

Please note: These minutes are yet to be confirmed as a true record of proceedings

CITY OF BUSSELTON

MINUTES OF THE POLICY AND LEGISLATION COMMITTEE MEETING HELD ON 27 APRIL 2022

TABLE OF CONTENTS

| ITEM NO. | SUBJECT | PAGE NO. |
|-----------------|---|-----------------|
| 1. | DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS..... | 2 |
| 2. | ATTENDANCE | 2 |
| 3. | PUBLIC QUESTION TIME..... | 2 |
| 4. | DISCLOSURE OF INTERESTS | 2 |
| 5. | CONFIRMATION AND RECEIPT OF MINUTES | 3 |
| 5.1 | Minutes of the Policy and Legislation Committee Meeting held 2 March 2022 | 3 |
| 6. | REPORTS | 4 |
| 6.1 | REVIEW OF COUNCIL POLICY: RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS | 4 |
| 6.2 | WORK HEALTH AND SAFETY POLICY..... | 15 |
| 7. | GENERAL DISCUSSION ITEMS | 23 |
| 8. | NEXT MEETING DATE | 23 |
| 9. | CLOSURE | 24 |

MINUTES

MINUTES OF THE POLICY AND LEGISLATION COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 27 APRIL 2022 AT 10.30AM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 10:35am.

2. ATTENDANCE

Presiding Member:

Cr Kate Cox (*Deputy Presiding Member*)

Members:

Cr Phill Cronin
Cr Jodie Richards
Cr Paul Carter (*Deputy Member*)

Officers:

Mr Tony Nottle, Director, Finance and Corporate Services
Ms Sarah Pierson, Manager Governance and Corporate Services
Mrs Emma Heys, Governance Coordinator
Ms Jo Barrett-Lennard, Governance Officer

Apologies:

Cr Ross Paine
Cr Anne Ryan
Cr Grant Henley (*Deputy Member*)

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION AND RECEIPT OF MINUTES**5.1 Minutes of the Policy and Legislation Committee Meeting held 2 March 2022****COMMITTEE DECISION**





PL2204/447 Moved Councillor P Cronin, seconded Councillor P Carter

That the Minutes of the Policy and Legislation Committee Meeting held 2 March 2022 be confirmed as a true and correct record.

CARRIED 4/0

6. REPORTS

6.1 REVIEW OF COUNCIL POLICY: RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

| | |
|----------------------------|--|
| STRATEGIC THEME | LEADERSHIP - A Council that connects with the community and is accountable in its decision making. |
| STRATEGIC PRIORITY | 4.1 Provide opportunities for the community to engage with Council and contribute to decision making. |
| SUBJECT INDEX | Council Policies |
| BUSINESS UNIT | Governance |
| REPORTING OFFICER | Governance Officer - Jo Barrett-Lennard |
| AUTHORISING OFFICER | Director Finance and Corporate Services - Tony Nottle |
| NATURE OF DECISION | Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations |
| VOTING REQUIREMENT | Simple Majority |
| ATTACHMENTS | <p>Attachment A Current Policy: Recording and Livestreaming of Council Meetings ↓ </p> <p>Attachment B Proposed Policy: Recording and Livestreaming of Council Meetings (clean) ↓ </p> <p>Attachment C Proposed Policy: Recording and Livestreaming of Council Meetings (tracked) ↓ </p> <p>Attachment D Proposed Policy with Committee Amendments ↓ </p> |

COMMITTEE RECOMMENDATION

PL2204/448 Moved Councillor P Cronin, seconded Councillor P Carter

That the Council:

- 1. Adopt the amended Council Policy inclusive of the Committee Amendments as at Attachment D.**
- 2. Requests the CEO investigate and implement a copyright disclaimer for the City's website and YouTube channel.**

CARRIED 4/0

Reasons: The Committee requested a three month timeframe in paragraph 5.8, due to trends indicating lower engagement with recordings after this time period. The Committee also requested a copyright disclaimer be placed on recordings to deter the misuse of recordings.

OFFICER RECOMMENDATION

That Council adopt the amended Council policy: Recording and Livestreaming of Meetings (the Policy) (Attachment B) to replace the current policy (Attachment A)

EXECUTIVE SUMMARY

This report presents an amended Council policy: Recording and Livestreaming of Meetings (the Policy) (Attachment B), revised to amend the timeframe livestream recordings will remain available on the City of Busselton's YouTube channel (YouTube). Officers recommend it replace the current Council policy (Attachment A).

BACKGROUND

Council policy 'Audio Recording of Council Meetings' was adopted on 26 June 2019 (C1906/108), following a request from a member of the public for a copy of a recording of an Ordinary Council Meeting taken under the City's *Standing Orders Local Law 2018* for minute purposes.

The policy was subsequently amended and adopted in its current form by Council at its Ordinary Meeting on 11 November 2020 (C2011/127) to allow for the livestream of meetings when personal attendance was limited due to Covid-19 related restrictions. The livestream of Council Meetings as a regular practice commenced on 23 June 2021.

OFFICER COMMENT

The current policy states that recordings are to be removed as soon practicable after the minutes of that meeting have been confirmed. More recently the recordings have been made available for a longer period of time. The proposed amendment to the Policy is to set a longer timeframe for which these recording will continue to be made available to the public, being six months after the livestream has ended.

Originally the livestream recordings were retained to assist in the production of minutes of the meeting. More recently, officers have left the recording visible on YouTube for a longer period of time. This has resulted in a relatively high level of engagement with the Council Meeting recordings on YouTube after the livestream has ended, with the following statistics provided for reference:

| Date | Total Views |
|-------------------|-------------|
| 8 September 2021 | 547 Views |
| 22 September 2021 | 103 Views |
| 13 October 2021 | 85 Views |
| 27 October 2021 | 177 Views |
| 10 November 2021 | 182 Views |
| 24 November 2021 | 618 Views |
| 8 December 2021 | 292 Views |
| 25 January 2022 | 85 Views |
| 9 February 2022 | 120 Views |
| 23 February 2022 | 82 Views |
| 9 March 2022 | 149 Views |
| 23 March 2022 | 77 Views |

During a livestream, the number of views occurring in real time are between two and 20. This indicates the majority of views are occurring after the livestream has ended.

Officers are recommending the continuation of livestreaming and making available the recordings for a period of six months to ensure transparency and access to meetings when in person attendance is not possible.

Statutory Environment

The *Local Government Act 1995* and the City's *Standing Orders Local Law 2018* provide for and encourage public attendance and transparency at meetings.

Relevant Plans and Policies

The officer recommendation aligns with Council policy: 'Meeting, Information Sessions and Decision Making Processes'.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

No external stakeholder consultation was required or undertaken in relation to this matter.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could:

1. Make additional amendments to the Policy; or
2. Decline to adopt the Policy and retain the current policy.

CONCLUSION

A proposed amended Council policy: 'Recording and Livestreaming of Council Meetings' is presented for Councils endorsement.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be placed on the City's website within one week of Council adoption.



1. PURPOSE

- 1.1. The City of Busselton's *Standing Orders Local Law 2018* provides for the Chief Executive Officer to record the proceedings of a meeting for the purpose of taking minutes.
- 1.2. The purpose of this Policy is to outline the City's position with respect to the recording and Livestreaming of Council meetings and access to the recorded proceedings.

2. SCOPE

- 2.1. This Policy applies to the Livestreaming and recordings of Council meetings and all requests for such recordings.

3. DEFINITIONS

| Term | Meaning |
|------------|--|
| Act | <i>Local Government Act 1995</i> |
| Livestream | to transmit or receive live video and audio coverage of an event over the internet with the content simultaneously recorded and broadcast in real time to the viewer |
| Policy | this City of Busselton Council policy titled "Recording and Livestreaming of Council Meetings" |

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 – Leadership of the City's Strategic Community Plan 2017 and specifically Community Objective 6:1: Governance systems, process and practices are responsible, ethical and transparent.

5. POLICY STATEMENT

- 5.1. All Ordinary and Special Council meetings will, wherever technically possible, be recorded on an audio device and will be made available by Livestream.
- 5.2. The primary purpose of recording and Livestreaming Council meetings is to:
 - a. assist in the preparation of the minutes of Council meetings; and
 - b. facilitate increased engagement of the community in the City's decision making processes.
- 5.3. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*.

6.1 Attachment A

Current Policy: Recording and Livestreaming of Council Meetings

- 5.4. Council may resolve to close the meeting to the public in accordance with section 5.23 of the Act. Recording and the Livestream of the meeting will be ceased when the meeting is closed to the public.
- 5.5. Clear signage will be placed in the Council chamber advising members of the public that the meeting will be recorded and Livestreamed.
- 5.6. Other than in accordance with this Policy, a person must not use any recording device or instrument to record the proceedings of a meeting without the written permission of the Presiding Member.
- 5.7. The Presiding Member may rule at any time prior to or during a meeting that the Livestream be stopped.
- 5.8. Recordings of the Livestream of a meeting will be available on the City's YouTube page and / or website until such time as the minutes of that meeting have been confirmed.
- 5.9. The City retains copyright over its Livestreaming and recordings of its Council meetings.
- 5.10. Members of the public may, by written request to the CEO, purchase a copy of an audio recording of a meeting, with the fee for purchase set out in the City's fees and charges each year.
- 5.11. Members of the public are not entitled to receive a copy of the recording of any part of the meeting that was declared confidential and closed to the public.
- 5.12. Elected Members may request from the CEO an audio recording of a meeting at no charge.
- 5.13. All Elected Members are to be notified when requests for recordings have been received.
- 5.14. Recordings will not be transcribed.
- 5.15. Recordings will be stored and disposed of in accordance with the *State Records Act 2000*.
- 5.16. Under section 9.57A of the Act, the City is not liable for defamation in relation to a matter published on its website as part of a Livestream or recording of a Council meeting. Elected members and City Officers are not liable in defamation for any statements made in good faith or to which a defence is available under the *Defamation Act 2005*.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1 *City of Busselton Standing Orders Local Law 2018*
- 6.2 *Local Government Act 1995*
- 6.3 *Local Government (Administration) Regulations 1996*
- 6.4 *State Records Act 2000*

7. REVIEW DETAILS

| Review Frequency | | 3 yearly | | |
|-------------------|------|------------------|--------------|-----------|
| Council Adoption | DATE | 11 November 2020 | Resolution # | C2011/127 |
| Previous Adoption | DATE | 26 June 2019 | Resolution # | C1906/108 |



1. PURPOSE

- 1.1. The City of Busselton's *Standing Orders Local Law 2018* provides for the Chief Executive Officer to record the proceedings of a meeting for the purpose of taking minutes.
- 1.2. The purpose of this Policy is to further outline the City's position with respect to the recording and Livestreaming of Council meetings and access to the recorded proceedings.

2. SCOPE

- 2.1. This Policy applies to the Livestreaming and recording of Council meetings and all requests for such recordings.

3. DEFINITIONS

| Term | Meaning |
|------------|--|
| Act | <i>Local Government Act 1995</i> |
| Livestream | to transmit or receive live video and audio coverage of an event over the internet with the content simultaneously recorded and broadcast in real time to the viewer |
| Policy | this City of Busselton Council policy titled "Recording and Livestreaming of Council Meetings" |

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 – Leadership of the City's Strategic Community Plan 2017 and specifically Community Objective 6:1: Governance systems, process and practices are responsible, ethical and transparent.

5. POLICY STATEMENT

- 5.1. All Ordinary and Special Council meetings will, wherever technically possible, be recorded on an audio device and will be made available by Livestream.
- 5.2. The primary purpose of recording and Livestreaming Council meetings is to:
 - a. assist in the preparation of the minutes of Council meetings; and
 - b. facilitate increased engagement of the community in the City's decision making processes.
- 5.3. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*.

6.1 Attachment B

Proposed Policy: Recording and Livestreaming of Council Meetings (clean)

- 5.4. Council may resolve to close the meeting to the public in accordance with section 5.23 of the Act. Recording and the Livestream of the meeting will be ceased when the meeting is closed to the public.
- 5.5. Clear signage will be placed in the Council chamber advising members of the public that the meeting will be recorded and Livestreamed.
- 5.6. Other than in accordance with this Policy, a person must not use any recording device or instrument to record the proceedings of a meeting without the written permission of the Presiding Member.
- 5.7. The Presiding Member may rule at any time prior to or during a meeting that the Livestream be stopped.
- 5.8. Recordings of the Livestream of a meeting will be available on the City's YouTube page and / or website for a period of six months after the Livestream.
- 5.9. The City retains copyright over the Livestream and recording of its Council meetings.
- 5.10. Members of the public may, by written request to the CEO, purchase a copy of an audio recording of a meeting, with the fee for purchase set out in the City's fees and charges each year.
- 5.11. Members of the public are not entitled to receive a copy of the recording of any part of the meeting that was declared confidential and closed to the public.
- 5.12. Elected Members may request from the CEO an audio recording of a meeting at no charge.
- 5.13. All Elected Members are to be notified when requests for recordings have been received.
- 5.14. Recordings will not be transcribed.
- 5.15. Recordings will be stored and disposed of in accordance with the *State Records Act 2000*.
- 5.16. Under section 9.57A of the Act, the City is not liable for defamation in relation to a matter published on its website as part of a Livestream or recording of a Council meeting. Elected members and City Officers are not liable in defamation for any statements made in good faith or to which a defence is available under the *Defamation Act 2005*.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1 *City of Busselton Standing Orders Local Law 2018*
- 6.2 *Local Government Act 1995*
- 6.3 *Local Government (Administration) Regulations 1996*
- 6.4 *State Records Act 2000*

7. REVIEW DETAILS

| | | | | |
|-------------------|------|------------------|--------------|-----------|
| Review Frequency | | 3 yearly | | |
| Council Adoption | DATE | | Resolution # | |
| Previous Adoption | DATE | 11 November 2020 | Resolution # | C2011/127 |



1. PURPOSE

- 1.1. The City of Busselton's *Standing Orders Local Law 2018* provides for the Chief Executive Officer to record the proceedings of a meeting for the purpose of taking minutes.
- 1.2. The purpose of this Policy is to [further](#) outline the City's position with respect to the recording and Livestreaming of Council meetings and access to the recorded proceedings.

2. SCOPE

- 2.1. This Policy applies to the Livestreaming and recordings of Council meetings and all requests for such recordings.

3. DEFINITIONS

| Term | Meaning |
|------------|--|
| Act | <i>Local Government Act 1995</i> |
| Livestream | to transmit or receive live video and audio coverage of an event over the internet with the content simultaneously recorded and broadcast in real time to the viewer |
| Policy | this City of Busselton Council policy titled "Recording and Livestreaming of Council Meetings" |

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 – Leadership of the City's Strategic Community Plan 2017 and specifically Community Objective 6:1: Governance systems, process and practices are responsible, ethical and transparent.

5. POLICY STATEMENT

- 5.1. All Ordinary and Special Council meetings will, wherever technically possible, be recorded on an audio device and will be made available by Livestream.
- 5.2. The primary purpose of recording and Livestreaming Council meetings is to:
 - a. assist in the preparation of the minutes of Council meetings; and
 - b. facilitate increased engagement of the community in the City's decision making processes.
- 5.3. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*.

6.1 Attachment C

Proposed Policy: Recording and Livestreaming of Council Meetings (tracked)

- 5.4. Council may resolve to close the meeting to the public in accordance with section 5.23 of the Act. Recording and the Livestream of the meeting will be ceased when the meeting is closed to the public.
- 5.5. Clear signage will be placed in the Council chamber advising members of the public that the meeting will be recorded and Livestreamed.
- 5.6. Other than in accordance with this Policy, a person must not use any recording device or instrument to record the proceedings of a meeting without the written permission of the Presiding Member.
- 5.7. The Presiding Member may rule at any time prior to or during a meeting that the Livestream be stopped.
- 5.8. Recordings of the Livestream of a meeting will be available on the City's YouTube page and / or website ~~until such time as the minutes of that meeting have been confirmed~~ for a period of six months after the Livestream.
- 5.9. The City retains copyright over ~~theits~~ Livestreaming and recordings of its Council meetings.
- 5.10. Members of the public may, by written request to the CEO, purchase a copy of an audio recording of a meeting, with the fee for purchase set out in the City's fees and charges each year.
- 5.11. Members of the public are not entitled to receive a copy of the recording of any part of the meeting that was declared confidential and closed to the public.
- 5.12. Elected Members may request from the CEO an audio recording of a meeting at no charge.
- 5.13. All Elected Members are to be notified when requests for recordings have been received.
- 5.14. Recordings will not be transcribed.
- 5.15. Recordings will be stored and disposed of in accordance with the *State Records Act 2000*.
- 5.16. Under section 9.57A of the Act, the City is not liable for defamation in relation to a matter published on its website as part of a Livestream or recording of a Council meeting. Elected members and City Officers are not liable in defamation for any statements made in good faith or to which a defence is available under the *Defamation Act 2005*.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1 *City of Busselton Standing Orders Local Law 2018*
6.2 *Local Government Act 1995*
6.3 *Local Government (Administration) Regulations 1996*
6.4 *State Records Act 2000*

7. REVIEW DETAILS

| Review Frequency | | 3 yearly | | |
|-------------------|------|------------------|--------------|-----------|
| Council Adoption | DATE | | Resolution # | |
| Previous Adoption | DATE | 11 November 2020 | Resolution # | C2011/127 |

COUNCIL POLICY


City of Busselton
Geographic Bay

Council Policy Name:

Recording and Livestreaming of Council Meetings

Responsible Directorate:

Finance and Corporate Services

Version: Proposed

1. PURPOSE

- 1.1. The City of Busselton's *Standing Orders Local Law 2018* provides for the Chief Executive Officer to record the proceedings of a meeting for the purpose of taking minutes.
- 1.2. The purpose of this Policy is to further outline the City's position with respect to the recording and Livestreaming of Council meetings and access to the recorded proceedings.

2. SCOPE

- 2.1. This Policy applies to the Livestreaming and recording of Council meetings and all requests for such recordings.

3. DEFINITIONS

| Term | Meaning |
|------------|--|
| Act | <i>Local Government Act 1995</i> |
| Livestream | to transmit or receive live video and audio coverage of an event over the internet with the content simultaneously recorded and broadcast in real time to the viewer |
| Policy | this City of Busselton Council policy titled "Recording and Livestreaming of Council Meetings" |

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 – Leadership of the City's Strategic Community Plan 2017 and specifically Community Objective 6:1: Governance systems, process and practices are responsible, ethical and transparent.

5. POLICY STATEMENT

- 5.1. All Ordinary and Special Council meetings will, wherever technically possible, be recorded on an audio device and will be made available by Livestream.
- 5.2. The primary purpose of recording and Livestreaming Council meetings is to:
 - a. assist in the preparation of the minutes of Council meetings; and
 - b. facilitate increased engagement of the community in the City's decision making processes.
- 5.3. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*.

6.1 Attachment D Proposed Policy with Committee Amendments

- 5.4. Council may resolve to close the meeting to the public in accordance with section 5.23 of the Act. Recording and the Livestream of the meeting will be ceased when the meeting is closed to the public.
- 5.5. Clear signage will be placed in the Council chamber advising members of the public that the meeting will be recorded and Livestreamed.
- 5.6. Other than in accordance with this Policy, a person must not use any recording device or instrument to record the proceedings of a meeting without the written permission of the Presiding Member.
- 5.7. The Presiding Member may rule at any time prior to or during a meeting that the Livestream be stopped.
- 5.8. Recordings of the Livestream of a meeting will be available on the City's YouTube page and / or website for a period of ~~six~~three months after the Livestream.
- 5.9. The City retains copyright over the Livestream and recording of its Council meetings.
- 5.10. Members of the public may, by written request to the CEO, purchase a copy of an audio recording of a meeting, with the fee for purchase set out in the City's fees and charges each year.
- 5.11. Members of the public are not entitled to receive a copy of the recording of any part of the meeting that was declared confidential and closed to the public.
- 5.12. Elected Members may request from the CEO an audio recording of a meeting at no charge.
- 5.13. All Elected Members are to be notified when requests for recordings have been received.
- 5.14. Recordings will not be transcribed.
- 5.15. Recordings will be stored and disposed of in accordance with the *State Records Act 2000*.
- 5.16. Under section 9.57A of the Act, the City is not liable for defamation in relation to a matter published on its website as part of a Livestream or recording of a Council meeting. Elected members and City Officers are not liable in defamation for any statements made in good faith or to which a defence is available under the *Defamation Act 2005*.

6. RELATED DOCUMENTATION / LEGISLATION




- 6.1 *City of Busselton Standing Orders Local Law 2018*
6.2 *Local Government Act 1995*
6.3 *Local Government (Administration) Regulations 1996*
6.4 *State Records Act 2000*

7. REVIEW DETAILS

| Review Frequency | | 3 yearly | | |
|-------------------|------|------------------|--------------|-----------|
| Council Adoption | DATE | | Resolution # | |
| Previous Adoption | DATE | 11 November 2020 | Resolution # | C2011/127 |

10:59am: At this time, Mrs Heys left the meeting.

6.2 WORK HEALTH AND SAFETY POLICY

| | |
|----------------------------|--|
| STRATEGIC THEME | LEADERSHIP - A Council that connects with the community and is accountable in its decision making. |
| STRATEGIC PRIORITY | 4.4 Govern a professional organisation that is healthy, capable and engaged. |
| SUBJECT INDEX | Work Health Safety |
| BUSINESS UNIT | Corporate Services |
| REPORTING OFFICER | Manager Governance and Corporate Services - Sarah Pierson |
| AUTHORISING OFFICER | Director Finance and Corporate Services - Tony Nottle |
| NATURE OF DECISION | Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations |
| VOTING REQUIREMENT | Simple Majority |
| ATTACHMENTS | Attachment A Work Health and Safety policy (revised) ↓  Attachment B Occupational Health and Safety policy (current) ↓  Attachment C Work Health and Safety policy (tracked) ↓  |

COMMITTEE RECOMMENDATION

PL2204/449 Moved Councillor P Carter, seconded Councillor J Richards

That the Council adopts the Work Health & Safety Policy as per Attachment A to replace the current Occupational Safety and Health Policy (Attachment B).

CARRIED 4/0

OFFICER RECOMMENDATION

That the Council adopts the Work Health & Safety Policy as per Attachment A to replace the current Occupational Safety and Health Policy (Attachment B).

EXECUTIVE SUMMARY

This report presents a revised Work Health and Safety policy (Attachment A) (the Policy) for Council approval, with the current Occupational Health and Safety policy amended to reflect the new *Work Health and Safety Act 2020* (the Act) having come into operation.

BACKGROUND

A policy in relation to Occupational Safety and Health was originally adopted in May 2006, with the aim of demonstrating Council's commitment to ensuring a safe and healthy work environment. Since then the current policy has been reviewed a number of times, most recently in 2018, where it was moved into the City's new policy template.

The Act was given royal assent on 10 November 2020 and came into effect along with the accompanying regulations on 31 March 2022. The Act redefines 'health' to mean physical and psychological health and sets out obligations of Persons Conducting a Business or Undertaking (PCBUs) as well as obligations of 'Officers' of PCBUs – defined broadly as a person who makes, or participates in making, decisions that affect the whole, or substantial part of, the business or undertaking.

Duties of an Officer are outlined in the Act, are positive in nature and cannot be delegated to someone else. The PCBU and Officers owe these duties to 'Workers' - defined as a person carrying out work in any capacity for a PCBU including work as an employee, a contractor or subcontractor and as a volunteer.

PCBU's can share obligations under the Act based on the capacity of each PCBU to exercise influence and control and the Act sets out a requirement for PCBU's to consult and cooperate.

OFFICER COMMENT

While the health and safety of staff is the responsibility of the CEO (and other 'Officers'), Council are responsible for the provision of adequate resources to meet health and safety objectives and targets. The purpose of the Policy is to demonstrate the Council's commitment to ensuring a healthy and safe environment for its workers, and outlines the strategic responsibilities of the CEO in this regard.

Only minor amendments are proposed to the Policy to reflect the onus on the broader definition of health through the phrase health and safety as opposed to safety and health, along with references to the Act being updated from the *Occupational Safety and Health Act 1984*. The Policy title has also been amended to reflect the new Act.

Statutory Environment

In accordance with Section 2.7(2)(b) of the Local Government Act 1995 it is the role of the Council to determine the local government's policies. The Council does this on the recommendation of a Committee it has established in accordance with Section 5.8 of that Act.

Relevant Plans and Policies

The Policy aligns to the City's Policy Framework.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

No external stakeholder consultation was required or undertaken in relation to this matter.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could request further amendments.

CONCLUSION

The Policy updates the current Occupational Safety and Health policy and in doing so maintains the City's support for a safe and healthy work environment.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be effective as of its adoption by Council and placed on the City's website within one week.



Council Policy

Council Policy Name: Work Health & Safety

Responsible Directorate: Finance & Corporate Services

Version: Draft

1. PURPOSE

- 1.1. The purpose of this Policy is to demonstrate the commitment of the City of Busselton to providing and maintaining a healthy and safe environment for all people at City of Busselton Workplaces.

2. SCOPE

- 2.1. This Policy is applicable all City of Busselton Workplaces.

3. DEFINITIONS

| Term | Meaning |
|-----------|--|
| Policy | this City of Busselton Council policy titled "Work Health & Safety" |
| Workplace | A place where work is carried out for a business or undertaking and includes any place where a Worker goes, or is likely to be, while at work. (WHS s.8) |

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP – a Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan 2021 and specifically the following Strategic Priority:
- a. 4.4: Govern a professional organisation that is healthy, capable and engaged.

5. POLICY STATEMENT

- 5.1. The City of Busselton regards the provision of a healthy and safe work environment as fundamental to all organisational activities and essential to maintaining high standards of organisational sustainability, performance and governance.
- 5.2. Council will allocate resources to achieve the health and safety objectives of the City of Busselton.
- 5.3. The CEO will be responsible for:
- developing and maintaining an organisational culture with a high level of health and safety awareness through a continuous improvement process of consultation, communication, information provision, training and accountability; and
 - ensuring the development, implementation and maintenance of a Work Health and Safety Management System.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Work Health & Safety (WHS) Act 2020
- 6.2. Work Health & Safety (WHS) Regulations 2022

7. REVIEW DETAILS

| Review Frequency | | 3 yearly | | |
|-------------------|------|-----------------|--------------|-----------|
| Council Adoption | DATE | | Resolution # | |
| Previous Adoption | DATE | 10 October 2018 | Resolution # | C1810/203 |



Council Policy

Council Policy Name: Occupational Safety and Health

Responsible Directorate: Finance and Corporate Services

Version: Adopted

1. PURPOSE

- 1.1. The purpose of this Policy is to demonstrate the commitment of the City of Busselton to providing and maintaining a safe and healthy environment for all people at City of Busselton workplaces.

2. SCOPE

- 2.1. This Policy is applicable to all City of Busselton workplaces.

3. DEFINITIONS

| Term | Meaning |
|-----------|--|
| Policy | this City of Busselton Council policy titled "Occupational Safety and Health" |
| Workplace | a workplace as defined within the <i>Occupational Safety and Health Act 1984</i> |

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
- a. 4.4: Govern a professional organisation that is healthy, capable and engaged.

5. POLICY STATEMENT

- 5.1. The City of Busselton regards the provision of a safe and healthy work environment as fundamental to all organisational activities and essential to maintaining high standards of organisational sustainability, performance and governance.
- 5.2. Council will allocate resources to achieve the safety and health objectives of the City of Busselton.
- 5.3. The CEO will be responsible for:
- developing and maintaining an organisational culture with a high level of safety and health awareness through a continuous improvement process of consultation, communication, information provision, training and accountability;
 - ensuring the development, implementation and maintenance of an Occupational Safety and Health Management System.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Occupational Safety and Health (OSH) Act 1984*
- 6.2. *Occupational Safety and Health (OSH) Regulations 1996*

7. REVIEW DETAILS

| Review Frequency | | 3 yearly | | |
|-------------------|------|-----------------|--------------|-----------|
| Council Adoption | DATE | 10 October 2018 | Resolution # | C1810/203 |
| Previous Adoption | DATE | 12 August 2015 | Resolution # | C1508/218 |



1. PURPOSE

- 1.1. The purpose of this Policy is to demonstrate the commitment of the City of Busselton to providing and maintaining a healthy and safe environment for all people at City of Busselton Workplaces.

2. SCOPE

- 2.1. This Policy is applicable all City of Busselton Workplaces.

3. DEFINITIONS

| Term | Meaning |
|-----------|---|
| Policy | this City of Busselton Council policy titled "Work Health & Safety" |
| Workplace | <u>A place where work is carried out for a business or undertaking and includes any place where a Worker goes, or is likely to be, while at work. (WHS s.8)</u> <u>A workplace as defined within the Occupational Safety and Health Act 1984</u> |

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP – a Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan ~~June 2021~~ and specifically the following Strategic Priority:
- a. 4.4: Govern a professional organisation that is healthy, capable and engaged.

5. POLICY STATEMENT

- 5.1. The City of Busselton regards the provision of a ~~safe and healthy~~ healthy and safe work environment as fundamental to all organisational activities and essential to maintaining high standards of organisational sustainability, performance and governance.
- 5.2. Council will allocate resources to achieve the ~~safety and health~~ health and safety objectives of the City of Busselton.
- 5.3. The CEO will be responsible for:
- a. developing and maintaining an organisational culture with a high level of ~~safety and health~~ health and safety awareness through a continuous improvement process of consultation, communication, information provision, training and accountability; and
- b. ensuring the development, implementation and maintenance of a ~~n-Occupational Safety and Health~~ Work Health and Safety Management System.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. ~~Occupational Safety and Health (OSH) Act 1984~~ Work Health & Safety (WHS) Act 2020

6.2. ~~Occupational Safety and Health (OSH) Regulations 1996~~ Work Health & Safety (WHS) Regulations 2022

7. REVIEW DETAILS

| Review Frequency | | 3 yearly | | |
|-------------------|------|------------------------|--------------|------------------|
| Council Adoption | DATE | | Resolution # | |
| Previous Adoption | DATE | <u>10 October 2018</u> | Resolution # | <u>C1810/203</u> |

7. GENERAL DISCUSSION ITEMS

Nil

8. NEXT MEETING DATE

Wednesday, 25 May 2022.

9. CLOSURE

The meeting closed at 11:08am.

THESE MINUTES CONSISTING OF PAGES 1 TO 24 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 25 MAY 2022.

DATE: 25/5/2022 PRESIDING MEMBER: 