



Policy Review and Development Committee

Minutes

3 May 2019

Committee Terms of Reference

- 1** *To review all existing Bunbury City Council policies within a two year period, in line with the local government election cycle and facilitate the development of new policies for consideration by Council on an ongoing basis.*
- 2** *To make recommendations to Council on matters of policy, policy and local law review and policy and local law development.*
- 3** *To explore opportunities that promote policy development in all areas that are within Council's jurisdiction.*
- 4** *To allow any draft policy developed and fully considered by another Advisory Committee of Council to be referred directly to Council for consideration.*
- 5** *To provide Bunbury City Councillors with assistance and support to develop new Council policies.*

City of Bunbury
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Bunbury WA 6230
Western Australia

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Policy Review and Development Committee

Minutes

3 May 2019

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

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1. Declaration of Opening

The Presiding Member declared the meeting open at 11.00am.

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 Jaysen Miguel (Presiding Member)	City of Bunbury
Cr James Hayward	City of Bunbury
Mr Mark Seaward	BGCCI

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance
Mrs Sarah Upton	Manager Community Law, Safety and Environmental Health

4.1 Apologies

Cr Todd Brown
CEO Mr Mal Osborne

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: Mayor Brennan Seconded: Cr Miguel

The minutes of the Policy Review and Development Committee Meeting held on 28 February 2019 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

All items were dealt with in the order they appeared on the agenda.

10. Reports

10.1 Corporate Guideline – Dealing with Nuisance Cats

Applicant/Proponent:	Internal
Responsible Officer:	Sarah Upton, Manager Community Law, Safety and Environmental Health
Responsible Manager:	Sarah Upton, Manager Community Law, Safety and Environmental Health
Executive:	Gary Barbour, Director Planning and Development Services
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 1: Corporate Guideline – Dealing with Nuisance Cats

Summary

The purpose of this report is for the Policy Review and Development Committee to note the procedures employed by City staff when dealing with nuisance cat complaints.

The Corporate Guideline has been prepared in response to Council Decision 94/19 which requested in part “*that the CEO develop a policy for the control of nuisance cats and 3 Councillors be appointed to work with officers on the policy for consideration at the next Policy Review and Development Committee meeting.*”

Executive Recommendation

That the Policy Review and Development Committee:

1. Notes the Corporate Guideline – Dealing with Nuisance Cats as presented at Appendix 1 for immediate implementation; and
2. Requests the Chief Executive Officer provide a report to the first Policy Review and Development Committee meeting in 2020 detailing statistics/outcomes from the balance of 2019 since the implementation of the Corporate Guideline.

Voting Requirements: Simple Majority

Strategic Relevance

Theme 3: Our places and spaces
Goal: A natural and built environment that reflects Bunbury’s core values
Objective 3.6: The public health and amenity of the community is protected

Regional Impact Statement

The Corporate Guideline only applies within the district of the City of Bunbury.

Background

At its meeting held on 2 April 2019, Council requested that “*the CEO develop a policy for the control of nuisance cats and 3 Councillors be appointed to work with officers on the policy for consideration at the next Policy Review and Development Committee meeting*” (refer Council Decision 94/19).

A workshop was held on Thursday 18 April 2019 to which all Elected Members were invited, where Officers discussed their processes around dealing with nuisance cat complaints in the context of the Cats Local Law and Cat Act. The meeting was attended by Councillors Smith, Warnock and Hayward.

Following some discussion, it was suggested the processes be amended to include documented means for dealing with vexatious complaints, as well as a process for notifying adjacent homes where cat traps are deployed. These have been incorporated into the Corporate Guideline.

Council Policy Compliance

The Corporate Guideline details the City’s operational procedures in the context of the *Cat Local Law 2018* and *Cat Act 2011*.

Legislative Compliance

Nuisance cats are dealt with in accordance with the provisions of the *Cat Local Law 2018* and *Cat Act 2011*. The Corporate Guideline details the City’s operational procedures in the context of these pieces of legislation.

Officer Comments

Following discussion at the workshop, a Corporate Guideline regarding how the City deals with nuisance cat complaints has been prepared, and is presented at Appendix 1 for the information of the Committee.

Analysis of Financial and Budget Implications

Nil

Councillor/Officer Consultation

This report is presented to the Policy Review and Development Committee for consideration following discussion with City Rangers, and a workshop held with Elected Members on 18 April 2019.

Timeline: Council Decision Implementation

The procedures outlined within the Corporate Guideline will be implemented immediately.

Outcome of Meeting – 3 May 2019

The executive recommendation as printed was moved by Cr Hayward and seconded by Mr Seaward and was carried unanimously as follows:

That the Policy Review and Development Committee:

- 1. Notes the Corporate Guideline – Dealing with Nuisance Cats as presented at Appendix 1 for immediate implementation; and***
- 2. Requests the Chief Executive Officer provide a report to the first Policy Review and Development Committee meeting in 2020 detailing statistics/outcomes from the balance of 2019 since the implementation of the Corporate Guideline.***

10.2 Review of Council Policy: Equal Opportunity

Applicant/Proponent:	Internal
Responsible Officer:	Odetta Robertson, Manager Organisational Development and HR
Responsible Manager:	Odetta Robertson, Manager Organisational Development and HR
Executive:	Mal Osborne, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 2: Amended Equal Opportunity Policy

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Equal Opportunity. The policy was last reviewed in March 2017 and is now due for its biennial review.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

Initially a work procedure, Council Policy – Equal Opportunity was adopted by Council on 22 June 1999 and last reviewed in March 2017. The purpose of the Policy is to ensure the fair and equitable treatment of persons accessing the City of Bunbury's services/facilities (members of the public) and/or in the course of employment with the City of Bunbury.

Council Policy Compliance

This report facilitates the review of an existing Council policy.

Legislative Compliance

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

Officer Comments

Officers have undertaken a review of this Policy, with only minor amendments proposed as detailed at Appendix 2.

Analysis of Financial and Budget Implications

The Policy will not have any impact on the budget.

Community Consultation

Not applicable in regards to this Policy

Councillor/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Any recommendations from the Committee will be presented to Council at the 21/28 May round of meetings.

Outcome of Meeting – 3 May 2019

The executive recommendation as printed 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: Asset Monitoring

Applicant/Proponent:	Internal
Responsible Officer:	Odetta Robertson, Manager Organisational Development and HR
Responsible Manager:	Odetta Robertson, Manager Organisational Development and HR
Executive:	Mal Osborne, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 3: Amended Asset Monitoring Policy

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Asset Monitoring. The policy was last reviewed in March 2017 and is now due for its biennial review.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

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

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

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

Council Policy Compliance

This report facilitates the review of an existing Council policy.

Legislative Compliance

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

Officer Comments

Officers have undertaken a review of this Policy, with only minor amendments proposed as detailed at Appendix 3. It is proposed that the "acknowledgement" section of the policy be removed as this is now covered off during employee inductions as well as contained in employee contracts.

Analysis of Financial and Budget Implications

The Policy will not have any impact on the budget.

Community Consultation

Not applicable in regards to this Policy

Councillor/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Any recommendations from the Committee will be presented to Council at the 21/28 May round of meetings.

Outcome of Meeting – 3 May 2019

The executive recommendation as printed was moved by Cr Hayward and seconded by Mr Seaward and was carried unanimously as follows:

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

10.4 Review of Council Policy: Civic Commendations

Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Mal Osborne, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 4: Council Policy Civic Commendations

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Civic Commendations. The policy was last reviewed in June 2017 and is now due for its biennial review.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in June 2017, and is presented to the PRDC for discussion and review as part of Council’s policy review schedule.

Council Policy Compliance

This report facilitates the review of 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 Civic Commendations as presented at Appendix 4.

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

It is suggested the content of the current policy is appropriate.

Analysis of Financial and Budget Implications

The Policy will not have any impact on the budget.

Community Consultation

Not applicable in regards to this Policy

Councillor/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Any recommendations from the Committee will be presented to Council at the 21/28 May round of meetings.

Outcome of Meeting – 3 May 2019

The executive recommendation as printed 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 note the review of existing Council Policy – Civic Commendations, with no changes recommended.

10.5 Review of Council Policy: Media Statements

Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Mal Osborne, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 5: Council Policy Media Statements

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Media Statements. The policy was last reviewed in June 2017 and is now due for its biennial review.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in June 2017, and is presented to the PRDC for discussion and review as part of Council’s policy review schedule. The policy provides guidance and procedures as to how the City of Bunbury manages its media processes.

Council Policy Compliance

This report facilitates the review of an existing Council policy.

Legislative Compliance

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

Officer Comments

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

Officers have undertaken a review of the Council Policy Media Statements as presented at Appendix 5, and suggest that the content of the current policy is appropriate.

Analysis of Financial and Budget Implications

The Policy will not have any impact on the budget.

Community Consultation

Not applicable in regards to this Policy

Councillor/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Any recommendations from the Committee will be presented to Council at the 21/28 May round of meetings.

Outcome of Meeting – 3 May 2019

The executive recommendation as printed was moved by Mr Seaward and seconded by Mayor Brennan and was carried unanimously as follows:

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

10.6 Review of Council Policy: Bunbury Museum, Heritage Centre and Local Studies Collection

Applicant/Proponent:	Internal						
Responsible Officer:	Michael Fraser, A/Manager Cultural Development and Libraries						
Responsible Manager:	Michael Fraser, A/Manager Cultural Development and Libraries						
Executive:	Stephanie Addison-Brown, Director Corporate and Community Services						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Review</td></tr><tr><td><input type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Legislative</td><td><input type="checkbox"/> Information Purposes</td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review						
<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes						
Attachments:	Appendix 6A: Council Policy Bunbury Museum, Heritage Centre and Local Studies Collection Appendix 6B: Corporate Guideline Bunbury Museum, Heritage Centre and Local Studies Collection						

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Bunbury Museum, Heritage Centre and Local Studies Collection. The policy was last reviewed in December 2016 and is now due for its biennial review.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy – Bunbury Museum, Heritage Centre and Local Studies Collection, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in December 2016, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council policy.

Legislative Compliance

N/A

Officer Comments

This policy and associated Corporate Guideline (Appendix 6A and 6B respectively) underwent significant change in December 2016 as part of a thorough review of processes at that time. The policy was amended to maintain consistency with the City's current processes and procedures, and updated in accordance with professional museum standards generally.

Officers have undertaken a subsequent review of the Policy as presented at Appendix 6A, and suggest that the content of the current policy is appropriate and does not require amendment.

Analysis of Financial and Budget Implications

The Policy will not have any impact on the budget.

Community Consultation

Not applicable in regards to this Policy

Councillor/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Any recommendations from the Committee will be presented to Council at the 21/28 May round of meetings.

Outcome of Meeting – 3 May 2019

The executive recommendation as printed 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 note the review of existing Council Policy – Bunbury Museum, Heritage Centre and Local Studies Collection, with no changes recommended.

10.7 Review of Council Policy: Closed Circuit Television Systems

Applicant/Proponent:	Internal
Responsible Officer:	Sarah Upton, Manager Community Law, Safety and Environmental Health
Responsible Manager:	Sarah Upton, Manager Community Law, Safety and Environmental Health
Executive:	Gary Barbour, Director Planning and Development Services
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 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. The policy was last reviewed in March 2017 and is now due for its biennial review.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

Theme 1: Our community and culture
Goal: A safe, healthy and cohesive community, with a rich cultural life and supportive social environment.
Objective 1.1: A community where people are safe and feel safe.

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in March 2017, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of 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 review of Council Policy CCTV, and recommend some minor changes as presented at Appendix 7. These changes do not affect the broader intent of the policy.

Analysis of Financial and Budget Implications

The Policy will not have any impact on the budget.

Community Consultation

Not applicable in regards to this Policy

Councillor/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Any recommendations from the Committee will be presented to Council at the 21/28 May round of meetings.

Outcome of Meeting – 3 May 2019

The executive recommendation as printed was moved by Mr Seaward 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.

10.8 Review of Council Policy: Food Regulation Compliance and Enforcement

Applicant/Proponent:	Internal
Responsible Officer:	Sarah Upton, Manager Community Law, Safety and Environmental Health
Responsible Manager:	Sarah Upton, Manager Community Law, Safety and Environmental Health
Executive:	Gary Barbour, Director Planning and Development Services
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 8A: Council Policy Food Regulation Compliance and Enforcement Appendix 8B: Corporate Guideline 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. The policy was last reviewed in March 2017 and is now due for its biennial review.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

Theme 3: Our places and spaces
Goal: A natural and built environment that reflects Bunbury's core values.
Objective 3.6: The public health and amenity of the community is protected.

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in March 2017, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of an existing Council policy.

Legislative Compliance

N/A

Officer Comments

This policy and associated Corporate Guideline (Appendix 8A and 8B respectively) have been reviewed by Health staff, whom suggest that the content of the current policy and guideline is appropriate and do not require amendment.

Analysis of Financial and Budget Implications

The Policy will not have any impact on the budget.

Community Consultation

Not applicable in regards to this Policy

Councillor/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Any recommendations from the Committee will be presented to Council at the 21/28 May round of meetings.

Outcome of Meeting – 3 May 2019

The executive recommendation as printed 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 note the review of existing Council Policy – Food Regulation Compliance and Enforcement, 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

13. Urgent Business

Nil

14. Date of Next Meeting

Thursday 27 June 2019

15. Close of Meeting

The Presiding Member closed the meeting at 11.10am.

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

Signed _____
Cr Jaysen Miguel, Chair