



City of Busselton
Geographe Bay

Policy and Legislation Committee Agenda

10 September 2019

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 10 SEPTEMBER 2019

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Policy and Legislation Committee will be held in the the Committee Room, Administration Building, Southern Drive, Busselton on Tuesday, 10 September 2019, commencing at 2.00pm.

The attendance of Committee Members is respectfully requested.

DISCLAIMER

Statements or decisions made at Council meetings or briefings should not be relied on (or acted upon) by an applicant or any other person or entity until subsequent written notification has been given by or received from the City of Busselton. Without derogating from the generality of the above, approval of planning applications and building permits and acceptance of tenders and quotations will only become effective once written notice to that effect has been given to relevant parties. The City of Busselton expressly disclaims any liability for any loss arising from any person or body relying on any statement or decision made during a Council meeting or briefing.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

4 September 2019

CITY OF BUSSELTON

AGENDA FOR THE POLICY AND LEGISLATION COMMITTEE MEETING TO BE HELD ON 10 SEPTEMBER 2019

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1. **DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

2. **ATTENDANCE**

Apologies

Cr Grant Henley Mayor

3. **PUBLIC QUESTION TIME**

4. **DISCLOSURE OF INTERESTS**

5. **CONFIRMATION AND RECEIPT OF MINUTES**



5.1 **Minutes of the Policy and Legislation Committee Meeting held 13 August 2019**

RECOMMENDATION

That the Minutes of the Policy and Legislation Committee Meeting held 13 August 2019 be confirmed as a true and correct record.

6. REPORTS

6.1 REVIEW OF COUNCIL POLICY - CONVENING OF THE COUNCIL FOLLOWING AN ORDINARY ELECTION

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Council Policies
BUSINESS UNIT	Governance Services
REPORTING OFFICER	Executive Assistant to Council - Lisa Haste Governance Coordinator – Emma Heys
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
PRIMARY NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Proposed Policy - Swearing In of Elected Members  Attachment B Current Policy - Convening of the Council Following an Ordinary Election 

OFFICER RECOMMENDATION

That the Council adopts the Council Policy ‘Swearing In of Elected Members’ as per Attachment A, to replace the current Council Policy entitled ‘Convening of the Council Following an Ordinary Election’ (Attachment B).

EXECUTIVE SUMMARY

This report presents for adoption a revised ‘Convening of the Council Following an Ordinary Election’ Council Policy (Attachment B), proposed to be renamed ‘Swearing In of Elected Members’ (Attachment A). The revised Policy better outlines the requirements of an Elected Member declaration and the first meeting following an Ordinary Local Government Election.

BACKGROUND

Council policy ‘Convening of the Council Following an Ordinary Election’ was initially adopted by Council in March 2010 (C1003/075) and reviewed and updated in April 2015 (C1504/081). This current policy provides information in regards to the ceremony to follow an election and explicitly recognises the special significance of the business to be conducted at the Council’s first meeting.

The City has developed and implemented a Policy Framework, which sets out the intent of Council policies, as opposed to operational documents such as Operational Practices. Upon reviewing the current policy, it was felt that the title did not accurately convey the intent of the policy; the scope described a number of different processes, and overall, the policy wasn’t as clear and succinct as it could be.

OFFICER COMMENT

Local government elections are held on the third Saturday in October every two years. Each Councillor whose term will cease at the election, retires from their position as Councillor on election night at 6pm in accordance with Section 2.28 of the *Local Government Act 1995* (days on which terms begin and end).

It is recognised that those successfully elected or re-elected through a local government election cannot participate in the transaction of business until they have made the Elected Member declaration. The Policy stipulates that the Elected Member declaration is to be made at a swearing in ceremony on the first Monday following the ordinary election.

The swearing in ceremony is to be the first order of business once the Special Meeting of Council has been declared open. Following this item will be the election of the Mayor and Deputy Mayor; appointment of members to Council's Standing Committees; and appoint membership of Elected Member delegates to various other groups, working parties and other informal groups.

Election to Council is a momentous occasion and as such, the Policy provides for the holding of an informal function for newly Elected Members and their immediate family members to mark the event, with invitations extended to the Chief Executive Officers, Directors and other relevant staff.

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.

A number of sections of the *Local Government Act 1995* are relevant to the proposed policy, including:

- Section 2.29 which provides for the declaration of elected members before acting in the office;
- Section 5.8 of the *Local Government Act 1995* provides for the establishment of committees; and
- Schedule 2.3, Division 1 of the *Local Government Act 1995* provides for when and how mayors, presidents, deputy mayors and deputy presidents are elected by the Council.

Relevant Plans and Policies

In August 2017 the CEO commissioned a high level independent review of the City's governance systems – the Governance Systems Review (GSR). The GSR made a number of recommendations with respect to the City's policy and procedure framework. In response the City developed a policy framework which sets out the intent of Council policies, as opposed to operational documents such as Operational Practices.

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. Decide to retain the Policy in its current form.

2. Decide to make additional amendments.

CONCLUSION

In accordance with City's Policy Framework, a review of Council policy 'Convening of the Council Following an Ordinary Election' has identified that it does not clearly convey the requirements for an Elected Member declaration or set out the order of business for the first Council meeting following an election.

The policy as proposed, more clearly articulates those requirements for the swearing in ceremony and Special Meeting of Council.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be implemented immediately on adoption and will be ready to use following the 2019 election.

6.1 Attachment A Proposed Policy - Swearing In of Elected Members

The banner features a green and blue background with the City of Busselton logo. It contains the following text:

COUNCIL POLICY

Council Policy Name: Swearing In of Elected Members

Responsible Directorate: Finance and Corporate Services Version: Draft

1. PURPOSE

1.1. This Policy outlines the guidelines for the official swearing in ceremony to enable newly elected members to make a declaration in accordance with the provisions of the *Local Government Act 1995*.

2. SCOPE

2.1. This Policy applies to the elected member declaration and the first meeting of new and returning elected members following a local government election.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy entitled "Swearing in of Elected Members"

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 6 - Leadership of the City's Strategic Community Plan 2017 and specifically the following Community Objective 6.1: Governance systems, process and practices are responsible, ethical and transparent

5. POLICY STATEMENT

- 5.1. It is recognised that those successfully elected through a local government election cannot participate in the transaction of business until they have made the elected member declaration, which is undertaken at a swearing in ceremony.
- 5.2. The swearing in ceremony is to be held in the Council Chambers on the first Monday following an ordinary election.
- 5.3. The swearing in ceremony is to be conducted in accordance with Section 2.29 of the *Local Government Act 1995*.
- 5.4. The swearing in ceremony is to be the first item of business at the Special Council Meeting with the following items to be considered in this order:
 - a. the election of the Mayor and Deputy Mayor;
 - b. the appointment of membership of Council's Standing Committees; and
 - c. the appointment of membership of elected member delegates to various other groups, including working parties and informal groups.
- 5.5. The Special Meeting of Council is to be conducted in accordance with the provisions of Section 5.8 and Schedule 2.3, Division 1 of the *Local Government Act 1995*.

6.1 Attachment A Proposed Policy - Swearing In of Elected Members

- 5.6. At the conclusion of the Special Meeting of Council, an informal function will be held for elected members and their immediate partners and/or families, with invitations extended to the Chief Executive Officer, Directors and other relevant employees.
- 5.7. Where an extraordinary election for the Council is conducted or an extraordinary Mayoral or Deputy Mayoral vacancy occurs, due regard should be given to the significance of the required ceremonies and a special meeting or ceremony be arranged where practicable.

6. RELATED DOCUMENTATION / LEGISLATION

6.1 *Local Government Act 1995*

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	8 April 2015	Resolution #	C1504/081
Previous Adoption	DATE	10 March 2010	Resolution #	C1003/075

Last updated 08/04/2015

014	Convening of the Council Following an Ordinary Election	V2 Current
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1. PURPOSE

This policy is to provide for the timely conduct of ceremonies following an election and to recognise the special significance of the business to be conducted at the Council's first meeting.

2. SCOPE

This policy applies following any Ordinary Election for the Council, recognising that it is after this election that a Mayoral election is to occur. Where any extraordinary election for the Council is conducted or an extraordinary Mayoral vacancy occurs, due regard should be given to the significance of the required ceremonies and a special meeting or ceremony should be arranged where practicable.

3. POLICY CONTENT

It is recognised that the first meeting following an Ordinary Election has special significance and should therefore be convened as a Special Meeting of Council to allow the business of the Council to be transacted at its ordinary meetings in as timely a manner as practicable.

Newly elected members cannot participate in the transaction of Council business until they have made a declaration before an authorised person. Once the newly elected members have made the declaration, the first order of business for the newly convened Council must be the Election of a Mayor and a Deputy Mayor.

It is impracticable for this to occur at an ordinary meeting of the Council and a Special Meeting of the Council shall be convened for this purpose. It is important for this meeting to be scheduled for the first suitable occasion following the elections and wherever possible it shall occur on the Monday evening immediately following the ordinary election day.

The proceedings shall commence with the "Swearing In" ceremony for new Councillors to be followed by the Special Meeting for the election of the Mayor and Deputy Mayor and consideration of Council's Committees, membership of the Committees and the appointment of Council delegates to various other groups.

In recognition of the significance of the occasion, the Special Meeting shall usually be followed by a meal to which Councillors, partners and executive staff and partners will be invited.

Policy Background

Policy Reference No. - 014
Owner Unit – Governance
Originator – Manager, Governance Services
Policy approved by – Council
Date Approved - 10 March, 2010

History

Council Resolution	Date	Information
C1504/081	8 April, 2015	Version 2
C1003/075	10 March, 2010	Date of implementation Version 1

7. GENERAL DISCUSSION ITEMS

7.1 Policy Review Schedule

RECOMMENDATION

That the Committee:

1. Note the 2019/2020 Policy Review Schedule, inclusive of the proposed 2020 Policy and Legislation Committee meeting dates; and
2. Acknowledge the review of 47 Council policies already undertaken.

OFFICER COMMENT

As part of implementing the review and development process of Council policies, as outlined in the Policy Framework, and to assist with forward planning for the Policy and Legislation Committee, the Policy Review Schedule has now been updated and is attached for the Committee's information (Attachment A).

The Policy Review Schedule now details the required date to commence a review of policy, as well as agenda settlement dates, agenda publish dates and the proposed Policy and Legislation Committee dates for 2020.

For the Committee's information, policies for review have been grouped based on those that might need to be reviewed together while trying not to overload any one Directorate or Business Unit in the process.

The full review process of a policy is schedule to take approximately 11 weeks from commencement to consideration by the Committee.

In addition and included at Attachment B is a list of the 47 Council policies already reviewed. Of these policies already reviewed, 15 have been rescinded.

Policy Name	Date Last Review	Responsible Directorate	P&L Meeting Date	Agenda Publish Date	Agenda Settlement (AS) / SMG Date	Review process commences	Policy Purpose Summary
Council Policy - 054 - Convening of the Council Following an Election	6/04/2015	FCS	10-Sep-19	3/09/19	27/08/19	Underway	Outlines how the first meeting following an ordinary election should be managed and conducted. Identifies the policy as a concept plan with the aim being to provide an outline of the integrated directional information system for the Cape to Cape region with the purpose to provide safe and useful directional information to the travelling public.
Council Policy - 064/1 - Integrated Directional Information System	15/07/2014	IWS/FCS	08-Oct-19	1/10/19	24/09/19	Underway	
Council Policy - 002 - Asset Management	14/09/2016	IWS	08-Oct-19	1/10/19	24/09/19	Underway	Outlines the City's commitment to continuous improvement of asset management. This policy provides guidance for creation of Urban Art on City owned or managed buildings/infrastructure.
Council Policy - 027 - Urban Art	13/12/2017	CCS	08-Oct-19	1/10/19	24/09/19	Underway	
Council Policy - 229 - Elected Members Mail Handling	6/03/2017	FCS	08-Oct-19	1/10/19	24/09/19	Underway	Outlines how elected members mail will be handled and how elected members should handle mail. Adhere to the Records Keeping Act.
Council Policy - 010 - Asbestos Management	13/06/2016	IWS	08-Oct-19	1/10/19	24/09/19	Underway	Outlines the City's responsibility to comply with the Occupational Safety and Health Act 1984 when managing Asbestos Containing Material.
Council Policy - 231 - Waste Collection Service	10/05/2017	IWS	08-Oct-19	1/10/19	24/09/19	Underway	Outlines kerbside waste and recycling collection for domestic and commercial services via mobile garbage bins.
Council Policy - 246 - Shelters and Structures on Local Government Property	10/05/2017	PDS	08-Oct-19	1/10/19	24/09/19	Underway	Defines which guidelines various shade structures fall under.
Council Policy - 231 - Events	14/09/2016	CCS	08-Oct-19	1/10/19	24/09/19	Underway	Provides event organisers with information on the event application process and guidelines for sponsorship of event.
Council Policy - 064 - Joint Tourism Directional Signs	15/07/2014	CCS	12-Nov-19	5/11/19	29/10/19	Underway	Outlines Council's joint policy for tourism directional signage within road reserves and details the number of signs permitted and the philosophy behind them. Provides direction for responding to shark attacks and sightings as well as the broader approach to water safety warnings and information. Guides administration of the City of Busselton Property Local Law 2012 for sign.
Council Policy - 044 - Shark Hazard Response	14/10/2015	PDS	12-Nov-19	5/11/19	29/10/19	Underway	
Council Policy - 133 - Drainage in Recreation Reserves	13/04/2016	IWS	12-Nov-19	5/11/19	29/10/19	Underway	Outlines when recreation reserves will be approved for drainage.
Nature Verges for Urban Areas	10/05/2017	IWS	12-Nov-19	5/11/19	29/10/19	Underway	Outlines framework for residents to undertake and/or retain the planting of trees and shrubs (WA native) in the road verge.
Council Policy - 074 - Markets	12/11/2014	CCS	21-Jan-20	14/01/20	7/01/20	5/11/19	Outlines guidelines with which stall market holders are approved to hold stalls on Council lanes.
Council Policy - 249 - Non-Exclusive Commercial Use of City Land	13/12/2017	FCS/CCS	21-Jan-20	14/01/20	7/01/20	5/11/19	Outlines what approach Council will take to hiring of City land for public use.
Council Policy - 006 - Mobile Vendors on the Busselton Jetty	14/06/2017	CCS/PDS	21-Jan-20	14/01/20	7/01/20	5/11/19	Outlines the circumstances where the Council may approve mobile vendors on the Jetty.
Council Policy - 065/2 - Council Property - Granting of Access to Public Venues	NA	FCS	21-Jan-20	14/01/20	7/01/20	5/11/19	Outlines the categories which are to be used to prioritise applications from community groups to gain access to public venue.
Council Policy - 043 - Applications for Exploration or Mining Licences for Coal within the City of Busselton	9/03/2016	PDS	11-Feb-20	4/02/20	28/01/20	26/11/19	Guides the City's response to notification of applications for exploration or mining licences for coal under the Mining Act 1977.
Council Policy - 248 - Leases of City Land and Buildings	27/07/2016	FCS	11-Feb-20	4/02/20	28/01/20	26/11/19	Outlines the approach Council will take and the principles it will apply to the leasing of its land and buildings.
Council Policy - 009/6 - Beaches and Foreshore Areas - Access By Licensed Professional Fishermen	6/11/2017	PDS	11-Feb-20	4/02/20	28/01/20	26/11/19	Outlines process for allowing commercial fishing boats access to the City beach and foreshore area.
Council Policy - 019 - Sponsorship	14/10/2015	CCS	10-Mar-20	3/03/20	25/02/20	24/12/19	Provides clear guidelines and procedures for negotiating sponsorships - the contribution of financial / kind support received for the purpose of providing community infrastructure, programs or activities.
Council Policy - 029 - Building Insurance	14/09/2016	IWS/FCS	10-Mar-20	3/03/20	25/02/20	24/12/19	Outlines the rationale for allocating different levels of insurance for City owned buildings and / improvements and formalises the requirement for Lessees to reimburse the City for the cost of insurance.
Council Policy - 023 - Community Engagement and Consultation	9/08/2017	FCS	10-Mar-20	3/03/20	25/02/20	24/12/19	Outlines the Council's approach to community engagement and consultation.
Council Policy - 179 - Engineering Technical Standards and Specifications	13/12/2017	IWS	14-Apr-20	7/04/20	31/03/20	4/02/20	Outlines which standards and specifications are relevant to specific civil works.
Council Policy - 185/3 - Verge and Public Open Space Improvement - Subdivision	13/12/2017	IWS	14-Apr-20	7/04/20	31/03/20	4/02/20	Outlines categories and options for verge and public open space landscaping maintenance.
Council Policy - 025 - Buildings Control Standard Site Classification Subdivision	13/04/2016	IWS	14-Apr-20	7/04/20	31/03/20	4/02/20	Outlines the site classification requirements for new residential subdivisions.
Council Policy - 032 - Bush Fire Brigade Grievance Process Disciplinary Action	12/08/2015	PDS	12-May-20	5/05/20	28/04/20	25/02/20	A policy to ensure all volunteer brigade members are treated with respect and dealt with fairly in the event of a grievance or disciplinary matter.
Council Policy - 033 - Meetings of Bush Fire Brigades	12/08/2015	PDS	12-May-20	5/05/20	28/04/20	25/02/20	Outlines the structure Volunteer Bush Fire Brigades committees manage governance meeting.
Council Policy - 034 - Membership of Bush Fire Brigades (PDF, 131KB)	12/08/2015	PDS	12-May-20	5/05/20	28/04/20	25/02/20	Outlines the application, training and appointment process for new Volunteer Bush Fire Brigade member.
Council Policy - 035 - Qualifications of Bush Fire Brigade Officers	12/08/2015	PDS	12-May-20	5/05/20	28/04/20	25/02/20	Outlines the qualification and training requirements for Brigade position.
Council Policy - 036 - Roles of Bush Fire Brigade Officers	12/08/2015	PDS	12-May-20	5/05/20	28/04/20	25/02/20	Outlines the roles of Brigade officers and the management responsibility they hold.
Council Policy - 040 - Bush Fire Brigade Accounting	12/08/2015	PDS	12-May-20	5/05/20	28/04/20	25/02/20	Outlines how Brigades are to manage financial affairs ensuring all funds held are accounted for.
Council Policy - 041 - Code of Conduct Bush Fire Brigade Objectives and Values	12/08/2015	PDS	12-May-20	5/05/20	28/04/20	25/02/20	Outlines the standard Brigades and their members conduct themselves with to maintain respect of the community.
Council Policy - 063 - Private Works Margin	13/04/2016	IWS	12-May-20	5/05/20	28/04/20	25/02/20	Outlines the approach to the City carrying out private works and sets a fee (just plus margin) to ensure community assets are properly used and applied. Sets the margin.
Council Policy - 048 - Loans	31/01/2018	FCS	12-May-20	5/05/20	28/04/20	25/02/20	Outlines guidelines in respect of the utilisation of loan facilities to fund the acquisition, construction, renewal of assets.
Council Policy - 012 - Complaints Handling	12/10/2016	FCS	09-Jun-20	2/06/20	26/05/20	24/03/20	Outlines how Council / the City will manage complaints and what the definition of a complaint is for the purposes of management.
Council Policy - 018 - Customer Service	6/03/2017	FCS	09-Jun-20	2/06/20	26/05/20	24/03/20	Outlines Council's commitment to a customer service ethic.
Council Policy - 085 - Legal Representation for Council Members and Employees	6/03/2017	FCS	09-Jun-20	2/06/20	26/05/20	24/03/20	Outlines the type of legal representation that Council will provide for elected members and employees and in what circumstance.
Attendance of Elected Members at Events	Proposed	FCS					May also be included in existing events policy with amendment.
Funding management of commercial city business operations	Proposed	FCS					

7.1 Attachment B Reviewed Policies

Busselton Jetty - Placement of Memorial Plaques	28/06/2017					Sets out circumstances by which a memorial plaque proposed to be located on the Busselton Jetty may be considered for approval
Meetings, Information Sessions and Decision-making Processes	10/05/2017					Outlines the guidelines for the provision of information to Councilors and the Council and other matter relating to the various forums utilized
Behovning of Impounded Dogs and Cats	14/09/2017					Refers to the relevant Acts for dealing with impounded cats and dogs. Outlines the guidelines for the waiver considerations for rehomed cats and dogs by non-for-profit and volunteer organisation
Closed Circuit Television Systems	18/06/2018					Outlines why and when the City uses CCTV and what principles guide its use
Regional Price Preference	10/10/2018					Outlines the price preference that Council will provide under Part 4A of the Local Government Functioning Regulation
Purchasing Policy	25/07/2018					Sets out the Council's approach to purchasing and importantly the thresholds and number of quotes required for procurement under \$150,000
Rails to Trails	12/09/2018					Defines which railway reserves remain as State land and outlines the heritage trail framework the land to be managed by
City Promotion – Government Partnerships	12/09/2018					Outlines key strategies to promote the City of Busselton at Federal and State Government level
Waste Management Facility and Plant Reserve	12/09/2018					Outlines the approach Council will take in relation to ensuring funds are allocated to the waste management and plant management reserve
Compliance Policy	12/09/2018					
Environment Policy	10/10/2018					Outlines a commitment to ensuring the City's activities and decision making considers the impacts on the environment and identifies measures to adequately manage them. A commitment towards continuous improvement in environmental management and progress towards creating a sustainable balance
Fees, Allowances and Expenses for Elected Members	12/12/2018					Outlines the type of fees and allowances that will be paid to elected members and in what circumstances
Vandalism - Reward for information relating to the damage of Council Property	10/10/2018					Outlines City position on the offering of a reward to any person providing information leading to successful identification of vandals of City property
Occupational Safety and Health	10/10/2018					Outlines Council's commitment and support for OSH practice
City Branding	14/11/2018					Outlines appropriate use of City of Busselton brands and emblem
Risk Management	12/12/2018					Outlines Council's commitment and support for Risk Management practice
Naming of City Roads and Assets	12/12/2018					Outlines considerations and criteria for naming community assets such as parks, sporting grounds etc
Al Fresco Trading in the Busselton City Centre	12/12/2018					
Ranger & Emergency Services Approach to Regulatory Functions	12/12/2018					Outlines City's approach to enforcement of regulatory functions such as parking, animal handling etc balancing a fair and respectful service alongside implementation of enforcement and infringement
Crossovers	13/02/2019					Outlines the standards and specifications for crossovers and council contribution
Reinstatement of Works in Road Reserves	13/02/2019					Outlines maintenance guidelines for contractors when working in road side reserve
Private Works on City Land, including Private Coastal Protection Works	13/02/2019					
Defects Liability Bonds for Subdivisions	27/02/2019					Outlines how bonds are applied and refunded to subdivision work of roads, footpaths, drainage etc
Early Clearance of Subdivisions	27/02/2019					Outlines the guidelines for approval of early subdivision clearance
Investment	27/02/2019					Outlines the approach Council takes to managing its investment
Portable Advertising Signs in Public Places	27/03/2019					Update
Designation of Senior Employees and Acting CEO	24/04/2019					Sets out the positions that are considered Senior (or Designated) employees
Councillors Induction, Training and Professional Development	24/04/2019					Outlines the range of inductions, training and development opportunities available to councillors both pre election and during the course of their term and provides guidance on the process
Honorary Freeman of the City of Busselton	12/06/2019					Outlines the guidelines for the nomination, selection and awarding of an Honorary Freeman
Audio Recording of Council Meetings	26/07/2019					Outlines the Council's position in the recording and release of audio recordings of Council Meetings
Payments and presentations on termination	26/06/2019					Outlines what gifts / presentations may be provided to staff on leaving
Misconduct, Fraud and Corruption	27/08/2019					Considered by PM& Committee 13/08, being considered by Council 27/0
Council Policy - 042 - Salary Packaging	Rescinded					Outlines Council's commitment to the provision of salary packaging as an attraction and retention tool
Council Policy - 242 - Strategic Planning	Rescinded					To be abolished
Council Policy - 031 - Tender Selection Criteria	Rescinded					Sets the selection criteria to be used in the review and selection of Tenders
Council Policy - 247 - Tender Pre Selection Criteria	Rescinded					Sets the selection criteria to be used in an EOI process run before a Tender
Council Policy - 077 - Internet Use within the Busselton and Dunsborough Public Libraries	Rescinded					Outlines member and non-member rules of use of internet access at City of Busselton libraries
Council Policy - 142 - Roadside Advertising	Rescinded					Outlines council's policy and process for considering of roadside advertising eg by tender. Outlines the tests that will be applied when considering advertisement
Council Policy - 245 - Workshop Environmental Policy	Rescinded					Outlines the importance for the City depot's ongoing implementation of current environmental laws and regulation
Council Policy - 217/3 - Reserve Maintenance Standards	Rescinded					A statement that outlines how maintenance for reserves will be carried out - that is according to the passive and active reserve maintenance standards schedule
Council Policy - 035 - Prosecutions	Rescinded					Outlines the Council's approach to prosecutions and some broad principles it will follow
Council Policy - 141 - Street Names	Rescinded					Outlines guidelines for appointing new street names and the criteria for which non-complying names can be approved by
Council Policy - 120 - Flag Protocol	Rescinded					Provides guidance for the flying of flags at City Office
Council Policy: Works and Development on Foreshore and Landscape Protection Reserves	Rescinded					Outlines the decision making process for proposals of works or development on foreshore and reserve
Council Policy: Reserves Vegetation Protection	Rescinded					Outlines how City is to respond to illegal vegetation damage
Council Policy: Building Permit Lists	Rescinded					is a statement that a list of building permits issued each month will be made available via the City webpage and details what information will be provided
Council Policy - 235 - Access and Inclusion	Rescinded					Outlines the whole community are equally valued members of society and make a unique and valuable contribution to community well being, vibrancy and way of life

8. **NEXT MEETING DATE**

Tuesday, 8 October 2019

9. **CLOSURE**