



MINUTES

of

POLICY REVIEW COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

HELD IN

**COMMITTEE ROOM
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

**MONDAY, 5 FEBRUARY 2024
AT 6:00 PM**

The meeting commenced at 6:00 pm.

1 ATTENDANCE RECORD

1.1 Present

MAYOR GLENN DOCHERTY – PRESIDING MEMBER

Mr Sam Green	Cr Clint Marsh <i>Via Zoom</i>	Ms Janey Mitson
Cr Misty Norris	Cr Jane Onuzans	

Also in attendance for the meeting:

General Manager City Assets	Mr Dale Welsh
General Manager Corporate Services	Mr Luke Culhane
Senior Manager Financial Services	Ms Trisca Price
Senior Manager Information, Technology & Governance	Ms Lara Matters
Manager Governance	Ms Zoey Squires
Senior Governance Officer	Ms Sarah Schutz
Governance Officer	Ms Cheyanne Miller
Minute Taker	Ms Domenica Crisafi
ICT Support Officer	Ms Helen Pocius

1.2 Apologies

Nil

1.3 Not Present

Nil

2 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION****5707****Moved: Cr Norris****Seconded: Cr Onuzans**

The Minutes of the Policy Review Committee Meeting held 15 August 2023 be confirmed as a true and accurate record of proceedings.

CARRIED**3 DECLARATIONS OF INTEREST**

Nil

4 DEPUTATION / REPRESENTATIONS

Nil

5 STAFF REPORTS**Matters to be considered by the Committee and referred to Council***Matters which cannot be delegated to a Committee or Staff***5.1 INTERNAL REVIEW OF A COUNCIL DECISION PROCEDURE****Responsible Executive Manager : Luke Culhane****COMMITTEE RECOMMENDATION****5708****Moved: Cr Norris****Seconded: Cr Onuzans**

- 1. Council endorse the proposed Internal Review of a Council Decision Procedure (Attachment 1).**
- 2. Council authorise the CEO to make further minor amendments to the Internal Review of a Council Decision Procedure (Attachment 1) that do not alter the intent of the document.**

CARRIED**5.2 COMPLAINTS HANDLING POLICY AND PROCEDURE****Responsible Executive Manager : Luke Culhane****COMMITTEE RECOMMENDATION****5709****Moved: Cr Onuzans****Seconded: Cr Norris**

- 1. Council endorse the proposed Complaints Handling Policy (Attachment 1) and Complaints Handling Procedure (Attachment 2).**

2. Council authorise the CEO to make further minor amendments to the Complaints Handling Policy (Attachment 1) and Complaints Handling Procedure (Attachment 2) that do not alter the intent of the document.

CARRIED

5.3 BUILDING UPGRADE FINANCE (BUF) POLICY
Responsible Executive Manager : Sam Green

COMMITTEE RECOMMENDATION

5710

Moved: Cr Onuzans Seconded: Cr Norris

1. Council endorse the proposed Building Upgrade Finance (BUF) Policy (Attachment 1) subject to the following amendments:
- The building owner has no overdue debts to the Organisation, or its subsidiaries and is not in dispute with the Organisation or its subsidiaries regarding any matter.
2. Council authorise the CEO to make further minor amendments to the Building Upgrade Finance Policy (Attachment 1) that do not alter the intent of the document.

CARRIED

6 INFORMAL DISCUSSION

6.1 CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETINGS

Presenter: Zoey Squires, Manager Governance

Outcome: The Committee note the presentation on the Code of Practice for Council and Committee Meetings.

Cr Marsh left the meeting room at 6:31 pm and did not return.

7 INFORMAL ACTIONS

Nil

8 CONFIDENTIAL MATTERS

Nil

9 CLOSURE

The meeting closed at 6:36 pm.