



# **CITY OF BAYSWATER**

## **AGENDA**

### **Policy Review and Development Committee**

**Commencing at  
5:30pm Wednesday  
16 May 2018**

**POLICY REVIEW AND DEVELOPMENT COMMITTEE  
AGENDA**

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**CITY OF BAYSWATER**

Dear Members

I have the pleasure of advising that the third meeting of the Policy Review and Development Committee will take place in the Committee Room at 5:30pm on 16 May 2018.

Yours sincerely

**ANDREW BRIEN**  
**CHIEF EXECUTIVE OFFICER**

4 May 2018

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**AGENDA**

**ELECTION OF CHAIRPERSON**

1. **OFFICIAL OPENING**
2. **ATTENDANCE, APOLOGIES, & ABSENCES**

**Members**

Mayor Dan Bull  
Cr Catherine Ehrhardt  
Cr Elli Petersen-Pik  
Cr Filomena Piffaretti  
Cr Brent Fleeton  
Cr Lorna Clarke

**Deputies**

**Officers**

Mr Andrew Brien Chief Executive Officer  
Ms Fiona Bentley Strategic Planning Projects Manager  
Ms Carissa Bywater Director Finance and Corporate Services  
Ms Julia McCullagh Senior Governance Officer  
Ms Cassandra Flanigan Executive Support and Research Officer,

**Observers**

Nil.

**Leave of Absence**

Nil.

**Apologies**

**3. DELEGATED AUTHORITY BY COUNCIL**

The Policy Review and Development Committee (the Committee) is an advisory Committee and has not been granted delegated authority by Council. As such there is no obligation under s. 5.23 of the *Local Government Act 1995* (LG Act) for Committee meetings to be open to the public.

It is noted that the Committee does have the option of opening meetings to the public if this is consider desirable to achieve strong policy outcomes.

**4. TERMS OF REFERENCE**

At the Ordinary Council meeting held on 12 September 2017 Council adopted the following terms of reference for the Policy Review and Development Committee:

- To review all existing City of Bayswater policies (excluding Planning Policies) within a two year period, in line with the Local Government Election Cycle and facilitate the development of new policies for the consideration by Council as required.
- To make recommendations to Council on matters related to policy, policy review and policy development.
- To explore opportunities that promote policy development in all areas that are within the Council's jurisdiction.
- To allow any draft policy developed and fully considered by another Committee of Council to be referred directly to Council for consideration.
- To provide City of Bayswater councillors with assistance and support to develop new policies.
- To consider, as required, key planning policy issues that arise (current planning policies will not form part of the 2 year review program).

## **5. DECLARATION OF INTEREST**

In accordance with s. 5.65 of the LG Act:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

## **6. CONFIRMATION OF MINUTES**

The unconfirmed minutes from the 21 March 2018 meeting have previously been distributed.

## **OFFICER'S RECOMMENDATION**

- 1. That the Committee endorse the minutes from the 21 March 2018 meeting.**

## **7. DEPUTATIONS**

Nil.

## **8. BUSINESS**

### **8.1 POLICIES TO BE AMENDED**

#### **8.1.1 Community Funding Policy**

**Key Issues:**

In order to meet various legislative requirements and fulfil the good governance and best practise considerations this report recommends to Council that it adopt a new policy that informs the future provision of funding support to the community by the City of Bayswater. This policy will replace some existing policies which are no longer required and are recommended for removal/revocation.

### **Background**

Council's adopted Corporate Business Plan 2015-2019 included an action to develop a Community Grants Program - commencing in the 2017-2018 year. This action was carried over in the new Corporate Business Plan 2017-2021.

At the Committee meeting on 19 April 2017 Council resolved to approve an allocation of \$20,000 project funding in the 2017-18 budget to develop Community Grants Program guidelines that are aligned to the aspirations of the Strategic Community Plan. At the Community, Corporate, Finance and Technical Services Committee Meeting on 13 February 2018 Council endorsed recommendations associated with a review of community grants and funding initiatives. Included in those resolutions were:

1. *Endorses the development of an overarching community grants policy to centralise information and processes about how the City of Bayswater provides funding to the community. ...*
6. *Supports the development of a decision making framework which aligns with Council's strategic community plan decision making criteria and program specific criteria to guide approval of community grants applications.*

As a result this policy is presented for adoption as well as a proposed decision making matrix which will guide officer consideration, assessment and approval of funding applications. This report is also part of a program to update City Policies. The purpose of this program is to simplify the City's policies and create stronger alignment across the City's Divisions. This program will result in clear and consistent policies for Councillors, Officers and Residents.

### **Consultation**

Consultation to develop this policy was undertaken during the review of the City's Community Grants Program with officers from all affected divisions and previous grant recipients.

### **Analysis**

This report recommends to Council that it adopt the officer recommendation concerning the adoption of a new policy to clarify expectations about the ways in which the City provides funding to the community.

### **Community Grants Policy (see Attachment 1)**

This policy is a new umbrella policy designed to reflect all policies that currently deal with different aspects of funding to the community across all areas of the City's business. This policy should provide one source of information which will improve community access and understanding.

Previous policies which can now be revoked are

- [Donations Policy](#)
- [Major Town Centre Events Policy](#)

- [Grant Funding for Environmental Groups - Administration Costs](#)
- [City of Bayswater Heritage Fund Policy;](#)
- [Scholarship Local Sport Representation Policy](#)
- [Scholarship Program Including Education Music Sport and Visual Arts Policy](#)
- [Scholarships Dance Policy](#)

It is expected that following approval of this policy that Management Practices will be developed as required to provide procedural guidance to council and officers about how to implement this policy in the workplace.

### Decision Making Framework

The proposed decision making framework is a matrix (**Attachment 2**) which lists essential and desirable criteria for the consideration and approval of grants using the Council's own decision making criteria of within the categories agreed by Council:

Category	Considerations
<b>Strategic Direction</b>	Does it fit with our strategic direction as outlined in the Strategic Community Plan?
<b>Community Views</b>	What does the community think?
	Were they provided with adequate information when giving feedback?
<b>Equity</b>	Are we ensuring equitable distribution of benefits in the community?
	Does the option consider and balance current and future community needs?
<b>Risks</b>	What types of risks are involved?
	Does it fit within our risk tolerance level?
<b>Costs</b>	How well does the option fit with the Long Term Financial Plan
	What is required to manage the whole of life costs of the asset/project/service?

This framework provides confidence to staff assessing applications and enables decisions to be made within existing delegated authorities and purchasing limits in faster timeframes. This will enable eligible individuals and organisations to receive decisions and funding within shorter turnaround times. The recommended process takes a risk management approach to the allocation of relatively small amounts of funding and is consistent with the way grant funding is managed in most other local governments. For example, at the City of Belmont all grant funding decisions are made the Senior Management Group, and in the City of Fremantle all Directors can approve grants up to \$25,000 and Managers up to \$20,000.

For example, the current threshold for approval of donations by the Director Finance and Corporate Services is \$200 with all requests in excess of this being reported to Council for decision. This process can delay decisions by up to six weeks, in order to meet agenda deadlines and await the outcomes of meetings, depending on when the request is received. The current purchasing authority for the Director Finance and Corporate Services is \$150,000 which allows procurement decisions for any other compliant purchases within that threshold.

Under the decision making framework proposed, any requests that comply with the essential requirements for a grant or donation, within the purchasing authority of the Director or Manager responsible for managing a funding stream, can be approved immediately. Funds are then made available to the applicant upon entering into a simple contract which outlines responsibilities and acquittal obligations. This reduction in red tape and processing time ensures better outcomes for the applicant and a transparent decision making process. Where a request is considered sensitive or beyond the capacity of the Director to assess, it will be reported to Council for a decision.

This approach has been particularly effective in assessing Community Capital Requests from sporting clubs and was supported by Council in 2016 for applications in the 2017/18 budget cycle. Officers received and assessed applications for funding, recommendations were made within the allocated budget and the outcomes included in Council's budget deliberations. There appears to have been a high level of confidence in this approach and has helped to drive the development of a similar process for other grant funding streams.

It is proposed that a monthly schedule is provided to Council advising of any grant funding allocated. As a result of the introduction of improved applications and simple contracts with grant recipients the City will be able to increasingly promote the success and benefits of grant funding outcomes within the community.

### Options

The following options are available to Council:

	OPTION	BENEFIT	RISK
1	Approve the officer recommendation to adopt the recommended policy.	A legally compliant and formatted policy that better reflects best practice and the City's corporate style.	NIL
2	Do not approve the officer recommendation to adopt the recommended policy.	NIL	<ul style="list-style-type: none"> <li>• Policies may not reflect current contemporary practices</li> <li>• Policies may not meet current legislative requirements</li> <li>• Policies may not be reviewed consistently.</li> </ul>

### Conclusion

Option 1 is recommended as the recommendation is considered to reflect the City's expectations for good governance and best practice development within its Policy development.

### Financial Implications

No financial implications have been identified as a direct result of this report. The implications of changes to Community Grants were identified as cost neutral when presented to Council with the outcomes of the review in January 2018.

### ATTACHED

#### 1. New Community Grants Policy (Attachment 1)

## 2. Decision Making Framework (Attachment 2)

### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Adopt the following Community Grants Policy (Attachment 1):
2. Revoke the following policies:
  - (a) Donations Policy
  - (b) Major Town Centre Events Policy
  - (c) Grant Funding for Environmental Groups - Administration Costs
  - (d) City of Bayswater Heritage Fund Policy
  - (e) Scholarship Local Sport Representation Policy
  - (f) Scholarship Program Including Education Music Sport and Visual Arts Policy
  - (g) Scholarships Dance Policy
3. Adopt the decision making framework (Attachment 2)
4. Notes the existing delegations for Directors and Managers to make procurement decisions within approved thresholds.

### 8.1.2 Fee Waivers, Concessions and Definitions for Fees and Charges

The proposed draft policy is intended to replace the City's existing policies which relate to the waiver of fees.

Generally these policies only relate to community groups and schools. The City currently has five policies which deal with the granting of fee waivers or concessions for community groups and schools or the guidance on who is eligible for a reduce rate set under the fees and charges schedule.

- [Community Bus Hire Policy](#)
- [Eligibility for a Rebate on Reserve Hire Fees for Junior Clubs Policy](#)
- [School Use of Council Facilities Policy](#)
- [Concessional Passes and Donations of Free Passes to Council Facilities Policy](#)
- [Bayswater Waves Maylands Waterland The RISE Privilege Card Policy](#)

In addition to these existing policies the Library has requested that the policy provide guidance about when library fee waivers may occur.

Under sub-section 6.12(1)(b) of the LG Act a local government may waive fees or grant concessions in relation to any amount of money which is owed to the local government (excluding rates and service charges).

This power has been delegated to the CEO, who may authorise a waiver or grant a concession to a maximum value of \$500. This power has been further sub-delegated to managers who waiver fees as part of their day to day role.

Under rule 5.7 of the City's *Thoroughfare Local Law* the local government may waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit. "Charitable organisation" in this local law has

a broad definition which includes an institution, association, club, society or body whether incorporated or not, however it is not limited to an organisation operating within the City of Bayswater.

A policy in this context is about offering direction to staff in exercising their discretion under delegated authority. Any limitation of fee waivers or concessions (for example capping the amount an officer can waiver) should be in the delegation of authority.

WALGA has advised that any reduced rate set in the schedule of fees and charges is not a waiver for the purposes of the LG Act, and does not need to be repeated in a policy or recorded as part of the annual financial statement. The City's Fees and Charges schedules 2017/18 and 2018/19 have set rates for junior clubs and schools (free for those operating in the City and 50% of the standard rate for all others). As a result there does not need to be a policy directing officer's to waiver fees in these circumstances, as currently set out in the 'Rebate on Reserve Hire Fees for Junior Clubs Policy.'

WALGA has also advised that a definition in a policy document can offer guidance for the application of the City's fee schedule.

The new policy is intended to come into effect on 1 July 2018 in line with the date that the 2018-19 Fees and Charges Schedule comes into effect.

## **ATTACHED**

- 1. Draft Waivers, Concessions and Definitions for Fees and Charges Policy (Attachment 3)**

## **OFFICER'S RECOMMENDATIONS**

**That the Committee recommend that Council:**

- 1. Adopt the draft Waivers, Concessions and Definitions for Fees and Charges Policy (Attachment 3):**
- 2. Revoke the following policies, effective as of 1 July 2018:**
  - (a) Community Bus Hire Policy**
  - (b) Eligibility for a Rebate on Reserve Hire Fees for Junior Clubs Policy**
  - (c) School Use of Council Facilities Policy**
  - (d) Concessional Passes and Donations of Free Passes to Council Facilities Policy**
  - (e) Bayswater Waves Maylands Waterland and the RISE Privilege Card Policy**

### **8.1.3 Play Equipment Policy**

#### **Provision and Installation of Play Equipment Policy and Management Practice**

At its meeting on 6 February 2018, the Committee identified a number of policies to be reclassified as management practices, as they dealt only with internal City processes and

rules for implementing legislation. The Provision and Installation of Play Equipment Policy was one of the policies identified. This former policy document was reclassified as a management practice and is currently being reviewed by City staff to ensure that it accurately reflects the processes and procedures undertaken by relevant City personnel.

It is the view of the City's officers that a guiding policy statement is required outlining the City's commitment to ensuring safety and meeting current and future community need. As no legislated standards exist for play equipment, it is the opinion of the City's officers that the Australia and New Zealand standards for play equipment and surfacing should be included as a reference, as these are upheld in the design and installation practices undertaken by City personnel and contractors.

#### **ATTACHED**

- 1. Draft Provision and Installation of Play Equipment Policy (Attachment 4)**

#### **OFFICER'S RECOMMENDATION**

- 1. That the Committee recommend that Council adopt the new Play Equipment Policy (Attachment 4)**

#### **8.1.4 CCTV Management Policy**

The City of Bayswater currently has a CCTV Management Policy first adopted on 8 December 2009.

The majority of the current policy reads as a management practice setting out the process for installation, access to and monitoring of CCTV within the City. However it contains a strategic policy statement that the City seeks to protect people and assets within the City in the most effective manner possible.

The amended policy no longer outlines the internal processes regarding the installation, use and access of CCTV systems. It intends to outline the City's position in providing a CCTV system that assists with decreasing crime and antisocial behaviour, protecting community assets and improving the detection of crime and conviction of offenders.

#### **ATTACHED**

- 1. New Draft Council Policy: CCTV Management Policy (Attachment 5)**

#### **OFFICER'S RECOMMENDATIONS**

- 1. That the Committee recommend that Council adopt the amended CCTV Management Policy (Attachment 5)**

### **8.2 ISSUE IDENTIFICATION AND NEW POLICY DEVELOPMENT**

#### **8.2.1 Identified Issues**

It is intended that this agenda item will be used as an opportunity for committee members to identify issues for possible policy development. The City's executive staff will then prepare a report analysing feasibility and policy options to be presented at the next meeting. Policy recommendations and issues identified by executive staff will also be raised.

## 8.2.2 Information and Communication Technology Polices

### Key Issues:

In order to meet various legislative requirements and fulfil good governance and best practise considerations it is recommended that the City adopt the following policies:

- Cyber Security Policy;
- Business Continuity Policy;
- Use of City Information Resources Policy.

### Background

Council's Information Services Plan 2017-2021 identifies strategic criteria and actions prioritised to deliver improvements and protect the City's ICT assets. Included within this Plan are the following actions:

- Prepare a document repository of all required policies, processes and procedures and plan to develop any that are missing.
- Classify city information as internal/external use and establish a policy for publication.
- Review security policy and access threats in line with changes in infrastructure, application environment, hosting arrangements and information classification.
- Ensure response policy and action plan is in place to mitigate against potential security threats and respond quickly to potential incidents.
- Develop an Information Management strategy and information management policy to ensure appropriate access and robust security around the production, use and storage of City information.

Given these policy related actions, it was agreed that a more cohesive policy framework was required. Three policies have been identified, within which the key risk areas of cyber security, business continuity and use of resources are considered. Management procedures containing procedural guidance to affected users are in development to support these policy positions.

### Consultation

Consultation to develop these policies involved Governance, the Project Management Framework and best practice examples within the local government industry and other reference sites.

### Analysis

This report recommends to Council that it adopt the officer recommendation concerning the adoption of the new policies to clarify expectations in relation to how the City of Bayswater manages and protects its ICT assets, resources and infrastructure.

### Adopt the following policies:

#### 1. Cyber Security Policy (Attachment 6)

This policy is a new policy designed to clarify the City of Bayswater position on the protection of intangible ICT assets from attack by parties external to the City of Bayswater and maintain the integrity and confidentiality of data.

It is expected that following the anticipated approval of this policy that Management Practices will be developed as required to provide procedural guidance to council and officers about

how to implement this policy in the workplace.

## 2. Business Continuity Policy (Attachment 7)

This policy is a new policy designed to clarify the City of Bayswater position on ensuring continuity of business in the event of failure or loss of primary ICT infrastructure.

It is expected that following the anticipated approval of this policy that Management Practices will be developed as required to provide procedural guidance to council and officers about how to implement this policy in the workplace.

## 3. Use of City Information Resources Policy (Attachment 8)

This policy is a new policy designed to clarify the City of Bayswater position on the proper usage of all information and communications technology (ICT) resources, including any electronic data transfer using City's ICT resources.

It is expected that following the anticipated approval of this policy that Management Practices will be developed as required to provide procedural guidance to council and officers about how to implement this policy in the workplace.

### Options

The following options are available to Council:

	OPTION	BENEFIT	RISK
1	Approve the officer recommendation to adopt the recommended policies,	A suite of legally compliant and regularly formatted policies that better reflect best practice and the City's corporate style.	NIL
2	Do not approve the officer recommendation to adopt the recommended policies.	NIL	<ul style="list-style-type: none"> <li>• Policies may not reflect current contemporary practices</li> <li>• Policies may not meet current legislative requirements</li> </ul>

### Conclusion

Option 1 is recommended as the recommendation is considered to reflect the City's expectations for good governance and best practice development within its Policy development.

### Financial Implications

No financial implications have been identified as a direct result of this report.

### ATTACHED

#### 1. Cyber Security Policy (Attachment 6)

2. **Business Continuity Policy; (Attachment 7)**
3. **Use of City Information Resources Policy Attachment 8)**

#### **OFFICER'S RECOMMENDATION**

1. **That the Committee recommend that Council endorse the**
  - (a) Draft Cyber Security Policy (Attachment 6);**
  - (b) Draft Business Continuity Policy (Attachment 7);**
  - (c) Draft Use of City Information Resources Policy Attachment 8).**

#### **8.3.3 Privacy Policy**

At its 21 March meeting the Committee endorsed the adoption of a Privacy Policy for the City. Local governments have access to significant amounts of personal information belonging to residents, including rates and valuations data. This personal information is both sensitive and has commercial value.

Some privacy principles are provided for documents requested under the *Freedom of Information Act 1992*. In addition to the *Freedom of Information Act 1992*, under s. 5.94 of the LG Act the public has a right to inspect certain local government information. There are also limits on this right under the LG Act, for example the right to access any rates record does not apply if the information relates to any debt owed to the local government.

There is no clear guidance for staff on appropriate access to personal information. Although, it is standard practice to ask that requests for information be submitted as an application under the *Freedom of Information Act 1992* (unless it is a request for information under s.5.94 of the LG Act).

There is a common perception that this information is protected by people's "right" to privacy. However, the *Privacy Act 1988* and the Australian Privacy Principles, which apply to federal government departments and large corporations, do not apply to local governments or state governments. While a number of other states have equivalent privacy laws that cover state and local government bodies this is not the case in Western Australia.

#### **ATTACHED**

1. **Privacy Policy (Attachment 9)**

#### **OFFICER'S RECOMMENDATION**

1. **That the Committee recommend that Council adopt the draft Privacy Policy at Attachment 9.**

#### **8.2.4 Senior and Executive Staff Attendance at Conferences, Seminars and Training Policy**

At the Committee meeting held on 21 March 2018 it was agreed that the City develop a draft for a new 'Officers Travel and Training Disclosure Policy' in line with the following principles:

- Senior Executive Staff must report any interstate or national travel and disclose attendance at conferences and training which take place locally where there is a cost to the City. The report must include the name and position title and the report is to be published monthly
- Managers must report any interstate or national travel and disclose attendance at conferences and training which take place locally where there is a cost to the City. The report will be by position title only. The report is to be published monthly
- Training which forms part of an officer's condition of employment or contract will be exempt from this policy. Continuing Professional Development (CPD) and professional networking events required as a condition of employment will also be exempt.

#### **ATTACHED**

- 1. Draft Senior and Executive Staff Attendance at Conferences, Seminars And Training Policy (Attachment 10)**

#### **OFFICER'S RECOMMENDATION**

- 1. That the Committee recommend that Council adopt the draft Senior and Executive Staff Attendance at Conferences, Seminars and Training Policy.**

#### **8.3.5 New Delegate's Report Policy**

Council currently nominates delegates to represent the City on a number of external committees, including EMRC, WALGA East Metro Zone, and the Perth Airports Municipalities Group. It is proposed that the Committee Consider endorsing a policy requiring that delegates representing Council at committees of other organisations shall provide reports to Council on the deliberations of the committee. It is noted that in some circumstances a delegate may owe a duty of fidelity, loyalty or confidentiality to the external organisation to which they have been appointed. The intention is that the reports presented to Council should be a summary of the meeting only and not contain information which would be a breach of such obligations. The intention behind this proposed policy is to ensure an open and accountable decision making process and to ensure that corporate knowledge is capture and shared.

#### **ATTACHED**

- 1. Draft Council Delegate Reports (Attachment 11)**

#### **OFFICER'S RECOMMENDATION**

- 1. That the Committee recommend that Council adopt the draft Council Delegate Reports at Attachment 11.**

### **8.2.6 WALGA Communication and Social Media Policy**

WALGA recently published a template model for a Communication and Social Media Policy. This template is a guide for local governments to consider when developing a social media or communication policy. This template policy provides suggested wording only and local governments should consider, develop and implement policy suitable to their operational requirements.

Under the WALGA Template it is made clear that Elected Members have a right to make public comment in their personal capacity. However, Elected Members may not, make any public comment which is or may be perceived as being a statement made on behalf of their local government.

### **ATTACHED**

#### **1. WALGA Social and Communication Media Policy Template (Attachment 11)**

### **OFFICER'S RECOMMENDATION**

- 1. That the Committee considers whether the City should developed and adopt a Communication and Social Media Policy based on the WALGA template.**

### **9. OTHER BUSINESS**

One of the action items to come out of the Committee meeting of 21 March 2018 was for staff to investigate whether the Economic Development Plan 2012-2014 sits within the Committee's terms of reference. The focus of this document was guiding the implementation of City strategy and on allocating its resources. This was a strategic planning document and falls outside of the policy committee's terms of reference. It is noted that the plan was superseded by the Economic/Business Framework adopted in May 2017

### **10. NEXT MEETING**

**TBA**

### **11. CLOSURE**

## Attachment 1

# COUNCIL POLICY: COMMUNITY GRANTS

**POLICY OWNER:** Director Finance and Corporate Services

**POLICY STATEMENT:** This policy states the Council's position on providing financial support to not-for-profit community groups within the context of the Strategic Community Plan.



## POLICY DETAILS

To provide opportunities to partner with the community to deliver positive community outcomes which are consistent with, and complement, the City's strategic vision to ensure:

1. Grants are provided to respond to social disadvantage, protection of the natural or built environment, partnerships, community development and capacity building.
2. Grant funding is provided consistent with Council's decision-making criteria of
  - a. Strategic Direction - responds to the adopted Strategic Community Plan;
  - b. Community Views - takes into account feedback received from the community with regard to desirable outcomes or gaps in provision;
  - c. Equity - responds to the diverse needs and geographic interests of City of Bayswater residents;
  - d. Risks - takes into account the risks of supporting or not supporting proposed activities; and
  - e. Costs - the availability of City funds and other funding sources.
3. Decision making is accountable and transparent to the community.
4. Opportunities to apply/participate in grant funding are promoted widely within the City.
5. Authority will be provided to approved officers to support requests for funding within agreed decision making criteria to enable quick responses and effective implementation of funded activities.
6. The City may develop appropriate management practices and guidelines to implement this policy.

## DEFINITIONS:

**"Strategic Community Plan"** means the ten year plan adopted by the City of Bayswater as part of the Integrated Planning and Reporting Framework which sets out strategies, aspirations and outcomes required to deliver the City's vision.

**"Grant"** means money provided by the City to eligible organisations in order to deliver a service, activity or event that provides benefits to residents of the City of Bayswater.

**"Not-for-profit community group"** means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

## RELATED LEGISLATION AND OTHER REFERENCES

*Local Government Act 1995*

Management Practices will be developed as required.

<b>Adopted by Council:</b>	Pending
<b>Reviewed</b>	Nil
<b>Strategic Link</b>	Governance and Leadership

**Attachment 2**

***Community Grant's Decision Making Framework (Under Separate Cover)***

### Attachment 3

## **COUNCIL POLICY: WAIVERS, CONCESSIONS AND DEFINITIONS FOR FEES AND CHARGES**

### **POLICY OWNER: MANAGER FINANCIAL SERVICES**

**POLICY STATEMENT:** The City of Bayswater (the City) may waive fees or grant concessions to support not-for-profit community groups and schools and to promote the City in a fair and equitable manner.

### **POLICY DETAILS**

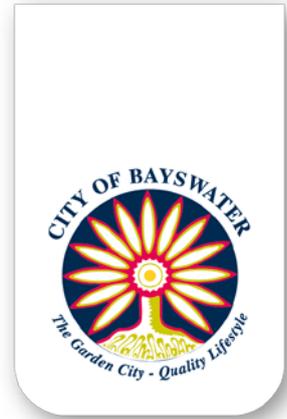
The waiving of a fee or granting of a concession must be undertaken in a consistent and transparent manner.

The City may waive fees or grant concessions in the following circumstances:

- For the use of the City's bus hire services the City may waive 100% of fees and charges for not-for-profit community groups and schools that have their primary base of operation located within the City. This waiver will only be available for groups using this service within the metropolitan area.
- The City may waive fees, through the donation of passes, to not-for-profit community groups and schools that have their primary base of operation located within the City. Any donated pass must be for the purpose of a fundraising prize and may not be resold for cash. No more than 10 free entry passes should be issued to any one group within each financial year. Any application for such a donation will be assessed on the merits of the group and the contribution it makes to the City of Bayswater community.
- The City may waive fees, through the issue of free or discounted passes, as part of a membership drive to promote the City's recreational facilities.
- The City may waive a library fee for non-returned items when the member was not at fault, including when an item is lost due to the death of a member or the item is stolen. The City may require a police report number to waive a fee for a stolen item.
- In waiving a permit fee for a stall holder or trader under the City's local law, who is a charitable organisation or a not-for-profit community group, the City may consider the merits of the group and the contribution it makes to the City of Bayswater community.

In interpreting and applying the City's fees and charges schedule the following considerations apply-

- In determining whether an organisation is eligible for a junior sporting club rate under the City's fees and charges schedule the City may require the organisation to demonstrate that any savings made are passed on to members through reduced registration fees.



- To be eligible for a privilege card and privilege card rates under the City's fees and charges schedule a person must be over thirteen years old and a resident of the City. Privilege card rates also apply to the card holder's dependent family members. In determining if a person is eligible the City may require two forms of photographic identification. The privilege card may be revoked if the person is no longer a resident of the City of Bayswater or the card has been misuse by another customer.
- To be eligible for a student rate under the City's fees and charges schedule a person must be a full time student enrolled in a secondary school or tertiary institution and the City may require them to produce a current student card.
- To be eligible for a senior's rate under the City's fees and charges schedule the City may require a person to produce a WA Seniors Card or an Age Pension Concession Card.
- To be eligible for a concession rate the City may require a person to produce a Pension Concession Card.

## DEFINITIONS

**"Not-for-profit community group"** means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.

**"Fee"** means any fee or charge set out in the City of Bayswater Fees and Charges Schedule but does not include a bond.

**"Pass"** means an entry pass to any of the City's aquatic centres, golf courses, gyms or other recreational facilities.

## TRANSITION

This policy comes into effect on 1 July 2018. The following policies will continue to apply until this date-

- Community Bus Hire Policy
- Eligibility for a Rebate on Reserve Hire Fees for Junior Clubs Policy
- School Use of Council Facilities Policy
- Concessional Passes and Donations of Free Passes to Council Facilities Policy
- Bayswater Waves Maylands Waterland and the RISE Privilege Card Policy

## RELATED LEGISLATION AND OTHER REFERENCES

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

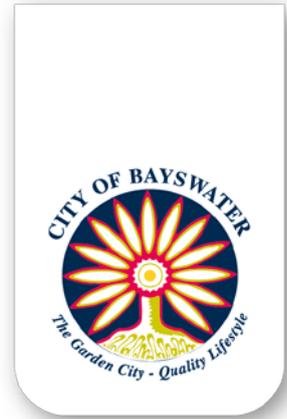
*Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2008 rule 5.7*

*City of Bayswater Fees and Charges Schedule*

<b>Adopted by Council:</b>	Pending
<b>Reviewed</b>	Nil
<b>Strategic Link</b>	Governance and Leadership and Our Community

Attachment 4

**COUNCIL POLICY: PROVISION AND INSTALLATION OF PLAY EQUIPMENT**



**POLICY OWNER:** Manager Recreation Services

**POLICY STATEMENT:** To ensure the safe and equitable provision, installation and maintenance of play equipment across the City, meeting the current and future needs of the community.

**POLICY DETAILS:** The City of Bayswater is committed to ensuring the safety of the community by providing playground equipment in accordance with Australian standards, striving for sustainable and durable design and materials, accessibility and functionality.

The City of Bayswater will develop and maintain a Play Equipment Management Practice to inform the direction, actions and procedures for personnel involved in the provision, installation and maintenance of play equipment.

**DEFINITIONS**

Nil

**RELATED LEGISLATION AND OTHER REFERENCES:**

- AS 4685:2014 Part 1 to 6 and Part 11:2014 - Playground equipment and surfacing*
- AS/NZS 4486:1997 - Playgrounds and Play Equipment Part 1, Development, Installation, Inspection, Maintenance and Operation*
- AS/NZS 4422:2016 - Playground Surfacing - Specifications, requirements and test method*
- Management Practice - Provision and Installation of Play Equipment

<b>Council Adoption</b>	28 October 1997,
<b>Reviewed / Modified</b>	21 November 2006, 1 March 2016, 20 February 2018
<b>Strategic Link</b>	Our Community

## Attachment 5

# COUNCIL POLICY: CCTV MANAGEMENT

**POLICY OWNER: CHIEF EXECUTIVE OFFICER**

### **POLICY STATEMENT:**

This policy outlines the City of Bayswater's position in providing a Closed Circuit Television (CCTV) system that assists in decreasing crime and anti-social behaviour, protecting community assets and improving the detection of crime and conviction of offenders.



### **POLICY DETAILS:**

The City has a key role in supporting our community to feel safe and secure.

The City will deploy, operate and manage its CCTV systems in accordance with the City's CCTV Strategy. The purpose of the CCTV strategy is to:

- Provide a clear vision and framework for how CCTV can best be used to enhance the safety and security of our community;
- Position the City for future technological advances;
- Ensure adherence to relevant legislation, standards and guidelines;
- Provide for collaborative opportunities with key stakeholders.

The City may develop such internal processes and management practices as it considers appropriate to implement this policy and to give effect to, and ensure consistency with, the relevant provisions of related Legislation.

### **DEFINITIONS:**

"CCTV" means any combination of cameras, lenses video/digital recorders and/or accessories installed for the purpose of monitoring and recording visual activity.

### **RELATED LEGISLATION AND OTHER REFERENCES:**

*Local Government Act (1995)*

*Criminal Code Act Compilation Act 1913*

*Criminal Procedures Act (2004) WA*

*State Records Act (2000) WA*

*Surveillance Devices Act (1988) WA*

*Security and Related Activities (Control) Act (1996) WA*

*Freedom of Information Act (1992) WA*

Memorandum of Understanding – Western Australia Police and City of Bayswater – 10/05/2016

CCTV Strategy 2018 -2022

Community Safety and Crime Prevention Plan

<b>Adopted by Council</b>	8 December 2009
<b>Reviewed</b>	Nil
<b>Strategic Link</b>	Our Community and Leadership and Governance

## Attachment 6

# COUNCIL POLICY: CYBER SECURITY

**POLICY OWNER:** Manager Information Services

**POLICY STATEMENT:** To protect the City of Bayswater's (the City) ICT assets and ensure cyber security best practice standards.



## POLICY DETAILS

In order to protect intangible ICT assets from attack by parties external to the City and maintain the integrity and confidentiality of the data the City adopts the following policy.

The City will:

1. Implement controls over systems and processes to prevent unauthorised access to City data and ICT assets;
2. Undertake regular audits and testing in order to prevent and remedy:
  - a. Illegal access by unauthorised parties;
  - b. Appropriation of City owned and held data;
  - c. Disruption of the City's normal business activities;
3. Proactively modify and update systems to respond to changing risks and threats to data integrity;
4. Monitor and report on suspected and attempted breaches and remedies applied;
5. Source insurance cover to protect against any threats.
6. Develop Management Practices as required providing procedural guidance to Council and officers about how to implement this policy in the workplace.

## DEFINITIONS:

**"ICT Resources"** means electronic data exchange, via internal and external data networks, internet access, E-mail and any other electronic data transfer using City equipment and services.

**"Intangible ICT Asset"** means the City's intellectual property, typically data which is owned or held by the City and may have a value to others.

## RELATED LEGISLATION AND OTHER REFERENCES

- ISO 27001 Specification for Information Security Management System

<b>Adopted by Council:</b>	Pending
<b>Reviewed</b>	Nil
<b>Strategic Link</b>	Governance and Leadership

## Attachment 7

# COUNCIL POLICY: BUSINESS CONTINUITY

**POLICY OWNER:** Manager Information Services

**POLICY STATEMENT:** To ensure continuity of business in the event of failure or loss of primary ICT infrastructure.



### POLICY DETAILS:

In order to ensure that the City of Bayswater's (the City) information and digital services are always available to all stakeholders, the City adopts the following policy:

1. The City's Disaster Recovery Plan provides for changing ICT environments and requirements for city business continuity and is updated annually;
2. City data is protected by back up procedures and regular reviews of redundancies, storage infrastructure and the changing value of information over time;
3. IT specific risk assessment criteria and mitigation strategies are applied to all corporate projects and business as usual activities.
4. Management Practices will be developed as required to provide procedural guidance to Council and officers about how to implement this policy in the workplace.

### DEFINITIONS:

"**ICT infrastructure**" means physical infrastructure to deliver information and communication of data to City stakeholders, both internal and external - includes servers, connections to mobile devices, cable, towers, remote storage and computers.

### RELATED LEGISLATION AND OTHER REFERENCES

Nil

<b>Adopted by Council:</b>	Pending
<b>Reviewed</b>	Nil
<b>Strategic Link</b>	Governance and Leadership

## Attachment 8

# COUNCIL POLICY: USE OF CITY INFORMATION RESOURCES



**POLICY OWNER:** Manager Information Services

**POLICY STATEMENT:** To ensure proper usage of all information and communications technology (ICT) resources, including any electronic data transfer using the City of Bayswater's (the City) ICT resources.

### POLICY DETAILS

In order to protect the integrity of the City's data and ICT facilities, the City adopts the following policy:

1. The use of ICT resources should be consistent with the City's business operations.
2. Persons are accountable for their use of the City's ICT facilities.
3. The network, and its connections to other networks, is to be used only in a manner that is consistent with these purposes and within the spirit of this Policy.
4. This includes, but is not limited to:
  - a. Access to information that relates to the City's functions, objectives and mission.
  - b. Access to information that relates to authorised professional employee development.
  - c. Business communications with external parties and organisations that relate to the City's functions, objectives and mission.
  - d. Conducting research that relates to the City's functions, objectives and mission.
  - e. Compliance reporting (e.g. finance)
  - f. Maintaining relevant professional business relationships with other organisations, groups and colleagues.
5. Limited personal use is permitted but must not interfere with the City's business operations.
6. Improper use of the City's ICT facilities will be addressed in accordance with this policy and may lead to disciplinary action, criminal prosecution, or both.

### DEFINITIONS:

**"ICT Resources"** means electronic data exchange, via internal and external data networks, internet access, E-mail and any other electronic data transfer using City of Bayswater equipment and services.

### RELATED LEGISLATION AND OTHER REFERENCES

- *State Records Act 2000*
- *Freedom of Information Act 1992*

<b>Adopted by Council:</b>	Pending
<b>Reviewed</b>	Nil
<b>Strategic Link</b>	Governance and Leadership

## Attachment 9

# COUNCIL POLICY: PRIVACY

**POLICY OWNER:** Director Finance and Corporate Services

**POLICY STATEMENT:** To ensure that any third party personal information held by the City of Bayswater (the City) is handled appropriately and that best practice privacy principles are maintained.



## POLICY DETAILS

- Personal data will only be collected for purposes that directly relate to the City carrying out its functions of a local government.
- The City will take all reasonable steps to safeguard personal data from unauthorised access or misuse.
- Personal data will only be used for the purpose for which it was collected.
- Personal data collected by the City will not be disclosed to a third party (other than the individual concerned) unless:
  - The disclosure is a public interest disclosure or it is information which the public has a right to access under relevant legislation; or
  - the disclosure is required or authorised by or under any other law; or
  - the individual concerned has consented to the disclosure; or
  - the disclosure is necessary to prevent or lessen a serious and imminent threat to the individual concerned or another person.

## DEFINITIONS

**"Personal information"** means information or an opinion, whether true or not, whose identity is apparent or can reasonably be ascertained from the information or opinion.

## RELATED LEGISLATION AND OTHER REFERENCES

- *Local Government Act 1995* s.5.94, s.5.95 and s. 5.96
- *Freedom of Information Act 1992*
- *Public Interest Disclosure Act 2003*

<b>Adopted by Council:</b>	Pending
<b>Reviewed</b>	Nil
<b>Strategic Link</b>	Governance and Leadership

## Attachment 10

# COUNCIL POLICY: SENIOR AND EXECUTIVE STAFF ATTENDANCE AT CONFERENCES, SEMINARS AND TRAINING



**POLICY OWNER:** Chief Executive Officer

**POLICY STATEMENT:** Council supports the attendance of City of Bayswater (the City) staff at conferences, seminars and training to assist them in fulfilling their role and further developing their skill set or where attendance will benefit the Bayswater district community.

### POLICY DETAILS

Attendance should be undertaken in a transparent manner and in line with budget allocations.

The City will fund attendance by executive officers at interstate conferences. The City will not fund attendance at overseas conferences, other than New Zealand.

Senior Executive Staff must report, where there is a cost to the City, any intrastate or national travel or travel to New Zealand, and disclose attendance at conferences and training which take place locally. The report must include the name and position title and be published monthly.

Managers must report, where there is a cost to the City, any intrastate or national travel or travel to New Zealand, and disclose attendance at conferences and training which take place locally. The report will be by position title only and is to be published monthly.

### DEFINITIONS

Events covered by this policy include: conferences, seminars, training courses, professional development, industry forums, workshops, presentations, awards, business breakfasts/luncheons/dinners - where there is a cost to the City.

Training which forms part of an officer's condition of employment or where the funding is included in the contract of employment will be exempt from this policy. Continuing Professional Development and professional networking events required as a condition of employment will also be exempt.

### RELATED LEGISLATION AND OTHER REFERENCES

Nil.

<b>Adopted by Council:</b>	Pending
<b>Reviewed</b>	Nil
<b>Strategic Link</b>	Governance and Leadership

## Attachment 11

# COUNCIL POLICY: COUNCIL DELEGATE REPORTS

**POLICY OWNER:** Chief Executive Officer

**POLICY STATEMENT:** To ensure an open and accountable decision making process, delegates representing Council at committees of other organisations shall provide reports to Council on the deliberations of the committee to which the delegate is appointed.



## POLICY DETAILS

- Delegates are to provide a written report to Council on the deliberations and outcomes of the committee meeting.
- The report to Council should include a statement of what occurred at the meeting and the outcomes.
- Where two or more delegates attend the same external committee meeting as representatives of Council only one report needs to be submitted to Council.
- Where practicable, reports are to be presented to the first ordinary meeting of Council following the committee meeting.
- In some circumstances a delegate may owe a duty of fidelity, loyalty or confidentiality to the external organisation to which they have been appointed, as such reports back to Council should be a summary only and not contain information which would be a breach of such obligations.

## DEFINITIONS

"**Delegate**" means an elected member or a member of staff appointed to a committee of another organisation by Council as a representative of Council.

## RELATED LEGISLATION AND OTHER REFERENCES

Nil

<b>Adopted by Council:</b>	Pending
<b>Reviewed</b>	
<b>Strategic Link</b>	Governance and Leadership

**Attachment 12**

**WALGA Communication and Social Media Policy (Under Separate Cover)**