



Policy Review and Development Committee

Minutes

30 August 2023

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
4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
Bunbury WA 6231

Table of Contents

<u>Item No</u>	<u>Subject</u>	<u>Page No</u>
1.	Declaration of Opening.....	2
2.	Disclaimer	2
3.	Announcements from the Presiding Member	2
4.	Attendances	2
4.1	Apologies.....	2
4.2	Approved Leave of Absence.....	2
5.	Declaration of Interest	3
6.	Confirmation of Minutes	3
7.	Method of Dealing with Agenda Business.....	3
8.	Reports	4
8.1	Review of Council Policy: Public Art.....	4
8.2	Review of Council Policy: BRAG Exhibitions.....	7
8.3	Review of Council Policy: City of Bunbury Art Collection	10
8.4	Proposed Council Policy: Financial Hardship	13
8.5	Review of Council Policy: Street Addressing.....	16
8.6	Review of Council Policy: Bushfire Inspection and Mitigation	18
8.7	Review of Council Policy: Closed Circuit Television System.....	20
8.8	Proposed City of Bunbury Bush Fire Brigade Local Law 2023.....	22
8.9	Review of Council Policy: Execution of Documents	26
8.10	Review of Council Policy: Council Delegate Reports.....	29
8.11	Review of Council Policy: Civic Commendations	31
8.12	Review of Council Policy: Media Statements.....	33
8.13	Proposed Council Policy: Council Polls.....	35
9.	Questions from Members.....	38
9.1	Response to Previous Questions from Members taken on Notice.....	38
9.2	Questions from Members	38
10.	Urgent Business.....	38
11.	Date of Next Meeting	38
12.	Close of Meeting	38

1. Declaration of Opening

Cr Kozisek was an apology for the meeting so the Committee unanimously endorsed Cr Giles as presiding member for the meeting.

The presiding member declared the meeting open at 10:02am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Cr Wendy Giles (Presiding Member)	City of Bunbury
Cr Karen Steele	City of Bunbury
Cr Marina Quain	City of Bunbury
Cr Tresslyn Smith	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Mr Gary Barbour	Director Sustainable Communities
Mrs Karin Strachan (via Zoom)	Director Strategy and Organisational Performance

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance
Mr Liam Murphy	Governance Officer
Mr Mark Allies	Team Leader Rangers and Emergency Management
Mr David Ransom	Manager Finance
Ms Leonie Barwick	Team Leader Corporate Revenue
Ms Elizabeth Denniss	Manager Community Connection

4.1 Apologies

Cr Kozisek was an apology for the meeting.

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

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

Nil

6. Confirmation of Minutes

Committee Decision: Moved: Cr Steele Seconded: Cr Quain

The minutes of the Policy Review and Development Committee Meeting held on 28 June 2023 are confirmed as a true and accurate record.

CARRIED

7. Method of Dealing with Agenda Business

All items were considered in the order they appeared in the agenda.

8. Reports

8.1 Review of Council Policy: Public Art

File Ref:	COB/306						
Applicant/Proponent:	Internal						
Responsible Officer:	Michael Bianco, BRAG Director and Team Leader						
Responsible Manager:	Elizabeth Denniss, Manager Community Connection						
Executive:	Gary Barbour, Director Sustainable Communities						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input type="checkbox"/> Legislative							
Attachments:	Appendix 8.1-A: Revised Council Policy Public Art						

Summary

At the Policy Review and Development Committee (PRDC) meeting held 28 June 2023, the committee resolved to defer the Review of Council Policy: Public Art until the 30 August 2023 meeting. This report is now presented to the PRDC to facilitate a review of existing Council Policy Public Art. A copy of the revised policy is presented at Appendix 8.1-A.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Public Art Council Policy as presented as appendix 8.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar:	People
Aspiration:	A safe, healthy and connected community
Outcome 2:	A growing hub of culture and creativity
Objective 2.1:	Grow participation in arts, culture and community events

Regional Impact Statement

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

Background

The Public Art Council Policy is reviewed every two years to reflect any updates and amendments to ensure it is relevant in delivering a successful Public Art program. The policy was last reviewed at the Ordinary Council Meeting held 29 September 2023.

Council Policy Compliance

Public Art Council Policy

Legislative Compliance

There is no advertising period required for this item as once a Council has initially endorsed a Public Art Council Policy (where advertising is required), further amendments can be made at any time without an advertising or notification period.

Officer Comments

The Bunbury Regional Art Gallery Advisory Group in consultation with City staff have reviewed the City of Bunbury Public Art Council Policy. A copy of the revised policy with tracked changes showing the revisions is presented at appendix 8.1-A.

Language in policy was revised in part to update titles in accordance with shifts in operations and staff. Language pertaining to Murals and Street Art was adjusted to mitigate unnecessary expenditure on temporary artworks. Additional language provides clarity on COB procurement processes to mitigate confusion and to provide clarity on responsibilities on task management. Further, a revision of language pertaining to De-Accessioning of artworks was provided to create clarity on process.

Section 7.5 *Heritage Interpretation, Memorials and Monuments* has been removed from this policy as it contradicts section 3.1.1b which notes that for the purposes of this policy “public art does not include monuments or memorials.”

Analysis of Financial and Budget Implications

All monies spent on the maintenance and acquisition of public art is done so in line with approved adopted budgets on an annual basis.

Community Consultation

Nil

Elected Member/Officer Consultation

Consultation took place with the Bunbury Regional Art Gallery Advisory Group and City officers. The revised policy is now presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediate once Council have endorsed the recommendation.

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Steele and Seconded by Cr Quain and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Public Art Council Policy as presented as appendix 8.1-A.

8.2 Review of Council Policy: BRAG Exhibitions

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Michael Bianco, BRAG Director and Team Leader
Responsible Manager:	Elizabeth Denniss, Manager Community Connection
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<div><input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
Attachments:	Appendix 8.2-A: Revised Council Policy: BRAG Exhibitions

Summary

At the Policy Review and Development Committee (PRDC) meeting held 28 June 2023, the committee resolved to defer the Review of Council Policy: BRAG Exhibitions until the 30 August 2023 meeting. This report is now presented to the PRDC to facilitate a review of existing Council Policy Bunbury Regional Art Gallery Exhibitions. A copy of the revised policy is attached at Appendix 8.2-A.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Bunbury Regional Art Gallery Exhibitions Council Policy as presented at appendix 8.2-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar:	People
Aspiration:	A safe, healthy and connected community
Outcome 2:	A growing hub of culture and creativity
Objective 2.1:	Grow participation in arts, culture and community events

Regional Impact Statement

This policy applies only within the City of Bunbury.

Background

This Policy was adopted in May 2018 and is presented to Council by the Policy Review and Development Committee for its first review since adoption.

The adoption of the existing policy incorporated an element of stakeholder consultation, with the then draft having been circulated to all artists and gallery stakeholders on the BRAG database for comment, as well as a forum being held to discuss any concerns. The Policy was last reviewed at the Ordinary Council Meeting held 23 June 2023.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

To assist with budget planning and to provide transparency and consistency around BRAG programming decisions, it is considered appropriate to have such a policy in place. The existence of the policy has enabled alignment and consistency with the City's current processes and procedures as well as professional art museum standards.

The Bunbury Regional Art Gallery Advisory Group in consultation with City staff have reviewed the City of Bunbury Public Art Council Policy. A copy of the revised policy with tracked changes showing the revisions is presented at appendix 8.2-A.

Language in policy was revised in part to update titles in accordance with shifts in operations and staff. Further, adjustments were made in alignment with the new BRAG mission statement as outlined in the terms of reference for the formation of the BRAG advisory group. New language also makes a special point to acknowledge the traditional custodians of the land and the formation of a reference group in alignment with national industry standards. Additional language also clarifies communication between gallery and artists/lenders; and BRAG's stance on artist fees in accordance with national industry standards.

Analysis of Financial and Budget Implications

Nil.

Community Consultation

Nil

Councillor/Officer Consultation

Consultation took place with the Bunbury Regional Art Gallery Advisory Group and City officers. The revised policy is now presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Once adopted by Council, any revisions to the Policy become effective immediately.

Outcome of Meeting 30 August 2023

Following general discussion the Committee requested some minor wording changes to point 3.7 within the policy details as well as some minor typographical details. These changes will be reflected in the proposed updates when presented to Council.

With these amendments, the recommendation was moved by Cr Steele and Seconded by Cr Quain and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Bunbury Regional Art Gallery Exhibitions Council Policy as presented and amended at appendix 8.2-A.

8.3 Review of Council Policy: City of Bunbury Art Collection

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Michael Bianco, BRAG Director and Team Leader
Responsible Manager:	Elizabeth Denniss, Manager Community Connection
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<div><input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
Attachments:	Appendix 8.3-A: Revised City of Bunbury Art Collection Policy

Summary

At the Policy Review and Development Committee (PRDC) meeting held 28 June 2023, the committee resolved to defer the Review of Council Policy: City of Bunbury Art Collection until the 30 August 2023 meeting. This report is now presented to the PRDC to facilitate the review of the existing City of Bunbury Art Collection Policy. Staff have reviewed the policy with changes recommended and simplified where appropriate (see proposed revisions at Appendix 8.3-A).

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised City of Bunbury Art Collection Policy as presented at 8.3-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar:	People
Aspiration:	A safe, healthy and connected community
Outcome 2:	A growing hub of culture and creativity
Objective 2.1:	Grow participation in arts, culture and community events

Regional Impact Statement

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

Background

The Art Collection Council Policy is reviewed every two years to reflect any updates and amendments to ensure it is relevant in providing appropriate management of the City of Bunbury Art Collection. The policy was last reviewed at the Ordinary Council Meeting held 27 April 2021.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

The Bunbury Regional Art Gallery Advisory Group in consultation with City staff have reviewed the City of Bunbury Art Collection Council Policy. A copy of the revised policy with tracked changes showing the revisions is presented at appendix 8.3-A

Language in policy was revised in part to update titles in accordance with shifts in operations and staff. Further, adjustments were made in alignment with the new BRAG mission statement as outlined in the terms of reference for the formation of the BRAG advisory group. Additional text included a summary of new major donations to the collection and a revision of language for the Acquisition and Approval process to mitigate any issues which may prevent service delivery as a result of staff taking leave or vacancies in positions in the future. A key text was inserted in regards to the Cultural Gifts program in compliance with regulations to enable the benefits from the scheme.

Analysis of Financial and Budget Implications

All monies spent on the maintenance and acquisition of the art collection is done so in line with approved adopted budgets on an annual basis.

Community Consultation

Nil

Elected Member/Officer Consultation

Consultation took place between the Bunbury Regional Art Gallery Advisory Group and City officers. The revised policy is now presented to the Policy Review and Development Committee for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediate once Council have endorsed the recommendation.

Outcome of Meeting 30 August 2023

During general discussion it was requested that the policy be amended to retain the paragraph relating to the history of the Bunbury Biennale in relation to the City's acquisition program.

With this change, the recommendation was moved by Cr Steele and Seconded by Cr Quain and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised City of Bunbury Art Collection Policy as presented and amended at 8.3-A.

8.4 Proposed Council Policy: Financial Hardship

File Ref:	COB/306						
Applicant/Proponent:	Internal						
Responsible Officer:	David Ransom, Manager Finance						
Responsible Manager:	David Ransom, Manager Finance						
Executive:	Karin Strachan, Director Strategy and Organisational Performance						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input checked="" type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input checked="" type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input checked="" type="checkbox"/> Legislative							
Attachments:	Appendix 8.4: Proposed Financial Hardship Council Policy Appendix 8.4-B Revoked COVID-19 Financial Hardship Policy						

Summary

At the Council Meeting 23 May 2023, Council resolved to revoke Council Policy: COVID-19 Financial Hardship Council Policy following an end to the Western Australian Government's State of Emergency on 4 November 2022 (Council Decision, 074/23). A copy of the revoked policy is presented at appendix 8.4-B,

Subsequently, at the Special Council Meeting to adopt the 2023/24 Annual Budget on 25 July 2023, Council resolved the following (Council Decision 139/23):

That Council request the CEO present a draft Hardship Council Policy to the Policy Review and Development Committee at the earliest possible opportunity.

This report is presented to the Policy Review and Development Committee (PRDC) for consideration to introduce a new Financial Hardship Council Policy as presented at appendix 8.4-A.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the proposed Financial Hardship Council Policy as presented at Appendix 8.4-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar:	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13:	A leading local government
Objective 13.3:	Effectively manage the City's resources

Regional Impact Statement

Whilst financial hardship can affect all ratepayers, this Council policy can only apply within the jurisdiction of the City of Bunbury.

Background

This new Hardship Policy has been based on Council's previous COVID-19 Financial Hardship Policy that was adopted by Council on 14 April 2020. Officers have also reviewed Hardship Policies from 15 other councils to determine 'best practice'. While the policies from other councils were similar in many aspects e.g. what is financial hardship, payment arrangements and suspending debt recovery processes; they also had differences, e.g. the evidence required to prove financial hardship, and waiving interest charges.

Officers found that the City of Fremantle's policy had the following aspects that we have included in the draft policy:

- Financial hardship is determined, 'In the opinion of the Chief Executive Officer'.
- Penalty interest is ceased for up to 6 months.
- The establishment of a known end date for payment arrangements that are realistic and achievable.

Council Policy Compliance

Council Policy: Corporate Revenue Debt Collection

Legislative Compliance

The policy was developed within the relevant parameters of the following legislation:

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996

Officer Comments

This policy applies to ratepayers who are experiencing genuine financial hardship where the ratepayer is willing but unable to pay their rates due to unforeseen and unexpected events.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

When ratepayers are determined to be in Financial Hardship the City will offer on a case by case basis to:

- Temporarily accept reduced payments and establish an alternative payment arrangement plan, or
- Temporarily pause payment of rates, administration fees and charges.
- Cease any penalty interest for up to 6 months.
- Suspend any debt recovery action subject to adherence with the agreed payment arrangement plan.

Analysis of Financial and Budget Implications

During the last three (3) financial years (2020/21 – 2022/23) the City received only seven (7) applications under the City's previous COVID-19 Financial Hardship Policy. All applications were accepted. The loss of penalty interest from these seven applications was \$804.

The introduction of this policy is expected to have a similar impact and will therefore not have any material financial or budget implications.

Community Consultation

N/A

Elected Member/Officer Consultation

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

Applicant Consultation

N/A

Timeline: Council Decision Implementation

The Policy would become effective immediately following adoption by Council.

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Steele and Seconded by Cr Giles and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the proposed Financial Hardship Council Policy as presented at Appendix 8.4-A.

8.5 Review of Council Policy: Street Addressing

File No.	COB/306
Internal	Policy Review and Development Committee
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<div><input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
Attachments:	Appendix 8.5-A: Council Policy: Street Addressing

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Street Addressing. The policy was last reviewed in August 2021 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 – Street Addressing, with no changes recommended.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Pillar: Performance
Aspiration Leading with purpose and robust governance
Outcome 13: A leading local government
Objective 13.3: Effectively manage the City's resources

Regional Impact Statement

N/A

Background

The Street Addressing Policy was developed to establish a clearly 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 defines the standards and procedures for the assignment and amendment of street numbering within the City of Bunbury.

This policy was last reviewed by Council in August 2021 and is presented to the Policy Review and Development Committee for review as part of Council's policy review schedule.

Council Policy Compliance

This report facilitates the review of existing Council Policy Street Addressing.

Legislative Compliance

N/A

Officer Comments

Officers have undertaken a review of the Council Policy Street Addressing as presented at Appendix 8.5-A and suggest that the content of the current policy is appropriate.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Quain and Seconded by Cr Giles and was CARRIED unanimously as follows:

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

8.6 Review of Council Policy: Bushfire Inspection and Mitigation

Fine No.	COB/306						
Applicant:	Policy Review and Development Committee						
Responsible Officer:	Mark Allies, Team Leader Rangers and Emergency Management						
Responsible Manager:	Sarah Upton, Manager Community Services						
Executive:	Gary Barbour, Director Sustainable Communities						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Review</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input type="checkbox"/> Legislative</td><td><input type="checkbox"/> Information Purposes</td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial						
<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes						
Attachments:	Appendix 8.6-A: Council Policy Bushfire Inspection and Mitigation						

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Bushfire Inspection and Mitigation.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Bushfire Inspection and Mitigation as presented at Appendix 8.6-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Pillar:	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13:	A leading local government
Objective 13.3:	Effectively manage the City's resources

Regional Impact Statement

Not applicable.

Background

The Council Policy Bushfire Inspection and Mitigation was adopted on 2 September 2014, refer Council Decision 334/14. It was last reviewed on 31 August 2021 and is now due for its biennial review.

The Policy provides how the City of Bunbury will assess the risk of bush fire to properties, apply treatments, and collaborate with the Department of Fire and Emergency Services to engage and educate the community.

Council Policy Compliance

This report facilitates the review of existing Council Policy Bushfire Inspection and Mitigation.

Legislative Compliance

Pursuant to section 33 of the *Bush Fires Act 1954* local governments can develop local laws, being customised strategies to reduce the risk and impact from bush fire.

Officer Comments

Officers have undertaken a comprehensive review of the Council Policy Bushfire Inspection and Mitigation and proposed significant changes as presented in Appendix 8.6-A.

The review has enabled officers to consider best practice processes based on Australian Standards and which are supported by current data. The Policy has been revised to ensure the City's practices and procedures in engaging with the community, assessing risks and applying treatments are consistent and lawful with the intent to reduce risk from individual properties, leading to a reduction of risk of bush fire to the whole community and surrounding local governments.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 30 August 2023

Following general discussion it was requested that some grammatical changes be made to aspects of the policy. The recommendation (as printed) was then moved by Cr Quain and seconded by Cr Steele and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Bushfire Inspection and Mitigation as presented and amended at Appendix 8.6-A.

8.7 Review of Council Policy: Closed Circuit Television System

Fine No.	COB/306						
Applicant:	Policy Review and Development Committee						
Responsible Officer:	Mark Allies, Team Leader Rangers and Emergency Management						
Responsible Manager:	Sarah Upton, Manager Community Services						
Executive:	Gary Barbour, Director Sustainable Communities						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input type="checkbox"/> Legislative							
Attachments:	Appendix 8.7-A: Closed Circuit Television System 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 System (CCTV).

Executive Recommendation

That the Policy Review and Development Committee Recommend that Council note the review of existing Council Policy Closed Circuit Television System, with no changes recommended.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Pillar:	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13:	A leading local government
Objective 13.3:	Effectively manage the City's resources

Regional Impact Statement

Not applicable.

Background

This policy was significantly reviewed by Council on 30 August 2021 and is presented to Council by the PRDC for discussion and review as part of Council's policy review schedule.

The purpose of the Policy is to guide and direct the Council regarding its Closed-Circuit Television System.

Council Policy Compliance

This report facilitates the review of existing Council Policy Closed Circuit Television System.

Legislative Compliance

The following legislation applies to this Policy:

- *WA Criminal Code Act Compilation Act 1913*
- *Criminal Procedures Act 2004*
- *Freedom of Information Act 1992*
- *State Records Act 2000 and General Disposal Authority 2015*
- *Surveillance Devices Act 1998*

Officer Comments

Officers have undertaken a review of the Council Policy Closed Circuit Television System as presented at Appendix 8.7-A and suggest that the content of the current policy is appropriate.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Giles and seconded by Cr Quain and was CARRIED unanimously as follows:

That the Policy Review and Development Committee Recommend that Council note the review of existing Council Policy Closed Circuit Television System, with no changes recommended.

8.8 Proposed City of Bunbury Bush Fire Brigade Local Law 2023

File Ref:	COB/5421
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Mark Allies, Team Leader Rangers & Emergency Management
Responsible Manager:	Sarah Upton, Manager Community Wellbeing Greg Golinski, Manager Governance
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 8.8-A: Proposed City of Bunbury Bush Fire Brigade Local Law 2023 Appendix 8.8-B: Bunbury Bush Fire Brigade Operating Procedures

Summary

The purpose of this item is for the Policy Review and Development Committee (PRDC) to consider submissions received in relation to the previously advertised draft City of Bunbury Bush Fire Brigade Local Law 2023 (the local law).

Executive Recommendation

That Council:

1. Notes that one submission was received during the statutory advertising period regarding the draft City of Bunbury Bush Fire Brigade Local Law 2023.
2. Agrees to make minor amendments to the draft City of Bunbury Bush Fire Brigade Local Law 2023 as detailed within this report and reflected in Appendix 8.8-A.
3. Agrees that the amended City of Bunbury Bush Fire Brigade Local Law 2023 is not significantly different from what was previously proposed (reference Council Decision 035/23).
4. Adopts the City of Bunbury Bush Fire Brigade Local Law 2023 as presented at Appendix 8.8-A.
5. Requests the Chief Executive Officer undertake all relevant statutory advertising in this regard.

Voting Requirements: Absolute Majority required

Strategic Relevance

Pillar	Planet
Aspiration	A healthy and sustainable ecosystem
Outcome No. 6	An aware and resilient community equipped to respond to natural disasters and emergencies
Objective No. 6.1	Minimise risks and impacts from fires, floods, heatwaves, and other natural disasters

Regional Impact Statement

Fire and other emergencies are prevalent right across Western Australia, particularly the Southwest due to its high density of rural spaces and natural bushland. BFB's are necessary to minimise the impact of fire and other natural disasters within our community and the Greater Bunbury/Geographic regions.

Creation of a relative local law ensure the BFBs have the necessary guidance, and personal liability protection, to ensure continuity of service in addition to the health & wellbeing of all volunteers.

Background

The City of Bunbury Establishment, Maintenance and Equipment of Bush Fire Brigades Local Law was first adopted by Council on 20 July 1992. Since that time the Local Law has not seen any amendments made to it.

In reviewing the existing Local Law, Officer's consider that the additions required to modernise this local law are substantial enough to require the previous version be repealed and a new Local Law created.

At its meeting held on 14 March 2023, Council agreed to give public notice of its intention to make a new Bush Fire Brigade Local Law (refer Council Decision 035/23). The proposed local law was advertised in the prescribed manner between 15 March 2023 and 31 May 2023, far exceeding the minimum statutory advertising period of 42 days.

Council Policy Compliance

Reviewing local laws is within the terms of reference of the Policy Review and Development Committee.

Legislative Compliance

Section 3.12 of the *Local Government Act 1995* outlines the process for the creation of a new local law and is applicable.

Officer Comments

Elected Members will note that the **purpose** of the proposed local law is to repeal the existing Establishment, Maintenance and Equipment of Bush Fire Brigades Local Law and to establish the requirements and conditions with which any volunteers acting on behalf of the Bush Fire Brigade must comply.

The **effect** of the proposed local law is to provide for the regulation, control and management of Bush Fire Brigades within the City of Bunbury.

The City received one formal submission during the consultation period, being from the Department of Local Government, Sport and Cultural Industries (DLGSCI). The comments and officer response is summarised in the table below.

Furthermore, Officers have initiated one administrative change, changing the reference within the local law from the “Brigade Rules” to the “Bunbury Bushfire Brigade Operating Procedures”. The operating procedures are effectively a more comprehensive version of the previous Brigade Rules, as they also now incorporate DFES Standard Operating Procedures, as well as applicable procedures from the City of Bunbury (ie the City of Bunbury code of conduct), resulting in a single comprehensive document. The Bunbury Volunteer Bush Fire Brigade was involved in the drafting of the operating procedures, which are attached at Appendix 8.8-B.

#	DLGSCI Comment	CoB Officer Response
1	DLGSCI suggested that an application clause be included in the local law, to clarify that the local law applies only within the district.	Accept. The local law has been updated to include a new subclause 1.1(2), which reads “ <i>This local law applies throughout the district</i> ”.
2	Minor edits – DLGSCI suggests some minor typographical edits relating specifically to how parentheses are used.	Accept. Document amended accordingly.

Notwithstanding the proposed amendments listed above, DLGSCI has found no major problems with the proposed local law. It is therefore recommended that Council adopts the proposed City of Bunbury Bush Fire Brigade Local Law 2023 as presented at Appendix 8.8-A (noting this incorporates any changes noted in the table above).

Analysis of Financial and Budget Implications

Advertising and gazettal costs can be accommodated within the 2023/24 budget.

Community Consultation

To fulfil the statutory requirements of the Local Government Act and enable the community to contribute to the Council’s decision making, through open and accountable processes, the City of Bunbury offered the proposed Local Law to 75 days of community consultation which is in excess of the 42 days prescribed in the *Local Government Act 1995*.

Councillor/Officer Consultation

This matter is presented to the PRDC for consideration. The proposed local law review was generated following an audit commenced by the Department of Fire and Emergency Services (DFES) who noted numerous local governments did not have compliant local laws. The new local law is presented to the PRDC for consideration and recommendation to Council.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

30 August 2023: Review by PRDC

26 September 2023: Consideration at OCM

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Quain and Seconded by Cr Giles and was CARRIED unanimously as follows:

That Council:

- 1. Notes that one submission was received during the statutory advertising period regarding the draft City of Bunbury Bush Fire Brigade Local Law 2023.***
- 2. Agrees to make minor amendments to the draft City of Bunbury Bush Fire Brigade Local Law 2023 as detailed within this report and reflected in Appendix 8.8-A.***
- 3. Agrees that the amended City of Bunbury Bush Fire Brigade Local Law 2023 is not significantly different from what was previously proposed (reference Council Decision 035/23).***
- 4. Adopts the City of Bunbury Bush Fire Brigade Local Law 2023 as presented at Appendix 8.8-A.***
- 5. Requests the Chief Executive Officer undertake all relevant statutory advertising in this regard.***

8.9 Review of Council Policy: Execution of Documents

File Ref:	COB/306		
Applicant/Proponent:	Internal		
Responsible Officer:	Leanne French, Senior Governance & Risk Officer		
Responsible Manager:	Greg Golinski, Manager Governance		
Executive:	Karin Strachan Director Strategy and Organisational Performance		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	
	<input checked="" type="checkbox"/> Legislative		
Attachments:	Appendix 8.9-A Revised Council Policy Execution of Documents		

Summary

This report is presented to the Policy Review and Development Committee to facilitate a review of the current Council Policy – Execution of Documents.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Execution of Documents as presented at Appendix 8.9-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar:	Performance
Aspiration:	Leading with purpose and robust governance.
Outcome 13:	A leading local government.
Objective 13.1:	Provide strong, accountable leadership and governance.

Regional Impact Statement

Not applicable.

Background

The Execution of Documents Council Policy was adopted on 26 June 2018, refer Council Decision 184/18. For a document to be signed on behalf of Council, the common seal has to be affixed unless a person has been otherwise authorised by Council to do so. This is prescribed by section 9.49A of the *Local Government Act 1995*.

Existing Council Policy Execution of Documents governs the overarching authorisations to various City officers so that Council approval is not required every time a document needs to be signed. This power is different from a delegation, which enables any officer to exercise an express power or duty. The authorisations within the Policy set out the City officer who can sign the class of documents identified as part of fulfilling their duties.

Council Policy Compliance

This report facilitates the review of existing Council Policy Execution of Documents.

Legislative Compliance

Section 9.49A (4) of the *Local Government Act 1995* states that a local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Officer Comments

The administrative burden of coordinating the affixing of the common seal is significant and inflexible, particularly when there is urgency to the execution of a document. Officers consider the reliance on the seal to execute documents as too great, and unnecessary in the modern organisational context. This Policy has enabled Council to move away from relying on the seal except for situations prescribed by law or where there is customary or political significance in doing so.

Documents are identified in the current system as Category 1A, 1B, 2 or 3 documents, depending on their significance.

The two amendments recommended are:

- Section 2: update the title of the Director Sustainable Communities; and
- Section 3: remove the words 'corporate guideline', as this reference is no longer applicable.

Analysis of Financial and Budget Implications

Not applicable

Community Consultation

Not applicable

Councillor/Officer Consultation

Feedback is received from officers on the Policy and its implementation throughout the year.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Once adopted by Council, any changes to the Policy will become effective immediately.

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Quain and Seconded by Cr Steele and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Execution of Documents as presented at Appendix 8.9-A.

8.10 Review of Council Policy: Council Delegate Reports

Fine No.	COB/306						
Applicant:	Internal						
Responsible Officer:	Greg Golinski, Manager Governance						
Responsible Manager:	Greg Golinski, Manager Governance						
Executive:	Karin Strachan, Director Strategy and Organisational Performance						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input type="checkbox"/> Legislative							
Attachments:	Appendix 8.10-A: Revised Council Policy Council Delegate Reports						

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Council Delegate Reports. The policy was last reviewed in August 2021 and is now due for its biennial review.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council revoke existing Council Policy – Council Delegate Reports.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Pillar:	Performance
Aspiration:	Leading with purpose and robust governance
Outcome 14:	A well informed community that is deeply engaged in decision-making
Outcome 14.1:	Effectively inform and engage the community about local issues, facilities, services and events

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in August 2021, 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 existing Council Policy Council Delegate Reports.

Legislative Compliance

N/A

Officer Comments

The Council Delegate Reports policy stipulates circumstances where Council delegates to external committees/organisations are to provide reports back to Council on the deliberations of the external committee/organisation. This ensures that Council is kept abreast of any issues that may have the potential to affect the City in future. This typically applies to external groups to which Councillors are appointed following each election.

Officers question the application of this policy, given that no record in recent history can be found of such reports being provided to Council. Note that delegate reports when an Elected Member attends a conference or similar are covered under the Professional Development of Council Members policy.

Accordingly, Officers recommend that this policy be revoked. Given the workload of elected members, it is considered prudent for subsequent discussion to be held in relation to Council representation on certain external committees, and what value this brings to the Council. This matter will be raised at the strategic workshop scheduled for 22 August 2023.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Giles and Seconded by Cr Quain and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council revoke existing Council Policy – Council Delegate Reports.

8.11 Review of Council Policy: Civic Commendations

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Greg Golinski, Manager Governance
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<div><input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
Attachments:	Appendix 8.11-A: 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 2021 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 – Civic Commendations, as presented at Appendix 8.11-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Pillar: Performance
Aspiration: Leading with purpose and robust governance
Outcome 14: A well informed community that is deeply engaged in decision-making
Outcome 14.1: Effectively inform and engage the community about local issues, facilities, services and events

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in June 2021, 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 existing Council Policy Civic Commendations.

Legislative Compliance

N/A

Officer Comments

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.

Officers have undertaken a review of the Council Policy Civic Commendations, and suggest that the content of the current policy is appropriate, although some minor grammatical changes have been recommended as per Appendix 8.11-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Quain and Seconded by Cr Giles and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Civic Commendations, as presented at Appendix 8.11-A.

8.12 Review of Council Policy: Media Statements

Fine No.	COB/306
Applicant:	Internal
Responsible Officer:	Kate Fielding, Senior Corporate Communications Officer
Responsible Manager:	Lucy Owen-Conway, Team Leader Marketing and Communications
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<div><input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
Attachments:	Appendix 8.12-A: Revised 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 2021 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 – Media Statements, as presented at Appendix 8.12-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Pillar: Performance
Aspiration: Leading with purpose and robust governance
Outcome 14: A well informed community that is deeply engaged in decision-making
Outcome 14.1: Effectively inform and engage the community about local issues, facilities, services and events

Regional Impact Statement

N/A

Background

This policy was last reviewed by Council in June 2021, 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 existing Council Policy Media Statements.

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 8.12-A and recommend only minor changes relating to updated officer titles. The balance of the content is considered appropriate.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Any revisions to the policy will take effect immediately following Council's determination.

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Quain and Seconded by Cr Giles and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Media Statements, as presented at Appendix 8.12-A.

8.13 Proposed Council Policy: Council Polls

Fine No.	COB/306						
Applicant:	Internal						
Responsible Officer:	Liam Murphy, Governance Officer						
Responsible Manager:	Greg Golinski, Manager Governance						
Executive:	Karin Strachan, Director Strategy and Organisational Performance						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input type="checkbox"/> Legislative							
Attachments:	Appendix 8.13-A Proposed Council Policy Council Polls						

Summary

This report is presented to the Policy Review and Development Committee (PRDC) for consideration of new Council Policy – Council Polls. The proposed policy is presented at appendix 8.13-A

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Media Statements, as presented at Appendix 8.13-A.

Voting Requirement: Simple Majority Vote

Strategic Relevance

Pillar: Performance
Aspiration Leading with purpose and robust governance.
Outcome 13: A leading local government.
Objective 13.1: Provide strong, accountable leadership and governance.

Regional Impact Statement

N/A

Background

Where Council appoints members to a committee, working group or panel, typically a poll is conducted by the Council to determine the appointments if there are more nominees than vacancies. Historically, the method of conducting a poll has been in line with the method of conducting an election under the *Local Government Act 1995*. With recent amendments to the *Local Government Act 1995* introducing Optional Preferential Voting as the system of elections, officers are suggesting the introduction of this policy to simplify the poll process.

Historically, if a Council Member is attending the meeting electronically they were unable to participate in a poll as there is no practical way for them to vote “in secret.”

Council Policy Compliance

This report proposes the introduction of a new Council Policy.

Legislative Compliance

Local Government Act 1995

Officer Comments

The proposed Council Polls Council Policy is presented at appendix 8.13-A.

This policy applies to polls undertaken at meetings of the Council that are not otherwise enshrined in legislation. For example, this typically includes situations where a poll is required due to surplus nominations where Council is making appointments to its committees, working groups, panels and the like. Elections of Deputy Mayor and Committee Presiding Members are outside of the scope of this policy as they are conducted in accordance with Schedules 2.3 and 4.1 of the Local Government Act 1995.

Officers are proposing that council polls be conducted using a “first past the post” system wherein the nominee with the most votes will be selected to fill a vacancy. The method of counting votes is outlined within the policy and the wording of which is influenced by the former version of the *Local Government Act* prior to amendments introducing optional preferential voting.

The proposed policy also includes a clause to allow the CEO, Mayor and any Councillor who may be attending electronically to determine an appropriate mechanism for them to participate in a poll.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable.

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Immediately following Council’s determination.

Outcome of Meeting 30 August 2023

Following general discussion, the recommendation (as printed) was moved by Cr Quain and Seconded by Cr Giles and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Media Statements, as presented at Appendix 8.13-A.

9. Questions from Members

9.1 Response to Previous Questions from Members taken on Notice

Nil

9.2 Questions from Members

Nil

10. Urgent Business

Nil

11. Date of Next Meeting

There are no further meetings scheduled prior to the 2023 Local Government Elections.

12. Close of Meeting

The Presiding Member closed the meeting at 10:40.

**Confirmed on _____ as a true and accurate record of proceedings
of the Policy Review and Development Committee meeting held on 30
August 2023.**

**< _____ >
Presiding Member**