opportunities and facilitate small business participation in the buying process of the City of Bunbury. The entitlement is for local suppliers and contractors within the Bunbury Wellington region.

Council Policy Compliance

This report proposes a revision of an existing Council Policy.

Legislative Compliance

This policy complies with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

Officer Comments

Officers have undertaken a review of the Council Policy *Purchasing Local Preferences* in accordance with the City's policy review schedule.

The proposed amendment (if supported) would require those organisations responding to a request for tender or quotation to nominate whether this policy is applicable to their business (ie. are they a business with an office and permanent staff located within the Bunbury Wellington region).

The validation of such a declaration would still be confirmed by the City's procurement team, however this process would be greatly simplified as the submitting organisation would need to nominate the particulars of the locally based office.

The core elements of the policy remain and the percentage of local preference (5%) remain unchanged.

It should also be noted that in the last two-year period, this policy has not had an influence on the outcome of any tender or quotation process.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report when considering changes from the current policy to the recommended policy.

Where the Purchasing – Local Preferences policy has an influence over the selected tenderer then there may be an increase in expenditure of 5% on a case by case basis for either project or base line expenditure within budgeted allocations.

Councillor/Officer Consultation

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

Outcome of Meeting - Policy Review and Development Committee

The Executive Recommendation was MOVED Mayor Brennan and SECONDED Cr Warnock, and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy *Purchasing Local Preferences* as presented at Appendix 1.

CARRIED

10.3 Review of Council Policy – Publication of Information

Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Executive:	Andrew Brien, Chief Executive Officer
Attachments:	Appendix 2: Revised Council Policy – Publication of Information

Summary

The purpose of this report is for the Policy Review and Development Committee to review Council's current policy relating to Publication of Information.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy *Publication of Information* as presented at Appendix 2.

Strategic Relevance

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

Background

Prior to this policy being adopted in July 2014, the City of Bunbury did not currently have a formal policy or procedure in relation to the publishing of information collected during Council submission periods or consultation processes.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Not applicable

Officer Comments

Officers have undertaken a review of the Council Policy *Publication of Information* in accordance with the City's policy review schedule.

When the policy was originally developed, advice was sought from the Western Australian Office of the Information Commissioner (OIC), and whilst the OIC was unable to provide specific advice regarding support or restriction of making personal information publically available, it was indicated there is nothing in the *Freedom of Information Act 1992* to prevent an agency developing policies to make certain kinds of documents routinely available.

Sections 5.23, 5.94 and 5.95 of the *Local Government Act 1995* provide advice on how to deal with information that is confidential, information that may be inspected and limits on that information respectively.

Research undertaken has not been able to source any legislation that prohibits Council from publishing collected information. Additionally, Western Australian local governments are not bound by specific privacy legislation, although we can be guided by the Commonwealth 1988 Privacy Act.

It would seem justifiable that if information is disclosed for the same purpose for which it was collected (or a similar one), the individual has consented to the disclosure, and therefore Council would not be breaching the intent of the Commonwealth Privacy Act.

Following review, it is considered that the policy is still relevant in its current format, and only one minor change is recommended as presented at Appendix 2, which does not alter the intent of the current policy.

Analysis of Financial and Budget Implications

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

Councillor/Officer Consultation

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

Outcome of Meeting - Policy Review and Development Committee

The Executive Recommendation was MOVED Cr Giles and SECONDED Cr Warnock, and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy *Publication of Information* as presented at Appendix 2.

CARRIED

10.4 Review of Council Policy – Conferences, Seminars, Training and Induction Courses – Elected Member Attendance

Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Executive:	Andrew Brien, Chief Executive Officer
Attachments:	Appendix 3: Council Policy – Conferences, Seminars, Training and Induction Courses – Elected Member Attendance

Summary

The purpose of this report is for the Policy Review and Development Committee to review Council's current policy relating to conference and seminar attendance by Elected Members.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of Council Policy *Conferences, Seminars, Training and Induction Courses – Attendance by Elected Members*, with no changes recommended.

Strategic Relevance

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

Background

Council Policy *Conferences, Seminars, Training and Induction Courses – Attendance by Elected Members* was last reviewed by Council in November 2014. A copy of the most current policy is contained at Appendix 3.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Not applicable

Officer Comments

Officers have undertaken a review of the Council Policy *Conferences, Seminars, Training and Induction Courses – Attendance by Elected Members* in accordance with the City's policy review schedule.

It is considered that the intent of the Policy remains current and appropriate, and therefore no changes are proposed.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from the recommendation of this report.

Councillor/Officer Consultation

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

Outcome of Meeting - Policy Review and Development Committee

The Executive Recommendation was **MOVED** Cr Kelly and **SECONDED** Cr Giles, and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council note the review of Council Policy *Conferences, Seminars, Training and Induction Courses – Attendance by Elected Members*, with no changes recommended.

CARRIED

10.5 Review of Council Policy – Street Addressing

Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Executive:	Andrew Brien, Chief Executive Officer
Attachments:	Appendix 4A: Council Policy – Street Addressing Appendix 4B: Corporate Guideline – Street Addressing

Summary

The purpose of this report is for the Policy Review and Development Committee to review Council's current policy relating to the standards and procedures for the assignment and amendment of street numbering within the City of Bunbury.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of Council Policy *Street Addressing*, with no changes, as presented at Appendix 4A and 4B.

Strategic Relevance

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

Background

The Street Addressing Policy was developed to establish a clear documented policy position rather than an otherwise unidentified process which residents can relate to when seeking advice or opposing proposed re-allocation of street numbers.

The Policy was first adopted by Council at its meeting held 25 September 2012, and last reviewed in January 2015.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

There is no legislative compliance impacting upon this report.

Officer Comments

Officers have undertaken a review of the Council Policy *Street Addressing* and propose no changes to the existing policy and guidelines.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report, as the intent of the existing Policies has not been altered.

Councillor/Officer Consultation

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

Outcome of Meeting - Policy Review and Development Committee

The Executive Recommendation was MOVED Cr Giles and SECONDED Cr Warnock, and was carried unanimously as follows:

That the Policy Review and Development Committee recommend that Council note the review of Council Policy *Street Addressing*, with no changes, as presented at Appendix 4A and 4B.

CARRIED

10.6 Review of Council Policy – City of Bunbury Art Collection Policy

Applicant/Proponent:	Julian Bowron, Manager Arts and Culture
Responsible Officer:	Julian Bowron, Manager Arts and Culture
Executive:	John Kowal, A/Director Corporate and Community Services
Attachments:	Appendix 5A: Council Policy - Art Collection Appendix 5B: Revised Corporate Guideline - Art Collection

Summary

The purpose of this report is for the Policy Review and Development Committee to review the City's Art Collection policy. The Policy and associated Corporate Guideline are attached at Appendices 5A and 5B respectively.

Executive Recommendation

That the Policy Review and Development Committee:

1. Note the review of Council Policy City of Bunbury Art Collection, with no changes recommended.
2. Note the amendments made to the City of Bunbury Art Collection Corporate Guideline as presented at Appendix 5B.

Strategic Relevance

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 Art Collection Policy was originally adopted by Council on 21 May 2013. The Policy was last reviewed by Council at its meeting held 20 January 2015 (refer Decision 10/15).

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

In consultation with the City of Bunbury Art Collection Acquisition Panel, Officers have undertaken a review of the Council Policy City of Bunbury Art Collection Policy in accordance with the City's policy review schedule.

Whilst no changes are recommended to the Policy, the Corporate Guideline has been amended to maintain consistency with the City's current processes and procedures, and updated in

accordance with professional art museum standards generally. The revised Corporate Guideline was endorsed by the Executive Leadership Team on 10 August 2016, and a copy is attached at Appendix 5B.

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 City of Bunbury Art Collection Acquisition Panel, which includes Councillor McCleary, was consulted as part of the review process for this policy.

Outcome of Meeting - Policy Review and Development Committee

General discussion took place in relation to this item, and specifically whether this policy and guideline should also incorporate the museum collection. It was generally agreed that the museum collection should be the subject of a separate policy, which will be drafted and presented to the Committee at a subsequent meeting.

The Executive Recommendation was MOVED Mayor Brennan and SECONDED Cr Warnock, and was carried unanimously as follows:

That the Policy Review and Development Committee:

- 1. Note the review of Council Policy City of Bunbury Art Collection, with no changes recommended.**
- 2. Note the amendments made to the City of Bunbury Art Collection Corporate Guideline as presented at Appendix 5B.**

CARRIED

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

27 October 2016.

15. Close of Meeting

The Presiding Member closed the meeting at 10.20am.