



# 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, 17 MAY 2021  
AT 6:00PM**

The meeting commenced at 6:00 pm.

### **1 ATTENDANCE RECORD**

#### **1.1 Present**

##### **PRESIDING MEMBER – MAYOR DOCHERTY**

Cr Akram Arifi

Ms Lilly Bukva

Mr Sam Green

Cr David Kerrison

Cr Clint Marsh

##### Also in attendance for the meeting:

General Manager – Strategy and Corporate

Mr Barry Porter

Senior Manager – City and Corporate Planning

Mr Dale Welsh

Senior Manager – Assets and Delivery

Ms Janey Mitson

Manager – Regulatory Services

Mr Darren Hurst

Policy Planner Specialist

Mr Paul Johnson

Manager - Governance

Ms Susie Reichstein

**1.2 Apologies**

Nil

**1.3 Not Present**

Nil

**2 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION****4587****Moved:** Cr Marsh**Seconded:** Cr Kerrison

**The Minutes of the Policy Review Committee Meeting held 3 May 2021 be confirmed as a true and accurate record of proceedings.**

**CARRIED****3 DECLARATIONS OF INTEREST****Name:** Mayor Glenn Docherty**Conflict:** Material**Item:** 5.12 Mayor Support Procedure

**Description:** *I may receive a benefit of goods or a pecuniary benefit if the Policy is approved which is in addition to what other Councillors receive. As this will be an actual benefit is approved I will declare a material conflict of interest, leave the meeting and not take part in the discussion or debate or vote in the matter.*

**Was Minister approval granted for the Council Member to participate in the meeting, pursuant to section 74(3) of the Act?**

No

Has Minister approval been provided to Council?

No

Did the Council Member participate in the discussion of the matter?

No

Did the Council Member remain in the meeting while the matter was being considered?

No

**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 DRAFT ENFORCEMENT POLICY

Responsible Executive Manager : Tina Hudson

##### COMMITTEE RECOMMENDATION

4588

Moved: Cr Marsh

Seconded: Cr Arifi

Following the staff and mandatory public consultation process, Council endorse the Draft Enforcement Policy (Attachment 1) and Draft Enforcement Procedure (Attachment 2).

CARRIED

#### 5.2 PRIVATELY FUNDED CODE AMENDMENT POLICY

Responsible Executive Manager : Barry Porter

##### COMMITTEE RECOMMENDATION

4589

Moved: Cr Marsh

Seconded: Cr Arifi

Council adopts the proposed Privately Funded Code Amendment Policy (Attachment 1) and the proposed Privately Funded Code Amendment Procedure (Attachment 2).

CARRIED

#### 5.3 ASSET MANAGEMENT POLICY

Responsible Executive Manager : Simon Blom

##### COMMITTEE RECOMMENDATION

4590

Moved: Cr Arifi

Seconded: Cr Kerrison

Council endorse the proposed Asset Management Policy (Attachment 2) and proposed Asset Management Procedure (Attachment 3).

CARRIED

#### 5.4 FEES AND CHARGES POLICY

Responsible Executive Manager : Barry Porter

##### COMMITTEE RECOMMENDATION

4591

Moved: Cr Kerrison

Seconded: Cr Arifi

Council endorse the proposed Fees and Charges Policy (Attachment 1) and the proposed Fees and Charges Procedure (Attachment 2).

CARRIED

**5.5 REVIEW OF COUNCIL'S PRUDENTIAL MANAGEMENT POLICY****Responsible Executive Manager : Barry Porter****COMMITTEE RECOMMENDATION****4592****Moved: Cr Arifi****Seconded: Cr Kerrison**

**Council endorse the proposed Prudential Management Policy (Attachment 1) and Prudential Management Procedure (Attachment 2).**

**CARRIED****5.6 FINANCIAL SUSTAINABILITY RATIOS AND TARGETS POLICY REVIEW****Responsible Executive Manager : Barry Porter****COMMITTEE RECOMMENDATION****4593****Moved: Cr Arifi****Seconded: Cr Marsh**

**Council endorse the proposed Financial Sustainability Ratios and Targets Policy (Attachment 1) and the proposed Financial Sustainability Ratios and Targets Procedure (Attachment 2).**

**CARRIED****5.7 TREASURY POLICY REVIEW****Responsible Executive Manager : Barry Porter****COMMITTEE RECOMMENDATION****4594****Moved: Cr Arifi****Seconded: Mr Green**

**Council endorse the proposed Treasury Policy (Attachment 1).**

**CARRIED****5.8 REQUEST FOR SERVICE POLICY****Responsible Executive Manager : Barry Porter****COMMITTEE RECOMMENDATION****4595****Moved: Cr Arifi****Seconded: Cr Marsh**

**Council endorse the proposed Request for Service Policy (Attachment 1) and proposed Request for Service Procedure (Attachment 2).**

**CARRIED**

## **5.9 COMMUNITY ENGAGEMENT POLICY REVIEW**

**Responsible Executive Manager : Barry Porter**

### **COMMITTEE RECOMMENDATION**

**4596****Moved: Cr Kerrison****Seconded: Cr Arifi**

**That Council endorse the proposed Community Engagement Policy Attachment 1) and proposed Community Engagement Procedure (Attachment 2) and Council investigate a tiered system of minimum consultation periods for statutory consultation activities and discretionary consultation activities.**

**CARRIED**

## **5.10 COMPLAINTS HANDLING POLICY**

**Responsible Executive Manager : Barry Porter**

### **COMMITTEE RECOMMENDATION**

**4597****Moved: Cr Kerrison****Seconded: Cr Arifi**

- 1. Council endorse the proposed Complaints Handling Policy (Attachment 1), proposed Complaints Handling Procedure (Attachment 2), proposed Internal Review of a Council Decision Procedure (Attachment 3) and proposed Code of Conduct for Council Members Complaints Handling Procedure (Attachment 4).**
- 2. Council revoke the Complaints Management – Section 21A of the Development Act 1993 Procedure (Attachment 9).**
- 3. Council revoke the Protocol – Ombudsman Enquiry Procedure (Attachment 10).**

**CARRIED**

**5.11 COUNCIL MEMBER SUPPORT AND RECOGNITION POLICIES****Responsible Executive Manager : Barry Porter****COMMITTEE RECOMMENDATION****4598****Moved: Cr Marsh****Seconded: Cr Arifi**

- 1. Council endorse the proposed Council Member Support Policy (Attachment 1) and proposed Council Member Support Procedure (Attachment 2), with the following amendments:**

- **4.9.1.1 Christmas card allocation be increased and changed to read “upon request Council Members be supplied with up to 100 Christmas cards**
- **4.16 Additional Support - Include Council Members are offered opt in access to online digital subscriptions of The Advertiser and The Australian newspaper, with this service provision being recorded on the Council Member Allowances and Benefits Register.**

- 2. Council revoke the Council Member Recognition Policy (Attachment 5) and the Council Member Recognition Policy Guidelines (Attachment 6).**

**CARRIED****5.12 MAYOR SUPPORT PROCEDURE****Responsible Executive Manager : Barry Porter**

*The Mayor declared an interest and left the meeting at 6:38 pm. The Chief Executive Officer, Mr Sam Green took the Chair.*

**COMMITTEE RECOMMENDATION****4599****Moved: Cr Arifi****Seconded: Cr Kerrison****Council endorse the proposed Mayor Support Procedure (Attachment 1).****CARRIED**

*The Mayor returned to the meeting at 6:40 pm and resumed the Chair.*

**5.13 INTERNAL CONTROLS POLICY PROPOSED REVOCATION****Responsible Executive Manager : Barry Porter****COMMITTEE RECOMMENDATION****4600****Moved: Cr Marsh****Seconded: Cr Kerrison****Council revoke the Internal Controls Policy (Attachment 1).****CARRIED**

**5.14 ACCOUNTING FOR PROPERTY, PLANT, EQUIPMENT AND  
INFRASTRUCTURE POLICY PROPOSED REVOCATION**  
**Responsible Executive Manager : Barry Porter**

**COMMITTEE RECOMMENDATION**

**4601**

**Moved: Cr Marsh**

**Seconded: Cr Arifi**

**Council revoke the Accounting for Property Plant, Equipment and Infrastructure Policy (Attachment 1).**

**CARRIED**

**6 INFORMAL DISCUSSION**

Nil

**7 INFORMAL ACTIONS**

Nil

**8 CONFIDENTIAL MATTERS**

Nil

**9 CLOSURE**

The meeting closed at 6:41 pm.