



Policy Review and Development Committee

Minutes

28 February 2024

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.*

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1. Declaration of Opening

Cr Quain declared the meeting open at 10:03am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

The Chairperson acknowledged the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal community and their cultures; and to Elders past, present and emerging.

4. Attendances

Committee Members:

Member Name	Representing
Cr Marina Quain (Presiding Member)	City of Bunbury
Cr Gabi Ghasseb	City of Bunbury
Cr Karen Steele	City of Bunbury
Cr Cheryl Kozisek	City of Bunbury
Cr Tresslyn Smith	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Mrs Karin Strachan	Director Strategy and Organisational Performance

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance
Mrs Maureen Keegan	Senior Governance Officer
Mr David Ransom	Manager Finance
Mr David Russell (from 10:16am)	Acting Director Sustainable Communities

Visitor/Observer

Name	Title
Cr Michelle Steck (from 10:18am)	Councillor City of Bunbury

4.1 Apologies

Mr Alan Ferris - Chief Executive Officer

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

Nil

6. Confirmation of Minutes

Committee Decision: Moved Cr Steele Seconded Cr Kozisek

The minutes of the Policy Review and Development Committee Meeting held on 29 November 2023 are confirmed as a true and accurate record.

CARRIED

7. Method of Dealing with Agenda Business

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

8. Reports

8.1 Review of Council Policy: Self-Supporting Loans

File No.	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	<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: Council Policy Self-Supporting Loans

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Self Supporting Loans. A copy of the policy is attached at appendix 8.1-A.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Self Supporting Loans, 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 Self-Supporting Loans Council Policy defines parameters by which financial assistance, in the form of self-supporting loans, to not-for-profit clubs or organisations for capital improvement works to land or buildings owned or vested in the City of Bunbury will be considered.

The policy was first adopted by Council at its Ordinary Council Meeting held 25 September 2012.

The policy was most recently presented to Council at the 22 February 2022 OCM where it was reviewed with no changes and is now due for review.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Subdivision 3 of Division 5 of Part 6 of the *Local Government Act 1995* deals with borrowings.

Officer Comments

Officers have reviewed the policy and believe that the content of the current policy is appropriate and does not require amendment. A copy of the policy is attached at appendix 8.1-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 Policy Review and Development Committee Meeting 28 February 2024

Following general discussion, the executive recommendation was moved by Cr Steele and seconded by Cr Kozisek and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Self Supporting Loans, with no changes recommended.

8.2 Review of Council Policy: Related Party Disclosures

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	<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 8.2-A: Council Policy Related Party Disclosures

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Related Party Disclosures. The policy was last reviewed in February 2022 and is now due for its biennial review.

The policy outlines the City's disclosure requirements in regard to the existence of relationships regardless of whether or not any transaction has occurred, in accordance with Australian Accounting Standards Board Accounting Standard AASB124 (Related Party Disclosures).

Executive Recommendation

That the Policy Review and Development Committee recommend that Council notes the review of Council Policy Related Party Disclosures, with no changes recommended.

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

Nil.

Background

This policy was last reviewed in February 2022 and is now due for its biennial review.

The scope of Australian Accounting Standards Board Accounting Standard AASB124 (Related Party Disclosures) was amended in July 2015 to encompass not for profit entities including local governments. AASB124 now imposes a number of obligations upon elected members and senior City staff in relation to disclosure of their financial dealings with related parties.

The primary objective of AASB124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and potential profit or loss may have been affected by the existence of related parties and their transactions.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

AASB124 imposes a number of obligations upon Elected Members and senior City staff in relation to disclosure of their financial dealings with related parties.

Officer Comments

Officers have undertaken a review of Council's current policy in this regard and do not recommend any changes, as the document is consistent with current legislative requirements.

A copy of the policy is attached at appendix 8.2-A

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This matter is 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 Policy Review and Development Committee Meeting 28 February 2024

Following general discussion, the executive recommendation was moved by Cr Kozisek and seconded by Cr Smith and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council notes the review of Council Policy Related Party Disclosures, with no changes recommended.

8.3 Review of Council Policy: Asset Monitoring

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Odetta Robertson, Manager People and Safety
Responsible Manager:	Odetta Robertson, Manager People and Safety
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 type="checkbox"/> Legislative
Attachments:	Appendix 8.3-A: Council Policy Asset Monitoring

Summary

This report is presented to Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Asset Monitoring. The policy was last reviewed in January 2022 and is now due for its biennial review.

Executive Recommendation

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

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

Nil.

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 the current policy and do not recommend any changes as the content of the policy is considered appropriate.

A copy of the policy is attached at appendix 8.3-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This matter is 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 Policy Review and Development Committee Meeting 28 February 2024

Following general discussion, the executive recommendation was moved by Cr Steele and seconded by Cr Smith and was CARRIED unanimously as follows:

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

8.4 Review of Council Policy: Equal Opportunity

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Odetta Robertson, Manager People and Safety
Responsible Manager:	Odetta Robertson, Manager People and Safety
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 8.4-A: Council Policy Equal Opportunity

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Equal Opportunity. The policy was last reviewed in February 2022 and is now due for its biennial review.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council notes the review of the Equal Opportunity Council Policy, with no changes recommended.

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

Nil.

Background

Initially a work procedure, Council Policy Equal Opportunity was adopted by Council on 22 June 1999 and last reviewed in February 2022. 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 the current policy and do not recommend any changes as the content of the policy is considered appropriate.

A copy of the policy is attached at appendix 8.4-A.

Analysis of Financial and Budget Implications

The Policy will not have any impact on the budget.

Community Consultation

Nil

Elected Member/Officer Consultation

This matter is 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 Policy Review and Development Committee Meeting 28 February 2024

Cr Ghasseb moved, and Cr Kozisek seconded a motion to suspend stand orders at 10:16am to allow free discussion in relation to this matter. The motion was put to the vote and was carried unanimously.

Cr Quain moved, and Cr Smith seconded a motion to resume standing orders at 10:18am. The motion was put to the vote and was carried unanimously.

The executive recommendation was moved by Cr Kozisek and seconded by Cr Smith and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council notes the review of the Equal Opportunity Council Policy, with no changes recommended.

8.5 Review of Council Policy: Recognition of Employee Service Upon Retirement or Resignation

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Odetta Robertson Manager People and Safety
Responsible Manager:	Odetta Robertson Manager People and Safety
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<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 8.5 -A: Council Policy Recognition of Employee Service Upon Retirement or Resignation

Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Recognition of Employee Service Upon Retirement or Resignation. The policy was last reviewed in February 2022 and is now due for its biennial review.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council notes the review of Council Policy Recognition of Employee Service Upon Retirement or Resignation, with no changes recommended.

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

Nil.

Background

This policy was last reviewed in February 2022 and is now due for its biennial review.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Section 5.50 of the *Local Government Act 1995* requires a local government to have in place a policy in relation to employees whose employment with the local government is finishing, setting

out the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee, and the manner of assessment of the additional amount.

Officer Comments

Officers have undertaken a review of the Policy as presented at Appendix 8.5-A and suggest that the content of the current policy is appropriate and does not require amendment. The policy remains consistent with the wording contained in legislation.

Analysis of Financial and Budget Implications

Any payments made will be from existing budget lines for this purpose.

Community Consultation

Nil

Elected Member/Officer Consultation

This matter is 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 Policy Review and Development Committee Meeting 28 February 2024

Following general discussion, the executive recommendation was moved by Cr Kozisek and seconded by Cr Steele and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council notes the review of Council Policy Recognition of Employee Service Upon Retirement or Resignation, with no changes recommended.

8.6 Review of Council Policy: Local Opportunities at City Run Events

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Elizabeth Denniss, Manager Community Connection
Responsible Manager:	Elizabeth Denniss, Manager Community Connection
Executive:	David Russell, A/Director Sustainable Communities
Authority/Discretion	<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 8.6-A: Revised Council Policy Local Opportunities at City Run Events

Summary

This report is presented to Council by the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Local Opportunities at City-Run Events. The policy was last reviewed by Council in February 2022.

A copy of the revised policy is at Appendix 8.6-A.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopted the revised Council Policy Local Opportunities at City-Run Events as presented at Appendix 8.6-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

The policy prioritises opportunities for Bunbury Geographe-based vendors and performers at City-run events.

Background

This policy was adopted by Council in May 2019 as a recommendation by the then Bunbury Event Advisory Group, as a mechanism to prioritise opportunities for Bunbury Geographe-based vendors and performers at City-run events. The Policy was last reviewed in February 2022 with no changes.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Nil

Officer Comments

Officers have undertaken a review of the Policy as presented at Appendix 8.6-A and suggest that the content of the current policy is appropriate and does not require amendment. The policy remains consistent with the wording contained in legislation.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This matter is 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 Policy Review and Development Committee Meeting 28 February 2024

Cr Quain moved, and Cr Ghasseb seconded a motion to suspend stand orders at 10:24am to allow free discussion in relation to this matter. The motion was put to the vote and was carried unanimously.

Cr Quain moved, and Cr Kozisek seconded a motion to resume standing orders at 10:40am. The motion was put to the vote and was carried unanimously.

Wording within the executive recommendation was amended from “revised” to “unchanged” as per the Officer report.

The revised executive recommendation was moved by Cr Kozisek and seconded by Cr Steele and was CARRIED unanimously as follows:

That the Policy Review and Development Committee recommend that Council adopted the **unchanged** Council Policy Local Opportunities at City-Run Events as presented at Appendix 8.6-A.

9. Questions from Members

9.1 Response to Previous Questions from Members taken on Notice

Nil

9.2 Questions from Members

Cr Smith requested the Tree Management Policy to be presented to the 24 April Policy Review and Development Committee meeting for discussion.

Cr Steele requested the Elected Member Entitlement Policy to be presented to the 24 April Policy Review and Development Committee meeting for discussion.

Cr Ghasseb

Question: Why was Cr Quain’s apology included in the 20 February 2024 minutes of the Ordinary Council Meeting?

Response (Manager Governance): Local government legislation is silent on the inclusion of public apologies made by an Elected Member at a Council Meeting resulting from a SAT determination. In the interests of probity, transparency and for the public record, it was considered appropriate to have the apology included in the minutes. The apology has since been removed from the unconfirmed minutes.

Cr Steele

Question

What area encompasses the Bunbury Geographe region?

Response

The Acting Director Sustainable Communities will circulate to committee members.

Question

Is there a register of all local vendors and how is this compiled and maintained (in relation to item 8.6)?

Response

The Acting Director Sustainable Communities will circulate information to committee members.

Question

Can we please have clarification on who engages food vans at City events (in relation to item 8.6)?

Response

The Acting Director Sustainable Communities will circulate information to committee members.

10. Urgent Business

Nil

11. Date of Next Meeting

The next PRDC meeting is schedule for Wednesday, 24 April 2024.

12. Close of Meeting

The Presiding Member closed the meeting at 10:52am
